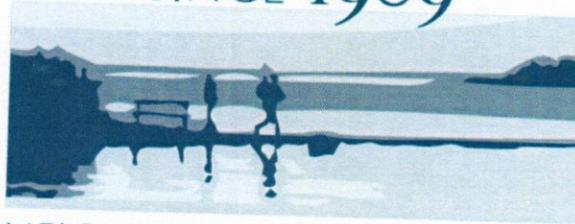


mauam Chair; Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-326-1551

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Supervisor Jim Kelley 327-0317
Treasurer Becky Adams 259-1192
Clerk Cari Ann Alleman 244-5070
Deputy Clerk Kati Pierce 256-7411
harristownshipclerk@gmail.com

Mission Statement:
The Harris Town Board strives
to enhance the quality of life,
protect the environment,
and maintain economic stability
for the residents of their community.

www.harristownshipmn.org

REGULAR MEETING December 12, 2018 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. Regular Meeting November 14, 2018
 - B. Emergency Work Session December 4, 2018
3. **Additions and Corrections-**
4. **Business from the floor-** Please come up to the podium and state your name and address for the record
 - A. Clint Carrow- Vacate
5. **Consent Agenda**
6. **Roads**
 - A. 2019 Road Update
 - B. Geotechnical Evaluation Report
 - C. Letters from Sherry Jokinen
7. **Recreation**
 - A. Rink Attendant Update/Rink Status'
8. **Correspondence**
 - A.
9. **Old Business**
 - A. Local Collaborative meeting minutes update; approval to continue to attend
 - B. Employee Handbook
10. **New Business**
 - A. 2019 Meeting Schedule
 - B. Internet access Service Center
 - C. Complete Count Census 2020; approval for chairman and clerk to attend sessions and trainings- letter to Mrs. Marilyn A. Sanders, Chicago Regional Director
 - D. Cable Commission update of December 12, 2018 meeting
 - E. Re-organizational Discussion
 - F. WIPFI (Preparation of 2018 MN State Reporting form & Audit) Engagement letter for the year ending December 31, 2018
 - G. Budget for Town hall TV (wall)
 - H. Grave digging Update
 - I. Ink Cartridge-HPDJ3511 or WIFI access WC-6027

- J. Lake States Tree Service
- K. 2019 Quorum Notice of ITCA meeting schedule
- L. Resolution: Designation of Polling place
- M. Lacrosse/Soccer/Baseball- Crystal Park/Wendigo Park

- 11. Treasurer's Report** – dated December 12, November financials, 2018
- A. Approve treasurers report
 - B. Approve the payment of bills (include check numbers and amount)

13. Public Input (*please limit comments to 5 minutes*) please come up to the podium and state your name and address for the record

14. UPCOMING Events / Meetings

Mon. Dec. 17 Work Session: Roads, Caretaker, Mow Daddy.....	6:00 PM Harris Town Hall
Wed. Jan. 9 Regular Meeting.....	7:30pm Harris Town Hall
Mon. Jan. 14 Itasca County Township Association.....	7:00 pm Blandin Foundation
Mon. Jan. 16 Work Session: Budgets.....	6:00 PM Blandin Foundation
Wed. Jan 23 Planning and Development meeting.....	7:30 pm Harris Town Hall
Tues. Jan. 29 Board of Audit	6:00 pm Harris Town Hall
Wed. Jan. 30 Budget Session.....	6:00 pm Blandin Foundation
Wed. Feb. 6 Budget Session.....	6:00 PM Harris Town Hall

15. Adjourn

**REGULAR MEETING
November 14, 2018 at 7:30pm
Minutes**

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. Regular Meeting October 10 – motion to approve the minutes made by Kelley seconded by Schack passed by all.
 - B. Work Session November 8 (re: Appointed vs Elected clerk and treasurer Budget to Actual). Motion to approve minutes made by Schack seconded by Kortekaas passed by all.
 - C. Board of Canvass November 8 minutes.- Motion to approve the minutes made by Kelley seconded by Haubrich passed by all.
3. **Additions and Corrections-** Add under old business,-well treatment add under roads (9D)- 2019 road projects (6G). motion to approve the additions made by Haubrich seconded by Kelley passed by all.
4. **Business from the floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda**
6. **Roads**
 - A. Wendigo Park Circle Update- Derrick was going to pick up wood and do brush cutting, basically complete.
 - B. Billboard Permit- email from the township attorney included in agenda. Board supports comprehensive plan.
 - C. Validation of Township Roads-included in agenda; motion to approve made by Haubrich Kortekaas, passed by all.
 - D. Little Crystal Lane Turn- get the area surveyed and get a legal easement; Attorney Shaw's recommendation. Motion to move forward to get the survey made by Schack seconded by Haubrich passed by all.
 - E. 2018 Road Project update- everything was done that could be done. It is prepped for next year. Will need to add culverts to the Field Crest Road project. That project is estimated to be done by July 4th of 2019. The contractor will honor this year's price.
 - F. Township Attorney Discussion
 - G. 2019 road projects- meet with S.E.H.- Bid out on roads out as soon as can, hopefully everything done by the 4th of July, borings to be done this fall, and bid packets could be out mid-February to early march \$5,500 to do 10 borings (Braun); Tolereck Road, Alicia Place, Mishawaka Shores, Gary Drive, and Sunny Beach Addition. Motion to proceed with the pre work made by Haubrich seconded by Kortekaas passed by all. Survey work to be done on Mishawaka Shores, culvert grade, maybe move it and lower it. Tolereck Road to make sure there is nothing buried there. Motion to approve the surveying of the Tolereck, Little Crystal, and Mishawaka Shores, made by Haubrich seconded by Kelley passed by all.
7. **Recreation**
 - A. Rink Attendant Update- working with Express Employment to Wendigo Park Rink, and Crystal Park. Working on setting up interviews. Kelley will continue to monitor who is working and rink hours.

8. Correspondence

A.

9. Old Business

- A. November 8 work session update appointed vs elected clerk and treasurer and Budget to Actual- minutes are in the packet.
- B. Media Com update- Things are moving forward, they have to get a box moved, and put in more cable, letters going out after the Monday after Thanksgiving. Then you can call to get on the list to get internet.
- C. Quotes for town hall flooring- quotes included in packet, motion to approve Filthy clean estimate made by Haubrich seconded by Schack passed by all. Scrubbing main floor with extra wax for a total of \$530.00, no need to do kitchen and bathrooms. Look at November 29-30 to wax the floor.
- D. Well treatment- tomorrow to do a well treatment, Benes Well Drilling, will do both town hall and service center.

10. New Business

- A. Resignation of Caretaker; schedule work session- motion to approve a work session December 17, 2018 6 pm; roads projects for 2019, caretaker, review the year of mowing temp help, made by Kelley seconded by Schack passed by all.
- B. Approve Resolution Board of Canvass November 8 (Resolution 2018-004)- Motion to approve the Board Of Canvass made by Kortekaas seconded by Kelley passed by all.
- C. Certificate of Election & appointment of treasurer.
- D. Schedule budget sessions motion to approve the budget sessions of January 16, January 30th, February 6, Board of Audit and budget on January 29th all at 6 pm. Possibly at the Blandin Foundation made by Kelley seconded by Schack passed by all.
- E. Century Link Permit- line work upgrading Wagon Wheel Court Road, utility across Wendigo Park Road, motion to approve made by Kelley seconded by Kortekaas, passed by all.
- F. Resolution for Cemetery Policy- included the rate changes in the policy. Motion to approve the Resolution made by Haubrich seconded by Kelley passed by all.
- G. Cemetery Burial back-up plan- supervisors can step in and help out. Contractor can use township equipment. Do we want them to use our equipment or labor rates, just for the operator? Kelley will do research and bring it back to the P & D meeting.
- H. Resolution for Appointed of Temporary Treasurer- correction motion to approve the resolution made by Haubrich with the effective date of January 1, seconded by Schack passed by all. Roll Call: Schack- Yes, Haubrich-Yes, Kortekaas-Yes, Kelley-Yes, Clayton-Yes.
- I. Use of Township Equipment- no we are a government entity.
- J. Town Hall TLC- look at sanding and staining the wainscoting and cabinets to update the town hall. Good Project to do over the course of the winter.

11. Treasurer's Report – dated November 11, October financials, 2018

- A. Approve treasurer's report- motion to approve the treasurer's report made by Kelley seconded by Kortekaas passed by all.
- B. Approve the payment of bills (include check numbers and amount) Add 6.5 hours to Haubrich pay request for extra work that he did in the month of October; motion made by Kelley seconded by Kortekaas passed by all. To be paid in December for that work. Motion to approve the payment of the bills in the amount of \$80,775.98, and check numbers 18041-18075 made by Kortekaas seconded by Kelley passed by all.

13. Public Input (please limit comments to 5 minutes) please come up to the podium and state your name and address for the record

MAT (Minnesota Association of Townships) awarded 6 winners for scholarships to high school seniors, recognized at the annual meeting in November. We had a resident win the scholarship, Gus Boedenheimer.

14. UPCOMING Events / Meetings

Mon. Nov. 19 Itasca County Township Association.....7:00 pm Blandin Foundation
Wed. Nov. 28 Planning and Development meeting..... 7:30 pm Harris Town Hall
Wed. Dec. 12 Regular Meeting.....7:30pm Harris Town Hall

15. Adjourn- motion to adjourn made by Haubrich seconded by Schack at 8:55 pm passed by all.

Prepared by: Cari Alleman
Signature _____

Madam Chair: Peggy Clayton
Signature _____

DRAFT

2B

Emergency Closed Work Session
December 4, 2018

Present: Madam Chair Peggy Clayton, Vice-Chair Jim Kelly, Supervisor Ken Haubrich, Supervisor Dennis Kortekaas, and Supervisor Mike Schack

The meeting was called to order at 12:00 Noon at the Harris Town Hall by Madam Chair Peggy Clayton. Pledge to the flag was conducted.

The Harris Town Board moved into closed session.

The purpose of the emergency closed meeting was to discuss an employee of the township.

A motion was made by Jim Kelly, and seconded by Mike Schack to move into open session, and adjourn the meeting at 12:45 pm.

Submitted by Madam Chair Peggy Clayton

Preliminary Certificate of Survey for: Bruce Brown

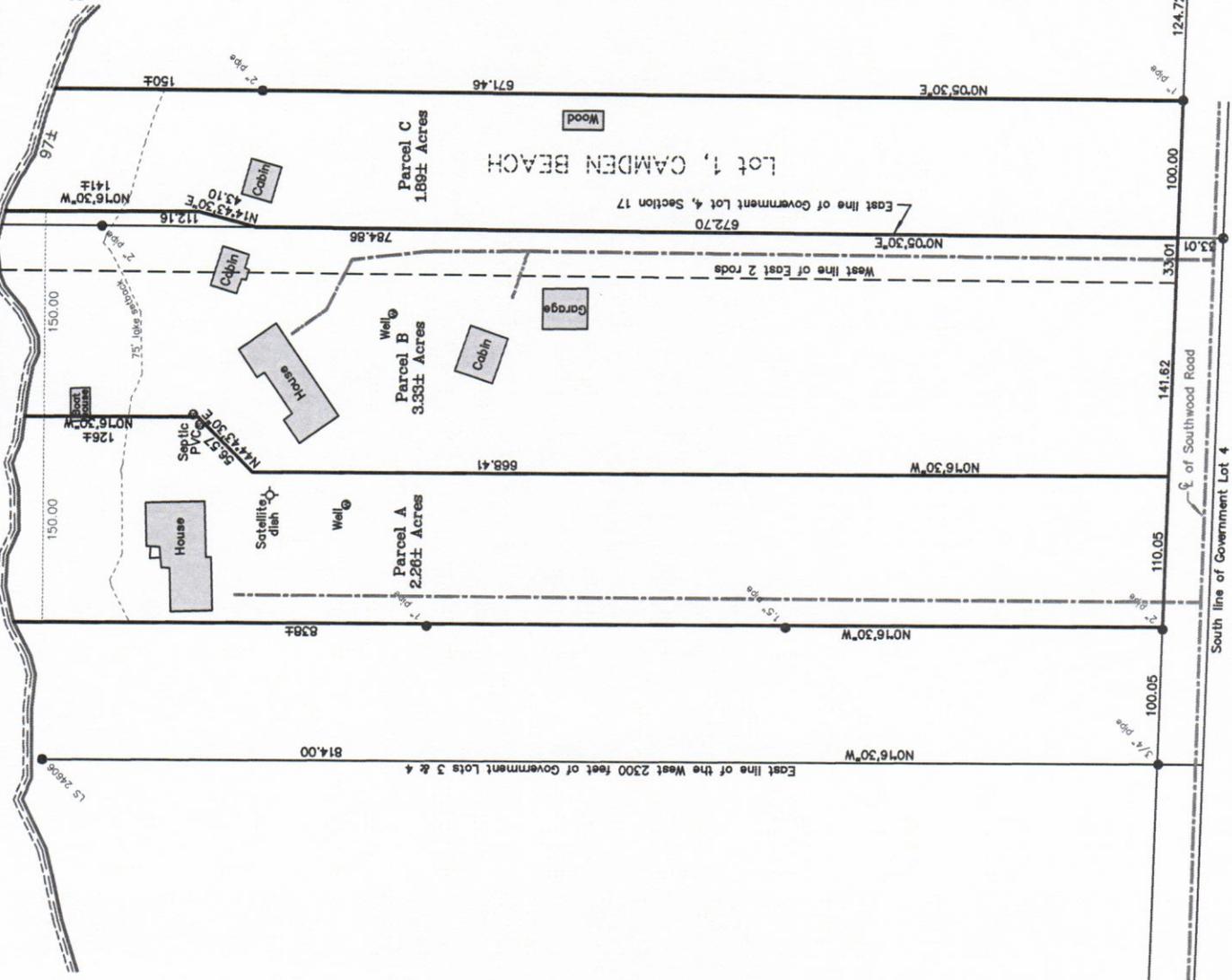
Lot 1, CAMDEN BEACH & part of Government Lot 4,
Section 17, T 54 N, R 25 W, Itasca County, Minnesota

Parcel description of record:

Documents A561363 & T45255:

Lot (1) One, CAMDEN BEACH, according to the plat thereof on file and of record in the office of the Register of deeds of said county and state, AND
All that part of Government Lot Four (4), Section Seventeen (17), Township Fifty-four (54), North Range Twenty-five (25), West of the Fourth (4th) Principal Meridian, Lying East of a Line Twenty-four hundred (2400) feet East of and parallel with the West Line of Government Lot Three (3) in said Section except the East (E) side of the (2) Road for public road, subject to homestead rights and mineral reservations.

Pokegama Lake
General Derivations



The orientation of this survey is based on Grid North, Itasca County Coordinate System, South Zone, NAD 83 (2007)



Legend

- Denotes set 1/2" rebar with cap marked RLS 44002
- Denotes found monument
- ⊙ Denotes calculated position

NORTHERN LIGHTS
LAND SURVEYING P. S. C.
1007 NW 4th Street
Grand Rapids, MN 55744
Phone/Fax: (218) 338-8325
nlsurveying001@qwest.net

Surveyor's Affidavit
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly licensed and active Surveyor under the laws of the State of Minnesota.

Jeffrey P. Major
Date: _____ Registration No. 44902

Date of Draft: 11/13/16 Job Number: 2016088

6B

Geotechnical Evaluation Report

Proposed Road Reconstructions
Tolerick Drive, Alicia Place, Mishawaka Shores Drive, Sunny Beach
Addition and Gary Drive
Harris Township, Minnesota

Prepared for

Harris Township

Professional Certification:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.



Mark W. Gothard, PE
Principal Engineer
License Number: 44926
December 6, 2018



Project B1812256
Braun Intertec Corporation

BRAUN
INTERTEC

The Science You Build On.

December 6, 2018

Project B1812256

Ms. Peggy Clayton, Chairperson
Harris Township
21998 Airport Road
Grand Rapids, MN 55744

Re: Geotechnical Evaluation
Proposed Road Reconstructions
Tolerick Drive, Alicia Place, Mishawaka Shores Drive, Sunny Beach Addition and Gary Drive
Harris Township, Minnesota

Dear Ms. Clayton:

We are pleased to present this Geotechnical Evaluation Report for the proposed reconstruction of segments of Tolerick Drive, Alicia Place, Mishawaka Shores Drive, Sunny Beach Addition and Gary Drive in Harris Township.

Thank you for making Braun Intertec your geotechnical consultant for this project. If you have questions about this report, or if there are other services that we can provide in support of our work to date, please contact Mark Gothard at 218.259.5500 (mgothard@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Mark W. Gothard, PE
Principal Engineer



Joseph C. Butler, PE
Principal / Senior Engineer

c: Ms. Allie Jurvelin, Graduate Engineer - Short Elliot Hendrickson, Inc.

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Appendix

Log of Boring Sheets ST-1 through ST-10

Descriptive Terminology of Soil

A. Introduction

A.1. Project Description

This geotechnical evaluation report addresses the proposed design and reconstruction of segments of Tolerick Drive, Alicia Place, Mishawaka Shores Drive, Sunny Beach Addition and Gary Drive within Harris Township, south of Grand Rapids, Minnesota.

Ms. Allie Jurvelin, Graduate Engineer, Short Elliott Hendrickson, Inc. indicated that current plans are to reclaim the existing pavement sections, place additional aggregate base material as needed and repave the roadways with bituminous.

A.2. Site Conditions and History

Tolerick Drive, Alicia Place, Mishawaka Shores Drive, Sunny Beach Addition and Gary Drive are currently bituminous surfaced. The following photograph shows the general locations of the roadways.

Photograph 1. 2019 Project Boring Overall Project Areas



Photograph provided by Google Earth®.

A.3. Purpose

The purpose of our geotechnical evaluation was to characterize subsurface geologic conditions at selected exploration locations and evaluate their impact on the design and planned pavement reconstruction projects.

A.4. Background Information and Reference Documents

We reviewed the following information:

- Email correspondence with Ms. Jurvelin regarding subsurface conditions and the planned reconstruction.
- Minnesota Geologic Map, "Geologic Map of Minnesota, Quaternary Geology", prepared by Hobbes and Goebel, dated 1982.
- Aerial photos from Google Earth®.

We have described our understanding of the proposed reconstruction and site to the extent others reported it to us. Depending on the extent of available information, we may have made assumptions based on our experience with similar projects. If we have not correctly recorded or interpreted the project details, the project team should notify us. New or changed information could require additional evaluation, analyses and/or recommendations.

A.5. Scope of Services

We performed our scope of services for the project in accordance with our Proposal QTB089330 for a Geotechnical Evaluation to Ms. Cari Ann Alleman, Clerk, Harris Township, dated November 9, 2018, and authorized by Ms. Peggy Clayton, chairperson, Harris Township, on November 14, 2018. The following list describes the geotechnical tasks completed in accordance with our authorized scope of services.

- Reviewing the background information and reference documents previously cited.
- Clearing the exploration locations of underground utilities. SEH selected and staked the exploration locations. SEH will acquire the ground surface elevations at the borings with global positioning system (GPS) technology at a later date. Table 1 in Section B.2. of this report describes the approximate locations of the borings.

- Performing ten standard penetration test (SPT) borings, denoted as ST-1 to ST-10, to a nominal depth of about 6 feet below grade along the existing road alignments.
- Performing laboratory testing on select samples to aid in soil classification and engineering analysis.
- Preparing this report containing a boring location sketch, logs of soil borings, a summary of the soils encountered, results of laboratory tests, and recommendations for pavement reconstruction.

Our scope of services did not include environmental services or testing, and we did not train the personnel performing this evaluation to provide environmental services or testing. We can provide these services or testing at your request.

B. Results

B.1. Geologic Overview

We based the geologic origins used in this report on the soil types, in-situ and laboratory testing, and available common knowledge of the geological history of the site. Because of the complex depositional history, geologic origins can be difficult to ascertain. We did not perform a detailed investigation of the geologic history for the site.

B.2. Boring Results

The borings were completed within the existing pavement of Tolerick Drive, Alicia Place, Mishawaka Shores Drive, Sunny Beach Addition and Gary Drive. All borings except ST-8 (along Sunny Beach Addition) encountered bituminous surfacing over aggregate base. Boring ST-8 encountered aggregate base at the road surface. Beneath the aggregated base, the borings generally encountered glacially deposited soils consisting of sandy lean clay (CLS), clayey sand (SC) and silty sand (SM). We attempted to measure the in-place thickness of bituminous surfacing and aggregate base to the nearest 1/2 inch. These measurements were taken within the 6-inch diameter borehole. It can be difficult to identify strata boundaries.

Table 1 below summarizes the approximate pavement material thicknesses observed at the borings, as well as the subgrade soils encountered below the aggregate base.

Table 1: Pavement Materials and Subgrade Summary

Boring	Approximate Location	Approximate Bituminous Thickness (inches)	Approximate Aggregate Base Thickness (inches)	Summary of Existing Subgrade Soils ¹
ST-1	Mishawaka Shores Dr; 65' from Mishawaka Rd	5 1/2	6 1/2	CLS, gry brn to brn
ST-2	Mishawaka Shores Dr; 1400' from Mishawaka Rd	4 1/2	5 1/2	CLS, gry brn to brn
ST-3	Gary Dr; 970' from Crystal Springs Rd	5	8	SC, brn
ST-4	Tolerick Rd; 300' from Shadywood Rd	3	5 1/2	SC, brn
ST-5	Tolerick Rd; 1750' from Shadywood Rd	3 1/2	7 1/2	SC, brn
ST-6	Tolerick Rd; 2000' from Shadywood Rd	3	8	SC, brn
ST-7	Sunny Beach Addition; 450' from Sunny Beach Rd	3 1/2	5 1/2	SM, brn
ST-8	Sunny Beach Addition; 1320' from Sunny Beach Rd	None	8	SM, brn
ST-9	Alicia Pl; 330' from Wendigo Park Rd	3 1/2	6	SM, brn
ST-10	Alicia Pl; 2400' from Wendigo Park Rd	3 1/2	8 1/2	SM, brn

¹ - SM = silty sand, SC = clayey sand, CLS = sandy lean clay, brn = brown, gry.brn = grayish brown

B.3. Groundwater

We did not observe groundwater while performing our borings. Groundwater may take days or longer to reach equilibrium in the boreholes and we immediately backfilled the boreholes, in accordance with our scope of work. If the project team identifies a need for more accurate determination of groundwater depth, we can install piezometers. Project planning should anticipate seasonal and annual fluctuations of groundwater.

B.4. Laboratory Test Results

B.4.a. Percent Passing the #200 Sieve Tests

We performed tests to evaluate the percent particles passing the #200 sieve (P200) (per ASTM D1140) to estimate the engineering properties of the subgrade materials. The results of these tests indicated the soils encountered had moisture contents of approximately 8.7 to 18.4 percent and P200s of approximately 12.7 to 57.5 percent. The Log of Boring sheets list the results of P200 tests in the "Tests or Notes" column adjacent the samples tested.

C. Recommendations

C.1. Design Considerations

C.1.a. Bituminous Paving

The silty sand (SM) and clayey sand (SC) soils are considered marginal subgrade soils. The lean clay (CL) soils are considered poor subgrade soils. The silty sand, clayey sand and lean clay soils are considered to be moderately to highly frost-susceptible soils.

C.1.b. Reclaim (Leave In-Place) and Paving

We understand the township will be reclaiming and repaving segments of Tolerick Drive, Alicia Place, Mishawaka Shores Drive, Sunny Beach Addition and Gary Drive within Harris Township. The bituminous and aggregate base thicknesses are variable, but appear to be of adequate thickness to allow reclamation to a depth of at least 6 inches.

Assuming an average minimum bituminous thickness of 3 inches (based on the measurements within the borings except at Boring ST-8 where bituminous was not encountered at the road surface), a design reclamation depth of 6 inches would achieve the approximately 50-50 blend of recycled bituminous and underlying soils (typically aggregate base) that is desirable for reclaimed materials. The remaining aggregate base appears sufficient to support the reclaim machine during reclaim. Reclaimed material will be blended and placed by the reclaim machine. We recommend a minimum of 6 inches of aggregate base be in place to support heavy construction equipment.

Regardless of the design reclaim depth chosen, adjustments will be necessary in the field by the reclamation contractor to account for variations in material depths and conditions. We recommend test pits during construction to confirm the aggregate base thickness.

C.2. Pavement Subgrade Preparation

C.2.a. General

The existing nonorganic subgrade soils encountered in the borings are suitable subgrade soils.

We recommend the pavement subgrades be scarified to a depth of at least 6 inches, mixed, moisture-conditioned, then compacted to a minimum of 95 percent of their maximum dry densities determined in accordance with MnDOT Laboratory Procedure 1305 (standard Proctor).

Any black fill soils within the pavement subgrade are unsuitable subgrade soils. We recommend providing a minimum of 3 feet of separation between the organic soils and the bottom of the aggregate base layer. The subcuts should be backfilled with non-organic soil to reach desired grades. The backfill should be well mixed so that it is uniform. Buried topsoil or organic fill soils were not observed in our borings, however, they may be present within other areas of the alignment.

C.2.b. Treatment of Frost-Susceptible Soils

Silty sands, clayey sands and lean clays are frost-susceptible soils. MnDOT pavement design standards (MnDOT Technical Memorandum 04-06-MAT-01 dated March 1, 2004) recommend minimum thicknesses of FFMs over frost-susceptible subgrade soils. If the anticipated traffic is less than one million ESALs, a minimum of 6 inches of Class 5 aggregate base or select granular material should be placed between a minimum of 3 inches of Class 5 aggregate base and the frost-susceptible subgrade soils.

C.2.c. Placement and Compaction of Backfill and Fill

We recommend compacting fill and backfill material within the road subgrades to a minimum of 100 percent of their standard Proctor maximum dry density. At depths greater than 3 feet below the road subgrade, the minimum compaction requirement may be decreased to 95 percent of their standard Proctor maximum dry density.

C.2.d. Subgrade Proofroll

Prior to placing any additional aggregate base material, we recommend proofrolling pavement subgrades to determine if the subgrade materials are loose, soft or weak, and in need of further stabilization, compaction or subexcavation and recompaction or replacement. A second proofroll should be performed after the aggregate base material is in place, and prior to placing bituminous or concrete pavement.

C.2.e. Design Resistance (R) Values

R values of the subgrade soils can be estimated from the AASHTO classifications using Table 5-3.2(a) of the current Mn/DOT Geotechnical and Pavement Manual. Estimated R values for the pertinent soil types are presented in the following table.

Table 2. Estimated R Values

AASHTO Soil Classification	Estimated R value
SM (A-2-4)	30
SC (A-2-6)	25
CL (A-7-5)	10

Where granular backfill or fill is used, R values may be taken from the following table.

Table 3. R Values for Granular Subgrades

Subgrade	Assumed R value
4 feet of Select Granular ^a	50
1 foot of Select Granular and 3 feet of Granular ^b	60
4 feet of Granular	50

^aSelect Granular: 12 percent or less passing the 200 sieve (Mn/DOT Specification 3149.2B2)

^bGranular: 20 percent or less passing the 200 sieve (Mn/DOT Specification 3149.2B1)

Alternatively, select granular material can be considered part of the pavement section and assigned a granular equivalent (GE) of 0.50.

C.2.f. Bituminous Pavement Materials

Appropriate mix designs are critical to the performance of flexible pavements. We can provide recommendations for pavement material selection during final pavement design.

C.2.g. Performance and Maintenance

Many conditions affect the overall performance of the exterior slabs and pavements. Some of these conditions include the environment, loading conditions and the level of ongoing maintenance. With regard to bituminous pavements in particular, it is common to have thermal cracking develop within the first few years of placement, and continue throughout the life of the pavement. We recommend developing a regular maintenance plan for filling cracks in exterior slabs and pavements to lessen the potential impacts for cold weather distress due to frost heave or warm weather distress due to wetting and softening of the subgrade.

C.2.h. Materials and Compaction

We recommend specifying crushed aggregate base meeting the requirements of Minnesota Department of Transportation (MnDOT) Specification 3138 for Class 5. We recommend specifying granular base meeting the requirements of MnDOT Specification 3149.2B2 for Select Granular. We recommend that the bituminous wear and base courses meet the requirements of Specifications 2360.

We recommend that the aggregate base and sand subbase be compacted to a minimum of 100 percent of its maximum standard Proctor dry density. We recommend that the bituminous pavement be compacted to at least 92 percent of the maximum theoretical Rice density.

D. Procedures

D.1. Penetration Test Borings

We drilled the penetration test borings with a flotation tire-mounted core and auger drill equipped with hollow-stem auger. We performed the borings in general accordance with ASTM D6151 taking penetration test samples continuously or at 2 1/2-foot intervals in general accordance to ASTM D1586. The boring logs show the actual sample intervals and corresponding depths.

D.2. Exploration Logs

D.2.a. Log of Boring Sheets

The Appendix includes Log of Boring sheets for our penetration test borings. The logs identify and describe the penetrated geologic materials, and present the results of penetration resistance tests performed. The logs also present the results of laboratory tests performed on penetration test samples, and groundwater measurements.

We inferred strata boundaries from changes in the penetration test samples and the auger cuttings. Because we did not perform continuous sampling, the strata boundary depths are only approximate. The boundary depths likely vary away from the boring locations, and the boundaries themselves may occur as gradual rather than abrupt transitions.

D.2.b. Geologic Origins

We assigned geologic origins to the materials shown on the logs and referenced within this report, based on: (1) a review of the background information and reference documents cited above, (2) visual classification of the various geologic material samples retrieved during the course of our subsurface exploration, (3) penetration resistance testing performed for the project, (4) laboratory test results, and (5) available common knowledge of the geologic processes and environments that have impacted the site and surrounding area in the past.

D.3. Material Classification and Testing

D.3.a. Visual and Manual Classification

We visually and manually classified the geologic materials encountered based on ASTM D2488. When we performed laboratory classification tests, we used the results to classify the geologic materials in

accordance with ASTM D2487. The Appendix includes a chart explaining the classification system we used.

D.3.b. Laboratory Testing

The exploration logs in the Appendix note most of the results of the laboratory tests performed on geologic material samples. The remaining laboratory test results follow the exploration logs. We performed the tests in general accordance with ASTM or AASHTO procedures.

D.4. Groundwater Measurements

The drillers checked for groundwater while advancing the penetration test borings, and again after auger withdrawal. We then filled the boreholes or allowed them to remain open for an extended period of observation, as noted on the boring logs.

E. Qualifications

E.1. Variations in Subsurface Conditions

E.1.a. Material Strata

We developed our evaluation, analyses and recommendations from a limited amount of site and subsurface information. It is not standard engineering practice to retrieve material samples from exploration locations continuously with depth. Therefore, we must infer strata boundaries and thicknesses to some extent. Strata boundaries may also be gradual transitions, and project planning should expect the strata to vary in depth, elevation and thickness, away from the exploration locations.

Variations in subsurface conditions present between exploration locations may not be revealed until performing additional exploration work, or starting construction. If future activity for this project reveals any such variations, you should notify us so that we may reevaluate our recommendations. Such variations could increase construction costs, and we recommend including a contingency to accommodate them.

E.1.b. Groundwater Levels

We made groundwater measurements under the conditions reported herein and shown on the exploration logs, and interpreted in the text of this report. Note that the observation periods were

relatively short, and project planning can expect groundwater levels to fluctuate in response to rainfall, flooding, irrigation, seasonal freezing and thawing, surface drainage modifications and other seasonal and annual factors.

E.2. Continuity of Professional Responsibility

E.2.a. Plan Review

We based this report on a limited amount of information, and we made a number of assumptions to help us develop our recommendations. We should be retained to review the geotechnical aspects of the designs and specifications. This review will allow us to evaluate whether we anticipated the design correctly, if any design changes affect the validity of our recommendations, and if the design and specifications correctly interpret and implement our recommendations.

E.2.b. Construction Observations and Testing

We recommend retaining us to perform the required observations and testing during construction as part of the ongoing geotechnical evaluation. This will allow us to correlate the subsurface conditions exposed during construction with those encountered by the borings and provide professional continuity from the design phase to the construction phase. If we do not perform observations and testing during construction, it becomes the responsibility of others to validate the assumption made during the preparation of this report and to accept the construction-related geotechnical engineer-of-record responsibilities.

E.3. Use of Report

This report is for the exclusive use of the addressed parties. Without written approval, we assume no responsibility to other parties regarding this report. Our evaluation, analyses and recommendations may not be appropriate for other parties or projects.

E.4. Standard of Care

In performing its services, Braun Intertec used that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession currently practicing in the same locality. No warranty, express or implied, is made.

Appendix

Braun Project B1812256 Geotechnical Evaluation Harris Township Proposed Road Reconstructions Harris Township, Minnesota		BORING: ST-1	
		LOCATION: Mishawaka Shores Road; 65 feet from Mishawaka Road.	

DRILLER: M. Heinzen	METHOD: 3 1/4" HSA, Autohammer	DATE: 11/28/18	SCALE: 1" = 4'
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(See Descriptive Terminology sheet for explanation of abbreviations)

Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
0.0					
0.4	FILL	FILL: 5 1/2 inches of bituminous surfacing.			The ground surface elevations at the boring locations will be provided by SEH at a later date.
1.0	FILL	FILL: 6 1/2 inches of aggregate base.			
	CL	SANDY LEAN CLAY, with a trace of Gravel, brown to brownish gray, moist, medium. (Glacial Till)	8		
			7		
6.0		END OF BORING. Water not observed while drilling. Water not observed with 4 1/2 feet of hollow-stem auger in the ground. Boring immediately backfilled.			

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2018\12256.GPJ BRAUN_V8_CURRENT.GDT 12/5/18 08:18

Braun Project B1812256 Geotechnical Evaluation Harris Township Proposed Road Reconstructions Harris Township, Minnesota	BORING: ST-2 LOCATION: Mishawaka Shores Road; 1400 feet from Mishawaka Road.
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DRILLER: M. Heinzen	METHOD: 3 1/4" HSA, Autohammer	DATE: 11/28/18	SCALE: 1" = 4'
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(See Descriptive Terminology sheet for explanation of abbreviations)

Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	P200 %	Tests or Notes
0.0							
0.3	FILL	FILL: 4 1/2 inches of bituminous surfacing.					
0.8	FILL	FILL: 5 1/2 inches of aggregate base.					
	CL	SANDY LEAN CLAY, with a trace of Gravel, brown to brownish gray, moist, stiff to very stiff. (Glacial Till)	16		15.4	57.5	
6.0		END OF BORING. Water not observed while drilling. Water not observed with 4 1/2 feet of hollow-stem auger in the ground. Boring immediately backfilled.	27				

LOG OF BORING N:\GINT\PROJECTS\X PROJECTS\2018\12256.GPJ BRAUN_V8_CURRENT.GDT 12/5/18 08:18

Braun Project B1812256 Geotechnical Evaluation Harris Township Proposed Road Reconstructions Harris Township, Minnesota	BORING: ST-3
	LOCATION: Gary Drive; 970 feet from Crystal Springs Road.

DRILLER: M. Heinzen	METHOD: 3 1/4" HSA, Autohammer	DATE: 11/28/18	SCALE: 1" = 4'
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(See Descriptive Terminology sheet for explanation of abbreviations)

Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	P200 %	Tests or Notes
0.0							
0.4	FILL	FILL: 5 inches of bituminous surfacing.					
1.1	FILL	FILL: 8 inches of aggregate base.					
	SC	CLAYEY SAND, fine- to medium-grained, with a trace of Gravel, brown, moist, medium dense. (Glacial Till)	12		10.4	42.3	
6.0		END OF BORING. Water not observed while drilling. Water not observed with 4 1/2 feet of hollow-stem auger in the ground. Boring immediately backfilled.	25				

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2018\12256.GPJ BRAUN_V8_CURRENT.GDT 12/5/18 08:18

Braun Project B1812256 Geotechnical Evaluation Harris Township Proposed Road Reconstructions Harris Township, Minnesota	BORING: ST-4 LOCATION: Tolervick Road; 300 feet from Shadywood Road.
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DRILLER: M. Heinzen	METHOD: 3 1/4" HSA, Autohammer	DATE: 11/28/18	SCALE: 1" = 4'
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(See Descriptive Terminology sheet for explanation of abbreviations)

Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
0.0					
0.3	FILL	FILL: 3 inches of bituminous surfacing.			
0.7	FILL	FILL: 5 1/2 inches of aggregate base.			
6.0	SC	CLAYEY SAND, fine- to medium-grained, with a trace of Gravel, brown, moist, loose to medium dense. (Glacial Till)	6		
6.0		END OF BORING. Water not observed while drilling. Water not observed with 4 1/2 feet of hollow-stem auger in the ground. Boring immediately backfilled.	11		

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2018\12256.GPJ BRAUN_V8_CURRENT.GDT 12/5/18 08:18

Braun Project B1812256 Geotechnical Evaluation Harris Township Proposed Road Reconstructions Harris Township, Minnesota		BORING: ST-5 LOCATION: Tolervick Road; 1750 feet from Shadywood Road.	
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DRILLER: M. Heinzen	METHOD: 3 1/4" HSA, Autohammer	DATE: 11/28/18	SCALE: 1" = 4'
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(See Descriptive Terminology sheet for explanation of abbreviations)

Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	P200 %	Tests or Notes
0.0							
0.3	FILL	FILL: 3 1/2 inches of bituminous surfacing.					
0.9	FILL	FILL: 7 1/2 inches of aggregate base.					
	SC	CLAYEY SAND, fine- to medium-grained, with a trace of Gravel, brown, moist, loose to medium dense. (Glacial Till)	7		18.4	47.0	
6.0		END OF BORING. Water not observed while drilling. Water not observed with 4 1/2 feet of hollow-stem auger in the ground. Boring immediately backfilled.	14				

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2018\12256.GPJ BRAUN_V8_CURRENT.GDT 12/5/18 08:18

Braun Project B1812256
Geotechnical Evaluation
Harris Township Proposed Road Reconstructions
Harris Township, Minnesota

BORING: ST-6
LOCATION: Tolervick Road; 2000 feet from Shadywood Road.

DRILLER: M. Heinzen **METHOD: 3 1/4" HSA, Autohammer** **DATE: 11/28/18** **SCALE: 1" = 4'**

(See Descriptive Terminology sheet for explanation of abbreviations)

Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	Tests or Notes
0.0					
0.3	FILL	FILL: 3 inches of bituminous surfacing.			
0.9	FILL	FILL: 8 inches of aggregate base.			
	SC	CLAYEY SAND, fine- to medium-grained, with a trace of Gravel, brown, moist, loose. (Glacial Till)	6		
6.0		END OF BORING. Water not observed while drilling. Water not observed with 4 1/2 feet of hollow-stem auger in the ground. Boring immediately backfilled.	7		

LOG OF BORING N:\GINT\PROJECTS\X PROJECTS\2018\12256.GPJ BRAUN V8_CURRENT.GDT 12/5/18 08:18

Braun Project B1812256 Geotechnical Evaluation Harris Township Proposed Road Reconstructions Harris Township, Minnesota	BORING: ST-7 LOCATION: Sunny Beach Addition; 450 feet from Sunny Beach Road.
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DRILLER: M. Heinzen	METHOD: 3 1/4" HSA, Autohammer	DATE: 11/28/18	SCALE: 1" = 4'
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(See Descriptive Terminology sheet for explanation of abbreviations)

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Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	MC %	P200 %	Tests or Notes
0.0							
0.3	FILL	FILL: 3 1/2 inches of bituminous surfacing.					
0.8	FILL	FILL: 5 1/2 inches of aggregate base.					
	SM	SILTY SAND, fine- to medium-grained, with a trace of Gravel, brown, moist, loose to medium dense. (Glacial Till)	6		8.7	23.0	
6.0		END OF BORING.	13				
		Water not observed while drilling.					
		Water not observed with 4 1/2 feet of hollow-stem auger in the ground.					
		Boring immediately backfilled.					

Braun Project B1812256 Geotechnical Evaluation Harris Township Proposed Road Reconstructions Harris Township, Minnesota	BORING: ST-8 LOCATION: Sunny Beach Addition; 1320 feet from Sunny Beach Road.
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DRILLER: M. Heinzen	METHOD: 3 1/4" HSA, Autohammer	DATE: 11/28/18	SCALE: 1" = 4'
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(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING N:\GINT\PROJECTS\X PROJECTS\2018\12256.GPJ BRAUN_V8_CURRENT.GDT 12/5/18 08:18

Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
0.0					
0.8	FILL	FILL: 9 inches of aggregate base.			
6.0	SM	SILTY SAND, fine- to medium-grained, with a trace of Gravel brown to light brown, moist, medium dense to loose. (Glacial Till)	11		
		END OF BORING.	6		
		Water not observed while drilling.			
		Water not observed with 4 1/2 feet of hollow-stem auger in the ground.			
		Boring immediately backfilled.			

Braun Project B1812256 Geotechnical Evaluation Harris Township Proposed Road Reconstructions Harris Township, Minnesota	BORING: ST-9
	LOCATION: Alicia Place; 330 feet from Wendigo Park Road.

DRILLER: M. Heinzen	METHOD: 3 1/4" HSA, Autohammer	DATE: 11/28/18	SCALE: 1" = 4'
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(See Descriptive Terminology sheet for explanation of abbreviations)

Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	P200 %	Tests or Notes
0.0							
0.4	FILL	FILL: 3 1/2 inches of bituminous surfacing.					
0.8	FILL	FILL: 6 inches of aggregate base.					
	SM	SILTY SAND, fine- to medium-grained, with a trace of Gravel, brown, moist, medium dense. (Glacial Till)	11		16.0	12.9	
6.0		END OF BORING. Water not observed while drilling. Water not observed with 4 1/2 feet of hollow-stem auger in the ground. Boring immediately backfilled.	23				

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2018\12256.GPJ BRAUN_V8_CURRENT.GDT 12/5/18 08:19

Braun Project B1812256 Geotechnical Evaluation Harris Township Proposed Road Reconstructions Harris Township, Minnesota	BORING: ST-10 LOCATION: Alicia Place; 2400 feet from Wendigo Park Road.
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DRILLER: M. Heinzen	METHOD: 3 1/4" HSA, Autohammer	DATE: 11/28/18	SCALE: 1" = 4'
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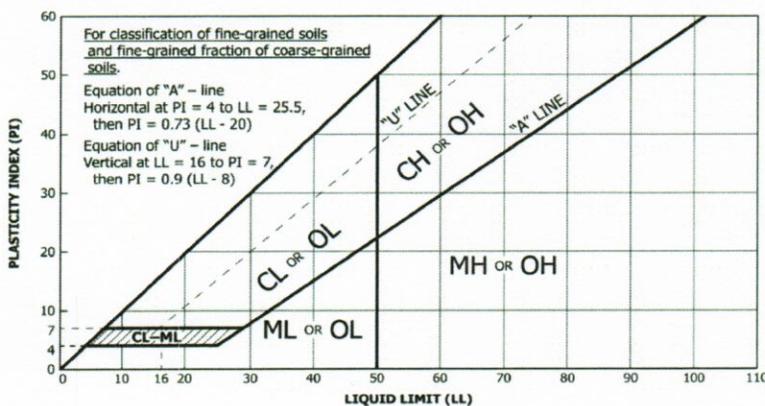
(See Descriptive Terminology sheet for explanation of abbreviations)

Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
0.0					
0.3	FILL	FILL: 3 1/2 inches of bituminous surfacing.			
1.0	FILL	FILL: 8 1/2 inches of aggregate base.			
	SM	SILTY SAND, fine- to medium-grained, with a trace of Gravel, brown, moist, medium dense. (Glacial Till)	13		
6.0		END OF BORING.	16		
		Water not observed while drilling.			
		Water not observed with 4 1/2 feet of hollow-stem auger in the ground.			
		Boring immediately backfilled.			

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Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^A			Soil Classification		
			Group Symbol	Group Name ^B	
Coarse-grained Soils (more than 50% retained on No. 200 sieve)	Gravels (More than 50% of coarse fraction retained on No. 4 sieve)	Clean Gravels (Less than 5% fines ^C)	$C_u \geq 4$ and $1 \leq C_c \leq 3^D$	GW	Well-graded gravel ^E
		Gravels with Fines (More than 12% fines ^C)	$C_u < 4$ and/or $(C_c < 1$ or $C_c > 3)^D$	GP	Poorly graded gravel ^E
			Fines classify as ML or MH	GM	Silty gravel ^{F, G}
	Sands (50% or more coarse fraction passes No. 4 sieve)	Clean Sands (Less than 5% fines ^H)	$C_u \geq 6$ and $1 \leq C_c \leq 3^D$	SW	Well-graded sand ^I
		Sands with Fines (More than 12% fines ^H)	$C_u < 6$ and/or $(C_c < 1$ or $C_c > 3)^D$	SP	Poorly graded sand ^I
			Fines classify as ML or MH	SM	Silty sand ^{F, G, I}
		Fines classify as CL or CH	SC	Clayey sand ^{F, G, I}	
Fine-grained Soils (50% or more passes the No. 200 sieve)	Silt and Clays (Liquid limit less than 50)	Inorganic	$PI > 7$ and plots on or above "A" line ^J	CL	Lean clay ^{K, L, M}
			$PI < 4$ or plots below "A" line ^J	ML	Silt ^{K, L, M}
		Organic	Liquid Limit – oven dried < 0.75	OL	Organic clay ^{K, L, M, N}
			Liquid Limit – not dried < 0.75		Organic silt ^{K, L, M, O}
	Silt and Clays (Liquid limit 50 or more)	Inorganic	PI plots on or above "A" line	CH	Fat clay ^{K, L, M}
			PI plots below "A" line	MH	Elastic silt ^{K, L, M}
	Organic	Liquid Limit – oven dried < 0.75	OH	Organic clay ^{K, L, M, P}	
		Liquid Limit – not dried < 0.75		Organic silt ^{K, L, M, Q}	
Highly Organic Soils			Primarily organic matter, dark in color, and organic odor	PT	Peat

- A. Based on the material passing the 3-inch (75-mm) sieve.
- B. If field sample contained cobbles or boulders, or both, add "with cobbles or boulders, or both" to group name.
- C. Gravels with 5 to 12% fines require dual symbols:
GW-GM well-graded gravel with silt
GW-GC well-graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay
- D. $C_u = D_{60} / D_{10}$ $C_c = (D_{30})^2 / (D_{10} \times D_{60})$
- E. If soil contains $\geq 15\%$ sand, add "with sand" to group name.
- F. If fines classify as CL-ML, use dual symbol GC-GM or SC-SM.
- G. If fines are organic, add "with organic fines" to group name.
- H. Sands with 5 to 12% fines require dual symbols:
SW-SM well-graded sand with silt
SW-SC well-graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay
- I. If soil contains $\geq 15\%$ gravel, add "with gravel" to group name.
- J. If Atterberg limits plot in hatched area, soil is CL-ML, silty clay.
- K. If soil contains 15 to $< 30\%$ plus No. 200, add "with sand" or "with gravel", whichever is predominant.
- L. If soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.
- M. If soil contains $\geq 30\%$ plus No. 200 predominantly gravel, add "gravelly" to group name.
- N. $PI \geq 4$ and plots on or above "A" line.
- O. $PI < 4$ or plots below "A" line.
- P. PI plots on or above "A" line.
- Q. PI plots below "A" line



Laboratory Tests			
DD	Dry Density, pcf	OC	Organic content, %
WD	Wet Density, pcf	q_p	Pocket penetrometer strength
P200	% Passing #200 sieve	MC	Moisture content, %
		PL	Plastic limit, %
		LL	Liquid limit, %
		PI	Plasticity Index, %

Particle Size Identification

- Boulders..... over 12"
- Cobbles..... 3" to 12"
- Gravel
Coarse..... 3/4" to 3" (19.00 mm to 75.00 mm)
Fine..... No. 4 to 3/4" (4.75 mm to 19.00 mm)
- Sand
Coarse..... No. 10 to No. 4 (2.00 mm to 4.75 mm)
Medium..... No. 40 to No. 10 (0.425 mm to 2.00 mm)
Fine..... No. 200 to No. 40 (0.075 mm to 0.425 mm)
- Silt..... No. 200 (0.075 mm) to .005 mm
- Clay..... $< .005$ mm

Relative Proportions^{L, M}

- trace..... 0 to 5%
- little..... 6 to 14%
- with..... $\geq 15\%$

Inclusion Thicknesses

- lens..... 0 to 1/8"
- seam..... 1/8" to 1"
- layer..... over 1"

Apparent Relative Density of Cohesionless Soils

- Very loose 0 to 4 BPF
- Loose 5 to 10 BPF
- Medium dense..... 11 to 30 BPF
- Dense..... 31 to 50 BPF
- Very dense..... over 50 BPF

Consistency of Cohesive Soils Blows Per Foot Approximate Unconfined Compressive Strength

- Very soft..... 0 to 1 BPF..... $< 1/4$ tsf
- Soft..... 2 to 4 BPF..... $1/4$ to $1/2$ tsf
- Medium..... 5 to 8 BPF $1/2$ to 1 tsf
- Stiff..... 9 to 15 BPF..... 1 to 2 tsf
- Very Stiff..... 16 to 30 BPF..... 2 to 4 tsf
- Hard..... over 30 BPF..... > 4 tsf

Moisture Content:

- Dry:** Absence of moisture, dusty, dry to the touch.
- Moist:** Damp but no visible water.
- Wet:** Visible free water, usually soil is below water table.

Drilling Notes:

BPF: Numbers indicate blows per foot recorded in standard penetration test, also known as "N" value. The sampler was set 6 inches into undisturbed soil below the hollow-stem auger. Driving resistances were then counted for second and third 6-inch increments, and added to get BPF.

Partial Penetration: If the sampler cannot be driven the full 12 inches beyond the initial 6-inch set, the number of blows for that partial penetration is shown as "No./X" (i.e., 50/2"). If the sampler cannot be advanced beyond the initial 6-inch set, the depth of penetration will be recorded in the Notes column as "No. to set X" (i.e., 50 to set 4").

WH: WH indicates the sampler penetrated soil under weight of hammer and rods alone; driving not required.

WR: WR indicates the sampler penetrated soil under weight of rods alone; hammer weight and driving not required.

WL: WL indicates the water level measured by the drillers either while drilling or following drilling.

6C

November 23, 2018

Harris Town Board

I am following up to Peggy Claytons response dated October 12, 2018 which referenced my original letter to the Harris Town Board dated July 9, 2018. I have included copies of my original letter, and the response I received from your township Chair Peggy Clayton.

I appreciate that you now know that Harris Township is the responsible jurisdiction for the public accesses within your township range. If the accesses were in an unorganized township the jurisdiction would have went to the State; however as an organized township the responsibility goes to the township as the lowest form of government.

It is unfortunate that it took so long for you to realize this. I had stated your responsibility in my first letter. I had found this out from the County and the State.

Regarding Peggy's statement about my letting her know if the RV is parked there next year, I believe the professional direction Harris Township Board should take would be to send a letter to both residence on either side of this access.

Helen and Mark Mathisen
3008 Laplant Rd.
Grand Rapids, MN 55744

and

Joseph and Susan Stauffer
30014 Laplant Rd
Grand Rapids, MN 55744

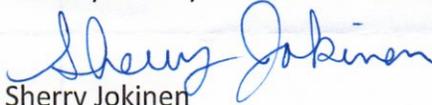
The letter could state, that parking an RV on the access is not allowed as well as major improvement to the access such as taring the drive need to be requested and authorized by the Harris Township Board before being done.

In addressing these issues now—you prevent a confrontation next year regarding the RV and future unauthorized improvements.

I do not want to be - nor should I be responsible for monitoring the access and reporting it to you. I am simply someone who likes to use this access.

Please take the responsibility that is yours and address the issues in a professional manner.

Thank you for your consideration.



Sherry Jokinen
25062 County Rd. 10
Bovey, MN 55709
218-259-1212

Cc Guy Lunz - DNR

Cc Roger Clark- Itasca County Land Dept.

October 12, 2018

Sherry Jokinen
25062 County Rd 10
Bovey, MN. 55709

Dear Sherry:

I am following up regarding your letter dated July 9, 2018 on the public lake access on LaPlant Road.

I know you and I did talk and I did state that Harris Township does not have any ownership of that public access, in question, I did further checking and did talk with the Land Department. What I found out is that even though the township does not have ownership, we do have jurisdiction over that public lake access, as well as other public assesses in the township.

In the meantime, we did observe that the RV, in question, and which was parked on that public access has been removed!

If you do have any further issues, concerns, or questions or if the RV does end up back on that public landing in the spring of 2019, please feel free to contact me at 218-259-1551.

Sincerely,

Peggy Clayton
Chair/Harris Township

July 9, 2018

Harris Township

On Thursday July 5th, 2018 I went to a public access that has been on Pokegama Lake for many many years.

It is located between:

Joseph Stauffer 30014 Laplant Road, Grand Rapids - Parcel ID 19-520-0790 &
Helen Mathisen 3008 Laplant Road, Grand Rapids - Parcel ID 19-520-0780.

I grew up just a few doors down from this access. I decided to stop and use the access to walk my dog down to the lake and see how it has changed since we sold the family home several years ago.

I parked where I believe the access is located.

There was a large Camper set up on Jacks with the slide out living room on it in the middle of the public access. It had electric and water connected from Helen Mathisen's house.

I did stop at Helen Mathisen's home to make sure it was still a public access and that she did not mind if I walked down to the lake. She said it is an access and she did not mind.

I was at the lake for approximately 20 minutes.

When I came up Ms. Mathisens adult son Mark was in the yard. I said hi to him, I know who he is because I had a professional relationship with him when he sold my dads airplane. He did not say Hi. He just came over to me and sternly said --let me just ask you one thing? I said sure what? He said what if I wanted to pull my RV out of here and you are parked there, then what?? I said I was only here a few minutes and I would have happily moved out of his way. He said I am so fucking sick of people parking here, I am just sick of it. He ranted for several minutes, asking me the same question over and over. Before I left I also told him I had asked his mom if she was ok with me using the access, which she said was fine.

I would like to know if I do have a right to use the access.

Can I camp on the access?

Does anyone have a right to park an RV on the property?

Do they have a right to tar the access?

If they tar the access does that mean they have more rights to it?

I did check with the County and State. They both said it was Harris Township who had jurisdiction over this site. That is why I am bringing it to you.

Thank you
Sherry Jokinen
25062 County Rd 10
Bovey, MN 55709
218-259-1212

COLLABORATIVE OPPORTUNITIES TEAM MEETING

Collaboration to improve efficiency, maintain service levels and save money
while preserving our individual community identities

Nov. 28, 2018

**The next meeting will be January 30, 2019 at the Timberlake Lodge from 11-1,
lunch included.**

Present: Pat Medure (ISD 318), Lilah Crowe (Arbo), Terry Snyder, Brett Skyles and
Burl Ives (Itasca County), Mary Drewes (Coleraine), Greg Tuttle (Cohasset), Mike
Baltus (Spang), Peggy Clayton (Harris) and Mary Jo Wimmer, Coordinator.

Open Market Itasca County

- In the midst of union negotiations
- Recount in Sheriff's race
- Upgrades to jail to prevent the need to send certain classes of prisoners to other jails
- Legislative luncheon Dec. 18 from noon to 2. The public is invited
- County will be more involved with IEDC in the future. They will conduct a comprehensive county-wide survey of buildings and infrastructure available for businesses.

Coleraine

- Hoping for a restaurant in the old fire hall but still waiting for a property description
- Economic development pop-up group will purchase the old middle school building for business development
- An engineering firm from Duluth wants to work with the city
- Debating the need for a city attorney

ISD 316

- Truth in taxation hearings Dec. 3
- Open to bids in January for elementary schools. Each school is considered an individual project so could have up to 3 bids.

Arbo Township

- Ice rink is open with 3 local students hired
- Developing road plan for next 5 years
- Utilizing Blackberry township road equipment to reclaim shoulders
- Attended state township association meeting

- Supervisors are all women but one

Spang Township

- Broadband will be accessible hopefully by the end of the year through Century Link.
- One supervisor position left unfilled

Cohasset

- Ice rink is flooded
- Comprehensive plan update utilizing community surveys
- Working on houseboat issues

Harris

- Voted to use appointed clerk and treasurer rather than elected
- Updating employee handbook
- Starting on 2019 road projects

Legislative Priorities

County:

- Keeping value-based reimbursement in place without reducing the rates – essential for Skilled Nursing Facilities who have made investments in staff and resources expecting their value-based reimbursement to continue.
- Anoka Regional Treatment Center cost shifts to counties
- Appropriate reimbursement on ICWA funding based on costs and utilization
- Adequate funding for current and future Child Protection mandates
- Funding for trail development and maintenance, particularly motorized trails and club support
- Increased investment regarding substance abuse prevention
- Enbridge and other tax assessment cases – potential aid to counties for back taxes, future liabilities
- VRBO and Air BnB – state reform is needed
- State reimbursement to counties for clean-up on tax forfeit land
- Adequate reimbursement for probation costs

Cohasset:

- MN Power – idling of units 1 and 2, loss of taxes and employment
- Fiscal disparities accountability

Coleraine:

- Distribution of infrastructure monies should be equitable rather than grant-based or competitive.

Spang:

- Need a more equitable way to reimburse counties and townships for public lands. PILT

District 318:

- Broadband
- MN is more restrictive on special education costs, reimbursement is available from the federal government

Harris:

- Broadband
- Cleaner transportation bill that is not bundled

Minnesota Greenstep Cities information is available at this link:

<https://greenstep.pca.state.mn.us/index.cfm>

Future discussion issues:

January, 2019 - Karen Grandia – County Highway Engineer

February – Impact of the Enbridge Ruling

March – Brett Skyles – county grant writer

April – use of city attorneys and engineers

Mary Jo Wimmer

Trillium Leadership Development, mjwimmer80@gmail.com

Draft updated handbook ↑B

Employee Acknowledgment Form

 = changes, additions, etc

The employees' handbook describes important information about Harris Township, and I understand that I should consult the Board of Supervisors regarding any questions not answered in the handbook. I have entered into my employment relationship with Harris Township voluntarily and acknowledge that there is no employment agreement nor specified length of employment. Either I or the Board of Supervisors can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Supervisors has the ability to adopt any revisions to the policies in this handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

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HARRIS TOWNSHIP EMPLOYEE HANDBOOK

Introduction

The Harris Township Board believes that each employee contributes directly to Harris Township's growth and success, that you will take pride in being a member of our team. Your experience with the Township will be challenging, enjoyable and rewarding.

This handbook outlines the general employment policies, practices, rules and regulations of the Township that are currently in effect. Each employee is asked to read and comply with all the provisions in the handbook. No set of personnel policies can anticipate every circumstance or question about policy. These policies are not, and are not intended to be, exhaustive.

No provision in the manual is intended to create a contract between Harris Township and any employee, nor does it guarantee employment for any particular period of time. The need may arise to change the policies described in this manual. The Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulation set forth herein at any time in its sole and absolute discretion.

We hope you enjoy working for Harris Township.

Note:

In this Employee Handbook, reference to the Town Board only refers to Harris Township *Supervisors*, and not the Appointed Clerk and Appointed Treasurer, as set forth in Minnesota Statutes Section 366.01.

For the purposes of definition in and throughout the Employee Handbook, "employees" shall be defined as: regular full-time, regular part-time, and appointed.

The term "Maintenance Supervisor" refers to the Town Board Supervisor that has been designated.

Employment Practices

Nature of Employment

Employment with Harris Township is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Harris Township Board of Supervisors may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Harris Township and any of its employees.

Employee Relations

Harris Township believes that the work environment, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to express these concerns in writing to the Human Resources Representative.

Hiring of Relatives

The hiring of relatives for Regular or Temporary employment shall be discouraged within the Township. An exemption to the rule could be based on emergency situations (i.e. community disaster, etc.) not lasting more than ten (10) days. If the relative relationship is established after employment, the Board will evaluate the impact of continued employment in the current positions.

For purposes of the foregoing policy, a relative is a member of the employee's immediate family. The immediate family is considered to include the employee's spouse, children, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, siblings, stepchildren and grandparents. The definition also includes any person whose relationship with the employee is similar to that of the above-named persons who are related by blood or marriage.

In the case where the relative is not a member of the employee's immediate family as defined above, they may be hired but shall not supervise the employee. Even in such cases, where a conflict or potential for conflict arises, even if there is no supervisory relationship involved, the relative may be terminated from employment.

Equal Employment Opportunity Policy

The policy of Harris Township is to provide equal employment opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies or agencies.

Specifically, the Township will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, marital status, public assistance, disability, status with regard to public assistance, sexual orientation, age, or membership or activity in a local commission.

The Board of Supervisors is responsible for enforcing this policy. Any employee with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of their designated supervisor or Human Resources Representative. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Whistleblowing

Any Harris Township employee who in good faith reports suspected fraudulent or dishonest use or misuse of its resources or property or complains concerning the services that Harris Township provide shall not suffer harassment, retaliation, or adverse employment or other consequences.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to, and including, termination of employment

Immigration Law Compliance

Harris Township is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) days of employment. In the event that the employee is unable to produce documentation as required by Form I-9, the Township may be forced to terminate the employee.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Treasurer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Full-time, Part-time, and Appointed Resumes:

All regular full-time, regular part-time, and appointed employees applying for said positions, must provide a resume etc. to the Chair of the Harris Town Board when a position is vacant and to be filled. Resumes will be rated/screened by HR (Chair and one other designated HR Supervisor) in order to determine if the applicant(s) meet the minimum qualifications. Those who meet all the minimum qualifications, may then be scheduled for an interview which will take place with and before the full Board of Supervisors.