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

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

Harris Township
SINCE 1909

NEIGHBORS, SHORES & MORE

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
September 12, 2018 at 7:30pm
AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes** of the Regular Meeting August 8; Work Session September 4.
3. **Additions and Corrections-**
4. **7:45 pm Public Hearing**
5. **Business from the floor-** Please come up to the podium and state your name and address for the record
6. **Consent Agenda**
7. **Roads**
   - Joint agreement with City of Grand Rapids (Isleview Rd)
8. **Recreation**
9. **Correspondence**
   - Cable Commission meeting minutes (May 7)
9. **Old Business**
   - District 11 meeting update
   - Work Session update
10. **New Business**
    - Board Audio System
    - Election Judges
    - Mow Daddy Contract
    - ICTV Design Build Project
    - Sexton Duties
    - Clerk Duties
    - Passwords for Email Accounts
    - Resolutions on website
    - Website updates/changes
    - Lp tank for town hall
    - Minutes -to be initialed once approved
11. **Treasurer's Report** – dated September 12, August financials, 2018
12. **Approve payment of bills for the month**

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

Wed. Sept. 26 Planning and Development meeting..... 7:30 pm Harris Town Hall
Mon. Oct. 15 Itasca County Township Association.....7:00 pm Blandin Foundation
Wed. Oct. 10 Regular Meeting.....7:30pm Harris Town Hall
Wed. Oct. 24 Planning and Development meeting..... 7:30 pm Harris Town Hall

15. Adjourn

REGULAR MEETING
August 8, 2018 at 7:30pm
Minutes

1. **Pledge to the flag**, followed by the reading of the township mission statement

2. **Approve the Minutes** of the Regular Meeting July 11, Work Session August 1. Motion to accept the minutes made by Kelley seconded by Kortekaas passed by all.

3. **Additions and Corrections-** Add pay request temporary maintenance worker, move the cemetery deed to the consent agenda, pulling Northern Lights survey, move the primary election to events, pulling Harris Town audio system, pulling annual financial report to P & D Meeting. Motion to accept the corrections and additions made by Kortekaas seconded by Schack passed by all.

   Motion to recess the regular meeting made by Kelley seconded Haubrich passed by all.

4. **7:45 pm Public Hearing-** opened the public hearing at 7:45 pm, Motion to enter the GIS map of the land to be sold made by Kelley seconded by Haubrich passed by all. Haubrich explained what we are looking at the map. Want to section off parts of the land that is owned into approximately 3- 3 acre lots.

   Rich Libby- Wendigo Park Road; explore for an idea for a park, the lots that abut the cemetery put a buffer so the cemetery has privacy. Could also use a dog park on the property.

   Burl Ives- Sunny Beach Road; in favor of the sale of the property. Sell everything and anything that the township owns.

   Motion to close the hearing made by Haubrich seconded by Kortekaas, passed by all at 7:59 pm.

   Motion to open the regular meeting at 7:59 pm Kelley seconded Haubrich passed by all.

5. **Business from the floor-** Please come up to the podium and state your name and address for the record
   Burl Ives- county update.
   Sandy Laymen State Representative- Running for office seeking a second term. Gave and update from the legislature.

6. **Consent Agenda cemetery deed-** motion to approve the cemetery deed made by Kelley seconded by Kortekaas passed by all.

7. **Roads**
   - Update on Aug. 1 work session- Look at the minutes from the Aug. 1 work session. Field Crest is first priority this year, with alternates. Got the bid packets out on Monday. The bid opening is on the 20th at 9 am, opening at S.E.H. office in Grand Rapids.
   - ~~Northern Lights Survey estimates~~
   - Culverts- Field Crest and Bear Creek road, location and it's not looking good. Wired are all over the place, and they are going to fix the washouts as they happen.

8. **Recreation**

9. **Correspondence**
   - Thank you letter from City of Grand Rapids- Harris Township donated toward the fireworks show, will ask again for next year.
   - Chair to attend the L & R meeting in St Cloud September 19-20.

- University of Minnesota letter- When byproducts are put in townships they let the township supervisor know. It's on the University land, within our township.

9. Old Business

- Update on Aug. 1 work session: Mail/bills- Will start to do mail/bills twice a month. Going to do a trial run and make a final decision at the November P & D meeting. Mail will be picked up by the treasurer and the treasurer will scan them in and send back to the clerk.
- Media Com update- letters were sent to everyone in the affected area, on work to be done by the end of the year.
- Primary Election August 14th moved to the events part of the agenda.
- Firewise- August 13- 16 are the pick-up dates, please get the information to Mike.
- Isleview Road Update- (Matt) Wegworth sent a draft joint powers agreement. Both city and township share a boundary on Isle View Road- Cost share of the road 50/50. The City will remove trees on north side of the road and the township will cut tress on south, township to cut all ditches, and the snow plowing will continue to be done by the township. If the City has any plans for the road in the next 5 years, they will notify the township so we can budget with them.

  After further discussion it was decided to table the agreement as there were some areas in the agreement which were not discussed. Peggy will contact Matt.

10. New Business

- District 11 meeting- August 29th, meeting starts at 6 pm at the Walker Community Center. Motion to send Clayton and one supervisor to attend the meeting. Made by Haubrich seconded by Kortekaas passed by all.
- Annual Financial Report- tabled until the P & D meeting.
- ~~Harris Town Audio system~~
- Box Outside town hall for hall rental forms- reviewed town hall policy at the P & D meeting, we added election year political party to the policy for a no charge, only during election years. Motion to approve the changes to the forms made by Schack seconded by Haubrich passed by all. Motion to refund the check for a political party made by Kelley seconded by Kortekaas passed by all.

  The caretaker changed the times she will be getting back to renters to 8:30am-6:30pm. Renters can come and pick up the forms any time from the town hall and can return them to her. Need to look into getting a box at the town hall to pick up hall rental agreements. Ken will Check with Derrick to see if he knows about a box and will have information for the P & D.
- Cemetery deed- moved to consent agenda.
- Pay request for temp staff- one of the temps requested a pay increase. He works 16 hours a week, he shows up for work and does a good job. Does he go above and beyond, was the questions asked. He has done landscaping for us, wanted to show what his capabilities are and willing to help. Motion to approve a pay raise for Ron of .50 an hour made by Kortekaas seconded by Schack, passed by all. Effective immediately.

11. Treasurer's Report – dated August 8, July financials, 2018- Motion to accept the treasurers report made by Haubrich seconded by Schack passed by all.

12. Approve payment of bills for the month- motion to approve paying of the bills in the amount of $30,544 and signing checks numbering 17943-17967 made by Kelley seconded by Kortekaas 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

Rich Libby- where we will go from here with regard to the land sale. We will pull a finding of facts at a work session or at the P & D meeting. Finding of facts will be pulled together at the P & D meeting.

14. UPCOMING Events / Meetings

Mon. Aug 13. Itasca County Township Association……..7:00 pm Blandin Foundation
Wed. Aug. 22 Planning and Development meeting…… 7:30 pm Harris Town Hall
Mon. Sept. 10 Itasca County Township Association……..7:00 pm Blandin Foundation
Wed. Sept. 12 Regular Meeting……7:30pm Harris Town Hall

15. Adjourn- Motion to adjourn made by Haubrich seconded by Kelley passed by all at 8:28 pm.

To Be Approved 9/12/2018.

Work Session
September 4, 2018 at 7:00pm
MINUTES

Present: Supervisors, Peggy Clayton, Jim Kelley, Dennis Kortekaas, Mike Schack
Deputy Clerk: Kati Pierce

1. **Pledge to the flag**, followed by the reading of the township mission statement

2. Cemetery:

   Selling in Section 1 and 2- Sexton has the authority to sell and block off as needed and space allows.

   Computer Log updating- Sexton will work with Derrick to bring books up to date/ on computer and posted online.

   Motion made by Supervisor Kelley to have Sexton bring books and cemetery up to date, starting with 40 hours at an hourly rate of $18.70/hour and to be brought back to the Board for updates or additional time spent, Seconded by supervisor, and passed by all.

   Fees Charged- Sexton provided fees and policies from other local cemeteries for review. The Board discussed the costs of burials, summer, winter, traditional, cremation, and winter. The Board will ask Supervisor Haubrich to get further information from Derrick and will bring it to a work session in the future after an updated fee and policy recommendation based off the discussions brought tonight is drafted.

   Update Policies- Sexton will work on this as she is updating the books and prepare a draft for the Board.

   Old filing- Sexton will get these in order.

   Website – cemetery web links only will be taken over by the Sexton

3. Mishawaka Landing- There has been some parking issues with all the fishing tournaments and the landing is so small with the middle that it would be nice to add additional parking somehow. Discussion on how to help change things up so parking tickets are not such an issue for the tourists coming for these events as we have signs posted for No Parking in that location along the road. Supervisor Kortekaas will check into some quotes on removing the center of the landing.

4. Clerk- The Board had discussion and just touched up.

5. Sexton Duties- The Board had discussion and finished these up.

6. Adjourn- Motion made to adjourn by Supervisor Kortekaas, Seconded by Supervisor Kelley, passed by all @ 9:15pm.

[This Area Reserved for Recording Information]

JOINT ROAD OWNERSHIP AGREEMENT

THIS JOINT ROAD OWNERSHIP AGREEMENT ("Agreement"), dated this ____ day of _____, 2018, is entered into by and between the City of Grand Rapids ("GR"), a municipal corporation, and Harris Township ("Harris"), an organized township, both of the State of Minnesota (collectively the "Parties").

RECITALS

A. The north half of Isleview Road is located in Grand Rapids and the south half of Isleview Road is located in Harris, from the intersection Apache Drive, to the point where it deflects southerly, approximately 600 feet west, as identified on Exhibit "A".

B. The Parties desire to establish this Joint Road Ownership Agreement to formally establish responsibilities to each party on how to reconstruct, repair and maintain Isleview Road from the intersection of Apache Drive, west approximately 600' to the point where the road deflects southerly.

AGREEMENT

1. Harris agrees to take ownership of the south half and GR agrees to take ownership of the north half of Isleview Road from the intersection of Apache Drive, west approximately 600' to the point where the road deflects southerly

2. **Costs.** GR and Harris agree to split the costs equally for all reconstruction, repair, and maintenance, to Isleview Road, from the intersection of Apache Drive, west approximately 600' to the point where the road deflects southerly.

3. **Maintenance**. GR shall be responsible for maintenance of trees on the north side of Isleview and Harris shall be responsible for maintenance of trees on the south side. Harris shall be solely responsible for plowing and mowing of this section of Isleview Road.

4. **Liens**. Neither party shall permit any liens to be filed against the Property in connection with any construction, maintenance or repair work alleged to have been done by or through either party. In the event that any such liens shall be filed of record, the party alleged to have ordered the work for which the liens shall have been recorded shall cause such lien to be removed by record of payment, bonding, or other lawful procedure within thirty (30) days after receipt of written notice of such lien from the other party.

5. **Disputes**. In the event of a dispute between the Parties regarding the need to expand the existing Isleview Road or to improve it in any way, the dispute will be decided either by the Itasca County Engineer, or the Itasca County Board of Commissioners, and he/she/they will make the decision as to what property expansion or improvements are necessary, taking into account the Costs of Improvement set forth above in paragraph 4.

6. **Failure to Maintain.** If either party fails to repair or maintain the Property in accordance with the provisions of this Agreement, and if such failure shall continue for thirty (30) days after notice, such thirty (30) day period to be extended as reasonably required if noncompliant party shall be acting with due diligence, conforming party shall have the right to go upon the Permanent Easement Area to perform such maintenance and repair. Noncompliant party shall reimburse compliant party for its proportional share of the costs incurred as a result thereof within thirty (30) days following receipt of invoice.

7. **Future Projects.** If either party plans to make improvements to the roadway which would require a cost share by the other party, notification of a minimum of 2 years must be given to the other party to ensure both parties can budget accordingly. This does not include yearly maintenance activities.

8. **Notices**. Any notice, consent, approval or request for consent required or permitted to be given under this Agreement shall be given in writing and shall be effective (a) if personally delivered, upon delivery or refusal to accept such delivery; or (b) if mailed, three (3) days after mailing, by United States registered or certified mail, postage pre-paid, return receipt requested, to the applicable address set forth below:

City of Grand Rapids
Attn: _____
420 No. Pokegama Ave.
Grand Rapids, MN 55744

Harris Township
Attn:_____
20876 Wendigo Park Road
Grand Rapids, MN 55744

8. **General Provisions.**

8.1 **Governing Law.** This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

8.2 **Covenant Not to Disturb.** Each Party covenants and agrees that its exercise of the easements granted herein shall not unreasonably interfere with the business operations of the other.

8.3 **Compliance With Laws.** Any construction or repairs contemplated by this Agreement shall be performed in a workmanlike manner and in compliance with the applicable statutes, ordinances, rules

and regulations of all governing public authorities, as those statutes, ordinances, rules and regulations are amended from time to time.

8.4 **Effective Date**. This Agreement shall be effective upon the date it is executed by an authorized representative of each Party.

8.5 **Authorized Representative.** Each individual signing on behalf of a Party to this Agreement states that he or she is the duly-authorized representative of the signing Party and that his or her signature on this Agreement has been duly authorized by, and creates the binding and enforcement obligation of, the Party on whose behalf the representative is signing.

8.6 **Severability.** Invalidation of any of the provisions contained in this Agreement shall in no way affect any of the other provisions hereof and the same shall remain in full force and effect.

8.7 **Indemnity.** Each party shall indemnify and save other party harmless from and against any and all claims, liabilities, losses, damages, causes of action, costs and expenses, including attorney's fees, which either party may incur as a result of or in any way connected with the activities of other party, its officers, employees, agents, contractors, and invitees in connection with this Easement, or in connection with the acts or negligence of said party, its agents, employees or contractors.

8.8 **Amendments.** This Agreement may be modified or amended in whole or in part only by written instrument executed by all parties hereto.

8.9 **Counterparts.** This Agreement may be executed in two or more counterparts and each counterpart shall be deemed to be an original, but all of which together shall constitute one and the same instrument upon delivery of one such counterpart by each party to this Agreement.

8.10 **Miscellaneous.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter, operation and maintenance. The parties do not rely upon any statement, promise or representation not herein expressed.

CITY OF GRAND RAPIDS

By:_____

By:_____

HARRIS TOWNSHIP

By:_____

By:_____

Drafted by:
Chad B. Sterle, Esq.
Sterle Law Office
502 NW Fifth Ave.
Grand Rapids, MN 55744
Telephone: 218.326.9646

N

Exhibit A
Proposed Joint Ownersip Agreement
City of Grand Rpaids//Harris Township

CITY OF GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Grand Rapids Area Cable Commission

Wednesday, May 7, 2018

ICTV Offices, 819 NE 4th St, Grand Rapids, MN

Members Present: Dale Adams, Margi Ritter, Steve Brown, Peggy Clayton

ICTV Staff Present: Beth George, Stephani Crecelius

Adams called the meeting to order at 12:05 P.M.

Organizational Structure for 2018

Brown nominated Adams to serve as GRACC Chair for the 2018 year. Adams accepted . Clayton 2nd.

Adams nominated Clayton to serve as GRACC Secretary for the 2018 year. Clayton accepted. Ritter 2nd.

Motion for nominations carried unanimously.

Agenda

Motion made by Brown to accept the agenda as it appears. Clayton 2nd. Motion carried unanimously.

Review Minutes

Motion made by Ritter to accept the minutes of the previous meeting (Dec. 6, 2017). Brown 2nd. Motion carried unanimously.

Review Financials

Discussion of upcoming franchise agreements and the need for a media legal professional. The process needs to be a new agreement, not a renewal of the old.

Motion made by Clayton to accept financial report. Ritter 2nd. Motion carried unanimously.

Correspondence/approval of bills/approve secretarial fees

Motion made by Ritter to approve paying the League of Minnesota Cities insurance invoice. Brown 2nd. Motion carried unanimously.

Motion made by Ritter to approve paying secretarial fee. Clayton 2nd. Motion carried unanimously.

Old Business

Discussion on updating equipment for county/city/township halls. Itasca county is looking for bids to replace the existing system. George will be able to provide further information on the design/build for the GRACC commission at the next GRACC meeting on Sept. 4.

New Business

Motion made by Brown to approve expenses up to $900 for ICTV staff to attend MACTA meeting in June. Clayton 2nd. Motion carried unanimously.

Motion made by Brown to approve expenses up to $900 for GRACC member or designated attendee to attend MACTA meeting in June. Clayton 2nd. Motion carried unanimously.

ICTV Report

George spoke on wrapping up "Working the Puzzle" series, ending a 5-part series concerning job loss and how to approach and handle different topics surrounding the loss of employment.

ICTV is looking to build an online store to better serve our DVD order customers.

Two Rivers Video is working on completing a large project for a customer, completing 13 interviews in 4 locations state-wide. Production work is still being completed on this job.

ICTV will not be hiring an intern for summer 2018

Adams adjourned the meeting at 12:33 P.M.

Next meeting scheduled for Sept. 4, 2018

Mediacom

Via Certified Mail

Theresa Sunde
Senior Manager, Government Relations

July 25, 2018

City of Grand Rapids
Tom Pagel, Administrator
420 N Pokegama Avenue
Grand Rapids MN 55744-2662

Dear Community Official:

The purpose of this letter is to inform you that, on or about September 1, 2018, Mediacom will be implementing the following rate adjustments:[1]

Product:	Old Rate:	New Rate:	Net Change:
Xtream Bronze Package	$159.98	$169.98	$10.00
Xtream Silver Package	$179.98	$189.98	$10.00
Xtream Gold with HBO Package	$199.98	$209.98	$10.00
Xtream Gold with Showtime/Starz Package	$199.98	$209.98	$10.00
Xtream Platinum Package	$219.98	$229.98	$10.00
TV Essentials 60 Triple Play Package	$139.98	$149.98	$10.00
Family 60 Triple Play Package	$159.98	$169.98	$10.00
Family 60 Triple Play with HBO Package	$179.98	$189.98	$10.00
Family 60 Triple Play with Showtime/Starz Package	$179.98	$189.98	$10.00
Family 60 Triple Plus Package	$199.98	$209.98	$10.00
Additional TiVo Receiver	$5.00	$6.00	$1.00
Internet 60 with 150 GB Data Allowance	$34.99	$39.99	$5.00
Internet 60 with 250 GB Data Allowance	$54.99	$59.99	$5.00
Late Payment Charge	$8.50	$10.00	$1.50
Local Broadcast Surcharge	$12.05	$12.61	$0.56

[1] Depending on the terms of their offer, customers in certain promotional packages may not be impacted by the changes to the Xtream, TV Essentials or Family 60 packages until the conclusion of their respective promotional period.

The decision to make price adjustments is always a difficult one. However, our programming expenses, particularly with respect to broadcast television and sports channels, are escalating at a pace well in excess of inflation. Other costs, such as health insurance, employee wages, postage and certain operating expenses continue to increase, necessitating some changes in what we charge our customers.

Mediacom has long believed that the best way to serve our communities is to constantly reinvest in our network. As part of a 3-year, $1 billion capital investment plan announced in 2016, Mediacom aggressively installed the newest generation of broadband technology throughout its entire internet service territory. As a result, virtually all of the 3 million homes and businesses across our 22 state footprint now have access to 1 Gig broadband speeds.

In addition, Mediacom has broadly launched a low-cost high-speed internet service for low-income customers featuring 10 Mbps download speeds for $9.95 per month. The service, called Connect2Compete, is offered in partnership with EveryoneOn and is available to families with students participating in the National School Lunch Program. Additional information is available at www.mediacomc2c.com.

Mediacom appreciates the opportunity to continue to serve your community's telecommunications needs. If you have any questions, please contact me directly at (507) 837-4878 or tsunde@mediacomcc.com.

Sincerely,

Theresa Sunde

GREATER GRAND RAPIDS AREA CABLE T.V. COMMISSION
STATEMENT OF REVENUES AND EXPENDITURES
For the period January 1 - July 31, 2018

Beginning Cash Balance - 01/01/18 $ 90,654

	BUDGET	ACTUAL TO 7/31/18	% OF BUDGET	REMAINING BUDGET	
REVENUES:					
FEES					
City of Grand Rapids	$ 120,000	$ 99,369	83%	$ 20,631	
City of LaPrairie	5,100	2,771	54%	2,329	
Harris Township	14,400	10,771	75%	3,629	
City of Cohasset	28,000	28,358	101%	(358)	
Total Franchise Fees	167,500	141,270	84%	26,230	
Paul Bunyan Peg Fees	18,000	18,074	100%	(74)	
Mediacom Peg Fees	28,500	22,983	81%	5,517	
Total Peg Fees	46,500	41,057	88%	5,443	
TOTAL FEES	214,000	182,327		31,673	
MISCELLANEOUS					
Fund Balance Usage	-	-	0%	-	
Miscellaneous	-	-	0%	-	
Interest from Investments	450	281	63%	169	
TOTAL REVENUE	214,450	182,608	85%	31,842	182,608
TOTAL CASH AVAILABLE					273,262
EXPENDITURES:					
Administrative Fees	6,500	5,470	84%	1,030	
Consultants	-	-	0%	-	
Legal	2,500	-	0%	2,500	
Other Contracted Services	450	75	17%	375	
Seminar/Meetings	4,000	601	15%	3,399	
Postage	-	-	0%	-	
Copy Supplies	-	-	0%	-	
General Insurance	1,500	1,325	88%	175	
Maint Contract (Copy Machine)	-	-	0%	-	
Miscellaneous	-	-	0%	-	
Dues/Subscriptions	600	580	97%	20	
ICTV -- Donations/Franchise Fees	134,000	113,016	84%	20,984	
ICTV -- PEG Fees	46,500	41,057	88%	5,443	
ICTV -- Annual Donations	-	-	0%	-	
ICTV -- Capital Contribution	-	-	0%	-	
Other Donations	-	-	0%	-	
Capital Outlay-Eqpt	18,400	-	0%	18,400	
TOTAL EXPENDITURES	214,450	162,124	76%	$ 52,326	162,124
REVENUE > EXPENDITURES	$ -	$ 20,484			

CASH AVAILABLE TO CABLE TV COMMISSION AS OF 7/31/18 **$ 111,138**

Cash - Restricted - Legal Fees $ 30,215

District 11 Meeting in Walker, MM
August 29, 2018

Mike and I attended the District 11 meeting in Walker. Reno Wells, District 11 Director, discussed upcoming meetings that are going to be taking place. September 19 and 20th are the dates for L and R Meeting to take place in St. Cloud. On October 23 and 24th, there will be a Broadband and rural communities session held at Maddens. On November15th through the 17th, the Educational Conference and Annual Meeting will take place at the DECC in Duluth.

Rep Steve Green (2B) was introduced. He discussed some legislative topics. One of the areas he did discuss was the "NO Net Gain". He was one of the representatives that tried to get it through the Senate. Some Senators will not hear it at all. He encouraged township supervisors to pressure their senators to pass the bill, as this bill is needed. He also discussed Some of the federal priorities which include infrastructure priorities, broadband access, transportation, and in the Farm Bill. The Farm Bill passed both the House and Senate but different versions were passed (in both).

Reno also highlighted the legislative session summary. The township legislation in the omnibus finance bill that was vetoed included 20 million for the border to border broadband fund; 4 million for the town Road account; 10 million for the town bridge account; and the MS4 Township exemption.

Ruth Simpson, MAT attorney reviewed MAT revenue and expenses for 2016 and 2017 as well as education attendance from 2014 to 2018. Education income is at 14% or 376,000, while expenses were at 16% or 383,000. MAT is looking at holding training at their Saint Michael offices. They are also looking at the possibility of holding webinars, but broadband may be an issue for some areas.

Also reviewed by Ruth were the Minnesota town finances, revenues, expenditures, and debt for 2016.

Lastly, Ruth discussed case law updates. The first case law update was the Open meeting law. Of importance is emails, and she reiterated to not send emails to more than one person/supervisor. Another case law update was disorderly conduct. She did state that townships should adopt rules within their townships, in case there are issues at meetings, etc. Of interest was the Minnesota voter alliance Case law. This case law refers to what one can wear on Election Day when you enter a voting site. No political badges, insignia, buttons, etc signs can be worn when you enter a voting site. Another important case law study is (of course) annexation. She stated that townships cannot annex cities. She also briefly discussed the annexation issue that impacted midway township and specifically the orderly annexation clarification bill. The hearing allowed Senators to hear directly from Midway Township officials about the problems created by recent court cases. The actual annexation issue will be going to the Supreme Court in late October. Annexation conversations went well, with several senators taking an interest in the orderly annexation concerns, and with other parts of the statute. MAT will continue to work with the legislature and the courts to pursue changes to the annexation statute.

All in all it was a good District 11 meeting and was very well attended.

Submitted by: Peggy Clayton, Chair -Harris township board.

Harris Township
EMPLOYEE COMPENSATION POLICY

5f

- **Temp Full-Time Employees:** **As of May 2018** (to be reviewed annually)

  Maintenance Crew: Starting wage will be between $11.00-$13.00/hour based on qualifications and experience.

- **Regular Part-Time Employees:** **As of May 2018** (to be reviewed annually)

  Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between $9.00-$12.00/hour based on qualifications and experience.

- **Temporary Employees:** **As of January 2018** (to be reviewed again in April 2019)

  Skating Rink Attendant: Wage will be Minimum wage

  Summer Intern / Maintenance Crew: Wage will be $11.00-$13.00 per hour

  Moderator of Annual Town Meeting: Wage will be a flat meeting rate of $60.00

  Election Judges: Wage will be $10.00 per hour for training time and hours worked on election day.
  - and -
  Mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage.

  Head Election Judge: Wage will be included in the "Request for Board Action" to approve the Clerk's list of election judges. The head judge's wage is typically equal to the hourly allocated labor rate of the town clerk.

- **Effective Date:**

  This Compensation Policy was effective upon adoption by Harris Township Board, the 27th day of October, 2004 and has been amended as follows:
  - Amended May, 2006, 2008, 2009, 2010, 2012
  - Amended April 14, 2015
  - Amended January 13 and March 23, 2016, May 11 2016, May 10 2017, **April 25 2018**

Grand Rapids Area Cable Commission

SOLICITATION 2018-1

DESIGN BUILD PROJECT

1.0 PROJECT INTRODUCTION

Project Name: PTZ Camera Installation and Centralized Controls

Project Number: GRACC *2018-1*

1.1 Scope

In accordance with the terms and conditions of the Contract, the Design-Build Contractor (DBC) shall perform the work of this Request for Proposal (RFP) for the Grand Rapids Area Cable Commission (GRACC) and the member communities as described below.

All technicians involved shall be certified appropriately in the hardware and software recommended within the scope of the project. Additionally, installation crews shall have expert knowledge in government information technology systems.

The work of this RFP shall be performed in accordance with the City of Grand Rapids, City of LaPrairie, City of Cohasset and Harris Township rules and regulation regarding changes and technologies within their buildings and technology infrastructure.

1.2 Funding Limitations

The DBC Team is responsible for providing all design and construction services required for the final total lump-sum firm-fixed amount negotiated with the DBC.

1.3 Location

This project is located in Minnesota at the following locations: City of Grand Rapids City Hall Council Chambers and Work Session area; City of LaPrairie City Hall Council Chambers; City of Cohasset City Hall Council Chambers and Harris Town Hall.

1.4 Background

The City of Grand Rapids is equipped with several PTZ cameras and a central station for control, recording and cablecasting the signal back to Itasca Community Television. The infrastructure is aging and is in need of repair. Activities at the other locations have been recorded with portable cameras tying into the audio systems of those three communities. Their live meetings have been sent back to ICTV using an aging Teradek system.

Changes in technology allow for more remote and internet based interfaces for controlling and cablecasting these meetings. It is the desire of GRACC to receive a design/build bid from contractors to tie the City of Grand Rapids and the other communities into one centralized hub of video capture, recording and cable casting the meetings live.

For the sake of funding and roll-out, the project shall be bid in two phases:

Phase 1: City of Grand Rapids improvements and central station:

Phase 11: Cities of LaPrairie and Cohasset and Harris Township.

Acceptance will be based on both phases, with GRACC maintaining the authority to implement the first or both phases.

1.5 Description

The overriding goal of this project is to centralize the control of video recording of the four locations at the ICTV studio.

It is the desire of GRACC to seek design/build recommendations that the proposal address:

1. Placing high quality 4KPTZ cameras in the City of Grand Rapids. This would require replacing the four existing cameras and adding a fifth camera for optimal coverage of the work session area.

2. Tying these cameras and their functionality back to a central control station at the ICTV studio.

3. Integrating city audio into the signal.

4. Signal testing and integrity using the GRACC communities' technology infrastructure.

5. Designing a control station for signal receipt, camera control, editing, recording and signal exporting to the existing Tightrope Media System at ICTV...
    a. The system would be such that cameras could be turned on and off from the remote control station.
    b. The station would require split screen monitors capable of viewing all cameras during the meeting.
    c. Controls would ideally fit within the space of the control area at ICTV.

6. Locating within each of the other three communities two PTZ cameras in each meeting room as described in 1.3 with remote controls to the same control station at ICTV.
    a. Audio shall be fed from the systems at the locations back to the control station.
    b. Video control shall be the same as described above for City of Grand Rapids.
    c. Camera specifications would be the same as required above.

7. The control system shall include character generation equipment.

8. Video file formats and integration must be compatible with Tightrope Media Systems.

9. Full installation, travel, testing and training costs of recommended system shall be included in the cost of each phase.

1.6 Schedule

The work in this RFP shall be completed in accordance with the following schedule:

DB Design Development Documents:

- Proposals shall be due to GRACC not later than 4 p.m. October 30, 2018.
- The proposals will be opened and the award, if acceptable, shall be made Dec. 3.
- During the review City, GRACC and ICTV staff may inquire with the bidder about the specifics recommendations.

Purchase and installation:

Phase 1: Work shall commence no later than March 30, 2019.

Phase 2: If awarded shall commence no later than August 30, 2019.

If agreeable to all parties and both Phases are awarded simultaneously, the work may be performed consecutively starting no later than March 30, 2019.

1.8 Data and Materials to be provided

The proposed design/build proposal shall include:

Recommendations for

Phase 1:

- Five, 4k PTZ cameras.
- Recommended schematics for wiring and integration back to ICTV controls.
- Integration of projection equipment at Grand Rapids City Hall into the system back to controls.
- Recommended remote control hardware and software at the ICTV studio with capacity to incorporate Phase 2.
- Character generation equipment compatible with remote system.
- Integration of Grand Rapids City Hall audio into the remote access system.

Phase 2:

- Six 4k PTZ cameras (two for each location)
- Recommended schematics for wiring and integration back to ICTV controls.
- Integration of each of the three locations' audio into the remote access system.

Warranties for:

- All installed equipment.
- Installation services.
- Compatibility with Tightrope Media Systems Cablecast and VOD servers.
- Price guarantees for equipment quoted through the term of the build.

Proof of insurance for installation crews

1.8 Submission

Submission of the DB proposal shall be addressed to
Chair, GRACC
C/O City of Grand Rapids
420 N. Pokegama Avenue
Grand Rapids MN 55744

1.9 Inquiries

Beth George
On behalf of GRACC
(218) 999-0088
bgeorge@watchictv.org

Monthly Stipend for CLERK includes:

- Meeting agenda creation and prep of supporting back-up (i.e. agenda packet)
- Minutes - from P&D/Regular/Legally required meetings
- Research online for variety of things
- Emails/text/call board, regarding a variety of things as needed
- Respond to all township business inquiries (calls/emails), board contact info, town hall availability, Itasca County business, from realtors preparing a closing (inquiring about current/pending special assessments, bonds), etc.
- Respond to Crystal Park Pavilion reservation requests; keep a calendar of dates reserved, prepare 2 types of posting notices and email them to the maintenance crew to post
- Scan Regular and P&D agenda packets provide to Supervisors 1-3 days prior
- Prepare notices and post all meetings.
- Keep contact information up to date for posting board
- Update township policies as needed
- Prepare and publish meeting schedule, special meetings, (what is legally required)
- Town hall set up for Regular and legally required meetings
- Document filing & organizing – town hall
- Discussions regarding a variety of topics/projects with others (board/county/residents, etc.)
- Website administration and content updates; add minutes after approved (convert to PDF first)
- Monthly bookkeeping (clerk's books) and

Hourly rate for CLERK includes:

- Newsletter assistance (e.g. update address database, review newsletter drafts, etc.)
- Work sessions hours – including agenda prep, town hall set up, time at the meeting, and hall closing
- Minutes of Work Sessions
- Election duties – if Head Judge
- Trainings (i.e. MAT short courses)
- Preparing the annual report and having copies printed for the annual meeting
- Prep for Board of Audit
- Collecting and compiling the Bills
- Annual audit prep of clerk's responsibilities (bookkeeping documents, minute and agenda packet binders, board contact information, etc.)
- Prepare notices for work sessions and elections.

Per Diem Meeting Rate for CLERK includes:

- Regular, P&D, and legally required meetings (e.g. annual meeting, public hearings, board of audit, board of appeal, etc.), regardless of length (unless over 3 hrs…then charge hourly)
- Taking notes & preparing minutes for the meetings noted above

Deputy Clerk: Also includes hourly rate items if needed:

- Preparation of P&D Meeting Agenda, including supporting documents (i.e. agenda packet).
- Scan and send P&D Agenda packets and Bills in for printing prior to the Monday before the monthly meeting.
- Upload P&D Agenda packet and Bills to Township website and update P&D meeting link prior to the Monday before the monthly meeting.
- Set up and open Town Hall for monthly P&D Meetings.
- Record minutes of the monthly P&D Meeting and send to Chair for review within 3 days of the meeting.
- All others duties shall be paid at an hourly rate and mirror the duties of the Clerk.

Harris Township Cemetery Sexton:

- First point of contact for all questions regarding the Harris Township Cemetery and follow up promptly with responses.
- Prepare and maintain policies, procedures and brochures and relay that information to others who assist in the maintenance of the cemetery or to the general public.
- Coordinate all burial arrangements; Funeral Directors, Maintenance Team, Board as needed.
- Deed Preparation, Sale, Recording, Filing, and all follow up notifications of such with Board, Maintenance Team, and Purchaser.
- Track and notify Treasurer of payments received and County filing fees charged to Township account.
- Update and Maintain Harris Township Cemetery Web links with current and relevant news.
- Update accounts of all burials within the Harris Township Cemetery on-line for public access prior to the closing of the current year.
- Update Cemetery Plot Map viewable on the Harris Township Cemetery Web Link for public use prior to the closing of the current year.
- Maintain Cemetery Books, Records, and Sexton Computer account weekly.