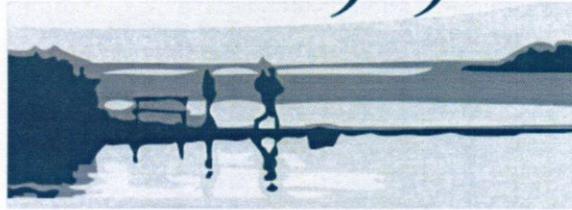


Chairman Jim Kelley
20387 Field Crest Road
Grand Rapids, MN 55744
Phone 218-327-0317

Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Supervisor Peggy Clayton 326-1551
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 **March 14, 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 February 14, work session, and Board of Audit February 26.
3. **Additions and Corrections-**
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**
 -
7. **Recreation**
 - Rink Attendant status
 - Trails Task Force
8. **Correspondence**
 - Letter from S.E.H.
9. **Old Business**
 - Garrie Walbridge Variance
10. **New Business**
 - 2018 Short Courses MAT
 - 2018 Town Hall Review- April 19
 - Weed 'EM Out
 - Weed Inspector
 - Reorganizational Meeting March 19
 - Annual Dinner Itasca County Township Association
 - Annual Grading and Snow plow contract

11. **Treasurer's Report** – dated March 14, February 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

- Mon. Mar. 19 Work Session- Clerk Duties and Bills.....7:00 Harris town Hall
- Wed. Mar 28. Planning and Development meeting..... 7:30 pm Harris Town Hall
- Mon. Apr. 9 Itasca County Township Association.....5:00 pm Trout Lake Township Hall
- Wed Apr. 11 Regular Meeting.....7:30pm Harris Town Hall

15. Adjourn

REGULAR MEETING
February 14, 2018 at 7:30pm
Minutes

Attendance were: Jim Kelley, Ken Haubrich, Peggy Clayton, Mike Schack, Dennis Kortekaas, Becky Adams, Cari Alleman.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes** of the Regular Meeting January 10, work session January 22. Motion to approve the minutes made by Kortekaas seconded by Clayton passed by all.
3. **Additions and Corrections-** see additions below...
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**
 - Wagon Wheel Sign bids- \$413.41, we found out who is responsible for the damage so we will send the bids to the insurance company. Motion to submit the bids to the insurance company made by Haubrich seconded by Schack, two in packet, we should get the cost of Derrick picking up the damage. Passed by all.
 - Nothing new in report on the road report. Humps on Sunny Beach Road are there and should go down as the frost goes out of the ground. Trees need to be taken down on some roads in the township. We will take care of those next week.
7. **Recreation**
 - Rink Attendant status- one rink attendant quit and the others were able to pick up the extra shifts. Hopefully pick up when it gets warmer.
 - Trails Task Force- Trails are in good shape, not groomed south of town due to lack of snow, north is good, and cross country ski trails are groomed. They are collecting data when you have your phone on you, they are not being used up here yet, but they are in other areas of the state. If you don't want to be tracked when you are out there please shut off your phone. You can go night skiing up on the scenic trails. We had 3 Olympic athletes training at Mount Itasca this year. Fat tire race out at Forest history center. There is also snow shoeing at the Forest History Center.
8. **Correspondence**
 - Letter from MNDOT- response to letter to the change of the Comp Plan.
9. **Old Business**
 - Budget Work session- Motion to have the budget meeting on Monday Feb 26, 5 pm, **Service center** made by Kelley seconded by Haubrich passed by all. Motion to add Annual Meeting to the agenda to Feb 26 work session made by Kelley seconded by Clayton passed by all.
 - Audit Work session, Annual report motion to have work session on the agenda for the Feb 26 work session, immediately following the budget meeting made by Kelley seconded by Clayton passed by all.
 - Duties pay requests clerk work session, Bills and packet- Motion to have work session on March 14 at 6 pm at the town hall made by Clayton seconded by Schack, passed by all.
 - Bills- duties, coping all the bills and lot of the bills are the same, phone, gas, utility bills, do we really need those in the packet every month, it takes all a lot of time and ink and paper. Haubrich, not for this... it would be the utility bills, a lot of pages for the same things. Will talk about at the work session in March.
 - Kati Pay request- Becky, in conversation about Kati getting paid, conversation to go back going back to statute to pay both... goes back to Michelle and do we do deputy clerk or assistant, statute 367.12. The MAT handbook recommends not paying both clerk and deputy

to do the same work, but there is not a statues that says that. When the new clerk came in the old clerk was put as the deputy and was able to help train the new clerk. We want the deputy to know everything the clerk does, so in case of absence or disability the deputy can come in and do what needs to be done. It wasn't ever the intent not to pay Kati, but wanted to make sure they were doing what they are supposed to do. Total dollar amount was \$196.40. It was for the training, work session, office time, office website, admin policy. Discussion to review this at the work session on March 14, made by Clayton seconded by Haubrich passed by all.

- Clerk Training- Never made it to the training, both classes were full.
- Cemetery Policy Monuments ordered online- **Add to cemetery policy. Dec 13 minutes.**

10. New Business

- Resolution option- conflict of interest for supervisors- Motion to have clerk do the resolutions made by Clayton seconded by Haubrich passed by all.
- Fire Contract- \$79,964. July and December are when we have to pay them. Motion to accept the contract made by Clayton seconded by Kortekaas. Roll call: Mike, Peggy, Ken, Dennis, Jim, passed by all.
- First Call for Help- was asking for a donation, we can't under state statue.
- Bid request form for "mowing"- Clayton typed it up, if it sounds good and put on the agenda for the P & D meeting. They did a great job.
- Property on Hale Lake- Parcel on Hale Lake that is tax forfeit on East end of the lake and potential to put in a boat landing. County hasn't taken any action, Roger from the county was looking to see if there is an interest. The County is looking for guidance from the town board to see if they have any preference. Comes down to the number to see who is for and against it. Board would like to look at it, and bring it up to the public. There is an easement through the property. Will re-look at the P & D meeting.
- Count Committee Workshop 2020 Census- brought up at Itasca Association meeting, How to census from start to finish. This is something we should go to, and urged to go, and township will be contacted to be part of the count committee. The closest meeting will be in Mountain Iron on March 21 9:30 – 4, free of charge but registration is strongly suggested. Someone should go. Kelley would like to go, but is up for re-election in 2018. Clayton will go, Kortekaas will also attend. Motion to have Clayton and Kortekaas to attend made by Kelley seconded by Haubrich passed by all.
- Elections- update on upcoming election. Already working on it and reading through the new laws that pertain to elections.
- Annual Meeting posting with alternate date- Posted on March 7 and 11 in newspaper, 8:15 pm March 13, back up date would be March 20. Motion to advertise in the paper for the annual meeting made by Kelley seconded by Clayton passed by all. It will also be on Facebook.
- Bid from A-1 Concrete to fix Maintenance floor- FYI for budgeting purposes.
- Optional Township Government Plans- with Becky retiring form the board; the need to start talking about alternatives has come up. Appoint the clerk and treasurer, opens the pool for the potential to save money if we combine the two positions, we have to wait until the clerk is up for election, Option C Town Administrator, some things that would be efficiencies, should be discussed. Under the law we have put it on the ballot, and we can do that by motion or resolution. We need to decide before the 74 day rule. Table to the P & D meeting to see if they want to put it on the agenda for the annual meeting. Motion to table made by Clayton seconded Schack passed by all.
 - Option B- Appoint Clerk/Treasurer
 - Option C- Appoint Town Administrator
 - Option D- Combine Clerk & Treasurer

11. Treasurer's Report – dated February 14, January financials, 2018- so you know January will adjust once the audit is done. You do have the bill list, added the check for Kati, adjusted some of the tax

amounts, bill list total \$31,004.05. Haubrich would like to comment, that the pay requests were great and thank you Becky for revising them and sending them out, great job.

12. Approve payment of bills for the month- motion to pay the bills made by Kelley seconded Clayton, passed by all. Motion to sign checks numbered 17786-17815 made by Clayton seconded by Haubrich 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

14. UPCOMING Events / Meetings

Wed. Feb 28. Planning and Development meeting..... 7:30 pm Harris Town Hall
Mon. Mar. 12 Itasca County Township Association.....7:00 pm Blandin Foundation
Wed Mar. 14 Regular Meeting.....7:30pm Harris Town Hall

15. Adjourn Motion to adjourn made by Clayton seconded by Haubrich passed by all.

Submitted by Cari Ann Alleman, Clerk

WORK SESSION
Board o Audit, Budget, Annual Meeting
February 26, 2018
Maintenance Center

In attendance were, Jim Kelley, Ken Haubrich, Peggy Clayton, Mike Schack, Treasurer Becky Adams, Clerk Cari Ann Alleman.

BOARD OF AUDIT:

Called meeting to order at 5:10 pm; pledge of allegiance. Treasurer Adams started the meeting by explaining what was on the treasurer's report for the end of 2017. It's started with the final balance from 2016, it goes through the disbursements and receipts for the year of 2017. It contains each fund and the months. The report shows the balance for each fund as of 1/1/17 all the receipts, subtotal, disbursements, and the balance for each fund at the end of the year. All the numbers matched the spread sheets that were given out also. We get the numbers at the bottom of the financial forms, they are separate from the summary in the spreadsheet. The spreadsheet shows what's going on every month in these funds. You can see what happened each month, and each section is the fund, across the top is the month and fund balance the numbers are supposed to match, and they do.

These spreadsheets sit separate in 4 separate spreadsheets the treasurer has on her computer. Disbursements show in the group where the money went, and which funds are in each account. All the disbursements matched the treasurer summary of the fiscal Year ending in December 31, 2017. The board asked the treasurer multiple questions to verify the numbers. Beaver control account to go under road and bridge.

Clerk's audit: showed how the numbers are received and the automatic calculations in the spreadsheet. Motion to accept the treasurer's summary of the fiscal year 2017 made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.

Motion accept the clerk's summary report made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

Motion adjourn the board of audit made by Supervisor Haubrich seconded by Supervisor Clayton at 6:40 pm. Passed by all.

BUDGET: Call the budget meeting to order at 6:41 pm; road and bridge, general, fire, and buildings and grounds are the funds needed to go through.

Fire fund is heavy, we are carry over 11K, proposed 2019- \$72,000, leave the fire contract at \$82,000.

Building and Grounds- proposed in 18- dropped the levy \$20,000, left hall rent about \$4,000, Cleaning town hall drop to \$3,500, Town Hall building Maint. up to \$7,500, Ground Work Material under Service center up to \$22,000, Building and Grounds: will upped the levy to \$60,000.

General Fund- Website up to \$550, Health insurance drop to \$9,000, Insurance drop to \$12,000, Mobile Phones down to \$2,000, Office drop to \$3,500, Clerk Wages- up to \$10,800, Treasurer Wages is up to \$8,400, Pera down to \$10,000.

Road & Bridge- Beaver maintenance \$500, Grading to \$9,000, Signs to \$4,000, Tree Maintenance/clearing ROW's up to \$5,000, rubberized crack filling down to \$45,000, road patching materials \$2,500, dust control \$13,500, Move the Capital Improvement road and bridge fund \$100,000 to the Road and Bridge fund: Main Construction \$400,000. (All funds are in the Annual Town Meeting book)

Annual Meeting Agenda- The board agenda, appointed clerk and treasurer, if the board goes forward you will see the question on the ballot in November. Board is considering the selling of the property on the corner of Wendigo and Harris Town Road, which was originally purchased for the site of a new town hall.

Mention the elections are in November this year and the annual meeting can be earlier.

Levy doesn't change!

Motion to adjourn made by Supervisor Schack seconded by Supervisor Haubrich passed by all.

Submitted by Cari Alleman, Clerk



Building a Better World
for All of Us®

February 19, 2018

RE: Harris Township
2018 Township Engineering Services

Chairman and Board Supervisors
Harris Township
21998 Airport Road
Grand Rapids, MN 55744

Dear Chairman and Board Supervisors:

Short Elliott Hendrickson, Inc.® (SEH), Inc. would like to take this opportunity to thank Harris Township for utilizing our engineering services in 2017 and for many prior years. It was a pleasure this past year to work with the Board and staff on the 2017 Woodtick Culvert Replacement, on 5-year road planning efforts, and other miscellaneous matters.

At this time, we are requesting the Board to consider SEH for reappointment as your 2018 Township Engineer. Similar to past years, we propose the following procedures for authorizing the Township's engineering work:

Project Work (annual road projects, major construction projects)

- Upon authorization from the Board, SEH will prepare and present to the Board a letter proposal with a lump sum fee for each project. SEH will conduct no work until a proposal is approved by the Board.

Miscellaneous Engineering Work

- Upon authorization from the Board, SEH will complete the requested work on an hourly basis at rates shown on the attached table.

We recognize that 2018 will be a year with less road activity than in past years, but SEH stands ready to assist the Township in any way we can.

Thank you again for allowing us to serve you.

Sincerely,

Bob Beaver, PE
Principal

Jayson Newman, PE
Project Engineer

Attachment: 2018 Grand Rapids Office City Engineer Hourly Rate Schedule

P:\FJ\H\HARRT\141706\1-gen\14-corr\2018 Township Engineer Proposal.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601
SEH is 100% employee-owned | sehinc.com | 218.322.4500 | 888.908.8166 fax



Multidisciplined. Single Source.
Trusted solutions for more than 75 years.

2018 Grand Rapids Office City Engineer Hourly Rate Schedule

CIVIL/MUNICIPAL

Senior Professional Engineer	\$140.00
Professional Engineer	\$115.00
Staff Engineer (EIT)	\$ 90.00
Senior Professional Land Surveyor	\$115.00
Professional Land Surveyor	\$ 95.00
Lead Technician	\$ 95.00
Senior Technician	\$ 80.00
Technician	\$ 70.00
Senior Administrative Assistant	\$ 70.00
Administrative Assistant	\$ 50.00
Senior Survey Crew Chief	\$ 95.00
Survey Crew Chief	\$ 80.00
Survey Assistant	\$ 45.00

Reimbursable expenses

Mileage	Current IRS rate/mile
Global Positioning System (GPS)	\$30.00/hour
Robotic Total Station	\$30.00/hour
Survey Vehicle	\$ 4.50/hour
ATV	\$100.00/day
Full Size Reproductions	\$5.00/sheet
Sub consultants	10% administrative markup

SPECIALTY SERVICES

Billing rates provided upon request of specific specialty services. SEH provides a broad range of services such as:

- ✓ Architecture and Landscape Architecture
- ✓ Transportation
- ✓ Water and Wastewater Treatment
- ✓ Water Resources/Environmental
- ✓ Community and Economic Development

Garrie M Walbridge
1026 Cherokee Ave
West St Paul, MN 55118
garrie.walbridge@gmail.com

02/12/18

Harris Township Board
Harris Township Service Center
20876 Wendigo Park Road
Grand Rapids MN. 55744

Dear Harris Township Board Members,

Thank you for approving my variance application last fall for parcel 19-016-1304 located at 31445 Sunny Beach Road Grand Rapids. As you are aware, the application was tabled for 6 months so I could contact the opposing parties and try to gain support. I would like to take this opportunity to share the history of the property with you and provide information regarding the amended variance application.

Per my abstract records and family history;

Marcella Peterson, my great aunt, inherited a large parcel of land along Sunny Beach Road in August of 1942. In December of 1942, Marcella and her husband Oscar sold a parcel on the southernmost end of the property consisting of 300' shoreline to Henry and Lela Hegdal. (This parcel has since been split into 2-150' sections, one remains with the Hegdahl's and the other is owned by the McLeod's.) A parcel consisting of 162' of shoreline was sold to Joseph and Edna Cardinal in August of 1944. (Joann Swanson, granddaughter of the Cardinals, currently owns this property.) A 20' piece of property was left between these two parcels as a public access on the request of Itasca County or Harris Township. Several years later, a different access was installed and the 20' was no longer needed for its originally intended purpose. Marcella and Oscar still retained ownership of several acres of property on the northernmost end of the original parcel and did not have need for additional lake access. I was told that the 20' was offered for sale to the Hegdahls and the Cardinals but both declined. My grandparents, George and Rita Champlin, purchased the 20' parcel in December 1957 from Marcella and Oscar, Rita's sister and brother-in-law.

My grandfather, Skinny, built the little 16x32 cabin in the late 50's – early 60's and my family enjoyed spending time at the lake regularly through the 80's. My siblings and I all have fond memories of days on the lake and nights in the little cabin lit with oil lamps. My grandparents passed the cabin property to my parents in March of 1981. As time went on, use of the cabin declined and it fell into disrepair. I inherited the property in 2004 after my father passed away. Unfortunately, I was not living in the area at the time nor did I have the means to finance repairs. My nephew, Jared Whight, lived on LaPlant Road and took on the role of local lawn mower/leaf raker. He spent considerable time over a few summers gutting the structure in preparation for planned repairs that never came to fruition.

Since Jared will be the next owner of the property, he has been involved in our recent efforts to improve the cabin. It bears mentioning that a condition of my inheritance, as well as Jared's, is that the property

remain in the family - it will never be sold to an outside party. We are working on a trust to ensure this condition perpetuates into the future.

As you know, Jared and I are also trying to obtain approval to rebuild the cabin. A few years ago, we removed some of the floorboards and installed concrete piers as the original telephone poles Grampa Skinny used needed to be replaced. As we were talking about how to go about making the repairs, we decided it would be easier to just start over. That way we could have a modern (electricity and plumbing!) and code compliant cabin for the family to enjoy and a nicer building to view from next door. It took some time to gather funds for the project and we applied for a variance application last fall so we could move forward.

Honestly, the opposition to the variance request surprised me. I thought that everyone would be happy to see improvements made on the property. After reading the opposition letters I received in September, I requested the 6-month extension to address concerns brought forth by neighbors McLeod, Swanson and Hegdahl, the DNR and the Pokegama Lake Association. I contacted the neighbors and obtained Mr. McLeod's support. Ms. Swanson's opposition has been reduced solely to the lot size issue. The Hegdah's have not responded to my letters. The Pokegama Lake Association's concerns about the well were not valid as the well has been used every year and has been maintained by a licensed plumber. In addition, the MN Department of Health does not require registry of the well because the property has not been sold since that regulation went into effect. At this time, there is no mechanism to register the well without a sale. The DNR's recommendations have been included in the amendments to the variance application.

While I can't do anything about the non-conforming width of the property, there are some other changes to the variance application that I hope will help. I will not be moving the South standing wall of the cabin from its current location. The footprint on the ground will be smaller - 14x30 at its widest and deepest points- to allow for 1' eaves around the perimeter. The standing wall on the North (currently right on the property line) will be moved 2' from the property line shared with the Swanson's. The DNR recommended the cabin height remain the same, 14', and a deeper lakeshore mitigation (half the setback distance, to include trees, shrubs and groundcover) and both of these items have been adopted. A rendering of a cabin similar to my plan is enclosed so you can get an idea of what I'm hoping to achieve. There will be small shed dormers in the back of the building - not shown on the rendering- to accommodate a sleeping loft. The well is located on the porch of the current cabin. When the new cabin is built, the porch will not extend over the well and a removable well house will be constructed to protect the casing.

I'm not certain if you will need to provide another recommendation to the Board of Adjustment. If you do, I hope you find the above information helpful and that you will reapprove my variance request. The amended version has been sent to Itasca County Environmental Services for a March hearing. If you have any questions or would like more information, please feel free to contact me.

Thank you,



CLERKS & TREASURERS

Morning Session

9:00 Director: Welcome/Pledge of Allegiance
Legislative Update
Insurance Update
Break
10:15 Board of Director Announcements
10:30 CTAS Payroll - Sit Back and Relax!
10:40
Noon Lunch

Afternoon Session

12:45 Real Mistakes Recorded for History by Auditor Reports
1:45 New Website Review
2:00 Notices, Primaries or just make Snowballs?
3:00 Adjourn

SUPERVISORS

Morning Session

9:00 Welcome/Pledge of Allegiance
Board of Director Announcements
9:10 Getting the Most from CTAS Reports
9:30 Road Maintenance: Back to Basics
10:30 Break

10:45 New Website Review

11:00 BAE from an Assessor's Perspective
Noon Lunch

Afternoon Session

12:45 Insurance Update
1:15 Legislative Update
2:00 Looks Like a Road, Drives Like a Road
3:00 Adjourn

NEWLY ELECTED OFFICIALS

Morning Session

9:00 Welcome/Pledge of Allegiance
9:05 New Officer Orientation
10:15 Break
10:30 New Officer Orientation Continued
Noon Lunch

Afternoon Session

12:45 Board of Director Announcements
12:55 Intro to CTAS & Clerk/Treasurer Resources
1:15 New Website Review
1:30 Township Officer Duties and Responsibilities
2:30 Township Association Basics
3:00 Adjourn

DAY	DATE	TOWNSHIP	ADDRESS	PHONE
MONDAY	March 19	WINONA	Tau Center 511 Hilbert Street	507-474-3900
TUESDAY	March 20	ROCHESTER	Event Center 733 Airport View Dr SW	507-529-0033
WEDNESDAY	March 21	MANKATO	Civic Center One Civic Center Plaza	507-389-3000
THURSDAY	March 22	WINDOM	Community Center 1750 Cottonwood Lake Dr	507-831-6149
FRIDAY	March 23	GRANITE FALLS	Prairie's Edge 5616 Prairie's Edge Lane	320-564-2121
	March 30	ALEXANDRIA	Arrowwood 2100 Arrowwood Ln NW	320-762-1124
	April 2	MAHONOMET	Shooting Star 777 S Casino Rd	866-345-4998
	April 3	THIEF RIVER FALLS	Engelstad Arena 525 Brooks Ave N	218-681-2183
	April 4	BEMIDJI	Sanford Center 1111 Event Center Dr NE	218-441-4000
	April 5	GRAND RAPIDS	Sugar Lake Lodge 37584 Otis Lane	218-327-1462
	April 6	DULUTH	DECC (Harbor Side) 350 Harbor Drive	218-722-5573

Purpose & Audience

The purpose of the 2018 Short Course is to provide a one-day educational program for all township officers. These Short Courses are for Township Board Members and Local Public Officials only.

THREE NEW VENUES

There are THREE NEW VENUES for WEEK 3 this year.

April 4: BEMIDJI

(replaces Walker)

April 5: GRAND RAPIDS

(Sawmill Closed)

April 6: DULUTH

(replaces Carlton)

To request disability accommodations or special diet needs (gluten free, etc.), please contact Scott Salum at 1-800-228-0296 before March 1st. MAT is an equal opportunity educator and employer.

TOPIC DESCRIPTIONS

CTAS Payroll – Sit Back and Relax! Let the program work for you - This course is designed for those using the CTAS payroll module. It will cover how to set up employees, how to work with account distributions, actually doing a sample payroll (feel free to bring computer if your battery life will last - plan for NO outlets), running through reporting for meetings, gross pay reporting, and quarterly tax filing.

I Would Never Do That: Real Mistakes Recorded for History by Auditor Reports - A review of the mistakes highlighted in State Auditor reports and how to avoid becoming the next example. Plus, a review of easy computer and internet security measures to safeguard your data.

A Quick Review - Notices, Primaries or just make Snowballs? – With a primary day and election day coming up, exactly what notices are township clerks supposed to handle? Do you post or publish or just crumple into a ball and play catch? This class will cover the various election notices and how to determine exactly what YOU need to handle vs what the county auditor will handle. Also covered, how to know if you really are required to publish that notice or will posting suffice? A quick review of meeting types will be presented as well.

Road Maintenance: Back to Basics – Learn about the value of road tours, the importance of maintenance policies, the benefit of Minnesota Township Association, and other resources in meeting the responsibilities of managing your roads.

Board of Appeal and Equalization from an Assessor's Perspective - This session will cover how assessors view the Board of Appeal and Equalization Board (BAE) and how townships can work with assessors to make it a positive experience for property owners. He will review the responsibilities of assessors; the responsibilities of the BAE and the information assessors use to make their appraisals. **NOTE: THIS SESSION DOES NOT REPLACE THE TRAINING THE DEPARTMENT OF REVENUE REQUIRES SUPERVISORS TO TAKE EVERY 4 YEARS TO BE CERTIFIED TO HOLD A BAE MEETING IN YOUR TOWNSHIP.**

Looks Like a Road, Drives Like a Road ... but I'm Not Convinced – Identifying town roads and how much right of way exists, with brief discussions of cartways, town line roads, and more.

New Officer Orientation – A must-have class for ALL officers that have not attended it before. Two of MAT's attorneys cover the many legal requirements that come with holding public office. The indispensable information in this class can help keep your township out of court and you out of jail.

Township Office Duties and Responsibilities– This class addresses the specific duties of clerks, treasurers, and supervisors, as well as many township functions you may not have considered or even known about.

Township Association Basics – Important background on townships and the many ways in which the Minnesota Association of Townships supports townships and town officers.

OATH OF OFFICE

In order to take your oath of office at the Spring Short Courses:

1. Your township must have held its Board of Canvass and the 7-day contest period expired;
2. Have your Certificate of Election

If your township's Board of Canvass met on the second day after the election (the 15th) you could receive your oath at the following locations: **Granite Falls • Breezy Point • St. Cloud • Hutchinson • Willmar • Alexandria** if you held your Board of Canvass after the election on the 13th or on the day after (the 14th) you can receive the oath at these locations as well:

Mankato and Windom

The oath of office must be administered within 10 days of receiving your certificate of election. (Individual oaths may be administered the final week of the Spring Short Course if you fall within the 10-day period. Stop at the registration desk to inquire.)

NEW OFFICER TRAINING CREDIT

The Minnesota Association of Townships Insurance Trust (MATIT) is offering a credit to new township officers attending the New Officer Training Course...essentially making this a 'NO COST TRAINING.'

How It Works

- Your Township must have Consolidated Liability Coverage through MATIT to be eligible.
- At registration, all New Officers who are attending the New Officer Session will still need to pay the registration fee of \$50. That may still be paid via cash, check, or invoiced to the Township.
- The New Officer must attend the New Officer Session for the entire day.
- In the New Officer Session, a New Officer will need to complete the Sign-In Sheet at the beginning of the workshop.
- At the end of the workshop (3:00pm), the New Officer will have to sign-out verifying they have completed the New Officer Session.
- MAT Agency Staff will verify the sign-in/out sheet for eligibility.
- The Township will receive a \$50 credit applied to their upcoming Consolidated Liability Coverage Renewal through MATIT for each New Officer who attends the New Officer Session.

DULUTH PARKING

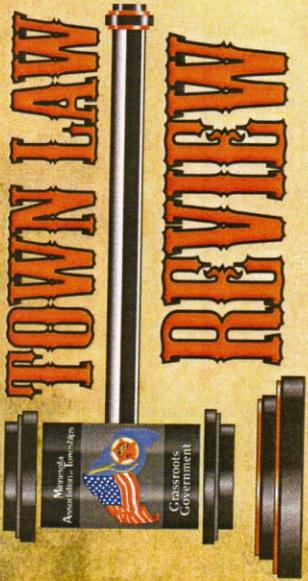
Parking is available in the parking ramp next to the DECC. Guests will be responsible for their own parking expenses. Parking rate is \$5/day for unlimited access on that day.

LAW BOOKS AVAILABLE

Each Township is eligible to receive one copy of the 2017 Township Law Book. If you have not picked up your copy, they will be available beginning at morning break. Check with Registration and get your Townships Law Book!

MATTI SAFETY VESTS

New Officers who have just been elected, or are in their first term and have not attended the Newly Elected Officials Session, are eligible to receive a MATTI Safety Vest. The Vests will be distributed during the session to those in attendance only.



New Name for the Legal Short Course

The Town Law Review will be held on Thursday, April 19th from 8:30am to 3:30pm. Registration will open at 8:00am with coffee and rolls available.

The Town Law Review is a one of a kind training event in which all townships, no matter the size, will benefit from the material presented.

See the agenda inside!

The Town Law Review returns to the southern side of the metro with the meeting being held at the **Best Western Premier Nicollet Inn** in Burnsville.

Directions

The Best Western Premier Nicollet Inn is located at the southern junction of I-35W and I-35E. The hotel is right off of County Road 42 which intersects both interstate highways.

To request disability accommodations or special diet needs (gluten free, etc.), please contact Scott Saloum at 1-800-228-0296 before April 10th. MAT is an equal opportunity educator and employer.

HOTEL

**Best Western
Premier Nicollet Inn
14201 Nicollet Ave S
Burnsville, MN
952-435-2100**

Overnight accommodations can be made directly with the **Best Western Premier Nicollet Inn**.

4/18/2018

Rate: \$109.99 plus tax/night

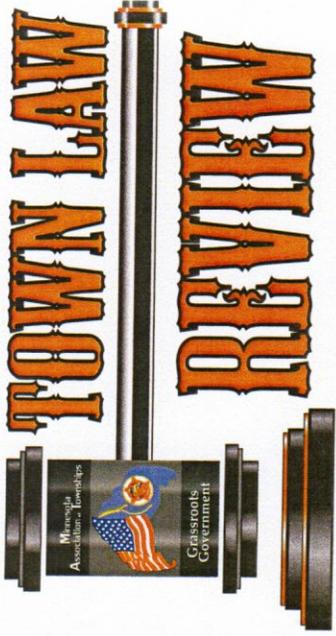
Room Types: Standard King, Standard Two Queen,
Standard Queen with Sleeper Sofa

Ask for the Minnesota Association of Townships block.
Cut-off for block is: 3/18/2018

Hotel Info
Check-in: 4:00pm
Check-Out: 11:00am



Minnesota Association of Townships

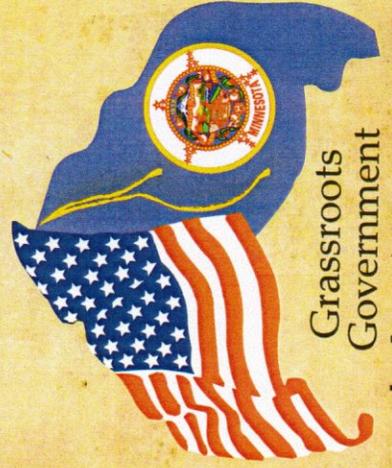


New Name for the Legal Short Course

APRIL 19, 2018

**Registration at 8:00am
Event Begins at 8:30am
Event Adjourns at 3:30pm**

**Best Western
Premier Nicollet Inn
14201 Nicollet Ave S
Burnsville, MN
952-435-2100**



Minnesota Association of Townships

PRE-REGISTRATION

This registration form must be postmarked (faxed/demailed) by April 12th to qualify for the early bird rate.

Send to:

Minnesota Association of Townships (MAT)
PO Box 267 - St. Michael, MN 55376
Fax: 763-497-3361
www.mntownships.org

EARLY BIRD RATE: \$50 per person

(Registration fee includes program expenses, printed material, refreshments and lunch)

Name: _____

Position: _____

Address: _____

City/Zip: _____

Township/County: _____

Phone: _____

Payment enclosed _____

Bill me _____

ON-SITE REGISTRATION WILL BE \$60

This form may be photocopied or additional registration forms can be obtained via the MAT website (www.mntownships.org) or by phone (800-228-0296).

Cancellation Policy: Refunds will be made to those that have mailed/faxed/demailed a request within 30 days from the date of the conference. Fees will be refunded, less a \$10 processing fee.

Overnight accommodations can be made directly with the **Best Western Premier Niccollet Inn**. Ask for the MN Association of Townships Block. **Rate for a standard room is \$109.99/night.**

Call **952-435-2100** to make your reservation.

Block expires on 3/18/2018.

A GREENWOODA

8:00

Registration

8:30

Pledge & Legislative Update - Gary Pedersen, MAT Executive Director

With only a month left in the Minnesota Legislative session, find out what legislation MAT is supporting before the session ends in May.

8:50

Keeping Minnesota Nice - Dan Greensweig, League of Minnesota Cities

This session will discuss the legal and policy benefits of a respectful Town Hall environment, the costs of conflict, and what you can do to help your town stay out of trouble.

9:50

Refreshment Break

10:00

Employment Legal Review: The Job Interview & Job Review

- Susan M. Tindal - Iverson Reuvers Condon

This course will cover the details of the hiring process. It will include what can (or cannot) be asked during an interview, what documentation should be retained following the hiring process, and for how long. It will explore the laws and requirements for job reviews. The session will also address best practices in hiring and reviewing employees.

11:00

The Last Man Standing: What to do when your Township Inherits a Cemetery

- Mike Couri - Couri & Ruppe, P.L.L.P.

We will discuss how a Township may be required to maintain a cemetery, what policies to consider implementing to easily manage a Town cemetery and how to prepare for taking over cemeteries the Township may be required to maintain in the future.

11:45

Lunch

12:30

Don't Worry About the Answer, Ask the Right Questions: Important Questions to

Ask About Your Town Zoning Ordinance - Kyle Hartnett - Kennedy & Graven, Chartered

The presentation will discuss questions Town Boards should ask if they are considering adopting zoning or reviewing their current zoning ordinance. There will be a brief overview of the zoning process as well as common issues that arise when reviewing zoning ordinances.

1:15

Enforcing Your Ordinances - Peter B. Tiede - Tiede Grabarski PLLC & Robb Olson - GDO Law

The session will go over how townships can enforce its ordinance, civilly or criminally. They will review a recent case from Olmsted County where the township pursued a criminal prosecution by hiring their own prosecutor.

2:00

PERA Employer Workshop - Luis Argueta - PERA

Employer workshops offer township officials an opportunity to learn or review PERA's membership, eligibility, reporting process, focus on features found on our Employers Reporting System (ERIS) and more!

3:30

Adjourn

FREE Workshop

TO THE LOCAL WEED INSPECTORS
OF ITASCA COUNTY
A Free Workshop Put on by MDA

WEED 'EM OUT!

Identifying emerging plant invaders

Learn how to identify and report noxious weed eradicate list species before they become big trouble. You will learn identification skills then apply these skills to target species samples and distinguish them from common look-alike species.

These workshops are for people who work with vegetation on roadsides, parks, pastures or natural areas.

This workshop is free but registration is required. Lunch will not be provided. Please bring a brown bag lunch or plan to eat locally.

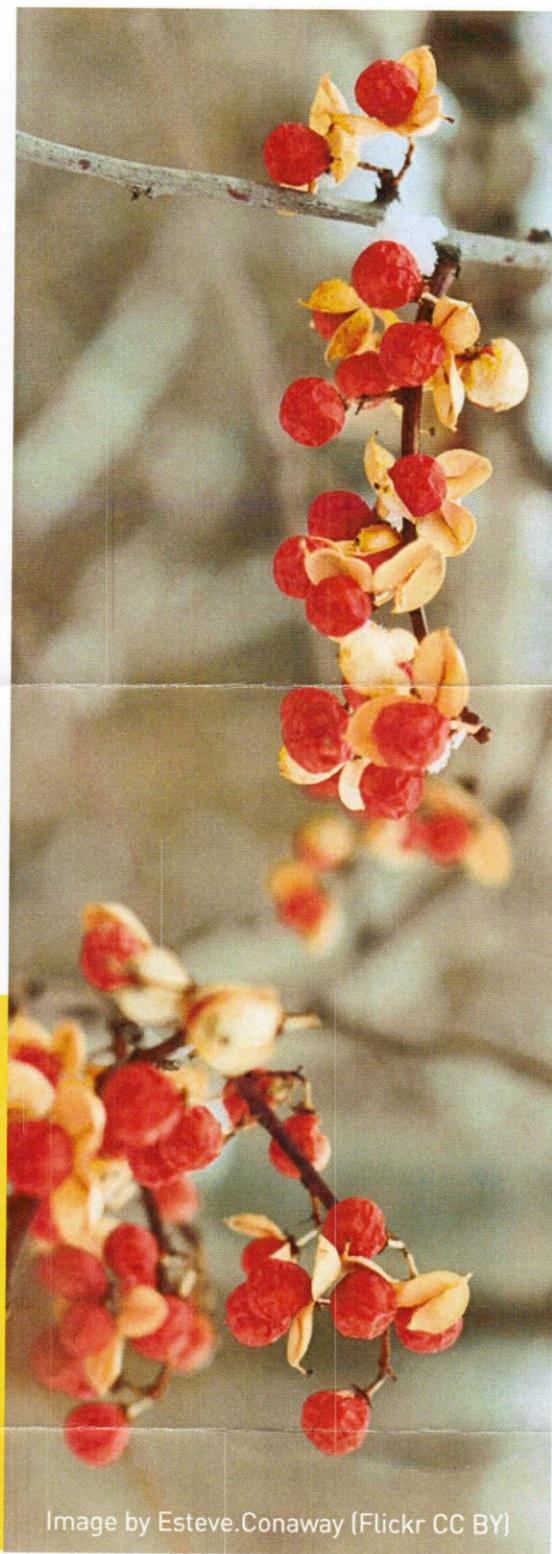


Image by Esteve Conaway (Flickr CC BY)

MARCH 27, 2018

EPA BUILDING, DULUTH

APRIL 4, 2018

CARVER COUNTY GOVERNMENT CENTER, CHASKA

REGISTER TODAY!

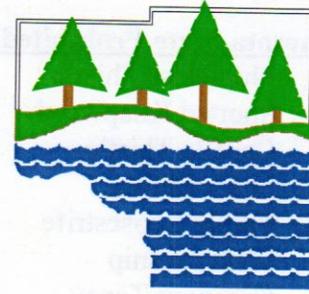
z.umn.edu/weedemout2018

Weed 'Em Out is organized by University of Minnesota Extension and the Minnesota Departments of Agriculture, Natural Resources and Transportation and is supported by the Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizens Commission on Minnesota Resources.



ITASCA COUNTY

Itasca County Land Department
1177 LaPrairie Avenue
Grand Rapids MN 55744-3322
Office: 218-327-2855
Fax: 218-327-4160



Township Supervisor, City Mayor and Assistant Weed Inspectors

DATE: January 17, 2018

TO: Local Weed Inspectors and Weed Managers

FROM: Kory Cease, County Agricultural Inspector
Sara Thompson, Assistant County Agricultural Inspector

RE: Itasca County Annual Township & City Weed Report

Enclosed you will find a form for collecting weed management information for the 2017 year. Provided below is the current list of the Minnesota Noxious Weed Law. You will also find the Control list species that are found in Itasca County.

Statutes require that a report be completed annually. In addition, the information you provide is also valuable to assess weed management impacts throughout Itasca County. **Please complete the form and return it to me by March 1st in the enclosed envelope.**

Minnesota State Prohibited Eradicate List – must be eradicated by killing the above and belowground parts of the plant.

- | | |
|-------------------------|---------------------------------|
| 1. Palmer Amaranth | <i>Amaranthus palmeri</i> |
| 2. Oriental Bittersweet | <i>Celastrus orbiculatus</i> |
| 3. Diffuse Knapweed | <i>Centaurea diffusa</i> |
| 4. Brown Knapweed | <i>Centaurea jacea.</i> |
| 5. Yellow Starthistle | <i>Centaurea solstitialis</i> |
| 6. Meadow Knapweed | <i>Centaurea x moncktonii</i> |
| 7. Black Swallow-wort | <i>Cynanchum louiseae</i> |
| 8. Grecian Foxglove | <i>Digitalis lanata</i> |
| 9. Common Teasel | <i>Dipsacus fullonum</i> |
| 10. Cutleaf Teasel | <i>Dipsacus laciniatus</i> |
| 11. Giant Hogweed | <i>Heracleum mantegazzianum</i> |
| 12. Japanese Hops | <i>Humulus japonicus</i> |
| 13. Dalmatian Toadflax | <i>Linaria dalmatica</i> |

Minnesota State Prohibited Control List Noxious Weeds Found in Itasca County

1. Plumeless Thistle *Carduus acanthoides*
2. Spotted Knapweed *Centaurea stoebe* L. ssp. *micranthos*
3. Canada Thistle *Cirsium arvense*
4. Leafy Spurge *Euphorbia esula*
5. Purple Loosestrife *Lythrum salicaria* L., *L. virgatum* L.
6. Wild Parsnip *Pastinaca sativa* (Except for non-wild cultivated varieties)
7. Common Tansy *Tanacetum vulgare*

Minnesota Restricted Noxious Weeds - may not be sold, transported without a permit, or intentionally planted in Minnesota.

1. Tree of Heaven *Ailanthus altissima*
2. Garlic Mustard *Alliaria petiolata*
3. Porcelain Berry *Ampelopsis brevipedunculata*
4. Crown Vetch *Securigera varia*
5. Wild Carrot/Queen Anne's Lace *Daucus carota*
6. Glossy Buckthorn (and all cultivars) *Frangula alnus*
7. Amur Honeysuckle *Lonicera maackii*
8. Morrow's Honeysuckle *Lonicera morrowii*
9. Bell's Honeysuckle *Lonicera x bella*
10. Common Reed (non-native subspecies) *Phragmites australis*
11. Common or European Buckthorn *Rhamnus cathartica*
12. Black Locust *Robinia pseudoacacia*
13. Multiflora Rose *Rosa multiflora*
14. Tatarian Honeysuckle *Lonicera tatarica*
15. Japanese Barberry Cultivars *Berberis thunbergii*

These cultivars average greater than 600 seeds per plant and will begin a three-year phase-out period in Minnesota beginning January 1, 2015:

- 'Angel Wings' • 'Antares' • var. *atropurpurea* • 'Bailtwo' (Burgundy Carousel®) • 'Monomb' (Cherry Bomb™) • 'Crimson Velvet' • 'Erecta' • 'Gold Ring' • 'Bailsel' (Golden Carousel®; *B. koreana* × *B. thunbergii* hybrid) • 'Inermis' • 'Bailgreen' (Jade Carousel®) • 'JN Redleaf' (Ruby Jewel™) • 'JN Variegated' (Stardust™) • 'Kelleris' • 'Kobold' • 'Anderson' (Lustre Green™) • 'Marshall Upright' • 'Painter's Palette' • 'Pow Wow' • 'Red Rocket' • 'Rose Glow' • 'Bailone' (Ruby Carousel®) • 'Silver Mile' • 'Sparkle' • 'Tara' (Emerald Carousel®; *B. koreana* × *B. thunbergii* hybrid) • Wild Type (parent species – green barberry)

Specially Regulated Plants –shall be handled, controlled or eradicated according to specified regulations.

1. Poison Ivy *Toxicodendron radicans*
2. Japanese Knotweed *Polygonum cuspidatum*
3. Giant Knotweed *Polygonum sachalinense*

Any person, corporation, business or other retail entity distributing Japanese and/or giant knotweeds for sale within the state, must have information directly affixed to the plant or

container packaging that it is being sold with, indicating that it is unadvisable to plant this species within 100 feet of a water body or its designated flood plain.

4. Amur Maple (*Acer ginnala* Maxim.)

Sellers shall affix a label that advises buyers to only plant Amur maple and its cultivars in landscapes where the seedlings will be controlled by mowing or other means. Amur maple should be planted at least 100 yards from natural areas.

Remember to keep accurate records during the summer field season. Please review the attached form and record weed control for spraying and mowing by acres and/or miles. If you have any questions, please do not hesitate to call our office. See you at the spring annual training!

Sincerely,

Kory Cease

Kory Cease
Land Commissioner
County Agricultural Inspector

Sara Thompson

Sara Thompson
Forest Recreation Specialist
Assistant County Agricultural Inspector

2017 Annual Township Report

Noxious Weed Control

Required by Minnesota Statutes Section 18.81



INSTRUCTIONS: Using black ink, please write or print legibly. Upon completion and appropriate signatures, copies should be submitted to the County Agriculture Inspector by **March 1st, 2018**.

Township:	County: Itasca	Date:
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County Agriculture Inspector (CAI): Sara Thompson – Forest Recreation Specialist Mike Gibbons – Assistant Land Commissioner Kory Cease – Land Commissioner	Address: Itasca County Land Department 1177 LaPrairie Avenue Grand Rapids, MN 55744	Phone: 218-327-2855
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Local Weed Inspector (LWI): Please indicate who the City has designated as their Local Weed Inspector with the Person's name, address, phone number, and email address in the space provided below. If the CAI has any questions, this will be the person in the City that is contacted.

1. Name:	2. Name:
Address:	Address:
Phone #:	Phone #:
Email:	Email:

Noxious Weed Control	Number
1. Number of noxious weed inspection tours made in the Township this year?	
2. Number of landowner contacts made in the Township for voluntary compliance this year?	
3. Number of contacts made to federal, state or county owned land managers? (DNR, USFWS, MNDOT and County)	
4. Circle the Minnesota Prohibited Noxious Weeds listed below that are a concern in your Township: Leafy Spurge, Common Tansy, Spotted Knapweed, Wild Parsnip, Canada Thistle, Plumeless Thistle, Purple Loosestrife, Narrowleaf Bittercress. Write In: _____	

Amount Controlled & Cost	Spraying (miles or acres)	Mowing (miles or acres)
Amount sprayed and/or mowed on Township property (Please do not include brush control and snow removal)		
Cost of spraying or mowing Township property and roadside for noxious weed control this year. (Please do not include brush control and snow removal)	\$ _____	\$ _____

Signatures

_____ Chairperson, Township Board	_____ Local Weed Inspector
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In accordance with the Americans With Disabilities Act, an alternate form of communication is available upon request.
 TTY: 1-800/627-3529 The Minnesota Department of Agriculture is an Equal Opportunity Employer

TO: Township Clerks

Our annual ICTA dinner/meeting will meet on Monday 9 April 2018 at the Trout Lake Township Hall.

Registration will begin at 5 PM with dinner at 6 PM.

Our guest speaker will be John Latimer, Phenologist.

Please complete the registration form and send to Roberta Truempier as soon as possible so we can let the caterer know how many will be attending.

If you wish to have someone awarded, fill out the form and return to Pat.

Each township is asked to bring a door prize for the drawings.

Thank you!

Pat

**ITASCA COUNTY TOWNSHIP ASSOCIATION
INFORMATION FOR ANNUAL MEETING AWARDS**

1. Do you want a citation? Yes/No
Would you like the chair to read it? Yes/No

2. Do you want to take a picture? Yes/No

3. Is it okay for the Association to make editorial changes to the citation? Yes/No

4. Provide full name as you want it on the certificate.

5. What township is giving the award?

6. What is the total length of service?

7. What were the specific jobs or offices he/she held: Please give dates of service for each.

8. Describe two or three significant contributions that exemplify his/her service.

9. What are some hobbies or other activities?

10. Appropriate family information?

11. Is there a short, amusing story or a characteristic he/she is affectionately known by?

Please send this information back to:
Pat Hill
61490 Co. Rd. 29
Northome, MN 56661-1908

Email: phill@paulbunyan.net

ITASCA COUNTY TOWNSHIP ASSOCIATION

ANNUAL DINNER REGISTRATION

Registrations must be made no later than 5 April 2018 for the Annual Dinner Meeting to be held at the Trout Lake Township Hall on 9 April 2018. Cost for officers and guests is \$12.00. Registration will start at 5:00 PM with dinner at 6:00 PM. The program and meeting will follow dinner.

NAME OF TOWNSHIP _____

Township officers who are attending:

GUESTS WHO ARE ATTENDING:

TOTAL AMOUNT ENCLOSED: \$ _____

Please make checks payable to **ITASCA COUNTY TOWNSHIP ASSOCIATION** and mail your registration to:

Roberta Truempler, Treasurer
Itasca County Township Association
15674 U.S. Hwy 169
Hill City, MN 55748

REFUND POLICY:

A refund will be issued provided cancellation notice is received no later than 6:00 PM on Thursday 5 April 2018. If you have registered and do not show up for the meeting, your township will be billed accordingly unless there are extenuating circumstances. This is applicable to guests also. You can call or email Roberta if this applies to you.

Phone: 218-697-8204
Email: mrtruempler@gmail.com

ITASCA COUNTY
Transportation Department
123 NE 4th Street
Grand Rapids, MN 55744-2600
Office (218) 327-2853 Fax (218) 327-0688



From: Mathew Pellinen, Itasca County Maintenance Engineer

Date: February 8, 2018

Re: Annual Grading, Snowplowing and Dust Control Contract Renewal

Current contracts for grading, snowplowing, and dust control of Township Roads by Itasca County are effective from May 1, 2017 through April 30, 2018.

The enclosed 2018/2019 Maintenance Contracts should be completed, approved, and signed should the County be chosen to provide the services indicated. Using the envelope provided, return **both copies** to the Itasca County Engineer's Office by April 10, 2018 so that the Itasca County Board can approve the contracts at their April 24th County Board Meeting. A copy of the signed contract will then be returned to your Township Clerk. Please adhere to the April 10th date, as the Itasca County Board has given direction that no service may be provided if there is no contract in place.

Please be reminded that Minnesota Statute 164.03 governs contracting with Itasca County. Thus, this contract may need to be on your agenda at your annual meeting each year.

Along with Attachment "A" (which indicates which roads, and which services, we are currently under contract to maintain for you), we are providing a separate map for each service under contract. The reason for separate maps is to best indicate what portion of road is under contract to be maintained. For example: a TWP road is 3.00 miles in length, and the TWP contracts for .65 miles of grading once per month and 3.00 miles of snowplowing, the separate maps better indicate maintenance contracted for. Mark any changes/additions/deletions you may want to make to Attachment "A" in the comment section. We will make changes as marked and provide you with updated Attachment "A" and maps when returning your Board approved contract.

Please Note: This contract is the only opportunity to sign up for dust control in cooperation with the County. We use road names that reflect the name used for the 911 Emergency Programs. To help eliminate confusion, we ask that you refer to roads using only these names. Included in your packet is a copy of the Itasca County Snow Removal Policy which was last revised in 2014.

If there are any questions, please feel free to stop by our office or give me a call at (218) 327-0687.

AGREEMENT FOR WORK ON TOWNSHIP ROADS

This Agreement made this ____ day of _____, 2018, by and between the County of Itasca, hereinafter referred to as the "County" or "Itasca County", and the Township of _____, hereinafter referred to as the "Township".

Whereas, pursuant to the laws of Minnesota, the governing body of any Township may contract with Itasca County, in which the Township is situated, for the use of County equipment and operators, for snow removal from, for the blading of, and for application of dust control materials on any or all Township roads within the Township.

Whereas, pursuant to the laws of Minnesota, the contract price to be paid by the Township to Itasca County, shall not be less than the actual cost to the Transportation Department for the use of such equipment, operator, materials or contracted cost.

Now, wherefore, in consideration for such work the Township agrees to pay Itasca County at the rates shown in Attachment "A", for the said twelve-month period for snowplowing, grading and/or dust control application, subject to the following:

1. Term
This Agreement for grading, snowplowing and/or dust control application shall commence on the first day of May, 2018, and shall continue for a twelve (12) month period. This Agreement may be extended for additional twelve month periods upon the mutual consent of the Transportation Department and the Township.
2. Termination
Either party may cancel this Agreement upon Thirty (30) days notice, with or without cause. Notice shall be in writing served by mail or in person by the Township to the Itasca County Engineer, and by the Transportation Department to the Township Clerk. In the case of dust control, notice must be received by May 15 for the year of the agreement.
3. Employees
Transportation Department employees performing the work on Township roads as described in this Agreement shall be deemed Transportation Department employees for all purposes while so engaged. Dust control application shall be through an Itasca County contract.
4. Billing
The Township shall pay Itasca County upon receipt of invoice for services, snowplowing services are billed in January, grading services are billed in July, and dust control services are billed in August.
5. Attachment "A"
Attachment "A" shall be considered a part of this "Agreement for Work on Township Roads" and shall provide the information as follows:
 - a.) Annual rates (per mile) for grading gravel roads once per month and twice per month. The annual rates will be set by Itasca County.
 - b.) Annual rate (per mile) for snowplowing. The annual rates will be set by Itasca County.
 - c.) Application rate (per mile, 18 foot width, single application) of dust control. The dust control rates will be based on supplier pricing for the Itasca County wide chloride application.
 - d.) Township shall indicate which roads are included in this agreement, along with the length of each road.
 - e.) Maps of roads as required. Itasca County will provide maps of the Township roads as part of this agreement.

6. Time and Manner of Work

- A. The Transportation Department reserves the right to do the work described in this Agreement on Township roads at such time and in such manner so as to not interfere with, nor delay, the work schedule of County roads. The Transportation Department has an obligation to provide services first to Itasca County Roads. As it is likely that the services provided herein may be also needed at more than one location at any time, it shall be at the sole discretion of the County Highway Engineer or his designee to determine the allocation of resources available to provide services under this agreement. This determination shall be final. The Township hereby absolves and agrees to indemnify and hold harmless Itasca County, its agents, servants or employees from any liability arising from such decisions.
- B. Snowplowing will not be performed before November 1st, or after March 31st; unless determined to be necessary by the District Maintenance Supervisor, the Highway Maintenance Engineer, or the County Highway Engineer.
- C. Snowplowing for emergency situations will only be performed when the Sheriff's Office makes the request. For emergencies, call 911.

7. Unavoidable Delays

Itasca County shall not be held liable in accordance with this contract for unavoidable delays. Unavoidable delays can include delays which were beyond the power of Itasca County to control, with no fault or negligence on its part. Such delays can include acts of nature, i.e. severely inclement weather, floods, tornadoes and strikes.

8. Special Covenants

- A. Township covenants that each road identified in attachment "A", is a public highway which is open for public use, and which is subject to the jurisdiction and control of the Township.
- B. For each road identified in attachment "A", the Township shall:
 - 1. Erect and maintain appropriate signs at the point of termination of each road.
 - 2. Provide a suitable turnaround site as close to the point of termination of said road as practical. The location and size of the turnaround space shall be subject to approval by the Itasca County Engineer in his/her exclusive discretion.
- D. Township covenants that any and all necessary consents have been obtained and remain in effect enabling entry of Itasca County equipment to land beyond the point of termination of any road identified in attachment "A", where such entry is necessary to reach the designated turnaround area.
- E. Township shall defend, indemnify, and save Itasca County harmless from any and all claims, demands and judgments based upon, right of way claims or arising under Minnesota Statute 160.05, with respect to any road identified in attachment "A", and further including any turnaround area and road leading thereto beyond the designated termination point of road.
- F. Nothing herein shall alter, limit, or diminish the duties and responsibilities of the Township with respect to the roads identified in attachment "A".

9. Indemnification and Hold Harmless

Except as otherwise set forth above in sections 6 and 8 each party shall fully indemnify and hold harmless the other against all claims losses, damages, liability, suits, judgments, costs and expenses by reason of the action, inaction, errors, omissions, or negligence of its employees. This agreement to indemnify and hold harmless does not constitute a waiver by either party of the limitations on liability provided by Minnesota Statutes Chapter 466 or of any defenses or governmental immunities as to third parties. Each party is responsible to maintain liability insurance in at least the amount of its maximum liability under Minnesota Statutes Chapter 466.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single government unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, Subd. 1a; provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

IN WITNESS WHEREOF, the parties hereunto have each caused this Agreement to be executed by their respective officers, hereby duly authorized, as of the date and year first above written.

I have reviewed the foregoing Agreement and I recommend that the Itasca County Board approve the same.

By: _____
Itasca County Highway Engineer

Date: _____

APPROVAL BY COUNTY OF ITASCA

County Board Chairperson

Date: _____

APPROVAL BY _____ TOWNSHIP
Motion

By: _____
TWP Board Member

Second
By: _____
TWP Board Member

Motion Passed:

TWP Board Chairperson

Date: _____

I, the undersigned, am the duly appointed Clerk or Deputy Clerk of the above referenced unit of government and attest that on the above referenced date, at a duly convened meeting of the Board, a resolution was duly adopted by the Board approving the agreement set forth above.

By: _____
**Clerk/Deputy Clerk
Itasca County Board**

By: _____
**Clerk/Deputy Clerk
Township**

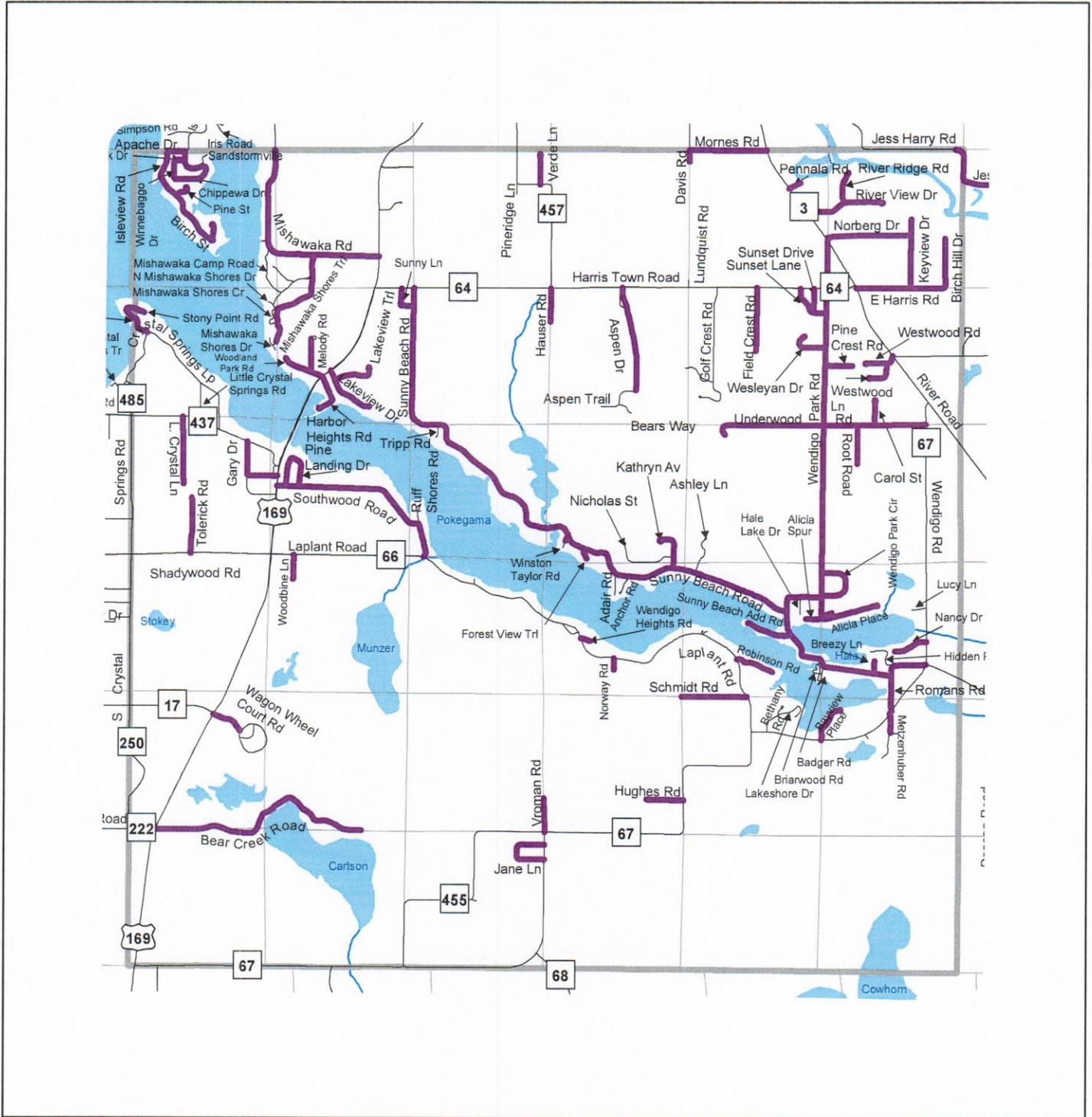
Your Town/Township is currently under contract with Itasca County for the services shown below. This contract expires **April 30th, 2018**. Your Town/Township must authorize continuance of this contract for the period **May 1, 2018 to April 30th, 2019**. If there are changes, please note them in the comments section and we will adjust new contract. Rates for 2018 Grading are: \$700/Mile for one trip per month; and \$1400/Mile for two trips per month. Rate for 2018-2019 Snowplowing is: \$700/Mile. **Estimated rate** for 2018 Dust Control: \$2100/Mile (18 foot width, single application). **Final rate** for 2018 Dust Control will be determined by contract between Itasca County/Supplier and will include grading to prepare road for application.

HARRIS TWP - Attachment "A"

	Road Name	length of road	grading once per month	grading twice per month	snowplowing	dust control	Comments
		miles	miles	miles	miles	miles	
1	Alicia Place	0.55			0.55		
2	Alicia Spur	0.10			0.10		
3	Apache Drive	0.20			0.20		
4	Aspen Drive	0.75			0.75		
5	Bayview Place	0.30			0.30		
6	Bear Creek Road	1.70			1.70		
7	Birch Hill Drive	0.38			0.38		
8	Birch Street	0.80			0.80		
9	Breezy Lane	0.10			0.10		
10	Carol Street	0.20			0.20		
11	Casper Landing	0.20					
12	Chippewa Drive	0.30			0.30		
13	Davis Road	0.10			0.10		
14	East Harris Road	0.60			0.60		
15	Field Crest Road	0.50			0.50		
16	Forest View Trail	0.10			0.10		
17	Gary Drive	0.45			0.45		
18	Harbor Heights Rd.	0.30			0.30		
19	Hauser Road	0.25			0.25		formerly Hauser Drive
20	Hughes Road	0.25			0.25		
21	Isle View Road	0.30			0.30		
22	Jane Lane	0.50			0.50		
23	Jess Harry Road	0.10			0.10		Corner
24	Kathryn Avenue	0.25			0.25		added 12/2015
25	Keyview Drive	0.50			0.50		
26	Lakeview Drive	0.40			0.40		
27	Lakeview Trail	0.30			0.30		added 5/1/2016
28	Little Crystal Lane	0.50			0.50		
29	Lundquist Road						Vacated
30	Melody Road	0.25			0.25		
31	Metzenhuber Road	0.10			0.10		
32	Mishawaka Road	1.55			1.55		
33	Mishawaka Shores Tr	0.60			0.60		

34	Mohawk Drive	0.08		0.08			
35	Nancy Drive	0.25		0.25			
36	Nicholas Street	0.40				added 12/2015	
37	Norberg Drive	0.60		0.60			
38	Norway Road	0.10		0.10			
39	Pennala Road	0.10		0.10			
40	Pine Crest Road	0.20		0.20			
41	Pine Landing Drive	0.45		0.45			
42	Pine Street	0.15		0.15			
43	River Ridge Road	0.20		0.20			
44	River View Drive	0.60		0.60			
45	Robinson Road	0.30		0.30			
46	Romans Road	0.25		0.25			
47	Root Road	0.30		0.30			
48	Ruff Shores Road	0.15					
49	Schmidt Road	0.45		0.45			
50	Southwood Road	1.40		1.40			
51	Stony Point Road	0.40		0.40			
52	Sunny Beach Add Rd	0.35		0.35			
53	Sunny Beach Road	5.70		5.70			
54	Sunny Lane	0.20		0.20			
55	Sunset Drive	0.20		0.20			
56	Sunset Lane	0.30		0.30			
57	Tolerick Road	0.40		0.40		formerly Tolerick Drive	
58	Township Hall			XXX		As Requested	
59	Underwood Road	1.55		1.55			
60	Verde Lane	0.25		0.25			
61	Vroman Road	0.25		0.25			
62	Wagon Wheel Ct Rd.	0.25		0.25			
63	Wendigo Heights Rd	0.10		0.10			
64	Wendigo Park Circle	0.40		0.40		added 12/2015	
65	Wendigo Park Road	2.90		2.90			
66	Wesleyan Drive	0.30		0.30		formerly Wesleyan Road	
67	Westwood Lane	0.25		0.25			
68	Westwood Road	0.25		0.25			
69	Winnebago Drive	0.15		0.15			
70	Winston Taylor Rd.	0.04		0.04			
71	Woodbine Lane	0.15		0.15			
72	Woodland Park Rd.	0.30		0.30			
	Totals-	34.15	0.00	0.00	33.40	0.00	last updated: May 1, 2017

Harris Township



Township Road Maintenance Snow Plowing Last Updated: 1/4/2017

Legend

-  Roads Snowplowed Under Contract
-  All Other Roads
-  Section Lines
-  Township Line
-  Lakes
-  Rivers

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"decision support through automation"

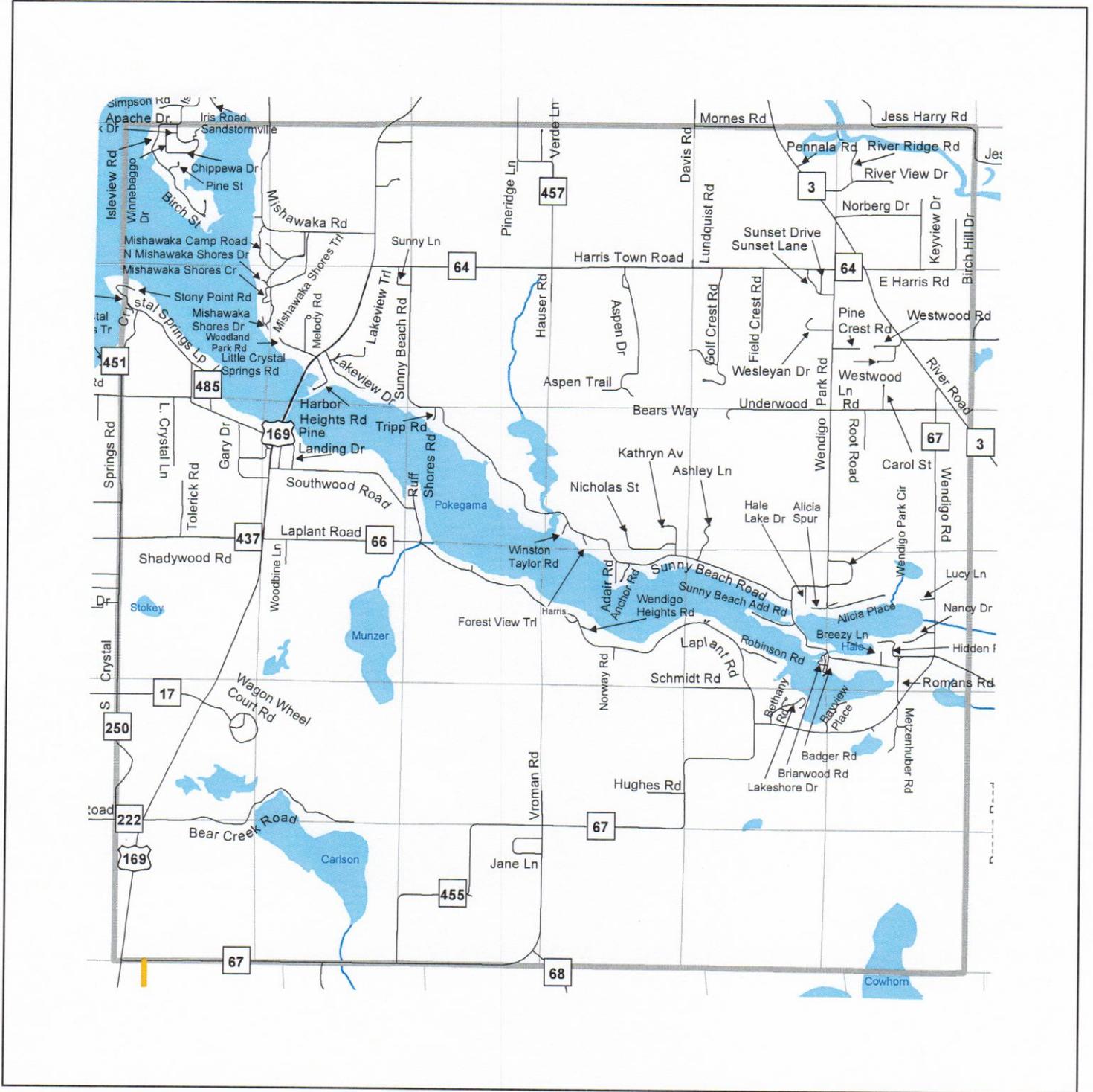
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N:\Townships\Township Maintenance Agreements\Snow

Harris Township



Itasca Geographic Information System
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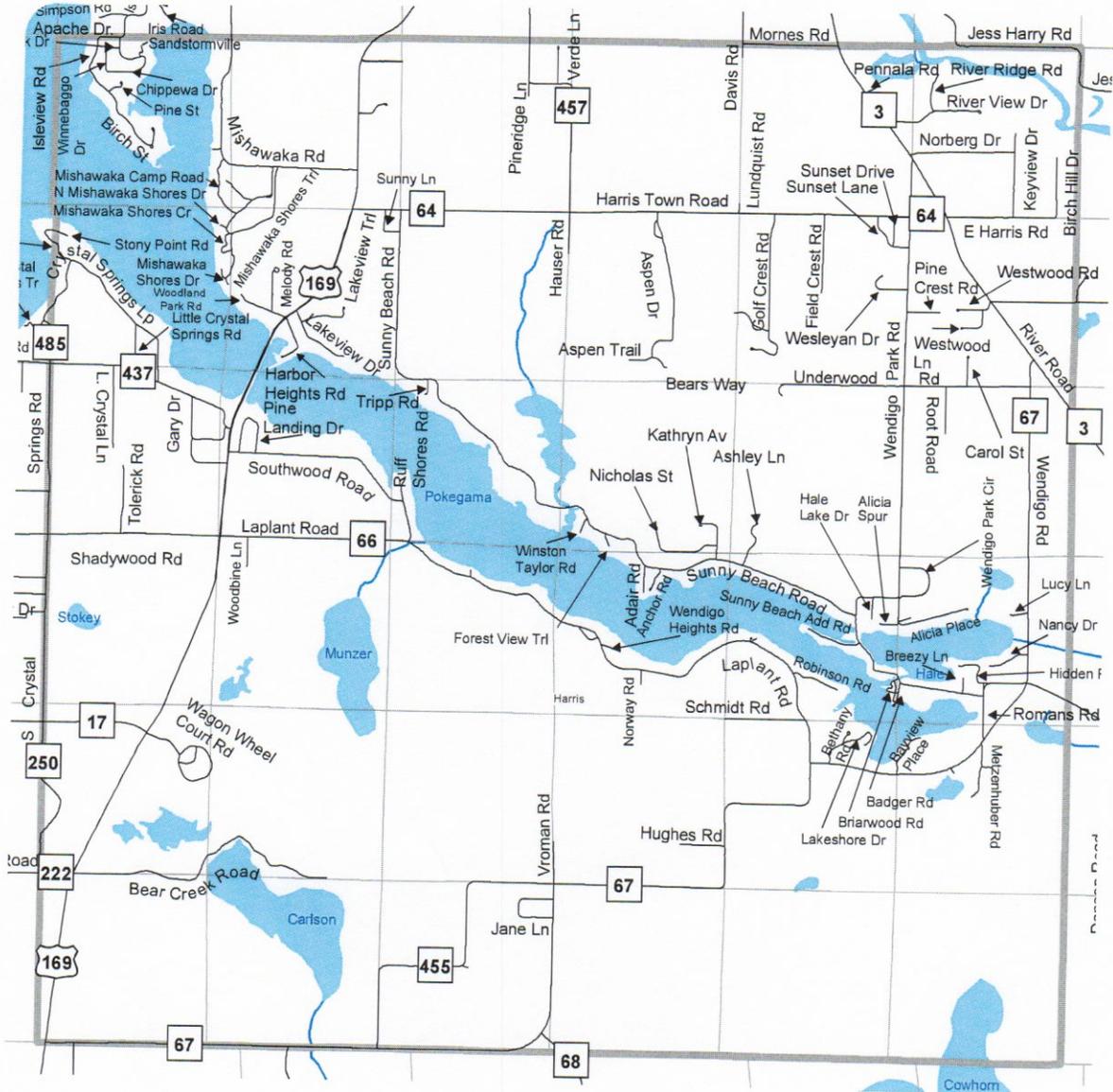
This information is a compilation of
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varying degrees of accuracy and requires
a qualified field survey to verify.

**Township Road Maintenance
Grading Once Per Month
Last Updated: 1/4/2017**

Legend

-  Roads Graded Once Per Month Under Contract
-  All Other Roads
-  Section Lines
-  Township Line
-  Lakes
-  Rivers

Harris Township



Township Road Maintenance Grading Twice Per Month Last Updated: 1/4/2017

Legend

- Roads Graded Twice Per Month Under Contract
- All Other Roads
- Section Lines
- Township Line
- Lakes
- ~ Rivers

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"Decision support through automation"

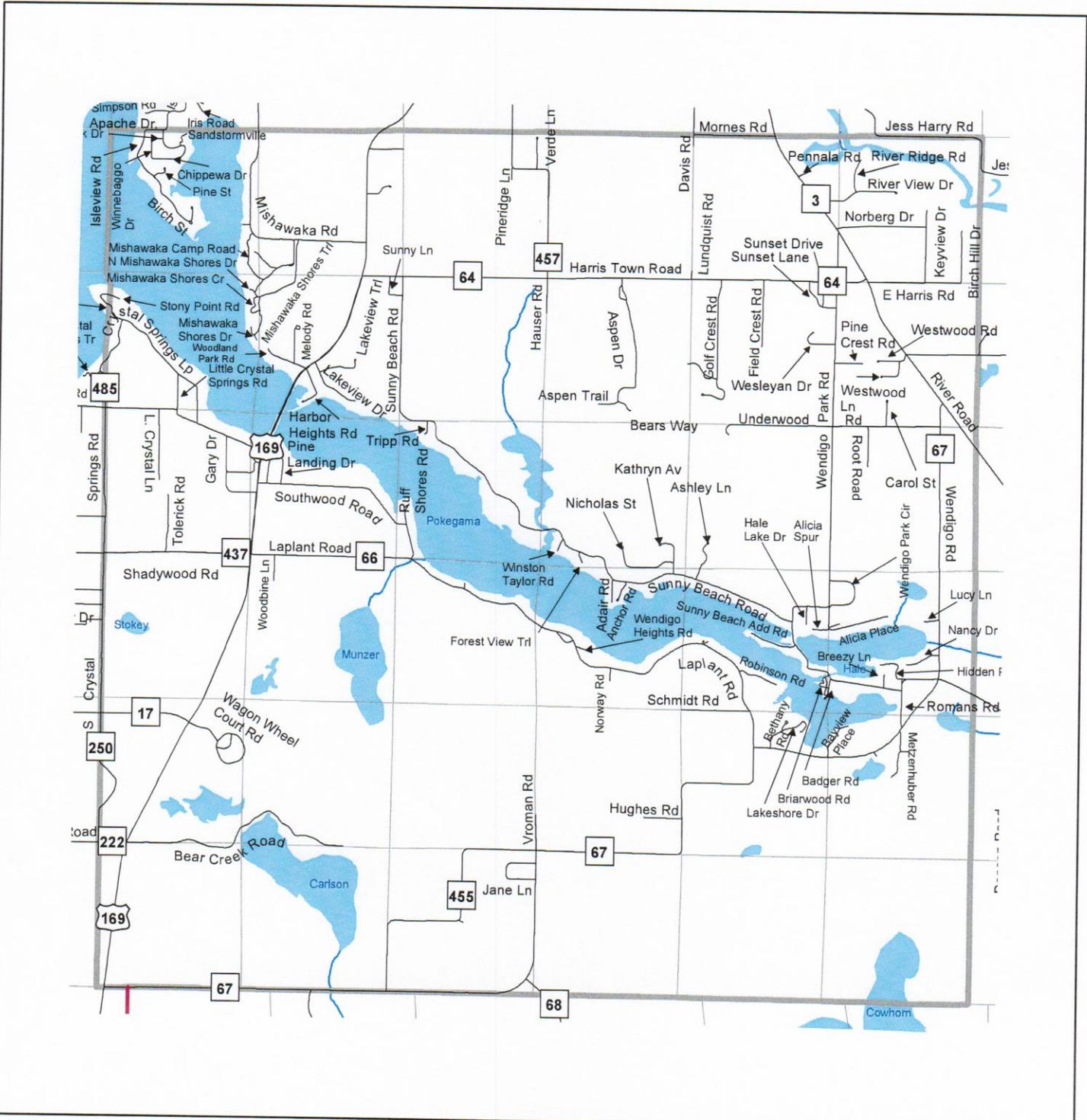
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Harris Township



Township Road Maintenance Dust Control Last Updated: 1/4/2017

Legend

- Roads With Dust Control Applied Under Contract
- All Other Roads
- Section Lines
- ▭ Township Line
- 🟦 Lakes
- 🟦 Rivers

ITASCAS Geographic Information System
"decision support through automation"

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N:\Townships\Township Maintenance Agreements\Dust

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SNOW REMOVAL POLICY

ITASCA COUNTY TRANSPORTATION DEPARTMENT

Effective Date: November 1, 1989

Revised: November 18, 2014

Policy Number: Operations 89-4

Distribution: Commissioner's Office
Engineer's Office
All Garages

Number of Pages: 4

PURPOSE

To improve citizen awareness of snow removal procedures for increased safety to the motoring public.

APPLICABLE STATUTES N/A

POLICY

The following "press release" or modification thereof will be released at the beginning of each winter season:

ITASCA COUNTY SNOW REMOVAL POLICY

OVERVIEW

With the advent of each Minnesota snow season comes the concern about access to work, school and business. The safety and convenience of the traveling public is a main concern of the Itasca County Transportation Department. The goal of the Transportation Department is to have all County Roads passable within a reasonable amount of time after a snowfall has stopped.

THE COUNTY DOES NOT ASSURE A COMPLETELY BARE ROAD AND WILL NOT DEICE ENTIRE SECTIONS OF ROADWAY. USERS OF THE HIGHWAY SYSTEM ARE REMINDED TO EXERCISE CAUTION AND DRIVE WITH CARE. THE LEGAL SPEED LIMIT MAY NOT BE POSSIBLE AT ALL TIMES.

SNOW REMOVAL POLICY

SNOW REMOVAL POLICY

1. Dispatching of Snowplows

a. The County will usually not dispatch snowplows until after a snowfall has stopped. During extended periods of snowfall, exceptions may be made. Snowplows will not be sent out in situations that may be hazardous due to restricted visibility. If snowfall stops during regular working hours, plows may be dispatched at that time. If the snowfall stops during the night, or early morning hours, snowplows may be dispatched before the normal start of work time, as deemed necessary by the District Maintenance Foreman. Weekend plowing will be handled in a similar fashion.

b. Snowplowing for emergency situations will only be performed when the Sheriff's office makes the request. For emergencies, call 911.

c. Snowplows will not be dispatched before November 1st or after March 31st, unless determined to be necessary, by the District Maintenance Foreman.

d. Exceptions to the Snowplowing Policy may occur at times; when determined to be necessary by the County Maintenance Engineer or the County Highway Engineer.

2. Operations

Generally the clearing of roads will consist of three phases: making the road passable; widening and deicing; and cleaning up. Dependent upon the situation, more than one phase may be accomplished at one time. Private driveways under contract for plowing by the County will generally be plowed following the opening of County Roads and Township Roads under contract for County snowplowing.

a. Make the Road Passable.

Clean one lane in each direction. Generally plow and wing are used.

b. Widen the Lanes to Edge of Shoulder/Deicing

Deicing is done at problem locations on paved/roads including intersections, curves, hills and bridges. Appropriate deicing activities will be used based on

SNOW REMOVAL POLICY

anticipated pavement temperatures and accepted deicing practices. At pavement temperatures below +20 degrees, salt use will be limited, as it becomes ineffective at lower temperatures.

c. Clean Up

Remove ice and slush off roadway after deicing and sun have been allowed to work.

3. Personal Properties

- a. Mailboxes and fences damaged during snow removal will be evaluated case by case. Only those mailboxes and fences that were properly located and installed, and which were damaged by actual contact with County equipment will be repaired at County expense.
- b. As snow is plowed from roadways, operators leave as little snow across driveways as possible. County removal of this windrow is infeasible and remains the property owner's responsibility.

County residents are reminded that IT IS UNLAWFUL to plow snow from driveways onto or across County roads. Piles of snow left on or near the road can freeze into a solid mass creating a hazardous situation for vehicles and snowplows. Accidents and damages caused by snow piles placed in the roadway may result in liability to the property owner. Piles of snow increase the chances of drifting snow onto the roadway.

- c. County residents are reminded to remove parked vehicles from County roads to assist in snow removal.
- d. The Transportation Department may assist stranded motorists by contacting law enforcement/emergency personnel. The Transportation Department WILL NOT ATTEMPT TO REMOVE STUCK VEHICLES from ditches, snow banks or any other impediment.

4. Sidewalks

Sidewalks on County or County State Aid Highways within municipalities are the responsibility of the municipality, just as any other public utility. Policy of individual municipalities regarding sidewalk snow removal may vary between municipalities.

SNOW REMOVAL POLICY

5. Information

Questions or concerns regarding snow removal and/or road conditions should be directed to County Highway Engineer at 327-2853.

Adopted by the County Board on April 26, 1994