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
February 13, 2019 at 7:30pm
AGENDA

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

2. **Approve the Minutes**
   A. Regular Meeting January 9, 2019
   B. Work Session January 22, 2019; re: Admin Policy; Roads.
   C. Work Session February 6, 2019; re: 2019 Compensation Plan for Officers, Employees, and Judges; budget session.

3. **Additions and Corrections-**

4. **Business from the floor-** Please come up to the podium and state your name and address for the record
   A. Andy MacDonnell- Conditional Use

5. **Consent Agenda**

6. **Roads**
   A. 2019 Road Projects Update (SEH)

7. **Recreation**

8. **Correspondence**

9. **Old Business**
   A. Audio System update
   B. Town Hall Resolution
   C. Newsletter Update
   D. Treasurer Job Description
   E. Reschedule Board of Audit and budget session
   F. Schedule Work Session re: 2019 Compensation
   G. Caretaker Position Update

10. **New Business**
    A. Schedule closed session for the purpose of Employee Performance Appraisal/2019 Compensation
    B. Annual Township Meeting March 2019 posting/publishing
    C. Land Stewardship Project Membership
    D. Boundary and Annexation Survey (BAS)
    E. Board Supervisors 2019 Resolutions Authorizing Contract with Interested Officer
    F. March 7, 2019 Culvert Workshop Duluth
    G. Annual Membership meeting of ICTV, February 26, 2019

H. Lake County Power Idle Service
I. Application and Resolution for Dedication of Land for a Township Road
J. Fire Contract
K. Lake County Power District Meeting

11. Treasurer's Report – dated February 13, January financials, 2019
A. Approve treasurers report
B. Approve the payment of bills (include check numbers and amount)

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

14. UPCOMING Events / Meetings

Wed. Feb. 28 Planning and Development meeting..... 7:30 pm Harris Town Hall
Mon. Mar. 11 Itasca County Township Association.....7:00 pm Blandin Foundation
Tues. Mar. 12 Annual Township Meeting .....7:00 Harris Town Hall
Wed. Mar. 13. Regular Meeting..... 7:30 Harris Town Hall

15. Adjourn

2A

REGULAR MEETING
January 9, 2019 at 7:30pm
Minutes

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

2. **Oath of Office:**
   A. Supervisors, Jim Kelley, Ken Haubrich, Mike Schack
   B. Township Interim Treasurer Becky Adams

3. **Approve the Minutes**
   A. Regular Meeting December 12, 2018- corrections- page 4 spelling of Cyndy's name, Spelling of Kati's name correction. Motion to approve the minutes with corrections made by Kortekaas seconded by Haubrich passed by all.

B. Work Session (caretaker, roads, and mow daddy) December 17, 2018 correction- take out last sentence of Mow Daddy second section, change "when" to "went" in 3rd paragraph. Motion to approve the minutes with the corrections made by Kelley seconded by Schack passed by all.

4. **Additions and Corrections-** Correction S.E.H. not SHE addition item C Little Crystal Lane survey easement. Motion to approve the addition and correction made by Kelley seconded by Haubrich passed by all.

5. **Business from the floor-** Please come up to the podium and state your name and address for the record
   A. Andy MacDonnell- Conditional Use permit- looking to purchase property off of Harris Town Road across from Casper's pit. Looking to use it as over flow for his equipment. Will clear maybe 3-4 acres and move some of the dirt to level off the property. No crushing, no gravel pit. No plans currently to add any buildings, maybe a fence and a gate to contain his equipment. He would like to do just a parking lot to lay the pipe, fiber optics, and maybe a loader or other equipment. He would like to purchase all three parcels, 2.5 2.5 and a 12 acre lots. He will purchase only if he gets the conditional use permit from the town board. Andy's next step is to bring it before the county board.

6. **Consent Agenda**

7. **Roads**
   A. 2019 Road Projects Update (SEH) - Kelley- packet budgeting figures for the 5 roads we talked about, no surprises with the boring. Ali will come to the P & D meeting to answer any questions from the board.
   B. Road Inspections – Spread sheet for the roads, if anyone wants anything added to it just let Supervisor Kelley know.
   C. Little Crystal Lanes – Survey turn around, meet with the property owner about getting an easement on the end, the home owner is ok with that, move forward with the easement. S.E.H will survey the property and get the description done; then the board will have Shaw finish the paperwork. Motion to have S.E.H do the survey and Shaw finish off with the paperwork made by Kortekaas seconded by Haubrich passed by all.

8. **Recreation**
   A. Rink Update- rinks have been re-flooded, they should be good to go for tomorrow, ice is good just a little bumpy.
   B. Trails Task Force- not much snow, some trails were open, they should be open since we have snow. There is contract to go through the old golf course on Wendigo, bridges have been inspected. Sugar Hills warming shack is open from 8 am-6 pm and is automatic. Mesabi trails have been connected and walking bridge by the library will be open in June.

Tioga bike trail Fat Forest Amateur Bike race is in February. Park and rec looking for volunteers to get on their board. Tomorrow is another meeting (1/10/19) and will report back at the P & D meeting.

9. Correspondence

A. Wood Chips – notice from the MAT attorney's in the agenda. We need to have someone there to monitor, to lessen the liability. We really do not have any hazards in the area. Derrick would need to check on it every day to make sure they are not making a mess. Derrick will not load anyone who comes to get wood chips; they would have to load themselves.

9. Old Business

A. Audio System – were going to order the equipment for the audio system for the town hall.

B. Care Taker Job Description – December meeting we talked about dusting window sills and blinds were added. $13 per hour. Contact both Personal Dynamics and Express Employment to see if they will on. What time from do we want to have them accept applications? Motion to have Peggy check with both agency's to get the ball rolling to pre-screen made by Kelley seconded by Schack passed by all. Is it going to be the whole board to interview the candidate? Motion to have Peggy and Becky do the interviews and get back to the board with reconditions made by Kelley seconded by Haubrich passed by all.

C. Town Hall Policy and Lease agreement – with-in the lease agreement- ordinance on drinking it is not filed right so local police/sheriff cannot enforce it. You need to have penalties to go with it, if we want to have that we need to have it recorded. Still not allowing alcohol on the premises. Need to have a work session on this and there is allot of duplicating in the items and actually in the pamphlet. Motion to have a work session about the town hall policy and lease agreement and ordinance about drinking and add roads if it's not too long on January 22 at the Service center at 6 pm made by Schack seconded by Kelley passed by all.

D. Service Hi-Speed Internet Update – Media Com will be at the service center tomorrow, between 1pm-5pm to install internet.

E. Newsletter- reminder for board articles – deadline date of January 11 if we want to have draft newsletter at the P & D meeting.

F. Update on TV for town hall – we bought a tv and a mount and wireless connection to run the computer to the TV. ICTV will work around the tv. The town bought a Samsung 65 inch TV.

G. Quote- Benes Well Drilling – when Benes disinfected the pressure tanks the town hall is good, but the service center is not. Quote to put in a pressure tank and a washable reusable filter for the service center. Main thing is the pressure tank needs to be replaced. Motion to fix the service center pressure tank in the amount of $1,180.00 Schack seconded by Kortekaas passed by all. Roll Call for spending money; Supervisors: Schack Yes; Haubrich Yes; Kortekaas Yes; Kelley Yes; Clayton Yes. Passed by all.

10. New Business

A. Reorganization meeting

- Elect Chairman – Schack nominated Peggy seconded by Kortekaas passed by all.
- Elect Vice Chairman – nominated Jim made by Kortekaas seconded by Schack; Peggy nominated Haubrich Cari seconded, Jim got one vote, Motion to have Ken Haubrich vice chair 3 "I's" not opposed.
- Appoint Deputy Clerk – Kati Peirce motion by Kelley seconded by Haubrich passed by all.
- Appoint Deputy Treasurer – Paula Trombley made by Schack seconded by Haubrich passed by all.
- Designate official newspaper Herold Review- motion made by Kelley seconded by Haubrich passed by all.
- Designate a township attorney Andy Shaw, motion to continue with Shaw and Shaw made by Kelley seconded by Kortekaas passed by all.

- Designate a township road engineer- S.E.H motion to approve S.E.H. as the township road engineer made by Haubrich seconded by Kortekaas passed all.
- Designate a bank as the town depository – Wells Fargo motion to approve Wells Fargo as the Town bank made by Haubrich seconded by Kortekaas passed all.
- Designate official posting sites: motion to approve the Town Hall as the official posting site made by Haubrich seconded by Schack passed by all.
- Affirm / appoint Supervisors to committees/boards:
  a. Weed Inspector- Kortekas Alt. Haubrich.
  b Collaborative Opportunities Team (or similar) Clayton Alt. Haubrich.
  c. Trails Task Force- Schack.
  d. Maintenance Crew Leader- Haubrich and. Schack.
  e. Safety Representative- Haubrich and Schack.
  f. Human Resource / Personnel Representative- Clayton and Becky Adams and when Becky leaves Schack or Haubrich.
  g. Cable Commission Representative- Clayton Alt. Schack.
  h. County zoning and environmental services representative (to attend meetings) – Clayton alt. Haubrich.
  i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives) Kelley and Chairman (Clayton).
  j. Firewise – Schack.
  m. Road inspector – Kelly alt. Haubrich.
  Sexton- motion to appoint the sexton is Kati Peirce made by Haubrich seconded by Kelley passed by all.
  n. Other?

Motion to approve the appointments to the committees and boards made by Kelley seconded by Kortekaas passed by all.

B. ASV repair – bill to replace the fan, broken bolt for the air conditioning pump caused a misalignment, took it into ASV to get it fixed, a bad bearing in one of the drive motors was the cause of the misalignment. We will receive another bill for the drive motor. We should be taking to ASV to get it serviced in the future. Also had to replace a spring on the service center door.

11. Treasurer's Report – dated January 9, December financials, 2018

A. Approve treasurers report – Draft until we are done with the auditor's office; Motion to approve the treasurers report made by Kortekaas seconded by Haubrich passed by all.

B. Approve the payment of bills (include check numbers and amount) – December bills- motion to pay the bills in the amount of $23,834.63 with the check numbers 18103-18126 made by Haubrich seconded by Kelley passed by all. Hold the check for the Itasca County Transportation Department in the amount of $7,378.09, Kelley will go talk to the auditor's office to see about this bill.

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. Jan. 14 Itasca County Township Association.....7:00 pm Blandin Foundation
Tues. Jan 15 Work Session- Admin Policy .....6:00 Harris Town Hall
Wed. Jan. 16 Work Session: Budgets.....6:00 PM Blandin Foundation
Wed. Jan 23 Planning and Development meeting..... 7:30 pm Harris Town Hall
Tues. Jan. 29 Board of Audit/possible budget session.....6:00 pm Harris Town Hall
Wed. Jan. 30 Budget Session.....6:00 pm Blandin Foundation
Wed. Feb. 6 Budget Session..... 6:00 PM Harris Town Hall

Mon. Feb. 11 Itasca County Township Association……..……....7:00 pm Blandin Foundation
Wed. Feb. 13. Regular Meeting…… 7:30 Harris Town Hall

15. Adjourn- motion to adjourn made by Haubrich seconded by Kortekaas passed by all.

Prepared by: Cari Ann Alleman
Signature_____

Madam Chair: Peggy Clayton
Signature _____

DRAFT

2B..

To be Approved at the Regular Meeting February 13, 2019

Work Session
January 22, 2019 @ 6:00pm
MINUTES

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

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

2. **Town Hall Policy-**

The Board held discussion on the variety of different hall rental documents from MAT regarding the renting of the hall. The Board would like the policy and lease agreement to be made into 1 clear and well outlined document. There are many redundant terms and vague statements. The goal is to have one clear policy and one lease agreement for renters to comply with.

Sweeping and mopping have been an issue for cleaning the hall, after renters use the hall. Not very many are doing this and most are only removing the garbage. Madam Chair has indicated that the time it has taken her to complete the cleaning after a rental is typically 1 hour when having to do the full clean. The Board concludes that the $25 deposit should be sufficient to cover employee wages for cleaning.

TOWN HALL POLICY & BROUCHURE Changes:

Remove the "Responsibilities of the user" section.

Under Caretaker: change to: "The Caretaker has the authority to execute the terms of this policy as stated, any deviation from such will need Board approval."

Remove all the "highlighted red language" under Lease Agreement. End the paragraph after the word policy.

Under "types of approved activities" Change "dances" to include to "with Board Approval".

Under General Guidelines:

#4 add "contents" after the Town hall.

#5 add "Full" before "responsibility" and add in "as per lease agreement" at the end of that paragraph.

#7 Remove"or let any other person or group" and add "by anyone".

#8 Remove in its entirety.

Renumber as appropriate-

These changes should be identical in the webpage format of the policy and the pamphlet.

Changes to be made and a draft brought forward to the Board at the Regular Meeting 2/13/19.

3. **Town Hall Lease Agreement-**

LEASE AGREEMENT Changes:

It was agreed to use the top portion of the MAT's application and use that for the top of our form. There is no need to have 14 days notice on the form. Having the date of event, and all the information on the top of the agreement, as MAT does, would clean it up and have the pertinent renter information first.

Add in "Mandatory" on responsibilities- after each use must sweep and mop- must wash all dishes- must remove all garbage- tape, holes, nails and tacks put into 1 line. Smoking not allowed in building- Alcohol not allowed on Township property- No equipment from the Town Hall may be removed by anyone- Vacuum the rugs- All lights must be turned off before you leave town hall, and drop key in black mail box on wall.

Add a line on top under renter information that states" Failure to comply with the mandatory responsibilities in this policy will result in a non-refunded deposit." Pull correct jargon for reimbursement and attorney fees for damages incurred.

Remove the "Whereas" in all areas of the lease agreement, redundant and not needed.

#3 add equipment and "contents" to being responsible for in use of the hall

Remove #5- redundant

#6 remove ordinance

#7 Remove future, clean up verbiage.

Clean up 9, 10, 11- some redundant and not clear. Pull from the MAT example. Clean up.

#12 please notify of cancellations as soon as possible, and remove the 7 days requirement. If no notification of cancellation is given, there will be no refund of the deposit.

Change the word "covenants" to "agree."

Add a line for " check # for rent": add a line for "check # for deposit", and add a line for "key color on the bottom of the agreement.

Update all letters and headers.

Harris Town Hall Meeting Format Diagram:

Change the heading to read "Harris Town Hall Meeting Format Diagram"

The Podium on the diagram will now be placed in the middle of the chairs facing the board instead of placing in the right side corner. Remove the line which states "extra tables under the coat racks."

Changes to be made and a draft will be brought forward to the Board at the Regular Meeting of 2/13/19.

4. **Ordinance #1- No alcohol on Harris Township property-**

After lengthy discussion, The Board decided there is no need to have an Ordinance. The Board continues to fully support "no alcoholic beverages allowed on township property." Signs are also posted on all township property, and is in all our policies and agreements.

5. **Roads-**

Supervisor Kelley reported that Allie Jurvelin from SEH, will be at the P& D meeting on 1/23/19 to talk about the roads projects moving forward. SEH is also considering looking at starting an on-line bidding process for contractors. This will aid contractors with the ability to edit and change their bids online rather than the paper filing that has been past practice. Supervisor Kelley has also asked Allie to prepare a projected 5 year plan prior to the Annual Meeting based on what roads will need attention and rank them in a priority for the Board to review.

6. **Adjourn**

Motion to Adjourn made by Supervisor Haubrich @ 8:30 PM seconded by Supervisor Schack and passed by all.

Prepared by: _____
Kati Pierce, Deputy Clerk

Approved by: _____
Peggy Clayton, Madam Chair

2C

Compensation for Officers, Employees, and Judges Work Session
Budget Work Session
Wednesday, February 6, 2019
Harris Town Hall
5:00 pm

Present: Madam Chair Clayton, Vice Chair Haubrich, Supervisors Kelley, Kortekaas, and Schack, Treasurer Adams

Madam Chair called the Work Session to order at 5:00 pm.

Pledge to flag was held.

Compensation of Officers, Employees, and Judges:

Board supervisors reviewed the 2018 Compensation of officers, employees, and judges, while discussing 2019 compensations. Discussions focused on pay Increases vs pay remaining the same. It was the consensus of the board throughout discussions, that level of responsibility, job duties, and reasonable, yet fair pay, be a constant for all Officers, Employees, and Judges.

Employee performance appraisals are also tied into compensation, on an annual basis.

The scheduling of a closed session regarding an employee performance appraisal, and 2019 compensation pay (tied to the employee appraisal) will be placed on the February 13th Regular Meeting Agenda.

The 2018 Compensation of Officers, Employees, and Judges is in place until May 2019, therefore, any compensations forthcoming will not be set, and will not come before the Board until April 2019.

Budgets:

At their last budget session, the board reviewed the fire fund, recreation fund, buildings and grounds, and capital improvement fund.

The Board further reviewed and discussed the cemetery fund, and general fund, while reviewing the adopted 2019 budget, and discussing a proposed 2020 budget.

At their next budget session, which will be rescheduled, the Board will be reviewing and discussing the equipment fund, the road and bridge fund, and finalizing the capital improvement fund. The Board of Audit will also need to be rescheduled.

A motion was made by Supervisor Haubrich and seconded by Supervisor Kelley to adjourn the budget session at 9:15 pm. Motion carried.

Submitted by: Madam Chair Clayton

9B

Resolution No. 2019-012

A Resolution Adopting the Harris Town Hall Rental Policy

WHEREAS, Harris Township was established in 1909; and

WHEREAS, the Harris Town Hall Rental Policy was established in December 1996; and

WHEREAS, The Town hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the township, store records, and serve the community by providing residents access to the facilities for their use; and

WHEREAS, The town board has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired; and

WHEREAS, The used or sale of alcoholic beverages is not permitted on Township property, and

WHEREAS, Smoking is not allowed in the Town hall building (February 2008); and

NOW, THEREFORE, BE IT RESOLVED, the Town Board must approve any requested used of the facility or property for substance other than what is specified in this policy; and

BE IT FURTHER RESOLVED, The township must accept and adopt this policy, by this resolution, and must agree to operate for same purposes as originally established.

	YES	NO	OTHER
Supervisor_____	____	____	_____
Supervisor_____	____	____	_____
Supervisor_____	____	____	_____
Supervisor_____	____	____	_____
Supervisor_____	____	____	_____

Adopted this _____ day of February 2019

By The Town Board

_____
Peggy Clayton, Chair

Attest: _____
Cari Ann Alleman, Clerk

FOR INFORMATION OR
QUESTIONS REGARDING
RENTING HARRIS TOWN HALL,
PLEASE CONTACT:

TOWNHALL CARETAKER

(218) 398-5033

Adopted December 1996
Updated August 2005
Rate Changes effective June 1, 2006
Updated October 2007
Updated February 2008
Updated May 2011
Updated May 2013
Rate Changes effective May 2013
Updated December 2015
Updated May 2018
Updated August. 2018
Updated February 2019

Harris Township
SINCE 1909

NEIGHBORS, SHORES & MORE

HARRIS TOWNSHIP

TOWN HALL

POLICY/LEASE AGREEMENT

To reserve the town hall,
Contact the Town Hall Caretaker:
at (218) 398-5033

HARRIS TOWN HALL POLICY

PURPOSE

The Harris Town Hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the Township, store records, and serve the community by providing residents access to the facilities for their use. Other persons or groups may also use the facility as the schedule allows. The Town Board has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired. Please note the Township Office is located in the Town Hall. Township Officials periodically may need to get into the office.

DISCLOSURE

The Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulation set forth herein at any time at its sole and absolute discretion.

PRIORITY

In the event of an emergency, crisis, or other unexpected business, the Town Board reserves the right to cancel or change the scheduling of any activities as necessary.

CARETAKER

The Town Hall Caretaker is hired by the Town Board to superintend the maintenance, scheduling, and rental of the Town Hall. The Caretaker has the authority to execute the terms of this policy as stated, any deviation from such will need Board approval. This position will serve as a liaison to the Town Board in the event of a conflict, discrepancy, or special request of the facility.

LEASE AGREEMENT

The person that will be held responsible for the use of the facility is required to sign a lease agreement. Upon signing the lease agreement, he/she acknowledges and accepts complete responsibility of the rules and rental fees explained in the lease agreement form and this policy. The Lease Agreement is an extension of this policy.

TYPES OF APPROVED ACTIVITIES

Town Board meetings
Reunions
Funeral Receptions *
Wedding Showers
Graduations
Political Groups *
Wedding Receptions
Non-profit groups
For-profit activities
Dances (with Board Approval)
Elections *
Senior Groups
Anniversaries
Baby Showers
Birthdays
Church activities
4-H Groups
Campfire/Scouts

*There is no rental charge for funeral activities of a Harris Township resident

*There is no rental charge for Elections (Federal, State, County, Township or School Board), or political campaigns "during an election year."

*All 'for-profit activities' will be charged the non-resident rental fee.

SPECIFIC NON-APPROVED ACTIVITIES
- Rummage/garage sales (Dec 2015)

TOWN HALL RENTAL FEES (per use/day)

Resident:	$50.00 + $25.00 deposit
Non-Resident:	$100.00 + $25.00 deposit

GENERAL GUIDELINES

1. The use or sale of alcoholic beverages is NOT permitted on township property.
2. Smoking is NOT allowed in the Town Hall building.[Feb. 2008]
3. The Town Board must approve any requested use of the facility or property for something other that what is specified in this policy (see above, *Types of Approved Activities*).
4. Any person signing a lease agreement must be at least 21 years of age and assume the full responsibility and liability for any damages to the Harris Town Hall or its contents, (ordinary wear and tear accepted).
5. The renter assumes the responsibility for cleaning the building and equipment used for their event, as per the lease agreement.
6. The renter must be present during the use of the facility and will be in charge of activities during the lease period.
7. Any equipment or contents located in the Town Hall can not be removed from the property by anyone.
8. In the event of a "hardship", the board reserves the right to make allowances to offer the facility at a reduced fee.

HARRIS TOWN HALL POLICY

Contact the Town Hall Caretaker: (218) 398-5033

PURPOSE

The Harris Town Hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the Township, store records, and serve the community by providing residents access to the facilities for their use. Other persons or groups may also use the facility as the schedule allows. The Town Board has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired. Please note the Township Office is located in the Town Hall. Township Officials periodically may need to get into the office.

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The Town Hall Caretaker is hired by the Town Board to superintend the maintenance, scheduling, and rental of the Town Hall. The Caretaker authority to execute this policy as stated, and any deviation from such needs Board approval. This position will serve as a liaison to the Town Board in the event of a conflict, discrepancy, or special request of the facility.

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The person that will be held responsible for the use of the facility is required to sign a lease agreement. Upon signing the lease agreement, he/she acknowledges and accepts complete responsibility of the rules and rental fees explained in the lease agreement form. The Lease Agreement is an extension of this policy.

TYPES OF APPROVED ACTIVITIES

Town Board meetings	Elections *
Reunions	Senior Groups
Funeral Receptions *	Anniversaries
Wedding Showers	Baby Showers
Graduations	Birthdays
Political Groups *	Church activities
Wedding Receptions	4-H Groups
Non-profit groups	Campfire/Scouts
For-profit activities	Dances (with Board Approval)

*There is no rental charge for funeral activities of a Harris Township resident

*There is no rental charge for Elections (Federal, State, County, Township or School Board), or political campaigns "during an election year.".

*All 'for-profit activities' will be charged the non-resident rental fee.

SPECIFIC NON-APPROVED ACTIVITIES
- Rummage/garage sales (Dec 2015)

TOWN HALL RENTAL FEES (per use/day)
Resident: $50.00 + $25.00 deposit Non-Resident: $100.00 + $25.00 deposit

GENERAL GUIDELINES

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2. Smoking is NOT allowed in the Town Hall building.[Feb. 2008]
3. The Town Board must approve any requested use of the facility or property for something other than what is specified in this policy (see above, *Types of Approved Activities*).
4. Any person signing a lease agreement must be at least 21 years of age and assume the full responsibility and liability for any damages to the Harris Town Hall or its contents, (ordinary wear and tear accepted).
5. The renter assumes the full responsibility for cleaning the building and equipment used for their event, as per the lease agreement.
6. The renter must be present during the use of the facility and will be in charge of activities during the lease period.
7. Any equipment or contents located in the Town Hall can not be removed from the property by anyone.
8. In the event of a "hardship", the board reserves the right to make allowances to offer the facility at a reduced fee.

Adopted December 1996
Updated August 2005
Rate Changes effective June 1, 2006
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Updated February 2008
Updated May 2011
Updated May 2013
Rate Changes effective May 2013
Updated December 2015
Updated May 2018
Updated August. 2018
Updated February 2019

Harris Town Hall
LEASE AGREEMENT

Town Hall Caretaker
Cell phone: 218-398-5033

Name_____ Date of Lease Agreement _____

Address_____ Contact Phone #_____

_____ Resident/$50_____ Non-Resident/$100_____

Date of Event_____ Type of Event_____

Rental Hours: Start Time_____ End Time_____

RENTER MANDATORY RESPONSIBILITIES:
RENTER must sweep and mop floors after their use.
RENTER must vacuum all carpeting after their use
RENTER must wash & put away any dishes used.
RENTER must remove ALL garbage.
RENTER must not use tape, tacks, nails, hooks, or place any holes in walls or ceiling.
RENTER must *not* remove any Township items from the property.
RENTER must leave the hall in meeting format (see diagram).
Smoking is **not** allowed in the Town Hall Building.
No alcoholic beverages are allowed on Township property.

Damage Deposit: Failure to comply with the mandatory responsibilities of the Renter in the Town Hall Policy and Lease Agreement will result in a Non-Refund of deposit. The Board may seek additional reimbursement for any and all damages caused by Renter or their guests for not adhering to the Policy and Lease Agreement as outlined including, but not limited to, attorney fees, incurred by the Township and its officers.

It is agreed that the Renter must comply with the following terms and conditions:

1. That the Renter assumes full responsibility and liability for damages to the Harris Town Hall and equipment, ordinary wear and tear excepted, as such might occur during their use of said property.

2. It is understood by the Renter of the premises that **NO alcoholic beverages** are permitted on Township property, and **NO smoking is allowed in the Town Hall Building**.

3. It is further understood that during the use of the premises, the Renter herein shall be present. Such presence is a condition for the use of the building on that specific date.

4. It is further understood that the Harris Town Board shall clear any entertainment, and that no music shall, at anytime, be in operation outside the Town Hall. No speakers, amplifiers, or sound apparatus shall be allowed outside or placed in the open doors or windows to produce sound outside of the Town Hall at any time.

5. It is further understood that Renter of said premises shall hold harmless the Town of Harris, the Town Board, and all agents of the Town of Harris for any injuries sustained to persons or property as a result of the use of the Town Hall premises under this agreement. Furthermore, the Renter shall indemnify the Town

of Harris, the Town Board of Harris, or the agents of the Town of Harris for any damages or amounts paid the Town on behalf of the Renter, for damages which the Town of Harris as a result become liable due to use of said premises by the Renter.

6. Renter shall indemnify and hold harmless the Town of Harris, the Town Board, and all agents of the Town of Harris against any and all liability, loss, costs, damages, expenses, claims, or actions, including but not limited to attorney fees which the Township, its officers, employees, or agents may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests during the lease term, from injury to person or property.

7. The Town of Harris, the Town Board, and all agents of the Town of Harris shall not be held responsible for any property of Renters, or of their agents, employees, guests, assigns, or subleasees if left overnight or forgotten on premises, becomes lost or damaged.

8. If the Renter decides to **cancel** at any time before the date of use, it is agreed and understood they will notify the caretaker as soon as possible. If **no** notice is given to the caretaker, the deposit will be forfeited.

9. Please note that the Township Office is located within the Town Hall, therefore, Township supervisors may need to get into or work in the office.

10. By execution of this agreement, the Renter hereby agrees to comply with the terms and conditions hereof.

Dated: _____ 20____

Harris Township:

_____
Caretaker

Any comments:

_____

_____

_____

Name of
Renter :_____(print)

_____
Renter Signature

_____
Address

_____
City / State / Zip code

_____
Phone number

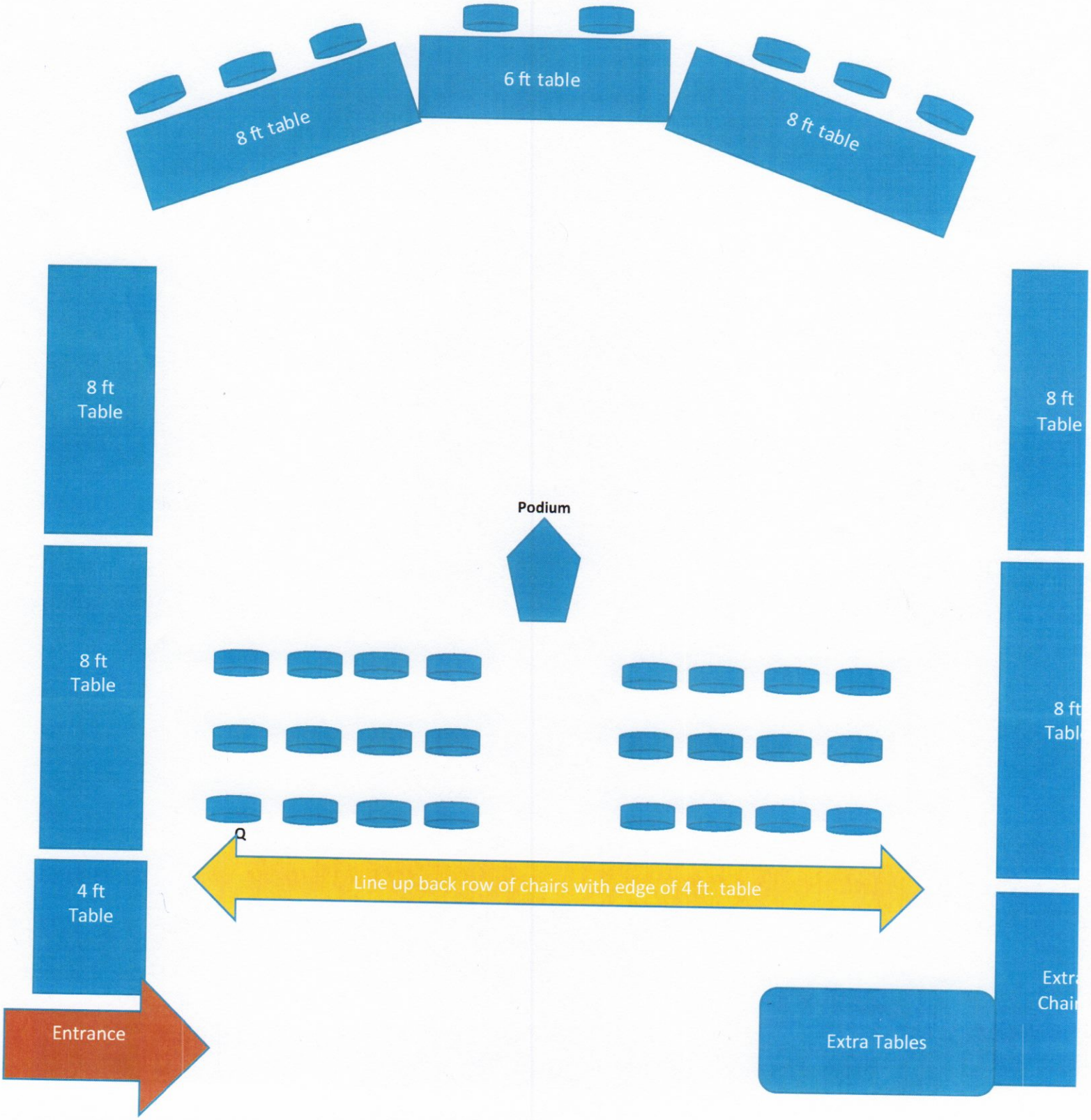
Cash Receipt:_____	Return Deposit? YES_____ NO_____
____ $50 Resident rate + $25 deposit	If "YES", date mailed: _____
____ $100 Non-residential rate + $25 deposit	If "NO", reason: _____
____ $100 For-Profit activity rate + $25 deposit	Rent Check # _____
____ No charge - Funeral activities of resident, Election and political campaigns during election years	Deposit Check # _____
	Key Color:_____

American flag
(Eagle facing out)

Minnesota flag

HARRIS TOWN HALL FORMAT DIAGRAM

(As of February 13, 2019)



9D

APPOINTED TREASURER

FLSA Status: Non-exempt position
Salary range: $9,000.00- $10,800.00
Hours of work: approximately 25-30 hours per month
****Candidates do not need to live in Harris Township****
Resumes Accepted:
Resumes to be sent to: Harris Township
Attn: Harris Town Chairperson, Peggy Clayton
20876 Wendigo Park Road
Grand Rapids, MN 55744

OR emailed to
Harris Town Chairperson Peggy Clayton
Supervisorchtp@gmail.com

Questions can be directed to: 218-326-1551 or 218-259-1551

Minnesota Association of Township Duties (as defined in the Manual on Town Government)

Receive and take charge of all money; belonging to the town, or which is required to be paid onto its treasury, and to pay it out only upon the lawful order of the town or its officers;

Preserve all books, papers, and property; pertaining to or filed in the treasurer's office.

Keep a true account of all money; received as treasurer and the way it is disbursed, in a book provided for that purpose. Provide the account with the treasurers vouches to the town board of audit at its annual meeting for adjustment.

Deliver all books and property; Belonging to the treasurer's office and all money in the treasurer's hands as treasurer, to a qualified successor.

Keep in a suitable book a register; Of all town orders presented for payment that cannot be paid for want of funds. Record the date presented, and endorse on the back of each words "not paid for want of funds," with the date of the endorsement, signed by the treasurer.

Draw from the county treasurer; From time to time, money received by the county treasurer for the town and receipt for it.

Make and file with the town clerk; Within five days preceding the annual town meeting a statement in writing of the money received from the county treasurer and all other sources; and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand.

Perform other duties required by law.

Minn.Stat. 367.16

Other duties of the town treasurer include paying judgements ordered against the town (Minn.Stat 365.41) and selecting a depository for town funds I the board fails to select one within 30 days of the annual town meeting.

Township Treasurer Job Duties:

1) Accounting Responsibilities:

a. Prepare monthly bank statement reconciliation, including reconciling outstanding checks, deposits and transfers, and ensure all accounts balanced. Research and resolve the discrepancies.

b. Assist in the development and monitoring of all accounting policies, systems, and procedures to assure adequate accounting controls.

c. Reconcile selected general ledger accounts, preparing monthly journal entries as needed.

d. Maintain record of pledged collateral by official depositories to meet statute requirements. Contact depository as necessary to adjust amount.

e. Work with Bond Consul and provide information necessary for bond issues. Ensure compliance for outstanding bonds.

2) Accounts Payable:

a. Process all accounts payable, including review and process all invoices for accuracy, proper authorization, account coding, and to ensure payments are made in a timely manner. Pick up bills from the town hall every Friday afternoon:

1. Process bills and scan them into a PDF file, on the Friday before the regular board meeting, and the P and D meeting.
2. Email the PDF file to the township clerk in preparation of the board packet.

c. Match open and closed invoices against statements.

d. Coordinate and resolve discrepancies with township supervisors concerning purchasing policy guidelines, account coding, authorization, and other issues.

e. Contact vendors to coordinate and resolve discrepancies in accounts payable.

f. Maintain W9 files for vendors.

g. Prepare bill list and checks for monthly board approval. Board chair and clerk sign checks at the meeting.

h. Make copies of all checks for monthly file.

i. Prepare all invoices and checks for distribution via mail or online payments.

j. Monitor town contracts for compliance.

k. Prepare form 1096/1099 as required by the IRS.

l. Maintain organized filing system including all necessary supporting documents.

3) Accounts Receivable:

a. Process all receipts and give checks, cash, and deposit slips to clerk for depositing at the bank (separation of duties is necessary)

b. Collect, verify, and post payments. Maintain and adjust accounts as necessary.

c. Administer collection procedures and certifications on delinquent accounts.

d. Prepare refund documents when applicable.

4) Payroll:

a. Collect and review employee time sheets. Research and resolve discrepancies. Receive payment requests via email or written out and turned into town hall.

1. Supervisors, clerk, and treasurer will have pay requests turned in by the first day of each month.
2. Maintenance and caretaker employees will have pay request turned in on the Friday before the regular board meeting, which is the second Wednesday of each month.

b. Accurately process monthly payroll including appropriately coding expense into applicable funds.
c. Processed financials with appropriate meeting, labor, wages less with holdings for all employees, supervisors, clerk, and treasurer.
d. Write out payroll checks for approval at monthly regular board meeting.
e. Due to confidentiality, add the gross wage amounts for each person to the Bill list.
f. Add the net wage total to the Bill list as one line item.

5) Process financials for the previous month:
a. Add all disbursements to the account register
b. Add all receipts to the account register
c. Create the monthly financial reports
d. Update the budget to actual reports for disbursements
e. Update the budget to actual reports for receipts

6) Copies for meetings:
a. Bill list (enough copies for everyone at the meeting).
b. Financial reports (enough copies for everyone at the meeting).
c. Pay request for all supervisors, Clerk, Treasurer, maintenance, and Caretaker (one copy for each person with their paycheck).

7) Audit preparation:
a. Assist in preparing audit work papers, schedules and reports.
b. Provide external auditors with requested information and documentation.

8) Budget/forecasting process:
a. Prepare annual budget and forecast. Make financial recommendations to the township board of supervisors.
b. Monitor budget to actual financial data and update the township board of supervisors as appropriate.

9) Process monthly withholdings:
a. Federal tax deposit
b. State tax deposit
c. PERA report and deposit

10) Process quarterly reports:
a. Federal withholding report
b. State withholding report
c. Unemployment wage report

11) Yearly reporting:
a. Year end financials – for budget planning
b. PERA Exclusion Report
c. W-2s/1099
d. MATIT Wage Reporting
e. Treasurer's Summary Report for annual meeting

12) Letters of credit:

a. Maintain files on all letters of credit. Ensure LOC's are current and renew as applicable.
b. Draw draft/release letters to Bank.

13) Attend required/mandated township meetings:

a. Regular township meetings on second Wednesday of each month
b. P and D township meetings on fourth Wednesday of each month
c. Regular annual township meeting in March
e. Audit meeting, annually
f. Any other legally required meetings (I.e. public hearings, etc.)

14) Attend other meetings, trainings, work sessions, emergency meeting that may require your presence.

15) Special projects (which require prior board approval)

16) Customer service:

a. Assist in duties as needed and/or as directed by the board of supervisors.
b. Coordinate and cooperate with inter-governmental agencies.
c. Conduct the necessary research and provide support materials to aid board in making informed decisions.

Minimum qualifications:

Must:

- Have Two (2) year accounting degree (if interviewed please bring transcripts)
- Have three (3) years experience in all areas of accounting (AP, AR, Financial Reporting)
- Have payroll experience processing, wage reporting, withholding, and employee reports
- Have Extensive experience working with budgets
- Have Three (3) years experience in MS Excel, working with spreadsheets, and formulas
- Have a valid Minnesota drivers license, and reliable means of transportation
- Have experience working with private and confidential information

Must also:

- Be bondable and insurable
- Pass a background check
- Pass a reference check
- Attend training as mandated and required by Minnesota Association of Townships, and township board

Preference for:

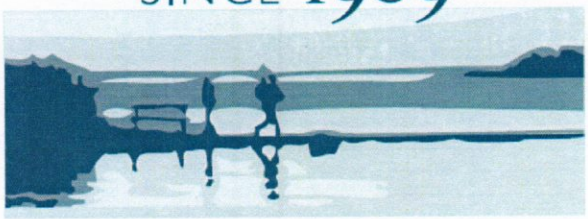
- Accounting experience working for a financial institution or government/fund accounting
- Certified public accountant license
- Experience facilitating a governmental budget
- Experience working for a federal, state, county, or other township entity
- Experience speaking before groups of people

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

1DB

To: Herald Review Newspaper (*via email 2/13/19*)

From: Cari Ann Alleman, Harris Township Clerk

Re: **Publication of a block ad, in the LEGAL section of the newspaper**

NOTICE to Harris Township Residents:

(Important information regarding the Annual Meeting for Harris Township.)

Notice is hereby given, that the **Annual Town Meeting for Harris Township** shall meet on **Tuesday, March 12th, 2019**, **7:00 p.m.** at **Harris Town Hall**, 21998 Airport Road Grand Rapids. The purpose of this meeting is to hold our Annual Town Hall Meeting.

Cari Ann Alleman,
Clerk of Harris Township

Posted 2/13/19
Published 3/3/19 & 3/6/19 & 3/10/19

NOTICE to Harris Township Residents:

(Important information regarding the Annual Meeting for Harris Township.)

Notice is hereby given, that the **Annual Town Meeting for Harris Township** shall meet on **Tuesday, March 12th, 2019**, **7:00 p.m.** at **Harris Town Hall**, 21998 Airport Road Grand Rapids. The purpose of this meeting is to hold our Annual Town Hall Meeting.

Cari Ann Alleman,
Clerk of Harris Township

Posted 2/13/19

LAND STEWARDSHIP PROJECT

LEWISTON OFFICE
180 East Main St, Box 130
Lewiston, MN 55952
507-523-3366

MINNEAPOLIS OFFICE
821 East 35th St, #200
Minneapolis, MN 55407
612-722-6377

MONTEVIDEO OFFICE
117 South 1st St
Montevideo, MN 56265
320-269-2105

10C

Keep Rural Minnesota Strong
Keep Township Rights Strong

January 11, 2019

Dear Fellow Township Official,

As a township officer, you know that township government is the closest form of government to the people and that townships must have strong local control in order to effectively serve their community. **Simply put, strong rural communities need strong local control.**

But corporate special interests don't want power in the hands of township officials. Time and time again, they have pushed bills at the Minnesota Legislature to weaken our township rights, especially our township interim ordinance powers. The interim ordinance (also called a moratorium) allows a township to quickly put a temporary freeze on major development proposals. This gives the community time to review or create appropriate zoning ordinances. This is essential when the community is caught off-guard by unanticipated proposals, especially those from outside corporate interests, such as a large-scale factory farm.

Most townships never need to exercise their interim ordinance power, but the fact that we have it forces outside interests and developers to take our concerns seriously. You can bet that without this power, many developers would ignore township concerns. It's worth reflecting on some of the battles we have won over the years to keep this township right strong:

- **2004: Senate File 2108 (Sen. David Hann)** would have fatally weakened the power of townships to enact a moratorium on a factory farm proposed in their community. That year, corporate ag interests targeted township local control with the backing of then-Governor Tim Pawlenty.
- **2007: House File 1254 (Rep. Larry Hosch)** and **Senate File 1088 (Sen. Jim Vickerman)** would have weakened our township power to enact a moratorium by creating unneeded delays in how quickly one can be enacted.
- **2011: House File 389 (Rep. Mike Beard)** and **Senate File 270 (Sen. Ray Vandeveer)** required a two-thirds super-majority to enact a moratorium and would have exempted from the moratorium projects that had merely filed the paperwork for a permit. We fought this bill for two years and killed it on the Senate floor in 2012.
- **2017: House File 330 (Rep. Jim Nash)** and **Senate File 201 (Sen. Dan Hall)** again tried to impose a super-majority and unneeded delays on adoption of a moratorium. Responding to our concerns, then-Governor Mark Dayton vetoed this bill.

We defeated all these bills by acting together and speaking up to keep local control strong.

PRINTED WITH SOY INK

-OVER-

Now it is time to act together again and speak up for local control. The Minnesota Legislature convened on January 8th with some big changes. We have a new Governor and 39 newly-elected state legislators. What hasn't changed is that special interests will be working to undermine our township rights. At the Capitol, surrounded by well-paid lobbyists representing corporate special interests, it is all too easy for legislators to lose perspective. We need to send the message now that weakening local control must be kept off the table.

We are calling on you to take these actions to ensure township local control stays strong:

1. **Stay engaged by sending us back the enclosed postcard**. We will let you know when any bill weakening township rights is introduced and how you can take action.

2. **Call Governor Tim Walz at 651-201-3400 or 800-657-3717.**

   Suggested message: "My name is _____ and I'm a township officer calling from _____ Township. I am calling you to let you know that Minnesotans believe in strong local control and township rights. Weakening township local control weakens our rural communities. I urge you to stand up for rural communities by making it clear that you will veto any bill that weakens township powers and local control."

3. **Call your Senator and Representative and let them know that you want them fighting for local control. Your elected officials are:**

   Senator Justin Eichorn at 651-296-7079
   Representative Sandy Layman at 651-296-4936

   Suggested message: "My name is _____ and I'm a township officer calling from _____ Township. I am calling to let you know that Minnesotans value strong local control and township rights. Township rights are working as is and should be left alone. An important township right that must stay strong is the township authority to enact an interim ordinance or temporary moratorium. As my legislator, I want you to stand up for township rights."

We know that rights that are not defended are lost, and that we keep them strong by standing together. As one of over 9,000 elected township officers representing over 1,700+ townships in Minnesota, you can make a difference by joining us in speaking up for township rights. Please, make these calls today and return the enclosed postcard.

Sincerely,
As township officials and Land Stewardship Project members,

Nancy Barsness
Pope County
New Prairie Township

Nancy Hammerschmidt
Kandiyohi County
New London Township

Richard Moudry
Redwood County
Westline Township

Jennifer Rupprecht
Winona County
Norton Township

David Tart
Fillmore County
Forestville Township

Mark Wickenhauser
Carver County
Waconia Township

P.S. The Land Stewardship Project has a decades-long track record of fighting to keep township rights strong at the Minnesota Legislature. We encourage you to consider becoming an LSP member.

10 D

From: Dave Bily Dave.Bily@CO.ITASCA.mn.us
Subject: Consolidated BAS Survey
Date: Feb 1, 2019 at 8:31:54 AM
To: supervisorchtp@gmail.com

To Whom It May Concern,

There is nothing the township needs to do regarding the CBAS Survey. The County will be covering all townships (both organized and unorganized) as well as municipalities.

From: U.S. Census Bureau geo.bas@census.gov
Subject: 2019 Boundary and Annexation Survey – CBAS 32706127296
Date: Jan 23, 2019 at 10:42:42 AM
To: supervisorchtp@gmail.com

01/23/2019

BAS ID: 32706127296 Harris township

Ms. Peggy Clayton
Chair
Board of Supervisors
20876 Wendigo Park Rd
Grand Rapids, MN 55744

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). The Census Bureau and your state or county BAS representative are collaborating to consolidate responses to the BAS. The representative has agreed to report all boundary updates, legal name changes, and governmental status updates to the Census Bureau. Please confirm your entity's BAS and Highest Elected Official (HEO) contact information is correct using the website link below, and work with your state or county BAS contact to ensure all boundary changes for your government are reported by your representative.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.

- The federal government allocates more than $675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.

- Responding to the BAS ensures your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- Use the website link below to confirm and update your contact information and the contact information for your government's HEO by filling out the contact update form online or through email.

Click here to go to the Contact Update Form

NOTE: Because your government participates in a consolidated BAS agreement, the Census Bureau will not provide you with additional BAS materials.

CONTACT INFORMATION

Questions for your consolidated BAS representative can be directed to:

Name: Mr. David Bily
Position: GIS Coordinator
Department: Surveying and Mapping

10E

Resolution 2019-004

(Formally Resolution 2018-012)

Resolution Authorizing Contract With Interested Officer Under

Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Jim Kelley is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Board Supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Jim Kelley** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 13th day of February, 2019.

Attested: _____

Town Clerk

BY THE TOWN BOARD

_____

Chair person or other if the chair is contracting

Resolution 2019-005

(Formally Resolution 2018-013)

Resolution Authorizing Contract With Interested Officer Under

Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Ken Haubrich is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW,, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Ken Haubrich** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 13th day of February, 2019.

Attested: _____

Town Clerk

BY THE TOWN BOARD

_____

Chair person or other if the chair is contracting

Resolution 2019-006

(Formally Resolution 2018-014)

Resolution Authorizing Contract With Interested Officer Under

Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Mike Schack is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW,, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Mike Schack** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 13th day of February, 2019.

Attested: _____

Town Clerk

BY THE TOWN BOARD

_____

Chair person or other if the chair is contracting

Resolution 2019-007

(Formally Resolution 2018-015)

Resolution Authorizing Contract With Interested Officer Under

Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Peggy Clayton is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

She is directly providing the service or goods to the Township as an independent contractor.

NOW,, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Peggy Clayton** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 13th day of February, 2019.

Attested: _____

Town Clerk

BY THE TOWN BOARD

_____

Chair person or other if the chair is contracting

Resolution 2019-008

(Formally Resolution 2018-015)

Resolution Authorizing Contract With Interested Officer Under

Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Dennis Kortekaas is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW,, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Dennis Kortekaas** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 13th day of February, 2019.

Attested: _____

Town Clerk

BY THE TOWN BOARD

_____

Chair person or other if the chair is contracting

Culvert Installation, Maintenance, and Inspection

10F.

March 7, 2019, Holiday Inn Hotel and Suites, 200 W First Street, Duluth, MN 55802
March 28, 2019, Hennepin County Public Works Facility, 1600 Prairie Drive, Medina, MN 55340
April 4, 2019, Doubletree by Hilton, 150 S Broadway, Rochester, MN 55904

Registration begins at 8:00 a.m. Workshop is scheduled from 8:30 a.m. to 3:30 p.m.

Workshop Description

In this course, students will learn about the purpose of well-designed, well-built, and well-maintained culverts. The course also highlights the important role culverts play in the drainage system and why proper design, installation, and maintenance are essential for well-performing culverts. The course will provide students with a basic understanding of the principles of culvert theory, design, location, planning, scheduling, permitting, and typical installations. It also outlines culvert inventory, inspection, repair, and rehabilitation methods.

Topics Covered

- Theory and Design
- Installation Prep
- Open Cut Installation
- Trenchless Installation
- Rehabilitation
- Inspection and Maintenance

Who Should Attend

This course was developed for engineers, supervisors, and technicians who regularly work with culverts. It is targeted at individuals who install and maintain culverts as well as those who perform simple designs.

Workshop Instructors

Ann Johnson, PE, has taught at the University of Minnesota in both the Civil Engineering and Construction Management program for over 20 years. She also develops and teaches workshops and courses for MN LTAP, AirTAP, and the Center for Transportation Studies (CTS). She is licensed in both Minnesota and Wisconsin and is the president of Professional Engineering Services, a civil engineering firm that specializes in construction inspection and construction-related teaching.

Eric Johnson is a 1993 graduate of the University of Wisconsin–Eau Claire with a BA in secondary English education. He has taught both exposition and literature courses during his years as a high school English teacher. Eric has most recently worked as a construction inspector for Professional Engineering Services. Over the last 20 years, Eric has served as an inspector on many local municipal projects, including the Guthrie Theater, Target Field, Highway 212, the Central Corridor and SW Corridor Light Rail projects, the 35E MnPASS project, HWY 610, various METC sewer rehab projects, and Saint Paul Metro Waste Water Treatment Plant renovation. He carries multiple MnDOT inspection certifications as well as the national CIPP inspection certification through

MINNESOTA LTAP

Registration

- **Register online**
- **Register by mail or fax:** Download the registration form (PDF)
- **Registration contact:** ccapsreg@umn.edu and 612-625-2900
- **Cost** (includes lunch and program materials):
  - $60 — Township and tribal representatives
  - $70 — City, county, state, and federal representatives
  - $150 — All others

Topics Covered

- Theory and design
- Installation prep
- Open cut installation
- Trenchless installation
- Rehabilitation
- Inspection and maintenance

Who Should Attend

This is a comprehensive workshop for engineers, supervisors, and technicians who regularly work with culverts. It's geared toward those who install and maintain them as well as those who perform simple designs.

Course Instructors

Ann Johnson, PE, has taught at the University of Minnesota in both the civil engineering and construction management program for over 20 years. She also develops and teaches workshops and courses for Minnesota LTAP, AirTAP, and the Center for Transportation Studies. She is licensed in both Minnesota and Wisconsin and is the president of Professional Engineering Services, a civil engineering firm that specializes in construction inspection and construction-related teaching.

Eric Johnson is a 1993 graduate of the University of Wisconsin–Eau Claire with a BA in secondary English education. Eric has most recently worked as a construction inspector for Professional Engineering Services. Over the last 20 years, Eric has served as an inspector on many local municipal projects, including the Guthrie Theater, Target Field, Highway 212, the Central Corridor

10 G

Dear Member:

You are cordially invited to the

Annual Membership Meeting of

Itasca Community Television, Inc. (ICTV)

Tuesday, February 26, 2019

11:30 a.m. - 12:30 p.m.

Community Room at the Grand Rapids Area Library

A light lunch of sandwiches, chips and drink will be provided at no charge.

Come review 2018 and help plan 2019 with ICTV.

RSVP is appreciated by Feb. 22.

Call (218) 999-0088 or Email ictv@watchictv.org.

Strengthening Itasca Area Communities Through Public Access Media

www.watchictv.org--www.tworiversvideo.org--www.ictvstore.com

Lake Country Power

A Touchstone Energy® Cooperative

10 H

January 29, 2019

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4842-06

Re: Idle service 20958 Wendigo Park Road, Grand Rapids, MN 55744

Dear Harris Township:

On a recent field inspection of Lake County Power electric facilities, an idle service on the above described property was reported. National Electric Safety Code requires a line to be kept up to code whether it is energized or not and we are required to still maintain the right-of-way and perform annual patrol and maintenance.

Our records show the service has been inactive for more than one year, in order to comply with code requirements Lake Country Power is considering removing the facilities from the property. If this service is likely to be connected within the next year please contact Lake Country Power in writing prior to February 28, 2019, for consideration in leaving and maintaining the service.

Thank you.

Sincerely,

Misty Ryan

Misty Ryan
Lake Country Power

10I

APPLICATION
DEDICATION OF LAND FOR A TOWNSHIP ROAD

To the Town Board of Harris Township, Itasca County, Minnesota:

The undersigned are the owners of land situated in Harris Township, Itasca County, Minnesota, more particularly described as follows:

The South 330 feet of the East 330 feet of the West 660 feet of the Southeast Quarter of the Northwest Quarter (SE¼ NW¼), Section Eighteen (18), Township Fifty-four (54) North, Range Twenty-five (25) West. (Itasca County Parcel No. 19-018-2421).

and make this application pursuant to M.S. §164.15, Subd. 1, and do hereby dedicate the East 80 feet of the South 50 feet of the above described land to the Township for public road purposes. This dedication includes all trees, shrubs, and brush currently on or which may grow upon the above described real property. I understand that if the dedication is accepted I am not entitled to request or receive damages for establishment of said road.

Dated this 6th day of February, 2019.

Charles LaPlant, Owner

Rita LaPlant, Owner

STATE OF MINNESOTA)
) ss.
COUNTY OF ITASCA)

On this 6 day of February, 2019, before me a Notary Public within and for said County and State, personally appeared Charles LaPlant and Rita LaPlant, husband and wife, who executed the foregoing instrument and acknowledged to me that they executed the same as their free act and deed.

Notary Public

MARGARET L. CLAYTON
NOTARY PUBLIC
MINNESOTA
My Comm. Exp JAN. 31 2021

RESOLUTION
ACCEPTING DEDICATION
OF LAND FOR A TOWN ROAD

WHEREAS, the town board of Harris Township, Itasca County, Minnesota was presented with an application under M.S. §164.15, subd. 1 by the owners of the following described real property dated Jan 6, 2019, dedicating said real property to the Township for public road purposes, said land described as follows:

A perpetual easement for roadway purposes over, under and across the East 80 feet of the South 50 feet of the following described property: The South 330 feet of the East 330 feet of the West 660 feet of the Southeast Quarter of the Northwest Quarter (SE¼ NW¼), Section Eighteen (18), Township Fifty-four (54) North, Range Twenty-five (25) West. (Itasca County Parcel No. 19-018-2421).

WHEREAS, the land dedicated for a public road proposed in the application is as described above, and;

WHEREAS, the town board has reviewed the application and found the dedication to be consistent with the public interest;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota, does hereby accept the dedication of the above described land for a public road and declares the same a town road.

BY THE BOARD:

Date: Jan 6, 2019

TOWN BOARD CHAIR

State of Minnesota)
)ss.
County of Itasca)

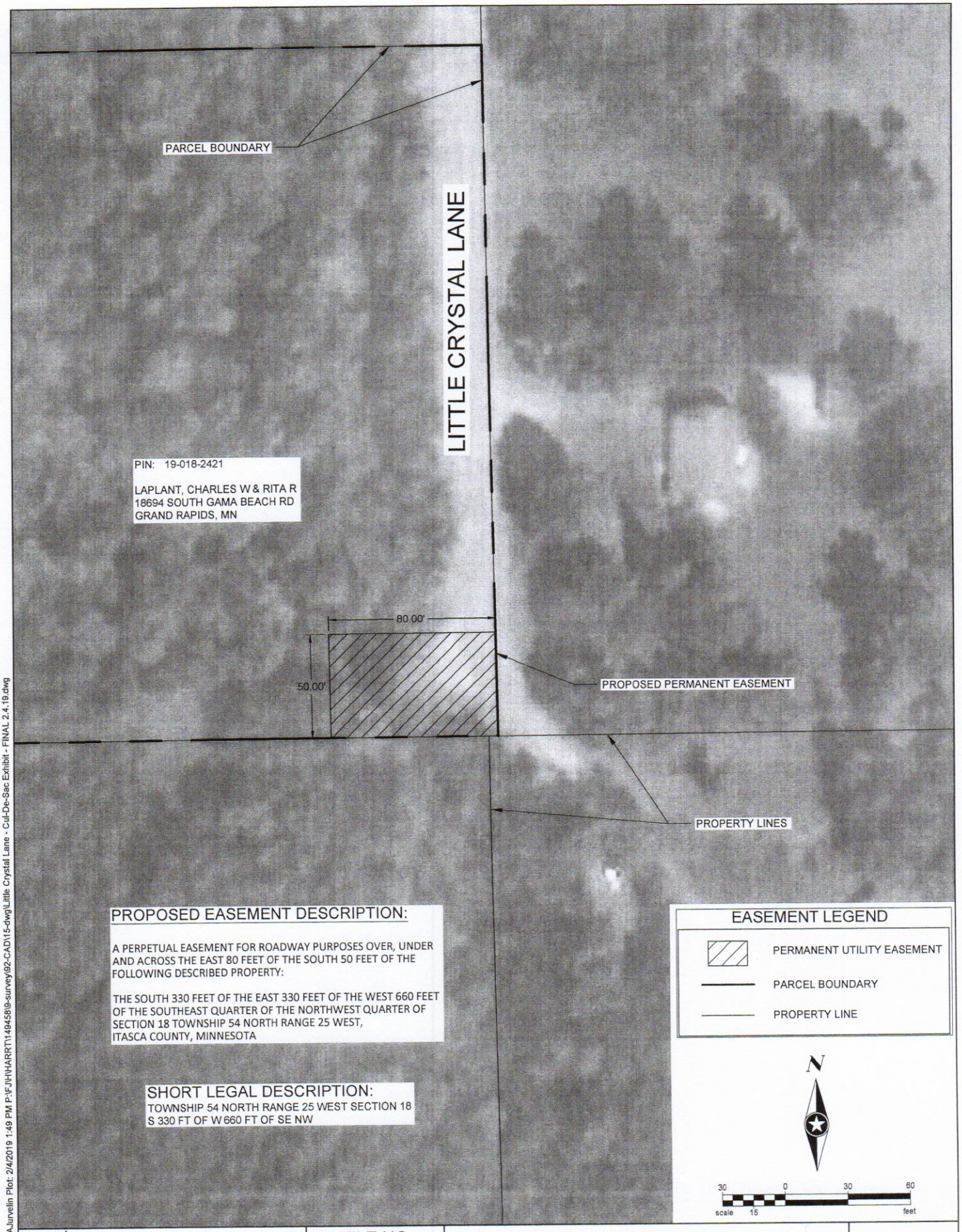
I, _____, Clerk of Harris Township, Itasca County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the Town Board of said Township with the original record thereof on file with the town clerk, as stated in the minutes of the proceedings of said Board at a public meeting held of the _____ day of _____, 2019, and that the same

is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said Board at said hearing.

Witness my hand and seal this _____ day of _____, 2019.

_____
Signature

_____
Printed name
Harris Township Clerk



PROPOSED EASEMENT DESCRIPTION:

A PERPETUAL EASEMENT FOR ROADWAY PURPOSES OVER, UNDER AND ACROSS THE EAST 80 FEET OF THE SOUTH 50 FEET OF THE FOLLOWING DESCRIBED PROPERTY:

THE SOUTH 330 FEET OF THE EAST 330 FEET OF THE WEST 660 FEET OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 18 TOWNSHIP 54 NORTH RANGE 25 WEST, ITASCA COUNTY, MINNESOTA

SHORT LEGAL DESCRIPTION:

TOWNSHIP 54 NORTH RANGE 25 WEST SECTION 18
S 330 FT OF W 660 FT OF SE NW

SEH
PHONE: 218.322.4500
21 NE 5TH ST STE 200
GRAND RAPIDS, MN 55744
www.sehinc.com

FILE NO.
149458

DATE:
02.04.19

LITTLE CRYSTAL LANE
CUL-DE-SAC EASEMENT
HARRIS TOWNSHIP, MINNESOTA

EXHIBIT
NO. 1

Save: 2/4/2019 1:46 PM AJurvelin Plot: 2/4/2019 1:49 PM P:\FJ\H\HARRTY\149458\9-survey\92-CAD\15-dwg\Little Crystal Lane - Cul-De-Sac Exhibit - FINAL 2.4.19.dwg

10J

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

FINANCE DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

January 30, 2019

Harris Township
Becky Adams, Treasurer
20876 Wendigo Park Road
Grand Rapids MN 55744

Dear Ms. Adams,

Attached please find a spreadsheet entitled: Fire Contracts Based on Percentage of Market Value, Adopted Budget and Number of Calls, which is a spreadsheet detailing the 2019 fire contract amount for your township.

Harris Township contract amount for 2019 is $85,179.00. Please see the attached invoice.

If you have any questions please call me at 326-7615.

Sincerely,

Barbara Baird
Finance Director

Attachments

CITY OF GRAND RAPIDS

FIRE CONTRACTS BASED ON PERCENTAGE OF MARKET VALUE, ADOPTED BUDGET AND NUMBER OF CALLS

Fire Department 2019 operations budget is $577,695

	Percentage of Area Served	EMV * percent area served 2018 Market Value	Percent of Total	Contract based on 1/2 of 2019 Budget $ 288,848	2017 # OF FIRE CALLS	$ 1,255.86 Per Call	**Total Contract Amount**	Half Payment
City of Grand Rapids	100%	773,594,400	43.18%	124,725	181	227,312	352,038	176,019
Town of Arbo	45%	42,139,710	2.35%	6,794	2	2,512	9,304	4,652
Town of Blackberry	100%	67,725,200	3.78%	10,919	7	8,791	19,710	9,855
Town of Harris	100%	380,316,400	21.23%	61,318	19	23,861	85,179	42,589
City of LaPrairie	100%	50,491,800	2.82%	8,141	3	3,768	11,908	5,954
Town of Splithand	90%	21,988,170	1.23%	3,545	5	6,279	9,824	4,912
Town of Trout Lake	22%	25,610,068	1.43%	4,129	2	2,512	6,641	3,320
Town of Wabana	100%	120,549,700	6.73%	19,436	2	2,512	21,948	10,974
Unorg. 54-26	100%	216,608,800	12.09%	34,923	8	10,047	44,970	22,485
Unorg. 58-26	67%	30,650,356	1.71%	4,942	0	-	4,942	2,471
Unorg. 57-26	40%	61,874,000	3.45%	9,976	1	1,256	11,232	5,616
		1,791,548,604	100.00%	288,848	230	288,849	577,695	

Budget = operations $577,695
(1/2 of this amount is $288,847.50)

$288,847.50/230 fire calls = $1,255.86

Total Fire Department expenditure budget of $702,695 less St/MN Fire Premium of $125,000 = $577,695

10 K

Lake Country Power

A Touchstone Energy® Cooperative

January 31, 2019

***Subject**: Special Invitation from your Co-op Directors*

Bob Dylan said more than fifty years ago, "The Times They Are A-Changin'." And the same can be said today.

Even if the times, as related to energy or electricity, are not on the top of your daily list of hot topics – you do pay a monthly electric bill. And you are a member, as well as a consumer-owner, of Lake Country Power. That makes you part of a select group – a community of electric cooperative members.

As a consumer-owner, you're invited to find out how your electric co-op is changing with the times, and working for you – holding down costs, automating service, sharing rebates, returning credits and improving access to all things electric!

All that, plus food! So, join us for supper, a chance at door prizes and community conversations. District meetings start at 5:00 p.m. with a light supper, followed by updates and time for questions.

Your upcoming district meeting is listed below. If you cannot make it, see the reverse side of this letter for a look at the full member meeting schedule. The schedule is also posted online at www.lakecountrypower.coop. You are welcome to attend another member meeting if that works better for you. Either way, let us know.

Please R.S.V.P. by calling Angie Hanttula at 1-800-421-9959, extension 4521 or 218-322-4521. Or you may e-mail your R.S.V.P. to ahanttula@lakecountrypower.com.

DATE	TIME	LOCATION	R.S.V.P. By
February 28	**5:00 p.m. - 7:00 p.m.**	**Goodland Community Center, 13502 Community Center Road, Goodland – District 6**	**February 21**

Also, please "save the date" for Lake Country Power's annual meeting, which will be held Wednesday evening, April 17 in Hibbing at the Lincoln Elementary School. We look forward to seeing you at an upcoming meeting.

Sincerely,
Lake Country Power Board of Directors:

Craig Olson, President
218-393-2276

Sherman Liimatainen,
Vice President
218-879-3135

George Harvey, Secretary
218-741-6633

Craig Carlson, Treasurer
218-999-7175

Robert Bruckbauer
218-566-2436

Mike Forsman
218-365-5789

Jim Huhta
218-644-3997

Daniel Kingsley
218-697-2628

Jason Long
218-240-9611

Energy that Powers Our Lives

Please R.S.V.P. by calling Angie Hanttula at 1-800-421-9959, extension 4521 or 218-322-4521. Or you may e-mail her your R.S.V.P. at ahanttula@lakecountrypower.com. Be sure to specify the meeting date you plan to attend.

Following is the full schedule. We look forward to connecting with you at the meetings. Thank you.

DATE	TIME	LOCATION	TOWN/DISTRICT	R.S.V.P. By
January 22	5:00 p.m. - 7:00 p.m.	Grand Ely Lodge, Ely	Ely — District 2	Jan. 15
January 30	5:00 p.m. - 7:00 p.m.	Side Lake Community Center (French Town Hall)	Side Lake – District 3	Jan. 23
January 31	5:00 p.m. - 7:00 p.m.	Grand Lake Community Center/Town Hall, 5297 Hwy. 53	Saginaw – District 9	Jan. 24
February 4	5:00 p.m. - 7:00 p.m.	South Ridge School, 8162 Swan Lake Road	Culver —District 7	Jan. 28
February 6	5:00 p.m. - 7:00 p.m.	Cromwell Pavilion	Cromwell – District 8	Jan. 30
February 7	5:00 p.m. - 7:00 p.m.	Doug Johnson Recreation Center, 510 Gopher Drive (south side of town)	Cook – District 1	Jan. 31
February 28	5:00 p.m. - 7:00 p.m.	Goodland Community Center, 13502 Community Center Road	Goodland – District 6	Feb. 21
March 18	5:00 p.m. - 7:00 p.m.	Cohasset Community Center	Cohasset – District 4	March 11
March 19	5:00 p.m. - 7:00 p.m.	Remer High School	Remer — District 5	March 12