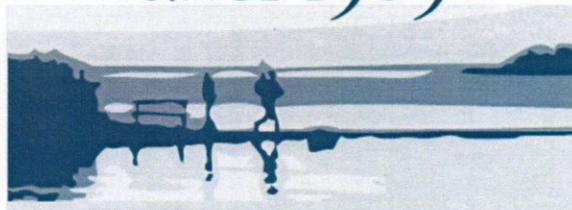


Madam Chair; Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-326-1551

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 244-1811
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 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, February 13, 2019
 - B. Closed Work Session Re: Board Employee Appraisal, March 6, 2019
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**
 - A. Approve 2019 Road Project
 - B. Approve SEH to go out for Bids
 - C. SEH 2019 Township Engineering Services
 - D. Itasca County Road Contract for Plowing, grading, and dust control renewal
7. **Recreation**
 - A. Mishawaka Landing Parking
8. **Correspondence**
 - A. Broadband Project Stories
 - B. Itasca County 5 year Road plan meeting March 12, 2019, @ 3:00 pm Itasca County Board Room.
9. **Old Business**
 - A. Audio System
 - B. Caretaker Interview Update
 - C. Outstanding Check Update
 - D. Treasurer CTAS Update
 - E. Culvert Installation Session Report of March 7, 2019
 - F. Cable Commission Meeting Minutes of December 12, 2018
 - G. ICTV Annual Meeting Report of February 26, 2019
 - H. Website Updates
10. **New Business**
 - A. Donation of Old Township Audio System
 - B. Xerox C405 Copier/Printer/Fax/Scanner
 - C. Itemized Income (Receipts) on Treasurer Report

- D. Calendar for Projects
- E. Annual Township Association Meeting/April 8, 2019

11. Treasurer’s Report – dated March 13, 2019, February Financials 2019

- A. Approve Treasurers Report
- B. Approve the payment of bills (include check numbers and amount)

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

13. UPCOMING Events / Meetings

March 14, 2019	2019 Employee Compensation/Admn Policy Work Session	6:00 pm Town Hall
March 19, 2019	1 st Alternate Date/Annual Township Meeting	6:00 pm Town Hall
March 26, 2019	2 nd Alternate Date/Annual Township Meeting	6:00 pm Town Hall
March 27, 2019	P and D Township Meeting	7:30 pm Town Hall
April 8, 2019	Annual Township Association Meeting	5:00 pm Bowstring Twp
April 10, 2019	Regular Township Meeting	7:30 pm Town Hall

14. Adjourn

ZA.

**REGULAR MEETING
February 13, 2019
Minutes**

Meeting called to order at 7:30 pm by Madam Chair.

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

Approve the Minutes:

Minutes of January 9, 2019 Regular Meeting:

Madam chair recognized draft #2 of January 9, 2019 Minutes, which should replace draft #1 in packet.

A motion was made by Haubrich and seconded by Kelley to approve draft #2 of the January 9, 2019 Minutes. Supervisor Schack was absent. Motion passed.

Minutes of January 22, 2019 Work Session:

A motion was made by Kelley and seconded by Kortekaas to approve the minutes of the January 22, 2019 Work Session. Absent Supervisor Schack. Motion passed.

Minutes of February 6, 2019 Work Session:

A motion was made by Kortekaas and seconded by Haubrich to approve the minutes of the February 6, 2019 Work Session. Absent Supervisor Schack. Motion passed.

Additions and Corrections:

Madam Chair requested "Andy MacDonnell Conditional Use" be removed from the Agenda, under Business from the Floor; and "Business Pay Equity Report" be added to New Business as item 10L.

A motion was made by Kelley and seconded by Kortekaas to remove Andy MacDonnell "Conditional Use" from the Agenda under Business from the Floor; and add "Business Pay Equity Report" under New Business as item 10L. Absent Supervisor Schack. Motion passed.

Business from the floor:

There was no business from the floor.

Consent Agenda:

There were no items on the Consent Agenda.

Roads:

2019 Road Projects Update:

Supervisor Kelley requested the board set up a work session, for the purpose of finalizing 2019 Road Projects. Discussion followed.

Page Two
February 13, 2019 Minutes

A motion was made by Kelley and seconded by Kortekaas to schedule a work session for the purpose of finalizing 2019 Road Projects, to take place on Monday, February 18, 2019 at 5:00 pm at the Harris Town Hall. Absent Supervisor Schack. Motion passed. This work session will be posted.

Recreation:

Jim reported rinks are fine.

Correspondence:

There was no correspondence.

Old Business:

Audio System Update:

Madame Chair reported that the audio system equipment was ordered, and most of the pieces are in. There are a few pieces not yet received. Once all equipment is received, an install date will be scheduled.

Town Hall Resolution, Policy, and Lease Agreement:

Discussion took place regarding the updated policy and lease agreement. All changes, etc. appear to be in place. Madam Chair read the Resolution out loud.

A motion was made by Kelley and seconded by Haubrich to approve the Townhall Policy, Lease Agreement, and Resolution. Roll call vote was taken as follows: Kelly yes, Kortekaas yes, Haubrich yes, and Madame Chair yes; absent Supervisor Schack. Motion passed.

Newsletter Update:

The newsletter has been sent out to households in Harris Township, and residents should have received it. If folks have not received a newsletter, please contact the Clerk, or board supervisors and one will be sent to you.

Treasurer Job Description:

At the P and D Meeting on January 23rd, there were some changes made in the Treasurer job description. Those changes have been incorporated into the Treasurer job description, which was included in the packet. Short discussion followed. A tentative time frame for posting/opening the position was set for the end of March. When it does open, the position description will be placed on the FB page, website, Herald Review, Forum, and Scenic Range News.

A motion was made by Haubrich and seconded by Kortekaas to approve the final job description for the Treasurer position. Absent Supervisor Schack. Motion passed.

Reschedule Board of Audit, and Budget Session:

The Board of Audit, which was scheduled for January 30, was canceled due to inclement weather, therefore, board of audit and budget session needed to be rescheduled. Short discussion held.

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February 13, 2019 Minutes

A motion was made by Kelly and seconded by Kortekaas to schedule the board of audit work session on February 27 from 6 to 7 PM at the Harris Town Hall. Absent Supervisor Schack. Motion passed. This work session will be posted.

A motion was made by Kelly and seconded by Haubrich to schedule a budget session for February 27 from 4 to 6 PM at the Harris Town Hall. Absent Supervisor Schack. Motion passed.

Schedule Work Session re: 2019 Compensation:

Considerable discussion took place regarding when to schedule a work session on the 2019 compensation. A closed employee appraisal work session for the board needs to take place before the the 2019 compensation work session (can take place.)

A motion was made by Kelly and seconded by Kortekaas to schedule the 2019 compensation work session for March 14, 2019 at 6 PM at the Harris Town Hall. Absent Supervisor Schack. Motion passed

Caretaker Position Update:

Madam Chair provided an update regarding the Caretaker position. The position closed on February 5 at 4:30 and resumes have been received by Express Employment. Madam Chair will be working with Becky Adams, Interim Treasurer, to schedule interviews with the candidates, hopefully to take place by the end of February.

New Business:

Schedule Closed Session for the purpose of Employee Performance Appraisal/2019 Compensation:

A motion was made by Kelly and seconded by Kortekaas to schedule a Board closed session for the purpose of employee performance appraisal, to be held on March 6 at 6 PM at the Harris Town Hall. Absent Supervisor Schack. Motion passed.

Annual Township Meeting:

Madame Chair stated that the annual township meeting posting in the packet needed to be updated to include inclement weather language. Inclement weather language also needs to include an alternate date. After discussion the board decided on Tuesday, March 19 at 7 PM as the alternate annual township meeting date. This posting and publishing will be updated to reflect this language.

A motion was made by Kelly and seconded by Haubrich to update the annual township meeting posting and the publication posting to reflect inclement weather language and include the alternate meeting date of Tuesday, March 19 at 7 PM. Absent Supervisor Schack. Motion passed.

Land Stewardship Project Membership:

Discussion held regarding if the township wants to join the membership ranks of the land stewardship project. The purpose of the land stewardship project membership is to continue to allow townships to have strong local control in order to effectively serve their community. It was decided by the board to not participate in this project membership as we have MAT as our steward.

Page Four

February 13, 2019 Minutes

Boundary and Annexation Survey (BAS):

Information received on the US Census Bureau boundary and annexation survey. This is informational only!

Board Supervisors 2019 Resolutions Authorizing Contract with Interested Officer:

Madam Chair stated that the board needs to approve the 2019 Resolutions Authorizing Contract with Interested Officer (M.S.472.88, Subd. 5). This is an annual resolution, which allows a township Supervisor to perform duties for the township, in the absence of an employee, without any conflict of interest. Madam Chair read the resolution out loud. Because there is a Resolution for each supervisor, a separate motion was necessary for each resolution/supervisor as follows:

A motion was made by Kelly and seconded by Haubrich to approve the resolution authorizing contract with interested officer for Dennis Kortekaas. Absent Supervisor Schack. Motion passed.

A motion was made by Haubrich and seconded by Kelley to approve the resolution authorizing contract with interested officer for Peggy Clayton. Absent Supervisor Schack. Motion passed.

A motion was made by Haubrich and seconded by Kortekaas to approve the resolution authorizing contract with interested officer for Mike Schack. Absent Supervisor Schack. Motion passed.

A motion was made by Kortekaas and seconded by Haubrich to approve the resolution authorizing contract with interested officer for Jim Kelley. Absent Supervisor Schack. Motion passed.

A motion was made by Kelly and seconded by Kortekaas to approve the resolution authorizing contract with interested officer for Ken Haubrich. Absent Supervisor Schack. Motion passed.

March 7, 2019 Culvert Workshop:

Supervisors Kelly and Haubrich requested board approval to attend the March 7, 2019 culvert installation, maintenance, and inspection workshop, to be held at the Holiday Inn in Duluth. The workshop is from 8:30 to 3:30 pm, at a cost of \$60 per person.

A motion was made by Kortekaas and seconded by Clayton to approve both Kelley and Haubrich to attend the March 7, 2019 Workshop at the Holiday Inn in Duluth, at a cost of \$60.00 per person. Absent Supervisor Schack. Motion passed.

Annual Membership Meeting of ICTV:

Madam chair received an invite and requested attendance to the Annual Membership Meeting of ICTV to be held Tuesday, February 26 at the community room at the Grand Rapids Library. Supervisor Schack is an alternate on the Cable Commission/ICTV.

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February 23, 2019 Minutes

A motion was made by Kelly and seconded by Kortekaas to allow Clayton to attend the annual membership meeting of ICTV on February 26, and allow Schack to attend, if he so desires. Absent Supervisor Schack. Motion passed.

Lake Country Power Idle Service:

A letter was received from Lake Country Power regarding idle service at 20958 Wendigo Park Rd. in Grand Rapids. This is the vacant property on the corner of Harris Town Road, and Wendigo Park Road. Lake Country Power records show the service has been inactive for more than a year and in order to comply with code requirements they are considering removing the facilities from the property. Discussion followed. It was the boards desire to allow Lake Country Power to remove the facilities from the property.

A motion was made by Kelly and seconded by Haubrich to allow Lake Country Power to remove the facilities from the property, located at 20958 Wendigo Park Road. Absent Supervisor Schack. Motion passed. Madam Chair will contact Lake Country Power.

Application and Resolution for Dedication of Land for a Township Road:

An application and resolution were received from Charles and Rita LaPlant, for a dedication of land for a township road. Application has been notarized. Board approval needed to move forward.

Motion was made by Kelly and seconded by Haubrich to approve the application and resolution accepting dedication of land for a township road, for Charles and Rita LaPlant. Absent Supervisor Schack. Motion passed.

Madam Chair will follow through with obtaining Clerks signature and notary, getting resolution recorded at the Itasca County Records Office, and submit to Andy Shaw, township attorney.

Fire Contract:

Becky Adams received a letter from the City of Grand Rapids Finance Director regarding the fire contract. Fire contract amounts are based on percentage of market value, adopted budget, and number of calls. The 2019 fire contract amount for Harris Township is \$85,179.00. Short discussion followed.

A motion was made by Haubrich and seconded by Kortekaas to approve the 2019 Harris Township contract amount of \$85,179.00. Absent Supervisor Schack. Motion passed.

Lake Country Power District Meeting:

Lake Country Power's annual meeting is April 27, 2019 at the Lincoln Elementary School in Hibbing. All households received this invite. Informational only.

Pay Equity Informational Plan:

Madam Chair stated this report is completed every three years. Short discussion held.

A motion was made by Kelly and seconded by Kortekaas to approve the pay equity implementation report. Absent Supervisor Schack. Motion passed.

Treasurers Report:

A motion was made by Haubrich and seconded by Kortekaas to approve the Treasurers Report dated February 13, 2019. Absent Supervisor Schack. Motion passed.

Payment of Bills:

A motion was made by Kelly and seconded by Kortekaas to approve the February 2019 bill list in the amount of \$31,493.42, and approve payment of checks numbered 18134 through 18156. Absent Supervisor Schack. Motion passed.

Public Input:

No public input.

Upcoming Meetings and Events:

- | | | | | |
|----|-------------------|---------------------------------------------|--------------|--------------------|
| A) | February 11, 2019 | Township Association Meeting | 7:00 pm | Blandin Foundation |
| B) | February 18, 2019 | Work Session re: 2019 Road Projects | 5:00 pm | Harris Town Hall |
| C) | February 27, 2019 | Budget Session | 4:00-6:00 pm | Harris Town Hall |
| D) | February 27, 2019 | Board of Audit | 6:00-7:00 pm | Harris Town Hall |
| E) | February 28, 2019 | P and D Meeting | 7:30 pm | Harris Town Hall |
| F) | March 6, 2019 | Closed Board Employee Appraisal | 6:00 pm | Harris Town Hall |
| G) | March 11, 2019 | Township Association Meeting | 7:00 pm | Blandin Foundation |
| H) | March 12, 2019 | Annual Township Meeting | 7:00 pm | Harris Town Hall |
| I) | March 13, 2019 | Regular Township Meeting | 7:30 pm | Harris Town Hall |
| J) | March 14, 2019 | Work Session re: 2019 Employee Compensation | 6:00 pm | Harris Town Hall |
| K) | March 19, 2019 | Alternate Date/Annual Township Meeting | 7:00 pm | Harris Town Hall |

Adjournment:

There being no further business to come before the Harris Township Board, a motion was made by Kortekaas and seconded by Kelly to adjourn the meeting at 8:26 pm.

Prepared by: Peggy Clayton

Signature: _____

Madam Chair: Peggy Clayton

Signature: _____

2B.

Closed Board Employee Appraisal Work Session
Wednesday, March 6, 2019
6:00 pm
Harris Town Hall

In attendance: Madam Chair Clayton, Vice Chair Haubrich, Supervisor Kelley, Supervisor Schack, and Interim Treasurer Adams. Absent: Supervisor Kortekaas

The meeting was called to order by Madam Chair at 6:00 pm.

Pledge to the Flag

A motion was made by Supervisor Kelley, and seconded by Supervisor Haubrich to move into closed session. Motion carried.

The purpose of the closed session was to discuss an employee's performance over the past year and who is under the supervision of the board.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to move into open session.

An employee performance appraisal will be scheduled to take place after March 14, 2019.

A motion was made by Supervisor Haubrich, and seconded by Supervisor Schack to adjourn the closed session at 7:15 pm. Motion carried.



Building a Better World
for All of Us®

March 7, 2019

RE: Harris Township
2019 Road Improvement Projects
Proposal for Design Services

6A.

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

Dear Chairman and Board Supervisors:

Thank you for the opportunity for Short Elliott Hendrickson Inc. (SEH®) to provide this proposal for final design services for the 2019 Road Improvements Project. The roads Harris Township has selected to include in the 2019 project include; Gary Drive, Alicia Place and the gravel approach of Lakeview Trail that meets Lakeview Drive with a long history of washout issues. The proposed improvements include; bituminous reclamation, increasing the cul-de-sac size and bituminous paving. The estimated construction cost for the three improvements is currently \$373,000.

This proposal covers the design and bidding phases of the project. The detailed description of services is as follows:

Scope of Services

Design and Bidding Services

- Review the existing data for each road and complete a field visit to gather final field dimensions and information if deemed necessary.
- Finalize the recommended improvements for each road.
- Update the Engineer's Opinion of Probable Cost.
- Present updated design information to the Board for approval to complete the final design.
- Prepare plans and specifications for the three streets.
- Coordinate with the Board to determine if the project should be advertised as the Base Bid and Add Alternates or just the Base Bid.
- Prepare any permits that are required for the improvements.
- No permit fees are included in this proposal
- No wetland permitting is included in the project. If it is determined during design that wetland permitting is necessary, this would be an additional cost

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

218-244-8564 Cell

March 7, 2019

Accepted this _____th day of March, 2019

Harris Township

By: _____

Title: Chairman

By: _____

Title: Clerk

Short Elliott Hendrickson Inc.

By: _____

Alcii Jurvein

Title: Project Engineer

By: _____



Title: Principal

R:\GRAD\Engineering Proposals\2019\Harris 2019 Road Project Design.docx

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

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2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant’s standard rates.

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1. If Consultant’s services are delayed or suspended in whole or in part by Client, or if Consultant’s services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
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2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant’s services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant’s services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client’s Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant’s reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

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2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant’s agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.



Building a Better World
for All of Us®

6C.

January 1, 2019

RE: Harris Township
2019 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 2018 and for many prior years. It was a pleasure this past year to work with the Board and staff on the 2018 Road Improvements and your miscellaneous matters.

At this time, we are requesting the Board to consider SEH for reappointment as your 2019 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 appreciate the Township working with SEH on staffing your projects and miscellaneous work. The current primary contact for the Township is Allie Jurvelin. As you are aware, Allie is transferring to the SEH St. Cloud office in May. Our plan is to have Allie remain as your primary contact with Bob Beaver backing her up in the Grand Rapids office. This plan can be revised anytime throughout the year at the Township's request. SEH stands ready to assist the Township in any way we can.

Thank you again for allowing us to serve you.

Sincerely,

Allie Jurvelin
Township Engineer

Bob Beaver, PE (MN)
Principal | Office Manager

P:\FJH\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.

2019 Grand Rapids Office Township Engineer Hourly Rate Schedule

CIVIL/MUNICIPAL

Senior Professional Engineer	\$140.00
Professional Engineer	\$120.00
Staff Engineer	\$ 95.00
Senior Professional Land Surveyor	\$140.00
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	\$100.00
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

60D

ITASCA COUNTY

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



To: Township Boards

From: Ryan Sutherland, PE Assistant County Engineer

Date: January 25, 2019

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, 2018 through April 30, 2019.

The enclosed 2019/2020 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 Transportation Department by April 5, 2019 so that the Itasca County Board can approve the contracts at their April 23rd County Board Meeting. A copy of the signed contract will then be returned to your Township Clerk. Please adhere to the April 5th 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.

Please be advised that Itasca County is currently evaluating the cost to provide these services. If the data suggests that the cost to provide any of the services exceeds the current rates, notices will be mailed to townships mid-2019 to provide time for future budget adjustments or to search for another provider.

If there are any questions, please feel free to stop by our office or give me a call at (218) 327-2833.

AGREEMENT FOR WORK ON TOWNSHIP ROADS

This Agreement made this ____ day of _____, 2019, 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, 2019, 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.
- C. 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.
- D. 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.
- E. 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**

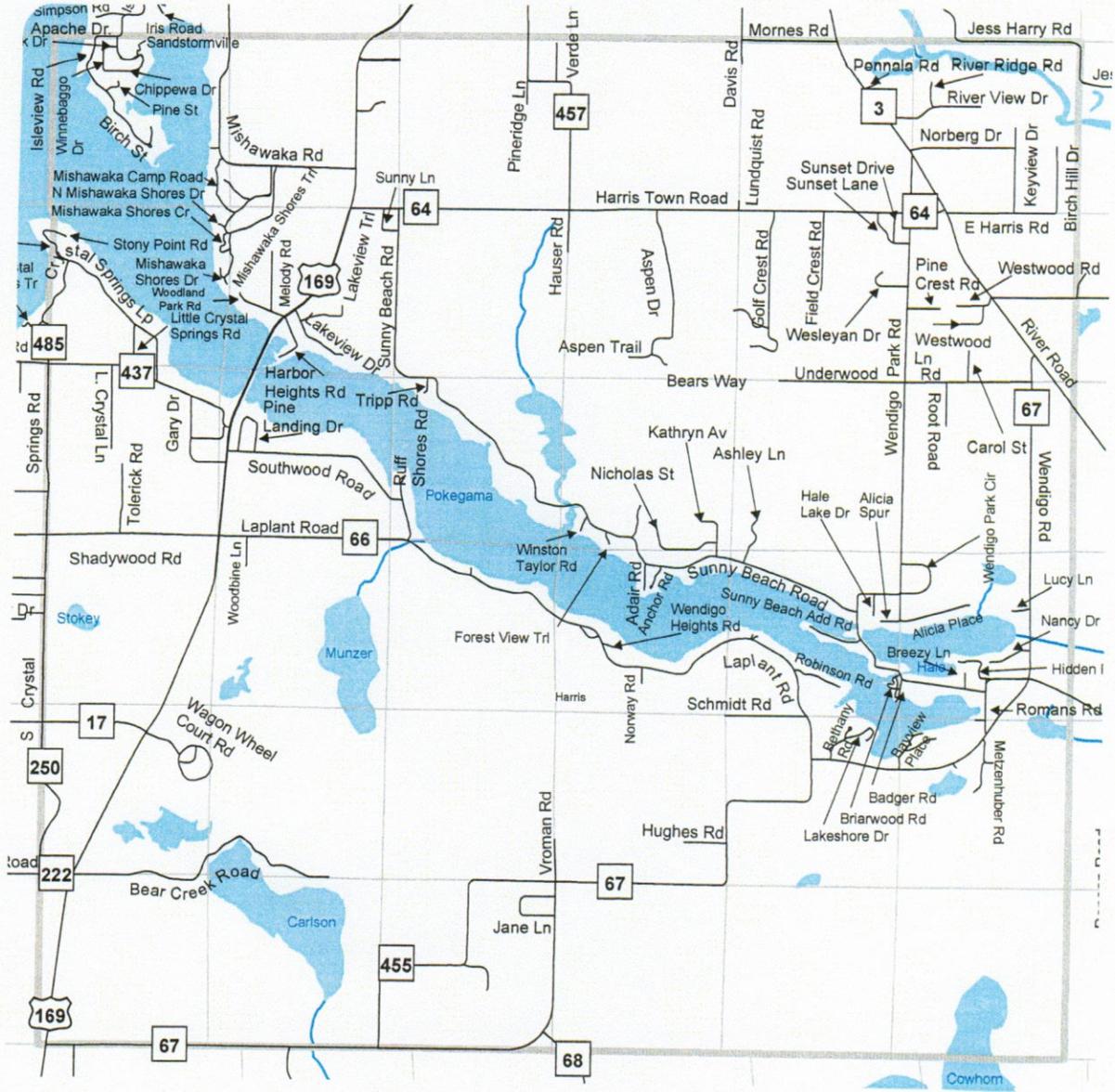
Your Town/Township is currently under contract with Itasca County for the services shown below. This contract expires **April 30th, 2019**. Your Town/Township must authorize continuance of this contract for the period **May 1, 2019 to April 30th, 2020**. If there are changes, please note them in the comments section and we will adjust new contract. Rates for 2019 Grading are: \$700/Mile for one trip per month; and \$1400/Mile for two trips per month. Rate for 2019-2020 Snowplowing is: \$700/Mile. **Estimated rate** for 2019 Dust Control: \$2100/Mile (18 foot width, single application). **Final rate** for 2019 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	grading twice	snowplowing	dust control	Comments
		miles	per month	per month	miles	miles	
1	Alicia Place	0.55			0.55		
2	Alicia Spur	0.10			0.00		Township will snowplow
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			0.00		Township will snowplow
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					Township will snowplow
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			0.00		Township will snowplow
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			0.00		Township will snowplow
71	Woodbine Lane	0.15			0.15		
72	Woodland Park Rd.	0.30			0.30		
	Totals-	34.15	0.00	0.00	32.81	0.00	last updated: May 1, 2018

Harris Township



**Township Road Maintenance
Grading Twice Per Month
Last Updated: 5/01/2018**

Legend

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

Itasca Geographic Information System
"decision support through automation"

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MAINTENANCE Contracts/Twp-City Maintenance
Township Maintenance Agreement Maps 2019-2020 Maps

This information is a compilation of
data from different sources with
varying degrees of accuracy and requires
a qualified field survey to verify.

Harris Township



Township Road Maintenance Snow Plowing Last Updated: 5/01/2018

Legend

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

ITSCA Geographic Information System
"decision support through automation"

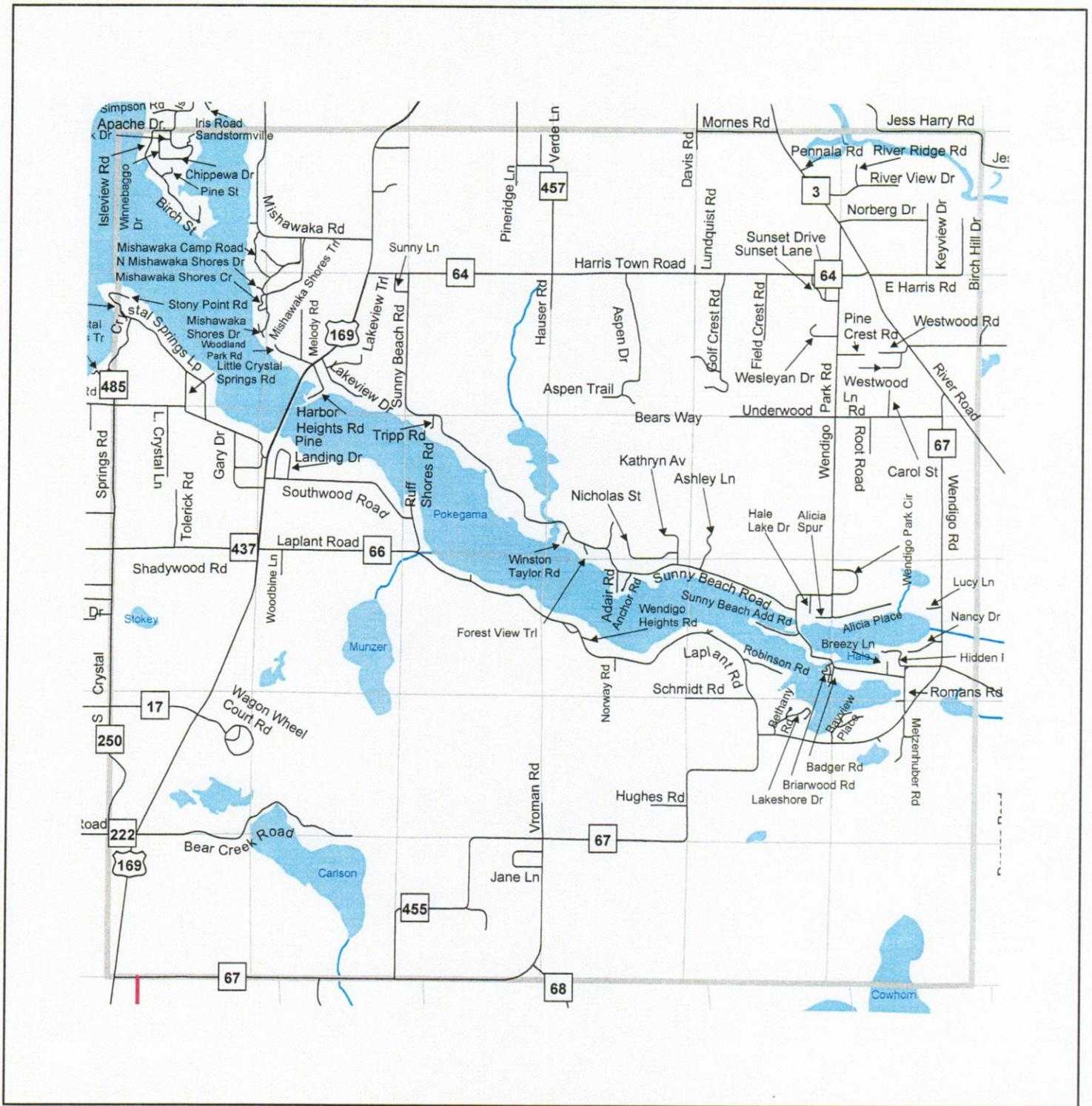
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This information is a compilation of
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varying degrees of accuracy and requires
a qualified field survey to verify.

N:\MAINTENANCE\Maintenance Contracts\Twp-City Maintenance
\Township Maintenance Agreement Maps\2019-2020 Maps

Harris Township



Township Road Maintenance Dust Control Last Updated: 5/01/2018

Legend

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

Itasca Geographic Information System
"decision support through automation"

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This information is a compilation of data from different sources with varying degrees of accuracy and requires a qualified field survey to verify.

ITWMAINTENANCE Maintenance Contracts/Two-City Maintenance
ITWMAINTENANCE Agreement Maps/2019-2020 Maps

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

Amended: 9/23/2008; 11/18/2014

8A.

From: Harris Township supervisordhtp@gmail.com
Subject: Fwd: Broadband stories needed for DEED projects.
Date: Mar 6, 2019 at 7:56:01 PM
To: Peggy supervisorchtp@gmail.com

----- Forwarded message -----

From: **Jason Janesich** <jjanesich@mediacomcc.com>
Date: Mon, Mar 4, 2019 at 8:41 AM
Subject: Broadband stories needed for DEED projects.
To: Cari An Alleman (harristownshipclerk@gmail.com
<harristownshipclerk@gmail.com>), Jim Kelley Harris Township
supervisordhtp@gmail.com <supervisordhtp@gmail.com>, Ken Haubrich
<harristownship1supervisor.a@gmail.com>

All,

Can you please tell me a quick story how the DEED Broadband project in Harris Township has made an impact for either you, a business or someone within the project? Cari, I know how much you were needing internet at your new home in order to work from home, if you can put something together stating how and what it meant to you to be able to have fast reliable internet at home so you can work from home.

This is really important to DEED's and they are looking for stories to tell.

Below is an email Mediacom received from DEED in regards to my request.

If you would, please send your stories to me at jjanesich@mediacomcc.com.

Hello MN broadband partners,

Thank you for the work you do and the investments you make to connect Minnesotans to robust broadband services. Your networks create positive impacts on people's lives every day. We deeply appreciate your partnership in

reaching the most difficult to serve areas of the state with good broadband.

Many policy-makers have recognized the success of your efforts and have prioritized additional funding for the Border-to-Border Broadband Grant program in the upcoming budget. We have been asked to help support those discussions with stories of how broadband is impacting the lives of people and businesses in your community.

Please send us a story or two from your world that we can share more broadly to demonstrate the impact of these investments. Tell us about a business that was able to stay in your community or expand because of the service you provide. Tell us about a situation where an elder is able to stay in their home because of telemedicine. Tell us about a farmer who was able to implement a connected farming tool because of improved service. These are just ideas. You are closer to the real wins. What does the view look like from your seat? Ask your team members that work with the public if they have heard a compelling story.

Thank you in advance for helping us tell your success stories and in doing so hopefully help secure additional resources to connect more homes and businesses with your service.

Thank you in advance for any help you can provide with this.

Jason Janesich

Mediacom Communications Corporations

Director, Area Operations

3105 E Beltline Suite 2

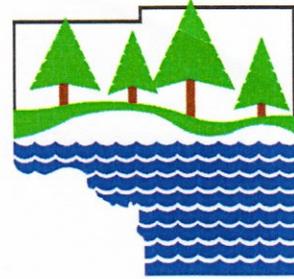
Hibbing, MN 55746

Phone [218-262-0005](tel:218-262-0005)

8B

**ITASCA COUNTY
TRANSPORTATION DEPARTMENT**

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



Date: February 27, 2019
To: All Itasca County Township and City Clerks
From: Itasca County Transportation Department
Subject: Five-Year Plan for Highway Improvement Projects

This is to inform you of the upcoming public input opportunity for Itasca County's proposed Five-Year Plan for Highway Improvement Projects. The meeting will be held March 12, 2019 @ 3:00 p.m. or immediately following the regularly scheduled County Board meeting in the Boardroom of the Itasca County Courthouse in Grand Rapids. During the meeting we will present our proposed Five-Year Plan. County Board members will be available to hear verbal input at that time. The Five-Year Plan is available on the Transportation Department webpage (www.co.itasca.mn.us/219/Transportation). Written comments will be accepted at the Transportation Department until March 26, 2019.

Please note that the project schedule is dependent on funding, permitting and future staffing levels. This "Five-Year Plan" can and most probably will be subject to change. Some projects could be delayed and some projects occasionally are advanced.

Copies of the Five-Year Plan will be available at the meeting or upon request from the Transportation Department. Thank you for your interest in our projects. If you have any questions, please contact me at 327-2853.

Sincerely,

A handwritten signature in blue ink that reads "Ryan Sutherland". The signature is stylized and cursive.

Ryan Sutherland, PE
Assistant County Engineer

9F.

Grand Rapids Area Cable Commission

Tuesday December 12, 2018

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

Member present: Dale Adams, Peggy Clayton, Steve Brown, Margie Ritter

ICTV Staff present: Beth George, Jennifer Vail-Storrs, Stephani Crecelius

Adams called the meeting to order at 10:01 a.m.

Agenda

Brown made a motion to accept the agenda as it appears. Clayton 2nd.

Motion carried unanimously.

Review/Consider Minutes

Clayton made a motion to accept the minutes of the previous meeting (Nov. 15, 2018). Brown 2nd.

Motion carried unanimously.

Review Financials

Brown made a motion to accept the financial report. Clayton 2nd.

Motion carried unanimously.

Correspondence/Approval of Bills/Approval of Secretarial Fees

Ritter made a motion to approve paying the secretarial fee. Brown 2nd.

Motion carried unanimously.

Old Business

Approve Contract for sound equipment

- LaPrairie and Harris bids will go before their respective city councils to discuss wireless audio estimate provided by Jody Stewart of Stewart Sound Systems.
- Brown made a motion to approve the sole source estimate from Stewart Sound Systems up to the amounts listed on the individual estimates . Clayton 2nd. Motion carried unanimously.

New Business

Approve League of Minnesota Cities liability coverage waiver form

Brown made a motion to approve signing League of Minnesota Cities liability coverage waiver form. Ritter 2nd.

Motion carried unanimously.

ICTV Report

- New cooking show beginning in Jan., starring Deer River youth.
- 47 North is running well, using YouTube Premieres to draw online viewing.
- ICTV's online store is live.
- George is meeting with Reif Center to discuss ICTV shooting programs again.
- The ICTV Board is actively recruiting.
- ICTV will host a short-term intern for a week this month.
- FCC ruling on Franchise fees is incoming. Ruling after Dec. 14.

Brown made a motion to adjourn the meeting. Clayton 2nd.

Adams closed the meeting at 10:35 a.m.

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

Beginning Cash Balance - 01/01/18

\$ 90,654

REVENUES:

FEES	BUDGET	ACTUAL TO 12/31/18	% OF BUDGET	REMAINING BUDGET	
City of Grand Rapids	\$ 120,000	\$ 132,802	111%	\$ (12,802)	
City of LaPrairie	5,100	5,793	114%	(693)	
Harris Township	14,400	22,518	156%	(8,118)	
City of Cohasset	28,000	38,231	137%	(10,231)	
Total Franchise Fees	167,500	199,345	119%	(31,845)	
Paul Bunyan Peg Fees	18,000	25,148	140%	(7,148)	
Mediacom Peg Fees	28,500	33,029	116%	(4,529)	
Total Peg Fees	46,500	58,177	125%	(11,677)	
TOTAL FEES	214,000	257,522		(43,522)	
MISCELLANEOUS					
Fund Balance Usage	-	-	0%	-	
Miscellaneous	-	-	0%	-	
Interest from Investments	450	1,222	272%	(772)	
TOTAL REVENUE	214,450	258,744	121%	(44,294)	258,744
TOTAL CASH AVAILABLE					349,397
EXPENDITURES:					
Administrative Fees	6,500	7,726	119%	(1,226)	
Consultants	-	-	0%	-	
Legal	2,500	-	0%	2,500	
Other Contracted Services	450	300	67%	150	
Seminar/Meetings	4,000	1,023	26%	2,977	
Postage	-	-	0%	-	
Copy Supplies	-	1	0%	(1)	
General Insurance	1,500	1,237	82%	263	
Maint Contract (Copy Machine)	-	8	0%	(8)	
Miscellaneous	-	-	0%	-	
Dues/Subscriptions	600	580	97%	20	
ICTV -- Donations/Franchise Fees	134,000	159,476	119%	(25,476)	
ICTV -- PEG Fees	46,500	58,177	125%	(11,677)	
ICTV -- Annual Donations	-	-	0%	-	
ICTV -- Capital Contribution	-	-	0%	-	
Other Donations	-	-	0%	-	
Capital Outlay-Eqpt	18,400	6,570	0%	11,830	
TOTAL EXPENDITURES	214,450	235,098	110%	\$ (20,648)	235,098
REVENUE > EXPENDITURES	\$ -	\$ 23,645			

CASH AVAILABLE TO CABLE TV COMMISSION AS OF 12/31/18

\$ 114,299

Cash - Restricted - Legal Fees

\$ 30,446

**GREATER GRAND RAPIDS AREA CABLE T.V. COMMISSION
STATEMENT OF REVENUES AND EXPENDITURES**

For the period January 1 - January 31, 2019

Beginning Cash Balance - 01/01/19

\$ 114,299

REVENUES:

	BUDGET	ACTUAL TO 1/31/19	% OF BUDGET	REMAINING BUDGET	
FEES					
City of Grand Rapids	\$ 134,000	\$ 33,818	25%	\$ 100,182	
City of LaPrairie	5,000	-	0%	5,000	
Harris Township	19,000	-	0%	19,000	
City of Cohasset	28,000	-	0%	28,000	
Total Franchise Fees	<u>186,000</u>	<u>33,818</u>	<u>18%</u>	<u>152,182</u>	
Paul Bunyan Peg Fees	22,000	6,319	29%	15,681	
Mediacom Peg Fees	33,000	5,861	18%	27,139	
Total Peg Fees	<u>55,000</u>	<u>12,180</u>	<u>22%</u>	<u>42,820</u>	
TOTAL FEES	241,000	45,998		195,002	
MISCELLANEOUS					
Fund Balance Usage	-	-	0%	-	
Miscellaneous	-	-	0%	-	
Interest from Investments	700	-	0%	700	
TOTAL REVENUE	241,700	45,998	19%	195,702	45,998
TOTAL CASH AVAILABLE					160,297
EXPENDITURES:					
Administrative Fees	-	-	0%	-	
Consultants	-	-	0%	-	
Legal	30,000	-	0%	30,000	
Other Contracted Services	300	-	0%	300	
Seminar/Meetings	2,000	-	0%	2,000	
Postage	-	-	0%	-	
Copy Supplies	-	-	0%	-	
General Insurance	1,400	-	0%	1,400	
Maint Contract (Copy Machine)	-	-	0%	-	
Miscellaneous	50	-	0%	50	
Dues/Subscriptions	750	-	0%	750	
ICTV -- Donations/Franchise Fees	155,000	27,055	17%	127,945	
ICTV -- PEG Fees	55,000	12,180	22%	42,820	
ICTV -- Annual Donations	-	-	0%	-	
ICTV -- Capital Contribution	-	-	0%	-	
Other Donations	-	-	0%	-	
Capital Outlay-Eqpt	40,000	30,071	0%	9,929	
TOTAL EXPENDITURES	284,500	69,306	24%	\$ 215,194	69,306
REVENUE > EXPENDITURES	\$ (42,800)	\$ (23,308)			

CASH AVAILABLE TO CABLE TV COMMISSION AS OF 1/31/19

\$ 90,991

Cash - Restricted - Legal Fees

\$ 30,446

96.

icTV

Itasca Community
Television, Inc.

Annual Report 2018

THE STORE

ICTV made shopping for copies of programming easier right at the end of 2018.

The Store was established allowing for online ordering, easy payment and delivery. It was immediately popular with parents ordering school holiday programs.

The Store can be found at www.watchictv.org.

Board of Directors

2018

Myrna Peterson-Chair

Mark Zimmerman—Vice
Chair

Lisa Walsh-Treasurer

Eileen Grosland-
Secretary

Michele Smith

Lyle Eidelbes

Rachel Shiller-Hartwell

Allison Lagergren

Vacant Seat 1/2 year

35th Birthday Just One Milestone of Many

By age 35 people have reached many of their major milestones in life. However, they have years of growth and development ahead of them. Such is the case with ICTV. The station turned 35 in 2018 after many milestones. Here are a few:

1982—Friends at Itasca Community College begin producing a few programs to air on cable television in between the time and temperature screen.

1983—The nonprofit Itasca Community Television is created, partnering with the City of Grand Rapids to produce programming.

1999—ICTV moves into the Reif Center.

2005—Franchise agreements secure 15 more years of Grand Rapids, LaPrairie,

Cohasset and Harris Township using fees to fund public access television.

2008—ICTV funds major move into online content with debut on YouTube.

2011—ICTV secures funding and provides reliable on-demand content.

2012—ICTV moves from the Reif Center to its own location at 819 NE 4th Street.

2016—Two Rivers Video capitalizes on ICTV's production skills allow revenue to be garnered from video projects for other nonprofits and businesses

2018—ICTV turns 35 in June with new programs and renewed focus on serving the community

Secretary's Report

ICTV held:

—Seven full meetings of the Board of Directors in 2018,

—One annual meeting of the full membership and

—Four Executive Committee Meetings.

All minutes were reviewed and approved by the Board and are available for inspection upon request.

No changes were made to bylaws or rules of the organization.

ICTV continues to provide video production services under the name of Two Rivers Video.



Our 2018 client list included:

The Blandin Foundation, Grand Itasca Clinic and Hospital, Lakeplace Retreat Center, St. Joseph's Catholic Church and several smaller entities.

icTV

Itasca Community
Television, Inc.

Annual Report 2018

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2018

Myrna Peterson-Chair

Mark Zimmerman—Vice

Chair

New York Gilbertson - leaving
Lisa Walsh-Treasurer

Eileen Grosland-

Secretary

Michele Smith

Lyle Eidelbes - *leaving*

Rachel Shiller-Hartwell - *leaving*

Allison Lagergren - *leaving*

Vacant Seat 1/2 year

35th Birthday Just One Milestone of Many

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**Personnel - many transitions/changed in 2018.
47 North local singer/songwriters producer picking up speed.

ICTV continues to provide video production services under the name of Two Rivers Video.

TWO RIVERS VIDEO

Our 2018 client list included:

The Blandin Foundation, Grand Itasca Clinic and Hospital, Lakeplace Retreat Center, St. Joseph's Catholic Church and several smaller entities.

10 B.

Subject Re: Xerox for Harris Township
From Kim Brown
To: Peggy Clayton <mplfc54@yahoo.com>
Date Thu, Mar 7 2019 at 12:34 PM

That should work! See you then
Kim

Sent from my iPhone

On Mar 7, 2019, at 10:42 AM, Peggy Clayton <mplfc54@yahoo.com> wrote:

Hi kim how about [Tuesday March 12 at 10 am](#) at the center?

[Sent from Yahoo Mail for iPhone](#)

On Wednesday, March 6, 2019, 1:10 PM, Kim Brown <kim@xeroxgne.com> wrote:

Hi Peggy

Here is a brochure on the Xerox C405 copier/printer/fax/scanner that is our newest and most robust technology.

The cost on a Xerox 48 month fair market value lease is

\$38.36

Cost per impression black and white .0199

Cost per impression color .10

For term of lease -no escalation

Includes all supplies and on site service.

\$150.00 on time lease registration fee.

Peg have you got time for coffee or lunch early next week.

Would love to go over this

Thanks

Kim

Kim Brown

Xerox Sales Agent/Owner

Great Northern Equipment

[218-326-9697](tel:218-326-9697) Office

Updated March 2018

XEROX[®] VERSALINK[®] COLOR PRINTER AND COLOR MULTIFUNCTION PRINTER

Revolutionary. Future-proof. Value-packed.

C400/C405



ConnectKey[®]
Technology

xerox 

Xerox® VersaLink® C400 Color Printer and Xerox® VersaLink® C405 Color Multifunction Printer

The VersaLink C400 and C405 revolutionize your productivity with next generation features and easy, instant cloud and mobile connectivity. As your modern workplace assistants, the C400 and C405 are built for the way you work today, and ready for where your business will grow tomorrow—with all the flexibility and versatility you need to work better with minimal IT support and benchmark security.

POWERFUL PERFORMANCE AND PEACE OF MIND.

Right out of the box, you'll count on your VersaLink C400 or C405 to consistently and flawlessly perform the tasks that make your business work more efficiently. From IT-free installation wizards, to step-by-step configuration options, you're ready to go—hassle free.

VersaLink devices are loaded with features and time-saving Xerox technologies designed to speed up information sharing and reduce inefficient workflows. Ensure information accuracy with Scan and Fax preview¹, and do more with scanned documents with built-in optical character recognition (OCR)¹.

When it comes to safeguarding critical documents and data, VersaLink devices deliver a spectrum of stringent security features, including Secure Print and card authentication to control access.

With the VersaLink C400 and C405, you can be confident that your documents will look their best—making you look your best—giving you the confidence you need when presenting to your customers.

EASY, EFFICIENT AND ENTIRELY NEW.

With the customizable, capacitive 5-inch color touchscreen, you can tap, swipe and pinch your way through tasks and functions with mobile-like ease.

Preloaded Xerox® ConnectKey® Apps help optimize office efficiency, and on-screen access to the extensive Xerox App Gallery

provides expanded functionality—like the Xerox® Easy Translator Service app¹, which quickly translates scanned documents into numerous languages.

Speed through tasks by saving common settings as presets for simple, single-touch job setup. With Simple ID, individual users and groups enter a user ID and password once, and then enjoy fast, secure, easy access to task-specific presets and commonly used apps on a personalized home screen.

FREEDOM, AND APP-BASED FUNCTIONALITY.

The VersaLink C400 Color Printer and VersaLink C405 Color Multifunction Printer gives you the freedom to work where and how you want—with out-of-the-box direct connectivity to Google Drive™, Microsoft® OneDrive® and DropBox™, and access to additional options through the Xerox App Gallery.

The ability to connect and print from multiple devices is key for today's worker, and VersaLink devices meet the challenge with Apple® AirPrint®, Google Cloud Print™, Xerox® Print Service Plug-in for Android™, Near Field Communication (NFC) Tap-to-Pair and Mopria® plus optional Wi-Fi and Wi-Fi Direct.

Learn more about why Xerox is the only choice for today's mobile professionals by visiting www.xerox.com/mobile.

¹ VersaLink C405 only

To learn more about VersaLink device features, go to

www.xerox.com/VersalinkEG

XEROX® CONNECTKEY® TECHNOLOGY—THE NEXUS OF YOUR COMPLETE PRODUCTIVITY ECOSYSTEM

From Xerox—the company that created the modern workplace—we present the next revolution in workplace productivity. With a consistent user experience across a wide range of devices, mobile and cloud connectivity and a growing library of apps to expand functionality, you'll work faster, better and smarter.

Intuitive User Experience

An entirely new—and yet entirely familiar way to interact that includes a tablet-like experience with gesture-based touchscreen controls and easy customization.

Mobile and Cloud Ready

Instant connectivity to cloud and mobile devices right from the user interface, with access to pre-loaded, cloud-hosted services that let you work where, when and how you want.

Benchmark Security

Full multi-level protection for both documents and data, ready to guard against and eliminate emerging threats and meet or exceed regulatory compliance.

Enables Next Generation Services

Work more efficiently and manage resources more effectively. Easy integration of Xerox® Managed Print Services enables remote monitoring of service delivery and consumables.

Gateway to New Possibilities

Instantly extend your capabilities with access to the Xerox App Gallery, featuring real-world apps designed to optimize digital workflows. Commission our network of partners to design innovative, business-specific solutions.

Find out more about how you'll work smarter at www.connectkey.com.



CHOOSE THE OPTION BEST FOR YOUR BUSINESS:

- 1 A 50-sheet Single-pass Duplex Automatic Document Feeder (DADF) scans two-sided originals for copy, scan and fax jobs.
- 2 Card Reader Bay with embedded USB port.²
- 3 A front-side USB port² allows users to quickly print from or scan to³ any standard USB memory device.
- 4 250-sheet output tray with tray-full sensor.
- 5 150-sheet Bypass Tray handles media sizes from 3 x 5 in. to 8.5 x 14 in./76.2 x 127 mm to 216 x 356 mm.

6 With the 550-sheet paper tray, standard paper capacity totals 700 sheets (including Bypass Tray).

7 Optional 550-sheet paper tray increases the total paper capacity to 1,250 sheets.

8 Optional stand provides storage for toner cartridges, paper and other supplies.

² USB ports can be disabled
³ VersaLink C405 only.



Xerox® VersaLink® C400 Color Printer
 Print.



Xerox® VersaLink® C405 Color Multifunction Printer
 Print. Copy. Scan. Fax. Email.

INTRODUCING TOUCHSCREEN SUPERIORITY.

Meet our tilttable, 5-inch capacitive color touch screen—the user interface that sets a higher standard for customization, personalization and versatility.

By presenting a familiar “mobile” experience—with support for gestural input and task-focused apps that share a common look and feel—fewer steps are needed to complete even the most complex jobs.

A highly intuitive layout guides you through every task from start to finish, with a natural hierarchy placing critical functions near the top of the screen and commonly used options front and center. Don’t like where a function or app is located? Customize the layout to make it yours.

This unmatched balance of hardware technology and software capability helps everyone who interacts with the VersaLink C400 Color Printer and VersaLink C405 Color Multifunction Printer get more work done, faster.



Xerox® VersaLink® C400/C405



The VersaLink C400 Color Printer and C405 Color Multifunction Printer are built on Xerox® ConnectKey® Technology. For more information, visit www.connectkey.com.

DEVICE SPECIFICATIONS	VersaLink C400/N	VersaLink C400/DN	VersaLink C405/N	VersaLink C405/DN
Speed	Up to 36 ppm color and black-and-white (Letter)/35 ppm color and black-and-white (A4)			
Duty Cycle ¹	Up to 80,000 pages/month ¹			
Processor/Memory	1.05 GHz Dual-Core/2 GB			
Connectivity	Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi 802.11n and Wi-Fi Direct with optional Wi-Fi Kit (concurrent wired and wireless connections supported), NFC Tap-to-Pair			
Controller Features	Unified Address Book (C405), Configuration Cloning, Scan Preview (C405), Xerox Extensible Interface Platform®, Xerox App Gallery, Xerox® Standard Accounting, Online Support (accessed from the user interface and print driver)			
Paper Handling	Standard	NA		
	Optional	Single-pass Duplex Automatic Document Feeder (DADF): 50 sheets; Custom Sizes: 5.5 x 5.5 in. to 8.5 x 14 in./140 x 140 mm to 216 x 356 mm Bypass Tray: 150 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in./76 x 127 mm to 216 x 356 mm Tray 1: 550 sheets; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in./148 x 210 mm to 216 x 356 mm Tray 2: 550 sheets; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in./148 x 210 mm to 216 x 356 mm		
Paper Output	250 sheets			
Automatic Two-sided Printing	N/A	Standard	N/A	Standard
Print and Copy Resolution	Print: Up to 600 x 600 x 8 dpi		Print: Up to 600 x 600 x 8 dpi; Copy: Up to 600 x 600 dpi	
First-print-out Time	As fast as 13 seconds color/12 seconds black-and-white			
First-copy-out Time	As fast as 11 seconds color/8 seconds black-and-white			
Page Description Languages	PCL® 5e/PCL 6/PDF/XPS/TIFF/JPEG/HP-GL/Adobe® PostScript® 3™			

INTUITIVE USER EXPERIENCE

Customize and Personalize	Walkup customization, Personalize Home Screen by User, Multiple Home Screens with Simple ID, Customize by Site, Function or Workflow with Xerox App Gallery and Xerox® App Studio			
Print Drivers	Job Identification, Bi-directional Status, Job Monitoring, Xerox® Global Print Driver® and Mobile Express Driver®			
Xerox® Embedded Web Server	PC or mobile—Status Information, Responsive Design, Settings, Device Management, Cloning			
Preview	NA	Preview of Scan/Fax with Zoom, Rotate, Add Page		
Print Features	Print from USB, Secure Print, Sample Set, Personal Print, Saved Job, Xerox® Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings, Bi-directional Real-time Status, Scaling, Job Monitoring, Application Defaults, Two-sided Printing (as default), Skip Blank Pages, Draft Mode			
Scan and Fax	NA	Scan to USB/Email/Network (FTP/SMB), Scan File Formats: PDF, PDF/A, XPS, JPEG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-Page PDF/XPS/TIFF/Password Protected PDF; Fax Features: Walk-up Fax Includes LAN Fax, Direct Fax, Fax Forward to Email, Unified Address Book, Optical Character Recognition (OCR)		

MOBILE AND CLOUD READY

Mobile Printing	Apple® AirPrint® ⁴ , Google Cloud Print™ Ready, Xerox® Print Service and Mopria® Print Service Plug-ins for Android™			
Mobility Options	@PrintByXerox ² , Xerox® Mobile Print and Mobile Print Cloud ³ , Connect via NFC/Wi-Fi Direct Printing ³ , Xerox® Mobile Link App (C405) ³ . Visit www.xerox.com/officemobileapps for available apps.			
Cloud Connectors ³	Print from/Scan to ⁵ Google Drive™, Microsoft® OneDrive®, Dropbox™, Microsoft Office 365®, Box®, Xerox® DocuShare® and more			

BENCHMARK SECURITY

Network Security	IPsec, HTTPS, encrypted email, Network Authentication, SNMPv3, SSL/TLS, Security Certificates, Automatic Self-Signed Certificate			
Device Access	Firmware Verification, User access and internal firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Smart Card Enabled (CAC/PIV/.NET), Xerox® Integrated Card Reader Bay			
Data Protection	Setup/Security Wizards, Job Level Encryption via HTTPS/IPPS submission, Encrypted hard disk (AES 256-bit, FIPS 140-2) and image overwrite, Common Criteria Certification (ISO 15408) (undergoing evaluation)			
Document Security	Secure Print, Secure Fax (C405), Secure Scan (C405), Secure Email (C405), Password Protected PDF (C405)			

ENABLES NEXT GENERATION SERVICES

Print Management	Xerox® Print Management and Mobility Suite ⁶ , Configuration Cloning, Xerox® Standard Accounting, Equitrac ³ , Y Soft ³ and more			
Managing Print	Xerox® Device Manager, Xerox® Support Assistance, Auto Meter Read, Managed Print Services tools			
Sustainability	Cisco EnergyWise®, Earth Smart Printing, Print User ID on margins			

GATEWAY TO NEW POSSIBILITIES

Cloud Services	Xerox® Easy Translator (C405) ⁷ , Xerox® Healthcare MFP (C405 – U.S. only) ³ , many additional services available			
Xerox App Gallery	Many apps and cloud services available. Visit www.xerox.com/appgallery for a growing selection of Xerox® apps available for adding functions to the Printer/MFP.			

¹ Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis; ² Free optional download from Xerox App Gallery to the Printer—www.xerox.com/xeroxappgallery;

³ Purchased option; ⁴ Visit www.apple.com for AirPrint Certification list; ⁵ Scan to available for C405.

Certifications

To view the latest list of certifications, go to www.xerox.com/OfficeCertifications

Supplies

Extra High Capacity Print Cartridges:	
Black: 10,500 pages std. pages ¹	106R03524
Cyan: 8,000 pages std. pages ¹	106R03526
Magenta: 8,000 pages std. pages ¹	106R03527
Yellow: 8,000 pages std. pages ¹	106R03525
High Capacity Print Cartridges:	
Black: 5,000 pages std. pages ¹	106R03512
Cyan: 4,800 pages std. pages ¹	106R03514
Magenta: 4,800 pages std. pages ¹	106R03515
Yellow: 4,800 pages std. pages ¹	106R03513

Standard Capacity Print Cartridges:

Black: 2,500 pages std. pages ¹	106R03500
Cyan: 2,500 pages std. pages ¹	106R03502
Magenta: 2,500 pages std. pages ¹	106R03503
Yellow: 2,500 pages std. pages ¹	106R03501
Routine Maintenance Items:	
Imaging Unit (includes 4 imaging units):	
60,000 std. pages each ²	108R01121
Waste Cartridge: 30,000 std. pages ²	108R01124

Options

550-sheet Feeder	097504400
Productivity Kit with 320 GB HDD	097504914
Stand	497K13660
Wireless Network Adapter (Wi-Fi Kit)	497K16750
External Card Reader/RFID Kit (C400)	497K18380
Internal Card Reader/RFID Kit (C405)	497K18120

¹ Average standard pages. Declared Yield in accordance with ISO/IEC 19798. Yield will vary based on image, area coverage and print mode.

² Approximate pages. Declared yield based on an average job size of 3 A4-/letter-size pages. Yield will vary depending on job run length and media size and orientation.

For more detailed specifications, go to www.xerox.com/VersalinkC400Specs or www.xerox.com/VersalinkC405Specs



IOE.

ITASCA COUNTY TOWNSHIP ASSOCIATION

TO: Township Clerks, members, Sheriff, Commissioners and County Officers (Spouses are also invited)

Our annual ICTA dinner/meeting will meet on Monday 8 April 2018 at the Bowstring Township Hall.

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

Our program will be the K9 Officers and their K9 partners.

Please complete the registration form and send to Roberta Truempler 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

P.S. If you have an email address, please email it to me as it's easier to get emails out than snail mail.

My email address is: phill@paulbunyan.net

THANKS!

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 Bowstring Township Hall on 8 April 2019. Cost for officers and guests is \$17.00. 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

10E.

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