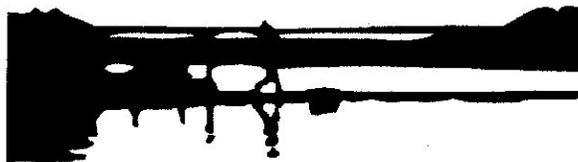


Jim Kelley
20387 Field Crest Road
Grand Rapids, MN 55744
Phone #: 218-327-0317

Supervisor Dennis Kortekaas 326-1882
Supervisor Peggy Clayton 326-1551
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Treasurer Becky Adams 259-1192
Clerk Cari Alleman 244-5070
Deputy Clerk Kati Pierce 256-7411
haristownshipclerk@gmail.com

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

www.harristownshipmn.org

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.

PLANNING & DEVELOPMENT MEETING

March 28, 2018– 7:30pm

AGENDA

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
3. **Approve the minutes-**
 - ❖ P&D Meeting 2/28/18- KP
 - ❖ Work Session 3/14/18- CA
 - ❖ Work Session 3/19/18- KP
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda-**
 - ❖ Deed for Cemetery Lot Sold
6. **Roads-**
7. **Recreation-**
 - ❖ Inspection Reports for February, 2018
 - ❖ Trials Task Force
8. **Correspondence-**
9. **Town Hall Report-**
 - ❖ Review town hall report as prepared by town hall caretaker, dated 2/10/2018-3/9/2018
10. **Maintenance Report-**
 - ❖ Review maintenance report as prepared for February, 2018.
11. **Old Business-**
 - ❖ Supervisor, Treasurer, Clerk, Deputy Clerk updated job duties.
 - ❖ Updated minutes from Annual Meeting 3/13/18- informational only, no action needed.
 - ❖ Town Law Review
 - ❖ Annual Grading and Snow plowing contract
 - ❖ Well testing

12. New Business-

- ❖ Policy for tree removal
- ❖ Hire part time temp worker
- ❖ Deputy Clerk to attend training (MAT Short Course)
- ❖ Summer grading contract

13. Public Input- Please come up to the podium and state your name and address for the record

14. Upcoming meetings/events-

- (M) Apr. 9 Itasca County Township Association.....5:00 pm Trout Lake Township Hall
- (W) Apr. 11 Work Session.....5:30 pm Harris Town Hall
- (W) Apr. 11 Regular Meeting.....7:30 pm Harris Town Hall
- (W) Apr. 25 Work Session.....6:00 pm Harris Town Hall
- (W) Apr. 25 P & D Meeting.....7:30 pm Harris Town Hall
- (TH) May 3 Board of Appeal and Equalization9:00 am Harris Town Hall

15. Adjourn-

PLANNING & DEVELOPMENT MEETING
February 28, 2018– 7:30pm
Minutes

Present: Chairman: Jim Kelley
Supervisors: Dennis Kortekaas, Mike Schack, Peggy Clayton, and Ken Haubrich
Treasurer: Becky Adams; Deputy Clerk: Kati Pierce



1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-** Moving Resolutions to Old Business- Removing Trails Task Force-
3. **Approve the minutes-**
 - ❖ P&D Meeting, dated 1/24/2018- KP - Motion to Approve made by Supervisor Clayton, Seconded by Supervisor Haubrich, Passed by all.
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
 - ❖ Paula Johnson, see packet provided- 29784 LaPlant Road; Ms. Johnson has a non-compliant septic and is having issues with space for a new system. The property has been surveyed and the application process for a variance will be starting. Chairman Kelley has talked to the county and they are not going to oppose it. She is looking to extend the property towards the road and will be filing the correct paperwork. No action on it tonight, there are still many details to be worked out. She will double check all the lines and verify were all the utilities are and update the Board on the process.
Motion made by Supervisor Haubrich to pay the associated attorney fees, Seconded by Supervisor Schack, and Passed by all.
5. **Consent Agenda-**
 - ❖ Annual Meeting Agenda, moving this also to old business
6. **Roads-** The snow is melting!
7. **Recreation**
 - ❖ Inspection Reports for January, 2018- Motion to approve by Supervisor Kortekaas, Seconded by Supervisor Schack, and Passed by all.
 - ❖ Rink attendance update- The Rinks are now closed as of today.
8. **Correspondence-**
9. **Town Hall Report-**
 - ❖ Review town hall report as prepared by town hall caretaker, dated 1/5/2018; 2/9/2018; Renters Register- Motion to approve all reports made by Supervisor Haubrich, Seconded by Supervisor Clayton, and Passed by all.
10. **Maintenance Report-**
 - ❖ Review maintenance report as prepared for December, 2017 and January, 2018. Motion to approve all reports made by Supervisor Schack, Seconded by Supervisor Kortekaas, and Passed by all.
11. **Old Business-**

- ❖ Property on Hale Lake- Chairman Kelley has talked to Roger Clark, however there is nothing new to report at this time.
- ❖ Town Board Options- This option will be on the agenda for the annual meeting to be on the ballot this fall.
- ❖ Resolution 2018-012, Jim's- Motion to approve made by Supervisor Kortekaas, Seconded by Supervisor Clayton, and Passed by all.
- ❖ Resolution 2018-013, Ken's- Motion to approve made by Supervisor Schack, Seconded by Supervisor Kortekaas, and Passed by all.
- ❖ Resolution 2018-014, Mike's- Motion to approve made by Chairman Kelley, Seconded by Supervisor Haubrich, and Passed by all.
- ❖ Resolution 2018-015, Peggy's- (change he/she) Motion to approve made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, and Passed by all. Note- I made the correction at the meeting.
- ❖ Resolution 2018-016, Dennis's- Motion to approve made by Supervisor Schack, Seconded by Supervisor Haubrich, and Passed by all.
*Per all the Resolutions, as explanation to the public: as we are down to one employee covering all maintenance for the township, if he needs help or back up, we have covered our bases in providing a backup plan to see that the work is still being done in a timely fashion. One resolution created for each Board member. Chairman Kelley has read out loud the contents in each resolution with each Board members name.
- ❖ Annual Meeting Agenda- reading of Board of Audit report- page numbers may change- the Board options should be listed as informational that the Board will look at the options to be put onto the ballot in November- Chairman Kelley will talk to Clerk Alleman about reviewing the book prior to sending it out. Motion to Approve made by Supervisor Kortekaas, Seconded by Supervisor Clayton and Passed by all.

12. New Business-

- ❖ Proposal for lawn services, a couple small typos- under application process, no application accepted by phone, mail, fax, please correct this- 2nd page #4 just take out the 2nd that- attachment A, that would be the headstones- under F- not to exceed= 5"- the mower at the cemetery we need to add a line item that the mower should not exceed 48" or it will not fit. – Contractor responsibility, drinking and alcohol, add drug use. – do we want the 2 parks bid as 1 job and then the cemetery as a separate. May, June, July, and August, we should add the option of September so there is some flexibility in the option to have a weekly rate for extra needs. Supervisor Clayton will double checked the MAT verbiage and was checking to see what may be the obligations on the insurance end or as sub-contractors would be. We do not need a supplemental statement- she just wants to make sure we were not missing out on anything. Need to get the numbers for the minimum liability that we are allowed. Questions from Audience? None. The mowing bids will be going out in the paper. The Board has the option to throw out them if they are too high. Motion to Table to Regular meeting made by Supervisor Haubrich, Seconded by Chairman Kelley, and Passed by all.
- ❖ Update on Work Session from 2/26/2018- 2 meetings on the 26th. The Board went through the books and approved the Board of Audit. Moved into the Budget meeting- No levy increase this year.

13. Public Input- Please come up to the podium and state your name and address for the record

14. Upcoming meetings/events- UPDATE

- (M) Mar. 12 Itasca County Township Association.....7:00 pm Blandin Foundation
- (T) Mar. 13 Annual Meeting.....8:15 pm Harris Town Hall
- (W) Mar. 14 Work Session.....6:00 pm Harris Town Hall
- (W) Mar. 14 Regular Meeting.....7:30 pm Harris Town Hall
- (W) Mar. 28 P & D Meeting.....7:30 pm Harris Town Hall

Set a date for the reorganizational meeting after the annual meeting- March 19th at 7:00 at the Harris Town Hall, unless it is booked then it will be at the service center.

15. Adjourn- Motion to adjourn made by Chairman Kelley, Seconded by Supervisor Kortekaas, and Passed by all.

Prepared by: Kati Pierce

Harris Town Board
Work Session
March 14, 2018 6:30 pm
Harris Town Hall

Draft

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

Called the meeting to order at 6:30 pm

Pledge; reading of the mission statement.

Discussion on the Clerks Duties: put under the top section of the clerk duties move monthly bill recording to be covered under the stipend. Remove the "over 10 hours a week" phrase. Provide updated data base for address in newsletter, so keep under the hourly section. \$60.00 per diem add to the last meeting box next to the P & D meeting under the Deputy Clerk duties.

Take out the cemetery duties out of deputy clerk and put in its own section.
Separate the stipend and the hourly, hourly duties only mirror the clerk and supervisor hourly duties.

Remove attend from both of our duties.

Bills: Keep the bills the same.

Motion to adjourn at 7:10 pm made by Haubrich seconded by Schack, passed by all.

Submitted by: Cari Ann Alleman, Clerk

Work Session
Reorganizational Meeting
March 19, 2018 at 7:00 pm
Minutes

DRAFT

Present: Chairman, Jim Kelley

Supervisors: Dennis Kortekaas, Peggy Clayton, Ken Haubrich, and Mike Schack

Treasurer: Becky Adams Deputy Clerk: Kati Pierce

1. Pledge to the flag- Reading of our mission statement
2. Re-organizational items:
 - ◆ Elect Chairman- Supervisor Kortekaas makes a Nomination to reappoint Chairman Kelley; Supervisor Haubrich makes a Nomination of Supervisor Clayton; Supervisor Schack will Second the Nomination for Supervisor Clayton; Supervisor Clayton accepts the Nomination to be the new Chairman; Motion made by Chairman Kelley, Seconded by Supervisor Haubrich, Passed by all.
 - ◆ Elect Vice Chairman- Supervisor Clayton makes a Motion to appoint Chairman Kelley, Supervisor Haubrich Seconds the Motion, Passed by all.
 - ◆ Appoint Deputy Clerk- Motion by Supervisor Clayton for Kati to stay on, Seconded by Chairman Kelley, and Passed by all.
 - ◆ Appoint Deputy Treasurer- Paula Trombly was nominated by Treasurer Adams, she has not been contacted by anyone else of interest in some time. No Motions made, we will continue to keep our ears open if someone is of interest.
 - ◆ Designate official newspaper- Supervisor Kortekaas made a Motion to continue using the Harold Review as it has the largest circulation locally; Seconded by Supervisor Haubrich, Passed by all.
 - ◆ Designate a township attorney- Motion by Chairman Kelley to continue using Andy Shaw, Seconded by Supervisor Schack, Passed by all.
 - ◆ Designate a township road engineer- Motion made by Supervisor Schack to stay with SEH, Seconded by Supervisor Haubrich, and Passed by all.
 - ◆ Designate a bank as the town depository- Motion to stay with Wells Fargo made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, Passed by all.
 - ◆ Designate official posting sites- Motion made by Supervisor Kortekaas to continue the Town Hall as the official posting site, Seconded by Supervisor Clayton, Passed by all.
 - ◆ Affirm / Appoint members to Committees/Boards:
 - a. Weed Inspector- Supervisor Kortekaas, alternate Supervisor Haubrich
 - b. Collaborative Opportunities Team (or similar) - The board had discussion on how we are the only township in attendance. This group mainly focuses on cities, towns, schools, and not so much on townships. With the fee of \$500 the Board feels that we should focus our attention on opportunities that support townships. Since we as a township are not benefiting by being members, we respectfully will be withdrawing from this. The Board is open to other suggestions or opportunities that may better benefit the township.
 - c. Trails Task Force- Supervisor Schack
 - d. Maintenance Crew Leader- Supervisors Haubrich and Schack
 - e. Safety Representative- Supervisors Haubrich and Schack

f. Human Resource / Personnel Representative- Supervisor Clayton and Treasurer Adams

g. Cable Commission Representative- Supervisor Clayton and Treasurer Adams

h. County zoning and environmental services representative (to attend meetings) - Supervisor Clayton, alternate Supervisor Haubrich

i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives) - Supervisor Clayton and Chairman Kelley

j. Fire wise – Supervisor Schack

m. Other- none appointed

Motion made to approve all these appointments to Boards and Committees by Supervisor Haubrich, Seconded by Supervisor Clayton, and Passed by all.

By: Kati Pierce

----- **CEMETERY DEED** -----

Know all by these present: That the **Harris Township Cemetery** of Harris Township in the County of Itasca and State of Minnesota, in consideration of the sum of \$171.00 (One hundred, seventy one dollars) to them in hand paid by James Barton, 1111 SW 22nd Avenue Grand Rapids, MN 55744 hereby grant, bargain, sell and convey unto the said **James Barton**, their heirs, and assigns forever the following described piece of land for the burial of the dead, to-wit:

Section 3 (Three), Block 1 (One), Lot 2 (Two), Site 1 (One)

situated in Harris Cemetery in the County of Itasca and State of Minnesota, according to the plat of said Cemetery on file in the Office of County Recorder in said County.

To have and to hold the same, subject to all the laws of the State, now and hereafter enacted for the management and regulation of Cemeteries, and also subject to all rules and by-laws of the said Harris township now and hereafter made, for the regulation of the affairs of the same or any part thereof.

It is hereby covenanted, that said hereby granted premises are free from all encumbrances, and that the title now conveyed is perfect, and that said Harris Township will warrant and defend the same to said grantee, their heirs and assigns forever.

In Testimony whereof the said Township has caused these presents to be executed in its behalf by its Chairman and Its Clerk, this 28 day of March, 2018.

Signed, Sealed and Delivered in Presence of the Harris Township Board.

By _____ By _____, It's Chairman

By _____ By _____,

By _____ By _____, It's Deputy Clerk (Sexton)

STATE OF MINNESOTA)
) SS
COUNTY OF ITASCA)

On this _____ day of _____, A.D. 2018, before me appeared Dennis Kortekaas, Peggy Clayton, Jim Kelley, Ken Haubrich, Mike Schack and Cari Ann Alleman to me personally known, who, being by me duly sworn, they did say, that they are respectively the Supervisors and Clerk of the Town of Harris that the said instrument was signed and sealed in behalf of Harris township by authority of its Board of supervisors and they acknowledged said instrument to be the free act and deed of said Township.

Kati Marcotte-Pierce
Notary Republic

Deed drafted by Kati Marcotte-Pierce
30091 Sunny Beach Road, Grand Rapids, MN55744

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	2/3/18			
GRASS CUT:				
GRASS TRIMMED:		SPR		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS		ALL		
POSTS			ALL	
COURT				SPR
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

(Handwritten checkmark across the table)

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	2/20/18			
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

2/20/18

SMW

SMW

SMW

SMW

V

V

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	2/17/18			
GRASS CUT:				
GRASS TRIMMED:		SMW		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT		W/18		
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

Harris Township Monthly Town Hall Report

Caretaker, Amber Hart Date 3-9-18

General Cleaning 11.25 hrs.

Miscellaneous Duties/Work 40.5 hrs.

Inspections, Maintenance, Non-routine work, Board Meeting Functions.

Notes:

16 Rink hours

Total (All hours worked) 51.75 hrs.

Rentals

Resident's 3

No Charge/Discounted Only by board approval 1

Notes Flurry Club \$25.00, Kept dep. from 2-22-18 Rental.

Non-Residents 1

Discounted Only by Board approval _____

Notes _____

Board Functions (meetings, scheduled hold, voting) 4

Total 9

Deposits Retained \$25.00

Total money collected \$300.00

=====
Maintenance or Safety concerns:

Harris Township February Maintenance Report

Weekly Maintenance Plan for February 5th – 9th 2018

Task to be completed	Estimated hours	Priority
Fill out monthly paperwork for equipment, time sheets, and fuel reports.	4	3
Make road inspections of all township roads to check for any issues.	6	2
Fill out daily time sheets	2	3
Clean the walls and prepare for painting inside the Service Center Garage	8	2
Clean the Service Center Attached Garage	4	2
Fix the Cremation Box and platform.	4	3
Clean up snow banks at Crystal Park	2	2
Finish sealing the Town Hall windows.	2	1
Clean up snow banks around the Town Hall Ramp and around the parking lot.	2	1
Clean and flood both hockey rinks as needed	6	2

Date: 2/5/18

Work done that is not on our weekly plan:

- Plow snow on Alicia Spur, Sunny Beach Add., Winston Taylor Rd., Forest View Trl., and Ruff Shores Rd. 2 hr.
 - Plow snow at the Service Center. 1 ½ hr.
 - Plow snow at the Town Hall. 1 ½ hr.
 - Met with Ken and Jim at the Town Hall to discuss possibilities on fixing the windows at the Town Hall. ½ hr.
 - Clean snow at the Cemetery. 1 ½ hr.
 - Contacted Anderson Glass about the door at the Town Hall. ½ hr.
- NOTE:** I will be meeting Chris from Anderson Glass at 8:30 tomorrow morning to see what exactly is going on with the door. He did mention that it could just be due to the building moving around.
- Meeting with Ken. ½ hr.

Date: 2/6/18

- Vacation time 8 hr

Date: 2/7/18

- Finish sealing the windows at the Town Hall and met with Chris from Anderson Glass to discuss the main entrance door. The door has been straightened out but in order to fix the bottom latch of the south door, the door will need to be taken off and it will need to be adjusted. I will do this task when the weather starts to warm up. 2 ½ hr.
- Clean snow from both hockey rinks. 2 hr.

Work done that is not on the weekly plan:

- Clean parking lots at both parks. 1 hr.
- Wash pickup truck. ½ hr.
- Plow snow at all boat landings. 2 hr.

Date: 2/8/18

- Cleaned up the snow banks at Crystal Park. **NOTE: When clearing the snow I noticed that the NO ALCOHOL sign by the warming shack is missing.** 2 hr.
- Cleaned up snow banks at the Town Hall. 1 ½ hr.
- Made inspections of township roads. 4 hr.

Work done that is not on our weekly plan:

- Called Northland Portables about graffiti inside the toilet at Casper Landing. ½ hr

Date: 2/9/18

- Fill out fuel reports, monthly equipment hours, monthly receipts, weekly plan for next week, and the monthly time sheet. 4 hr.
- Made road inspections of Township roads. **NOTE: I ran out of time so I am not able to give an inspection report today, I will give it next week. There wasn't anything major.** 3 ½ hr.

Work done that is not on our weekly plan:

- Clean the Service Center Meeting Area. ½ hr.

Weekly Maintenance Plan for February 12th – 16th 2018

Task to be completed	Estimated hours	Priority
Fill out daily time sheets	2	3
Clean the walls and prepare for painting inside the Service Center Garage	8	2
Clean the Service Center Attached Garage	4	2
Fix the Cremation Box and platform.	4	3
Work on the weekly plan for next week	2	3
Vacation time (15 th & 16 th)	16	3
Clean both hockey rinks as needed	4	2

Date: 2/12/18

- Cleaned the Service Center Attached Garage and organized items inside. 4 hr.
- Cleaned the Service Center Detached Garage. 1 hr.

Work done that is not on our weekly plan:

- Worked on drain tube for the furnace inside the Service Center Detached Garage. 1 hr.
- Typed up road inspection report and sent out. 2 hr.

Harris Township Road Inspection Area East 2/8/18

Road	Issues
Alicia Pl.	All signs on road are cracked and faded. Will need replacement of all signs.
Alicia Spur	Stop sign bent, remove old sign post, Name sign obstructed
Aspen Dr.	Dead End, 30 mph, Children, and Stop Ahead signs are all cracked. Remove old name sign
Carol St.	Cul-de-sac wasn't plowed all of the way. Otherwise good
Birch Hills Dr.	Good
Breezy Ln.	Dead End cracked
Bay View Pl.	Few tree limbs should be cut, Children sign cracked and faded
Davis Rd.	Good
East Harris Rd.	Left Corner sign needs replacement and relocated, Stop Ahead sign cracked
Fieldcrest Rd.	Dead End & Stop Ahead sign are cracked. (Cross culvert is producing a dip in the road, not severe yet but, will continue to monitor it.)
Forest View Trl.	No Stop sign
Jess Harry Rd.	Both corner signs and 20 mph signs cracked
KeyView Dr.	Stop Ahead sign cracked, directional arrow sign needs replacement.

Road	Issues
Katheryn Ave.	Good
Metzehuber Rd.	Dead End sign is cracked. Dead poplar tree on west side of road just past the mailboxes
Nancy Dr.	Stop sign bent, Dead End sign is cracked
Norway Rd.	Dead end sign and Stop sign are cracked. Some tree limbs should be cut.
Nicholas St.	Good – Barricaded off for the winter.
Norberg Dr.	“T” sign, both Stop Ahead signs are cracked. Few tree limbs should be cut.
Pennela Rd.	Dead End sign is cracked
Pine Crest Rd.	Stop and Dead End sign are cracked
Robinson Rd.	Dead End sign is cracked
Root Rd.	Stop and Dead End sign are cracked and faded
River Ridge Rd.	Dead End sign is cracked
Riverview Dr.	Stop Ahead and Dead End sign are cracked
Romans Rd.	Stop Ahead sign is cracked
Schmidt Rd.	Dead End sign cracked
Sunset Dr.	Remove old post near intersection of Sunset Ln., Stop Ahead sign is cracked
Sunset Ln.	Stop Ahead and Stop sign are cracked

Road	Issues
Sunny Beach Rd.	From East End – both right corner signs and the left corner signs and 15mph near landing are cracked Replace littering signs and Snowmobile trail sign, 30mph sign faded
Sunny Beach Add.	Dead End sign is cracked
Underwood Rd.	Stop Ahead signs on both sides of the east end are cracked
Wendigo Park Rd.	Good
Wendigo Park Cir.	Good
Westwood Ln.	Stop sign leaning
Westwood Dr.	Dead End sign cracked, cul-de-sac partially plowed.
Wesleyan Dr.	Dead End, Stop, Children signs cracked
Winston Taylor Rd.	Good

Harris Township Road Inspection Area West 1/13/17

Road	Issues
Hauser Rd	Dead End sign cracked
Verde Ln	Dead End sign cracked
Sunny Ln	Stop sign bent on east entrance
Mishawaka Rd	Tree limbs and possible full tree removal across the road from Camp Mishawaka Entrance. Stop Ahead sign from east end cracked, Corner and 25mph on both ends cracked. Both Pedestrian crossing signs

Road	Issues
	cracked. Speed Hump sign needs cleaning or replacement. Dead tree with tape around it on the north entrance of the road.
Mishawaka Shore Trl	Stop sign is bent. Both Trail crossing signs are cracked
Ilseview Rd	Harris Township sign is leaning. Right corner sign is faded
Birch St.	Multiple corner sign and Pedestrian sign is cracked
Pine St.	Good
Apache Dr.	Children and 25 mph signs are cracked
Chippewa Dr.	Good
Winnebago Dr.	Good
Mohawk Dr.	Stop sign was hit by a vehicle. Sign is ok but it will need a new post in the spring
Lakeview Dr.	Stop Ahead sign is cracked
Lakeview Trl.	No Stop sign
Harbor Heights Rd.	Good
Woodland Park Rd.	Dead End sign is cracked
Melody Rd.	Dead End, Children, and 25 mph signs are cracked. Stop sign is faded
Gary Dr.	Stop signs at both ends are cracked
Little Crystal Ln.	School Bus turn around and No Parking signs at end of the road are in bad shape. Could be removed completely. Stop ahead and Pedestrian signs are cracked

Road	Issues
Stoney Point Rd.	Few tree limbs should be cut
Tolerick Rd.	Dead tree needs to be removed by fire #19306. Stop Ahead sign is cracked
Southwood Rd.	Stop Ahead sign is cracked on the LaPlant Rd entrance
Pine Landing Dr.	Both Stop signs are cracked
Ruff Shores Rd.	Dead End sign is faded
Woodbine Ln.	Remove extra name sign. Dead end and Children signs are cracked.
Wagon Wheel Rd.	Dead End and "T" signs are cracked. "T" sign is missing bolts in post.
Bear Creek Rd.	Few tree limbs should be cut. Dead End, Stop Ahead, Children, and 25 mph signs are cracked
Vromans Rd.	Dead tree on east side of the road about 100ft down road, might not be in R.O.W. Dead End sign is cracked.
Jane Ln.	Good
Hughes Rd.	Good

Date: 2/13/18

- Clean off both hockey rinks. 3 hr.
- Fix the Cremation Box and started to repaint it. 2 hr.
- Clean the walls inside the Service Center Detached Garage. 1 ½ hr.
- Work on the weekly plan for next week. ½ hr.

Work done that is not on our weekly plan:

- Pickup fuel for the Chevrolet pickup truck, water for the Service Center, paint and exhaust fluid for the Trucks. 1 hr.

Date: 2/13/18

- Clean off both hockey rinks. 3 hr.
- Fix the Cremation Box and started to repaint it. 2 hr.
- Clean the walls inside the Service Center Detached Garage. 1 ½ hr.
- Work on the weekly plan for next week. ½ hr.

Work done that is not on our weekly plan:

- Pickup fuel for the Chevrolet pickup truck, water for the Service Center, paint and exhaust fluid for the Trucks. 1 hr.

Date: 2/14/18

- Painted the Cremation Box and worked on the platform for the box. 2 hr.
- Worked on the weekly work plan for next week and filled out daily report. 1 hr.

Work done that is not on our weekly plan:

- Plow snow at the Town Hall. Spread salt on the parking lot and then attempted to plow up the snow. 2 ½ hr.
- Cleaned up snow drifts at the Cemetery. 1 ½ hr.
- Cleaned up snow drifts and snow banks at the Service Center. 1 hr.

Date: 2/15/18

- Vacation 8 hr.

Date: 2/16/18

- Vacation 8 hr.

Weekly Maintenance Plan for February 19th – 23rd 2018

Task to be completed	Estimated hours	Priority
Fill out daily time sheets	2	3
Update road files	8	1
Establish sign replacement list for the year	2	2
Fix and adjust the couplings for the culvert/ditch pump	2	3
Work on the weekly plan for next week	2	3
Clean and place loose tiles in the Town Hall	6	2
Clean both hockey rinks as needed	4	2
Cut tree limbs on Township roads	8	1
Cut down dead tree on Tolerick Rd and haul away.	2	1
Paint inside of the Service Center Detached Garage.	4	3

2/19/18

- President's Day 8 hr.

Date: 2/20/18

Work done that is not on our weekly plan:

- Plow snow on Alicia Spur, Sunny Beach Add., Winston Taylor Rd., Forest View Trl., and Ruff Shores Rd. 2 hr.
- Set up Secondary grave heater for burial on Saturday the 24th. 1 ½ hr.
- Clean up snow in the parking lots at both parks. 1 hr.
- Snow blow the Cemetery. 1 ½ hr.
- Clean both hockey rinks. 1 ½ hr.
- Put water on grave for thawing purposes. ½ hr.

Date: 2/21/18

Work done that is not on our weekly plan:

- Plow snow on all boat landings. 2 hr.
- Put water on burial site in the morning and evening, put fuel in the Ground Heater, and inspected both grave sites to makes sure they are both thawing properly. **NOTE: I will be digging tomorrow morning for the one on Friday, and then digging again on Friday morning for the one on Saturday.** 1 ½ hr.
- Plow snow at the Town hall. 2 hr.
- Finish cleaning snow at the Cemetery 1 hr.
- Plow snow at the Service Center. 1 ½ hr.

Date: 2/22/18

- Fill out daily time sheet. ½ hr.

Work done that is not on our weekly plan:

- Remove grave heater from grave and layout the dig site. 1 ½ hr.
- Dig grave in section 3. 6 hr.

Date: 2/23/18

Work done that is not on our weekly plan:

- Snow blow the Cemetery. 1 hr
- Open grave in section 3. 5 hr
- Close other grave in section 3. 1 hr
- Plow snow at the Service Center. 1 hr

Weekly Maintenance Plan for February 26th – March 2nd 2018

Task to be completed	Estimated hours	Priority
Fill out daily time sheets	2	3
Update road files	8	1
Establish sign replacement list for the year	2	2
Fix and adjust the couplings for the culvert/ditch pump	2	3
Work on the weekly plan for next week	2	3
Clean and place loose tiles in the Town Hall	6	2
Clean both hockey rinks as needed	4	2
Cut tree limbs on Township roads	8	1

Cut down dead tree on Tolerick Rd and haul away.	2	1
Paint inside of the Service Center Detached Garage.	4	3

Date: 2/26/18

- Clean off the hockey rinks. 3 ½ hr

Work done that is not on our weekly plan:

- Plow snow at the Service Center. 1 hr
- Snow blow the Cemetery. 2 hr
- Clean the parking lots at both parks. 1 hr
- Sweep and mop Service Center Meeting Area. ½ hr

Date: 2/27/18

- Updated road files. 1 ½ hr.

Work done that is not on our weekly plan:

- Put fuel in the Chevrolet Pickup Truck, picked up paper at Stokes Printing, And stopped at Fashion-to-Fit and had them start working on the Voting Booth Curtains. 1 hr.
- Plow snow at all boat landings. 2 ½ hr.
- Clean up water on the Service Center garage floor. 1 ½ hr.
- Move some of the snow banks at the Service Center and the Cemetery. 1 ½ hr.

Date: 2/28/18

- Limb and cut dead trees and tree branches on Bay View Pl., Metzenhuber Rd., Norway Rd., Norberg Dr., Wendigo Park Rd., Stony Point Rd., and Bear Creek Rd. 5 ½ hr.

Work done that is not on our weekly plan:

- Cleaned up water in the Service Center Detached Garage. ½ hr.
- Cleaned up some of the tools and ratchet straps. 1 hr.
- Put fuel in the Chevrolet Dump Truck, picked up a new air filter for the John Deere 1445, and stopped at Range Water to get a price quote for a new water cooler for the Service Center. 1 hr.

Date: 3/1/18

- Clean and set loose tiles on the floor of the Town Hall. **NOTE: There were a lot more tiles than originally planned. Unfortunately, there are still numerous tiles that are popping up all over the main floor. I only took care of some of the really bad ones.** 6 hr.
- Worked on the Weekly Plan for next week. 1 hr.

Work done that is not on our weekly plan:

- Worked on garden sprayer pump and nozzle. 1 hr.

Date: 3/2/18

- Adjusted the couplings on the ditch pump and got it ready for pumping water. 2 hr.
- Filled out daily time sheet and finished weekly plan for next week. 1 hr.

Work done that is not on our weekly plan:

- Moved snow banks at the Service Center. 2 hr.
- Picked up supplies in town. ½ hr.
- Put hockey nets away at both hockey rinks, shut off heaters and breakers, and took out garbage from both rinks. 1 hr.
- Cleaned the Service Center Detached Garage ½ hr.
- Chipped away ice humps in front of the doors of the Service Center Detached Garage. 1 hr.

Harris Township: February 2018

Equipment	Total Hours	Monthly Hours
3500 Dump truck	15536 miles	97 miles
3500 pick up	31323 Miles	484 miles
Terex ASV	1019.1 hrs.	24.2 hrs.
E1100 heater	5676.4 hrs.	69.2 hrs.
ETQ generator	985.7 hrs.	70.3 hrs.
Gravelly mower	579.3 hrs.	**
JD 920 mower	534.7 hrs.	**
JD 1445 tractor	746.4 hrs.	17.5 hrs.
JD 7130 ditch mower	897.6 hrs.	**
Vermeer Chipper	252.1 hrs.	**

John Deere 1445 Tractor

Date	Hours	Hours Used	Gals
2/23/2018	738.5	14.5	10.9

E1100 Ground Heater/ETQ Generator

Date	Hours	Hours Used	Gals
2/21/2018	5653.3	86.8	24.6

ASV PT60

Date	Hours	Hours Used	Gals
2/22/2018	998.5	7.9	6.4
2/22/2018	1002.6	4.1	4.8
3/5/2018	1011.9	9.3	7.9
3/6/2018	1017.2	5.3	6.1
Monthly Total			25.2

Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
2/13/2018	30916	339	30.59
2/27/2018	31178	262	30.09
Monthly Total			60.68

Chevrolet 3500 Dump Truck

Date	Mileage	Mileage Used	Gals
2/28/2018	15453	428	53.74

Fuel Tank Fill Up

Date	Equipment	Gals at Fill	Gals
3/5/2018	fuel tank	900.9	50.01

February 2018 Purchase Receipts

Date & Place	Quantity	Item	Number	What use...	Cost
L & M 2/13	1	3ft. carpet runner (Credit Card)	#424	Cemetery Cremation Box	\$14.97
L & M 2/13	2	Exhaust Fluid jugs (Credit Card)	#354	Shop Supplies	\$19.98
L & M 2/13	1	Quart Paint (Credit Card)	#424	Cemetery Cremation Box	\$8.49
Range Water 2/13	2	Water jugs	#680	Service Center	\$11.50
Home Depot 3/1	1	Caulk tube Iron Grip adhesive (Credit Card)	#609	Town Hall Floor	\$7.97
L & M 3/2	1	Car wash soap (Credit Card)	#354	Shop Supplies	\$6.99
L & M 3/2	1	2" male adapter (Credit Card)	#208	Culvert Ditch Pump	\$4.19
Coles 3/7	1	6 volt Battery (Credit Card)	#609	Town Hall Emergency Light	\$11.99
Pokegama Lawn & Sport 2/28	1	Cab Air Filter	#382	J.D. 1445	\$50.17

Supervisor Duties:

1. **Minnesota Association of Township Duties (as defined in the Manual on Town Government)**
 - By law, supervisors (have charge of all town affairs not committed to by other officers by law.” Minn. Statute 366.01, subd 1. Town Supervisors are charged with the duty to make decisions on behalf of the town and have the responsibility to see that the town fulfills its duties to the state and to town residents. Common duties include awarding contracts, authorizing township expenditures, adopting ordinances and resolutions. Rather than being a task-oriented position, the office of town supervisor involves setting policy by making choices from a wide range of options. The challenges for supervisors include identifying what the available options are based on the town’s legal authority, following the correct process, taking the required steps to implement the selected option, and implementing the decision. Along the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.
 - Supervisors are responsible for choosing a chair. The statutes do not set out a selection process for the chair’s position and a town has a good deal of flexibility to use the process that makes sense to its board. The person appointed as the town board chair does perform certain duties in addition to the usual responsibilities of a supervisor. Those include serving as the presiding officer for town board meetings and signing checks and other documents on behalf of the board. When designating a chair, boards should also appoint a vice-chair to serve in the chair’s absence.
 - It is important to note the chair retains all the powers of a supervisor to make, second, and vote on motions. Furthermore, a board may not adopt rules to limit the powers the law grants to this or any other election position (i.e. it cannot adopt a rule prohibit the chair from making a motion.) However, it is equally important to note that while the statutes assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted superior or independent authority over the other supervisors.
 - As a practical matter, the chair does take on many tasks that need to be performed, but the assignment of additional tasks must not be mistaken for the power to control a matter. For instance, the chair working with the clerk to pull together the agenda for a meeting does not give the chair the authority to refuse to place items on the agenda other supervisors would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigns additional duties or powers, the chair is a supervisor with only the powers of a supervisor.

2. **Duties covered under the supervisors stipend:**
 - Inspection of parks
 - Inspection of cemetery
 - Inspection of all landings
 - Inspection of roads (paved or dirt)
 - Zoning prep (items which are not a meeting or not involving a quorum of supervisors)
 - Township Facebook updates
 - Working with contractors (i.e. bids, supervision of contractors/vendors)
 - Supervision of employees and volunteers

- Emails to/from constituents (those received should be forwarded to specific supervisor)
- Phone calls to/from constituents (those received should be forwarded to specific supervisor)
- Inspection of weeds (noxious) aka Weed Inspector

3. Required/Mandated Township Meetings paid (for) @ \$60.00, and not covered under the monthly stipend:

- Regular Township monthly meetings
- Regular P & D Township monthly meetings
- Regular Township Association monthly meetings
- Canvas Meeting, after annual meeting
- Audit Meeting, annually
- Board of Equalization Meeting
- Legally required meetings (i.e. Public Hearings, etc)

4. Meetings, duties, etc. paid (for) at an hourly rate of \$18.70, and not covered under the stipend:

- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
- Training sessions
- Work sessions
- Emergency meetings
- Conducting interviews

5. Mileage:

- To be charged at the Fed. rate (2017-.54)
- Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
- Mileage paid for any other township related business.
- No mileage paid for driving to/from required/mandated township monthly meetings.

6. Special Projects (must) come before the township board for prior approval and/or to request payment, if applicable:

- Those projects, etc. that a township supervisor may need to be involved in, but that does not fit into categories 1-4 above.

Treasurer Duties:

1. 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.

2. **Duties covered under the treasurer stipend:**

- All reports processed and saved on the computer and backed up on an external hard-drive
- All original paperwork organized and saved in storage bins at the town hall security space in the basement.
- All reports processed and saved on the computer and backed up on an external hard-drive, all original paperwork organized and saved in storage bins at the town hall security space in the basement.
- Treasurers summary report due for the Board of Audit meeting.

Process Financials for the previous month

- Add all disbursements to the account register
- Add all receipts to the account register
- Create the monthly financial reports
- Update the budget to actual reports for disbursements
- Update the budget to actual reports for receipts

Receive Pay Requests via email or written out and turned into town hall

- Supervisors, Clerk and Treasurer will have their pay requests turned in by the first day of the month
- Maintenance and Caretaker Employees will have their pay requests turned in on the Friday before the regular Board Meeting (second Wednesday of the month).
- Process financials with appropriate meeting, labor, wages less withholdings for all employees, supervisors, clerk, treasurer

Receive Bill Packet from Clerk

- This packet is ready at the town hall by the Sunday before the regular Board Meeting
- Create the bill list based on the bills in the packet
 - Add electronic bills to the bill list and packet
 - Check for duplicate invoices
 - Add the gross pay amounts to the bill list
 - Add the net wages total to the bill list

Copies for meeting:

- Bill List (enough copies for everyone at the meeting)
- Financial Reports (enough copies for everyone at the meeting)
- Pay requests for all supervisors, clerk, treasurer, maintenance and caretaker (one copy for each person with their paycheck)

Write out Checks from Bill List

- Give to Board Chair and Clerk for signing
- Make copies before distributing

Deposit Checks

- Process all receipts and give checks, cash and deposit slip to clerk for depositing at the bank (separation of duties is necessary).
- Create deposit slip with all received funds
- Confirm all funds received
 - Town hall payments
 - Cemetery purchases, deeds, burials
 - Funds from the county or state

- Give deposit and funds to the clerk for deposit

Mail Bills

- Prep all bills
- Make copies of all invoices that do not have second copy
- Make all online payments

Monthly Reporting

- Make Federal Tax Deposit
- Make State Tax Deposit
- Make PERA report and deposit

3. Required/Mandated Township Meetings paid (for) @ \$60.00, and not covered under the monthly stipend:

- Regular Township monthly meetings
- Regular P & D Township monthly meetings
- Regular Township Association monthly meetings
- Canvas Meeting, after annual meeting
- Audit Meeting, annually
- Board of Equalization Meeting
- Legally required meetings (i.e. Public Hearings, etc)

4. Meetings, duties, etc. paid (for) at an hourly rate of \$18.70, and not covered under the stipend:

- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
- Training sessions
- Work sessions
- Emergency meetings
- Conducting interviews

Not included in stipend:

- Year-End Financials – for budget planning
- Year End Tax Reporting
- W-2/s, 1099
- Audit preparation and any auditor requested work
- Other Duties assigned to represent as part of our township (i.e human resources)
 - Currently Human Resource work – employee reviews

5. Mileage:

- To be charged at the Fed. rate (2017-.54)
- Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
- Mileage paid for any other township related business.

- No mileage paid for driving to/from required/mandated township monthly meetings.

6. Special Projects (must come before the township board for prior approval and/or to request payment, if applicable):

- Those projects, etc. that a township treasurer may need to be involved in, but that does not fit into categories 1-4 above.

Salary for CLERK includes:

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

Hourly rate for CLERK includes:

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

\$ 60.00 Per Diem Meeting Rate for CLERK includes:

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

Deputy Clerk: Also includes hourly rate items if needed:

- P&D meeting (\$60 per diem)
- Taking notes & preparing minutes for the meetings noted above
- Deputy Clerk duties mirror that of the clerk. If it is hourly the deputy will be paid hourly.

Cemetery Duties currently covered by Deputy Clerk:

- Meet with the public at the cemetery regarding site sales and collect money
- Advise maintenance crew of cemetery lots sold, to whom, when, and for what price (rolodex cards)
- Prepare cemetery deeds, have signed by board, copy & send to county recorder, recorded copy for town records, and mail original to purchaser.
- Take calls from funeral homes to arrange for burial dates/times; advise maintenance crew accordingly for site preparation. Keep records of burials in book, and watch for payment due.



March 14, 2017
Annual Meeting
Harris Town Hall
8:15pm

MINUTES

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.

8:15pm

1. Call Annual Meeting to Order
2. Pledge to the flag
3. Election of a moderator nominate Mike Ives motion made by Jim Kelley, passed by all.
4. Review of minutes from the annual town meeting held March 10th, 2016 (see pages 2 - 7)
 - Any additions, corrections by the Town Residents
 - Motion to approve minutes as presented
 - Motion to approve the minutes of March 10th 2016 made by Pat Madure seconded by Bob Ross seconded passed by all.
5. Receive and approve the Treasurer's Annual Financial report for 2016 (see page 8)
 - Questions and concerns of Town Residents
 - Motion to approval the Financial Report as presented
 - Motion to approve the financial report made by Bob Ross seconded by Jay Bowers passed by all.
6. Review Road Report (see page 9 -10)
 - Road work completed in 2016
 - Road work proposed ensuring years, 2017 and 2018
 - Motion to accept road report made by Jay Bowers seconded by Pat Medure passed by all.
7. Review Levy Comparison for years 2013 adopted through 2018 proposed (see page 14)- We have all the funds listed on the concurrent pages, and we are recommending approval of the levy as a whole. The cemetery is self-sustaining, and doesn't need any funds to go into it at this time. We are asking for a \$70,000 increase to the levy. We have behind on the road maintenance and we are behind and working to get caught up. We have the \$27,000 in the Recreation and parks to maintain what we already have. In the reports you can see what is coming out of each fund. Motion to approve the levy made by Bob Ross seconded by Judy Myers all those in favor of the \$997,000 levy please say "I"; passes by all.

8a. Consider approving proposed operational levy for 2018 in total, OR

8b. Approve operating levies by fund:

•General	<i>Refer to:</i> page 15
•Road & Bridge	page 16
•Equipment	page 17
•Cemetery	page 18
•Recreation	page 19
•Buildings & Ground	page 20
•Fire	page 21
•Capital Improvement	page 22-23

9. Consider requests for financial support via special levies; hear related presentations: (see pages 24-26)

- **Itasca County Agricultural Association** (as authorized by Minn. Stat. § 38.12 and 38.18-.19)
 - Brian Carlson- presented at the annual meeting for a request for operations of the fair. The fair is in its 125th year in Itasca County. The commissioners want to keep the fairgrounds out where they are. There is a solid rock building that has had some work done, also they have installed maintenance benches, and installed mating in the horse barn; it keeps them dry. There are two phases, one done and one phase to go. Wells Fargo is come to the fair this year. The Fair board is asking for a \$1000 donation.
- **Itasca County Historical Society** (as authorized by Minn. Stat. § 138.053)

Lilah Crowe came and spoke at the annual meeting. They have put out a book of the history of Itasca County including some history of Harris Township. ICHS is looking for a donation of \$ 1.00 per person in the township, so \$3253 is what they are asking for.
- **Motion to accept the Special Levy and doesn't affect the operating levy and we just pasted Bob Ross seconded by Burl Ives passed by all.**

10. Old business

Thank Gary Rosato for 28 years of service to the Township. Burl Ives of 3.5 years on the board, Mr. Ives is to move to the County Commissioner District 4 seat.

11. New business

Roads- Question was asked: will the other half of the Sunny Beach be done this year? We will not be able to do any of the road construction this year due to the 330,000 we still have to pay for the portion that was just done. What our long term plan to get the rest of Sunny Beach Road done. We are falling behind on the roads that need to be done and we don't want to raise the levy that much. We could bond for roads, but then we would have to pay that back. We are trying to catch-up on the road construction and maintain what we already have. House value have went down because the roads are in disrepair. It effects all our roads. We need to get more things done. It all comes down to the money, on the maintenance side of things, we are going after cracks now. That will help with the long term maintenance of the road. We are doing pot hole and crack filling as much as we can. This board has thought about the issues coming forth.

We had the major heaving on Sunny Beach Road analyzed, S.E.H. came in and did soil samples, the recommendation is to sub cut 3 feet down and fill it back in with the right materials.

Northwest Gas is doing additional expansions in Harris Township.

Paul Bunyan is doing an extension in Harris Township.

Media Com will be dog an expansion down Wendigo Park Road and other areas of Harris Township.

12. Set time and place for next Annual Town Meeting, to be held the second Tuesday of March, 2018 at 8:15 pm at the Harris Town Hall.

Motion to set the time and date of the annual meeting made by Burl Ives seconded by Bob Ross passed by all.

13. Adjourn motion to adjourn made by Bob Ross seconded Jim Kelley passed by all.

Board of Canvass called to order at 8:52 pm we read the election results for Harris Township, motion to adjourn the meeting made by Bob Ross seconded by Dan Butterfield passed by all at 8:56 pm.

TOWN LAW REVIEW

New Name for the Legal Short Course

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

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

See the agenda inside!

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

Directions

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

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

HOTEL

Best Western

Premier Nicollet Inn

14201 Nicollet Ave S

Burnsville, MN

952-435-2100

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

4/18/2018

Rate: \$109.99 plus tax/night

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

Ask for the Minnesota Association of Townships block.

Cut-off for block is: 3/18/2018

Hotel Info

Check-in: 4:00pm

Check-Out: 11:00am



Grassroots
Government

TOWN LAW REVIEW

New Name for the Legal Short Course

APRIL 19, 2018

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

Best Western

Premier Nicollet Inn

14201 Nicollet Ave S

Burnsville, MN

952-435-2100



Grassroots
Government

Minnesota Association of Townships

PRE-REGISTRATION

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

Send to:

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

EARLY BIRD RATE: \$50 per person

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

Name: _____

Position: _____

Address: _____

City/Zip: _____

Township/County: _____

Phone: _____

Payment enclosed Bill me

ON-SITE REGISTRATION WILL BE \$60

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

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

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

Call **952-435-2100** to make your reservation.
Block expires on 3/18/2018.

Legislative Update - Gary Pedersen, MAT Executive Director
With only a month left in the Minnesota Legislative session, find out what legislation MAT is supporting and what you can do to help your town stay out of trouble.

Keeping Minnesota Nice - Dan Greensweig, League of Minnesota Cities

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

Refreshment Break

Employment Legal Review: The Job Interview & Job Review

- Susan M. Tindal - Iverson Reuvers Condon

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

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

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

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

Lunch

Don't Worry About the Answer, Ask the Right Questions: Important Questions to Ask About Your Town Zoning Ordinance - Kyle Hartnett - Kennedy & Graven, Chartered

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

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

Learn how townships can enforce its ordinance, civilly or criminally. They will review a recent case where the township pursued a criminal prosecution by hiring their own prosecutor.
Lecturer: Luis Argueta - GDO Law