

Gary Rosato  
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Grand Rapids, MN 55744  
Phone #: 218-326-4704

# Harris Township

SINCE 1909

[www.harristownshipmn.org](http://www.harristownshipmn.org)

Supervisor Dennis Kortekaas 326-1882  
Supervisor Jim Kelley 327-0317  
Supervisor Burl Ives 259-1279  
Supervisor Ken Haubrich 327-1351  
Treasurer Becky Adams 259-1192  
Clerk Cari Alleman 244-1811  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)



**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

July 27, 2016 – 7:30pm

### AGENDA

1. **Pledge to the flag**
2. **Business from the Floor**
  - Email from resident about internet
3. **Consent Agenda**
  - Resolution on the maintenance supervisor
  - Resolution for election judges
  - Motion to move Meyers to a new lot in the cemetery (Mrs. Meyer's will let me know what she would like)
4. **Roads**
  - Update on the road progress from S.E.H
  - Pay Estimate - *We are finalizing numbers with contractors and hopefully will have it complete by Monday so that they can be included in the agenda packets. If needed I would email finalized/signed copies out to supervisors on Tuesday and bring printed sets.*  
Clarification from Matt at S.E.H.
  - Comp plan 169 Corridor and the tax classification
5. **Recreation**
  - Hale lake access and letter to county to have it assessed
  - Crystal Park vandalized
6. **Town Hall Report**
  - Review town hall report as prepared by town hall caretaker, dated 7/13/16
7. **Maintenance Report: 6/1/16-6/31/16**
8. **Old Business**
  - Maintenance workers cabinet
9. **New Business**
  - Server update and software (see attached software factsheet)
  - Changing locks on all buildings
  - Town Hall lighting
  - "towers" at end of the handicapped ramp at the town hall
  - Specific Job descriptions for the
    - Wed inspector
    - Collaborative Opportunities Team or similar

- Trails task force
  - Maintenance crew leader
  - Safety Representative
  - Human Resources/Personal Representative
  - Cable Commission Representative
  - County zoning & Environmental services Rep to attend meetings
  - Northwest Gas Joint Powers Board
  - Firewise
- Question on if Ken should be paid for supervising the employees? Here is the response we received from Kent a MAT Attorney: *A supervisor can be paid for work outside of a board meeting, but the pay needs to be pre-set by the board and guidelines should be established to distinguish “duties of the office” and actual employment or independent contractor work. If the supervisor in question has taken it upon himself to “supervise” the road crew, he would not be compensated as he was not authorized to do the work. If he were to be authorized by the other supervisors to do periodic inspections, etc. then he could be compensated for the extra time. The rate of pay would need to be set by the board and a claims form submitted for payment. In the situation at hand, if the effort is just a periodic type check for board reports, that would be ok. If he were to be assigned times, duties, etc. The effort begins to look like a job and then conflict of interest rules would need to be applied. Please let me know if you have specific follow up questions*  
Kent

## 10. Public Input

## 11. Upcoming meetings/events

- Mon, Aug. 8 Itasca County Township Association Meeting..... 7:00 PM Blandin Foundation
- Tues. Aug 9 Primary Election..... 7 am-8 pm Harris Town Hall
- Wed. Aug. 10 Regular Meeting..... 7:30 pm Harris Town Hall
- Wed. Aug. 24 Planning & Development Meeting..... 7:30pm Harris Town Hall

## 12. Adjourn

## Cari Ann

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**From:** Paul Dauphinais <pdauphinais@wipaire.com>  
**Sent:** Monday, July 25, 2016 1:57 PM  
**To:** Cari ann Alleman  
**Subject:** RE: internet availability concern

Thank You for your prompt reply Cari, I work in South Saint Paul during the week and in Grand Rapids on weekends, as such I am unable to attend the meeting. Is there a procedure in place to relay my concerns to the group in my absence?

### Paul Dauphinais

Chief Inspector

Wipaire, Inc.

[pdauphinais@wipaire.com](mailto:pdauphinais@wipaire.com) | [www.wipaire.com](http://www.wipaire.com)

Phone: 651.286.7009

Mobile: 218.409.0345



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**From:** Cari ann Alleman [mailto:harristownshipclerk@gmail.com]  
**Sent:** Monday, July 25, 2016 1:52 PM  
**To:** Paul Dauphinais  
**Subject:** Re: internet availability concern

Paul, will you be at the meeting this Wednesday July 27 at 7:30 at the town hall?

Cari

Sent from my iPhone

On Jul 25, 2016, at 1:43 PM, Paul Dauphinais <[pdauphinais@wipaire.com](mailto:pdauphinais@wipaire.com)> wrote:

Greetings, I live at 19187 Wendigo Park Rd. I recently inquired to Century Link, our current phone provider as to availability of internet service. I was told that my area is at capacity for internet users and there was no plan to increase. I then spoke with Paul Bunyan, I believe the township has entered into service provider agreements in other areas of the township, they also do not have service in my area with no active plans to install service. This leaves me with few options for internet, the only would be satellite systems. These are an expensive way to go versus a landline system. I strongly encourage the township to actively pursue an agreement with a potential provider. Clearly Century link is indifferent to my request.

Please forward this discussion on to the next board meeting on my behalf as well as Jim Kelley, I believe he is my representative. I am available for further discussion on the matter via my personal email: [paulgdauphinais@gmail.com](mailto:paulgdauphinais@gmail.com).

Thank You for your consideration on this matter

**Paul Dauphinais**

Chief Inspector

Wipaire, Inc.

[pdauphinais@wipaire.com](mailto:pdauphinais@wipaire.com) | [www.wipaire.com](http://www.wipaire.com)

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<image001.gif>

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## **Resolution #2016-013**

### **Supervisor's Role with Employees**

*Supervisor Haubrich brought the following resolution in front of the board at the Planning and Development Meeting on July 27, 2016*

Whereas the Harris Town board thought it necessary to bring forth a resolution to outline the position the supervisor of the employees has.

Purpose of this resolution is to give clarity of the position to both the supervisor and the employees.

- The Harris Township Board Supervisor accepting the duty to supervise the Maintenance Crew.
- The Maintenance Supervisor will have a discretionary spending limit of \$1000.00 without Board approval. The usual spending documentation will apply.
- The Maintenance Supervisor will have discretion to delegate limited authority to members of the Maintenance Crew.
- All over time will be preapproved with the supervisor.
- The Maintenance Supervisor will determine the work priorities of the Maintenance Crew.
- The Maintenance Crew will advise the Maintenance Supervisor of all absences.
- The Maintenance Supervisor will approve vacations. For the time being, the Maintenance Crew will determine their vacation schedule unless Township priorities change. (Storm damage, flooding, or another unforeseen circumstance.)
- The Maintenance Crew is required by the Board to keep the Board informed of all issues. The Crew will use daily work reports; weekly planning, completed work orders, and phone, text, or email to accomplish this task. A backlog of work orders will be compiled into a report and the report will be submitted to advise the board each month. The report will include completed and uncompleted work orders listed by priority.
- The daily work report will contain this information:
  1. A description of all tasks
  2. Time spent on each task
  3. Beginning hrs. or miles of equipment
  4. Ending hrs. or miles
- A Weekly Work Plan will be made and shared with the Board Members.
- Weekly planning will consist of work tasks and estimated man hours to complete. Contingency tasks and estimated man hours.
- Any safety issue will be immediately communicated to the Maintenance Supervisor or another Supervisor if the Maintenance Supervisor is not available.
- The Maintenance Supervisor will meet with the Maintenance Crew at least once per week or more if deemed necessary. This meeting will consist of communication of the work plan for following week and any issues the Crew may have.

#### Performance Measures

- Calls received from the public will be documented and shared with the Maintenance Crew. (No names of callers will be on the form. The Supervisor will note if the call was positive or negative. **The goal is no negative calls**).



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for All of Us®

## MEMORANDUM

TO: Harris Township Board  
FROM: SEH  
DATE: July 22, 2016  
RE: Construction Update

### **Sunny Beach Road:**

Bituminous pavement has been installed on driveways and roadway. Shoulder work is scheduled for next Monday afternoon. The concrete driveways will be re-installed Wednesday of next week. Stripping will occur when Isleview has been paved (possibly Aug 26<sup>th</sup>). Mail boxes will be replaced with new swing post in the near future. Erosion control devices have been installed and are being maintained.

There was a large unplanned subgrade correction of approximately 200 feet long and full width of road that was corrected. It was found to be too soft for road construction. Silt and clay was removed and replaced with superior soils. Several other small areas were corrected as they appeared.

### **Isleview/Birch:**

One driveway culvert and two roadway culverts have been installed. One of two subgrade correction areas have been completed and is being brought to grade now. The other subgrade correction area is being excavated and could be completed by Monday. Road reclaiming is scheduled to start Aug 15 with paving starting at the end of that week. Erosion control devices have been installed and are being maintained.

The project limits have been reduced by 550LF. The township noticed that the demo limits were set too far into the city limits of Grand Rapids. This has been corrected and the new limits have been noted for the contractors.

### **Gravel Road Project:**

Casper has started on the gravel road project. I have had a chance to verify depths of gravel on several roads. Carol Street Cul-de-sac, Lake View Trail Cul-de-sac, Wendigo Park Circle, and the Harris Township Service Center have new Class V installed. I have directed additional compaction and grading for Wendigo Park Circle road as it still seemed too rough on last inspection. Several very large rocks were removed from the center of the road and removed from the site. The stockpile of 25 CY was placed per maintenance personnel's staking at the service center.

Please let me know if you have any questions.

Sincerely,

Jayson Newman, PE  
Resident Project Representative

JTN

Attachment: Updated Schedule per Contractor

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](http://sehinc.com) | 218.322.4500 | 888.908.8166 fax





Software

What is Cityworks?

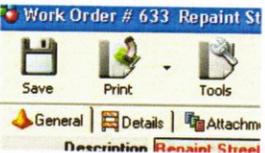
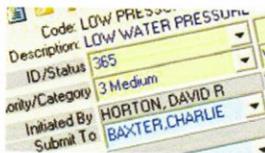
- ▶ Cityworks...
- ▶ GIS-Centric Cloud™
- ▶ Platform
- ▶ Asset Management
- ▶ Asset Registry
- ▶ GIS Interaction
- ▶ Scalability
- ▶ Work Management
  - Local Government Templates
  - ▶ (LGT)
  - ▶ Condition Assessment
  - ▶ Analytics
  - ▶ Expense Management
    - Labor, Material, and
    - ▶ Equipment
    - ▶ Project Budgeting
    - ▶ Summary Reporting
- ▶ Customer Care
- ▶ Permits
- ▶ Fees & Payments
- ▶ Code Enforcement
- ▶ Business Licensing
- ▶ Cityworks Q&A
- The 2012 Comparative Review
- ▶ of Infrastructure AMS

Software

- ▶ The Cityworks Suite
- ▶ Server AMS
- ▶ Server PLL
- ▶ Storeroom
- ▶ Administrative Tools
  - ▶ Designer
  - ▶ DB Manager
- ▶ Peripheral Tools and APIs
  - ▶ Equipment Manager
  - ▶ CCTV Interface for PACP
  - Pavement Management
  - ▶ Interface
  - ▶ APIs

Industries

- ▶ City, County, & Local
- ▶ Government



[The Cityworks Suite](#) Cityworks provides comprehensive public asset and work management solutions for infrastructure as well as land-based, location-focused activities. The Cityworks suite of products offers the most robust software available to leverage your GIS investment without the added costs of integration or data synchronization.

[Server AMS](#) A GIS-centric web application for infrastructure asset management.

[Server PLL](#) (Permits, Licensing, and Land), an asset management solution for managing community development, which is also GIS-centric.

[Desktop](#) ArcGIS desktop extension fully integrated with Cityworks Server for infrastructure asset management.

[Anywhere](#) Similar to Desktop, however utilizes ArcGIS Engine as its map interface and is designed to work in mobile, disconnected situations.

[Storeroom](#) Designed to track warehouse transactions

[Administrative Tools](#) Designed to manage and build a customized Cityworks environment

[Designer](#)– Used to configure and customize Cityworks application.

[DB Manager](#)– Maintains and updates the Cityworks database, supports SQLServer, Oracle, and SQL Express.

- [Water, Storm, & Wastewater](#)
- [Streets, Traffic &](#)
- [Transportation](#)
- [Facility Management](#)
- [Electric, Gas & Telco](#)
- [Parks & Recreation](#)

Users

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- [Managers](#)
- [Office & Field Users](#)
- [GIS Professionals &](#)
- [Developers](#)
- [IT Professionals](#)

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[Peripheral Tools and API's](#) A range of add-ons that expands its functionality for certain specific situations

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[Equipment Manager](#) A simple, yet powerful tool, for reserving facilities, equipment, and other fixed or mobile assets.

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[CCTV Interface for PACP](#) Imports CCTV readings and data into Cityworks for external pipe inspection camera systems.

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[Pavement Management Interface](#) Imports standardized pavement modeling data and work orders into Cityworks.

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[API's](#) Metrics, Service Request, Work Order, Document Management. Developer toolkits for third-party applications that integrate to Cityworks.

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Harris Township Monthly Town Hall Report

Caretaker, Amber Hartl Date 7-13-16

General Cleaning 41.75 <sup>about</sup> hrs.  
Miscellaneous Duties/Work 33.75 <sup>about</sup> hrs.

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

Notes:

Total (All hours worked) 75.5 <sup>I think !!</sup> hrs.

Rentals

Resident's 10

No Charge/Discounted Only by board approval 1

Notes Kept one deposit - NOT swept, left garbage, Not even CLOSE to mtg. Setup.

Non-Residents 1

Discounted Only by Board approval \_\_\_\_\_

Notes \_\_\_\_\_

Board Functions (meetings, scheduled hold, voting) 6

Total 18

Deposits Retained —

Total money collected ~~600.00~~ 600.00 575.00 <sup>in</sup>

Maintenance or Safety concerns:

please fix website again... hartl, NO "E" !! Amber

