

Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-259-1551

Supervisor/VC Mike Schack 340-8852
Supervisor Ryan Davies 929-0610
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk Beth Riendeau 244-1811

harristownshipclerk@gmail.com

Harris Township SINCE 1909



NEIGHBORS, SHORES & MORE

Mission Statement:

The Harris Town Board strive to enhance the quality of life protect the environment and maintain economic stability for the residents of their community.

www.harristownshipmn.org

PLANNING & DEVELOPMENT MEETING January 26, 2022 at 7:30 pm AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement.
2. **Approve the Minutes**
 - A. November 23, 2021 P and D Meeting Minutes
 - B. January 3, 2022 Work Session Minutes re: Boat Landings, Land, ARPA, City of Grand Rapids & Blandin Grant
3. **Additions and Corrections**
4. **Business from the Floor** (*please limit comments to 5 minutes*) please come up to the podium and state your name and address for the record.
5. **Consent Agenda**
 - A. Casper Cemetery Deed
 - B. Gould Cemetery Deed
 - C. Prebeck Cemetery Deed
 - D. Stangland Cemetery Deed
 - E. Zoning/Land Permits
 - F. SSTS Permits
6. **Roads**
 - A. Road Update/J
 - B. Transportation Dept 5-Year Road Plan Public Input/P
 - C. Signage Update/M
7. **Recreation**
 - A. Park and Cemetery Inspection Reports for November and December 2021/P
 - B. Trails Task Force December 9, 2021/M
 - C. Trails Task Force January 13, 2022/M
8. **Correspondence**
9. **Town Hall**
 - A. Town Hall Reports for November and December 2021/P
10. **Maintenance**
 - A. Maintenance Reports for November and December 2021/M
 - B. Verizon Connect Update/M

11. Old Business

- A. Annual Alarm Invoices and Change of Information (tabled from January 12, 2022)/P
- B. Audit Firm (tabled from January 12, 2022)/N
- C. Drug and Alcohol Policy Update/P

12. New Business

- A. Resolution 2022-006 Designating the Compensation for Officers of the Harris Town Board/P
- B. Resolution 2022-007 Administrative Policy/P
- C. Resolution 2022-008 Adopting Reorganization 2022/P
- D. Resolution 2022-009 Sexton Wages, Stipend/P
- E. Comprehensive Plan 2022/P

13. Bills

- A. Approve the Payment of Bills/P

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

15. UPCOMING Events/Meetings

January 27, 2022	Budget Session	5:00pm Town Hall
January 28, 2022	Work Session re: Land, Landings, ARPA City of Grand Rapids & Blandin Grant	4:00pm Town Hall
February 4, 2022	Budget/Board of Audit	4:30pm Town Hall
February 9, 2022	Regular Board Meeting	7:30pm Town Hall
February 26, 2022	P and D Meeting	7:30pm Town Hall

16. Adjourn

Prepared by: Beth Riendeau
Beth Riendeau, Clerk

Signed by: Peg Clayton OK'D
Peggy Clayton, Chair

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2A

PLANNING & DEVELOPMENT MEETING MINUTES November 23, 2021

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Davies, Gilbert and Kelley; Treasurer Kopacek; Clerk Riendeau

Pledge to the Flag was conducted, followed by the reading of the township mission statement.

Approve Minutes

Minutes of October 27, 2021 P and D Meeting

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to approve the minutes of the October 27, 2021 P and D Meeting. Motion carried.

Minutes of November 15, 2021 Work Session re: Land Sales, Boat Landings, ARPA, Public Survey & City of Grand Rapids

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the November 15, 2021 Work Session re: Land Sales, Boat Landings, ARPA, Public Survey & City of Grand Rapids. Motion carried.

Minutes of November 15, 2021 Closed Work Session re: Performance of Treasurer, Maintenance Employee, and Probationary Clerk

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the minutes of the November 15, 2021 Closed Work Session re: Performance of Treasurer, Maintenance Employee, and Probationary Clerk. Motion carried.

Additions and Corrections

Nothing at this time.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Agenda. Motion carried.

Business from the Floor

Sarah Carling spoke about an opportunity for Harris Township to apply for a grant. The application deadline is December 3, 2021. Sarah stated she could not mention much regarding this grant opportunity, but she highly recommended Harris Township apply.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to add Grant Application Process and approve the completion of the Grant Application to the work session on November 29, 2021. Motion carried.

Sarah Carling would like to set up a work session after January 1st of 2022 to discuss future projects and how to move forward. Discussion followed.

Consent Agenda

SSTS Permits

Zoning/Land Permits

Gilbert Cemetery Deed

Carpenter Cemetery Deed

Nix Cemetery Deed

Birt-Yoder Cemetery Deed

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Consent Agenda as delineated above. Motion carried.

Roads

Road Update

Supervisor Kelley stated the roads are good apart from the gravel roads due to the rain and snow.

Supervisor Kelley and Supervisor Davies met with the County and SEH and they have tweaked their numbers down from \$2.2 million to \$1.8 million regarding the LRIP/Sunny Beach Road project.

November 13, 2021 Paved and Gravel Road Inspection Reports

Supervisor Kelley talked about the Road tour that the Board conducted in on November 13, 2021. The roads have not changed much since last year. The Road inspection report can be found on the Harris Township website.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the November 13, 2021 Paved and Gravel Road Inspection Reports. Motion carried.

Recreation

Park and Cemetery Inspection Report for October 2021

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Park and Cemetery Report for October 2021. Motion carried.

Correspondence

Nothing at this time

Town Hall

Town Hall Report for October 2021

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Town Hall Report for October 2021. Motion Carried.

Maintenance

Maintenance Report for October 2021

Supervisor Schack gave an update on the Maintenance Report.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the Maintenance Report for October 2021. Motion carried.

Old Business

Quote for Gutter/Town Hall Garage (Tabled from October 27, 2021 P and D Meeting)

Supervisor Kelley has not received any further information on the quote received to replace the gutter for the Town Hall garage for \$400.00. John from MATIT stated it is ok to move forward with the work.

Quote for Water Softener (Tabled from November 10, 2021 Regular Meeting)

Supervisor Schack had Range Water and Culligan Water come to the Harris Town Hall and test the water. Both reportedly came up with the same results (nothing alarming). Range Water gave two quotes on two different water softener models with the second quote being \$2,700.00 with a 5-year warranty. Culligan Water gave a verbal quote of \$2,550.00 with a 1-year warranty. Discussion followed.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the sales agreement for a Hellenbrand Softener with Range Water in the amount of \$2,700.00. Motion carried.

Update on Mornes Cartway

Madam Chair Clayton gave an update on the Mornes Cartway. As per the letter from Don Mornes' attorney, it was decided that Don is working out a resolution to this matter. It has been requested that the hearing for December 2, 2021 be taken off the calendar and that the Township does nothing until further notice.

Letter from Miller/Persons

Madam Chair Clayton stated that Attorney Andy Shaw had originally sent a letter to Nancy Miller on November 1, 2021 regarding the removal of her fence and garden, prior to the end of the year on the township property boundary. Nancy Miller sent a letter to Madam Chair requesting a June 1, 2022 deadline to remove the fence and garden (in lieu of prior to year-end). Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to have Madam Chair Clayton send a letter to Nancy Miller changing the deadline date of the fence and garden removal to June 1, 2022. Motion carried.

Caretaker/Sexton & Maintenance Cell Phone Upgrades

Treasurer Kopacek provided information for Verizon Cell Phone offers. This included information for the iPhone 11, 12 and 13. Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the purchase of the iPhone 12 at \$249.99 per phone for the Caretaker/Sexton and Maintenance employee. Motion carried.

Harris Township Feedback Survey

Madam Chair Clayton shared information with the Board on the Harris Township Feedback Survey. Constituents of the Harris Township are encouraged to participate in the Survey which can be found on Facebook and the Harris Township website. The deadline is December 10, 2021. After the deadline, Sarah Carling with CEDA will compile the results and a work session will be scheduled to review feedback.

New Business

Resolution #2021-023 re: Closing Sunset Lane for Maintenance

Madam Chair Clayton read Resolution 2021-023 in its entirety. Supervisor Davies stated that Sunny Lane should be Sunset Lane (in said resolution). Correction will be made in the Resolution to be signed.

WHEREAS, the Harris Town Board, Itasca County, MN, would like to stop maintenance of Sunset - Lane over the course of the 2021-22 winter; and

WHEREAS, the Harris Town Board has determined that the nature and character of the road are such that not expending town funds to maintain it is in the best public interest for the road; and

WHEREAS, the Harris Town Board requires that the maintenance of Sunset Lane be deferred until the spring of 2022; and

WHEREAS, the Harris Town Board, closed Sunset Lane over the course of the 2020-2021 winter;

NOW THEREFORE BE IT RESOLVED, that the Harris Town Board, Itasca County, MN hereby closes Sunset Lane for maintenance for the 2021-22 winter months.

Madam Chair Clayton conducted roll call: Supervisor Kelley, Gilbert, Davies, Schack and Madam Chair Clayton "yes."

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve Resolution 2021-023 re: Closing Sunset Lane for Maintenance. Motion carried.

Resolution #2021-024 re: Closing Sunset Drive for Maintenance

Madam Chair Clayton read Resolution 2021-024 in its entirety.

WHEREAS, the Harris Town Board, Itasca County, MN, would like to stop maintenance of Sunset Drive, over the course of the 2021-22 winter; and

WHEREAS, the Harris Town Board has determined that the nature and character of the road are such that not expending town funds to maintain it is in the best public interest for the road; and

WHEREAS, the Harris Town Board requires that the maintenance of Sunset Drive be deferred until the spring of 2022; and

WHEREAS, the Harris Town Board, closed Sunset Drive over the course of the 2020-2021 winter;

NOW THEREFORE BE IT RESOLVED, that the Harris Town Board, Itasca County, MN, hereby closes Sunset Drive for maintenance for the 2021-22 winter months.

Madam Chair Clayton conducted roll call: Supervisor Kelley, Gilbert, Davies, Schack and Madam Chair Clayton "yes."

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve Resolution 2021-024 re: Closing Sunset Drive for Maintenance. Motion carried.

December 22, 2021 Processing Payroll/Claims

Madam Chair Clayton stated that the Board will not be holding the P and D meeting on December 22, 2021 but claims and payroll still need to be processed.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the December 22, 2021 processing of the bills and payroll with Madam Chair Clayton and Treasurer Kopacek to sign checks. Motion carried.

Schedule Closed Work Session re: Appraisals with Clerk, Maintenance Employee, Treasurer and Caretaker/Sexton

Madam Chair Clayton stated that the Board needs to schedule a closed work session regarding appraisals with the Clerk, Treasurer, Maintenance employee, and the Caretaker/Sexton. Discussion followed on holding them on December 2, 2021.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to schedule a Closed Work Session re: Appraisals with Clerk, Maintenance Employee, Treasurer and Caretaker/Sexton to begin at 3:30 pm on December 2, 2021 at the Harris Service Center. Motion carried. The clerk will post the closed work session.

Bills

Approve the Payment of Bills

Treasurer Kopacek reviewed the claims list for bills to be paid.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve claims #20302 through #20313 and EFTS #11232101 through #11232112 in the amount of \$39,239.58. Motion carried.

Public Input

Nothing at this time.

UPCOMING Events/Meetings

November 29, 2021	Work Session re: Boat Landings, Land ARPA, Public Survey, City of Grand Rapids & Grant Application/Process	6:00 pm Town Hall
December 2, 2021	Closed Work Session re: Appraisals with Clerk, Maintenance Employee, Treasurer and Caretaker/Sexton	3:30 pm Service Ctr
December 8, 2021	Regular Board Meeting	7:30 pm Town Hall

Reminder there will be no P and D Meeting on December 22, 2021

Adjourn

There being no further business to come before the board, a motion was made by Supervisor Gilbert and seconded by Supervisor Davies to adjourn the meeting at 8:29 pm.

Prepared by: _____
Beth Riendeau, Clerk

Signed by: _____
Peggy Clayton, Chair



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2B

Boat Landings, Land, ARPA, City of Grand Rapids & Blandin Grant Work Session
January 3, 2022
5:00 pm

Present: Madam Chair Peggy Clayton, Supervisor Mike Schack, Supervisor Ryan Davies, Supervisor Dan Gilbert, Supervisor Jim Kelley; Clerk Riendeau

Pledge to the Flag was conducted.

The purpose of the work session was to continue discussions regarding Boat Landings, Land, ARPA, City of Grand Rapids & Blandin Grant

Blandin Foundation Grant

Madam Chair Clayton received an email from Sonja Merrild at Blandin Foundation stating Harris Township has been approved to receive the Blandin Foundation Grant in the amount of \$100,000.00. The Blandin Grant will be used for recreational purposes such as fixing/repairing Tennis and Basketball courts.

Harris Township will need to submit a report about the outcomes of the Blandin Grant by February 1, 2023. Discussion followed.

City of Grand Rapids

Madam Chair Clayton shared an email that was received from Attorney Andy Shaw. Andy sent a letter to Chad Sterle Grand Rapids City Attorney stating the Harris Township Board has the desire to proceed with the second option, which is detachment of property from the City to the Harris Township. Madam Chair Clayton will share more information as it is received.

Land Sale

Supervisor Kelley shared that Benes will be at the land to test the water on January 4, 2022. Discussion followed. Supervisor Kelley will bring the results to the next Board Meeting.

Boat Landings

Woodtick:

Madam Chair Clayton stated there has been no new news on Woodtick Landing.

Mishawaka and LaPlant:

Supervisor Davies and Supervisor Kelley spoke about Mishawaka and LaPlant Landings. The fence line at Mishawaka is almost right on the property line and the cedar trees are the property line at LaPlant. Discussion followed on clearing and cutting some trees at LaPlant and if a permit would be needed.

ARPA Funds

Madam Chair Clayton stated things are quiet right now with ARPA as there is already a list going of what the ARPA Funds will be used for. Madam Chair Clayton is going to look more into records management system and the picnic park stairs. Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the meeting at 5:50 pm.

Submitted by: _____
Beth Riendeau, Clerk

Signed by: _____
Peggy Clayton, Chair

5A

----- 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 \$1,050.00 to them in hand paid by **Edward and Susan Casper**, hereby grant, bargain, sell and convey unto the said Edward & Susan Casper, their heirs, and assigns forever the following described piece of land for the burial of the dead, to-wit:

Section 3 [three], Block 12 [twelve], Lot 2 [two], Sites 3 & 4 [three and four]
Section 3 {three}, Block 12 {twelve}, Lot 3 {three}, Sites 1, 2, 3 & 4 {one, two, three and four}

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 chairperson, on this _____ day of _____, 2022.

By _____, Harris Township Chairperson

STATE OF MINNESOTA)
) SS
COUNTY OF ITASCA)

On this _____ day of _____, A.D. 2022, before me appeared Peggy Clayton to me personally known, who, being by me duly sworn, is the said Chairperson of the Town of Harris in said County, and that the said instrument was signed and sealed in behalf of Harris Township by authority of its Board of Supervisors and said Chairperson acknowledged said instrument to be the free act and deed of said Township

Nancy Kopacek, Harris Township Notary

My Commission expires: _____



5B

----- 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 \$350.00 to them in hand paid by **Joann Gould**, hereby grant, bargain, sell and convey unto the said Joann Gould, her heirs, and assigns forever the following described piece of land for the burial of the dead, to-wit:

Section 3 [three], Block 32 [thirty-two], Lot 2 [two], Sites 7 & 8, [seven and eight]

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 _____ day of _____, 2022.

In Testimony whereof the said Township has caused these presents to be executed in its behalf by its chairperson, on this _____ day of _____, 2022.

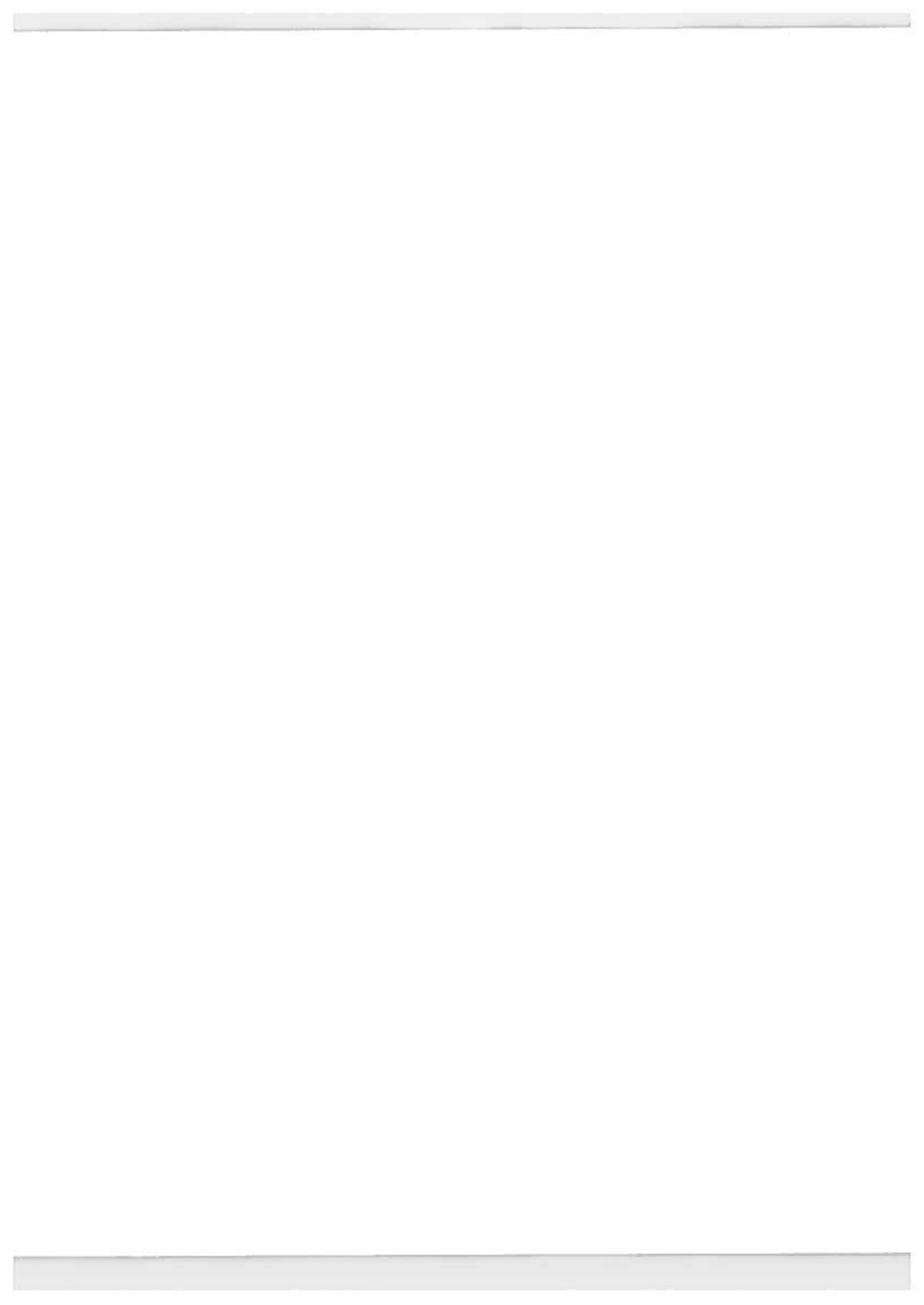
By _____, Harris Township Chairperson

STATE OF MINNESOTA)
) SS
COUNTY OF ITASCA)

On this _____ day of _____, A.D. 2022, before me appeared Peggy Clayton to me personally known, who, being by me duly sworn, is the said Chairperson of the Town of Harris in said County, and that the said instrument was signed and sealed in behalf of Harris Township by authority of its Board of Supervisors and said Chairperson acknowledged said instrument to be the free act and deed of said Township.

Nancy Kopacek, Harris Township Notary

My Commission expires _____



5C

----- **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 \$350.00 to them in hand paid by **Sandra Prebeck**,
hereby grant, bargain, sell and convey unto the said Sandra Prebeck, her heirs, and assigns forever the following described piece of land for the burial of the dead, to-wit:

Section 3 [three], Block 21 [twenty-one], Lot 4 [four], Sites 5 & 6, [five and six]

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 chairperson, on this _____ day of _____, 2022.

By _____, Harris Township Chairperson

STATE OF MINNESOTA)
) SS
COUNTY OF ITASCA)

On this _____ day of _____, A D. 2022, before me appeared Peggy Clayton to me personally known, who, being by me duly sworn, is the said Chairperson of the Town of Harris in said County, and that the said instrument was signed and sealed in behalf of Harris Township by authority of its Board of Supervisors and said Chairperson acknowledged said instrument to be the free act and deed of said Township.

Nancy Kopacek, Harris Township Notary

My Commission expires: _____



5D

----- 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 \$175.00 to them in hand paid by **Kenneth Stangland**, hereby grant, bargain, sell and convey unto the said Kenneth Stangland, his heirs, and assigns forever the following described piece of land for the burial of the dead, to-wit:

Section 3 [three], Block 23 [twenty-three], Lot 3 [three], Sites 8 [eight]

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 chairperson, on this _____ day of _____, 2022.

By _____, Harris Township Chairperson

STATE OF MINNESOTA)
) SS
COUNTY OF ITASCA)

On this _____ day of _____, A.D. 2022, before me appeared Peggy Clayton to me personally known, who, being by me duly sworn, is the said Chairperson of the Town of Harris in said County, and that the said instrument was signed and sealed in behalf of Harris Township by authority of its Board of Supervisors and said Chairperson acknowledged said instrument to be the free act and deed of said Township.

Nancy Kopacek, Harris Township Notary

My Commission expires: _____



Harris

Zoning / Land Use Itasca County Land Use Permit # 210816

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2857

5E

Parcel Information

Parcel Information:	PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description
	19-017-1304	ECKSTEIN, DAVID P & JACALYN R	16868 WESTON BAY RD EDEN PRAIRIE MN 55437	HARRIS TWP	POKEGAMA	GD	S:17 T:54 R:25	RECREATIONAL COMMERCIAL	32382 SOUTHWOOD RD GRAND RAPIDS MN 55744	3.7	W 210FT OF PART OF LT 4 LYG E OF LI 1900FT E OF & PARA WITH W LINE OF LOT 3 SAID SEC

River Class:

Phone Number: (952) 261 - 8000

Applicant / Agent Information

Contractor Name and License:	<table border="1"> <thead> <tr> <th>Contact Name</th> <th>Business</th> <th>License</th> </tr> </thead> <tbody> <tr> <td>Dean Piri</td> <td>Central Builders LLC</td> <td>4358</td> </tr> </tbody> </table>	Contact Name	Business	License	Dean Piri	Central Builders LLC	4358	Name:	David Eckstein
Contact Name	Business	License							
Dean Piri	Central Builders LLC	4358							

Property Information

Ownership Description:	Private	Access Road Name:	Southwood Rd
Is septic compliant?	None	Road Class:	County / Township Rd

Structure Information

Existing Use:	Vacant	Proposed Use:	Dwelling/Deck/Garage/SSTS
Accessory Structure:		Maximum building height:	35'
Number of bedrooms:	4	Well type:	None
Pressurized Water:	Yes	Building Dimensions:	71'x41' Dwelling; 40'x20' Deck; 40'x 28' Attached Garage
Current septic status:	None		

Permit Fee

Permit application fee:	Single Family Dwelling - Dwelling/Deck/Garage/SSTS \$275
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Permit Comments

After The Fact:	No	Resort:	No
Shoreline Mitigation Required:	No	Comments:	2 story dwelling on slab. 4 bedrooms. Deck will be open, not covered or screened. Attached garage will have a second story also. Owners/contractors should complete a site visit in advance of construction to ensure OHWL setbacks are met. SSTS permit no. 210816.
Application Received Date:	11/16/2021	Issued Date:	11/16/2021
Issued By:	Katie Benes		

RECEIVED
12-8-21

Terms

Road Setback

Centerline 68'

Right-of-Way 35'

Side Yard Setback

Accessory 10'

Dwelling 15'

Rear Yard Setback

Accessory 10'

Dwelling 30'

Riparian Setback

Structure 75'

Impervious Surface

20% of parcel

Property owner can increase the coverage allowed by 5% if erosion control and stormwater management conform to the shoreline vegetative buffer standards.

Elevation of Lowest Floor

3'

Bluff Setback

30' from the top of a bluff

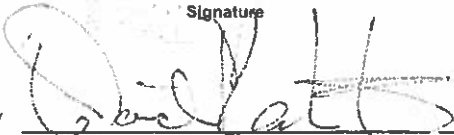

Other

Contact SWCD at (218)326-0017 if constructing in any wetlands. If construction activity will result in the disturbance of one acre or more, need to obtain Storm Water Permit thru MPCA at 1-800-657-3804 prior to construction. Electrical Inspector contact Steve Bartlett at 218-591-1616. New or upgrading driveways: township road contact your township and county road contact County Engineer Office at 218-327-2853.

Disclaimer

I have read the above minimum requirements and hereby acknowledge that I understand and will comply with them. Permit is valid for 12 months to start construction. Permit authorized by Environmental Services Department.

Approvals

Approval	Signature	Date
#1 Approved By		11/16/21
		11/16/21

Harris

Zoning / Land Use Itasca County Land Use Permit # 210821

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2857

Parcel Information

Parcel Information:

PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description
19-031-2306	KRUMREI, THOMAS W	16614 US HIGHWAY 169 GRAND RAPIDS MN 55744	HARRIS TWP			S:31 T:54 R:25	FARM RESIDENTIAL	16614 US HWY 169 GRAND RAPIDS MN 55744	10.22	N 800FT OF LT 2 LYG E OF HWY 169

River Class:

Phone Number: (218) 259 - 6671

Applicant / Agent Information

Contractor Name and License: Name: Tom Krumrei

Contact Name	Business	License
Owner	Owner	

Property Information

Ownership Description: Private Access Road Name: State Hwy. 169

Is septic compliant? Unknown Road Class: State / Federal Highway

Structure Information

Existing Use: Residential	Proposed Use: Garage Addition
Accessory Structure:	Maximum building height: 35'
Well type: Unknown	Pressurized Water: Unknown
Building Dimensions: 16'x33' Garage Addition	Current septic status: Unknown

Permit Fee

Permit application fee: Garage - Addition \$60

Permit Comments

After The Fact: No	Resort: No
Shoreline Mitigation Required: No	Comments: Single-story garage addition; for garage/storage use only; no living/sleeping quarters.
Application Received Date: 11/19/2021	Issued Date: 11/19/2021
Issued By: Diane Nelson	

RECEIVED
12-8-21

irms

oad Setback

Centerline 135'

Right-of-Way 35'

de Yard Setback

Accessory 10'

Dwelling 15'

ear Yard Setback

Accessory 10'

Dwelling 30'

mpervious Surface

25% of parcel

levation of Lowest Floor

3'

luff Setback

30' from the top of a bluff



ther

Contact SWCD at (218)326-0017 if constructing in any wetlands. If construction activity will result in the disturbance of one acre or more, need to obtain Storm Water Permit thru MPCA at 1-800-657-3804 prior to construction. Electrical Inspector contact Steve Bartlett at 218-591-1616. New or upgrading driveways; township road contact your township and county road contact County Engineer Office at 218-327-2853.

isclaimer

I have read the above minimum requirements and hereby acknowledge that I understand and will comply with them. Permit is valid for 12 months to start construction. Permit authorized by Environmental Services Department.

pprovals

Approval	Signature	Date
#1 Approved By		11-19-21
#2 Approved By		11/19/21

ublic Notes

ext:
ile(s):

Parcel Information

Parcel Information:										
PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description
19-031-3304	HEGRENES, CRAIG & CARISSA	33806 CO RD 67 GRAND RAPIDS MN 55744	HARRIS TWP			S.31 T.54 R.25	FARM RESIDENTIAL		0.95	W 66 FT OF E 198 FT OF S 659 FT LOT 4

River Class:

Phone Number: (218) 256 - 6419

Applicant / Agent Information

Contractor Name and License:

Contact Name	Business	License
David Michelson	Economy Garages	2259

 Name: Craig Hegrenes

Property Information

Ownership Description: Private Access Road Name: County Rd 67
Is septic compliant? Unknown Road Class: County State Aid Highway

Structure Information

Existing Use: Residential Proposed Use: Garage
Accessory Structure: Maximum building height: 35'
Number of bedrooms: 0 Well type: Unknown
Pressurized Water: No Building Dimensions: 40'x30' Garage
Current septic status: Unknown

Permit Fee

Permit application fee: Garage - Garage \$60

Permit Comments

After The Fact: No Resort: No
Shoreline Mitigation Required: No Comments: Single-story garage on slab. Intended for garage/storage use. No living/sleeping quarters permitted. No running water at this time.
Application Received Date: 11/10/2021 Issued Date: 11/10/2021
Issued By: Katie Benes

RECEIVED
12.8.21

Terms

Road Setback

Centerline 110'

Right-of-Way 35'

Side Yard Setback

Accessory 10'

Dwelling 15'

Rear Yard Setback

Accessory 10'

Dwelling 30'

Impervious Surface

25% of parcel

Elevation of Lowest Floor

3'

Bluff Setback

30' from the top of a bluff

Other

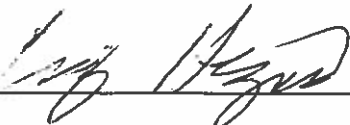

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www.dli.mn.gov

Disclaimer

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Approvals

Approval	Signature	Date
#1 Approved By		11/10/21
#2 Approved By		11/10/21

Harris

Zoning / Land Use Itasca County Land Use Permit # 210835

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2857

Parcel Information

Parcel Information:											
PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description	
19-023-2204	SCHLICHT, BRYAN A & CARRIE L	29929 SUNNY BEACH RD GRAND RAPIDS MN 55744	HARRIS TWP			S:23 T:54 R:25	FARM RESIDENTIAL	29910 SUNNY BEACH RD GRAND RAPIDS MN 55744	1	REV DESC 2 OF GOVT LOT 4	

River Class:

Phone Number: (218) 838 - 3660

Applicant / Agent Information

Contractor Name and License:			Name:		Bryan Schlicht
Contact Name	Business	License			
Scott Maasch	Scott Maasch Construction Inc	CR639353			

Property Information

Ownership Description:	Private	Access Road Name:	Sunny Beach Rd.
Is septic compliant?	Unknown	Road Class:	County / Township Rd

Structure Information

Existing Use:	Residential	Proposed Use:	Accessory
Accessory Structure:	Pole Building	Maximum building height:	35'
Number of bedrooms:	0	Well type:	Unknown
Pressurized Water:	Unknown	Building Dimensions:	40'x80' Pole Building
Current septic status:	Unknown		

Permit Fee

Permit application fee:	Accessory Structure/Addn. - Pole Building \$60
-------------------------	--

Permit Comments

After The Fact:	No	Resort:	No
Shoreline Mitigation Required:	No	Comments:	Single-story pole building to be used for personal storage only; there will be no living/sleeping quarters.
Application Received Date:	11/30/2021	Issued Date:	11/30/2021
Issued By:	Diane Nelson		



Front Yard Setback

Centerline 68'

Right-of-Way 35'

Side Yard Setback

Accessory 10'

Dwelling 15'

Rear Yard Setback

Accessory 10'

Dwelling 30'

Impervious Surface

25% of parcel

Elevation of Lowest Floor

3'

Bluff Setback

30' from the top of a bluff

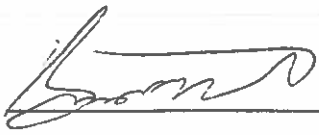
Other

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Disclaimer

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Approvals

Approval	Signature	Date
#1 Approved By		11/30/21
#2 Approved By		11/30/21

Public Notes

Next:

File(s):

5F

Parcel Information

Parcel Information:	PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description
	19-021-1301	CLAYTON, MICHAEL & LINNEA	31347 LAPLANT RD GRAND RAPIDS MN 55744	HARRIS TWP			S:21 T:54 R:25	FARM RESIDENTIAL	31347 LAPLANT RD GRAND RAPIDS MN 55744	36.05	UNPLATTED PART OF LOT 2

River Class:

Applicant / Agent Information

Name: Ben Clayton

Property Information

Ownership Description: Private Access Road Name: LaPlant Rd
 Well Type: Unknown Soil verified?: No

Designer/Installer

Designer Name and License #:	Contact Name	Business	License	Installer Name and License #:	Contact Name	Business	License
	Ron Myers	RON-EX Excavating	697		Randy Sutherland	Sutherland Excavating Inc	868

Septic Information

Type of Septic: New Type: 1 Depth to Limiting Layer: 48
 Number of Tanks: 1 Number of Bedrooms: 2 Tank Size: Other
 If other: 1243 gal Pump Tank: Other If other: 577 gal
 Tank Material: Concrete Treatment Area Size (sq ft): 441 Treatment Type: Pressure Bed

Permit Fee

Permit application fee: SSTS - New \$175

Permit Information

After The Fact: No
 Resort: No
 Notes: Management Plan completed.
 Application Received Date: 11/30/2021
 Issued Date: 11/30/2021
 Issued By: Katie Benes

RECEIVED
 12.8.21

Terms

Distance to Occupied Building

10' from septic tank; 20' from sewage treatment; 10' from privy

Distance to Property Line

10' from septic tank; 10' from sewage treatment; 10' from privy

Large Tree Setback Requirement

10' from sewage treatment

Distance to Buried Water Pipe/Pressure

10' from septic tank; 10' from sewage treatment

Above Watertable Setback Requirements

3' sewage treatment; 3' privy

Other

Contact SWCD at (218)326-0017 if constructing in any wetlands. If construction activity will result in the disturbance of one acre or more, need to obtain Storm Water Permit thru MPCA at 1-800-657-3804 prior to construction. Electrical Inspector contact Steve Bartlett at (218)591-1616. New or upgrading driveways; for township roads - contact your Township and County roads - contact County Engineer Office at (218)327-2853.

Disclaimer

I have read the above minimum requirements and hereby acknowledge that I understand and will comply with them, **I hereby waive any and all claims against Itasca County, on installing my own SSTS, due to my failure to conform and comply with the Sanitation Ordinance and Minnesota Rules Chapter 7080 to 7083. Permit is valid for 12-months to start construction. Permit authorized by Itasca County Environmental Services Department.

Approvals

Approval	Signature	Date
#1 Approved By	<u>Ben Clayton</u>	<u>11-30-21</u>
#2 Approved By	<u>Ken Benes</u>	<u>11/30/21</u>

Parcel Information

Parcel Information:	PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description
	19-017-1304	ECKSTEIN, DAVID P & JACALYN R	16868 WESTON BAY RD EDEN PRAIRIE MN 55437	HARRIS TWP	POKEGAMA	GD	S:17 T:54 R:25	RECREATIONAL COMMERCIAL	32382 SOUTHWOOD RD GRAND RAPIDS MN 55744	3.7	W 210FT OF PART OF LT 4 LYG E OF LI 1900FT E OF & PARA WITH W LINE OF LOT 3 SAID SEC

River Class:

Applicant / Agent Information

Name: David Eckstein

Property Information

Ownership Description: Private Access Road Name: Southwood Rd
 Well Type: None Soil verified? No

Designer/Installer

Designer Name and License #:	Contact Name	Business	License	Installer Name and License #:	Contact Name	Business	License
	Bob Schwartz	William J Schwartz & Sons	430		Bob Schwartz	William J Schwartz & Sons	430

Septic Information

Type of Septic: New Type: I Depth to Limiting Layer: 50
 Number of Tanks: 1 Number of Bedrooms: 4 Tank Size: 1500 gal
 Pump Tank: 600 gal Tank Material: Concrete Treatment Area Size (sq ft): 500
 Treatment Type: Pressure Bed

Permit Fee

Permit application fee: SSTS - SSTS

Permit Information

After The Fact: No
 Resort: No
 Notes: Management Plan completed. Recommended maintenance every 24 months.
 No well at time of permit. Must meet required setbacks upon installation.
 Land Use permit no. 210816.
 Application Received Date: 11/15/2021
 Issued Date: 11/15/2021
 Issued By: Katie Benes

Terms

Riparian Setback

50' tank; 100' sewage treatment

Distance to Occupied Building

10' from septic tank; 20' from sewage treatment; 10' from privy

Distance to Property Line

10' from septic tank; 10' from sewage treatment; 10' from privy

Large Tree Setback Requirement

10' from sewage treatment

Distance to Buried Water Pipe/Pressure

10' from septic tank; 10' from sewage treatment

Above Watertable Setback Requirements

3' sewage treatment; 3' privy

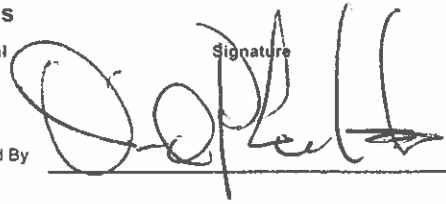

Other

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Disclaimer

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Approvals

Approval	Signature	Date
#1 Approved By		11/16/21
#2 Approved By		11/16/21

Harris

SSTS Subsurface Sewage Treatment System Permit # 210808

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2857

Parcel Information

Parcel Information:	PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description
	19-011-3305	KENTAURUS NATURE VIEW LLC	1012 N 5TH ST MINNEAPOLIS MN 55411	HARRIS TWP			S:11 T:54 R:25	RECREATIONAL COMMERCIAL		9.9	THAT PART OF N 750' OF E 630' OF SW SW WHICH LIES ELY & SLY OF THE FOLLOWING DESC LINE: COMM AT THE NW CORNER OF NW SW; TH N 89 DEG 55'25" E, ASSIGNED BEARING, ALG N LINE A DIST OF 945.01 FT; TH S 00 DEG 19' 54" E 1204.39 FT TO THE N LINE OF S 120 FT OF NW SW; TH S 89 DEG 51' 23" E, ALG SAID N LIN OF S 120 FT

River Class:

Applicant / Agent Information

Name:	Ron Myers	Phone Number:	(218) 327 - 9273
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Property Information

Ownership Description:	Private	Access Road Name:	Golf Crest Dr
Well Type:	Deep	Soil verified?	Yes

Designer/Installer

Designer Name and License #:	<table border="1"> <thead> <tr> <th>Contact Name</th> <th>Business</th> <th>License</th> </tr> </thead> <tbody> <tr> <td>Ron Myers</td> <td>RON-EX Excavating</td> <td>697</td> </tr> </tbody> </table>	Contact Name	Business	License	Ron Myers	RON-EX Excavating	697	Installer Name and License #:	<table border="1"> <thead> <tr> <th>Contact Name</th> <th>Business</th> <th>License</th> </tr> </thead> <tbody> <tr> <td>Ron Myers</td> <td>RON-EX Excavating</td> <td>697</td> </tr> </tbody> </table>	Contact Name	Business	License	Ron Myers	RON-EX Excavating	697
Contact Name	Business	License													
Ron Myers	RON-EX Excavating	697													
Contact Name	Business	License													
Ron Myers	RON-EX Excavating	697													

Septic Information

Type of Septic:	New	Type:	I	Depth to Limiting Layer:	12
Number of Tanks:	3	Number of Bedrooms:	8	Tank Size:	Other
If other:	2-1820 gal	Pump Tank:	Other	If other:	1820 gal
Tank Material:	Concrete	Treatment Area Size (sq ft):	1000	Treatment Type:	Mound

Permit Fee

Permit application fee:	SSTS - New \$175 + \$300 Addn. tanks
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Permit Information

After The Fact:	No
Resort:	No
Notes:	System to serve 4 - 2-bedroom condos. 2 - 1820 gal septic tanks, each serving 1 half of the structure will feed into a single 1820 gal pump tank, then to 2 - 10'x50' mounds. Management Plan completed. Recommended maintenance every 24 months.
Application Received Date:	11/10/2021
Issued Date:	11/10/2021
Issued By:	Katie Benes

RECEIVED
12-8-21

Terms

Distance to Occupied Building

10' from septic tank; 20' from sewage treatment; 10' from privy

Distance to Property Line

10' from septic tank; 10' from sewage treatment; 10' from privy

Large Tree Setback Requirement

10' from sewage treatment

Distance to Buried Water Pipe/Pressure

10' from septic tank; 10' from sewage treatment

Distance to Well

50' from septic tank; 50' from sewage treatment; 50' from privy

Above Watertable Setback Requirements

3' sewage treatment; 3' privy

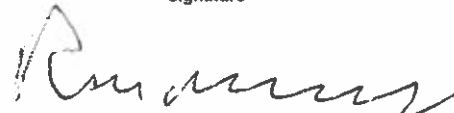

Other

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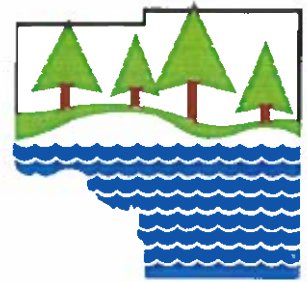
Disclaimer

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Approvals

Approval	Signature	Date
#1 Approved By		11/10/21
#2 Approved By		11/10/21

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



GB

Date: January 12, 2022
To: All Itasca County Township and City Clerks
From: Itasca County Transportation Department *KG*
Subject: Five-Year Plan

This is to inform you of the upcoming public input opportunity for Itasca County's proposed Five-Year Plan. The meeting will be held at the regularly scheduled County Board Work Session on Tuesday, February 1, 2022 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 will be available on the Transportation Department webpage on February 1, 2022. Written comments will be accepted at the Transportation Department until February 28, 2022.

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 occasionally some projects 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,

Karin Grandia

Karin Grandia, PE
Itasca County Engineer

RECEIVED
1-18-22





Itasca County

2022

5-Year Plan For Highway Improvement Projects

Itasca County Engineer
Karin Grandia
327-2853

February 1, 2022



Introduction

Itasca County annually reviews and updates the Five-Year Plan for Highway Improvement Projects. The annual review process allows the County Board and staff the opportunity to reassess the Highway Improvement Plan and to make adjustments due to changes in financial restrictions, highway conditions, public input, and goals and priorities.

The 2022 Five Year Plan is a flexible five-year action plan for bridge and highway projects. Only construction projects listed during the current year are funded.

- Notice - Itasca County 5 Year Plan for Road and Bridge Construction Projects

Public input concerning the Itasca County 5 Year Plan for Road and Bridge projects will be accepted at the regularly scheduled County Board Work Session on February 1, 2022 in the County Board Room of the Itasca County Courthouse. County Board members will be available to hear verbal input. Written comment will be accepted at the Transportation Department until February 28, 2022. A copy of the proposed plan and maps showing the projects and their locations is available for review at the Transportation Department in the County Courthouse and online on the Itasca County website under the Transportation Department tab.

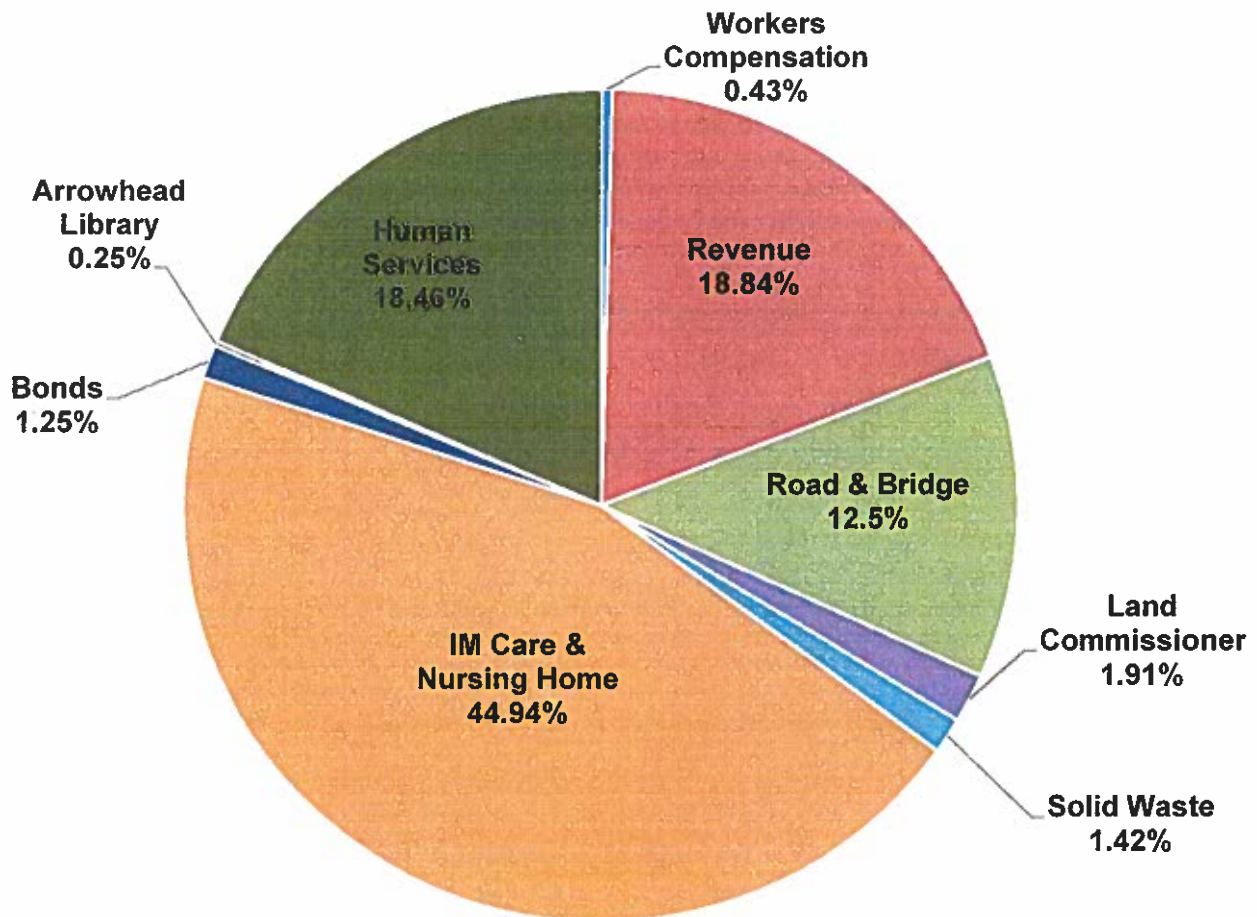
Itasca County Transportation Department Overview

The County Transportation Department is responsible for maintaining approximately 1335 miles of roadway and 140 bridges. The department also can be directly or indirectly involved with the maintenance of roadways under the jurisdiction of the 16 cities, 39 organized townships, and the 40 unorganized townships in the county.

The County Engineer, through the staff, is responsible for the administration of both the highway maintenance division and the highway construction division. The maintenance division consists of approximately 74 employees divided between 5 maintenance districts and central purchasing and repair. These employees are responsible for graveling, grading, drainage, signing, snow removal, ice control, equipment repair and minor road improvements. The construction division consists of approximately 15 employees and is responsible for the design and construction administration of all contracted road and bridge improvement projects.

As is shown below, the Transportation Department accounts for approximately 12.5% of the proposed \$157,716,844 - 2022 Itasca County Budget. In addition to the \$19,704,348 administered by the Transportation Department as part of the Itasca County Budget, the construction division administers on average an additional \$1,000,000 per year in federal construction dollars spent in Itasca County.

2022 Itasca County Budget



Road Jurisdiction

In Itasca County, there are generally three levels of road jurisdiction:

- State - Consisting of Trunk Highways - Examples include TH 169, TH 2, TH 1 etc. These roads are generally higher volume highways, which provide primary transportation routes between cities and regions within the state.
- County - Consisting of;
- County State Aid Highways (CSAH) - Examples include CSAH 7, CSAH 19, and CSAH 3 etc. These roads are generally roads which serve as local transportation routes between cities and regions within the county.
 - County Municipal State Aid Highways - Consisting of Municipal State Aid Highways located within cities with populations less than 5000. Examples include CSAH 61 in Coleraine and CSAH 81 in Deer River
 - County Roads - Examples include County Road 449, County Road 128, and County Road 539. These roads are generally lesser traveled and serve as access to local population areas. All county roads have 3-digit numbers.
 - Unorganized Township Roads - These are generally local gravel roads located within an unorganized township. By state statute, the county is required to provide maintenance on these roads. These roads have county road numbers.
- Local - Consisting of:
- Municipal State Aid Streets - Consisting of Municipal State Aid Streets located within cities with populations greater than 5000.
 - Local Municipal Streets - These are generally local streets serving municipal subdivisions.
 - Organized Township Roads - These are local roads within organized townships. Examples include Southwood Road in Harris Township or Walker Road in Spang Township.
 - Federal Forest Service Roads - These are local recreational or logging roads having forest service jurisdiction.
 - County Forest Access Roads - These roads are under the jurisdiction of the County Land Commissioner (Land Department). They are generally used for timber access and recreational uses. They may be gated or receive little or no maintenance.

Funding Sources

Funding Sources for Itasca County consist of a combination of Federal, State and Local Funds.

Federal Funds

- Federal Funds spent on road projects within Itasca County are originally allocated by Congress as part of a nationwide transportation bill. The source of the money is based on the federal portion of the gas tax. The majority of these funds which make it to Minnesota are spent on state administered trunk highway projects.
- Itasca County can and does receive federal funds. The county has historically used federal funds to supplement local funding for bridge projects or railroad crossing projects. In addition, due to the fact that the Chippewa National Forest is located within the county, the county periodically receives a portion of The Federal Forest Highway Fund. These funds can only be spent on roads within the forest boundary. The projects are prioritized by the forest service and the county and the projects are administered by the county.
- Federal funds can only be spent on qualifying projects and generally require a substantial increase in project administration costs due to the increase in required federal documentation. The funds also generally require a minimum of 20% local match.

State Aid Funds

- The county receives a yearly allotment from the state to be spent on county state aid and municipal aid routes. The source of this allotment is primarily the state gas tax. These funds can only be spent on qualifying state aid routes and have historically been used for construction and maintenance. This allotment is approximately 50% of the funding for the transportation department.

Bridge Bonding

- Bridge Bonding funds are allocated by the Minnesota legislature every other year. The county can and does receive bridge bonding funds. These funds can be used on any eligible bridge in Itasca County on either a CSAH, a county road or a township bridge. State Bridge Bonding funds are allocated to the county as grants (no repayment by the county).

County Funds

- The County Board allocates a portion of its yearly budget to the transportation department for construction and maintenance of county roads. The funding primarily comes from local property taxes. These funds are generally spent on local road and maintenance projects. The amount available each year can vary greatly based on overall county budget needs.
- In 2014, the County Board implemented a wheelage tax on vehicles registered in Itasca County. This tax is estimated to generate approximately \$430,000 per year. These funds are used to supplement the maintenance and construction on roads not qualifying for state aid funding.

Unorganized Township Funds

- The unorganized township fund receives monies from the road and bridge levy in each unorganized township. These funds are generally spent on local road and maintenance projects in unorganized township areas.

Typical Funding Amounts

Construction Funding

It is difficult to provide a 'Typical' funding year due to the variability of different funding sources. The following data is based on historical data and does not indicate future funding amounts.

Federal Funds

- On average, Itasca County receives over \$1,000,000 per year in federal funds for road and bridge projects.

State Aid Funds

- Each year Itasca County receives approximately \$11,100,000 of State Aid Funds. Of that amount, \$9,800,000 is regular state aid and \$1,300,000 is municipal state aid.
- The funding is split 60/40 so that approximately \$5,800,000 is allocated for State Aid construction and \$3,900,000 for maintenance.
- Approximately \$780,000 is allocated for Municipal County State Aid construction and \$520,000 is allocated for Municipal Maintenance.

Bridge Bonding

- Over the past 5 years approximately \$600,000 per year has been available for bridge and railroad crossing construction projects. These funds vary from year to year.

County Funds

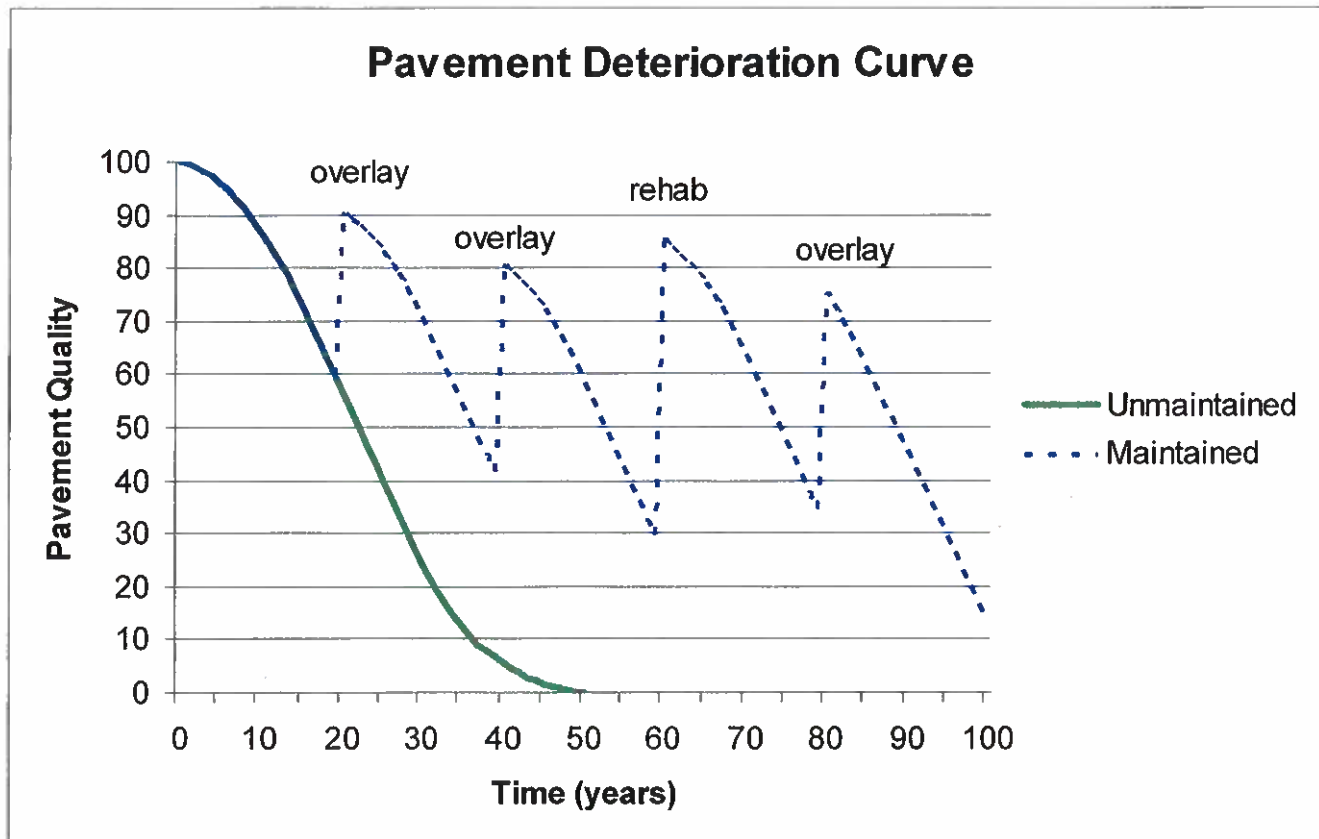
- County Construction funds are typically utilized to upgrade existing gravel County Roads to a bituminous surfaced road. These funds have not been available for many years due to budgeting constraints.
- County Preservation funds have remained at \$680,000 over the past 5 years and are supplemented with the monies collected from the wheelage tax, providing a total of \$1,100,000 for preservation. These funds are typically used on existing paved roads for contracted projects such as bituminous overlays, regrading and surfacing.
- The County averages \$300,000 per year for gravel production which is used to surface existing County gravel roads.

Other Funding

- Itasca County has received funding for projects from other sources including State Bridge Bonding, Unorganized Township Funding, Town Bridge and Town Road accounts. State Bridge Bonding is a major source of funding for bridge construction projects and is allocated by the State Legislature.

Protecting our Pavement Investment

Pavements tend to deteriorate over time due to traffic loads and environmental effects. A graph of the life cycle of a typical bituminous road is shown below where the pavement rating is a relative evaluation of the condition of the road.



The solid line indicates how a pavement would perform with no maintenance. The road is graded and paved at year 0 and is at its best condition (Pavement Quality Index, PQI =100). The pavement will deteriorate over time and after about 30 to 35 years the pavement would deteriorate to the point where vehicle travel would be dangerous at best (PQI = 20).

The dashed line indicates the maintenance strategy of most transportation departments. Periodic overlays and rehabilitation projects are performed to increase the PQI on an interval which attempts to maximize the pavement's ride quality. Every 50 years a rehabilitation project is performed, which replaces culverts and addresses minor grade or subgrade issues. Approximately every 100 years, the road will require a major regrade project.

How much does a paved road Cost?

This County will review construction standards and consider:

- Reconstruct the grade of the road every 100 years
- Rehabilitate the road every 50 years
- Perform surface treatment every 20 years

The following costs are used for budgeting road improvement projects:

1. \$ 1,000,000 per mile to reconstruct a road and surface with bituminous pavement.
2. \$ 250,000 per mile to rehabilitate an existing bituminous road.
3. \$ 100,000 per mile for surface treatment of an existing bituminous road.

The Cost cycle of 1 mile of road:

Year 1	Construct	@	\$ 1,000,000
Year 20	Surface Treatment	@	\$ 100,000
Year 40	Surface Treatment	@	\$ 100,000
Year 60	Rehabilitation	@	\$ 250,000
Year 80	Surface Treatment	@	\$ 100,000
Total			\$ 1,550,000

This equates to approximately **\$15,500 per mile per year** to maintain a bituminous road.

There are:

1. 557 total miles of paved roads (County Jurisdiction)
2. 450 of paved CSAH mileage
3. 107 of paved County funded road mileage (3-digit roads)

Therefore; to maintain our existing bituminous county roads we require the following yearly budget:

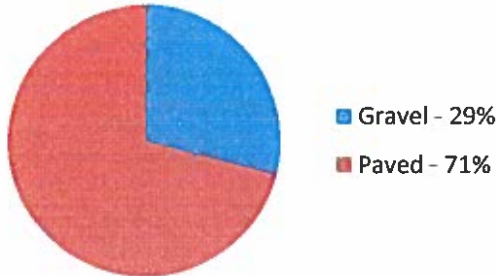
450 CSAH miles - \$6.98 million (current allocation at \$5.95 million)

107 County miles - \$1.66 million (current allocation at \$1.1 million)

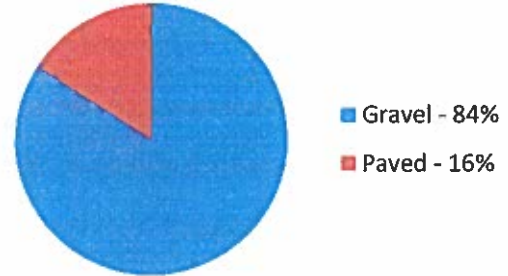
These figures do not include bridge projects, snow plowing, minor surface repairs or other incidental maintenance costs

Gravel vs. Paved

CSAH SYSTEM (648 MILES - TOTAL)



COUNTY SYSTEM (687 MILES - TOTAL)



Of the approximately 1335 miles of roads under Itasca County jurisdiction, approximately 50% are designated CSAH and 50% are designated straight County. In addition, approximately 42% of Itasca County road miles are paved.

The average annual cost to maintain a bituminous road is approximately \$15,500 per mile based on construction and surface resurfacing costs over the expected life of the road.

The annual cost to maintain a gravel road surface can vary greatly and is usually directly related to the traffic volume on the road. The following table indicates an estimate of the road surface maintenance costs required for gravel roads with three traffic volume levels.

Road ADT	100	200	300
Surface Maintenance Costs (Grader time)			
Grader minutes per mile	60 minutes @ \$120.00/hr per mile	60 minutes @ \$120.00/hr per mile	60 minutes @ \$120.00/hr per mile
Number of grading passes per week	0.5	2	3
Grading weeks per year	26	26	26
Grading Cost per mile per year	\$ 1,560.00	\$ 6,240.00	\$ 9,360.00
Material Costs (Gravel)			
Re-gravel interval	10 years	5 years	3 years
Cost per mile per year	\$ 1,250.00	\$ 2,500.00	\$ 4,166.00
Total yearly cost per mile	\$ 2,810.00	\$ 8,740.00	\$ 13,526.00

As can be seen, the maintenance costs rise with the increase in daily traffic volume. The surface costs for a gravel road begin to justify paving at an ADT level of around 300 vehicles per day, from a maintenance perspective.

The following table lists the number of miles of gravel and bituminous surfaced roads under county jurisdiction. As can be seen, the majority of roads over 300 ADT have bituminous surface

NOTES:

- ADT means the Average Annual Daily Traffic count which is an estimate of the number of vehicles per day, calculated on an annual average.
- The State Aid Funding rules discourage the use of State Aid funds for paving roads under an ADT of 150 vehicles per day.

SURFACE TYPE - CATEGORIZED BY TRAFFIC COUNT						
	Surface type	0-100 ADT	100 -200 ADT	200 - 300 ADT	OVER 300 ADT	Total
CSAH SYSTEM	Paved (miles)	10	65	52	334	461
	Gravel (miles)	97	68	10	12	187
COUNTY ROAD SYSTEM	Paved (miles)	22	27	40	26	115
	Gravel (miles)	507	63	2	0	572
	Total	636	223	92	384	1,335

System Preservation Priorities

The County Transportation Department uses a variety of indicators to prioritize construction and rehabilitation projects. Some of these are:

- Safety
- Preservation of existing pavement
- Availability of funding
- Traffic count
- Cost participation by others
- Project grouping
- Maintenance costs
- Pavement Quality Index
- Economic Development
- Public request

These factors are evaluated on potential projects to arrive with the County 5-year Plan which is reviewed and updated on a yearly basis.

System Evaluation

The Transportation Department performs a pavement roadway evaluation and rating which gives a relative ride and pavement condition rating to all paved State Aid and county roads. This process provides a basis for potential future construction projects based on the condition of the existing road independent of other factors. The department then evaluates the individual projects as to a recommended type of construction project required to bring the roadway to an acceptable ride

Condition Rating Scale Description

- 100 - New Road
- 80 - Good Condition (10 years after new construction)
- 60 - Overlay needed (20 years after new construction)
- 40 - Rehabilitation recommended
- 20 - Reconstruction recommended

2022 - 5 Year Plan for Construction Projects

The following worksheets and maps detail the proposed 2022 - 5-year plan. It should be noted that this plan is subject to change based on available funding, project conflicts and engineering workload. Project cost and allotment estimates are preliminary and are used for planning purposes only. The detail sheets contain the following sections:

- 2022 through 2026 Highway Construction Project lists
- 2022 through 2026 Highway Construction Project Maps

Public Involvement

Public input concerning the Itasca County 5 Year Plan for Road and Bridge projects will be accepted at the regularly scheduled County Board Work Session on February 1, 2022 in the County Board Room of the Itasca County Courthouse. County Board members will be available to hear verbal input. Written comment will be accepted at the Transportation Department until February 28, 2022. A copy of the proposed plan and maps showing the projects and their locations is available for review at the Transportation Department in the County Courthouse and online at the Itasca County website under the Transportation Department tab.

Questions or comments can be addressed to:

Karin Grandia
Itasca County Engineer
123 4th Street NE
Grand Rapids, MN 55744
218-327-2853

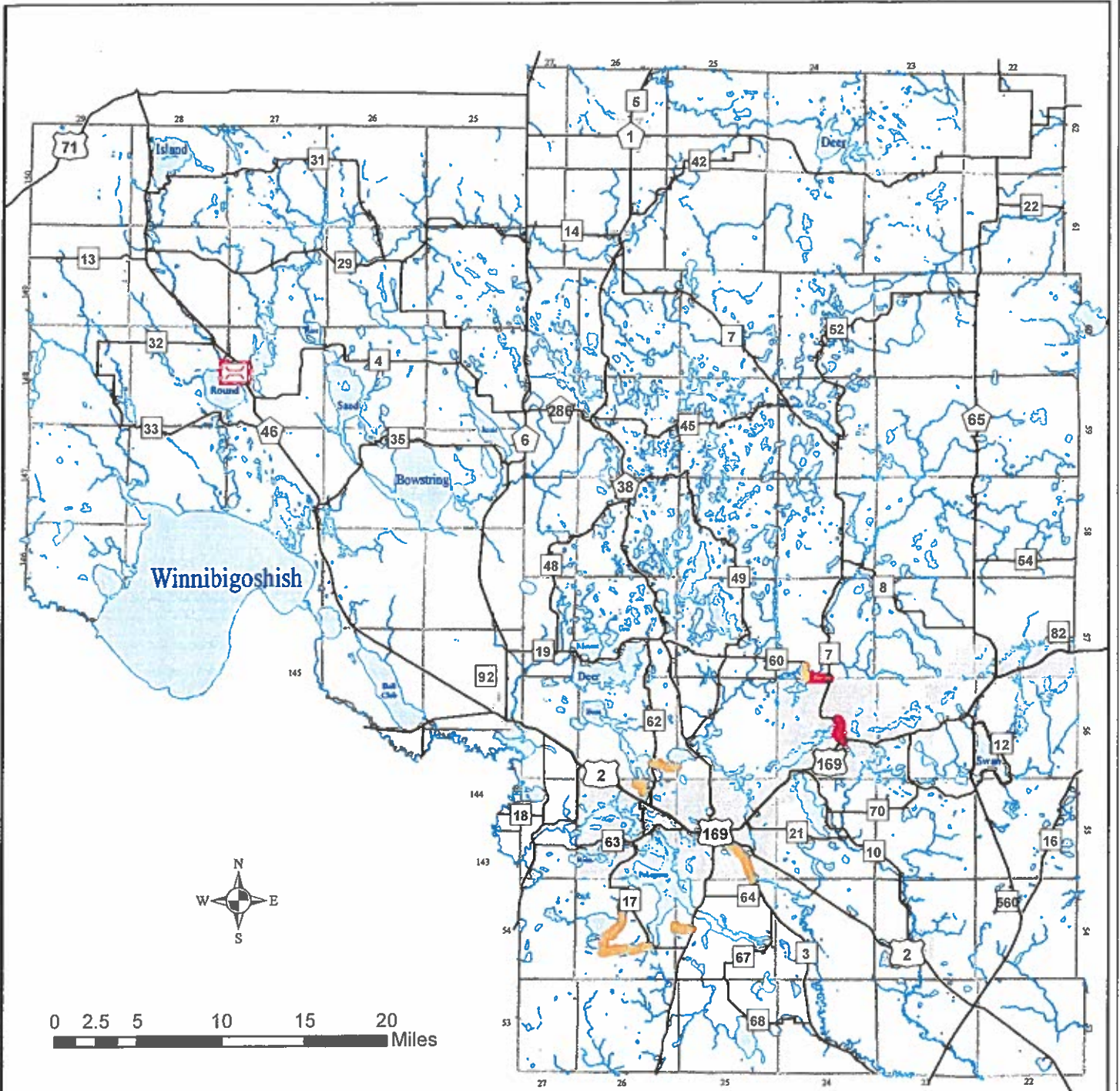


Itasca County

2022 - 2026




Proposed Project Schedule for Highway Improvement Projects

ITASCA COUNTY CONSTRUCTION PROJECTS 2022



Road Number	LOCATION
CR 149	Bridge 88201
CR 449	CSAH 17 to CR 458
CSAH 3	Th 169 to City Limits
CSAH 7	TH 169 to 1.3 miles north
CSAH 60	CR 329 to CSAH 7
CSAH 60	CR 329 to Willow Creek Trail
CSAH 93	CR 179 to CSAH 88
CSAH 94	CSAH 62 to 1.7 miles east
CSAH 97	CR 250 to Hwy 169 (south int)

2022 Construction Projects

-  Bridge Replacement
-  Bituminous
-  Reconstruction

Itasca County 5-year Plan

REVISED: 1/10/2022

		CONSTRUCTION PROJECTS FOR				2023					
Road Number	LOCATION (FROM - TO)	Length	Type of Work	Estimated Cost	State Aid Funding	Municipal State Aid Funding	County Preservation Funding	Other Funding	Other Funding Source	Plat Page	
CR 238	CSAH 19 to CR 247	2.3	Base & Bituminous/Overlay	\$350,000				\$350,000	UT B	37	
CR 336	Bridge 7108 & 93290 over the Prairie River	—	Bridge Replacement	\$1,350,000			\$150,000	\$1,200,000	Bridge Bonding	49	
CR 407	Rail Road Crossing	-	Crossing Surface Replacement	\$50,000			\$50,000			23	
CR 427	CSAH 67 to CSAH 68	5.0	Bituminous Overlay	\$500,000			\$500,000			12, 17, 18	
CR 432	CSAH 68 to 2.67 miles south	2.7	Bituminous Overlay	\$270,000			\$270,000			11	
CR 440	CSAH 21 to Hwy 169	2.3	Bituminous Overlay	\$230,000			\$230,000			23, 24	
CSAH 4	CSAH 29 to TH 6	6.2	Bituminous Overlay	\$650,000	\$650,000					67	
CSAH 7	TH 38 to CSAH 75	7.1	Bituminous Rehabilitation	\$2,500,000	\$1,180,000			\$1,320,000	Federal	69, 70, 80	
CSAH 43	TH 38 to Daley Larson Road	2.0	Bituminous Overlay	\$200,000	\$200,000					68, 69	
CSAH 52	CR 340 to CR 342	2.8	Reconstruction	\$1,800,000	\$1,800,000					71	
CSAH 75	CSAH 7 to park	1.5	Bituminous Overlay	\$150,000	\$150,000					70	
CSAH 78	CSAH 7 to CR 77	0.7	Bituminous Overlay/Rehab	\$200,000		\$200,000				80	
CSAH 81	TH 2 to TH 6 (Deer River)	0.9	Bituminous Overlay	\$250,000		\$250,000				35	
CSAH 84	City of Calumet - TH 169 to 2nd Ave.	0.2	Bituminous Rehabilitation	\$400,000		\$400,000				32	
CSAH 92	(CR 142) CSAH 44 to 0.15 miles E. of CR 256	8.5	Bituminous Rehabilitation	\$850,000	\$850,000					35, 36	
	Various Roads		Routine Maintenance: Crack Sealing & Pavement Patches	\$150,000			\$150,000				
TOTAL				\$9,900,000	\$4,830,000	\$860,000	\$1,350,000	\$2,870,000			

PROJECTED STATE AID BALANCE

State Aid Balance End of 2022	-\$320,000
State Aid Allotment for Year 2023	\$5,800,000
Transfer from Municipal Construction	
Engineering	\$350,000
State Aid Construction for Year 2023	\$4,830,000
State Aid Balance End of 2023	\$300,000

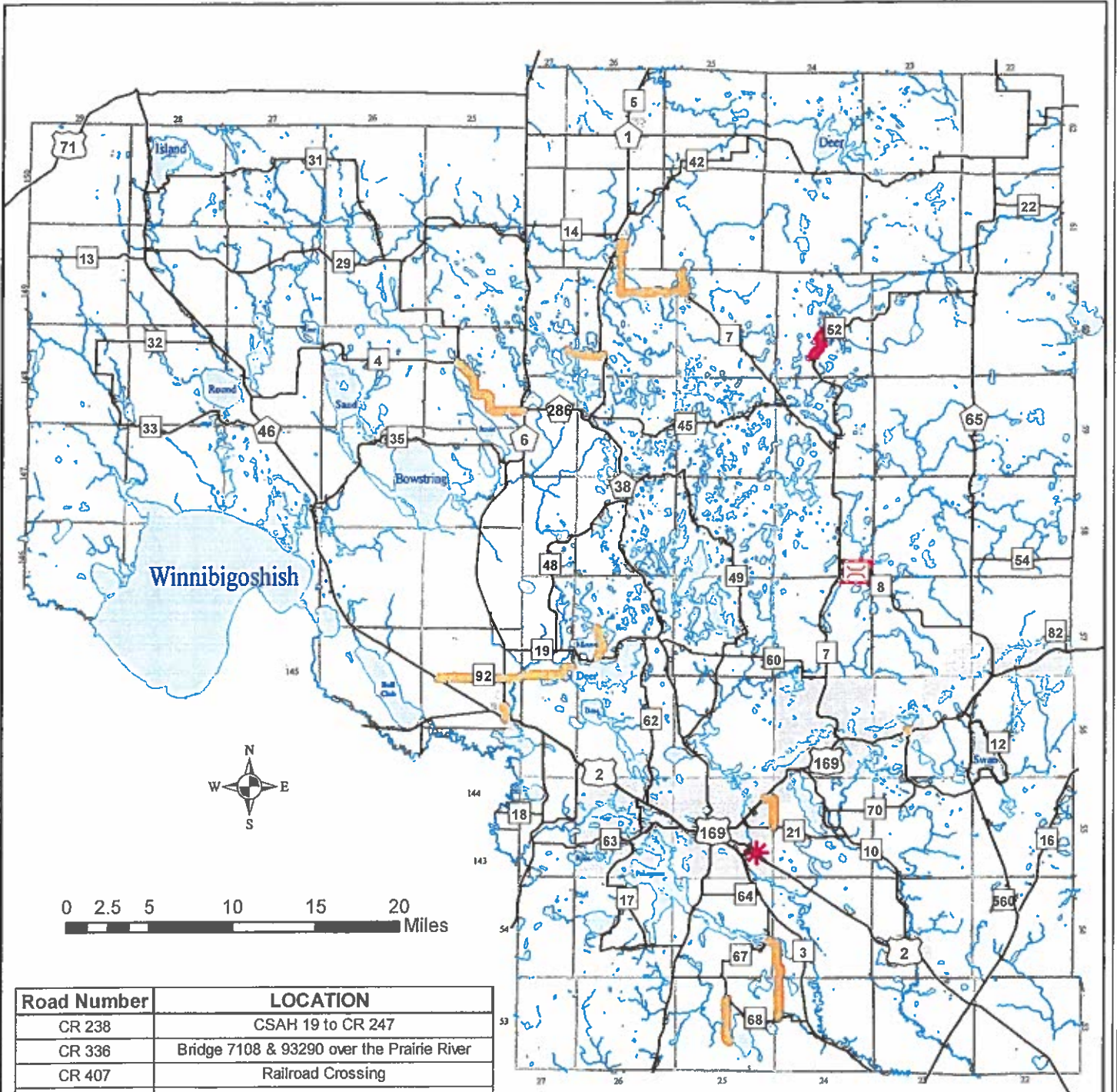
PROJECTED COUNTY PRESERVATION BALANCE

County Preservation Balance End of 2022	-\$40,000
County Preservation Allotment for Year 2023	\$680,000
County Preservation Construction for Year 2023	\$1,350,000
County Preservation Balance End of 2023	-\$280,000

PROJECTED MUNICIPAL STATE AID BALANCE





Municipal State Aid Balance End of 2022	-\$300,000
Municipal State Aid Allotment for Year 2023	\$850,000
Transfer from Mun. Const. to State Aid Const.	
Municipal State Aid Construction for Year 2023	\$850,000
Municipal State Aid Balance End of 2023	-\$300,000

ITASCA COUNTY CONSTRUCTION PROJECTS 2023



Road Number	LOCATION
CR 238	CSAH 19 to CR 247
CR 336	Bridge 7108 & 93290 over the Prairie River
CR 407	Railroad Crossing
CR 427	CSAH 67 to CSAH 68
CR 432	CSAH 68 to 2.67 miles south
CR 440	CSAH 21 to Hwy 169
CSAH 4	CSAH 29 to TH 6
CSAH 7	TH 38 to CSAH 75
CSAH 43	TH 38 to Daley Larson Road
CSAH 52	CR 340 to CR 342
CSAH 75	CSAH 7 to park
CSAH 78	CSAH 7 to CR 77
CSAH 81	TH 2 to TH 6 (Deer River)
CSAH 84	TH 169 to 2nd Ave.
CSAH 92	CSAH 44 to 0.15 mi E of CR 256

2023 Construction Projects

-  Bridge Replacement
-  Railroad Crossing
-  Bituminous
-  Reconstruction

CONSTRUCTION PROJECTS FOR						2024				
Road Number	LOCATION (FROM - TO)	Length	Type of Work	Estimated Cost	State Aid Funding	Municipal State Aid Funding	County Preservation Funding	Other Funding	Other Funding Source	Plat Page
CR 560	TH 65 to TH 65 (Goodland)	2.7	Bituminous Overlay	\$270,000			\$270,000			20
CR 560	TH 65 to TH 65 West Shore	2.0	Bituminous Rehabilitation	\$500,000			\$500,000			32, 33
CSAH 7	CSAH 59 to CSAH 8	4.3	Reconstruction & Paving	\$4,300,000	\$4,300,000					39, 49
CSAH 15	TH 169 to end	0.85	Bituminous Rehabilitation & ADA Upgrades	\$400,000		\$400,000				31
CSAH 61	Bridge 31513 over Prairie River	-	Bridge Replacement	\$1,000,000	\$500,000			\$500,000	Bridge Bonding	30
CSAH 61	Coleraine City Limits to Hwy 169	1.60	Bituminous Overlay/Rehab	\$350,000		\$350,000				31
CSAH 70	Bridge 7109 over Swan River	-	Bridge Replacement	\$600,000	\$300,000			\$300,000	Bridge Bonding	24
CSAH 70	Bridge 7110 over Swan River	--	Bridge Replacement	\$400,000	\$200,000			\$200,000	Bridge Bonding	24
	Various Roads		Routine Maintenance: Crack Sealing & Pavement Patches	\$150,000			\$150,000			
TOTAL				\$7,970,000	\$5,300,000	\$750,000	\$920,000	\$1,000,000	\$0	

PROJECTED STATE AID BALANCE

State Aid Balance End of 2023	\$300,000
State Aid Allotment for Year 2024	\$5,800,000
Transfer from Municipal Construction	
Engineering	\$450,000
State Aid Construction for Year 2024	\$5,300,000
State Aid Balance End of 2024	\$350,000

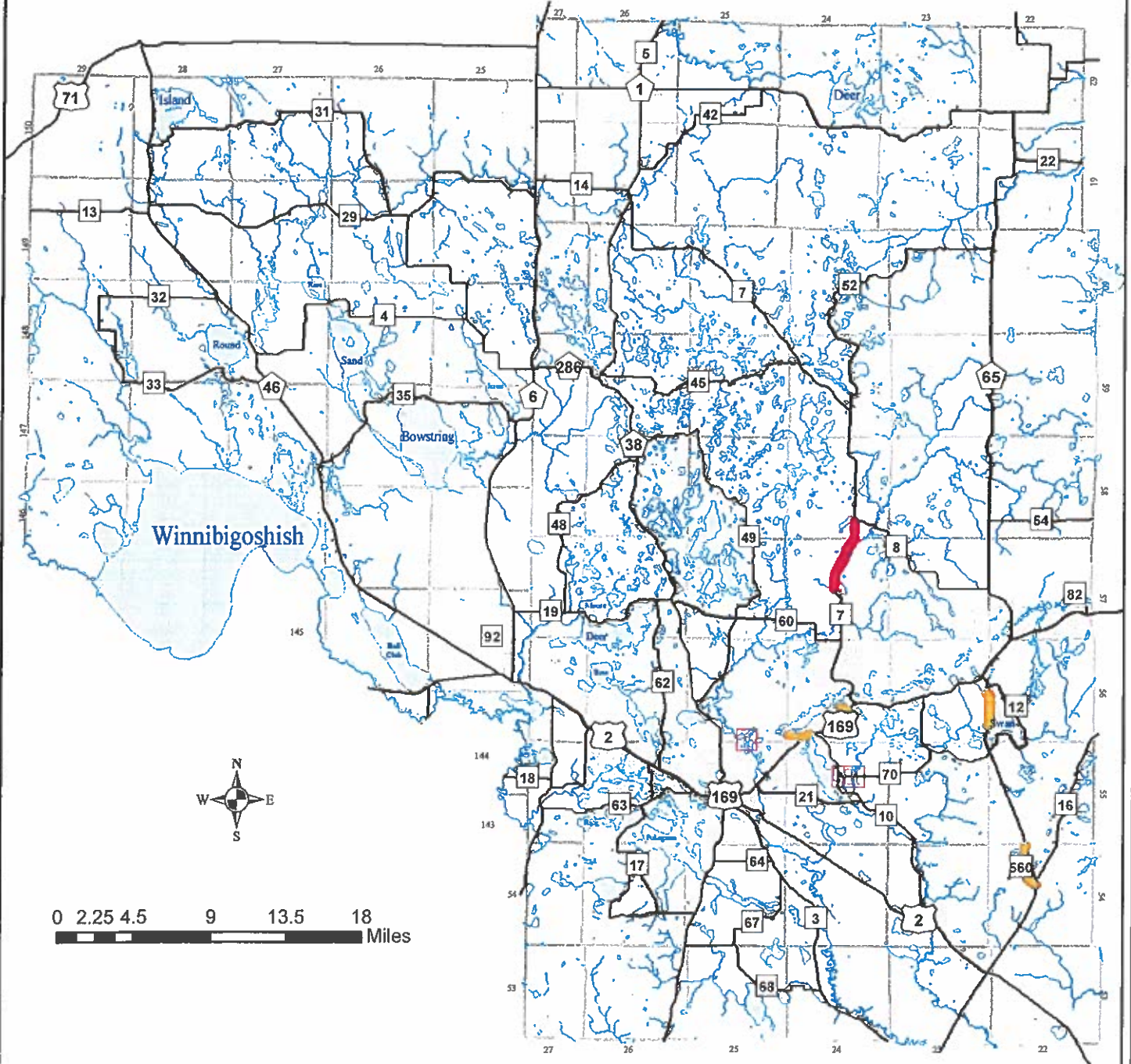
PROJECTED COUNTY PRESERVATION BALANCE

County Preservation Balance End of 2023	-\$280,000
County Preservation Allotment for Year 2024	\$680,000
Wheelage Tax	\$430,000
County Preservation Construction for Year 2024	\$920,000
County Preservation Balance End of 2024	-\$90,000

PROJECTED MUNICIPAL STATE AID BALANCE




Municipal State Aid Balance End of 2023	-\$300,000
Municipal State Aid Allotment for Year 2024	\$850,000
Transfer from Mun. Const. to State Aid Const.	
Municipal State Aid Construction for Year 2024	\$750,000
Municipal State Aid Balance End of 2024	-\$200,000

ITASCA COUNTY CONSTRUCTION PROJECTS 2024



Road Number	LOCATION
CR 560	TH 65 to TH 65 (Goodland)
CR 560	TH 65 to TH 65 West Shore
CSAH 7	CSAH 59 to CSAH 8
CSAH 15	TH 169 to end
CSAH 61	Bridge 31513 over Prairie River
CSAH 61	Coleraine City Limits to Hwy 169
CSAH 70	Bridge 7109 over Swan River
CSAH 70	Bridge 7110 over Swan River

2024 Construction Projects

-  Bridge Replacement
-  Bituminous
-  Reconstruction

Itasca County 5-year Plan

REVISED: 1/10/2022

		CONSTRUCTION PROJECTS FOR				2025					
Road Number	LOCATION (FROM - TO)	Length	Type of Work	Estimated Cost	State Aid Funding	Municipal State Aid Funding	County Preservation Funding	Other Funding	Other Funding Source	Plat Page	
CR 149	Bridge 88201 to TH 46	0.7	Bituminous Overlay	\$85,000			\$85,000			65	
CR 239	CSAH 17 to CSAH 17	4.6	Bituminous Overlay	\$600,000			\$600,000			16	
CR 439	Bridge 7026	—	Culvert Replacement	\$400,000	\$50,000			\$350,000	Bridge Bonding	12	
CSAH 29	TH 46 to Dora Lake Bridge	10.8	Bituminous Overlay	\$1,200,000	\$1,200,000					75, 76	
CSAH 32	TH 46 to End Pavement	2.2	Bituminous Overlay	\$250,000	\$250,000					64	
CSAH 35	TH 46 to CR 175	10.3	Bituminous Overlay & Rehab	\$1,700,000	\$1,700,000					54, 55	
CSAH 52	CR 342 to Horsehead Lake Trail	4.3	Reconstruction	\$2,620,000	\$1,400,000			\$1,220,000	Federal	71, 72	
CSAH 62	CSAH 63 to Hwy 169	2.4	Bituminous Overlay/Bridge Rehab	\$500,000		\$500,000				22	
CSAH 68	Bridge 7027 over Split Hand Creek	—	Bridge Replacement	\$500,000	\$100,000			\$400,000	Bridge Bonding	12	
CSAH 92	(CR 142) 0.15 miles E of CR 256 to CSAH 19	1.2	Reconstruction	\$850,000	\$850,000					36	
CSAH 96	(CR 457) Grand Rapids City Limits to CSAH 64	1.25	Bituminous Rehabilitation	\$400,000	\$400,000					23	
	Various Roads		Routine Maintenance: Crack Sealing & Pavement Patches	\$150,000			\$150,000				
TOTAL				\$9,255,000	\$5,950,000	\$500,000	\$835,000	\$1,970,000			

PROJECTED STATE AID BALANCE

State Aid Balance End of 2024	\$350,000
State Aid Allotment for Year 2025	\$5,800,000
Transfer from Municipal Construction	
Engineering	\$250,000
State Aid Construction for Year 2025	\$5,950,000
State Aid Balance End of 2025	-\$50,000

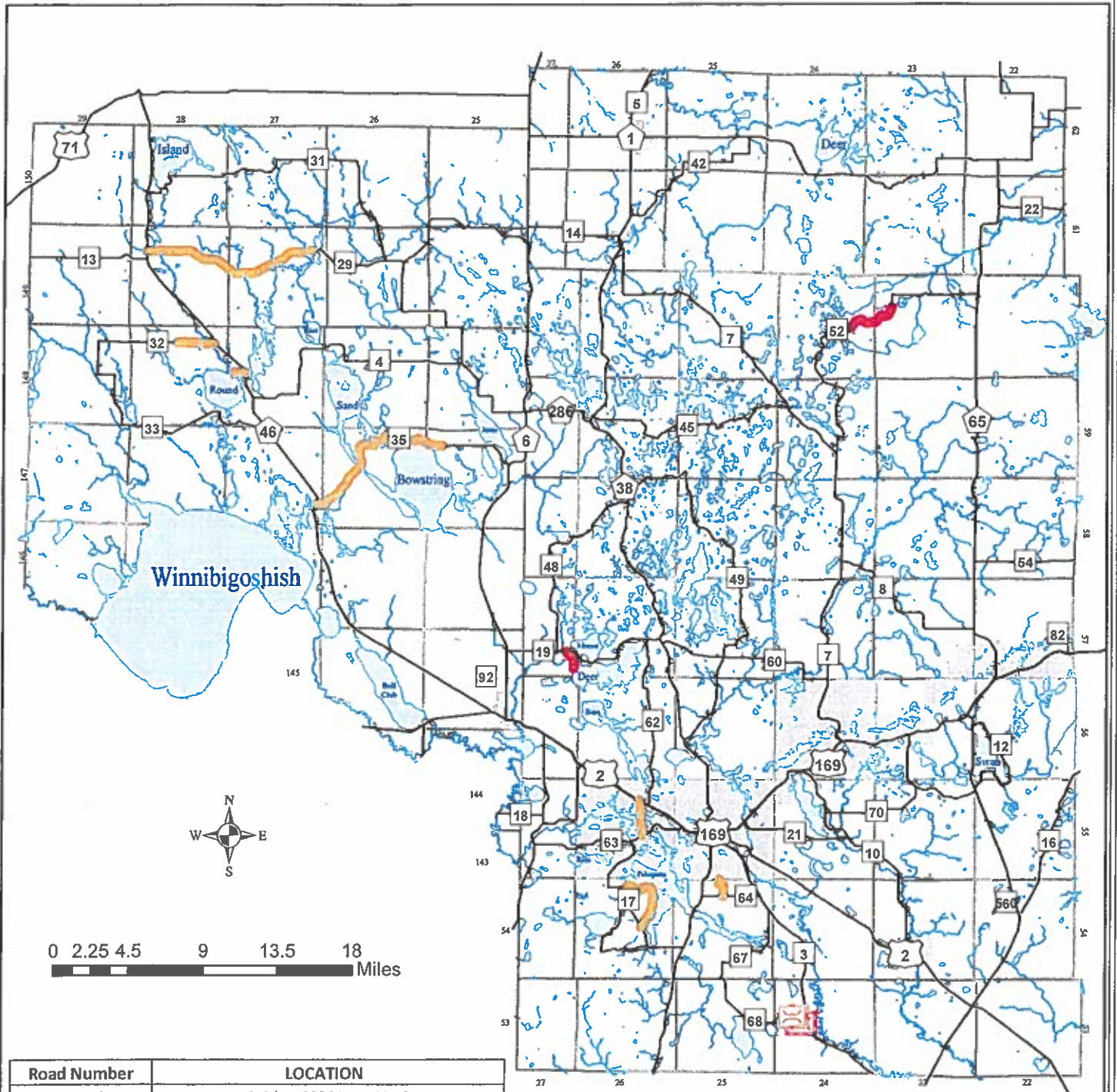
PROJECTED COUNTY PRESERVATION BALANCE

County Preservation Balance End of 2024	-\$90,000
County Preservation Allotment for Year 2025	\$680,000
Wheelage Tax	\$430,000
County Preservation Construction for Year 2025	\$835,000
County Preservation Balance End of 2025	\$185,000

PROJECTED MUNICIPAL STATE AID BALANCE





Municipal State Aid Balance End of 2024	-\$200,000
Municipal State Aid Allotment for Year 2025	\$850,000
Transfer from Mun. Const. to State Aid Const.	
Municipal State Aid Construction for Year 2025	\$500,000
Municipal State Aid Balance End of 2025	\$150,000

ITASCA COUNTY CONSTRUCTION PROJECTS 2025



Road Number	LOCATION
CR 149	Bridge 88201 to TH 46
CR 239	CSAH 17 to CSAH 17
CR 439	Bridge 7026 over Split Hand Creek
CSAH 29	TH 46 to Dora Lake Bridge
CSAH 32	TH 46 to End Pavement
CSAH 35	TH 46 to CR 175
CSAH 52	CR 342 to Horsehead Lake Trail
CSAH 62	CSAH 63 to Hwy 169
CSAH 68	Bridge 7027 over Split Hand Creek
CSAH 92	(CR 142) 0.15 miles E of CR 256 to CSAH 19
CSAH 96	(CR 457) Grand Rapids City Limits to CSAH 64

2025 Construction Projects

-  Bridge Replacement
-  Culvert Replacement
-  Bituminous
-  Reconstruction

Itasca County 5-year Plan

REVISED: 1/10/2022

CONSTRUCTION PROJECTS FOR							2026			
Road Number	LOCATION (FROM - TO)	Length	Type of Work	Estimated Cost	State Aid Funding	Municipal State Aid Funding	County Preservation Funding	Other Funding	Other Funding Source	Plat Page
CR 140	Bridge 88193	-	Bridge Replacement	\$500,000			\$100,000	\$400,000		34
CR 340	CSAH 52 to end of pavement	0.35	Bituminous Overlay	\$35,000			\$35,000			71
CR 533	TH 1 to end of pavement	2.2	Bituminous Overlay	\$225,000			\$225,000			93
CSAH 17	Bridge 7146	-	Bridge Replacement	\$600,000	\$300,000			\$300,000		16
CSAH 52	CR 340 to TH 65	13.0	Base & Bituminous	\$3,900,000	\$3,900,000					71 & 72
CSAH 52	CSAH 7 to CR 340	7.3	Bituminous Overlay	\$750,000	\$750,000					60 & 71
CSAH 67	Jane Lane to Hughes Road	1.5	Reconstruction	\$750,000	\$750,000					17
CSAH 86	TH 65 to Alley East of 4th St	0.2	Bituminous Rehab & ADA	\$150,000		\$150,000				41
CSAH 92	(CR 142) 0.15 miles E. of CR 256 to CSAH 19	1.2	Base & Bituminous	\$350,000	\$350,000					35, 36
	Various Roads						\$150,000			
TOTAL				\$7,410,000	\$6,050,000	\$150,000	\$510,000	\$700,000		

PROJECTED STATE AID BALANCE

State Aid Balance End of 2025	\$350,000
State Aid Allotment for Year 2026	\$5,800,000
Transfer from Municipal Construction	
Engineering	\$250,000
State Aid Construction for Year 2026	\$6,050,000
State Aid Balance End of 2026	-\$150,000

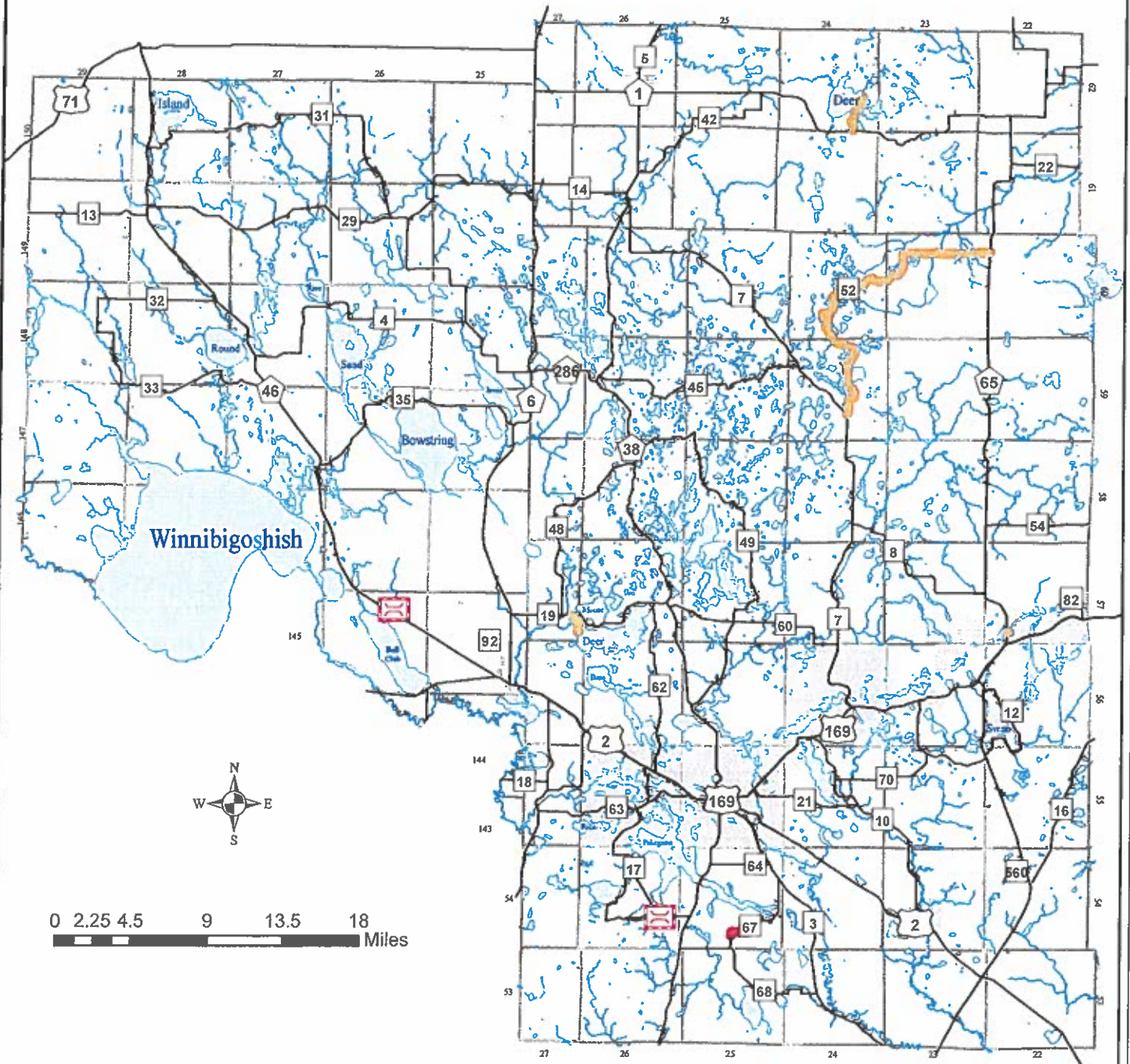
PROJECTED COUNTY PRESERVATION BALANCE

County Preservation Balance End of 2025	-\$90,000
County Preservation Allotment for Year 2026	\$680,000
Wheelage Tax	\$430,000
County Preservation Construction for Year 2026	\$510,000
County Preservation Balance End of 2026	\$510,000

PROJECTED MUNICIPAL STATE AID BALANCE

Municipal State Aid Balance End of 2025	-\$200,000
Municipal State Aid Allotment for Year 2026	\$850,000
Transfer from Mun. Const. to State Aid Const.	
Municipal State Aid Construction for Year 2026	\$150,000
Municipal State Aid Balance End of 2026	\$500,000

ITASCA COUNTY CONSTRUCTION PROJECTS 2026



Road Number	LOCATION
CR 140	Bridge 88193 over unnamed stream
CR 340	CSAH 52 to end of pavement
CR 533	TH 1 to end of pavement
CSAH 17	Bridge 7146 over Pokegama Lake
CSAH 52	CR 340 to TH 65
CSAH 52	CSAH 7 to CR 340
CSAH 67	Jane Lane to Hughes Road
CSAH 86	TH 65 to Alley East of 4th St.
CSAH 92	(CR 142) 0.15 miles E of CR 256 to CSAH 19

2026 Construction Projects

- Bridge Replacement
- Bituminous
- Reconstruction



CA

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	11/1/21			
GRASS CUT:		cut		
GRASS TRIMMED:		flowers		
ANY TRASH?		flowers		
ANY VANDALISM?		on divider		
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS			NA	good
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				good
POSTS				
COURT				
GRASS CUT/TRIMMED				good (nets could be removed)

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:
NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

DATE

CEMETERY

WENDIGO

CRYSTAL SPRINGS

11/12/21

good good

1 N/A good good

1 N/A good

1 good good

1 N/A good

1 good
Bottle tops

Conting - all good
N/A good
N/A good

Wendigo - good
Tennis Court not considered
Tennis Court not considered
Xt door to rink needs to be adjusted
St of shirts

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	11/8/2014	OK		
GRASS CUT:		OK		
GRASS TRIMMED:		OK		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:		N/A		
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

N/A

N/A Net removed

Net removed

DATE CEMETERY WENDIGO CRYSTAL SPRINGS

11/8/2021 OK OK OK

PARKS (CONTINUED):
BASEBALL FIELD:
SHAPE/ANY REPAIR
NEEDED
GRASS CUT/TRIMMED

OK

BASKETBALL AREA:
NET

OK OK

PICNIC AREA:
TABLES/BENCHES
TRASH

OK OK

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

OK OK

HORSESHOE COURT
TRASH

OK OK

PARKING LOT:
TRASH
ICE RINK/WARMING SHACK
OUTHOUSE:
CLEAN/CALL NEEDED TO VENDOR?

benches
quarters

OVERALL COMMENTS:

Everything - all OK. Picked up benches
- all OK. Picked up benches (picked up)
- kids playing BB, getting on track & lot
- Bank door needs to be adjusted; total amount.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	11/15/24	OK		
GRASS CUT:		flowers		
GRASS TRIMMED:		flowers		
ANY TRASH?		need to be dumped		
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS		OK	OK	OK
POSTS		OK	OK	OK
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET		OK	OK	OK
POSTS		OK	OK	OK
COURT				
GRASS CUT/TRIMMED				

PARKS (CONTINUED):

BASEBALL FIELD:
SHAPE/ANY REPAIR
NEEDED
GRASS CUT/TRIMMED

BASKETBALL AREA:
NET

PICNIC AREA:
TABLES/BENCHES
TRASH

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

HORSESHOE COURT
TRASH

PARKING LOT:
TRASH
ICE RINK/WARMING SHACK
OUTHOUSE:
CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

DATE CEMETERY WENDIGO CRYSTAL SPRINGS

11/16/21 10th Watkins on

✓ ← on →

✓ on on

✓ kids' buildings on

✓ on

✓ on →

✓ Overall - flowers need to be dumped from

benches - on
cups - on

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	11/27/24	Flowers Sediment on trailer (8)		
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				

Handwritten notes in the table cells:

- Under **CEMETERY:**, "Flowers", "Sediment", "on trailer (8)"
- Under **VOLLEYBALL COURT:**, "N/A" (twice)
- Under **TENNIS COURT:**, "N/A", "Alls down", "-NO SNOW-"

PARKS (CONTINUED):

DATE 11/24/21

CEMETERY

WENDIGO

CRYSTAL SPRINGS

BASEBALL FIELD:
SHAPE/ANY REPAIR
NEEDED
GRASS CUT/TRIMMED

OK

Snow

~~NO~~
Snow

BASKETBALL AREA:
NET

OK

PICNIC AREA:
TABLES/BENCHES
TRASH

↓

OK

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

OK

↓

HORSESHOE COURT
TRASH

for more
in parks

PARKING LOT:
TRASH
ICE RINK/WARMING SHACK
OUTHOUSE:
CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

Amphibians - Still not a lot of
frogs - some benches down -
need to get out (under logs) by
pumps
* I see down in ditch before 29804 SB Rd.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
12/1/21	PAW Not a lot snow		

CEMETERY:

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

Handwritten notes in purple ink on lined paper. A large arrow points from the 'ANY AREAS OF CONCERN' section down to the 'TENNIS COURT' section. Under 'TENNIS COURT', there is a note 'some snow' with an arrow pointing to the right. Under 'VOLLEYBALL COURT', there is a note 'W/A snow' with an arrow pointing to the right.

PARKS (CONTINUED):

BASEBALL FIELD:
SHAPE/ANY REPAIR
NEEDED
GRASS CUT/TRIMMED

Nothing
new

BASKETBALL AREA:
NET

PICNIC AREA:
TABLES/BENCHES
TRASH

NA
not a lot

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

snow
left

HORSESHOE COURT
TRASH

PARKING LOT:
TRASH
ICE RINK/WARMING SHACK
OUTHOUSE:
CLEAN/CALL NEEDED TO VENDOR?

↓ ↓

OVERALL COMMENTS:

Cemetary all Ok
Wendigo -> QUIET } NO Vandalism
Crystal - QUIET }

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE 12/3/21 CEMETERY _____ WENDIGO _____ CRYSTAL SPRINGS _____

CEMETERY:

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

(Handwritten marks and signatures)

(A large checkmark is drawn across the top section of the form.)

(A signature is written in the middle section.)

(A signature is written in the bottom section.)

CRYSTAL SPRINGS

WENDIGO

CEMETERY

DATE

12/31/21

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR

NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

N/A

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

Pinks were closed - 12/27 12/28 - weather open - 12/31 in Am

OVERALL COMMENTS:

All OK, skaters at both
crystal's ponds; weather -10
and pinks were closed.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE _____ CEMETERY _____ WENDIGO _____ CRYSTAL SPRINGS _____

12/9/2024

all
OK

CEMETERY:

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

1/11/24

OK

OK

OK

DATE 12/9/21 CEMETERY WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR NEEDED

GRASS CUT/TRIMMED

SMW SNW

BASKETBALL AREA:
NET

✓

PICNIC AREA:
TABLES/BENCHES
TRASH

✓ ✓ ✓

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

HORSESHOE COURT
TRASH

✓

PARKING LOT:
TRASH
ICE RINK/WARMING SHACK
OUTHOUSE:
CLEAN/CALL NEEDED TO VENDOR?

✓
Clean ✓

OVERALL COMMENTS:

Cemetery - OK
Wendigo - Ground to be done after contact with shovel by
Dogs - Subst by Williams. Shovel needs to
be cleaned up! Cleanup - all done OK! :)

PARKS (CONTINUED):

BASEBALL FIELD:
SHAPE/ANY REPAIR
NEEDED
GRASS CUT/TRIMMED

SNOW

BASKETBALL AREA:
NET

N/A

PICNIC AREA:
TABLES/BENCHES
TRASH

V

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

HORSESHOE COURT
TRASH

NEED PARKING LOT
IS PLOWED

PARKING LOT:
TRASH
ICE RINK/WARMING SHACK
OUTHOUSE:
CLEAN/CALL NEEDED TO VENDOR?

ALL-OK RESTORABLE

OVERALL COMMENTS:

Cemetery - plowed but needs a cleanup
Wendigo - just plowed! Grass like a good short
die 'n down - Skates have been used!
Cricket - parking lot not plowed. Rink is questionable!

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE 12/23/21 CEMETERY W WENDIGO 1 CRYSTAL SPRINGS

CEMETERY:

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

(Handwritten notes and checkmarks on lined paper)

(Large checkmark in the CEMETERY column)

(Large checkmark in the WENDIGO column)

(Large checkmark in the CRYSTAL SPRINGS column)

DATE 12/22/21 CEMETERY WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR
NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

Handwritten notes on lined paper: 'DA' and 'SMW' in the first section; 'CUT' in the second section; 'Stumps in hole' and 'RINKS' in the third section.

Handwritten overall comments: 'Cemetery looking good - OK -', 'Crystal - all OK - Grass good 12/22/21'

Itasca County Trails Task Force Meeting Minutes
Thursday, December 9, 2021
Timberlake Lodge Hotel
11:30am-1:00pm

7B

Tom Saxhaug, Chairperson, called the meeting to order at 11:32am

Present – Tom Saxhaug (Chairperson), Catherine McLynn (Northern Lights Nordic Ski Association, Rapids Riders ATV Club, Grand Rapids Itasca Mountain Bike Association), Michelle Heiker (US Forest Service – Deer River), Boomer Maritko (Northern Lights Nordic Ski Association), Les Olila (Itasca County Park & Recreation), Tom Boland (Edge of the Wilderness Cross Country Ski Association), Sarah Carling (Community Economic Development Associates), Sue Schrunk (Itasca Sunset Saddle Club), Wendy Norling (Itasca Sunset Saddle Club), Stephanie Kessler (City of Cohasset Park & Recreation), Kacie Stanek (MN DNR), Lilly Smith (Visit Grand Rapids), Dick Elander (Lawron Trail Riders Snowmobile Club), Mary Garner (Lawron Trail Riders Snowmobile Club), Doug Widen (38ers Snowmobile Club), Ron Danielson (Wilderness Wheelers), Mike Schack (Harris Township), Dan Kingsley (Haypoint Snowmobile Club), Sara Thompson (Itasca County Land Department), Megan Christianson (Visit Grand Rapids), and Deanna Ensley (North Country Trail).

Approval of the Agenda – Dan Kingsley made a motion to approve the December 9, 2021 agenda, and Les Olilou seconded the motion. Motion passed.

Approval of October Minutes – Sarah Thompson made a motion to approve the October 2021 Minutes, and Les Olilia seconded the motion. Motion passed.

Treasurers report – Catherine McLynn reviewed funds available is \$32,380 is available from now until August 2022, the task force has paid \$50,000 in projects for the year. Dan Kingsley made a motion to approve the treasurers report, and Ron Danielson seconded the motion. Motion passed.

Election – Tom Boland made a motion to approve Tom Saxhaug as the Itasca County Trails Task Force Chairperson for 2022, and Wendy Norling seconded the motion. Motion passed. Dan Kingsley made a motion to approve Les Olila as the Vice Chair of the Itasca County Trails Task Force, and Catherine McLynn seconded the motion. Motion approved. Ron Danielson made a motion to approve Catherine McLynn as the Itasca County Trails Task Force Treasurer, and Deanna Ensley seconded the motion. Motion passed. Sarah Carling made a motion to approve Visit Grand Rapids staff as the Itasca County Trails Task Force Secretary and Dan Kingsley seconded the motion. Motion passed.

2022 Itasca Trails Task Force Work Plan – Les Olila presented the proposed 2022 Itasca County Trails Task Force Work Plan. A request was made for the clubs and organizations that receive funds from the Itasca Trails Task Force to submit photos and updates/reports to Megan Christianson via email: megan@visitgrandrapids.com. Catherine McLynn made a motion to approve the 2022 Itasca County Trails Task Force Work Plan, and Les Olila seconded the motion. Motion passed.

OLD BUSINESS

Wilderness Wheelers ATV Club Grant Request – Ron Danielson gave a brief overview of the grant request. Megan Christianson made a motion to approve \$10,000 for the Wilderness Wheelers Grant project, and Tom Boland seconded the motion. Motion passed.

NEW BUSINESS

Itasca County Trails Task Force Meeting Minutes
Thursday, December 9, 2021
Timberlake Lodge Hotel
11:30am-1:00pm

Around the Horn & Emerging Issues -

City of Cohasset Park & Rec– snowshoes available – 12 pairs would like to go out on Thursday at 12:30pm is open to anyone can use snowshoes for free. Cohasset resident can rental are free Thursday-Tuesday. Family skate 5-6pm on the rinks without hockey skaters. Steve and Mike are going to groom the cross country ski trails. North Country Trail approve Grand Rapids to Remer section. Will groom depending on the snow.

MN DNR – year end meetings together with MN DNR is a potential. All Itasca Co ATV Clubs grants were in. Karine Fingken has been hired as the OHV Acquisition and Development Specialist. 500 miles of trail that their crew has not groomed yet. Taconite Trail is good through McCarthy State Beach Park. Has not Circle T, Little or Big Bear spurs. First benchmarks due next week. Sign orders are ready; can stop at the MN DNR office to pick up. Ski update Golden Anniversary cleared and packed. Statewide perspective electronic license system that whole system is getting a makeover – looking for feedback on. Megan to pull from the DNR site and include link.

Visit Grand Rapids – 2022 Visitor Guide coming out next week. Snowmobile maps coming soon, Megan will send an email to Snowmobile Clubs when they are ready.

Lawron Snowmobile Club – Dealing with swamps packing the trails. Not enough snow to groom yet. Their trails 85% cleared and being packed.

38er's Snowmobile Club – Thank you to the Federal and State staff to help with re-route. New route is cleared and a usable trail.

Wilderness Wheelers ATV Club – Ron thanked for the grant money. Trail is closed now. They had a good year and reviewing the data. Working with Sara at Land Dept to discuss new trail proposals.

Harris township – LaPlant Road potential purchase land to expand their boat landing parking.

Haypoint Snowmobile Club – 110 miles packed and cleared. Trail going south from Enbridge is ready to ride this year. December 28th safety training class and the 29th as back-up date or even overbooking. Gave each family a free family membership for the year for kids that go through snowmobile safety training. November 26th trail cleanup that had four separate groups to help clear.

Itasca County Land Department – Alder Pond has been cleared and packed. Wabana is cleared and packed. More snow to track set. The rest of the trails are coming along. Roger and Greg hoping to go out and pack more. Northern snowmobile clubs have been out clearing and packing. Len hardy Memorial ATV Trail the boardwalk is ready, and the culvert done. Now can access the north end of the trail. Starting work in the spring to complete the rest of the trail.

North Country Trail – Two work days in November and December almost cleared to east west burm north of True Road. Getting some new volunteers. Getting plans to go out again in the Spring. Work group coming in May. Regional get together in October of 2022.

Itasca County Trails Task Force Meeting Minutes
Thursday, December 9, 2021
Timberlake Lodge Hotel
11:30am-1:00pm

Legion Trail – snowshoers are packing the 6 miles of trail.

Northern Lights Nordic Ski Club – 150 families are outfitted with skis. Skiing at Mt Itasca and Deer River. Mt Itasca making snow, and groomer broke down, trying to fix and then hoping to back up and running soon. Suomi and Amen is groomed.

US Forest Service , Chippewa – trails are being packed. Renewed Northern Lights Ski Club agreement for three years.

Sugar Hills – clean up back in September. Trying to pack the trails. Minnesota Nordic Ski Association had a meeting and award ceremony in December.

Les Olila – Driftskippers annual special kids needs party is December 16th. Les is done with MN Legacies term.

Edge of the Wilderness Ski Association – held a meeting – solid with finances. Scheduled to have their ski fittings December 17th Bigfork Improvement Club. Scenic Sate Park undergoing renovations with septic systems at the fire tower ski trail. Looking at altering locations for the ski trail. Groomer problems don't have enough people. Looking for more Board members.

Community Economic Development Associates – Sarah Carling gave an update on the Federal EDA Grant that has been submitted for \$500k Itasca County Trail in November. Nashwauk had their mountain bike kick off meeting this week with ARDC. The mine dup area right off of Hwy 169. Future recreation development opportunities for Nashwauk.

Itasca Saddle Club – Sue gave an overview of the Deer River City trails that could be used for horse riding. Deep ruts in the road. Poor signage.

Adjourn – Tom Saxhaug adjourned the meeting at 1:06pm



7C

**Trails Task Force
Meeting Minutes
January 13, 2022
Timberlake Lodge Hotel
11:30am-1:00pm**

Call Meeting to Order - Tom Saxhaug (Chair), called the meeting to order at 11:30am.

Present at the meeting – Michelle Heiker (USFS Chippewa), Daryl Hecimovich (Itasca Snow Rangers Snowmobile Club), Tom Sutherland (MN DNR CO Itasca County), and Taylor Hochster (MN DNR CO Aitkin County), Doug Widen (38er's Snowmobile Club), Jim Willford (38er's Snowmobile Club), Elise Widen (38er's Snowmobile Club), Sue Schrunk (Itasca Sunset Saddle Club), Wendy Norling (Itasca Sunset Saddle Club), Elvin Norling (Itasca Sunset Saddle Club), Anna Johnson (Get Fit Itasca), Megan Christianson (Visit Grand Rapids), Tom Saxhaug (Chair), Catherine McLynn (Rapids Riders ATV Club, Northern Lights Nordic Ski Club, Mt Itasca, Grand Rapids Itasca Mountain Biking Assoc), Les Olila (Itasca Co Park & Rec & Vice Chair), Lilly Smith (Visit Grand Rapids), Sarah Carling (Community Economic Development Associates), Bill Lantz (Itasca Drift Skippers), Mike Schack (Harris Township Supervisor), Mary Garner (Lawron Snowmobile Club), Matt Davis (North Country Trail), Deanna Ensley (North Country Trail), Sara Thompson (Itasca Co Land Dept), Molly MacGregor (North Country Trail), and Jeff Love (North Country Trail).

Additions to Agenda - Tom Saxhaug (Chair) requested if any additions to the agenda, hearing none: Les Olilia made a motion to approve the Agenda as is, and Jim Willford seconded. Motion passed.

Approval of December Minutes- corrections were to MN DNR around the horn section, Catherine made a motion, seconded by Les Olilia. Minutes passed.

Financial Update – Catherin McLyn gave a financial report. \$22,360 funds available for potential grants. There are \$40,000 committed to approved grants, but not spent yet. Blandin Foundation funds will come in around August 2022 for \$50,000. Doug Widen made a motion to approve, and Bill Lantz seconded. Motion passed.

OLD BUSINESS - none

NEW BUSINESS

Review & Approve Trails Task Force Trail Plan – Les Olila lead the discussion for the members to review, update and approve the Itasca County Trails Task Force Trail Plan. Trails Plan is that general changes were suggested and will be considered at a future meeting after some further discussion.

Blandin Foundation Report – Catherine McLynn presented the three-page Blandin Foundation Trails Task Force Report that she will be submitting. More about Geo referencing. Some members shared some updates for the report. Megan Christianson made a motion to approve the Blandin Foundation report with edits, and the motions was seconded by Sarah Carling. Motion passed.

Discuss Big Trail Projects for 2022 or Upcoming Big Trail Projects To Be Aware Of – Daryl Hecimovich and Sarah Carling are working on trail over by Taconite to create a new trail from Schwartz pit on back side on the Holman edition come out Bovey trail to get off of the biking trail; this would be a multi-use trail. In

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**Trails Task Force
Meeting Minutes
January 13, 2022
Timberlake Lodge Hotel
11:30am-1:00pm**

conversation with City of Bovey there are additional trails to be considered as well. Sara Thompson (Itasca County Land Dept) updated: Delbert Brandstrom trail project hoping to be complete in 2022. Len Hardy ATV Trail will happen this year and Grand Opening is being planned for sometime in August. Squaw Lake connector trail should be done by June 30, 2022. Still in preliminary discussion for the Nashwauk Mountain Bike Trail development.

North Country Trail Grant Request Proposal - Matt Davis & Deanna Ensley presented the proposed grant request that is a request for \$10,000 used to match recreational trails grant and the IRRR to assist in this phase of trail development. Volunteers have already started clearing 18 miles around Tioga to Hwy 6. This grant will be voted on at the next meeting. The total amount of this project is \$160,000 that includes the match from IRRR. Megan will send out an updated grant request form with the minutes.

Around the Horn & Emerging Issues –

Michelle (USFS Chippewa) – Candle Light Ski tonight at King School in Deer River; skis provided (5-7pm). Daryl Hecimovich (Itasca Snow Ranger Snowmobile Club) – Grooming twice a week. Trails are great!

Tom Sutherland & Taylor (MN DNR CO)– Enforcement has their focus lots more people outdoor recreation. Safety classes have lots of demand. New sign project is great. Bad snowmobile accident in Aitkin.

Jim Wilford (38er's Snowmobile Club) – Grooming weekly, lots of riders, getting used to new re-route. Snowmobilers

Itasca Saddle Club – not much going now.

Anna Johnson (Get Fit Itasca) – focusing on safe routes to school, encouraging kids to walk and bike to school. Teaching people to properly use bike lanes, and work with Itasca communities on sidewalks.

Megan and Lilly (Visit Grand Rapids) – 2022 Visitor Guide is in, Itasca Snowmobile Maps are available at the Grand Rapids Herald Review (New office in the old library building – Carnegie bldg.). RidetheRange.com is in year 2 with Tioga, Cuyuna, Redhead and Giants Ridge mountain bike trails. Lots of requests for snowmobiling. Guided snowshoe tours Thursday at Tioga.

Tom Saxhaug (Snowshoeing) – lots of places to snowshoe good snow. With his broken foot he is done for the season.

Catherine McLynn (NLNS) – Volunteers have been grooming each week. They groom 8 trail systems. Need some help for grooming at Cowhorn.

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**Trails Task Force
Meeting Minutes
January 13, 2022
Timberlake Lodge Hotel
11:30am-1:00pm**

Les Olila (Itasca Co Park & Rec) – Good lunch no report.

Sarah Carling (CEDA) – Historic Mine Tour Project potential to be done this Fall 2022. Ave of Pines Scenic Byway trying to complete this project Qtr 2, and working on new events along the Ave of Pines byway. Blandin Foundation granted 17 communities \$1.7M to be used for special projects and can be used for outdoor recreation. The idea is to utilize those communities in a positive way. Example Bovey is looking at multi-use trails that need updates.

Bill Lantz (Drift Skipper) – Not enough ice to cross with the groomer need 18+ inches. Their west shelter is heavily used, and they are building a new structure. Website is now live. Fundraising event is sold out.

Mike Schack (Harris Township) – no report

Mary Garner (Lawron Snowmobile Club) safety class Jan 29th LL Town Hall. Land purchase 6 acres across from Petrichs store looking to build a garage/clubhouse in the future.

Matt David & Deanna Ensley (North Country Trail) – North Country Trail Assoc 400 hikers coming to Walker in October with hopes of a bus trip to County Rd 17 and then a hike north of ICC to Cty Rd 61. Showcasing Forest History Center.

Sara Thompson (Itasca Co Land Dept) - The Itasca Park & Rec Commission is looking for Dist 1 (Cohasset/Deer River), Dist 3 (Goodland, Bovey/Coleraine), and then an at large commission. Advisory Board to Itasca County Commissioners. Working on the 10-year Itasca County Recreation Plan. Working on grooming cross country trails.

Tom Saxhaug Adjourned the meeting at 1:05pm

9A

Harris Township Monthly Hall Report

Caretaker Terri Friesen Date November 2021

- 1) Cleaning, Key meetings: 6.5 hrs
- 2) Texts, calls, supplies, Miscellaneous duties/work: 5 hrs
(Inspections, maintenance, non-routine work, Board Meeting Functions):

Notes: clean up after election on 11/3/21 = 2.25 hrs

Total (all hours worked): 11.5 hrs.

Rentals:

1) Residents: 5

No charge/discounted ONLY by board approval 1

Notes: Flyaway Club – N/C

2) Non-residents: 2

Discounted ONLY by board approval _____

Notes:

3) Board functions, (meetings, scheduled, elections): 6

Total: 13

Deposits Retained: 0

Reason: _____

Total Money Collected: \$350.00

(Republican Party paid for November rental in September)

Nov-21 RENTER REGISTER

R/NR	DATE	RENTER	FUNCTION	CHECK #/ CASH	RENTAL AMOUNT
R	11/9/2021	Ken Haubrich	meeting	already paid	\$0
NR	11/13/2021	Chantel Huff	birthday	cash	\$100.00
R	11/14/2021	Brenna Beddoe	birthday	cash	\$50.00
R	11/16/2021	Stan Watson - Vintage Car	meeting	#7624	\$50.00
R	11/21/2021	Jim Kelly - Saddle Club	meeting	#12486	\$50.00
R	11/23/2021	Gerald Steskal - Flyaway	meeting	N/C	\$0.00
NR	11/27/2021	Bethany Berg	family gathering	#2583	\$100.00
TOTAL					\$350.00

I DECLARE UNDER THE PENALTIES OF LAW THAT THIS ACCOUNT, CLAIM OR DEMAND IS JUST AND CORRECT AND THAT NO PART OF IT HAS BEEN PAID. MS 471.391, Subd 1:

TERRI FRIESEN
 CARETAKER
 12/3/2021

Harris Township Monthly Hall Report

Caretaker Terri Friesen Date December 2021

- 1) Cleaning, Key meetings: 5.5 hrs
2) Texts, calls, supplies, Miscellaneous duties/work: 10 hrs
(Inspections, maintenance, non-routine work, Board Meeting Functions):
-
-

Total (all hours worked): 15.5 hrs.

Rentals:

1) Residents: 2

No charge/discounted ONLY by board approval _____

2) Non-residents: 0

Discounted ONLY by board approval _____

Notes:

3) Board functions, (meetings, scheduled, elections): 2

Total: 4

Deposits Retained: 0

Reason: _____

Total Money Collected: \$100.00

10A

Daily Maintenance Report

Derrick

Date: 11/1/2021

- Meeting with Mike. ½ hr.
- Picked up garbages at both parks. 1 hr.
- Set up for elections at the Town Hall. 1 hr.
- Sweep the Service Center Meeting Area. 1 hr.
- Fixed winter corner markers. 3 ½ hr.
- Picked up supplies in town. 1 hr.

Daily Maintenance Report

Derrick

Date: 11/2/2021

- Picked up fuel for the fuel tank, pickup truck and supplies in town. 1 ½ hr.
- Poured concrete for Veterans plates. 2 ½ hr.
- Turned the compost pile at the Service Center, 3 hr.
- Marked out locate on Stony Point Rd. 1 hr

Daily Maintenance Report

Derrick

Date: 11/2/2021

- Picked up fuel for the fuel tank, pickup truck and supplies in town. 1 ½ hr.
- Poured concrete for Veterans plates. 2 ½ hr.
- Turned the compost pile at the Service Center, 3 hr.
- Marked out locate on Stony Point Rd. 1 hr

Daily Maintenance Report

Derrick

Date: 11/3/2021

- Tear down the election materials and booths. 1 hr.
- Fix shoulder of cul-de-sac on Tolerick Rd. I was unable to lay down fabric at this point
Due to a utility company doing work in that area. 2 hr.
- Cleaned up leaves and pine needles at the Cemetery. 5 hr.

Daily Maintenance Report

Derrick

Date: 11/4/2021

- Grind stumps on the Stony Point Rd., the Town Hall and the Service Center. 7 ½ hr.

- Cleaned up the Service Center Attached Garage. ¼ hr.

Daily Maintenance Report

Derrick

Date: 11/5/2021

- Open burial site in section 3. 5 hr.
- Checked garbages at the Cemetery and both parks, picked up garbage from Crystal Park 1 hr.
- Recorded monthly receipts, equipment and fuel reports, and time sheet. 2 hr.

Weekly Maintenance Plan November 8th – 12th 2021

Task to be completed
Put up corner markers at the Cemetery
Clean up leaves and pine needles at the Cemetery
Open and close cremation burial in section 2 Tuesday 9 th
Put away tennis nets, volleyball net and baseball bases from both parks
Install veterans stones at the Cemetery
Fill in low spots on Wendigo Hockey rink
Clean up woodchips at the Town Hall and the Service Center
Fix washouts on Underwood Rd., Harbor Heights and the Sunny Beach Rd.

Daily Maintenance Report

Derrick

Date: 11/8/2021

- Meeting with Mike. ½ hr.
- Checked garbage's at the Cemetery both parks and took down the tennis nets and Volleyball net at both parks. 2 hr.
- Raised Cemetery corner markers and started putting up winter markers. 5 ½ hr.

Daily Maintenance Report

Derrick

Date: 11/9/2021

- Picked up supplies in town. 1 hr.
- Raised corner markers and put up winter markers at the Cemetery. 5 hr.
- Open and close cremation site in section 2. 2 hr.

Daily Maintenance Report

Derrick

Date: 11/11/2021

- Meeting with Mike. ½ hr.
- Finished raising and putting up winter markers at the Cemetery. 3 ½ hr.
- Added and leveled out dirt on the road between the cemetery and the Service Center before colder weather. 2 ½ hr.
- Made road inspections of Bear Creek Rd., Tolerick Rd., Mishawaka Rd to Check for washouts. Everything is holding up good. 1 hr.
- Worked on the electronics for the control for the plow on the Pickup Truck. ½ hr.

Daily Maintenance Report

Daily Maintenance Report

Derrick

Date: 11/12/2021

- Moved seasonal equipment between the cemetery and the Service Center. 3 hr.
- Cleaned the Service center Detached garage. 1 hr.
- Cleaned up tools in the garage. 2 hr.
- Checked garbage's at the Cemetery and both parks. 1 hr.
- Picked up new remote and hydraulic for the pick up polw. 1 hr.

Derrick

Date: 11/15/2021

- Meeting with Mike. ½ hr.
- Made road inspections on Birch Hills Dr., Norberg Rd., East Harris Rd., Keyview Dr., Wendigo Park Rd., Sunny Beach Rd and Southwood Rd. No issues On these roads. 2 ½ hr.
- Plow snow on Alicia Spur., Sunny Beach Addition Rd. and Winston Taylor Rd. 1 ½ hr.
- Checked garbages at both parks and the Cemetery. 1 hr.
- Checked hockey rink lights and heaters in warming shacks at both parks. 1 ½ hr.
- Plow snow at the Cemetery. 1 hr.

Daily Maintenance Report

Derrick

Date: 11/16/2021

- Picked up supplies in town. 1 hr.
- Inspected, changed fuel filter and run primary grave heater. Works good and Has no leaks. 3 hr.
- Fixed hydraulic bracket on the J.D. 1445 broom attachment. 3 hr.
- Finished Leveling out road between Cemetery and Service Center. 1 hr.

Daily Maintenance Report

Derrick

Date: 11/17/2021

- Cleaned and prepared warming shacks for the Season. 2 ½ hr.
- Started installing wash tub in the Service Center. 2 hr.
- Started fixing temporary bump sign stands 2 hr.
- Picked up supplies in town. 1 hr.
- Adjusted the walkthrough door on the Crystal hockey rink. ½ hr.

Daily Maintenance Report

Derrick

Date: 11/18/2021

- Open burial site in section 2. 5 ½ hr.
- Finished plumbing on the wash tub in the Service Center. 1 ½ hr.
- Cleaned up kitchen sink inside the Service Center Meeting Area. 1 hr.
-

Daily Maintenance Report

Derrick

Date: 11/19/2021

- Level out low spot at the Wendigo Hockey rink. 3 ½ hr.
- Cut and install new boards on the Maintenance gate for the Wendigo Hockey Rink. 1 ½ hr.
- Picked up supplies and Fuel for the Dump Truck. 1 hr.
- Close burial site in section 2. 1 hr.
- Picked up garbage's at both parks. 1 hr.

Harris Township

ASV PT60

Date Filled	Hours	Hours Used	Gals
11/12/2021	2025.4	16.1	10.8
11/24/2021	2041	15.6	9.8
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Monthly Total			20.6

Equipment	Monthly Useage	Total Useage
Pickup Truck	298 miles	54037 miles
Dump Truck	338 miles	28252 miles
ASV	36.5 hrs	2052.5 hrs
J.D. 1445	9.9 hrs	1259.5 hrs
Gravely Mower	**	740.2 hrs
J.D. Z920m Mower	**	629.8 hrs
Areins Mower	**	168.4 hrs
J.D. 7130	**	1766.3 hrs
Vermeer Chipper	**	395.2 hrs
E110 Ground Heater	**	5843.1 hrs
ETQ Generator	**	1136.9 hrs

Daily Maintenance Report

Derrick

Date: 12/2/2021

- Clean up and organize the Service Center Garage. 4 hr.
- Move the dirt pile at the Cemetery. ½ hr.
- Move veteran stone markers to the cemetery. ½ hr.
- Throw away old cemetery decorations. 1 hr.
- Clean Service Center Meeting Area. 1 hr.
- Evaluation meeting with the board. 1 hr.

Daily Maintenance Report

Derrick

Date: 12/3/2021

- Recorded monthly receipts, Fuel and hour reports, weekly plan. 1 ½ hr.
- Picked up garbage at both parks and the Cemetery. 1 hr.
- Picked up fuel for the pickup truck. ½ hr.
- Filled sand bags and put-up barricades on Sunset Dr. and Sunset Ln. 2 hr.
- Cleaned cabs on both trucks. 1 ½ hr.
- Removed air from lines on the pickup truck snow plow. ½ hr.
- Clean Service Center Garage. 1 hr.

Weekly Maintenance Plan December 6th – 10th 2021

Task to be completed
Clean up trees and branches in ditches on Sunny Beach Rd. and Wendigo Park Rd.
Clean up brush at the Service Center
Start flooding hockey rinks at both parks

Daily Maintenance Report

Derrick

Date: 12/6/2021

- Plow snow on Alicia Spur., Sunny Beach Addition Rd., Forest View Trl., Winston Taylor Rd., Ruff Shores Rd. and Sunset Dr. 2 ½ hr.
- Plow snow at the Cemetery. 2 ½ hr.
- Plow snow at the Town Hall. 2 hr.
- Started plowing snow at the Service Center. Will finish tomorrow. 1 hr.

Daily Maintenance Report

Derrick

Date: 12/7/2021

- Plow snow on all boat landings. 2 hr.
- Plow snow at the Service Center 1 hr.
- Drove to Jane Ln. to plow snow that was left from parked vehicles on the road. There was still a vehicle parked on the road so I was unable to move the snow. ½ hr.
- Snow blow both parking lots and hockey rinks at both parks. I will begin Flooding the rinks tomorrow morning. 4 ½ hr.

Daily Maintenance Report

Derrick

Date: 12/8/2021

- Picked up supplies in town. 1 hr.
- Flooded both hockey rinks to get a base. 6 hr.

Weekly Maintenance Plan December 13th – 17th 2021

Task to be completed
Clean up trees and branches in ditches and trim hanging branches on Sunny Beach Rd. and Wendigo Park Rd. Alicia Spur and Alicia Pl.
Change oil in both trucks, J.D. 1445 and the ASV
Wash both trucks.
Vacation time (16 TH & 17 TH)

Replace weather stripping on the vehicle doors on the Service Center garage

Maintenance Report

Derrick

Date: 12/9/2021

- Meeting with Mike. ½ hr.
- Shoveled entryways and around portable toilet at both parks. Checked garbage at both parks and the Cemetery. Inspected hockey rinks from yesterday flooding. The base is holding the ice, unfortunately with the warmer weather coming next week, it might do damage to the rinks. 2 hr.
- Picked up supplies in town and ordered a new mailbox for the Service Center. 1 hr.
- fixed drawer on the workbench in the Service Center ½ hr.
- Worked on new ballfield drag. 4 hr.

Daily Maintenance Report

Derrick

Date: 12/13/2021

- Meeting with Mike. ½ hr.
- Remove garbage cans from both parks and checked Cemetery garbage can. 1 hr.
- Put up reinforced bump signs on Mishawaka Rd and removed damaged ones. 1 hr.
- Cut and haul away branches and fallen trees from Alicia Spur and Alicia Pl. 5 ½ hr.

Daily Maintenance Report

Derrick

Date: 12/14/2021

- Cut and haul away fallen trees and branches in the ditches on Sunny Beach Rd And Wendigo Park Rd. 5 hr.
- Worked on pole saw. Saw came apart while cutting limbs, I ran out of time To finish the saw but I will finish it right away tomorrow morning. 2 hr.
- Picked up supplies in town. 1 hr.

Daily Maintenance Report

Derrick

Date: 12/15/2021

- Remove old and installed new mailbox at the Service Center. 2 hr.
- Changed oil and greased Dump Truck. 1 hr.
- Clean up and burn branches at the Service Center. 4 hr.

- Made any updates and sent out Road Sign Reports to Supervisor Shack. 1 hr.
- Daily Maintenance Report

Derrick

Date: 12/16/2021

- Snow blow the Cemetery 1 ½ hr.
- Plow snow on Alicia Spur, Sunny Beach Addition Rd., Forest View Trl., Winston Taylor Rd., Ruff Shores Rd. and Sunset Dr. 1 ½ hr.
- Move fallen tree on Southwood Rd. ½ hr.
- P.T.O. 4 ½ hr.

Daily Maintenance Report

Derrick

Date: 12/17/2021

- Plow snow at the Town Hall. 1 ½ hr.
- Check plowed roads from yesterday for snow buildup from county plows at Entrances. ½ hr.
- P.T.O. 6 hr.

Daily Maintenance Report

Derrick

Date: 12/20/2021

- Meeting with Mike and Jim. ½ hr.
- Cleaned parking lots at both parks and hockey rink at Crystal Park. Wendigo hockey rink ice looks very good and could probably be opened. Crystal hockey rink base looks good, will need more ice before opening. Supervisor Kelly was notified. 3 ½ hr.
- P.T.O. 4 hr.

Daily Maintenance Report

Derrick

Date: 12/21/2021

- Plow snow on Alicia Spur, Sunny Beach addition Rd., Forest View Trl., Winston Taylor Rd., Ruff Shores Rd. and Sunset Dr. 2 hr.
- Snowblowed the Cemetery. 2 hr.
- Clean off hockey rinks and parking lots at both parks. 3 hr.
- P.T.O. 1 hr.

Daily Maintenance Report

Derrick

Daily Maintenance Report

Derrick

Date: 12/22/2021

- Flood Crystal hockey rink and patched Wendigo hockey rink. 2 hr.
- Plow snow at the Town Hall. 1 ½ hr.
- Plow snow at all boat landings. 2 hr.
- Plow snow at the Service Center 1 ½ hr.
- P.T.O. 1 hr.

Daily Maintenance Report

Derrick

Date: 12/27/2021

- Plow snow with the ASV at the Cemetery 3 hr.
- Plow snow on Alicia Spur, Sunny Beach Addition Rd., Forest View Trl., Winston Taylor Rd., Ruff Shores Rd. and Sunset Dr. 2 ½ hr.
- Snowblowed the Parking lot and the Hockey rink at Wendigo Park. 2 hr.
- Meeting with Mike. ½ hr.

Weekly Maintenance Plan December 27th – 31st 2021

Task to be completed
Move snow banks on Alicia Spur., Sunny Beach Addition Rd., Winston Taylor Rd., Forest View Trl., Ruff Shores Rd.
Vacation time (30 th)
Scrap and clean snow at all boat landings

Daily Maintenance Report

Derrick

Date: 12/28/2021

- Snow blow the Parking lot and the hockey rink at Crystal Park and finished snow blowing at Wendigo Park. 4 ½ hr.
- Plow snow at the Mishawaka Boat landing. 1 hr.
- Plow snow at the Town Hall. 2 ½ hr.



Harris Township

ASV PT60

Date Filled	Hours	Hours Used	Gals
12/13/2021	2053.2	12.2	9.8
1/6/2022	2060.5	7.3	7
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Monthly Total			16.8

Harris Township John Deere 1445 Tractor

Date	Hours	Hours Used	Gals
12/16/2021	1265.4	**	10.7
12/28/2021	1284.5	19.1	9.8
1/5/2022	1303.1	18.6	10.2
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Monthly Total			30.7

Equipment	Monthly Useage	Total Useage
Pickup Truck	323 miles	54360 miles
Dump Truck	452 miles	28704 miles
ASV	33.9 hrs	2086.4 hrs
J.D. 1445	32.8 hrs	1292.3 hrs
Gravely Mower	**	740.2 hrs
J.D. Z920m Mower	**	629.8 hrs
Areins Mower	**	168.4 hrs
J.D. 7130	**	1766.3 hrs
Vermeer Chipper	**	395.2 hrs
E110 Ground Heater	**	5843.1 hrs
ETQ Generator	**	1136.9 hrs



10B

From: Whitmore, Chad chad.whitmore@verizonconnect.com
Subject: Re: Welcome to Verizon Connect - Next Steps
Date: Jan 19, 2022 at 9:49:38 AM
To: Harris Township supervisorchtp@gmail.com

Hi Peggy,

<https://verizonconnecttraining1.webex.com/cmp3300/webcomponents/calendar/calendar.do?siteurl=verizonconnecttraining1&serviceType=TC&ownerID=0&pageNum=1&timeZoneID=0&showpast=false&showreg=false&tabType=search&searchKeyword=%20REVEAL%20-%20Onboarding%20Training>

Individuals who wish to attend would need to simply select a date and time, then register. Please ensure that in the top right corner they select the appropriate time zone.



Chad Whitmore

Government Implementation Partner
Implementation Services

C 858-740-9981
chad.whitmore@verizonconnect.com

9868 Scranton Road
San Diego, CA 92121

PLEASE BE ADVISED THAT, TO AVOID A \$80 PER VEHICLE NO-SHOW FEE, APPOINTMENTS MUST BE CANCELED 24 HOURS IN ADVANCE-This applies to both New and Rescheduled Appointments

On Wed, Jan 19, 2022 at 7:42 AM Harris Township

<supervisorchtp@gmail.com> wrote:

Hi Chad, the link to enroll in training would be great!

Sent from my iPad

On Jan 19, 2022, at 7:55 AM, Whitmore, Chad

<chad.whitmore@verizonconnect.com> wrote:

Absolutely, Peggy.

The Kickoff Call is a base introduction call where we will go over the timeline for the rollout of the GPS Units and answer any questions there may be, as well as ensure I know of any special requests there may be. We do have training sessions available that can either be a live session in a group setting or a recorded training.

Would you like for me to include all of the supervisors to the Kickoff Call or just ensure that everyone has the proper link to enroll in a training session?

ITASCA COUNTY SHERIFF'S OFFICE
VICTOR J. WILLIAMS, SHERIFF



440 1st Avenue NE • Grand Rapids, MN 55744 • 218-326-3477 • FAX: 218-326-4663

HARRIS TOWNSHIP GARAGE
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

RECEIVED
-1-22-22

Annual Alarm Invoice & Change of Information Form

On April 11, 2000, the Itasca County Board of Commissioners adopted the Itasca County Alarm Ordinance, which went into effect July 1, 2000. This ordinance applies to all types of alarms that require a law enforcement or fire response. In keeping with the ordinance, alarm owners should complete an Alarm Application and pay the initial administrative fee of \$20.00 within 30 days of alarm installation. Thereafter, an annual fee shall be assessed in the amount of \$10.00 due by February 15th of each year.

To facilitate in keeping the most current alarm information in our data base, a new Alarm Application/Change of Information Form is included on the reverse side of this invoice. If you need to update your information, please include the updated alarm application along with your payment.

Please call 218-327-7472 to notify the Sheriff's Office if your alarm system has permanently been disabled or no longer in use.

****Please note that we do not accept credit card payments****

INVOICE

Amount Due: \$10
Date Due: 02/15/22

HARRIS TOWNSHIP GARAGE
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Street Address of Alarm Property: **21998 AIRPORT RD, GRAND RAPIDS, MN 55744**

Make checks payable to: **Itasca County Sheriff's Office**

Return to: **Alarm Ordinance Section
Itasca County Sheriff's Office
440 First Avenue NE
Grand Rapids, MN 55744**

ITASCA COUNTY SHERIFF'S OFFICE
VICTOR J. WILLIAMS, SHERIFF



440 1st Avenue NE • Grand Rapids, MN 55744 • 218-326-3477 • FAX: 218-326-4663

HARRIS TOWNSHIP MAINTENANCE BUILDING
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

RECEIVED
1-7-22

Annual Alarm Invoice & Change of Information Form

On April 11, 2000, the Itasca County Board of Commissioners adopted the Itasca County Alarm Ordinance, which went into effect July 1, 2000. This ordinance applies to all types of alarms that require a law enforcement or fire response. In keeping with the ordinance, alarm owners should complete an Alarm Application and pay the initial administrative fee of \$20.00 within 30 days of alarm installation. Thereafter, an annual fee shall be assessed in the amount of \$10.00 due by February 15th of each year.

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Please call 218-327-7472 to notify the Sheriff's Office if your alarm system has permanently been disabled or no longer in use.

****Please note that we do not accept credit card payments****

INVOICE

Amount Due: \$10
Date Due: 02/15/22

HARRIS TOWNSHIP MAINTENANCE BUILDING
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Street Address of Alarm Property: **20876 WENDIGO PARK RD, GRAND RAPIDS, MN 55744**

Make checks payable to: **Itasca County Sheriff's Office**

Return to: **Alarm Ordinance Section**
Itasca County Sheriff's Office
440 First Avenue NE
Grand Rapids, MN 55744



Create
Opportunities

January 11, 2022

Proposal to provide professional
audit services to:

Town of Harris, Minnesota

Cost Proposal

Prepared by:
Kristen Houle, CPA, Signing Director
Kristen.houle@claconnect.com
Direct 320-203-5539 | Mobile 320-250-3114

[CLAconnect.com](https://www.claconnect.com)

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor. CLA is an independent member of Nexia International, a leading, global network of independent accounting and consulting firms. See [nexia.com/member-firm-disclaimer](https://www.nexia.com/member-firm-disclaimer).



Create Opportunities

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Professional Fees

Our fees are based on the timely delivery of services provided, the experience of personnel assigned to the engagement, and our commitment to meeting your deadlines.

CLA understands the importance of providing our clients with value-added strategies. We propose to provide routine, proactive meetings — as part of our fee — that will allow us to review and discuss with you the impact of new accounting issues, as well as any other business issues you are facing and how they should be handled. This level and frequency of interaction will no doubt enable CLA to help you tackle challenges as they come up and take full advantage of every opportunity that presents itself.

The pricing for the audit engagement is listed below.

Professional Services	Year 1	Year 2	Year 3
Financial Statement Audit	\$12,500	\$13,100	\$13,800
OSA reporting form	\$450	\$450	\$450
Technology and Client Support Fee (5%)*	\$648	\$678	\$712
Total	\$13,598	\$14,228	\$14,962
Serve as a resource throughout the years		Included	
Out of pocket expenses		Included	
First year set up fee (financial statement set-up, depreciation software set-up, new reports, etc)		Not to exceed \$3000	

*Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around fees, and we will continue to be transparent with our fee structure.

Hours expected for each staff level

Below shows our estimated hours and standard hourly billing rates by staff levels:

Level	Estimated Hours	Rates
Principal	25	\$230
Senior Associate	70	\$165
Associate	40	\$130

Manner of Payment

The charges for our work are to be based upon the time involved, degree of responsibility assumed, and skills required, plus expenses including internal and administrative charges. Bills for services are due when submitted. Interim bills may be submitted at periodic dates to cover charges and expenses incurred but will not be submitted more often than monthly.

From: Harris Township supervisorchtp@gmail.com
Subject: Re: Consortium Contract
Date: Jan 19, 2022 at 5:49:26 PM
To: Northern Drug Screening northerndrugscreening@yahoo.com

11C

Thank you, and yes I would be the contact person!

Sent from my iPad

On Jan 19, 2022, at 12:28 PM, Northern Drug Screening
<northerndrugscreening@yahoo.com> wrote:

Hi Peggy,

So when you sign up to be in our consortium, any DOT/CDL drivers will have to come in and do a Pre-Employment drug test. We have the drug testing forms here and all DOT drug tests get sent to a lab. Usually within 72 hours we get the result. We then can email the results to your Designated Employee Representative, which I am assuming will be you? The driver then will be listed under your company and be in our random pool.

If you have non-DOT employees that you want randomly tested, same thing, they would need to come in and do a pre-employment drug test, which we can do the Instant testing. We know the results within a few minutes and can email them over to you. We also have a non-DOT random pool as well. Many companies can benefit from this for insurance purposes.

As far as the medical marijuana, DOT is strictly zero tolerance.

If you have non DOT employees and you decide on zero tolerance as well, there should definitely be something in your drug/alcohol testing policy. Rayleen can write up a policy for you if needed, which there is a fee.

If a DOT drug test does come back as a non-negative (positive), the Medical Review Office will try to contact the donor for verification of prescriptions. You, as the employer do not/ should not know of any medications any of your employees are taking, due to privacy reasons.

Hope this helps!

- Tara

Make it a *""
..*"" ..*""

(,.' (,.' * Great Day!

Northern Drug Screening

111 NE 10th Ave.

Grand Rapids, MN 55744

Phone [218.326.2277](tel:218.326.2277)

Fax [218.327.2256](tel:218.327.2256)

Confidential Communication: E-mails from this company may contain confidential and privileged material, and are for the sole use of the intended recipient. Use or distribution by an unintended recipient is prohibited, and may be a violation of law. If you believe that you received this e-mail in error, please do not read this e-mail or any attached items. Please delete the e-mail and all attachments, including any copies thereof, and inform the sender that you have deleted the e-mail, all attachments and any copies there of.

Thank you.

On Tuesday, January 18, 2022, 05:32:10 PM CST, Harris Township <supervisorchtp@gmail.com> wrote:

Looks good!

Questions...We normally do not know who are temp is going to be until we decide we need one. So with that said say the board decided in May that we will need to temps to start in June how would we add those onto the policy. What I just contact you and give you their name and drivers license?

Another question: with regard to drugs what do you test for. From my experience with the county and the random's done if there are drugs found in the system you would contact me to ask that employee if they are I need any prescription drugs? And if not then it would be a positive. Is that still correct or accurate?

What does one do if an employee is required to do or take medical marijuana.? We don't have that issue, but that question came up when the board was talking. If an employer has to hold a CDL for their job can they actually be on any type of medical marijuana? Personally for me how would they be even able to drive or handle any equipment?

Thanks...Peggu
Sent from my iPad

On Jan 18, 2022, at 3:53 PM, Northern Drug Screening <northerndrugscreening@yahoo.com> wrote:

Hi Peggy,

I've attached the Service Agreement. Take a look at it and let me know if you have any questions. I will ask Rayleen about the training and her or I will get back to you on that.



NORTHERN DRUG SCREENING, INC

Your Solution to Workplace Testing

Service Agreement

This service agreement is entered into on this _____ day of _____, 2022 by and between _____ and Northern Drug Screening, Inc. (NDS) started on and will renew automatically every year hereafter.

By signing this agreement the employer, _____ (hereafter referred to as employer) understands everything in this contract and agrees to follow all contract obligations. This includes, but is not limited to, following testing, notification, enrollment, and employee removal instructions. The employer agrees to follow all D.O.T. rules and regulations as set forth by the Federal Motor Carrier Safety Administration (FMCSA). Employer understands NDS is only providing drug and alcohol random selections per D.O.T. regulations and is not the primary document holder. Employer acknowledges that NDS cannot be held responsible for the lack of knowledge on the employer's part or the lack of following of D.O.T. rules and regulations. Employer also agrees they are responsible for maintaining a driver qualification file, vehicle inspection, logbooks, insurance requirements, company policy, etc. In the event of an audit, it is the employer's responsibility to provide the correct documentation to the auditor. Employer acknowledges their business is regulated by the FMCSA mode.

D.O.T. COMPLIANCE

All agreements and arrangements written or unwritten, between and among employer and NDS concerning the implementation of D.O.T. drug and alcohol testing requirements are deemed, as a matter of law, to require compliance with all applicable provisions of Part 40 of D.O.T. agency drug and alcohol testing regulation. Compliance with these provisions is a material term of all such agreements and arrangements. If employer repeatedly falls out of compliance with this service contract or NDS feels employer is refusing to comply with D.O.T. regulation, it is the right of NDS to cancel the service contract at any time. In the event the contract is cancelled, it is the responsibility of NDS to report any non-compliance to the appropriate agency.

RANDOM POOLS

Employer must keep their list of employees current. Employer agrees to contact NDS when adding a new hire, or removing an employee off the random list in the case of termination, resignation or layoff within two (2) business days. It is important to immediately notify NDS of these changes as it affects the random pool numbers and may cause the pool to be in jeopardy of being out of compliance with the D.O.T. Employer acknowledges they must not allow the employee to perform safety sensitive duties before a pre-employment drug test is completed and a negative test result is obtained.

All employees must complete a pre-employment drug test in order to be enrolled in the NDS random pool, unless proof of being enrolled in a valid consortium pool in the last year is provided. Employer must abide by the random drawing guidelines set forth by NDS.

If employer fails to test all employees that were randomly selected within the testing period, a fine of fifty dollars (\$50.00) per drug test and twenty-five dollars (\$25.00) per alcohol test will apply. This fine

does not include employees who have resigned, been terminated or deceased. If the employee list is not kept current, updated, and forwarded to NDS in a timely manner as described above, a fine will be assessed to the company.

Random draws will be conducted multiple times per year. NDS will notify employer of its randomly selected employees as well as notify employer if no employees were randomly selected for the testing period. Notification will be issued by email or fax within five (5) business days of the selection process. It is in the employer's best interest to have employees tested as soon as possible as it is mandatory that all selected employees are tested before the end of the testing period.

Employer will provide the name(s) of the Designated Employee Representative (DER) and any changes to that status. It is recommended that each company have two DER's, if possible, in the event of vacation, illness, termination, etc. Drug and alcohol test results will be reported to the DER as soon as they become available. Employer will maintain confidential handling of all employee records including drug and alcohol test results and random selection lists.

NDS conducts drug screen collections for all companies on-site, however if it is not possible for your employees to come to NDS for testing, we will set up a collection site for you. It is important to only go to approved sites to ensure they are D.O.T. compliant. Also, by going to pre-approved collection sites the employer will not incur any extra charges. In the case of any post incidents, the employer may be forced into going to a collection site that is not on the approved list. In those instances it will be the employer's responsibility to pay the actual charges (expenses) for that Drug Screen Collection and Breath Alcohol test. Also, if any employee needs to be observed for any reason, the employer will be responsible for any extra observation fees (expenses).

Termination of Agreement

Either party may terminate this agreement by written notice to the other party. Notice must be sent by registered mail 30 days prior to termination. If the employer does not give NDS notice of termination within the stated time then a one-time fifty dollar (\$50.00) fee will be charged.

This agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject of matter hereof. This agreement shall not be modified except by a written instrument executed subsequent to the date hereof and duly signed by both parties. In the event a provision of this agreement shall be held by a court or other tribunal of competent jurisdiction to be illegal, invalid or unenforceable, such provision shall be limited to the minimum extent necessary so that this agreement shall otherwise remain in full force and effective.

Payment and Fee for Service

The employer shall promptly pay NDS for any taxes and duties which are required to be collected or paid by NDS with respect to the performances of services hereunder. All amounts payable under this agreement shall be paid in full within fifteen (15) days of the invoice date, by company check or cashier's check, sent to NDS at 111 NE 10th Ave - Grand Rapids, MN 55744. NDS shall invoice employer for fees and expenses on the fifteenth (15th) and last day of each month. Employer is responsible and agrees to reimburse NDS for all costs and expenses incurred during the performances of services. If payment is not made in a timely manner, NDS reserves the right to charge interest at the rate of 1.5% per month (18% per annum), or the highest rate allowed by applicable law, whichever is higher, calculated from the date such amounts were due. The employer agrees to pay any costs of collection (including reasonable

attorney fees) incurred by NDS in collecting any amounts due hereunder. Notwithstanding anything in this agreement to the contrary, if any invoice(s) or portion of invoice(s) are past due the employer waives its right to later dispute such invoice.

Prices

Employer agrees to pay a \$100.00 annual fee, if the fee is not paid within fifteen (15) days of the invoice date, the contract may be terminated by NDS. Services shall be provided by NDS on a fixed fee basis plus expenses. In consideration of NDS's performance of services, the employer shall pay NDS fifty dollars (\$50.00) for each test and will reimburse NDS for any additional expenses. NDS will include documentation for any additional expenses with the billing invoice. NDS shall be entitled to periodically increase fees hereunder. Employer will be notified at least thirty (30) days in advance of any rate changes.

All pre-employment, random, reasonable suspicion, return-to-duty and follow-up testing will be billed at fifty dollars (\$50.00) per test. This price includes consortium pool management, collection, testing, MRO fees and result reporting. Reasonable suspicion, return-to-duty, and follow-ups that require an observed collection will be an additional charge of twenty dollars (\$20.00).

If your employees are tested at a clinic other than NDS, employer agrees to pay all fees and charges that may incur. It is the responsibility of employer to notify NDS of any test(s) conducted at a clinic other than NDS to ensure compliance within the consortium. Because no one can predict an accident, it is possible the employee may have to go to an alternate collection site / ER. Price will be the actual charge incurred.

Services

Drug Testing -	\$50.00 per test
Breath Alcohol Testing -	\$25.00 per test
Reasonable Suspicion Training - (One hour drug and one hour alcohol training)	\$50.00 per person
Drug & Alcohol Testing Policy Draft -	\$50.00 per policy
Administrative fine for missed drug tests and non-compliance -	\$50.00 per test/issue
MIS reports (Due by March 15 th) -	Free

This contract is not valid until both parties have signed below. Along with full payment of the annual fee, all employees must complete a pre-employment drug screening to validate active status in the consortium.

Employer Representative / Company Name

Date

Rayleen Worcester, President of Northern Drug Screening Inc.

Date

Chair Clayton introduced the following resolution. Supervisor Kelley moved for its adoption and was seconded by Supervisor Davies:

12 A

Town of Harris, County of Itasca, State of Minnesota

Resolution No. 2022-006

A RESOLUTION DESIGNATING THE COMPENSATION FOR OFFICERS OF THE HARRIS TOWN BOARD

WHEREAS, Minn Stat. 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk/deputy treasurer if employed, and other employees of the town;

WHEREAS, Minn Stat 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rated determined by the Town Board for necessary travel on official town business;

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation at the same time each year via Resolution #2022-006;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on January 21, 2022

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby adopts the following schedule of compensation and reimbursement of Town Officers

BE IT FURTHER RESOLVED that these rates will be used in calculating all pay requests paid during the February 2022 check run, and there forward until the next annual review of Township Officer compensation in January 2023:

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – February 2022-January 2022

Township Board Supervisor	
Serving as Chairman:	\$450.00 per month, plus \$ 19.00* per hour for allocated pre-approved labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$400.00 per month, plus \$ 19.00* per hour for allocated pre-approved labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings

NOTE: If Treasurer has questions on a pay request, Treasurer will review with Chair, and if changes need to be made, the Chair will discuss with said individual.

If questions arise regarding a pay request, and the person is not available/not present to confirm question(s), said pay request will be pulled from bill list until such time questions are answered. All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

Annual Town Meeting

The Town Board requires that the Treasurer be at the Annual Meeting, and therefore is entitled to be paid the per diem meeting rate for attending this meeting.

Newsletter

The township newsletter is prepared by volunteers of the township. Printing, labeling, and mailing is completed by the printer. The Board approves the newsletter, prior to printing.

Website Updates

The Town Clerk maintains and update the website.

Mileage Reimbursement:

When it is necessary for Town Officers to use private automobiles to perform their duties on behalf of the town, Town Officers shall be eligible to have their mileage reimbursed for the miles traveled at a rate equal to the Federal standard mileage reimbursement rate in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings, hearing or annual or special town meetings held within the Town. The reimbursement is on an "as needed" basis, to be determined by the Officer, and would include, but is not limited to, the township annual road inspections, out-of-town meetings, education as approved by the Board, and resident calls for inspections.

Detailed Claims:

No Officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board, detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Board approved forms at the next following Regular board meeting. Pay requests for the Supervisors, Clerk, and Treasurer will be on a one month (EX: May 1-May31) basis. The pay requests will be scanned in by the clerk and sent to the supervisors with the monthly bills to allow the Treasurer, more time to process the requests. All pay requests must also be submitted by the 3rd of the month to the treasurer to allow time to scan, send to the supervisors. If questions arise regarding a pay request, and the officer is not available/not present to respond to question(s), said pay request shall be pulled from bill list until such time questions are answered. Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

Retirement

The Public Employees Retirement Association of Minnesota (PERA) plan is used for each Town Supervisor, Clerk, Treasurer, Maintenance Staff, Caretaker, and Sexton.

Adopted this ____ day of _____, 2022.

By the Board Chairman,

Peggy Clayton, Chair

Attest: _____
Beth Riendeau, Clerk

Resolution 2022-007

12B

ADMINISTRATIVE POLICY for Board Meetings and Access to Public Information

WHEREAS, the Harris Town board is the governing body of Harris Township (the Town) charged by law with certain power and duties to conduct the affairs of the Town; and

WHEREAS, the board determined the adoption of an administrative policy regarding board meetings and access to public information will enhance the effectiveness of meetings and establish uniform procedures for the Board in how it conducts its business, and for those wishing to attend the proceedings; and

WHEREAS, this policy takes into consideration the particular circumstances of the Towns, which include but are not limit to, the following: *The Town is rural in nature, has a limited budged which is set by the town electors at the Annual Town Meeting, does not employ any administrative personnel, does not maintain regular office hours, has limited office facilities and accessibility, and schedules only one Regular town meeting and one Planning and Development meeting per month.*

NOW THEREFORE, BE IT RESOLVED that the Town Board of Harris, Itasca County, Minnesota, hereby adopts the following updated administrative policy, replacing Resolution #2021-009, regarding board meetings and access to public information:

1. Scope:

The procedures established in this policy shall apply to all regularly scheduled meetings of the Town Board, and to the extent practical, work sessions, special meetings and board hearings. This policy shall not apply to annual town meeting, some special meetings, closed meetings, onsite inspections, or any committee or subcommittee meetings.

1.1 Data Practices Act.

While Harris Township did adopt Urban Powers in 2004, it is not an urban township located in the seven county metropolitan area, and therefore is exempt from the Minnesota Government Data Practices Act (a decision made by the legislature in recognition of the fact that most townships do not have the type of staffing required by the Act).

As such, the Board is not bound by the requirements of the Minnesota Data Practices Act and nothing herein is intended to adopt, or shall be interpreted as adopting, the restrictions or requirements of the data practices act. Without limiting the forgoing, to the extent the Board is aware it has information that would be classified by the data practices act as something other than public data, it will take reasonable steps to limit its release.

2. Meeting times and location:

The Board schedules and conducts 2 meetings a month: The Regular meeting on the second Wednesday of each month, beginning at 7:30 p.m., and the Planning and Development (aka P&D) meeting on the fourth Wednesday of each month, beginning at 7:30 p.m., at Harris Town Hall.

a. Exceptions:

- The November P&D meeting will be held the fourth TuesdY of the month, when the fourth Wednesday occurs during the week of Thanksgiving.
- The December P&D meeting will only be held if the board deems necessary, on the third Wednesday of the month due to the Christmas holiday.

The Board develops and adopts a yearly calendar of the dates of these meetings, publishes them in the Herald Review once, and posts on the town hall bulletin board for the entire year. If for some reason the board finds it necessary to change any published meeting date, they will publish notice of the change in the official newspaper, and post the change at least three days prior to the originally scheduled meeting date.

3. Holidays

Township meetings or business will NOT be conducted on any official federal holiday, as provided in Minn. Stat.44 subd.5.

4. Calling a special board meeting, emergency meeting, or work session:

The Board will generally call for special meetings or work sessions during a Regular or P&D meeting. However, the board Chairperson may, upon his/her own initiative, call a special meeting of the Board to address an issue or issues that requires consideration before the next board meeting. The Chairperson shall contact the Town Clerk for the need of a special board meeting or work session, and the Clerk will notify the other Board members of the date, time and place of the meeting. The Chairperson will try to arrange the meeting date and time so that all board members can attend. The Town Clerk shall also post notice of the meeting at least 5 days in advance, as required by the open meeting law.

- A) An Emergency meeting may be called at any time if there is an immediate situation that poses any harm to the Public Safety, Roads and Waterway of the Township. In the instance of calling an Emergency Meeting we refer to Statue 13D.04 subdivision 3; the above order for calling the meeting still stands. Public Notice will be given on Facebook, a phone call will be made to the Herald Review of Grand Rapids, Minnesota and other attempts to post the meeting shall be done if time allows. The minutes of the Emergency meeting may be recorded by a Supervisor present and will be included in the next Regularly Scheduled meeting agenda packet.

5. Presiding officer:

The Board chairperson shall be the presiding officer of Board meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside. The presiding officer shall have the power to preserve Order and decorum at the meeting, enforce rules of procedure, and determine without debate, subject to the final decision of the Board on appeal, all questions of procedure and Order.

a. Appeal of presiding officer's ruling:

Any member of the Board may appeal the ruling of the presiding officer. If the appeal is seconded, and after discussion and explanations are given, the majority vote of the Board shall determine the question.

b. Rights of presiding officer:

The presiding officer is a full member of the Board and retains all of the rights to speak, make and second motions, and to vote on matters of town business to the same extent as any other town supervisor.

6. Order of business:

6.1. The Regular Meetings:

An agenda will be prepared by the Clerk for each Regular meeting. All agenda items will need to be submitted to the Clerk by 12 Noon the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair by the Clerk, via e-mail no later than Saturday morning prior to printing. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections

to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda unless time constraints restrict the item from being placed on the agenda at the next regular meeting. The Clerk will provide by the close of Sunday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to Order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the township mission statement
2. Additions and Corrections
3. Approve the minutes of the Regular Meeting and any work sessions or special meetings held after the last P & D meeting.
4. Business from the floor
 - * Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Old Business
10. New Business
11. Treasurer's Report
12. Approve payment of bills for the month
13. Public Input (limit of 5 minutes)
 - * Please come up to the podium and state you name and address for the record
14. Upcoming meetings listed
15. Adjourn

If someone contacts the clerk and asks to be placed on the agenda, they will generally be included in #4. Business from the floor.

6.2. The Planning & Development (P&D) Meetings:

An agenda will be prepared by the Clerk for each P & D meeting. All agenda items will need to be submitted to the Clerk by 12 Noon the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair via e-mail no later than Saturday morning prior to the printing of agenda. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda unless time constraints restrict the item from being placed on the agenda for the next regular meeting. The Clerk will provide by the close of Monday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the mission statement
2. Additions and Corrections
3. Approve the minutes of the previous P&D Meeting, and any work sessions or special meetings held after the last Regular meeting.
4. Business from the Floor
 - * Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Town Hall Report – for month/date/year to month/date/year
10. Maintenance Report
11. Old Business
12. New Business
13. Approve payment of the bills for the month
14. Public input (limit of 5 minutes)
 - * Please come up to the podium and state you name and address for the record
15. Upcoming meetings listed
16. Adjourn

If someone contacts the clerk and asks to be placed on the agenda, they will generally be included in #4, Business from the floor.

a. Varying order of business:

The presiding officer may vary or alter the order of business for the convenience of the public or the board.

b. Consent agenda:

The board may employ the use of a consent agenda during the Regular meeting and P & D meeting, to approve matters of a routine or non-controversial nature, or items that have already been discussed at a prior board meeting and agreed to be placed on the consent agenda.

7. Rules of parliamentary procedure:

The list of parliamentary procedures that follow as *attachment A* is made a part of this policy, and shall guide meetings of the board.

8. Public participation:

Members of the public may address the Board at the time designated in the order of business for citizen comments and at such other times during the meeting as may be allowed by the presiding officer to address specific issues before the Board. Unless further time is granted by a vote of the Board, remarks from the public shall be limited to five minutes per speaker. When addressing the Board, Citizens shall come up to the podium and state their name and address for the record and confine their remarks to the specific matter under debate.

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall *not*: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the

Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who persists in disturbing the meeting after having received a warning from the presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

a. Spokesman

The presiding officer may ask a group attending a meeting that wishes to address the Board on the same subject to appoint a spokesperson for the group to expedite matters and avoid repetition. The person speaking on behalf of a group may be allowed additional time if needed to fully present the opinion of the group. After a spokesperson has spoken on behalf of a group, the presiding officer may limit the number and/or the time other persons allowed to speak to present similar opinions.

b. Recording by the public

Those attending meetings may use sound or video recording devices provided their use does not interfere or disrupt the meeting and does not violate the constitutional rights of others.

c. Written materials

Citizens may submit written comments or materials to the Board before or at a meeting and may ask that they be added to the record. The Board shall enter the information into the record as requested unless doing so would be unduly burdensome.

9. Record of meetings:

Minutes of all public board meetings shall be kept in a journal (binder). The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. We will keep all minutes of all the other meeting the board members attend in a binder.

10. Audio Recordings:

Unless the board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings. If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.

11. Continue Meetings:

The Board may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the continued meeting. Whether notice of the continued meeting will be provided is left to the discretion of the Board.

12. Access to public information:

It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.

A. Request for Information.

Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (**Appendix B**) detailing the information requested.

a. Fees for Photocopies.

The following fees may be charged for photocopies of public information from the Town:

- (1) **Labor:** The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of the current allocated labor rate of the clerk.
- (2) **Photocopying:** The fee for photocopying black & white shall be charged at a rate of \$0.25 per page, and the fee for photocopying color shall be charged at a rate of .55 per page.
- (3) **Mailing:** The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.
- (4) **Other Costs:** Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.

b. Prepayment of Fees

If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30.00, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.

13. Amending or updating the policy:

The Board may amend this policy by resolution.

14. Severability:

If any part or portion of this policy is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the policy.

15. Office Supplies:

There may be times when a Supervisor, Clerk or Treasurer may need to pick up supplies for the office or for their position. To alleviate coming before the board for approval to purchase supplies, up to \$50 annually shall be allotted to Supervisors, Clerk and Treasurer at any time. Receipts shall be given to the Treasurer, and reimbursement requests shall be placed on the applicable pay request.

**16. Rules of Parliamentary Procedure For Town Board Meetings- Appendix A
Harris Township Information Request Form- Appendix B**

17. Description of Job Duties:

- a. Board Members/ Supervisors - Appendix C
- b. Appointed Treasurer- Appendix D
- c. Appointed Clerk- Appendix E
- d. Sexton- Appendix F
- e. Maintenance Worker -Appendix G
- f. Caretaker – Appendix H

18. Employee Compensation Policy – Appendix I

19. Compensation for Current Regular Township Employees – Appendix J

Adopted this day of

Peggy Clayton, Chair

Attest: _____
Beth Riendeau, Clerk

Appendix A

RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

The following are the rules of parliamentary procedure the town board (Board) of Harris Township, Itasca County, Minnesota has adopted for use at its board meetings.

Voting:

A majority vote of those supervisors present and voting shall be required to pass a motion unless a greater number is required by law or ordinance. Abstentions from voting shall reduce the number considered voting on the motion, shall not be considered as a vote either for or against the matter under consideration, and shall be recorded in the minutes of the meeting along with a reason for the abstention.

Method of taking action:

All actions of the Board shall be taken by motion, including the adoption of resolutions and ordinances. A supervisor may raise a point of order without making a motion. The following are permitted motions:

Action	Description	Requires Second	Amendable
Main Motion	Used to bring an item of business before the Board.	Yes	Yes
Amend	Used to amend the wording of a main motion.	Yes	Yes
Call the Question	Used to immediately end debate on a motion.	Yes	No
Lay on the Table	Used to postpone debate or a vote on an issue either indefinitely or to a certain time or a certain occurrence mentioned as part of the motion.	Yes	Yes
Point of Order	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
Roll Call	Used with respect to a particular issue before the Board to require each supervisor's vote on the issue to be recorded in the minutes of the meeting.	Yes	No
Suspend Rules	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
Appeal Ruling	Used to appeal a ruling of the presiding officer.	Yes	No

If an issue of parliamentary procedure arises that is not addressed in this policy, the presiding officer may seek guidance from the most current edition of Robert's Rules of Order to help resolve the issue.

Appendix B

HARRIS TOWNSHIP
INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request _____

Requester's Address: _____

Requester's Phone Number: _____ Signature _____

Description of the Information Requested: _____

Town Use Only

The request is: Approved, Approved in Part, or Denied. Reason(s) for a partially approval or a denial: _____

Fees applicable to the request:

			Estimated Cost	Actual Cost
Labor	_____ x \$ _____		_____	_____
	# Hours Hourly Rate			
Photocopying	_____ x _____		_____	_____
	Rate Hourly Rate			
Mailing	_____		_____	_____
Other Costs	_____		_____	_____
	_____		_____	_____
		Totals:	_____ *	_____

Difference: _____ To be paid by requestor.
 To be refunded by Town.

* If the total estimated cost exceeds \$30, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.



Appendix C

Board 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 as per compensation policy:**
 - 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)

- 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 as per our compensation policy, 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 as per our compensation policy, 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
- Supervision of employees and volunteers

5. Mileage:

- To be charged at the Fed. rate
- 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.

Appendix D

APPOINTED TREASURER

Township Treasurer Job Description:

The Township Treasurer position exists to perform intermediate, professional, and administrative accounting work, and reviewing, and analyzing accounting transactions in township accounts.

Understands and assist in the preparation of financial and accounting work papers, and reports.

Performs financial analysis and forecasting. Performs complicated reconciliations requiring use of good judgment. This position handles/works with a budget of approximately \$1M.

This position works with data and people relationships requiring a high level of confidentiality, ethics, and trust. This position also provides a high level of customer service to external and internal people.

Mandatory M.S. 367.16 duties:

- 1) Receive and take charge of all money belonging to the town, or which is required to be paid into its treasurer, and to pay it out only upon the lawful order of the town or its officers;
- 2) Preserve all books, papers, and property pertaining to or filed in the treasurer's office;
 - A. All reports processed and saved on the computer and backed up on an external hard drive;
 - B. All original paperwork organized and saved in storage bins at the town hall security space in the basement;
- 3) Keep a true account of all money received as treasurer and the manner in which it is disbursed, in a book provided for that purpose, and provide the account, with the treasurer's vouchers, to the town board of audit, at its annual meeting, for adjustment;
 - a. Treasurer's summary report due for the board of audit meeting
- 4) Deliver, on demand, all books and property belonging to the treasurer's office, and all money in the treasurer's hands as treasurer, to a qualified successor;
- 5) Keep in a suitable book a register of all town orders presented for payment that cannot be paid for want of funds, with the date presented, and to endorse upon the back of each the words "not paid for want of funds," with the date of the endorsement, signed by the treasurer;
- 6) draw from the county treasurer, from time to time, money received by the county treasurer for the town, and receipt for it;
- 7) 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;
- 8) Paying judgments ordered against the town (M.S. 365.41) and selecting a depository for town funds, if the board fails to select one within 90 days of the annual town meeting.
- 9) Perform other duties as required by law.

Additional duties:

- 10) Accounting responsibilities:
 - a. Prepare monthly bank statement reconciliation, including reconciling outstanding checks, deposits and transfers, and ensure all accounts balance. Research and resolve the discrepancies.

- b. Assist in the development and monitoring of all accounting policies, systems, and procedures to assure adequate accounting controls.
 - c. Reconcile selected general ledger accounts, preparing monthly journal entries as needed.
 - d. Maintain record of pledged collateral by official depositories to meet statute requirements. Contact depository as necessary to adjust amount.
 - e. Work with Bond Consult and provide information necessary for bond issues. Ensure compliance for outstanding bonds.
- 11) Accounts payable:
- a. Process all accounts payable, including review and process all invoices for accuracy, proper authorization, account coding, and to ensure payments are made in a timely manner.
 - b. Match open and closed invoices against statements.
 - c. Coordinate and resolve discrepancies with township supervisors concerning purchasing policy guidelines, account coding, authorization, and other issues.
 - d. Contact vendors to coordinate and resolve discrepancies in accounts payable.
 - e. Maintain W9 files for all vendors.
 - f. Prepare claims and checks for monthly board approval.
 - g. Monitor town contracts for compliance.
 - h. Prepare form 1096/1099 as required by the IRS. * No 1099 vendors
 - i. Maintain organized filing system including all necessary supporting documents.
- 12) Accounts receivable:
- a. Invoice developers, property owners, etc. for various charges; assess late fees, and finance charges as directed.
 - b. Collect, verify, and post payments. Maintain and adjust accounts as necessary.
 - c. Administer collection procedures and certifications on delinquent accounts.
 - d. Prepare monthly analysis of account activity/escrow account. Accurately maintain spreadsheet summary and detail of escrow account payments and charges/fees.
 - e. Prepare refund documents when applicable.
 - f. Prepare annual escrow funds sheets for audit purposes.
- 13) Audit preparation:
- a. Assist in preparing audit work papers, schedules and reports.
 - b. Provide external auditors with requested information and documentation.
- 14) Budget/forecasting process:
- a. Prepare annual budget and forecast. Make financial recommendations to the township board of supervisors.
 - b. Monitor budget to actual financial data and update the township board of supervisors as appropriate.
 - c. Begin updating supervisors on budgets in early August so the board is aware of funds available, etc.
- 15) Payroll:
- a. Collect and review employee time sheets. Research and resolve discrepancies.
 - b. Accurately process payroll including appropriately coding expense into applicable funds.
- 16) Print payroll checks and reports for approval at township board meetings.
- 17) Process financials for the previous month:
- a. Add all disbursements to the account register
 - b. Add all receipts to the account register
 - c. Create the financial reports and provide treasurer report at each regular board meeting, along with bank statements.
 - d. Update the budget to actual reports for disbursements

- e. Update the budget to actual reports for receipts
- 18) Receive payment requests via email or written out and turned in to town hall:
- a. Supervisors will have their pay request turned in by the first day of each month and paid at the Regular Township Meeting which is held on the second Wednesday of each month.
 - b. Clerk, Treasurer, Maintenance, Sexton, and caretaker employees will have their pay request turned in on the Friday before the Regular Town Board Meeting, and P and D Town Board Meeting, which are the second Wednesday and fourth Wednesday each month, respectively.
 - c. Process financials with appropriate meeting, labor, wages less with holdings for all employees, and supervisors;
- 19) Receive the bills, and deposits from the Clerk on the Friday before the Town Board Meeting, and the Friday before the P and D Board Meeting
- 20) Prepare Bill List:
- a. Create bill list based on the received bills, for the regular meeting, and P and D meeting.
 - b. Add any electronic bills to the bill list
 - c. Check for duplicate invoices
 - d. Due to confidentiality, add the gross wage amounts to the bill list from individuals pay requests
 - e. Add the net wage total to the bill list as one line item
- 21) Copies for meeting:
- a. Bill list (enough copies for everyone at the meeting)
 - b. Financial report (enough copies for everyone at the Regular board meeting)
 - c. Pay request for all supervisors, clerk, treasurer, maintenance, Sexton, and caretaker (one copy for each person to attach to their paycheck);
- 22) Write out checks from bill list:
- a. Give to board chair for first signing, and clerk for second signing after the meetings
 - b. Retain stubs for all checks before distribution
- 23) Checks to be deposited are done by the Clerk:
- a. Confirm all funds received (town hall rental payments, cemetery site purchases, deeds, burials, and funds from the county or state)
 - b. Process all receipts and create deposit slip with all received funds
 - c. Collect deposit receipts , etc. from clerk weekly (for final checks and balance)
- 24) Mail bills:
- a. Prep all bills for mailing and mail the evening of the Board Meetings, or the very next day
 - b. Make copies of all invoices that do not have a second copy
 - c. Make all online payments the evening of the Board Meeting, or the very next day
- 25) Monthly reporting:
- a. Make federal tax deposit
 - b. Make state tax deposit
 - c. Make monthly PERA report and deposit
- 26) Attend required/mandated township meetings:
- A. Regular township meeting on second Wednesday of each month
 - B. P and D township meeting on fourth Wednesday of each month
 - C. Regular annual township meeting in March
 - D. Board of canvas meeting
 - E. Annual audit meeting
 - F. Any other legally required meetings (l.e. public hearings, etc.)

- 27) Attend other meetings, trainings, work sessions, emergency meeting that may require your presence
- 28) Quarterly and Year-end financials – for budget planning
- 29) Quarterly Year-end tax reporting
- 30) W-2s/1099
- 31) Audit preparation and any auditor requested work
- 32) Special projects (which require prior board approval)
- 33) Customer service:
 - a. Assist in duties as needed and/or as directed by the board of supervisors.
 - b. Coordinate and cooperate with inter-governmental agencies.
 - c. Conduct the necessary research and provide support materials to aid board in making informed decisions.
 - d. Communicate with the Board and/or Chair on any issues, questions, etc prior to making changes (yourself)

Minimum qualifications:

Must:

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

Must also:

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

Preference for:

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

Appendix E

Appointed Clerk

Township Clerk Job Description:

Provides a channel for communication between township residents and board of supervisors to ensure effective planning, and results, consistent with the goals, objectives, policies approved by the Board of Supervisors. Perform all administrative duties for efficient function of the township, and as prescribed by Minnesota Statutes.

Mandatory Duties, as per Minn. Stat. 367.30; Minn. Stat. 367.31 subd.1; Minn. Rule 8205.1040; Minn. Stat. 367.11

1. **Keep minutes:** record minutes of the proceedings of every town meeting in the book of town records, entering every order or direction and all rules and regulations made by the town meeting;
2. **Keep records:** keep a true record of all of the towns proceedings
3. **Custody of records:** unless otherwise provided by law, retain custody of the records, books, and papers of the township and file, and safely keep all papers required by law to be filed in the clerks office;
4. **File and preserve all accounts** audited by the town board or allowed at a town meeting and enter a statement of them in the book of records;
5. **Record all requests** for special votes or town meetings and properly post notices;
6. **Post, as required by law**, fair copies of all bylaws made by the town, and make a signed entry in the town records, of the time when and the places where they were posted and record in full all ordinances passed by the town board in an ordinance book;
7. **Furnish to the annual meeting** of the town board of audit: [i] every statement from the county treasurer of money paid to the town treasurer; [ii] all other information about fiscal affairs of the town in the clerks position, and [iii] all accounts, claims, and demands against the town filed with the clerk; and
8. **Perform any other duties** by law

Additional Clerk Job Duties:

Official Board Meetings, other Legally Required Meetings:

1. Meeting agenda creation and prep of supporting documents
2. Scan in agenda, agenda items, bills, pay requests (i.e. agenda packet) and print
3. Make Board packet copies for Supervisors, and constituents for township meeting
4. Complete Minutes - from P&D/Regular meeting
5. Add agenda packet to website; add minutes to website, after approved (convert to PDF first)
6. Organize, manage, and retrieve township records in an effective and efficient manner
7. Prepare notices and post all meeting notices
8. Keep contact information up to date for posting board
9. Prepare and publish meeting schedule, special meetings, etc. (whatever is legally required)
10. Town hall set up for Regular, P&D meetings, and legally required meetings
11. Prep for Board of Audit
12. Annual audit prep of clerk's responsibilities (bookkeeping documents, minute and agenda packet binders, board contact information, etc.)
13. Attend legally required meetings (i.e. annual meeting, public hearings, board of audit, board of appeal, etc.)
14. Post notices, set up hall, and prepare minutes, and attend annual Board of Audit
15. Post and publish Annual Board of Appeal and Equalization Notice, and attend BOA
16. Prepare board reports for BOA hearing
17. Set up hall, prepare Minutes and hearing reports for BOA
18. Prepare the annual report for annual meeting, post, prepare Minutes, and attend Annual Meeting

Bookkeeping, Office Prep:

19. File, document, and organize in an efficient manner, at the town hall
20. Make sure laptop is always updated
21. Maintain monthly accounting in CTAS
22. Purchase office supplies, as needed

Mail, and Deposit/checks:

23. Pick up all mail at the service center the Friday before the regular town board meeting, and the Friday before the P and D town board meeting.
24. Distribute all bills, invoices, statements, etc. that the treasurer should have, no later than the Friday before the regular town board meeting, and the Friday before the P and D board meeting.
25. Document all checks by recording the date on the check, the check number, who the check was received from, and the dollar amount, and provide to Treasurer.
26. Receive all Town hall renter checks from Caretaker, document them, along with all other checks to be deposited and provide to the Treasurer.
27. Keep the documentation and give all checks which need to be deposited to the treasurer no later than the Friday before the regular board meeting, and the Friday before the P & D meeting.
28. Processed all other mail as deemed necessary and distribute accordingly.
29. Receive the deposit slip from the treasurer, document the date received, and check the deposit slip with your record of check received, and make the deposit, as the final means of checks and balances.

Work Sessions, Budget Sessions, and other Special Meetings

30. Prepare and Post work sessions, budget sessions, and special meetings
31. Prepare Minutes of work sessions, budget sessions, and special meetings
32. Set up hall for the sessions, and pull together agenda

Elections Duties for Clerk:

33. Be knowledgeable of current election requirements, laws and deadlines
34. Attend mandatory election judge training, if Clerk is involved with the elections
35. Attend mandatory clerk training, if Clerk is involved with the elections
36. Coordinate election judge list(s) and notify election judges of mandatory training dates/times
37. Bring forward the list of election judges to the township board, for approval
38. Coordinate election judges schedule for both elections (primary and general)
39. Post and publish, in a timely manner, election notices according to statute requirements
40. Accept candidate filing affidavits during election period (August-September)
41. Coordinate candidate names for election ballots with County Auditor Office
42. Prepare polling place (ballot machines, counter, voter roster, etc)
43. Attend mandatory training for HAVA requirements, new election equipment, and understand the operations
44. Purchase cookies, make coffee, etc for voters
45. Conduct Board of Canvas, according to requirements in the Clerk Election Guide for the specific election year

Emails, Texts, Phone Calls, etc:

46. Receive and/or send emails, texts, and calls from constituents, to appropriate supervisor, within a reasonable timeframe ((exception: if an emergency, contact supervisor immediately) Monday through Sunday
47. Respond to all township business inquiries
48. Discussions regarding a variety of topics/projects with others (board/county/residents
49. Conduct the necessary research and provide support materials to aid board in making informed decisions

Website Administration:

50. Website administration and content updates, as per Board direction

Resolutions, Ordinances, Policies, and Procedures:

51. Prepare Resolutions and Ordinances, as per direction of the Board
52. Maintain a record of resolutions and ordinances passed by the Board
53. Update township policies as needed, with direction from board supervisors

Customer service:

- a. Assist in duties as needed and/or as directed by the board of supervisors
- b. Coordinate and cooperate with inter-governmental agencies.
- c. Communicate with Board and/chair regarding any issues, items, etc before you make changes

Minimum Qualifications:

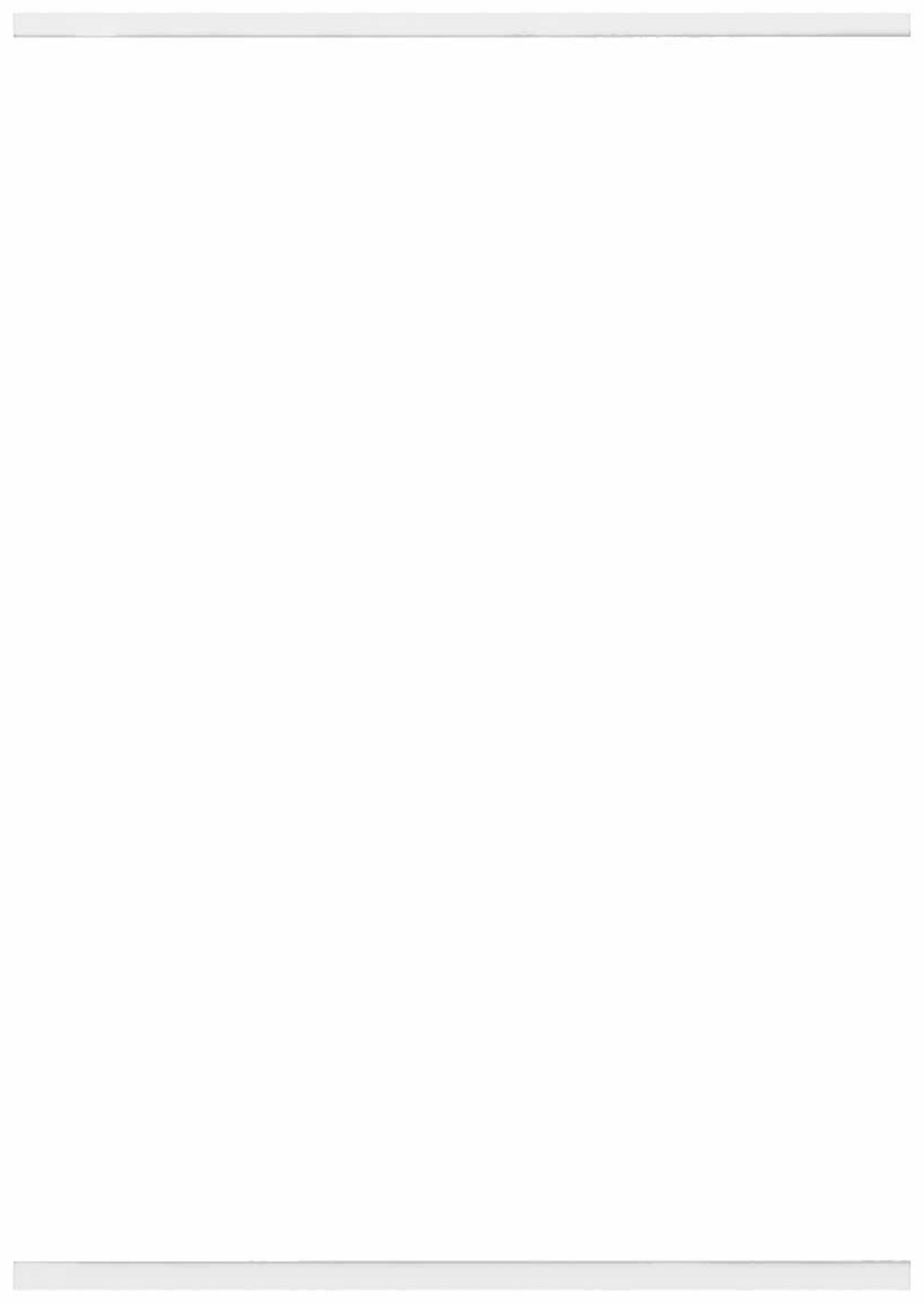
1. Must be a high school graduate, or have GED
2. Must have two years of administrative assistant/clerical work experience in an office/business setting
3. Must have one year of work experience in Word, and MS Excel
4. Must have experience taking minutes
5. Must have a valid Minnesota Drivers License
6. Must be bondable

Must also:

1. Pass a background check
2. Pass a reference check
3. Successfully pass a six month probation
4. Knowledge of bookkeeping principles, budgets and records management
5. Attend training as mandated and required by the township board, and Minnesota Association of Townships
6. Have ability to maintain confidentiality, and to establish effective working relationship with the Town board and the public
7. Have excellent verbal and written communication skills
8. Have ability to prioritize workloads and meet deadlines
9. Have ability to multitask
10. Have professional appearance
11. Have ability to maintain accurate records
12. Have ability and willingness to follow rules and procedures
13. Have ability and willingness to follow directive from Board Chair, and supervisors
14. Have ability to work independently, and with a Board
15. Be self-directed; ability to effectively schedule work time
16. Have independent problem solving skills
17. Be self-motivated, and have initiative
18. Have ability to work unsupervised
19. Have leadership skills, and public speaking skills

Preference for:

1. Experience working in/with accounting, budgets, spreadsheets, and records management
2. Experience of open meeting law, and data practices
3. Administrative/clerical experience working for another federal, state, or other township
4. Experience working with an accounting system (Quickbooks, CTAS)
5. Experience working with/on elections
6. Additional experience in an administrative/clerical position, beyond minimums



Appendix F

Sexton Duties:

1. First point of contact for all questions regarding the Harris Township Cemetery and follow up promptly with responses:

This position receives calls from people regarding the cemetery, which could be burials, purchasing sites, or from headstone companies.

If somebody calls you regarding a burial, that could come from a family member or the funeral home. If somebody calls in need of a burial you need to ask them when they want the burial to take place first, and then find out if they already have a site. If they do not have a site, then you would meet with the people at the cemetery so they could pick out a lot. When you do meet somebody at the cemetery, you need to take your black book, the map, and the receipt book. Sometimes people will pay with cash- either way, always use the receipt book.

If the funeral home is arranging the burial and a site is owned, be sure to confirm that the funeral home is collecting the fees and sending to the Township. The funeral home will then mail the disposition papers along with a check for the burial to the Sexton.

If the family is coordinating the burial, you will need to collect payment and either disposition papers or a copy of the death certificate for the burial before you can confirm and authorize Derrick to do the work preparing the site.

If someone just wants to purchase a site you also need to meet them at the cemetery and bring the black book, map, and receipt book. Let them chose a site to their liking and then verify the location is available using the map and correlating with the black book. On the receipt always write the site description, and whomever they wish the owner or the site to be on the Deed, also retain a full address and phone number. The top copy of the receipt goes to the purchaser, the 2nd copy goes to the Treasurer with the payment and the final copy stays in the book for the Sexton records.

You will get calls from a headstone company, which could be Duluth Monument or Northland Monument, (the most common used by our residents). When people purchase a headstone, those companies need to come in and set up the stone. Those calls also need to be relayed to Derrick as he marks the site for them to lay the stone. He does not set the stones himself, only marks them.

If the family is working with veteran services, Derrick will lay the veterans stones. Those calls may be sent directly to the service center. If a family wants maintenance to place the foot stone, the township will charge an hourly wage for the time it takes to dig and lay that foot stone.

You also might get calls from people wanting to sell their sites back to the township. If that occurs their request needs to be in writing and sent to our service center address. They also need to provide a copy of the deed with that request. If they don't have the deed etc. it is their responsibility to get a new one from the recorders office. The deed tells us how much this site cost them at the time of purchase. No deed = no sale. This is subject to Board approval and must be verified that no one has been placed in the site. Our recording fee currently is \$46.00, which is subtracted from the amount paid back to the seller. That letter of buy back request, the owners Deed and the newly drafted buy back Deed all go to the board for approval at the next regular meeting. The Sexton has to re-file a deed giving ownership back

to the township, and this also has to be filed with the recorder's office. The Sexton must also notify Maintenance to remove them from owning a site in his books and remove their card from the Rolodex and white out their information in the black book. When the original Deed is returned from the recorder's office that will be filed in the bottom black drawer, corresponding with the correct site. * You must also update and remove them from the Documents/Cemetery/Sexton/Section/Block Listing and update the website to such. Further direction below.

If you receive a call from someone wanting to know if so-and-so is buried at the cemetery, you need to obtain the last name of that individual they're looking for, and look at the black Rolodex. If a family name is in the Rolodex, you would look at the card and then go to the black book to find a location to see if someone was buried in that location. You can also look in the bottom drawer of the two drawer black file cabinet by looking for the last name to find any information or disposition paperwork we would have obtained at burial. If no information, you can let the family know, and at that point they are on their own. Any time you have a new burial, a new card needs to be made out and placed in the Rolodex. Any time that you work with the burial, etc. that information needs to be placed on the Rolodex card (I.e. lot purchased, deed received, burial, etc). It is important to have great cross-reference information on the cards.

Any calls coming in on leveling of headstones, those need to go directly to maintenance.

Remember to always text Maintenance, the maintenance supervisor, so he is also in the "loop" with regard to burials, digging, etc.

2. Prepare and maintain policies, procedures and brochures, as per Board direction, and relay that information to others who assist in the maintenance of the cemetery or to the general public:

Sexton updates as needed, with regard to the policy, procedures and brochures. Sexton will get that direction from the board as changes to policies are always made at board meetings.

There's also a frequently asked questions section on the bottom of the policy called "other helpful information".

When you do update the policy for the cemetery you need to go onto the laptop to update it and then you need to upload it to the website under the cemetery folder. Once it is updated you need to print it out, make copies and then bring 25 of the brochures to Libby, 25 to Rowe, and give one to our maintenance staff person, and then fill the slots at the cemetery. Whatever you sent to Rowe and Libby, it should be sent to them in a PDF format.

3. Coordinate all burial arrangements; Funeral Directors, Maintenance Team, Board, as needed.

You would need to coordinate burial arrangements, if someone calls and needs to be buried, or if they own or do not own their own site. Sometimes it's slow, depending on the time of year and when they want to do their burial or purchase this site.

If they own their own site then you are talking back-and-forth with Maintenance regarding the site location and the time of service and then confirming all that information with Maintenance.

Always direct any questions back to the policy. Send a copy of the policy and rate to those who have questions also when you respond to them so they also have the information moving forward.

The Sexton must be familiar with all policies and procedures for marking graves!

The funeral home or family usually gets in touch with the sexton. The Sexton then calls Maintenance, if they own the site and confirm the date etc. Maintenance or Sexton confirm with the funeral home. Maintenance puts it on the schedule. The payment and disposition paperwork needs and comes from the family or funeral home. Sometimes a funeral home collects the payment for the burial, or family meets with Sexton and pays the Sexton.

4. Deed preparation, Sale, Recording, Filings and follow up with notifications of such with Board, Maintenance team, and Purchaser.

If the family doesn't have a site, they will need to purchase a site. you meet at the cemetery, take the black book, map, and receipt book. The family usually has some idea of where they want to be (section 3 is open, section 1 and 2 are touch and go, as one could hold a cremation in those sections).

You need to take the map and verify space availability. Some families might want 1 site or more than a site. When that occurs you need the receipt book, and take the payment at the cemetery. People can purchase up to four on one deed, but if it's more than 4, then another deed and recording fee of \$46 has to be completed. If they are family owned sites, you do not need to draft a Deed for each family member, advise them to set an owner and have copies of the Deed with each family member that plans to be placed in our cemetery.

Once you have completed that at the cemetery, then you need to come back to the hall and follow up with the format and receipt. You need to put the lot, block section, site, home address, and phone number on receipt copy. These dates get recorded in the black book, you make up a card, and place in the Rolodex, and a make up a card for Derrick, and put that in his folder in the Town Hall.

If the card is already in the Rolodex you just add to the record on that card, and then let Derrick know. The 2nd copy in the receipt book goes to the Treasurer with the money collected. Derrick has full set of books just like the Sexton does. You then prepare the deed, which goes on the next board agenda just for signature purposes only, as the board does not need to approve that. Once the deed is signed by the board the original is mailed or dropped off at the recorder office. They record it and stamp and mail it back to the service center with a bill. The recorder department then bills \$46 for the recording fee back to the township. The recorder will send an invoice with the original deed back to the township. You need to make a copy of the deed, put it in the bottom drawer of the black file cabinet. The original gets mailed to the owner. Provide a copy of the invoice to the Treasurer and note who it was for.

Disposition papers - when someone dies or someone is getting buried, we will either get a disposition paper or certificate of death from the family or funeral home, along with the check. Make a copy of both give a copy to Treasurer with the check. If you get a certificate of burial you treat it the same way. If owner provides an original death certificate, make a copy of the death certificate, and get the original back to the family.

Record Burial – Mark the burial in the black book, one section for purchase and one section of who is buried. Place the disposition papers or death certificate in the box in the bottom black drawer.

How to mark an online system –Any changes or updates to burials or purchases need to be updated to the website. Once you have completed deeds etc. you need to go into the online system and mark the site off in the online system. It is in the Documents/Cemetery/Kati. All are broken up into sections 1, 2, and 3. From there each block is also separated. Update it in the word format and save back to its original location. Log in the website admin, go to the cemetery tabs and remove the block you are updating then upload the correct block to the correct file location. This does not need to be in PDF format, I have them all in Word so that they are easy to update and you do not need to reformat each time you have to update a block.

5. Relay payments received and notify of any County Filing fees charged to the Township account to the Treasurer. Keep receipt book for all Deeds sold.

Any and all transactions need to be documented and funds must be provided to the Treasurer with documentation of what the monies are for. Copies of the check with the disposition papers or Deed should be made for easy reference to what the money is for. Remember to always give the treasurer the receipt copy for her records also.

6. Update and maintain Harris Township Cemetery Web links with current and relevant news.

You need to update sales in the township cemetery web links with current and relevant news whenever someone is buried. You update in the cemetery folder, and upload to the website. All cemetery records are kept at the Town Hall office. These are valuable and personal documents and should not be stored in your home. They should be removed for sales and meetings at the cemetery and then the Sexton should promptly return these to the hall office.

All forms used for the cemetery are on the computer, Documents/Cemetery.

There are separate buy back deeds and deeds. Use the correct one and pull the last one prepared and type over it. All forms are formatted in Word for easy edit.

7. Update the books online monthly for public viewing, and work with maintenance on updating.

You would update the policies, burials, and purchases, and keep all up to date.

8. Maintain Cemetery Books, Records, and Sexton computer books, and work with maintenance on updating.

Make sure to always update books and records whenever it occurs. Do not wait and do it once every six months etc. as it just causes a lot of issues of keeping up with what's going on. All of the updating is on the computer and again as you get them. Always make sure you e-mail Derrick with sale and burial updates as he is a source in the checks and balances for the cemetery.

9. Sexton needs to keep track of detailed work completed and time it takes to complete a burial process, on a monthly basis. That information is placed on the monthly pay request.

APPENDIX G

Maintenance Worker

Reports to: Harris Town Board

Status: Non-Exempt – Full Time

Position Summary:

Maintains all properties roadways and equipment within the jurisdiction of Harris Township under the direction of the Board of Supervisors and its designated Maintenance Supervisor.

Essential Accountabilities:

Town hall

- Maintains the town hall facility including inside and outside structure, lighting, furniture, parking lot and general maintenance.
- Provides grounds keeping and snow removal of parking lot, driveway, walkways and exits.

Cemetery

- Maintains buildings, fence, signs, flag poles and flags, roadways and placement of winter corner markers. Check to make sure the water service is working properly.
- Must be well-versed of the Cemetery Policy.
- Maintenance is to refer all calls to the Cemetery Sexton re: funeral home calls, monument company calls on headstones, foot-stones, etc., and all calls to Cemetery Sexton re: burial calls from individuals, etc.
- Maintenance is to look up names of family(s) and find site locations
- Provide care in moving and working adjacent to all grave markers.
- Excavate, fill and ready the grounds before and after burials. Be available to locate grave sites and/or mark as needed. (Excavation can also be done by designated contractor, in the absence of maintenance).
- Work with the Sexton, and public in a respectful courteous manner at all times. Sexton works with all funeral directors, and headstone companies.
- Layout boundaries for headstones, and gravesites.
- Maintenance is contacted by Sexton when family has cremated remains, and wants to bury them.
- Level all headstones.
- Maintain burial logs/placements as a back-up to the Sextons records.
- Ensures all snow removal is done in a respectful and timely manner. Be especially mindful when working around flowers or other decorations.

Public Access (boat landings)

- Install, remove and repair docks as needed.
- Provide general grounds keeping and clean-up. Provide snow plowing as needed.
- Inspect boat ramp conditions and report to Maintenance Supervisor if maintenance is needed.
- Check for adequate signage.
- Mow/trim all boat landings

Essential Accountabilities:

Roadways

- Make minor repair/preventive care of the roadways as needed or directed. Inspect all signage, maintain the sign replacement policy and report any vandalism to the supervisor.
- Inspect roadways after any heavy wind storm or snow accumulation.
- Snow plow areas designated by the town board.
- Coordinate roadside brushing and mowing with the supervisor and the State of Minnesota guidelines. Have knowledge of various roads and practice the rules of road right of ways.
- Be expected to provide emergency tree and wildlife removal as necessary.
- Report all road concerns or discrepancies to the supervisor immediately.

Recreation Facilities

- Provide maintenance to all areas of recreation within the township which includes; buildings, grounds keeping, lighting, fences, parking lot, seating structures, ball fields, tennis courts, skating areas, walkways, picnic areas, game areas, and gym structures.
- Snow plow as needed.
- Skating rink surfacing and cleaning as needed.

General requirements

- Act professional at all times.
- Inspect and maintain routine/periodic equipment and machine maintenance as required doing repairs to your level of skill as directed and supervised by the supervisor. Make no non-factory modifications to any equipment or operate a malfunctioned piece of equipment at any time. If you are unfamiliar with operating a piece of equipment consult your Maintenance Supervisor for the proper training.
- Assure that all equipment is cleaned and stored properly after each use.
- Always keep your work area free of clutter or other hazards that may cause a potential dangerous circumstance.
- Always wear safety equipment and keep safety practices in mind all the time. Never work without good safety apparel, acquire new safety equipment or devices from the Maintenance Supervisor.
- Treat all residents and their property with respect, never argue and inform a Maintenance Supervisor to contact them in a timely manner.
- Report all accidents/incidents to your Maintenance Supervisor in writing immediately no matter how minor it may seem to be, so an investigation can be done.
- File all complaints with your Maintenance Supervisor or the Human Resources Representative.

- Don't assume or make any change in rules/laws/ordinance/common procedures of our work without the Maintenance Supervisors or board approval.
- You are the direct representative of Harris Township, and most visible to the public. Don't assume or make any changes in rules/policies/procedures of our work, without your supervisor or board approval.
- All other duties as assigned.

Working Conditions

- Works in all areas of Harris Township.
- Sits, stands, bends, lifts and moves intermittently in various speeds/actions.
- Subject to adverse conditions, dust, odors, rain, or sometimes extreme conditions of hot or cold.
- Subject to hostile and emotionally upset residents.
- Normal working hours will be Monday through Friday as scheduled, with possible overtime.

Qualifications

- Must be a minimum of 18 years of age.
- Minimum High School or GED equivalent.
- Must have a valid Minnesota Drivers CDL license and be insurable with no risk.
- Must have experience with a mechanical aptitude to maintain and operate lawn equipment, chainsaws, brush cutters, snow blowers, tractors, skid steer, back-hoe, medium size trucks with or without snow plows or dump box and other ancillary equipment. Must be able to use hand tools relating to digging soil, and possess basic household skills in carpentry, plumbing and electrical repair.
- Possess some computer skills.
- Subject to security checks or legal history.
- Must be in good health and demonstrate emotional stability.
- Must be able and required to lift, push, pull and move equipment and other related objects such as trees, brush grave stones and wildlife kills.
- Must have the ability to be tactful with people and work harmoniously with residents and other personnel.
- Must be able to make independent decisions, follow instructions, ask for help or assistance, and accept constructive criticism.



Appendix H

CARETAKER HARRIS TOWNSHIP

Job Description: The position of Caretaker is to take care of hall rentals for family gatherings, birthdays, showers, weddings, anniversaries, meetings, etc. Duties include, but are not limited to reserving and scheduling the town hall for constituents (resident, and non-resident); meeting with renter to get lease agreements (for rentals) signed, receiving rental and deposit fees, signing out keys, going over policies regarding renter responsibilities of cleaning hall after rental; follow up at the hall after renter concludes their reservation, and prepping the hall for the next renter; inventory and ordering of cleaning supplies, and other items needed for the hall; preparing monthly Rental Register, Monthly Pay Request, and monthly Town Hall Report for Regular Township Board Meetings; dusting drapes, windowsill; wiping and sanitizing chairs, tables, water fountain; cleaning microwave, stove, and inside cupboards/arranging cupboards; vacuuming, laundering towels, etc., cleaning and sanitizing bathrooms, toilets, mirrors, inside windows, and perform other duties as assigned.

This Position is also assigned to receive calls from constituents that want to reserve the Pavillion at Crystal Park, and also post a monthly calendar at the Pavillion.

Hours of work: Hours range anywhere from 30-40 per month, and depend on the amount of renters reserving the town hall (on a monthly basis). Work times also vary, depending on when the hall is reserved, when you are meeting with renters, and when you are prepping the town hall for the next renter.

Minimum Qualifications: must have good cleaning experience (to include but not limited to sweeping, vacuuming, mopping, dusting, organizing and cleaning cupboards, sinks, bathrooms, and toilets, etc); must be flexible, and be able to prioritize, juggle, and organize hall rental calendar, phone calls and text messages from constituents; must have a good work ethic; must be extremely reliable and dependable; must have a valid drivers license and means of transportation; must be able to take and follow direction, procedures, policies; and must be able to work well with others. Computer experience is not mandatory, but is highly recommended. Must be able to pass a background check, and reference check. Individual chosen will serve a 90 day probation.

Rate of Pay: \$13.00 per hour



Appendix I
Harris Township
EMPLOYEE COMPENSATION POLICY

- ◆ **Temp Full-Time Employees:** **As of January 2022 (to be reviewed annually)**
 - Maintenance Crew: Starting wage will be between \$15.00-17.00/hour based on qualifications and experience.

- ◆ **Regular Part-Time Employees:** **As of January 2022 (to be reviewed annually)**
 - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between \$14.00-\$16.00/hour based on qualifications and experience (Subject to change).

- ◆ **Temporary Employees:** **As of January 2022**
 - Skating Rink Attendant: Wage will be Minimum wage
 - Summer Help: Wage will be \$15.00-\$17.00 per hour
 - Moderator of Annual Town Meeting: Wage will be a flat meeting rate of \$60.00
 - Election Judges: Wage will be \$12.00 per hour for training time and hours worked on election day.
- and -
Mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage.

 - Head Election Judge: \$13.00 Wage will be included in the "Resolution" to approve the Clerk's list of election judges.

- ◆ **Effective Date:**

This Compensation Policy was effective upon adoption by Harris Township Board, the 27th day of October, 2004 and has been amended as follows:

- Amended May, 2006, 2008, 2009, 2010, 2012
- Amended April 14, 2015
- Amended January 13 and March 23, 2016, May 11 2016, May 10 2017, April 25 2018, January 22, 2020, January 19, 2021; January 21, 2022



Appendix J

COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:

REQUEST:

To approve the following compensation for one full-time Maintenance Worker, appointed Clerk, and appointed Treasurer, the part-time Town Hall Caretaker, and the part-time Sexton of Harris Township, as recommended by the Board at their Administrative Policy Work Session on January 21, 2022.

EFFECTIVE DATE:

Rates to be effective for use in calculating pay requests processed for **February 1, 2022** check run, and until January 31, 2022.

Derrick Marttila	Full-time Maintenance Worker	\$23.85/hour
Terri Friesen	Town Hall Caretaker*	\$15.00/hour per cleaning and showing
Terri Friesen	Cemetery Sexton*	\$150.00/month (November 1 to April 30); \$15.00/hr (May 1 to October 30)
Beth Riendeau	Township Clerk*	\$19.00/hour, and \$60.00 per diem for Board Mtgs, Board of Appeal, Board of Audit, Board of Canvas, Annual Township Meeting
Nancy Kopacek	Township Treasurer*	\$825.00 per month, plus an additional \$60 per diem, per board meeting attended, & Board of Audit and an hourly rate of \$19/hour for an other work related activities outside the scope of the employees job description, as directed by the board
	Deputy Treasurer/ Deputy Clerk	Compensation will be the same as the absent Officer, for duties performed.

- Caretaker, Sexton, Clerk, and Treasurer all serve a six month probation.
- The Clerk and Treasurer are paid an hourly wage when they begin their position and until such time that they take over their position 100% in is entirety, At that time they will receive their designated stipend.



12C

**Resolution 2022-008
Adopting Reorganization 2022**

WHEREAS, Harris Township conducts their yearly Reorganization; and

WHEREAS, Harris Township elected Supervisor Peggy Clayton as Chair, and Supervisor Mike Schack as Vice Chair for 2022; and

WHEREAS, Harris Township designated Grand Rapids State Bank, as their official town depository ; and

WHEREAS, Harris Township designated Chair Peggy Clayton, Vice Chair Mike Schack, Treasurer Nancy Kopacek, and Clerk Beth Riendeau as signers on said account ; and

NOW, THEREFORE BE IT RESOLVED, The Town of Harris, Itasca County, Minnesota, approves and adopts Resolution #2022-008.

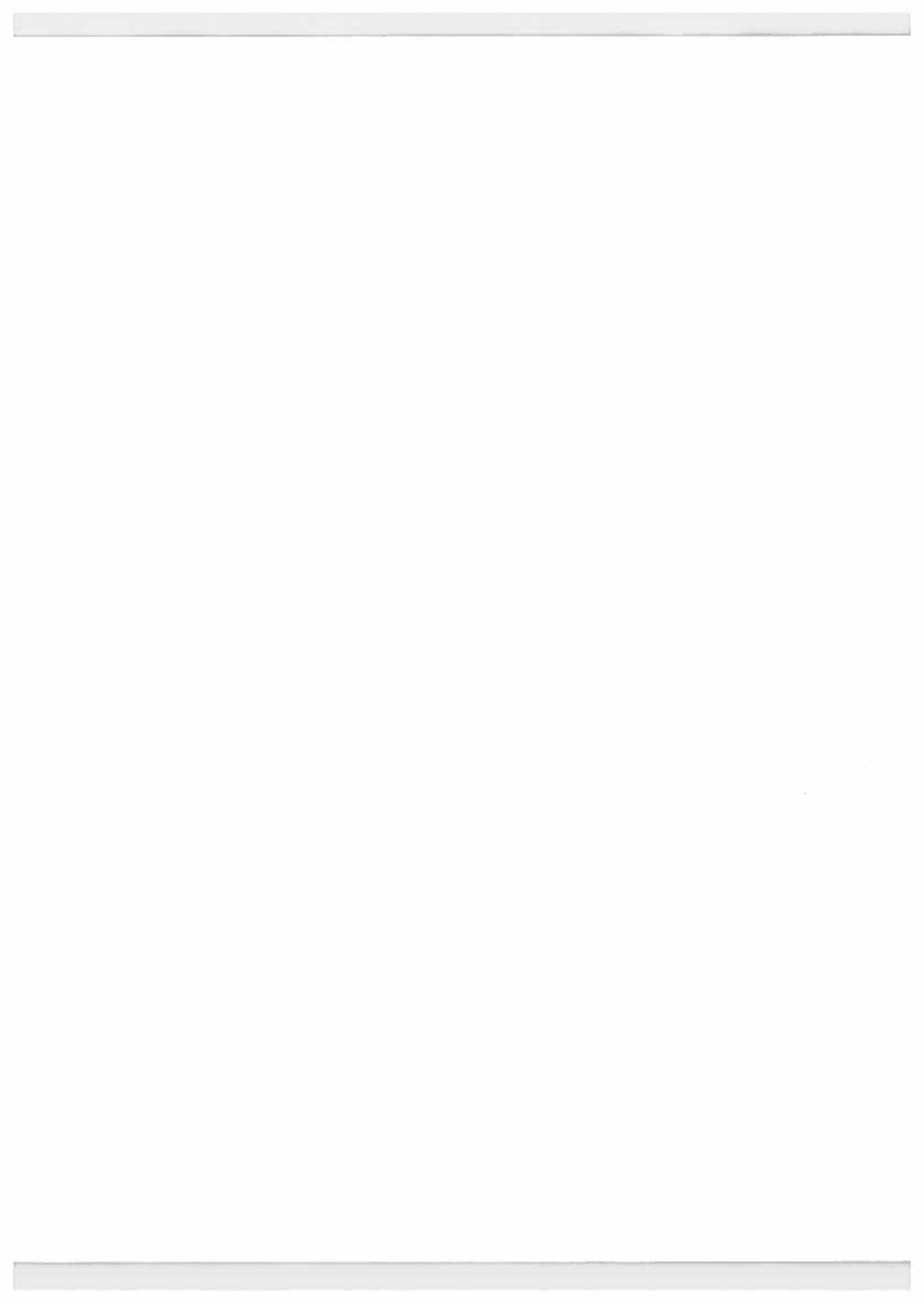
Approved by the Harris Town Board this _____ day of _____, 2022.

By the Town Board

Peggy Clayton, Chair

Attest: _____
Beth Riendeau, Clerk

	Yes	No
Supervisor _____	_____	_____
Supervisor _____	_____	_____
Supervisor _____	_____	_____
Supervisor _____	_____	_____
Supervisor _____	_____	_____



12D

Resolution No. 2022-009

A Resolution Setting Sexton Wages/Stipend

WHEREAS, Harris Township has a Cemetery Sexton who handles all burial, funeral home, constituent calls, sales of cemetery sites, and cemetery business; and

WHEREAS, The Cemetery Sexton currently receives a monthly stipend of \$150.00/month; and

WHEREAS, During the months of November through April of each year, Harris Township has a winter burial rates, and during the months of May through October of each year, Harris Township reverts back to summer burial rates; and

WHEREAS, During the months of November through April of each year, burials at the cemetery are extremely sporadic; and

WHEREAS, During the months of May through October of each year, the Sexton could work many hours over and above the \$150/month Stipend resulting in receiving less than minimum wage; and

WHEREAS, The Town Board needs to set the Sexton wage/stipend for winter burial months, and wage/stipend for summer burial months; and

NOW THEREFORE BE IT RESOLVED THAT, The Harris Township Board of Supervisors authorizes and approves the \$150/month Stipend during the months of November through April of each year, and an hourly rate of \$15.00/hour during the months of May through October of each year (in lieu of stipend); and

BE IT FURTHER RESOLVED, The Harris Township Board of Supervisors authorizes and approves back pay at a rate of \$15.00/hour for the last two pay periods of the Sexton where minimum wage was not met.

	YES	NO	OTHER
Supervisor _____	_____	_____	_____
Supervisor _____	_____	_____	_____
Supervisor _____	_____	_____	_____
Supervisor _____	_____	_____	_____
Supervisor _____	_____	_____	_____

Adopted this _____ day of July 2022.

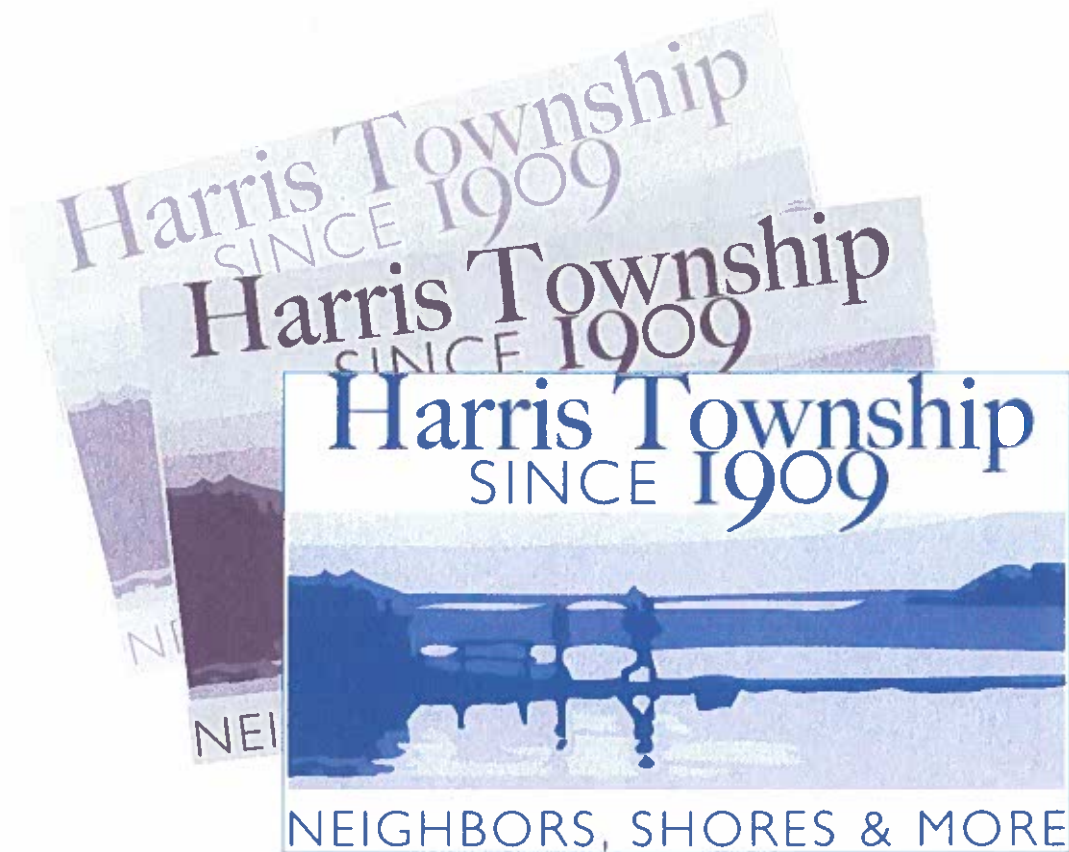
By the Town Board

Peggy Clayton, Chair

Attest: _____
Beth Riendeau, Clerk



12 E



Harris Township

Comprehensive Plan

2017 Update

Harris Township Comprehensive Plan

2017 Update

Original plan adopted by the Harris Township Board 11/8/2006

2012 Update adopted 6/27/2012

2017 Updated adopted: 6/28/2017



Harris Township Town Board

Peggy Clayton

Ken Haubrich

Jim Kelley, chair

Dennis Kortekaas

Mike Schack

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Prepared for Harris Township by

Applied Insights^{north}

181 Farley Lane

Duluth MN 55803

HARRIS TOWNSHIP

COMPREHENSIVE PLAN: 2017

Chapter 1



Using the Plan

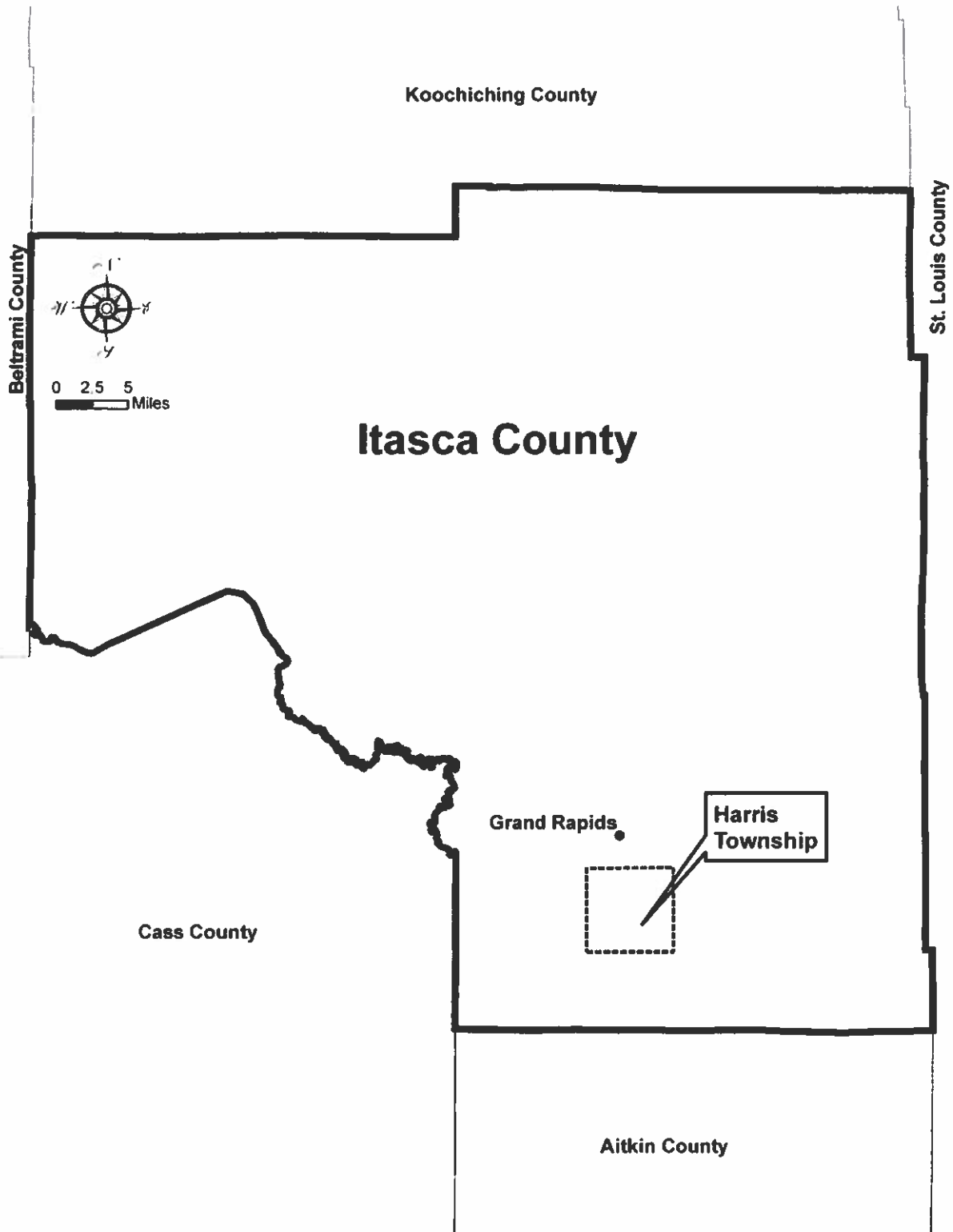
The purpose of this plan is to guide community decisions and investments within its sphere of authority and to be used by Harris as the basis for its efforts to influence, coordinate and cooperate with other governmental entities that make decisions and investments within and affecting the Harris community.

The plan will guide community decisions and investments regarding:

- Land Use
- Roads & Transportation
- Recreation
- Wastewater Treatment

Harris will use the plan to:

- Influence decisions by Itasca County concerning matters such as comprehensive planning, zoning, subdivisions, and roads.
- Coordinate actions with the City of Grand Rapids regarding cooperative approaches to matters such as road and highway development, trails and recreation, and fire protection.
- Foster cooperation with other townships and communities regarding matters such as wastewater treatment on lakes and fire protection.
- Initiate cooperation and coordination with other public and private entities such as the DNR regarding forest land and recreation facilities, and UPM-Blandin regarding forest land.



Map 1. Harris Township Location within Itasca County



Sense of Place

What is it that makes Harris Township, Harris Township? What are the values and features that define the community and contribute to its positive sense of place? What factors, if lost or diminished, would reduce that essential "something" that makes this place special? To these questions, the citizens of Harris Township offer the following:

Sense of Ruralness

- Open space
- Rural landscape of fields and forest
- Overall low density of development
- Sense of personal safety
- Environmental quality – high quality ground and surface water, low ambient noise

Pokegama Lake

- Premier recreational resource
- Defining natural asset of community

Ease of Access into Grand Rapids

- Employment
- Shopping and services
- Governmental services
- Entertainment
- Social / Religion / Education

Local Government

- Direct citizen involvement
- Lower cost and complexity

HARRIS TOWNSHIP

COMPREHENSIVE PLAN: 2017

Chapter 3

Community Context



Community Overview

Location and Land Use

Harris Township is located within Itasca County south of and immediately adjacent to the City of Grand Rapids [see Map 1].

The primary land use is lakeshore residential and rural residential. Most commercial uses are situated along the Highway 169 corridor with gravel pits and smaller establishments scattered around the township. Camp Mishawaka operates a large summer camp for boys and girls along the north side of Pokegama Lake. The southeast quarter of the township has a number of farms and an extensive amount of publicly and privately owned forestland.

Nearly all buildable land around Pokegama and Hale Lakes has been developed. Other areas of the township have considerable amounts of acreage available for future development. In recent years, development activity has been modest in part due to the lingering effects of the Recession and the downturn in the region's mining industry. However, as noted later in this document the recent extension of natural gas service down to and around Pokegama Lake, and, the planned extension of high speed broadband Internet service into the northern half of the community are strong inducements for enhanced levels of residential and commercial development.

Itasca County exercises land use controls – zoning and subdivision – within the township. The bulk of the non-lakeshore portion of the township is zoned Farm Residential in which the minimum lot size is 2.5 acres (5.0 acres if livestock are on site); however, a small amount is zoned Rural Residential with a minimum lot size of 1.5 acres. The majority of the lakeshore portion of the Township is zoned Rural Residential. The lakeshore areas are also governed by shoreland zoning regulations. There are several commercially zoned areas along Highway 169.

There is potential concern regarding water quality including the connections between Pokegama and Woodtick Lakes. A small diameter culvert connects the smaller lake to Pokegama. There is some concern that the exchange of water through this connection may be inadequate to maintain desired water quality. Also, the area around the Woodtick Lake connection including the Sunny Beach Road is susceptible to flooding.

In addition, there are concerns that storm water runoff along the Highway 169 corridor north of the lake may be contributing sedimentation into the lake. After major rain events plumes have been visible. Associated with this issue is the presence of high levels of phosphorus in patches of area soils which could find its way through runoff into the lake; these patches are along the corridor as well as in the watersheds of small streams flowing into the lake, mostly along the lake's south shore.

Roads

The major transportation routes serving Harris Township are:

- Highway 169 serves as a primary transportation route in the Township. It carries traffic north and south through the Township into Grand Rapids.

- County State Aid Highway 3 (River Road) runs on the eastern side of the Township providing access to Grand Rapids; it has much less traffic than Highway 169.
- County Road 457 (Airport Road) provides access into Grand Rapids although a series of 90-degree turns and a narrow road surface limit its viability as a major route.
- Country Road 64(Harris Town Road) is the primary east-west route in northern Harris Township.

Other major County roads in the Township include: CR 66, or LaPlant Road, which provides the east-west corridor along the south shore of Pokegama Lake; CR 67, which provides another east-west connection in the far south of the Township; CR 437, or Crystal Springs Road/Shadywood Road, which provides access into the Stony Point area; and CR 250, or South Crystal Springs Road, which provides access south of the area.

The Township owns and maintains approximately 33.85 miles of roads; of these 26.55 miles are paved. The Appendix contains a listing of these roads along with a map.

Highway 169 will likely continue to experience an increase in traffic volume but the road is capable of handling it. However, conflicts at certain intersections – LaPlant/Southwood Road and Harris Town Road may increase. Also, there is a need to address perceived safety concerns along the highway from Harris Town Road to Grand Rapids.

The Harris Town Road will see increased traffic including substantial rises in through commercial truck traffic, which will be accessing businesses in southern Grand Rapids. This will cause issues regarding traffic volume (noise, turning conflicts), loss of rural character, and safety (at such intersections as Wendigo Park Road and River Road).

Finally, the town recognizes the need for a new road to essentially parallel the Mishawaka Road where it runs north along Lake Pokegama. This section of road has numerous safety issues related to road alignment, boat access area, and increasing traffic volumes. A parallel roadway would alleviate these issues and serve future development. The timing of constructing this road will likely be driven by that future development.

Community Facilities

Harris Township owns and operates a number of facilities serving residents and visitors.

- Town Hall.
- Crystal Springs Park: baseball field with bleachers, hockey/skating rink with warming house, swings, climbing structures, basketball court, volleyball court, game court, pavilion.
- Wendigo Park: baseball field (full fencing, skinned infield, bleachers), hockey rink with warming house, tennis courts.
- Wendigo Picnic Area: picnic tables, open space and across the road a walk-in access to Hale Lake.
- Five boat accesses on Pokegama Lake – Casper Landing, LaPlant Road, Woodtick Lake, Mishawaka Road, Robinson Road [see Map A-2 in Appendix].
- Service Center: maintenance facility, offices for maintenance and treasurer, meeting space.
- Harris Township Cemetery.

In general the Township's recreation facilities are sound with only minor upgrades required. However, boat accesses on Pokegama Lake may need attention due to increased use. The Casper Landing access has user conflicts between boaters and swimmers, even though it is not a designated beach. The LaPlant Road, Robinson Road and Woodtick accesses have limited

parking. Parking lots, especially the one at the Mishawaka access, are inadequate for larger vehicles and trailers and the level of use it receives.

There is a desire for recreational trails that connect various parts of Harris Township to Grand Rapids to permit Township residents and visitors to safely travel into the city. Three general corridors for consideration are: Pokegama Lake causeway north on west side of Highway 169 to the Mishawaka Road/Horseshoe Lake Road; Airport Road to Sunny Beach Road; and along the River Road. Multiple use trails should be considered where feasible. In addition, there is a growing desire for localized recreational trails for use by residents.

Population

In terms of population Harris is the second largest unit of government in Itasca County behind Grand Rapids. Between 1990 and 2000 Harris Township's population grew 15.2% from 2,888 to 3,328. The number of households grew from 1,028 to 1,290, or 25.5%. Both rates of growth far outstripped overall growth in Itasca County's population (7.7%) and households (17.0%).

However, between 2000 and 2010 the situation changed dramatically. Harris' population declined to 3,253 (-2.3%) although the number of households increased slightly to 1,297 (0.5%). Meanwhile, Itasca County's population grew by 2.4% and the number of households increased 3.7%.

According to estimates for 2015 Harris has grown slightly to 3,276 people (0.7%) while Itasca County as a whole grew by 5.1% to 47,344.

From 2000 to 2010 Harris became an older community. Every age group over age 50 grew during this period while every group under that age declined with the exception of modest gains in the 25-34 age group.

The State Demographic Center has projected Itasca County to grow to 48,834 people by 2025 a 3.1% growth rate over 2015. Given the continuing expansion of natural gas service and broadband Internet service in large portions of Harris, the community should be expected to gain in households and total population perhaps at a rate exceeding that of the county.

Governance

Harris Township has the power and authority of an urban town as provided in Minnesota Statutes 368.01. The Township provides a number of services including the maintenance of roads, recreation facilities, and the operation of the Harris Township Cemetery. Fire protection is contracted from the Grand Rapids Fire Department; the Itasca County Sheriff provides police protection.

Residents have consistently affirmed their desire to remain a township. They are, however, willing to consider incorporating as a city if that is required to avoid annexation by Grand Rapids and to retain their tradition of local governance.

Factors Influencing Community Change

A number of factors impact the ongoing development and character of Harris Township. Obviously, it is not within the power of the township to influence many of these dynamics but, nonetheless, having some understanding of the forces at play is critical to ongoing township decision making.

The Factors

- ❖ **Utility Service Area Expansion**
Recent and continuing extension of natural gas service into large portions of Harris and the ongoing expansion of the area served by high speed broadband Internet service.
- ❖ **Population Dynamics**
Smaller average-sized households lead to more housing units; increased mobility allows people to live further from Grand Rapids; increased mobility increases number of trips generated per household; conversion from second home cabins leads to more year-round residences.
- ❖ **Impact of Development on Previously Undeveloped Land**
Changes in land ownership and economics drive development of previously undeveloped (and assumed to remain undeveloped) land such as farms, forested areas, marginal shoreland, and former gravel pits. Increase in demand for land and land values encourage subdivision of land into the minimum size parcels required by zoning.
- ❖ **Grand Rapids Growth**
Grand Rapids is a dynamic community with much of its physical growth, especially commercial development, trending in Harris Township's direction

Impacts

The following are the likely impacts of these factors upon Harris; any given impact may be generated by one or more of the factors. Depending on one's perspective the impacts of these factors could be seen as positive or negative.

- Increased incentives for new residential and commercial development.
- Intensified commercial development further south along Highway 169.
- Increase in employment and business development opportunities for existing and potential Harris Township residents.
- New housing development is at densities greater than previous development.
- Increased housing opportunities.
- Maintained pressure to create rural subdivisions at or near minimum required lot sizes in the Township.
- More housing developments.
- More year-round residents for involvement in community affairs and activities.
- Increased land value and property tax base.
- Increase in vehicular traffic on arterial roads, especially commercial trucks and general auto along Harris Town Road.
- Increased traffic volume, speed, and safety issues.
- Increased wear and tear on Township roads.
- Demand for additional or upgraded roads.
- Loss of defining rural open space such as farm fields and forests.
- Residents, especially those who have lived in the Township for a longer time, perceive a general diminishment of sense of ruralness (which can take many forms such as loss of dark night sky, more ambient man-made noise, increased traffic, loss of open land to hike/play in, etc.).
- Increase in use of public boat accesses on Pokegama Lake causing, in some cases, user conflicts.
- Increase in airport traffic and subsequent noise pollution.

This Plan and the Issue of Annexation

When the 2006 plan was developed, the issue of potential annexation of parts of the township by the City of Grand Rapids was a serious issue. However, no annexations occurred and the City has since indicated it has no desire to initiate annexation of any township land. On the other hand, the potential for annexation initiated by township property owners under new state legislation remains a concern. As a consequence, the township devoted considerable attention to this matter, especially as it might apply to future development in the Highway 169 corridor.

It is Harris Township's contention that the future conditions set forth in this plan describe the Township as playing a vital, supportive, and necessary role within Itasca County. As such, it is the Township's intent to remain an exurban/rural community integrated into and contributing to the greater Grand Rapids area but that operates as a separate unit of government with its current boundaries intact. Further, the Township intends to use its plan to promote a type and density of development consistent with the Township's exurban/rural nature and to prevent the creation of conditions that would support annexation of parts of the Township into Grand Rapids.

Chapter 4

HARRIS TOWNSHIP

COMPREHENSIVE PLAN: 2017



The Future Harris Township

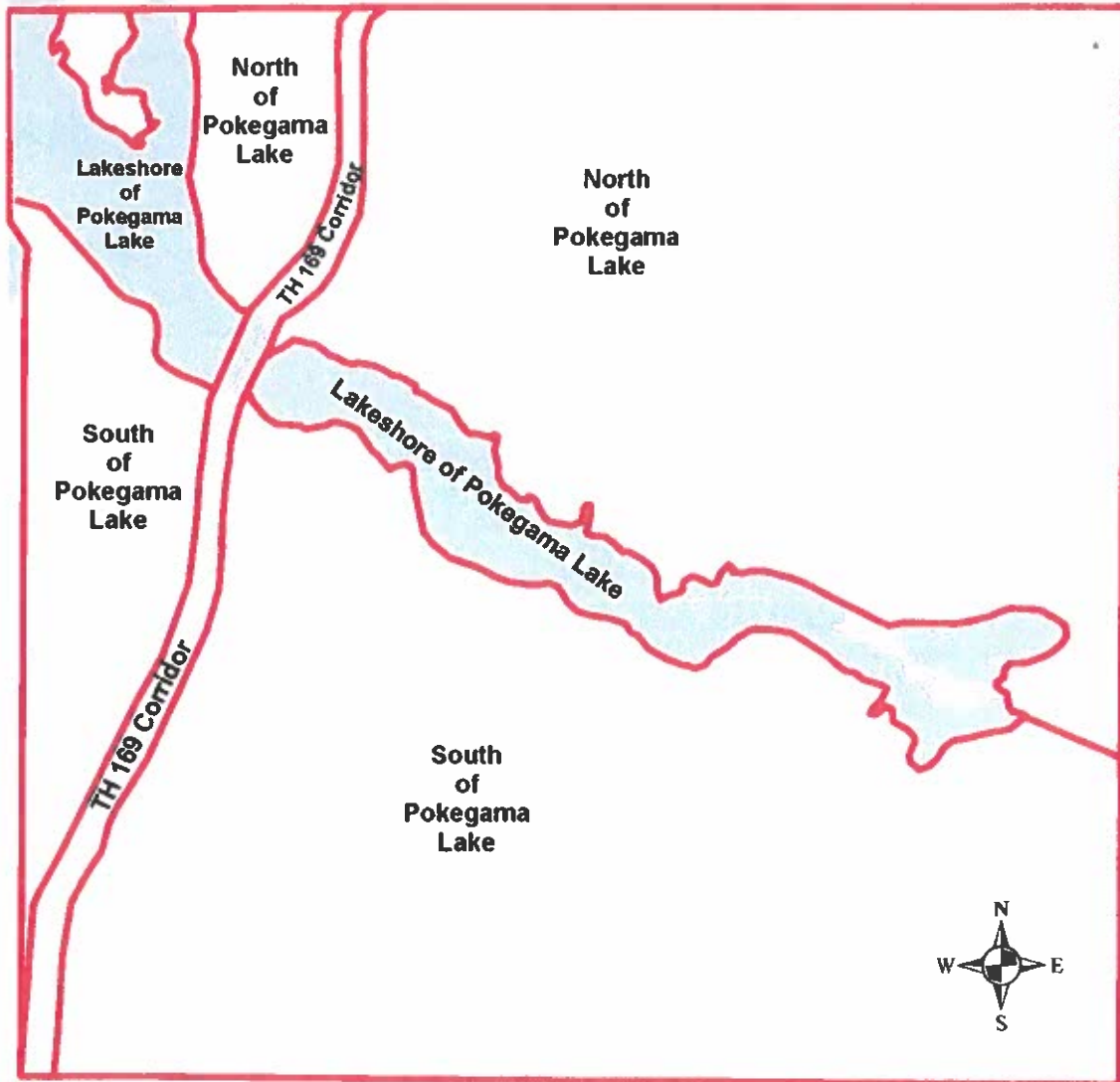
Goal: A Rural Community

It is Harris Township's goal that it will be a fully intact, rural, predominantly residential community complementing the greater Grand Rapids area and Itasca County as a whole, whose rural qualities will vary as appropriate within the Township, and whose central physical feature is the clean and attractive waters of Pokegama Lake.

The attributes that describe the essence of the future Harris Township are:

- An integral, valuable, component of Itasca County providing recreational opportunities, especially in the form of Pokegama Lake, offering a mix of rural residential conditions, and acting as the attractive southern gateway to Itasca County and the Grand Rapids area.
- Although there will be areas of more intensive commercial and residential development, the overall sense is of a rural community in terms of types of land use, density of development, and environmental characteristics such as low levels of man-made noise, dark night sky, and general feeling of openness.
- Pokegama Lake as the keystone natural feature in the community providing superb recreation opportunities and scenic views.
- A community whose territorial extent remains as it is today.
- Continuation of local self-governance whether as a Township or an incorporated city.

Map 2. Comprehensive Plan Land Use Areas



Land Use

The following describes the desired future situation for three of the township's four major subsections – lakeshore, north of Pokegama Lake, and south of Pokegama Lake. The Highway 169 corridor is treated as a separate topic.

Pokegama Lake Lakeshore

All developable lakeshore land will be occupied by year-round and seasonal residences. Much of the property on the non-lakeshore side of the access roads (e.g., Sunny Beach Road) will be developed for residences but at lower densities than along the shore. Existing public space, even relatively narrow lots, will be retained for public access to the lake (for fishing, carry-in watercraft, trails). The Township will pursue efforts to implement acceptable and effective methods to remedy areas where individual on-site wastewater treatment systems are failing.

North of Pokegama Lake

Residential development at exurban densities will dominate this area although extensive areas of undeveloped private land will remain either through the landowner's choice or market forces. Agricultural activity will gradually decline. Home businesses and occupations will be present. Except for pre-existing businesses there will be no businesses unassociated with a residence.

South of Pokegama Lake

This portion of the township will retain the greatest rural feel to it, especially east of Highway 169 where agriculture and forestry are the dominant land uses. Most residential development will be on single, large lots. Home occupations and businesses, a hallmark of rural living, will be present. The large tracts of public and privately owned forest land will remain as actively managed forestland that is also available for recreational purposes.

Highway 169 Corridor

The Highway 169 corridor running south to north through the community, across Pokegama Lake and into Grand Rapids represents Harris' best opportunity to enhance its property tax base through commercial and light industrial development. In general terms, the community supports:

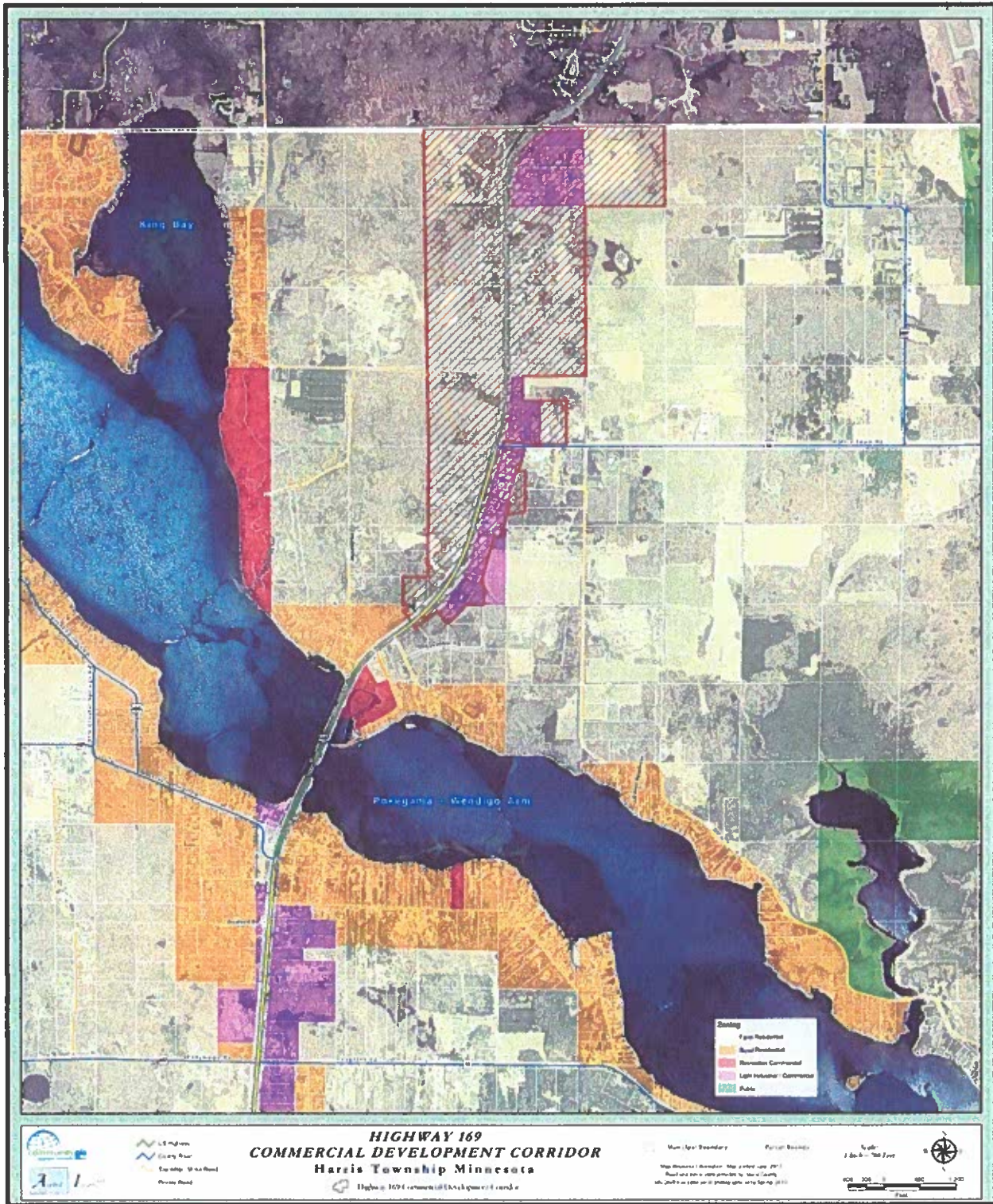
- North of Pokegama Lake: the area supported for potential future commercial development is expanded to include most of both sides of the highway. The Township favors commercial development that requires highway access and visibility, large lots and open areas (e.g., auto dealerships, contractors, storage, etc.) but commercial/light industrial development of any suitable and allowable nature will be supported. **Within the shaded corridor area shown in Map 3 the Township will support requests by landowners to rezone their property to Light Industrial / Commercial.**
- South of Pokegama Lake: commercial and light industrial development will be encouraged on land already zoned for these uses. Continued use of parcels already being used for commercial purposes under conditional use permits is supported. Types of likely uses include food and beverage and convenience stores serving area residents, lake users and drive-by traffic.
- Placement of off-site signs (billboards) within the corridor is not supported.

Highway 169 north of Pokegama Lake will be a limited access route with the following policies used to the extent possible:

- New public street connections would be constructed with turn lanes and/or bypass lanes consistent with Mn/DOT guidelines.
- Direct private access to Highway 169 will be discouraged. Existing access to private property that does not conform to access policies could remain in use but may be subject to modification or closure when the land use is intensified, the property is redeveloped, or the highway improved.
- New access to private property would be provided by the existing local road network wherever possible. If reasonably convenient and suitable access is not attainable from the local road network, a parcel may be allowed one direct access to Highway 169.

Of particular interest on the north side of the lake is the need to adequately control water runoff and sedimentation. There is already an issue with this regarding sediment flowing into the lake on the east side of the causeway. Increased development will include additional amounts of impervious surfaces that could worsen the runoff issue. Site design for all new development within the corridor must fully incorporate water runoff measures so as to protect the lake from any degradation.

Map 3. Highway 169 Commercial Development Corridor



Related to the runoff issue is a concern about phosphorus loading into the lake from various locations including the Mishawaka Road / Hwy 169 area and large areas around the south shore of the lake.

Community Facilities

All existing recreational facilities will be retained and upgraded as appropriate. This includes boat accesses at which attempts will be made to expand parking. Connections to regional recreational trails, including those within Grand Rapids, will be sought to provide enhanced flow through Harris. Where possible, roads will be improved to provide safe walking/bicycling use. State and County will be encouraged to retain all existing publicly owned lands that support recreational opportunities, sound forestry management, and/or sustain desired rural character.

Roads

The two primary access routes through the township and into Grand Rapids are Highway 169 and the River Road (CR 3). The Harris Town Road is the major east-west route. All three routes will handle commercial through truck traffic.

The Airport Road will be a secondary access route into Grand Rapids but primarily for local traffic. It will not be a designated through truck route. Improvements may be made to enhance safety but the road alignment will not be changed.

All other roads will remain as local roads providing direct access to land or collecting traffic from local roads to feed to the primary road routes.

A new road parallel to the Mishawaka Road as it heads north would alleviate safety issues along this section of road, provide access to developable land, and facilitate local traffic flow into Grand Rapids. Map 4 shows a likely alignment for this new road.

Map 4. Possible Alignment for a Mishawaka Road Relief Road



EXHIBIT C – NEW ROADWAY ALIGNMENT
MISHAWAKA ROAD IMPROVEMENTS
HARRIS TOWNSHIP, MINNESOTA



HARRIS TOWNSHIP
COMPREHENSIVE PLAN: 2017

Chapter 5

Action Plan



Harris Township has identified strategies intended to bring about the future conditions described in this plan. Implementing actions are identified for each strategy.

	Land Use
	Recognizing that primary authority for land use controls rests with Itasca County, establish cooperative relationships with the County to secure type and administration of land use controls essential to implementing this plan.
1	Adopt this updated comprehensive plan.
2	Request Itasca County to incorporate the updated Township plan into the County comprehensive plan.
3	Encourage Itasca County to support requests to rezone property to Light Industrial / Commercial within the Highway 169 Commercial Development Corridor.
4	Encourage the county to enforce all land use and sanitary ordinances through vigorous and consistent action.
5	Work with the Minnesota Department of Natural Resources, Minnesota Pollution Control Agency, and US Army Corps of Engineers to initiate a preliminary review of possible issues involving inadequate connections between Pokegama Lake and Woodtick Lake.

Roads & Transportation

Effectively implement transportation objectives through working agreements with MnDOT, Itasca County, and the City of Grand Rapids.

1	Work with MnDOT and Itasca County to implement the Highway 169 access management plan recommendations.
2	Annually update and implement a five-year road plan.
3	Develop plans and secure corridor easement for the Mishawaka Road parallel bypass road.
4	Work with Itasca County to improve safety at the Crystal Springs Road intersection near the Crystal Springs Park.

Community Facilities

Focus on retaining facility functions and reducing operating costs while meeting community needs.

1	Retain and maintain all existing parks and picnic areas including undeveloped accesses to Pokegama Lake.
2	Participate on the Itasca County Trails Task Force to facilitate planning and development of trails through and within the community.
3	Evaluate viability and possibility of acquiring land to provide increased parking for Pokegama Lake accesses with priority given to Mishawaka, Casper and LaPlant.

Governmental Services & Other

Continue self-governance in Harris and establish cooperative ventures for services and programs that exceed Township authorities.

1	Consider various means to enhance communication between the Town Board and residents to better inform residents about Township activities.
2	Conduct regular meetings with Itasca County and Grand Rapids city staff to discuss issues of mutual concern.
3	Conduct at least annual meetings with key community groups including the Greater Pokegama Lake Association and recreational trail user groups.
4	Work with Itasca County to secure conformance with individual on-site wastewater treatment regulations.
5	Work with statewide township associations to pursue changes in the state's annexation by ordinance legislation to provide legal recourse for townships.
6	Continue to contract for grading and snowplowing of Township roads, where appropriate.

HARRIS TOWNSHIP
COMPREHENSIVE PLAN: 2017

Appendix



A. Roads

Road	Miles	Road	Miles
GRAVEL ROADS			
		Pine Crest Road	0.20
Bay View Place	0.30	River Ridge Road	0.20
Bear Creek Road	1.70	River View Drive	0.60
Breezy Lane	0.10	Root Road	0.30
Carol Street	0.20	Schmidt Road	0.45
Davis Road	0.10	Sunset Drive	0.20
Forest View Trail	0.10	Sunset Lane	0.30
Hauser Road	0.25	Vroman Road	0.25
Hughes Road	0.25	Wagon Wheel Court Road	0.25
Jane Lane	0.50	Wendigo Heights Road	0.10
Lake View Trail	0.30	Wendigo Park Circle	0.40
Metzenhuber Road	0.10	Wendigo Picnic Park (parking lot)	N/A
Nancy Drive	0.25		
Norway Road	0.10	Wendigo Park (parking lot)	N/A
Pennela Road	0.10		
Total Gravel Miles			7.30
PAVED ROADS			
Alicia Place	0.55	Mohawk Drive	0.08
Alicia Spur	0.10	Nicholas Street	0.40
Apache Drive	0.20	Norberg Road/Drive	0.60
Aspen Drive	0.75	Pine Landing Drive	0.45
Birch Hills Drive	0.38	Pine Street	0.15
Birch Street	0.80	Robinson Road	0.30
Casper Landing (Troop Town)	0.20	Romans Road	0.25

Table A-1. Harris Township Roads			
Road	Miles	Road	Miles
Cemetery	N/A	Ruff Shores Road	0.15
Chippewa Drive	0.30	Southwood Road	1.40
East Harris Road	0.60	Stoney Point Road	0.40
Field Crest Road	0.50	Sunny Beach Addition Rd	0.35
Gary Drive	0.45	Sunny Beach Road	5.70
Harbor Heights Road	0.30	Sunny Lane	0.20
Isleview Road	0.30	Tolerick Drive	0.40
Jess Harry Road corner	0.10	Town Hall Parking Lot	N/A
Key View Drive	0.50	Underwood Road	1.55
Lakeview Drive	0.40	Verde Lane	0.25
LaPlant Road Landing	N/A	Wendigo Park Road	2.90
Little Crystal Lane	0.50	Wesleyan Drive	0.30
Melody Lane/Road	0.25	Winston-Taylor Road	0.04
Mishawaka Landing	N/A	Woodbine Lane	0.15
Mishawaka Road	1.55	Woodland Park Road	0.30
Mishawaka Shores	0.60		
		Total Paved Miles	26.55
		TOTAL ROADS	32.8

Map A-1. Harris Township Roads



B. Community Facilities

Map A-2. Harris Township Facilities



C. Population

Table A-2. Harris Township Population, 2000 and 2010

Age Group	2000	2010	Change
<5	158	161	1.9%
5-9	195	187	-4.1%
10-14	279	207	-25.8%
15-19	274	210	-23.4%
20-24	145	127	-12.4%
25-29	112	136	21.4%
30-34	168	169	0.6%
35-39	254	180	-29.1%
40-44	299	192	-35.8%
45-49	349	255	-26.9%
50-54	284	297	4.6%
55-59	202	319	57.9%
60-64	174	243	39.7%
65-69	152	203	33.6%
70-74	133	153	15.0%
75-79	82	104	26.8%
80-84	33	64	93.9%
85+	35	46	31.4%
Total	3,328	3,253	-2.3%

Source: US Census

Table A-3. Harris Township and Itasca County Population and Household Trends

	Census				Change	
	1990	2000	2010	2015	1990-2000	2000-2015
Harris Township						
Population	2,888	3,328	3,253	3,276	15.2%	-1.6%
Households	1,028	1,290	1,297	1,311	25.5%	1.6%
Persons/Household	2.81	2.58	2.51	2.49	-8.3%	-3.5%
Itasca County						
Population	40,863	43,992	45,058	47,344	7.7%	7.6%
Households	15,478	18,103	18,773	19,206	17.0%	6.1%
Persons/Household	2.64	2.43	2.40	2.47	-8.0%	-4.5%

Note: 1990-2010 are decennial Census; 2015 is an estimate by State Demographic Center.

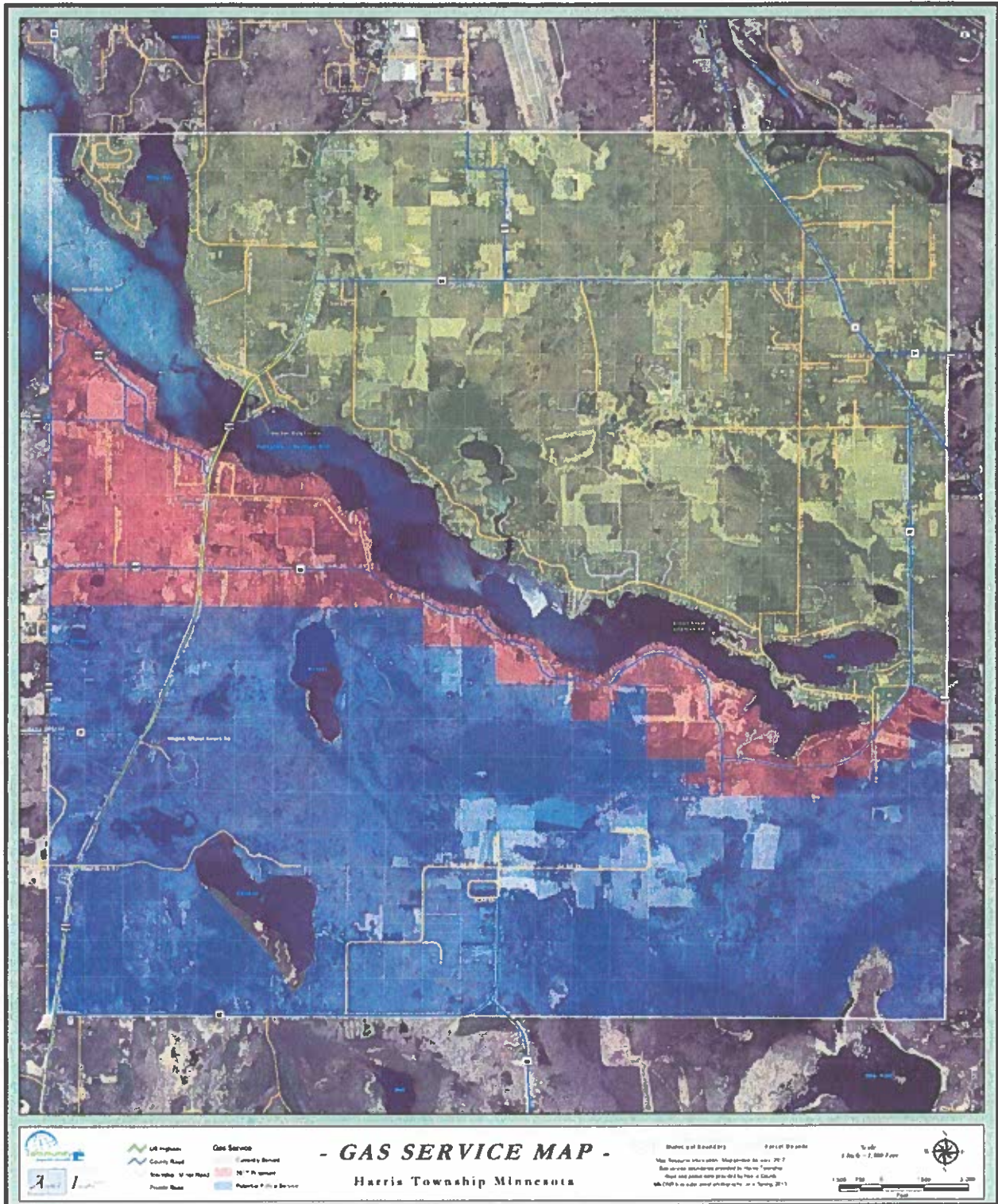
Place	Population				Change	
	1990	2000	2010	2015	1990-2000	2000-2015
Itasca County	40,863	43,992	45,058	47,344	3,129	3,352
Grand Rapids, city	7,976	7,764	10,189	11,281	-212	3,517
Harris Township	2,888	3,328	3,253	3,276	440	-52
Grand Rapids, township	3,199	3,378				
LaPrairie	438	605	665	668	167	63
Arbo Township	832	898	867	868	66	-30
Cohasset	1,970	2,481	2,698	2,767	511	286
Trout Lake Township	810	951	1,087	1,107	141	156
Blackberry Township	698	717	880	893	19	176
Spang Township	229	262	264	263	33	1
Wildwood Township	144	193	193	190	49	-3
Splithand Township	247	256	250	252	9	-4
Wabana Township	401	487	537	536	86	-49

Notes: 1990-2010 are decennial Census; 2015 is an estimate by State Demographic Center.

By 2010 Grand Rapids Township was dissolved with parts incorporated into the City of Grand Rapids, LaPrairie, Coleraine and Trout Lake Township.

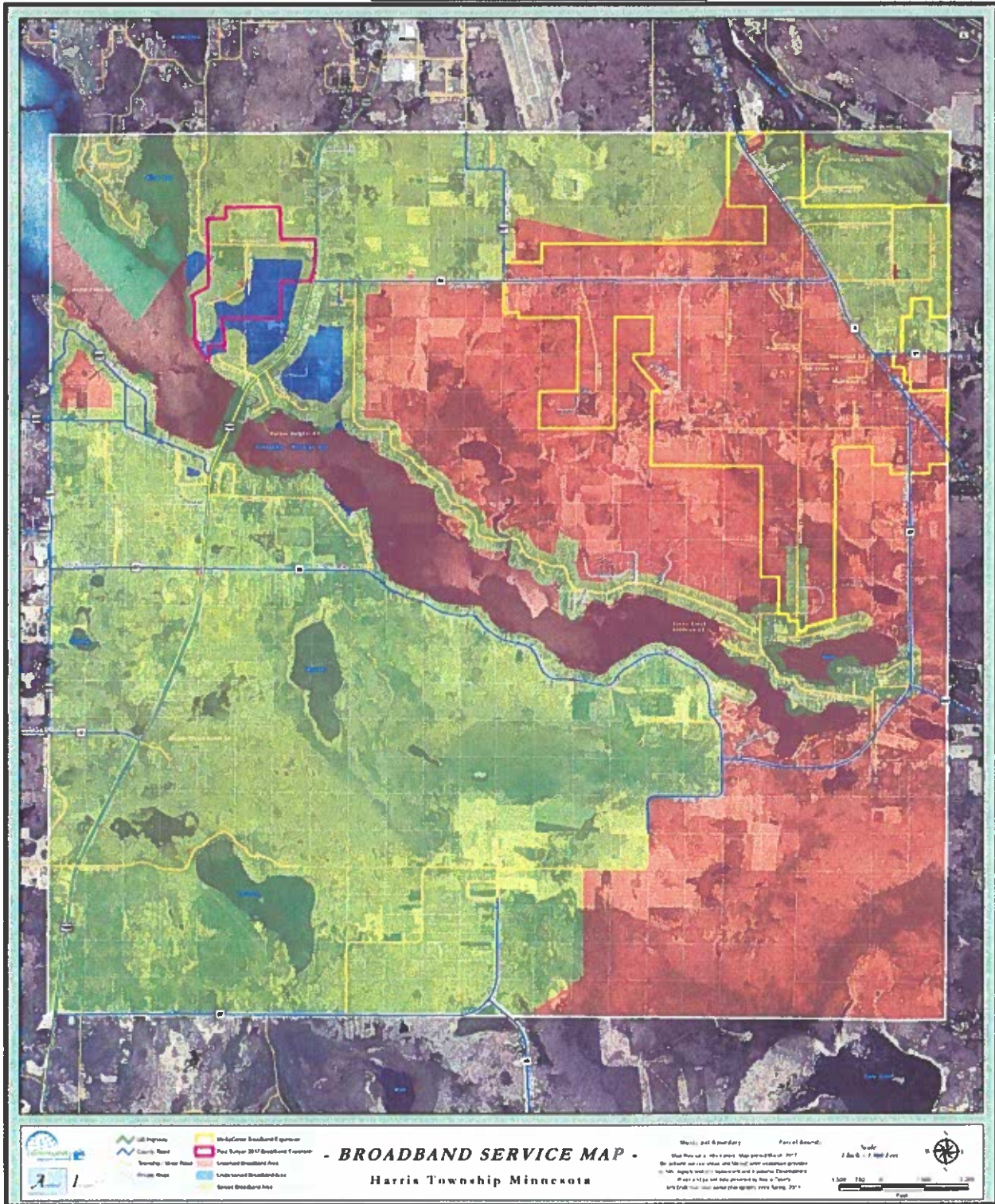
D. Natural Gas and Broadband Service Areas

Two significant expansions of utility service areas are occurring in Harris in 2017. First, Northwest Gas which had extended natural gas service into northern Harris earlier is now expanding service to the south side of Pokegama Lake [Map A-3]. Second, MediaCom is expanding high speed broadband service into a large swath of northern Harris. In addition, Paul Bunyan is also extending its service down Hwy 169 to the causeway [Map A-4].



Map A-3: natural gas service area

Map A-4: Broadband service area



Payment Request - Sexton

Harris Township
Itasca County

Name: Terri Friesen

Pay Period 1/8/2022 - 1/21/2022

Date	Description	# Hours	Rate	Amount
1/17/2022	T/C re: cemetary plots, copied maps and mailed info (Bochniak)	1	\$75.00	\$75.00
1/18/2022	Rowe to set up funeral (Prebeck)	0.5	\$0.00	
1/18/2022	T/C with family to purchase plots for above	1	\$0.00	\$0.00
1/20/2022	create 4 DEEDS, update sexton records	2	\$0.00	\$0.00
1/20/2022	check sexton records for accuracy	1	\$0.00	\$0.00
1/21/2022	County Recoder office	1	\$0.00	\$0.00
1/21/2022	timesheet	0.25	\$0.00	\$0.00
	TOTALS	6.75	\$14.00	\$75.00
Reimbursements:				
	Description:			Amount
	<i>Total reimbursements requested:</i>			\$0.00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

1/21/2022 Terri Friesen

Signature

Terri Friesen

**Ilaris Township
Budget Request**

Derrick Marttila

	General	Equipment	Road/Bridge	Cemetery	Recreation	Buildings/Grounds	TOTAL
Date	100	200	300	400	500	600	
							0
10-Jan	8	vacation					8
11-Jan	0.5		2.5		4	1	8
12-Jan					4	4	8
13-Jan		2		3		3	8
14-Jan	1	3				4	8
17-Jan	0.5				7	0.5	8
18-Jan			2	2	3	1	8
19-Jan				4.5		3.5	8
20-Jan		0.5		1	1	5.5	8
21-Jan		2		6			8
							0
	10	7.5	4.5	16.5	19	22.5	80
	12.5%	9.4%	5.6%	20.6%	23.8%	28.1%	1
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

Derrick Marttila 1/21/2022

 Signature Date



MINNESOTA LLC

PO Box 410 || Ashland, Wisconsin 54806

RECEIVED
12-18-21

ADVERTISING &
PRINTING INVOICE

Billed Account Name and Address:

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
HARRIS SERVICE CTR/TREASURER
GRAND RAPIDS, MN 55744

BILLED ACCOUNT NO.	ADVERTISER/CLIENT NAME			
GRH3017010	HARRIS TOWNSHIP			
CURRENT NET AMT DUE	30 DAYS	60 DAYS	90 DAYS	OVER 120
\$612.00	\$0.00	\$0.00	\$0.00	\$0.00
BILLING PERIOD	TOTAL AMOUNT DUE		PAGE	
12/1/21-12/31/21	\$612.00		1	

DATE	PUBLICATION	AD ID	DESCRIPTION - OTHER COMMENTS/CH	PAGES	SIZE	BILLED UNITS	NET AMT
			PREVIOUS BALANCE				1156.00
12/5/2021	Grand Rapids Herald Review	11991	Annual Meeting Schedule		3.00 x 7.00"	0	306.00
12/5/2021	Grand Rapids Herald Review	11991	Annual Meeting Schedule		3.00 x 7.00"	0	0.00
12/12/2021	Grand Rapids Herald Review	11991	Annual Meeting Schedule		3.00 x 7.00"	0	0.00
12/12/2021	Grand Rapids Herald Review	11991	Annual Meeting Schedule		3.00 x 7.00"	0	306.00
12/23/2021			Payment Thank You				-1156.00

YOUR SALES REPRESENTATIVE IS

Gabby Jerulle
gjerulle@grandrapidsheraldreview.net



MINNESOTA LLC

REMIT TO:

APG Media of Minnesota
P.O. Box 410
Ashland, WI 54806

Accounts Not Paid within 30 days of the invoice:
a 1.5% monthly finance fee is charged to the account.

To pay by credit card please call - (715) 858-7330

Billed Account Name and Address:

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
HARRIS SERVICE CTR/TREASURER
GRAND RAPIDS, MN 55744

BILLING DATE
12/31/21
CUSTOMER NUMBER
GRH3017010
INVOICE NUMBER
GRH3017010-1221
AMOUNT DUE
\$ 612.00
AMOUNT PAID
\$ _____

L & M Supply, Inc.
P.O. Box 280
Grand Rapids, MN 55744-0000
*** STATEMENT OF ACCOUNT ***
PERIOD ENDING 12/31/21

ACCOUNT NUMBER: 1000003580

Payment Amount: _____

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK ROAD
GRAND RAPIDS, MN 55744

Please return this portion with your payment.

DATE	TRANSACTION	CREDITS	CHARGES	BALANCE
	BALANCE FORWARD			414.48
12-03-2021	PAYMENT-THANK YOU	320.24		94.24
12-08-2021	INVOICE #0001-10605713		32.96	127.20
12-14-2021	INVOICE #0001-10616366		221.45	348.65
12-23-2021	PAYMENT-THANK YOU	94.24		254.41

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL AMOUNT DUE
254.41				254.41

PLEASE REMIT PAYMENT
BY 1/25/22
TO

THANK YOU FOR
SHOPPING AT
L&M SUPPLY

L & M Supply, Inc.
P.O. Box 280
Grand Rapids, MN 55744-0000

218/326-9451

PLEASE REFER ALL QUESTIONS CONCERNING
YOUR ACCOUNT TO OUR CORPORATE OFFICE:
* P.O. Box 280 *
* Grand Rapids, MN 55744 *
* 218/326-9451 *





MATIT

Minnesota Association of Townships Insurance Trust
805 Central Ave East, PO Box 415 • St. Michael, MN 55376
Phone: 763-497-2330 or 1-800-262-2864 • Fax: 763-497-3233

Premium Notice

Invoice #: 33578102

Date: 8/24/2021

Due: 11/1/2021

Bill To:
Attn: Beth Riendeau
Harris Township
28599 Westwood Ln
Grand Rapids, MN 55744

Trust:
Minnesota Association of Townships Insurance Trust
805 Central Ave East
PO Box 415
St. Michael, MN 55376

Type of Coverage: COMMERCIAL PACKAGE

Policy Number: N0886CLC21

Due Date: 11/1/2021

Commercial Package From 11/01/2021 to 11/01/2022

Premium Due	6,682.00
Total Due	<u>\$6,682.00</u>

*****Notice: In accordance with the bylaws, interest on late payments accrues at the rate of one and one-half percent (1 ½%) per month on unpaid balances.**

PLEASE KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION WITH YOUR CHECK



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE TRUST
P.O. BOX 415
ST. MICHAEL, MN 55376

Invoice #: 33578102

Due Date: 11/1/21

Premium Due: \$6,682.00

Make Check Payable to MATIT

Type of Coverage: COMMERCIAL PACKAGE

Policy Number: N0886CLC21

FOR OFFICE USE ONLY

CHECK #: _____
AMOUNT: _____
INITIALS: _____

Attn: Beth Riendeau
Harris Township
28599 Westwood Ln
Grand Rapids, MN 55744



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE AND BOND TRUST
MATTI'S CONSOLIDATED COVERAGE
SELF-INSURANCE PROGRAM
AUTOMOBILE IDENTIFICATION CARD

MEMBER NAME AND MAILING ADDRESS
 Harris Township
 c/o Roxanne Christie
 33080 County Road 336
 Bovey, MN 55709

AGENT NAME AND ADDRESS
 Minnesota Association of Townships Agency
 805 Central Ave East, PO Box 415
 St. Michael, MN 55376
 Fax 763-497-3233
 800-262-2864

MEMBER AGREEMENT CERTIFICATE NUMBER: N0886CLC21

COVERAGE PERIOD: 11/1/2021 to 11/1/2022

VEHICLE DESCRIPTION: 2013 CHEV K3500 PICK UP

VEHICLE ID NUMBER: 1GB3K2C84DF105211

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

MATTI

Phone (800) 262-2864



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE AND BOND TRUST
MATTI'S CONSOLIDATED COVERAGE
SELF-INSURANCE PROGRAM
AUTOMOBILE IDENTIFICATION CARD

MEMBER NAME AND MAILING ADDRESS
 Harris Township
 c/o Roxanne Christie
 33080 County Road 336
 Bovey, MN 55709

AGENT NAME AND ADDRESS
 Minnesota Association of Townships Agency
 805 Central Ave East, PO Box 415
 St. Michael, MN 55376
 Fax 763-497-3233
 800-262-2864

MEMBER AGREEMENT CERTIFICATE NUMBER: N0886CLC21

COVERAGE PERIOD: 11/1/2021 to 11/1/2022

VEHICLE DESCRIPTION: 2013 FELLING TRAILER

VEHICLE ID NUMBER: 5FTEE1829D1041039

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

MATTI

Phone (800) 262-2864



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE AND BOND TRUST
MATTI'S CONSOLIDATED COVERAGE
SELF-INSURANCE PROGRAM
AUTOMOBILE IDENTIFICATION CARD

MEMBER NAME AND MAILING ADDRESS
 Harris Township
 c/o Roxanne Christie
 33080 County Road 336
 Bovey, MN 55709

AGENT NAME AND ADDRESS
 Minnesota Association of Townships Agency
 805 Central Ave East, PO Box 415
 St. Michael, MN 55376
 Fax 763-497-3233
 800-262-2864

MEMBER AGREEMENT CERTIFICATE NUMBER: N0886CLC21

COVERAGE PERIOD: 11/1/2021 to 11/1/2022

VEHICLE DESCRIPTION: 2013 CHEV K3500 DUMP TRUCK

VEHICLE ID NUMBER: 1GC3KZC8XDF214929

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

MATTI

Phone (800) 262-2864



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE AND BOND TRUST
MATTI'S CONSOLIDATED COVERAGE
SELF-INSURANCE PROGRAM
AUTOMOBILE IDENTIFICATION CARD

MEMBER NAME AND MAILING ADDRESS
 Harris Township
 c/o Roxanne Christie
 33080 County Road 336
 Bovey, MN 55709

AGENT NAME AND ADDRESS
 Minnesota Association of Townships Agency
 805 Central Ave East, PO Box 415
 St. Michael, MN 55376
 Fax 763-497-3233
 800-262-2864

MEMBER AGREEMENT CERTIFICATE NUMBER: N0886CLC21

COVERAGE PERIOD: 11/1/2021 to 11/1/2022

VEHICLE DESCRIPTION: 2010 FELLING TRAILER

VEHICLE ID NUMBER: 5FTEE1829A1035110

IF YOU HAVE AN ACCIDENT:

1. Notify the Police.
2. Write down the names, addresses and license numbers of persons involved and witnesses.
3. Do not admit fault.
4. Do not discuss accident with anyone except your Supervisor, the Police or a representative of our Administrator.
5. In the event of serious injury or substantial property damage, immediately notify the MAT Agency.

MATTI

Phone (800) 262-2864



MATIT

Minnesota Association of Townships Insurance Trust
805 Central Ave East, PO Box 415 • St. Michael, MN 55376
Phone: 763-497-2330 or 1-800-262-2864 • Fax: 763-497-3233

Premium Notice

Invoice #: 34743102

Date: 10/13/2021
Due: 1/1/2022

Bill To:
Attn: Beth Riendeau
Harris Township
28599 Westwood Ln
Grand Rapids, MN 55744

Trust:
Minnesota Association of Townships Insurance Trust
805 Central Ave East
PO Box 415
St. Michael, MN 55376

Type of Coverage: WORKER'S COMPENSATION
Policy Number: 6469

Due Date: 1/1/2022

Worker's Compensation From 01/01/2022 to 01/01/2023

Premium Due	2,880.00
Total Due	<u>\$2,880.00</u>

*****Notice: In accordance with the bylaws, interest on late payments accrues at the rate of one and one-half percent (1 ½%) per month on unpaid balances.**

PLEASE KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION WITH YOUR CHECK



MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE TRUST
P.O. BOX 415
ST. MICHAEL, MN 55376

Invoice #: 34743102
Due Date: 1/1/22
Premium Due: \$2,880.00

Type of Coverage: WORKER'S COMPENSATION
Policy Number: 6469

Make Check Payable to MATIT

FOR OFFICE USE ONLY

CHECK # _____
AMOUNT: _____
INITIALS: _____

Attn: Beth Riendeau
Harris Township
28599 Westwood Ln
Grand Rapids, MN 55744

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Driver and Vehicle Services

445 Minnesota Street • Suite 187 • Saint Paul, Minnesota 55101
 Driver Services Phone: 651-297-3298 • Vehicle Services Phone: 651-297-2126
 TTY: 651-282-6555 • Website: drive.mn.gov

RECEIVED
 FEB-11-22

8212
 C: P1 T29
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744-4682




Date Issued: January 8, 2022
 Account ID: 00-015781260

MINNESOTA REGISTRATION RENEWAL NOTICE REMINDER

- See back for payment options.
- To learn more about vehicle registration and specialized plates visit drive.mn.gov.
- You may contribute \$2.00 to organ and tissue donation education when you renew online or in person. Ask your local deputy registrar for more information.

Year/Make/Model:	2013 CHEV SIL	Registration Fee:	\$	10.00
Plate Number:	941731	Min. Contribution Fee:	\$	0.00
Vehicle ID:	1GB3KZC84DF105211	Plate Fee:	\$	0.00
Fee Basis:	Flat	Filing Fee:	\$	7.00
County Kept:	31 - Itasca	Tech Surcharge:	\$	2.25
Current Expiration:	February 28, 2022	Wheelage Tax:	\$	0.00
New Expiration:	February 29, 2024	Electric Surcharge:	\$	0.00

Additional Information

Total Due:	\$ 19.25
-------------------	-----------------



RETURN THIS PORTION WITH YOUR CHECK IF PAYING BY MAIL

Renew By:	February 28, 2022
------------------	--------------------------

Year/Make/Model: 2013 CHEV SIL
 Plate Number: 941731
 Vehicle ID: 1GB3KZC84DF105211
 County Kept: 31 - Itasca

Intentionally Left Blank
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Insurance Company Name	
Policy Number	Exp. Date

HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN 557444682

- Check here and COMPLETE A CHANGE OF ADDRESS on back if:
- Owner's address on top of form is different from address shown here.
 - Owner's address is different from address shown here.
 - County kept on top of form has changed.



DVS Renewal
P.O. BOX 64587
St. Paul MN 55164-0587

Total Due:	\$19.25
-------------------	----------------

0224 9417311GB3KZC84DF105211003130010000000019256

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Driver and Vehicle Services

445 Minnesota Street • Suite 187 • Saint Paul, Minnesota 55101
Driver Services Phone: 651-297-3298 • Vehicle Services Phone: 651-297-2126
TTY: 651-282-6555 • Website: drive.mn.gov

RECEIVED
1-22-22

8213

C: P1 T29
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



Date Issued: January 8, 2022
Account ID: 00-031874438

MINNESOTA REGISTRATION RENEWAL NOTICE REMINDER

- See back for payment options.
- To learn more about vehicle registration and specialized plates visit drive.mn.gov.
- You may contribute \$2.00 to organ and tissue donation education when you renew online or in person. Ask your local deputy registrar for more information.

Year/Make/Model: 2013 FELL TRL
 Plate Number: 964101
 Vehicle ID: 5FTEE1829D1041039
 Fee Basis: Flat
 County Kept: 31 - Itasca
 Current Expiration: February 28, 2022
 New Expiration: February 29, 2024

Registration Fee: \$ 10.00
 Min. Contribution Fee: \$ 0.00
 Plate Fee: \$ 0.00
 Filing Fee: \$ 7.00
 Tech Surcharge: \$ 2.25
 Wheelage Tax: \$ 0.00
 Electric Surcharge: \$ 0.00

Total Due: \$ 19.25

Additional Information



8213

RETURN THIS PORTION WITH YOUR CHECK IF PAYING BY MAIL

Renew By: February 28, 2022

Year/Make/Model: 2013 FELL TRL
 Plate Number: 964101
 Vehicle ID: 5FTEE1829D1041039
 County Kept: 31 - Itasca

Intentionally Left Blank
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Insurance Company Name	
Policy Number	Exp. Date

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 557444682

- Check here and COMPLETE A CHANGE OF ADDRESS on back if:
- Owner's address on top of form is different from address shown here
 - Owner's address is different from address shown here
 - County kept on top of form has changed.



DVS Renewal
P.O. BOX 64587
St. Paul MN 55164-0587

Total Due: \$19.25

0224 9641015FTEE1829D1041039003180010000000019256

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

RECEIVED
1-11-22



Driver and Vehicle Services

445 Minnesota Street • Suite 187 • Saint Paul, Minnesota 55101
Driver Services Phone: 651-297-3298 • Vehicle Services Phone: 651-297-2126
TTY: 651-282-6555 • Website: drive.mn.gov

C P1 T29
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



Date Issued: January 8, 2022
Account ID: 00-031792058

MINNESOTA REGISTRATION RENEWAL NOTICE REMINDER

- See back for payment options.
- To learn more about vehicle registration and specialized plates visit drive.mn.gov.
- You may contribute \$2.00 to organ and tissue donation education when you renew online or in person. Ask your local deputy registrar for more information.

Year/Make/Model:	2010 FELL TRL	Registration Fee:	\$ 10.00
Plate Number:	181763	Min. Contribution Fee:	\$ 0.00
Vehicle ID:	5FTEE1829A1035110	Plate Fee:	\$ 0.00
Fee Basis:	Flat	Filing Fee:	\$ 7.00
County Kept:	31 - Itasca	Tech Surcharge:	\$ 2.25
Current Expiration:	February 28, 2022	Wheelage Tax:	\$ 0.00
New Expiration:	February 29, 2024	Electric Surcharge:	\$ 0.00

Additional Information

Total Due: \$ 19.25



RETURN THIS PORTION WITH YOUR CHECK IF PAYING BY MAIL

Renew By: February 28, 2022

Year/Make/Model: 2010 FELL TRL
Plate Number: 181763
Vehicle ID: 5FTEE1829A1035110
County Kept: 31 - Itasca

Intentionally Left Blank
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Insurance Company Name	
Policy Number	Exp. Date

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 557444682

- Check here and COMPLETE A CHANGE OF ADDRESS on back if:
- Owner's address on top of form is different from address shown here
 - Owner's address is different from address shown here
 - County kept on top of form has changed.



DVS Renewal
P.O. BOX 64587
St. Paul MN 55164-0587

Total Due: \$19.25

0224 1817635FTEE1829A10351100031100100000000019256

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Driver and Vehicle Services

445 Minnesota Street • Suite 187 • Saint Paul, Minnesota 55101
Driver Services Phone: 651-297-3298 • Vehicle Services Phone: 651-297-2126
TTY: 651-282-6555 • Website: drive.mn.gov

RECEIVED

8215
C: P1 T29
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



Date Issued: January 8, 2022
Account ID: 00-019523672

MINNESOTA REGISTRATION RENEWAL NOTICE REMINDER

- See back for payment options.
- To learn more about vehicle registration and specialized plates visit drive.mn.gov.
- You may contribute \$2.00 to organ and tissue donation education when you renew online or in person. Ask your local deputy registrar for more information.

Year/Make/Model: 2013 CHEV SIL
 Plate Number: 948018
 Vehicle ID: 1GC3KZC8XDF214929
 Fee Basis: Flat
 County Kept: 31 - Itasca
 Current Expiration: February 28, 2022
 New Expiration: February 29, 2024

Registration Fee: \$ 10.00
 Min. Contribution Fee: \$ 0.00
 Plate Fee: \$ 0.00
 Filing Fee: \$ 7.00
 Tech Surcharge: \$ 2.25
 Wheelage Tax: \$ 0.00
 Electric Surcharge: \$ 0.00

Total Due: \$ 19.25

Additional Information



8215

RETURN THIS PORTION WITH YOUR CHECK IF PAYING BY MAIL

Renew By: February 28, 2022

Year/Make/Model: 2013 CHEV SIL
 Plate Number: 948018
 Vehicle ID: 1GC3KZC8XDF214929
 County Kept: 31 - Itasca

Intentionally Left Blank
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Insurance Company Name	
Policy Number	Exp. Date

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 557444682

- Check here and COMPLETE A CHANGE OF ADDRESS on back if:
- Owner's address on top of form is different from address shown here.
 - Owner's address is different from address shown here
 - County kept on top of form has changed



DVS Renewal
P.O. BOX 64587
St. Paul MN 55164-0587

Total Due: \$19.25

0224 94801816C3KZC8XDF214929003100010000000019256



NORTHLAND PORTABLES

52 Horseshoe Drive
Grand Rapids MN 55744
218-326-1662

www.northlandportablesmn.com

RECEIVED
Carol

Invoice

Date	Invoice #
1/12/2022	21677

Bill To:

Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

Job Site:

Crystal Park, Cemetery,
Wendigo Park, Trooptown,
LaPlant, & Mishawaka

P.O. No.	Terms	Due Date
	Net 30	2/11/2022

Description	Quantity	Unit Price	Total Price
ADA Compatible Handicapped Portable Restroom Rental - December 9, 2021 - January 6, 2022 = 4 Weeks			
Weekly Rental - ADA Compatible Handicapped Restroom	3	20.00	60.00
Weekly Cleaning, Pumping, and Disposal	3	77.95	233.85
Weekly Winterization Fee - Beginning 11/1/2021 X 3 Units	12	17.50	210.00
Standard Portable Restroom Rental - December 9, 2021 - January 6, 2022 = 4 Weeks			
Weekly Rental - Standard Restroom	3	20.00	60.00
Weekly Cleaning, Pumping, and Disposal	3	51.15	153.45
Weekly Winterization Fee - Beginning 11/1/2021 X 3 Units	12	8.75	105.00

Thank you for your business. Like us on Facebook!

All payments are due by the due date. Outstanding balances over 90 days are subject to collections. If full payment cannot be made, please contact our office to arrange a payment plan. If a payment plan is not set up with our office any outstanding payment will be subject to collections.

Subtotal	\$822.30
Sales Tax (6.875%)	\$0.00
Total	\$822.30
Payments/Credits	\$0.00
Balance Due	\$822.30



Personnel Dynamics, LLC

PO Box 193
604 NW 1st Ave
Grand Rapids, MN 55744

INVOICE

Invoice Number: 51652
Invoice Date: Jan 5, 2022
Page: 1

Phone: 218-327-9554
Fax: 218-327-9528
Email: desk@pdstaffing.net

Bill To:
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

RECEIVED
1-12-22

Customer ID	Customer PO	
HARRIS		DUE UPON RECEIPT

Quantity	Item	Description	Unit Price	Amount
12.00	CLAYTON, RICHARD	week ending 1/1/22	15.40	184.80
17.00	DETERMAN, NEVAEH		14.85	252.45
14.00	MCKINNEY, MCKINNA		15.40	215.60
17.00	PIEKARSKI, JUSTIN		14.85	252.45

Subtotal	905.30
Sales Tax	
Total Invoice Amount	905.30
Payment/Credit Applied	
TOTAL	905.30

Check/Credit Memo No:



Personnel Dynamics, LLC

PO Box 193
604 NW 1st Ave
Grand Rapids, MN 55744

INVOICE

Invoice Number: 51672
Invoice Date: Jan 12, 2022
Page: 1

Phone: 218-327-9554
Fax: 218-327-9528
Email: desk@pdstaffing.net

RECEIVED
1-18-22

Bill To:
HARRIS TOWNSHIP 20876 WENDIGO PARK RD GRAND RAPIDS, MN 55744

Customer ID	Customer PO
HARRIS	DUE UPON RECEIPT

Quantity	Item	Description	Unit Price	Amount
		WEEK ENDING 01/08/2022		
12.00	CLAYTON, RICHARD		15.40	184.80
4.00	DETERMAN, NEVAEH		14.85	59.40
8.00	MCKINNEY, MCKINNA		15.40	123.20
4.00	PIEKARSKI, JUSTIN		14.85	59.40

Subtotal	426.80
Sales Tax	
Total Invoice Amount	426.80
Payment/Credit Applied	
TOTAL	426.80

Check/Credit Memo No:

Pokegama Electric, Inc.
 19432 Highway 169
 Grand Rapids, MN 55744

RECEIVED
 1-12-22

Invoice

DATE	INVOICE N...
1/18/2022	54675

BILL TO
Harris Township Attn: Treasurer 20876 Wendigo Park Rd Grand Rapids, MN 55744

We accept Visa or Mastercard.
 3.5% Service Fee for all invoices over \$1,000 when paying by credit card.
 Please call to use this option 218-326-6290

P.O. NO.	DUE DATE	PROJECT
	2/18/2022	

DESCRIPTION	QTY	RATE	SERVICE D...	AMOUNT
Misc. electrical repairs as follows: 1) Replaced pole light at Town hall parking lot and found bad underground wire to garage and had to temp it till spring when it can be dug up and repaired			12/1/2021	
LED pole light	1	290.00		290.00
Equipment Rental-snorkel lift		75.00		75.00
Labor @ \$90/hour	1.5	90.00		135.00
Apprentice Installation Labor - \$75.00 per hour	1.5	75.00		112.50
2) service call to repair pole light at Crystal Park-replaced twist-lock photo-eye			12/1/2021	
twist-lock photo-eye	1	40.00		40.00
Equipment Rental-snorkel lift	1	75.00		75.00
Labor @ \$90/hour	1	90.00		90.00

Thank you for your business!	Total	\$817.50
------------------------------	--------------	-----------------

A finance charge of 1.5% per month will be added to all accounts with past due balances.

PREMIUM DUE NOTICE

Primerica Life Insurance Company
1 Primerica Parkway
Duluth, Georgia 30099-0001

Policy Number: 04333631
Statement Date: 12/27/20

Amount Due \$208.00
Date Due 01/24/2022

3138
DERRICK J MARTTILA
3010 E US HIGHWAY 169
GRAND RAPIDS MN 55744-4443

Questions About Your Bill?
1-800-257-4721
English & Español
Monday - Friday
8:00 am to 5:00 pm (EST)

Coverage Period:		
LIFE INSURANCE:	01/24/2022-01/24/2023	\$208.00
Total Amount Due:		\$208.00

**IMPORTANT: ANY PREMIUM 31 DAYS PAST DUE WILL CAUSE YOUR POLICY TO LAPSE.
(60 DAYS IN CALIFORNIA AND UTAH)**

PAY AND MANAGE YOUR BILLS ONLINE

Sign in to myprimerica.com to:

- > Make an electronic payment
- > Manage your payment options
- > Update your billing or contact information

Or, scan this QR code to pay this bill now.



You can also pay this bill or update your billing information by detaching and mailing in the slip below.



Please detach and return below portion with your payment

0433363156
DERRICK J MARTTILA
3010 E US HIGHWAY 169
GRAND RAPIDS MN 55744-4443

Amount Due \$208.00
Date Due 01/24/2022

Make check payable to:

Check here for change of mailing address or phone number. Write all changes on back of slip.

Primerica Life Insurance Company
P.O. Box 100029
Duluth, GA 30096-9429

PB8302 000001976 000020800 000010816 000005512 0433363156 000020800 1

Statement

R & R RENTAL GRAND RAPIDS
 20760 US HWY 169
 GRAND RAPIDS, MN 55744
 218-732-5670 Fax 218-732-8262
 www.rrrental.com

Account# 25822
 Statement Date: Tue 11/4/2022

Amount Due:	18.86
--------------------	--------------

Bill to

Harris Township 20876 Wendigo Park Rd GRAND RAPIDS, MN 55744
--

Remit To

R & R Rental Inc. 19543 Enterprise Drive Park Rapids, MN 56470
--

Invoice	Status	Date	Subtotal	Percent	Tax	Total	Paid	Balance	
707-2	Closed	11/4/2021	247.50	0.00	15.47	262.97	244.11	18.86	
	Rental End	11/4/2021	1 GRINDER STUMP BARRETTO						
	Period: 11/4/2021 - 11/4/2021								
							262.97	244.11	18.86

Amount Due:	18.86
--------------------	--------------

Due Now	31-60 Days	61-90 Days	91+ Days
0.00	0.00	18.86	0.00

RECEIVED
11-12-22



Invoice

Invoice Number: 418752

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055



BILL TO:

Attn: Accounts Payable
Harris Township
20876 Wendigo Park Rd
Grand Rapids MN 55744

Pay This Amount	\$8,740.00
Due Date	10-FEB-22
Invoice Date	11-JAN-22
Bill Through Date	31-DEC-21
Terms	30 NET
SEH Customer Acct #	1686
Customer Project #	
Agreement / PO #	162071

REMIT PAYMENT TO:

Short Elliott Hendrickson, Inc.
PO Box 64780
Saint Paul, MN 55164-0780

Project Manager	Bob Beaver bbeaver@sehinc.com 218.322.4500
Client Service Manager	Bob Beaver bbeaver@sehinc.com 218.322.4500
Accounting Representative	Andi Villebro avillebro@sehinc.com 218.322.4500

Project #	Project Name	Project Description
162071	HARRT Sunny Beach Road	Sunny Beach Road

Notes:

Service is for continued work on the plan set and bidding documents.

Thank you

CC:

harristownshipclerk@gmail.com
harristownshiptreasurer@gmail.com

Task: 1.0 - Design & Bidding Docs

Fee

Description	Amount
(70% of \$87,400.00) less previously billed of \$52,440.00	\$8,740.00
	\$8,740.00
Task: 1.0 Total: \$8,740.00	

Invoice total \$8,740.00



Invoice

Invoice Number: **418752**

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Project Billing Summary

	<u>Current Amount Due</u>	Previously Invoiced	Cumulative
Totals	\$8,740.00	\$52,440.00	\$61,180.00



Invoice

Invoice Number: 418753

Short Elliott Hendrickson, Inc FEIN: 41-1251208 | 651 490 2000 | 800.325 2055



BILL TO:

Attn: Accounts Payable
Harris Township
20876 Wendigo Park Rd
Grand Rapids MN 55744

Pay This Amount	\$2,730.00
Due Date	10-FEB-22
Invoice Date	11-JAN-22
Bill Through Date	31-DEC-21
Terms	30 NET
SEH Customer Acct #	1686
Customer Project #	
Agreement / PO #	163778

REMIT PAYMENT TO:

Short Elliott Hendrickson, Inc.
PO Box 64780
Saint Paul, MN 55164-0780

Project Manager	Bob Beaver bbeaver@sehinc.com 218.322.4500
Client Service Manager	Bob Beaver bbeaver@sehinc.com 218.322.4500
Accounting Representative	Andi Villebro avillebro@sehinc.com 218.322.4500

Project #	Project Name	Project Description
163778	HARRT 2021 Misc Services	Harris Township 2021 Misc Services

Notes:

Service is for the completion of the survey work for the Mishawaka and LaPlant boat landings and for the field survey work on the Wood Tick landing. The layout alternatives will be completed in January.

Thank you

CC:

harristownshipclerk@gmail.com

Task: 2.0 - Mishawaka Boat Landing

Fee

Description	Amount
(100% of \$2,300.00) less previously billed of \$1,840.00	\$460.00
	\$460.00

Task: 2.0 Total: \$460.00

Task: 3.0 - LaPlant Boat Landing

Fee

Description	Amount
(100% of \$2,800.00) less previously billed of \$1,680.00	\$1,120.00
	\$1,120.00



Invoice

Invoice Number: 418753

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Task: 3.0 - LaPlant Boat Landing

Task: 3.0 Total: \$1,120.00

Task: 5.0 - Wood Tick Landing

Fee		Amount
Description		
(50% of \$2,300.00) less previously billed of \$0.00		\$1,150.00
		\$1,150.00
		Task: 5.0 Total: \$1,150.00

Invoice total \$2,730.00

Project Billing Summary

	<u>Current Amount</u> <u>Due</u>	Previously Invoiced	Cumulative
Totals	\$2,730.00	\$4,137.50	\$6,867.50

Customer Information



RECEIVED
1-10-77

XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266

THE EASY WAY
TO ORDER SUPPLIES
CALL OUR TOLL
FREE NUMBER
1-800-822-2200

Purchase Order Number

Special Reference

Contract Number
PAYABLE UPON RECEIPT
Terms Of Payment

Telephone 888-435-6333
Please Direct Inquiries To:
Ship To/Installed At:

HARRIS TOWNSHIP HALL
21998 AIRPORT RD
GRAND RAPIDS MN
55744

Bill To:
HARRIS TOWNHALL
RD
20876 WENDIGO PARK
GRAND RAPIDS MN
55744

01-01-22
Invoice Date
015184401
Invoice Number
725542070
Customer Number

8-6698
13

Invoice

C8155H XEROX C8155H SER.# EQ-217458
SPLY-MAINT - COST PER COPY PLAN
AMOUNT

METER USAGE	METER READ	METER READ	NET COPIES
	11-21-21 TO	12-21-21	
TOTAL BLACK	23397	25452	2055
TOTAL COLOR	20979	21633	654
METER CHARGES			
TOTAL BLACK	2055		
BLACK BILLABLE PRINTS	2055	.005000	10.28
TOTAL COLOR	654		
COLOR BILLABLE PRINTS	654	.055000	35.97
NET PRINT CHARGE			46.25

1 LINE FAX SER.# FAX-1LINE INCL
OFFICE FINISHER SER.# OFC-81 INCL

SUB TOTAL 46.25

TOTAL 46.25

THIS IS A 60 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

Payment

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK

Ship To/Installed At
HARRIS TOWNSHIP HALL
21998 AIRPORT RD
GRAND RAPIDS MN
55744

Bill To
HARRIS TOWNHALL
RD
20876 WENDIGO PARK
GRAND RAPIDS MN
55744

When Paying By Mail
Send Payment To:
XEROX CORPORATION
P.O. BOX 802555
CHICAGO IL
60680-2555

Please check here if your "Bill To" address or "Ship To/Installed At" location has changed and complete reverse side.

Invoice Amount

08-698-9717 1 725542070 015184401 01-01-22 THIS AMOUNT \$46.25
RF022643 S 110120 VMN99
03 6R7E CUWF H A7310 5933 2 115

202100008070060 0151844012 0300046258 272554207068



Ameritas Life Insurance Corp.

PO BOX 82607 LINCOLN NE 68501-2607
800-300-9566

October 6, 2020

Address Service Requested . .

DERRICK MARTTILA

DERRICK MARTTILA 010 0943109940

Thank you for selecting Ameritas as your benefit carrier. As a plan member, you're our top priority. We do whatever it takes to help you get the care you need.

Effective 01/01/2021, we need to adjust your monthly premium rates

Coverage Tier	Coverage	Current Premium	Renewal Premium
Individual	Dental	\$36.06	\$38.63
Individual	Vision	\$8.54	\$8.54

There is no action needed on your part. Your policy will renew automatically and the updated rates will begin on the effective date listed above. Please note the rates shown do not include an administration or billing fee, if applicable.

If you have questions on renewal rates or billing, please contact us at 800-300-9566. Call 800-487-5553 for claims or provider information.

Sincerely,

Ameritas Life Insurance Corp.

cc: LECLAIR CORPORATION

10/13/2020 10:04:17 AM





BILL SUMMARY

HARRIS TOWNSHIP
 20876 WENDIGO PRK RD
 GRAND RAPIDS MN 55744-4682

Account **218-326-6190 658**
 Billing Date Jan 13, 2022

Previous Balance	
Charges	91.10
Payment Thank you for your payment	-91.10
Balance Forward	\$0.00
New Charges	For questions, call:
New Charges	\$90.76
CenturyLink	1-800-603-6000 90.76
Total Paid Through Automatic Payment	\$90.76

Payment will be taken from your checking/savings account approximately 18 days after your bill date.

Business needs change regularly. As a valued business customer, we want to work with you to provide a complete and cost effective solution for your business. Call (888) 544-4495 today for a free account consultation with a dedicated business sales consultant. For billing or technical questions, please call (877) 453-9407.



Account 218-326-6190 658
 Billing Date Jan 13, 2022

MONTHLY SERVICE-JAN 13 THRU FEB 12				
Qty▲	Description	USOC	Item Rate	Amount
	MONTHLY SERVICE-JAN 13 THRU FEB 12			72.07
OPTIONAL SERVICES These services are provided at your request and include your basic telephone service as well as services that are not required as part of your basic telephone service.				
1	CHOICE BUSINESS PRIME	PGOQT	44.00	44.00
1	Extended Area Service	EAJBE	1.58	1.58
1	3-Way Calling	ESC	6.00	6.00
1	Call Forwarding	ESM	6.00	6.00
1	Non-Listed Service	NLT	6.00	6.00
1	Last Call Return	NSQ	5.50	5.50
1	Non-Telecom Svc Surcharge	NT1	2.99	2.99
	(INCLUDES EAS CHARGES)			72.07
TOTAL MONTHLY SERVICE				\$90.76



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

1166285

W

ACCOUNT NUMBER 504896-104896 **ZONE** 1-043 **STATEMENT DATE** 01/07/2022
CUSTOMER NAME Harris Township Hall **ROUTE** 043
SERVICE ADDRESS Airport Rd, 21998 Grand Rapids **DUE DATE** 01/24/2022

averages For Billing Period	This Year	Last Year
Electric/kWh per day	21.8	23.8
Cost Per Day	\$3.78	\$3.52
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

Previous Balance 152.55
 Check Payment 12/27/2021 (152.55)CR

Visit our website to pay your bills electronically
 www.grpuc.org or call 1-855-456-5158

Balance Forward \$0.00

Current Charges
 Electric 154.27

Terms of Payment
 All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Total Current Charges: \$154.27

Make Checks Payable to G.R.P.U.C.
 When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

Current Account Balance: \$154.27

Amount Due \$154.27

Auto Pay-Do Not Pay

See back of statement for details

In Case Of An Emergency, Telephone:
 Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

Statement Date: 01/07/2022

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

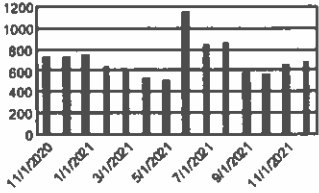
Account Number	504896-104896
Statement Number	1166285
Due Date	01/24/2022
Amount Due	\$154.27
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 01/24/2022

SERVICE ADDRESS

Airport Rd, 21998 Grand Rapids

Service	Meter Number	Rate Code	Read Code	Usage Period From	Usage Period To	# Days	Meter Readings Previous	Meter Readings Current	Multiplier	Usage	Charge Details	Total Charges		
Electric									2.00000					
											\$ 25.70			
											\$ 1.77	27		
Electric									1.00000					
											\$ 8.97			
											\$ 0.62	9		
Electric	144997	ERC-40	A	11/30/2021	12/31/2021	31	47967	48643	1.00000	676				
											Monthly Service Charge	\$ 19.75		
											Energy Usage	676 kWh @ \$0.10760	\$ 72.74	
											Purchased Power Adj	676 kWh @ \$0.02542	\$ 17.18	
											Minnesota Sales Tax	\$109.67 @ 6.87500%	\$ 7.54	117



DESCRIPTIONS	UNIT OF MEASURE EXPLANATIONS
Service Charge - Charge for customer billing & administration services	Energy Usage -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)
Energy Usage - Measure of electricity used (in kWH)	Commodity Charge - Water reading indicates thousands of gallons.
Off Peak Usage - Measure of off peak electricity used (in kWH)	WW Collection/trtmt - Wastewater collection/trtmt charge is based on water consumption.
Demand Charge - Highest average electric demand (in KW) over any 15 minutes during the month	
Commodity Charge - Water Consumption	
WW Collection/trtmt charge - Wastewater gallons collected and treated	

RECEIVED
1-12-22

SCORECARD

Bonus Points
Available
2,445

Account Summary

Billing Cycle		12/30/21
Days In Billing Cycle		31
Previous Balance		\$0.00
Purchases	+	1,016.87
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE \$1,016.87

Credit Summary

Total Credit Line	\$3,000.00
Available Credit Line	\$1,983.00
Available Cash	\$1,983.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

 Customer Service: (727) 570-4899
Report Lost or Stolen Card: (727) 570-4881

 Visit us on the web at:
www.MyCardStatement.com

 Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$1,016.87
MINIMUM PAYMENT	\$51.00
PAYMENT DUE DATE	01/24/2022

NOTE: Grace period to avoid a finance charge on purchases. pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
11/30/21	12/01/21	5085	24269791335001039135052	DAKOTA SUPPLY GROUP - GRA 218-327-3322 MN	\$1,016.87

ScoreCard Bonus Points Information as of 12/29/21

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	1,428	1,017	0	0	2,445

CONGRATULATIONS! YOU HAVE REACHED THE NEXT AWARD LEVEL. YOUR PURCHASES CAN PAY OFF WITH MORE POINTS AND MORE VALUABLE AWARDS.

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

GRAND RAPIDS STATE BANK
P O BOX 409
GRAND RAPIDS MN 55744 - 0409



Account Number [REDACTED]

name/address change on
back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
12/30/21	\$1,016.87	\$51.00	01/24/2022

\$

HARRIS TOWNSHIP
DERRICK MARTTILA
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



MAKE CHECK PAYABLE TO:

VISA
P O BOX 409
GRAND RAPIDS MN 55744-0409

09 4121 7831 9910 5948 00005100 00101687 3



HARRIS TOWNSHIP
MARGARET CLAYTON
Account Number: [REDACTED]
Page [REDACTED]



RECEIVED
11-12-22

SCORECARD Bonus Points Available 39

Account Summary

Billing Cycle		12/30/21
Days In Billing Cycle		31
Previous Balance		\$0.00
Purchases	+	38.85
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	0.00
NEW BALANCE		\$38.85

Credit Summary

Total Credit Line	\$500.00
Available Credit Line	\$461.00
Available Cash	\$461.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

Customer Service: (727) 570-4899
Report Lost or Stolen Card: (727) 570-4881

Visit us on the web at:
www.MyCardStatement.com

Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$38.85
MINIMUM PAYMENT	\$20.00
PAYMENT DUE DATE	01/24/2022

NOTE: Grace period to avoid a finance charge on purchases. pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
12/21/21	12/22/21	7399	24493981355286868202475	EASYKEYSCOM INC 877-839-5397 NC	\$38.85

ScoreCard Bonus Points Information as of 12/29/21

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	0	39	0	0	39

SHOPPING FOR THE HOLIDAYS? SCORECARD HAS A HUGE SELECTION OF GIFTS FOR EVERYONE ON YOUR LIST! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS FOR THE BEST HOLIDAY GIFTS!

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

GRAND RAPIDS STATE BANK
P O BOX 409
GRAND RAPIDS MN 55744 - 0409



Account Number [REDACTED]

back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
12/30/21	\$38.85	\$20.00	01/24/2022

\$

HARRIS TOWNSHIP
MARGARET CLAYTON
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



MAKE CHECK PAYABLE TO:

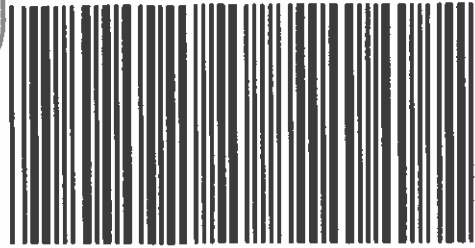
VISA
P O BOX 409
GRAND RAPIDS MN 55744-0409

09 4121 7831 9910 5955 00002000 00003885 2



RECEIVED

MON



4933766

ORDER #: 4933766 | SUBMITTED: 12/18/2021 11:24:00 AM | ACCOUNT REP: EASYKEYS.COM
[APPROVED: 12/20/2021 1:28:08 PM by Michael Bullard]

SHIP TO:

Harris Township
Peggy Clayton
20876 Wendigo Park Rd
Grand Rapids, MN [US] 55744-4682

ORDER CONTACT:

Peggy Clayton
2182591551
supervisorchtp@gmail.com

Manufacturer	Item	Part #	Qty	Key Series	Key Blank	Notes	Price
ARCHITECTURAL MAILBOXES	Key Blank	5143	2				\$9.74
DS ARCHITECTURAL MAILBOXES	Key	A1105	3	A1001 - A3000	Architectural Mailboxes 5143	MAILBOX LOCK KEYS (OASIS CLASSIC MAILBOX) FEDEX DELIVERY RECOMMENDED DOUBLE-SIDED CUT KEY PHOTO I.D. (DRIVERS LICENSE / PASSPORT) UPLOAD REQUIRED	\$26.61

Sub Total	\$36.35
FREE USPS 1st Class Mail	\$0.00
Tax (6.88%)	\$2.50
Grand Total	\$38.85
Balance Due	\$0.00

ORDER COMMENTS

PAYMENT METHOD: CREDIT CARD
PAID IN FULL

CC Type: Visa
CC Number: Card ending in 5955
CC Exp Date: 07/2024

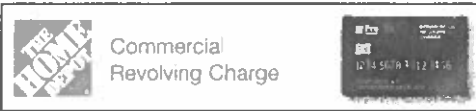
QUESTIONS OR CONCERNS?

RETURN AUTHORIZATION #:

Of course, if you meet some unexpected issues by chance,

Account Statement

Commercial Account
HARRIS TOWNSHIP



Customer Service:
homedepot.com/mycrc
Account Inquiries:
1-800-685-6691 (TTY: 711) Fax 1-800-266-7308

Account Number: [REDACTED]

Previous Balance	\$232.32
Payments	-\$232.32
Credits	-\$0.00
Purchases	+\$235.32
Debits	+\$0.00
FINANCE CHARGES	+\$0.00
Late Fees	+\$0.00
New Balance	\$235.32

Current Due	\$50.00
Past Due Amount	+ \$0.00
Minimum Payment Due	= \$50.00
Payment Due Date	02/02/22
Amount to pay to avoid incurring finance charges	\$235.32

Send Notice of Billing Errors and Customer Service Inquiries to:
HOME DEPOT CREDIT SERVICES
PO Box 790345, St. Louis, MO 63179-0345

Credit Limit	\$7,500
Credit Available	\$7,264
Closing Date	01/07/22
Next Closing Date	02/04/22
Days in Billing Period	30



69100080-013720-0001-0004



EDUCATION, TOOLS AND INFORMATION BUILT JUST FOR PROS



Topic:
Housing & Economic Trends
When:
Tuesday, 1/11/22

- Your Pro Xtra membership is your ticket to be the first to hear about new training. Register for our next live workshop today. Our live workshops are limited to small groups so all of your questions can be answered in a personal learning session. Recorded workshops will be available after the live broadcast.
- The Home Depot® Pro Workshops bring professional lessons taught by industry experts directly to your connected device.

Learn more at homedepot.com/c/pro_workshops



Important Changes: Our Privacy Notice has changed and can be found at www.citi.com/privacy.

TRANSACTIONS

Trans Date	Location/Description	Reference #	Amount
12/09	THE HOME DEPOT GRAND RAPIDS MN	9512301	\$ 12.90
12/09	HOME DEPOT.COM 1-800-430-3376	W879317249573702	\$ 80.02
12/09	HOME DEPOT.COM 1-800-430-3376	W879317249633205	\$ 15.22
12/10	HOME DEPOT.COM 1-800-430-3376	W879317248624569	\$ 127.18

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION Page 1 of 8 This Account is issued by Citibank, N.A.

Please detach and return lower portion with your payment to ensure proper credit. Retain upper portion for your records.



P.O. Box 790411
St. Louis, MO 63179

Your Account Number is



Your Account is enrolled in AutoPay.
Your next AutoPay payment of \$235.32 will be deducted from your bank account on 02/02/2022. Please note that the next AutoPay payment may be reduced if you have made additional payments or received any credits during the current billing cycle.

Payment Due Date	February 2, 2022
New Balance	\$235.32
Past Due Amount	\$0.00
Minimum Payment Due	\$50.00

Statement Enclosed

Amount Enclosed: \$ [REDACTED]

00013720 1 G3501433 DTF 00013720



HARRIS TOWNSHIP
DEREK MARTTILA
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

Print address changes on the reverse side.
Make Checks Payable to ▼

HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2189094869
PO BOX 70614
PHILADELPHIA, PA 19176-0614



03100 0005000 0023532 0023232 06035322189094869 0302



Account Ending in

TRANSACTIONS (cont.)

Trans Date	Location/Description	Reference #	Amount
PAYMENTS, CREDITS, FEES AND ADJUSTMENTS			
01/03	AUTOPAY PAYMENT THANK YOU IL	P919400QKEPFT6QYV	\$ 232.32-

FINANCE CHARGE SUMMARY				
Type of Balance	Annual Percentage Rate (APR)	Daily Periodic Rate	Balance Subject to Finance Charge	Finance Charge
PURCHASES				
REGULAR REVOLVING CREDIT PLAN	21.99%	0.06024%	\$0.00	\$0.00

FUEL REWARDS SUMMARY		As of 01/07/2022
Current Fuel Rewards Balance (per gallon)		\$0.20
Expiring Fuel Rewards Balance		\$0.20
Expiration Date		01/31/2022

To customize and manage your account visit www.fuelrewards.com/homedepot or download the Fuel Rewards mobile app.

Please ensure you have registered your email address by visiting www.homedepot.com/cardbenefits to fully participate in the program.

PURCHASE HISTORY	
Year to Date	\$235.32
Life to Date	\$29,582.00



READY TO GROW YOUR BUSINESS?

Sign up to be a Pro Referral provider

Benefits of Pro Referral

CONNECT – A way to connect directly with homeowners and The Home Depot® customers looking for pros

PRO XTRA – Automatic enrollment in Pro Xtra for discounts, purchase tracking, business tools and more

EARN LEADS – Turn purchases at The Home Depot into cost-free leads

TEXT TO JOIN* Text Jobs to 66387 to sign up or visit join.prereferral.com.



*By texting "JOBS" to 66387 you agree to receive automated texts and calls from Pro Referral regarding your service inquiry, and agree to Pro Referral's Terms available at: prereferral.com/about/legal/tos/. You will receive a text asking you to confirm your agreement. You understand that providing this consent is not required or a condition of purchasing any products and services. Up to 8 texts per request. Message and data rates may apply. Privacy Policy at prereferral.com/about/legal/privacy. For help, text HELP to 66387; to stop texts, text STOP to 66387 (confirmation text will be sent). For questions, contact support@prereferral.com or 855-723-2266. ©2022 Home Depot Product Authority, I.L.C. All rights reserved.





Permit payment and make checks payable to:
 HOME DEPOT CREDIT SERVICES
 DEPT 32 - 2189094869
 PO BOX 70614
 PHILADELPHIA, PA 19176-0614

INVOICE DETAIL

BILL TO:
 Acct: SHIP TO:
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN 55744-4682

Amount Due:	Trans Date:	Invoice #:
\$12.90	12/09/21	9512301
PO:		Store: 2834, GRAND RAPIDS, MN

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
EVERBILT 2" 4PC DBL-PRONG PEG HOOKS	00004482650001100005	1.0000 EA	\$2.58	\$2.58
EVERBILT 2" 4PC DBL-PRONG PEG HOOKS	00004482650001100005	1.0000 EA	\$2.58	\$2.58
EVERBILT 2" 4PC DBL-PRONG PEG HOOKS	00004482650001100005	1.0000 EA	\$2.58	\$2.58
EVERBILT 2" 4PC DBL-PRONG PEG HOOKS	00004482650001100005	1.0000 EA	\$2.58	\$2.58
EVERBILT 2" 4PC DBL-PRONG PEG HOOKS	00004482650001100005	1.0000 EA	\$2.58	\$2.58

SUBTOTAL	\$12.90
TAX	\$0.00
TOTAL	\$12.90

BILL TO:
 Acct: SHIP TO:
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN 55744-4682

Amount Due:	Trans Date:	Invoice #:
\$15.22	12/09/21	9633205
PO: W879317241		Store: 8119, HOMEDEPOT.COM, 1-800-430-3376

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
AC-A STEEL MOUNTING BRACKET BLACK	10020801720000400016	1.0000 EA	\$14.24	\$14.24

Customer Agreement #: W879317241

SUBTOTAL	\$14.24
TAX	\$0.98
TOTAL	\$15.22

BILL TO:
 Acct: SHIP TO:
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN 55744-4682

Amount Due:	Trans Date:	Invoice #:
\$80.02	12/09/21	9573702
PO: W879317241		Store: 8119, HOMEDEPOT.COM, 1-800-430-3376

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
P-G BRIGHTON ALUMINUM MLBX POST BLK	00003570270000400016	1.0000 EA	\$74.87	\$74.87

Customer Agreement #: W879317241

SUBTOTAL	\$74.87
TAX	\$5.15
TOTAL	\$80.02

89100080-013720-0003-0004

486903





Commercial
Revolving Charge



Remit payment and make checks payable to:
HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2189094869
PO BOX 70614
PHILADELPHIA, PA 19176-0614

INVOICE DETAIL

BILL TO:
Acct:

SHIP TO:
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

Amount Due:	Trans Date:		Invoice #:
\$127.18	12/10/21		8624569
PO: W879317241		Store: 8119, HOMEDEPOT.COM, 1-800-430-3376	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
PM-A OASIS CLASSIC MAILBOX LOCK BLK	1002093250000400016	1.0000 EA	\$119.00	\$119.00

Customer Agreement #: W879317241

SUBTOTAL	\$119.00
TAX	\$8.18
TOTAL	\$127.18





26039 Bear Ridge Drive
Cohasset, MN 55721

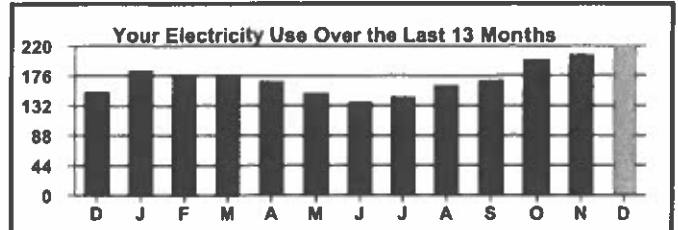
A Transition Energy Cooperative

Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
In case of an outage, phones answered 24 hours a day.
Office 1-800-421-9959
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

4 201

YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



LCP District Meetings begin in February. Check out the schedule in this month's Newsline to find your district, and feel free to attend and participate.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	65.52
PAYMENT 12/30/2021	-65.52
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION								
RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER CODE	USAGE	DESCRIPTION	
40	20029365	01/01 -12/01	4404	4184	1	220	ENERGY CHARGE @ .123600	27.19
							SERVICE AVAILABILITY CHG:	42.00
							TOTAL CHARGES THIS STATEMENT	69.19
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/31/22								
METER READ AUTOMATICALLY								
Account Number	Service Address		Phone Number		Bill Date	Due Date	Net Amount Due	
500602100	CEMETARY		(218) 327-8759		01/10/2022	01/30/2022	69.19	

Please detach and return this portion with your payment.

Account No.: 500602100 Cycle: 1
Due Date: 01/30/2022 Net Due: 69.19
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed. Please enter changes on the back

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

Lake Country Power
8535 Park Ridge Drive
Mountain Iron, MN 55768-2059



0500602100010110000069190000069195





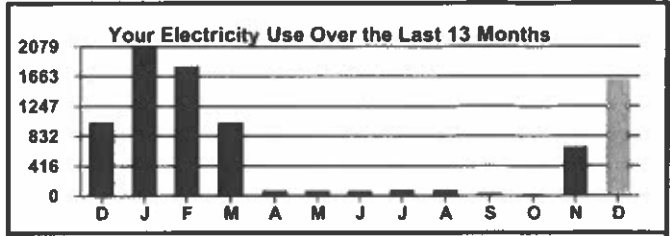
26039 Bear Ridge Drive
Cohasset, MN 55721

Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
In case of an outage, phones answered 24 hours a day.
Office 1-800-421-9959
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

4 195

YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



LCP District Meetings begin in February. Check out the schedule in this month's Newsline to find your district, and feel free to attend and participate.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	133.82
PAYMENT 12/30/2021	-133.82
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER	CODE	USAGE	DESCRIPTION	
10	20032435	01/01 -12/01	12988	11365	1		1623	ENERGY CHARGE @ .123600	200.60
10							80	SERVICE AVAILABILITY CHG: SEC LIGHT-200W HPS(QTY 1)	42.00
								TOTAL CHARGES THIS STATEMENT	14.00
									256.60

DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/31/22

METER READ AUTOMATICALLY

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500567550	WENDIGO WARMING HOUSE	(218) 327-8759	01/10/2022	01/30/2022	256.60

Please detach and return this portion with your payment.

Account No.: 500567550 Cycle: 1
Due Date: 01/30/2022 Net Due: 256.60
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed. Please enter changes on the back

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

Lake Country Power
8535 Park Ridge Drive
Mountain Iron, MN 55768-2059



0500567550010110000256600000256603



MEDIACOM[®] BUSINESS

MEDIACOM
2205 INGERSOLL AVE DES MOINES IA 50312-5289
8622 4340 ZO RP 28 12282021 NNNNNYNN 01 000205 0002

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682



Account Information

Failure to pay amount that is due may lead to action (reduced service, suspension of service, or service disconnection.) Reconnection of services may take up to 7 business days and be subject to a reconnection fee. If invoice has exceeded its due date; please contact a specialist at 1-866-848-7131 for assistance, arrangement, or to make a payment at no charge.

News From Mediacom

Mediacom Business customers enjoy 24hr customer support at the Business Technology Support Center. Our Business Technology Support Center is solely dedicated to serving businesses like yours.

December 28, 2021

Statement of Service

Account number
8384 97 500 0030835
Harris Township

Contact us
Phone: **800-379-7412**
Online at: <http://business.mediacomcable.com/>

For service at
20876 Wendigo Park Rd
Control Account
Grand Rapids MN 55744-4682

Summary *See the back for details*

Previous balance	\$0.00
Leaf Charges	725.24

Total due by 01/17/22	\$725.24
------------------------------	-----------------

Pin Number	5847
------------	-------------

RECEIVED
12-28-21

Payment Option

Detach this coupon and send it together with your check made payable to Mediacom in the enclosed envelope. Write your account number on your check.

December 28, 2021
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

Account Number
8384 97 500 0030835

Total due by 01/17/22	\$725.24
------------------------------	-----------------

Amount you are enclosing:	\$
---------------------------	----

MEDIACOM[®] BUSINESS

MEDIACOM
PO BOX 5744
CAROL STREAM IL 60197-5744



838497500003083500725242

MEDIACOM BUSINESS

8622 4340 ZO RP 28 12282021 NNNNNYNN 01 000205 0002

December 28, 2021
HARRIS TOWNSHIP
Account Number:
Hierarchy ID:

page 2 of 3

8384 97 500 0030835
COMMAH

Master Account Summary

Previous Balance \$0.00

Leaf Charges by Group

COMMAH \$709.96

Dec 18	Harris Township 8384922370090270	155.94
Dec 15	Harris Town Hall 8384922380090856	222.14
Dec 15	Harris Township 8384922380091722	175.94
Dec 18	Harris Township 8384922380092076	155.94

Leaf Taxes by Group

COMMAH \$15.28

Dec 18	Harris Township 8384922370090270	7.64
Dec 18	Harris Township 8384922380092076	7.64

Leaf Charge Total \$725.24

Total Due \$725.24

Leaf Details by Group

COMMAH

HARRIS TOWNSHIP
28184 SUNNY BEACH RD
GRAND RAPIDS, MN 55744-5883
Account Number: 8384922370090270

Monthly Charges

Date	Description	Quantity	Amount
Dec 28 - Jan 27	EMTA Modem		0.00
Dec 28 - Jan 27	WIFI Basic Service		5.99
Dec 28 - Jan 27	Docsis Modem		0.00
Dec 28 - Jan 27	Voice Mail		0.00
Dec 28 - Jan 27	Business Internet 60/5 Mbps		110.00
Dec 28 - Jan 27	Primary Phone Line		39.95

Subtotal \$155.94

Taxes

Date	Description	Amount
Jan 08 - Feb 07	Federal Universal Service Fund	3.07
Jan 08 - Feb 07	911 Emergency Service	0.80
Jan 08 - Feb 07	Special Tax	0.07
Jan 08 - Feb 07	Telecommunication Relay And Device	0.06
Jan 08 - Feb 07	State Sales Tax	2.96
Jan 08 - Feb 07	Regulatory Recovery Fee	0.68

Subtotal \$7.64

Total for Account 8384922370090270 \$163.58

HARRIS TOWN HALL
21998 AIRPORT RD
GRAND RAPIDS, MN 55744-4852
Account Number: 8384922380090856

Adjustments

Jan 08 - Feb 07	Transfer To Hierarchy	222.14
-----------------	-----------------------	--------

Subtotal \$222.14

Total for Account 8384922380090856 \$222.14

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682
Account Number: 8384922380091722

Adjustments

Jan 08 - Feb 07	Transfer To Hierarchy	175.94
-----------------	-----------------------	--------

Subtotal \$175.94

Total for Account 8384922380091722 \$175.94



MEDIACOM BUSINESS

8622 4340 ZO RP 28 12282021 NNNNNYNN 01 000205 0002

December 28, 2021
Harris Township
Account Number
Hierarchy ID

page 3 of 3

8384 97 500 0030835
COMMAH

HARRIS TOWNSHIP
20057 CRYSTAL SPRINGS RD
GRAND RAPIDS, MN 55744
Account Number: 8384922380092076

Monthly Charges

Date	Description	Quantity	Amount
Dec 28 - Jan 27	WIFI Basic Service		5.99
Dec 28 - Jan 27	Docsis Modem		0.00
Dec 28 - Jan 27	Voice Mail		0.00
Dec 28 - Jan 27	Business Internet 60/5 Mbps		110.00
Dec 28 - Jan 27	Primary Phone Line		39.95
Subtotal			\$155.94

Taxes

Date	Description	Amount
Jan 08 - Feb 07	Federal Universal Service Fund	3.07
Jan 08 - Feb 07	911 Emergency Service	0.80
Jan 08 - Feb 07	Special Tax	0.07
Jan 08 - Feb 07	Telecommunication Relay And Device	0.06
Jan 08 - Feb 07	State Sales Tax	2.96
Jan 08 - Feb 07	Regulatory Recovery Fee	0.68
Subtotal		\$7.64

Total for Account 8384922380092076 \$163.58

COMMAH SUBTOTAL 4 Account(s) \$725.24

Total for Master Account: COMMAH
Total Accounts 4 \$725.24



NORTHWEST GAS
 NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721
 Toll Free 800-367-6964 or 507-524-4103

Statement Date - 1/7/2022
 Account Number: 440601.01

*****IMPORTANT SAFETY MESSAGE*****
FOR YOUR SAFETY, PLEASE KEEP YOUR METER FREE OF
SNOW AND ICE BUILD-UP
THANK YOU!

HARRIS TOWNSHIP MAINT BLDG
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744

Location: 20876 WENDIGO PARK RD, HARRIS TWP	MeterNo: 19233593	Actual	Budget
Base Gas Charge-01	Basic Service Charge	\$15.00	
Current Reading on: 1/4/2022 of 4,939 - Previous Reading on 12/2/2021 of 4,725 = 214ccf			
214ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04210 = 243 therms @ 0.96000		\$233.28	
Tax		\$17.07	
Purchased Gas-02			
214ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04210 = 243 therms @ 0.18040		\$43.84	
Tax		\$3.01	
TOTAL CURRENT MONTH BILLING		\$312.20	
PAST DUE BALANCE - PAYABLE UPON RECEIPT		\$0.00	
FINANCE CHARGES		\$0.00	
TOTAL BALANCE DUE		\$312.20	

PAYMENTS RECEIVED IN THE LAST 30 DAYS

DATE	AMOUNT	TYPE	CHECK NO	COMMENT
12/27/2021	\$227.31	EP*		iConnect Payment

TO ASSURE PROPER CREDIT TO YOUR ACCOUNT - PLEASE RETURN THIS PORTION WITH YOUR PAYMENT



- Check here and complete form on reverse side for Address Change Information
- Check here and complete form on reverse side for Automatic Payment Plan information



HARRIS TOWNSHIP MAINT BLDG

DUE DATE: 1/25/2022

ACCOUNT NUMBER: 440601.01

TOTAL BALANCE DUE: \$312.20

AMOUNT ENCLOSED: \$

NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721



NORTHWEST GAS
 NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721
 Toll Free 800-367-6964 or 507-524-4103

Statement Date - 1/7/2022
 Account Number: 440600.01

*****IMPORTANT SAFETY MESSAGE***
 FOR YOUR SAFETY, PLEASE KEEP YOUR METER FREE OF
 SNOW AND ICE BUILD-UP
 THANK YOU!**

HARRIS TOWNSHIP HALL
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744

Location: 21998 AIRPORT RD, HARRIS TWP	MeterNo: 19233489	Actual	Budget
Base Gas Charge-01	Basic Service Charge	\$15.00	
Current Reading on: 1/4/2022 of 4,888 - Previous Reading on: 12/3/2021 of 4,730 = 158ccf			
158ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04210 = 179 therms @ 0.96000			
Tax		\$171.84	
		\$12.85	
Purchased Gas-02			
158ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04210 = 179 therms @ 0.18040			
Tax		\$32.29	
		\$2.22	
TOTAL CURRENT MONTH BILLING		\$234.20	
PAST DUE BALANCE - PAYABLE UPON RECEIPT		\$0.00	
FINANCE CHARGES		\$0.00	
TOTAL BALANCE DUE		\$234.20	

PAYMENTS RECEIVED IN THE LAST 30 DAYS

DATE	AMOUNT	TYPE	CHECK NO	COMMENT
12/27/2021	\$179.68	EP*		iConnect Payment

TO ASSURE PROPER CREDIT TO YOUR ACCOUNT - PLEASE RETURN THIS PORTION WITH YOUR PAYMENT



Check here and complete form on reverse side for Address Change Information

Check here and complete form on reverse side for Automatic Payment Plan information

NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721



HARRIS TOWNSHIP HALL

DUE DATE: 1/25/2022

ACCOUNT NUMBER: 440600.01

TOTAL BALANCE DUE:

AMOUNT ENCLOSED:



PO BOX 489
NEWARK, NJ 07101-0489

KEYLINE



HARRIS SERVICE CENTER
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	986510508-00001	02/04/22
Change your address at http://sso.verizonenterprise.com	Invoice Number	9897236136

Quick Bill Summary

Dec 13 - Jan 12

Previous Balance (see back for details)	\$681.86
Payment - Thank You	-\$681.86
Balance Forward	\$0.00
Monthly Charges	\$144.21
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Surcharges and Other Charges & Credits	\$1.23
Taxes, Governmental Surcharges & Fees	\$2.58
Total Current Charges	\$148.02

Total Charges Due by February 04, 2022 \$148.02

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone



HARRIS SERVICE CENTER
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

Bill Date January 12, 2022
Account Number 986510508-00001
Invoice Number 9897236136

Total Amount Due

Deducted from bank account on 02/01/22
DO NOT MAIL PAYMENT **\$148.02**

PO BOX 16810
NEWARK, NJ 07101-6810



9897236136010986510508000010000001480200000148029



Invoice Number Account Number Date Due Page
 9897236136 986510508-00001 02/04/22 2 of 10

Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

Payments

Payments, continued

Previous Balance	\$681.86
Payment – Thank You	
Payment Received 01/08/22	-681.86
Total Payments	-681.86
Balance Forward	\$0.00

Total Amount Due will be deducted from your bank account on 02/01/22

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:
Verizon Wireless Attn: Correspondence Team PO Box 15069 Albany, NY 12212

Automatic Payment Enrollment for Account: 986510508-00001 HARRIS SERVICE CENTER

By signing below, you authorize Verizon Wireless to electronically debit your bank account each month for the total balance due on your account. The check you send will be used to setup Automatic Payment. You will be notified each month of the date and amount of the debit 10 days in advance of the payment. You agree to receive all Auto Pay related communications electronically. I understand and accept these terms. This agreement does not alter the terms of your existing Customer Agreement. I agree that Verizon Wireless is not liable for erroneous bill statements or incorrect debits to my account. To withdraw your authorization you must call Verizon Wireless. Check with your bank for any charges.

1. Check this box.
2. Sign name in box below, as shown on the bill and date.
3. Return this slip with your payment. Do not send a voided check.





Invoice Number: 9897236136 Account Number: 986510508-00001 Date Due: 02/04/22 Page: 3 of 10

Overview of Shared Usage

Participating Lines as of 01/12/22	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
Talk - Nationwide for Business Share	3	0	382	0	---

Overview of Lines

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental and Surcharges and Fees (includes Tax)	Third-Party Charges	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
218-244-1811 Clerk Harris	4	\$48.07	--	--	\$41	\$86	--	\$49.34	--	43	174,484KB	--	--	--
218-244-5247 Maintenance Harris	5	\$48.07	--	--	\$41	\$86	--	\$49.34	284	134	2,176,705KB	--	--	--
218-398-5033 Caretaker Harris	8	\$48.07	--	--	\$41	\$86	--	\$49.34	98	23	176,199KB	--	--	--
Total Current Charges		\$144.21	\$0.00	\$0.00	\$1.23	\$2.58	\$0.00	\$148.02						



Summary for Clerk Harris: 218-244-1811

Your Plan

Americas Ch Email & Data 400
 \$64.09 monthly charge
 400 monthly allowance minutes
 \$.25 per minute after allowance

Friends & Family

UNL Text Messaging
 Unlimited M2M Text
 Unlimited Text Message

Email & Data Unlimited
 Unlimited monthly kilobyte

Beginning on 03/29/16:
 25% Access Discount

M2M National Unlimited
 Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
 Unlimited monthly OFFPEAK

UNL Picture/Video MSG
 Unlimited monthly Picture & Video

Have more questions about your charges?
 Get details for usage charges at
b2b.verizonwireless.com.

Monthly Charges

Americas Ch Email & Data 400	01/13 - 02/12	64.09
25% Access Discount	01/13 - 02/12	-16.02
		\$48.07

Usage and Purchase Charges

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	20	--	--
Picture & Video - Sent <i>messages</i>	unlimited	7	--	--
Picture & Video - Rcv'd <i>messages</i>	unlimited	16	--	--
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	174,484	--	--
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Fed Universal Service Charge	.25
Regulatory Charge	.16
	\$.41

Taxes, Governmental Surcharges and Fees

MN 911/Telerelay Chrg	.86
	\$.86

Total Current Charges for 218-244-1811 \$49.34



Summary for Maintenance Harris: 218-244-5247

Your Plan

Americas Ch Email & Data 400
 \$64.09 monthly charge
 400 monthly allowance minutes
 \$.25 per minute after allowance

Friends & Family

M2M National Unlimited
 Unlimited Mobile to Mobile

UNL Night & Weekend Min
 Unlimited OFFPEAK

Email & Data Unlimited
 Unlimited monthly kilobyte

Beginning on 09/19/12:
 25% Access Discount

UNL Picture/Video MSG
 Unlimited monthly Picture & Video

UNL Text Messaging
 Unlimited monthly M2M Text
 Unlimited monthly Text Message

Have more questions about your charges?
 Get details for usage charges at
b2b.verizonwireless.com.

Monthly Charges

Americas Ch Email & Data 400	01/13 - 02/12	64.09
25% Access Discount	01/13 - 02/12	-16.02
		\$48.07

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared <i>minutes</i>	400 (shared)	284	---	---
Mobile to Mobile <i>minutes</i>	unlimited	144	---	---
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	126	---	---
Unlimited M2M Text <i>messages</i>	unlimited	7	---	---
Picture & Video - Rcv'd <i>messages</i>	unlimited	1	---	---
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	2,176,705	---	---
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Fed Universal Service Charge	.25
Regulatory Charge	.16
	\$0.41

Taxes, Governmental Surcharges and Fees

MN 911/Telerelay Chrg	.86
	\$0.86

Total Current Charges for 218-244-5247 \$49.34



Invoice Number Account Number Date Due Page
9897236136 986510508-00001 02/04/22 6 of 10

Detail for Maintenance Harris: 218-244-5247

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
12/13	10:57A	218-327-1155	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	1	--	--	--
12/13	10:59A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	4	--	--	--
12/14	8:15A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	9	--	--	--
12/15	8:28A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	11	--	--	--
12/15	11:06A	218-259-5383	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	4	--	--	--
12/15	11:44A	218-999-1234	Peak	PlanAllow	Grand Rapi MN	Cohasset MN	4	--	--	--
12/15	3:32P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	5	--	--	--
12/16	8:25A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	7	--	--	--
12/16	12:34P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	4	--	--	--
12/16	1:03P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	2	--	--	--
12/17	7:55A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	2	--	--	--
12/17	9:51A	218-259-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	1	--	--	--
12/17	9:52A	218-259-3398	Peak	PlanAllow	Grand Rapi MN	Incoming CL	20	--	--	--
12/20	11:18A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	7	--	--	--
12/20	11:25A	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	6	--	--	--
12/21	10:11A	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Incoming CL	2	--	--	--
12/21	1:06P	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Incoming CL	4	--	--	--
12/21	1:21P	218-259-1551	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	2	--	--	--
12/21	3:12P	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	2	--	--	--
12/22	8:07A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	7	--	--	--
12/22	10:07A	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	4	--	--	--
12/22	11:46A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	1	--	--	--
12/22	11:57A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	5	--	--	--
12/22	12:26P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	4	--	--	--
12/22	1:32P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	3	--	--	--
12/22	2:20P	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	4	--	--	--
12/22	2:44P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	4	--	--	--
12/23	10:42A	218-910-7717	Peak	PlanAllow	Grand Rapi MN	Incoming CL	3	--	--	--
12/27	3:01P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	1	--	--	--
12/27	4:00P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	4	--	--	--
12/28	8:01A	844-587-2536	Peak	PlanAllow	Grand Rapi MN	Toll-Free CL	1	--	--	--
12/28	9:13A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	2	--	--	--
12/28	9:20A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	2	--	--	--
12/28	10:41A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	4	--	--	--
12/28	10:46A	844-587-2536	Peak	PlanAllow	Grand Rapi MN	Toll-Free CL	5	--	--	--
12/29	8:41A	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Incoming CL	2	--	--	--
12/29	8:51A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	6	--	--	--
12/29	11:11A	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	3	--	--	--
12/29	3:00P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	3	--	--	--
12/29	3:50P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	3	--	--	--
12/30	10:17A	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Incoming CL	24	--	--	--
1/03	8:02A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	3	--	--	--
1/03	12:56P	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Duluth MN	4	--	--	--
1/03	1:35P	218-327-2223	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	11	--	--	--
1/03	1:45P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	6	--	--	--
1/03	3:07P	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--



Detail for Maintenance Harris: 218-244-5247

Voice, continued

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
1/03	3:52P	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	5	--	--	--
1/03	3:57P	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Duluth MN	3	--	--	--
1/04	10:15A	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--
1/04	10:18A	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	4	--	--	--
1/04	10:45A	218-327-5700	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	--	--	--
1/04	10:47A	218-327-5700	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	--	--	--
1/04	12:35P	800-208-0065	Peak	PlanAllow	Grand Rapi MN	Toll-Free CL	19	--	--	--
1/04	1:22P	218-327-5760	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	9	--	--	--
1/04	2:02P	612-672-6724	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--
1/05	8:02A	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Incoming CL	3	--	--	--
1/05	9:16A	800-208-0065	Peak	PlanAllow	Grand Rapi MN	Toll-Free CL	1	--	--	--
1/05	9:16A	800-208-0065	Peak	PlanAllow	Grand Rapi MN	Toll-Free CL	7	--	--	--
1/05	9:28A	888-410-6530	Peak	PlanAllow	Grand Rapi MN	Incoming CL	17	--	--	--
1/05	9:58A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	2	--	--	--
1/05	10:12A	218-327-2223	Peak	PlanAllow	Bovey MN	Grand Rpds MN	6	--	--	--
1/05	10:19A	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Duluth MN	5	--	--	--
1/05	12:34P	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Incoming CL	3	--	--	--
1/05	3:51P	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Incoming CL	5	--	--	--
1/06	9:05A	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	2	--	--	--
1/06	12:23P	218-326-3030	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	1	--	--	--
1/06	12:47P	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Incoming CL	3	--	--	--
1/06	3:53P	218-326-3030	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	--	--	--
1/06	4:14P	218-326-3030	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	1	--	--	--
1/07	7:39A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	1	--	--	--
1/07	7:47A	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Duluth MN	2	--	--	--
1/07	8:27A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	3	--	--	--
1/07	8:30A	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Duluth MN	5	--	--	--
1/07	8:41A	218-326-3030	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	1	--	--	--
1/07	12:15P	218-326-3030	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	--	--	--
1/07	1:20P	218-327-5760	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	23	--	--	--
1/07	2:16P	218-326-3030	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	7	--	--	--
1/09	5:08P	218-340-8852	Off-Peak	M2MAAllow	Grand Rapi MN	Duluth MN	3	--	--	--
1/10	7:45A	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Duluth MN	1	--	--	--
1/10	7:48A	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Incoming CL	3	--	--	--
1/10	12:08P	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Duluth MN	2	--	--	--
1/10	3:46P	218-259-5511	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	16	--	--	--
1/12	10:32A	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Incoming CL	15	--	--	--
1/12	10:46A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	1	--	--	--
1/12	10:57A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Incoming CL	9	--	--	--
1/12	12:02P	218-340-8852	Peak	M2MAAllow	Grand Rapi MN	Incoming CL	7	--	--	--
1/12	2:13P	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Incoming CL	2	--	--	--
1/12	2:22P	218-326-7024	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	3	--	--	--
1/12	5:41P	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	1	--	--	--



Summary for Caretaker Harris: 218-398-5033

Your Plan

Americas Ch Email & Data 400
 \$64.09 monthly charge
 400 monthly allowance minutes
 \$.25 per minute after allowance

Friends & Family

UNL Text Messaging

Unlimited M2M Text
 Unlimited Text Message

Email & Data Unlimited

Unlimited monthly kilobyte

Beginning on 01/08/16:

25% Access Discount

M2M National Unlimited

Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min

Unlimited monthly OFFPEAK

UNL Picture/Video MSG

Unlimited monthly Picture & Video

Have more questions about your charges?
 Get details for usage charges at
b2b.verizonwireless.com.

Monthly Charges

Americas Ch Email & Data 400	01/13 - 02/12	64.09
25% Access Discount	01/13 - 02/12	-16.02
		\$48.07

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared <i>minutes</i>	400 (shared)	98	--	--
Night/Weekend <i>minutes</i>	unlimited	2	--	--
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	14	--	--
Unlimited M2M Text <i>messages</i>	unlimited	4	--	--
Picture & Video - Sent <i>messages</i>	unlimited	3	--	--
Picture & Video - Rcv'd <i>messages</i>	unlimited	2	--	--
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	176,199	--	--
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Fed Universal Service Charge	.25
Regulatory Charge	.16
	\$0.41

Taxes, Governmental Surcharges and Fees

MN 911/Telerelay Chrg	.86
	\$0.86

Total Current Charges for 218-398-5033 \$49.34



Invoice Number Account Number Date Due Page
9897236136 986510508-00001 02/04/22 9 of 10

Detail for Caretaker Harris: 218-398-5033

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
12/13	4:15P	218-322-4740	Peak	PlanAllow	Grand Rapi MN	Incoming CL	2	--	--	--
12/14	7:55P	218-256-2225	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	2	--	--	--
12/15	1:17P	218-360-5250	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	2	--	--	--
12/15	1:27P	218-360-5250	Peak	PlanAllow	Grand Rapi MN	Incoming CL	7	--	--	--
12/16	11:35A	218-390-5280	Peak	PlanAllow	Grand Rapi MN	Duluth MN	4	--	--	--
12/16	11:57A	218-390-5280	Peak	PlanAllow	Grand Rapi MN	Incoming CL	11	--	--	--
12/19	12:15P	218-326-2082	Off-Peak	N&W	Grand Rapi MN	Grand Rpds MN	2	--	--	--
12/20	12:12P	218-326-1249	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	3	--	--	--
12/20	12:15P	218-263-8958	Peak	PlanAllow	Grand Rapi MN	Hibbing MN	5	--	--	--
12/20	12:29P	218-398-3272	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--
12/20	3:25P	218-398-3272	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	4	--	--	--
12/21	10:03A	218-398-3272	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	2	--	--	--
12/24	12:59P	218-722-6776	Peak	PlanAllow	Cloquet MN	Duluth MN	1	--	--	--
12/27	1:08P	309-326-0408	Peak	PlanAllow	Grand Rapi MN	Canton IL	6	--	--	--
12/27	3:02P	218-910-7400	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--
12/28	9:03A	218-244-2497	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	--	--	--
12/28	9:12A	218-263-8958	Peak	PlanAllow	Grand Rapi MN	Hibbing MN	10	--	--	--
12/30	1:53P	218-301-6659	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	--	--	--
1/03	1:26P	218-301-6659	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	--	--	--
1/03	1:35P	218-259-1551	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--
1/04	10:50A	218-259-1551	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	--	--	--
1/04	11:11A	218-728-6000	Peak	PlanAllow	Grand Rapi MN	Incoming CL	24	--	--	--
1/04	1:41P	218-301-6659	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	--	--	--
1/04	5:22P	435-512-5345	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--
1/10	11:13A	218-398-8385	Peak	PlanAllow	Grand Rapi MN	Incoming CL	2	--	--	--
1/11	11:23A	218-398-8385	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--



INVOICE



Customer ID:
Customer Name:
Service Period:
Invoice Date:
Invoice Number:

19-24146-2300
HARRIS TOWNSHIP
12/01/21-12/31/21
01/04/2022
6868562-0412

How To Contact Us

Visit **wm.com**

To setup your online profile, sign up for paperless statements, manage your account, view holiday schedules, pay your invoice or schedule a pickup

Customer Service:
(888) 960-0008

Your Payment Is Due

Feb 03, 2022

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

Your Total Due

\$117.10

If payment is received after 02/03/2022: **\$ 122.10**

Previous Balance	+	Payments	+	Adjustments	+	Current Invoice Charges	=	Total Account Balance Due
117.10		(117.10)		0.00		117.10		117.10

DETAILS OF SERVICE

Details for Service Location: Harris Township, 20876 Wendigo Park Rd, Grand Rapids MN 55744-4682 Customer ID: 19-24146-23001

Description	Date	Ticket	Quantity	Amount
2 Yard Dumpster Service	12/16/21	713662	1.00	87.22
Ticket Total				87.22
Environmental Charge				4.36
Administrative Charge				8.50
MN STATE SOLID WASTE TAX 17%				17.02
Total Current Charges				117.10

----- Please detach and send the lower portion with payment ----- (no cash or staples) -----

Waste Management
WASTE MANAGEMENT OF MINNESOTA, INC
PO BOX 42390
PHOENIX, AZ 85080
(888) 960-0008
HOURS: MON-FRI 7AM-5PM CST

Invoice Date	Invoice Number	Customer ID <i>(Include with your payment)</i>
01/04/2022	6868562-0412-4	19-24146-23001
Payment Terms	Total Due	Amount
Total Due by 02/03/2022	\$117.10	
If Received after 02/03/2022	\$122.10	

*** DO NOT PAY-AUTOMATIC PAYMENT WILL BE PROCESSED **
Your bank account will be drafted \$117.10



0412000192414623001068685620000001171000000011710 4

0096411 01 AB 0.458 **AUTO** 19 0 7359 55744-468276 -C04-P96507-11 4 10700025

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



Remit To: WM CORPORATE SERVICES, INC.
AS PAYMENT AGENT
PO BOX 4648
CAROL STREAM, IL 60197-4648

THINK GREEN.



