

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

Supervisor/VC Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk Roxanne Christie 244-1811

harristownshipclerk@gmail.com

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Mission Statement:

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

www.harristownshipmn.org

PLANNING AND DEVELOPMENT MEETING JANUARY 27, 2021 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 24, 2020 P and D Board Meeting Minutes
 - B. January 11, 2021 Social Media Policy and Street Lighting Policy Work Session Minutes
 - C. January 14, 2021 IEDC Work Session Minutes
 - D. January 15, 2021 ROW Public Hearing Minutes
 - E. January 19, 2021 Reorganization/Admin Policy Work Session Minutes
 - F. January 20, 2021 Budget Work Session Minutes
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. 2021 Reorganization and Committees
 - B. 2020 Itasca County Shoreland Alteration Permit Applications
 - C. Resolution Vacating a Platted ROW
6. **Roads**
 - A. Road Inspection Report of January 17, 2021/J
 - B. LRIP Funding/J
 - C. 2021 Road Projects/J
7. **Recreation**
 - A. Park and Cemetery Inspection Report for November and December 2020 /P
 - B. Lease Landscaping Quote (tabled from January 13, 2021 Mtg)/M
 - C. Trails Task Force/M
 - D. Rinks/J
8. **Correspondence**
9. **Town Hall**
10. **Maintenance**
 - A. Maintenance Report for November and December 2020/M
11. **Old Business**
 - A. Resolution #2021-007 Adopting Social Media Policy & Policy/P

12. New Business

- A. Resolution #2021-008 Adopting Street Lighting Policy & Policy/K
- B. Resolution #2021-009 Designating Compensation/P
- C. Resolution #2021-010 Adopting Administrative Policy/P
- D. Resolution #2021-011 Extinguishing Easement//P
- E. Quit Claim Deed Extinguishing Easement/P
- F. Resolution #2021-012 Adopting Reorganization 2021/Letter to Grand Rapids State Bank/P

13. Bills

- A. Approve the Payment of Bills/N

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 28, 2021	Budget Work Session	5:00 pm Town Hall
February 1, 2021	Budget Work Session	4:00 pm Town Hall
February 4, 2021	Board of Audit	5:00 pm Town Hall
February 10, 2021	Regular Board Meeting	7:30 pm Town Hall
February 24, 2021	P and D Board Meeting	7:30 pm Town Hall

16. Adjourn

Prepared by: _____
Roxanne Christie, Clerk

Signed by: _____
Peggy Clayton, Chair



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Supervisor Peggy Clayton 259-1551
Supervisor Jim Kelley 327-0317
Supervisor Mike Schack 340-8852
Treasurer Nancy Kopacek 398-3497
Clerk 244-1811

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PLANNING AND DEVELOPMENT MEETING NOVEMBER 24, 2020 MINUTES

2 A

Present: Chair Ken Haubrich, Vice Chair Peggy Clayton, Supervisors Jim Kelley, Dennis Kortekaas, Mike Schack; Treasurer Nancy Kopacek

1. **Pledge of Allegiance** – The Pledge of Allegiance to the flag was conducted, followed by the reading of the township mission statement.

2. **Approve the Minutes**

P and D Meeting Minutes of October 28, 2020

A motion was made by Supervisor Kortekaas and seconded by Supervisor Kelly to approve the minutes of the October 28, 2020 P and D Board Meeting. Motion carried.

Board of Canvass Minutes of November 10, 2020

A motion was made by Supervisor Clayton and seconded by Supervisor Kortekaas to approve the Board of Canvass Minutes of November 10, 2020. Motion carried.

Clerk Interview Session Minutes of November 16, 2020

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Clerk Interview Session Minutes of November 16, 2020. Motion carried.

3. **Additions and Corrections**

Chair Haubrich requested adding Harbor Heights Street Light to the agenda.

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to add Harbor Heights Street Light under Business from the Floor, and approve the rest of the P and D Agenda. Motion carried.

4. **Business from the Floor**

Harbor Heights Street Light

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to table this item to the December 9, 2020 Board Meeting so that the Board can view the area (in question) during evening hours. Motion carried.

5. **Consent Agenda**

Zoning/Itasca Land Use Permits

SSTS Permits

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to approve the consent agenda, as delineated above. Motion carried.

6. Roads

Sunny Beach Road Mailbox (tabled from November 10, 2020 meeting)

Supervisor Kelley reported that the party on Sunny Beach Road removed their current mailbox and installed a new mailbox. Maintenance can remove the old mailbox post in the spring, so no damage is sustained to the culvert.

Road Inspections

Supervisor Kelley reported that roads are looking good.

A motion was made by Supervisor Haubrich and seconded by Supervisor Kortekaas to approve the road inspection report of November 22, 2020. Motion carried.

Precision Pipeline/Mishawaka Road Update

Supervisor Kelley reported the Precision Pipeline Foreman contacted him if there were concerns or issues with regard to trucks hauling on Mishawaka Road. The hours of operation are being followed, as per the variance. Roads may become slick in the area of Mishawaka and Hwy 169, therefore, he encouraged travelers to drive with caution, and if there are any road issues, please contact a supervisor.

Application for Utility Permit on Gary Drive

A motion was made by Supervisor Kortekaas and seconded by Supervisor Kelley to approve and sign the Application for Utility Permit on Township ROW for Gary Drive. Motion carried.

The signed and approved permit will be submitted to Telcom Construction.

Property Deed

Supervisor Clayton reported that Wendy Gunderson, 19704 Root Road, has a parcel of land (#19-015-3301) that runs through a portion of Sunny Beach Road, by Forest View Trail, which she has no use for, and is inquiring if the township has an interest in said parcel. Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to deny the purchase of parcel #19-015-3301. Motion carried.

Supervisor Clayton will contact Wendy Gunderson on the board's decision.

7. Recreation

Park and Cemetery Inspection Report for October 2020

A motion was made by Supervisor Haubrich and seconded by Supervisor Clayton to approve the Park and Cemetery Inspection Report for October 2020. Motion carried.

Trails Task Force

Supervisor Schack reported they are getting ready for winter and are hoping for colder weather to freeze the swamps. The DNR provides some support, but each club grooms their own trails, etc.

Rinks

Supervisor Kelley stated that Wendigo rink volunteers are readying themselves to hopefully start flooding. With the closing of the IRA and skating programs, outdoor rinks are going to be the commodity for skaters.

The City of Grand Rapids will not have their warming shacks open, but will have rinks up and running for outdoor skaters. Supervisor Kelley suggested the township follow the City of Grand Rapids lead. Discussion followed. Once our rinks are flooded, lights will be on until 8:00 pm Monday – Sunday.

Signs will be placed at both Wendigo and Crystal denoting that "warming shacks will be closed and skaters will be at their own risk."

8. Correspondence

Network Opportunities Team Meeting Minutes of October 28, 2020

Informational only.

9. Town Hall

Maintenance Hall Projects

Supervisor Schack reported that Maintenance is pulling together a list of winter projects. The town hall kitchen will be painted, shelving will be removed from her office, and new shelving will be installed in the basement. The office is very small, and old files, etc need to be moved to free up space. Discussion followed on shelving, costs, etc.

A motion was made by Supervisor Kortekaas and seconded by Supervisor Haubrich to purchase one-36x54 shelving unit at a cost of \$54.98. Motion carried.

Supervisor Schack will purchase the shelving at Home Depot.

10. Maintenance

Maintenance Report for October

A motion was made by Supervisor Clayton and seconded by Supervisor Kortekaas to approve the maintenance report for October 2020. Motion carried.

Tire Quote

Supervisor Schack provided a quote on 6 tires for the maintenance dump truck, from Acheson Tire at a cost of \$1,600.00. Discussion followed.

A motion was made by Supervisor Haubrich and seconded by Supervisor Kelley to table this item to the January 13, 2021 Regular Board Meeting. Motion carried.

11. Old Business

Hiring of Clerk

Chair Haubrich introduced the new Township Clerk, Roxanne Christie. Roxanne will begin on January 13, 2021.

Resolution 2020-025 Board of Canvass Certification

Supervisor Clayton read Resolution 2020-025 in its entirety.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to adopt Resolution #2020-025: November 3, 2020 Harris Township Election Results. Motion carried.

CARES Act Reporting/Laptop Update

Supervisor Clayton reported that the final CARES Act Report was submitted on Monday, November 23, 2020.

Laptops are still on back order, but if the Board is interested, Computer Enterprises has a back up option. Replacement laptops could be ordered and received within a week, but would have a few differences. The screen would be smaller and there would be no 10 keypad. Discussion followed. The board was unanimous to wait until (the back ordered) laptops are in stock.

12. New Business

There was no new business.

13. Treasurer’s Report

Treasurers Report for October 2020 (tabled from November 10, 2020 Mtg)

A motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to approve the Treasurers Report for October 2020 in the amount of \$1,202,532.78. Motion carried.

Approve the Payment of Bills

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to approve the claims #19675 through #19688 and EFTs #1124201 through #1124209 in the amount of \$60,908.82. Motion carried.

14. Public Input

There was no public input.

15. UPCOMING Events/Meetings

December 9, 2020	Regular Meeting	7:30:pm Town Hall
January 13, 2020	Regular Meeting	7:30 pm Town Hall
January 22, 2020	P and D Meeting	7:30 pm Town Hall

- Reminder: there will not be a P and D Meeting in December

16. Adjourn

A motion was made by Supervisor Korketaas and seconded by Supervisor Kelley to adjourn the meeting at 8:25 pm.

Prepared by: _____
Peggy Clayton, Acting Clerk

Signed by: _____
Ken Haubrich Chair

Chair Ken Haubrich
28677 Norberg Drive
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2B

January 11, 2021

Security System, Social Media, and Street Lighting Policy 5:00 pm Harris Town Hall

Present: Chair Ken Haubrich, Vice Chair Clayton, Supervisors Gilbert, Kelley and Schack, and Treasurer Nancy Kopacek

Chair Haubrich called the meeting to order at 5:00 pm. The pledge to the flag was conducted.

Oath of Office

The oath of office was administered to Newly elected Supervisor Dan Gilbert, at this work session so that he oils participate in the meeting. The oath was also administered to Treasurer Nancy Kopacek as an appointed employee.

The purpose of the work session was to get updated on the security system app, review a social media policy, and pull together a street lighting policy.

Security System

Jody Stewart of Stewart Sound System was not able to be present, so the security system portion will need to be rescheduled.

Social Media Policy

This policy came about from a MAT Session back in December where social media was discussed. Harris Township does have a Facebook page where meetings, and notices are posted for the residents of Harris Township. The policy was reviewed and some minor tweaking was made. The board welcomes constructive criticism on our Facebook page, but it must be done in a respectful manner. Disparaging comments, profanity, threats, violence, sexual content, etc are not allowed and will be included in policy.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to recommend approval of resolution 2021-007 Social Media, and the Social Media Policy. Motion carried.

Acting Clerk Clayton will make the necessary changes to the policy and the resolution, and will bring them forward to the January 27, 2021 P and D Board Meeting for final approval.

Street lighting Policy

Pulling together a street Lighting Policy came about from a resident requesting additional lighting in their area in the township. The board does not have any policy in place, therefore, the intent was to pull together a policy, of sorts, to deal with this request, and any other requests that may come forward.

Two street lighting sample policies were discussed. It was the Consensus of the board that if property owners are requesting additional lighting that they must obtain, via petition, a consensus of property owners living

within that area, before they can bring it forward to the board. Any requests will also need to show safety issues/concerns of why the lighting is needed.

A flow chart was discussed. Safety would be the major issue/concern (speed, traffic, and visibility) which the board would look at, when approving street lighting.

Discussion followed on what to include in a policy/resolution. Supervisor Clayton, as acting Clerk, will pull together a draft policy/resolution and forward onto the supervisors, via the clerk email, for review and changes, etc. Any changes, responses, etc. would then be sent back through the clerks email. Final draft will be brought forward to the January P and D board meeting for approval.

There being no further business to come before the work session, the meeting was adjourned at 6:25 pm.

Submitted by _____
Peggy Clayton, Acting Clerk

Signed by: _____
Ken Haubrich, Chair

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20

IEDC Work Session
January 14, 2021
5:00 pm Harris Town Hall

Present: Chair Ken Haubrich, Supervisors Clayton, Gilbert, Kelley and Schack; and Clerk Roxanne Christie

Others Present: Sarah Carling, IEDC

The meeting was called to order at 5:00 pm by Chair Haubrich. The pledge to the flag was conducted.

The Purpose of the work session was to review the project identification township priorities.

Sarah went down the list of priorities as follows:

1. Street repair and improvements - the board determined that this priority will be ongoing. Currently the township has applied for \$1.25M in funding to work on Sunny Beach Road. Brief discussion followed.
2. Community Safety/security cameras installed throughout the township in areas of concern - This project was completed and made possible with the funding from the CARES Act. The township Cemetery, Service Center, Crystal Park, and Wendigo Park now have security cameras installed. This priority was removed.
3. Boat Landings/Updated boat landings, parking, and park amenities at local boat landings - Sarah will continue working on a feasibility study with specific agencies. Mishawaka is a main boat landing that will need work completed to get it to where the township has additional room, parking, etc.
4. Community Signage – addition of welcome signs was thoroughly discussed. Locations addressed were: Hwy. 169, River Road, CR 91, and CR 17. The board will obtain quotes from Todd Signs, and Neumann Signs for “welcome” signs, and will move forward on this project identifying “Harris Township” to promote and direct visitors/citizens.
5. Commercial Business Recruitment/Attraction Program – this program would entice new business to start their business in Harris Township. The Board discussed and identified properties/empty lots within the township that would be viable locations for new businesses. Sarah suggested that the board consider a “Revitalization Program”. Sarah will talk with KOOTASCA to hopefully begin a process/program for the township, and possibility have them come before the board to discuss this program. Discussion followed.
6. Updated Ordinances/needed for renters (VRBO) – Chair Haubrich stated he was not interested in this as a township priority, and the board was in agreement. Sarah suggested that this item be placed on a back burner vs. removing it from the list.

Sarah asked the board if there were any other areas of interest within the township. Walking trails was discussed as a possibility. The addition of a new service center garage, and the addition of a remodel/add on to the existing town hall was also discussed.

Sarah will move forward with the projects identified (above) and a work session will be scheduled at a later date to continue discussions, etc.

There being no further business to come before the board, a motion was made by Supervisor Clayton and seconded by Supervisor Gilbert to adjourn the meeting at 6:30 pm.

Submitted by: _____
Peggy Clayton, Supervisor

Dated: _____
Ken Haubrich, Chair

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2 D

Public Hearing
ROW Vacate
January 15, 2021
5:00 pm Harris Town Hall

Present: Chair Ken Haubrich, Supervisors Clayton, Gilbert, Kelley and Schack; and Clerk Roxanne Christie

Others Present: Township Attorney Andy Shaw, and Kathy and Thomas Tadych

The Public Hearing was called to order at 5:00 pm by Chair Haubrich. The pledge to the flag was conducted.

The Purpose of the public hearing was to finalize the petitioners, Thomas and Kathy Tadych, request to vacate a platted right of way.

Chair Haubrich turned over the Public Hearing to Township Attorney, Andy Shaw.

Attorney Shaw explained the petition by stating that the ROW, and that the Plat of East Wendigo Park is located on the north east side of Pokegama Lake in the area within said plat and was not incorporated wholly, but represents unincorporated platted portions of the County of Itasca located in Harris Township. The portion of Hudson Avenue which was proposed to be vacated was never opened, constructed or accepted by any road authority, has never been maintained for public use, and is useless for the purpose for which it was laid out.

Said petition was signed by not less than 8 landowners within 3 miles of the road proposed to be vacated; said order was served by mail notice on each affected owner of land at least 10 days before the hearing and that the 10 days posted notice was given. The Town Board had viewed the ROW proposed for vacation pursuant to MS 164.07, subd. 3.

Chair Haubrich asked for those favoring the road vacation be heard. Kathy and Tomas Tadych were heard and were in favor of the road vacate. Chair Haubrich asked for those opposing the road vacation be heard. There were none.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to close the hearing. Motion carried.

The Town Board discussed the road vacation and there was no opposition by the Board.

Chair Haubrich conducted a roll call vote: Ayes- 5, Nays-none. "Resolution Vacating a Platted Right of Way" was adopted this 15th day of of January 2021 but the Harris Town Board.

There being no further business to come before the board, a motion was made by Supervisor Clayton and seconded by Supervisor Kelley to adjourn the meeting at 5:15 pm.

Submitted by: _____
Peggy Clayton, Supervisor

Dated: _____
Ken Haubrich, Chair

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Reorganizational Work Session
Administrative Policy before Work session
January 19, 2021
7:00 pm
Town Hall

2E

Present: Chair Haubrich, Vice Chair Clayton, Supervisors Gilbert, Kelley and Schack; and Clerk Christie

Chair Haubrich called the meeting to order at 7:00 pm.

Pledge to the flag was conducted.

The purposed of the work session was for the 2021 reorganizational structure of the town board and review the admin policies for 2021-2022

Re-organizational items for 2021-2022:

- ◆ Elect Chairman – Peggy Clayton was elected Chair
- ◆ Elect Vice Chairman – Mike Schack was elected Vice Chair
- ◆ Appoint Deputy Clerk – A Deputy Clerk was not appointed at this time.
- ◆ Appoint Deputy Treasurer – Becky Adams was appointed Deputy Treasurer
- ◆ Designate official newspaper – Grand Rapids Herald Review was designated as the official newspaper.
- ◆ Designate a township attorney – Andy Shaw was designated as the Township Attorney.
- ◆ Designate a township road engineer – SEH was designated as the Township Road Engineer.
- ◆ Designate a bank as the town depository – Grand Rapids State Bank was designated as the Township Depository.
- ◆ Designate official posting sites – Harris Town Hall was designated as the official posting site.
- ◆ Affirm / appoint members to committees/boards:
 - A. Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.
 - B. Network Opportunities (aka Local Collaborative) – Peggy Clayton was Appointed as Rep; Ken Haubrich Alt,.
 - C. Trails Task Force – Mike Schack was appointed as Township Representative.

- D. Maintenance Crew Leader –Mike Schack and Ken Haubrich Alt. were appointed
Maintenance Crew Leaders
- E. Safety Representative – Ken Haubrich and Mike Schack were appointed as Safety Representatives.
- F. Human Resource / Personnel Representatives (2) – Peggy Clayton and Ken Haubrich were appointed as HR/Personnel Reps.
- G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep; Ken Haubrich Alt.
- H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton was appointed as Rep; and Jim Kelley is Alt.
- I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) - Peggy Clayton was appointed as Rep; and Ken Haubrich is Alt.
- J. FireWise – Mike Schack was appointed as Rep.
- K. Rinks (Wendigo an Crystal-winter) – Jim Kelley
- L. Road Inspections – Jim Kelly, Mike Schack and Dan Gilbert were appointed
- M. Park/Cemetery Inspections – Peggy Clayton was appointed as Rep; and Ken Haubrich Alt.
- N. Boat Landings – Mike Schack and Dan Gilbert was appointed at Alt.

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to approve the Appointments to the committees and Harris Town Board. Motion carried.

Administrative Policy

The Board reviewed the Administrative Policy in its entirety, and made changes as follows:

- ◆ Resolution 2021-009 Resolution Designating the Compensation of the Board
No changes in compensation were made;
- ◆ Resolution 2021-010 Administrative Policy
 - 6.1 Regular Minutes: proof on the agenda will be sent to the Chair by the Clerk, via email no later than "Saturday"; The Clerk will provide by the close of "Sunday" complete agenda packets;
 - 6.2 Planning and Developments (P & D) Minutes: A proof of the agenda will be sent to the Chair via e-mail not later than "Saturday" morning; The Clerk will provide by the close of "Sunday" complete agenda packets;
 - 9. Record of Minutes: Minutes of all public board meetings shall be kept "in a file in the town hall office";
 - Added: 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 or Treasurer at any time. Receipts shall be given to the Treasurer, and reimbursement requests shall be placed on the applicable pay requests.
- ◆ Appendix A Rules of Parliamentary Procedures For Town Board Meetings- no changes
- ◆ Appendix B Harris Township Information Request Form-no changes
- ◆ Appendix C Board Supervisor Duties- no changes
- ◆ Appendix D Appointed Treasurer- no changes
- ◆ Appendix E Appointed Clerk- no changes
- ◆ Appendix F Sexton Duties- no changes
- ◆ Appendix G Maintenance Worker- no changes
- ◆ Appendix H Caretaker Harris Township- removed rate of pay \$13 per hour
- ◆ Appendix I Harris Township Employee Compensation Policy-

- A. Maintenance Crew- Starting wage was changed from \$13.00-\$15.00/hour to between \$15.00-\$17.00/ hour;
- B. Town Hall Caretaker remove "based on qualifications and experience" and add "subject to change";
- C. Removed Summer Intern/Maintenance Crew" and will now be called "Summer Help"; the wage will be between \$15-\$17 per hour;
- ◆ Appendix J Compensation For Current Regular Township Employees-
 - A. Part-time Town Hall Caretaker: changed from \$13.00/hour to \$14/ hour;
 - B. Caretaker, Sexton, Clerk and Treasurer all serve a six month probation
 - C. Added: The Caretaker, Sexton and Clerk are hired through a temp agency. 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 it's entirety. At that time they will receive their designated stipend.

The Board discussed Grand Rapids State Bank transition from Wells Fargo bank, suggestion was made that the board adopt a resolution to adopt GRSB.

There being no further business to come before the Work Session, a motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the meeting at 8:45 pm.

Submitted by: _____
Roxanne Christie, Clerk

Signed by: _____
Ken Haubrich, Chair

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2F

Budget Session
January 20, 2021
7:00 pm Harris Town Hall

Present: Chair Haubrich, Supervisors Clayton, Gilbert, Schack, and Kelley; and Treasurer Kopacek

Absent: Clerk Christie

The Budget Work Session was called to order at 7:00 pm by Chair Haubrich. The pledge to the flag was conducted.

Treasurer Kopacek explained that The 2021 install of CTAS does not provide the reports that would assist the board with their budget (process). The Treasurer explained that she has been trying to put the CTAS data into Excel reports but none of the reports are structured with an account/object code level detail by month. She further explained that she needs to work with at least 12 different CTAS reports and reorganize them into Excel, which is doable, but will take a lot more time.

Treasurer Kopacek had called one of the CTAS trainers and they did validate that CTAS does not have what we are looking for and that she would have to pull a lot of different reports to get to the level of detail the board needs. Most townships are doing a more higher level budget process (looking at a whole fund, etc), while Harris Township drills down a lot deeper than what others typically do.

Discussion followed on reports, budget process, etc and if there are any other functioning programs out there which would suit the board's needs for the future.

After reviewing the reports which Treasurer Kopacek provided to the board, it was decided to adjourn the meeting and allow the treasurer to pull together what the board needs (reports) and be ready for our next budget session on Monday, January 25, 2021 at 4:00 pm.

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to adjourn the meeting at 8:15 pm.

Submitted by: _____
Peggy Clayton, Supervisor

Signed by: _____
Ken Haubrich, Chair

Reorganizational for 2021-2022:

- ◆ Elect Chairman – Peggy Clayton was elected Chair
 - ◆ Elect Vice Chairman – Mike Schack was elected Vice Chair
 - ◆ Appoint Deputy Clerk – Newly appointed Clerk Roxanne Christie will pursue finding a Deputy Clerk, therefore, a Deputy Clerk was not appointed at this time.
 - ◆ Appoint Deputy Treasurer – Becky Adams was appointed Deputy Treasurer
 - ◆ Designate official newspaper – Grand Rapids Herald Review was designated as the official newspaper.
 - ◆ Designate a township attorney – Andy Shaw was designated as the Township Attorney.
 - ◆ Designate a township road engineer – SEH was designated as the Township Road Engineer.
 - ◆ Designate a bank as the town depository – Grand Rapids State Bank was designated as the Township Depository.
 - ◆ Designate official posting sites – Harris Town Hall was designated as the official posting site.

 - ◆ Affirm / appoint members to committees/boards:
 - A. Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.
 - B. Network Opportunities (aka Local Collaborative) – Peggy Clayton was Appointed as Rep; Ken Haubrich Alt.
 - C. Trails Task Force – Mike Schack was appointed as Township Representative.
 - D. Maintenance Crew Leader – Mike Schack were appointed as crew leader, with Ken Haubrich as backup.
- Maintenance Crew Leaders
- E. Safety Representative – Ken Haubrich and Mike Schack were appointed as Safety Representatives.
 - F. Human Resource / Personnel Representatives (2) – Peggy Clayton and Ken Haubrich were appointed as HR/Personnel Reps.
 - G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep; Ken Haubrich Alt.
 - H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton as appointed as Cable Commission Rep, with Jim Kelley as Alt.
 - I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) – Peggy Clayton Is Rep, with Ken Haubrich as Alt.
 - J. FireWise – Mike Schack was appointed as Rep.
 - K. Rinks (Wendigo an Crystal-winter) – Jim Kelley
 - L. Road Inspections – Jim Kelly, Mike Schack, and Dan Gilbert were appointed
 - M. Park/Cemetery Inspections – Peggy Clayton was appointed, and Ken Haubrich is Alt.
 - N. Boat Landings – Mike Schack was appointed, and Dan Gilbert is Alt.

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone ^{Derrin} 218-257-5327 Date: Permit # 200055

Applicant Name/Address Craig Maturi (same as property)

Agent Name/Address New Sight Landscaping Design Inc Cohasset

Property Address 32407 Lakeview Drive Grand Rapids MN 55744

Legal Description/Parcel No. 19-008-4310

Lake/River Name/Classification Pokegama

- Type of Permit (Check appropriate boxes):
- Movement of more than 10 cubic yards of material on: steep slopes shore/bluff impact zones
 - Movement of more than 50 cubic yards of material outside of steep slopes and shore/bluff impact zones
 - Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
 - Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25').
 - Beach sand blanket (maximum size of ___ feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
 - Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
 - Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).



Detailed Description of Proposed Alteration Removing existing wooden steps and replacing with a 8' wide graded path down to the lake (making it wheelchair accessible). It will include two rock retaining walls to stabilize the bank as well as planting 15 trees to replace lost ones.

- Attach a sketch that illustrates the project including exact dimensions of tree and earth removal
- Attach a recent photograph of the project site prior to construction
- \$ 80 fee paid in full

Applicant Signature and Date: _____

- Approval of said permit shall include the following (Check appropriate boxes):
- Proper installation of erosion control devices: silt fence water trap other: Derrin
 - Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
 - Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
 - Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone.
 - Said alteration shall not impact a wetland and shall not be below OHWL of public water.
 - Construction activity shall not result in the disturbance of one or more acres.
 - A shoreline buffer of 10' feet shall be developed and maintained. * where applicable
 - Other: replanting of trees as shown on sketch

NOTE: The property may be inspected at any time to assure and affirm all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order. I have read the requirements and hereby acknowledge that I understand and will comply with them.

Date of Inspection 4-20-20 _____
Authorized Signature

Approved Amended Rejected* Reasons: _____

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 218-256-8520 Date: 4-29-20 Permit # 20014 S

Applicant Name & Address Carrie Dotterwhy 29073 Sunny Beach Rd

Agent Name & Address _____

Property Address 29073 Sunny Beach Rd Grand Rapids, MN 55744

Legal Description & Parcel No. 19-620-0270 See attached

Lake/River Name & Classification Pokegama (GID)

Type of Permit (Check appropriate boxes):

- Movement of >10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of >50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25')
- Beach sand blanket (maximum size of _____ feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration

- Attached sketch of project
- Attached recent photograph of project site prior to construction
- \$80 permit fee (Checks payable to Itasca County Auditor Treasurer) pd 5/4/2020 14282

Applicant Signature and Date: [Signature] 4-29-2020

I hereby acknowledge and understand that by signing, I agree to comply with the following: The property may be inspected at any time to guaranty all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order.

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone. Said alteration shall not impact a wetland and shall not be below OHWL of public water. Construction activity shall not result in the disturbance of one or more acres.
- A shoreline buffer of 10 feet shall be developed and maintained.

Date of Inspection 5-11-20 Authorized Signature [Signature]

Approved Amended Rejected* Reasons: access path rather than reslope

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 218-256-3277 Date: 5/18/20 Permit # 20021 5

Applicant Name & Address Dennis Holsman 21505 Birch Street Grand Rapids, MN

Agent Name & Address _____

Property Address 21505 Birch Street Grand Rapids, MN 55744

Legal Description & Parcel No. 19-495-0285

Lake/River Name & Classification Lake Pokegama

Type of Permit (Check appropriate boxes):

- Movement of >10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of >50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25').
- Beach sand blanket (maximum size of 30 feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration Remove Dirt/Fill/Material from shore area within view corridor to then put Beach Sand Blanket in place and Fire Pit area. Each area protected/outlined by a retaining wall. Additionally taking the removed fill/material to Flatten Yard from Bluff to Shore

- Attached sketch of project
- Attached recent photograph of project site prior to construction
- \$80 permit fee (Checks payable to Itasca County Auditor Treasurer)

Applicant Signature and Date: [Signature] 5/18/20

I hereby acknowledge and understand that by signing, I agree to comply with the following: The property may be inspected at any time to guaranty all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order.

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone.
- Said alteration shall not impact a wetland and shall not be below OHWL of public water.
- Construction activity shall not result in the disturbance of one or more acres.
- A shoreline buffer of 10 feet shall be developed and maintained.
- Other: Retain beach sand with timber backed by non-woven geotextile fabric

Date of Inspection 5-27-20 Authorized Signature [Signature]

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION SCANNED

Contact - Phone # 218-245-2165 Date: 5/28/2020 Permit # 200275

Applicant Name/Address Josh & Maggie Skelton / 21515 Birch St., Grand Rapids, MN 5574

Agent Name/Address Wm. J. Schwartz & Sons, Inc. / 34882 Sonic Hwy, Bovey, MN 55709

Property Address 21515 Birch St., Grand Rapids, MN 55744

Property Legal Description/Parcel # Sec 6, Twp 54, Rg 25 / PIN: 19-495-0280

Lake/River Name/Classification Pokegama Lake

Type of Permit (Check appropriate boxes):

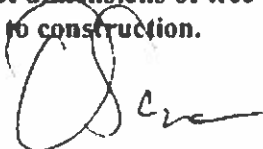
- Movement of more than 10 cubic yards of material on steep slopes shore or bluff impact zones.
- Movement of more than 50 cubic yards of material outside of steep slopes and shore/bluff impact zones.
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width).
- Ice ridge removal (maximum width at the bottom of the opening shall be 12 feet and the maximum width at the top of the opening shall be 25 feet).
- Beach sand blanket (maximum size of ___ feet along the shoreline by 15 feet back from the OHWL and shall be located within the view corridor. The sand must be clean with no organic materials. The natural slope must be less than five percent and the sand blanket application must be constructed in a way that will prevent erosion).
- Landscaping retaining walls (maximum height of two feet—but not to exceed four feet. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection is allowed only if a permit is obtained from the Minnesota Department of Natural Resources (MnDNR).
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the MnDNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration: Building three 4' high retaining walls and one 2-3' high retaining wall. Also, removing burnt trees, covering with black dirt, seed, & blankets or mulch.

- Attach a sketch that shows the project site with exact dimensions of tree and earth removal.
- Attach a recent photograph of the project site prior to construction.
- \$ 80 Fee paid in full.

Date of Inspection: 5/15/2020

Approved
 Amended
 Rejected*
 *Reasons _____


 Authorized Signature

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible;
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible;
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone;
- Said alteration shall not impact a wetland and shall not be below OHWL of public water;
- Construction activity shall not result in the disturbance of one or more acres.
- A Shoreline Buffer of _____ feet shall be developed and maintained. (OK)
- Other: _____

The property may be inspected at any time to assure and affirm all conditions and terms of the permit are in compliance. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order. I have read the above requirements and attached and hereby acknowledge that I understand and will comply with them.

Signature and Date: Maggie Skelton 6/3/2020

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 218-259-9877 Date: 05-29-2020 Permit # 200315

Applicant Name & Address Mike & Kim Jones, 1107 NW 3rd Ave, Grand Rapids

Agent Name & Address _____

Property Address 30568 LaPlant Road (Wendigo Heights Road)

Legal Description & Parcel No. Sec: 22 TWP: 54.0 RG: 25 Windago Heights Lot 4

Lake/River Name & Classification Pokegama Lake 19-615-0040

Type of Permit (Check appropriate boxes):

- Movement of >10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of >50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25').
- Beach sand blanket (maximum size of _____ feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration Smooth out the pictured land. It is very bumpy. Bring in topsoil for lawn

- Attached sketch of project
- Attached recent photograph of project site prior to construction
- \$80 permit fee (Checks payable to Itasca County Auditor Treasurer) ✓2141 0111/20

Applicant Signature and Date: Mike Jones 6/9/2020

I hereby acknowledge and understand that by signing, I agree to comply with the following: The property may be inspected at any time to guaranty all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order.

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone. Said alteration shall not impact a wetland and shall not be below OHWL of public water.
- Construction activity shall not result in the disturbance of one or more acres. A shoreline buffer of _____ feet shall be developed and maintained.
- Other: _____

Date of Inspection 6-15-20 Authorized Signature Jim Guttridge

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 218-259-4098 Date: 6/10/2020 Permit # 200325

Applicant Name/Address Bryan Sergot, 18808 Anchor Rd., Grand Rapids, MN 55744

Agent Name/Address Lease Landscaping (Mike Lease)

Property Address same as above

Legal Description/Parcel No. Part Lot 2, S.22, 54-25 #19-022-1204

Lake/River Name/Classification Pokegama (GD)

Type of Permit (Check appropriate boxes):

- Movement of more than 10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of more than 50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25').

Beach sand blanket (maximum size of 30 feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)

Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))

Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration see attached

Attach a sketch that illustrates the project including exact dimensions of tree and earth removal

Attach a recent photograph of the project site prior to construction

\$ 80.00 fee paid in full 6/10/2020

Applicant Signature and Date: [Signature]

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone. Said alteration shall not impact a wetland and shall not be below OHWL of public water.
- Construction activity shall not result in the disturbance of one or more acres.
- A shoreline buffer of 10 feet shall be developed and maintained.
- Other: _____

NOTE: The property may be inspected at any time to assure and affirm all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order. I have read the requirements and hereby acknowledge that I understand and will comply with them.

Date of Inspection 6-15-20

[Signature]
Authorized Signature

Approved Amended Rejected* Reasons: _____

SCANNED

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 612-581-6226 Date: 06/12/2020 Permit # 20037 S

Applicant Name & Address Doug Kastendick 28439 Sunny Beach Rd, Grand Rapids MN 55744

Agent Name & Address _____

Property Address 28439 Sunny Beach Rd, Grand Rapids MN 55744

Legal Description & Parcel No. E 100 FT OF W 330 FT OF LOT 10 Plat Name AUDITORS SUBDIVISION NUMBER 30 Parcel # 19-420-0104

Lake/River Name & Classification Pokegama

Type of Permit (Check appropriate boxes):

- Movement of >10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of >50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25')
- Beach sand blanket (maximum size of 20 feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration

lower grade towards lakeshore approx. 1.5 ft to create drainage away from house, create a sloped path to the lake allowing access. Move current stairway to accomodate path and meet dock and add landscape rock and plants to improve aesthetics and prevent soil movement towards the lake.

- Attached sketch of project
- Attached recent photograph of project site prior to construction
- \$80 permit fee (Checks payable in Itasca County Auditor Treasurer)

Applicant Signature and Date: Rebecca Kastendick

I hereby acknowledge and understand that by signing, I agree to comply with the following: The property may be inspected at any time to guaranty all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order.

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone.
- Said alteration shall not impact a wetland and shall not be below OHWL of public water.
- Construction activity shall not result in the disturbance of one or more acres.

A shoreline buffer of _____ feet shall be developed and maintained.

Other: Plant visual screening of lower wall Date of Inspection 6-23-20 Authorized Signature Jim Gustafson

Approved Amended Rejected* Reasons: _____

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 612-616-2699 Date: 6-24-2020 Permit # 20041 5

Applicant Name & Address Mild + Evon Haankla

Agent Name & Address _____

Property Address 29009 Sunny Beach Rd

Legal Description & Parcel No. 19-620-0290

Lake/River Name & Classification Pocagonna Lake

Type of Permit (Check appropriate boxes):

- Movement of >10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of >50 cubic yards of material outside of steep slopes and shore bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25').
- Beach sand blanket (maximum size of _____ feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

1/19

Detailed Description of Proposed Alteration

Cut down 7-10 Trees that are hanging over cabin and rotting our 100 yr old log cabin. LNS Company has strongly recommended this or else!

- Attached sketch of project
- Attached recent photograph of project site prior to construction *guidance*
- \$80 permit fee (Checks payable to Itasca County Auditor/Treasurer)

Applicant Signature and Date: _____

I hereby acknowledge and understand that by signing, I agree to comply with the following: The property may be inspected at any time to guarantee all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order.

Approval of said permit shall include the following (Check appropriate boxes):

Proper installation of erosion control devices: silt fence water trap other:

Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.

Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.

Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone.

Said alteration shall not impact a wetland and shall not be below OHWL of public water.

Construction activity shall not result in the disturbance of one or more acres.

X A shoreline buffer of 10 feet shall be developed and maintained.

X Other: Removal of 7 trees

Date of Inspection 6-29-20 Authorized Signature [Signature]

Approved

Amended Rejected* Reasons:

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 218-259-3507 Date: 7/16/20 Permit # 20056 9

Applicant Name & Address Jonathan Nuhring

Agent Name & Address _____

Property Address 19498 Ruff Shore Rd

Legal Description & Parcel No. Township 64N Range 25W Section 18 - W 345 51FT LYG N OF S 18 18.17FT OF LT 1 LESS REV DESC 1 18-016-3380

Lake/River Name & Classification Pokegama Lake

Type of Permit (Check appropriate boxes):

- Movement of >10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of >50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25')
- Beach sand blanket (maximum size of 25 feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration

- Attached sketch of project
- Attached recent photograph of project site prior to construction
- \$80 permit fee (Checks payable to Itasca County Auditor Treasurer)

Applicant Signature and Date: Jonathan Nuhring 7/16/20

I hereby acknowledge and understand that by signing, I agree to comply with the following: The property may be inspected at any time to guaranty all conditions and terms of the permit are compliant Failure to comply with conditions of this permit may result in the issuance of a Restoration Order.

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
 - Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
 - Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone.
 - Said alteration shall not impact a wetland and shall not be below OHWL of public water.
 - Construction activity shall not result in the disturbance of one or more acres.
 - A shoreline buffer of 10 feet shall be developed and maintained.
 - Other: Use non-woven geotextile

Date of Inspection 7-27-20 Authorized Signature [Signature]

Approved Amended Rejected* Reasons: _____

1:00 Mon 8/10 ✓

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 218-259-4098 Date: 8/13/20 Permit # 20059 S

Applicant Name/Address PETER ZATONE, CHERYL ZATONE

Agent Name/Address MIKE LEASE - LEASE LANDSCAPING, 32057 SOUTH PIT RD.

Property Address 28750 SUNNY BEACH RD, GRAND RAPIDS

Legal Description/Parcel No. LOTS 13-14 - PARCEL # - 19-460-0130

Lake/River Name/Classification HALLE LAKE

Type of Permit (Check appropriate boxes):

- Movement of more than 10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of more than 50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25')
- Beach sand blanket (maximum size of ___ feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration INSTALLATION OF STEPS AND
RETAINING WALLS TO HAVE BEACH AREA AND ACCESS TO LAKE.

- Attach a sketch that illustrates the project including exact dimensions of tree and earth removal
- Attach a recent photograph of the project site prior to construction
- \$ _____ fee paid in full

Applicant Signature and Date: [Signature] 8/13/20

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone. Said alteration shall not impact a wetland and shall not be below OHWL of public water. Construction activity shall not result in the disturbance of one or more acres.
- A shoreline buffer of 15 feet shall be developed and maintained.
- Other: Plant screening between retaining walls. Use non-woven geotextile behind and under rip-rap.

NOTE: The property may be inspected at any time to assure and affirm all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order. I have read the requirements and hereby acknowledge that I understand and will comply with them.

Date of Inspection 8-10-20 [Signature]
Authorized Signature

Approved Amended Rejected* Reasons: Rip-rap and steps to retain beach sand.

SEP. 20 9:30am

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 218-259-2780 Date: 9-23-20 Permit # 20083 S
Applicant Name/Address BRIAN MAASCH Schultz, Lance & Terry
Agent Name/Address MAASCH CONSTRUCTION 19450 CO RD 10 WAIBA
Property Address ~~2111~~ 3111 SUNNYBEACH RD
Legal Description/Parcel No. 19-016-4113
Lake/River Name/Classification POK. (GD)

Type of Permit (Check appropriate boxes):

- Movement of more than 10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of more than 50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 8' in width)
- ~~Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25')~~
- Beach sand blanket (maximum size of ___ feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration

~~REMOVE SAND BLANKET FROM SHORELINE~~
INSTALL ^{800'} RIP RAP AT WATERS EDGE, MAKE ACCESS PATH 8' WIDE

- Attach a sketch that illustrates the project including exact dimensions of tree and earth removal
- Attach a recent photograph of the project site prior to construction
- \$ 80 fee paid in full 8/16 pd 9/23/20

Applicant Signature and Date:  9-23-20

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other: Erosion Control blanket on access path
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone. Said alteration shall not impact a wetland and shall not be below OHWL of public water. Construction activity shall not result in the disturbance of one or more acres.
- A shoreline buffer of 10 feet shall be developed and maintained.
- Other: _____

NOTE: The property may be inspected at any time to assure and affirm all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order. I have read the requirements and hereby acknowledge that I understand and will comply with them.

Date of Inspection 9-28-20


Authorized Signature

Approved Amended Rejected* Reasons: _____

10-5-20 / 9:30am

SCANNED

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 218-245-5456 Date: 9/29/2020 Permit # 200849

Applicant Name & Address Lloyd Gilbertson, 29080 Sunny Beach Rd

Agent Name & Address -

Property Address 29080 Sunny Beach Rd, Grand Rapids, MN 55744

Legal Description & Parcel No. Lots 10 & 11, Wendigo Park, Itasca Co, MN 19-620-0100

Lake/River Name & Classification Male Lake, Recreational Dulpmt. Lake

Type of Permit (Check appropriate boxes):

- Movement of >10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of >50 cubic yards of material outside of steep slopes and shore bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25')
- Beach sand blanket (maximum size of ___ feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration

some leveling/grading to make the slope less steep, removal of 1 to 3 small trees.

- Attached sketch of project
- Attached recent photograph of project site prior to construction
- \$80 permit fee (Checks payable to Itasca County Auditor/Treasurer)

Applicant Signature and Date: [Signature] 9/29/2020

I hereby acknowledge and understand that by signing, I agree to comply with the following. The property may be inspected at any time to guaranty all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order.

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other: Erosion Control
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.

Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone. Said alteration shall not impact a wetland and shall not be below OHWL of public water. Construction activity shall not result in the disturbance of one or more acres.

A shoreline buffer of 16 feet shall be developed and maintained. Other: _____

Date of Inspection _____ Authorized Signature [Signature]

Approved Amended Rejected* Reasons: _____

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone 259-5327 Date: 10-13-2020 Permit # 200915
 Applicant Name & Address Molly + Terry Tulek - Corand Rapids
 Agent Name & Address Alow Sight Landscaper + Design - Cabasset
 Property Address 29867 Sunny Beach Road Corand Rapids
 Legal Description & Parcel No. 19-610-0100
 Lake/River Name & Classification Pokegama GD

Type of Permit (Check appropriate boxes):

- Movement of >10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of >50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25').
- Beach sand blanket (maximum size of ___ feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics). Use non-woven geotextile

Detailed Description of Proposed Alteration

Ripraping 70' of shoreline to prevent further erosion of the shoreline. Installing a 4' natural rock retaining wall along the bank to contain the hill that is slumping into usable space by boat house. Redo the existing 8' wide path down to the lake so that it is graded so the water quites eroding the path and running into the lake. Will include widening and adding a drop/creek/rock area 6' wide to go (right)

- Attached sketch of project as well as new steps on left side.
- Attached recent photograph of project site prior to construction
- \$80 permit fee (Checks payable to Itasca County Auditor Treasurer)

Applicant Signature and Date: A.H. Bursley 10-13-2020

I hereby acknowledge and understand that by signing, I agree to comply with the following. The property may be inspected at any time to guaranty all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other. diversion on top and bottom
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone.
- Said alteration shall not impact a wetland and shall not be below OHWL of public water.
- Construction activity shall not result in the disturbance of one or more acres.
- A shoreline buffer of 10 feet shall be developed and maintained.
- Other: _____

Date of Inspection 10-19-20 Authorized Signature Jim Gustafson

Approved Amended Rejected* Reasons: _____

RECEIVED

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone (218) 780-4625 Date: 10/20/2020 Permit # 20092S
Applicant Name/Address Aaron Bialke 32318 Southwood Rd Grand Rapids
Agent Name/Address
Property Address 32318 Southwood Rd Grand Rapids MN 55744
Legal Description/Parcel No. 19-017-1311 P10 Lot 4, Sec. 17, 54-25
Lake/River Name/Classification Pokegama GD

Type of Permit (Check appropriate boxes):

- Movement of more than 10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of more than 50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25').
- Beach sand blanket (maximum size of ___ feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration Moving Material (level area 20'x30')
(Lake access road approx. 8.5'x100')

- Attach a sketch that illustrates the project including exact dimensions of tree and earth removal
- Attach a recent photograph of the project site prior to construction

\$ 80 fee paid in full 10/22/20
pd. 10/22/20

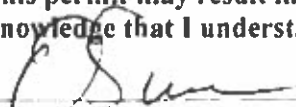
Applicant Signature and Date: 

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone.
- Said alteration shall not impact a wetland and shall not be below OHWL of public water.
- Construction activity shall not result in the disturbance of one or more acres.
- A shoreline buffer of 10 feet shall be developed and maintained.
- Other: 10' x 50' buffer at toe of slope - must contact SWCD or landscape architect for plan

NOTE: The property may be inspected at any time to assure and affirm all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order. I have read the requirements and hereby acknowledge that I understand and will comply with them.

Date of Inspection 10-28-2020


Authorized Signature

Approved Amended Rejected* Reasons: Buffer

9:00 AM ✓
12/20

ITASCA COUNTY SHORELAND ALTERATION PERMIT APPLICATION

Contact Phone ^{Dorrian} 218-257-5327 Date: 12-16-2020 Permit # 20098 S
Applicant Name & Address Brian + Kelly Mak; 33740 S (Shoal Lake) E of Grand Rapids MN 55744
Agent Name & Address New Sight Landscape + Design Chassett MN
Property Address off of Bayview Place Road
Legal Description & Parcel No. 19-025-2201
Lake/River Name & Classification Pokegama GD



Type of Permit (Check appropriate boxes):

- Movement of >10 cubic yards of material on: steep slopes shore/bluff impact zones
- Movement of >50 cubic yards of material outside of steep slopes and shore/bluff impact zones
- Lake access road (constructed to avoid a straight sight line and a maximum of 12' in width)
- Ice ridge removal (maximum width at the bottom of the opening shall be 12' and the maximum width at the top of the opening shall be 25').
- Beach sand blanket (maximum size of 30' feet along the shoreline by 15' back from the OHWL and shall be located within the view corridor. Sand must be clean with no organic materials. Natural slope must be less than five percent and sand blanket application must be constructed in a way that will prevent erosion)
- Landscaping retaining walls (maximum height of 2' but not to exceed 4'. To the extent possible, a landscaping retaining wall should be designed to display natural aesthetics. Retaining walls for the purpose of shore protection are allowed only if a permit is obtained from the MN Department of Natural Resources (DNR))
- Riprap (allowed for erosion control. Additional permit(s) may also be required from the DNR. To the extent possible, riprap should be designed to display natural aesthetics).

Detailed Description of Proposed Alteration

Installing a natural rock retaining wall that is 40'x4' with ends tapering into hill to create a 30'x15' beach area. Installing blue stone landing steps (42) into the hill from the top of the hill down to the lower shore level.

- Attached sketch of project
- Attached recent photograph of project site prior to construction - emailed 12/16/2020
- \$80 permit fee (Checks payable to Itasca County Auditor Treasurer)

Applicant Signature and Date: 

I hereby acknowledge and understand that by signing I agree to comply with the following. The property may be inspected at any time to guaranty all conditions and terms of the permit are compliant. Failure to comply with conditions of this permit may result in the issuance of a Restoration Order

Approval of said permit shall include the following (Check appropriate boxes):

- Proper installation of erosion control devices: silt fence water trap other:
- Mulches must be used where necessary for temporary bare soil coverage and a permanent vegetation cover must be established as soon as possible.
- Alterations shall be designed and conducted in a manner that ensures only the smallest bare ground is exposed for the shortest time possible.
- Fill or excavated material shall not be placed in a manner that creates an unstable slope or in a bluff impact zone. Said alteration shall not impact a wetland and shall not be below OHWL of public water.
- Construction activity shall not result in the disturbance of one or more acres. A shoreline buffer of 10 feet shall be developed and maintained.

Date of Inspection 12-21-20 Authorized Signature Jim Gustafson

Approved Amended Rejected* Reasons:

6. That the Town Board viewed the right of way proposed for vacation pursuant to Minn. Stat. §164.07, subd 3 and held a hearing at the Town Hall at which evidence was presented regarding the Petition, and the same considered by the Town Board

7. That based upon the testimony and evidence provided at the hearing the Town Board determined:

a. That the portion of the platted Right of Way proposed for vacation has never been opened by Harris Township or used by the general public for any known purpose.

b. No useful purpose lies in maintaining the platted area under township authority or for any foreseeable potential future public use.

c. That it is the intent of the adjacent landowners to utilize the vacated right of way for residential use, the same which would constitute a benefit to the adjacent landowners with no detriment to the general public and is therefore in the public interest.

NOW, THEREFORE, THE TOWN BOARD DETERMINES:

1. That no public purpose is served by the retention of the portion of the public right of way above described.

2. The vacation of this platted road as a public right of way is in the best interests of the public and the Petition for Vacation is therefore granted.

THE BOARD FURTHER DETERMINES: That no consideration regarding drainage is necessary under Minn. Stat. §164.07 Subd 3a, as there are no lateral ditches and no drainage currently afforded by the platted roadway to be vacated.

THE BOARD FURTHER DETERMINES: That no party will incur or suffer damages by the vacation of the platted right-of-way as petitioned.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby vacates that right of way described as follows, to wit:

The entirety of Hudson Avenue where the same lies westerly of the extended western boundaries of Lots Fifty-three (53) and Sixty-five (65), Plat of East Wendigo Park.

BE IT FURTHER RESOLVED, that the town board chair and town clerk are hereby authorized and directed to execute and record a town road order vacating said platted right of way and to record the same with the County Recorder of Itasca County.

BE IT FINALLY RESOLVED, that the town clerk is hereby directed to provide a copy of this resolution by U.S. mail to the affected landowners, and make any other notices which may be required by Minnesota Statute.

Adopted this 15th day of January, 2021 by the following vote:

TOWN SUPERVISOR			YES	NO
<u>Michael Schack</u>	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>James Kelley</u>	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Dan Gilbert</u>	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Peggy Clayton</u>	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Ken Hauvrich</u>	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Doranne Omste
Clerk

Harris Town Board

Town Board Chair

6A

**HARRIS TOWNSHIP
ROAD INSPECTION**

IF ROAD IS GOOD MARK GOOD, IF NEEDED ATTENTION CHECK PROPER COLUMN

DATE: 1/17/2021
INSPECTED BY: Jim

STREET NAME	LENGTH	TYPE	INSPECTED							NOTES OR LOCATION OF ISSUE		
			GOOD	POT HOLES	WASHBOARD	NEEDS GRADED	BRUSHING	SIGNS	CULVERTS		SHOULDERS	
Bayview Place	0.30	Gravel	X	X								PLOWED & CLEAR
Bear Creek Rd.	1.70	Gravel	X	X								PLOWED & CLEAR
Breezy Lane	0.10	Gravel	X	X								PLOWED & CLEAR
Carol Street	0.20	Gravel	X	X								PLOWED & CLEAR
Davis Rd.	10.00	Gravel	X	X								PLOWED & CLEAR
Forest View Trail	0.10	Gravel	X	X								PLOWED & CLEAR
Hauser Rd.	0.25	Gravel	X	X								PLOWED & CLEAR
Hughes Rd.	0.25	Gravel	X	X								PLOWED & CLEAR
Jane Lane	0.50	Gravel	X	X								PLOWED & CLEAR
Lakeview Trail	0.30	Gravel	X	X								PLOWED & CLEAR
Metzenhuber Rd.	0.10	Gravel	X	X								PLOWED & CLEAR
Pennala Rd.	0.10	Gravel	X	X								PLOWED & CLEAR
Pine Crest Rd.	0.20	Gravel	X	X								PLOWED & CLEAR
River Ridge Rd.	0.20	Gravel	X	X								PLOWED & CLEAR
River View Drive	0.60	Gravel	X	X								PLOWED & CLEAR
Robinson Landing		Gravel										
Root Rd.	0.30	Gravel	X	X								PLOWED & CLEAR
Schmidt Rd.	0.45	Gravel	X	X								PLOWED & CLEAR
Wendigo Park Circle	0.40	Gravel	X	X								PLOWED & CLEAR
Nancy Drive	0.25	Gravel	X	X								PLOWED & CLEAR
Norway Rd.	0.10	Gravel	X	X								PLOWED & CLEAR
Sunset Drive	0.20	Gravel										CLOSED
Sunset Lane	0.30	Gravel										CLOSED
Vroman Rd.	0.25	Gravel	X	X								PLOWED & CLEAR
Wagon Wheel Ct Rd.	0.25	Gravel	X	X								PLOWED & CLEAR
Wendigo Park Rd.	2.90	Paved	X	X								PLOWED & CLEAR
Alicia Place	0.55	Paved	X	X								PLOWED & CLEAR

HARRIS TOWNSHIP ROAD INSPECTION

DATE: 1/17/2021
INSPECTED BY: Jim

STREET NAME	LENGTH	TYPE	INSPECTED		POT HOLES	WASHBOARD	NEEDS GRADED	BRUSHING	SIGNS	CULVERTS	SHOULDERS	NOTES OR LOCATION OF ISSUE
			X	X								
Alicia Spur	0.10	Paved	X	X								PLOWED & CLEAR
Apache Drive	0.20	Paved	X	X								PLOWED & CLEAR
Aspen Drive	0.75	Paved	X	X								PLOWED & CLEAR
Birch Hill Drive	0.38	Paved	X	X								PLOWED & CLEAR
Birch Street	0.80	Paved	X	X								PLOWED & CLEAR
Casper Landing	0.20	Paved										
Cemetery		Paved										
Chippewa Drive	0.30	Paved	X	X								PLOWED & CLEAR
East Harris	0.60	Paved	X	X								PLOWED & CLEAR
Field Crest Rd.	0.50	Paved	X	X								PLOWED & CLEAR
Gary Drive	0.45	Paved	X	X								PLOWED & CLEAR
Harbor Heights Rd.	0.30	Paved	X	X								PLOWED & CLEAR
Isle View Rd.	0.30	Paved	X	X								PLOWED & CLEAR
Jess Harry Rd.	0.10	Paved										
Kathryn Avenue	0.25	Paved	X	X								PLOWED & CLEAR
Keyview Drive	0.50	Paved	X	X								PLOWED & CLEAR
Lakeview Drive	0.40	Paved	X	X								PLOWED & CLEAR
Laplant Landing		Paved										PLOWED & CLEAR
Little Crystal Lane	0.50	Paved	X	X								PLOWED & CLEAR
Melody Rd.	0.25	Paved	X	X								PLOWED & CLEAR
Mishawaka Landing		Paved	X	X								PLOWED & CLEAR
Mishawaka Rd.	1.55	Paved	X	X								PLOWED & CLEAR
Mishawaka Shores Tr	0.60	Paved	X	X								PLOWED & CLEAR
Mohawk Drive	0.08	Paved	X	X								PLOWED & CLEAR
Nicholas Street	0.40	Paved										CLOSED
Norberg Drive	0.60	Paved	X	X								PLOWED & CLEAR
Pine Landing Drive	0.45	Paved	X	X								PLOWED & CLEAR
Pine Street	0.15	Paved	X	X								PLOWED & CLEAR

HARRIS TOWNSHIP ROAD INSPECTION

DATE: 1/17/2021
INSPECTED BY: Jim

STREET NAME	LENGTH	TYPE											NOTES OR LOCATION OF ISSUE		
			INSPECTED	GOOD	POT HOLES	WASHBOARD	NEEDS GRADED	BRUSHING	SIGNS	CULVERTS	SHOULDERS				
Robinson Rd.	0.30	Paved	X	X											PLOWED & CLEAR
Romans Rd.	0.25	Paved	X	X											PLOWED & CLEAR
Ruff Shores Rd.	0.15	Paved	X	X											PLOWED & CLEAR
Southwood Rd	1.40	Paved	X	X											PLOWED & CLEAR
Stony Point Rd.	0.40	Paved	X	X											PLOWED & CLEAR
Sunny Beach Addition Rd	0.35	Paved	X	X											PLOWED & CLEAR
Sunny Beach Rd.	5.70	Paved	X	X											PLOWED & CLEAR
Sunny Lane	0.20	Paved	X	X											PLOWED & CLEAR
Tolerick Rd.	0.40	Paved	X	X											PLOWED & CLEAR
Township Hall		Paved													
Underwood Rd.	1.55	Paved	X	X											PLOWED & CLEAR
Verde Lane	0.25	Paved	X	X											PLOWED & CLEAR
Wendigo Heights Rd	0.10	Paved	X	X											PLOWED & CLEAR
Wesleyan Drive	0.30	Paved	X	X											PLOWED & CLEAR
Westwood Lane	0.25	Paved	X	X											PLOWED & CLEAR
Westwood Rd.	0.25	Paved	X	X											PLOWED & CLEAR
Winnabago Drive	0.15	Paved	X	X											PLOWED & CLEAR
Winston Taylor Rd.	0.04	Paved	X	X											PLOWED & CLEAR
Woodbine Lane	0.15	Paved	X	X											PLOWED & CLEAR
Woodland Park Rd.	0.30	Paved	X	X											PLOWED & CLEAR

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	11/8/2020	Flowers		
GRASS CUT:		See		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:		N/A	N/A	good
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			OK	
POSTS				
COURT				
GRASS CUT/TRIMMED				good

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	11/27/22			
GRASS CUT:		/		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		Large water hole & sign left on		
<u>PARKS:</u>				
VOLLEYBALL COURT:		N/A	N/A	
NETS				
POSTS				/
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			/	/
POSTS				
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?

DATE

CEMETERY

WENDIGO

CRYSTAL SPRINGS

11/22/2020

NA

← snow →

✓ ✓

NA

NO snow in garbage can

OVERALL COMMENTS:

cemetary - ok! gutter was unblocked + lights were on. I

landscaping - ok - grass trimmer down

gutters - ok - no snow in garbage can.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	11/20/2020			
GRASS CUT:		OK		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		NO	SPOTS	
PARKS:				
VOLLEYBALL COURT:				
NETS			ALL	
POSTS				OK
COURT		ALL		OK
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			OK	
POSTS				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
11/30/2020

CEMETERY

WENDIGO

CRYSTAL SPRINGS

ADG
Malkin
PO
SN

✓
✓
SN
CLEAR

SN
CLEAR

✓
CLEAR
CLEAR

✓
✓
SN

✓
SN
CLEAR

✓
1 floor done

Overall Comments:
Wendigo - All OK!
Wendigo - Field cleanup in front court, saw many
Cuphal - garage in lot. Rest OK

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	12/16/2020			
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

DATE
12/16/2020

CEMETERY

WENDIGO

CRYSTAL SPRINGS

posts
found.

OK

NO

some
concern

SI

DW

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

12/10/2008

OK

SNOW
GONE

NO SNOW

↓

clear

OK

good

OK

OK

OK

OK

✓

✓

fine

could use another coat of stain on back

Comment - All OK!
Warming Shack - medication and then ob-gyn for security!
People - Warming Shack Needs another coat of stain
on back side. "NO Alcohol" sign needed by
entrance behind Tom's cone.
Media on completed digging for security!

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	1/15/2020	Spring		
GRASS CUT:		Common		
GRASS TRIMMED:		down		
ANY TRASH?		Christmas wreaths		
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:		NA		
NETS			NA	
POSTS				OK
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			Spring	
POSTS			ground	
COURT				OK
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
12/19/2020

CEMETERY

WENDIGO

CRYSTAL SPRINGS

NA

snow

ground

snowing!

↓

OK

OK

OK

NA

OK

✓

leg @ rink
 OK
 Rink
 Rink
 Rink

no snow
 like snow

Overall Comments:
 Guss HD - Job K's good - light snow
 removed - all out. Rink corners along nicely.
 OK to dump water on rink today or Monday.
 Cemetery - good! Rink corners OK !!

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	12/1/20			
GRASS CUT:				
GRASS TRIMMED:		OK		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:				
NETS		OK	OK	SPRINT
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				SPRINT
POSTS				
COURT				
GRASS CUT/TRIMMED				

Lease Landscaping, Inc.
 32057 South Pit Road
 Grand Rapids, MN 55744
 218-326-0876

7B
Estimate

Date	Estimate #
12/10/2020	847

Harris Township
 20876 Wendigo Park Road
 Grand Rapids, MN 55744

Job Site
 Harris Township

contact #	P.O. No.

Description	Qty	Rate	Total
<p>Per a phone conversation with Mike Schack this morning, Lease Landscaping has agreed to dig graves as needed for Harris Township for the winter months. These services would be billed on a time and material basis.</p> <p>Labor Rate - \$75.00/hour Mini Excavator - \$169.00/hour Mobilization - \$130.00/hour Due to winter and covid our office will have limited hours. Please call one of the following:</p> <p>Jim Kelley 218-259-0317 Mike Lease 218-259-4098 Dianne Lease 218-259-3001</p>			

<p style="text-align: center;">PAYMENT POLICY</p> <p>One half down on acceptance of Estimate.(this check will be cashed at the start of the project) Balance due upon completion.</p> <p>Note: (1) This proposal may be subject to price changes if not accepted within 30 days. (2) If you would like us to locate your secondary lines, there will be an additional charge. (3) If any damage is done to primary or secondary utility lines they will be repaired at the expense of the customer. (4) Any alteration or deviation from above specifications will become an extra charge over and above the estimate.</p>	Subtotal	\$0.00
	Sales Tax (0.0%)	\$0.00
	Total	\$0.00

Upon acceptance of proposal please sign and return a copy

Acceptance of Proposal

Signature

Date

10 A

Harris Township

November Maintenance Report

Weekly Maintenance Plan November 2nd – 6th 2020

Task to be completed	Est. hrs.	Pri
Pick up and replace garbage bags at both parks and the Cemetery	2	3
Set up and take down election equipment.	6	1
Vacation time (5 th & 6 th Full day)	16	3
Test grave heater and generator.	2	2
Set up barricades on Nicholas St. and Sunset Dr	2	1
Remove Cemetery Decorations	6	2
Clean and organize Service Center Garages.	6	2
Fill out monthly paperwork for receipts and equipment.	2	3

Derrick

Date: 11/2/20

- Meeting with mike. ½ hr.
- Set up Town Hall for elections. 3 hr.
- Picked up garbage at both Parks, LaPlant boat landing and the Cemetery 1 hr.
- Picked up Chevrolet Pickup from Automotive Electric. 1 hr.
- Tested and changed fuel filter on the Grave heater. 2 hr.
- Changed oil in the Generator and ran. ½ hr.

Derrick

Date: 11/3/20

- Remove decorations from the Cemetery. 2 ½ hr.
- Straighten mud flap on the Chevrolet Dump Truck. ½ hr.
- Changed the lock on the Wendigo Park Garage Door. 1 hr.
- Picked up supplies in town. 1 hr.
- Clean and organize Service Center Garage. 1 hr.
- Ordered culvert for resident on the Sunny Beach Rd. 1 hr.
- Filled out monthly equipment, fuel and receipt information. 1 hr.

Derrick

Date: 11/4/20

- Open and Close cremation in section 2. 2 hr.
- Tear down election materials and move filing cabinets in the office at the Town Hall. 2 hr.
- Set up Barricades on Sunset Dr., Sunset Ln., and Nicholas St. 2 hr.
- Work on plan for next week. 1 hr.
- Level out road to cemetery. 1 hr.

Weekly Maintenance Plan November 9th – 13th 2020

Task to be completed	Est. hrs.	Pri
Pick up and replace garbage bags at both parks and the Cemetery	2	3
Haul scrap metal pile to Recycling Center	2	2
Vacation time (13 th Full day)	8	3
Clean up leaves and pine needles at the Wendigo Park	16	1
Run warming house heaters and check lights.	4	1
Inspect Fire Extinguishers at all locations.	2	1
Clean and organize Service Center Garages.	2	2
Remove sidewalk in front of walkway at Service Center	2	3
Fix outside lights at the Service Center.	2	2

Derrick

Date: 11/9/20

- Meeting with Mike. ½ hr.
- Cut up anchor posts for signs. 1 hr.
- Inspect fire extinguishers at all locations. 2 hr.
- Pick up garbage at both parks, LaPlant boat landing and the Cemetery. 1 hr.
- Run heaters and inspect at both warming shacks. 1 hr.
- Remove cement slab and fill in in front of the Service Center Meeting Area. 1 hr.
- Throw away old cemetery flowers from trailer. ½ hr.
- Pick up snowplow for the Pickup Truck and inspect both plows for leaks and Proper operations. 1 hr.

Derrick

Date: 11/10/20

- Fuel up dump truck. ½ hr.
- Haul away top soil pile and class 5 from the Town Hall Parking Lot. 4 hr.
- Mark and request locate for signs on Breezy Ln, Birch St., Ilse View Rd., and Jane Ln. 2 ½ hr.
- Sweep and mop the Service Center Meeting Area. 1 hr.

Derrick

Date: 11/11/20

- Plow snow on Alicia Spur., Sunny Beach Addition Rd., Forest View Trl., Winston Taylor Rd., Ruff Shores Rd. and Sunset Ln. 2 hr.
- Plow snow at both parks. 1 hr.
- Plow snow at the Cemetery. 1 ½ hr.
- Plow snow at the Town Hall. 1 ½ hr.
- Plow snow at LaPlant and Casper Landings. 1 hr.
- Plow snow at the Service Center. 1 hr.

Derrick

Date: 11/12/20

- Meeting with Mike. 1 hr.
- Bleed air out of snowplow lines. ½ hr.
- Plow snow at Wood tick and Mishawaka Boat Landings. 1 hr.
- Finish plowing snow at Service Center. ½ hr.
- Remove roadkill on Wendigo Park Rd. ½ hr.
- Work on plan for next week. 1 ½ hr.
- Clean service Center garage. 3 hr.

Weekly Maintenance Plan November 16th – 20th 2020

Task to be completed	Est. hrs.	Pri.
Open and close cremation in section 3 on Wednesday 18 th	2	1
Haul scrap metal pile to Recycling Center	2	2
Vacation time (19 th & 20 th Full day)	16	3
Change oil in both trucks and ASV and grease equipment.	6	2
Haul garbage from Town Hall Basement, hook up and block up washer and dryer.	2	1
Clean and organize Service Center Garages.	2	2
Clean up brush in R.O.W. on Sunny Beach Rd.	2	1
Fix outside lights at the Service Center.	2	2
Install signs on Schmidt Rd., Jane Ln., Ilse view Rd., Birch St.	6	1

Derrick

Date: 11/16/20

- Meeting with Mike. ½ hr.
- Remove and Install street name signs on Birch St., Ilse View Rd., Jane Ln., and Schmidt Rd. 5 hr.
- Load and haul away scrap metal pile from Service Center. 1 ½ hr.
- Put out garbage cans at both parks, the Cemetery, and LaPlant Boat Landing. 1 hr.

Derrick

Date: 11/17/20

- Hooked up washer and dryer, ran it, and hauled out garbage from the basement of the Town Hall. 2 hr.
- Changed oil and grease both trucks. 4 hr.
- Picked up price quote for tires for the Dump Truck from Acheson Tire ½ hr.
- Picked up supplies in town. 1 hr.
- Removed ice chunks from roof at the Cemetery. ½ hr.

Derrick

Date: 11/23/20

- Meeting with Mike. 1 hr.
- Turn compost piles at the Service center. 4 hr.
- Picked up garbage at both parks, Cemetery and LaPlant landing. 1 hr.
- Cut up and haul away brush in R.O.W. on the Sunny Beach Rd. 1 ½ hr.
- Worked on updating the Cemetery book. ½ hr.

Derrick

Date: 11/24/20

- Worked on updating the Cemetery book and wall map in the Service Center. 6 hr.
- Changed outside lights on the Service Center Detached garage. 2 hr.

Derrick

Date: 11/25/20

- Meeting with Peggy Nancy and Mike. 1 hr.
- Cleaned up Service center garage and threw away garbage. 2 ½ hr.
- Worked on the plan for next week. 2 hr.
- Sweep and mop service center meeting area. 1 ½ hr.
- Fixed leaking furnace drain tube in the Service center garage. ½ hr.
- Contacted security company about tripped alarm at the cemetery, met with Jim
And set up trail cam inside cemetery building. Contacted furnace company about
Furnace inspection. ½ hr.

Chevrolet 3500 Dump Truck

Date	Mileage	Mileage Used	Gals
11/10/2020	24585	454	53.22
Monthly Total			53.22

Fuel Tank Fill Up

Date	Equipment	Gals at Fill	Gals
11/9/2020	Fuel Tank	3854	138.7
Monthly Total			138.7

Date	Hours	Hours Used	Gals
11/12/2020	1726.9	10.6	10.5
12/2/2020	1734.3	7.4	8
Monthly Total			18.5

Equipment	Total Hours	Monthly Hours
3500 Dump Truck	24852 miles	274 miles
3500 Pickup Truck	49385 miles	184 miles
Terex ASV	1733.8 hrs.	14.3 hrs.
E1100 heater	5817.1 hrs.	**
ETQ generator	1105.2 hrs.	**
Gravelly mower	719.8	**
JD 920 mower	629.8 hrs.	**
JD 1445 tractor	1116.8 hrs.	1.1 hrs.
JD 7130 ditch mower	1543.8 hrs.	**
Vermeer Chipper	354.6 hrs.	**
Ariens mower	157.3 hrs.	**

Date & Place	Qty.	Item	No.	What use...	Cost
L & M 10/28	1	5pk air freshener	#680	Service Center supplies	\$10.47
L & M 10/28	1	2pk air freshener spray	#680	Service Center Supplies	\$4.97
L & M 10/28	1	2pk padlocks	#609	Town Hall Bulletin Board	\$7.56
L & M 10/28	3	Door hasp	#609	Town Hall Bulletin Board	\$10.74
L & M 11/17	2	Qt. 5w-40 oil	#300 & 302	Both trucks	\$15.58
L & M 11/17	3	Gallon 5w-40 oil	#300 & 302	Both trucks	\$89.99
L & M 11/17	2	Drain pans	#300 & 302	Both trucks	\$12.98
Home Depot 11/17	1	4" x 2' dryer duct	#609	Town Hall washer & dryer	\$7.47
Home Depot 11/30	1	5 shelf unit	#609	Town Hall	\$89.98
Home Depot 11/30	3	Gallon paint	#609	Town Hall Kitchen	\$98.94
Home Depot 11/30	4	Caster wheels	#609	Town Hall	\$27.72
Home Depot 11/24	2	LED motion sensor outside lights	#680	Service Center Detached Garage	\$139.94
L & M 11/17	2	Gallon 5w-40 oil	#300 & 302	Both Trucks	\$62.98
L & M 11/17	1	Qt. 5w-40 oil	#300 & 302	Both trucks	\$7.79
L & M 11/9	2	42ct garbage bags	#680	Service Center Supplies	\$29.98

Acheson 11/18	1	Tire repair	#300	Pickup Truck	\$25
Carquest 11/17	2	Oil filters	#300 & 302	Both Trucks	\$15.38

Harris Township December Maintenance Report

Weekly Maintenance Plan November 30th – December 4th 2020

Task to be completed	Est. hrs.	Pri.
Paint the kitchen area at the Town Hall.	10	1
Install shelves in the Town Hall basement and transfer the books from the office.	2	1
Clean and paint the floor in the Service center Meeting Area.	6	2
Change oil in ASV and grease.	2	2
Work on updating cemetery book and wall map	2	3
Clean and organize Service Center Garages.	8	2
Record monthly equipment information, fuel, and receipt reports	2	3
Vacation time (4 th full day)	8	3

Derrick

Date: 11/30/20

- Meeting with Mike. 1 hr.
- Picked up supplies in town. 1 hr.
- Started painting the kitchen in the Town Hall. 6 hr.

Derrick

Date: 12/1/20

- Painted the kitchen in the Town Hall. 6 ½ hr.
- Recorded monthly receipts and equipment hours. 1 hr.
- Spoke with treasurer about storm damage information. ½ hr.

Derrick

Date: 12/2/20

- Open burial site in section 3. 4 hr.
- Worked on the plan for next week. 2 hr.
- Recorded fuel reports and time sheet. 1 hr.
- Picked up garbage's at both parks, the Cemetery and LaPlant boat landing. 1 hr.

Weekly Maintenance Plan December 7th – 11th 2020

Task to be completed	Est. hrs.	Pri.
Paint the kitchen area at the Town Hall.	6	1
Install shelves in Town Hall basement and transfer the books from the office to the basement.	4	1
Clean and paint the floor in the Service center Meeting Area.	8	2
Change oil in ASV and grease.	2	2
Vacation time (10 th & 11 th full day)	16	3
Update Cemetery Book and Wall Map at the Service Center.	4	3

Derrick

Date: 12/7/20

- Meeting with Mike. 1 hr.
- Picked up fuel for the Pickup Truck and supplies in town. 1 hr.
- Finished painting, caulking and putting items back in the Town Hall Kitchen. 5 hr.
- Put together shelving unit in the Basement at the Town Hall. 1 hr.

Derrick

Date: 12/8/20

- Changed oil and filter, tightened tracks and grease ASV. 3 hr.
- Brought Dump truck to Figgins Truck and trailer to have a leak repairs on the dump box hydraulics. 1 hr.
- Picked up supplies in town. ½ hr.
- Cleaned and prepped floor inside the Service Center Meeting Area for painting. 3 ½ hr.

Derrick

Date: 12/9/20

- Painted the floor inside the Service Center Meeting Area. 6 hr.
- Picked up dump truck from Figgins Truck and Trailers. (there was a leak in the hydraulic reservoir and they patched it.) ½ hr.
- Raised the Flags at the Town Hall and the Cemetery. ½ hr.
- Worked on the plan for next week. 1 hr.

Weekly Maintenance Plan December 14th – 18th 2020

Task to be completed	Est. hrs.	Pri.
Install mats under the Washer and dryer at the Town Hall.	1	1
Install shelves in Town Hall basement and transfer the books from the office to the basement.	4	2
Finish painting the floor in the Service center Meeting Area.	2	2
Deep Clean the Service Center Garage floors	8	1
Vacation time (17 th & 18 th full day)	16	3
Make road inspections of Township roads.	4	2
Clean and organize the Service Center Garages.	5	3

Derrick

Date: 12/14/20

- Meeting with Mike. 1 hr.
- Flooded the Crystal Hockey rink. 1 ½ hr.
- Painted the Service Center Meeting Area Floor. 2 hr.
- Cleaned and organized the Service Center Garage. 3 ½ hr.

Derrick

Date: 12/15/20

- Picked up and installed mat underneath the washer and dryer at the Town Hall. 1 hr.
- Moved files and books from the office to the basement at the Town Hall. 2 hr.
- Flooded hockey rink at Crystal Park. 2 ½ hr.
- Worked on the plan for next week. 1 hr.
- Spoke with Industrial lube about pumping out used oil at the Service Center. (I'm Waiting for a call back with more information and pricing.) ½ hr.
- Clean the floor in the Service Center Garage. ½ hr.
- Inspected both hockey rinks for ice conditions. (Wendigo is ready and Crystal Needs to be flooded more.) ½ hr.

Derrick

Date: 12/16/20

- Plow snow on Alicia Spur, Sunny Beach Addition Rd, Winston Taylor Rd., and Ruff Shores Rd. 2 ½ hr.
- Plow Snow at the Town Hall. 1 ½ hr.
- Turned on the lights at Wendigo Park hockey Rink. ½ hr.
- Plow snow at the Cemetery. 1 hr.
- Cleaned the floor in the Service Center Garage. 2 hr.
- Filled out time sheet. ½ hr.

Weekly Maintenance Plan December 21st – 25th 2020

Task to be completed	Est. hrs.	Pri.
Deep Clean the Service Center Garage floors	10	1
Vacation time (24 th full day)	8	3
Make road inspections of Township roads.	4	2
Clean and organize the Service Center Garages.	4	3
Holiday (25 th)	8	3
Move snowbanks at the Town Hall	2	1
Rearrange the items in the basement at the Town Hall.	4	2

Derrick

Date: 12/21/20

- Meeting with Mike. ½ hr.
- Plow snow on Alicia Spur., Sunny Beach Addition Rd., Forest View Trl., Winston Taylor Rd., Ruff Shores Rd., Sunset Ln. 2 ½ hr.
- Snow blow the parking lots and both hockey rinks at both parks. 2 hr.
- Snow blow the Cemetery. 2 hr.
- Picked up garbage at both parks and the Cemetery. 1 hr.

Derrick

Date: 12/22/20

- Plow snow at the Service Center. 1 ½ hr.
- Plow snow at all boat landings. 2 hr.
- Plow snow at the Town Hall. 1 ½ hr.
- Inspected fire extinguishers at all locations. 2 hr.
- Looked over snowplow on the Chevrolet Pickup. (bled lines again, plow is acting like There is air in the hydraulic lines. Further investigation I noticed that the main lifting Ram is leaking around the seal. Contacted Martin Snowplow to have it worked on.) 1 hr.

Derrick

Date: 12/23/20

- Meeting with Mike. ½ hr.
- Move snowbanks and trim trees at the Town Hall. 3 hr.
- Picked up fuel for the Pickup Truck. 1 hr.
- Work on seating for the Wendigo Park Skating Rink. 2 ½ hr.
- Work on the weekly plan for next week. 1 hr.

Weekly Maintenance Plan December 28th – January 1st 2020-21

Task to be completed	Est. hrs.	Pri
----------------------	-----------	-----

Vacation time (28 th & 29 th full day, 31 st half day 12-4p)	20	1
Make road inspections of Township roads.	4	2
Clean snow at the Service Center	2	1
Holiday (1 st Friday)	8	3
Clean up snow at the Cemetery	2	1
Rearrange the items in the basement at the Town Hall.	4	2

Derrick

Date: 12/30/20

- Meeting with Mike and Jim. ½ hr.
- Plow now on Alicia Spur., Sunny Beach Addition Rd., Forest View Trl., Winston Taylor Rd., Ruff Shores Rd. and Sunset Dr. Cut up downed tree on Wendigo Park Cir. 2 hr.
- Plow snow at all boat landings. 1 ½ hr.
- Clean snow from parking lots and hockey rinks at both parks. 3 ½ hr.
- Plow snow at the Service Center. (Will finish tomorrow) ½ hr.

Derrick

Date: 12/31/20

- Plow snow at the Town Hall. 2 hr.
- Snow blow the Cemetery. 1 ½ hr.
- Plow snow at the Service Center. ½ hr.
- Vacation time. 4 hr.

Date & Place	Qty.	Item	No.	What use...	Cost
Ace 12/7	2	Gallons floor paint	#680	Service Center Meeting Area	\$55.48
Ace 12/7	1	100w halide bulb	#424	Cemetery flagpole light	\$26.82
Betz Extinguisher 1/4	1	5lbs Fire extinguisher	#530	Crystal Warming shack	\$39
L & M 12/8	1	5qt jug 10w-30 oil	#398	ASV	\$34.19
Home Depot 1/4	1	Photocell eye	#424	Cemetery flagpole light	\$8.97
Newman Signs 1/5	1	LED solar red flashing light	#210	Harris/Wendigo intersection stop sign	\$136.44
Ferguson	1	30x30 equipment pad	#60	Town Hall Washer/dryer	\$36.65

12/15			9		
Ferguson 12/15	12	4"x4" cork pads	#60 9	Town Hall File Cabinets	\$21.24

**Harris Township
Chevrolet 3500 Pickup**

Date	Mileage	Mileage Used	Gals
12/7/2020	49411	332	28.65
12/23/2020	49698	287	28.1
Monthly Total			56.75

**Harris Township
ASV PT60**

Date	Hours	Hours Used	Gals
1/5/2021	1743.8	9.5	8
Monthly Total			8

**Harris Township
John Deere 1445 Tractor**

Date	Hours	Hours Used	Gals
12/23/2020	1123.2	27.2	13.8
Monthly Total			13.8

Equipment	Total Hours	Monthly Hours
------------------	--------------------	----------------------

3500 Dump Truck	24911 miles	59 miles
3500 Pickup Truck	49968 miles	583 miles
Terex ASV	1753.1 hrs	19.3 hrs
E1100 heater	5817.1 hrs.	**
ETQ generator	1105.2 hrs.	**
Gravely mower	719.8	**
JD 920 mower	629.8 hrs.	**
JD 1445 tractor	1133.1 hrs	16.3 hrs
JD 7130 ditch mower	1543.8 hrs.	**
Vermeer Chipper	354.6 hrs.	**
Ariens mower	157.3 hrs.	**

11A

**Resolution 2021-007
Adopting Harris Township Social Media Policy**

WHEREAS, certain social media pages owned by government entities are considered a public forum by the United States Supreme Court; and

WHEREAS, By considering a social media page a public forum, a government owner of a social media page must not discriminate against one for posts that are not explicitly discriminatory against protected classes or contain offensive content; and

WHEREAS, Harris Township owns a social media page; and

WHEREAS, Harris Township welcomes constructive criticism, as long as it is done in a respectful manner; and

NOW, THEREFORE BE IT RESOLVED, The Town of Harris, Itasca County, Minnesota, adopts the following social media policy to mitigate free-speech issues when regulating their social media Facebook page.

Approved by the Harris Town Board this _____ day of _____, 2021.

By the Town Board

Peggy Clayton, Chair

Attest: _____
Roxanne Christie, Clerk

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

**HARRIS TOWNSHIP
SOCIAL MEDIA POLICY**

I. PURPOSE

- A. This social media policy allows for Harris Township (hereafter then "Township") to limit comment that would tend to disparage, discriminate, or contain content that is offensive against other persons also viewing the social media page. This policy will give the town or its employees the power to remove all comments which are disrespectful, disparaging, discriminatory, or offensive content issues.
- B. The Harris Town Board welcomes constructive criticism, as long as it is done in a respectful manner.

II. SCOPE

- A. This Policy does not not apply to personal or professional social media pages owned by a Township Officer or an employee of the township.
- B. This policy specifically applies to the following social media account:
 - 1. Harris Township Facebook page;

III. POLICY

- A. The townships social media page is the property of the township.
- B. The township reserves the right to remove the social media page at any time for any reason.
- C. The town designates Supervisor Clayton to be the social media administrator.

The social media administrator will monitor and manage the township social media account, which includes posting photographs, notices, or articles, as well as delete any comments that violate this policy.
- D. The township has the discretion to remove the following comments at any time:
 - 1. Profane, obscene , violence, pornographic, or sexual content;
 - 2. Threats to any person or organization;

3. Content that defames any person or organization;
4. Content that promotes or perpetuates discrimination of legally protected class;
5. Commercial solicitations;
6. Advertisements, contest, or giveaways;
7. Details regarding ongoing investigations, legal, or administrative proceeding that could prejudice the process;
8. Trademarked images for graphics;
9. Content that suggests or encourages illegal activity;
10. Content in support or opposition of a political campaign.

Adopted this _____ day of 2021.

Attested by: _____
Roxanne Christie, Clerk

Signed by: _____
Peggy Clayton, Chair

12 A

**Resolution 2021-008
Adopting Harris Township Street Lighting Policy**

WHEREAS, Harris Town Board desires to establish a written policy on street lighting for Harris Township; and

WHEREAS, Harris Town Board intends that this Street Lighting Policy promotes the safety to streets within the township; and

WHEREAS; Harris Town Board recognizes that additional street lighting may be warranted due to speed, visibility, and traffic related issues; and

WHEREAS, Harris Town Board requires a consensus of the property owners affected by the requested additional street lighting; and

NOW, THEREFORE BE IT RESOLVED, The Town of Harris, Itasca County, Minnesota, adopts the following Street Lighting Policy.

Approved by the Harris Town Board this _____ day of _____, 2021.

By the Town Board

Peggy Clayton, Chair

Attest: _____
Roxanne Christie, Clerk

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

Harris Township Street Lighting Policy

1. Overview

The township intends the street lighting policy promote the safe travel of township streets in a matter both fair and affordable to the township and its residents. Street lighting promotes traffic safety and to the extent of the township shall approve street lighting where warranted by such concerns. Lighting requests shall come from the property owner(s).

2. General Standards

A. When traffic safety clearly warrants, lighting may be placed:

- When property owners request additional lighting for the neighborhoods, and have done so by signed petition with a consensus of the property owners affected by the proposed light;
- When property owners have defined the location of said lighting;
- When property owners have defined the safety issues/concerns relative to the street lighting.

3. Approval

Street lighting may be approved if it meets the general street lighting standards.

4. Operating and Maintenance Costs

Costs associated with the installation and maintenance of said street lighting shall be paid for by Harris Township.

5. Effective date

This policy was adopted on _____ day of _____, 2021.

A motion was made by Supervisor _____ and seconded by Supervisor _____ to adopt the Street Lighting Policy. Motion carried.

Attested by: _____
Roxanne Christie, Clerk

Signed by: _____
Peggy Clayton, Chair

Chair Haubrich introduced the following resolution, and Supervisor _____ moved for its adoption:

Town of Harris, County of Itasca, State of Minnesota

12B

Resolution No. 2021-009

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 rate 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 #2016-006;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on January 19, 2021

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 May 2021 check run, and there forward until the next annual review of Township Officer compensation in January 2022:

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – May 2021- February 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.

* There was no change to the allocated labor rates for 2021

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 _____, 2021.

By the Board Chairman,

Peggy Clayton, Chair

Attest: _____
Roxanne Christie, Clerk

Resolution 2021-010

120

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 budget 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 #2020-005, 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 third Wednesday 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 the 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 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 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 file in the town hall office. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. All minutes of meetings the board members shall be kept in a file in the town hall office.

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 shall be charged at a rate of \$0.25 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 \$50.00 annually shall be allotted to Supervisors, Clerk and Treasurer at any time. Receipts shall given to the Treasurer, and reimbursement requests shall be placed on the applicable pay requests.

**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 January, 2021.

Peggy Clayton, Chair

Attest: _____
Roxanne Christie, 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:

Table with 4 columns: Category, Calculation (e.g., # Hours x \$ Hourly Rate), Estimated Cost, Actual Cost. Rows include Labor, Photocopying, Mailing, Other Costs, and 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.
 - 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) Letters of credit:
- a. Maintain files on all letters of credit. Ensure LOC's are current and renew as applicable.
 - b. Draw draft/release letters to bank.
- 16) Payroll:
- a. Collect and review employee time sheets. Research and resolve discrepancies.
 - b. Accurately process payroll including appropriately coding expense into applicable funds.
- 17) Print payroll checks and reports for approval at township board meetings.
- 18) 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
- 19) 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;
- 20) 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
- 21) 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
- 22) 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);
- 23) Write out checks from bill list:
- a. Give to board chair for first signing, and clerk for second signing after the meetings
 - b. Make copies of all checks before distributing
- 24) Deposit checks:
- 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. Make deposits the day after the Regular Board Meeting, and the P and D Meeting
 - d. Give deposit slips, etc. to clerk (for final checks and balance)
- 25) 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
- 26) Bi-monthly reporting:
- a. Make federal tax deposit
 - b. Make state tax deposit
 - c. Make PERA report and deposit
- 27) 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 (i.e. public hearings, etc.)
- 28) Attend other meetings, trainings, work sessions, emergency meeting that may require your presence
 - 29) Year-end financials – for budget planning
 - 30) Year-end tax reporting
 - 31) W-2s/1099
 - 32) Audit preparation and any auditor requested work
 - 33) Special projects (which require prior board approval)
 - 34) 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 (that will need to be deposited by the treasurer) by recording the date on the check, the check number, who the check was received from, and the dollar amount.
26. Receive all Town hall renter checks from Caretaker, and document them, along with all other checks to be deposited.
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 checks received, 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 Pavilion 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.

Appendix I
Harris Township
EMPLOYEE COMPENSATION POLICY

- ◆ **Temp Full-Time Employees:** **As of January 2021 (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 2021 (to be reviewed annually)**
 - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between \$13.00-\$15.00/hr (subject to change)

- ◆ **Temporary Employees:** **As of January 2021**
 - 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 \$11.00 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: \$12.00 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

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 19, 2021.

EFFECTIVE DATE:

Rates to be effective for use in calculating pay requests processed for **February 1, 2021** check run, and until January 31, 2022.

Derrick Marttila	Full-time Maintenance Worker	\$21.85/hour
Terri Friesen	Part-time Town Hall Caretaker*	\$14.00/hour per cleaning and showing
Terri Friesen	Cemetery Sexton*	\$150.00/month
Roxanne Christie	Township Clerk*	\$ 550.00 per month (to be evaluated after six month probation successfully completed)
Nancy Kopacek	Township Treasurer*	\$ 750.00 per month, plus an additional \$60 per diem, per board meeting attended, and an hourly rate of \$19/hour for any 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 Caretaker, Sexton, and Clerk are hired through a temp agency. 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.

12 D

TOWN OF HARRIS, COUNTY OF ITASCA

RESOLUTION No: 2021-011

THAT WHEREAS, the Board of Supervisors of Harris Township has the statutory authority to convey real property on such terms as it may deem in the public interest, and;

WHEREAS, On October 1, 1971 the Town was granted an easement over and upon real property in the County of Itasca, State of Minnesota, to provide public access to a platted right of way identified as Hudson Avenue in the Plat of East Wendigo Park, the legal description for said easement being:

The West 35 feet of Lot Fifty-three (53), Plat of East Wendigo Park
and;

WHEREAS, On January 15, 2021 the Town board vacated Hudson Avenue in a vacation proceeding brought pursuant to the provisions of Minn. Stat. §164.07, and there remains no purpose in retention of the above described easement, and the Town Board of Supervisors has determined it to be in the public interest to extinguish the above described easement by quitclaim deed to the underlying fee owners of said Lot Fifty-three (53).

NOW, THEREFORE, be it resolved by the Board of Supervisors of Harris Township, County of Itasca, that the Board Chair and Clerk are directed to execute and deliver to the fee owners the necessary conveyance documents to extinguish the above described easement.

The adoption of the above-stated Resolution was moved by Supervisor _____ and seconded by Supervisor _____, and upon vote being taken was decreed adopted.

Dated this ____ day of _____, 2021.

Town Clerk

12E

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED

Business Entity to Individual(s)

eCRV number: N/A

DEED TAX DUE: \$1.65

DATE: _____, 2021

FOR VALUABLE CONSIDERATION, the Town of Harris, County of Itasca, a political subdivision under the laws of Minnesota, ("Grantor"), hereby conveys and quitclaims to John J. Muhar and Jan Muhar, ("Grantee"), as joint tenants, real property in Itasca County, Minnesota, legally described as follows:

The West 35 feet of Lot Fifty-three (53), Plat of East Wendigo Park.

This deed is granted for the purpose of extinguishing that easement granted to the Town of Harris in that deed dated October 1, 1971 and recorded with the Itasca County Recorders Office as Document No. 280423.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.**
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)**
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.**

Grantor

The Town of Harris, County of Itasca

By: _____

Its: Board Chairman

By: _____

Its: Town Clerk

State of Minnesota, County of Itasca

This instrument was acknowledged before me on _____, by _____ as Town Board Chairman and by _____ as Town Clerk of Harris Township, County of Itasca.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

**LAW OFFICE OF SHAW & SHAW, P.A.
P.O. Box 365
Deer River, MN 56636
(218) 246-8535**

**TAX STATEMENTS FOR THE REAL PROPERTY
DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT
TO:**

**Mr. and Mrs. John Muhar
28701 Sunnybeach Road
Grand Rapids, MN 55744**

12F

**Resolution 2021-012
Adopting Reorganization 2021**

WHEREAS, Harris Township conducts their yearly Reorganization; and

WHEREAS, Harris Township elected Peggy Clayton as Chair, and Mike Schack as Vice Chair for 2021; 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 Roxanne Christie as signers on said account ; and

NOW, THEREFORE BE IT RESOLVED, The Town of Harris, Itasca County, Minnesota, approves and adopts Resolution #2021-012.

Approved by the Harris Town Board this _____ day of _____, 2021.

By the Town Board

Peggy Clayton, Chair

Attest: _____
Roxanne Christie, Clerk

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

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

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Supervisor VC Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk Roxanne Christie 244-1811
harristownshipclerk@gmail.com

Mission Statement:
The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

www.harristownshipmn.org

January 27, 2021

Grand Rapids State Bank
523 NW 1st Avenue
Grand Rapids MN 55744

Attn: Terri Williams
Account Services Representative

Dear Terri:

The Harris Town Board of Supervisors, at their January 27, 2021 Planning and Development Board Meeting, approved and adopted Resolution #2021-012, designating the following:

- **Chair** Peggy Clayton
- **Vice Chair** Mike Shack
- **Designated as the Township Depository** Grand Rapids State Bank
- **Account signers** Peggy Clayton, Mike Schack, Nancy Kopacek, Roxanne Christie

Excerpt from January 27, 2021 Planning and Development Board Meeting:

"A motion was made by Supervisor _____ and seconded by Supervisor _____ to adopt Resolution #2021-012. Motion carried."

If you have further questions or need additional information, please contact our Treasurer Nancy Kopacek at 218-398-3497.

Sincerely,

Peggy Clayton
Chair, Harris Town Board



Treasurer Harris <harristownshiptreasurer@gmail.com>

Order A94658 confirmed

1 message

State and Federal Poster <support@stateandfederalposter.com>
To: harristownshiptreasurer@gmail.com

Sun, Jan 10, 2021 at 3:31 PM

State and Federal Poster

ORDER A94658

Thank you for your purchase!

Hi Nancy, we're getting your order ready to be shipped. We will notify you when it has been sent.

[View your order](#) or [Visit our store](#)

Order summary



Minnesota State and Federal Labor Law Poster 2021 × 2 **\$39.90**
English / None

Subtotal	\$39.90
Shipping	\$8.99
Taxes	\$0.00

Total \$48.89 USD

Reimburse Nancy

Customer information

Shipping address

Nancy Kopacek
Harris Township
21851 Alicia Place
Grand Rapids MN 55744
United States

Billing address

Nancy Kopacek
Harris Township
21851 Alicia Place
Grand Rapids MN 55744
United States

Harris Twp

Date 1-4-20

Betz Extinguisher

M-29230 Harris Twp. Rd.

Grand Rapids, MN 55744

Address

Reg. No.	Clerk	Account Forward	
1	(New SA ABC		39 ⁰⁰
2			
3		tax	—
4			
5		Total	39 ⁰⁰
6			
7	#530		
8			
9			
10			
11			
12			
13			
14	5365-36		
15			

A-120085100530
T-452024620246203

Your Account Stated to Date - If Error Is Found, Return at Once



212 North Pokegama Ave
 Grand Rapids, MN 55744
 United States
 2183261897
 Fax:

Date
01/14/2021

Bill To
Harris Township 30037 Harristown Road Grand Rapids, MN 55744 United States

Invoice Number: 79672

Payment Terms: Due upon receipt

Date	Item Description	Type	Resource Name	Billable Hours	Quantity	Rate/Cost	Billable Amount
01/14/2021	Service: Office 365 Business (Annually) [01/14/2021 - 01/13/2022] Contract Name: O365 Treasurer License--Annual 01/14/2021 - 01/13/2022 Best for businesses that need Office apps plus cloud file storage and sharing on PC, Mac, or mobile. Business email not included -Outlook -Word -Excel -PowerPoint -Access -One Drive	Service			1.00	102.00	102.00

Total Billable Amount \$102.00

Total Taxes \$0.00

Grand Total **\$102.00**

To pay by ACH:

CW Technology

National Bank of Commerce

Routing Number: 091800028

Account Number: 1934436799

Send remittance advice to: ar@cwtechnology.com



212 North Pokegama Ave
 Grand Rapids, MN 55744
 United States
 2183261897
 Fax:

Date
01/20/2021

Bill To
Harris Township 30037 Harristown Road Grand Rapids, MN 55744 United States

Invoice Number: 79693

Payment Terms: Due upon receipt

Date	Item Description	Type	Resource Name	Billable Hours	Quantity	Rate/Cost	Billable Amount
01/14/2021	Task/Ticket: Install O365 on "new" treasurer laptop--Transfer Office H&B from new laptop to old laptop T20210114.0004 Summary Notes: Installed office 365 on the new treasurer laptop. Double checked the old laptop and that is still using the 2016 and it is still active.	Labor	Autio, Ethan	0.50	0.50	75.00/hour	37.50 <i>Ok</i>
01/14/2021	Task/Ticket: Needs clerk laptop hooked up to scan folder/printer scanner T20210113.0005 Summary Notes: IP address for the location of the scan folder changed. Shared the scan folder, set the laptop wireless adapter to 192.168.0.82 as it was on the old one. Created Xerox credentials. Needed to adjust the Firewall profile to private and adjust the rules a bit to allow the printer to communicate. I don't think this is all squared away yet though. I believe we should probably set up a reservation for the Clerk laptop on the router. This should make the static IP unnecessary since we can't go by hostname in their environment. My concern is that if someone takes the laptop to a different network with a different IP subnet, the wifi won't work. Called Peggy and left a voicemail to inform her.	Labor	Shaw, Rob	1.00	1.00	75.00/hour	75.00

To pay by ACH:

CW Technology
 National Bank of Commerce
 Routing Number: 091800028
 Account Number: 1934436799
 Send remittance advice to: ar@cwtechnology.com

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



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

Invoice

Printed on January 6, 2021

RECEIVED
-22-2021

Billed To HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Reference
Invoice # 202100215
Invoice Date 1/1/21
Due Date 3/1/21

Item	Disburse To	Hold From Disb.	Amount Owed	Amount Paid
Alarm Fees 01-200-5447	ITASCA COUNTY AUDITOR / TREASURER OFFICE	No	\$10.00	\$0.00
			Total Owed	\$10.00
			Total Paid	\$0.00
			Uncollectible	\$0.00
			Remaining	\$10.00

Comments
ANNUAL ALARM BILL 2021.

Attached you will find a sheet for updating alarm information or key holders. If you have updates, please fill out and return with payment.

Thank you.

Itasca County Sheriff's Office
440 NE 1st Avenue
Grand Rapids, MN 55744
Phone: (218) 326-3477

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



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

Invoice

Printed on January 6, 2021

Billed To HARRIS TOWNSHIP CEMETARY
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

RECEIVED
1-11-2021

Reference

Invoice # 202100216
Invoice Date 1/1/21
Due Date 3/1/21

<u>Item</u>	<u>Disburse To</u>	<u>Hold From Disb.</u>	<u>Amount Owed</u>	<u>Amount Paid</u>
Alarm Fees 01-200-5447	ITASCA COUNTY AUDITOR / TREASURER OFFICE	No	\$10.00	\$0.00
			Total Owed	\$10.00
			Total Paid	\$0.00
			Uncollectible	\$0.00
			Remaining	\$10.00

Comments

ANNUAL ALARM BILL 2021.

Attached you will find a sheet for updating alarm information or key holders. If you have updates, please fill out and return with payment.

Thank you.

Itasca County Sheriff's Office
440 NE 1st Avenue
Grand Rapids, MN 55744
Phone: (218) 326-3477

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



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

Invoice

Printed on January 6, 2021

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

RECEIVED
JAN 12 2021

Reference
Invoice # 202100217
Invoice Date 1/1/21
Due Date 3/1/21

<u>Item</u>	<u>Disburse To</u>	<u>Hold From Disb.</u>	<u>Amount Owed</u>	<u>Amount Paid</u>
Alarm Fees 01-200-5447	ITASCA COUNTY AUDITOR / TREASURER OFFICE	No	\$10.00	\$0.00
			Total Owed	\$10.00
			Total Paid	\$0.00
			Uncollectible	\$0.00
			Remaining	\$10.00

Comments
ANNUAL ALARM BILL 2021.

Attached you will find a sheet for updating alarm information or key holders. If you have updates, please fill out and return with payment.

Thank you.

Itasca County Sheriff's Office
440 NE 1st Avenue
Grand Rapids, MN 55744
Phone: (218) 326-3477

LAW OFFICE OF SHAW & SHAW

Statement

PO BOX 365
DEER RIVER, MN 56636

Date

1/3/2021

Bill To

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

Terms	Amount Due
Due on receipt	\$634.70

Date	Description	Qty	Rate	Amount	Balance Due
11/30/2020	Balance forward				1,448.00
12/05/2020	E-mail Peggy and petitioner	0.20	250.00	50.00	1,498.00
12/09/2020	Board meeting - vacation petition	1.25	250.00	312.50	1,810.50
12/09/2020	Mileage	40.00	0.555	22.20	1,832.70
12/10/2020	Complete documents, E-mail Peggy	0.30	250.00	75.00	1,907.70
12/11/2020	E-mail to Petitioners, Call from Tadych	0.50	250.00	125.00	2,032.70
12/14/2020	Call from Petitioner	0.20	250.00	50.00	2,082.70
01/01/2021	PMT #19714. NOVEMBER BILLING - THANK YOU			-1,448.00	634.70
RECEIVED 1/4/2021					
Current		31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
22.20	612.50	0.00	0.00	0.00	\$634.70

Phone # 218-246-8535

**DUES STATEMENT FOR COUNTY ASSOCIATION
and
MINNESOTA ASSOCIATION OF TOWNSHIPS DUES
For 2021**

State dues are payable to the MAT Office upon receipt of this statement. Please mail your check to the address below for both county and state dues early enough so we may forward the state portion to MAT.

The population data below is based on 2019 Populations from the State Demographer Office.

Township:	<u>Harris - Itasca County</u>	Population:	<u>3259</u>
	Itasca County Association of Townships Dues		
	\$1,452.88 Minnesota Association of Townships Dues		
	TOTAL TO BE REMITTED TO MINNESOTA ASSOCIATION OF TOWNSHIPS		
Make check payable to:	Minnesota Association of Townships		
Mail to:	PO Box 267		
	St. Michael, MN 55376		
	763-497-2330		

Dues are based on the following dues structure, which as passed by township officials attending the Minnesota Association of Townships Annual Meeting on November 17, 2012.

Population:	0 - 250	\$270 base + \$.32 x Population
Population:	251 - 1,000	\$340 base + \$.32 x Population
Population:	1,001 - over	\$410 base + \$.32 x Population

For Your Information:

Membership is a requirement for the Bond Program. Your township is currently a member of the Minnesota Association of Townships Bond Program: Y (Y = Yes or N = No)

*This amount includes \$12 per township for NATaT Dues; \$15 per township officer for subscription to the *Minnesota Township Insider*.

Contact your M.A.T. Board Member or M.A.T. Office regarding Dues "Delinquency and Cancellation" Policy.

Minnesota Association of Townships
PO Box 267
St. Michael, MN 55376

#210



ORDER ACKNOWLEDGEMENT

Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
Phone: 800-437-9770

Order #: TRFORD028453	Order Date: 1/5/2021	Customer Number: HAR-03-024
Sales Rep: Christine Wahl	Customer PO: DERRICK	Freight Terms: DELIVERY
Ship Via: DELIVERY	Anticipated Ship Date: 1/19/2021	FOB: ORIGIN
Payment Terms: Net 30	Scheduled Ship Date: 1/26/2021	

Bill To:
HARRIS TOWNSHIP
20876 WENDIGDO PARK RD
GRAND RAPIDS MN, 55744

Ship To:
HARRIS TOWNSHIP
20876 WENDIGDO PARK RD
GRAND RAPIDS MN, 55744

THANK YOU, DERRICK!! Christine/Marcia

SEQ	Item Number/Cost Code/Description/Note	Qty.	Shipped Qty.	Unit Price	Extended Price
1	T-FLASHERS LED RED LENS FLASHERS LED BARRICADE, 3V, D-CELL, RED LENS, 3.5" D- BOLT #BS.B.D3 R	1.00	0.00	116.44	116.44
2	FREIGHT-TRAFFIC FREIGHT TRAFFIC SALES	1.00	0.00	20.00	20.00
Subtotal:					136.44
Tax:					0.00
Total:					\$136.44

Total subject to any applicable tax and freight charges. Additional freight charges for residential delivery, inside delivery, liftgate delivery, limited access delivery, or other charges incurred will be invoiced to the customer.

Portable John
PO Box 490
Hibbing, MN 55746
800-370-4576



BILL TO
Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

SHIP TO
Cemetery
River Road
Grand Rapids, MN 55744

6454
DATE 01/11/2021
DUE DATE 02/01/2021

JOB DETAILS
Cemetery

CONTACT / PHONE #
Dennis Korekas / 218-326-6190

BILLING CYCLE
12/13/2020 - 1/10/2021

EFFECTIVE DATE	SERVICE DESCRIPTION	QTY	RATE	AMOUNT
	May 2019			
05/01/2019	HDCP Toilet Rental & Service - Weekly	1	85.00	85.00
05/01/2019	Hand Sanitizer - Weekly	1	0.00	0.00
	October 2020			
10/19/2020	Methanol - Weekly	1	16.00	16.00

BALANCE DUE

\$101.00

The EFFECTIVE DATE is the original delivery or beginning service date.

The BILLING CYCLE is for this invoice.

Thank you, we sincerely appreciate your business!

ap@portablejohnmn.com | 218-262-4576

Portable John
PO Box 490
Hibbing, MN 55746
800-370-4576



BILL TO
Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

SHIP TO
Mishawaka
21631 Mishawaka Road
Grand Rapids, MN 55744

6359
DATE 01/11/2021
DUE DATE 02/01/2021

JOB DETAILS
Boat Landing

CONTACT / PHONE #
Dennis Kortekas / 218-398-3468

BILLING CYCLE
12/14/2020 - 1/10/2021

EFFECTIVE DATE	SERVICE DESCRIPTION	QTY	RATE	AMOUNT
12/30/2020	Regular Toilet Rental & Service	0.4286	60.00	25.72
12/30/2020	Hand Sanitizer - Weekly	0.4286	0.00	0.00
12/30/2020	Methanol - Weekly	0.50	16.00	8.00

From Pokegama Avenue, go S on Hwy 169 (1.7mi), R on
Mishawaka Road (.9mi) to boat landing.

BALANCE DUE

\$33.72

Rental and service pro-rated for 12 days.

The EFFECTIVE DATE is the original delivery or beginning service date.

The BILLING CYCLE is for this invoice.

Thank you, we sincerely appreciate your business!

ap@portablejohnmn.com | 218-262-4576

Portable John
PO Box 490
Hibbing, MN 55746
800-370-4576



BILL TO
Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

SHIP TO
Laplant
31518 Laplant Road
Grand Rapids, MN 55744

6361
DATE 01/11/2021
DUE DATE 02/01/2021

JOB DETAILS

Boat Landing

CONTACT / PHONE #

Dennis Kortekas / 218-398-3468

BILLING CYCLE

12/14/2020 - 1/10/2021

EFFECTIVE DATE	SERVICE DESCRIPTION	QTY	RATE	AMOUNT
12/30/2020	Regular Toilet Rental & Service	0.4286	60.00	25.72
12/30/2020	Hand Sanitizer - Weekly	0.4286	0.00	0.00
12/30/2020	Methanol - Weekly	0.50	16.00	8.00

From Pokegama Avenue, go S on Hwy 169 (4.1mi), L on LaPlant Road (1.5mi) to boat landing on L.

BALANCE DUE

\$33.72

Rental and service pro-rated for 12 days.

The EFFECTIVE DATE is the original delivery or beginning service date.

The BILLING CYCLE is for this invoice.

Thank you, we sincerely appreciate your business!

ap@portablejohnmn.com | 218-262-4576

Portable John
PO Box 490
Hibbing, MN 55746
800-370-4576



BILL TO
Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

SHIP TO
Trooptown
28943 Sunny Beach Road
Grand Rapids, MN 55744

6360
DATE 01/11/2021
DUE DATE 02/01/2021

JOB DETAILS
Boat Landing

CONTACT / PHONE #
Dennis Kortekas / 218-256-6160

BILLING CYCLE
12/14/2020 - 1/10/2021

EFFECTIVE DATE	SERVICE DESCRIPTION	QTY	RATE	AMOUNT
12/30/2020	Regular Toilet Rental & Service	0.4286	60.00	25.72
12/30/2020	Hand Sanitizer - Weekly	0.4286	0.00	0.00
12/30/2020	Methanol - Weekly	0.50	16.00	8.00

From Pokegama Avenue, go S on Hwy 169 (1.9mi), L on
Harristown Road (.3mi), R on Sunny Beach Road (.5mi) to
boat landing.

BALANCE DUE

\$33.72

Rental and service pro-rated for 12 days.

The EFFECTIVE DATE is the original delivery or beginning service date.

The BILLING CYCLE is for this invoice.

Thank you, we sincerely appreciate your business!

ap@portablejohnmn.com | 218-262-4576

Portable John
PO Box 490
Hibbing, MN 55746
800-370-4576



BILL TO
Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

SHIP TO
Wendigo Park
Sunny Beach Road
Grand Rapids, MN 55744

6455
DATE 01/11/2021
DUE DATE 02/01/2021

JOB DETAILS
Wendigo Park

CONTACT / PHONE #
Dennis Kortekas / 218-326-6190

BILLING CYCLE
12/13/2020 - 1/10/2021

EFFECTIVE DATE	SERVICE DESCRIPTION	QTY	RATE	AMOUNT
	May 2019			
05/01/2019	HDCP Toilet Rental & Service - Weekly	1	85.00	85.00
05/01/2019	Hand Sanitizer - Weekly	1	0.00	0.00
	October 2020			
10/19/2020	Methanol - Weekly	1	16.00	16.00

BALANCE DUE

\$101.00

The EFFECTIVE DATE is the original delivery or beginning service date.

The BILLING CYCLE is for this invoice.

Thank you, we sincerely appreciate your business!

ap@portablejohnmn.com | 218-262-4576

Portable John
PO Box 490
Hibbing, MN 55746
800-370-4576



BILL TO
Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

SHIP TO
Crystal Park
Crystal Springs Road
Grand Rapids, MN 55744

6456
DATE 01/11/2021
DUE DATE 02/01/2021

JOB DETAILS
Crystal Park

CONTACT / PHONE #
Dennis Kortekas / 218-326-6190

BILLING CYCLE
12/13/2020 - 1/10/2021

EFFECTIVE DATE	SERVICE DESCRIPTION	QTY	RATE	AMOUNT
	May 2019			
05/01/2019	HDCP Toilet Rental & Service - Weekly	1	85.00	85.00
05/01/2019	Hand Sanitizer - Weekly	1	0.00	0.00
	October 2020			
10/19/2020	Methanol - Weekly	1	16.00	16.00

From Pokegama Avenue, go S on Hwy 169 (3.4mi), R on Crystal Springs Road (.7mi), continue straight onto Little Crystal Lane. Unit located next to fence in parking lot by red building.

BALANCE DUE

\$101.00

The EFFECTIVE DATE is the original delivery or beginning service date.

The BILLING CYCLE is for this invoice.

Thank you, we sincerely appreciate your business!

ap@portablejohnmn.com | 218-262-4576

Keep This Portion For Your Records.

If you wish to change your method of payment for future bills, simply follow the directions below:

1. Indicate your choice of future payment method by checking one of the boxes below.
2. Bank drafts are only available for monthly payments. Enclose a voided check from the account to be drafted. Indicate the day of the month to draft this account.
3. The Payor must sign and date below.

B 0433363156
 [Redacted]

<input checked="" type="checkbox"/> MONTHLY* (BANK DRAFT)	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> SEMI-ANNUAL	<input type="checkbox"/> QUARTERLY
\$19.76	\$208.00	\$108.18	\$55.12

* By choosing the monthly bank draft option and signing below, you agree to the Authorization For Electronic Funds Payments on the reverse side of this form.

X _____
 Payor Signature Date

← Indicate desired bank draft day, Please attach voided check.

Check here and fill out the reverse side of this slip if your billing address has changed.
Return This Portion With Your Payment.
 Please disregard this notice if payment has been sent.
 Make check payable to:

Primerica Life Insurance Company
 P.O. Box 100029
 Duluth, GA 30096-9429

DUE DATE 01/24/2021
PLEASE PAY THIS AMOUNT \$208.00

00000000PB8302 00000000000000 0433363156 000020800 1



GRAND RAPIDS 218-326-3011
01/15/2021 04:39 PM EXPIRES 04/15/21



STATIONERY OFFICE
081091412 2021 Planner T \$16.99

SUBTOTAL \$16.99
RedCard Savings \$0.41-
T = MN TAX 6.8750% on \$16.58 \$1.14

TOTAL \$17.72
*2911 GIFT CARD PAYMENT \$5.00
*4927 GIFT CARD PAYMENT \$5.00
*5041 TARGET DEBIT CARD TOTAL \$7.72
*2911 GIFT CARD BALANCE \$0.00
*4927 GIFT CARD BALANCE \$0.00

Questions about this
Target Debit Card transaction?
Call 1-888-729-7331 or write
PO Box 673
Minneapolis, MN 55440-0673

Your Target Circle earnings are in!
Open the Target app to see your balance.



Today's RedCard Savings
\$0.41

REC#2-1015-0904-0073-1043-6 VCU#752-713-549

Roxanne Amstutz for Clerk

Help make your Target Run better
Take a 2 minute survey about today's trip:

informtarget.com
User ID: 7898 4909 6992
Password: 689 564

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days.



Customer Information

XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266

THE EASY WAY
TO ORDER SUPPLIES
CALL OUR TOLL
FREE NUMBER
1-800-822-2200

RECEIVED
-22-2021

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

01-01-21
Invoice Date
012263066
Invoice Number
725542070
Customer Number

C8155H XEROX C8155H

SER.# EHQ-217458

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

METER USAGE	METER READ	METER READ	NET COPIES
	11-21-20 TO	12-21-20	
TOTAL BLACK	58	2184	2126
TOTAL COLOR	61	3493	3432
METER CHARGES			
TOTAL BLACK	2126		
BLACK BILLABLE PRINTS	2126	.005000	10.63
TOTAL COLOR	3432		
COLOR BILLABLE PRINTS	3432	.055000	188.76
NET PRINT CHARGE			199.39

1 LINE FAX SER.# FAX-1LINE INCL
OFFICE FINISHER SER.# OFC-81 INCL

MINNESOTA SUB TOTAL 199.39
TAX 6.8750% 13.71
TOTAL 213.10

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

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

PLEASE PAY THIS AMOUNT \$213.10
08-698-9717 1 725542070 012263066 01-01-21
RF026273 S 0918200 VMN99
03 6M7Q 9Y09 H A7310 5933 2 115

202100008070060 0122630662 0300213108 272554207066

Invoice

Payment



Visit centurylink.com

HARRIS TOWNSHIP

Bill Date: Jan 1, 2021
Account Number: 218 Z01-0062 881

Balance Forward	New Charges	Total Amount Due	Due Date for New Charges
\$.00	\$82.95	\$82.95	Auto Pay

Account Summary

Previous Balance
 Transferred Balance 167.38
 Payment *Thank you for your payment* 167.38
Balance Forward \$.00

New Charges
 CenturyLink For questions, call: 82.95
 1-800-603-6000
Total New Charges \$82.95



TOTAL PAID THROUGH AUTOMATIC PAYMENT \$82.95

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.

CenturyLink, P O Box 2956, Phoenix, AZ 85062-2956

Please fold, tear here and return this portion with your payment



82202550 C3 RP 02 20210102 NNNNNNNN 0000508 0002



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

Bill Date: Jan 1, 2021
Account No: 218 Z01-0062 881
New Charges: \$82.95

TOTAL AMOUNT DUE: \$82.95

Payment made through CenturyLink Automatic Payment Plan.

CENTURYLINK
P O BOX 2956
PHOENIX, AZ 85062-2956



3352187101006220202020881200000000000000082958



HARRIS TOWNSHIP

Bill Date: Jan 1, 2021
Account Number: 218 Z01-0062 881

For questions, call 1-800-603-6000

Summary Bill

Page 2

SUMMARY OF ACCOUNTS

ACCOUNT	ACCOUNT CODE	ORDER ACT.	TOTAL
218Z010062	881		.00
2183266190	657		88.17
2183270080	040	F	2.61%
2183275494	370	F	2.61%

SUMMARY OF SERVICES

QUANTITY	SERVICES	CODE
1	CHOICE BUSINESS PRIME	PGOQT
1	Extended Area Service	EAJBE
1	3-Way Calling	ESC
1	Call Forwarding	ESM
1	Non-Listed Service	NLT
1	Last Call Return	NSQ
1	Non-Telecom Svc Surcharge	NT1

SUMMARY OF TRANSFERRED BALANCE

ACCOUNT	AMOUNT
218 327-5494	39.81
218 327-0080	39.81
218 326-6190	64.76
218 326-6190	23.00

TOTAL TRANSFERRED BALANCE

167.38

SUMMARY OF PAYMENTS

DATE	ACCOUNT	AMOUNT	DATE	ACCOUNT	AMOUNT
DEC 21	218-Z01-0062	167.38%			
TOTAL PAYMENTS					167.38%



HARRIS TOWNSHIP

Bill Date: Jan 1, 2021
Account Number: 218 326-6190 657

Visit centurylink.com

Page 1 of 3

Balance Forward	New Charges	Total Amount Billed
\$.00	\$88.17	\$88.17

Account Summary

The charges on this bill are included in your Summary Bill, 218-Z01-0062.

New Charges CenturyLink	For questions, call: 1-800-603-6000	Page 2	88.17
Total New Charges			\$88.17



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.

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For billing or technical questions, please call (877) 453-9407.

CenturyLink, P O Box 2956, Phoenix, AZ 85062-2956

continued on back



HARRIS TOWNSHIP

Bill Date: Jan 1, 2021
Account Number: 218 326-6190 657

For questions, call 1-800-603-6000

Page 2

LOCAL SERVICE

MONTHLY SERVICE-JAN 1 THRU JAN 31
(INCLUDES EAS CHARGES)

ITEM RATE MONTHLY CHARGE

69.07

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.

Table with 3 columns: Item, Rate, Monthly Charge. Includes CHOICE BUSINESS PRIME, Extended Area Service, 3-Way Calling, Call Forwarding, Non-Listed Service, Last Call Return, Non-Telecom Svc Surcharge.

EXTENDED AREA SERVICE

YOUR MONTHLY SERVICE CHARGE INCLUDES CHARGES FOR EXTENDED AREA SERVICE (EAS). FOLLOWING IS THE DETAIL OF YOUR CHARGES FOR EAS BY EXCHANGE.

Table with 4 columns: Exchange Name, Rate, Exchange Name, Rate. Includes Coleraine, Hill City, Marble, Deer River, Jacobson, Warba.

TAXES, FEES & SURCHARGES

The following charges are billed at the request of local, state and Federal government and/or to support government programs. For additional information, visit our website at www.centurylink.com.

Table with 2 columns: Charge Name, Amount. Includes FEDERAL UNIVERSAL SERV FUND, TELE-RELAY, 9-1-1, & TELEPHONE ASSISTANCE PLAN SURCHARGES, FEDERAL TAX, STATE TAX, FEDERAL ACCESS CHARGE++, ACCESS RECOVERY CHARGE+++.

++ Federal Access Charge is a per line fee authorized by the FCC to cover the cost of providing access to the telephone network.

+++ This charge is a per line fee authorized by the FCC to recover carrier fees and costs of providing access to the telephone network.

TOTAL CENTURYLINK SERVICE(S) \$88.17

ADJUSTMENTS

The charges or credits below are applied in the Summary on page 1 of your bill. The following detail is for information only.

Table with 3 columns: Date, Description, Amount. Includes ADJUSTMENTS APPLIED-CENTURYLINK LOCAL, TRANSFER FROM 218 Z01-0062.



HARRIS TOWNSHIP

Bill Date: Jan 1, 2021
Account Number: 218 327-0080 040

Visit centurylink.com

Page 1 of 2

Balance Forward	New Charges	Total Amount Billed
\$.00	\$2.61 ⁹ ₂	\$2.61 ⁹ ₂

Account Summary

The charges on this bill are included in your Summary Bill, 218-Z01-0062.

New Charges CenturyLink	For questions, call: 1-800-603-6000	Page 2	2.61 ⁹ ₂
Total New Charges			\$2.61⁹₂

RECEIVED
1/1/21

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.



HARRIS TOWNSHIP

Bill Date: Jan 1, 2021
Account Number: 218 327-0080 040

For questions, call 1-800-603-6000

Page 2

IMPORTANT MESSAGE

THIS IS YOUR CLOSING STATEMENT FOR CHARGES AND CREDITS APPLIED TO YOUR ACCOUNT THROUGH JANUARY 6. YOU MAY RECEIVE A REVISED CLOSING STATEMENT FOR ANY CHARGES OR CREDITS FOR SERVICES APPLIED AFTER THIS DATE.

THANK YOU FOR THE OPPORTUNITY TO SERVE YOU. WE LOOK FORWARD TO MEETING YOUR FUTURE SERVICE NEEDS.

CENTURYLINK SERVICES

SERVICE ADDITIONS AND CHANGES

PER MONTH

DEC 30	SO D20711740	PON P1241385		
	CREDIT FOR SERVICE DISCONNECTED			
	FROM DEC 29 20 THRU DEC 31 20		33.10	2.21%

TAXES, FEES & SURCHARGES

The following charges are billed at the request of local, state and Federal government and/or to support government programs. For additional information, visit our website at www.centurylink.com.

FEDERAL UNIVERSAL SERV FUND	.16%
FEDERAL TAX	.07%
STATE TAX	.17%

TOTAL CENTURYLINK SERVICE(S)	\$2.61%
-------------------------------------	----------------

ADJUSTMENTS

The charges or credits below are applied in the Summary on page 1 of your bill. The following detail is for information only.

DEC 04	ADJUSTMENTS APPLIED-CENTURYLINK LOCAL	
	TRANSFER FROM 218 Z01-0062	39.81%

FOR YOUR INFORMATION

Thank you for giving us the opportunity to serve you. With the recent passage of the Telecommunications Act, you'll soon be hearing a lot about the exciting new products and service enhancements that we will be able to offer our CENTURYLINK customers. In fact, there's never been a better time to be a CENTURYLINK customer. To learn more about what's new or to re-establish your service, please call us and give us the opportunity to say "Welcome Back". If you are a small business customer, please call 1-800-603-6000. If you are a large business customer please contact your CENTURYLINK account team.

Third-Party Billing Block

Cramming occurs when unauthorized charges appear on your telephone bill. To help prevent unwanted third party charges on your bill, contact CenturyLink at 800-244-1111 for residential customers or 800-603-6000 for business customers and request, at no charge, a bill block that will prevent some third party charges such as charitable contributions, dial-up Internet by non-CenturyLink companies or other non-telecommunications charges from appearing on your bill.

Visit centurylink.com

HARRIS TOWNSHIP

Bill Date: Jan 1, 2021
Account Number: 218 327-5494 370

Page 1 of 2

Balance Forward	New Charges	Total Amount Billed
\$.00	\$2.61 9	\$2.61 9

Account Summary*The charges on this bill are included in your Summary Bill, 218-Z01-0062.*

New Charges CenturyLink	For questions, call: 1-800-603-6000	Page 2	2.61 9
Total New Charges			\$2.619

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.

CenturyLink, P O Box 2956, Phoenix, AZ 85062-2956

continued on back



HARRIS TOWNSHIP

Bill Date: Jan 1, 2021
Account Number: 218 327-5494 370

For questions, call 1-800-603-6000

Page 2

IMPORTANT MESSAGE

THIS IS YOUR CLOSING STATEMENT FOR CHARGES AND CREDITS APPLIED TO YOUR ACCOUNT THROUGH JANUARY 6. YOU MAY RECEIVE A REVISED CLOSING STATEMENT FOR ANY CHARGES OR CREDITS FOR SERVICES APPLIED AFTER THIS DATE.

THANK YOU FOR THE OPPORTUNITY TO SERVE YOU. WE LOOK FORWARD TO MEETING YOUR FUTURE SERVICE NEEDS.

CENTURYLINK SERVICES

SERVICE ADDITIONS AND CHANGES

	PER MONTH	
DEC 30 SO D20709611 PON P1240758		
CREDIT FOR SERVICE DISCONNECTED		
FROM DEC 29 20 THRU DEC 31 20	33.10	2.21%

TAXES, FEES & SURCHARGES

The following charges are billed at the request of local, state and Federal government and/or to support government programs. For additional information, visit our website at www.centurylink.com.

FEDERAL UNIVERSAL SERV FUND	.16%
FEDERAL TAX	.07%
STATE TAX	.17%

TOTAL CENTURYLINK SERVICE(S)	\$2.61%
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ADJUSTMENTS

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DEC 04	ADJUSTMENTS APPLIED-CENTURYLINK LOCAL	
	TRANSFER FROM 218 201-0062	39.81%

FOR YOUR INFORMATION

Thank you for giving us the opportunity to serve you. With the recent passage of the Telecommunications Act, you'll soon be hearing a lot about the exciting new products and service enhancements that we will be able to offer our CENTURYLINK customers. In fact, there's never been a better time to be a CENTURYLINK customer. To learn more about what's new or to re-establish your service, please call us and give us the opportunity to say "Welcome Back". If you are a small business customer, please call 1-800-603-6000. If you are a large business customer please contact your CENTURYLINK account team.

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Account Statement



Commercial
Revolving Charge



Customer Service:
homedepot.com/mycrc



Account Inquiries:
1-800-685-6691 Fax 1-800-266-7308

Summary of Account Activity

Previous Balance	\$367.02
Payments	-\$367.02
Credits	-\$0.00
Purchases	+\$8.97
Debits	+\$0.00
FINANCE CHARGES	+\$0.00
Late Fees	+\$0.00
New Balance	\$8.97

Send Notice of Billing Errors and Customer Service Inquiries to:
HOME DEPOT CREDIT SERVICES
PO Box 790345, St. Louis, MO 63179-0345

Payment Information

Current Due	\$8.97	
Past Due Amount	+	\$0.00
Minimum Payment Due	=	\$8.97
Payment Due Date	02/03/21	
Amount to pay to avoid incurring finance charges	\$8.97	

Credit Limit	\$7,500
Credit Available	\$7,491
Closing Date	01/08/21
Next Closing Date	02/05/21
Days in Billing Period	31



RENT TOOLS AND EQUIPMENT FOR EVERY JOB.

For products, pricing and availability,
visit homedepot.com/rental



RECEIVED
1/15/2021 ee

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 insure proper credit. Retain upper portion for your records.



P.O. Box 790411
St. Louis, MO 63179



Payment Due Date	February 3, 2021
New Balance	\$8.97
Past Due Amount	\$0.00
Minimum Payment Due	\$8.97

Statement Enclosed

Amount Enclosed: \$

Print address changes on the reverse side.
Make Checks Payable to ▼

00013312 1 G3501772 DTF 00013312



HARRIS TOWNSHIP
DEREK MARTTILA
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2189094869
PO BOX 9001030
LOUISVILLE, KY 40290-1030



03100 0000897 0000897 0036702 06035322189094869 0306

01399056 8301
LOB 203



SPECIAL NOTICE

Don't forget, 1-Year Returns credited back to your Home Depot Card*

Additional benefits available to Commercial Card Holders:

- **60-day Terms:** Take 60 days to pay before finance charges start to bill on every qualifying purchase
- **Fuel savings:** Earn Fuel savings for every \$100 of qualifying purchases made using your The Home Depot Commercial Revolving Card

Visit homedepot.com/cardbenefits to take advantage of 60-day payment terms and get more information on fuel savings including participating station availability and how to order more redemption cards

*Refer to The Home Depot Returns Policy for details

.....
 You have asked us to automatically withdraw your monthly payments from your bank account ending in 1177. Your next payment of \$8.97 will be withdrawn from your bank account on 01/27/2021. To cancel your enrollment or to change or cancel the scheduled payment, you must contact us by 5 p.m. ET on the Payment Date, except for debit card payments. For debit card payments, you must contact us by 12 a.m. ET the day before the Payment Date to cancel your enrollment or to change or cancel the scheduled payment. If the balance due on your account is less than the payment amount, we will withdraw the balance due on your account.

Important Changes: Our Privacy Notice has changed and can be found at www.citi.com/privacy.

TRANSACTIONS

Trans Date	Location/Description	Reference #	Amount
01/04	THE HOME DEPOT GRAND RAPIDS MN	8020913	\$ 8.97
PAYMENTS, CREDITS, FEES AND ADJUSTMENTS			
12/27	PAY-BY-PHONE PAYMENT DEERFIELD IL	P919400PSEHM92384	\$ 367.02-

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 01/08/2021
Current Fuel Rewards Balance (per gallon)		\$0.20
Expiring Fuel Rewards Balance		\$0.20
Expiration Date		01/31/2021

To customize and manage your account visit www.fuelrewards.com/homedepot or download the Fuel Rewards mobile app.

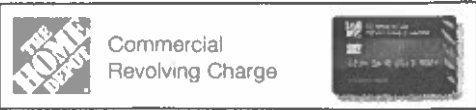
Please ensure you have registered your email address by visiting www.homedepot.com/cardbenefits to fully participate in the program.

PURCHASE HISTORY	
Year to Date	\$8.97
Life to Date	\$27,119.00

4866902



INVOICE DETAIL



Remit payment and make checks payable to:
 HOME DEPOT CREDIT SERVICES
 DEPT. 32 - 2189094869
 PO BOX 9001030
 LOUISVILLE, KY 40290-1030

BILL TO:
 Acct:

SHIP TO:
 HARRIS TOWNSHIP
 20878 WENDIGO PARK RD
 GRAND RAPIDS, MN 55744-4682

Amount Due:	Trans Date:	Invoice #:
\$8.97	01/04/21	8020913
PO:		Store: 2834, GRAND RAPIDS, MN

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
PHOTOCELL	10000107630000600010	1.0000 EA	\$8.97	\$8.97
SUBTOTAL				\$8.97
TAX				\$0.00
TOTAL				\$8.97



#424
**How doers
 get more done.**

406984

2600 S POKEGAMA AVE SO
 GRAND RAPIDS, MN 55744 (218)327-9791
 2834 00002 51942 01/04/21 02:05 PM
 SALE CASHIER HEATHER
 857617004729 PHOTOCELL <A> 8.97N
 PHOTOCELL
 SUBTOTAL 8.97
 SALES TAX 0.00
 TAX EXEMPT TOTAL \$8.97
 XXXXXXXXXXXX4869 HOME DEPOT USD\$ 8.97
 AUTH CODE 004141/8020913 TA
 Chip Read
 AID A000000004999908400304 THD PLCC CRC

2834 01/04/21 02:05 PM



RETURN POLICY DEFINITIONS
 POLICY ID DAYS POLICY EXPIRES ON
 A 11 365 01/04/2022

Due to COVID-19, we have extended our
 returns policy for most items.
 Please see homedepot.com for details.

DID WE NAIL IT?

Take a short survey for a chance to WIN
 A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H88 107007 104175
 PASSWORD: 21054 104173

Entries must be completed within 14 days
 of purchase. Entrants must be 18 or
 older to enter. See complete rules on
 website. No purchase necessary.





26039 Bear Ridge Drive
Cohasset, MN 55721

A Tripartite Energy Cooperative

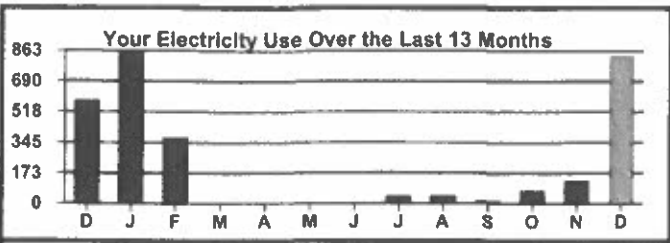
Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
In case of an outage, phones answered 24 hours a day.
Office 1-800-421-9959
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop

RECEIVED
1-22-2021

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



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



64% of LCP members participate in Operation Round Up, giving more than \$2.5 Million since 2004. THANK YOU for supporting community-based projects and programs.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	-102.62
BALANCE FORWARD CREDIT	-102.62

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER READING PRES	MULTI-PREV	PLIER CODE	USAGE	DESCRIPTION		
40	20028472	01/01 -12/01	3153	2320	1	833	ENERGY CHARGE @ .123600		102.96
							SERVICE AVAILABILITY CHG:		42.00
							TOTAL CHARGES THIS STATEMENT		144.96

DO NOT PAY-AUTOMATIC WITHDRAWAL ON 02/01/21

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500571150	CRYSTAL	(218) 327-8759	01/11/2021	01/30/2021	42.34

Please detach and return this portion with your payment.

Account No.: 500571150 Cycle: 1
Due Date: 01/30/2021 Net Due: 42.34
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



0500571150010110000042340000042340





26039 Bear Ridge Drive
Cohasset, MN 55721

A Tri-State Energy Cooperative

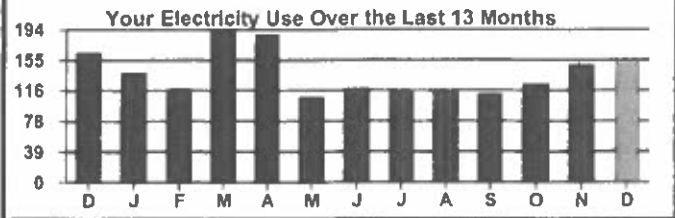
Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
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RECEIVED
1-22-2021

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



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



64% of LCP members participate in Operation Round Up, giving more than \$2.5 Million since 2004. THANK YOU for supporting community-based projects and programs.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	58.93
PAYMENT 12/30/2020	-58.93
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	2308	2156	1	152	ENERGY CHARGE	@	.123600	18.79
							SERVICE AVAILABILITY CHG:			42.00
							TOTAL CHARGES THIS STATEMENT			60.79
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 02/01/21										
METER READ AUTOMATICALLY										
Account Number	Service Address		Phone Number		Bill Date	Due Date	Net Amount Due			
500602100	CEMETARY		(218) 327-8759		01/11/2021	01/30/2021	60.79			

Please detach and return this portion with your payment.

Account No.: 500602100 Cycle: 1
Due Date: 01/30/2021 Net Due: 60.79
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



0500602100010110000060790000060794





26039 Bear Ridge Drive
Cohasset, MN 55721

A Twin Lake 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.com

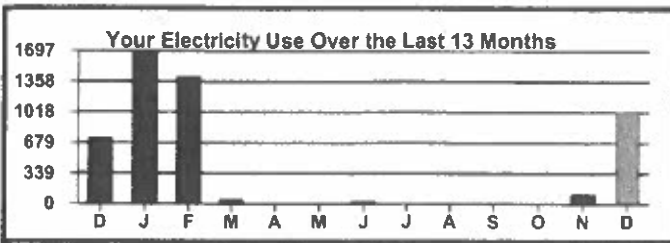
RECEIVED
1-22-2021

388 2 AV 0.389
HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

5 388
C-3



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



64% of LCP members participate in Operation Round Up, giving more than \$2.5 Million since 2004. THANK YOU for supporting community-based projects and programs.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	68.27
PAYMENT 12/30/2020	-68.27
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	20032435	01/01 -12/01	5321	4294	1	1027	ENERGY CHARGE @ .123600		126.94
30						80	SERVICE AVAILABILITY CHG; SEC LIGHT-200W HPS(QTY 1)		42.00 14.00
TOTAL CHARGES THIS STATEMENT									182.94

DO NOT PAY-AUTOMATIC WITHDRAWAL ON 02/01/21

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500567550	WENDIGO WARMING HOUSE	(218) 327-8759	01/11/2021	01/30/2021	182.94

Please detach and return this portion with your payment.

Account No.: 500567550 Cycle: 1
Due Date: 01/30/2021 Net Due: 182.94
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



0500567550010110000182940000182949



MEDIACOM[™] BUSINESS

Account Information

This statement reflects current charges as of the date the statement was printed.

Did you know?

Please reference your service agreement for terms to terminate service and arrange for the return of all equipment. Failure to return our equipment will result in the following charges: Non-addressable converter up to \$125.00; addressable converter up to \$300.00; modem up to \$139.99; digital converter up to \$500.00; remote control up to \$85.00

Mediacom Business customers enjoy 24 hour customer support at the Business Technology Support Center. Our Business Technology Support Center is solely dedicated to serving businesses like yours.

Statement of Service

Page 1 of 2

HARRIS TOWN HALL

January 14, 2021

Account Number

8384922380090856

Account PIN

9836

Telephone Number

(218) 398-0617

For Service at

21998 AIRPORT RD

GRAND RAPIDS MN 55744- 4852

How to reach us...

Visit Us Online: www.mediacombusiness.com

Call Customer Service: 1-800-379-7412

Your Summary

Bill from 01/24/21 through 02/23/21

See the back for details

Previous Balance	\$222.18
Payments	-222.18
Bundled Services	201.90
Individual Services	5.99
Taxes and Fees	14.77
Amount Due	\$222.66
Amount Due By	Autopay

AUTO-BANK PAYMENT WILL BE MADE ON
02/04/21

Closed captioning: If you are experiencing issues with Closed Captioning, please contact Mediacom Customer Service at (855) 633-4226, fax (845) 698-4079 or visit our website at <http://mediacomtoday.com>. For written closed captioning complaints, contact: Penny Kurdyla, Mediacom Closed Captioning Office, 1 Mediacom Way, Mediacom Park, NY 10918, Phone (877) 647-6221, fax (845) 698-4079 or email closedcaption@mediacomcc.com.

MEDIACOM[™] BUSINESS

PO BOX 110 WASECA MN 56093-0000
8633 2940 NO RP 14 01152021 NNNNNYNN 01 999583

HARRIS TOWN HALL
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

January 14, 2021

Account Number:

8384922380090856

HARRIS TOWN HALL

20876 WENDIGO PARK RD

GRAND RAPIDS MN 55744-4682

Amount Due By Autopay **\$222.66**

Amount you are enclosing: \$

MEDIACOM
PO BOX 5744
CAROL STREAM IL 60197-5744

838492238009085600222661

MEDIACOM[™] BUSINESS

8633 2940 NO RP 14 01152021 NNNNNYNN 01 999583

HARRIS TOWN HALL

Account Number

Telephone Number

Page 2 of 2

January 14, 2021

8384922380090856

(218) 398-0617

Your Account Details

01/14	Previous Balance	\$222.18
01/04	EFT Payment	-222.18
		\$0.00

Total Due By **\$222.66**

Your Bundled Services

01/24 - 02/23	Limited Video	43.00
01/24 - 02/23	Business Internet 60/5 Mbps	118.95
01/24 - 02/23	Primary Phone Line	39.95
01/24 - 02/23	EMTA Modem	0.00
		\$201.90

Your Individual Services

01/24 - 02/23	Local Broadcast Surcharge	15.80
01/24 - 02/23	Service Discount	-15.80
01/24 - 02/23	Primary HD Equipment	0.00
01/24 - 02/23	WIFI Basic Service	5.99
		\$5.99

Taxes and Fees

TV (Includes Installation and Miscellaneous Charges)

01/14	Franchise Fee	2.15
01/14	FCC Regulatory Fee	0.08
01/14	Access Fee	1.25
01/14	Sales Tax On Franchise Fees	0.15
01/14	State Sales Tax	2.96

Phone

01/14	Regulatory Recovery Fee	0.72
01/14	Telephone Assistance Plan Surcharge	0.10
01/14	Minnesota E911	0.95
01/14	Federal Universal Service Fund	3.36
01/14	MN Telecommunications Access Fund	0.07
01/14	State Sales Tax	2.98
		\$14.77

YOUR FRANCHISE AUTHORITY IS CITY OF GRAND RAPIDS 420 NORTH POKEGAMA AVE, GRAND RAPIDS, MN 55744 FCC COMMUNITY ID: MN0018

NEW

ADVANCED DATA SECURITY

In a business world where everything is connected, internet security and customer protection are everything.

Give your business a first line of defense against malicious threats and hackers with **Advanced Data Security** for \$15 a month.

(add-on service to Business Internet)

Save \$10 a month when you bundle
Advanced Data Security with Business Wi-Fi.

Pay just \$20 a month for both services.
Call 866-566-2225 for details.

MEDIACOM[™] BUSINESS

We've got your back, so you can run your business.



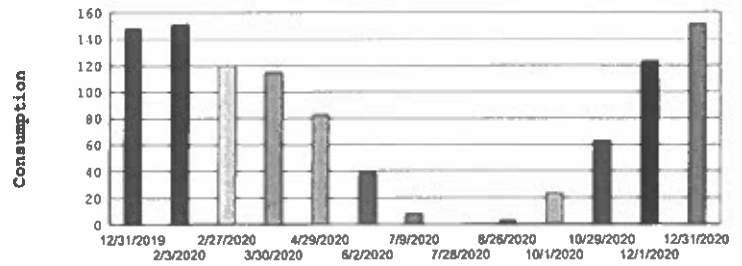


NORTHWEST GAS
314 MAIN ST NE - PO BOX 721
MAPLETON, MN 56065-0721

Toll Free 800-367-6964 or 507-524-4103

Statement Date - 1/12/2021
Account Number: 440600.01

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

Current Reading on: 12/31/2020 of 4,023 - Previous Reading on: 12/1/2020 of 3,888 = 135ccf

135ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02730 = 151 therms @ 0.96000

Tax

Purchased Gas-02

135ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02730 = 151 therms @ 0.11940

Tax

TOTAL CURRENT MONTH BILLING

PAST DUE BALANCE - PAYABLE UPON RECEIPT

FINANCE CHARGES

TOTAL BALANCE DUE

Basic Service Charge

\$15.00

\$144.96

\$11.00

\$18.03

\$1.24

\$190.23

\$0.00

\$0.00

\$190.23

PAYMENTS RECEIVED IN THE LAST 30 DAYS

IMPORTANT SAFETY MESSAGE

FOR YOUR SAFETY PLEASE KEEP

YOUR METER FREE OF ICE

AND SNOW BUILD-UP. THANKS!

DATE	AMOUNT	TYPE	CHECK NO	COMMENT
12/21/2020	\$157.56	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 HALL

DUE DATE: 1/29/2021

ACCOUNT NUMBER: 440600.01

TOTAL BALANCE DUE: \$190.23

AMOUNT ENCLOSED: \$

NORTHWEST GAS
314 MAIN ST NE - PO BOX 721
MAPLETON, MN 56065-0721

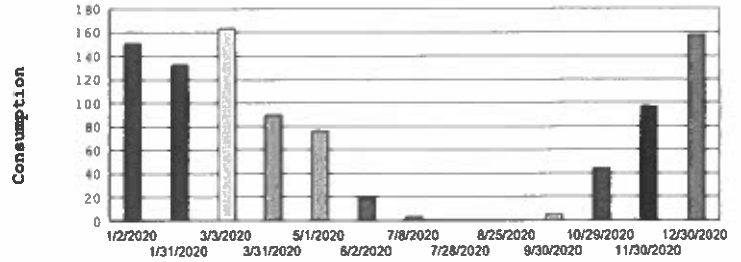


NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721

Toll Free 800-367-6964 or 507-524-4103

Statement Date - 1/12/2021
 Account Number: 440601.01

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: 12/30/2020 of 4,078 - Previous Reading on: 11/30/2020 of 3,937 = 141ccf

141ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02730 = 158 therms @ 0.96000

\$151.68

Tax

\$11.46

Purchased Gas-02

141ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02730 = 158 therms @ 0.11940

\$18.87

Tax

\$1.30

TOTAL CURRENT MONTH BILLING

\$198.31

PAST DUE BALANCE - PAYABLE UPON RECEIPT

\$0.00

FINANCE CHARGES

\$0.00

TOTAL BALANCE DUE

\$198.31

PAYMENTS RECEIVED IN THE LAST 30 DAYS

IMPORTANT SAFETY MESSAGE

FOR YOUR SAFETY PLEASE KEEP

YOUR METER FREE OF ICE

AND SNOW BUILD-UP. THANKS!

DATE	AMOUNT	TYPE	CHECK NO	COMMENT
12/21/2020	\$127.64	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: 1/29/2021

ACCOUNT NUMBER: 440601.01

TOTAL BALANCE DUE: **\$198.31**

AMOUNT ENCLOSED: \$

NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721



PO BOX 489
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
www.vzw.com/mybusinessaccount	9865 10508-00001	02/04/21
Change your address at http://sso.verizonenterprise.com	Invoice Number	9871189702

Quick Bill Summary

Dec 13 – Jan 12


HARRIS SERVICE CENTER
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

00045966
9301

Previous Balance <i>(see back for details)</i>	\$148.74
Payment – Thank You	-\$148.74
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	\$1.62
Taxes, Governmental Surcharges & Fees	\$3.06
Total Current Charges	\$148.89

RECEIVED
1-22-2021

Total Charges Due by February 04, 2021 \$148.89

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At vzw.com/mybusinessaccount	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, 2021
Account Number 986510508-00001
Invoice Number 9871189702

Total Amount Due

Deducted from bank account on 02/01/21
DO NOT MAIL PAYMENT **\$148.89**

PO BOX 16810
NEWARK, NJ 07101-6810



98711897020109865105080000100000014889000000148899



Get Minutes Used

Get Data Used

Get Balance

#MIN + SEND

#DATA + SEND

#BAL + SEND

Payments

Payments, continued

Previous Balance \$148.74

Payment - Thank You

Payment Received 01/04/21 -148.74

Total Payments -\$148.74

Balance Forward \$0.00

Total Amount Due will be deducted from your bank account on 02/01/21



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 408 Newark, NJ 07101-0408

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.

Signature box





Invoice Number 9871189702 Account Number 986510508-00001 Date Due Page 02/04/21 3 of 7

Overview of Shared Usage

Participating Lines as of 01/12/21	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
Talk - Nationwide for Business Share	3	0	1,200	436	0

Overview of Lines

Lines Changes	Page Number	Monthly Changes	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental Surcharges and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
218-244-1811 Clerk Harris	4	\$48.07	--	--	\$54	\$1.02	--	\$49.63	4	60	64.694KB	--	--	--
218-244-5247 Maintenance Harris	5	\$48.07	--	--	\$54	\$1.02	--	\$49.63	387	27	1,204.657KB	--	--	--
218-398-5033 Caretaker Harris	6	\$48.07	--	--	\$54	\$1.02	--	\$49.63	45	1	69.675KB	--	--	--
Total Current Charges		\$144.21	\$0.00	\$0.00	\$1.82	\$3.06	\$0.00	\$148.89						

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
www.vzw.com/mybusinessaccount.

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)	4	---	---
Mobile to Mobile <i>minutes</i>	unlimited	27	---	---
Night/Weekend <i>minutes</i>	unlimited	3	---	---
Total Voice				\$.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	28	---	---
Unlimited M2M Text <i>messages</i>	unlimited	27	---	---
Picture & Video - Sent <i>messages</i>	unlimited	4	---	---
Picture & Video - Rcv'd <i>messages</i>	unlimited	1	---	---
Total Messaging				\$.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	64,694	---	---
Total Data				\$.00

Total Usage and Purchase Charges \$.00

Surcharges

Fed Universal Service Charge	.33
Regulatory Charge	.21
	\$.54

Taxes, Governmental Surcharges and Fees

MN 911/Teletelery Chrg	1.02
	\$1.02

Total Current Charges for 218-244-1811 \$49.63



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
www.vzw.com/mybusinessaccount

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)	387	--	--
Mobile to Mobile <i>minutes</i>	unlimited	193	--	--
Night/Weekend <i>minutes</i>	unlimited	2	--	--
Total Voice				\$.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	27	--	--
Total Messaging				\$.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	1,204,657	--	--
Total Data				\$.00

Total Usage and Purchase Charges \$.00

Surcharges

Fed Universal Service Charge	.33
Regulatory Charge	.21
\$.54	

Taxes, Governmental Surcharges and Fees

MN 911/Teletelery Chrg	1.02
\$1.02	

Total Current Charges for 218-244-5247 \$49.63



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
www.vzw.com/mybusinessaccount.

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)	45	--	--
Mobile to Mobile <i>minutes</i>	unlimited	6	--	--
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	1	--	--
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	69,675	--	--
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Fed Universal Service Charge	.33
Regulatory Charge	.21
\$0.54	

Taxes, Governmental Surcharges and Fees

MN 911/Telerelay Chrg	1.02
\$1.02	

Total Current Charges for 218-398-5033 \$49.63