

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

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

REGULAR BOARD MEETING
January 10, 2024, at 7:30pm
AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement.
2. **Approve the Minutes**
 - A. December 13, 2023, Regular Board Meeting Minutes
 - B. December 18, 2023, Work Session Minutes re: Sick and Safe Time Policy, and Employment Handbook
 - C. January 4, 2024, Closed Work Session Minutes re: Employee Appraisals
 - D. January 4, 2024, Work Session Minutes re: Reorganization, Admin Policy, 5-Year Road Plan
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**
6. **Roads**
 - A. Roads Update/J
 - B. 2023 Bituminous Roadways Pay App/J
 - C. 2024 Harris Township-SEH Misc Services Agreement/J
 - D. SEH Pre-Construction Meeting re: Sunny Beach Addition Road Construction/J
 - E. Stop Sign Reflectors/M
7. **Recreation**
 - A. Rinks/J
8. **Correspondence (Informational)**
 - A. Itasca County Township Association Minutes of December 11, 2023
9. **Old Business**
 - A. Sick and Safe Time (Tabled from December 13, 2023 Board Meeting)/P
 - B. Employee Handbook (Tabled from December 13, 2023 Board Meeting)/P

10. New Business

- A. Resolution 2024-001 re: Officer Compensation/P; Resolution 2024-002 re: Establishing Administrative Policy/P
- B. Resolution 2024-003 re: Adopting Reorganization/P
- C. Reorganizational Committees for 2024-2025/P
- D. Resolution 2024-004 re: Resolution Authorizing Contract with Interested Officer (Gilbert)/P
- E. Resolution 2024-005 re: Resolution Authorizing Contract with Interested Officer (Kelley)/P
- F. Resolution 2024-006 re: Resolution Authorizing Contract with Interested Officer (Davies)/P
- G. Resolution 2024-007 re: Resolution Authorizing Contract with Interested Officer (Schack)/P
- H. Resolution 2024-008 re: Resolution Authorizing Contract with Interested Officer (Clayton)/P
- I. Mileage Rate for 2024/P
- J. Claims List from December 30, 2023/N

11. Treasurer' Report – December 31, 2023


- A. Treasurers Report/N
- B. Payment of Claims/N

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

13. UPCOMING Events/Meetings

January 11, 2024	Work Session re: Insurance	2:00pm Town Hall
January 22, 2024	Work Session re: Budget	5:00pm Town Hall
January 23, 2024	Work Session re: Budget	5:00pm Town Hall
January 24, 2024	P&D Meeting	7:30pm Town Hall
January 29, 2024	Work Session re: Casper Landing, Wendigo Park	3:00pm Town Hall
January 29, 2024	Work Session re: Budget	5:00pm Town Hall
January 31, 2024	Work Session re: Budget	5:00pm Town Hall
February 1, 2024	Work Session re: Budget and Board of Audit	5:00pm Town Hall

14. Adjourn

Prepared by: 
Kelly Derfjer, Clerk

Signed by: OK'd by Peggy Clayton
Peggy Clayton, Madam Chair
1/6/24

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2A

**REGULAR BOARD MEETING
December 13, 2023 at 7:30pm
MINUTES**

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

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

Approve the Minutes

Minutes of November 8, 2023, Regular Board Meeting

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the minutes of the November 8, 2023 Regular Board Meeting. Ayes-5; Nays-0. Motion carried.

Minutes of December 7, 2023, Closed Work Session re: Performance of Employee Under Board Direction

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the minutes of the December 7, 2023 Closed Work Session re: Performance of Employee Under Board Direction. Ayes-5; Nays-0. Motion carried.

Minutes of December 7, 2023, Work Session re: Security

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the minutes of the December 7, 2023 Work Session re: Security. Ayes-5; Nays-0. Motion carried.

Additions and Corrections

Chair Clayton proposed to remove items 10F (Sick and Safe Time Policy) and 10G (Employee Handbook Update) and table them to the January 10, 2024 Regular Board Meeting. She also proposed adding Sick and Safe Time Policy and Employee Handbook Update to a Work Session that is to be scheduled under New Business. Supervisor Kelley proposed adding Schedule a Work Session re: Insurance as item 10M under New Business. Supervisor Gilbert requested to add Beaver Control at Woodtick Landing as item 7B under Recreation.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the removing items 10F (Sick and Safe Time Policy) and 10G (Employee Handbook Update) and table them to the January 10, 2024 Regular Board Meeting, adding Sick and Safe Time Policy and Employee Handbook Update to Schedule Work Session under New Business, adding Schedule Work Session re: Insurance as item 10M under New Business, and adding Beaver Control at Woodtick Landing as item 7B under Recreation, and approve the Regular Agenda. Ayes-5; Nays-0. Motion carried.

Business from the Floor

ICTV/Beth G.

Beth George, from ICTV, approached the board to advise of a drop in franchise and PEG fees and how that can affect the programming of Harris Township Board Meetings. The Grand Rapids Area Cable Commission has addressed this issue with the four entities in a Joint Powers Agreement (the City of Grand Rapids, the City of LaPrairie, the City of Cohasset and Harris Township). The funding for the programming of meetings comes from franchise fees from Paul Bunyan and Mediacom (5% of television products goes to the Cable Commission, of which ICTV gets 95%) and PEG fees (per subscriber, \$1.25 goes to ICTV for capital improvements).

As streaming has become more popular, the funding from franchise fees and PEG fees has dropped, as there is no way to recoup money from streaming. The Cable Commission will be looking at new ways to fund the communications process through television and streaming. ICTV’s budget has dropped by \$4,000 in the last year and a half. They will be doing fundraising, grant searches, etc., to make up for the difference in their budget. They are looking to the entities now for help with solutions for the shortfalls expected in the future. Harris Township has contributed \$34,470.00 through franchise and PEG fees.

2024 Projects/Sarah C.

Sarah Carling, of CEDA, approached the board to discuss projects that the board has identified for 2024. Chair Clayton met with Sarah a few weeks prior to the meeting to discuss possible projects and dollar amounts. Sarah was able to review these projects and is compiling a master list from area communities to create a plan for exploring and strategically contracting available grants without competing with neighboring communities.

Sarah would like the board to identify and prioritize projects for 2024, then schedule a work session for the end of January to discuss prioritizing the tasks of the projects and identify how they will be funded. The Board has already identified Casper Landing as a priority for 2024. Sarah recommended that the board prioritize between Wendigo Park and Crystal Park, as each will be costly. After discussion, the board made the decision to prioritize Wendigo Park for 2024. Supervisor Kelley will get the newest map of Casper Landing, prepared by SEH, to Sarah.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to schedule a Work Session re: Casper Landing and Wendigo Park on January 29, 2024 at 3pm. Ayes-5; Nays-0. Motion carried.

**Consent Agenda
Zoning Land Use Permit
SSTS Permits**

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Consent Agenda as delineated above. Ayes-5; Nays-0. Motion carried.

Roads

Roads Update

Supervisor Kelley stated that the roads are clear of snow and that gravel roads are holding up.

Jess Harry Rd

Supervisor Kelley provided the board with a survey completed by SEH that shows the 1.4 miles of the shared portion of Jess Harry Rd between Blackberry Township and Harris Township. The survey shows Harris Township's ownership of 12,092 square feet and Blackberry Township's ownership of 10,069 square feet of this section of Jess Harry Rd. Historically, Blackberry Township has maintained this section of Jess Harry Rd, but is interested in having Harris Township share in the maintenance.

Blackberry Township will be discussing the SEH survey at their next board meeting, and then will discuss the possibility of a shared road agreement for the townships with Supervisor Kelley. Discussion followed. Supervisor Kelley suggested to table Jess Harry Rd to the January 10, 2024 Regular Board Meeting.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to table Jess Harry Rd to the January 10, 2024 Regular Board Meeting. Ayes-5; Nays-0. Motion carried.

Bear Creek Rd

Supervisor Kelley shared information that was found when researching the maintenance responsibility of the end of Bear Creek Rd. Supervisor Kelley first provided the Road Certifications of Bear Creek Rd from the county dating back to 2015. The miles certified, and miles on contracted maintenance with Itasca County differed between miles certified and miles on contracted maintenance (1.72 miles certified starting in 2019 from new GPS reporting on dead end roads). The miles on contracted maintenance continued as reported 1.7 miles, rather than the updated 1.72. The end result is that the end of Bear Creek Rd did not change.

Supervisor Kelley found that Harris Township does have an easement at the end of Bear Creek Rd. He obtained a description of the easement from the Records Department and had the easement platted by surveyors. The easement provides the Township the option to extend the road in the future, if needed.

The original question, coming from the homeowner at the end of Bear Creek Rd, was asking why the 50-foot past the turn-around has not been plowed in the last 2-3 years. The snow-plow maintenance was confirmed to end in the same place it has been maintained to for as long as any documents or persons can remember. Supervisor Kelley contacted 3 prior District Foreman, an old grader operator, former Harris Township Board Supervisors, and a former Harris Township Maintenance Employee, going back at least 10-years in time. They all confirmed that snow-plow maintenance ended at the turn-around.

The current District Foreman from the County discussed problems with Supervisor Kelley that could occur if they were to plow beyond the turn-around with Supervisor Kelley, including leaving snow berms from the trucks that are only able to plow to the right side of the road and the narrow width of the easement with no turn-around. Discussion followed.

A motion was made by Chair Clayton and seconded by Supervisor Davies to send a letter to the constituent residing past the turn-around on Bear Creek Rd stating that the Board has resolved to leave the plow maintenance as-is, plowing only to the turn-around as has been done in the past years. Ayes-5; Nays-0. Motion carried.

2024 Road Projects

In closing 2023 Road Projects, Supervisor Kelley stated that there is an invoice expected for the sub-cutting on Mishawaka Shores and will be another invoice expected in the Spring for painting the lines on Mishawaka Shores.

For 2024 Road Projects, Sunny Beach Road Addition is scheduled for road construction. SEH would like to hold a pre-construction meeting for the residents on Sunny Beach Road Addition sometime after the first of the year. Sarah, from SEH, will have drawings prepared for the public. Discussion followed.

A motion was made by Chair Clayton and seconded by Supervisor Gilbert to move forward with SEH preparing the drawings for the Sunny Beach Road Addition Project and scheduling a pre-construction meeting for the residents of Sunny Beach Road Addition. Ayes-5; Nays-0. Motion carried.

SEH will send out letters informing the residents of Sunny Beach Road Addition of the pre-construction meeting. Chair Clayton will publish the meeting information on Facebook. Chair Clayton will also discuss the pre-construction meeting with the Township Attorney, if necessary, to ensure that the Township covers all the necessary requirements.

SEH 2024

SEH is working on the 2024 contract between Harris Township and SEH for engineering services. They would like to know what tasks will be included in the 2024 contract. The board suggested tasks for Casper Landing, Sunny Beach Road Addition Project, Cemetery, Wendigo Park, and Miscellaneous. Sarah Carling also suggested adding Grants for 2025 to the tasks. Supervisor Kelley will get the list of tasks to SEH for the 2024 Engineering Services Contract.

Recreation

Rinks

Supervisor Kelley stated that interviews with rink attendants are complete. There were four great applicants hired. The weather has not been cold enough to open rinks yet. Rinks will open as soon as the weather allows.

Beaver Control at Woodtick Landing

Supervisor Gilbert stated that there has been activity from beaver and/or muskrat at the Woodtick Boat Landing. He will monitor the situation.

Supervisor Gilbert also stated that the channel at Woodtick Boat Landing has debris that is blocking the channel that could be cleared with the low water conditions recently. Discussion followed.

Correspondence

Itasca County Township Association Minutes of November 13, 2023

Informational.

Itasca County Zoning Fees Increase

Informational.

Old Business

RAMS December 14, 2023 Annual Dinner and Elections

Chair Clayton stated that Supervisor Davies was nominated by the Harris Township Board to be on the ballot for the RAMS Board of Directors. Supervisor Davies is one of 12 members on the ballot for the RAMS Board of Directors, with 11 open seats. Supervisor Davies will be in attendance for the RAMS Annual Dinner and Elections on December 14, 2023. Supervisor Gilbert will be attending as well, with Chair Clayton attending if he cannot make it.

A motion was made by Chair Clayton and seconded by Supervisor Kelley to approve the attendance of Supervisor Davies and Supervisor Gilbert at the RAMS Annual Dinner and Elections on December 14, 2023 at 5:30pm. Ayes-5; Nays-0. Motion carried.

New Business

Resolution 2023-022 re: Approving State of Minnesota Joint Powers Agreement

Chair Clayton stated that in order to obtain an ORI (Originating Agency Identification), the board must pass this Resolution approving State of Minnesota Joint Powers Agreement with the Township of Harris on behalf of its Prosecuting Attorney. After this Resolution and Subscriber Agreement are approved, it will move forward to the BCA, and then will move to the FBI, who will assign the ORI for the Township. Once the ORI number is assigned, that number will be sent to Court Administration to be uploaded to the system(s), and then be sent back to the BCA. The BCA will provide signed copies and the ORI number back to the Township. The agreements are for a five-year period, and will then be automatically renewed.

Chair Clayton read Resolution 2023-022 in its entirety.

Madam Chair Clayton called for a Roll Call:

Supervisor Kelley:	Yes
Supervisor Gilbert:	Yes
Supervisor Davies:	Yes
Supervisor Schack:	Yes
Madam Chair Clayton:	Yes

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution 2023-022 re: Approving State of Minnesota Joint Powers Agreement and to approve the State of Minnesota Joint Powers Agreement. Ayes-5; Nays-0. Motion carried.

Court Data Services Subscriber Agreement to CJDN Subscriber Agreement

Chair Clayton stated that the Court Data Services Subscriber Agreement to CJDN Subscriber Agreement is also a necessary step to obtain an ORI for Township Collections.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the Court Data Services Subscriber Agreement to CJDN Subscriber Agreement. Ayes-5; Nays-0. Motion carried.

2024 Itasca County Township Association Meetings

Chair Clayton stated that the Itasca County Township Association meetings are attended monthly by the Board.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the Harris Township Board Supervisors to attend the 2024 monthly meetings for the Itasca County Township Association. Ayes-5; Nays-0. Motion carried. The 2024 Itasca County Township Association Meeting Schedule will be posted by the clerk.

Resolution 2023-025 re: Winter Burials

Chair Clayton read Resolution 2023-025 in its entirety.

Madam Chair Clayton called for a Roll Call:

- Supervisor Kelley: Yes
- Supervisor Gilbert: Yes
- Supervisor Davies: Yes
- Supervisor Schack: Yes
- Madam Chair Clayton: Yes

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution 2023-025 re: Winter Burials. Ayes-5; Nays-0. Motion carried.

Resolution 2023-026 re: Adopting a Sick and Safe Time Policy

Chair Clayton shared that in 2023 the Minnesota legislature enacted a new sick and safe time law which is effective on January 1, 2024. The earned sick and safe time leave is designed for temporary leave. This law does apply to townships, even if they only have one employee. The new law states that for every 30 hours worked, the employee will earn 1 hour of sick and safe leave, up to 48 hours earned per year. The Resolution, if approved, would denote Harris Township's enactment of ESST (Earned Sick and Safe Time), effective January 1, 2024.

Chair Clayton read Resolution 2023-026 in its entirety.

Madam Chair Clayton called for a Roll Call:

- Supervisor Kelley: Yes
- Supervisor Gilbert: Yes
- Supervisor Davies: Yes
- Supervisor Schack: Yes
- Madam Chair Clayton: Yes

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve Resolution 2023-026 re: Adopting a Sick and Safe Time Policy. Ayes-5; Nays-0. Motion carried.

Schedule Budget Sessions and Board of Audit Meetings

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to schedule Budget Meetings at the Town Hall as follows: January 22, 2024 at 5pm, January 23, 2024 at 5pm, January 29, 2024 at 5pm, and January 31, 2024 at 5pm and a Budget Meeting and the Board of Audit on February 1, 2024 at 5pm. Ayes-5; Nays-0. Motion carried.

Schedule Closed Work Session re: Security, and a Work Session re: Sick and Safe Time Policy and Employee Handbook

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to schedule a Closed Work Session re: Security on December 18, 2023 at 5pm and a Work Session re: Sick and Safe Time Policy and Employee Handbook on December 18, 2023 immediately following the Closed Work Session re: Security. Ayes-5; Nays-0. Motion carried.

Schedule Closed Work Session re: Employee Appraisals, and a Work Session re: 2024 Admin Policy, Reorganization, and 5-Year Plan

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to schedule a Closed Work Session re: Employee Appraisals on January 4, 2024 starting at 3pm and a Work Session re: Admin Policy, Reorganization, and 5-Year Plan on January 4, 2024 immediately following the Closed Work Session re: Employee Appraisals. Ayes-5; Nays-0. Motion carried.

Schedule Work Session re: Insurance

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to schedule a Work Session re: Insurance on January 11, 2024 at 2pm. Ayes-5; Nays-0. Motion carried.

Treasurer’s Report

Treasurer’s Report for November 2023

Treasurer Kopacek presented the Treasurer’s Report/Cash Control Statement, Outstanding Checks and Deposits Report, and Schedule 1a (statement of receipts, accrued, interest, disbursements, and balances). The beginning balance in General Fund for 2022 and 2023 has been increased by \$148.14 due to a voided Verizon Wireless disbursement EFT1282105 from December of 2021.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Treasurer’s Report for November 2023 in the amount of \$2,203,909.58. Ayes-5; Nays-0. Motion carried.

Payment of Claims

Treasurer Kopacek presented the Claims List for approval.

A motion was made by Supervisor Davies and seconded by Supervisor Schack to approve the claims list #21238 through #21264, EFT 12122301 through EFT 12122309 in the amount of \$85,086.03. Ayes-5; Nays-0. Motion carried.

Public Input

There was no public input.

UPCOMING Events/Meetings

January 4, 2024	Closed Work Session re: Employee Appraisals	3:00 pm Town Hall
January 4, 2024	Work Session re: Reorganization Admin Policy, 5-Year Plan	Immediately Following Closed Work Session re: Employee Appraisals
January 8, 2024	Itasca County Township Association Meeting	7:00 pm Courthouse Jail Tour
January 10, 2024	Regular Meeting	7:30 pm Town Hall
January 11, 2024	Work Session re: Insurance	2:00 pm Town Hall
January 22, 2024	Work Session re: Budget	5:00 pm Town Hall
January 23, 2024	Work Session re: Budget	5:00 pm Town Hall
January 24, 2024	P&D Meeting	7:30 pm Town Hall
January 29, 2024	Work Session re: Casper Landing, Wendigo Park	3:00 pm Town Hall
January 29, 2024	Work Session re: Budget	5:00 pm Town Hall
January 31, 2024	Work Session re: Budget	5:00 pm Town Hall
February 1, 2024	Work Session re: Budget and Board of Audit	5:00 pm Town Hall

Adjourn

There being no further business to come before the board, a motion was made by Supervisor Kelley and seconded by Supervisor Schack at 8:54 pm.

Prepared by: _____
Kelly Derfler, Clerk

Signed by: _____
Peggy Clayton, Madam Chair

Madam Chair Peggy Clayton
20356 Wendigo Park Road
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Harris Township

SINCE 1909



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2B

December 18, 2023
Work Session Re: Sick and Safe Time Policy, and Employer Handbook
5:45 pm Town Hall

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Davies, Gilbert and Kelley

Chair Clayton called the meeting to order immediately following the closed work session at 5:45 pm.

The purpose of the work session was to discuss potential changes in the (draft) Sick and Safe Time Policy, and the Employee Handbook.

Sick and Safe Time Policy

Chair Clayton further researched the sick and safe time law and spoke with the MAT Attorney regarding the draft sick and safe time policy language for the township. With the information gathered, she stated that changes should be made in this policy as the intent of the law, which is effective January 1, 2024, was to grant eligible employees paid sick and safe time at a rate offered of 1 hour of earned sick time for every 30 hours of work, up to a maximum of 48 hours per year, and with a right to carry over any unused sick time, and not to be paid out any unused sick time. The earned sick and safe time law is a benefit provided to eligible employees, who would ordinarily not have/get sick and safe time, therefore, allowing them paid sick time when they are unable to work.

The proposed changes were as follows.

The Township elects to:

- Allow all eligible employees (full-time, part-time, appointed) paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked.
- Pay the employee the hourly rate established in the administrative policy, when sick time is used.
- Allow each employee to accrue up to 48 hours a year, carried over from year to year, until an 80-hour maximum accrual is reached.
- Cap the maximum accrual of 80 ESST hours.
- Not pay out accrued sick and safe time to the employee upon retirement, resignation, being released from their position, or other means.

Discussion held and the board was in agreement with the changes to the policy.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to make the (above) changes to the sick and safe leave policy, and place the policy on the January 10, 2024 Board Meeting for approval. Ayes: 5; Nays:0. Motion carried.

Employee Handbook

Chair Clayton stated that the sick and safe leave policy language changes will also need to be made to the employee handbook. Chair Clayton will update the employee handbook to include the updated sick and safe time policy language.

Discussion was held on the paid holiday language (in the employee handbook) (currently) for regular full-time employees. The township does not have a full-time maintenance employee but does have a part-time maintenance employee who does not get paid holiday time (when the holiday falls on his workday). The current part-time employee works 32 hours a week, Monday through Thursday.

After discussion, it was decided that the current part-time employee should be getting paid holiday time when a holiday falls during his normal work week (Monday-Thursday), and that the list of holidays listed in the employee handbook should be updated.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to change the paid holiday language to include regular part-time employees and update the list of holidays in the employee handbook. Ayes: 5; Nays:0. Motion carried.

The board was in agreement that no further changes need to be made to the employee handbook. Chair Clayton will make the necessary changes to the employee handbook and place it on the January 10, 2024 Board Meeting.

There being no further business to discuss, a motion was made by Supervisor Schack and seconded by Supervisor Davies to adjourn the meeting at 6:08 pm.

Prepared by: _____
Peggy Clayton, Chair

Signed by: _____
Peggy Clayton, Chair

Madam Chair Peggy Clayton
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Closed Work Session re: Employee Performance Appraisals January 4, 2024 3:00 pm Harris Town Hall

Present: Madam Chair Clayton, Vice-Chair Schack, Supervisor Gilbert and Supervisor Kelley
Absent: Supervisor Davies

The closed work session was called to order at 3:00 pm by Madam Chair Clayton.

The pledge to the flag was conducted.

The purpose of the closed session was to conduct the employee performance appraisals.

Maintenance Employee

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into closed session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

Discussions were held on the maintenance duties.

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to move into open session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

A motion was made by Chair Clayton and seconded by Supervisor Kelley to approve a \$1.00/hour increase, from \$19.00/hour to \$20.00/hour (effective for the February 14, 2024 check run); paid holidays - if the holiday falls during the work week (Monday – Thursday), and “two hours call in time” if the employee is called into work on his day off; if the employee works longer than two hours, he will be paid for all hours worked. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

The employee is also eligible for paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year, and can carry over earned sick and safe time, annually, with a cap of 80 hours (as she works at least 80 hours in a year).

Caretaker/Sexton

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to move into closed session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

Discussions were held on the Caretaker/Sexton duties.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into open session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

The employee is also eligible for paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year, and can carry over earned sick and safe time, annually, with a cap of 80 hours (as she works at least 80 hours in a year).

Treasurer

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to move into closed session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

Discussions were held on the treasurer duties.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into open session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve a monthly stipend increase from \$875.00 to \$925.00, effective for the February 14, 2024 check run. Ayes – 4; Nays-0. Absent Supervisor Davies. Motion carried.

The employee is also eligible for paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year, and can carry over earned sick and safe time, annually, with a cap of 80 hours (as she works at least 80 hours in a year).

Clerk

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to move into closed session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

Discussions were held on the Clerk duties.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into open session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the successful six-month probation of the Clerk, and approve a monthly stipend of \$400.00, a \$60.00 per diem for the Regular Board Meeting, and the P and D Board Meeting, and \$19.00/hour for work sessions, effective for the February 14, 2024 check run. Ayes – 4; Nays-0. Absent Supervisor Davies. Motion carried.

The employee is also eligible for paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year, and can carry over earned sick and safe time, annually, with a cap of 80 hours (as she works at least 80 hours in a year).

There being no further business to come before the closed work session, a motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the closed work session at 5:00 pm.

Submitted by _____
Peggy Clayton, Chair

Signed by _____
Peggy Clayton, Chair

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

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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

Supervisor VC Mike Schack 340-8852
Supervisor Ryan Davies 929-0610
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk 244-1811
harristownshipclerk@gmail.com

2D

January 4, 2024

**Work Session Re: Reorganization, Admin Policy, 5-Year Road Plan
5:10 pm Town Hall**

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Gilbert and Kelley, Clerk Derfler

Absent: Supervisor Davies

Chair Clayton called the meeting to order at 5:10 pm.

The purpose of the work session was for the reorganizational structure of the town board, approve and review the administrative policies and job descriptions for 2024-2025, and review the 5-year road plan.

2024 Committees:

Madam Chair Clayton called for nominations from the floor for the 2024-2025 Chair.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to re-elect Madam Chair Clayton for Chair. Madam Chair called for further nominations 3x. No other nominations were made. White ballot.

Madam Chair Clayton called for nominations from the floor for Vice Chair.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to re-elect Supervisor Schack for Vice Chair. Madam Chair called for further nominations 3x. No other nominations were made. White ballot.

Re-organizational items for 2024-2025:

- Elect Chairman – Peggy Clayton was re-elected Chair.
- Elect Vice Chairman – Mike Schack was re-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.
- Authorize the Treasurer to set up automatic payment/EFTs from the bank account: Grand Rapids State Bank

- Affirm / appoint members to committees/boards:
- A. Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.
- B. Intergovernmental Meeting (aka Network Opportunities) – Peggy Clayton was Appointed as Intergovernmental Rep.; Ryan Davies as Alt.
- C. Trails Task Force – Mike Schack was appointed as Township Representative.
- D. Maintenance Crew Leader –Mike Schack was appointed to Maintenance Crew Leader; Jim Kelley as Alt.
- E. Safety Representative – Mike Schack and Jim Kelley were appointed as Safety Representatives.
- F. Human Resource / Personnel Representatives – Peggy Clayton was appointed as HR/Personnel Rep.; Mike Schack as Alt.
- G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep.; Dan Gilbert as Alt.
- H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton was appointed as County Planning Commission/Environmental Services Rep.; Jim Kelley as Alt.
- I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) - Peggy Clayton was appointed as Northwest Gas Joint Powers Board Rep.; Ryan Davies as Alt.
- J. Firewise – Mike Schack was appointed as Firewise Rep.
- K. Rinks (Wendigo and Crystal-winter) – Jim Kelley was appointed as Rinks Rep.
- L. Road Inspections – Jim Kelly, Ryan Davies, and Mike Schack were appointed as Road Inspections Representatives.
- M. Park/Cemetery Inspections – Peggy Clayton was appointed as Park/Cemetery Inspections Rep.; Dan Gilbert as Alt.
- N. Boat Landings – Mike Schack was appointed as Boat Landings Rep.; Ryan Davies as Alt.
- O. Security Camera – Mike Schack was appointed as Security Camera Rep.; Dan Gilbert as Camera Man.
- P. Range Association of Municipalities and Schools (RAMS)- Ryan Davies; Dan Gilbert as Alt.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the Reorganizational committees for 2024-2025 for the Harris Town Board. Ayes-4, Nays-0; Absent- Supervisor Davies. Motion carried.

5-Year Road Plan

Every year, the board reviews and updates the 5-year road plan. Considerable discussion took place regarding the layout of road work for the years 2024-2028. A draft plan will be pulled together after Supervisor Kelley receives cost estimates from SEH, then will move forward to budget sessions, to finalize the 5-year road plan, which will then be approved by the board.

A motion was made by Chair Clayton and seconded by Supervisor Schack to approve Supervisor Kelley to request cost estimates from SEH for Wendigo Park Road and Isleview Road. Ayes-4, Nays-0; Absent- Supervisor Davies. Motion carried.

Administrative Policy

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

- ◆ Resolution 2024-001 Resolution Designating the Compensation of the Board-
Add: Use of Sick and Safe Time
Under Detailed Claims- Pay Requests for the Supervisors are due on the first Friday of each month.
- ◆ Resolution 2024-002 Administrative Policy- no changes
- ◆ 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- no changes
- ◆ Appendix I Harris Township Employee Compensation Policy- no changes
- ◆ Appendix J Compensation for Current Regular Township Employees- 2024 Increases

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve Resolution 2024-001 re: Designating the Compensation of the Board and Resolution 2024-002 re: Administrative Policy. Ayes-4, Nays-0; Absent- Supervisor Davies. Motion carried.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to adjourn the meeting at 5:34pm.

Prepared by: _____
Kelly Derfler, Clerk

Signed by: _____
Peggy Clayton, Madam Chair



Fwd: Salt and Salt/Sand History

1 message

Harris Township <supervisorship@gmail.com>
To: Clerk <harristownshipclerk@gmail.com>

Thu, Jan 4, 2024 at 11:16 AM

For agenda
Jim

----- Forwarded message -----
From: Kory Johnson <Kory.Johnson@co.itasca.mn.us>
Date: Mon, Dec 18, 2023 at 10:18 AM
Subject: Salt and Salt/Sand History
To: Harris Township <supervisorship@gmail.com>
Cc: Mike Wagner <Mike.Wagner@co.itasca.mn.us>

Jim,

Sorry for the delay here is the salt and salt/sand use and cost information by calendar year. If you would like to discuss level of service/product use with Mike and myself let me know.

Year	Salt					Salt/Sand				
	LBS HARRIS TWP	Cost PER LB	COST	LBS ITASCA COUNTY	% to County	LBS HARRIS TWP	Cost Per LB	COST	LBS ITASCA COUNTY	% to County
2016	61,358	\$ 0.061	\$ 3,765.15	13,571,237	0.452%	12,572	\$ 0.035	\$ 435.52	8,733,256	0.144%
2017	62,590	\$ 0.058	\$ 3,647.55	11,535,886	0.543%	44,940	\$ 0.034	\$ 1,540.53	8,625,185	0.521%
2018	87,472	\$ 0.055	\$ 4,840.96	16,110,703	0.543%	85,960	\$ 0.034	\$ 2,916.50	11,791,380	0.729%
2019	107,030	\$ 0.055	\$ 5,886.65	10,325,280	1.037%	95,340	\$ 0.034	\$ 3,239.31	10,035,696	0.950%
2020	145,216	\$ 0.032	\$ 4,690.42	9,716,986	1.494%	78,179	\$ 0.035	\$ 2,771.84	11,969,986	0.653%
2021	143,565	\$ 0.065	\$ 9,317.37	9,089,621	1.579%	38,369	\$ 0.046	\$ 2,771.84	5,002,143	0.767%
2022	282,275	\$ 0.072	\$ 20,401.23	13,125,544	2.151%	176,560	\$ 0.031	\$ 5,428.81	5,824,450	3.031%

6A

Thanks,

Kory Johnson, P.E.

Highway Maintenance Director

Itasca County Transportation Department

24466 County Road 76 Grand Rapids, MN 55744

Office: 218-327-2843

Cell: 218-256-9669

kory.johnson@co.itasca.mn.us



Itasca County
Minnesota

Contract Number: HARRT
171922
Pay Request Number: 2

Project Number HARRT171922	Project Description 2023 Bituminous Roadways
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Contractor: Hawkinson Construction Co., Inc. 501 W Co Rd 63 Grand Rapids, MN 55744	Vendor Number: Up To Date: 12/19/2023
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Contract Amount		Funds Encumbered	
Original Contract	\$666,666.66	Original	\$666,666.66
Contract Changes	\$24,513.85	Additional	N/A
Revised Contract	\$691,180.51	Total	\$666,666.66

Work Certified To Date	
Base Bid Items	\$607,970.02
Contract Changes	\$24,513.85
Material On Hand	\$0.00
Total	\$632,483.87

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$84,184.85	\$632,483.87	\$15,812.10	\$520,884.07	\$95,787.70	\$616,671.77
Percent: Retained: 2.5%			Percent Complete: 91.51%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Hawkinson Construction Co., Inc.

Harris Township

Contractor

Date

Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2023-09-15	\$548,299.02	\$27,414.95	\$520,884.07
2	2023-12-19	\$84,184.85	(\$11,602.85)	\$95,787.70

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Add-Alternate 1	4	\$59,671.00	\$1,491.77	\$0.00	\$58,179.23	\$58,179.23
Aspen	1	\$263,667.20	\$6,591.69	\$250,483.84	\$6,591.67	\$257,075.51
Mishawaka Road	3	\$129,130.42	\$3,228.26	\$122,673.90	\$3,228.26	\$125,902.16
Mishawaka Shores	2	\$180,015.25	\$4,500.38	\$147,726.33	\$27,788.54	\$175,514.87

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
Aspen Drive	Local	\$6,591.67	\$282,536.31	\$282,536.31	\$257,075.51
Mishawaka Boat Landing	Local	\$58,179.23	\$62,873.00	\$62,873.00	\$58,179.23
Mishawaka Road	Local	\$3,228.26	\$136,283.97	\$136,283.97	\$125,902.16
Mishawaka Shores	Local	\$27,788.54	\$209,487.23	\$184,973.38	\$175,514.87

Contract Item Status												
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date		
Base Bid	1	2011.601	CONSTRUCTION SURVEYING	LUMP SUM	\$14,000.00	1	0	\$0.00	1	\$14,000.00		
Base Bid	2	2021.501	MOBILIZATION	LUMP SUM	\$31,771.48	1	0	\$0.00	1	\$31,771.48		
Base Bid	3	2101.501	CLEARING & GRUBBING	LUMP SUM	\$2,650.00	1	0	\$0.00	1	\$2,650.00		
Base Bid	4	2104.501	REMOVE PIPE CULVERTS	LIN FT	\$18.00	34	0	\$0.00	34	\$612.00		
Base Bid	5	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$2.00	284	0	\$0.00	226	\$452.00		
Base Bid	6	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	\$10.00	68	0	\$0.00	68	\$680.00		
Base Bid	7	2105.501	COMMON EXCAVATION	CU YD	\$15.00	2384	0	\$0.00	2384	\$35,760.00		
Base Bid	8	2108.504	GEOTEXTILE FABRIC TYPE 7	SQ YD	\$3.46	1545	0	\$0.00	1545	\$5,345.70		
Base Bid	9	2112.519	SUBGRADE PREPARATION	RDST	\$250.00	73.6	0	\$0.00	73.6	\$18,400.00		
Base Bid	10	2118.509	AGGREGATE SURFACING (CV) CLASS 5	CU YD	\$41.65	82	0	\$0.00	82	\$3,415.30		
Base Bid	11	2118.509	AGGREGATE SURFACING (CV) CLASS 1	CU YD	\$83.70	135	0	\$0.00	135	\$11,299.50		
Base Bid	12	2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	\$25.00	329	0	\$0.00	329	\$8,225.00		
Base Bid	13	2215.504	FULL DEPTH RECLAMATION	SQ YD	\$1.30	21500	0	\$0.00	21509	\$27,961.70		
Base Bid	14	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	\$4.00	824	0	\$0.00	824	\$3,296.00		
Base Bid	15	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3.C)	TON	\$87.00	1926	0	\$0.00	1543	\$134,241.00		
Base Bid	16	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3.C)	TON	\$83.00	2003	0	\$0.00	2241	\$186,003.00		
Base Bid	17	2451.607	STRUCTURAL BACKFILL	CU YD	\$23.00	1490	0	\$0.00	1490	\$34,270.00		
Base Bid	18	2501.502	22" SPAN RC PIPE-ARCH APRON	EACH	\$1,640.00	2	0	\$0.00	2	\$3,280.00		
Base Bid	19	2501.503	22" SPAN RC PIPE-ARCH CULV CL IIA	LIN FT	\$190.00	24	0	\$0.00	24	\$4,560.00		
Base Bid	20	2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	\$13.00	26.8	0	\$0.00	26.8	\$348.40		
Base Bid	21	2511.509	RANDON RIPRAP CLASS III	CU YD	\$227.00	11.8	0	\$0.00	11.8	\$2,678.60		
Base Bid	22	2563.601	TRAFFIC CONTROL	LUMP SUM	\$5,500.00	1	0	\$0.00	1	\$5,500.00		
Base Bid	23	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$169.00	2	0	\$0.00	2	\$338.00		
Base Bid	24	2573.503	SILT FENCE, TYPE MS	LIN FT	\$3.75	2878	0	\$0.00	2970	\$11,137.50		
Base Bid	25	2574.507	COMMON TOPSOIL BORROW	CU YD	\$49.00	551	0	\$0.00	22	\$1,078.00		
Base Bid	26	2574.508	FERTILIZER TYPE 3	POUND	\$1.00	272	0	\$0.00	40	\$40.00		
Base Bid	27	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	\$1.49	6602	0	\$0.00	500	\$745.00		

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	28	2575.505	MOWING	ACRE	\$250.00	2.72	0	\$0.00	0	\$0.00
Base Bid	29	2575.505	SEEDING	ACRE	\$169.00	1.36	0	\$0.00	0.36	\$60.84
Base Bid	30	2575.505	WEED SPRAYING	ACRE	\$300.00	0.68	0	\$0.00	0	\$0.00
Base Bid	31	2575.506	WEED SPRAY MIXTURE	GAL	\$300.00	0.68	0	\$0.00	0	\$0.00
Base Bid	32	2575.508	SEED MIXTURE 35-241	POUND	\$15.00	49.8	0	\$0.00	10	\$150.00
Base Bid	33	2575.523	WATER	MGAL	\$99.00	29.64	0	\$0.00	0	\$0.00
Base Bid	34	2582.503	4" DBLE SOLID LINE PAINT	LIN FT	\$1.50	463	0	\$0.00	0	\$0.00
Alternate 1	35	2112.519	SUBGRADE PREPARATION	LUMP SUM	\$7,000.00	1	1	\$7,000.00	1	\$7,000.00
Alternate 1	36	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$106.00	200	190	\$20,140.00	190	\$20,140.00
Alternate 1	37	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$102.00	333	312	\$31,824.00	312	\$31,824.00
Alternate 1	38	2582.503	4" SOLID LINE PAINT	LIN FT	\$1.00	707	707	\$707.00	707	\$707.00
Alternate 2	39	2582.503	4" DBLE SOLID LINE PAINT	LIN FT	\$0.50	2881	0	\$0.00	0	\$0.00
Base Bid Totals:										
								\$59,671.00		\$607,970.02

Project Category Totals		
Project	Category	Amount This Request
HARRT171922		\$59,671.00
		Amount To Date
		\$607,970.02

Contract Change Item Status										
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date
HARRT171922	CO1	40	2501.5022 CENTERLINE CULVERT REPLACEMENT (LUMP SUM)	\$4,421.63	1	\$4,421.63	ITM	\$1.00	\$4,421.63	1
HARRT171922	CO1	41	S150.585 SUBGRADE CORRECTION (LUMP SUM)	\$20,092.22	1	\$20,092.22	ITM	\$1.00	\$20,092.22	1
Contract Change Totals:										
									\$24,513.85	
									\$20,092.22	
									\$4,421.63	
									\$24,513.85	
									\$20,092.22	
									\$4,421.63	
									\$24,513.85	

Contract Change Totals		
Number	Description	Effective Date
1	For the installation of pipe culvert at Mishawaka Shores Road and Mishawaka Road and the subgrade repairs on Mishawaka Shores Road. Change order was approved by township prior to any work.	09/14/2023
		Amount
		\$24,513.85

Material On Hand Additions			
Line	Item	Description	Comments

Material On Hand Balance			
Line	Item	Description	Remaining

		Contract Total	\$632,483.87
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Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Harris Township ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 11, 2023, this Supplemental Letter Agreement dated January 10, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 Miscellaneous Services.

Client's Authorized Representative: Peggy Clayton
Address: 20876 Wendigo Park Road, Grand Rapids, Minnesota, 55744, United States
Telephone: 218.327.1351 **email:** supervisorchtp@gmail.com

Project Manager: Sara Christenson
Address: 1200 SE 4th Avenue, Suite 200, Grand Rapids, Minnesota 55744
Telephone: 218.322.4513 **email:** schristenson@sehinc.com

Scope: The Services to be provided by Consultant:

Task 1: Cemetery – Miscellaneous Service directly related to the cemetery. The fee is hourly not to exceed \$2,500 including expenses and equipment. Notification will be provided if services go over the hard limit.

Task 2: Wendigo Park – Miscellaneous Services directly related to Wendigo Park. The fee is hourly and estimated to be \$5,000 including expenses and equipment. Notification will be provided if services go over the hard limit.

Task 3: Casper Landing – Preliminary design for Casper Landing on Pokegama Lake off Badger Road. The fee is hourly and estimated to be \$25,000 including expenses and equipment. Notification will be provided if services go over the hard limit.

Task 4: Miscellaneous Services – Small services as requested by the Client. This includes current and future project development activities, preparing exhibits, cost estimates, meetings and any other services requested by the Client. The fee is hourly not to exceed \$10,000 including expenses and equipment. Notification will be provided if services go over the hard limit.

Payment:

Task 1 – Cemetery: The fee is hourly not to exceed \$2,500 including expenses and equipment.

Task 2 – Wendigo Park: The fee is hourly and estimated to be \$5,000 including expenses and equipment.

Task 3 – Casper Landing: The fee is hourly and estimated to be \$25,000 including expenses and equipment.

Task 4 – Miscellaneous Services: The fee is hourly not to exceed \$10,000 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

Harris Township

By: 
Full Name: Sara Christenson, PE (MN)
Title: Client Service Manager

By: _____
Full Name: Peggy Clayton
Title: Chair – Harris Township

Exhibit A-1
to Supplemental Letter Agreement
Between Harris Township (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 10, 2024

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
4. Plots, Reports, plan and specification reproduction expenses.
5. Postage, handling and delivery.
6. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
7. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
8. All taxes levied on professional services and on reimbursable expenses.
9. Other special expenses required in connection with the Project.
10. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.



Building a Better World
for All of Us[®]

6D

December 20, 2023

RE: Harris Township
Sunny Beach Addition Road
SEH No. HARRT 171307 14.00

Dear Sunny Beach Addition Road Resident:

I hope this letter finds you well. We are writing to inform you about an upcoming neighborhood meeting regarding the proposed reconstruction of Sunny Beach Addition Road. Your participation and insights are crucial to the success of this project, and we value your input as a property owner in the area.

Date: January 16, 2024
Time: 5:30 PM
Location: Harris Townhall, 21998 Airport Road, Grand Rapids, MN 55744

The purpose of this meeting is to provide property owners with detailed information about the planned reconstruction of Sunny Beach Addition Road. This project is a sizable undertaking that will not only enhance the infrastructure but also impact the overall residents. We believe that your perspective as a property owner is vital, and we want to ensure that you have a clear understanding of the proposed changes.

During the meeting, our team will present the project details, including the scope, timeline, and potential impacts on the neighborhood. This is also an opportunity for you to ask questions, share concerns, and provide valuable input that can help shape the final plans. We encourage you to attend and actively participate in the discussion.

We understand that your time is valuable, and we appreciate your commitment to being an informed and engaged member of the community. Your input is essential in making informed decisions that will benefit everyone in the Sunny Beach Addition area.

If you have any preliminary questions or concerns before the meeting, please do not hesitate to contact me at 218.322.4513 or schristenson@sehinc.com. We look forward to your participation and collaboration in this important community initiative.

Thank you for your attention, and we hope to see you at the Harris Townhall on January 16, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Sara", written over a horizontal line.

Sara Christenson
Project Manager

x:\pjh\harrt\171307\sunny beach addition\1-gen\14-com\property owner letter.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 SE 4th Avenue, Suite 200, Grand Rapids, MN 55744-4304

218.322.4500 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Harris Township ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 11, 2023, this Supplemental Letter Agreement dated January 10, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Sunny Beach Addition.

Client's Authorized Representative: Peggy Clayton

Address: 20876 Wendigo Park Road, Grand Rapids, Minnesota, 55744, United States

Telephone: 218.327.1351 **email:** supervisorchtp@gmail.com

Project Manager: Sara Christenson

Address: 1200 SE 4th Avenue, Suite 200, Grand Rapids, Minnesota 55744

Telephone: 218.322.4513 **email:** schristenson@sehinc.com

Scope: The Services to be provided by Consultant:

This project consists of the reconstruction of Sunny Beach Addition Road from Sunny Beach Road to the dead end. It is proposed to pave the entire length with bituminous pavement. The roadway is proposed to have a 20' width with a small turn around on the west end of the project. Due to existing grades, the centerline of the profile will be revised to meet a 15 mile per hour speed limit based on MnDOT guidance.

Task 1: Design – SEH to perform engineering tasks as required to design the listed township project. This includes, design of the proposed infrastructure, one neighborhood meeting, preparation of required permits and paperwork for the necessary agencies (excluding wetland permitting), private utility coordination, specification preparation, bidding documents, answering questions during the bidding phase, bid opening, tabulation of bids, and letter of recommendation based on the bids. The fee for design will equate to 9.5% of the actual awarded bid. The current estimate of the construction cost is estimated to be \$400,000 which equates to an estimated SEH design fee of \$38,000. It is noted that the topographic survey, wetland delineation and report have been completed under the 2023 Miscellaneous Service Agreement. Any advertisement, permit or relocation fees will be paid by the Client.

Task 2: Construction Administration – SEH to perform construction engineering, full time resident project representation, pay application preparation, agency documentation, prevailing wage review, as-built record drawings (if requested) in electronic format, and documentation of work related to these tasks. A listing of the duties, responsibilities, and limitations of authority of the Resident Project Representative are set forth in attached Exhibit B. The fee for the construction will equate to 10% of the actual final construction cost. The current estimate of the construction cost is estimated to be \$400,000 which equates to an estimated SEH construction administration fee of \$40,000.

Task 3: Miscellaneous Services – This task is set up for small items out of scope of the previous tasks and would be requested by the Client. Such items may include easement preparation or environmental work. The fee is hourly and will be set up to have a hard limit of \$5,000 including expenses and equipment. Notification will be provided if services go over the hard limit.

Payment:

Task 1 – Design: The fee for design will equate to 9.5% of the actual awarded bid. The fee will be billed as a lump sum including expenses and equipment.

Task 2 – Construction Administration: The fee for the construction will equate to 10% of the actual final construction cost. The fee will be billed as a lump sum including expenses and equipment.


Task 3 – Miscellaneous Services: The fee is hourly with a hard limit of \$5,000 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1 and A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

Harris Township

By: 
Full Name: Sara Christenson, PE (MN)
Title: Client Service Manager

By: _____
Full Name: Peggy Clayton
Title: Chair – Harris Township

Exhibit A-1
to Supplemental Letter Agreement
Between Harris Township (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 10, 2024

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
4. Plots, Reports, plan and specification reproduction expenses.
5. Postage, handling and delivery.
6. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
7. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
8. All taxes levied on professional services and on reimbursable expenses.
9. Other special expenses required in connection with the Project.
10. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

**Exhibit A-2
to Supplemental Letter Agreement
Between Harris Township (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 10, 2024**

**Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

Exhibit B
to Supplemental Letter Agreement
Between Harris Township (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 10, 2024

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

- (c) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
8. Records:
 - (a) Keep a diary or log book, recording contractor on the job site, weather conditions, data relative to questions of change orders, or changed conditions, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
9. Reports:
 - (a) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
11. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.



Itasca County Township Association
Office of the Secretary
 Kelly Derfler
 39043 Spang Road Hill City, Minnesota 55748
spangclerk@gmail.com 218-398-2109

8A

Itasca County Township Association
Meeting Minutes – December 11, 2023
 Harris Town Hall

The Itasca County Township Association meeting was called to order by President Mike Baltus Monday, December 11, 2023 @ 7PM. Directors present were President Mike Baltus, Diane Coppens, Pat Hill, Mark Klennert, Jon Korpi, Richard Lacher, Nicole Maki, Larry Salmela, Chris Schultz, Roberta Truempfer, and Secretary Kelly Derfler. Townships represented were Blackberry, Bowstring, Carpenter, Feeley, Harris, Kinghurst, Lone Pine, Marcell, and Spang. Guests present were Commissioners Burl Ives and Terry Snyder.

Pledge of Allegiance was recited.

Motion made by Richard Lacher to approve the minutes from November 13, 2023. Second by Jon Korpi and carried. All voting in favor.

Treasurer's report was presented by Roberta Truempfer. Balance as of December 10, 2023.

Saving Account Balance	Checking	Total
\$17,622.60	\$1,453.62	\$19,067.22

Claims:

Salary	December Payroll	\$323.22
Kelly Derfler	Toner for Printer	\$106.80

Motion made by Jim Kelley to approve the treasurer's report, as reported. Second by Pat Hill and carried. All voting in favor.

Reno's Report-

Annual Meeting- Reno reporting that it was a difficult meeting. The financials were reported. The by-law changes did not pass at the meeting due to not meeting the quorum requirements. According to the current by-laws, the 321 registered officers and 91 proxy votes did not meet a quorum. The last time a quorum was met was in 1981. There were accusations of incompetence of the MAT board by the voters. The by-law changes that were proposed were not passed at the meeting. The MAT attorneys are reviewing the quorum requirements.

MAT Dues- Will be collected through individual townships starting in 2024, not county units.

Volunteer Driver- Bills are in Federal House and Senate. Reno encouraged officers to reach out to their legislators. **MAT Tuesday phone calls-** Held on the first and third

Tuesdays at 10am. They last 30 minutes to an hour. If you would like to hear about specific topics, contact Reno or the MAT office. **MAT Newsletter-** released November 21st. **ARPA Funds-** MAT is encouraging townships to spend their ARPA funds and report them as spent in April, 2024. Contact MAT if you have any questions. **Township Lobby Day-** April 7-9, 2024. MAT is planning to provide buses for transportation.

Program- No program due to the Potluck.

Commissioner's Report-

Burl Ives-

Truth-in-taxation meeting tomorrow night (Dec. 12). Final levy will be set (2.5% or lower).

Trails- One snowmobile club is still without insurance (Driftskippers). They have 72 miles of trails on the south end of the county and within Grand Rapids city limits. The County, DNR, MN USA, and snowmobile club volunteers have all been working to resolve the issue. In a 2022 study, it was revealed that trail sports brought in 78 million dollars in one year in Itasca County.

Terry Snyder-

5th Street in Grand Rapids has partially opened for traffic.

Jail- In the homestretch. They hit their first delay in 27 months of construction. Looking to open in February. They are still several million dollars under budget and less than 10% was used from contingencies. A few long-term contracts are under way with surrounding counties for a revenue source.

Sales Tax Update- Started collecting in the second quarter of 2023. Estimates showed that collections would be \$4 million per year. They have already collected \$4 million in quarter two and three this year.

VRBOs- Short-term rental stakeholder meeting December 12 to review draft ordinance. Public hearing will follow.

Environmental Services- Interviews in progress for the replacement of Dan Swenson's position.

Old Business-

Communications- Letter requesting financial support received from ICTV.

Director's meeting-

Committee Reports-

WPIC- Nothing to report.

ARDC- Nothing to report.

ATP- Not present.
L&R- Nothing to report.
LRIP- Next meeting in March.

New Business-

Mark Klennert and Larry Salmela discussed their experience of the MAT Annual Meeting.

Motion made by Chris Schultz to adjourn the meeting at 8:33pm. Second by Beth Hanggi and carried.

The next meeting will be on January 8, 2024 at the Itasca County Courthouse. There will be a tour of the jail starting at 7, followed by a short meeting.

Respectfully submitted,

Kelly Derfler

Kelly Derfler, Secretary

**Harris Township
Itasca County, Minnesota
TOWNSHIP SICK AND SAFE TIME POLICY**

Harris Township hereby adopts the below township sick and safe time policy, in order to discharge its obligations under Minn. Stat. § 181.9445 et seq. The township of Harris acknowledges that those statutes are the controlling authority and insofar as there is any conflict, township officers and staff are hereby directed to comply with the statute.

The Township hereby grants all eligible employees (full- time, part-time, appointed) paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time per year. (At the hourly rate established in the Administrative Policy.)

Employees shall be eligible if they: work at least 80 hours in a year for the township within Minnesota and they are not an independent contractor.

The Township elects to:

- Allow all eligible employees (full- time, part-time, appointed) paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked.
- Pay the employee the hourly rate established in the administrative policy, when sick time is used.
- Allow each employee to accrue up to 48 hours a year, carried over from year to year, until an 80-hour maximum accrual is reached.
- Cap the maximum accrual of 80 ESST hours.
- Not pay out accrued sick and safe time to the employee upon retirement, resignation, being released from their position, or other means.

Earned Sick and Safe Time may be used as it is accrued. It may be used in the smallest increment of time tracked by the townships' payroll system.

The township does not require the employee to provide a replacement worker as a condition of using the earned sick and safe time.

Employees who previously accrued time off at a higher rate or had a higher accrual cap shall not have their rate affected by this policy.

Employees who are exempt from overtime requirements under United States Code, title 29, section 213(a)(1) are deemed to work 40 hours in each workweek for purposes of accruing earned sick and safe time, except that an employee whose normal workweek is less than 40 hours will accrue earned sick and safe time based on the normal workweek.

Employees who previously were granted a higher cap shall not have their cap affected by this policy.

Employees are hereby notified that retaliation against employees who request or use earned sick and safe time is prohibited; and that each employee has the right to file a complaint or bring a civil action if earned sick and safe time is denied by the employer or the employee is retaliated against for requesting or using earned sick and safe time.

Pursuant to Minn. Stat. § 181.9447 subd. 2, the Township elects to require notice of the need for use of earned sick and safe time. If the need for use is foreseeable, notice must be given in writing through any reasonable means at least seven days in advance. If the need for leave is unforeseeable, the employee shall give notice as soon as is reasonably practicable under the circumstances.

Notice may be by whatever practicable means are available, but employees are encouraged to reduce the request to writing in the event that the first notice is oral to ensure that all parties have reliable access to the relevant information.

When an employee uses earned sick and safe time for more than three consecutive days, the employee shall provide reasonable documentation to ensure that the leave is covered by Minn. Stat. 181.9777, subd. 1 or its successor statutes.

A written copy of this policy shall be provided to each employee as notice of their right to earned sick and safe time. Written notices by the Minnesota Department of Labor shall also be provided once they are available.

The township shall keep and maintain accurate records documenting hours worked by employees and earned sick and safe time taken.

Employees have the right to inspect these records at a reasonable time and place, if the township comes into possession of:

- (1) health or medical information regarding an employee or an employee's family member;
- (2) information pertaining to domestic abuse, sexual assault, or stalking;
- (3) information that the employee has requested or obtained leave under this section; or
- (4) any written or oral statement, documentation, record, or corroborating evidence provided by the employee or an employee's family member, the Township shall treat such information as confidential.

Confidential records shall be maintained separately from the usual personnel files and shall be disclosed by the township if the disclosure is requested or consented to by the employee, when ordered by a court or administrative agency, or when otherwise required by federal or state law.

Records shall be destroyed or returned to the employee upon their request. Records older than three years shall be destroyed.

Adopted this _____ day of _____, 2024.

By the Harris Town Board

Peggy Clayton, Town Board Chair

Kelly Derfler, Harris Town Clerk

Employee Acknowledgment Form

The employees' handbook describes important information about Harris Township, and I understand that I should consult the Board of Supervisors regarding any questions not answered in the handbook. I have entered into my employment relationship with Harris Township voluntarily and acknowledge that there is no employment agreement nor specified length of employment. Either I or the Board of Supervisors can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Supervisors has the ability to adopt any revisions to the policies in this handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

HARRIS TOWNSHIP EMPLOYEE HANDBOOK

Introduction

The Harris Township Board believes that each employee contributes directly to Harris Township's growth and success, that you will take pride in being a member of our team. Your experience with the Township will be challenging, enjoyable and rewarding.

This handbook outlines the general employment policies, practices, rules and regulations of the Township that are currently in effect. Each employee is asked to read and comply with all the provisions in the handbook. No set of personnel policies can anticipate every circumstance or question about policy. These policies are not, and are not intended to be, exhaustive.

No provision in the manual is intended to create a contract between Harris Township and any employee, nor does it guarantee employment for any particular period of time. The need may arise to change the policies described in this manual. The Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulation set forth herein at any time in its sole and absolute discretion.

We hope you enjoy working for Harris Township.

Note:

In this Employee Handbook, reference to the Town Board only refers to Harris Township Supervisors, and not the Appointed Clerk and Appointed Treasurer, as set forth in Minnesota Statutes Section 366.01.

For the purposes of definition in and throughout the Employee Handbook, "employees" shall be defined as: regular full-time, regular part-time, and appointed.

The term "Maintenance Supervisor" refers to the Town Board Supervisor that has been designated.

Employment Practices

Nature of Employment

Employment with Harris Township is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Harris Township Board of Supervisors may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Harris Township and any of its employees.

Employee Relations

Harris Township believes that the work environment, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to express these concerns in writing to the Human Resources Representative.

Hiring of Relatives

The hiring of relatives for Regular or Temporary employment shall be discouraged within the Township. An exemption to the rule could be based on emergency situations (i.e. community disaster, etc.) not lasting more than ten (10) days. If the relative relationship is established after employment, the Board will evaluate the impact of continued employment in the current positions.

For purposes of the foregoing policy, a relative is a member of the employee's immediate family. The immediate family is considered to include the employee's spouse, children, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, siblings, stepchildren and grandparents. The definition also includes any person whose relationship with the employee is similar to that of the above-named persons who are related by blood or marriage.

In the case where the relative is not a member of the employee's immediate family as defined above, they may be hired but shall not supervise the employee. Even in such cases, where a conflict or potential for conflict arises, even if there is no supervisory relationship involved, the relative may be terminated from employment.

Equal Employment Opportunity Policy

The policy of Harris Township is to provide equal employment opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies or agencies. Specifically, the Township will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, marital status, public assistance, disability, status with regard to public assistance, sexual orientation, age, or membership or activity in a local commission.

The Board of Supervisors is responsible for enforcing this policy. Any employee with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of their designated supervisor or Human Resources Representative. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Whistleblowing

Any Harris Township employee who in good faith reports suspected fraudulent or dishonest use or misuse of its resources or property or complains concerning the services that Harris Township provide shall not suffer harassment, retaliation, or adverse employment or other consequences.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to, and including, termination of employment

Immigration Law Compliance

Harris Township is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) days of employment. In the event that the employee is unable to produce documentation as required by Form I-9, the Township may be forced to terminate the employee.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Treasurer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Full-time, Part-time, and Appointed Resumes:

All regular full-time, regular part-time, and appointed employees applying for said positions, must provide a resume etc. to the Chair of the Harris Town Board when a position is vacant and to be filled. Resumes will be rated/screened by HR (Chair and one other designated HR Supervisor) in order to determine if the applicant(s) meet the minimum qualifications. Those who meet all the minimum qualifications, may then be scheduled for an interview which will take place with and before the full Board of Supervisors.

Harris Township reserves the right to interview any or all applicants and shall choose the best candidate available for the position. The candidate chosen must pass background, and reference checks, before a job offer will be made.

Temporary/Seasonal Resumes

Resumes will be taken only through a job service agency appointed by the Township Board. Those applicants will be first reviewed and screened through them. When all applicants have completed the job service screening, those who meet the designated criteria/ qualifications, may then be interviewed by two designated Town Board Supervisors. Harris Township reserves the right to interview any or all applicants and shall choose the best candidate available for the position. The candidate(s) chosen will then need to pass a background check, and any other necessary checks, as permitted by law.

Employment Classification

It is the intent of Harris Township to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Township.

All employees, and appointed employees, are classified as being either EXEMPT or NON-EXEMPT under the requirements established under wage and hour federal and state law from time to time. Currently, all Harris Township employees, and appointed employees, are designated as NON-EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay for overtime hours worked above and beyond 40 hours per week, as required under the specific provisions of federal and state laws.

For the purposes of payroll and personnel administration, Harris Township further classifies personnel as follows:

Regular Full-Time Employees are those who are not in a temporary or introductory probationary status and who are regularly scheduled to work Harris Township's full-time schedule of at least forty (40) hours per week. Compensation for regular full-time employees is normally on a per hour basis. Generally, they are eligible for the Township's benefit package, subject to the terms, conditions, and limitations of each

benefit program. Full-time employees will also receive all legally mandated benefits, such as worker's compensation and Social Security benefits. All full-time employees are required to submit time sheets on a monthly basis to the Treasurer.

Regular Part-time Employees are those who are not in a temporary or introductory probationary status and who are scheduled to work less than forty (40) hours per week as needed, and who maintain continuous regular employment status. Compensation for regular part-time employees is generally on a negotiated basis. Regular part-time employees are eligible for the following benefits sponsored by the Township: Pension Plan through PERA if they so choose. They will receive all legally mandated benefits, such as workers' compensation and Social Security benefits. Any exception to this section involving benefits will only apply to all employees currently working in this category. All employees are required to submit time sheets/pay requests on a bi-monthly basis to the Treasurer, and before the next schedule board meeting.

Appointed Treasurer is appointed by the Town Board and works between 20-25 hours every month. The appointed Treasurer is eligible for the pension plan through PERA.

Appointed Clerk is appointed by the Town Board and works between 20-25 hours every month. The appointed Clerk is eligible for the pension plan through PERA.

Town Hall Caretaker/Sexton is appointed by the Town Board and works up to 40 hours every month.

Temporary Employees are those who are hired for a specific job or for a specified period of time. Their schedule will be as needed, at the discretion of the Town Board. Temporary employees are paid on an hourly basis and are not eligible for any benefits sponsored by the Township. Most temporary employees are hired through a staffing agency. Temporary employees will receive all legally mandated benefits such as workers' compensation and Social Security benefits. Any exception to this section involving benefits will only apply to all employees currently working in this category. All Temporary employees are required to submit time sheets on a monthly basis to the Treasurer.

Probationary Employees are those who have just begun employment with the Township as full-time, part-time employees, or appointed employees. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. During this time, employee's capabilities, work habits, compatibility with other employees, and overall performance will also be evaluated by the Town Board to determine whether further employment in a specific position or with the Township is appropriate. During this introductory probationary period, an employee can be terminated at the option of the employee or the Board of Supervisors at any time, for any or no reason, with or without notice.

Introductory Probationary Period:

All new full-time, part-time, and appointed employees work on an introductory probationary basis for the first one hundred eighty (180) days of employment. Any significant absence will, at minimum, automatically extend the introductory probationary period by the length of the absence and may result in termination. If the Board of Supervisors determines, either because of individual circumstances or the nature of a particular job, that the designated introductory probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory probationary period may be extended one or more times for a specified period. By the same token, the introductory probationary period may be reduced if deemed appropriate.

Upon satisfactory completion of the introductory probationary period, full time, part time, and appointed employees may enter the regular employment classification.

All probationary employees should receive a performance evaluation by the Board of Supervisors or immediate supervisor(s) at the completion of the introductory probationary period. The immediate supervisor will prepare written documentation of the evaluation for the employee's personnel file.

During the introductory probationary period, new full time and part time employees are eligible for those benefits that are required by law (such as workers' compensation insurance, PERA (over a certain wage), and Social Security benefits). Also, if applicable, vacation time accrues during this period accordingly. Appointed employees are eligible for PERA.

Non-employees:

Independent Contractors, Consultants and Volunteers perform, on contract or committee, a specific function that is usually task, project and/or term limited. Independent contractors and consultants generally work on schedules independent of Township hours, in their own offices or in the field, and are not subject to the terms typical of Township employees. Independent contractors, volunteers, and consultants do not receive benefits, nor are taxes withheld on payments to them for their services.

Hours of work:

Full-time employees are regularly scheduled to work forty (40) hours per week, from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a one-half hour non-paid lunch and a 15-minute break in the morning and a 15-minute break in the afternoon. Hours of work can be adjusted by their designated supervisor or by the employee with the prior permission and knowledge of their designated supervisor.

Part-time employees are scheduled to work less than 40 hours per week as needed, at the discretion of their designated supervisor. In the event that they work a full eight (8) hour day, they are offered a one-half hour non-paid lunch and a 15-minute break in the morning and a 15-minute break in the afternoon.

Appointed employees, and town hall caretaker/sexton are scheduled to work the designated hours on a monthly basis, as per their appointed position.

Temporary employees are scheduled to work as needed, at the discretion of their designated supervisor.

If an employee is going to be late or absent, that employee must notify their designated supervisor prior to the start of their shift. For any absence exceeding one day, the employee must call in each day, prior to their start time, unless their designated supervisor is aware that the absence will be longer than one day. In case their designated supervisor is going to be gone or unavailable, another supervisor will be appointed during the absence.

Overtime pay will be based on one and one-half of the eligible employee's regular hourly base rate, and paid after 40 or more hours of work, in a work week.

Overtime will be paid for the following, with prior approval of designated supervisor:

Full time employees:

- Hours worked Saturday and/or Sunday, since these are regularly scheduled days off
- Any time worked over 40 hours per week, Monday through Friday
- Hours worked on a call-out time.

Part-time employees:

- Any time worked over 40 hours;
- Two (2) hours paid call-out time, if the employee is called into work on his day off. If the employee works longer than two hours, he will be paid for all hours worked.

Employees are not required to attend regular monthly meetings unless requested in advance by a Board Member. *Exception: Appointed employees are required to attend mandated meetings, as per their appointed position.

The maintenance employees, and town hall caretaker will, however, provide a written report of their daily activities, which is to be given to their designated supervisor, so that it can be included in the agenda packet.

Supervision

All Employees will communicate with their designated supervisor, who will give guidance to the employee and endeavor to assist the employee to attain a clear understanding of the job assignment and the Townships expectations and to gain access to resources required to accomplish the tasks assigned. Their designated supervisor will help set weekly priorities for the employees. In the case of an emergency, their designated supervisor will be directing the employees to what needs to be done first.

Performance Evaluation

The primary objective of a performance evaluation is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective, there needs to be open and ongoing communication between supervisors and employees.

In general, the Township's goal is to conduct a performance evaluation at the end of a regular employee's initial period of hire, known as the introductory probationary period (180 days), and to conduct a performance evaluation annually. The performance evaluation will provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

As stated above, it is the Board's intention to perform annual performance evaluation on an annual basis. After the performance evaluation, changes to hourly wages and/or benefits may be recommended.

Conflict of Interest and Incompatible Activities

Employees have an obligation to conduct work relations within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Harris Township wishes the business to be conducted. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Board of Supervisors or the Human Resources Representative for more information or questions about conflicts of interest and incompatible activities. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Harris Township's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Moreover, Township employees and officials shall not receive a gift from any "interested person." An "interested person" is a person, or representative of a person or an association, who has a direct financial interest in a decision that a local official is authorized to make. See Minnesota Statute § 471.895.

As a Township employee you have a responsibility to uphold a high standard of honesty and integrity. Employee dishonesty and theft, in any form, **WILL NOT BE TOLERATED**. Also, you may not engage in any activities which are inconsistent, incompatible or in conflict with the duties of your position. These incompatible activities include activities such as using your position or Township resources for personal gain or advantage, accepting money or gifts for performing your duties as a Township employee, or engaging in activities which impair your attendance or efficiency in the performance of your duties.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms.

However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Board of Supervisor's as soon as possible to the existence of any actual or potential conflict of interest or incompatible activity so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Harris Township does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Township.

The employee will, however, be able to offer the kind of technical assistance, e.g. critiques of proposals, which normally falls within his/her job responsibility as an employee.

Employees who do not adhere to this policy are subject to disciplinary action up to and including termination.

Technology, Security & Equipment Use

All equipment and technology is the property of Harris Township and is to be used only for business and not personal purposes. There shall be no unauthorized passcodes or log ins into any electronic devices that the employees are able to use, that are provided to them by Harris Township. The computer, including all data files and applications, are the property of Harris Township. All devices (cell phones and computers) are exclusively for business use. Users should not have any expectation of privacy with respect to any materials and information stored on the phones/computers. This policy establishes standards for the appropriate use of email and internet. Employees are expected to adhere to the highest standards when conducting Township business by email or internet. Employee email and internet use should be able to withstand public scrutiny without causing embarrassment to the Township. Employees who violate this policy are subject to disciplinary action up to, and including, termination of employment.

Personnel Records

Personnel files will be kept in the Harris Town Hall, in a secure location.

Privacy of Employee Records

In order to obtain and maintain necessary work-related information on employees, and to protect from any abuse of this information, the following procedures will be followed:

1. Inspection: An employee may inspect his/her personnel record, as defined within Minnesota Statue, Chapter 181, while under the observation of an officer of the Township Board. Under no circumstances may the employee remove his/her original personnel record from the presence of the Township Board member. Other administrative matters relating to personnel records, copying, corrections, etc., shall be in accordance with the provisions of Minnesota Statutes Sections 181.960 to 181.966.

2. Access to Files: Access to the physical or electronic form of employee records is restricted to the Supervisors of the Township Board.

3. Requests from Outside Sources:

Employment Reference Checks: All requests for personnel records and data shall be handled in accordance with the provisions of the Minnesota Data Practices Act, Minnesota Statutes Chapter 13 and, specifically, Minnesota Statutes Section 13.43 relating to Personnel Data. The Human Resources Representative will respond in writing only to those reference check inquiries that are submitted in writing. Responses to inquiries will be limited to public data in the form of factual information that can be substantiated by the Township records (the fact of present or past employment, dates of employment, job title or duties). No private employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

4. Personnel Data Changes

It is the responsibility of each employee to promptly notify the Human Resources Representative of any changes in personnel data. Personal mailing addresses, telephone numbers, number, names and ages of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Confidentiality

All documents, files, working papers of the Township or those generated in connection with the work of the Township are the property of the Township. For purposes of this policy, confidential information means any information contained in a personnel record or any other files of the Township which cannot be made public under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Sections 13.01 et. seq. Employees are prohibited from knowingly or willingly disclosing nonpublic government data, including confidential information regarding a fellow employee. Employees are cautioned to exercise care not to disclose confidential information unintentionally by indiscreet conversation or by careless handling of personal documents. Employees who violate this policy, either purposely or through a failure to exercise reasonable care, are subject to disciplinary action up to and including immediate dismissal.

Employee Discipline

The Harris Township Board will attempt to administer fair and equitable discipline for unsatisfactory conduct in the workplace. The major purpose of any disciplinary action is to correct the problem, prevent reoccurrences, and prepare the employee for satisfactory service in the future.

Progressive discipline: At the discretion of the Board of Supervisor's these steps may be followed:

- First offense: Verbal or written warning;
- Next offense: Probation
- Repeated offenses: Suspension without pay or termination of employment.

The Harris Township Board recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Probation

An employee may be placed on probation by the Board of Supervisors for unsatisfactory job performance which may include, but is not necessarily limited to:

1. Lack of achievement of duties as defined in the employee's job description.
2. Unsatisfactory relationships with staff, supervisors, and/or the public at large.
3. The inability to maintain a reliable work schedule as defined by each individual's position.
4. Improper use of Township property, equipment or tools

The terms and conditions of the probation shall be set forth by direction of the Board of Supervisors in writing, but in no case shall the probation period exceed thirty (30) working days. Vacation days will not be included. The period of disciplinary probation will be of sufficient length to provide reasonable opportunity for the employee to meet the conditions of the probation. Upon a written evaluation of satisfactory improvement, the probation period will end.

Placing an employee on probation is a serious and formal warning to the employee that termination will occur if the terms and conditions of probation are not satisfied. An employee who believes that his/her probation status is unwarranted should express so in writing to the Human Resources Representative with a copy to the Board of Supervisors.

Employees who have been placed on probation may not use their vacation benefits during the probation period.

Problem Resolution

Harris Township strives to ensure fair and honest treatment of all employees. The Township Board and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism with suggestions for improvements.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern in writing to the Board of Supervisors or the Human Resources Representative. No employee will be penalized, formally or informally, for voicing a complaint to the Town Board in a reasonable, business-like manner.

Employment Termination

VOLUNTARY – The Town Board recognizes that an employee may choose to terminate their employment with the Township. If an employee plans to terminate their employment, they should submit a two (2) week written resignation notice to the Township Board or the Human Resources Representative. Accrued vacation time may be scheduled during the notice period at the option of the Town Board. At the time of termination, the employee is entitled to compensation for accrued wages and unused vacation pay. In cases where the employee has authorized deductions from his/her paychecks for a deficit in accrued vacation or other financial obligations to the Township, the amounts will be deducted from the employee's final pay. Any deductions from the final paycheck will not reduce the employee's net pay for hours worked to below minimum wage.

INVOLUNTARY – The right to discharge or release any employee at any time is retained by the Harris Township Board. Immediate discharge may result from serious infractions, or discharge may occur after disciplinary action has failed to result in improved employee performance or any other legal reasons.

LAYOFF - An employee's service may be terminated by the Town Board because of changes in the needs of the Township. In such an event, a decision will be made on the basis of Township needs as related to the employee's job functions and performance. If the needs of the Township do change and a layoff occurs, the Town Board will give the employee maximum possible notice, which will not be less than two (2) weeks.

Sexual or other Harassment

Harris Township is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on any legally protected characteristic will not be tolerated. Discrimination or harassment against an individual based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age or any other form of unlawful discrimination or harassment negatively affects morale, motivation, and job performance. Moreover, no employee shall make any false accusations against any other employee or other person. Such activities are inappropriate, offensive, illegal, and will not be tolerated.

This policy is designed to insure a workplace free of discrimination and harassment. As stated above, discrimination and harassment that violate the law are clearly prohibited. In addition, our policy also prohibits disparaging comments and unprofessional behavior that may not violate the specific terms of any law, but nevertheless create an inappropriate work environment.

Any employee found to have acted in violation of this policy will be subject to appropriate disciplinary action, which may include immediate termination

Definitions/Examples

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to the undesirable conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment;
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive work environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action; or
- Such conduct or communication occurred because of the sex of the victim even though it is not clearly sexual in nature or an explicit sexual advance.

"Racial discrimination or harassment" is defined as deliberate behavior adversely affecting an employee because of that employee's race or color. Harassing behavior or decisions which adversely impact an employee are prohibited when based on:

- Physical, cultural, or linguistic characteristics of a particular race.
- Marriage to or association with members of a given race.

"Gender discrimination" occurs when the basis for an employment decision is the employee's gender. Examples could include using gender a factor to:

- Discharge or refuse to hire an individual.
- Adversely affect an individual's compensation.
- Adversely affect terms, conditions, or privileges of employment.

"Sexual orientation discrimination" occurs when an employee is harassed, discriminated against, or retaliated against because of their sexual orientation or perception thereof. Examples of such discrimination or harassing behavior include:

- Degrading verbal or written words and comments to describe an individual's sexual orientation.
- Jokes or graphic materials that demean or devalue an individual's sexual orientation.

- Using the individual's sexual orientation as a factor in hiring, promotion or discharge.

"Age discrimination or harassment" is defined as any employment related decisions which adversely affect an individual because of that individual's age. Age discrimination includes verbal or physical conduct relating to an individual's age when the conduct, unreasonably interferes with work opportunities or otherwise adversely affects an individual's employment opportunities. Examples of such discrimination could include:

- The use of "help wanted" advertisements suggesting a desire for youthful candidates.
- Verbal comments about age or activities which characterize older employees (i.e. rigid, inefficient, lazy or accident-prone).

"Disability discrimination" exists where a person is excluded from participating in, or deriving the benefits of employment in a job for which they are otherwise qualified because of an actual or perceived physical or mental impairment. Examples are:

- Failure to make reasonable accommodations for otherwise qualified employees with a disability.
- Denial of employment or selection opportunities to qualified candidates with a disability.
- Discrimination on a basis of a previous disability.

Any employee who wants to report an incident of sexual or other harassment should promptly report the matter to any Township Board member. All sexual harassment shall be reported in writing to the Human Resources representative. If the employee believes it would be inappropriate to contact a Board member, the employee should immediately contact the Human Resources Representative. Any Supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Board of Supervisors or the Human Resources Representative who will investigate and handle the matter in a timely and confidential manner.

The investigation of any incident may be conducted either by the Town Board itself or by a third party designated by the Town Board who is knowledgeable in conducting such investigations. If the facts appear to support the allegations of harassment or violation of this policy, disciplinary action up to and including immediate termination may result. All reports of harassment will be handled as confidentially as possible by the Township. Any employee found to have made a false complaint of the violation of this policy or found to have knowingly given false information during an investigation of such a complaint may also be subject to disciplinary action.

Employees can raise concerns and make reports without fear of reprisal. Harris Township will not retaliate against or tolerate retaliation of an employee who files a claim under this policy. This policy applies to all of the Township's employees while performing their duties as an employee within or outside the workplace.

Employee Benefits

Employees of Harris Township are provided with benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification.

Benefit Programs:

The following benefit programs are currently available to Regular Full-time employees:

Paid time off for:

- Holidays (for regular full time and regular part time employees)
- Vacation
- Bereavement Leave
- Jury Duty Leave

Short-Term Disability and AD & D

Pension Plan (PERA)

****For specific information about Short-Term Disability, Accidental Death & Dismemberment and/or the Pension Plan (PERA), please contact the Township's Treasurer. ****

Paid Holidays, for full-time and part-time employees, are as follows:

**** (part-time employees are paid for holiday pay if it falls on a day they are scheduled to work) ****

New Year's Day (January 1)
Martin Luther King Jr. Day (January 16)
Presidents Day (February 19)
Memorial Day (last Monday in May)
Juneteenth National Independence Day (June 19)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus/Indigenous Day (October 14)
Veterans Day (November 11)
Thanksgiving (fourth Thursday in November)
Christmas (December 25)

Harris Township will grant paid holiday time off to all Regular Full-time and part-time eligible employees immediately upon assignment to an eligible employment classification. Holiday pay for a designated holiday will be calculated on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will be observed on the following Monday, unless otherwise communicated to employees.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Employees must receive prior approval of the Board of Supervisors if they see a need to work on a designated holiday. If a full-time employee works on a designated holiday, he/she will receive one and one-half his/her straight-time rate for the hours worked on the holiday.

Vacation

Full-time employees are eligible to earn and use paid vacation as described in this policy. Vacation should be approved by their designated supervisor and requested sufficiently in advance (3 days) of the dates requested to provide continuity of operations. Employees start accruing vacation after their initial one hundred eighty (180) day probation period, at which point vacation shall accrue from the employee's start date. Employees shall earn vacation in one calendar year and use it in the following calendar year.

Eligible employees are entitled to vacation with pay, which accrues according to the following chart (unless otherwise negotiated and advised in writing upon hire):

Vacation Accrual Chart Period of Employment	Rate of Accumulation
Date of hire to second anniversary of employment	Five (5) workdays per calendar year
Second anniversary of employment to Sixth anniversary of employment	Ten (10) workdays per calendar year
From Sixth anniversary of employment to Tenth anniversary of employment	Fifteen (15) workdays per calendar year
From Tenth anniversary of employment and onward	Twenty (20) workdays per calendar year

For the purposes of this policy, "day" or "workday" means eight (8) hours.

An employee whose employment terminates will be paid for any accrued but unused vacation days. Upon termination, any vacation used but not earned will need to be paid back to the Township.

Employees may take time off without pay, with their designated supervisor's approval, after all vacation has been used.

The Harris Town Board feels that it is important for employees to take time off, in accordance with their benefit schedule and with their designated supervisor's approval, for their own physical and mental well-being. Therefore, it is not the intention of the Harris Town Board to

pay an employee vacation when corresponding time is not taken off. However, the Board may consider requests to be paid for unused vacation days without taking time off, on a case-by-case basis, but this is not recommended.

*Rollover of vacation is not permitted.

Sick and Safe Leave

The Township hereby grants all eligible employees (full-time, part-time, appointed) paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year.

Employees shall be eligible if they: work at least 80 hours in a year for the township within Minnesota and they are not an independent contractor.

The Township elects to:

- Allow all eligible employees (full-time, part-time, appointed) paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked.
- Pay the employee their hourly rate established in the Administrative Policy, when sick time is used.
- Allow each employee to accrue up to 48 hours a year, carried over from year to year, until an 80-hour maximum accrual is reached.
- Cap the maximum accrual of 80 ESST hours.
- Not pay out accrued sick and safe time to the employee upon retirement, resignation, being released from their position, or other means.

Earned Sick and Safe Time may be used as it is accrued. It may be used in the smallest increment of time tracked by the townships' payroll system.

The township does not require the employee to provide a replacement worker as a condition of using the earned sick and safe time.

Employees who previously accrued time off at a higher rate or had a higher accrual cap shall not have their rate affected by this policy.

Employees who are exempt from overtime requirements under United States Code, title 29, section 213(a)(1) are deemed to work 40 hours in each workweek for purposes of accruing earned sick and safe time, except that an employee whose normal workweek is less than 40 hours will accrue earned sick and safe time based on the normal workweek.

Employees who previously were granted a higher cap shall not have their cap affected by this policy.

Employees are hereby notified that retaliation against employees who request or use earned sick and safe time is prohibited; and that each employee has the right to file a complaint or bring a civil action if earned sick and safe time is denied by the employer or the employee is retaliated against for requesting or using earned sick and safe time.

Pursuant to Minn. Stat. § 181.9447 subd. 2, the Township elects to require notice of the need for use of earned sick and safe time. If the need for use is foreseeable, notice must be given in writing through any reasonable means at least seven days in advance. If the need for leave is unforeseeable, the employee shall give notice as soon as is reasonably practicable under the circumstances.

Notice may be by whatever practicable means are available, but employees are encouraged to reduce the request to writing in the event that the first notice is oral to ensure that all parties have reliable access to the relevant information.

When an employee uses earned sick and safe time for more than three consecutive days, the employee shall provide reasonable documentation to ensure that the leave is covered by Minn. Stat. 181.9777, subd. 1 or its successor statutes.

A written copy of this policy shall be provided to each employee as notice of their right to earned sick and safe time. Written notices by the Minnesota Department of Labor shall also be provided once they are available.

The township shall keep and maintain accurate records documenting hours worked by employees and earned sick and safe time taken.

Employees have the right to inspect these records at a reasonable time and place, if the township comes into possession of:

- (1) health or medical information regarding an employee or an employee's family member;
- (2) information pertaining to domestic abuse, sexual assault, or stalking;
- (3) information that the employee has requested or obtained leave under this section; or
- (4) any written or oral statement, documentation, record, or corroborating evidence provided by the employee or an employee's family member, the Township shall treat such information as confidential.

****See Appendix A for further information regarding when sick time may be used and which family members can an employee use ESST for, and FAO *****

Confidential records shall be maintained separately from the usual personnel files and shall be disclosed by the township if the disclosure is requested or consented to by the employee, when ordered by a court or administrative agency, or when otherwise required by federal or state law.

Records shall be destroyed or returned to the employee upon their request. Records older than three years shall be destroyed.

Bereavement Leave

When death occurs in the immediate family, a Regular Full-time employee may request up to three (3) days off with pay. Employees will be paid the equivalent of their normal daily wages.

Employees who wish to take time off should notify their designated supervisor or Human Resources Representative as soon as possible.

The immediate family is considered to include the employee's spouse, children, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, siblings, stepchildren and grandparents.

The employee must communicate the request for Bereavement leave and its timing with their designated supervisor.

Jury Duty

Harris Township encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay/compensation will be the same as a normally worked schedule for a regular full-time employee, less compensation received for such jury duty. Regular full-time Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Regular full-time employees are expected to report for work whenever the court schedule permits. Regular full-time employees are to provide jury duty compensation to the Treasurer so appropriate adjustments can be made on the payroll check. Regular full-time employees will be compensated for up to fifteen (15) days served for each such jury duty, less compensation received for such jury duty.

Township Owned Vehicles, Equipment and Tools

All employees who operate Harris Townships owned vehicles must be an active employee of the Township and have a valid and appropriate driver's license. Any employee shall have sixty (60) days from the date of notification by the Township to acquire any required driver's license. No one other than Township employees/officers will ride or use said vehicles unless travel is a bona fide action for the benefit of the Township.

Personal use of Township vehicles, equipment and tools is strictly prohibited

Use of Equipment/Injury

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using Township equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Equipment should not be removed from Township property without notifying the officer responsible for it.

Employees are to notify their designated supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The employee's designated supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

If, at any time, an employee is involved in an accident with township equipment, the employee is responsible for contacting their direct supervisor immediately, and filling out an "Equipment and Property Damage Report" (Exhibit 1) immediately following the incident.

"Workplace Accident and Injury Reduction Program" as well as the "Annual Review" (Exhibit 3) shall be implemented and reviewed on an annual basis, by the Harris Town Board of Supervisors

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

If, at any time, an employee gets hurt on the job, the employee is responsible for contacting their direct supervisor immediately, and filling out a "First Report of Injury" (Exhibit 2) immediately following the incident.

Pay Days

All employees are paid bi-monthly, after the Regular monthly Town Board and the monthly Planning and Development meeting. Each paycheck will include earnings for all work performed through the end of the previous payroll period, accrued sick and safe time, and the usage of sick and safe time.

Drug-Free Workplace Policy

It is the policy of the Harris Township that the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance or alcohol by an employee while participating in any Harris Township activity is strictly prohibited. The term "controlled substance" refers to drugs and chemical substances such as, but not limited to, marijuana, cocaine, crack cocaine, heroin, peyote, meth, mescaline and LSD.

Any employee convicted of violating any criminal drug statute related to conduct occurring

while on duty must report the same to their designated supervisor within three (3) days after the conviction. Any employee who violates this reporting requirement will be immediately terminated. Any independent contractor or consultant who violates this reporting requirement will have their contract immediately terminated.

This policy is applicable to all employees of the Township and shall be enforced by the Town Board. This policy incorporates and shall be applied in accordance with the provisions of Minnesota Statutes Sections 181.950-957 (1987), The Minnesota Drug and Alcohol Testing in the Workplace Act, as amended.

No employee shall be permitted to work or to continue to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect their alertness, coordination, reaction, response, judgment, decision-making or safety.

No employee shall operate, use or drive any equipment, machinery or vehicle of the Township while under the influence of alcohol, marijuana, controlled substances or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify their supervisor that they are not in appropriate mental or physical condition to operate, use or drive Township equipment.

No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or wherever the Township's work is being performed. The Township shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession at work or on Township premises. Where appropriate, agencies shall also notify licensing boards.

Every employee engaged in the performance of work on federal grants or contracts is required to notify the Township of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction as required by the [Drug-Free Workplace Act of 1988](#).

Definitions:

1. "Confirmatory Test, Confirmatory Retest" means a drug or alcohol test that uses a method of analysis approved by the commissioner of health under MS181.953 subdivision one as being reliable for providing specific data as to the drugs, alcohol, or their metabolites detected in an initial screening test.
2. "Drug" means a controlled substance as defined in Minnesota statutes 152.01, subdivision 4.
3. "Drug and Alcohol Test" Drug and alcohol testing, drug or alcohol testing, and drug and alcohol test means analysis of a body component sample approved by the commissioner of health including blood in urine, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample
4. "Employee" means a person, independent contractor, or person working for an

independent contractor who perform services for compensation, and in whatever form , for an employer.

5. “Employer” means a person or entity located or doing business in the state and having one or more employees, and includes the state and I’ll political or other governmental subdivisions of the state.
6. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage with threaten to health or safety of any person.
7. “Initial Screening Test” Means a drug or alcohol test which uses a method of analysis approved by the commissioner of health under M.S. 181.653, subdivision 1, as being capable of providing data as to general classes or drugs, alcohol, or than metabolites.
8. “Job Applicant” means a person, independent contractor or person working for an independent contractor who applies to become an employee of an employer, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.
9. “Positive Test Result” means of finding of the presence of alcohol or drugs for the metabolites in the sample tested in levels at or above the threshold detection levels set by the commissioner of health under MS181.953, subdivision 1.
10. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rationale inferences drawn from those facts.
11. “Valid Medical Reason” means 1): a written prescription, or an oral prescription reduced to writing, which satisfies the requisites of MS152.11 and names the applicant/employee as the person for whose use it is intended and; 2) the drug was prescribed, administered, and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, or described in MS152.12; 3) the drug was used in accordance with the terms of the prescription. Use of any over-the-counter medication in accordance with the terms of the products directions for use, shall also constitute a valid medical reason.

Persons Subject to Testing

All job applicants/employees are subject to testing under applicable sections of this policy. However, no person will be tested for drugs or alcohol under this policy without the persons consent. The appointing authority will request or require an individual to undergo drug or alcohol testing only under the circumstances described in this policy.

Drug and Alcohol Testing: Any alcohol and/or other drug testing undertaken by the Township shall be in accordance with [Minnesota Statutes Sections 181.950-957](#). Any employee or job applicant requested or required by the Township to undergo any type of drug testing will be required to sign a waiver form provided by the Township. The employee or job applicant has the

right to refuse such testing. Refusal of drug testing will be means for withdrawal of job offer for job applicants or discipline of current employees in accordance with this policy.

The Township will not request or require an employee or job applicant to undergo drug and alcohol testing, except as set forth below:

1. Job applicant testing.

The Township may request or require a job applicant to undergo drug and alcohol testing provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If the job offer is withdrawn, as provided in Minnesota Statutes Section 181.953, subdivision 11, the Township shall inform the job applicant of the reason for its action.

2. Routine physical examination testing.

The Township may request or require an employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two (2) weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

3. Random testing.

The Township may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable suspicion testing.

The Township may request or require an employee to undergo drug and alcohol testing if the employer has a reasonable suspicion that the employee:

(1) is under the influence of drugs or alcohol;

(2) has violated the employer's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle, machinery, or equipment, provided the work rules are in writing and contained in the employer's written drug and alcohol testing policy;

(3) has sustained a personal injury, as that term is defined in Minnesota Statutes Section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or

(4) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

4. Valid medical reasons. The township may request or require an employee to be tested, but not limited to: if the employee has provided information stating they are taking prescription drugs which may interfere with performing their job duties.

5. Treatment program testing.

The Township may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the Township for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

In the event of a positive test result: An employee or job applicant may request a confirmatory retest of the original sample at the employee's or job applicant's own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the Township in writing of the employee's or job applicant's intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the Township shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or transfer the sample to another laboratory licensed under state law to conduct the confirmatory retest. The original testing laboratory shall ensure that the chain-of-custody procedures specified under state law are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

Laboratory testing, test report, and sample retention requirements

The testing laboratory shall disclose to the appointing authority a written test report for each sample tested within three working days after a negative test result on an initial screening test. The lab shall conduct a confirmatory test and all samples producing a positive test result on an initial screening test. The lab shall retain and properly store for at least six months, all samples that produced a positive test result.

Disciplinary Action for Policy Violations. Any employee violating the provisions of this policy shall be subject to disciplinary action, up to and including discharge, as set forth in this policy. The following limitations on disciplinary action shall apply.

The Township will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test. Moreover, the Township will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of medical history information revealed to the Township pursuant to state law unless the employee was under an affirmative duty to provide the information before, upon, or after hire.

Interim Disciplinary Action: The Township reserves the right to transfer an employee with a positive test to another position at the same rate of pay or to temporarily suspend the employee pending the outcome of the confirmatory test (and, if requested, the confirmatory retest) if the Township believes that it is reasonably necessary to do so to protect the health and safety of the

employee, co-workers or the public. An employee who is suspended without pay will be reinstated with back pay if the confirmatory test or retest is negative. In the case of job applicants, a positive initial test result must be verified by a confirmatory test before a conditional offer of employment will be withdrawn.

First Failed Test – Discharge: The Township will not discharge an employee if the employee tests positive on a confirmatory test and the positive confirmatory test was the first of such result. The Township may, however, discharge an employee for whom a positive confirmatory test is the first such result where:

(1) the Township has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the Township after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

(2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

First Failed Test – Discipline: The Township may take any other disciplinary action, short of discharge, which it deems warranted in the event of an employee's first positive confirmatory test result.

Second Failed Test: The Township may discharge an employee who tests positive on a confirmatory test and who has previously had a positive confirmatory test result. This action may be taken without first referring the employee to a chemical dependency counseling or rehabilitation program.

Privacy of Test Results: Test results and any other information acquired as a result of the testing program are private and confidential information and will not be disclosed by the Township or the laboratory to another employee or to third party individuals, government agencies, or private organizations, without written consent of the employee or applicant being treated.

Evidence of a positive test result on a confirmatory test, however, may be used in an arbitration proceeding, an administrative hearing, or a judicial proceeding, provided the information is relevant to the hearing or proceeding. Such evidence may also be disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order. Evidence of a positive test result on a confirmatory test may also be disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment.

The Township will give an employee access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

Refusal to Test

Right to refuse-

All job applicants/employees have the right to refuse to undergo drug and alcohol testing Exhibit 2 employees are exhibit for job applicants, shall be used to document the decision to refuse testing.

If an employer refuses to undergo drug or alcohol testing requested or required by the appointing authority, no such test shall be given.

Attempts to delay the taking of the test, or failure to take the test at the appointed time and place designated by the appointing authority, may be considered a refusal to test.

An employee refusing to take a drug or alcohol test requested by the appointing authority will be considered insubordinate and subject to disciplinary action including possible dismissal.

A job applicant refuses to take a drug or alcohol test shall be disqualified from further consideration for the conditionally offered position, and shall be notified in writing of the reasons there of. Exhibit 7. Said test refusal shall not disqualify said individual for making subsequent application for appointment with the employer, and said test refusal should not be considered by the appointing authority in conjunction with any subsequent application.

Data Privacy

The purpose of collecting a body component sample of blood, breath or urine is to test that sample for the present of drugs or alcohol. A sample provided for drug or alcohol testing will not be tested for any other purpose. The name, initials and date of birth of the person providing the sample I requested so that the sample can be identified accurately, but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test as reliable and determine whether there is a valid medical reason for any drugs or alcohol in the sample. All data collected, including that in the notification form and the test report, Is attended for use in determining the suitability of the employer applicant for employment. The employer applicant may refuse to supply the requested data, however, refusal to supply the requested data may affect a persons employment status.

The appointing authority will not disclose the test results reports and any other information acquired in the drug or alcohol testing process to another employer or to a third-party individual, government agency, or private organization without the written consent of the person tested, unless permitted by law as outlined in MS181.954, subdivision 3 or consent order. All data on the request for a test, the testing, the test results, shall be kept separate from the regular personnel files, and locked cabinets, accessible only by the supervisors.

The Township recognizes that there are available drug counseling, rehabilitation and employee assistance programs. Employees who may have an alcohol or other drug abuse problems are encouraged to seek assistance through these programs.

Visitors in the Workplace

Employees are asked to treat public visitors cordially, and be as helpful as possible. Personal visitors are not allowed during working hours.

Weapons in the Workplace

Harris Township does not allow any employee to possess guns or and lethal weapon while working, while on Township property, or while representing the Township off-site, except that an employee may carry or possess a properly permitted firearm in the Township parking area or structure. A violation of this work rule may result in disciplinary action up to and including termination of employment.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image Harris Township presents to the public it serves. Employees will be provided with work shirts and jackets with the Harris Township logo on them. Appropriate clothing would include long pants, sturdy shoes and a shirt.

Recycling

Harris Township supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment whenever practical.

Whenever possible, employees of Harris Township are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

Family Medical Leave

Purpose: In the event that the Township is obligated to provide benefits, and the employee is eligible to receive such benefits under the Family and Medical Leave Act of 1993 (FMLA), the following rules and procedures apply. FMLA provides for up to twelve (12) weeks of job protected leave to eligible employees for certain family and medical reasons. The purpose of this policy is to provide guidelines for implementation of the FMLA requirements. Terms used in this policy are intended to have the meaning set forth in the FMLA and accompanying US Department of Labor regulations.

Eligibility: An employee must meet the following requirements to be eligible for FMLA leave:

1. The employee must have worked for the Township at least twelve (12) months; and
2. The employee must have worked at least 1250 hours during the twelve (12) months immediately preceding the request.

FMLA leave may be requested for the following reasons:

3. For the birth of a child, and to care for the newborn child.
4. For the placement with the employee of a child for adoption or foster care;
5. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
6. For a serious health condition that makes the employee unable to perform the essential functions of the employees job.

Eligibility for FMLA leave for birth or placement of a child expires twelve (12) months after the birth or placement of the child. Circumstances may require that leave for the birth of a child, or for placement for adoption or foster care, commence prior to actual birth or placement.

Length of Leave:

An eligible employee may qualify for up to twelve (12) weeks of FMLA leave in any 12-month period. From the 12-week maximum, any FMLA qualifying leave which the employee has taken during the twelve (12) months preceding the request, the requested leave will be subtracted to determine the maximum leave for which the employee may be eligible presently.

When FMLA leave is taken to care for a spouse, son or daughter, or parent, with a serious health condition, or for any employee's own serious health condition, leave may be taken intermittently or on a reduced schedule if shown to be "medically necessary". Where leave is taken for the birth or placement of a child for adoption or foster care, leave may be taken on an intermittent or reduced leave schedule only if the Employer agrees.

Unpaid leave:

Generally FMLA leave is unpaid. However, an employee will be required to substitute accumulated earned sick and safe leave or personal leave prior to utilizing FMLA leave.

Minnesota law allows for unpaid parental leave of up to six (6) weeks to care for dependent family member under certain circumstances. These leaves remain available under FMLA but do not extend the maximum FMLA leave for which an employee is eligible.

Authorization:

An eligible employee must ordinarily provide the Employer with thirty (30) days advance written notice when the FMLA leave is foreseeable. If thirty (30) days advance notice is not possible, the employee will be required to give the Employer notice as soon as practicable which shall normally be within two (2) business days after the employee learns of the need for the leave. The Employer reserves the right to deny a leave request, absent a timely advance notice.

The employee must attempt to schedule foreseeable FMLA leave so as not to unduly disrupt the Employer's operation.

An employee requesting leave shall provide to the Employer, in writing, the proposed date the leave is to commence, the approximate duration of the leave, and the qualifying reason(s) for the leave. The Employer will normally require medical certification to support an FMLA leave request either to care for an employee's serious health condition, or family members. The medical certification shall be provided to the Employer as soon as possible, and not more than fifteen (15) days later. The employer reserves the right to require a second opinion at the Employer's expense, as allowed by the FMLA.

The employer reserves the right to require the employee to provide re-certification of the need for the leave every thirty (30) days. Re-certification may also be required sooner than every thirty (30) days if the employee requests an extension of the leave, if there are changed circumstances regarding the nature of the medical condition, or if the Employer receives information casting doubt on the continued validity of the most recent certification. The Employer must request a medical fitness-for-duty report upon the employee's return to work.

Benefit Continuation (if applicable)

During an approved FMLA leave, the Employer's contribution to health insurance coverage shall be maintained on the same basis as coverage would have been provided if employee has been continuously employed during the entire leave period. Employees who pay a portion of their benefits must continue to pay their portion of the premiums in order to retain this coverage. If an employee fails to make their premium payment, the employee will lose coverage and will not be covered for any claims which may have occurred while on FMLA leave. However, an employee may voluntarily choose not to pay the premium and thus not retain these coverages.

An employee on FMLA leave may also continue other insurance coverages which the employee had in effect through the employer prior to going on FMLA leave. The employee will be required to pay the full cost of the premium.

The Employer's obligation to maintain health and dental insurance benefits ceases if and when the employee informs the Employer of the employee's intent not to return from leave; if the employee fails to return from leave, thereby terminating employment; or if the employee exhausts the employee's FMLA leave entitlement. In some of these situations, employees may be entitled by law to continue their health care coverage at their own expense.

Return to Work:

If an employee on FMLA leave decides not to return to work, the employee shall notify the Employer at least two (2) weeks prior to the return from leave.

An employee returning from FMLA leave shall be entitled to be restored to the same position and shift that the employee held when the FMLA leave began, or to an equivalent position and

shift with equivalent benefits, pay and other terms and conditions of employment. Benefits of employment and seniority will be resumed at the same level and in the same manner as were provided at the time the leave began. Any increases in pay or changes in benefits that are not dependent upon seniority or accrual during the leave period also must be made effective upon the employee's return to work. However, an employee on FMLA leave shall not be entitled to benefit or seniority accrual during the leave.

Failure to Return to Work:

If an employee on FMLA leave decides not to return to work, the employee shall notify the Employer as soon as it is foreseeable that the employee will not be returning to work. If an employee does not return to work for reasons beyond the employee's control or because the employee has a serious health condition which prevents the employee from returning to work, then the employee will not be required to repay health insurance premiums paid by the Employer during the FMLA leave. If the employee does not return to work for any other reason, then the employee will be required to repay the Employer for those premiums.

An employee who chooses not to return to work or is unable to return to work shall be considered to have voluntarily resigned.

Effective Date:

This Personnel Policy is effective immediately after adoption by Harris Township Board. Adopted this 23rd day of June, 1999.

Amended May 9, 2001	Amended August 28, 2016	Amended January 31, 2022
Amended October 27, 2004	Amended February 8, 2017	Amended January 11, 2023
Amended April 12, 2006	Amended November 28, 2018	Amended December 18, 2023
Amended June 13, 2007	Amended October 9, 2019	
Amended May 11, 2011	Amended November 22, 2021	

APPENDIX A

WHAT CAN EARNED SICK AND SAFE TIME BE USED FOR:

1. The employee's mental or physical illness, treatment or preventative care;
2. A family members mental or physical illness, treatment or preventative care.
3. Absence due to domestic abuse, sexual assault or stalking of the employee or family member;
4. Closure of the employees workplace due to weather or public emergency or closure of a family members school or care facility due to weather or public emergency; and
5. When determined by a health authority or healthcare professional that the employee or family member is at risk of infecting with a communicable disease.

WHICH FAMILY MEMBERS CAN AN EMPLOYEE USE ESST FOR?

1. their child, including foster child, adult, child, legal ward, child, for whom the employee is legal guardian, or child, to whom the employee stands, or stood and local parentis, (in place of a parent);
2. Their spouse, registered domestic partner;
3. Their sibling, step sibling, or foster sibling;
4. Their biological, adoptive, or foster parent, stepparent, or person who stood in loco parentis, (in place of a parent) when the employee was a minor child;

5. Their grandchild, foster grandchild, or step grandchild;
6. Their grandparent or step grandparent;

7. A child of a sibling of the employee;

8. A sibling of the parents of the employee;

9. A child in law, or sibling-in-law;

10. Any other family members went (1 through 9 above) of an employee, spouse, or registered domestic partner;

11. Any other individual related by blood, or who's close relationship with the employee is the equivalent of a family relationship; and

12. Up to one individually annually, designated by the employee.

FREQUENTLY ASKED QUESTIONS:

Added Dec. 4, 2023: Do employees start accruing ESST before or after they have worked their first 80 hours for an employer?

ESST accrual begins immediately when an employee starts working for an employer.

Added Dec. 4, 2023: May an employer prorate the front loading of ESST hours for partial-year employees or part-time employees?

No, the ESST law does not authorize prorating front-loaded hours. An employer must provide at least one hour of ESST for every 30 hours worked, up to at least 48 ESST hours per year, or front load at least 48 hours. However, an employer could choose to place new employees on an accrual system when hired, and then switch them to a front-loaded system at the beginning of the next accrual year.

Added Dec. 4, 2023: If an employer front loads 48 hours of ESST on Jan. 1, 2024, can the employer decide to change to an accrual method in 2025?

Yes, as long as employees are paid out their unused ESST hours at the end of 2024.

Added Dec. 4, 2023: If an employee changes divisions within the same employer, can the employer pay out the employee's unused ESST and require the employee to start accruing new ESST hours in the new division?

No, an employee retains their ESST hours if they transfer to a separate division, entity or location within the same employer.

Added Dec. 4, 2023: Can employers require documentation from employees after they use ESST for more than three consecutive calendar days or more than three consecutive work days?

Employers may require documentation if an employee misses more than three consecutive days the employee is scheduled to work.

Added Dec. 4, 2023: Can an employer require an employee to use ESST if they miss work for an ESST-eligible reason?

The ESST law does not require an employee to use ESST, but an employee may choose to use ESST for eligible purposes.

Added Dec. 4, 2023: Can an employee use ESST during times the employer is in operation but the employee is not scheduled to work?

ESST is paid leave from work. If an employee is not scheduled to work, the ESST law does not require an employer to allow employees to use ESST.

Added Dec. 4, 2023: If the shift for which an employee takes ESST leave would have brought them into overtime pay had they worked, is the employer responsible for paying an overtime rate for the ESST hours used for that shift?

The ESST law does not require employers to pay an overtime rate if the hours taken as ESST leave would have brought the employee into overtime pay had the employee worked.

Added Dec. 4, 2023: Instead of placing ESST hours on employees' earnings statements, can employers tell employees how to find information about their ESST hours in their timekeeping system?

No. Minnesota law requires employers to include information about ESST hours available for use and used in the pay period on earnings statements provided to employees.

However, in addition to the earnings statement requirement, employers may choose to make this information available through their company portal, timekeeping software or other accessible systems as well.

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

10A

Town of Harris, County of Itasca, State of Minnesota

Resolution No. 2024-001

**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;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on January 4, 2024;

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 on the **February 14, 2024** check run, and until the next annual review of Township Officer compensation in **January 2025**:

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – January 2024-January 2025

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 2024

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.

Use of Sick and Safe Time

The hourly rate of pay, for the purposes of using sick and safe time, is as follows: Treasurer, and Clerk - \$19.00/hour, Caretaker/Sexton - \$16.00/hour, and Maintenance - \$20.00/hour.

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 updates 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, meetings which a supervisor attends, education as approved by the Board, park and cemetery inspections, boat landings inspections, rink inspections. 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 will be once a month (EX: May 1-May31) basis. All pay requests must also be submitted by the 1st Friday of the month to the treasurer to allow time to scan and be placed in the board packet. 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, Caretaker, and Sexton.

Adopted this ____ day of _____, 2024.

By the Board Chairman,

Peggy Clayton, Chair

Attest: _____
Kelly Derfler, Clerk

Resolution 2024-002

ADMINISTRATIVE POLICY for Board Meetings and Access to Public Information

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

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

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

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

1. Scope:

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

1.1 Data Practices Act.

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

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

2. Meeting times and location:

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

a. Exceptions:

- The November P&D meeting will be held the fourth Tuesday 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.i

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

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

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

5. Presiding officer:

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

a. Appeal of presiding officer's ruling:

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

b. Rights of presiding officer:

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

6. Order of business:

6.1. The Regular Meetings:

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

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

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

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

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

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

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

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

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

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

a. Varying order of business:

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

b. Consent agenda:

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

c. Board Agenda Add-Ons

Resolution 2023-010 (Board Agenda Add-Ons) was approved on March 8, 2023. To continue the board's full transparency, all add-on agenda items coming before a scheduled board meeting, will only be approved and added to the agenda: if the item is deemed an emergency/critical/necessary, and cannot wait until the next scheduled board meeting (any attachments are to be included with the item).

7. Rules of parliamentary procedure:

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

8. Public participation:

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

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall *not*: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who persists in disturbing the meeting after having received a warning from the presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

a. Spokesman

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

b. Recording by the public

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

c. Written materials

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

9. Record of meetings:

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

10. Audio Recordings:

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

11. Continue Meetings:

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

12. Access to public information:

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

A. Request for Information.

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

a. Fees for Photocopies.

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

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

b. Prepayment of Fees

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

13. Amending or updating the policy:

The Board may amend this policy by resolution.

14. Severability:

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

15. Office Supplies:

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

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

17. Description of Job Duties:

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

18. Employee Compensation Policy – Appendix I

19. Compensation for Current Regular Township Employees – Appendix J

Adopted this day of

Peggy Clayton, Chair

Attest: _____
Kelly Derfler, Clerk

Appendix A

RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

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

Voting:

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

Method of taking action:

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

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

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

Appendix B

HARRIS TOWNSHIP
INFORMATION REQUEST FORM

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

Requester's Name: _____ Date of Request _____

Requester's Address: _____

Requester's Phone Number: _____ Signature _____

Description of the Information Requested: _____

Town Use Only

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

Fees applicable to the request:

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

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

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

Appendix C

Board Supervisor Duties:

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

2. **Duties covered under the supervisor's stipend as per compensation policy:**
 - Inspection of parks
 - Inspection of cemetery
 - Inspection of all landings
 - Inspection of rinks
 - 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
- Board of Canvas Meeting
- Board of 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

Treasurer Duties

Minnesota Association of Township Duties (as defined in the Manual on Town Government)

Receive and take charge of all money; belonging to the town, or which is required to be paid onto its treasury, and to pay it out only upon the lawful order of the town or its officers;

Preserve all books, papers, and property; pertaining to or filed in the treasurer's office.

Keep a true account of all money; received as treasurer and the way it is disbursed, in a book provided for that purpose. Provide the account with the treasurers vouches to the town board of audit at its annual meeting for adjustment.

Deliver all books and property; Belonging to the treasurer's office and all money in the treasurer's hands as treasurer, to a qualified successor.

Keep in a suitable book a register; Of all town orders presented for payment that cannot be paid for want of funds. Record the date presented, and endorse on the back of each words "not paid for want of funds," with the date of the endorsement, signed by the treasurer.

Draw from the county treasurer; From time to time, money received by the county treasurer for the town and receipt for it.

Make and file with the town clerk; Within five days preceding the annual town meeting a statement in writing of the money received from the county treasurer and all other sources; and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand.

Perform other duties required by law.

Minn.Stat. 367.16

Other duties of the town treasurer include paying judgements ordered against the town (Minn.Stat 365.41) and selecting a depository for town funds if the board fails to select one within 30 days of the annual town meeting.

Township Treasurer Job Duties:

1) Accounting Responsibilities:

- a. Prepare monthly bank statement reconciliation, including reconciling outstanding checks, deposits and transfers, and ensure all accounts balanced. 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.

2) 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.

Pick up bills from the town hall every Friday afternoon:

1. Process bills and scan them into a PDF file, on the Friday before the regular board meeting, and the P and D meeting.

2. Email the PDF file to the township clerk in preparation of the board packet.

c. Match open and closed invoices against statements.

d. Coordinate and resolve discrepancies with township supervisors concerning purchasing policy guidelines, account coding, authorization, and other issues.

e. Contact vendors to coordinate and resolve discrepancies in accounts payable.

f. Maintain W9 files for vendors.

g. Prepare bill list and checks for monthly board approval. Board chair and clerk sign checks at the meeting.

h. Make copies of all checks for monthly file.

i. Prepare all invoices and checks for distribution via mail or online payments.

j. Monitor town contracts for compliance.

k. Prepare form 1096/1099 as required by the IRS.

l. Maintain organized filing system including all necessary supporting documents.

3) Accounts Receivable:

a. Process all receipts and give checks, cash, and deposit slips to clerk for depositing at the bank (separation of duties is necessary)

b. Collect, verify, and post payments. Maintain and adjust accounts as necessary.

c. Administer collection procedures and certifications on delinquent accounts.

d. Prepare refund documents when applicable.

4) Payroll:

a. Collect and review employee time sheets. Research and resolve discrepancies. Receive payment requests via email or written out and turned into town hall.

1. Supervisors will have pay requests turned in by the first Friday of each month.

2. Maintenance, Clerk, Caretaker, Treasurer, and Sexton employees will have pay requests turned in on the Friday before the regular board meeting, and the Friday before the P and D meeting, which are the second and fourth Wednesdays of each month.

b. Accurately process monthly payroll including appropriately coding expense into applicable funds.

c. Processed financials with appropriate meeting, labor, wages less with holdings for all employees, supervisors, clerk, and treasurer.

d. Write out payroll checks for approval at monthly regular board meeting.

e. Due to confidentiality, add the gross wage amounts for each person to the Bill list.

f. Add the net wage total to the Bill list as one line item.

- 5) 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 monthly financial reports
 - d. Update the budget to actual reports for disbursements
 - e. Update the budget to actual reports for receipts

- 6) Copies for meetings:
 - a. Bill list (enough copies for everyone at the meeting).
 - b. Financial reports (enough copies for everyone at the meeting).
 - c. Pay request for all supervisors, Clerk, Treasurer, Maintenance, and Caretaker (one copy for each person with their paycheck).

- 7) Audit preparation:
 - a. Assist in preparing audit work papers, schedules and reports.
 - b. Provide external auditors with requested information and documentation.

- 8) 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.

- 9) Process monthly withholdings:
 - a. Federal tax deposit
 - b. State tax deposit
 - c. PERA report and deposit

- 10) Process quarterly reports:
 - a. Federal withholding report
 - b. State withholding report
 - c. Unemployment wage report

- 11) Yearly reporting:
 - a. Year end financials – for budget planning
 - b. PERA Exclusion Report
 - c. W-2s/1099
 - d. MATIT Wage Reporting
 - e. Treasurer’s Summary Report for annual meeting

- 12) 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.

- 13) Attend required/mandated township meetings:
 - a. Regular township meetings on second Wednesday of each month
 - b. P and D township meetings on fourth Wednesday of each month
 - c. Regular annual township meeting in March
 - e. Audit meeting, annually
 - f. Any other legally required meetings (I.e. public hearings, etc.)

14) Attend other meetings, trainings, work sessions, emergency meeting that may require your presence.

15) Special projects (which require prior board approval)

16) 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.

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
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. Assist with annual report as needed.
12. Prep for Board of Audit
13. Annual audit prep of clerk's responsibilities (minutes and agenda packet binders, board contact information, etc.)
14. Attend legally required meetings (public hearings, board of audit, board of appeal, etc.)
15. Assist as necessary on the annual report.
16. Post notices, set up hall, and prepare minutes, and attend annual Board of Audit
17. Post and publish Annual Board of Appeal and Equalization Notice, and attend BOA
18. Prepare board reports for BOA hearing
19. Set up hall, prepare Minutes and hearing reports for BOA

Office Prep, accounting:

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

Mail, and Deposit/checks:

24. 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.
25. 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.
26. Document all checks by recording the date on the check, the check number, who the check was received from, and the dollar amount, and provide to Treasurer.
27. Receive all Town hall renter checks from Caretaker, document them, along with all other checks to be deposited and provide to the Treasurer.
28. 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.
29. Processed all other mail as deemed necessary and distribute accordingly.
30. Receive the deposit slip from the treasurer, document the date received, and check the deposit slip with your record of check received, and make the deposit, as the final means of checks and balances.

Work Sessions, Budget Sessions, and other Special Meetings

31. Prepare and Post work sessions, budget sessions, and special meetings
32. Prepare Minutes of work sessions, budget sessions, and special meetings
33. Set up hall for the sessions, and pull together agenda
34. May assist with annual township booklet/report if necessary.

Elections Duties for Clerk: (if Clerk is involved with elections)

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

Emails, Texts, etc:

47. Receive and/or send emails, texts, to appropriate supervisor, within a reasonable timeframe ((exception: if an emergency, contact supervisor immediately) Monday through Sunday
48. Respond to all township business inquiries, if necessary
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

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 maintenance 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 choose 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, Hibbing 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 maintenance 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 maintenance. 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. 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, and the maintenance supervisor, so they are 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".

The Chair updates the policy with the sexton. The chair updates the website for the cemetery, by you uploading to the laptop to update it and then once it is updated the sexton needs 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. When winter rates go into effect, all funeral homes should be sent a copy of the resolution.

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. Sexton confirms 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 record, make Rolodex card, 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 maintenance, 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 maintenance know. The 2nd copy in the receipt book goes to the Treasurer with the money collected. Maintenance has full set of books just like the Sexton does. You then prepare the deed, which goes on the next board agenda for chair signature. 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, and are completed by the Chair. Once you have completed deeds etc. The chair needs to go into the online system and mark the site off in the online system. It is in the Documents/Cemetery. 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. The website is updated every January and July.

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

Any and all transactions need to be documented and funds must be provided to the Clerk 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 Clerk the receipt copy for her records also.

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

The chair updates 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 Service Center a file cabinets.. 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 service center file cabinets.

*The cemetery website sections (1, 2 and 3) must be updated every six months (January and July).

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 maintenance 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, every two weeks. That information is placed on the pay request.

10. As cemetery sites are sold, processing the cemetery deed, and getting it on the board agenda for approval, must be done in a timely manner/earliest possible convenience.

11. When winter burial rates are effective, they do stay in place until the board lifts the winter burial rates, via resolution at a board meeting.
12. When the cemetery policy is updated, or when winter burial rates are effective and lifted, that information must be relayed to funeral homes in Itasca County, it keeps funeral homes updated for their communication with files, etc.
13. No wiggle room with regard to policies, as it would open the door for everyone.
14. Calls, texts, emails from potential site purchasers or funeral home, must be returned as soon as possible.

Qualifications:

- 1) must be a high school graduate or equivalent.
- 2) Must have excellent customer service skills.
- 3) Must be able to and available to sell cemetery plots and meet with people and/or funeral homes wanting to purchase a plot at the cemetery.
- 4) Must have excellent computer skills and abilities with Microsoft Word and Excel.
- 5) Must have some bookkeeping experience or education.
- 6) Must be extremely dependable, and reliable.
- 7) Must have a valid MN drivers license and a means of transportation.
- 8) Must maintain confidentiality and privacy with regard to the families and burials.
- 9) Must be able to work well with others.
- 10) Must be able to take and follow direction, procedures, and policies.
- 11) Must be able to pass a background check, and reference check. Individual chosen will serve a 90 day probation.
- 12) Must have a good work ethic.

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.
- Mow/trim (if necessary)

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, footstones, etc., and all calls to Cemetery Sexton re: burial calls from individuals, etc.
- Maintenance is to 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. (Spring)
- 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 (if necessary).

Administrative:

- Daily report of work performed for (that) day and emailed to all 5 supervisors.
- Annual (yearly) report of mileage/equipment pulled together by December of each year for budgets and turned into Treasurer and/or Clerk.
- Pick up supplies in town, on an as needed basis.
- Keep signage list up-to-date.
- Check fire extinguishers at all Harris properties (town hall, warming shacks at Wendigo Park and Crystal Park, Cemetery Garage, Service Center), on a monthly basis.
- Meet with Supervisor every Monday, and on an as needed basis regarding work to be done for the week, month, etc.
- Keep "white board" up-to-date on work needing to be done
- Receive deliveries on an as needed basis (Service Center address is the township delivery address)

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 windstorm or snow accumulation.
- Snowplow 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.
- Snowplow as needed.
- Skating rink surfacing and cleaning as needed.
- Mow and eradicate weeds in rinks during summer and fall.

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 potentially 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.
- Must keep Service Center clean at all times.
- Must perform 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 8:00am-4:30 pm, with possible overtime.
- Must report to work on time.

Qualifications

- Must be a minimum of 18 years of age.
- Minimum High School or GED equivalent.
- Must have a valid Minnesota Drivers Class B license and be insurable with no risk.
- Must have experience with a mechanical experience 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.
- Must have skills and abilities in carpentry, and plumbing.
- Must have computer skills/experience.
- Must have experience with standard maintenance of vehicles and equipment.
- Must be able to pass a pre-employment drug and alcohol test, contingent upon a job offer.
- Must be able to pass a pre-employment physical assessment, contingent upon a job offer.
- Must have and must maintain an up-to-date health card.

- Must be able to lift, push, pull and move equipment and other related objects such as trees, brush, gravestones, and wildlife kills.
- Must be able to lead and work with (temporary) seasonal maintenance help.
- Must have the ability to be tactful with people and work harmoniously with residents and other personnel.
- Must be able to make independent decisions, be self-motivated, work by yourself, follow instructions, ask for help or assistance, (when necessary) and accept constructive criticism.
- Must successfully pass a background check, contingent upon a job offer.
- Must successfully pass a six (6) month probation.

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.

- 1) All key meetings must take place in the hall;
- 2) All damage deposits given back to the renter must be done at the end of every month;
- 3) Deposits returned need to be completed at the hall, and not delivered or mailed;
- 4) Any renter who does not get his/her deposit back, should be noted, and not rented to them again; (in separate book)
- 5) Color of key should be noted on the lease agreement and in the rental book, and checked off, when returned.
- 6) All rent monies, checks, etc must be given to the Clerk at the end of each month, along with a copy of their lease agreement.
- 7) Monthly renter register and monthly hall report must be turned into the Clerk at the end of every month for the board agenda.
- 8) There are no exceptions with regard to lease agreements, and the above.
- 9) Calls, texts, emails to potential renters must be returned as soon as it is possible.
- 10) Texts messages are sent to the Chair and Clerk when reservations are made by a constituent.

Pavilion: The Caretaker is in charge of renting out the pavilion.

- 1) Calls, text messages and emails are received from constituents that want to reserve the Pavilion at Crystal Park.
- 2) When reservations are made, the Caretaker notifies the board of rentals.
- 3) The Caretaker also posts a monthly calendar at the Pavilion on the message board.

Hours of work: Hours range anywhere from 10-25 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 2024** (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, etc:** **As of January 2024** (to be reviewed annually)
 - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between \$15.00-\$17.00/hour based on qualifications and experience (Subject to change).

 - Sexton
May-October: \$16.00/hour;
November-April: \$150.00/month

 - Maintenance
Wage will be set by the Board when hired.

- ◆ **Temporary Employees:** **As of January 2024**
 - Skating Rink Attendant: Wage will be set by Board;

 - 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 \$16.00 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: \$17.00 Wage will be included in the “Resolution” to approve the Clerk’s list of election judges.

◆ **Effective Date:**

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

- Amended May, 2006, 2008, 2009, 2010, 2012
- Amended April 14, 2015
- Amended January 13 and March 23, 2016, May 11 2016, May 10 2017, April 25 2018, January 22, 2020, January 19, 2021; January 21, 2022, January 11, 2023, January 10, 2024

Appendix J

COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:

REQUEST:

To approve the following compensation for one part-time Maintenance Worker, appointed Clerk, and appointed Treasurer, the Town Hall Caretaker, and the Sexton of Harris Township, as recommended by the Board at their Administrative Policy Work Session on January 4, 2024.

EFFECTIVE DATE:

Rates to be effective for use in calculating pay requests processed for **February 14, 2024** check run, and until January 31, 2025.

Marlin Herbert	Maintenance Employee	\$20.00/hour
Terri Friesen	Town Hall Caretaker*	\$16.00/hour per cleaning and showing
Terri Friesen	Cemetery Sexton*	\$150.00/month (November 1 to April 30); \$16.00/hr (May 1 to October 30)
Kelly Derfler	Township Clerk*	\$400.00/month stipend, and \$60.00 per diem for Board Mtgs, Board of Appeal, Board of Audit, Board of Canvass, and an hourly rate of \$19.00/hour for any work related activities outside the scope of the employees job description, as directed by the board.
Nancy Kopacek	Township Treasurer*	\$925.00 per month, plus an additional \$60 per diem, per board meeting attended, & Board of Audit 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, Treasurer, and Maintenance all serve a six month probation.
- The Clerk and Treasurer are paid an hourly wage when they begin their position, and until such time that they receive a monthly stipend.

**Resolution 2024-003
Adopting Reorganization 2024**

WHEREAS, Harris Township conducts their yearly Reorganization; and

WHEREAS, Harris Township Re-elected Supervisor Peggy Clayton as Chair, and Supervisor Mike Schack as Vice Chair for 2023; 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, and Treasurer Nancy Kopacek, as signers on said account; and

NOW, THEREFORE BE IT RESOLVED, The Town of Harris, Itasca County, Minnesota, approves and adopts Resolution #2024-003.

Approved by the Harris Town Board this _____ day of _____, 2024.

By the Town Board

Peggy Clayton, Chair

Attest: _____
Kelly Derfler, Clerk

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

Reorganizational Committees for 2024-2025:

- ◆ Elect Chairman – Peggy Clayton was re-elected Chair
- ◆ Elect Vice Chairman – Mike Schack was re-elected Vice Chair
- ◆ Appoint Deputy Clerk – 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
- ◆ Authorize the Treasurer to set up automatic payments/EFTs from the Bank Account: Grand Rapids State Bank

- ◆ Affirm / appoint members to committees/boards:
 - A. Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.
 - B. Intergovernmental Meeting (aka Network Opportunities) – Peggy Clayton was Appointed as Rep; Ryan Davies Alt.
 - C. Trails Task Force – Mike Schack was appointed as Township Representative.
 - D. Maintenance Crew Leader – Mike Schack was appointed as crew leader, with Jim Kelley as backup.
 - E. Safety Representative – Mike Schack and Jim Kelley were appointed as Safety Representatives.
 - F. Human Resource / Personnel Rep - Peggy Clayton was appointed as HR/personal rep, Mike Schack as Alt.
 - G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep; Dan Gilbert Alt.
 - H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton was appointed as County Planning Commission /Environmental Services Rep, with Jim Kelley as Alt.
 - I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) – Peggy Clayton is Rep, with Ryan Davies as Alt.
 - J. FireWise – Mike Schack was appointed as Rep.
 - K. Rinks (Wendigo and Crystal-winter) – Jim Kelley
 - L. Road Inspections – Jim Kelly, Mike Schack, and Ryan Davies were appointed
 - M. Park/Cemetery Inspections – Peggy Clayton was appointed, and Dan Gilbert is Alt.
 - N. Boat Landings – Mike Schack was appointed, and Ryan Davies is Alt.
 - O. Security Camera Liaison – Mike Schack was appointed, and as Alt. (Dan Gilbert as camera man)
 - P. Range Association of Municipalities and Schools (RAMS) – Ryan Davies was appointed as Rep, and Dan Gilbert, as Alt.

A motion was made by Supervisor Kelley seconded by Supervisor Schack to approve the Reorganizational Committees, as delineated above. Ayes- 4; Nays – 0. Absent: Supervisor Davies. Motion carried.

Resolution 2024-004

**Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5**

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, **Dan Gilbert** is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Dan Gilbert** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 10th day of January 2024.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chairperson or other if the chair is contracting.

Resolution 2024-005

**Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5**

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, **Jim Kelley** is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Jim Kelley** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 10th day of January 2024.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chairperson or other if the chair is contracting.

Resolution 2024-006

**Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5**

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, **Ryan Davies** is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Ryan Davies** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 10th day of January 2025.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chairperson or other if the chair is contracting.

Resolution 2024-007

**Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5**

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Mike Schack is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Mike Schack** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 10th day of January 2024.

Attested: _____

Town Clerk

BY THE TOWN BOARD

Chairperson or other if the chair is contracting.

Resolution 2024-008

**Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5**

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Clerk duties, Caretaker duties, Sexton duties, and other duties or services to the township as needed.

WHEREAS, **Peggy Clayton** is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

She is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Peggy Clayton** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 10th day of January 2024.

Attested: _____

Town Clerk

BY THE TOWN BOARD

Chairperson or other if the chair is contracting.

The IRS issues 2024 mileage rates

The IRS has announced the standard mileage rate for 2024:

67 cents per mile, (up 1.5 cents from 65.5 cents in 2023). Issued in Notice 2024-8. It covers the business use of a vehicle (cars, vans, pickups, and panel trucks) and will come into effect Jan. 1, 2024.

Rates for medical, moving and driving in the service of charitable organizations were also announced:Federal mileage rates 2024

Business use (cars, vans, pickups, panel trucks) - 67 cents per mile

Medical and moving (Armed Forces active-duty only) - 21 cents per mile

Charity - 14 cents per mile

Further notes on the rates and who can use them:

The standard mileage rates cover vehicles that run on electricity, hybrid vehicles as well as diesel and gas vehicles.

12/30/2023

Harris Township - Claims List for Approval

Vendor	Description	Claim #	Totals
Derfler, Kelly	Clerk	21265	\$ 403.75
Friesen, Terri	Sexton, Caretaker	21266	\$ 235.00
Herbert, Marlin	Maintenance	21267	\$ 1,206.50
Kopacek, Nancy	Treasurer	21268	\$ 497.50
Kelly Derfler	72.5 miles mail and bank	21269	\$47.49
Burggraf's Ace Grand Rapids	Rink Shovels 12/16/23	21270	\$167.41
Ferrellgas	Grave Heater Tank	21271	\$36.00
Itasca County Recorder	5 Cemetery Deeds A000776728-776732	21272	\$230.00
Northland Portables	parks and cemetery portable restrooms and winterization rate, 1 week	21273	\$591.90
Personnel Dynamics	Rink attendants Wendigo	21274	\$329.70
VC3, Inc.	3 Workstations Mgmt, 9 Stations Endpoint Detection, 2 Office 365. Tech	21275	\$242.25
Lake Country Power	Cemetery and Wendigo	EFT12302301	\$172.92
Verizon Wireless	Clerk, Maintenance and Caretaker Phones	EFT12302302	\$164.19
		TOTAL	\$4,324.61

Margaret L. Clayton
Margaret L. Clayton
 Chair, Town Supervisor

Dec 30, 2023
 Date

Michael J. Schack

Vice Chair, Town Supervisor

Date

James Kelley

Town Supervisor

Date

Dan Gilbert

Town Supervisor

Date

Ryan Davies

Town Supervisor

Date

Payment Request - Clerk

Harris Township
Itasca County

Name: Kelly Derfler

Date	Description	# Hours	Rate	Amount
Hourly Work				
12/9/2023	check email, agenda updates	0.75	\$19.00	\$14.25
12/10/2023	website updates for 2024	1	\$19.00	\$19.00
12/10/2023	agenda packet prep for 12/13 meeting	3	\$19.00	\$57.00
12/11/2023	check email	0.25	\$19.00	\$4.75
12/12/2023	check email, deposit (mileage)	0.5	\$19.00	\$9.50
12/13/2023	12/13 meeting prep	1	\$19.00	\$19.00
12/13/2023	12/13 meeting	1.5	\$19.00	\$28.50
12/13/2023	12/13 post meeting filing, scanning, posting	2	\$19.00	\$38.00
12/14/2023	check email	0.25	\$19.00	\$4.75
12/15/2023	check email	0.25	\$19.00	\$4.75
12/16/2023	check email	0.25	\$19.00	\$4.75
12/18/2023	check email	0.25	\$19.00	\$4.75
12/19/2023	check email	0.25	\$19.00	\$4.75
12/20/2023	check email	0.25	\$19.00	\$4.75
12/21/2023	11/22 minutes corrections	0.5	\$19.00	\$9.50
12/21/2023	12/13 minutes	5.5	\$19.00	\$104.50
12/21/2023	12/13 minutes correction	0.5	\$19.00	\$9.50
12/22/2023	check email	0.25	\$19.00	\$4.75
12/26/2023	check email	0.25	\$19.00	\$4.75
12/27/2023	check email	0.25	\$19.00	\$4.75
12/28/2023	check email	0.25	\$19.00	\$4.75
12/29/2023	pick up mail and log 545-630	0.75	\$19.00	\$14.25
12/29/2023	meet with PC for files on laptop 630-8 (mileage)	1.5	\$19.00	\$28.50
TOTALS		21.25		\$403.75
Reimbursements:				
Date		Miles	Rate	Amount
12/12/2023	bank deposit	35.50	\$ 0.655	\$23.25
12/29/2023	pick up mail, hall	37.00	\$ 0.655	\$24.24
			\$ 0.655	\$0.00
			\$ 0.655	\$0.00
	Other reimbursement items			Amount
<i>Total reimbursements requested:</i>				\$47.49

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

Signature

Kelly Derfler

Date

12/29/23

**Harris Township
Pay Request**

	General	Equipment	Road/Bridge	Cemetery	Recreation	Building/G rounds	PTO	TOTAL
Date	100	200	300	400	500	600		
12-Dec			4		4			8
18-Dec	2	2	4					8
19-Dec			8					8
20-Dec			8					8
21-Dec			8					8
26-Dec	6					2		8
27-Dec	3			2		3		8
28-Dec	2	2				2		6
29-Dec	1.5							1.5
								0
	14.5	4	32	2	4	7	0	63.5
	22.8%	6.3%	50.4%	3.1%	6.3%	11.0%		1
								0
								0
								0
								0
								0
Total Hours								63.5
Portion								0
								0
								0
								0

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

Marlin Herbert

12/29/2023

Signature

Date

STATEMENT

RECEIVED

12/24/23

PAE: 1 **BURGGRAF'S ACE GRAND RAPIDS**
 STORE #7020
 1115 E. HWY 169
 GRAND RAPIDS, MN 55744
 (218) 326-8594

CLOSING DATE: 12/25/23
DUE DATE : 1/10/24
ACCT: 140314

CLOSING DATE : 12/25/23
DUE DATE: 1/10/24

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744

BURGGRAF'S ACE GRA
HARRIS TOWNSHIP
ACCOUNT : 140314

PLEASE DETACH AND RETURN
 REMITTANCE STUB WITH YOUR PAYMENT

DATE	REFERENCE	ST	C	DESCRIPTION	DEBIT	CREDIT	REFERENCE	AMOUNT
				THANK YOU FOR SHOPPING AT BURGGRAF'S ACE HARDWARE WE APPRECIATE YOUR BUSINESS!!				
				PREV BALANCE	0.00		PREV BAL	0.00
12/16/23	386660	1	I	INVOICE	167.41		386660	167.41
				NEW BALANCE	167.41			

CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS
167.41	0.00	0.00	0.00	0.00

NEW BAL: 167.41

TERMS: NET 25TH

CUT HERE

140314

Transaction Codes
 A - Adjustment C - Credit I - Invoice
 B - Balance Forward F - Finance Charge P - Payment

AMOUNT PAID

This statement covers transactions on your account for the period ending on the date above. Charges, payments, and credits received after the above date will be shown on your next statement.



INVOICE

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

Account No. 3311557
Invoice Date 11/22/2023
Invoice No. RNT10103980
Page No. 1 of 1



For questions, call: 1-800-450-5701



For more information on Ferrellgas, visit
our Web site at www.ferrellgas.com

INVOICE

Detail

DATE	REFERENCE NUMBER	DESCRIPTION	
11/22/2023	1	Sold To Customer: 3311557 RENTAL FROM: 11/19/2023 TO: 11/18/2024 SITE: grave heater tank TANK_250_GAL_ABOVE SERIAL NUMBER: 54853	36.00
		Tax:	0.00
		Total Amount:	36.00

Detach and return the bottom remittance portion with your payment.
Please write amount in black or blue ink.

INVOICE DATE	ACCOUNT NO.	PAYMENT DUE DATE	AMOUNT NOW DUE
11/22/2023	3311557	UPON RECEIPT	36.00



FERRELLGAS - 300003
PO BOX 1003
LIBERTY, MO 64069

Amount Enclosed

\$



Please make check payable to Ferrellgas and remit to:

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

FERRELLGAS
PO BOX 173940
DENVER CO 80217-3940



Customer Statement

For 12/6/2023 to 12/6/2023

Wednesday, December 13, 2023 3:57 PM

County:

Itasca County Recorder
123 NE 4th St
Grand Rapids, MN 55744

RECEIVED
12/24/23

Customer:

HARRIS TOWNSHIP
20876 WENDIGO PK RD
GRAND RAPIDS, MN 55744

Receipt #:	Doc #:	Date:	Type:	Paid:	Debited:	Charged:	Outstanding:
227784	A000776728	12/6/2023	CEMETERY DEED	\$0.00	\$0.00	\$46.00	\$46.00
227784	A000776729	12/6/2023	CEMETERY DEED	\$0.00	\$0.00	\$46.00	\$46.00
227784	A000776730	12/6/2023	CEMETERY DEED	\$0.00	\$0.00	\$46.00	\$46.00
227784	A000776731	12/6/2023	CEMETERY DEED	\$0.00	\$0.00	\$46.00	\$46.00
227784	A000776732	12/6/2023	CEMETERY DEED	\$0.00	\$0.00	\$46.00	\$46.00
				\$0.00	\$0.00	\$230.00	\$230.00

Previous Balance:	\$0.00
Net Posted to Account:	\$0.00
Charged / Debited Items:	\$230.00
Ending Balance:	\$230.00

Thank you for your business!
PLEASE RETURN THIS INVOICE WITH PAYMENT
All Bills Must Be Paid Promptly Upon Receipt of Invoice



Invoice

Where we ALWAYS have a CLEAN seat for you!

52 Horseshoe Drive
 Grand Rapids MN 55744
 218-326-1662
 northlandportablesmn.com
 carol@northlandportablesmn.com

Date	Invoice #
12/12/2023	27182

RECEIVED
 12/29/23

Bill To:

Harris Township
 20876 Wendigo Park Road
 Grand Rapids, MN 55744

Job Site:

Crystal Park,
 Cemetery
 Wendigo Park
 LaPlant BL
 TroopTown BL & Mishawaka BL

P.O. No.	Terms	Net 30	Due Date	1/11/2024
Description	Quantity	Rate	Amount	
ADA Compatible Handicapped Portable Restroom Rental - November 7 - December 5, 2023 = 4 Weeks				
Weekly Rental - ADA Compatible Handicapped Restroom	3	20.00	60.00	
Weekly Cleaning, Pumping, and Disposal	3	80.95	242.85	
Weekly Winterization Fee - Beginning 10/23/2023 X 3 Units	12	17.50	210.00	
Standard Portable Restroom Rental December 1 - December 8, 2023 = 1 Week				
Weekly Rental - Standard Restroom	3	5.00	15.00	
Weekly Cleaning, Pumping, and Disposal	3	12.60	37.80	
Weekly Winterization Fee - Beginning 10/23/2023 X 3 Units	3	8.75	26.25	
Thank you for your business. Like us on Facebook!			Subtotal	\$591.90
All payments are due by the due date. Outstanding balances over 90 days are subject to collections. If full payment cannot be made, please contact our office to arrange a payment plan. If a payment plan is not set up with our office any outstanding payment will be subject to collections.			Sales Tax (6.875%)	\$0.00
			Total	\$591.90
An extra 3.5% convenience fee will be added onto all credit/debit card transactions.			Payments/Credits	\$0.00
			Balance Due	\$591.90



PERSONNEL
dynamics

Personnel Dynamics, LLC

PO Box 193
604 NW 1st Ave
Grand Rapids, MN 55744

INVOICE

Invoice Number: 53538
Invoice Date: Dec 27, 2023
Page: 1

Phone: 218-327-9554
Fax: 218-327-9528
Email: desk@pdstaffing.net

Bill To:

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Customer ID

Customer PO

HARRIS

DUE UPON RECEIPT

Quantity	Item	Description	Unit Price	Amount
		WEEK ENDING 12/23/2023		
4.00	CLAYTON, RICHARD		19.60	78.40
4.00	LEHMBERG, JADEN		21.00	84.00
8.00	VERBICK, DOLAN		21.00	168.00

Subtotal	330.40
Sales Tax	
Total Invoice Amount	330.40
Payment/Credit Applied	0.70
TOTAL	329.70

Check/Credit Memo No: adjust

Overdue invoices are subject to late charges.



VC3, Inc.
 1301 Gervais Street,
 Suite 1800
 Columbia SC 29201
 United States

Customer Invoice

Bill To
Harris Township, MN Attn: Nancy Kopacek 20876 Wendigo Park Road Grand Rapids MN 55744 United States

Date	Invoice
11/30/2023	CW81068
Account	
HT0008	

Description: cTicket # 4434113 / Konica Minolta bizhub C450i New Network Printer Setup in Watertown ****Work in Progress Billing**** October Time

Terms Net 30 **Due Date** 12/23/2023 **PO #** **Currency** USD

Item	Date	Quantity	Rate	Amount
4460934 2023.10 - TTM - QUOTE: DUO - M Joshua Amix:Called and talked to Kelly. She has already setup the app and logged in. Checked and the microsoft alorythm had turned on sec defaults. turned off and told her the adviser will contact her org about MFA. messaged Mitch Smith about this. adding to ticket and removing myself.	10/27/2023	0.75	\$175.00	\$131.25

<p>Make checks payable to VC3, Inc Remit To: VC3, Inc PO Box 746804 Atlanta, GA 30374-6804</p> <p>visit https://www.vc3.com/client-support to pay via credit card</p> <p>If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days.</p> <p>ACH payments may be submitted to the following account information. Please send remittance detail to finance@vc3.com.</p> <p>Bank Name: PNC Bank Routing Number: 021052053 Account Number: 51843132</p>	<p>Invoice Subtotal: \$131.25 Sales Tax: \$0.00 Invoice Total: \$131.25 Payments/Credits: \$0.00 Balance Due: \$131.25</p>
--	---



CW81068



VC3 Inc
 PO Box 746804
 Atlanta, GA 30374-6804
 (803) 733-7333

Bill To:
Harris Township, MN Attn: Nancy Kopacek 20876 Wendigo Park Road Grand Rapids, MN 55744 United States

Date	Invoice
12/22/2023	133769
Account	
HT0008	

Terms	Due Date	PO Number	Reference
Net 10	01/01/2024		Monthly Billing for December

Contract Details	Quantity	Price	Amount
Agreement CW Tool Only Services Agreement			
CW Tool Only for Workstation Management - Per Workstation	3.00	\$20.00	\$60.00
Advanced Endpoint Detection and Response - Per Device	9.00	\$7.00	\$63.00
Credit for pre-paid Antivirus services with 5 Year Managed Agreement - Per Device	6.00	-\$2.00	-\$12.00
Total Contract Details:			\$111.00

Make checks payable to VC3 Inc Remit To: VC3, Inc PO Box 746804 Atlanta, GA 30374-6804 visit www.vc3.com/pay-invoice to pay via credit card If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. Please email finance@vc3.com with any issues to stop the draft of any invoice. ACH payments may be submitted to the following account information. Please send remittance detail to finance@vc3.com . Bank Name: PNC Bank Routing Number: 021052053 Account Number: 51843132	Invoice Subtotal:	\$111.00
	Sales Tax:	\$0.00
	Invoice Total:	\$111.00
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$111.00



26039 Bear Ridge Drive
Cohasset, MN 55721

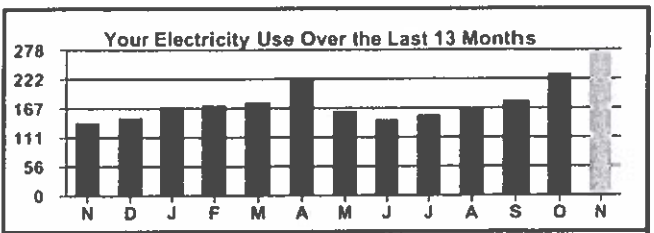
Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
In case of an outage, phones answered 24 hours a day.
Office 1-800-421-9959
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop

4 298

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



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



"Capital credits are a benefit of your membership with Lake Country Power. Co-ops operate on an at-cost basis and all members reap the rewards"

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	79.53
PAYMENT 11/30/2023	-79.53
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	12/01 -11/01	8350	8072	1		278	ENERGY CHARGE @ .135900	37.78
								SERVICE AVAILABILITY CHG:	48.00
TOTAL CHARGES THIS STATEMENT									85.78
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/02/24									

METER READ AUTOMATICALLY

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500602100	CEMETARY	(218) 327-8759	12/11/2023	12/30/2023	85.78

Please detach and return this portion with your payment.

Account No.: 500602100 Cycle: 1
Due Date: 12/30/2023 Net Due: 85.78
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



0500602100120110000085780000085782



Lake Country Power

26039 Bear Ridge Drive
Cohasset, MN 55721

A True Source 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

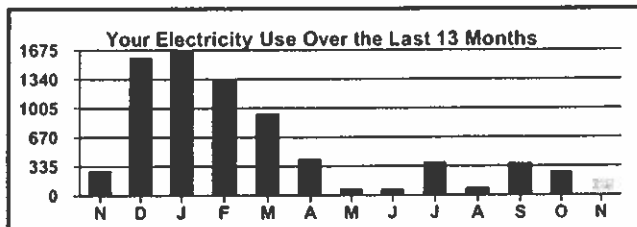
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop

4 290

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



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



"Capital credits are a benefit of your membership with Lake Country Power. Co-ops operate on an at-cost basis and all members reap the rewards"

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	99.51
PAYMENT 11/30/2023	-99.51
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER READING PRES	PREV	MULTI-PLIER	CODE	USAGE	DESCRIPTION	
40	20032435	12/01 -11/01	25531	25346	1		185	ENERGY CHARGE @ .135900	25.14
30							80	SERVICE AVAILABILITY CHG: SEC LIGHT-200W HPS(QTY 1)	48.00 14.00
TOTAL CHARGES THIS STATEMENT									87.14
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/02/24									
METER READ AUTOMATICALLY									
Account Number	Service Address			Phone Number		Bill Date	Due Date	Net Amount Due	
500567550	WENDIGO WARMING HOUSE			(218) 327-8759		12/11/2023	12/30/2023	87.14	

Please detach and return this portion with your payment.

Account No.: 500567550 Cycle: 1
Due Date: 12/30/2023 Net Due: 87.14
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



0500567550120110000087140000087148





PO BOX 489
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	986510508-00001	01/04/24
Change your address at http://sso.verizonenterprise.com	Invoice Number	9951659828

KEYLINE



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

Quick Bill Summary

Nov 13 - Dec 12

Previous Balance (see back for details)	\$164.19
Payment - Thank You	-\$164.19
Balance Forward	\$0.00
Monthly Charges	\$160.23
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Surcharges and Other Charges & Credits	\$1.44
Taxes, Governmental Surcharges & Fees	\$2.52
Total Current Charges	\$164.19

Total Charges Due by January 04, 2024 \$164.19

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone



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

Bill Date December 12, 2023
Account Number 986510508-00001
Invoice Number 9951659828

Total Amount Due

Deducted from bank account on 01/01/24
DO NOT MAIL PAYMENT **\$164.19**

PO BOX 16810
NEWARK, NJ 07101-6810



99516598280109865105080000100000016419000000164199

Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

Payments

Payments, continued

Previous Balance	\$164.19
Payment - Thank You	
Payment Received 12/01/23	-164.19
Total Payments	-164.19
Balance Forward	\$0.00

Total Amount Due will be deducted from your bank account on 01/01/24

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:
Verizon Wireless Attn: Correspondence Team PO Box 15069 Albany, NY 12212

Automatic Payment Enrollment for Account: 986510508-00001 HARRIS SERVICE CENTER

By signing below, you authorize Verizon Wireless to electronically debit your bank account each month for the total balance due on your account. The check you send will be used to setup Automatic Payment. You will be notified each month of the date and amount of the debit 10 days in advance of the payment. You agree to receive all Auto Pay related communications electronically. I understand and accept these terms. This agreement does not alter the terms of your existing Customer Agreement. I agree that Verizon Wireless is not liable for erroneous bill statements or incorrect debits to my account. To withdraw your authorization you must call Verizon Wireless. Check with your bank for any charges.

1. Check this box.
2. Sign name in box below, as shown on the bill and date.
3. Return this slip with your payment. Do not send a voided check.





Invoice Number: 9951659828 Account Number: 986510508-00001 Date Due: 01/04/24 Page: 3 of 9

Overview of Shared Usage

Participating Lines as of 12/12/23	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
3	0	1,200	27	0	--
Talk - Nationwide for Business Share					

Overview of Lines

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental and Surcharges and Fees (includes Tax)	Third-Party Charges	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
218-244-1811 Clerk Harris	4	\$64.09	--	--	\$0.54	\$0.84	--	\$65.47	--	6	16,542KB	--	--	--
218-244-5247 Maintenance Harris	5	\$48.07	--	--	\$0.45	\$0.84	--	\$49.36	2	2	15,380KB	--	--	--
218-398-5033 Caretaker Harris	7	\$48.07	--	--	\$0.45	\$0.84	--	\$49.36	25	37	48,563KB	--	--	--
Total Current Charges		\$160.23	\$0.00	\$0.00	\$1.44	\$2.52	\$0.00	\$164.19						



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

Have more questions about your charges?
 Get details for usage charges at
b2b.verizonwireless.com.

Monthly Charges

Americas Ch Email & Data 400	12/13 - 01/12	64.09
		\$64.09

Usage and Purchase Charges

Messaging	Allowance	Used	Billable	Cost
Text	<i>messages</i> unlimited	2	--	--
Picture & Video - Sent	<i>messages</i> unlimited	4	--	--
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage	<i>kilobytes</i> unlimited	16,542	--	--
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Fed Universal Service Charge	.38
Regulatory Charge	.16
\$0.54	

Taxes, Governmental Surcharges and Fees

MN 911/Teletelery Chrg	.84
\$0.84	

Total Current Charges for 218-244-1811 \$65.47



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

Beginning on 09/19/12:
25% Access Discount

Have more questions about your charges?
 Get details for usage charges at
b2b.verizonwireless.com.

Monthly Charges

Americas Ch Email & Data 400	12/13 - 01/12	64.09
25% Access Discount	12/13 - 01/12	-16.02
		\$48.07

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared <i>minutes</i>	400 (shared)	2	--	--
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Picture & Video - Rcv'd <i>messages</i>	unlimited	2	--	--
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	15,380	--	--
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Fed Universal Service Charge	.29
Regulatory Charge	.16
	\$0.45

Taxes, Governmental Surcharges and Fees

MN 911/Telerelay Chrg	.84
	\$0.84

Total Current Charges for 218-244-5247 \$49.36



Invoice Number Account Number Date Due Page
9951659828 986510508-00001 01/04/24 6 of 9

Detail for Maintenance Harris: 218-244-5247

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
12/01	11:52A	218-327-5800	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--
12/06	11:44A	763-295-8500	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--

Summary for Caretaker Harris: 218-398-5033

Your Plan

Americas Ch Email & Data 400
 \$64.09 monthly charge
 400 monthly allowance minutes
 \$.25 per minute after allowance

Beginning on 01/08/16:
 25% Access Discount

Have more questions about your charges?
 Get details for usage charges at
b2b.verizonwireless.com.

Monthly Charges

Americas Ch Email & Data 400	12/13 - 01/12	64.09
25% Access Discount	12/13 - 01/12	-16.02
		\$48.07

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared <i>minutes</i>	400 (shared)	25	---	--
Mobile to Mobile <i>minutes</i>	unlimited	4	---	--
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	33	---	--
Unlimited M2M Text <i>messages</i>	unlimited	2	---	--
Picture & Video - Sent <i>messages</i>	unlimited	2	---	--
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	48,563	---	--
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Fed Universal Service Charge	.29
Regulatory Charge	.16
	\$0.45

Taxes, Governmental Surcharges and Fees

MN 911/Telerelay Chrg	.84
	\$0.84

Total Current Charges for 218-398-5033 \$49.36

Detail for Caretaker Harris: 218-398-5033

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
11/13	12:23P	218-398-3357	Other	Wi-Fi	Grand Rapi MN	Incoming CL	3	---	---	---
11/14	3:20P	612-559-0820	Peak	M2MAllow	Grand Rapi MN	Minneapolis MN	3	---	---	---
11/15	4:11P	218-245-5478	Other	Wi-Fi	WiFi CL	VM Deposit CL	1	---	---	---
11/15	4:43P	218-245-5478	Other	Wi-Fi	Grand Rapi MN	Incoming CL	1	---	---	---
11/16	12:30P	218-326-8674	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	1	---	---	---
11/17	1:25P	218-326-6505	Other	Wi-Fi	WiFi CL	Grand Rpds MN	3	---	---	---
11/17	1:28P	218-326-6505	Other	Wi-Fi	WiFi CL	Grand Rpds MN	1	---	---	---
11/17	1:30P	218-245-1441	Other	Wi-Fi	WiFi CL	Coleraine MN	2	---	---	---
11/17	2:02P	218-326-6505	Other	Wi-Fi	WiFi CL	Grand Rpds MN	4	---	---	---
11/21	2:08P	218-259-1551	Other	Wi-Fi	Grand Rapi MN	Incoming CL	3	---	---	---
11/21	3:01P	218-398-3497	Other	Wi-Fi	WiFi CL	Grand Rpds MN	5	---	---	---
11/21	3:09P	218-398-3497	Other	Wi-Fi	WiFi CL	Grand Rpds MN	2	---	---	---
11/21	3:55P	218-244-8818	Other	Wi-Fi	WiFi CL	Coleraine MN	3	---	---	---
11/22	5:49P	218-256-9405	Other	Wi-Fi	WiFi CL	Coleraine MN	6	---	---	---
11/22	5:57P	612-559-0820	Other	Wi-Fi	WiFi CL	Minneapolis MN	1	---	---	---
11/25	8:58A	612-559-0820	Off-Peak	M2MAllow	Plymouth MN	Minneapolis MN	1	---	---	---
11/26	5:35P	218-259-7209	Other	Wi-Fi	Grand Rapi MN	Incoming CL	3	---	---	---
11/28	7:36P	218-256-8688	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	2	---	---	---
11/29	3:52P	218-256-1961	Other	Wi-Fi	WiFi CL	Coleraine MN	1	---	---	---
12/03	1:41P	218-256-1961	Other	Wi-Fi	WiFi CL	Coleraine MN	1	---	---	---
12/04	12:29P	218-263-5600	Other	Wi-Fi	WiFi CL	Hibbing MN	7	---	---	---
12/04	3:43P	218-398-3357	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	---	---	---
12/11	2:42P	218-326-6505	Peak	PlanAllow	Duluth MN	Grand Rpds MN	15	---	---	---
12/11	8:09P	218-256-7887	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
12/11	8:11P	218-256-7887	Peak	PlanAllow	Grand Rapi MN	Incoming CL	4	---	---	---

Payment Request

Harris Township
Itasca County

Name: Peggy Clayton

Date	Description	# Hours	Rate	Amount
12/13/2023	Regular Meeting	fixed rate	\$60.00	\$60.00
	Planning and Development Meeting	fixed rate	\$60.00	
12/11/2023	Itasca County Township Association Meeting	fixed rate	\$60.00	\$60.00
		Fixed rate	\$60.00	
Monthly	Supervisor Wages/Chair - month	fixed rate	\$450.00	\$450.00
Additional Hourly Work:				
12/1/2023	Email from s. Vendor	0.25	\$19.00	\$4.75
12/4/2023	Service center to work on family headstones 1:30-3:15 pm	1.75	\$19.00	\$33.25
12/4/2023	Review 11/21 Brd minutes	0.25	\$19.00	\$4.75
12/4/2023	Hall to open mail (mileage)	0.25	\$19.00	\$4.75
12/5/2023	Email to AS re: NW Gas agreement	0.25	\$19.00	\$4.75
12/5/2023	Work on addresses and deeds for letters re : cemetery 11:25-12:15	1	\$19.00	\$19.00
12/5/2023	Emails to/from Recorder dept de: cemetery	0.25	\$19.00	\$4.75
12/5/2023	Email to/from Rowe funeral home re: cemetery	0.25	\$19.00	\$4.75
12/5/2023	Research info on sick and safe time resolution	0.75	\$19.00	\$14.25
12/6/2023	Emails to/from MAT on ESST: prepare policy and resolution	2	\$19.00	\$38.00
12/6/2023	Email to Brett Skyles re:ESST	0.25	\$19.00	\$4.75
12/7/2023	Closed work session re: security. 5-6:45 pm	1.75	\$19.00	\$33.25
12/8/2023	Email from BlackBerry township re: website questions	0.25	\$19.00	\$4.75
12/8/2023	Continue work on ESST policy and emp. Handbook, updates, FAQ etc	5	\$19.00	\$95.00
12/8/2023	Uodate appraisal forms for employees etc	1	\$19.00	\$19.00
12/8/2023	Minutes from closed WS re : security and appraisal info,	0.5	\$19.00	\$9.50
12/8/2023	Review 12/13 agenda	0.5	\$19.00	\$9.50
12/8/2023	Pull together letters and pictures re: cemetery 8 pm-10:30 pm	2.5	\$19.00	\$47.50
12/10/2023	Email from Sec. vendor with info	0.25	\$19.00	\$4.75
12/11/2023	Work on election judge list, emailing and texts	0.5	\$19.00	\$9.50
12/11/2023	Complete letters with attached pics and policy, info etc re:cemetery	1.5	\$19.00	\$28.50
12/11/2023	Work in greater insurance request and info,	0.5	\$19.00	\$9.50
12/11/2023	Hall for election folders, information, etc (mileage)	0.5	\$19.00	\$9.50
12/12/2023	Email and ino from election coordinator re elections	0.25	\$19.00	\$4.75
12/13/2023	After brd mtg	0.5	\$19.00	\$9.50
12/13/2023	Email ORI docs to BCA	0.25	\$19.00	\$4.75
12/13/2023	Complete form for greater Ins and email	0.5	\$19.00	\$9.50
12/13/2023	Update Brd ratings on appraisals	0.5	\$19.00	\$9.50
12/14/2023	Complete letter to constituent in Bear Creek	0.25	\$19.00	\$4.75
12/14/2023	Get appraisals to staff	0.25	\$19.00	\$4.75
12/14/2023	Go over names and addresses info with sexton	0.5	\$19.00	\$9.50
12/14/2023	RANS mtg in Virginia (mileage) 3:45-10:15 pm	6.5	\$19.00	\$123.50

12/18/2023	Closed WS and regular WS (copies) 4:30-5: 5-6pm	1.5	\$19.00	\$28.50
12/19/2023	Minutes from 2 wsessions. .25 and .50	0.75	\$19.00	\$14.25
12/19/2023	2024 Brd mtg schedule to GR Herald	0.25	\$19.00	\$4.75
12/19/2023	Changes to emp handbook	0.25	\$19.00	\$4.75
12/20/2023	Email to/from SEH re: SB Addition	0.25	\$19.00	\$4.75
12/21/2023	Emails to/from SB Additon ppl	0.25	\$19.00	\$4.75
12/21/2023	Review 12/13/23 Brd minutes	0.5	\$19.00	\$9.50
12/22/2023	Emails sent out to ppl re; being an election judge, etc	0.5	\$19.00	\$9.50
12/22/2023	To aud office to talk with elec, coordinator drop off PNP training	0.5	\$19.00	\$9.50
12/23/2023	More emails to/from judges etc	0.25	\$19.00	\$4.75
12/27/2023	Email, phone calls etc re: Jan 16 mtg	0.5	\$19.00	\$9.50
12/28/2023	Emails to/from Greater ins for more info, I sent lease agreement.	0.5	\$19.00	\$9.50
12/28/2023	Emil from realtor re special assessments	0.25	\$19.00	\$4.75
12/29/2023	Call re: shepherd hooks...not happy camper	0.5	\$19.00	\$9.50
12/29/2023	Call to election coordinator	0.25	\$19.00	\$4.75

TOTAL		38.5	\$19.00	\$731.50
--------------	--	-------------	----------------	-----------------

Hours Covered Under Stipend:		Applicable	
Date		Mileage	Hours
12/4/2023	Park and cemetery inspections	21	
12/4/2023	Hall mileage	7.8	
12/4/2023	Call from person re: cemetery		
12/11/2023	Park and Cemetery Inspections	21	
12/11/2023	Hall mileage	7.8	
12/12/2023	Facebook post		
12/14/2023	Facebook post		
12/14/2023	Mileage to RAMS mtg	124.4	
12/19/2023	Facebook post (2)		
12/22/2024	Mileage to courthouse	12.4	
12/22/2023	Park and cemetery inspections	21	
12/22/2023	Facebook post (2)		
12/23/2023	Facebook post		
12/27/2023	Call from constituent in SB re: mailbox etc		
12/29/2023	Park and cemetery inspections	21	
12/31/2023	Facebook post		

Reimbursements:				
December	Mileage total from hrs included in stipend/ non stipend	236.4	.655	\$154.84
	Stamps for cemetery letters			\$ 11.30
<i>Total reimbursements requested:</i>				\$166.14

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

12/31/2023 Peggy Clayton
 Date Signature

**Harris Township
Pay Request**

	General	Equipment	Road/Bridge	Cemetery	Recreation	Building/G rounds	PTO	TOTAL
Date	100	200	300	400	500	600		
1-Jan								8
2-Jan	2	2	4					8
3-Jan			8					8
4-Jan			8					8
								0
								0
								0
								0
								0
	2	2	20	0	0	0	0	24
								0
								0
								0
								0
								0
								0
Total Hours								
Portion								0
								0
								0

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

Marlin Herbert 1/5/2024

 Signature Date

Payment Request

Harris Township
Itasca County

Name: Jim Kelley

Date	Description	# Hours	Rate	Amount
12/13/2023	Regular Meeting	fixed rate	\$60.00	\$60.00
no meeting	Planning and Development Meeting	fixed rate	\$60.00	
12/11/2023	Itasca County Township Association Meeting	fixed rate	\$60.00	\$60.00
	Board of Audit	fixed rate	\$60.00	
Monthly	Supervisor Wages - month	fixed rate	\$400.00	\$400.00
Additional Hourly Work:				
12/7/2023	Work Sesssion	0.75	\$19.00	\$14.25
12/10/2023	Work on rink schedule and pay request form	1	\$19.00	\$19.00
12/11/2023	Checked rinks for snow to get ready for flooding	0.5	\$19.00	\$9.50
12/14/2023	Went over road discussion from meeting	0.25	\$19.00	\$4.75
12/14/2023	Talked with Greater Ins. On meeting date	0.25	\$19.00	\$4.75
12/16/2023	When to Ace and got keys and shovels for rinks	0.75	\$19.00	\$14.25
12/18/2023	Shovel and flood Crystal, drop off new shovels at both rinks, met with Fire Dept on flooding	2	\$19.00	\$38.00
12/18/2023	Work Session: Closed	0.75	\$19.00	\$14.25
12/18/2023	Work Session	0.25	\$19.00	\$4.75
12/19/2023	Helped Maintenance take down trees on Misawaka Rd.	2	\$19.00	\$38.00
1/19/2023	Checked Wendigo rink and flooded Crystal	1.5	\$19.00	\$28.50
12/22/2023	Checked Wendigo rink and met with attenants	0.75	\$19.00	\$14.25
12/22/2023	Worked on getting shift covered at rink calls and texting	0	\$19.00	\$0.00
12/23/2023	Checked rink at Wendigo and closed rink due to temps Sent text	0.5	\$19.00	\$9.50
12/24/2023	Sent text rink closed	0	\$19.00	\$0.00
12/26/2023	Sent text rink closed	0	\$19.00	\$0.00
12/26/2023	Did pay request for rein attendants and drop off at PD	0.5	\$19.00	\$9.50
12/29/2023	Checked rinks after warm weather	0	\$19.00	\$0.00
12/30/2023	Flood Wendigo and Crystal	1.75	\$19.00	\$33.25
12/31/2023	Shovel and flood Wendigo and Flood Crystal AM	2.25	\$19.00	\$42.75
12/31/2023	Work on rink schedule	0.75	\$19.00	\$14.25
12/31/2023	Shovel and flood Wendigo and Flood Crystal PM	1.75	\$19.00	\$33.25
			\$19.00	\$0.00
			\$19.00	\$0.00
	TOTAL	18.25		\$346.75

Hours Covered Under Stipend:

Date	Description	Applicable Mileage	Hours
12/7/2023	Met with S E H on roads		0.5
12/7/2023	Went and looked at survey marks on Jessy Harry Rd.	20	0.75
12/9/2023	Went and looked at Bear Creek Rd. Turnaround area	19	0.5
12/9/2023	Talked with retired county employee on this plowing of Bear Creek		0.25
12/9/2023	Talked with past Township Maintenance Employee on his knowledge of Bear Creek Rd.		0.25
12/9/2023	talked with Blackberry Supervisor on survey markeds on Jess Harry Rd.		0.25
12/11/2023	Talked with old Distrist 4 forman on plowing Bear Creek Rd		0.25
12/11/2023	Talked with County Enginneer on plowing Bear creek		0.5
12/11/2023	Tiked with County GIS Dept. on snow plow map		0.5

Payment Request

Harris Township
Itasca County

Name: Mike Schack

Date	Description	# Hours	Rate	Amount
12/13/2023	Regular Meeting	fixed rate	\$60.00	\$60.00
	Planning and Development Meeting	fixed rate	\$60.00	\$60.00
12/11/2023	Itasca County Township Association Meeting	fixed rate	\$60.00	\$60.00
Monthly	Supervisor Wages - month	fixed rate	\$400.00	\$400.00
Additional Hourly Work:				
12/4/2023	AM MTG (NC) MISTAKE LAST MONTH		\$19.00	\$0.00
12/7/2023	WORK SESSION	1.5	\$19.00	\$28.50
12/9/2023	2CALLS SECURITY/CEMETERY/RESET TRAPS	0.5	\$19.00	\$9.50
12/12/2023	AM MTG	0.5	\$19.00	\$9.50
12/14/2023	TTF MTG	1.5	\$19.00	\$28.50
12/18/2023	WORK SESSION CLOSED/OPEN	1	\$19.00	\$19.00
12/19/2023	TREES ON MISHAWUAKA RD	2.5	\$19.00	\$47.50
12/22/2023	CALL FROM SECURITY	0.25	\$19.00	\$4.75
12/26/2023	AM MTG	0.5	\$19.00	\$9.50
12/31/2023	SHOVEL AND FLOOD WENDIGO RINK	3	\$19.00	\$57.00
12/31/2023	CONTACTED AND MET WITH SHERIFF/DAMMAGE TO SIGN'S	0.5	\$19.00	\$9.50
			\$19.00	\$0.00
	TOTAL	11.75		\$223.25
Hours Covered Under Stipend:		Applicable		
Date	Description	Mileage	Hours	
12/4/2023	LANDINGS	14		
12/9/2023	RESET TRAPS	6		
12/12/2023	LANDINGS	14		
12/14/2023	TTF MTG	12		
12/26/2024	LANDINGS	14		
12/28/2023	TRUCK IN FOR REPAIRS	17		
12/29/2023	PICK UP TRUCK FROM REPAIRS	17		
	Total	94		
Reimbursements:				
	Mileage total from hrs included in stipend	94.00	0.66	\$61.57
	Additional miles		0.66	\$0.00
	Other expenses			
	<i>Total reimbursements requested:</i>			\$61.57

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

Michael Schack

Date

Signature

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Driver and Vehicle Services

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

RECEIVED
 12/29/23

366139 C: P20 T967
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744-4682




Date Issued: November 21, 2023
 Account ID: 00-031874438

MINNESOTA REGISTRATION RENEWAL NOTICE REMINDER

- See back for payment options.
- To learn more about vehicle registration and specialized plates visit drive.mn.gov.

SCAN TO RENEW



Year/Make/Model: 2013 FELL TRL
 Plate Number: 964101
 Vehicle ID: 5FTEE1829D1041039
 Fee Basis: Flat
 County Kept: None
 Current Expiration: February 29, 2024
 New Expiration: February 28, 2026

Registration Fee: \$10.00
 Min. Contribution Fee: \$0.00
 Plate Fee: \$0.00
 Filing Fee: \$8.00
 Tech Surcharge: \$2.25
 Wheelage Tax: \$0.00
 Electric Surcharge: \$0.00
 Local Office Surcharge: \$1.00

Local Office Total: \$21.25
DVS Mail-in Total: \$20.25

Additional Information



366139

IF PAYING BY MAIL, RETURN THIS PORTION AND INCLUDE THE AMOUNT LISTED IN THE MAIL IN TOTAL

Renew By: February 29, 2024

Year/Make/Model: 2013 FELL TRL
 Plate Number: 964101
 Vehicle ID: 5FTEE1829D1041039
 County Kept: None

HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN
 557444682

Intentionally Left Blank
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Insurance Company Name	
Policy Number	Exp. Date

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



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

Local Office Total: \$21.25
DVS Mail-in Total: \$20.25

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Driver and Vehicle Services

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

RECEIVED
 12/24/23

368737 C: P20 T967
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744-4682




Date Issued: November 21, 2023
 Account ID: 00-019523672

MINNESOTA REGISTRATION RENEWAL NOTICE REMINDER

- See back for payment options.
- To learn more about vehicle registration and specialized plates visit drive.mn.gov.

SCAN TO RENEW



Year/Make/Model: 2013 CHEV SIL
 Plate Number: 948018
 Vehicle ID: 1GC3KZC8XDF214929
 Fee Basis: Flat
 County Kept: None
 Current Expiration: February 29, 2024
 New Expiration: February 28, 2026

Registration Fee: \$10.00
 Min. Contribution Fee: \$0.00
 Plate Fee: \$0.00
 Filing Fee: \$8.00
 Tech Surcharge: \$2.25
 Wheelage Tax: \$0.00
 Electric Surcharge: \$0.00
 Local Office Surcharge: \$1.00

Local Office Total: \$21.25

DVS Mail-in Total: \$20.25

Additional Information



368737

IF PAYING BY MAIL, RETURN THIS PORTION AND INCLUDE THE AMOUNT LISTED IN THE MAIL IN TOTAL

Renew By: February 29, 2024

Intentionally Left Blank
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Year/Make/Model: 2013 CHEV SIL
 Plate Number: 948018
 Vehicle ID: 1GC3KZC8XDF214929
 County Kept: None

HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN
 557444682

Insurance Company Name	
Policy Number	Exp. Date

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



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

Local Office Total: \$21.25

DVS Mail-in Total: \$20.25

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Driver and Vehicle Services

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

RECEIVED
12/29/23

C: P20 T967
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744-4682




Date Issued: November 21, 2023
 Account ID: 00-031792058

MINNESOTA REGISTRATION RENEWAL NOTICE REMINDER

- See back for payment options.
- To learn more about vehicle registration and specialized plates visit drive.mn.gov.

SCAN TO RENEW



Year/Make/Model:	2010 FELL TRL	Registration Fee:	\$10.00
Plate Number:	181763	Min. Contribution Fee:	\$0.00
Vehicle ID:	5FTEE1829A1035110	Plate Fee:	\$0.00
Fee Basis:	Flat	Filing Fee:	\$8.00
County Kept:	None	Tech Surcharge:	\$2.25
Current Expiration:	February 29, 2024	Wheelage Tax:	\$0.00
New Expiration:	February 28, 2026	Electric Surcharge:	\$0.00
		Local Office Surcharge:	\$1.00

Local Office Total: \$21.25

DVS Mail-in Total: \$20.25

Additional Information



IF PAYING BY MAIL, RETURN THIS PORTION AND INCLUDE THE AMOUNT LISTED IN THE MAIL IN TOTAL

Renew By: February 29, 2024

Intentionally Left Blank
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Year/Make/Model: 2010 FELL TRL
 Plate Number: 181763
 Vehicle ID: 5FTEE1829A1035110
 County Kept: None

HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN
 557444682

Insurance Company Name	
Policy Number	Exp. Date

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



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

Local Office Total: \$21.25

DVS Mail-in Total: \$20.25

Invoice

From : **Hawkinson Sand and Gravel**
 P.O. Box 867
 3000 Rangeline Road
 Grand Rapids, MN 55744 US
 Tel: (218) 326-6681 Fax:(218) 326-6682

Bill to: **HARRIS TOWNSHIP**
 20876 WENDIGO PARK ROAD
 GRAND RAPIDS, MN 55744
 000000000000000000

Ship to: 20876 WENDIGO PARK ROAD
 GRAND RAPIDS, MN 55744

Cust #	Customer Ref	Invoice #	Invoice Date	Due Date	Disc Date	Terms
400241		1209230241	12/09/23	01/30/24		Net 30th

Mth/Trans	Line	Description	Material	Unit Price	Quantity	Amount
12/23 14	1	Materials	2503 CLASS 5	0.00000	2.630	18.45

Notes:

Total Sales Tax	18.45
Less Retainage	
Total Due	18.45

Detailed Tonnage and Charge Report

Order: by Account Name by Material Description by Pit/Plant Type: All
 From 12/03/2023 to 12/09/2023

HARRIS TOWNSHIP (400241)

Class 5 (2503)

Summit Scale (old Brinks Pit) (Summit)

Site Ticket P.O. Number
 S 278630

		----- Fees -----								
Date	Account	Truck	Code	Qty	Per Qty	Per Load	SubTotal	Frgh/Add	Taxes	Total Charge
12/04/2023	400241	DUMP	2503	2.630	0.00	18.45	18.45	\$0.00	\$0.00	\$18.45 M
		Loads	Tons	Units	Yards (c)		SubTotal	Frgh/Add	Taxes	Total Charge
		1	2.63	0	0.00		18.45	\$0.00	\$0.00	\$18.45
Class 5 (2503) Totals										
		Loads	Tons	Units	Yards (c)		SubTotal	Frgh/Add	Taxes	Total Charge
		1	2.63	0	0.00		18.45	\$0.00	\$0.00	\$18.45
HARRIS TOWNSHIP (400241) Totals										
		Loads	Tons	Units	Yards (c)		SubTotal	Frgh/Add	Taxes	Total Charge
		1	2.63	0	0.00		18.45	\$0.00	\$0.00	\$18.45



Itasca County Sheriff's Office

JOE DASOVICH, SHERIFF

RECEIVED
12/29/23

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Annual Alarm Invoice & Change of Information Form

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

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

Please call 218-327-7474 to notify the Sheriff's Office if your alarm system has permanently been disabled or no longer in use.

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

INVOICE

Amount Due: \$10
Date Due: 02/15/24

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

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

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

Return to: **Alarm Ordinance Section
Itasca County Sheriff's Office
108 NE 5th Street
Grand Rapids, MN 55744**

Itasca County Sheriff's Office



JOE DASOVICH, SHERIFF

RECEIVED
12/29/23

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

Annual Alarm Invoice & Change of Information Form

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

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

INVOICE

**Amount Due: \$10
Date Due: 02/15/24**

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

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

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

Return to: **Alarm Ordinance Section
Itasca County Sheriff's Office
108 NE 5th Street
Grand Rapids, MN 55744**

Itasca County Sheriff's Office



JOE DASOVICH, SHERIFF

RECEIVED
12/29/23

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

Annual Alarm Invoice & Change of Information Form

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

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Please call 218-327-7474 to notify the Sheriff's Office if your alarm system has permanently been disabled or no longer in use.

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

INVOICE

Amount Due: \$10
Date Due: 02/15/24

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

Street Address of Alarm Property: **21175 RIVER RD, GRAND RAPIDS, MN 55744**

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

Return to: **Alarm Ordinance Section
Itasca County Sheriff's Office
108 NE 5th Street
Grand Rapids, MN 55744**



Itasca County Township Association
Office of the Treasurer
15674 US Hwy 169
Hill City, MN 55748-1569

December 28, 2023

Harris Township

RE: 2024 Itasca County Township Association Dues

Dear Township Officers:

There has been a change in the invoicing of the 2024 dues. Minnesota Association of Townships will be sending invoices to the townships for their portion only. As a result, Itasca County Township Association is invoicing each township for 2024 dues separately. I wanted to get this information out to you promptly so when you receive the State Association dues invoice, you will realize that there has been a change.

As a result, two checks will need to be written. The State check needs to be sent to Minnesota Association of Townships directly. The Itasca County Township Association check should be sent to me. An address label is attached at the bottom of this letter for your convenience.

Please make your check payable to *Itasca County Township Association*.

2024 Itasca County Township Association dues \$ 535.40

If there are any questions, please feel free to contact me at 218-259-8214.

Thank you.

Sincerely,

Roberta M. Truempler, Treasurer
15674 U.S. Highway 169
Hill City, Minnesota 55748

Roberta M. Truempler, Treasurer
Itasca County Township Association
15674 U.S. Highway 169
Hill City, Minnesota 55748

RECEIVED
12/29/23

MINNESOTA ASSOCIATION OF TOWNSHIPS DUES

For 2024

State dues are payable to the MAT Office upon receipt of this statement. Please mail your check to the address below.

The population data below is based on 2022 Populations from the State Demographer Office.

Township: Harris - Itasca County **Population:** 3356

\$1,483.92 Minnesota Association of Townships Dues

Make check payable to: **Minnesota Association of Townships**

Mail to: PO Box 267
St. Michael, MN 55376

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.



MATIT

Minnesota Association of Townships Insurance Trust
805 Central Ave East, PO Box 415 • St. Michael, MN 55376
Phone: 763-488-4052 or 1-800-262-2864

RECEIVED
12/29/23

Premium Notice

Bill To:
Attn: Beth Riendeau
Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

Invoice #: 6469

Date: 11/1/2023

Due: ~~1/1/2024~~ 2/15/24

Trust:

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

Type of Coverage: Workers Compensation

Policy Number: 6469

Due Date: 1/1/2024

Workers Compensation From 1/1/2024 through 12/31/2024

Outstanding Balance	3,214.00
Total Due	\$3,214.00

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

PLEASE KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION WITH YOUR CHECK

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

Invoice#: 6469

Due Date: 1/1/2024

Total Due: \$3,214.00

Type of Coverage: Workers Compensation

FOR OFFICE USE ONLY

CHECK #: _____

AMOUNT: _____

INITIALS: _____

Attn: Beth Riendeau

Harris Township

20876 Wendigo Park Road

Grand Rapids, MN 55744

Policy Number: 6469

Make Check Payable to MATIT

Northern Drug Screening, Inc.
111 NE 10th Ave.
Grand Rapids, MN 55744
(218) 326-2277



INVOICE

BILL TO

Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

INVOICE # 13410
DATE 01/01/2024
DUE DATE 01/16/2024
TERMS Net 15

DATE	SERVICE	QTY	RATE	AMOUNT
	Annual Consortium Fee	1	125.00	125.00

Thank you for your payment.
We accept ACH payment or you can mail your check to
111 NE 10th Ave. Grand Rapids, MN 55744
Thank you for your business.

BALANCE DUE **\$125.00**



Paul Bunyan COMMUNICATIONS

TELEPHONE NO: (218)326-9392

ACCOUNT NO: 9438900

Previous Bill	Payment/Adj	Current Billing	Total Due
\$324.88	\$324.88CR	\$324.88	\$324.88

MESSAGE CENTER

For questions about your bill please call 1-888-586-3100

Bills are due on the 10th of each month. Payments received after 12-26 are not reflected on this statement.

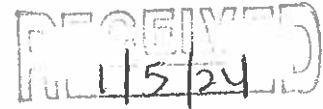
Amount Paid in 2023 \$2,766.79

Local Telephone charges with * need to be paid to avoid disc local service. Internet Inquiries: 444-4NET or 1-800-276-8015 For more information visit us on the web: <http://www.paulbunyan.net>

FROM EVERYONE AT PAUL BUNYAN COMMUNICATIONS - HAPPY NEW YEAR!

REMINDER: Late fees apply to all balances that are not paid within 10 days of the due date on the bill. The late charge will be the greater of \$5.00 or 1.5% of the outstanding balance.

Pay by phone by calling toll free 1-855-385-9810



BILL AT A GLANCE 01/01/2024 HARRIS TOWNSHIP

BALANCE FROM LAST BILLING		324.88
Payment - Thank You	12-18	324.88CR
PREVIOUS BALANCE		.00

SUMMARY BY SERVICE TYPE

TELEPHONE SERVICE	30.99
INTERNET SERVICES	40.00
MISC BILLING	.00
FEES/TAXES	13.89
GIGAZONE SMALL BUSINESS BB	240.00
CURRENT BILLING AMOUNT	324.88

Total Due: Please Pay This Amount 324.88



Low-income households enrolled in government programs like SNAP or Medical Assistance may qualify.

For more information or an application form, please call 888-586-3100 or click

<https://NationalVerifier.ServiceNowServices.com/lifeline>

Please return lower portion with your payment...retain upper portion for your records

Check for Address Change

Payment Due	Total Due
01/10/2024	\$324.88
Enter Amount Paid	



Paul Bunyan COMMUNICATIONS

1831 Anne St NW
Bemidji, MN 56601-5612
(218)444-1234

01/01/2024 000010

HARRIS TOWNSHIP
ACCOUNT NO: 9438900
TELEPHONE NO: (218)326-9392

3261 1 AV 0.498
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

5 3261
C-11

PAUL BUNYAN COMMUNICATIONS
PO BOX 1510
BEMIDJI MN 56619-1510



MONTHLY USAGE FOR TELEPHONE NO: (218)326-9392

Description	Qty	Amount
TELEPHONE SERVICE 01/01-01/31		
900# BLOCKNG		
THIRD PARTY & COLLECT CALL BLOCKS		
BUS-LOCAL NUMBER PORTABILITY	1	5.00
TOLL RESTRICTED W/800#		
VOICE MAIL BASIC PKG	1	2.95
GIGAZONE VOICE BUSINESS CLEC	1	20.00
FEDERAL TAX		.84
MINNESOTA STATE TAX		1.92
ITASCA COUNTY USE TAX		.28
TELEPHONE SERVICE SUBTOTAL		30.99
FEES/TAXES 01/01-01/31		
TAP, TAM & 911 SURCHARGES	1	.87
*SUBSCRIBER LINE AND ACCESS RECOVERY CS	1	9.50
FEDERAL UNIVERSAL SERVICE CLEC BUS SINGL	1	2.24
FEDERAL TAX		.35
MINNESOTA STATE TAX		.81
ITASCA COUNTY USE TAX		.12
FEES/TAXES SUBTOTAL		13.89
SUB-TOTAL		44.88
CURRENT BILLING AMOUNT		44.88

Your long distance (InterLATA) provider is NO PIC DESIRED.
 Your long distance (IntraLATA) provider is NO PIC DESIRED.

MONTHLY USAGE FOR INTERNET:

Description	Qty	Amount
INTERNET SERVICES 01/01-01/31		
MANAGED BUSINESS WIFI SERVICES	1	10.00
INTERNET SERVICES SUBTOTAL		10.00
MISC BILLING 01/01-01/31		
GIGASPIRE BLAST		
MISC BILLING SUBTOTAL		.00
GIGAZONE SMALL BUSINESS BB 01/01-01/31		
GZ SMALL BUS BROADBAND 250 MBPS		60.00
GIGAZONE SMALL BUSINESS BB SUBTOTAL		60.00
SUB-TOTAL		70.00
CURRENT BILLING AMOUNT		70.00

MONTHLY USAGE FOR INTERNET:

Description	Qty	Amount
INTERNET SERVICES 01/01-01/31		
MANAGED BUSINESS WIFI SERVICES	1	10.00
INTERNET SERVICES SUBTOTAL		10.00
MISC BILLING 01/01-01/31		
GIGASPIRE BLAST		
MISC BILLING SUBTOTAL		.00
GIGAZONE SMALL BUSINESS BB 01/01-01/31		
GZ SMALL BUS BROADBAND 250 MBPS		60.00
GIGAZONE SMALL BUSINESS BB SUBTOTAL		60.00
SUB-TOTAL		70.00
CURRENT BILLING AMOUNT		70.00

MONTHLY USAGE FOR INTERNET:

Description	Qty	Amount
INTERNET SERVICES 01/01-01/31		
MANAGED BUSINESS WIFI SERVICES	1	10.00
INTERNET SERVICES SUBTOTAL		10.00
MISC BILLING 01/01-01/31		
GIGASPIRE BLAST		
MISC BILLING SUBTOTAL		.00
GIGAZONE SMALL BUSINESS BB 01/01-01/31		
GZ SMALL BUS BROADBAND 250 MBPS		60.00
GIGAZONE SMALL BUSINESS BB SUBTOTAL		60.00
SUB-TOTAL		70.00
CURRENT BILLING AMOUNT		70.00

MONTHLY USAGE FOR INTERNET:

Description	Qty	Amount
INTERNET SERVICES 01/01-01/31		
MANAGED BUSINESS WIFI SERVICES	1	10.00
INTERNET SERVICES SUBTOTAL		10.00
MISC BILLING 01/01-01/31		
GIGASPIRE BLAST		
MISC BILLING SUBTOTAL		.00
GIGAZONE SMALL BUSINESS BB 01/01-01/31		
GZ SMALL BUS BROADBAND 250 MBPS		60.00
GIGAZONE SMALL BUSINESS BB SUBTOTAL		60.00
SUB-TOTAL		70.00
CURRENT BILLING AMOUNT		70.00

Range Association of Municipalities and Schools
5525 Emerald Avenue
Mt. Iron, MN 55768

Invoice

Invoice #: 2024 038

Invoice Date: 1/1/2024

Due Date: 1/31/2024

Project:

P.O. Number:

Bill To:

Harris Township
Peggy Clayton
20876 Wendigo Park Road
Grand Rapids MN 55744

Date	Description	Amount
11/13/2023	2024 RAMS Membership Dues Out-of-state sale, exempt from sales tax	360.00 0.00

Thank you for your continued support of RAMS!

Total \$360.00

Payments/Credits \$0.00

Balance Due \$360.00

Phone #
218 748 7651



Wayne's Automotive
 200 N Pokegama Ave
 Grand Rapids, MN 55744
 Call or Text: 218-326-9795
 VictoryAutoService.com

HARRIS TOWNSHIP
 0876 Wendigo Park Rd,
 Grand Rapids, MN 55744
 218-259-4236

Invoice #: 1101275
Control #: 1101275
 Date: 12/27/2023
 Miles In: 66436
 Miles Out: 66436

2013 CHEVROLET SILVERADO
 K3500
 6.6L V8 F OHV 32V
 VIN: 1GC3KZC8XDF214929
 License: 948018
 Unit #:

Tech	Description	Total
1109	Remove And Replace Idler Arm	
1109	PREMIUM IDLER ARM	
Subtotal for Idler Arm Service		735.19
1109	Remove And Replace Pitman Arm	
1109	PREMIUM PITMAN ARM	
Subtotal for Pitman Arm Service		997.59
1109	Remove And Replace Center Link - Includes: R&I Outer Tie Rod Ends & Adjust Toe-In.	
1109	PREMIUM STEERING CENTER LINK	
Subtotal for Tie Rod Service		878.79
1109	Remove And Replace Rear Brake Pads, Calipers And Rotors.	
1109	PREMIUM CALIPER	
1109	PREMIUM CALIPER	
1109	PREMIUM PAINTED ROTOR	
1109	PREMIUM BRAKE PADS - GOLD	
1109	Brake Cleaner 14oz	
Subtotal for Rear Brake Service		1742.42
1109	Computerized Front End Alignment. Adjust toe as needed.	
Subtotal for Wheel Alignment Service		109.95
1109	Tire Rotation Service	
Subtotal for Tire Rotation		29.95
1109	Retorque Wheels in 100 Miles	
Subtotal for Retorque Wheels in 100 Miles		0.00

Victory Auto Service & Glass is proud to offer an Industry Best 5 year/50,000 Mile warranty (whichever comes first) on all new parts, a minimum of 90 days or 3,000 mile warranty (depending on the part manufacturer) on all rebuilt or remanufactured parts and a 30 day part only warranty on all used parts - unless otherwise noted. Warranties DO NOT include towing and are limited to the original cost of repair, purchase date and mileage. See our website or contact our location directly for full conditions/details: www.victoryautoservice.com/warranty

Department	Amount
Labor	2067.02
Parts	2426.87
Sales Total	4493.89
Shop Supplies	49.80
Other	0.00
Environmental	49.93
Subtotal	4593.62
Sales Tax	0.00
	0.00
Grand Total	4593.62

Balance Due: 4593.62

I AGREE TO PAY ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)


 P.O. Box 2961
 Phoenix, AZ 85062-2961

 Page: 2 of 4
 Bill Date: Dec. 13, 2023

Important Notices and Information :
Allocation of charges:

Service Categories	Past Due	Current Month	Total Due
Basic Services	0.00	97.21	97.21
Other Services	0.00	3.23	3.23
All Services	0.00	100.44	100.44

Failure to pay Basic charges may result in the disconnection of those Services. Please contact CenturyLink regarding any questions or problems with your bill before the due date.

View and pay your bill online at centurylink.com/business/login. You will need your authentication code 8676.

LATE FEE REMINDER: Late fees may be charged each month for any eligible unpaid balances not paid in full by the due date listed on your bill. The methods for calculating late fee amounts vary by state and product. For more information you may access Terms and Conditions and Tariff materials at <http://www.centurylink.com/tariffs>.

Thank you for choosing CenturyLink for your communication needs--we value you as our customer.

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 800-201-4099 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.

FREE Enrollment With Control Center, you can update your billing information, view and pay your bill and much more. Visit us online at www.centurylink.com/business/login.

CenturyLink should be notified within 90 days after the CenturyLink Bill Date of any billing discrepancies on your statement.

 333146160
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS,, MN 55744

MONTHLY AUTOPAY AUTHORIZATION FORM

I authorize CenturyLink to draft my savings or checking account for any accrued balance on my account.

(We reserve the right to revoke this if bank approval is denied)

Checking Account **Savings Account**

(Select the type of account to be drafted and attach a voided check/savings slip.)

Address Information Changes Effective Date _____

New Address _____

City _____ State _____ Zip _____

Work Phone () _____ Home Phone () _____

 Signature required Date

Please continue to pay your bill until notified on your statement that autopay is active.



Account Name: HARRIS TOWNSHIP
Account Number: 333146160

P.O. Box 2961
Phoenix, AZ 85062-2961

Page: 3 of 4
Bill Date: Dec. 13, 2023

Current Charges Summary **Service From Dec. 13, 2023**

Monthly Charges	Qty	Rate	Amount
3 Way Calling Business	1 @	6.00	6.00
Access Recovery Charge	1 @	2.50	2.50
Business EAS	1 @	1.58	1.58
Call Forwarding Business	1 @	6.00	6.00
Call Return Business	1 @	5.50	5.50
Directory Non Listed Business	1 @	8.00	8.00
Non-Telecom Services Surcharge	1 @	2.99	2.99
Subscriber Line Charge	1 @	5.38	5.38
Choice Business Prime	1 @	49.25	49.25
Total Monthly Charges			87.20
Taxes, Fees and Surcharges			
Federal Excise Tax			2.57
Federal Universal Service Fund Surcharge			2.72
ITASCA Sales Tax			0.90
MINNESOTA 911/TAP/TAM Surcharge			0.87
MINNESOTA Sales Tax			6.18
Total Taxes, Fees and Surcharges			13.24

Total Current Charges **100.44**

Contact Numbers

Payments/Billing/Products/Services: 1-800-603-6000
Tech Support/Repair Service: 1-800-603-6000

Our Customer Service Representatives are available
from 8am - 8pm CT Monday through Friday.

Package Summary

Choice Business Prime		
Monthly Recurring	49.25	
218-326-6190		
1 Pty Business		
Bus Unlimited Features Pack		
Inside Wire Protection		
Package Charges	49.25	
Subtotal Package		49.25
Package Taxes, Fees and Surcharges		5.35
Total Package		54.60

Charge Detail

Local Service from DEC 13 to JAN 12

Product-ID: 218-326-6190

Monthly Charges

Access Recovery Charge 2.50


 P.O. Box 2961
 Phoenix, AZ 85062-2961

 Page: 4 of 4
 Bill Date: Dec. 13, 2023

Charge Detail
Local Service from DEC 13 to JAN 12
Product-ID: 218-326-6190
Monthly Charges

Subscriber Line Charge	5.38	
Total Local Exchange Services		7.88
3 Way Calling Business	6.00	
Business EAS	1.58	
Call Forwarding Business	6.00	
Call Return Business	5.50	
Directory Non Listed Business	8.00	
** Non-Telecom Services Surcharge	2.99	
Total Optional Features/Services		30.07
Total Monthly Charges		37.95

Charge Detail For 218-326-6190	37.95
Total Charge Detail	37.95
Total Package Summary	49.25
Tax, Fees and Surcharges	13.24
Total Current Charges	100.44

** Nonregulated Charge(s) - nonpayment for NONREGULATED SERVICES OR PRODUCTS may result in the disconnection or restriction of such services, and such delinquencies may be subject to collection. Local services will not be disconnected for nonpayment of nonregulated charges. Nonpayment of toll charges may result in the disconnection of toll service, and such delinquencies may be subject to collection.



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

1355465

W

ACCOUNT NUMBER 506635-104896 ZONE 4-022 STATEMENT DATE 01/02/2024
 CUSTOMER NAME Harris Township Hall ROUTE 022
 SERVICE ADDRESS S US Hwy 169 & Lakeview Dr Grand Rapids DUE DATE 01/17/2024

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

Visit our website to pay your bills on-line,
 sign up for auto-pay, or to go paperless:
www.grpuc.org

To pay your bill by phone, call:
 1-855-456-5158.

Terms of Payment

- All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Make Checks Payable to G.R.P.U.C.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Previous Balance 10.85
 Check Payment 12/19/2023 (10.85)CR

Balance Forward \$0.00

Current Charges
 Electric 10.85

Total Current Charges: \$10.85

Current Account Balance: \$10.85

Amount Due \$10.85

Auto Pay-Do Not Pay

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

Statement Date: 01/02/2024

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	506635-104896
Statement Number	1355465
Due Date	01/17/2024
Amount Due	\$10.85
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 01/17/2024

SERVICE ADDRESS

S US Hwy 169 & Lakeview Dr Grand Rapids

2

Service	Meter Number	Rate Code	Read Code	Usage Period From	To	# Days	Meter Readings Previous	Current	Multiplier	Usage	Charge Details	Total Charges
Electric									1.00000			
			Security Light								\$ 10.06	
			Itasca County Sales Tax				\$10.06 @	1.00000%			\$ 0.10	
			Minnesota Sales Tax				\$10.06 @	6.87500%			\$ 0.69	10.85

DESCRIPTIONS	UNIT OF MEASURE EXPLANATIONS
<u>Service Charge</u> - Charge for customer billing & administration services	<u>Energy Usage</u> -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)
<u>Energy Usage</u> - Measure of electricity used (in kWH)	<u>Commodity Charge</u> - Water reading indicates thousands of gallons.
<u>Off Peak Usage</u> - Measure of off peak electricity used (in kWH)	<u>WW Collection/trtmt</u> - Wastewater collection/trtmt charge is based on water consumption.
<u>Demand Charge</u> - Highest average electric demand (in KW) over any 15 minutes during the month	
<u>Commodity Charge</u> - Water Consumption	
<u>WW Collection/trtmt charge</u> - Wastewater gallons collected and treated	



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

1355466

W

ACCOUNT NUMBER 506636-104896 **ZONE** 4-022 **STATEMENT DATE** 01/02/2024
CUSTOMER NAME Harris Township Hall **ROUTE** 022
SERVICE ADDRESS S US Hwy 169 Harbor Hts Rd/Woodland Park Rd Grand Rapids **DUE DATE** 01/17/2024

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

Visit our website to pay your bills on-line,
 sign up for auto-pay, or to go paperless:
www.grpuc.org

To pay your bill by phone, call:
 1-855-456-5158.

Terms of Payment

- All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Make Checks Payable to G.R.P.U.C.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Previous Balance 10.85
 Check Payment 12/19/2023 (10.85)CR

Balance Forward \$0.00

Current Charges
 Electric 10.85

Total Current Charges: \$10.85

Current Account Balance: \$10.85

Amount Due \$10.85

Auto Pay-Do Not Pay

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

GRAND RAPIDS
 IN MINNESOTA'S NATURE

UTILITY STATEMENT

Statement Date: 01/02/2024

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	506636-104896
Statement Number	1355466
Due Date	01/17/2024
Amount Due	\$10.85
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 01/17/2024

SERVICE ADDRESS

S US Hwy 169 Harbor Hts Rd/Woodland Park Rd Grand Rapids

2

Service	Meter Number	Rate Code	Read Code	Usage Period From	To	# Days	Meter Readings Previous	Current	Multipller	Usage	Charge Details	Total Charges
Electric									1.00000			
			Security Light								\$ 10.06	
			Itasca County Sales Tax				\$10.06 @	1.00000%			\$ 0.10	
			Minnesota Sales Tax				\$10.06 @	6.87500%			\$ 0.69	10.85

DESCRIPTIONS	UNIT OF MEASURE EXPLANATIONS
<u>Service Charge</u> - Charge for customer billing & administration services	<u>Energy Usage</u> -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)
<u>Energy Usage</u> - Measure of electricity used (in kWH)	<u>Commodity Charge</u> - Water reading indicates thousands of gallons.
<u>Off Peak Usage</u> - Measure of off peak electricity used (in kWH)	<u>WW Collection/trtmt</u> - Wastewater collection/trtmt charge is based on water consumption.
<u>Demand Charge</u> - Highest average electric demand (in KW) over any 15 minutes during the month	
<u>Commodity Charge</u> - Water Consumption	
<u>WW Collection/trtmt charge</u> - Wastewater gallons collected and treated	



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

1355537

W

ACCOUNT NUMBER 516221-104896 **ZONE** 1-042 **STATEMENT DATE** 01/02/2024
CUSTOMER NAME Harris Township Hall **ROUTE** 022
SERVICE ADDRESS Crystal Springs Rd & S US Hwy 169 Grand Rapids **DUE DATE** 01/17/2024

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

Visit our website to pay your bills on-line,
 sign up for auto-pay, or to go paperless:
www.grpuc.org

To pay your bill by phone, call:
 1-855-456-5158.

Terms of Payment

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Make Checks Payable to G.R.P.U.C.

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In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Previous Balance 10.85
 Check Payment 12/19/2023 (10.85)CR

Balance Forward \$0.00

Current Charges
 Electric 10.85

Total Current Charges: \$10.85

Current Account Balance: \$10.85

Amount Due \$10.85

Auto Pay-Do Not Pay

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

Statement Date: 01/02/2024

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	516221-104896
Statement Number	1355537
Due Date	01/17/2024
Amount Due	\$10.85
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 01/17/2024

Service	Meter Number	Rate Code	Read Code	Usage Period		# Days	Meter Readings		Multiplier	Usage	Charge Details	Total Charges
				From	To		Previous	Current				
Electric									1.00000			
			Security Light								\$ 10.06	
			Itasca County Sales Tax								\$ 0.10	
			Minnesota Sales Tax								\$ 0.69	10.85

DESCRIPTIONS	UNIT OF MEASURE EXPLANATIONS
<u>Service Charge</u> - Charge for customer billing & administration services	<u>Energy Usage</u> -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)
<u>Energy Usage</u> - Measure of electricity used (in kWH)	<u>Commodity Charge</u> - Water reading indicates thousands of gallons.
<u>Off Peak Usage</u> - Measure of off peak electricity used (in kWH)	<u>WW Collection/trtmt</u> - Wastewater collection/trtmt charge is based on water consumption.
<u>Demand Charge</u> - Highest average electric demand (in KW) over any 15 minutes during the month	
<u>Commodity Charge</u> - Water Consumption	
<u>WW Collection/trtmt charge</u> - Wastewater gallons collected and treated	



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

1357884

W

ACCOUNT NUMBER 504896-104896 ZONE 1-043 STATEMENT DATE 01/09/2024
 CUSTOMER NAME Harris Township Hall ROUTE 043
 SERVICE ADDRESS Airport Rd, 21998 Grand Rapids DUE DATE 01/24/2024

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	19.7	19.7
Cost Per Day	\$3.26	\$3.34
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

Visit our website to pay your bills on-line,
 sign up for auto-pay, or to go paperless:
www.grpuc.org

To pay your bill by phone, call:
 1-855-456-5158.

Terms of Payment

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Make Checks Payable to G.R.P.U.C.

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In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Previous Balance 107.76
 Check Payment 12/26/2023 (107.76)CR

Balance Forward \$0.00

Current Charges
 Electric 113.30

Total Current Charges: \$113.30

Current Account Balance: \$113.30

Amount Due \$113.30

Auto Pay-Do Not Pay

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

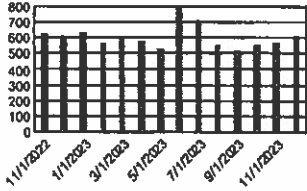
Statement Date: 01/09/2024

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	504896-104896
Statement Number	1357884
Due Date	01/24/2024
Amount Due	\$113.30
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 01/24/2024

Service	Meter Number	Rate Code	Read Code	Usage Period From	Usage Period To	# Days	Meter Readings Previous	Meter Readings Current	Multiplier	Usage	Charge Details	Total Charges
Electric									2.00000			
											Security Light	\$ 11.40
											Itasca County Sales Tax	\$ 0.11
											Minnesota Sales Tax	\$ 0.78
												12.29
Electric	144997	ERC-40	A	11/30/2023	12/31/2023	31	63046	63658	1.00000	612		
											Monthly Service Charge	\$ 20.55
											Energy Usage	612 kWh @ \$0.11110 \$ 67.99
											Purchased Power Adjustment	612 kWh @ \$0.00831 \$ 5.09
											Itasca County Sales Tax	\$93.63 @ 1.00000% \$ 0.94
											Minnesota Sales Tax	\$93.63 @ 6.87500% \$ 6.44
												101.01



DESCRIPTIONS	UNIT OF MEASURE EXPLANATIONS
Service Charge - Charge for customer billing & administration services	Energy Usage -kWh = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)
Energy Usage - Measure of electricity used (in kWh)	Commodity Charge - Water reading indicates thousands of gallons.
Off Peak Usage - Measure of off peak electricity used (in kWh)	WW Collection/trtmt - Wastewater collection/trtmt charge is based on water consumption.
Demand Charge - Highest average electric demand (in KW) over any 15 minutes during the month	
Commodity Charge - Water Consumption	
WW Collection/trtmt charge - Wastewater gallons collected and treated	



26039 Bear Ridge Drive
Cohasset, MN 55721

A Touchstone Energy Cooperative

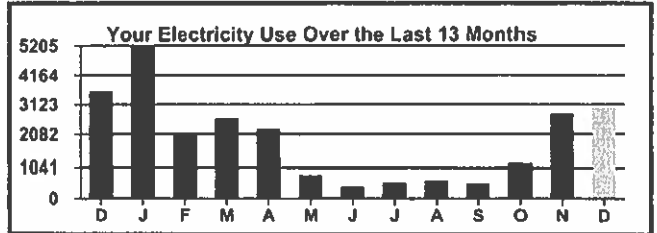
Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
In case of an outage, phones answered 24 hours a day.
Office 1-800-421-9959
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop

4 281

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



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



Thank you for supporting community-based projects and programs through Operation Round Up. Since 2004, LCP members have given more than \$3.1 million.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	278.00
PAYMENT 12/27/2023	-278.00
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION										
RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER	CODE	USAGE	DESCRIPTION		
10	20025490	12/26 -11/26	7772	4763	1		480	ENERGY CHARGE @	.145900	70.03
68 S	20025489	12/26 -11/26	3318	3299	1		19	PEAK SHAVE WATER HEATING @	.086800	1.65
65 S	20025487	12/26 -11/26	78932	76422	1		2510	DUAL FUEL INTERR. HEAT @	.070800	177.71
								SERVICE AVAILABILITY CHG:		48.00
								OPERATION ROUND-UP		0.61
TOTAL CHARGES THIS STATEMENT										298.00
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/24/24										
2022 OPERATION ROUND-UP CONTRIBUTIONS \$5.48										
METER READ AUTOMATICALLY										
Account Number	Service Address		Phone Number		Bill Date	Due Date	Net Amount Due			
102000853	SERVICE CENTER		(218) 327-8759		01/04/2024	01/24/2024	298.00			

Please detach and return this portion with your payment.

Account No.: 102000853 Cycle: 7
Due Date: 01/24/2024 Net Due: 298.00
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



0102000853010730000298000000298002



MEDIACOM™ BUSINESS

MEDIACOM
2205 INGERSOLL AVE DES MOINES IA 50312-5289
8622 4340 ZO RP 28 12282023 NNNNNYNN 01 999005

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

News From Mediacom

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

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

December 28, 2023

Statement of Service

Account number
8384 97 500 0030835
Harris Township

Contact us
Phone: **800-379-7412**
Online at: <http://business.mediacomcable.com/>

For service at
20876 Wendigo Park Rd
Control Account
Grand Rapids MN 55744-4682



Summary *See the back for details*

Previous balance	\$370.02
Payments received	-370.02
Leaf Charges	569.92
Total to be deducted	\$569.92

Auto-bank Payment Will Be Made On 01/18/24

Pin Number **5847**

Payment Option

Detach this coupon and send it together with your check made payable to Mediacom in the enclosed envelope. Write your account number on your check.

December 28, 2023
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

Account Number
8384 97 500 0030835

Total to be deducted **\$569.92**

Amount you are enclosing: \$

MEDIACOM™ BUSINESS

MEDIACOM
PO BOX 5744
CAROL STREAM IL 60197-5744

838497500003083500569921

MEDIACOM™ BUSINESS

8622 4340 ZO RP 28 12282023 NNNNNYNN 01 999905

December 28, 2023
HARRIS TOWNSHIP
Account Number:
Hierarchy ID:

page 2 of 3

8384 97 500 0030835
COMMAH

Master Account Summary

Previous Balance	\$370.02
Dec 18 EFT Payment	-370.02

Leaf Charges by Group

COMMAH \$551.78

Dec 18 Harris Township 8384922370090270	275.89
Dec 18 Harris Township 8384922380092076	275.89

Leaf Taxes by Group

COMMAH \$18.14

Dec 18 Harris Township 8384922370090270	8.96
Dec 18 Harris Township 8384922380092076	9.18

Leaf Charge Total \$569.92

Total Due \$569.92

Leaf Details by Group

COMMAH

HARRIS TOWNSHIP
28184 SUNNY BEACH RD
GRAND RAPIDS, MN 55744-5883
Account Number: 8384922370090270

Monthly Charges

Date	Description	Quantity	Amount
Dec 28 - Jan 27	EMTA Modem		0.00
Dec 28 - Jan 27	WIFI Basic Service		5.99
Dec 28 - Jan 27	Docsis Modem		0.00
Dec 28 - Jan 27	Voice Mail		0.00
Dec 28 - Jan 27	Business Internet 60/5 Mbps		229.95
Dec 28 - Jan 27	Primary Phone Line		39.95

Subtotal \$275.89

Taxes

Date	Description	Amount
Jan 08 - Feb 07	Federal Universal Service Fund	3.55
Jan 08 - Feb 07	911 Emergency Service	0.80
Jan 08 - Feb 07	Special Tax	0.03
Jan 08 - Feb 07	Telecommunication Relay And Device	0.04
Jan 08 - Feb 07	State Sales Tax	3.06
Jan 08 - Feb 07	Local Sales Tax	0.45
Jan 08 - Feb 07	Regulatory Recovery Fee	1.03

Subtotal \$8.96

Total for Account 8384922370090270 \$284.85

HARRIS TOWNSHIP
20057 CRYSTAL SPRINGS RD
GRAND RAPIDS, MN 55744
Account Number: 8384922380092076

Monthly Charges

Date	Description	Quantity	Amount
Dec 28 - Jan 27	WIFI Basic Service		5.99
Dec 28 - Jan 27	Docsis Modem		0.00
Dec 28 - Jan 27	Voice Mail		0.00
Dec 28 - Jan 27	Business Internet 60/5 Mbps		229.95
Dec 28 - Jan 27	Primary Phone Line		39.95

Subtotal \$275.89

Taxes

Date	Description	Amount
Jan 08 - Feb 07	Federal Universal Service Fund	3.55
Jan 08 - Feb 07	911 Emergency Service	0.80
Jan 08 - Feb 07	Special Tax	0.03
Jan 08 - Feb 07	Telecommunication Relay And Device	0.04



MEDIACOM[®] BUSINESS

8622 4340 ZO RP 28 12282023 NNNNNYNN 01 999905

December 28, 2023
Harris Township
Account Number:
Hierarchy ID:

page 3 of 3

8384 97 500 0030835
COMMAH

Jan 08 - Feb 07 State Sales Tax	3.06
Jan 08 - Feb 07 Local Sales Tax	0.45
Jan 08 - Feb 07 Local/city Sales Tax	0.22
Jan 08 - Feb 07 Regulatory Recovery Fee	1.03
Subtotal	\$9.18
Total for Account 8384922380092076	\$285.07
COMMAH SUBTOTAL 2 Account(s)	\$569.92
Total for Master Account: COMMAH	
Total Accounts 2	\$569.92





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

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

Statement Date - 01/05/2024
 Account Number: 440600.01

*****IMPORTANT SAFETY MESSAGE*****

**FOR YOUR SAFETY, PLEASE KEEP
 YOUR METER FREE OF ICE AND
 SNOW BUILD-UP. THANK YOU.**

HARRIS TOWNSHIP HALL
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744

Location: 21998 AIRPORT RD, HARRIS TWP	MeterNo: 19233489	Actual	Budget
Base Gas Charge-01	Basic Service Charge	\$15.00	
Current Reading on: 12/28/2023 of 6,604 - Previous Reading on: 11/30/2023 of 6,497 = 107ccf			
107ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04220 = 122 therms @ 0.96000			
Tax		\$117.12	
		\$10.40	
Purchased Gas-02			
107ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04220 = 122 therms @ -0.01480			
Tax		\$-1.81	
		\$-0.14	
TOTAL CURRENT MONTH BILLING		<u>\$140.57</u>	
PAST DUE BALANCE - PAYABLE UPON RECEIPT		\$0.00	
FINANCE CHARGES		\$0.00	
TOTAL BALANCE DUE		<u>\$140.57</u>	

PAYMENTS RECEIVED IN THE LAST 30 DAYS

<u>DATE</u>	<u>AMOUNT</u>	<u>TYPE</u>	<u>CHECK NO</u>	<u>COMMENT</u>
12/27/2023	\$141.56	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

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



HARRIS TOWNSHIP HALL

DUE DATE: 01/25/2024
ACCOUNT NUMBER: 440600.01

TOTAL BALANCE DUE: \$140.57

AMOUNT ENCLOSED: \$



NORTHWEST GAS
 NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721
 Toll Free 800-367-6964 or 507-524-4103

Statement Date - 01/05/2024
 Account Number: 440601.01

*****IMPORTANT SAFETY MESSAGE*****

**FOR YOUR SAFETY, PLEASE KEEP
 YOUR METER FREE OF ICE AND
 SNOW BUILD-UP. THANK YOU.**

HARRIS TOWNSHIP MAINT BLDG
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744

Location: 20876 WENDIGO PARK RD, HARRIS TWP

MeterNo: 19233593

Actual

Budget

Base Gas Charge-01

Basic Service Charge

\$15.00

Current Reading on: 12/27/2023 of 6,848 - Previous Reading on: 11/29/2023 of 6,725 = 123ccf

123ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04220 = 140 therms @ 0.96000

\$134.40

Tax

\$11.76

Purchased Gas-02

123ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04220 = 140 therms @ -0.01480

\$-2.07

Tax

\$-0.16

TOTAL CURRENT MONTH BILLING

\$158.93

PAST DUE BALANCE - PAYABLE UPON RECEIPT

\$0.00

FINANCE CHARGES

\$0.00

TOTAL BALANCE DUE

\$158.93

PAYMENTS RECEIVED IN THE LAST 30 DAYS

<u>DATE</u>	<u>AMOUNT</u>	<u>TYPE</u>	<u>CHECK NO</u>	<u>COMMENT</u>
12/27/2023	\$145.72	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: 01/25/2024

ACCOUNT NUMBER: 440601.01

TOTAL BALANCE DUE: \$158.93

AMOUNT ENCLOSED: \$

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



Verizon Connect Fleet USA LLC
 5055 North Point Pkwy
 Alpharetta, GA, 30022

Invoice Number	Invoice Date	Due Date	Account Number	Page
622000048675	01/02/2024	02/01/2024	100000132077	1 of 4

Harris Township
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN, 55744-4682

Quick Bill Summary

Currency: USD

Prior Charges (Including Past Due Amounts)	0.00
Unapplied Payments & Adjustments	0.00
Total Outstanding Charges	0.00
Total Current Charges Due by 02/01/2024	37.90
Monthly Recurring Charges	37.90
Professional Services	0.00
Equipment Charges	0.00
Taxes, Governmental Surcharges & Fees	0.00

Account Balance **\$ 37.90**

	Phone	Email
Customer Service	800-906-9545	reveal.govt@verizonconnect.com



Harris Township
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN, 55744-4682

Bill Date 01/02/2024
 Account Number 100000132077
 Invoice Number 622000048675
 Due Date 02/01/2024



Total Current Charges

Total Current Charges will be deducted from bank account on 02/01/2024
DO NOT MAIL PAYMENT

\$ 37.90



Account Statement

Invoice Number	Invoice Date	Due Date	Account Number	Page
622000048675	01/02/2024	02/01/2024	100000132077	2 of 4

Account Balance Details - Open Transactions on your Account

Date	Transaction Number	Debit	Due Date	Credit	Payments	Balance
01/02/2024	622000048675	37.90	02/01/2024	0.00	0.00	37.90

New Account Balance

\$ 37.90

Recent Account Activity (Prior 30 days) - Closed Transactions

Invoice Date	Invoice Number	Invoices	Credits	Payments	Transaction Date	Date Closed
12/01/2023	616000050382	37.90	0.00	-37.90	01/02/2024	01/02/2024
Activity Totals		37.90	0.00	-37.90		



Invoice

Verizon Connect Fleet USA LLC
5055 North Point Pkwy
Alpharetta, GA, 30022

Harris Township
20876 WENDIGO PARK RD
GRAND RAPIDS, MN, 55744-4682
Payment Terms: NT30

Invoice Number	Invoice Date	Due Date	Account Number	Page
622000048675	01/02/2024	02/01/2024	100000132077	4 of 4

Item	Charge Type	Period	PO#	Contract#	Qty	Price	Ext Price	Tax
VEHICLE TRACKING SUBSCRIPTION	Recurring Services (base product)	12/01/2023 - 12/31/2023		1260735	2	18.95	37.90	0.00
Recurring Total							37.90	0.00
Hardware Total							0.00	0.00
Professional Service Total							0.00	0.00

Subtotal	\$ 37.90
Total Tax	\$ 0.00
Invoice Total	\$ 37.90

Taxes and Surcharge Summary

Description	Total (USD)
Federal Taxes and Surcharges	
Total Federal Taxes and Surcharges	0.00
State, County, and City Taxes and Surcharges	
Total State Taxes and Surcharges	0.00
Total Taxes and Surcharges	\$ 0.00