

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](mailto:harristownshipclerk@gmail.com)

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

## Mission Statement:

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

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

## PLANNING & DEVELOPMENT MEETING January 24, 2024, at 7:30 pm AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement.
2. **Approve the Minutes**
  - A. November 21, 2023 P & D Meeting Minutes
3. **Additions and Corrections**
4. **Business from the Floor** (*Please come up to the podium and state your name and address for the record and limit comments to 5 minutes.*)
  - A. Mesabi Metallica/Ben D.
5. **Consent Agenda**
  - A. Zoning Land Use Permits
6. **Roads**
  - A. Roads Update/J
  - B. Sunny Beach Addition Road Meeting/J
7. **Recreation**
  - A. Park and Cemetery Inspection Reports for November and December 2023/P
  - B. Trails Task Force Update/M
8. **Correspondence (Informational)**
9. **Town Hall**
  - A. Town Hall Reports for November and December 2023/P
10. **Maintenance**
  - A. Maintenance Reports for November and December 2023/M
11. **Old Business**
  - A. Originating Agency Identifier (ORI) Update/P
  - B. Stop Sign Reflectors/P
  - C. HSEM Certification for Contracts, Grants, Loans and Cooperative Agreements/M

**12. New Business**

- A. Resolution 2024-009 re: Authorization for Harris Town Road Supervisor/P
- B. Resolution 2024-010 re: Authorization for Harris Town Maintenance Supervisor/P
- C. Resolution 2024-011 re: 2024 PNP Election Judges/P
- D. Election Voter Tabletop Privacy Screens/P
- E. Lawn Care and Ground Maintenance Contract/P
- F. Personnel Dynamics Contract/P

**13. Bills**

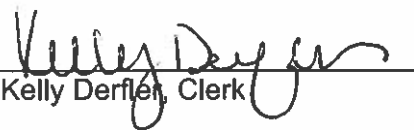
- A. Payment of Bills/N

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

**15. UPCOMING Events/Meetings**

January 29, 2024	Work Session re: Casper Landing, Wendigo Park	3:00 pm Town Hall
January 29, 2024	Work Session re: Budgets	5:00 pm Town Hall
January 30, 2024	Work Session re: Insurance and 5-Year Plan	2:00 pm Town Hall
January 31, 2024	Work Session re: Budgets	5:00 pm Town Hall
February 1, 2024	Work Session re: Budgets and Board of Audit	5:00 pm Town Hall

**16. Adjourn**

Prepared by:   
 Kelly Derfler, Clerk

Signed by:   
 Peggy Clayton, Chair  
 1-21-24

Madam Chair Peggy Clayton  
20356 Wendigo Park Road  
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Phone 218-259-1551

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## PLANNING & DEVELOPMENT MEETING

### November 21, 2023

### MINUTES

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

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

#### Approve the Minutes

#### Minutes of October 25, 2023, P & D Meeting

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the October 25, 2023 P & D Meeting. Ayes-5; Nays-0. Motion carried.

#### Additions and Corrections

Chair Clayton proposed to table item 12B (Resolution 2023-022 re: Approving State of Minnesota Joint Powers Agreement) and 12C (Court Data Services Subscriber Agreement to CJDN Subscriber Agreement) to the December 13, 2023 meeting. She also proposed removing items 5A (Zoning Land Use Permits) and 5B (SSTS Permits) and replacing with new copies, removing item 9A (Town Hall Report for October 2023) and replacing with an updated copy, and adding Resolutions 2023-023 (Closing Sunset Drive) and 2023-024 (Closing Sunset Lane) under item 6B (Sunset Lane/Sunset Drive).

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve tabling item 12B (Resolution 2023-022 re: Approving State of Minnesota Joint Powers Agreement) and 12C (Court Data Services Subscriber Agreement to CJDN Subscriber Agreement) and removing items 5A (Zoning Land Use Permits) and 5B (SSTS Permits) and replacing with new copies, removing item 9A (Town Hall Report for October 2023) and replacing with an updated copy, and adding Resolutions 2023-023 (Closing Sunset Drive) and 2023-024 (Closing Sunset Lane) under item 6B (Sunset Lane/Sunset Drive) and approve the agenda. Ayes-5; Nays-0. Motion carried.

#### Business from the Floor

There was no business from the floor.

**Consent Agenda  
Zoning Land Use Permit  
SSTS Permits  
Ward Cemetery Deed  
Thorson Cemetery Deed  
Paulley Cemetery Deed  
Toback Cemetery Deed  
Engstrom Cemetery Deed**

A motion was made by Supervisor Gilbert 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 major gravel roads have been graded.

The Driftskippers snowmobile club contacted Supervisor Kelley about installing signage on Sunny Beach Rd where the trail will be rerouted. Supervisor Kelley stated that the club will determine the placement of signs and the township will install them.

Supervisor Kelley has been in discussions with Blackberry Township regarding Jess Harry Rd. 0.12 miles of Jess Harry Rd is in Harris Township, but there are 1.4 miles of the road that is unclear on whether it belongs to Harris Township or Blackberry Township. Blackberry Township has maintained the road to date but is interested in Harris Township assisting in the maintenance. Supervisor Kelley suggested contacting SEH to survey the road to determine ownership. Blackberry Township has expressed interest in paying one third of the \$1,000.00 fee for SEH, with Harris Township paying the rest of the cost. Discussion followed.

A motion was made by Supervisor Schack and seconded by Chair Clayton to approve the 2/3 fee of \$1,000.00 to have SEH perform a survey to determine ownership of Jess Harry Rd. Ayes-5; Nays-0. Motion carried.

Supervisor Kelley was contacted by the county with concerns about a fence that was installed at the turnaround at the end of Root Rd, where snow is pushed. Supervisor Kelley contacted the owner of the fence, who stated that he is willing to take care of the snow and has the equipment to do so.

Supervisor Kelley stated that the county has a website where those who have the login credentials can see which roads have been plowed and where the plows are located. He has requested access to the website and asked the board if they would also like to request access. Supervisor Kelley will submit requests for all the supervisors to gain access to the website.

Supervisor Kelley has been searching for documentation of previous maintenance that has been completed on Bear Creek Rd to determine maintenance responsibility. The homeowner at the end of the road believes that the township snow plowed beyond the point where the township currently maintains. Supervisor Kelley stated that he has spoken with the county to research previous road mileage certifications. There was road work completed at the end of Bear Creek Rd to fix drainage problems in 2009 and in 2012. Supervisor Kelley will search for easement information at the Records Dept. and report back at the December meeting.

### **Sunset Lane/Sunset Drive**

Normally both Sunset Lane and Sunset Drive are closed during the winter months, by Resolution. Supervisor Kelley stated that he spoke with the owner of the new house on Sunset Drive about the concern of whether the township should keep the road open for plowing for safety reasons. After discussion, the board decided to close both Sunset Lane and Sunset Drive and move the barricades on Sunset Drive beyond the new homeowner's driveway and plow to the barricade.

Chair Clayton read Resolutions 2023-023 re: Closing Sunset Drive and 2023-024 re: Closing Sunset Lane, in their entirety.

Madam Chair Clayton called for a Roll Call for both Resolution 2023-023 and 2023-024:

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

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve Resolution 2023-023 re: Closing Sunset Drive and Resolution 2023-024 re: Closing Sunset Lane. Ayes-5; Nays-0. Motion carried.

### **Recreation**

#### **Park and Cemetery Inspection Reports for October 2023**

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the Park And Cemetery Inspection Reports for October 2023. Ayes-5; Nays-0. Motion carried.

#### **Rink Attendant Interviews**

Chair Clayton and Supervisor Kelley will be interviewing four candidates from Personnel Dynamics on November 27, 2023 at 4pm. Most attendants are coming back from previous seasons. Volunteers are in place for rink flooding. One more volunteer for rink flooding could be useful for the Wendigo Rink.

#### **Trails Task Force Update**

Supervisor Schack stated that as of November 13<sup>th</sup>, the clubs are still searching for insurance. This will affect a lot of trails (walking, skiing, snowmobiling, ATVs). As new information becomes available, he will update the board and constituents.

### **Correspondence**

#### **Grand Rapids Area Cable Commission Minutes of September 11, 2023**

Informational.

### **Town Hall**

#### **Town Hall Report for October 2023**

A motion was made by Supervisor Davies and seconded by Supervisor Schack to approve the Town Hall Report for October 2023. Ayes-5; Nays-0. Motion carried.

### **Maintenance**

## **Maintenance Report for October 2023**

A motion was made by Chair Clayton and seconded by Supervisor Gilbert to approve the Maintenance Report for October 2023. Ayes-5; Nays-0. Motion carried.

### **Old Business**

No items.

### **New Business**

#### **Resolution 2023-021 re: Designating Polling Place**

Chair Clayton read Resolution 2023-021 re: Designating Polling Place in its entirety.

Madam Chair Clayton called for a Roll Call for Resolution 2023-021:

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

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve Resolution 2023-021 re: Designating Polling Place. Ayes-5; Nays-0. Motion carried.

#### **RAMS Notice of Nominations**

Chair Clayton stated that she received a letter regarding RAMS elections and nominations. She explained that since Harris Township is now a voting member of the RAMS organization, the township can nominate directors for their board. Discussion followed.

A motion was made by Supervisor Gilbert and seconded by Chair Clayton to approve the nomination of Supervisor Davies for the RAMS Board of Directors. Ayes-5; Nays-0. Motion carried. Chair Clayton will send in the nomination of Supervisor Davies to RAMS.

#### **2024 Harris Town Board Meeting Schedule**

Chair Clayton reviewed the 2024 Harris Town Board Meeting Schedule with the board. The schedule will be posted on the bulletin board as well as the Harris Township Website. The Annual Town Meeting will be held on Tuesday, March 12, 2024 at 7pm. In case of inclement weather, the Annual Town Meeting will be held on Tuesday, March 19, 2024 at 7pm.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the 2024 Harris Town Board Meeting Schedule as presented. Ayes-5; Nays-0. Motion carried.

#### **Schedule Closed Work Session re: Performance of Employees Under Board Direction and Closed Work Session re: Security**

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to schedule a Closed Work Session re: Performance of Employees Under Board Direction and a Closed Work Session re: Security immediately following the Closed Work Session re: Performance of Employees Under Board Direction on December 7, 2023 at 5pm. Ayes-5; Nays-0. Motion carried.

**Bills**

**Payment of Bills**

Treasurer Kopacek reviewed the November 21, 2023 Claims List.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve and pay the bills, claims #21219 through #21237, and EFTs 11212301 through EFT 11212308 in the amount of \$21,886.27. Ayes-5; Nays-0. Motion carried.

**Public Input**

There was no public input.

**UPCOMING Events/Meetings**

December 7, 2023	Closed Work Session re: Performance of Employees Under Board Direction	5:00pm Town Hall
December 7, 2023	Closed Work Session re: Security	Immediately Following Closed WS at 5pm
December 11, 2023	Itasca County Township Association Potluck & Meeting	6:00pm Town Hall
December 13, 2023	Regular Meeting	7:30pm Town Hall
January 8, 2024	Itasca County Township Association Meeting	7:00pm Court House Jail Tour
January 10, 2024	Regular Meeting	7:30pm Town Hall

\*\* No P&D Board Meeting on December 27, 2023 \*\*

**Adjourn**

There being no further business to come before the board, a motion was made by Supervisor Schack and seconded by Supervisor Gilbert to adjourn the meeting at 8:03pm.

Prepared by: \_\_\_\_\_  
Kelly Derfler, Clerk

Signed by: \_\_\_\_\_  
Peggy Clayton, Chair



**Parcel Information**

PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Legal Acres	Description
19-485-0110	OHMAN, LESLIE E	20380 CRYSTAL SPRINGS LOOP GRAND RAPIDS MN 55744	HARRIS TWP	POKEGAMA GD		S:7 T:54 R:25	RURAL RESIDENTIAL	20380 CRYSTAL SPRINGS RD GRAND RAPIDS MN 55744	0.8 LTS 10 & 11	

River Class:

**Applicant / Agent Information**

Contractor Name and License:	<b>Contact Name Business License</b>		Name:	Up North Contracting LLC
	Owner	Owner		
Phone Number:	(218) 244 - 2434			

**Property Information**

Ownership Description:	Private	Access Road Name:	Crystal Springs Loop
Is septic compliant?	Unknown	Road Class:	County / Township Rd

**Structure Information**

Existing Use:	Residential	Proposed Use:	Garage
Accessory Structure:		Maximum building height:	25'
Number of bedrooms:	0	Well type:	Unknown
Pressurized Water:	Unknown	Building Dimensions:	36' x 44' Garage
Current septic status:	Unknown		

**Permit Fee**

Permit application fee:	Garage - Garage \$60
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**Permit Comments**

After The Fact:	No	Resort:	No
Shoreline Mitigation Required:	No	Comments:	36' x 44' Garage 12/11/23: Corner of orange tarp is 68' to the CL. Eave of a structure should meet the setback. No living/sleeping/cooking in space is permitted
Application Received Date:	12/12/2023	Issued Date:	12/12/2023
Issued By:	Jill Day		



**Terms**

**Road Setback**

Centerline 68'

Right-of-Way 35'

**Side Yard Setback**

Accessory 10'

Dwelling 15'

**Rear Yard Setback**

Accessory 10'

Dwelling 30'

**Riparian Setback**

Structure 75'

**Impervious Surface**

20% of parcel

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

**Elevation of Lowest Floor**

3'

**Bluff Setback**

30' from the top of a bluff



**Other**

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

**Disclaimer**

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

**Approvals**

Approval	Signature	Date
#1 Approved By		12/12/23
#2 Approved By		12/12/23

### Parcel Information

PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning	Property Address	Legal Acres	Description
19-520-0160	OXTON, BARRY L & JAMIS	2576 BLUE BILL CIR WHITE BEAR LAKE MN 55110	HARRIS TWP	POKEGAMA	GD	S 23 T 54 R 25	RURAL RESIDENTIAL	29418 ROBINSON RD GRAND RAPIDS MN 55744	0.59	LOTS 16-17

River Class:

### Applicant / Agent Information

Contractor Name and License	Contact Name	Business	License	Name
	Marty Newind	CN Construction Inc	638713	Marty Newind

### Property Information

Ownership Description:	Private	Access Road Name:	Robinson Rd
Is septic compliant?	Unknown	Road Class:	Private/Easement Road

### Structure Information

Existing Use:	Seasonal	Proposed Use:	Dwelling Addition
Accessory Structure:		Maximum building height:	35'
Number of bedrooms:	2	Well type:	Unknown
Pressurized Water:	Yes	Building Dimensions:	6'x9' Covered Porch (main level); 35'x26' Second-story Addition
Current septic status:	Unknown		

### Permit Fee

Permit application fee:	Single Family Dwelling - Dwelling Addition \$65
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### Permit Comments

After The Fact:	No	Resort:	No
Shoreline Mitigation Required	No	Comments:	Existing dwelling has 2 bedrooms. Renovations to combine main level bedrooms and adding 2 upstairs for a total of 3 bedrooms.  Owner must submit a certificate of compliance for the septic system no later than June 1, 2024 or this permit is null and void.
Application Received Date	12/12/2023	Issued Date:	12/12/2023
Issued By:	Katie Benes		

Terms

Side Yard Setback

Dwelling 15'

Rear Yard Setback

Dwelling 30'

Riparian Setback

Structure 75'

Impervious Surface

20% of parcel

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

Elevation of Lowest Floor

3'

Bluff Setback

30' from the top of a bluff

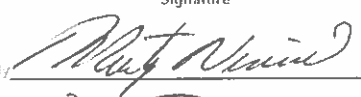

Other

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

Disclaimer

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

Approvals

Approval	Signature	Date
#1 Approved By		12-12-2023
#2 Approved By		12/12/23

DATE 11/14/23

CEMETERY

WENDIGO

CRYSTAL SPRINGS

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR NEEDED

GRASS CUT/TRIMMED

N/A

← Quiet →

BASKETBALL AREA:  
NET

PICNIC AREA:

TABLES/BENCHES

TRASH

Tables good

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

2 OK →

HORSESHOE COURT  
TRASH

N/A

PARKING LOT:  
TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

Tables some trash

Tables for bands  
Post updated  
in lot

OVERALL COMMENTS:

Vendor - OK

Vendor - Need removed - limb/bands

Vendor - some TRASH; parking lot, post has been updated!

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
11/14/23	Quiet		
<u>CEMETERY:</u>			
GRASS CUT:			
GRASS TRIMMED:			
ANY TRASH?			
ANY VANDALISM?			
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN			
<u>PARKS:</u>			
VOLLEYBALL COURT:			
NETS			
POSTS			
COURT			
GRASS CUT/TRIMMED			
TENNIS COURT:			
NET			
POSTS			
COURT			
GRASS CUT/TRIMMED			

N/A done for season

needs out →



PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	11/7/23			
GRASS CUT:		OK		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				done for season
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				NO NETS L →





DATE 11/24/23 CEMETERY WENDIGO CRYSTAL SPRINGS

**PARKS (CONTINUED):**

BASEBALL FIELD:

SHAPE/ANY REPAIR

NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

all on

N/A  
NO  
Activity  
V

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
11/29/23			

CEMETERY:

GRASS CUT:

GRASS TRIMMED:

ANY TRASH?

ANY VANDALISM?

EXCESSIVE WATER STANDING/  
ANY AREAS OF CONCERN

All

OK

PARKS:

VOLLEYBALL COURT:

NETS

POSTS

COURT

GRASS CUT/TRIMMED

TENNIS COURT:

NET

POSTS

COURT

GRASS CUT/TRIMMED

DATE 11/29/03 CEMETERY WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):

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

BASKETBALL AREA:  
NET

PICNIC AREA:  
TABLES/BENCHES  
TRASH

PLAYGROUND AREA:  
SWINGS  
SLIDES  
TRASH  
ANYTHING BROKEN

HORSESHOE COURT  
TRASH

PARKING LOT:  
TRASH

ICE RINK/WARMING SHACK  
OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

↑

All

OK

↓

Crystal Wendigo - medication cancelled  
waiting for wife to be removed?

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE 12/04/13

DATE

CEMETERY

WENDIGO

CRYSTAL SPRINGS

CEMETERY:  
GRASS CUT:

OK

GRASS TRIMMED:

ANY TRASH?

ANY VANDALISM?

EXCESSIVE WATER STANDING/  
ANY AREAS OF CONCERN

PARKS:

VOLLEYBALL COURT:

NETS

POSTS

COURT

GRASS CUT/TRIMMED

OK

OK

TENNIS COURT:

NET

POSTS

COURT

GRASS CUT/TRIMMED

OK

OK

OK

OK

DATE 12/14/23 CEMETERY WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):

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

N/A  
Dec  
wreaths ← ON →

BASKETBALL AREA:  
NET

one net staying  
to street

PICNIC AREA:  
TABLES/BENCHES  
TRASH

all good!

PLAYGROUND AREA:  
SWINGS  
SLIDES  
TRASH  
ANYTHING BROKEN

all good!

HORSESHOE COURT  
TRASH

N/A

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

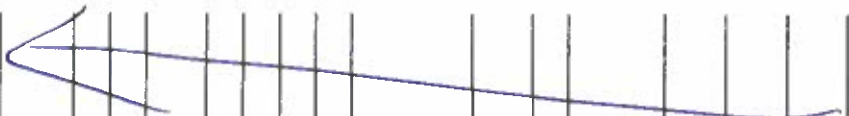


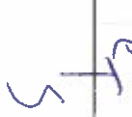
bleeding  
"insects" ON

OVERALL COMMENTS:

Cemetery - some wreaths up :)  
Wendigo - looks good w/ trees down -  
Crystal - one

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	12/11/23			
GRASS CUT:		more		
GRASS TRIMMED:		wraths		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

DATE CEMETERY WENDIGO CRYSTAL SPRINGS

12/1/23

PARKS (CONTINUED):

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

BASKETBALL AREA:  
NET

PICNIC AREA:  
TABLES/BENCHES  
TRASH

PLAYGROUND AREA:  
SWINGS  
SLIDES  
TRASH  
ANYTHING BROKEN

HORSESHOE COURT  
TRASH

PARKING LOT:  
TRASH

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

OVERALL COMMENTS:

Cemetery - wreaths in  
Wendigo + Crystal - On rinks in process  
of being flooded

OK  
NA  
ET

Rinks order  
ready for setup

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE CEMETERY WENDIGO CRYSTAL SPRINGS

12/22/23

Quiet

- GRASS TRIMMED:
- ANY TRASH?
- ANY VANDALISM?
- EXCESSIVE WATER STANDING/  
ANY AREAS OF CONCERN

PARKS:

VOLLEYBALL COURT:

- NETS
- POSTS
- COURT
- GRASS CUT/TRIMMED

TENNIS COURT:

- NET
- POSTS
- COURT
- GRASS CUT/TRIMMED

✓

N/A

Nothing seen

OK



DATE: 1/22/23 CEMETERY: WENDIGO CRYSTAL SPRINGS

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

Dog walkers

BASKETBALL AREA:  
NET

Quiet

PICNIC AREA:  
TABLES/BENCHES  
TRASH

N/A

PLAYGROUND AREA:  
SWINGS  
SLIDES  
TRASH  
ANYTHING BROKEN

N/A

HORSESHOE COURT  
TRASH

N/A

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

All done  
Wendigo Rink open !!

OVERALL COMMENTS:

Crystal Wendigo Parks are quiet - Dog walkers, Wendigo for  
Cemetery - Nothing going on here!  
Snow

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE \_\_\_\_\_ CEMETERY \_\_\_\_\_ WENDIGO \_\_\_\_\_ CRYSTAL SPRINGS \_\_\_\_\_

CEMETERY:

GRASS CUT:

GRASS TRIMMED:

ANY TRASH?

ANY VANDALISM?

EXCESSIVE WATER STANDING/  
ANY AREAS OF CONCERN

PARKS:

VOLLEYBALL COURT:

NETS

POSTS

COURT

GRASS CUT/TRIMMED

TENNIS COURT:

NET

POSTS

COURT

GRASS CUT/TRIMMED

12/29/23

no changes

↓

AAA

AAA

Matthew Spry  
2/1/23

DATE 12/29/23 CEMETERY WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):

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

Box  
N/A Walkers  
N/A

BASKETBALL AREA:  
NET

PICNIC AREA:  
TABLES/BENCHES  
TRASH

N/A

PLAYGROUND AREA:  
SWINGS  
SLIDES  
TRASH  
ANYTHING BROKEN

N/A

HORSESHOE COURT  
TRASH

N/A →

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

Wendigo opened & closed  
due to warm weather

OVERALL COMMENTS:

Cemetery - OK  
Wendigo - O Rink closed due to warm weather  
Crystal - OK

Harris Township Monthly Hall Report

Caretaker Terri Friesen Date November 2023

- 1) Cleaning, Key meetings: 15.75 hrs
- 2) Texts, calls, supplies, Miscellaneous duties/work: 8.25 hrs  
(Inspections, maintenance, non-routine work, Board Meeting Functions):

Notes:  
\_\_\_\_\_  
\_\_\_\_\_

Total (all hours worked): 24 hrs.

Rentals:

- 1) Residents: 1
- 2)

No charge/discounted ONLY by board approval 1

Notes:  
Itasca Co Flyaway Club  
\_\_\_\_\_

- 3) Non-residents: 1

Discounted ONLY by board approval \_\_\_\_\_

Notes:  
\_\_\_\_\_

- 4) Board functions, (meetings, scheduled, elections): 4

Total: 7

Deposits Retained: 0

Reason: \_\_\_\_\_

Total Money Collected: \$300.00

NOV 2023

### RENTER REGISTER

R/NR	DATE	RENTER	FUNCTION	CHECK #/ CASH	RENTAL AMOUNT
NR	11/18/2023	Rhonna Bruski	baby shower	cash	\$200
R	11/25/2023	Shannon Hare	family gathering	check #2015	\$100.00
NC	11/28/2023	FlyAway Club	meeting	N/C	N/C
					\$
				<b>TOTAL</b>	<b>\$300.00</b>

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

**TERRI FRIESEN  
CARETAKER**

12/3/2023

Harris Township Monthly Hall Report

Caretaker Terri Friesen Date December 20~~22~~(2023)

- 1) Cleaning, Key meetings: 6.75 hrs
- 2) Texts, calls, supplies, Miscellaneous duties/work: 5.5 hrs  
(Inspections, maintenance, non-routine work, Board Meeting Functions):

Notes:

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Total (all hours worked): 12.25 hrs.

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Rentals:

- 1) Residents: 1

No charge/discounted ONLY by board approval \_\_\_\_\_

Notes:

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- 2) Non-residents: 2

Discounted ONLY by board approval \_\_\_\_\_

Notes:

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

Total: 6

Deposits Retained: 1

Reason: failed to return hall to meeting format, did not return checklist

Total Money Collected: \$600.00

**Dec-23 RENTER REGISTER**

R/NR	DATE	RENTER	FUNCTION	CHECK #/ CASH	RENTAL AMOUNT
NR	12/2/2023	Rachel Unger	baby shower		135 \$200.00
NR	12/9/2023	Raejen Peteron	baby shower	cash	\$200.00
R	12/23/2023	Barb Martin	family gathering	9081 & 9082	\$200.00
<b>TOTAL</b>					<b>\$600.00</b>

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

1/3/2024 **TERRI FRIESEN**  
**CARETAKER**

## DAILY TIME SHEET

11/1/2023

MARLIN

4 HRS AT CEMETERY REMOVING AND DISPOSING OF FLOWERS AND SEPARATING AND PUTTING ALL REMAINING SHEPARD'S HOOKS AND DECORATIONS AND PLACING ON TRAILER BY SECTIONS

3 HRS PUTTING REMAINING SUMMER EQUIPMENT AWAY, INSTALLED PLOW ON PICKUP, PUT CHIPPER AWAY AT CEMETERY

1 HR COMPUTER WORK DOING OCTOBER RECEIPTS REPORT

11/13/2023

MARLIN

½ HR MEET WITH MIKE

½ HR CHECKING GRAVESITE FOR VETERAN'S MARKER

1 HR MOVING SIGNS AT MISHAWAKA LANDING AND CHECKING AT WENDIGO PARK

5 HRS BLOWING PINE NEEDLES AND CONES OFF RINK AT WENDIGO PARK

½ HR MET UP WITH JIM AT NEW SNOWMOBILE TRAIL FOR CULVERT

½ HR MISC LABOR AT SERVICE CENTER

11/14/23

MARLIN

1 ½ HR TRIP TO TOWN FOR SUPPLIES AND PICKED UP GARBAGE AT CRYSTAL PARK

½ HR GETTING CULVERT OUT WITH COLLARS ETC FOR SNOWMOBILE TRAIL

1HR POURING CONCRETE BASE FOR VETERANS MARKER

2 ½ HR AT CEMETERY PLOTTING SITE FOR VETERANS MARKER, CUT AND TRIMMED SOME BUSHES, REMOVED A CEDAR THAT HAD BEEN REQUESTED REMOVED 2 YEARS AGO BY THE FAMILY

½ HR CHECKED ON FLASHING LIGHT AT 4 WAY STOP, NEED TO FIND ND ORDER REPLACEMENT BATTERIES AS 2 OF THEM ARE WEAK.

1 ½ HR LABOR AT SERVICE CENTER

11/15/2023

MARLIN

2 ½ HRS CUTTING BOARDS, PAINTING, REMOVING BROKEN BOARDS FOR WENDIGO RINK



5 ½ HRS WORKING AT WENDIGO PARK REPLACING BOARDS, CLEANING UP PINE NEEDLES, LEVELING POTHOLES, ETC

11/16/2023

MARLIN

1 HR LOADING CULVERT AND DROPPING IT OFF ON SUNNY BEACH ROAD

½ HR PICKING UP DEAD DEER ON WENDIGO PARK RD AND DISPOSING IT

1 HR ASSEMBLING VETERAN MARKER AND PLACING IT ON GRAVESITE

5 ½ HR WORKING AT WENDIGO PARK CLEANING UP LEAVES AND PINE NEEDLES

11/20/2023

MARLIN

½ HR MEET WITH MIKE

2 HRS TAKING TIRES TO DUMP, GETTING EQUIPMENT LOADED

5 ½ HR AT WENDIGO FINISHING SWEEPING UP AND PICKING UP PILES OF LEAVES AND PINE NEEDLES

11/21/2023

MARLIN

3 HRS TRIPS TO TOWN FOR VARIOUS PARTS, CLEANED UP A SMALL TREE DOWN ON STONEY POINT RD

5 HRS REPAIRING BROOM ON 1445 JD, HEATED, STRAIGHTENED BRACKETS, WELDED 1 BRACKET BACK ON, REHEATED TO GET EVERYTHING LINED UP FOR HYDRAULIC CYLINDER, REPLACED LEAKING HYDRAULIC HOSE, ETC

11/22/2023

MARLIN

3 HRS PICKING UP GARBAGE AT PARKS, DROVE DOWN HORSESHOE LAKE ROAD AND CLEARED SOME DOWNED BRANCHES OFF SHOULDER, WENT TO CRYSTAL PARK AND PICKED UP ROCK PILES FROM POLLINATOR GARDEN

4 HRS CHANGING OIL, FILTER, FUEL FILTERS, GREASED , ON ASV AND 1445 JD, MOUNTED SNOWBLOWER ON 1445, TOOK BROOM FOR 1445 UP TO STORAGE AT CEMETERY

1 HR CLEANING IN SERVICE CENTER

11/27/2023

MARLIN

½ HR MEET WITH MIKE

1 HR MET UP WITH SNOWMOBILE CLUB AND DETERMINED LOCATION OF TRAIL SIGNAGE

1 HR TRIP TO TOWN FOR SUPPLIES

½ STAKING FOR LOCATION ON SIGNAGE

3 HR CHANGING OIL AND FILTER ON PICKUP AND DUMP TRUCK

1 HR TRIP TO TOWN FOR AIR FILTERS AND TRANSMISSION FILTERS

1 HR STOPPING AT TOWN HALL, AND WARMING SHACKS CHECKING FIRE EXTINGUISHERS, AND FURNACE FILTER

11/28/2023

MARLIN

3 HRS WORKING IN SHOP CHANGING AIR FILTERS ON 1445, ASV AND BOTH TRUCKS, CHANGED TRANSMISSION FILTER ON BOTH TRUCKS

2 HRS SETTING UP ROAD WORK SIGNS ON MISHAWAKA, FILED CHAINSAW, CUT A COUPLE TREES PREPPING FOR CUTTING THE REST DOWN.

2 HRS PULLING SNOWMOBILE CROSSING SIGNS DOWN FROM OLD CROSSING SO I CAN REINSTALL IN NEW LOCATION

1 HR CHECKING JANE LANE, HUGHES ROADS, FOUND A COUPLE OF DOWNED BRANCHES

11/29/23

MARLIN

3 HRS WORKING IN SHOP, PREPPING SNOWMOBILE SIGNS FOR REINSTALL, GOT EQUIPMENT READY, ETC

3 HRS ERECTING SIGNS ON SUNNY BEACH RD, CHISELED THROUGH ABOUT 1FT FROST, WENT TO TOWN HALL GARAGE TO PICK UP BARRICADES FOR SUNSET LN AND DR, DELIVERED BARRICADES TO SITE AREAS, SET UP THEN PLACED THEM ALONGSIDE ROADWAY UNTIL WE BLOCK OFF ROAD AT A LATER HRS DATE.

2 HRS ON COMPUTER DOING NOVEMBER RECEIPTS REPORT AND A MAINTENANCE CHART WITH INFO ON ALL VEHICLES

DAILY TIME SHEET

12/4/23

MARLIN

½ HR MEET WITH MIKE

3 ½ HRS DRIVING OUT TO NORWAY RD TO LOOK AT REPORTED POTHOLES, TOOK DUMP TRUCK TO HAWKINSON FOR A LOAD OF CLASS 5, FILLED POTHOLES AND APPROACH ON NORWAY RD, REMAINING CLASS 5 WAS PLACED AT APPROACH TO MISHAWAKA LANDING TO PREVENT SNOW PLOW FROM DAMAGING NEW ASPHALT.

4 HRS CHANGING FUEL FILTER ON PICKUP, MOUNTED SNOW PLOW ON DUMP TRUCK, PICKED UP GARBAGE TO WENDIGO AND CRYSTAL PARKS

12/5/2023

MARLIN

3 HRS CHANGED FUEL FILTER IN DUMP TRUCK, CLEANED UP SHOP, CLEANED FLOOR

3 HRS CLEANING UP BRUSH AT END OF SOUTHWOOD RD AND HAULED TRUCK LOAD BACK TO SERVICE CENTER

1 HR TRIP TO TOWN FOR FUEL AND TO CHECK FOR REPLACEMENT MUD FLAPS

1 HR BRINGING TRAILER BACK TO SERVICE CENTER FROM CEMETERY AND COMPUTER TIME

12/6/2023

MARLIN

3 HRS WORKING ON EQUIPMENT AND GOING AROUND CHECKING FIRE EXTINGUISHERS, SHOVELED SIDEWALK AT TOWN HALL AND GOT THE ICE MELT OUT OF GARAGE AND PUT INSIDE TOWN HALL.

4 HRS TRIMMING AND CUTTING TREES AT CASPER LANDING AND HAULED 2 LOADS BACK TO SERVICE CENTER

1 HR MOUNTING PLOW ON PICK UP AND PUTTING JACK ON GRAVE THAWER

12/12/2023

MARLIN

½ HR MEET WITH MIKE

3 ½ HRS PLOWING CEMETERY, TOWNHALL, CRYSTAL PARK, SHOVELED AND SALTED AT TOWN HALL, WENT TO TOWN FOR SIDEWALK SALT AND SOFTENER SALT FOR TOWN HALL

4 HRS SNOWBLOWING RINK AT CRYSTAL PARK PREPPING FOR FLOODING, DROVE OUT TO BEAR CREEK RD AS MIKE SAID THERE WAS SOME BRUSH ALONGSIDE THE RD. FOUND 30=40 SMALL DIAMETER BIRCH TREES PURPOSELY CUT DOWN. [ I ASSUME IT WAS FOR BIRCH POLE HARVESTING.] I REMOVED FROM ROADSIDE AND PLACED THEM BACK IN THE WOODS LINE,

12/18/2023

MARLIN

½ HR MEET WITH MIKE

3 ½ HR PLOWING TOWN HALL, CEMETERY, CRYSTAL PARK, AND CLEARED BERMS AT END OF ROADS ON SUNNY BEACH ADDITION, BADGER, FOREST VIEW, WINSTON TAYLOR RDS, TOUCHED UP WOODTICK, AND LAPLANT LANDINGS A LITTLE

2 HRS UPDATING SIGN INVENTORY REPORT AND SENDING UPDATED VERSION TO TREASURER AND MIKE.

2 HRS SHARPENING CHAINSAW, GETTING SIGNAGE AND EQUIPMENT READY FOR CUTTING TREES ON MISHAWAKA ON TUESDAY, PICKED UP GARBAGES AT WENDIGO PARK AND CRYSTAL PARK

12/19/2023

MARLIN

1 HR GETTING EQUIPMENT READY FOR TREE REMOVAL ON MISHAWAKA RD

7 HRS CUTTING DOWN TREES, PILING BRUSH, LOADING LOGS ON MISHAWAKA ROAD

12/20/2023

MARLIN

1 HR PREPPING EQUIPMENT

7 HR HAULING TREES AND PILING BRUSH UP ON MISHAWAKA ROAD

12/21/2023

MARLIN

1 HR REPAIRING SNOW SHOVEL FOR WENDIGO RINK, CHECKED OUT FIRE HOSE NOZZLE AT CRYSTAL AND TIGHTENED IT UP

6 ½ HRS HAULING BRUSH FROM MISHAWAKA RD AND FINISHED CLEANING UP, PUSHED BRUSH PILE UP AT SERVICE CENTER

½ HR COMPUTER WORK

12/26/23

MARLIN

½ HR MEET WITH MIKE

3 ½ HR IN TOWN RUNNING ERRANDS AND GETTING PARTS, MAKING APPOINTMENT FOR PICKUP, DOING GARBAGE RUN TO CRYSTAL AND WENDIGO PARKS .

4 HRS REPAIRING PLUG ON DUMP TRUCK SNOW PLOW, RESETTING MOUSE TRAPS AT CEMETERY GARAGE, FILLED SOME HOLES AND GOUGES ON WALLS AT TOWN HALL PREPPING FOR TOUCH UP PAINTING. COMPUTER WORK AT SERVICE CENTER.

12/26/23

MARLIN

½ HR MEET WITH MIKE

3 ½ HR IN TOWN RUNNING ERRANDS AND GETTING PARTS, MAKING APPOINTMENT FOR PICKUP, DOING GARBAGE RUN TO CRYSTAL AND WENDIGO PARKS .

4 HRS REPAIRING PLUG ON DUMP TRUCK SNOW PLOW, RESETTING MOUSE TRAPS AT CEMETERY GARAGE, FILLED SOME HOLES AND GOUGES ON WALLS AT TOWN HALL PREPPING FOR TOUCH UP PAINTING. COMPUTER WORK AT SERVICE CENTER.

12/26/23

MARLIN

½ HR MEET WITH MIKE

3 ½ HR IN TOWN RUNNING ERRANDS AND GETTING PARTS, MAKING APPOINTMENT FOR PICKUP, DOING GARBAGE RUN TO CRYSTAL AND WENDIGO PARKS .

4 HRS REPAIRING PLUG ON DUMP TRUCK SNOW PLOW, RESETTING MOUSE TRAPS AT CEMETERY GARAGE, FILLED SOME HOLES AND GOUGES ON WALLS AT TOWN HALL PREPPING FOR TOUCH UP PAINTING. COMPUTER WORK AT SERVICE CENTER.



# State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the Township of Harris on behalf of its Prosecuting Attorney ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

## Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

## Agreement

### 1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

### 2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

#### 2.2 Methods of Access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
  - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, [BCA.ServiceDesk@state.mn.us](mailto:BCA.ServiceDesk@state.mn.us).

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court Information Access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.
- 2.13 Vendor Personnel Screening.** The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

### 3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. No charges will be assessed to the agency as a condition of this agreement.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

### 4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Dana Gotz, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue Saint Paul, MN 55106
Telephone:	651.793.1007
Email Address:	<a href="mailto:Dana.Gotz@state.mn.us">Dana.Gotz@state.mn.us</a>

The Governmental Unit's Authorized Representative is the person below, or his/her successor:



Name: Matti R Adam, County Attorney  
 Address: 123 NE 4<sup>th</sup> St  
 Grand Rapids, MN 55744  
 Telephone: 218.327.2867  
 Email Address: [matti.adam@co.itasca.mn.us](mailto:matti.adam@co.itasca.mn.us)

## 5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

## 6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

## 7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

## 8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement,

and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

## 9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

### 9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.

- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.

- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

### 9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an

investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

**9.3.1** Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

**9.3.2** Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

## **10 Venue**

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **11 Termination**

**11.1 Termination.** The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

**11.2 Termination for Insufficient Funding.** Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

## **12 Continuing Obligations**

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**

The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: Peggy Clayton  
(PRINTED)  
Signed: Peggy Clayton  
Title: Chair - Harris Board  
(with delegated authority)  
Date: December 13, 2023

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: Diane Bartell  
DocuSigned by:  
Diane Bartell  
Signed: 663FE44980F1492  
Title: Deputy Superintendent, MNJIS  
(with delegated authority)  
Date: 12/14/2023

3. COMMISSIONER OF ADMINISTRATION

DocuSigned by:  
As del PaZong Thao e Procurement  
By: 5A76479B1B5340E  
Date: 12/14/2023

Admin ID# 86822

Name: Kelly Der Her  
(PRINTED)  
Signed: Kelly Der Her  
Title: Clerk - Harris Twp  
(with delegated authority)  
Date: 12-13-23

## **COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT**

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the Township of Harris on behalf of its Prosecuting Attorney (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

### **Recitals**

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 239041, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party’s receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an

Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us)) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to*

*Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us).

**g.** “**Court**” shall mean the State of Minnesota, State Court Administrator's Office.

**h.** “**Subscriber**” shall mean the Agency.

**i.** “**Subscriber Records**” means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

**3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES.** Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

**a. Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

**b. Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

**c. Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

**4. SCOPE OF ACCESS TO COURT RECORDS LIMITED.** Subscriber’s access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber’s duties required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber’s access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

**5. GUARANTEES OF CONFIDENTIALITY.** Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

**6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.**

Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

**7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.**

During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.



**a. Court Data Services Programs.** Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

**b. Court Data Services Databases.** Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

**c. Marks.** Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

**d. Restrictions on Duplication, Disclosure, and Use.** Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

**e. Proprietary Notices.** Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made

available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

**f. Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (1) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

**8. INJUNCTIVE RELIEF.** Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

**9. LIABILITY.** Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

**10. AVAILABILITY.** Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

**11. [reserved]**

**12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

**a. Judicial Policy Statement.** Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

**b. Access and Use; Log.** Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

**c. Personnel.** Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

**d. Minnesota Data Practices Act Applicability.** If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

**13. FEES; INVOICES.** Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber

Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

**14. MODIFICATION OF FEES.** Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

**15. WARRANTY DISCLAIMERS.**

**a. WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

**b. ACCURACY AND COMPLETENESS OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

**16. RELATIONSHIP OF THE PARTIES.** Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

**17. NOTICE.** Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

**18. NON-WAIVER.** The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

**19. FORCE MAJEURE.** Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

**20. SEVERABILITY.** Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

**21. ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

**22. GOVERNING LAW.** This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

**23. VENUE AND JURISDICTION.** Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

**24. INTEGRATION.** This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

**1. SUBSCRIBER (AGENCY)**

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: Peggy Clayton  
(PRINTED)  
Signed: *Peggy Clayton*  
Title: Chair-Harris Board  
(with delegated authority)  
Date: Dec 13, 2023

Name: Kelly Dertler  
(PRINTED)  
Signed: *Kelly Dertler*  
Title: Clerk-Harris Twp  
(with delegated authority)  
Date: 12-13-23

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION**

Name: Diane Bartell  
DocuSigned by: *Diane Bartell*  
Signed: 663FE449B0F1492...  
Title: Deputy Superintendent, MNJIS  
(with delegated authority)  
Date: 12/14/2023

**3. COMMISSIONER OF ADMINISTRATION**

delegation Division  
DocuSigned by: *PaZong Thao*  
By: 5A76479B1B5340E...  
Date: 12/14/2023

Admin ID# 86822

**4. COURTS**

Authority granted to Bureau of Criminal Apprehension

Megan Loyas  
Name: \_\_\_\_\_  
DocuSigned by: *Megan Loyas*  
Signed: BECA6631C2854D8  
Title: Legal Director  
(with authorized authority)  
Date: 12/14/2023

**RESOLUTION 2023-022**

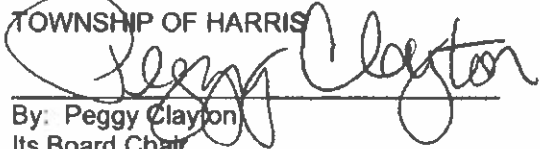
**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE TOWNSHIP OF HARRIS ON BEHALF OF ITS PROSECUTING ATTORNEY**

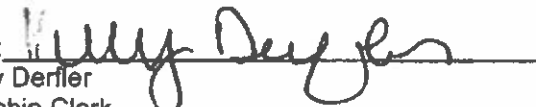
**WHEREAS**, the Township of Harris on behalf of its Prosecuting Attorney desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the Township is eligible. The Joint Powers Agreement further provide the Township with the ability to add, modify and delete connectivity, systems and tools over the five-year life of the agreement and obligates the Township to pay the costs for the network connection.






**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of Harris, Grand Rapids, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the Township of Harris on behalf of its Prosecuting Attorney, are hereby approved. Copies of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the County Attorney, Matti R. Adams, or his successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the Township's connection to the systems and tools offered by the State.
3. That Peggy Clayton the Board Chair for the Township of Harris and Kelly Derfler the Township Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Board on this 13th day of December, 2023.

TOWNSHIP OF HARRIS  
  
By: Peggy Clayton  
Its Board Chair

ATTEST:   
By: Kelly Derfler  
Its Township Clerk

	YES	NO	OTHER
SUPERVISOR 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPERVISOR 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPERVISOR 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPERVISOR 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPERVISOR 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Department of Homeland Security  
Federal Emergency Management Agency****General Info**

<b>Project #</b>	702468	<b>PW #</b>	94	<b>Project Type</b>	Management Costs
<b>Project Category</b>	Z - Management Costs			<b>Applicant</b>	Harris Township (061-27296-00)
<b>Project Title</b>	Management Costs			<b>Event</b>	4666DR-MN (4666DR)
<b>Project Size</b>	Small			<b>Declaration Date</b>	8/9/2022
<b>Activity Completion Date</b>	8/09/2026			<b>Incident Start Date</b>	5/29/2022
<b>Process Step</b>	Obligated			<b>Incident End Date</b>	5/30/2022

**Damage Description and Dimensions**

The Disaster # 4666DR, which occurred between 05/29/2022 and 05/30/2022, caused:

**Damage # 1290446; Management Costs (Harris Township)**

4666DR was declared 08/09/2022 for a Severe Storm(s) event that occurred from 05/29/2022 to 05/30/2022. Harris Township (061-27296-00) is requesting reimbursement for eligible management costs that it tracks, charges, and accounts for its eligible PA subawards.

**Final Scope****1290446 Damage for Project [702468] Management Costs**

This is a Public Assistance Subrecipient Management Costs project which allows the Subrecipient to receive actual costs for Management Costs, up to a fixed estimate Management Costs award. The final fixed estimate cannot exceed 5.00% of all of the Subrecipient's eligible emergency and permanent work subawards. The applicant will conduct Management Cost related activities that it tracks, charges, and accounts for its eligible PA awards. Current version is based on Actual Management Costs. Project is written for the maximum eligible amount of \$231.96 which is less than the actuals of \$499.98.



## Cost

Code	Quantity	Unit	Total Cost	Section
9905 (DRRA - Sub-Recipient Management Costs)	1.00	Lump Sum	\$231.96	Completed

CRC Gross Cost \$231.96

CRC Net Cost \$231.96

Federal Share (100.00%) \$231.96

Non-Federal Share (0.00%) \$0.00

## Award Information

### Version Information

Version #	Eligibility Status	Current Location	Bundle Number	Project Amount	Cost Share	Federal Share Obligated	Date Obligated
0	Eligible	Awarded	PA-05-MN-4666-PW-00094(91)	\$231.96	100 %	\$231.96	2/1/2023

### Drawdown History

EMMIE Drawdown Status As of Date	IFMIS Obligation #	Expenditure Number	Expended Date	Expended Amount
No Records				

### Obligation History

Version #	Date Obligated	Obligated Cost	Cost Share	IFMIS Status	IFMIS Obligation #
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## Subgrant Conditions

- As described in Title 2 Code of Federal Regulations (C.F.R.) § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions are stated in 2 C.F.R. §200.333(a) – (f)(1) and (2). All records relative to this project are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.
- When any individual item of equipment purchased with PA funding is no longer needed, or a residual inventory of unused supplies exceeding \$5,000 remains, the subrecipient must follow the disposition requirements in Title 2 Code of Federal Regulations (C.F.R.) § 200.313-314.
- The terms of the FEMA-State Agreement are incorporated by reference into this project under the Public Assistance award and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide; and other applicable FEMA policy and guidance.
- The DHS Standard Terms and Conditions in effect as of the declaration date of this emergency declarations or major disaster, as applicable, are incorporated by reference into this project under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at Title 2 Code of Federal Regulations (C.F.R.) Part 200 apply to this project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. Part 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110.
- The subrecipient must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the subrecipient commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.
- Pursuant to section 312 of the Stafford Act, 42 U.S.C. 5155, FEMA is prohibited from providing financial assistance to any entity that receives assistance from another program, insurance, or any other source for the same work. The subrecipient agrees to repay all duplicated assistance to FEMA if they receive assistance for the same work from another Federal agency, insurance, or any other source. If an subrecipient receives funding from another federal program for the same purpose, it must notify FEMA through the Recipient and return any duplicated funding.

## Final Reviews

### Final Review

**Reviewed By** GRAHAM, KATHLEEN A.

**Reviewed On** 01/24/2023 7:44 AM CST

### Review Comments

*No comments available for the Final Review step*

### Recipient Review

**Reviewed By** Werley, Robert

**Reviewed On** 01/25/2023 6:41 AM CST

### Review Comments

This project is 100% complete, and all cost documentation has been validated by HSEM. The applicant will be emailed a Welcome Packet with instructions for project payment and closeout.

## Project Signatures

**Signed By** Schack, Michael

**Signed On** 01/25/2023



**Department of Public Safety  
Division of Homeland Security and Emergency Management  
Public Assistance Program**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,  
AND COOPERATIVE AGREEMENTS**

This certification is required by the regulations implementing the New Restrictions on Lobbying, 44 CFR Part 18. The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Organization Name

---

Name and Title of Authorized Representative

---

Signature

---

Date

**RESOLUTION 2024-009  
(Replaces Resolution 2021-016)  
A Resolution for Authorization for Harris Town Road Supervisors**

**WHEREAS**, the Harris Town Board, approves the payment of claims, and bills twice per month; and

**WHEREAS**, Resolution #2020-012 authorized Supervisors to provide written quotes for all purchases for board approval prior to work being completed; and

**WHEREAS**, Road Supervisors may need to complete repair work on a road prior to getting Board approval which may not necessitate calling an emergency or special meeting, and

**WHEREAS**, Road Supervisors may complete repair work on a road prior to getting board approval for a dollar amount not to exceed \$5,000.00; and

**WHEREAS**, Road Supervisors must get prior approval from the Chair, before spending a dollar amount not to exceed \$5,000.00; and

**THEREFORE BE IT FURTHER RESOLVED**, Road Supervisors will bring forward the expense at the next regularly scheduled board meeting, and

**THEREFORE, BE IT FURTHER RESOLVED**, this practice will become effective January 24 2024.

	YES	NO	OTHER
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

By the Town Board

\_\_\_\_\_  
Peggy Clayton, Chair

Attest: \_\_\_\_\_  
Kelly Derfler, Clerk

RESOLUTION 2024-010

A Resolution for Authorization for Harris Town Maintenance Supervisor

WHEREAS, the Harris Town Board, approves the payment of claims, and bills twice per month; and

WHEREAS, Resolution #2020-012 authorized Supervisors to provide written quotes for all purchases for board approval prior to work being completed; and

WHEREAS, the Maintenance Supervisor may need to complete repair work on equipment prior to getting Board approval which may not necessitate calling an emergency or special meeting, and

WHEREAS, the Maintenance Supervisor may complete repair work on equipment prior to getting full board approval for a dollar amount not to exceed \$5,000.00; and

WHEREAS, the Maintenance Supervisor must get prior approval from the Chair, before completing repair work on equipment and spending a dollar amount not to exceed \$5,000.00; and

THEREFORE, BE IT FURTHER RESOLVED, the Maintenance Supervisor will bring forward the expense at the next regularly scheduled board meeting, and

THEREFORE, BE IT FURTHER RESOLVED, this practice will become effective January 24 2024.

	YES	NO	OTHER
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2024.

By the Town Board

\_\_\_\_\_  
Peggy Clayton, Chair

Attest: \_\_\_\_\_  
Kelly Derfler, Clerk

Resolution #2024-011

Resolution Appointing Election Judges for presidential Nomination Primary

WHEREAS, Minnesota Statute 204B.21 allows Harris Township to appoint election judges;

WHEREAS, The base number of required election judges for an election in Minnesota under Minnesota Statutes 204B.22 has been determined to be a minimum amount of three (3) for the precinct of Harris Township;

WHEREAS, The list of the following election judges being recommended for appointment for the March 5, 2024 Presidential Nomination Primary (PNP) have gone through the training for the PNP, as the law describes, and have previously served as election judges: Peggy Clayton (Head Election Judge), David Marty, Ken Haubrich, Lori Fischer, Jane Dreke, Ken Godwin, Patrick Scally, and Elizabeth Shoberg;

WHEREAS, The election judges will work from (6:00 am set up) with polls opening at 7:00 am and working until after the polls close (at 8:00 pm) for the PNP;

THEREFORE, BE IT RESOLVED, election judge pay is being proposed at \$16.00 per hour, with the head election judge pay being proposed at \$17.00 per hour, for the PNP, and mileage must be paid by law for work related travel and is being proposed at the current IRS rate of \$ 0.67 per mile;

THEREFORE, BE IT FURTHER RESOLVED, The Board of Harris Township hereby approves the recommended list of election judges, and corresponding pay, for the Presidential Nomination Primary to be held on March 5, 2024.

Passed this \_\_\_\_\_ day of January 2024.

By the Board Chair:

\_\_\_\_\_  
Peggy Clayton

Attest: \_\_\_\_\_  
Kelly Derfler, Clerk

	Yes	No
Supervisor A _____	_____	_____
Supervisor B _____	_____	_____
Supervisor C _____	_____	_____
Supervisor D _____	_____	_____
Supervisor E _____	_____	_____



# Voter's Choice Tabletop Privacy Screen

\$20.50

The Voter's Choice Tabletop Privacy Screen is great for many uses! Easy to set-up, reusable and made of corrugated plastic. Folds flat for easy storage.



Add To Cart

1

SKU: 1305-01

Category: Voting Booths and Accessories

Tags: Booth, Election Booth, Table-Top Privacy Screen

## Description

The Voter's Choice Tabletop Privacy Screen is great for many uses! Easy to set-up, reusable and made of corrugated plastic. Folds flat for easy storage.

## Additional information

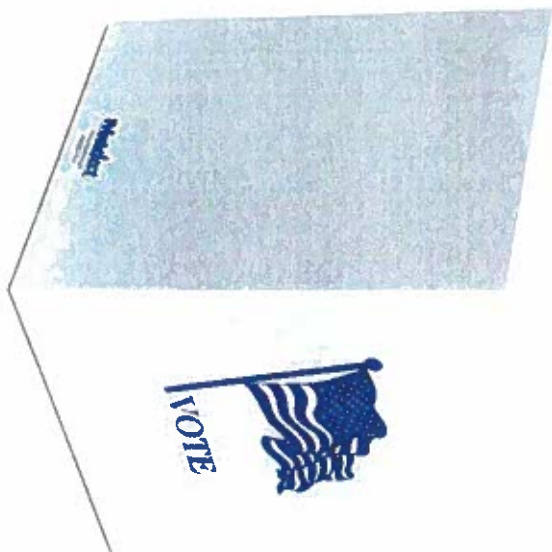
## Reviews (0)



# Voter's Choice Cardboard Tabletop Privacy Screen

\$9.95

The Voter's Choice Cardboard Tabletop Privacy Screen is great for many uses! Easy to set-up, reusable and made of corrugated cardboard. Folds flat for easy storage.



Add To Cart

1

SKU: 1306-01

Category: Voting Booths and Accessories

Tags: Cardboard Table-Top Privacy Screen, Privacy Screen, Voting Booths

## Description

The Voter's Choice Cardboard Tabletop Privacy Screen is great for many uses! Easy to set-up, reusable and made of corrugated cardboard. Folds flat for easy storage.

## Additional information

## Reviews (0)

**LAWN CARE AND GROUND MAINTENANCE CONTRACT**  
**Between Harris Township and MowDaddy**

This contract is between **MowDaddy** and Harris Town Board of Supervisors, Harris Township, located at 20876 Wendigo Park Road, Grand Rapids, MN 55744, to provide lawn care and ground maintenance. The term of this contract will be for the 2023-2025 seasons beginning May 15, 2023, through September 30, 2025.

The properties are defined as: Wendigo Park, Crystal Springs Park, Harris Town Cemetery, and Harris Town Hall.

**Lawn Service Specifications, Vehicles, and Equipment, will be as follows:**

**Contractor** shall provide mowers, and trimmers, and any other equipment needed to maintain and preserve Wendigo Park, Crystal Springs Park, Harris Town Cemetery, and Harris Town Hall, and are the sole responsibility of **MowDaddy**. All equipment needed to provide services are the sole responsibility of **MowDaddy**.

- A) Any damages to vehicles and equipment owned and operated by **MowDaddy** will be the sole responsibility of **MowDaddy**.
- B) **MowDaddy** must provide all fuel, oil, etc., needed to provide lawn services.
- C) Lawn care and maintenance will be provided for the months of May, June, July, August, and September (option for additional weeks beyond September to be negotiated).
- D) **MowDaddy** shall provide regular mowing and trimming to both parks, cemetery, and Harris Town Hall approximately every 7 days during the mowing season, so as to keep the grounds in a neat in orderly fashion. (Average 21 times per season).
- E) **MowDaddy** shall be consistent with the day of each week on mowing, and trimming, (with the exception of absolutely NO mowing and trimming at the cemetery during a funeral).
- F) Mowing intervals will be determined by the weather conditions, and the general appearance of the turf. Height of cut and frequency of mowing will depend on local conditions. Total grass length not to exceed in height, to help prevent visual appearance of grass clippings.
- G) All concrete and walks will be blown off after every cut.
- H) **MowDaddy** will remove grass clippings if they become obvious, and it is determined that the turf is not neat and orderly. Grass clippings will be removed from the grounds.

- I) Any damages to the grounds, playground equipment, cemetery headstones **and decorations**, portable toilets, or Township owned property, will be reported to the Harris Town Chair. All damages caused by **MowDaddy** will be repaired or replaced by **MowDaddy** at the discretion of the township. The township reserves the right to have the damages repaired by another qualified service and bill **MowDaddy** the repairs.
- J) **MowDaddy** will provide information relative to when and where edging concrete/hedge trimming is being done, and as it occurs.
- K) A "48" deck "must" be used for mowing at the cemetery.

**Contractor Responsibility:**

It is the **MowDaddy** 's responsibility to familiarize its supervisors and crews as to the requirements of the contract, and to perform all tasks herein in an acceptable and timely manner. It is not the responsibility of the Harris Town Board of Supervisors to remind **Contractor** of the contract service requirements.

The following actions or behavior are **NOT ALLOWED**:

- Unauthorized persons to mow and trim parks, hall, and cemetery.
- Tampering with any structures, playground equipment, park equipment, headstones, portable toilets.
- Smoking, use of drugs, or drinking within the grounds of Wendigo Park, Crystal Springs Park, Harris Town Hall, and Harris Town Cemetery.

**Failure to Meet Contract Requirements:**

In the event that the **MowDaddy** is not able to meet the contract requirements, the township reserves the right to hire another contractor to complete the work and to withhold the dollar value of that work from any monies due to undersigned **MowDaddy**.

**Contract Termination:**

Either party upon 30 days written notice may terminate with or without cause this contract. Payment for services will be determined on a prorated basis.

**Contract Requirements and Indemnification:**

**MowDaddy** has attached a Certificate of Insurance for Liability and Property Damage. **MowDaddy** must maintain proof of liability in the amount of \$1.5M.

Any and all claims that arise or may arise against **MowDaddy**, its agents, servants or employees as a consequence of any act or omission on the part of **MowDaddy** or its agents, servants, or employees well engaged in the performance of services shall in no way be the obligation or responsibility of Harris Township.

**MowDaddy** shall indemnify, hold harmless and defend the township and its supervisors against any and all liability, loss, cost, damages, expenses, claims or actions, including attorney's fees which the township, and its supervisors, may hear after sustain, incur or be required to pay, arising out of or by reason of any act or omission of **MowDaddy**, its agents, servants or employees, in the execution, performance, or failure to adequately perform **MowDaddy** obligations.

**Contract Term:**

The terms of this contract will be for the 2023-2025 season beginning May 15, 2023, through September 30, 2025 (option for additional weeks beyond September, to be negotiated).

**Lawn Services at Wendigo Park, Crystal Springs Park, Harris Town Hall, and Harris Cemetery, as follows:**

(28184 Sunny Beach Rd)	(20057 Crystal Springs Rd)	(21998 Airport Rd)
<u>Wendigo Park (per mow):</u>	<u>Crystal Springs Park (per mow):</u>	<u>Harris Town Hall (per mow):</u>
<b>\$235.00</b>	<b>\$420.00</b>	<b>\$65.00</b>

(21175 River Rd)  
Harris Town Cemetery (per mow):  
**\$450.00**

**MowDaddy** will work out agreed upon weekly mowing and trimming schedule with Harris Town Board Chair.

**Name/Title:** James Talonen, Owner

**Address:** 25485 US Hwy 2

Grand Rapids, MN. 55744

**Phone No.** 1-218-301-9971

**Final Agreement:**

This contract is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings, or agreements.

There are no representations, warranties, or stipulations, either oral or written, not herein contained.

**Execution:**

IN WITNESS WHEREOF, Harris Township has caused this Contract to be signed by its duty authorized Chair, and Clerk, and **MowDaddy** has herein set its hand.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

**Contractor**

**HARRIS TOWNSHIP**

**BY:** \_\_\_\_\_  
**James Talonen, Owner**

**By:** \_\_\_\_\_  
**Peggy Clayton, Chair**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Kelly Derfler, Clerk**

**Date:** \_\_\_\_\_



**PERSONNEL**  
**dynamics**  
*Staffing Solutions—Now.*

January 3, 2024

Harris Township  
20876 Wendigo Park Rd  
Grand Rapids, MN 55744

Dear Township Supervisors:

We would like to thank you for choosing Personnel Dynamics to assist you with your employee needs. It is a pleasure working with you and we look forward to continuing our working relationship.

At Personnel Dynamics, we have prided ourselves on keeping things simple for our Clients and Employees. Due to several legislative changes, we have had to alter our contract to reflect those changes. We have included a new contract for you to review and sign as well as an information sheet on the new Minnesota Earned Sick and Safe Time law. We will be implementing that this year and will track time accrued and used by employees. Please note that if they use the Earned Sick and Safe Time, it must be reflected on their timecard as such, so we can keep our records accurate.

Please sign the included contract and return it in the self-addressed, stamped envelope.

If you have any questions give us a call at 327-9554.

Thank you,

Kyla Ward  
Owner of Personnel Dynamics



RECEIVED  
1-19-24



This Staffing Agency Contract (the "Contract") is effective as of this 3rd day of January, 2024, by and between:

Staffing Agency: **Personnel Dynamics, LLC** (the "Agency") a corporation located at 604 NW 1<sup>st</sup> Ave, Grand Rapids, MN 55744 and

Client: **Harris Township** ("Client")

located at 20876 Wendigo Park Rd, Grand Rapids, MN 55744 [Address].

WHEREAS, Agency provides temporary and/or permanent staffing services for various industries;

WHEREAS, Client is in need of such staffing services;

NOW, THEREFORE, the Parties agree as follows:

**1. Rights, Duties, and Responsibilities.**

- a) Beginning on January 3, 2024, Agency shall recruit, screen, interview, hire, and assign its employees ("Staff") to perform temporary and/or permanent employment in accordance with the terms and conditions set forth in this Contract.
- b) Client shall provide Agency with job descriptions, qualifications, and other relevant information for each position to be filled.
- c) Agency shall perform Minnesota Criminal background checks for all employees it selects for assignment to Client and will not assign unqualified personnel.
- d) Agency, as the common law employer of assigned Staff, will pay wages and provide benefits offered by Agency. Agency will withhold, and transmit payroll taxes; provide unemployment insurance, and workers' compensation benefits.
- e) Agency will comply with all federal, state, and local labor and employment laws, including, but not limited to, the Affordable Care Act and provisions applicable to the assigned employees of a staffing agency relating to minimum essential coverage and full-time employees. Client is free from indemnification under ACA.
- f) Agency has the right to inspect the work site and address performance issues and to enforce Agency's employment policies.
- g) Client will supervise Staff performing work and maintain control over business operations, products, services, and intellectual property.
- h) Client will provide Staff with a safe working environment and appropriate training and safety equipment necessary to avoid contact with hazardous substances or conditions.
- i) Client agrees not to change the Staff's assigned job duties without Agency's prior written consent.
- j) Client will exclude Staff from their benefit plans and avoid making offers or promises related to Staff's compensation or benefits.
- k) Client will report any injuries to Agency in a timely manner. Also, Client must submit information regarding any termination (including layoffs and voluntary quit) to the Agency.



**2. Billing, Payment and Timecards.** For services provided, Client agrees to pay Agency the fees specified below for the services rendered under this Contract.

a) For each temporary Staff assigned to Client, Agency agrees to charge:

Job Title: Rink Attendants	Wage: \$14.00 + 40% =	Billing rate: \$19.60
Job Title: Summer Maintenance	Wage: \$15.00 + 40% =	Billing rate: \$21.00

Client will be invoiced weekly. Payment is due upon receipt of the invoice. Unpaid balances 30 days or more from the date of the invoice shall accrue interest at a rate of 10%

b) If Client hires or engages any temporary Staff assigned by Staffing Agency as a direct employee or independent contractor within 90 days of the commencement of the Staff's assignment, Client agrees to pay Staffing Agency a buy-out fee:

- Direct Hire is equal to \$2000.00
- Contract buy-out after 30 working days is equal to \$1700.00.
- Contract buy-out at after 60 working days is equal to \$1200.00.
- Contract buy-out any time after 90 working days is no additional fee.

c) Client shall reimburse Agency for any pre-approved out-of-pocket expenses incurred by Agency in connection with this Contract.

d) Staff must submit a weekly record of hours. This record must be approved by Staff and Client representative. The verified hours must be submitted to Agency no later than start of business each Tuesday in order to be paid and billed on time.

e) As employees of Agency, Staff are not entitled to premium pay for overtime, holidays, or weekends unless Client authorizes, directs, or allows Staff to work during premium work time, in which case, the cost of premium pay will be passed on to Client.

f) Client is responsible for notifying Agency of any MN Sick and Safe Time used in order to keep employee records accurate and will be responsible for any Mn Sick and Safe Time hours used.

g) Client is responsible for informing Agency of all Staff injuries immediately.

**3. Term and Termination.** This Contract shall commence on January 3, 2024 and continue until terminated by either Party upon 10 days' written notice. Either Party may terminate this Contract immediately upon written notice to the other Party if the other Party breaches the terms of this Contract and fails to cure such breach within 10 days of receiving written notice of the breach.

**4. Relationships of the Parties.** Agency is an independent contractor and not an employee, agent, partner, or joint venturer of Client. Agency shall have no authority over Client. The Staff provided by Agency shall be deemed employees or contractors of Agency, and Agency shall be solely responsible for their supervision, direction, compensation, and any required benefits.

**5. Confidentiality.** Both Parties agree to keep confidential non-public information received from the other Party during the course of this Contract.

**6. Indemnification.** Each Party shall hold harmless the other Party from all claims, losses, damages, liabilities, costs, and expenses arising out of or relating to its breach of this Contract or any negligent or wrongful act or omission in connection with the performance of its obligations under this Contract.

**7. General Provisions.**

- a) This Contract contains the entire understanding of the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, between the Parties.
- b) This Contract may be amended only in writing signed by both Parties.
- c) This Contract shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Neither Party may assign its rights or obligations under this Contract without the prior written consent of the other Party.
- d) Any notices required or permitted to be given under this Contract shall be in writing and deemed given when personally delivered, to the Parties at their respective addresses set forth above or to such other address as a Party may designate by notice to the other Party.
- e) Any dispute arising from this Agreement shall be resolved through:
  - Court litigation. Disputes shall be resolved in the courts of the State of Minnesota.
  - If either Party brings legal action to enforce its rights under this Agreement, the prevailing party will be entitled to recover from the other Party its expenses (including reasonable attorneys' fees and costs) incurred in connection with the action and any appeal.
  - Binding arbitration. Binding arbitration shall be conducted in accordance with the rules of the American Arbitration Association.
  - Mediation.
  - Mediation, then binding arbitration. If the dispute cannot be resolved through mediation, then the dispute will be resolved through binding arbitration conducted in accordance with the rules of the American Arbitration Association.
- f) This Contract shall be governed by the laws of the State of Minnesota.
- g) If any provision of this Contract is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect.
- h) The failure of either Party to enforce any provision of this Contract shall not be construed as a waiver of such provision or any other provision, nor shall it affect the right of such Party thereafter to enforce such provision or any other provision.

IN WITNESS WHEREOF, the Parties have executed this Staffing Agency Contract as of the Effective Date.

<u>Personnel Dynamics, LLC</u> Staffing Agency Name	 <hr style="width: 100%; border: 0.5px solid black;"/> Staffing Agency Representative Signature	<u>Kyla Ward – Owner</u> Staffing Agency Representative Name and Title
---	--	--

<hr style="width: 100%; border: 0.5px solid black;"/> Client Name	<hr style="width: 100%; border: 0.5px solid black;"/> Client Representative Signature	<hr style="width: 100%; border: 0.5px solid black;"/> Client Representative Name and Title
--	--	---

# Earned sick and safe time

## WHAT IS SICK AND SAFE TIME?

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse.



## WHO IS ELIGIBLE?

An employee is eligible for sick and safe time if they:

- work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

## HOW MUCH LEAVE CAN EMPLOYEES EARN?

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.

## AT WHAT RATE MUST THE LEAVE BE PAID?

Sick and safe time must be paid at the same hourly rate an employee earns when they are working.

## WHAT CAN THE LEAVE BE USED FOR?

Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.

## WHICH FAMILY MEMBERS ARE INCLUDED?

Employees may use earned sick and safe time for their following family members:

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 in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a 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 of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

**Payment Request - Clerk**  
 Harris Township  
 Itasca County

Name: Kelly Derfler

Date	Description	# Hours	Rate	Amount
<b>Hourly Work</b>				
1/7/2024	agenda packet prep	3	\$19.00	\$57.00
1/7/2024	check email	0.25	\$19.00	\$4.75
1/8/2024	check email	0.25	\$19.00	\$4.75
1/9/2024	bank deposit (mileage)	0.25	\$19.00	\$4.75
1/9/2024	check email	0.25	\$19.00	\$4.75
1/10/2024	regular board meeting prep	1	\$19.00	\$19.00
1/10/2024	regular board meeting	1	\$19.00	\$19.00
1/10/2024	post meeting filing, scanning, updates to website and sharepoint	2	\$19.00	\$38.00
1/11/2024	check email	1	\$19.00	\$19.00
1/12/2024	check email	0.25	\$19.00	\$4.75
1/13/2024	check email	0.25	\$19.00	\$4.75
1/15/2024	check email	0.25	\$19.00	\$4.75
1/16/2024	check email	0.25	\$19.00	\$4.75
1/17/2024	1/10 minutes	2.75	\$19.00	\$52.25
1/18/2024	check email	0.25	\$19.00	\$4.75
1/19/2024	pick up mail and log (mileage)	0.75	\$19.00	\$14.25
1/19/2024	agenda prep	1	\$19.00	\$19.00
<b>TOTALS</b>		<b>14.75</b>		<b>\$280.25</b>
<b>Reimbursements:</b>				
Date		Miles	Rate	Amount
1/9/2024	bank deposit	35.50	\$ 0.670	\$23.79
1/19/2024	pick up mail, hall	37.00	\$ 0.670	\$24.79
<i>Total reimbursements requested:</i>				<b>\$48.58</b>
Other reimbursement items				Amount

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

1/19/24





**Harris Township  
Pay Request**

	General	Equipment	Road/Bridge	Cemetery	Recreation	Building/G rounds	PTO	TOTAL
Date	100	200	300	400	500	600		
6-Jan			4		4			8
7-Jan			3		3			6
8-Jan			6		2			8
9-Jan			5.5		2.5			8
11-Jan	1.5		6.5					8
15-Jan	8					HOLIDAY		8
16-Jan	1		2			5		8
17-Jan	2.5					5.5		8
18-Jan		1	1		3	3		8
								0
	13	1	28	0	14.5	13.5		70
	18.6%	1.4%	40.0%	0.0%	20.7%	19.3%		1
								0
								0
								0
								0
Total Hours								70
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 1/18/2024  
 \_\_\_\_\_  
 Signature Date







of  
MINNESOTA LLC

PO Box 410 || Ashland, Wisconsin 54806

RECEIVED  
1-19-24

**ADVERTISING &  
PRINTING INVOICE**

**Billed Account Name and Address:**

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

BILLED ACCOUNT NO.	ADVERTISER/CLIENT NAME			
GRH3017010	HARRIS TOWNSHIP			
CURRENT NET AMT DUE	30 DAYS	60 DAYS	90 DAYS	OVER 120
\$414.04	\$0.00	\$0.00	\$0.00	\$0.00
BILLING PERIOD	TOTAL AMOUNT DUE		PAGE	
12/1/23-12/31/23	\$414.04		1	

DATE	PUBLICATION	AD ID	DESCRIPTION - OTHER COMMENTS/CHA	PAGES	SIZE	BILLED UNITS	NET AMT
			PREVIOUS BALANCE				0.00
12/24/2023	GR Herald Review	146677	Meeting Schedule		3.00 x 5.00"	0	414.04

**YOUR SALES REPRESENTATIVE IS**

Marki Klatt  
mklatt@grandrapidsheraldreview.net



of  
MINNESOTA LLC

**REMIT TO:**

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

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

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

**Billed Account Name and Address:**

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

<b>BILLING DATE</b>
12/31/23
<b>CUSTOMER NUMBER</b>
GRH3017010
<b>INVOICE NUMBER</b>
GRH3017010-1223
<b>AMOUNT DUE</b>
\$ 414.04
<b>AMOUNT PAID</b>
\$ _____



Contract Number: HARRT  
171922  
Pay Request Number: 2

<b>Project Number</b> HARRT171922	<b>Project Description</b> 2023 Bituminous Roadways
--------------------------------------	--

<b>Contractor:</b> Hawkinson Construction Co., Inc. 501 W Co Rd 63 Grand Rapids, MN 55744	<b>Vendor Number:</b>  <b>Up To Date:</b> 12/19/2023
--	--

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



# 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 15<sup>th</sup> 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 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 5<sup>th</sup> 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

---

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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 5<sup>th</sup> Street  
Grand Rapids, MN 55744**

L & M Supply, Inc.  
P.O. Box 280  
Grand Rapids, MN 55744-0000  
\*\*\* STATEMENT OF ACCOUNT \*\*\*  
PERIOD ENDING 12/31/23

ACCOUNT NUMBER: 1000003580

Payment Amount: \_\_\_\_\_

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

Please return this portion with your payment.

DATE	TRANSACTION	CREDITS	CHARGES	BALANCE
	BALANCE FORWARD			372.36
12-12-2023	INVOICE #0001-11657212		44.52	416.88
12-18-2023	PAYMENT-THANK YOU	372.36		44.52
12-20-2023	INVOICE #0001-11668896		63.95	108.47
12-26-2023	INVOICE #0001-11678191		108.90	217.37
12-26-2023	INVOICE #0001-11678193		6.99	224.36

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL AMOUNT DUE
224.36				224.36

PLEASE REMIT PAYMENT  
BY 1/25/24  
TO

THANK YOU FOR  
SHOPPING AT  
L&M SUPPLY

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

218/326-9451

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

1-19-24

HARRIS  
C/O  
2822  
FENG

# LOFFLER

RECEIVED 1-19-24

## CONTRACT INVOICE

Invoice Number: 4569980  
 Invoice Date: 01/02/2024  
 Distribution Code: DM  
 Balance Due: \$1.20  
 Account Number: HT21

**Bill To:** Harris Township  
 20876 Wendigo Park Rd  
 Grand Rapids, MN 55744-4682

**Customer:** Harris Township  
 28581 Alicia Pl  
 Grand Rapids, MN 55744-4590

Please Remit To: PO Box 1511 Bin # 131511, Minneapolis, MN 55480-1511  
 Phone: 952-285-2300

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
HT21	10 Days	01/12/2024	\$ 1.20	\$ 1.20
Contract Number	Contact	P.O. Number	Invoice Number	Contract Amount
XMf1643III-34V07953-01			4569980	\$ 1.20
Notes				

**Summary:**

Contract base rate charge for the 12/01/2023 to 12/31/2023 billing period \$0.00  
 Contract overage charge for the 12/01/2023 to 12/31/2023 overage period \$1.20 \*\*

\*\*see overage details below

**Detail:**

**Equipment included under this contract**

**CANON/XMF1643III**

Number	Serial Number	Base Adj.	Location						
B40271	34V07953	\$0.00	Harris Township 28581 Alicia Pl						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	BW	602	766		164	0	164	\$0.007300	\$1.20
									\$1.20

\* To help offset the rising costs of shipping supplies to you, a supply handling fee charge may be added to your invoice.

\*Overdue Accounts will be charged a late payment fee of 1-1/2% per month or to the extent allowed by law.

Invoice SubTotal	\$1.20
Tax:	\$0.00
Invoice Total	\$1.20
<b>Balance Due:</b>	<b>\$1.20</b>

# ACCOUNT STATEMENT

RECEIVED  
1-14-24

MARTIN'S SNOWPLOW AND EQUIPMENT  
105 East US 2  
Cohasset, MN 55721  
(218)999-0770

DATE: 1/4/2024  
CUSTOMER #: 100751  
PAGE #: 1

## CUSTOMER

HARRIS TOWNSHIP  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

AMOUNT ENCLOSED: \$

*Please detach and return with  
your remittance.*

DATE	DUE DATE	TYPE	TRANS ID	REFERENCE	AMOUNT	BALANCE
12/26/2023	1/10/2024	Invoice	30210		\$80.78	\$80.78

CURRENT	AGED 31-60	AGED 61-90	AGED OVER 90	FUTURE	TOTAL DUE
\$80.78					\$80.78

A SERVICE CHARGE entered on the billing date is computed by a periodic rate of 1 1/2% per month which is an ANNUAL RATE of 18% applied to the previous balance before deducting payments, credits or adding purchases appearing on the statement. Pay "Total Due" before next billing date to avoid additional charges.





Where we ALWAYS have a CLEAN seat for you!

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

# Invoice

Date	Invoice #
12/12/2023	27182

1-19-24

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 - December 5, 2023 - January 2, 2024 = 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 8, 2023 - January 5, 2024 = 4 Weeks				
Weekly Rental - Standard Restroom	3	20.00	60.00	
Weekly Cleaning, Pumping, and Disposal	3	53.35	160.05	
Weekly Winterization Fee - Beginning 10/23/2023 X 3 Units	12	8.75	105.00	
Thank you for your business. Like us on Facebook!			<b>Subtotal</b>	\$837.90
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.			<b>Sales Tax (6.875%)</b>	\$0.00
			<b>Total</b>	\$837.90
**An extra 3.5% convenience fee will be added onto all credit/debit card transactions.**			<b>Payments/Credits</b>	\$0.00
			<b>Balance Due</b>	\$837.90



**PERSONNEL**  
dynamics

# Personnel Dynamics, LLC

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

# INVOICE

Invoice Number: 53559  
Invoice Date: Jan 10, 2024  
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 01/06/24		
8.00	DETERMAN, NEVAEH		21.00	168.00
8.00	KOPACEK, JOHN		21.00	168.00
4.25	LEHMBERG, JADEN		21.00	89.25
4.00	MCKINNEY, BRAYDEN		21.00	84.00
8.00	PIEKARSKI, SENYA		21.00	168.00
3.00	TORRENT, LOGAN		21.00	63.00
4.00	VERBICK, DOLAN		21.00	84.00

Subtotal	824.25
Sales Tax	
Total Invoice Amount	824.25
Payment/Credit Applied	
<b>TOTAL</b>	<b>824.25</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.



**PERSONNEL**  
dynamics

# Personnel Dynamics, LLC

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

# INVOICE

Invoice Number: 53572  
Invoice Date: Jan 17, 2024  
Page: 1

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

<b>Bill To:</b>
HARRIS TOWNSHIP 20876 WENDIGO PARK RD GRAND RAPIDS, MN 55744

<b>Customer ID</b>	<b>Customer PO</b>	
HARRIS		<b>DUE UPON RECEIPT</b>

Quantity	Item	Description	Unit Price	Amount
		WEEK ENDING 01/13/24		
4.00	CLAYTON, RICHARD		21.00	84.00
1.00	CLAYTON, RICHARD	ADJUSTMENT	4.00	4.00
4.00	DETERMAN, NEVAEH		21.00	84.00
4.00	KOPACEK, JOHN		21.00	84.00
4.00	LEHMBERG, JADEN		21.00	84.00
8.00	MCKINNEY, BRAYDEN		21.00	168.00
4.50	MCKINNEY, MCKINNA		21.00	94.50
4.00	PIEKARSKI, SENYA		21.00	84.00
11.00	TORRENT, LOGAN		21.00	231.00
12.00	VERBICK, DOLAN		21.00	252.00

Subtotal	1,169.50
Sales Tax	
Total Invoice Amount	1,169.50
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,169.50</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.

Customer Information

XEROX CORPORATION  
PO BOX 660501  
DALLAS TX  
75266

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


xerox™

Purchase Order Number

Special Reference

Contract Number  
PAYABLE UPON RECEIPT  
Terms Of Payment

1-19-24

Telephone 888-435-6333  
Please Direct Inquiries To:   
Ship To/Installed At:

HARRIS TOWNSHIP HALL  
21998 AIRPORT RD  
GRAND RAPIDS MN  
55744

10  
8-4593

Bill To:  
HARRIS TOWNHALL  
RD  
20876 WENDIGO PARK  
GRAND RAPIDS MN  
55744

01-01-24  
Invoice Date  
020417547  
Invoice Number  
725542070  
Customer Number

Please contact us with your customer number at xeroxinvenrollments@xerox.com if you would like your invoices emailed.

C8155H XEROX C8155H SER.# EQH-217458  
SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

METER USAGE	METER READ	METER READ	NET COPIES
TOTAL BLACK	11-21-23 TO 75586	12-21-23 77432	1846
TOTAL COLOR	58129	58868	739
METER CHARGES			
TOTAL BLACK	1846		
BLACK BILLABLE PRINTS	1846	.005000	9.23
TOTAL COLOR	739		
COLOR BILLABLE PRINTS	739	.055000	40.65
NET PRINT CHARGE			49.88

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

SUB TOTAL 49.88

TOTAL 49.88

THIS IS A 60 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE  
AND SUPPLY CHARGES  
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK.

Ship To/Installed At  
HARRIS TOWNSHIP HALL  
21998 AIRPORT RD  
GRAND RAPIDS MN  
55744

Bill To  
HARRIS TOWNHALL  
RD  
20876 WENDIGO PARK  
GRAND RAPIDS MN  
55744

When Paying By Mail  
Send Payment To:  
XEROX CORPORATION  
P.O. BOX 802555  
CHICAGO IL  
60680-2555



Please check here if your "Bill To" address or "Ship To/Installed At" location has changed and complete reverse side.

Invoice Amount

08-698-9717 1 725542070 020417547 01-01-24 THIS AMOUNT \$49.88  
RF019783 S 110120 VMN99  
03 6R7G 4D68 H A7310 5933 2 115

202100008070060 0204175470 0300049884 272554207066

Invoice

Payment

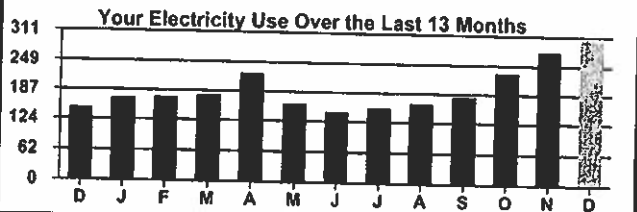


26039 Bear Ridge Drive  
Cohasset, MN 55721

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



Thank you for supporting community-based projects and programs through Operation Round Up. Since 2004, LCP members have given more than \$3.1 million.

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

4 299



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	85.78
PAYMENT 01/02/2024	-85.78
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION						DESCRIPTION	AMOUNT	
RATE CODE	METER	DATES	METER READING PRES	MULTI-PREV PLIER	CODE USAGE			
40	20029365	01/01 -12/01	8661	8350	1	311	ENERGY CHARGE @ .145900	45.37
SERVICE AVAILABILITY CHG:							48.00	
TOTAL CHARGES THIS STATEMENT							93.37	
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/30/24								
METER READ AUTOMATICALLY								
Account Number	Service Address		Phone Number		Bill Date	Due Date	Net Amount Due	
500602100	CEMETARY		(218) 327-8759		01/11/2024	01/30/2024	93.37	

Please detach and return this portion with your payment.

Account No.: 500602100      Cycle: 1  
Due Date: 01/30/2024      Net Due: 93.37  
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



0500602100010110000093370000093375

Lake Country Power  
8535 Park Ridge Drive  
Mountain Iron, MN 55768-2059



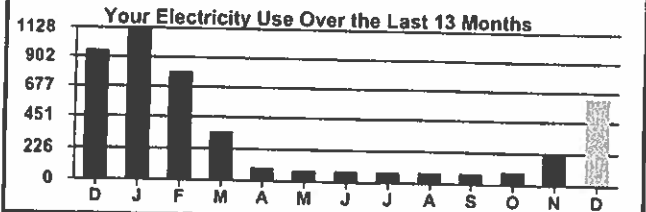


26039 Bear Ridge Drive  
Cohasset, MN 55721

A Tacheane Energy Cooperative

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

4 292



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	-13.59
BALANCE FORWARD CREDIT	-13.59

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER	CODE	USAGE	DESCRIPTION	
40	20028472	01/01 -12/01	15481	14855	1		626	ENERGY CHARGE @ .145900	91.33
								SERVICE AVAILABILITY CHG:	48.00
								TOTAL CHARGES THIS STATEMENT	139.33
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/30/24									
METER READ AUTOMATICALLY									
Account Number	Service Address		Phone Number		Bill Date	Due Date	Net Amount Due		
500571150	CRYSTAL SPRINGS RD		(218) 327-8759		01/11/2024	01/30/2024	125.74		

Please detach and return this portion with your payment.

Account No.: 500571150      Cycle: 1  
Due Date: 01/30/2024      Net Due: 125.74  
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



0500571150010110000125740000125740



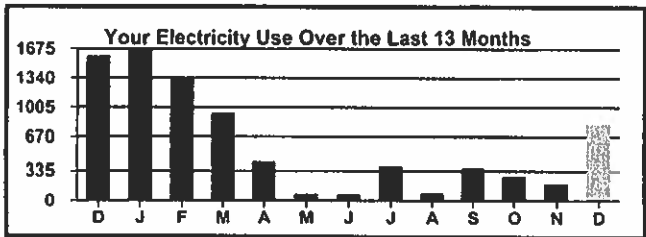
# Lake Country Power

A Twohace Energy Cooperative

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](http://www.lakecountrypower.coop)



Thank you for supporting community-based projects and programs through Operation Round Up. Since 2004, LCP members have given more than \$3.1 million.

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

4 291



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	87.14
PAYMENT 01/02/2024	-87.14
<b>BALANCE FORWARD DUE IMMEDIATELY</b>	<b>0.00</b>

RATE CODE		METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER	CODE	USAGE	DESCRIPTION	
40		20032435	01/01 -12/01	26348	25531	1		817	ENERGY CHARGE @ .145900	119.20
30								80	SERVICE AVAILABILITY CHG: SEC LIGHT-200W HPS(QTY 1)	48.00 14.00
<b>TOTAL CHARGES THIS STATEMENT</b>										<b>181.20</b>
<b>DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/30/24</b>										
<b>METER READ AUTOMATICALLY</b>										
Account Number	Service Address			Phone Number		Bill Date	Due Date	Net Amount Due		
500567550	WENDIGO WARMING HOUSE			(218) 327-8759		01/11/2024	01/30/2024	181.20		

Please detach and return this portion with your payment.

Account No.: 500567550      Cycle: 1  
Due Date: 01/30/2024      Net Due: 181.20  
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



0500567550010110000181200000181206



RECEIVED  
1-19-24

**SCORECARD** Bonus Points Available 55

**Account Summary**

Billing Cycle		12/31/23
Days In Billing Cycle		32
Previous Balance		\$0.00
Purchases	+	3,000.00
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	0.00
<b>NEW BALANCE</b>		<b>\$3,000.00</b>

**Credit Summary**

Total Credit Line	\$3,000.00
Available Credit Line	\$0.00
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

 Customer Service: (727) 570-4899  
Report Lost or Stolen Card: (727) 570-4881

 Visit us on the web at:  
[www.MyCardStatement.com](http://www.MyCardStatement.com)

 Please send Billing Inquiries and Correspondence to:  
PO BOX 30495 TAMPA, FL 33630-3495

**Payment Summary**

NEW BALANCE	\$3,000.00
MINIMUM PAYMENT	\$150.00
PAYMENT DUE DATE	01/24/2024

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

**Cardholder Account Summary**

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
12/29/23	12/31/23	5541	24257613363363150590050	Wayne's Automotive Grand Rapids MN	\$3,000.00

**ScoreCard Bonus Points Information as of 12/30/23**

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	55	0	0	0	55

USE YOUR SCORECARD TO EARN MORE BONUS POINTS AND INCREASE YOUR REDEMPTION POWER!

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

GRAND RAPIDS STATE BANK  
P O BOX 409  
GRAND RAPIDS MN 55744 - 0409



Account Number

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
12/31/23	\$3,000.00	\$150.00	01/24/2024

\$

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



MAKE CHECK PAYABLE TO:

VISA  
P O BOX 409  
GRAND RAPIDS MN 55744-0409