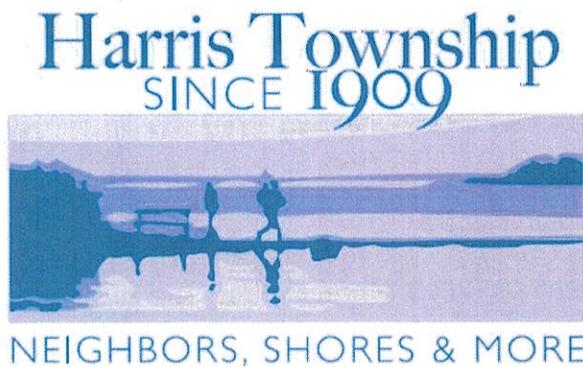


Ken Haubrich
28677 Norberg Drive
Grand Rapids, MN 55744
Phone 218-327-1351

Supervisor Dennis Kortekaas 326-1882
Supervisor Peggy Clayton 259-1551
Supervisor Jim Kelley 327-0317
Supervisor Mike Schack 340-8852
Treasurer Nancy Kopacek 398-3497
Clerk 244-1811

harristownshipclerk@gmail.com



Mission Statement:
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PLANNING AND DEVELOPMENT MEETING January 22, 2020 at 7:30pm AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. P and D Meeting, November 27, 2019
 - B. Work Session re: Budgets January 13, 2020
 - C. Work Session re: Budgets January 14, 2020
 - D. Work Session re: Administrative Policy/Compensation January 15, 2020
3. **Additions and Corrections**
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
 - A. 2020 Fire Contract with City of Grand Rapids (Barb Baird and Travis Cole)
 - B. CEDA "First Impression" Report (Sarah Carling)
 - C. Census (CCC) (Peter Alexander)
5. **Consent Agenda**
6. **Roads**
 - A. Lakeview Trail Update/J
 - B. Street Lights on Harbor Heights Road/K
 - C. Road Update/J
7. **Recreation**
 - A. Rinks/J
 - B. Park and Cemetery Inspection Reports for November and December 2019/P
 - C. Trails Task Force/M
8. **Correspondence**
 - A. Township Association Minutes of December 9, 2019
9. **Town Hall:**
 - A. Town Hall Report for December 2019/P
10. **Maintenance:**
 - A. Maintenance Report for December 2019/K
11. **Old Business**
 - A. New Water Tank for Town Hall/K
 - B. Security System Hardware Purchase/K
 - C. Fire Extinguisher Inspections/K
 - D. Schedule Insurance Work Session with MATIT/P
 - E. Administrative Policy/Compensation Plan/K

12. New Business

- A. RBA re: Election Judges for Presidential Primary /P
- B. Fourth Quarter PEG/Franchise Remittance/K
- C. Lake States Tree Service-Lake Country Power Members/K
- D. 2020 Township Association Dues/K
- E. Resolutions Authorizing Contract with Interested Officers/K
- F. Express Employment Service Rate Information/P

13. Bills

- A. Approve the payment of bills (include check numbers and amount)

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

15. UPCOMING Events / Meetings

January 23, 2020	Public Meeting Re: Stony Point	7:00 pm Town Hall
January 29, 2020	Budget Session	5:00 pm Town Hall
February 5, 2020	Board of Audit Session/Possible Budget Session	5:00 pm Town Hall
February 12, 2020	Regular Meeting	7:30 pm Town Hall

16. Adjourn

Prepared by: _____
Peggy Clayton, Supervisor/Clerk

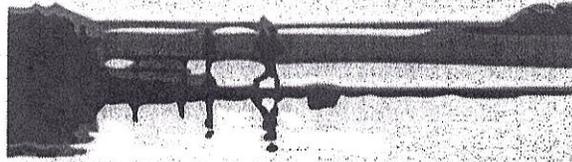
Signed by: _____
Ken Haubrich, Chair

Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-326-1551

Supervisor Dennis Kortekaas 326-1882
Supervisor Jim Kelley 327-0317
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Treasurer Josh Thoennes 398-0617
Clerk Amanda Schultz 244-1811
haristownshipclerk@gmail.com

Harris Township

SINCE 1909



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JA.

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

PLANNING & DEVELOPMENT MEETING NOVEMBER 27, 2019, 7:30 pm MINUTES

Present: Vice-Chair Ken Haubrich; Supervisors Dennis Kortekaas, Mike Schack; Treasurer Josh Thoennes; and Clerk Amanda Schultz.

Absent: Supervisor Peggy Clayton

Vice-Chair Haubrich called the meeting to order at 7:30 p.m.

1. **Pledge of Allegiance** – The Pledge of Allegiance to the Flag was conducted and the Mission Statement was read.
2. **Additions and Corrections**
Motion to add Items 6B (Road Inspections) and 12B (Snowplowing), and approve the agenda, as amended, by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all, except Clayton absent.
3. **Approve the Minutes**
 - A. P&D Meeting, October 23, 2019
Motion to approve the P&D Meeting minutes of October 23, 2019, with an amendment to 7C (Trails Task Force) to indicate that the 72 miles of trails owned by the Driftskippers Snowmobile Club are not all located within Harris Township by Supervisor Schack, seconded by Supervisor Kortekaas and passed by all, except Clayton absent.
4. **Business from the Floor** - None
5. **Consent Agenda**
Motion to approve the Consent Agenda, as delineated below, by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all, except Clayton absent.
 - A. Zoning, Land Use, and Subsurface Sewage Treatment Systems (SSTS) Permits for October 2019
6. **Roads**
 - A. Stony Point Update
Supervisor Haubrich reported on his and Supervisor Clayton's meeting with Township Attorney Andy Shaw, at which they drafted a letter to Senator Justin Eichorn pursuing legislative action

to incorporate unorganized territory on the western boundary of the Township into Harris Township, and suggested that the Board schedule a Public Meeting with Stony Point residents to discuss snowplowing issues and possible annexation. Motion to schedule a Public Meeting Re: Stony Point Road on Thursday, January 23, 2019, beginning at 7:00 p.m. at the Harris Town Hall made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all, except Clayton absent.

B. Road Inspections

Supervisor Kelley reported that all roads, except gravel roads, have been plowed and the roads are looking good. The item was discussed for informational purposes only; no action taken.

7. Recreation

A. Park and Cemetery Inspection Reports

Vice-Chair Haubrich reviewed the Park and Cemetery Inspection Reports, as submitted for October 2019. Motion to approve the Park and Cemetery Inspection Reports for October was made by Supervisor Kelley, seconded by Supervisor Schack, and passed by all, except Clayton absent.

B. Rink Update

Supervisor Kelley reported that four rink attendants have been hired, but a couple more attendants are needed. Please contact Express Employment if you are interested in being a Harris Township rink attendant. The item was discussed for informational purposes only; no action taken.

C. Trails Task Force

Supervisor Schack reported that due to there being no meeting, there was no Trails Task Force update to provide.

8. Correspondence - None

9. Town Hall

A. Town Hall Report

Vice-Chair Haubrich reviewed the Town Hall Report, as submitted for October 2019. Motion to approve the Town Hall Report for October was made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all, except Clayton absent.

10. Maintenance

A. Maintenance Report

Motion to table the Maintenance Report for October to the December 11, 2019 Regular Meeting made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all, except Clayton absent.

11. Old Business

A. Video Security System

Supervisor Haubrich reported that Stewart Sound Systems, LLC is willing to hold the price from the most recent quote, but that they would like to order the cameras in January due to tariff costs. Motion to table the item to the January Regular Meeting made by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all, except Clayton absent.

B. New Water Tank for Town Hall

Motion to table the item to the December 11, 2019 Regular Meeting made by Supervisor Kortekaas, seconded by Supervisor Kelley, and passed by all, except Clayton absent.

12. New Business

A. Sunny Beach Road Building Permit

Supervisor Kelley reported the communication from the Itasca County Environmental Services Department indicates that at this time, the project is currently within what the zoning allows. The item was discussed for informational purposes only; no action taken.

B. Snowplowing

Supervisor Haubrich reported that he received a phone call from the District 4 County Foreman asking him to share concerns regarding people plowing snow across the roads as it is an illegal and unsafe practice.

Supervisor Kelley reported on current staffing, how it is affecting the workload, specifically snowplowing, and expressed interest in setting snowplowing priorities. It was the consensus of the Board to direct Supervisors Haubrich and Schack to discuss priorities with staff. The item was discussed for informational purposes only; no action taken.

13. Bills

A. Approve Payments

Treasurer Thoennes reviewed the claims for approval, totaling \$5,027.22. Motion to approve claim numbers 19205-19210, Electronic Fund Transfers (EFTs) 1-8, and gross payroll in the amount of \$5,027.22 by Supervisor Kelley, seconded by Supervisor Schack, and passed by all by roll call vote, except Clayton absent.

14. Public Input

Supervisor Schack provided information regarding safety when walking, especially on the roads, and suggested that people wear bright clothing for better visibility to others using the road.

15. Upcoming Meetings and Events

December 4, 2019	Closed Work Session Re: Clerk	6:00 pm Town Hall
December 9, 2019	Township Association Meeting	7:00 pm Blandin Foundation
December 11, 2019	Regular Meeting	7:30 pm Town Hall
January 23, 2020	Public Meeting Re: Stony Point	7:00 pm Town Hall

16. Adjourn

There being no further business to be discussed, a motion was made to adjourn the meeting by Supervisor Kortekaas, seconded by Supervisor Kelley, and passed by all, except Clayton absent, at 7:53 p.m.

Submitted by: Amanda Schultz
Amanda Schultz, Clerk

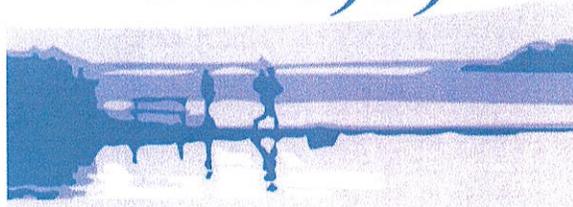
Signed by: Peggy Clayton
Peggy Clayton, Chair

Chair Ken Haubrich
28677 Norberg Drive
Grand Rapids, MN 55744
Phone 218-327-1351

Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Schack 340-8852
Supervisor Peggy Clayton 259-1551
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Treasurer Nancy Kopacek 398-3497
Clerk 244-1811
harristownshipclerk@gmail.com

Harris Township

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2B.

Budget Session

Tuesday, January 13, 2020
5:00 pm Blandin Foundation

Present: Chair Ken Haubrich, Supervisors Peggy Clayton, Dennis Kortekaas, Jim Kelley, and Mike Schack; Interim Treasurer Becky Adams, Treasurer Nancy Kopacek

Others Present: Dan Butterfield

The work session was called to order at 5:00 pm by Chair Haubrich.

Pledge to the Flag was conducted.

Fire Fund:

The Board discussed the Fire Fund, with regard to the recently received 2020 Fire Contract. Fire Contract for 2020 is \$108,831, which was a \$30,000+ increase over 2019. Discussion took place as to the amount the board had budgeted for 2020, back in 2018.

Cemetery:

Cemetery Fund was discussed, in its entirety.

This fund will be further reviewed and discussed at the January 14th Budget session, allowing the Treasurers Adams, and Kopacek to review coding.

Recreation Fund:

The Recreation Fund was discussed. Overall, Recreation was over budget by \$10,000 for 2019.

This fund will be further reviewed and discussed at the January 14th Budget Session, allowing Treasurers Adams and Kopacek to review coding.

Equipment Fund:

The Board started discussions on the Equipment Fund.

This fund will be further discussed at the January 14, 2020 Budget Session.

Adjournment:

A motion was made by Supervisor Clayton, and seconded by Chair Haubrich to adjourn the meeting at 7:00 pm. Motion carried.

Submitted by: Peggy Clayton
Peggy Clayton, Supervisor/Clerk

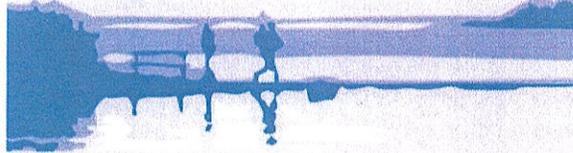
Signed by _____
Ken Haubrich, Chair

Chair Ken Haubrich
28677 Norberg Drive
Grand Rapids, MN 55744
Phone 218-327-1351

Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Schack 340-8852
Supervisor Peggy Clayton 259-1551
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20.

Budget Session

Tuesday, January 14, 2020
5:00 pm Harris Town Hall

Present: Chair Ken Haubrich, Supervisors Peggy Clayton, Dennis Kortekaas, Jim Kelley, and Mike Schack; Interim Treasurer Becky Adams, Treasurer Nancy Kopacek

The work session was called to order at 5:00 pm by Chair Haubrich.

Pledge to the Flag was conducted.

Recreation:

Recreation Fund was revisited. Some entries were coded incorrectly, but all were corrected. Some accounts were combined.

All Labor account coding will be reviewed by Treasurers Adams and Kopacek, and brought back to the January 29th Budget Work Session for final review.

Cemetery Fund:

The Cemetery Fund was also revisited. Some accounts were combined. Maintenance Labor Account coding will be reviewed by Treasurers Adams and Kopacek, and will be brought back to the January 29th Budget Work Session for final review.

Equipment Fund:

The review of the Equipment Fund was finalized by the Board. After further discussions, the Levy was increased from \$25,000 to \$31,000.

Buildings and Grounds:

Building and Grounds Fund was viewed in its entirety. Some accounts had been miscoded, but all were corrected.

Replacement of flooring in Town Hall was discussed. The Board had budgeted \$20,000 for floor replacement back in 2018 (for 2020).

After further discussions, the Levy was increased from \$36,000 to \$48,000.

General Fund:

Insurance(s) were coded incorrectly, but all were corrected. Discussion on budgeting for "Fireworks" for the City of Grand's 4th of July Fireworks display. After discussion it was decided to bring this item forward to the annual meeting in March and allow the constituents to decide on funds paid to the City, from the Township.

Clerk laptop, and Treasurer laptop replacements were discussed. Monies were placed in the budget for replacement.

After further discussions, the Levy was decreased from \$136,000 to \$105,000.

Chairman Ken Haubrich
28677 Norberg Drive
Grand Rapids, MN 55744
Phone 218-327-1351

Supervisor Dennis Kortekaas 326-1882
Supervisor Peggy Clayton 259-1551
Supervisor Jim Kelley 327-0317
Supervisor Mike Schack 340-8852
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2.D.

Admin Policy Work Session
Wednesday, January 15, 2020
5:00 pm Town Hall

Present: Chair Ken Haubrich, Supervisors Peg Clayton, Dennis Kortekaas, Jim Kelley, and Mike Schack

Pledge to the Flag was conducted.

The purpose of the Work session was to review the 2019 Admin Policy and compensation plan, and make changes as needed, and necessary.

The Resolution designating the compensation for Officers of the township was discussed. Changes in the date for calculating claims was changed, as well as the effective date(s). The hourly rate increased from \$18.70 per hour up to \$19.00/hour. The hourly rate has not been changed for over 8+ years.

As the Clerk and Treasurer are no longer elected, they were moved to Appendix I (Employee Compensation Plan).

The Maintenance Worker Job Description was added as Appendix G, and the Caretaker Job Description, was added as Appendix H. Minor tweaks were made in the hours of work language for the Maintenance Worker Job Description.

Appendix I (Employee Compensation Policy) effective dates were changed to reflect January 2020. Starting wage range for maintenance crew, and Caretaker was changed from \$11.00-\$13.00 to \$13.00 to \$15.00.

Appendix J (Compensation for Current Regular Township Employees) was revamped to reflect removing RBA heading, and changing to Appendix J.

Supervisor Clayton will make the necessary changes, and bring the complete Admin Policy/Compensation Plan to the January 22nd P and D meeting for final approval and signature.

There being no further discussion, Supervisor Kortekaas made a motion to adjourn the meeting at 6:30 pm and Supervisor Clayton seconded the motion. Motion carried.

Submitted by: Peggy Clayton
Peggy Clayton, Supervisor/Clerk

Signed By: _____
Ken Haubich, Chair



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

4A.

FINANCE DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

January 9, 2020

Harris Township
Peggy Clayton, Harris Township Supervisor
20356 Wendigo Park Road
Grand Rapids MN 55744

Dear Ms. Clayton,

Attached please find a spreadsheet entitled: Fire Contracts Based on Percentage of Market Value, Adopted Budget and Number of Calls, which is a spreadsheet detailing the 2020 fire contract amount for your township.

Harris Township contract amount for 2020 is \$108,831.00. Please see the attached invoice.

If you have any questions please call me at 326-7615.

Sincerely,

Barbara Baird
Finance Director

Attachments

CITY OF GRAND RAPIDS
420 N POKEGAMA AVE
GRAND RAPIDS MN 55744

INVOICE

Invoice date: 1/9/20

Invoice #: 20/103

Invoice Amount: \$108,831.00

Date Due: SEE BELOW

Harris Township
Attn: Perry Clayton, Harris Township Supervisor
20356 Wendigo Park Road
Grand Rapids, MN 55744

DESCRIPTION	HRS/QTY	COST/UNIT	AMOUNT
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2020 FIRE CONTRACT

Due July 31, 2020			\$54,416.00
-------------------	--	--	-------------

Due December 31, 2020			\$54,416.00
-----------------------	--	--	-------------

Total Amount Due			\$108,831.00
------------------	--	--	--------------

Accounts are due thirty (30) days from the date of the invoice. A FINANCE CHARGE at a periodic rate of 1.5% per month, equaling an annual percentage rate of 18% will be imposed upon any unpaid balance after the due date.

PLEASE REMIT PAYMENT WITH SECOND COPY OF INVOICE

CITY OF GRAND RAPIDS

FIRE CONTRACTS BASED ON PERCENTAGE OF MARKET VALUE, ADOPTED BUDGET AND NUMBER OF CALLS

Fire Department 2020 adopted operations budget is \$612,276									
	EMV * percent area served	2019	Percent of Total	Contract based on 1/2 of 2020 Budget	2018 # OF FIRE CALLS	\$ 2,054.62 Per Call	Total Contract Amount	Half Payment	
City of Grand Rapids	100%	775,527,700	42.56%	130,305	98	201,353	331,660	165,830	
Town of Arbo	45%	44,486,955	2.44%	7,475	6	12,328	19,800	9,900	
Town of Blackberry	100%	67,279,000	3.69%	11,304	10	20,546	31,851	15,925	
Town of Harris	100%	403,157,400	22.13%	67,739	20	41,092	108,831	54,416	
City of LaPrairie	100%	51,969,700	2.85%	8,732	4	8,218	16,951	8,475	
Town of Splithand	90%	22,615,200	1.24%	3,800	2	4,109	7,909	3,955	
Town of Trout Lake	22%	26,830,254	1.47%	4,508	1	2,055	6,563	3,281	
Town of Wabana	100%	121,145,600	6.65%	20,355	4	8,218	28,574	14,287	
Unorg. 54-26	100%	217,101,900	11.92%	36,478	3	6,164	42,642	21,321	
Unorg. 58-26	67%	30,142,429	1.65%	5,065	1	2,055	7,119	3,560	
Unorg. 57-26	40%	61,761,160	3.39%	10,377	0	-	10,377	5,189	
		1,822,017,298	100.00%	306,138	149	306,138	612,276		
				Budget = operations \$612,276 (1/2 of this amount is \$306,138)		\$306,138/149 fire calls = \$2,054.62 per fire call			
Total Fire Department adopted expenditure budget of \$738,276 less S/WMN Fire Premium of \$126,000 = \$612,276									

From: Harris Township supervisorahtp@gmail.com
Subject: Fwd: Street light on Harbor Heights Rd.
Date: Jan 8, 2020 at 2:23:22 PM
To: Peggy Clayton supervisorchtp@gmail.com

LB

Please add to the P&D agenda.

Thanks

Ken

----- Forwarded message -----

From: **Harris Township** <supervisorahtp@gmail.com>
Date: Wed, Jan 8, 2020, 2:22 PM
Subject: Re: Street light on Harbor Heights Rd.
To: Robert Olson <bobo_0730@hotmail.com>

Robert,

Thanks for contacting me about this issue. I will add this issue to the agenda the P&D meeting agenda. If you wish you can attend the meeting and speak to the Board.

The P&D meeting is January 22 at 7:30 P.M.

Respectfully,

Ken Haubrich

On Wed, Jan 8, 2020, 1:20 PM Robert Olson <bobo_0730@hotmail.com> wrote:
Formally requesting the installation of a street light on Harbor Heights Rd. right across the street from the residence of Bobby Namcheck. There is a utility pole on that corner. It would also be appreciated if you could consider additional

lighting along Harbor Heights Rd. This is a school bus route and during the winter months, this area has no lighting and a concern exists for children waiting for the bus. The corner where a light is being requested is a blind corner and poses a potential traffic hazard.

It would be greatly appreciated if you would give this request serious consideration.

Thank you!

Robert R Olson

20206 Harbor Heights Rd

Grand Rapids, MN. 55744

[218-326-1114](tel:218-326-1114)

Sent from my iPhone

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	10/24/19			
GRASS CUT:		NO		
GRASS TRIMMED:		NO		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		all grass		
PARKS:				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED		NO		
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED		NO		

PARKS (CONTINUED):

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

BASKETBALL AREA:
NET

PICNIC AREA:
TABLES/BENCHES
TRASH

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

HORSESHOE COURT
TRASH

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

OVERALL COMMENTS:

DATE CEMETERY WENDIGO CRYSTAL SPRINGS

11/20/19

Wendigo

grass

some snow -

Wendigo } some snow
Wendigo } some snow

mostly grass

Wendigo }
Wendigo }

no snow

Wendigo }
Wendigo }

grass

Wendigo }
Wendigo }

grass

Clear

Clear

* Vendor & Vendor - Rinks are what
Vendor & Vendor - will need to be checked off
against engine readings!

* Working needs to be done on "cold" + at night!
to allow for snow to freeze - when there is no traffic!
* Plow - do not push snow across roadways!

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA: NET

PICNIC AREA:

TABLES/BENCHES TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

DATE

CEMETERY

WENDIGO

CRYSTAL SPRINGS

12/20/19

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* Everything good - see below good! Working for weeks to open! * Everything good see in pic "we up" up around the shopping area

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	12/28/19			
GRASS CUT:				
GRASS TRIMMED:		snow		
ANY TRASH?				
ANY VANDALISM?		WVA	snow	snow
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:				
NETS				
POSTS			snow	snow
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				



Itasca County Township Association
Office of the Secretary
61490 County Road 29
Northome, MN 56661-1908

8A.

ITASCA COUNTY TOWNSHIP ASSOCIATION MEETING

Monday 9 December 2019

President Mike Baltus opened the meeting at 7:00 PM.
The Pledge of Allegiance was recited.

Lloyd Adams motioned and Gary Nelson seconded to accept the minutes from the last meeting.
Motion carried.

Treasurer's Report: Roberta Truempfer

Savings:		\$ 9,632.94
Checking:		\$ 1,249.83
Claims: December payroll		\$ 295.52
	Gary Johnson printer cartridges	\$ 41.63
	Roberta Truempfer paper and stamps	\$ 148.00
	ICTV memberships	\$

300.00

Jim Kelley motioned and Lloyd Adams seconded to accept the Treasurer's report. Motion carried.

RENO'S REPORT:

Stated Steve White is the Fire Service Specialist at the State Fire Marshal Division in St. Paul for this area. He also talked about cyber security, training in the future re contracts, etc.
There were less than 300 officers at the annual meeting. The annual meeting will be held in St. Cloud the next three years.

Townships need to work with the County about the 2020 Census.
Board of Equalization is on line until 5 PM, 1 February 2020/

PROGRAM: Marlyn Halvorson, Emergency Management, Sheriff's Department

If your township has severe damage after a storm or other disaster, let Marlyn know right away of the preliminary damage amount. Totals can come later. Document everything you do to get back to pre disaster conditions. The State threshold is \$86,511.86 and Fema is \$173,220.72. State declaration pays 75% and Federal 25%.

The County is now under a new notification system and to be on it, Marlyn needs your name, township and your email.

Loren Solberg said the Supreme Court declared that in the possibility of a major spill that Lake Superior would not be at risk. Therefore Enbridge can go ahead with other permits.

Peter Alexander, 2020 Census Bureau said that the Bureau is seeking workers and will pay \$19.00 per hour and 58 cents per mile.

COMMISSIONER'S REPORT:

Terry Snyder: The truth in taxation passed with a .3% levy

The commissioners are meeting with the public the 1st and 3rd Thursday in December about the new jail. They are going to go out to townships to talk about the jail starting in February about building a new jail in downtown or modification of the present jail.

working on updating the 5 year plan for roads.
Will decide on 17 December about changing Board meeting time.
Discussion is being held about the sale of Grand Village Nursing Home.

OLD BUSINESS:

Communications: None

Committees:

WPIC: Dick Lacher – Absent

ARDC: Larry Salmela – Will stay on ARDC Board

911 User Radio Board: Pat Hill – No meeting

ATP: Gary Johnson - No meeting

L&R: Peggy Clayton – Meeting in

February

NEW BUSINESS:

Larry Salmela talked about township population and the challenge to keep them viable.
Gary Nelson talked about concern of aging township officers.

We are looking for a host for the annual meeting and entertainment in April.

Jim Kelley motioned and Gary Nelson seconded to adjourn the meeting. The meeting was adjourned at 8:10 PM. The next meeting will be held on Monday 13 January 2020.

Respectfully submitted,



Pat Hill, Secretary

9A.

Harris Township Monthly Hall Report
Caretaker: Bryanna Vetsch Date: December 20, 2019-January 3, 2020

- 1) Cleaning, Key meetings: 11 hrs
 - 2) Texts, calls, supplies, miscellaneous duties/work: 7.25 hrs.
- (Inspections, maintenance, non-routine work, Board Meeting Functions)

Notes:

Total (all hours worked): 18.25 hrs

Rentals:

1) Residents: 7

No charge/discounted ONLY by board approval 2

Notes:

- 12/5 Election year political event.
 - 12/6 Resident Funeral (confirmed residency after problems with reservation setup and payment requirements)
-

2) Non-residents: 3

Discounted ONLY by board approval 0

Notes:

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

Total: 12

Deposits Retained: 0

Reason: _____

Total Money Collected: \$550

10A.

Harris Township December Maintenance Report

Weekly Maintenance Plan December 2nd – December 31st 2019

Date: 12/02/19

- meeting with mike and Ken 1 hr.
- plowed townhall, shoveled front walkway and both exits. cleared path to flag and around building. Added ice melt. Plowed Mishawaka boat landing, and LA Plant landing, Casper Landing, Wood tick landing, Crystal Park. Shoveled walk by warming shack. Plowed around service center. Started snow blowing cemetery. 6 hrs.
- Went to Davis Oil for fuel in Chevy Pickup 1 hr.

Date: 12/03/19

- meeting with Mike & Ken .5 hr.
- snowplowed cemetery roads and plowed in front of cemetery building. cleaned off door step. 2 hrs.
- Plowed wendigo park and shoveled in front of gate entrances, changed trash liner. 1.5 hr.
- went to I&M supply to purchase ice melt, toilet paper and hand towels. Picked up def exhaust fluid. added def fluid to Chevy pickup and unloaded supply's at service center. 1 hr.
- took ice melt to town hall and filled bucket at front door. Lit water heater for floor heater in service center garage. 1 hr.
- cleaned floors and bathroom at service center. 1 hr.
- drove plowed roads and all look good. Checked landings. 1 hr.
- spoke with derrick on snow blowing procedure of hockey rinks.

Date: 12/04/19

- meeting with Mike & Ken 1 hr.
- went to wendigo park and snow blowed trail around baseball field for patrons walking. Cleared gates and around warming shack. Cleaned off hockey rink & edges. Raked leaves in hockey rink. Blew snow piles outside of fence. 4.5 hrs.
- went to Chrystal park and cleaned snow pile in front of rink and in front of warming shack. Started clearing off hockey rink but stopped due to shoot constantly clogging on snow blower Due to wet snow. I will finish job first thing Thursday morning. 2 hrs.
- went to townhall and measured ceiling for Brianna for upcoming rental. .5 hr.

Date: 12/05/19

- Meeting with Ken .5 hr.
- went to Chrystal park and snow blowed hockey rink, & edges around parking lot. 4.5 hrs.
- drove roads for trash and fallen trees on the following. KeyView, east Harris road, Norberg, Davis road, aspen , wendigo park road. Hugh's road, janes lane. Stoney point, Mishawaka, Gary drive, field crest, Kathryn and sunny beach road. 2.5 hrs.
- read the new safety sheet and guide lines. signed .5 hr.

101

Date: 12/06/19

- went to wendigo park hockey rink. Blew and rake leaves from hockey rink and shoveled out junks of snow. Flooded rink. 4 hrs.
- went to Chrystal park rink and flooded with water. 2.5 hrs.
- went to Davis oil and filled up Chevy pickup. 1 hr.
- went to I&M and had keys made for well pump padlock at wendigo park. .5 hr.

Date: 12/09/19

- Meeting with Mike. .5 hr.
- plowed stony point, ruff Shores. Winston Taylor, Alicia spur, sunny beach addition, sunset drive, Forestview trail, service center roads up to cemetery. Plowed around service center yard and shovel deck at front door. Plowed townhall. Shoveled front entrance and both side doors. Snowbell path around building for emergency exit walkway. Spread ice melt on front walk way and handicap parking. Rolled up one firehose in garage that was frozen from Friday flooding rinks. 7 hrs.

Date: 12/10/19

- meeting with mike. .5 hr.
- plowed cemetery roads. 2 hrs.
- snow blew section 3 block 29 for funeral Thursday. 1 hr.
- setup ground heater. 1.5 hrs.
- went to express and signed papers. 1 hr.
- plowed Casper landing, wood tick landing and Mishawaka. 2 hrs.

Date: 12/11/19

- meeting with Mike and Ken 1 hr.
- picked up Greig from Plagemans Landscaping and dug full burial in section 3 block 29. Dropped Greig and his equipment off. Put boards over grave and put away ground heater in garage 4 hrs.
- shoveled snow off trailer, loaded john Deere 1445 tractor and took it to Pokegama lawn and sport. 1hr.
- filled out incident report for damaged mirror on truck. .5 hr.
- picked up new mirror at Chevy dealer. .5 hr.
- rolled up fire hoses and put in garage for temp storage. put jack underneath dump truck bumper due to being full of dirt per derrick. Loaded bucket of dirt in asv and parked in garage. 1 hr.

Date: 12/12/19

- meeting with Ken. .5 hr.
- installed mirror on Chevy 3500 pickup. .5 hr.
- plowed Chrystal park and shoveled walk and warming shack steps. Plowed la plant landing. Plowed wendigo park. 3 hrs.
- went to Davis oil and filled up Chevy pickup. 1 hr.
- filled in burial in section 3. 3 hrs.

Date: 12/13/19

- meeting with Ken .5 hr.
- went to Walmart and purchased 4 bags of ice melt for townhall.
Plowed parking lot and spread ice melt. At front entrance. 1.5 hrs.
- plowed Stoney point road. 1 hr.
- went to I&M and returned keys that didn't work. .5 hr.
- went to ace hardware and bought locks and had keys made for well pumps at Chrystal park and wendigo. Put new locks on and spares for supervisors are at service center. 1.5 hrs.
- cleaned Chevy truck at car wash and cleaned inside of vehicle. 2 hrs.
- cleaned service center floors and bathroom. 1 hr.

Date: 12/16/19

- meeting with mike & Ken .5 hr.
- plowed all snow route roads. Chrystal park, la plant landing, Casper and wood tick landing. Plowed and shoveled townhall and spread ice melt. Plowed Mishawaka landing. Plowed service center yard and road. Plowed road to cometary. 7.5 hrs.
- Talked to Pokegama lawn and sport I will pick up tractor first thing in the morning.

Date: 12/17/19

- meeting with Ken .5 hr.
- went to Pokegama lawn and sport to pick up john Deer 1445 tractor. 1 hr.
- met nick with northern air at townhall and service center. 4 hrs.
- snow blowed Chrystal park hockey rink 2.5 hrs.

Date: 12/18/19

- meeting with Ken .5 hr.
- went to Chrystal park and shoveled edges of rink. Flooded rink with approx. 1 inch of water. Turned on warming shack heater. 3 hrs.
- went to Davis oil for fuel in Chevy pickup. 1 hr.
- went to wendigo park hockey rink. met Doug which is a volunteer worker. We used snowblower on rink and shoveled all ice off of rink and prepared for flooding in the morning. I snow blew off trail around baseball field for walking & cleared off snow in front of warming shack. Also turned heater on in warming shack. 3.5 hrs.

Date: 12/20/19

- meeting with mike and ken .5 hr.
- flooded wendigo rink 3 hrs.
- flooded Chrystal park rink 2.5 hrs.
- cleaned service center for meeting Monday 1 hr.
- washed Chevy pickup 1 hr.

Date: 12/26/19

- meeting with Jim & Mike. .5 hr.
- snow blew roads at cemetery, cleaned in front of entrance door and garage doors. Moved pile of snow off in section three & roads. Plowed road from service center to cemetery. 3.5 hrs.
- coming in at 8pm to flood rinks 2 hrs.

Date: 12/ 27/19

- meeting with mike .5 hr.
- washed dump truck and cleaned out. Added washer fluid and checked all fluid levels. 2 hrs.
- swept garage floor and straighten up. 1 hr.
- moved snow piles at cemetery and service center 2 hrs.
- checked hockey rinks at both wendigo park & Chrystal park. Picked up trash at parks and all boat landings. 2 hrs.
- rolled up fire hose and is in pickup truck

Date: 12/29/2019

- plowed service center and road to cemetery. Shoveled walks and entrances at townhall. Added ice melt in front walk way. Plowed parking lot. 2.5 hrs.
- went to Davis oil to top fuel off in truck but they were closed. .5 hr.

Date: 12/30/19

- meeting with mike .5 hr.
- loaded ASV and went to stony point, pushed snow back on corner and top of hill. Scraped as much snow and ice off of hill as possible. Pushed snow back at the dead end of road. 3 hrs.
- went to Davis oil and filled Chevy pickup with fuel. .5 hr.
- unloaded ASV AT service center. Loaded john Deere and snow blew Chrystal park rink and shoveled corners off. Cleaned in front of warming shack and porta john. Plowed parking lot. Plowed in front of service center and unloaded equipment. 4 hrs.

Date: 12/31/19

- Work done that is not on the weekly plan: meeting with mike and Ken. .5 hr.
- went to townhall and melted ice from padlocks on box for Peggy. .5 hr.
- loaded equipment and went to wendigo park. Snow blew trail around baseball field. Snow blew hockey rink off and cleared area in front of warming shack. Plowed parking lot. 4 hrs.
- plowed Mishawaka boat landing and plowed Casper landing. La plant landing was full of cars so I did not plow. 3 hrs.

HARRIS TOWNSHIP RECIEPTS Date: December 2019 expense report

Date & Place	Qty.	Item	NO.	Where use...	Cost
12/03/19 L&M	1	Ice melt and def fluid, bleach, paper towel & toilet paper	680	Service center supplies	36.45
12/06/19 L&M	1	Key blank = 4	504	Padlock lock wendigo well pump	7.16
12/13/19 Ace Hardware	1	Pad locks, key ring, keys made, Glass Cleaner & Sponge	300 &50 4	Cleaning trucks & well pump locks replaced	71.72
12/13/19 Walmart	1	Ice melt	607	Townhall grounds	31.88
12/11/19 Grand Rapids Gm Dealer	1	Mirror passenger side	300	2013 Chevy pickup	375.00
12/17/19 Pokegama Lawn & Sport	1	Throttle cable & Cable for snow blower shoot	382	John Deere 1445	274.5

HARRIS TOWNSHIP RECIEPTS

DATE: December 2019 fuel expense report 2013 Chevy pickup

Date & Place	Qty.	Item	NO.	Where use...	Cost
12/02/19 Davis oil	24.418 gallon s	#2 on road diesel	300	Chevy pickup mileage 43122	81.25
12/06/19 Davis Oil	22.297 gallon s	#2 on road diesel	300	Chevy pickup mileage 43333	75.79
12/12/19 Davis Oil	28.252 gallon s	#2 on road diesel	300	Chevy pickup mileage 43581	80.77
12/18/19 Davis Oil	28.880 gallon s	#2 on road diesel	300	Chevy pickup mileage 43827	82.57
12/30/19 Davis Oil	23.734 gallon s	#2 on road diesel	300	Chevy pickup mileage	67.86



Search mail

11 B.

Compose

Inbox 4

Starred

Snoozed

Sent

Drafts

INBOX/you tube vidoes ...



Harris

No recent chats

Send a new one

Ken Haubrich
Supervisor A
Harris Township Board of Supervisors

----- Forwarded message -----

From: **Stewart Sound Systems LLC** <stewartsoundsystems@charter.net>

Date: Tue, Jan 14, 2020 at 2:37 PM

Subject: Components and Misc Estimate

To: Ken Haubrich <supervisorahp@gmail.com>, Jody Stewart <stewartsoundsystems@c>

Hi Ken,

Please click on the attached pdf file to view the estimate for the down payment needed to get starte

The amount came to \$3,874.24 with the labor balance of \$3,540.40

I will submit a partial labor billing when we get most of the equipment installed.

The final labor payment will be when we can finish the outdoor work and the training.

I'm in transition from Crosby to Crosslake at the time so please mail the check to:

Stewart Sound Systems LLC

35386 Maroda Drive

Crosslake, MN. 56441

Thanks and regards.

Stewart Sound Systems LLC

703 Birch Street
Crosby, MN 56441

ESTIMATE

DATE 1/14/2020
ESTIMATE# 2856
REP
PHONE 218-851-6459

stewartsoundsystems@charter.net

Harris Township
20876 Wendigo Park Rd.
Grand Rapids, MN. 55744
Attn: Ken Haubrich

PROJECT		BILLING FOR COMPONENTS		
QTY	ITEM	DESCRIPTION	PRICE	TOTAL
1	NVR302A-08/...	NVR RECORDER & LOCK BOX ENS Lite Series 8-channel 4K & H.264 Network Video Recorder/ H.265 and H.264 Codec Decoding/ Max 200Mbps Incoming Bandwidth/ Up to 8MP Resolution for Preview and Playback/ HDMI and VGA Simultaneous Video Output/ 8 PoE (power over ethernet) Camera Ports/ 16TB, 2 x 8TB Hard Drives	919.10	919.10
1	ST-LB03	ENS DVR Lock Box with Fan/ Dimensions: 21" x 21" x 8"/ Camlock with 2 Keys/ Steel Construction/ Removable Lid/ 120V AC Fan/ Rubber Feet	113.10	113.10
1	PDN59U430H-1	AUTO TRACKING PTZ CAMERA ENS StarLight IR PTZ Network Camera/ Auto Tracking/ 25x Optical Zoom/ 1/3" STARVIS CMOS Video Sensor/ 328-feet IR Night Time Vision in StarLight Color/ 4K, 2592p x 1520p, 4 Megapixels/ -40F to +158F Operating Temperature/ IP66 Waterproof Rating	908.74	908.74
1	PFA150	ENS Pole Mount for PTZ Camera Arm or Direct Mounting/ White/ Neat and Integrated Design	26.00	26.00
1	PFA120	ENS Aluminum Junction Box with Conduit Access Ports/ White/ Neat and Integrated Design	19.50	19.50
1	HNC3V151T-I...	BULLET CAMERA WITH MOTORIZED ZOOM ENS StarLight IR Bullet Network Camera/ 2.7-13.5mm Varifocal Lens/ 1/2.7" STARVIS CMOS Video Sensor/ 197-feet IR Night Time Vision in StarLight Color/ 2592p x 1944p, 5 Megapixels/ -22F to +140F Operating Temperature/ IP67 Waterproof Rating	188.50	188.50
1	PFA135	ENS Round Aluminum Junction Box with Conduit Access Ports/ White/ Neat and Integrated Design	14.30	14.30
1	OR1500LCDR...	UNINTERRUPTED POWER SUPPLY CyberPower 1500VA-900W UPS/ 18-minute Half Load, 6-minute Full Load/ Surge Protection/ Rack Mount or Tower Convertible	410.80	410.80
0.6	CAT6-DB	CABLING Cat6 Outdoor Direct Burial Cable/ 23AWG/ 600Mhz/ CMX Rating/ 1000-foot Spool	244.25	146.55
0.6	CAT6-DB	Cat6 Outdoor Direct Burial Cable/ 23AWG/ 600Mhz/ CMX Rating/ 1000-foot Spool	244.25	146.55
1	RENTAL	BOOM LIFT RENTAL Rental of Towable Articulated Boom Lift/ Daily Rate	285.12	285.12
1	RENTAL	Rental of Trencher/ Daily Rate	231.98	231.98

EQUIPMENT AND SHIPPING MUST BE PAID IN ADVANCE
THANK YOU!

Subtotal

Tax (6.875%)

TOTAL

Stewart Sound Systems LLC

703 Birch Street
Crosby, MN 56441

ESTIMATE

DATE 1/14/2020
ESTIMATE# 2856
REP
PHONE 218-851-6459

stewartsoundsystems@charter.net

Harris Township
20876 Wendigo Park Rd.
Grand Rapids, MN. 55744
Attn: Ken Haubrich

PROJECT		BILLING FOR COMPONENTS		
QTY	ITEM	DESCRIPTION	PRICE	TOTAL
	SHIPPING	Shipping, Receiving & Insurance	64.00	64.00
	MISC	Misc. Hardware, Connectors, Wire, Cable, Conduit, Fasteners, Labels, Unknowns, Etc. Necessary to Complete Job.	400.00	400.00

EQUIPMENT AND SHIPPING MUST BE PAID IN ADVANCE
THANK YOU!

Subtotal	\$3,874.24
Tax (6.875%)	\$0.00
TOTAL	\$3,874.24

HARRIS TOWNSHIP
Fire extinguisher list

11C.

Date & Place	Qty.	Item	NO.	Charge status	6 yr due
S.c boiler room	1	2004 9 lb	Wy948083	green	Due
S.c Bathroom	1	3 lb	NI338613	green	Due
S.c entryway	1	1990 5lb	Jl829289	Green	Due
S.c attached garage	1	2017 7lb	Wf143958	Green	2023
S.c shop	1	2004 9lb	Wy948033	Green	Due
ASV	1	2017 2LB	XOO7815	GREEN	2023
S.C SHOP	1	2004 9LB	WY948030	GREEN	Due
Dump truck	1	2018 3lb	Bt161755	Green	2024
Pickup	1	2018 3lb	Bt161755	Green	2024
s.c shop	1	b.c ansul 30lb	Lr-30-d	Green	Due
J.D 1445	1	2017 2lb	Aj935707	Green	2023
Townhall garage	1	7lb no date	Pg831868	Green	Due
Townhall entryway	1	2018 10 lb	Gj412766	Green	2024
Townhall kitchen	2	2017 3lb/ 2017 10lb	Bt324084/gl412765	Green	2024
Townhall basement	1	2018 7LB	E68270546	GREEN	2023
CHRYSTAL PARK SHACK	1	2017 6LB	E047222	GREEN	2024
WENDIGO PARK SHACK	1	2019 3LB	F67392125	GREEN	2025
CEMETARY BLDG	1	2017 7LB	VZ390763	DISCHARGED IN THE RED	2023
j.d 7130 TRACTOR	1	NO DATE/ 7LBS	ZZ880608	CHARGED	Due

UNITED STATES
DEPARTMENT OF LABOR

Occupational Safety and Health Administration

1910.157 - Portable fire extinguishers.

Scope and application. The requirements of this section apply to the placement, use, maintenance, and testing of portable fire extinguishers provided for the use of employees. Paragraph (d) of this section does not apply to extinguishers provided for employee use on the outside of workplace buildings or structures. Where extinguishers are provided but are not intended for employee use and the employer has an emergency action plan and a fire prevention plan that meet the requirements of 29 CFR 1910.38 and 29 CFR 1910.39 respectively, then only the requirements of paragraphs (e) and (f) of this section apply.

1910.157(b)

Exemptions.

1910.157(b)(1)

Where the employer has established and implemented a written fire safety policy which requires the immediate and total evacuation of employees from the workplace upon the sounding of a fire alarm signal and which includes an emergency action plan and a fire prevention plan which meet the requirements of 29 CFR 1910.38 and 29 CFR 1910.39 respectively, and when extinguishers are not available in the workplace, the employer is exempt from all requirements of this section unless a specific standard in part 1910 requires that a portable fire extinguisher be provided.

1910.157(b)(2)

Where the employer has an emergency action plan meeting the requirements of 1910.38 which designates certain employees to be the only employees authorized to use the available portable fire extinguishers, and which requires all other employees in the fire area to immediately evacuate the affected work area upon the sounding of the fire alarm, the employer is exempt from the distribution requirements in paragraph (d) of this section.

1910.157(c)

General requirements.

1910.157(c)(1)

The employer shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.

1910.157(c)(2)

Only approved portable fire extinguishers shall be used to meet the requirements of this section.

1910.157(c)(3)

The employer shall not provide or make available in the workplace portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents.

1910.157(c)(4)

The employer shall assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

1910.157(c)(5)

The employer shall remove from service all soldered or riveted shell self-generating soda acid or self-generating foam or gas cartridge water type portable fire extinguishers which are operated by inverting the extinguisher to rupture the cartridge or to initiate an uncontrollable pressure generating chemical reaction to expel the agent.

1910.157(d)

Selection and distribution.

[1910.157\(d\)\(1\)](#)

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.

1910.157(d)(2)

The employer shall distribute portable fire extinguishers for use by employees on Class A fires so that the travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

[1910.157\(d\)\(3\)](#)

The employer may use uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use by employees instead of Class A portable fire extinguishers, provided that such systems meet the respective requirements of 1910.158 or 1910.159, that they provide total coverage of the area to be protected, and that employees are trained at least annually in their use.

1910.157(d)(4)

The employer shall distribute portable fire extinguishers for use by employees on Class B fires so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.

1910.157(d)(5)

The employer shall distribute portable fire extinguishers used for Class C hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards.

1910.157(d)(6)

The employer shall distribute portable fire extinguishers or other containers of Class D extinguishing agent for use by employees so that the travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less. Portable fire extinguishers for Class D hazards are required in those combustible metal working areas where combustible metal powders, flakes, shavings, or similarly sized products are generated at least once every two weeks.

[1910.157\(e\)](#)

Inspection, maintenance and testing.

[1910.157\(e\)\(1\)](#)

The employer shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.

[1910.157\(e\)\(2\)](#)

Portable extinguishers or hose used in lieu thereof under paragraph (d)(3) of this section shall be visually inspected monthly.

[1910.157\(e\)\(3\)](#)

The employer shall assure that portable fire extinguishers are subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The employer shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record shall be available to the Assistant Secretary upon request.

1910.157(e)(4)

The employer shall assure that stored pressure dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subjected to applicable maintenance procedures every 6 years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed, the 6-year requirement begins from that date.

1910.157(e)(5)

The employer shall assure that alternate equivalent protection is provided when portable fire extinguishers are removed from service for maintenance and recharging.

[1910.157\(f\)](#)

Hydrostatic testing.

1910.157(f)(1)

The employer shall assure that hydrostatic testing is performed by trained persons with suitable testing equipment and facilities.

1910.157(f)(2)

The employer shall assure that portable extinguishers are hydrostatically tested at the intervals listed in Table L-1 of this section, except under any of the following conditions:

1910.157(f)(2)(i)

When the unit has been repaired by soldering, welding, brazing, or use of patching compounds;

1910.157(f)(2)(ii)

When the cylinder or shell threads are damaged;

1910.157(f)(2)(iii)

When there is corrosion that has caused pitting, including corrosion under removable name plate assemblies;

1910.157(f)(2)(iv)

When the extinguisher has been burned in a fire; or

1910.157(f)(2)(v)

When a calcium chloride extinguishing agent has been used in a stainless-steel shell.

1910.157(f)(3)

In addition to an external visual examination, the employer shall assure that an internal examination of cylinders and shells to be tested is made prior to the hydrostatic tests.

TABLE L-1

Type of extinguishers	Test interval (years)
Soda acid (soldered brass shells) (until 1/1/82)	(1)
Soda acid (stainless steel shell)	5
Cartridge operated water and/or antifreeze	5
Stored pressure water and/or antifreeze	5
Wetting agent	5
Foam (soldered brass shells) (until 1/1/82)	(1)
Foam (stainless steel shell)	5
Aqueous Film Forming foam (AFFF)	5
	5
Loaded stream	5
Dry chemical with stainless steel	5
Carbon Dioxide	12
Dry chemical, stored pressure, with mild steel, brazed brass or aluminum shells	12
Dry chemical, cartridge or cylinder operated, with mild steel shells	12
Halon 1211	12
Halon 1301	12
Dry powder, cartridge or cylinder operated with mild steel shells	12

¹Extinguishers having shells constructed of copper or brass joined by soft solder or rivets shall not be hydrostatically tested and shall be removed from service by January 1, 1982. (Not permitted)

1910.157(f)(4)

The employer shall assure that portable fire extinguishers are hydrostatically tested whenever they show new evidence of corrosion or mechanical injury, except under the conditions listed in paragraphs (f)(2)(i)-(v) of this section.

1910.157(f)(5)

The employer shall assure that hydrostatic tests are performed on extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval shall be the same as specified for the extinguisher on which the hose is installed.

1910.157(f)(6)

The employer shall assure that carbon dioxide hose assemblies with a shut-off nozzle are hydrostatically tested at 1,250 psi (8,620 kPa).

1910.157(f)(7)

The employer shall assure that dry chemical and dry powder hose assemblies with a shut-off nozzle are hydrostatically tested at 300 psi (2,070 kPa).

1910.157(f)(8)

Hose assemblies passing a hydrostatic test do not require any type of recording or stamping.

1910.157(f)(9)

The employer shall assure that hose assemblies for carbon dioxide extinguishers that require a hydrostatic test are tested within a protective cage device.

1910.157(f)(10)

The employer shall assure that carbon dioxide extinguishers and nitrogen or carbon dioxide cylinders used with wheeled extinguishers are tested every 5 years at 5/3 of the service pressure as stamped into the cylinder.

Nitrogen cylinders which comply with 49 CFR 173.34(e)(15) may be hydrostatically tested every 10 years.

1910.157(f)(11)

The employer shall assure that all stored pressure and Halon 1211 types of extinguishers are hydrostatically tested at the factory test pressure not to exceed two times the service pressure.

1910.157(f)(12)

The employer shall assure that acceptable self-generating type soda acid and foam extinguishers are tested at 350 psi (2,410 kPa).

1910.157(f)(13)

Air or gas pressure may not be used for hydrostatic testing.

1910.157(f)(14)

Extinguisher shells, cylinders, or cartridges which fail a hydrostatic pressure test, or which are not fit for testing shall be removed from service and from the workplace.

1910.157(f)(15)(i)

The equipment for testing compressed gas type cylinders shall be of the water jacket type. The equipment shall be provided with an expansion indicator which operates with an accuracy within one percent of the total expansion or .1cc (.1mL) of liquid.

1910.157(f)(15)(ii)

The equipment for testing non-compressed gas type cylinders shall consist of the following:

1910.157(f)(15)(ii)(A)

A hydrostatic test pump, hand or power operated, capable of producing not less than 150 percent of the test pressure, which shall include appropriate check valves and fittings;

1910.157(f)(15)(ii)(B)

A flexible connection for attachment to fittings to test through the extinguisher nozzle, test bonnet, or hose outlet, as is applicable; and

1910.157(f)(15)(ii)(C)

A protective cage or barrier for personal protection of the tester, designed to provide visual observation of the extinguisher under test.

1910.157(f)(16)

The employer shall maintain and provide upon request to the Assistant Secretary evidence that the required hydrostatic testing of fire extinguishers has been performed at the time intervals shown in Table L-1. Such evidence shall be in the form of a certification record which includes the date of the test, the signature of the person who performed the test and the serial number, or other identifier, of the fire extinguisher that was tested. Such records shall be kept until the extinguisher is hydrostatically retested at the time interval specified in Table L-1 or until the extinguisher is taken out of service, whichever comes first.

1910.157(g)

Training and education.

1910.157(g)(1)

Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

1910.157(g)(2)

The employer shall provide the education required in paragraph (g)(1) of this section upon initial employment and at least annually thereafter.

1910.157(g)(3)

The employer shall provide employees who have been designated to use firefighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.

1910.157(g)(4)

The employer shall provide the training required in paragraph (g)(3) of this section upon initial assignment to the designated group of employees and at least annually thereafter.

[45 FR 60708, Sept. 12, 1980; 46 FR 24557, May 1, 1981, as amended at 51 FR 34560, Sept. 29, 1986; 61 FR 9227, March 7, 1996; 67 FR 67964, Nov. 7, 2002]

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

Town of Harris, County of Itasca, State of Minnesota

11E.

Resolution No. 2020-004

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

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

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

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation each year; AND

WHEREAS, the Officers of the Harris Town Board met to review their compensation on January 15, 2020; AND

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

BE IT FURTHER RESOLVED that these rates will be used in calculating all claims paid from February 1, 2020 check run, until the next annual review of Township Officer compensation to be held prior to January 31, 2021.

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – January 1, 2020 – January 31, 2021

Township Board Supervisor

Serving as Chairman:

\$ 450.00 per month, plus
\$ 19.00 per hour for allocated labor, and
\$ 60.00 per regularly scheduled, or legally required, Township meetings

Township Board Supervisors
(non-chairman)

\$ 400.00 per month, plus
\$ 19.00 per hour for allocated labor, and
\$ 60.00 per regularly scheduled, or legally required, Township meetings

All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

APPENDIX J

Annual Town Meeting

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

Newsletter and Website Updates

Newsletters are completed by volunteers.

Website is updated by the Clerk and is part of the stipend for that employee.

Mileage Reimbursement:

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

Detailed Claims:

No Officer or employee shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board, detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses for supervisors shall be made on Board approved format at the next following Regular board meeting. Pay requests for the Supervisors will be on a one month (EX: May 1-May31) basis. The pay requests will be scanned in by the treasurer and will become part of the monthly bills to allow the Treasurer, more time to process the requests. All pay requests must also be submitted by the 3rd of the month to the treasurer to allow time to scan, send to the supervisors.

Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

All other employees of the township must turn in their pay requests the Friday before each Regular Board Meeting, and P & D Meeting. The pay requests will be scanned in by the treasurer and will become part of the monthly bills to allow the Treasurer, more time to process the requests.

Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

Retirement

The Public Employees Retirement Association of Minnesota (PERA) plan is used for each Town Supervisor, Clerk and Treasurer (Deputies are not included)

Adopted this ____ day of _____, 2020.

By the Board Chairman,

Ken Haubrich

Attest: _____
Peggy Clayton, Supervisor/Clerk

ADMINISTRATIVE POLICY

for

Board Meetings and Access to Public Information

(This resolution will replace the former Administrative Policy via Resolution #2016-006)

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

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

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

NOW THEREFORE, BE IT RESOLVED that the Town Board of Harris, Itasca County, Minnesota, hereby adopts the following updated administrative policy, replacing resolution #2019-006, regarding board meetings and access to public information:

1. Scope:

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

1.1 Data Practices Act.

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

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

2. Meeting times and location:

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

a. Exceptions:

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

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

3. Holidays

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

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

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

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

5. Presiding officer:

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

a. Appeal of presiding officer's ruling:

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

b. Rights of presiding officer:

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

6. Order of business:

6.1. The Regular Meetings:

An agenda will be prepared by the Clerk for each Regular meeting. All agenda items will need to be submitted to the Clerk by 5:00 PM the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair by the Clerk, via e-mail prior to printing. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours

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

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

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

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

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

An agenda will be prepared by the Clerk for each P & D meeting. All agenda items will need to be submitted to the Clerk by 5:00 PM the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair via e-mail prior to the printing of agenda. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda unless time constraints restrict the item from being placed on the agenda for the next regular meeting. The Clerk will provide by the close of Monday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

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

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

a. Varying order of business:

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

b. Consent agenda:

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

7. Rules of parliamentary procedure:

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

8. Public participation:

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

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

presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

a. Spokesman

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

b. Recording by the public

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

c. Written materials

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

9. Record of meetings:

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

10. Audio Recordings:

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

11. Continue Meetings:

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

12. Access to public information:

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

A. Request for Information.

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

a. Fees for Photocopies.

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

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

b. Prepayment of Fees

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

13. Amending or updating the policy:

The Board may amend this policy by resolution.

14. Severability:

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

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

16. Description of Job Duties:

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

17. Employee Compensation Policy – Appendix I

18. Compensation for Current Regular Township Employees – Appendix J

Adopted this _____ day of January, 2020.

Ken Haubrich, Chair

Attest: _____
Peggy Clayton, Supervisor/Clerk

Appendix A

RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

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

Voting:

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

Method of taking action:

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

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

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

HARRIS TOWNSHIP INFORMATION REQUEST FORM

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

Requester's Name: _____ Date of Request _____

Requester's Address: _____

Requester's Phone Number: _____ Signature _____

Description of the Information Requested: _____

Town Use Only

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

Fees applicable to the request:

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

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

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

Appendix C

Board Supervisor Duties:

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

2. **Duties covered under the supervisors stipend as per compensation policy:**
 - Inspection of parks
 - Inspection of cemetery
 - Inspection of all landings
 - Inspection of roads (paved or dirt)
 - Zoning prep (items which are not a meeting or not involving a quorum of supervisors)
 - Township Facebook updates
 - Working with contractors (i.e. bids, supervision of contractors/vendors)

- Emails to/from constituents (those received should be forwarded to specific supervisor)
- Phone calls to/from constituents (those received should be forwarded to specific supervisor)
- Inspection of weeds (noxious) aka Weed Inspector

3. Required/Mandated Township Meetings paid as per our compensation policy, and not covered under the monthly stipend:

- Regular Township monthly meetings
- Regular P & D Township monthly meetings
- Regular Township Association monthly meetings
- Canvas Meeting, after annual meeting
- Audit Meeting, annually
- Board of Equalization Meeting
- Legally required meetings (i.e. Public Hearings, etc)

4. Meetings, duties, etc. paid (for) at an hourly rate as per our compensation policy, and not covered under the stipend:

- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
- Training sessions
- Work sessions
- Emergency meetings
- Conducting interviews
- Supervision of employees and volunteers

5. Mileage:

- To be charged at the Fed. rate [REDACTED]
- Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
- Mileage paid for any other township related business.
- No mileage paid for driving to/from required/mandated township monthly meetings.

6. Special Projects (must) come before the township board for prior approval and/or to request payment, if applicable:

- Those projects, etc. that a township supervisor may need to be involved in, but that does not fit into categories 1-4 above.

Appendix D APPOINTED TREASURER

Township Treasurer Job Description:

The Township Treasurer position exists to perform intermediate, professional, and administrative accounting work, and reviewing, and analyzing accounting transactions in township accounts. Understands and assist in the preparation of financial and accounting work papers, and reports. Performs financial analysis and forecasting. Performs complicated reconciliations requiring use of good judgment. This position handles/works with a budget of approximately \$1M.

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

Mandatory M.S. 367.16 duties:

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

Additional duties:

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

- b. Assist in the development and monitoring of all accounting policies, systems, and procedures to assure adequate accounting controls.
 - c. Reconcile selected general ledger accounts, preparing monthly journal entries as needed.
 - d. Maintain record of pledged collateral by official depositories to meet statute requirements. Contact depository as necessary to adjust amount.
 - e. Work with Bond Consult and provide information necessary for bond issues. Ensure compliance for outstanding bonds.
- 11) Accounts payable:
- a. Process all accounts payable, including review and process all invoices for accuracy, proper authorization, account coding, and to ensure payments are made in a timely manner.
 - b. Match open and closed invoices against statements.
 - c. Coordinate and resolve discrepancies with township supervisors concerning purchasing policy guidelines, account coding, authorization, and other issues.
 - d. Contact vendors to coordinate and resolve discrepancies in accounts payable.
 - e. Maintain W9 files for all vendors.
 - f. Prepare claims and checks for monthly board approval.
 - g. Monitor town contracts for compliance.
 - h. Prepare form 1096/1099 as required by the IRS.
 - i. Maintain organized filing system including all necessary supporting documents.
- 12) Accounts receivable:
- a. Invoice developers, property owners, etc. for various charges; assess late fees, and finance charges as directed.
 - b. Collect, verify, and post payments. Maintain and adjust accounts as necessary.
 - c. Administer collection procedures and certifications on delinquent accounts.
 - d. Prepare monthly analysis of account activity/escrow account. Accurately maintain spreadsheet summary and detail of escrow account payments and charges/fees.
 - e. Prepare refund documents when applicable.
 - f. Prepare annual escrow funds sheets for audit purposes.
- 13) Audit preparation:
- a. Assist in preparing audit work papers, schedules and reports.
 - b. Provide external auditors with requested information and documentation.
- 14) Budget/forecasting process:
- a. Prepare annual budget and forecast. Make financial recommendations to the township board of supervisors.
 - b. Monitor budget to actual financial data and update the township board of supervisors as appropriate.
 - c. Begin updating supervisors on budgets in early August so the board is aware of funds available, etc.
- 15) Letters of credit:
- a. Maintain files on all letters of credit. Ensure LOC's are current and renew as applicable.
 - b. Draw draft/release letters to bank.
- 16) Payroll:
- a. Collect and review employee time sheets. Research and resolve discrepancies.
 - b. Accurately process payroll including appropriately coding expense into applicable funds.
- 17) Print payroll checks and reports for approval at township board meetings.
- 18) Process financials for the previous month:
- a. Add all disbursements to the account register
 - b. Add all receipts to the account register

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

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

Minimum qualifications:

Must:

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

Must also:

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

Preference for:

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

Appendix E

Appointed Clerk

Township Clerk Job Description:

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

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

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

Additional Clerk Job Duties:

Official Board Meetings, other Legally Required Meetings:

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

Bookkeeping, Office Prep:

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

Mail, and Deposit/checks:

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

Work Sessions, Budget Sessions, and other Special Meetings

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

Elections Duties for Clerk:

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

Emails, Texts, Phone Calls, etc:

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

Website Administration:

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

Resolutions, Ordinances, Policies, and Procedures:

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

Customer service:

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

Minimum Qualifications:

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

Must also:

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

Preference for:

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

Appendix F

Sexton Duties:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX G

Maintenance Worker

Reports to: Harris Town Board

Status: Non-Exempt – Full Time

Position Summary:

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

Essential Accountabilities:

Town hall

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

Cemetery

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

Public Access (boat landings)

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

Essential Accountabilities:

Roadways

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

Recreation Facilities

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

General requirements

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

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

Working Conditions

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

Qualifications

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

APPENDIX H

CARETAKER HARRIS TOWNSHIP

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

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

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

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

Rate of Pay: \$13.00 per hour

Appendix I
Harris Township
EMPLOYEE COMPENSATION POLICY

- ◆ **Temp Full-Time Employees:** **As of January 2020** (to be reviewed annually)
 - Maintenance Crew: Starting wage will be between **\$13.00-\$15.00**/hour based on qualifications and experience.

- ◆ **Regular Part-Time Employees:** **As of January 2020** (to be reviewed annually)
 - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between **\$13.00-\$15.00**/hour based on qualifications and experience.

- ◆ **Temporary Employees:** **As of January 2020**
 - Skating Rink Attendant: Wage will be Minimum wage
 - Summer Intern / Maintenance Crew: Wage will be \$11.00-\$13.00 per hour
 - Moderator of Annual Town Meeting: Wage will be a flat meeting rate of \$60.00
 - Election Judges: Wage will be \$11.00 per hour for training time and hours worked on election day.
- and -
Mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage.

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

- ◆ **Effective Date:**

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

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

Appendix J

COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:

REQUEST:

To approve the following compensation for one full-time Maintenance Worker, appointed Clerk, and appointed Treasurer, the part-time Town Hall Caretaker, and the part-time Sexton of Harris Township, as recommended by the Board at their Administrative Policy Work Session on January 15, 2020.

EFFECTIVE DATE:

Rates to be effective for use in calculating pay requests processed for **February 1, 2020** check run, and until January 31, 2021.

Derrick Marttila	Full-time Maintenance Worker	\$21.25/hour
Bryanna Vetsch	Part-time Town Hall Caretaker	\$13.00/hour per cleaning and showing
Bryanna Vetsch	Cemetery Sexton	\$150.00/month
Vacant	Township Clerk	\$ 550.00 per month (to be evaluated after six month probation successfully completed)
Nancy Kopacek	Township Treasurer	\$ 750.00 per month (to be evaluated after six month probation successfully completed)
	Deputy Treasurer/ Deputy Clerk	Compensation will be the same as the absent Officer, for duties performed.

12A.

**Request for Board Action
January 22, 2020
2020 Election Judges for Presidential Nomination Primary**

STATEMENT OF ISSUE:

Approve the Clerk's list of election judges for the 2020 Presidential Nomination Primary on Tuesday, March 3, 2020.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The following people are being recommended for appointment as election judges for the March 3, 2020 for the Presidential Nomination Primary (all have been trained as the law prescribes, and have previously served as election judges):

- | | | |
|------------------------------------|---------------------------------|----------|
| 1 Paul Brown (<i>head judge</i>) | 20196 River Road | 244-6700 |
| 2 Etta Jane Flohaug | 32200 Southwood Road | 326-5631 |
| 3. Julia Schroeder | 20258 River Road | 244-3236 |
| 4. David Schroeder | 20258 River Road | 244-9554 |
| 5. Michele Smith | 30037 Harris Town Rd | 259-0844 |
| 6. Jane Dreke | 17726 Wendigo Road | 606-0983 |
| 7. Michele Palkki | 29197 Wesleyan Drive | 259-7605 |
| 8. Charlotte Lorenson | 21328 US Hwy 169 So. | 398-1512 |
| 9. Lola Seekman | 404 NE 8 th Ave, #1E | 244-8484 |
| 10. Joyleen Castle | 2 Irene Rd | 326-8220 |

Note: In compliance with MN state statue 204B.22 ELECTION JUDGES; NUMBER REQUIRED - Subdivision 1, a minimum of three (3) election judges is required for a township election. 4 is recommended for those using a HAVA Automark machine.

Judges will be working from 7:00 am until 8:00 pm for the Presidential Nomination Primary. A Health Care Facility Election Judge may need to assist any residents that are eligible and interested in voting by absentee ballot.

NOTE: Election Judges pay is being proposed at **\$16.00 per hour**, with the *Head* Election Judge pay being proposed at **\$17.00 per hour** for the Presidential Nomination Primary (only). Mileage must be paid by law for work-related travel, and is being proposed at the current IRS rate of **\$0.575 per mile**.

BOARD ACTION REQUESTED::

Approve the list of election judges as recommended by the Town Clerk for the Presidential Nomination Primary to be held on March 3, 2020.

Submitted by: Peggy Clayton
Supervisor/Clerk

Signed by: _____
Ken Haubrich, Chair

12 B.

given to Beleg A
1/15/2020



1831 Anne Street NW
Bemidji, MN 56601

Harris Township
20876 Wendigo Park Rd.
Grand Rapids, MN 55744-4852

January 10, 2020

RECEIVED
1/14/2020

City Clerk:

Enclosed is a check for remittance of Public Education and Government fees and franchise fees by Paul Bunyan Rural Telephone Cooperative on behalf of its members. This amount represents fees for the 4th Quarter of 2019.

If you have any questions regarding this payment, please feel free to contact me.

Sincerely,

Terri Crews
Paul Bunyan Rural Telephone Cooperative
(218) 444-1142
tcrews@paulbunyan.net



1831 Anne Street NW
 Bemidji, MN 56601

**4th Qtr 2019
 Harris Township**

PEG Fees

<u>Billing Month</u>	<u># of Subscribers Assessed</u>	<u>* Rate per Subscriber</u>	<u>\$ Assessed</u>
October	103	\$1.25	\$128.75
October prorations			(0.58) \$128.17
November	102	\$1.25	\$127.50
November prorations *			(0.67) \$126.83
December	101	\$1.25	\$126.25
December prorations *			(1.67) \$124.58
Total PEG Fees for Harris Township			\$379.58

Franchise Fees

<u>Billing Month</u>	<u>Gross Receipts</u>	<u>5% Fee</u>
October	12,223.40	611.17
November	12,011.40	600.57
December	11,833.80	591.69
Total Franchise Fees for Harris Township		\$ 1,803.43

TOTAL REMITTED

\$2,183.01



1831 ANNE STREET NW
BEMIDJI, MN 56601-5612
218-444-1234

PLEASE DETACH AND RETAIN

No. 135751

Date: 01/09/2020

DATE	INVOICE	DESCRIPTION	GROSS	N
01/07/2020	4QTR19 PEG/FRANCHISE	4QTR19 PEG/FRANCHISE FEES	2,183.01	2,183.
Vendor: 4469 HARRIS TOWNSHIP			Totals: 2,183.01	2,183.

THIS CHECK IS VOID WITHOUT A COLORED BACKGROUND AND WATERMARK/LINES ON THE BACK - HOLD AT ANGLE TO VIEW



1831 ANNE STREET NW
BEMIDJI, MN 56601-5612
218-444-1234

No. 135751

75-125/912

SECURITY BANK USA
BEMIDJI, MINNESOTA

TWO THOUSAND ONE HUNDRED EIGHTY-THREE AND 01 / 100*****

PAY HARRIS TOWNSHIP
TO 20876 WENDIGO PARK RD
THE GRAND RAPIDS MN 55744
ORDER
OF

DATE	CHECK NO.	AMOUNT
01/09/2020	135751	\$*****2,183.01

4469

SIGNATURE HAS A COLORED BACKGROUND - FRONT CONTAINS MICROPATTERNING

⑈ 135751 ⑈ ⑆ 091201258 ⑆ 399100111L ⑈

Ken Jyd



12C

Blackberry Sub

Dear Lake Country Power Member,

Lake States Tree Service (LSTS) has been contracted to do routine vegetation management for Lake Country Power's Distribution lines in the River Road, Shallow Lake and Warba areas. This Right-of-Way clearing process may take months to complete. This work involves mowing, trimming and removal of danger trees. This provides proper clearance and safety from the power lines and selective herbicide treatment of brush/stumps within easements, where applicable.

As part of the maintenance specification of Lake Country Power, and at no cost to the land owner, this work is scheduled to begin January 2020 and to be completed by December 31, 2020.

If you have any questions or concerns, Lake States Tree Service contacts have been listed below for your convenience. Please respond within 7 days, without a response, we will proceed with work as planned.

General Foreman
Jay Oukrop
Certified Arborist
License # MN-4184A
218-259-4843
joukrop@lstree.com

General Foreman
Bob McKenney
218-259-7547
bmckenney@lstree.com

Thank you,
Lake States Tree Service
25172 Commercial Drive
Grand Rapids, MN 55744

RECEIVED
1/10/20

Lake States Tree Service, Inc.

Please proceed with care in your vegetation control to brush and tree species within the power line easement which crosses my property. Take special note of: Gardens Ornamental Trees and Shrubs Grazing Cattle
 No concerns Other Precautions _____

I understand that this vegetation control will be performed at no cost to me if it meets the routine maintenance specification of Lake Country Power.

Property Owner's Signature

Phone Number

Email Address

Physical address of property in above circuit

____ Please mark if any access points, trails, roads, etc. on your property are accessible for us to use to gain access to the right-of-ways and we will be in contact with you.

Interested in wood chips (where applicable) when crews are in the area? Y N

FILL OUT AND RETURN TO LAKE STATES TREE SERVICE

Lake States Tree Service
25172 Commercial Drive
Grand Rapids, MN 55744



Itasca County Township Association
Office of the Treasurer
15674 US Hwy 169
Hill City, MN 55748-1569

12 D.

January 14, 2020

Dear Township Officers:

Enclosed is your dues statement for 2020. The Itasca County Township Association Board of Directors has adopted a new dues structure for 2020.

The last time dues were increased was in 1992. The dues structure at that time was based on net tax capacities for each township and that has worked well for many years. The net tax capacity formula no longer is meeting the needs of the budget for the Township Association.

In an attempt to fairly address the dues formula, the Board of Directors has adopted a dues structure that will calculate a percentage of each township's State Association dues. Two steps were needed. The first step was to determine the budgeted amount for the next year. The directors decided that the 2020 budget will be the actual expenditures during 2019. Actual expenditures for 2019 were \$ 7,118.66. The State Association dues for 2020 are \$ 17,021.44. So a percentage was obtained by dividing the 2019 budget (\$ 7,118.66) by the State Association dues (\$ 17,021.44)

As a result, most townships are seeing increases to the county dues. But keep in mind the county dues have not increased for over 25 years. The Board feels this is a more equitable way to determine the dues.

For some townships, this is a substantial increase, but if the current formula continues, there should not be huge fluctuations in the township's share of the county dues in the future. However, this will change if the State Association changes it's formula for dues and the other factor, of course, is the actual expenditures of the County Association. The County Association budget would not need to be adjusted unless there is a major shift. It is expected that some year's actual expenses will exceed the budgeted amount, but some years the actual expenses could be short of the budgeted amount. Those changes should self-correct. In 2009, the Association had a reserve of \$ 19,163.86. At the end of 2019, the reserve is \$ 10,098.86. This reserve would be used if expenses exceed the budget. After a few years, if the surplus remains steady, the Association may want to consider the amount of the surplus it wished to maintain.

Sincerely,

Roberta M. Truempier, Treasurer

enclosure



**DUES STATEMENT FOR COUNTY ASSOCIATION
and
MINNESOTA ASSOCIATION OF TOWNSHIPS DUES
For 2020**

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

The population data below is based on 2018 Populations from the State Demographer Office.

Township:	Harris - Itasca County	Population:	3257
	Itasca County Association of Townships Dues		
607.35			
\$1,452.24	Minnesota Association of Townships Dues		
2,059.59	TOTAL TO BE REMITTED TO COUNTY ASSOCIATION		
Make check payable to:	Itasca County Association of Townships		
Mail to:	Itasca County Roberta Truempfer, Treasurer 15674 US Highway 169 Hill City, MN 55748		

RECEIVED
1/17/2020

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

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

gamb
Treasurer
1/17/2020

For Your Information:

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

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

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

Roberta M. Truempfer, Treasurer
Itasca County Township Association
15674 U.S. Highway 169
Hill City, Minnesota 55748

12E.

Resolution 2020-006
Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5

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

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

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

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

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

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

Adopted this 22nd day of January 2020.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chair person or other if the chair is contracting

Resolution 2020-007
Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5

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

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

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

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

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

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

Adopted this 22nd day of January 2020.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chair person or other if the chair is contracting

Resolution 2020-008
Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5

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

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

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

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

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

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

Adopted this 22nd day of January 2020.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chair person or other if the chair is contracting

Resolution 2020-009
Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5

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

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

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

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

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

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

Adopted this 22nd day of January 2020.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chair person or other if the chair is contracting

12F

SERVICE RATE INFORMATION

Company Name: Harris Township

Date: 6/19/19

Job Title	Mark-Up
All Positions	1.48%

Your service rate includes Express Employment Professionals absorption of the following expenses:

- Advertising and Recruiting
- Bonding of Employees
- Verification of Authorization to Work in the United States
- Reference Checks
- In-depth Interview
- Appropriate Skills Assessment
- Workers' Compensation Insurance
- Payroll Administration
- Option for Drug Testing
- Option for Background Checks
- General Liability Insurance
- Federal/State Unemployment Taxes
- Social Security—Employer's Portion
- Medicare—Employer's Portion
- Associate Benefits (if any)

EVALUATION HIRE

We offer an evaluation hire program that allows you to hire our associates after a predetermined period or for an agreed upon fee. You must notify us of your intention to hire an associate to establish an evaluation hire period or fee.

See the staffing agreement for the actual terms of our Evaluation Hire Program.

The parties acknowledge that they have entered a staffing agreement dated _____. In the event of any inconsistency or conflict between any provision of this Service Rate Information sheet and the Staffing Agreement, the provisions of the Staffing Agreement shall supersede govern and control.

This quote covers flexible and evaluation hire assignments. The associate is on Express' payroll for the first 720 hours and can be transitioned to your payroll after that time without a transition fee. If you choose to hire prior to the completion of 720 hours, the following prorated fee schedules apply:

Term on Assignment (Hour worked)	Fee Schedule
Up to 250 Hours	20% of Annual Salary
251 – 520 Hours	10% of Annual Salary
521 – 719 Hours	5% of Annual Salary
720 Hours or more	No Transfer Fee

We look forward to working with you!

Express Employment Professionals

Client

Print Name: _____

Print Name: _____

Date: _____

Date: _____

This quote is valid for 1 year from date of signature.





Manney's Shoppers
 Mesabi Daily News, 218-741-5544
 Hibbing Daily Tribune, 218-262-1011
 Grand Rapids Herald Review, 218-326-6623
 Walker Pilot Independent, 218-547-1000
 Chisholm Tribune Press, 218-254-4432

ADVERTISING STATEMENT/INVOICE

1 Billing Period 12/2019		2 Advertiser/Client Name HARRIS TOWNSHIP	
23 Total Amount Due 653.15		*Unapplied Amount	3 Terms of Payment
21 Current Net Amount Due 653.15	22 30 Days .00	60 Days .00	Over 90 Days .00
4 Page Number 1	5 Billing Date 12/31/19	6 Billed Account Number 3017010 SHAFE.	7 Advertiser/Client Number 3017010

8 Billed Account Name and Address HARRIS TOWNSHIP HARRIS SERVICE CTR/TREASURER 20876 WENDIGO PARK RD GRAND RAPIDS MN 55744	9 Remittance Address REMIT PAYMENT TO: APG Media of MN, LLC Regional Accounting Office PO Box 410 Ashland, WI 54806
--	---

GO GREEN-Sign up for E-Statements, send an e-mail to AR@adamspg.com.
 For advertising questions, contact your local newspaper listed above. For billing/payments, e-mail AR@adamspg.com or call 715-858-7330.

Please Return Upper Portion With Payment

10 Date	11 Reference	12 13 14 Description-Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times Run 18 Rate	19 Gross Amount	20 Net Amount
12/22/19	323320 RPCI	2020 MEETING SCHEDULE GRHR	3.0X 7.00 21.00	1 14.15	307.15	307.15
12/29/19	323617 CLDIS	APPOINTED CLERK GRHR	3.0X 4.00 12.00	2 14.00	346.00	346.00

RECEIVED
1/10/2020

Statement of Account - Aging of Past Due Amounts

Due date: 01/15/20

21 Current Net Amount Due 653.15	22 30 Days 0.00	60 Days 0.00	Over 90 Days 0.00	*Unapplied Amount	23 Total Amount Due 653.15
-------------------------------------	--------------------	-----------------	----------------------	-------------------	-------------------------------

APG Media of MN

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24 Invoice Number 12193017010	25 Advertiser Information 1 Billing Period 12/2019	6 Billed Account Number 3017010	7 Advertiser/Client Number 3017010	2 Advertiser/Client Name HARRIS TOWNSHIP
----------------------------------	--	------------------------------------	---------------------------------------	---

Visit centurylink.com

HARRIS TOWNSHIP

Bill Date: Jan 1, 2020
Account Number: 218 326-6190 657

Page 1 of 3

Balance Forward	New Charges	Total Amount Billed
\$.00	\$83.66	\$83.66

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

New Charges
CenturyLink
Total New Charges

For questions, call:
1-800-603-6000

Page
2

83.66
\$83.66

Business needs change regularly. As a valued business customer, we want to work with you to provide a complete and cost effective solution for your business.

Call (888) 544-4495 today for a free account consultation with a dedicated business sales consultant.

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

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

continued on back



HARRIS TOWNSHIP

Bill Date: Jan 1, 2020
Account Number: 218 327-0080 040

For questions, call 1-800-603-6000

Page 3

LOCAL SERVICE**FOR YOUR INFORMATION**

possible collection action. In some states you may be assessed a charge for unpaid balances. Your basic telephone service will not be disconnected for non-payment of charges for:

- (1) Optional Services (or other itemized services),
- (2) services of other CenturyLink companies, or (3) services of other companies included in your bill. CenturyLink packages of features and the amounts in the Summary may include both basic and charges that are not basic.

You may have been billed Termination Liability Assessment charges for terminating a CenturyLink contract service arrangement prior to expiration. If you convert your CenturyLink local telephone service to comparable services provided by a reseller local service provider, these contract termination charges may not be applicable. If you feel these charges are billed in error, please contact the CenturyLink billing office at the number provided on this statement. You may also contact the Minnesota Department of Commerce at (651) 539-1883.

Future deliveries of CenturyLink print directories may be reduced in certain areas and printed directories will only be provided upon customer request. You may obtain a printed copy of your local directory at no charge by calling 844-339-6334. Digital versions of your directory are also accessible free of charge at www.therealyellowpages.com. You can always let us know if you do not want a printed directory by visiting www.yellowpagesoptout.com.

Third-Party Billing Block

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

RECEIVED
1/10/2020



HARRIS TOWNSHIP

Bill Date: Jan 1, 2020
Account Number: 218 327-1864 419

Visit centurylink.com

Page 1 of 3

Balance Forward	New Charges	Total Amount Billed
\$.00	\$42.29	\$42.29

Account Summary

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

New Charges CenturyLink	For questions, call: 1-800-603-6000	Page 2	42.29
Total New Charges			\$42.29

Business needs change regularly. As a valued business customer, we want to work with you to provide a complete and cost effective solution for your business.

Call (888) 544-4495 today for a free account consultation with a dedicated business sales consultant.

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



HARRIS TOWNSHIP

Bill Date: Jan 1, 2020
Account Number: 218 327-5494 370

Visit centurylink.com

Page 1 of 3

Balance Forward	New Charges	Total Amount Billed
\$0.00	\$36.80	\$36.80

Account Summary

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

New Charges CenturyLink	For questions, call: 1-800-603-6000	Page 2	36.80
Total New Charges			\$36.80

Business needs change regularly. As a valued business customer, we want to work with you to provide a complete and cost effective solution for your business.

Call (888) 544-4495 today for a free account consultation with a dedicated business sales consultant.

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

Davis Oil Inc.
 PO Box 508
 1301 NW 4th Street
 Grand Rapids, MN 55744

Statement

Date
1/2/2020

To:
Harris Township 20876 Wendigo Park Road Grand Rapids, MN 55744

		Amount Due	Amount Enc.		
		\$388.24			
Date	Transaction	Amount	Balance		
11/30/2019	Balance forward		630.90		
12/02/2019	INV #5809.	81.25	712.15		
12/06/2019	INV #6283.	75.79	787.94		
12/12/2019	INV #6807.	80.77	868.71		
12/16/2019	PMT #19221.	-630.90	237.81		
12/18/2019	INV #7291.	82.57	320.38		
12/30/2019	INV #7990.	67.86	388.24		
					
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
388.24	0.00	0.00	0.00	0.00	\$388.24



Harris Township

EMF

Payroll related services, please pay from this invoice.
2281-142695 Account # 22810565

Invoice Date 1/15/2020
Invoice Number 23481326

Page: 1 of 1

	item	summary
Harris Township		
G167 - Rink Attendant		
Clayton, Richard James		
1/12/2020 Regular Time 11.50 hours @ \$15.00 per hour	\$172.50	
Dumke, Nicholas Gerhard		
1/12/2020 Regular Time 12.00 hours @ \$15.00 per hour	\$180.00	
Reiser, Cole A		
1/12/2020 Regular Time 12.00 hours @ \$15.00 per hour	\$180.00	
Ritter, Michael Daniel		
1/12/2020 Regular Time 11.50 hours @ \$15.00 per hour	\$172.50	
Job Subtotal: G167 - Rink Attendant		\$705.00
G391 - Grounds Laborer		
Cimino, Ryan A		
1/12/2020 Regular Time 31.00 hours @ \$21.00 per hour	\$651.00	
Job Subtotal: G391 - Grounds Laborer		\$651.00
Invoice Total		\$1,356.00

For questions regarding your account, contact Duluth/Superior MN at (218) 624-4416

Express offers total client care, professional search, HR services and employment solutions at all levels.

1



Account Number	22810565
Invoice Number	23481326
Invoice Date	1/15/2020
Amount Due	\$1,356.00
Due Date	1/25/2020

PDF

Please make check payable to Express Services, Inc.

FIN: 840909680



2281

Harris Township
ATTN: Treasurer
20876 Wendigo Park Road
Grand Rapids, MN 55744

Express Services, Inc.
P.O. BOX 203901
Dallas, TX 75320-3901

Please return this portion with your payment



000000023481326

000000000142695

00135600



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

979731

ACCOUNT NUMBER 504896-104896 **ZONE** 1-043 **STATEMENT DATE** 01/09/2020
CUSTOMER NAME Harris Township Hall **ROUTE** 043
SERVICE ADDRESS Airport Rd, 21998 Grand Rapids **DUE DATE** 01/24/2020

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	25.5	25.1
Cost Per Day	\$3.51	\$3.57
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

Previous Balance 161.52
 Check Payment 12/26/2019 (161.52)CR

Balance Forward \$0.00

Current Charges
 Electric 157.66

Total Current Charges: \$157.66

Current Account Balance: \$157.66

Amount Due \$157.66

See back of statement for details

PLEASE NOTE ADDRESS CHANGE TO:
 500 SE 4TH ST
 Visit our website to pay your bills electronically
 @ www.grpuc.org or call 1-855-456-5158



Terms of Payment

- All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Make Checks Payable to G.R.P.U.C.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

Statement Date: 01/09/2020

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	504896-104896
Statement Number	979731
Due Date	01/24/2020
Amount Due	\$ 157.66
Amount Paid	

Return this portion with Payment



ACCOUNT NUMBER 516221-104896 **ZONE** 1-042 **STATEMENT DATE** 01/02/2020
CUSTOMER NAME Harris Township Hall **ROUTE** 022
SERVICE ADDRESS Crystal Sp Rd & S Hwy 169 Grand Rapids **DUE DATE** 01/17/2020

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

Previous Balance 15.98
 Check Payment 12/16/2019 (15.98)CR

PLEASE NOTE ADDRESS CHANGE TO:
 500 SE 4TH ST
 Visit our website to pay your bills electronically
 @ www.grpuc.org or call 1-855-456-5158

Balance Forward \$0.00
 Current Charges
 Electric 15.98

Terms of Payment

All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Make Checks Payable to G.R.P.U.C.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Total Current Charges: \$15.98
 Current Account Balance: \$15.98
Amount Due \$15.98

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

GRAND RAPIDS
 ITS IN MINNESOTA'S NATURE

UTILITY STATEMENT

Statement Date: 01/02/2020

Account Number	516221-104896
Statement Number	977322
Due Date	01/17/2020
Amount Due	\$ 15.98
Amount Paid	

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Return this portion with Payment



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

977251

ACCOUNT NUMBER	506635-104896	ZONE	4-022	STATEMENT DATE	01/02/2020
CUSTOMER NAME	Harris Township Hall	ROUTE	022	DUE DATE	01/17/2020
SERVICE ADDRESS	S Hwy 169 & Lakeview Dr Grand Rapids				

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

PLEASE NOTE ADDRESS CHANGE TO:
 500 SE 4TH ST
 Visit our website to pay your bills electronically
 @ www.grpuc.org or call 1-855-456-5158

Terms of Payment

- All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Make Checks Payable to G.R.P.U.C.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Previous Balance		15.98
Check Payment	12/16/2019	(15.98)CR
<hr/>		
Balance Forward		\$0.00
Current Charges		
Electric		15.98
<hr/>		
Total Current Charges:		\$15.98
<hr/>		
Current Account Balance:		\$15.98
Amount Due		\$15.98

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024



UTILITY STATEMENT

Statement Date: 01/02/2020

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	506635-104896
Statement Number	977251
Due Date	01/17/2020
Amount Due	\$ 15.98
Amount Paid	

Return this portion with Payment

Grand Auto Spa

220 3rd Street N.E.
Grand Rapids, MN 55744

Phone : 218-326-0831

Invoice

Invoice # I1348
Account # C1044
Inv Date 1/2/2020
Date Due 1/2/2020
Terms None
PO #

Bill To

Harris Township

20876 Windigo Park Rd.
Grand Rapids, MN 55744

SKU	Description	QTY	Rate	Total
5	CASH OUT	3.000	\$5.00	\$15.00

RECEIVED
1/10/2020

Thank you for visiting GRAND AUTO SPA !

Subtotal	\$15.00
Tax	\$0.00
Tax 2	\$0.00
Shipping	\$0.00
Total	\$15.00
Payment	\$0.00
Balance	\$15.00

Harris Township

Rapids Auto Wash
 220 3rd St. N.E.
 Grand Rapids, MN 55744

month/year

Dec 2019

	Date	Vehicle Discription	Cost	Signature
1	12-13-19	2013 Chevy pickup	5.00	[Signature]
2	12-20-19	2013 Chevy pickup	5.00	[Signature]
3	12-27-19	2013 Chevy Dump Truck	5.00	[Signature]
4				
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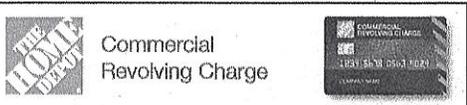
CASHout
 CASHout
 CASHout

3 Vehicles Washed @ 5.00 = \$ 15.00

RECEIVED
 1/10/2020

Account Statement

Commercial Account
HARRIS TOWNSHIP



Customer Service:
homedepot.com/mycrc
Account Inquiries:
1-800-685-6691 Fax 1-800-266-7308

Account Number: ~~603532201644~~ 2026

Previous Balance	\$0.00
Payments	-\$0.00
Credits	-\$0.00
Purchases	+\$44.80
Debits	+\$0.00
FINANCE CHARGES	+\$0.00
Late Fees	+\$0.00
New Balance	\$44.80

Current Due	\$44.80	
Past Due Amount	+	\$0.00
Minimum Payment Due	=	\$44.80
Payment Due Date	02/03/20	
Amount to pay to avoid incurring finance charges	\$44.80	

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

Credit Limit	\$7,500
Credit Available	\$7,455
Closing Date	01/08/20
Next Closing Date	02/06/20
Days in Billing Period	31

209202



JUST FOR PROS...
PRO JOB-SITE DELIVERY TO GET YOUR JOB DONE FASTER

Pro Visit homedepot.com/delivery for more details.

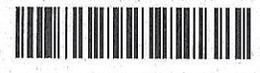
RECEIVED
02/19/2020

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION Page 1 of 6 This Account is Issued by Citibank, N.A.

Please detach and return lower portion with your payment to insure proper credit. Retain upper portion for your records.

THE HOME DEPOT
P.O. Box 790411
St. Louis, MO 63179

Your Account Number is 6035 3220 1644 2026



Payment Due Date	February 3, 2020
New Balance	\$44.80
Past Due Amount	\$0.00
Minimum Payment Due	\$44.80

Amount Enclosed: \$

Statement Enclosed

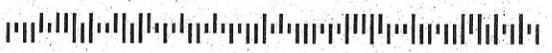
Print address changes on the reverse side.
Make Checks Payable to ▼

CT01100335 1 AB 0.412 M2260602 TMN 003074 5125



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

HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2016442026
PO BOX 9001030
LOUISVILLE, KY 40290-1030



031.00 0004480 0004480 0002493 06035322016442026 0203

01418788
LOB 203 S301



SPECIAL NOTICE

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

Additional benefits available to Commercial Card Holders:

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

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

*Refer to The Home Depot Returns Policy for details

 You have asked us to automatically withdraw your monthly payments from your bank account ending in 1177. Your next payment of \$44.80 will be withdrawn from your bank account on 01/27/2020. To cancel your enrollment or to change or cancel the scheduled payment, you must contact us by 5 p.m. ET on the Payment Date, except for debit card payments. For debit card payments, you must contact us by 12 a.m. ET the day before the Payment Date to cancel your enrollment or to change or cancel the scheduled payment. If the balance due on your account is less than the payment amount, we will withdraw the balance due on your account.

Please note that if we received your pay by phone or online payment between 5 p.m. ET and midnight ET on the last day of your billing period, your payment will not be reflected until your next statement.

TRANSACTIONS

Trans Date	Location/Description	Reference #	Amount
12/08	THE HOME DEPOT GRAND RAPIDS MN	1150872	\$ 44.80

FINANCE CHARGE SUMMARY

Type of Balance	Annual Percentage Rate (APR)	Daily Periodic Rate	Balance Subject to Finance Charge	Finance Charge
PURCHASES				
REGULAR REVOLVING CREDIT PLAN	21.99%	0.06024%	\$0.00	\$0.00

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

PURCHASE HISTORY

Year to Date	\$44.80
Life to Date	\$23,247.00



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202602





Commercial
Revolving Charge



Remit payment and make checks payable to:
HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2016442026
PO BOX 9001030
LOUISVILLE, KY 40290-1030

INVOICE DETAIL

BILL TO:
Acct: 6035 3220 1644 2026

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

Amount Due:	Trans Date:		Invoice #:
\$44.80	12/08/19		1150872
PO:		Store: 2834, GRAND RAPIDS, MN	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
HDX BOWL BRUSH WITH CADDY	10000192580000400005	1.0000 EA	\$4.97	\$4.97
LIBMAN WONDER MOP REFILL	00005347010000400016	1.0000 EA	\$5.48	\$5.48
HDX BOWL BRUSH WITH CADDY	10000192580000400005	1.0000 EA	\$4.97	\$4.97
BOWL CLEANER	00005024920000400004	1.0000 EA	\$5.48	\$5.48
CHARMIN ESSENTIALS SFT 24 GIANT	10031404640000400022	1.0000 EA	\$12.97	\$12.97
WORKS DISINFECT TOILET CLNR 32OZ	00003074050000400004	1.0000 EA	\$1.98	\$1.98
WORKS DISINFECT TOILET CLNR 32OZ	00003074050000400004	1.0000 EA	\$1.98	\$1.98
SCOTT TOWELS 6=11 MEGA ROLL	10040410560000400022	1.0000 EA	\$6.97	\$6.97
SUBTOTAL				\$44.80
TAX				\$0.00
TOTAL				\$44.80

609202





Itasca County Township Association
Office of the Treasurer
15674 US Hwy 169
Hill City, MN 55748-1569

January 14, 2020

Dear Township Officers:

Enclosed is your dues statement for 2020. The Itasca County Township Association Board of Directors has adopted a new dues structure for 2020.

The last time dues were increased was in 1992. The dues structure at that time was based on net tax capacities for each township and that has worked well for many years. The net tax capacity formula no longer is meeting the needs of the budget for the Township Association.

In an attempt to fairly address the dues formula, the Board of Directors has adopted a dues structure that will calculate a percentage of each township's State Association dues. Two steps were needed. The first step was to determine the budgeted amount for the next year. The directors decided that the 2020 budget will be the actual expenditures during 2019. Actual expenditures for 2019 were \$ 7,118.66. The State Association dues for 2020 are \$ 17,021.44. So a percentage was obtained by dividing the 2019 budget (\$ 7,118.66) by the State Association dues (\$ 17,021.44)

As a result, most townships are seeing increases to the county dues. But keep in mind the county dues have not increased for over 25 years. The Board feels this is a more equitable way to determine the dues.

For some townships, this is a substantial increase, but if the current formula continues, there should not be huge fluctuations in the township's share of the county dues in the future. However, this will change if the State Association changes it's formula for dues and the other factor, of course, is the actual expenditures of the County Association. The County Association budget would not need to be adjusted unless there is a major shift. It is expected that some year's actual expenses will exceed the budgeted amount, but some years the actual expenses could be short of the budgeted amount. Those changes should self-correct. In 2009, the Association had a reserve of \$ 19,163.86. At the end of 2019, the reserve is \$ 10,098.86. This reserve would be used if expenses exceed the budget. After a few years, if the surplus remains steady, the Association may want to consider the amount of the surplus it wished to maintain.

Sincerely,

Roberta M. Truempler, Treasurer

enclosure

RECEIVED
1/17/2020

Placed on 1/22/2020
Board agenda

**DUES STATEMENT FOR COUNTY ASSOCIATION
and
MINNESOTA ASSOCIATION OF TOWNSHIPS DUES
For 2020**

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

The population data below is based on 2018 Populations from the State Demographer Office.

Township:	Harris - Itasca County	Population:	3257
607.35	Itasca County Association of Townships Dues		
\$1,452.24	Minnesota Association of Townships Dues		
2,059.59	TOTAL TO BE REMITTED TO COUNTY ASSOCIATION		
Make check payable to:	Itasca County Association of Townships		
Mail to:	Itasca County Roberta Truempler, Treasurer 15674 US Highway 169 Hill City, MN 55748		

RECEIVED
11/17/2020

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

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

For Your Information:

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

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

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

Roberta M. Truempler, Treasurer
Itasca County Township Association
15674 U.S. Highway 169
Hill City, Minnesota 55748

L & M Supply, Inc.
P.O. Box 280
Grand Rapids, MN 55744-0000
*** STATEMENT OF ACCOUNT ***
PERIOD ENDING 12/31/19

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			194.72
12-03-2019	INVOICE #0001-9481638		36.45	231.17
12-06-2019	INVOICE #0001-9485879		7.16	238.33
12-13-2019	CREDIT	7.16		231.17
12-26-2019	PAYMENT-THANK YOU	194.72		36.45

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL AMOUNT DUE
36.45				36.45

PLEASE REMIT PAYMENT
BY 1/25/20
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 *

RECEIVED

RECEIVED
1/10/20

Cancel Payment

Payment Summary

There are no scheduled payments.

Payment: **\$263.08**

	Payment
LCP Electric Service Account 500567550 WENDIGO WARMING HOUSE, GRAND RAPIDS, MN	\$145.98
LCP Electric Service Account 500602100 CEMETARY, GRAND RAPIDS, MN	\$62.39
LCP Electric Service Account 500571150 CRYSTAL, GRAND RAPIDS, MN	\$54.71
Edit Amount »	
Total Payment:	\$263.08

Continue

Select Payment Date & Method

Payment Confirmation



26039 Bear Ridge Drive
Cohasset, MN 55721

A Touchstone Energy Cooperative Member

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

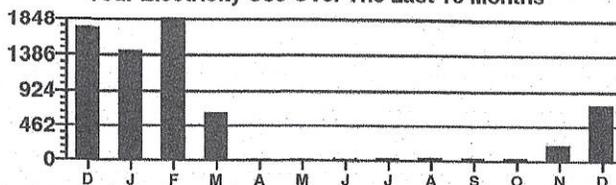
669 2 AB 0.409
HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

4 669
C-5 P-9



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

Your Electricity Use Over The Last 13 Months



73.1% of Lake Country Power members participate in Operation Round Up. THANK YOU for supporting community-based projects and programs. More than \$2.3 million given since 2004.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	78.72
PAYMENT 12/21/2019	-78.72
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER READING PRES	MULTI-PREV	PLIER	CODE	USAGE	DESCRIPTION	
40	20032435	01/01 -12/01	980	252	1		728	ENERGY CHARGE @ .123600	89.98
30							80	SERVICE AVAILABILITY CHG: SEC LIGHT-200W HPS(QTY 1)	42.00 14.00
TOTAL CHARGES THIS STATEMENT									145.98

RECEIVED
4/7/2020

METER READ AUTOMATICALLY

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500567550	WENDIGO WARMING HOUSE	(218) 327-8759	01/10/2020	01/30/2020	145.98

Please detach and return this portion with your payment.

Account No.: 500567550 Cycle: 01
Due Date: 01/30/2020 Net Due: 145.98
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



0500567550010110000145980000145989



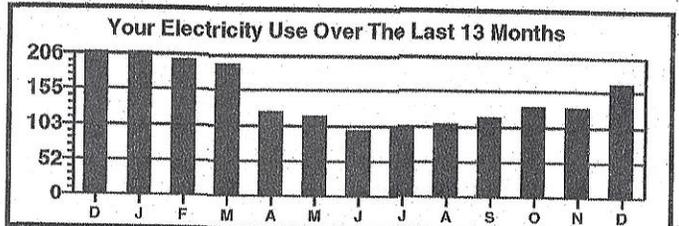


26039 Bear Ridge Drive
Cohasset, MN 55721

Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
In case of an outage, phones answered 24 hours a day.
Office 1-800-421-9959

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

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



73.1% of Lake Country Power members participate in Operation Round Up. THANK YOU for supporting community-based projects and programs. More than \$2.3 million given since 2004.

YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	56.77
PAYMENT 12/21/2019	-56.77
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION										
RATE CODE	METER	DATES	METER READING PRES	MULTI-PREV	PLIER CODE	USAGE	DESCRIPTION			
40	20029365	01/01 -12/01	675	510	1	165	ENERGY CHARGE @ .123600			20.39
							SERVICE AVAILABILITY CHG:			42.00
TOTAL CHARGES THIS STATEMENT										62.39

RECEIVED
1/17/2020

METER READ AUTOMATICALLY

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500602100	CEMETARY	(218) 327-8759	01/10/2020	01/30/2020	62.39

Please detach and return this portion with your payment.

Account No.: 500602100 Cycle: 01
Due Date: 01/30/2020 Net Due: 62.39
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



MEDIACOM™ BUSINESS

Account Information

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

Did you know?

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

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

Statement of Service

Page 1 of 2

HARRIS TOWNSHIP
Account Number 8384922380091722
Account PIN 7197
Telephone Number (218) 259-1551
For Service at 20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

How to reach us...

Visit Us Online: www.mediacombusiness.com
Call Customer Service: 1-800-379-7412

Your Summary	
Bill from 01/18/20 through 02/17/20 See the back for details	
Previous Balance	\$135.94
Payments	-135.94
Individual Services	155.94
Amount Due	\$155.94
Amount Due By	01/28/20



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

MEDIACOM™ BUSINESS

PO BOX 110 WASECA MN 56093-0000
8633 2940 NO RP 08 01092020 NNNNNYNN 01 999547

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

January 08, 2020

Account Number: 8384922380091722
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

Amount Due By 01/28/20 **\$155.94**
Amount you are enclosing: \$

MEDIACOM
PO BOX 5744
CAROL STREAM IL 60197-5744

838492238009172200155945

MEDIACOM™ BUSINESS

8633 2940 NO RP 08 01092020 NNNNNYNN 01 999547

HARRIS TOWNSHIP
Account Number
Telephone Number

Page 2 of 2
January 08, 2020
8384922380091722
(218) 259-1551

Your Account Details

01/08	Previous Balance	\$135.94
12/13	1-Time EFT Payment	-135.94
		\$0.00

Your Individual Services

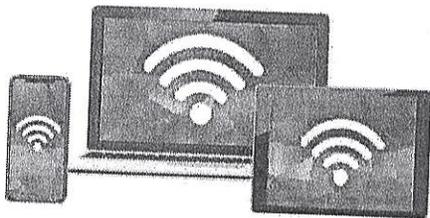
01/18 - 02/17	Business Internet 60/5 Mbps	149.95
01/18 - 02/17	WIFI Basic Service	5.99
01/18 - 02/17	Modem	0.00
		\$155.94

Total Due By 01/28/20 **\$155.94**



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

INTRODUCING MANAGED WI-FI



Give your customers fast, reliable internet access that is completely separate from your business broadband connection.

More customers. Increased loyalty. Valuable insights.

Call 866-566-2225 to learn more

MEDIACOM™ BUSINESS





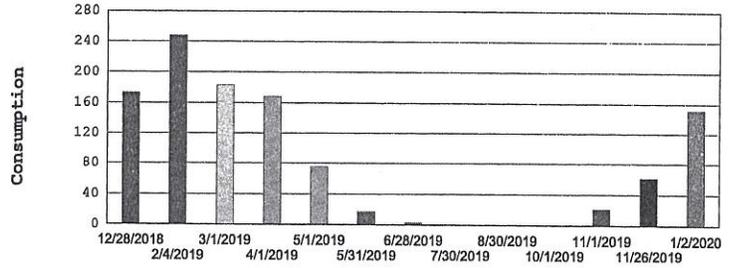
NORTHWEST GAS
314 MAIN ST NE - PO BOX 721
MAPLETON, MN 56065-0721

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

Statement Date - 1/9/2020
Account Number: 440601.01

ADDRESS SERVICE REQUESTED

*****AUTO**SCH 5-DIGIT 55744 696 1 AV 0.380
HARRIS TOWNSHIP MAINT BLDG
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744 4682



Location: 20876 WENDIGO PARK RD, GRAND RAPIDS

MeterNo: 19233593

Actual

Budget

Base Gas Charge-01

Basic Service Charge

\$15.00

Current Reading on: 1/2/2020 of 3,373 - Previous Reading on: 11/26/2019 of 3,238 = 135ccf

135ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02470 = 151 therms @ 0.96000

\$144.96

Tax

\$11.00

Purchased Gas-02

135ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02470 = 151 therms @ 0.10260

\$15.49

Tax

\$1.06

TOTAL CURRENT MONTH BILLING

\$187.51

PAST DUE BALANCE - PAYABLE UPON RECEIPT

\$0.00

FINANCE CHARGES

\$0.00

TOTAL BALANCE DUE

\$187.51

PAYMENTS RECEIVED IN THE LAST 30 DAYS

PLEASE KEEP METER FREE OF ICE
AND SNOW.

DATE	AMOUNT	TYPE	CHECK NO	COMMENT
12/24/2019	\$87.30	EP*		iConnect Payment



TO ASSURE PROPER CREDIT TO YOUR ACCOUNT - PLEASE RETURN THIS PORTION WITH YOUR PAYMENT



Check here and complete form on reverse side for
Address Change Information

Check here and complete form on reverse side for
Automatic Payment Plan information



HARRIS TOWNSHIP MAINT BLDG

DUE DATE: 1/24/2020

ACCOUNT NUMBER: 440601.01

TOTAL BALANCE DUE: **\$187.51**

AMOUNT ENCLOSED: \$

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

ACCOUNT STATEMENT

POKEGAMA LAWN & SPORT
 20648 US HWY 169
 GRAND RAPIDS, MN 55744 USA
 (218)326-1200

DATE: 1/4/2020
 CUSTOMER #: 3462
 PAGE #: 1

CUSTOMER

HARRIS TOWNSHIP
 20876 WENDIGO PARK ROAD
 GRAND RAPIDS, MN 55744

AMOUNT ENCLOSED: \$

Please detach and return with your remittance.

DATE	DUE DATE	TYPE	TRANS ID	REFERENCE	AMOUNT	BALANCE
12/17/2019	1/10/2020	Invoice	146477		\$274.57	\$274.57

WE THANK YOU FOR YOUR BUSINESS !

RECEIVED
 1/4/2020

CURRENT	AGED 31-60	AGED 61-90	AGED OVER 90	FUTURE	TOTAL DUE
\$274.57					\$274.57

\$274.57

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.

PORTABLE JOHN

P. O. BOX 490
HIBBING, MN 55746-0490

(218) 262-4576
DULUTH: 1-218-733-1377
TOLL FREE: 1-800-370-4576



JANUARY 13, 2020
INVOICE #: 106344

BILL TO:
HARRIS TOWNSHIP (CP)
20876 WENDIGO PARK ROAD

GRAND RAPIDS MN 55744

UNIT LOCATION
CEMETERY, RIVER ROAD
CRYSTAL PARK, CRYSTAL SPRINGS ROAD
WENDIGO PARK, SUNNY BEACH ROAD
GRAND RAPIDS, MN

CUSTOMER P.O. #
JOB #

SERVICE DATES
12/16/2019 - 1/12/2020

		UNITS RENTED	
CONTRACT AGREEMENT (1):	41655	1-HDCP	\$85.00
CONTRACT AGREEMENT (2):	41656	1-HDCP	\$85.00
CONTRACT AGREEMENT (3):	41657	1-HDCP	\$85.00
CONTRACT AGREEMENT (4):			\$0.00
CONTRACT AGREEMENT (5):			\$0.00
DELIVERY CHARGE:			\$0.00
WINTER SERVICE CHARGE:			\$48.00
SALES TAX:			\$0.00
DAMAGE WAIVER (Non-Taxable):			\$0.00
DEBIT ADJUSTMENT:			\$0.00
CREDIT ADJUSTMENT:			\$0.00

TOTAL AMOUNT DUE: \$303.00

COMMENTS:
TAX EXEMPT



Thank You

We at Portable John appreciate your business

Please return this portion with payment to Portable John.

HARRIS TOWNSHIP (CP)
JANUARY 13, 2020
INVOICE #: 106344

DUE FEBRUARY 3, 2019
TOTAL AMOUNT DUE: \$303.00
AMOUNT ENCLOSED: \$ _____

* We do accept Visa and Mastercard, please call 800-370-4576 to pay by credit card. Thank you!
For electronic invoices, please provide email address: _____

Scenic Range News Forum

PO Box 70

Bovey, MN 55709

218-245-1422

cindy@scenicrangenewsforum.com

INVOICE

INVOICE # 16495

DATE 01/02/2020

BILL TO

Becky Adams, Treasurer

Harris Township

20876 Wendigo Park Road

Grand Rapids, MN 55744

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DESCRIPTION	QTY	RATE	AMOUNT
2x5 B&W Publish B&W Ad: 2 Column by 5 Inch Appointed Clerk Position December 26; January 2	2	45.00	90.00

PLEASE INCLUDE YOUR INVOICE NUMBER ON YOUR CHECK

BALANCE DUE

\$90.00

RECEIVED
R. Adams

LAW OFFICE OF SHAW & SHAW

Statement

PO BOX 365
DEER RIVER, MN 56636

Date

1/2/2020

Bill To

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

Terms	Amount Due
Due on receipt	\$45.00

Date	Description	Qty	Rate	Amount	Balance Due
11/30/2019	Balance forward				225.00
12/10/2019	E-mail Peggy for letter copy	0.20	225.00	45.00	270.00
01/02/2020	PMT #19224. PAYMENT RECEIVED - THANK YOU			-225.00	45.00
Now Billing					
Current		31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
0.00	45.00	0.00	0.00	0.00	\$45.00

RECEIVED
1/10/2020

Phone #	218-246-8535
---------	--------------

Paul M. Shaw
(1926-2008)

Law Office of
SHAW & SHAW, P.A.
P.O. Box 365
DEER RIVER, MINNESOTA 56636

Andrew M. Shaw

Telephone 218/246-8535 Fax 218/246-8931
Remer and Bigfork Offices: 218-244-5329
Email: shawlaw@paulbunyan.net

January 2, 2020

Dear Client:

Beginning January 1, 2020 the hourly rate for legal services provided will be \$250 per hour for those services billed based on time expended. The flat rates charged for document drafting will remain the same.

Sincerely,

LAW OFFICE OF SHAW & SHAW, P.A.

Andrew M. Shaw
AMS:cas

RECEIVED
1/10/2020



INVOICE

Customer ID:

19-24146-23001

Customer Name:

HARRIS TOWNSHIP

Service Period:

12/01/19-12/31/19

Invoice Date:

01/02/2020

Invoice Number:

6772296-0412-4

How To Contact Us

Visit **wm.com**

To setup your online profile, sign up for paperless statements, manage your account, view holiday schedules, pay your invoice or schedule a pickup

Customer Service:
(888) 960-0008

Your Payment Is Due

Feb 01, 2020

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

Your Total Due

\$88.98

If payment is received after 02/01/2020: **\$ 93.98**

See Reverse for Important Messages

Previous Balance	+	Payments	+	Adjustments	+	Current Charges	=	Total Due
88.98		(88.98)		0.00		88.98		88.98

Details for Service Location: Harris Township, 20876 Wendigo Park Rd, Grand Rapids MN 55744-4682 **Customer ID: 19-24146-23001**

Description	Date	Ticket	Quantity	Amount
2 Yard dumpster service	12/27/19	587204	1.00	69.55
Ticket Total				69.55
Administrative charge				6.50
Mn state solid waste tax 17%				12.93
Total Current Charges				88.98

RECEIVED
01/10/2020

----- Please detach and send the lower portion with payment ----- (no cash or staples) -----

Waste Management
WASTE MANAGEMENT OF MINNESOTA, INC.
PO BOX 42390
PHOENIX, AZ 85080
(888) 960-0008
HOURS: MON-FRI 7AM-5PM CST

Invoice Date	Invoice Number	Customer ID <i>(Include with your payment)</i>
01/02/2020	6772296-0412-4	19-24146-23001
Payment Terms	Total Due	Amount
Total Due by 02/01/2020	\$88.98	
If Received after 02/01/2020	\$93.98	

0412000192414623001067722960000000889800000008898 2

002727 01 AV 0.380 **AUTO T3 0 7002 55744-468276 -C01-P27754-I1
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

I0500C75



WM CORPORATE SERVICES, INC.
AS PAYMENT AGENT
PO BOX 4648
CAROL STREAM, IL 60197-4648

THINK GREEN®

Printed on recycled paper.

300-0033317-0412-6

Mail Payments to:
 Xerox Financial Services
 P.O. Box 202882
 Dallas, TX 75320-2882

INVOICE



Questions? Contact Us:
Invoicing: 844-733-9280
xfscustomer@jdrsol.com
Equipment Protection: 866-223-6383

Harris Township
 20876 WENGIGO PARK ROAD
 GRAND RAPIDS, MN 55744

8-1043



Invoice Number: 1924903
Invoice Date: 01/04/2020

Due Date: 01/24/2020
Past Due Amount: \$2.77
Total Due Amount: \$352.92

Contract Number: 020-0068340-001

Months Remaining: 39

Billing Period	Due Date	Description	Charge	Sales Tax	Amount including tax
12/24/2019 - 01/23/2020	01/24/2020	Minimum Lease Payment	\$37.99	\$2.61	\$40.60
11/24/2019 - 12/23/2019	01/24/2020	Color Impressions	\$252.60	\$17.37	\$269.97
11/24/2019 - 12/23/2019	01/24/2020	Black Impressions	\$37.03	\$2.55	\$39.58
Sub Total:					\$350.15

RECEIVED
 1/14/2020

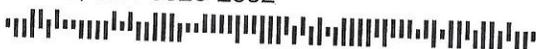
Detach here and return coupon with payment

Please make check payable to: Xerox Financial Services

Amount Enclosed: \$

INVOICE NUMBER: 1924903
Invoice Date: 01/04/2020
Contract Number: 020-0068340-001
Due Date: 01/24/2020
Amount Due: \$352.92

Xerox Financial Services
 P.O. Box 202882
 Dallas, TX 75320-2882



Harris Township
 20876 WENGIGO PARK ROAD
 GRAND RAPIDS, MN 55744

01924903 0200068340001 068340 0000035292 9

Payment Request

Harris Township
Itasca County

Name: Becky Adams
Address: 20608 Crystal Springs LP

Date	Description	# Hours	Rate	Amount
1/8/2020	Regular Meeting	fixed rate	\$ 60.00	\$ 60.00
	Planning and Development Meeting	fixed rate	\$ 60.00	\$ -
Additional Work:				
SALARY	Treasurers salary - \$700 per month	0.5	\$ 700.00	\$ 350.00
1/5/2020	payroll-pay requests, reports, checks, Bills: input to CTAS, reports checks, Emails: process invoices, meet with Clerk	3		
1/5/2020	complete withholdings for claims list, prepare bill list with addition of gross pay	2		
1/8/2020	prep for meeting, add additional bills, print additional checks, confirm reports for signing, financials	2		
1/9/2020	process bills and mail, process electronic payments, prep receipts for deposit	2		
1/17/2020	Quarterly income reports, PERA report, Fed and State withholding prep, check email	2		
1/4/2020	prep CTAS reports-bank, prep Budget forms, clean up desktop	3	\$ 18.70	\$ 56.10
1/5/2020	review reports prepped by Josh,	1	\$ 18.70	\$ 18.70
1/7/2020	call with Josh on questions of what is left to complete from 2019. Clean-up: check email for other township work needing attention, check financial statements from 2019	1.5	\$ 18.70	\$ 28.05
1/8/2020	training with Nancy after the Board meeting	1	\$ 18.70	\$ 18.70
1/9/2020	Clean-up: wells fargo collateral and signers, past employee social security forms	1	\$ 18.70	\$ 18.70
1/9/2020	Clean-up: files from July-Dec; organized loose papers, separated out tax withholdings and updated tax binder, added pmt confirmations to coinciding bills	3	\$ 18.70	\$ 56.10
1/10/2020	call with Lucinda-MAT CTAS questions, Auditor emails	1	\$ 18.70	\$ 18.70
1/12/2020	prep 2021 budget reports for meeting, start updating treasurer process	1	\$ 18.70	\$ 18.70
1/13/2020	treasurer training for budget meeting	2	\$ 18.70	\$ 37.40
1/13/2020	Budget meeting	2	\$ 18.70	\$ 37.40
1/13/2020	updates after budget meeting - updated accounts	2	\$ 18.70	\$ 37.40
1/14/2020	Budget meeting	3.5	\$ 18.70	\$ 65.45
1/17/2020	Updating maintenance labor, caretaker labor, checking bills with check reports	2	\$ 18.70	\$ 37.40
		24	\$ 448.80	
			Total	\$ 858.80
			pera	
			fica	

				medi
				fed
				state
				Net pay
Reimbursements:				
	Copies and Postage -			
	Mileage - .575*	\$ -		
		\$ -		
	<i>Total reimbursements requested:</i>	\$ -		
				\$ -

Check amt: \$ -

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 _____

Date _____

Payment Request**Caretaker**

Harris Township

Itasca County January 4- January 13, 2020

Name: Bryanna Vetsch

Address: 19152 Cardinal Dr.

55744

Date	Description	# Hours	Rate	Amount
Texts, calls				
1/5/2020	Call with Peggy re: nonreceipt of pay requests	0.25		\$3.25
1/6/2020	Call re 1/24 to confirm reservation. No VM	0.25	\$13.00	\$3.25
1/7/2020	Call re: 1/25- considering	0.25	\$13.00	\$3.25
1/7/2020	Text re: 6/14-reserved	0.25		\$3.25
1/7/2020	Convo w/1/11 renter re: qustns and KM 1/8	0.25		\$3.25
1/8/2020	Txt re Peggy re: work session/ open house	0.25		\$3.25
1/9/2020	Call re: 1/25-reserved KM 1/13	0.25		\$3.25
1/9/2020	Call re: 1/24 interest- left message	0.25		\$3.25
1/9/2020	Call @ hall re: April 25- rqst to call back later	0.25		\$3.25
1/9/2020	Call re: 4/25- left message	0.25		\$3.25
1/10/2020	Call re: 6/20-reserved	0.25		\$3.25
1/10/2020	Call re: 4/25 reserved	0.25		\$3.25
1/10/2020	Text from 1/12 renter re Questions	0.25		\$3.25
1/10/2020	Call re: feb availability	0.25		\$3.25
1/11/2020	Text re: Feb 15- reserved--KM 1/13	0.25		\$3.25
1/11/2020	Text from Clerk with contact re: 8/22	0.25		\$3.25
1/13/2020	Call from 1/25 renter re: running late	0.5		\$6.50
1/13/2020	Call re: 4/19-interested	0.25		\$3.25
1/13/2020	Call from 1/24 interest-not interested	0.25		\$3.25
1/13/2020	Call to 1/12 renter re: pick up deposit 1/14	0.25		\$3.25
	Overpayment of 48.50 on previous paycheck. Total reflects the deduction.			
				\$68.25
		5.25		\$68.25

(\$48.50) \$19.75

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.

Bryanna Vetsch 1/13/2020

Signature

Date

