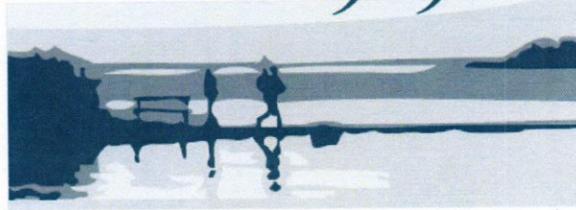


Madam Chair; Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-326-1551

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

www.harristownshipmn.org

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.

Supervisor Dennis Kortekaas 326-1882
Supervisor Jim Kelley 327-0317
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Treasurer Becky Adams 259-1192
Clerk Cari Alleman 244-5070
Deputy Clerk Kati Pierce 256-7411
harristownshipclerk@gmail.com

PLANNING & DEVELOPMENT MEETING

October 24, 2018– 7:30pm

AGENDA

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
3. **Approve the minutes-**
 - A. P&D Meeting 9/26/18- KP
 - B. Work session 10/16/18- PC
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda-**
 - A. (2) Cemetery Deeds
6. **Roads-**
 - A. 2018 Road Project Update
 - B. Wendigo Park Circle Update
 - C. 2019 Road Projects
7. **Recreation-**
 - A. Park and Cemetery Inspection Reports as prepared for September, 2018
 - B. Trails Task Force
 - C. Boat and Landing Inspections
8. **Correspondence-**
9. **Town Hall-**
 - A. Review town hall report as prepared by town hall caretaker for September, 2018
10. **Maintenance-**
 - A. Review maintenance report as prepared for September, 2018
11. **Old Business-**
 - A. Floor Tiling at the Town Hall- (replace v. strip and wax)
 - B. Land Sale- (Schedule Work Session)
 - C. Road & Public Access Tour Update 10/16/18

- D. Cemetery Policy
- E. E-mail passcodes (2 Supervisors)

12. New Business-

- A. Little Crystal Lane Turnaround
- B. Township Attorney Discussions- RE: Road Orders
- C. Cemetery Deeds- (signatures/ notary)
- D. Collaborative Meeting Participation (11/28/18)
- E. Advertisement in paper/ Supervisory Positions and Ballot Question
- F. Sanitizing the Wells- (Town Hall & Service Center)

13. Bills-

- A. Approve Payments

14. Public Input- Please come up to the podium and state your name and address for the record

15. Upcoming meetings/events-

- Tue. Nov. 6 Election Day.....7:00 am- 8:00 pm Harris Town Hall
- Thur. Nov. 8 Work Session, Appointed v. Elected/ Cemetery.....6:00 pm Harris Town Hall
- Wed. Nov. 14 Regular Meeting.....7:30pm Harris Town Hall
- Mon. Nov. 19 Township Association Meeting.....7:00 pm Blandin Foundation
- Wed. Nov. 28 Planning and Development meeting.....7:30 pm Harris Town Hall

15. Adjourn

Prepared by: Kati Pierce
 Signature _____

Madam Chair: Peggy Clayton
 Signature _____

PLANNING & DEVELOPMENT MEETING
September 26, 2018– 7:30pm
MINUTES

Present: Supervisors, Peggy Clayton, Jim Kelley, Ken Haubrich, Mike Schack,
Treasurer: Becky Adams Deputy Clerk: Kati Pierce
Absent: Supervisor, Dennis Kortekaas

1. Pledge to the flag- reading of our mission statement

- ❖ **Additions and Corrections-** Additions- Stony point tree removal update, (Roads); Appoint v. Elect to Work Session, (New Business); Corrections- Remove Trails Taskforce, (Recreation)
Motion to approve made by Supervisor Kelley, Seconded by Supervisor Haubrich, and passed by all.

2. Approve the minutes-

- ❖ P&D Meeting 8/22/18- KP Motion to approve made by Supervisor Kelley, Seconded by Supervisor Haubrich, and passed by all. With the corrections of changing “it” to “is” under business from the floor, last sentence.

3. Business from the Floor- Please come up to the podium and state your name and address for the record

4. Consent Agenda-

- ❖ 2 Cemetery Deeds –
William C. Johnson- 4 sites, for the price of \$125/ site.
Valdy E. Becker- 1 site, for the price of \$125/ site.
Motion to approve made by Supervisor Schack, Seconded by Supervisor Haubrich, and passed by all.

5. Roads-

- ❖ Project updates- Supervisor Kelley says things are right on schedule.
- ❖ Underwood washout update- Supervisor Haubrich says the washout of dirt was taken care of.
- ❖ Stony Point Tree Removal Update- Supervisor Haubrich reports he and Derrick looked and there are approximately 10-12 trees that need to be professionally removed because of the power lines. There will be some possible unexpected payments to be made to have these trees removed. He will check into seeing if Lake States or Lake Co. Power can do it as they are imposing dangerous to their lines.

6. Recreation-

- ❖ Park and Cemetery Inspection Reports as prepared for August, 2018- Motion to approve made by Supervisor Kelley, Seconded by Supervisor Schack, and passed by all.
- ❖ Trails Task Force- Removed for Agenda
- ❖ Boat and Landing Inspections- Things are looking good, no litter and being kept clean. There is a large sandy area on the west side at the Casper landing and some gravel may be nice to keep it from getting to soft and really washing away or preventing someone from getting stuck. All the boats being removed this time of year from the lake is really tearing it up. Supervisor Schack will keep an eye on it.
- ❖ Firewise- Tracking forms deadline was moved up, Supervisor Schack has almost all turned in and appreciates everyone’s help.

7. Correspondence-

8. Town Hall-

- ❖ Review town hall report as prepared by town hall caretaker for August, 2018- Motion to approve getting Amber an updated phone with the same deal as we had last time made by Supervisor Kelley, Seconded by Supervisor Schack, and passed by all. Treasure Adams will make contact with Verizon and if the same deal is not an option she will bring it back to the Board.
Note: Inserted the Verizon Deal/Motion that was referenced from the minutes at the Regular Meeting on 9/12/18- "Maintenance needs a new phone we looked at Verizon for pricing; iPhone 6S free, iPhone SE free, iPhone 7 \$99 or, iPhone 8 for \$249 dollars. Motion to get a iPhone 7 made by Kelley seconded by Kortekaas passed by all."
Motion to approve the report made by Supervisor Schack, Seconded by Supervisor Haubrich, and passed by all.

10. Maintenance-

- ❖ Review maintenance report as prepared for August, 2018- Motion to approve made by Supervisor Kelley, Seconded by Supervisor Schack, and passed by all.
- ❖ Update on Temporary Staff- Supervisor Haubrich reports we should start brushing on Stoney Point next week and it will take about 1-2 days and then moving to Wendigo Park Circle. He is budgeting about a week and trying to get the temp staff to work straight through to assist. After that is complete the temps can be released, approximately in mid- October. Supervisor Haubrich will ask if they are interested in rink attendant openings we have throughout the winter.

11. Old Business-

- ❖ Change e-mail passcodes- Clerk was to leave the cell phone with the passcodes so that all the supervisors can change their passwords to their e-mails. Madam Chair will reach out to see about getting the phone for them to do so.

12. New Business-

- ❖ Schedule Work Session RE: Cemetery/ Public landing access/ Appointed v. Elected Positions- October 4th @ 7:00 pm at the Town hall. Deputy to post tonight. Motion to schedule made by Supervisor Kelley, Seconded by Supervisor Haubrich, and passed by all.
- ❖ Appoint Head Election Judge- The Motion on the RBA that was done at the meeting on 7/11/18 was incorrect; it did not have the correct date of elections for 11/6/18 and it did not appoint Cari as the head judge. Motion to amend and approve the Motion on 7/11/18 on the RBA by Supervisor Kelley, Seconded by Supervisor Haubrich, and passed by all. Madam Chair would also ask for a signature line to be added for the Clerk and the Chair. Deputy will make changes, Clerk to bring to the next Regular Meeting for signatures.

13. Bills-

- ❖ Approve Payments – Total payments of \$63,935.06- Motion to approve all payments made by Supervisor Kelley, Seconded by Supervisor Schack, and passed by all. Check numbers 18005-18012

14. Public Input- Please come up to the podium and state your name and address for the record

15. Upcoming meetings/events-

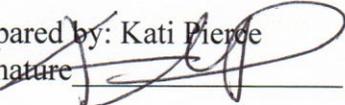
(Th)Oct 4 Work Session/Cemetery, Public Landing Access, Appointed v. Elected 7:00pm Harris Town Hall
 (M) Oct 15 Itasca County Township Association.....7:00 pm Blandin Foundation
 (W) Oct 10 Regular Meeting.....7:30pm Harris Town Hall

(W) Oct 24 Planning and Development Meeting.....7:30 pm Harris Town Hall

❖ **Adjourn-** Motion made by Supervisor Kelley, Seconded by Supervisor Haubrich, and passed by all.

Prepared by: Kati Pierce

Signature



Madam Chair: Peggy Clayton

Signature

Work session minutes re: Road Tour and Public Lake Access
Tuesday, October 16, 2018
9:00 am – 12:00 Noon

In attendance: Peggy Clayton, Jim Kelley, Ken Haubrick, Dennis Kortekaas, and Mike Schack

The board met at the town hall at 9 AM on Tuesday, and over the course of the three hours we did cover some roads that we feel should be fixed sooner rather than later and would be on our list of priorities in 2019, and also located some public lake access spots.

We did look at:

Alicia Place and found that this road would need a reclaim, and would be the board's next road to be worked on!

Apache Drive washout needs to be fixed before winter sets in.

The corner in Gary Drive needs to be widened, when the road is redone.

Little Crystal Lane needs to have a turn-around installed.

Mishawaka Shores needs to have some sub base correction, that the board needs to work on sooner rather than later.

Mishawaka Road needs some repainting arrows and white lines redone at the speed bumps.

(Note: at that same time, parking lot lines need to be repainted at Crystal Park).

Mishawaka Landing was discussed and the consensus was that before we move forward with redoing the park portion, a survey would need to be done so the board knows where the lines begin and end.

Sunny beach Addition, it was decided that we should have some type of agreement in place regarding grading (beginning and ending) lines.

Tolerick Drive needs to be sub cut, when the road is redone.

Woodbine Lane also could use some work sooner rather than later, and the consensus was to complete the work in 2019 , but on the 2018 schedule.

Public Lake Access:

By 31739 Sunny beach road - there is a non-accessible!

Southwood Road – another non-accessible, all wetlands! Further down Southwood (by 31855) another non accessible.

Submitted by Chair/Peggy Clayton

- PARKS (CONTINUED):
- BASEBALL FIELD:
- SHAPE/ANY REPAIR NEEDED
- GRASS CUT/TRIMMED
- BASKETBALL AREA:
- NET
- PICNIC AREA:
- TABLES/BENCHES
- TRASH
- PLAYGROUND AREA:
- SWINGS
- SLIDES
- TRASH
- ANYTHING BROKEN
- HORSESHOE COURT
- TRASH
- PARKING LOT:
- TRASH
- ICE RINK/WARMING SHACK
- OUTHOUSE:
- CLEAN/CALL NEEDED TO VENDOR?

DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
9/15/18		grass growing in left field	grass growing
	N/A	roads some	good
		need more (new grass needed)	good
		good	good
		looking good	grass growing
		good	good
		N/A	good
		good	good

OVERALL COMMENTS: ** Vendor - grass growing on Ball field. Basketball area has moss growing & pine needles!*

Crystals + Wendigo needs New Warning Street signs

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	9/12/18			
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS		N/A	N/A	good
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			good -	good
POSTS			could not	
COURT			see pic	
GRASS CUT/TRIMMED			same pic	

by Pinedale
by Pinedale

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
PARKS (CONTINUED):	9/12/18			
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED			Good	Good
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET		N/A		
PICNIC AREA:			Needs to be paved	Spacks need leads
TABLES/BENCHES			Needs to be paved	Spacks need leads
TRASH			Good	Good
PLAYGROUND AREA:				
SWINGS			Good	Good
SLIDES			Good	Quality of 1 P of bars
TRASH			N/A	Quality of 5 benches & slides
ANYTHING BROKEN				Check on benches
HORSESHOE COURT				
TRASH				
PARKING LOT:				
TRASH			Good	Needs to be cleaned up on springs
ICE RINK/WARMING SHACK				
OUTHOUSE:			Good	Good
CLEAN/CALL NEEDED TO VENDOR?				

OVERALL COMMENTS:

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	9/23/18			
GRASS CUT:		good		
GRASS TRIMMED:		deadline		
ANY TRASH?		for papers		
ANY VANDALISM?		removed		
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		DO NOT		
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS		N/A		
POSTS				
COURT		N/A		
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

PARKS (CONTINUED):

DATE 9/23/18

CEMETERY

WENDIGO

CRYSTAL SPRINGS

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

N/A

good

good

BASKETBALL AREA:
NET

plenty
fine needles

good

PICNIC AREA:
TABLES/BENCHES
TRASH

good

picnic table again
covered up;

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH

good

good

HORSESHOE COURT
TRASH

N/A

user's good
area cleaned up

PARKING LOT:
TRASH

✓

good

OK

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

✓

OVERALL COMMENTS:

anybody believes "signs" needs to be updated
after we spend the money

* Crystal - a lot of garbage strewn around the
park. picnic table again covered up.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	9/30/18			
GRASS CUT:		Good		
GRASS TRIMMED:		Good		
ANY TRASH?		Plastic		
ANY VANDALISM?		(No personal items)		
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		with "Hick" are still going some more dug up		
PARKS:				
VOLLEYBALL COURT:		N/A		
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

PARKS (CONTINUED):

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

BASKETBALL AREA:
NET

PICNIC AREA:
TABLES/BENCHES
TRASH

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

HORSESHOE COURT
TRASH

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

OVERALL COMMENTS:

DATE 9/20/18

CEMETERY

WENDIGO

CRYSTAL SPRINGS

N/A

looks good

looks good

fine needles

looks good

looks good

looks good (no more garbage on table)

good

good

N/A

good

good

good

Vendor - Cemetery flowers. Still not!

Crystal - a lot of garbage - so covered
now badly cutting on Sunday - due to rain last wk.

Harris Township Monthly Town Hall Report

Caretaker, Amber Hart Date 10-5-18

General Cleaning 21 hrs.

Miscellaneous Duties/Work 27.25 hrs.

Inspections, Maintenance, Non-routine work, Board Meeting Functions.

Notes:

Total (All hours worked) 48.25 hrs.

Rentals

Resident's 5

No Charge/Discounted Only by board approval 2

Notes Flyway Club #25, Pat Medure M+G N/C

Non-Residents 1

Discounted Only by Board approval _____

Notes _____

Board Functions (meetings, scheduled hold, voting) 6

Total _____

Deposits Retained -

Total money collected 375.00

=====

Maintenance or Safety concerns:

- ↳ Need new outlet on the thermostat wall - Burnt?
- * I already notified Derek. AD 10-5-18
- ↳ Going to pull the knobs off of the stove & put them in the drawer. Also will make up a sign stating where they are due to recent events. (AH)

Harris Township
September Maintenance Report
Weekly Maintenance Plan September 3rd – 7th 2018

Task to be completed	Estimated hours	Priority
Holiday (Labor Day)	8	1
Open and close cremation burial in section 3 (Tuesday 4th)	2	1
Fill in washouts on Bayview Pl., Metzenhuber Rd. and Wagon Wheel Court Rd.	6	1
Level out stones at the Cemetery	16	2
Record monthly receipt, equipment, time sheet and fuel information.	4	3
Trim grass and tree limbs around road signs on Township Roads.	10	2
Mow R.O.W. on Township Roads	26	1

Derrick

Date: 9/4/18

- Meeting with Mike and Ken. 1 hr.
- Open and close cremation burial in section 3. 2 hr.
- Fill in washouts on Metzenhuber Rd., Bayview Pl., Birch St., and Wagon Wheel Court Rd. 5 hr.

Derrick

Date: 9/5/18

- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow the R.O.W. on Hauser Rd., Melody Ln., Woodland Park Rd., Harbor Heights., Lakeview Dr. and Lakeview Trl. **NOTE: Hauser Rd., Melody Ln., Woodland Park Rd., Harbor Heights., Lakeview Dr. are completed.** 7 hr.

Work done that is not on the weekly plan:

- Run to town and pick up Weed Whipper Line. ½ hr.

Sterling

- Weed whip around signs on Mishawaka, isleview, birch, little crystal, gary dr, bear creek, wagon wheel, robinson, jane lane, pine landing, Schmidt, sunny beach add, wendigo heights roads 8 hrs

Derrick

Date: 9/6/18

- Check over and grease the Tractor before mowing R.O.W. ½ hr.
 - Mow the R.O.W. on Lakeview Trl., Gary Dr., Pine Landing Dr. and Southwood Rd. 6 hr.
- NOTE: Lakeview trl., Gary Dr. and Pine Landing Dr. are completed.**

Work done that is not on the weekly plan:

- Run to town and get fuel for the tank. 1 hr.
- Sand off the graffiti on the picnic tables at Crystal Park. ½ hr.

Ron

- Morning meeting 1 hr
- Dug out culvert by picnic park ½ hr
- Leveling headstones in cemetery 6 ½ hrs

Sterling

- Morning meeting with Ken 1 hr
- Dig out culvert at picnic park 0.5 hrs
- Leveling headstones at cemetery 6.5 hrs

Derrick

Date: 9/7/18

- Record monthly equipment hours, time sheets, fuel reports, receipts and weekly plan for next week. 4 hr.
- Mow R.O.W. on Westwood Dr., Westwood Rd. and Metzenhuber Rd. **NOTE: All of these roads are completed.** 3 ½ hr.
- Check over and grease tractor before mowing R.O.W. ½ hr.

Weekly Maintenance Plan September 10th – 14th 2018

Task to be completed	Estimated hours	Priority
Open and close cremation burial in section 3 (Friday 14 th)	2	3
Level out stones at the Cemetery	32	3
Mow R.O.W. on Township Roads	36	1
Cap off propane line on the Town Hall Garage	2	1

Derrick

Date: 9/10/18

- Meeting with Ken. ½ hr.
- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow the R.O.W. on Alicia Spur, Alicia Pl., Sunny Beach Addition Rd., Bayview Pl. and the Schmidt Rd. **NOTE: All of these roads are now completed.** 7 hr.

Derrick

Date: 9/11/18

- Check over and grease the tractor before mowing R.O.W. ½ hr.
- Mow R.O.W. Southwood Rd., Tolerick Rd., Woodbine Ln. and Norway Rd. 7 ½ hr.

Derrick

Date: 9/12/18

- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow the R.O.W. on Robinson Rd., Hughes Rd., Vroman Rd., Jane Ln. and Wendigo Park Cir. **NOTE: All of these roads are completed.** 7 ½ hr.

Derrick

Date: 9/13/18

- Meeting with Ken. 1 hr.
- Run to town and pick up water and have Ferrell Gas schedule to pick up propane tank from the Town Hall. 1 hr.
- Grease and check over Tractor before mowing R.O.W. ½ hr.
- Mow R.O.W. on River Ridge Rd., Norberg Dr., Keyview Dr., and Wagon Wheel Court Rd. **NOTE: These roads are all completed.** 5 ½ hr.

Ron

- Meeting 1 hr
- Leveled head stones in section 1 in cemetery 6 ½ hrs
- Picked up Derrick on Bear Creek Road and did daily log. ½ hr

Sterling

- Meeting with ken 1 hr
- Leveled head stones in section 1 in cemetery 6 ½ hrs
- Put away equipment ½ hr

Derrick

Date: 9/14/18

- Work on the weekly plan for next week. 1 hr.
- Open site for cremation burial in section 3. 1 hr.
- Mow the R.O.W. on Bear Creek Rd. 5 ½ hr.
- Check over and grease tractor before mowing R.O.W. ½ hr.

Ron

- Dug hole for double urn ½ hr
- Took Derrick to tractor on Bear Creek Road ½ hr
- Leveled headstones in cemetery 6 ½ hrs
- Filled grave after double urn burial ½ hr

Sterling

- Dig in cemetery for double urn ½ hr
- Update cemetery book data sheet ½ hr
- Leveling head stones in Cemetery 6 ½ hr
- Filled in hole for double urn ½ hr

Weekly Maintenance Plan September 17th – 21st 2018

Task to be completed	Estimated hours	Priority
Mow the Service Center	4	2
Level out stones and landscape work at the Cemetery	48	3
Mow R.O.W. on Township Roads	16	1
Mow the Town Hall	2	2
Mow the Wendigo Picnic Park	2	2
Remove weeds from the playground area and horseshoe pits at Crystal Park.	4	2
Till the Volleyball court area at Crystal Park.	4	2

Derrick

Date: 9/17/18

Work done that is not on the weekly plan:

- Meeting with Ken. ½ hr.
- Repaired shoulders and fixed washouts with Class 5 and the ASV on Wagon Wheel Court Rd., Metzenhuber Rd., Bayview Pl., Lakeview Trl. 7 hr.
- Inspected tree that fell on Stony Point Rd. **NOTE:** It was questioned if it was our responsibility or the County's after I took a look at it, it is our responsibility. It is out of the road but it will need to be taken care of soon. ½ hr.

Derrick

Date: 9/18/18

- Check over and grease Tractor before mowing R.O.W. ½ hr.
- Mow the R.O.W. on the Underwood Rd. **NOTE: I was unable to finish the Underwood Rd. because the media com crew is still putting lines in the ground on the west end of the road.** 5 hr.

Work done that is not on the weekly plan:

- Cut up and haul away fallen trees on Bear Creek Rd., Fieldcrest Rd., and the Wendigo Park Rd. 2 ½ hr.

Derrick

Date: 9/19/18

- Meeting with Ken. ½ hr.
- Ran to town to pick up, fuel, and gas for the gas cans. 1 hr.
- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow the R.O.W. on the Underwood Rd., Nancy Dr., and Forest View Trl. **NOTE: All of these roads are completed.** 6 hr.

Sterling

- Morning meeting with Ken and Derrick 1 hr
- Sharpen chainsaw, cut wood, vacuum garage 1 hr
- Mow long and wet grass at service center 6 hrs
(Had to go slow, one direction, using half width of deck.)

Derrick

Date: 9/20/18

- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow the R.O.W. on Bear Creek Rd. **NOTE: All roads are now completed for the year.** 6 hr.
- Work on the weekly plan for next week. 1 ½ hr.

Derrick

Date: 9/21/18

- Work on the weekly plan for next week. 1 hr.
- Remove weeds and grass from the playground area and horseshoe pits at Crystal Park. 3 ½ hr.

Work done that is not on the weekly plan:

- Calculated estimate costs for burials. 2 ½ hr.
- Run to town and picked up cleaning supplies for the Service Center and materials for the Chevrolet Dump Box. 1 hr.

Weekly Maintenance Plan September 24th – 28th 2018

Task to be completed	Estimated hours	Priority
Mow the Service Center	4	2
Level out stones and landscape work at the Cemetery	56	1
Mow the Wendigo Picnic Park	2	2
Remove weeds and grass from Volleyball court area at Crystal Park	4	3
Change oil, wash, grease and put away J.D. 7130 Tractor for the season	4	1
Change oil and grease the Chevrolet Dump Truck	3	1
Work on chip box for the Chevrolet Dump Truck.	3	2
Cut up and remove fallen tree from Stony Point Rd.	4	1

Derrick

Date: 9/24/18

- Meeting with Mike and Ken. ½ hr.
- Finished chip box for the Dump Truck. 2 ½ hr.
- Changed oil and greased Chevrolet Dump Truck. 2 ½ hr.

Work done that is not on the weekly plan:

- Marked trees for removal on the Stony Point Rd. with Supervisor Haubrich. 1 hr.
- Picked up oil and filters in town. 1 ½ hr.

Derrick

Date: 9/25/18

Work done that is not on the weekly plan:

- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow the R.O.W. and cut brush back on the Stony Point Rd. 4 ½ hr.
- Put away tractor for the season. ½ hr.
- Clean, sweep, and mop the Service Center Meeting Area. 2 ½ hr.

Sterling

- Till weeds at crystal park playground, volleyball court. Chain Drag Baseball diamond 4 hrs.
- Chain drag baseball diamond at wendigo park, pick up fallen branches Around park and in hockey rink, fix fenced gate entrance 3 hrs.
- Sweep garage at service center 1 hr.

Derrick

Date: 9/26/18

- Cut and chip up fallen trees on Stony Point Rd. and Gary Drive. 3 hr.
- Clean, Change oil, grease, and store away J.D. 7130 Ditch Mower for the season. 3 hr.

Work done that is not on the weekly plan:

- Make burial list for Cemetery Sexton for updating the files. 2 hr.

Ron

- Chipped trees on stony point rd and gary drive 2 ½ hrs.
- Mowed and trimmed picnic park 1 hr.
- Raked lawn clumps at town Hall ½ hr.
- Mowed and trimmed at service center 4 hrs.

Sterling

- Cut and chip fallen trees on stony point rd and gary drive 2.5 hrs.
- Mow at picnic park 1 hr.
- Rake and leaf blow windrows at townhall 1 hr.
- Mow and trim at service center 3 hrs.
- Clean up garage and pickup cab 0.5 hrs.

Derrick

Date: 9/27/18

- Worked on the weekly plan for next week. 1 hr.
- Meeting with Mike. ½ hr.

Work done that is not on the weekly plan: **RAINY DAY**

- Run to town and pick up supplies for the Chevrolet Dump Box and fuel for the fuel tank. 1 hr.
- Installed hinges and hooks on the Chip Box for the dump truck. 2 hr.
- Updated road, equipment, and cemetery files 3 hr.
- Fixed toilet in the Service Center Meeting Area. ½ hr.

Ron

- Meeting 1 hrs.
- Maintenance on lawnmowers 1 ½ hrs.

Sterling

- Morning meeting with mike 1 hr.
- Change oil on John Deere Zero turn, sharpen Gravelly Blades 1.5 hr.

Derrick

Date: 9/28/18

- Level out headstones in Section 1. 5 ½ hr.
- Worked on the weekly plan for next week. 1 hr.

Work done that is not on the weekly plan:

- Met with Public Utilities on Stony Point Rd. **NOTE: They looked at the trees that we are not able to take down, they will be getting back to us to see if they will cut them or not.** ½ hr.
- Made a new stone lifting bar for headstone labor. 1 hr.

Date: 09-28-18

Ron

- Level gravestones at cemetery 5 hrs.

Sterling

- Level gravestones at cemetery 5 hrs.

Harris Township: September 2018

Equipment	Total Hours	Monthly Hours
3500 Dump Truck	17263 miles	197 miles
3500 Pickup Truck	34686 miles	385 miles
Terex ASV	1147.8 hrs.	14.7 hrs.
E1100 heater	5770.5 hrs.	**
ETQ generator	1081.1 hrs.	**
Gravelly mower	633.2 hrs.	3.4 hrs.
JD 920 mower	575.2 hrs.	5 hrs.
JD 1445 tractor	794.7 hrs.	12.6 hrs.
JD 7130 ditch mower	1143.8 hrs.	53.8 hrs.
Vermeer Chipper	277.8 hrs.	14.9 hrs.

Harris Township

John Deere 7130 Tractor

Date	Hours	Hours Used	Gals
9/10/2018	1092.6	7.5	19.1
9/12/2018	1105.6	13	36.8
9/14/2018	1118.3	12.7	26.3
9/18/2018	1124.3	6	15
9/19/2018	1128.8	4.5	27.9
9/25/2018	1140.1	11.3	23.7
Monthly Total			148.8

ASV PT60

Date	Hours	Hours Used	Gals
9/13/2018	1133.1	8.1	10.9
9/28/2018	1142.9	9.8	7
Monthly Total			17.9

Fuel Tank Fill Up

Date	Equipment	Gals at Fill	Gals
9/19/2018	fuel tank	1734	50
9/28/2018	fuel tank	1785	50
Monthly Total			100

Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
9/19/2018	34366	321	28.06
10/4/2018	34654	288	30.04
Monthly Total			58.1

Vermeer Chipper

Date	Hours	Hours Used	Gals
10/2/2018	268.3	16.1	12.5
			0
Monthly Total			12.5

Date & Place	Quantity	Item	Number	What use...	Cost
Home Depot 9/21	2	4 x 8 plywood	#302	Dump Truck Chip Box	\$30.64
Home Depot 9/21	4	2 x 4 Studs	#302	Dump Truck Chip Box	\$12.28
Home Depot 9/21	1	Box of screws	#302	Dump Truck Chip Box	\$8.58
L & M 9/21	2	Toilet bowl cleaner	#680	Service Center Supplies	\$5.98
L & M 9/21	1	409 cleaner	#680	Service Center Supplies	\$3.99
L & M 9/21	2	Trailer pins	#309	Small Trailer	\$3.18
L & M 9/21	2	Tire Foam cleaner	#354	Supplies	\$7.98
L & M 9/21	1	Wax can	#354	Supplies	\$4.99

L & M 9/21	1	2 pk Replacement Bonnet	#354	Supplies	\$4.69
L & M 9/21	1	10 pk Grease tubes	#354	Supplies	\$74.90
Home Depot 9/13	5	24 pk water	#680	Service Center Supplies	\$17.40
L & M 9/24	2	Gal. jugs of oil 5w40	#302	Dump Truck	\$62.98
L & M 9/24	3	Qt. 5w40 oil	#302	Dump Truck	\$23.37
Home Depot 9/27	2	Flagging tape	#354	Supplies	\$9.94
Home Depot 9/27	1	2 pk hook/eye	#302	Dump Truck Chip Box	\$2.24
Home Depot 9/27	2	Hinges	#302	Dump Truck Chip Box	\$5.96
L & M 10/3	1	Tube cutter	#357	Tools	\$8.99
Home Depot 10/3	4	24 pk Water	#680	Service Center Supplies	\$13.92
Carquest 9/24	2	Oil filters	#302	Both trucks	\$18.45
McCoy 9/24	1	Oil filter seal	#396	J.D. 7130	\$7.34
McCoy 9/24	1	Oil filter	#396	J.D. 7130	\$13.02
McCoy 9/24	1	5 gals oil 15w40	#396	J.D. 7130	\$97.67

Harris Township Cemetery Policy

To obtain uniformity and efficiency in maintenance of our Township Cemetery, the following policies and regulations have been approved by the Harris Township Board; to be in effect for the Harris Township Cemetery as of October 24, 2019.

Cemetery Sexton: Kati Pierce, 218/256/7411- ktm728@gmail.com The Cemetery Sexton is available by phone, text and e-mail, with respectable hours and typically has less than a 24 hour response time. She is happy to meet with you to address any questions or concerns you or your family may have.

Harris Township Cemetery Maintenance: Derrick, 218/244/5247 – 218/326/6190

Hours:

- ❖ The Cemetery grounds are open to the public from Dawn to Dusk year round.

Purchase, Sale and Transfer of Deeds:

- ❖ All purchases of sites must be arranged with and by the Sexton.
- ❖ All purchased sites must be paid by check, payable to the Harris Township.
- ❖ All purchased sites require a Deed that will be drawn up by the Sexton and signed typically at the monthly Planning and Development Meetings by the Board. Deeds must be recorded with the Itasca County Recorder's Office. The recording fee, currently of \$46 is required in addition to the fee for the site purchased at the time of sale; payable to Harris Township.
- ❖ All payments must be made to the Sexton or funeral home. The original Deed will be mailed to the purchaser after being recorded with Itasca County and a copy filed with the Township.
- ❖ Available lots may be viewed on the Harris Township web page by clicking the Cemetery tab on the left sidebar. These will be updated to the website annually, effective January 1, 2019. <https://www.harristownshipmn.org/> or by contacting the Sexton for an appointment.
- ❖ A maximum of four (4) sites may be purchased per person, per deed.
- ❖ Deeds CAN NOT be transferred, assigned or pledged to another interest without the consent of the Town Board. (Does not include family placed in family owned sites.)
- ❖ Private sale of burial sites is prohibited.
- ❖ The Sexton maintains the authority to discontinue sale with Board approval of a particular section, block or lot area to ensure the space for those who have pre-purchased sites is adequate.
- ❖ Section 1 sites are prohibited from full casket burials if the site purchase date was after October 1, 2013.

Site/Burial Regulations:

- ❖ All burials must be arranged with and by the Sexton. No interment may take place without the notification and approval of the Sexton.
- ❖ Vaults are required for all traditional full casket burials.
- ❖ All excavating of sites will be performed by the Harris Township Cemetery Maintenance and adequate notice to prepare is required. A minimum of 4 week days is essential during winter months to prepare the site and 2-3 week days during summer months. (Not to include the day of the request.) Times may need to be adjusted depending on the frost depth and shall be communicated with the funeral home.
- ❖ Each site purchased/ owned may hold 1 full adult traditional burial complete with a vault and 4 cremation urns above. Full traditional burials should be placed prior to a cremation in the site owned or you will be referred to the disinterment process and fees. Two Infant traditional burials may be placed on the same level to allow 4 cremations above. This is the only adjustment made to the allowance of burials to be placed in each site purchased or owned.
- ❖ No burials above ground will be permitted and no spreading of ashes above ground will be permitted.

Disinterment:

- ❖ If a disinterment is requested of cremation or traditional burials- please refer to a funeral home to facilitate the process. All fees will be the responsibility of the requester and must be paid in advance.

Headstone, Footstone, Markers:

- ❖ Only one upright Headstone may be placed per site purchased. These will be marked by the Harris Township Cemetery Maintenance and laid by the company the stone was purchased through. Footstones or additional flat markers may be placed on sites as space allows. No placement of stones is permitted without the Harris Township Cemetery Maintenance marking and approving the space for the stones. Harris Township shall not be held liable for any loss, damage, vandalism, upkeep, or act of Mother Nature to stones and markers. The Headstone footprint shall not exceed 2ft X 4ft for a single plot and 2ft X 8ft for a couples (such as husband and wife).
- ❖ ONLY Foot markers received from the Itasca County Veterans Office will be placed by the Harris Township Cemetery Maintenance Department.

Trees, Flowers and Ornamentations:

- ❖ There shall be no planting of shrubs or trees on cemetery grounds. Any shrub or tree that is currently on grounds is subject to removal without guarantee of replacement in the event of needing to be removed for burial excavation, maintenance, or death of the shrub or tree; or subject to being planted in violation of the policies placed forward.
- ❖ Flowers and decorations are allowed to be placed on individual sites owned from April 1st – October 1st annually. No flowers, decorations, stands or holders are the responsibility of Harris Township and may be removed at any time by Harris Township Cemetery Maintenance if interference with maintenance procedures or encroaching on other sites is violated. All flowers and decorations must be tasteful and of pleasant viewing to other occupants of the cemetery. Removal of remaining flowers and decorations after October 1st will be

removed by the Harris Township Cemetery Maintenance. We strongly encourage the use of sturdy and durable holders and planters to avoid being tossed around in the wind and to withstand the Minnesota seasons. Please limit 2 flower boxes per site. Ornamentation will be placed in a bin for up to 1 week for owners to retrieve.

- ❖ Special ornamentation may take place for a full 7 days after a burial anytime of the year. Special ornamentation from December 1st – January 30th is also permitted for Holiday Seasons. Harris Township Cemetery Maintenance may remove any ornamentation remaining after this period.

Disclosure:

The Harris Township Board reserved the right to make exceptions, suspensions, or modifications of any of the policies and regulations set forth that may cause undue hardship of a pre-owned site or error of its doing and such shall not affect the policies and regulations of the general application set forth.

Other Information

- ❖ Sections 1 and 2 of the Cemetery sites are 8 ft. long x 4 ft. wide.
- ❖ Section 3 of the Cemetery sites are 10 ft. x 4 ft. wide.
- ❖ Duplicate Deeds may be purchased from the Itasca County Recorder's Office for a small fee.
- ❖ Harris Township may purchase a cemetery site back from its owner. The request needs to be made in writing to the Sexton and a copy of the Deed must be included with the request. The Townships recording fee will be subtracted from your purchase price returned and no burials may be in the site location. Subject to Board approval.
- ❖ Harris Township Cemetery will allow loved ones who choose cremation to be buried together in one urn. This should be done prior to either being placed in the site or you will be referred to the disinterment process. There is only 1 fee per burial excavation. The correct paperwork for both persons must be filed with the funeral home that will be processed to the Sexton.
- ❖ We do not allow the burial of pets at Harris Township Cemetery.
- ❖ There is map on the website at <https://www.harristownshipmn.org/> under the Cemetery tab; it is a helpful tool in understanding the layout of the cemetery. It highlights each section, block and lot.
- ❖ As of January 1, 2019 the website will have links available under the Cemetery tab that will assist in viewing the locations available for sale; sites sold, and burial locations of loved ones. These will be updated annually to the website.
- ❖ Findagrave.com is a helpful site if you are unsure of the cemetery a loved one is at.