



**Mission Statement:**

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

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

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

[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

## REGULAR MEETING November 13, 2019 at 7:30pm AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
  - A. Regular Meeting, October 9, 2019
  - B. Closed Work Session Re: Treasurer, October 30, 2019
3. **Additions and Corrections**
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda** - None
6. **Roads**
  - A. 2019 Certification of Town Road Mileage to MnDOT/J
  - B. Sunny Beach Road Sidewalk Request Email/K
  - C. Stoney Point/K & P
  - D. Resolution Closing Nicholas Street/K
  - E. Resolution Closing Sunset Lane/K
  - F. Resolution Closing Sunset Drive/K
7. **Recreation** - None
8. **Correspondence** - None
9. **Old Business**
  - A. Overland Valuation Summary of Township Buildings/Properties/P
  - B. Variance Hearing Update/P
  - C. Estimate for Installation of Video Security System/K
10. **New Business**
  - A. Approve Newsletter/P
  - B. Job Description of Maintenance/K
  - C. Job Description of Sexton/P
  - D. Harris Township Cemetery Policy/P
  - E. Town Hall Lease Agreement and Policy/P
  - F. Painting of Town Hall Interior/K & P
  - G. Clerk Election Training in January 2020/P
  - H. Schedule Closed Work Session Re: Clerk/P
  - I. Set Up to 10 Hours for Clerk to Work Through Files etc. in Office/{
  - J. Set Up to 10 Hours for Sexton to Work Through Files etc. at the Service Center/P
  - K. E-Storage/P
  - L. Verizon Phone Plan/JT
  - M. 2019 Independent Audit – WIPFLi, LLP

**11. Treasurer's Report** – dated October, 2019; September/October Financials 2019

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

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

**13. UPCOMING Events / Meetings**

|                   |   |                                  |
|-------------------|---|----------------------------------|
| November 13, 2019 | Site Visit Re: Michael Erickson<br>Variance Application | 9:00 am 19943 Sunny Beach Circle |
| November 26, 2019 | Work Session Re: CEDA Brainstorm                        | 7:00 pm Town Hall                |
| November 27, 2019 | P and D Meeting   | 7:30 pm Town Hall                |

**14. Adjourn**

Prepared by: \_\_\_\_\_ Signed by: \_\_\_\_\_  
Amanda Schultz, Clerk Peggy Clayton, Chair

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

### **Mission Statement:**

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Treasurer Josh Thoennes 398-0617  
Clerk Amanda Schultz 244-1811  
[haristownshipclerk@gmail.com](mailto:haristownshipclerk@gmail.com)

## REGULAR MEETING OCTOBER 9, 2019, 7:30 pm MINUTES

Present: Chair Peggy Clayton; Supervisors Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack; Treasurer Josh Thoennes; and Clerk Amanda Schultz.

Chair Clayton 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. **Approve the Minutes**
  - A. Regular Meeting, September 11, 2019  
Motion to approve the Regular Meeting minutes of September 11, 2019 by Supervisor Kortekaas, seconded by Supervisor Kelley, and passed by all.
3. **Additions and Corrections**  
Motion to add Item 10D (Wage Theft Law), pull Item 6D (Road Sign Policy), move 5A (Land Application Notice from Carlton County Soil Improvement Program to 8C, and approve the agenda as amended by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.
4. **Business from the Floor** - None
5. **Consent Agenda** - None
6. **Roads**
  - A. Road Inspection Report of September 21 and 28, 2019 for Gravel Roads
  - B. Road Inspection Report of September 21 and 28, 2019 for Paved Roads  
Motion to approve Items 6A-B Road Inspection Reports of September 21 and 28, 2019 for Gravel and Paved Roads by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.
  - C. Lakeview Drive Update  
Motion to table the Lakeview Drive Update item to the November 12, 2019 Regular Meeting by Supervisor Schack, seconded by Supervisor Haubrich, and passed by all.
7. **Recreation** - None

## **8. Correspondence**

- A. Township Association Meeting, Minutes of September, 9, 2019  
Item presented for informational purposes only; no action taken.
- B. Network Opportunities, aka Local Collaborative, Minutes of September 25, 2019  
Item presented for informational purposes only; no action taken.
- C. Land Application Notice from Carlton County Soil Improvement Program  
Item presented for informational purposes only; no action taken.

## **9. Old Business**

- A. Use of Equipment  
Motion to table the Use of Equipment item to the October 23, 2019 P&D Meeting by Supervisor Haubrich, seconded by Supervisor Schack, and passed by all.
- B. Land Appraisal Update  
Supervisor Haubrich reported on the verbal appraisal he had received, which indicated that the 2.99 acre lot on the corner was valued at \$30,000 to \$40,000. If a similarly sized lot was created next to the corner lot, the additional lot would be valued at \$27,000 to \$30,000. There is a significant amount of underbrush on the property, which may be detrimental to a sale. Motion to direct Maintenance to do underbrush work on the property by Supervisor Schack, seconded by Supervisor Kortekaas, and passed by all.
- C. New Water Tank for Town Hall  
Supervisor Haubrich reported that he has been directed towards looking at a natural gas tankless unit, which costs around \$1,000 plus installation fees. Motion to direct Supervisor Haubrich to acquire quotes for water tank installation by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all.

## **10. New Business**

- A. 2020 Election Judge Training  
Motion to direct Chair Clayton and Clerk Schultz to attend the 2020 Election Judge Workshop on Tuesday, October 22, 2019 by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.
- B. Town Hall Rental Rates  
Supervisor Clayton reported that the Township is withholding rental damage deposits more often due to renters not meeting the requirements of the rental agreement. Motion to raise the Town Hall Rental Damage Deposit from \$25 to \$50, effective January 1, 2020 by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.
- C. Property Valuation Program  
Supervisor Clayton reported that the Minnesota Association of Townships Insurance & Bond Trust (MATIT) has a property valuation program that can be conducted for the Township. This program is designed to accurately determine the value of the Township's structures to insure proper insurance coverage at no cost. The item was discussed for informational purposes only; no action taken.
- D. Wage Theft Law  
Supervisor Clayton reported on the Wage Theft Law and shared concerns over the requirement to pay wages at least once every 31 days as there are occurrences throughout the year where the time between pay is greater than 31 days. Motion to move employees to twice monthly paydates, with pay request due on the Friday prior to the Regular and P&D Meetings, effective October 1, 2019 by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.

**11. Treasurer’s Report**

A. Approve Treasurers Report

Motion to table the Treasurer’s Report for September to the October 23, 2019 P&D Meeting by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

B. Approve the Payment of Bills

Treasurer Thoennes reviewed the claims for approval, totaling \$10,905.21. Motion to approve claim numbers 19138-19153 and Electronic Fund Transfers (EFTs) 1-7, in the amount of \$10,905.21, and gross payroll, in the amount of \$5,298.37, by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all by roll call vote.

**12. Public Input - None**

**13. Upcoming Meetings and Events**

|                  |  |                        |
|------------------|--|------------------------|
| October 10, 2019 | Work Session Re: Security & Position Reviews | 7:00 pm Service Center |
| October 23, 2019 | P and D Meeting                              | 7:30 pm Town Hall      |

**14. Adjourn**

There being no further business to be discussed, a motion was made to adjourn the meeting by Supervisor Kortekaas, seconded by Supervisor Haubrich, and passed by all at 8:23 p.m.

Submitted by: \_\_\_\_\_ Signed by: \_\_\_\_\_  
Amanda Schultz, Clerk Peggy Clayton, Chair

**Mission Statement:**  
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# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

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
- [harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

## WORK SESSION

October 30, 2019, 7:00 p.m.

### MINUTES

Present: Chair Peggy Clayton; Supervisors Ken Haubrich, Dennis Kortekaas, Mike Schack; and Clerk Amanda Schultz.

Absent: Supervisor Jim Kelley

Chair Clayton called the meeting to order at 7:00 p.m. and the Pledge of Allegiance to the Flag was conducted.

#### CLOSED SESSION RE: TREASURER

Motion to go into Closed Session pursuant to M.S. 13D.05, Subd. 3(a) Re: Treasurer by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all, except Kelley absent.

Motion to go into Open Session by Supervisor Haubrich, seconded by Supervisor Schack, and passed by all except Kelley absent.

Motion to extend probation for the Treasurer position until April 1, 2020, based on specific parameters as discussed by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all, except Kelley absent.

#### ADJOURN

There being no further business to be discussed, a motion was made by Supervisor Kortekaas to adjourn the meeting, seconded by Supervisor Schack, and passed by all, except Kelley absent, at 8:00 p.m.

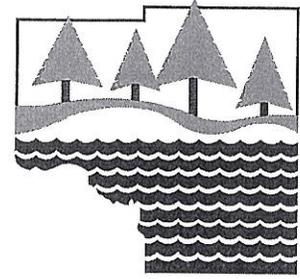
Submitted by: \_\_\_\_\_  
Amanda Schultz, Clerk

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

# ITASCA COUNTY

## Transportation Department

123 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744-2600  
Office (218) 327-2853 Fax (218)327-0688



October 21, 2019

Re: 2019 Certification of Town Road Mileage to MNDOT

Dear Township Official:

The Minnesota Department of Transportation requires the County Engineer to certify the township road mileages in the county. **This certification of township roads is only for "roads that have been maintained and open to the traveling public for at least eight months of the year"**. The annual allotment of town road gas tax is based on the miles submitted on this report, which is due from us on November 15<sup>th</sup>. MNDOT requests that any additional or revoked mileage is accounted for and closed roads are reflected in this certification.

Enclosed you will find the roads and miles certified for 2018. Please review the list, complete and return via fax, e-mail or mail to our accountant at your earliest possible convenience but no later than Friday, November 8<sup>th</sup>, 2019. Please notify us if the road miles are correct as listed, and there are no changes. Please sign and return this form for our official record.

**Because of the late notice, please send official signatures whenever you have your next township meeting, but please send me any changes you would like to be included in this year's certification by November 8<sup>th</sup>.**

Sincerely,

A handwritten signature in cursive script that reads "Kelly Lammon".

Kelly Lammon,  
Transportation Accountant  
Fax: 218-327-0688  
[kelly.lammon@co.itasca.mn.us](mailto:kelly.lammon@co.itasca.mn.us)  
Phone: 218-327-0681

# 2019 Road Length Certification Information

Below are the roads lengths you certified for 2018, please review, update if needed, and sign for the 2019 Certification.

| Township        | Road Name           | Length of Road | Snow - plowing Miles | Contract Start Year | 2019 Certified Length | Privately Snow - plowed             | Comments |
|-----------------|---------------------|----------------|----------------------|---------------------|-----------------------|-------------------------------------|----------|
| Harris Township |                     |                |                      |                     |                       |                                     |          |
|                 | Alicia Place        | 0.55           | 0.55                 | 2019                | 0.55                  | <input type="checkbox"/>            |          |
|                 | Alicia Spur         | 0.10           | 0.10                 | 2019                | 0.10                  | <input type="checkbox"/>            |          |
|                 | Apache Drive        | 0.20           | 0.20                 | 2019                | 0.20                  | <input type="checkbox"/>            |          |
|                 | Aspen Drive         | 0.75           | 0.75                 | 2019                | 0.75                  | <input type="checkbox"/>            |          |
|                 | Bayview Place       | 0.30           | 0.30                 | 2019                | 0.30                  | <input type="checkbox"/>            |          |
|                 | Bear Creek Road     | 1.70           | 1.70                 | 2019                | 1.70                  | <input type="checkbox"/>            |          |
|                 | Birch Hill Drive    | 0.38           | 0.38                 | 2019                | 0.38                  | <input type="checkbox"/>            |          |
|                 | Birch Street        | 0.80           | 0.80                 | 2019                | 0.80                  | <input type="checkbox"/>            |          |
|                 | Breezy Lane         | 0.10           | 0.10                 | 2019                | 0.10                  | <input type="checkbox"/>            |          |
|                 | Carol Street        | 0.20           | 0.20                 | 2019                | 0.20                  | <input type="checkbox"/>            |          |
|                 | Casper Landing      | 0.20           | 0.00                 | 2019                | 0.20                  | <input type="checkbox"/>            |          |
|                 | Chippewa Drive      | 0.30           | 0.30                 | 2019                | 0.30                  | <input type="checkbox"/>            |          |
|                 | Davis Road          | 0.10           | 0.10                 | 2019                | 0.10                  | <input type="checkbox"/>            |          |
|                 | East Harris Road    | 0.60           | 0.60                 | 2019                | 0.60                  | <input type="checkbox"/>            |          |
|                 | Field Crest Road    | 0.50           | 0.50                 | 2019                | 0.50                  | <input type="checkbox"/>            |          |
|                 | Forest View Trail   | 0.10           | 0.10                 | 2019                | 0.10                  | <input checked="" type="checkbox"/> |          |
|                 | Gary Drive          | 0.45           | 0.45                 | 2019                | 0.45                  | <input type="checkbox"/>            |          |
|                 | Harbor Heights Road | 0.30           | 0.30                 | 2019                | 0.30                  | <input type="checkbox"/>            |          |
|                 | Hauser Road         | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/>            |          |
|                 | Hughes Road         | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/>            |          |
|                 | Isle View Road      | 0.30           | 0.30                 | 2019                | 0.30                  | <input type="checkbox"/>            |          |
|                 | Jane Lane           | 0.50           | 0.50                 | 2019                | 0.50                  | <input type="checkbox"/>            |          |
|                 | Jess Harry Road     | 0.10           | 0.10                 | 2019                | 0.10                  | <input type="checkbox"/>            |          |
|                 | Kathryn Avenue      | 0.25           | 0.25                 | 2019                | 0.00                  | <input type="checkbox"/>            |          |
|                 | Keyview Drive       | 0.50           | 0.50                 | 2019                | 0.50                  | <input type="checkbox"/>            |          |
|                 | Lakeview Drive      | 0.40           | 0.40                 | 2019                | 0.40                  | <input type="checkbox"/>            |          |
|                 | Lakeview Trail      | 0.30           | 0.30                 | 2019                | 0.00                  | <input type="checkbox"/>            |          |
|                 | Little Crystal Lane | 0.50           | 0.50                 | 2019                | 0.50                  | <input type="checkbox"/>            |          |
|                 | Melody Road         | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/>            |          |
|                 | Metzenhuber Road    | 0.10           | 0.10                 | 2019                | 0.10                  | <input type="checkbox"/>            |          |
|                 | Mishawaka Road      | 1.55           | 1.55                 | 2019                | 1.55                  | <input type="checkbox"/>            |          |

Please choose a certification type :

- Harris Township certifies that there have been no changes in road length certification for 2019
- Harris Township certifies that there have been changes in road length certification for 2019 as indicated above

Certified by (Name/Title): \_\_\_\_\_ Date \_\_\_\_\_

# 2019 Road Length Certification Information

Below are the roads lengths you certified for 2018, please review, update if needed, and sign for the 2019 Certification.

| Township | Road Name            | Length of Road | Snow - plowing Miles | Contract Start Year | 2019 Certified Length | Privately Snow - plowed  | Comments |
|----------|----------------------|----------------|----------------------|---------------------|-----------------------|--------------------------|----------|
|          | Mishawaka Shores TR  | 0.60           | 0.60                 | 2019                | 0.60                  | <input type="checkbox"/> |          |
|          | Mohawk Drive         | 0.08           | 0.08                 | 2019                | 0.08                  | <input type="checkbox"/> |          |
|          | Nancy Drive          | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/> |          |
|          | Nicholas Street      | 0.40           | 0.00                 | 2019                | 0.00                  | <input type="checkbox"/> |          |
|          | Norberg Drive        | 0.60           | 0.60                 | 2019                | 0.60                  | <input type="checkbox"/> |          |
|          | Norway Road          | 0.10           | 0.10                 | 2019                | 0.10                  | <input type="checkbox"/> |          |
|          | Pennala Road         | 0.10           | 0.10                 | 2019                | 0.10                  | <input type="checkbox"/> |          |
|          | Pine Crest Road      | 0.20           | 0.20                 | 2019                | 0.20                  | <input type="checkbox"/> |          |
|          | Pine Landing Drive   | 0.45           | 0.45                 | 2019                | 0.45                  | <input type="checkbox"/> |          |
|          | Pine Street          | 0.15           | 0.15                 | 2019                | 0.15                  | <input type="checkbox"/> |          |
|          | River Ridge Road     | 0.20           | 0.20                 | 2019                | 0.20                  | <input type="checkbox"/> |          |
|          | River View Drive     | 0.60           | 0.60                 | 2019                | 0.60                  | <input type="checkbox"/> |          |
|          | Robinson Road        | 0.30           | 0.30                 | 2019                | 0.30                  | <input type="checkbox"/> |          |
|          | Romans Road          | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/> |          |
|          | Root Road            | 0.30           | 0.30                 | 2019                | 0.30                  | <input type="checkbox"/> |          |
|          | Ruff Shores Road     | 0.15           | 0.00                 | 2019                | 0.15                  | <input type="checkbox"/> |          |
|          | Schmidt Road         | 0.45           | 0.45                 | 2019                | 0.45                  | <input type="checkbox"/> |          |
|          | Southwood Road       | 1.40           | 1.40                 | 2019                | 1.40                  | <input type="checkbox"/> |          |
|          | Stony Point Road     | 0.40           | 0.00                 | 2019                | 0.40                  | <input type="checkbox"/> |          |
|          | Sunny Beach Add RD   | 0.35           | 0.35                 | 2019                | 0.35                  | <input type="checkbox"/> |          |
|          | Sunny Beach Road     | 5.70           | 5.70                 | 2019                | 5.70                  | <input type="checkbox"/> |          |
|          | Sunny Lane           | 0.20           | 0.20                 | 2019                | 0.20                  | <input type="checkbox"/> |          |
|          | Sunset Drive         | 0.20           | 0.20                 | 2019                | 0.20                  | <input type="checkbox"/> |          |
|          | Sunset Lane          | 0.30           | 0.30                 | 2019                | 0.30                  | <input type="checkbox"/> |          |
|          | Tolerick Road        | 0.40           | 0.40                 | 2019                | 0.40                  | <input type="checkbox"/> |          |
|          | Underwood Road       | 1.55           | 1.55                 | 2019                | 1.55                  | <input type="checkbox"/> |          |
|          | Verde Lane           | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/> |          |
|          | Vroman Road          | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/> |          |
|          | Wagon Wheel Ct Road  | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/> |          |
|          | Wendigo Heights Road | 0.10           | 0.10                 | 2019                | 0.10                  | <input type="checkbox"/> |          |
|          | Wendigo Park Circle  | 0.40           | 0.40                 | 2019                | 0.00                  | <input type="checkbox"/> |          |
|          | Wendigo Park Road    | 2.90           | 2.90                 | 2019                | 2.90                  | <input type="checkbox"/> |          |

Please choose a certification type :

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- Harris Township certifies that there have been changes in road length certification for 2019 as indicated above

Certified by (Name/Title): \_\_\_\_\_ Date \_\_\_\_\_

# 2019 Road Length Certification Information

Below are the roads lengths you certified for 2018, please review, update if needed, and sign for the 2019 Certification.

| Township | Road Name          | Length of Road | Snow - plowing Miles | Contract Start Year | 2019 Certified Length | Privately Snow - plowed  | Comments |
|----------|--------------------|----------------|----------------------|---------------------|-----------------------|--------------------------|----------|
|          | Wesleyan Drive     | 0.30           | 0.30                 | 2019                | 0.30                  | <input type="checkbox"/> |          |
|          | Westwood Lane      | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/> |          |
|          | Westwood Road      | 0.25           | 0.25                 | 2019                | 0.25                  | <input type="checkbox"/> |          |
|          | Winnebago Drive    | 0.15           | 0.15                 | 2019                | 0.15                  | <input type="checkbox"/> |          |
|          | Winston Taylor RD  | 0.04           | 0.04                 | 2019                | 0.04                  | <input type="checkbox"/> |          |
|          | Woodbine Lane      | 0.15           | 0.15                 | 2019                | 0.15                  | <input type="checkbox"/> |          |
|          | Woodland Park Road | 0.30           | 0.30                 | 2019                | 0.30                  | <input type="checkbox"/> |          |
|          |                    | 34.15          | 33.00                |                     | 32.80                 |                          |          |

Please choose a certification type :

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- Harris Township certifies that there have been changes in road length certification for 2019 as indicated above

Certified by (Name/Title): \_\_\_\_\_ Date \_\_\_\_\_



Harris Township  
Resolution No. 2019-016

**A Resolution Closing Nicholas Street For Maintenance**

**WHEREAS**, the Harris Town Board, Itasca County, MN, would like to stop maintenance of Nicholas Street, over the course of the 2019-2020 winter; and

**WHEREAS**, the Harris Town Board has determined that the nature and character of the road are such that not expending town funds to maintain it is in the best public interest for the road; and

**WHEREAS**, the Harris Town Board requires that the maintenance of Nicholas Street be deferred until the spring of 2020; and

**WHEREAS**, the Harris Town Board, closed Nicholas Street over the course of the 2017-2018 and 2018-2019 winters;

**NOW THEREFORE BE IT RESOLVED**, that the Harris Town Board, Itasca County, MN, hereby closes Nicholas Street for maintenance for the 2019-2020 winter months.

|                  | YES   | NO    | OTHER |
|------------------|-------|-------|-------|
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019

By the Board,

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

Attest: \_\_\_\_\_  
Town Clerk, Amanda Schultz

State of Minnesota     )  
                                  ) ss  
County of Itasca        )

I, Amanda Schultz, the Town Clerk of Harris Township, Itasca County, MN, do hereby certify that I have compared the foregoing copy of the Resolution of the Town Board of said Township with the original record thereof on file with the town clerk, as stated in the minutes of the proceedings of said Board at their meeting held on the 13<sup>th</sup> day of November 2018, and that the same is a true and correct copy of said original record and of the whole thereof, and that said Resolution was duly passed by said Board at said meeting.

Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Amanda Schultz, Harris Town Clerk

Harris Township  
Resolution No. 2019-017

**A Resolution Closing Sunset Lane For Maintenance**

**WHEREAS**, the Harris Town Board, Itasca County, MN, would like to stop maintenance of Sunset Lane over the course of the 2019-2020 winter; and

**WHEREAS**, the Harris Town Board has determined that the nature and character of the road are such that not expending town funds to maintain it is in the best public interest for the road; and

**WHEREAS**, the Harris Town Board requires that the maintenance of Sunset Lane be deferred until the spring of 2020.

**NOW THEREFORE BE IT RESOLVED**, that the Harris Town Board, Itasca County, MN, hereby closes Sunset Lane for maintenance for the 2019-2020 winter months.

|                  | YES   | NO    | OTHER |
|------------------|-------|-------|-------|
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019

By the Board,

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

Attest: \_\_\_\_\_  
Town Clerk, Amanda Schultz

State of Minnesota     )  
                                  ) ss  
County of Itasca        )

I, Amanda Schultz, the Town Clerk of Harris Township, Itasca County, MN, do hereby certify that I have compared the foregoing copy of the Resolution of the Town Board of said Township with the original record thereof on file with the town clerk, as stated in the minutes of the proceedings of said Board at their meeting held on the 13<sup>th</sup> day of November 2019, and that the same is a true and correct copy of said original record and of the whole thereof, and that said Resolution was duly passed by said Board at said meeting.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Amanda Schultz, Harris Town Clerk

Harris Township  
Resolution No. 2019-018

**A Resolution Closing Sunset Drive For Maintenance**

**WHEREAS**, the Harris Town Board, Itasca County, MN, would like to stop maintenance of Sunset Drive, over the course of the 2019-2020 winter; and

**WHEREAS**, the Harris Town Board has determined that the nature and character of the road are such that not expending town funds to maintain it is in the best public interest for the road; and

**WHEREAS**, the Harris Town Board requires that the maintenance of Sunset Drive be deferred until the spring of 2020; and

**NOW THEREFORE BE IT RESOLVED**, that the Harris Town Board, Itasca County, MN, hereby closes Sunset Drive for maintenance for the 2019-2020 winter months.

|                  | YES   | NO    | OTHER |
|------------------|-------|-------|-------|
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |
| SUPERVISOR _____ | _____ | _____ | _____ |

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019

By the Board,

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

Attest: \_\_\_\_\_  
Town Clerk, Amanda Schultz

State of Minnesota     )  
                                  ) ss  
County of Itasca        )

I, Amanda Schultz, the Town Clerk of Harris Township, Itasca County, MN, do hereby certify that I have compared the foregoing copy of the Resolution of the Town Board of said Township with the original record thereof on file with the town clerk, as stated in the minutes of the proceedings of said Board at their meeting held on the 13<sup>th</sup> day of November 2018, and that the same is a true and correct copy of said original record and of the whole thereof, and that said Resolution was duly passed by said Board at said meeting.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Amanda Schultz, Harris Town Clerk



9A

MINNESOTA ASSOCIATION OF TOWNSHIPS  
AGENCY

Minnesota Association of Townships Insurance & Bond Trust (MATIT)

Executive Director:  
David Hann  
Claim Administrator:  
Debbie Provence  
Agency Financial Assistant:  
Christa Sellner  
Underwriting Assistant:  
Dawn Zimmerman  
Agency Assistant:  
Angela Hendrickson

September 23, 2019

Harris Township  
Peggy Clayton, Chairperson  
20356 Wendigo Pk Rd  
Grand Rapids, MN 55744

November 14/16  
11 AM

Re: Insured Property Valuation

Dear Peggy,

Harris Township has been selected for the property valuation program being conducted by the Minnesota Association of Townships Agency/Insurance Trust. The program is designed to accurately determine the value of the township's structures to ensure proper insurance coverage and discuss risk management options. Best of all, the Minnesota Association of Townships Insurance Trust is paying for this valuation and **your town will not be billed for it.**

MATA has hired Overland Surveys (OSI) to perform these valuation surveys. You will be receiving a phone call from a representative from Overland Surveys in the near future with a proposed date and time for the survey. ***It is important that you have someone present at the time of the valuation so that the representative can get in the building and complete an accurate reading and obtain photos.*** After the survey has been completed, you will receive a copy of the report, along with any recommendations concerning your insurance coverage.

We're excited about this service and hope you find it as helpful. If you have any questions or need assistance with any of your other insurance needs, please feel free to contact me.

Sincerely,

Dawn Zimmerman  
Underwriting Assistant

# Stewart Sound Systems LLC

703 Birch Street  
Crosby, MN 56441

# ESTIMATE 90

|                    |
|--------------------|
| DATE 11/6/2019     |
| ESTIMATE# 2819     |
| REP                |
| PHONE 218-851-6459 |

stewartsoundsystems@charter.net

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

**PROJECT HARRIS TOWNSHIP**

| QTY | ITEM           | DESCRIPTION  | PRICE  | TOTAL  |
|-----|----------------|--|--------|--------|
| 1   | NVR302A-08/... | NVR RECORDER & LOCK BOX<br>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   | PDN59U225H-1   | AUTO TRACKING PTZ CAMERA<br>ENS StarLight IR PTZ Network Camera/ Auto Tracking/ 25x Optical Zoom/ 1/2.8" STARVIS CMOS Video Sensor/ 492-feet IR Night Time Vision in StarLight Color/ 1920p x 1080p, 2 Megapixels/ -40F to +158F Operating Temperature/ IP66 Waterproof Rating                                     | 570.70 | 570.70 |
| 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<br>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...  | UNINTERUPTED POWER SUPPLY<br>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<br>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<br>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!**

|                     |
|---------------------|
| <b>Subtotal</b>     |
| <b>Tax (6.875%)</b> |
| <b>TOTAL</b>        |

# Stewart Sound Systems LLC

703 Birch Street  
Crosby, MN 56441

## ESTIMATE

|                    |
|--------------------|
| DATE 11/6/2019     |
| ESTIMATE# 2819     |
| REP                |
| PHONE 218-851-6459 |

stewartsoundsystems@charter.net

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

|                |                        |
|----------------|------------------------|
| <b>PROJECT</b> | <b>HARRIS TOWNSHIP</b> |
|----------------|------------------------|

| 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   |
| 32  | LABOR     | Labor Cost for Consultation, Assembly, Installation, Programming, Testing & Training @ \$80.00 per hr.         | 80.00  | 2,560.00 |
| 28  | ASSISTANT | Labor Cost for Licensed Wiring and Assembly Assistant @ \$35.00 per hr.  | 35.00  | 980.00   |

EQUIPMENT AND SHIPPING MUST BE PAID IN ADVANCE  
THANK YOU!

|                     |                   |
|---------------------|-------------------|
| <b>Subtotal</b>     | <b>\$7,076.20</b> |
| <b>Tax (6.875%)</b> | <b>\$0.00</b>     |
| <b>TOTAL</b>        | <b>\$7,076.20</b> |

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

Supervisor Dennis Kortekaas 326-1882  
Supervisor Mike Schack 340-8852  
Supervisor Ken Haubrich 327-1361  
Supervisor Jim Kelley 327-0317  
Treasurer Josh Thoennes 398-0617  
Clerk Amanda Schultiz 244-1811  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

Harris Township  
SINCE 1909



NEIGHBORS. SHORES & MORE

**Mission Statement:**

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

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

## A Message from the Chair...

**INSIDE THIS ISSUE:**

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| Message from the Chair     | 1 |
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| Rinks of Harris            | 3 |
| Roads!!                    | 4 |

The Board has been busy all summer working on roads, recreation, and everything in between. Now it's time to "hunker down" and prepare for winter!

Harris Township will once again have our warming shacks and rinks open at both Wendigo Park, and Crystal Park. Flooding will occur when the weather is cold enough to do so.

If you, or someone you know is interested in being a rink attendant for the 2019-2020 season, please contact Victoria at Express Employment at 218-326-9461 or stop in and complete an application!

Also, if you did not receive your "yellow" voter information card for the Presidential Primary (March 3, 2020), please contact Vickie Martin in the Itasca County Auditor Department, or stop into see her.

You may have not received the card, if your address has changed, etc.

If you have any issues, concerns, or questions with regard to the township, please call my cellphone at 218-259-1551, and I will be more than happy to answer any questions you have, or steer you in the right direction. If you need to get ahold of board members, please do not hesitate to call on us, as we are here for all of you, and will continue to strive to make Harris Township the best in Itasca County!

Peggy Clayton  
Madam Chair

**Hall Rental:  
Call Bryanna at  
218-398-5033  
We have you  
covered in Harris  
Township!**

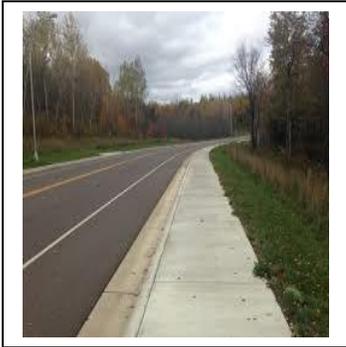
## Cranberry Fruit Salad



1 bag fresh cranberries  
1 large tart green apple  
1 large orange  
1 large crisp red apple  
1 cup chopped walnuts  
1 large box raspberry jello  
2 cups water  
1 cup sugar

Zest the orange peel, and dice pulp.  
Chop all the other fruit, and add to large bowl with orange and zest. Add nuts.  
Bring water and sugar to a boil until sugar dissolves completely. Remove from heat, let cool just a bit, and whisk in jello.  
Pour jello over fruit, give a good stir, and refrigerate overnight.

# SIDEWALKS AND WALKING TRAILS



There has been a lot of conversation about fitness and health. Local organizations and companies are encouraging people to get out and walk, ride a bicycle, or other activities to get fit, stay fit. So now the question, "When is the Township going to construct sidewalks and or walking trails?" That's a good question! Either sidewalks or walking trails would make walking or bicycling much safer. However, there are issues that need to be addressed.

**The Cost:** Everything cost money, and walking trails or sidewalks are not cheap to build. For instance, Sunny Beach Road is 5.7 miles long. If the cost is \$100 per foot to build a sidewalk (probably more I'm guessing) the cost to build would be about a half a million dollars per mile.

Easements would have to be obtained because Township rights-of-way are too narrow for a sidewalk/walking trail and ditch. And, what happens when there is that one person who doesn't want to give up their property?

Who pays? The Board doesn't have the authority to bond so the Township residents would need to approve a bond for the project. Typically, municipalities would assess the landowners that boarder the sidewalks for the cost of the project.

So, where do we go from here? I would recommend, if there is strong interest

in a particular neighborhood, that those citizens living in that neighborhood should get signatures on a petition requesting sidewalks or walking trails, and present the petition to the Board. Of course, everyone would need to understand the issues.

Ken Haubrich

Supervisor A

Harris Township Board of Supervisors

## Harris Township Board Meeting Schedule

Harris Town Board is scheduled to meet twice a month, at 7:30pm at the Harris Town Hall:

The Regular Meeting is held the 2nd Wednesday of every month.

The Planning and Development Meeting (aka P&D Mtg) is held the 4th Wednesday of every month.

Both meetings are broadcast live on ICTV public access cable television, and can also be viewed online via their website: [www.watchictv.org](http://www.watchictv.org).

All other meetings or work sessions will be posted at the Town Hall at least 3 days prior to the meeting - and should be posted on this section of the website as well.

If you have questions or would like to be put on the agenda for an upcoming meeting, please The Clerk at 218/244/1811

## Firewise and Trails!

Greetings!

It's hard to believe it's fall, where did the summer go? I literally had the heat on in the morning and the AC on in the afternoon. The sun is a powerful force of nature!

We had a fairly good turnout for the FIREWISE program, now is the time to cleanup around house and driveway. Remember accessibility and defensive area aa well as building characteristics. So, look around your house and think "would this survive a fire?"

Good news from the Trails Taskforce! Trail usage is going up! The bad news is, snowmobile club membership is going down. Members tend to be older, long involved folks, so...younger snowmobilers, join a club and help out! It takes some manual labor to keep trails clean and open.

Thank you!  
Mike Schack

Always available at 218-340-8852 or [supervisorEHTP@gmail.com](mailto:supervisorEHTP@gmail.com)

# Getting to Know a Neighborhood Business!

Pokegama Lawn and Sport started over 50 years ago in 1950 as Stanley's Marine and Repair located in Hibbing Mn., with a small repair shop on Crane Lake in northern Minnesota, owned and operated by Stanley and Catherine Gruska.

They sold the business to their son-in-law and daughter, John and Jane Gabrielson in 1978. They opened the Pokegama Lawn and Sport store in 1986, and it was recently expanded with a new location in November 2018. Todd Gabrielson bought out his parents in 1999, being the third generation to own and operate this business.

Their product line has changed greatly since 1950, selling boats and outboards. Their latest addition does trace back to their fishing sports origin though.

The product line includes: John Deere consumer commercial equipment. Lawn care equipment, ATV, UTV, and compact/subcompact utility tractors, parts and service since 1986. Arctic Cat snowmobiles, ATV, and UTVs. Floe waterfront equipment, such as docks and boat lifts. Toro, a Minnesota company, lawn care equipment was added in the spring of 2018. September 2019 brought the addition of Glacier Ice Houses to their product line. They employ approximately 15 very friendly and knowledgeable people. There is a "Wall of Fame" showing their history that is interesting.

They have a large showroom to display many lawn care products, with an antique Arctic Cat on display in their entry way. The old Cat might bring back some great memories to the "Baby Boomer" generation. Stop by, say hello, and check out some very nice "John Deere Green" Dan Butterfield



## Ice Rink and Warming Shacks

*Rinks are located at Crystal Park, 20057 Crystal Springs Road, and Wendigo Park, 28184 Sunny Beach Road.*

*Rinks will open when the weather is cold enough to make ice, stay tuned!!*

*In case of extreme weather (storms, windchills, warm weather), the decision to close the warming houses will be made by the Maintenance Supervisor.*

*The rinks are maintained through February, or as long as the weather permits.*



Harris Township  
c/o Amanda Schultz  
20876 Wendigo Park Road  
Grand Rapids, MN 55744

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## Roads – By Supervisor Kelley

It's hard to believe that another year is coming to an end; time certainly flies by. The 2019 construction season has come to a close, with our 2018 – 19 road projects completed.

This year we reclaimed and paved Gary Drive, Alicia Place and the intersection of Lakeview Drive and Lakeview Trail. The 2019 project was done by KGM Contractors as low bidders out of Angora.

Last year's road projects were also completed this year by Hawkinson Construction from Grand Rapids. This project consisted of reclaiming and paving of Field Crest Road, Little Crystal Lane, and Woodbine Lane. Along with this project we attained easements for turnarounds on Little Crystal Lane and Woodbine Lane.

We also replaced 2 culverts on Field Crest Road that were rusting away. The gravel roads have been holding up fairly well considering all the rain. The last grading of the year has just been done on the roads that were in need.

With budget sessions just around the corner, we will be talking about the 2020 projects. If you have any road concerns feel free to let me know. Jim 259-0317



## 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.
- May be required to work all hours, weekends, and holidays. Normal working hours will be Monday through Friday as scheduled and alternating on call 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 vehicle 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 cump 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 be able to communicate in the English language and understand instructions with ease.
- 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.

Sexton Duties:

1. **Duties covered under the monthly stipend as per our compensation policy, with verification on duties performed:**
  - First point of contact for all questions regarding the Harris Township Cemetery and follow up promptly with responses.
  - 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.
  - Coordinate all burial arrangements; Funeral Directors, Maintenance Team, Board, as needed.
  - Deed preparation, Sale, Recording, Filings and follow up with notifications of such with Board, Maintenance team, and Purchaser.
  - 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.
  - Update and maintain Harris Township Cemetery Web links with current and relevant news.
  - Update the books online annually for public viewing, and work with maintenance on updating.
  - Maintain Cemetery Books, Records, and Sexton computer books, and work with maintenance on updating.

## 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 2<sup>nd</sup> 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, dogging, 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 2<sup>nd</sup> 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 of 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.**

## 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 September 26, 2018.

Cemetery Sexton: Bryanna Vetsch, 218-398-5033, [harristownsexton@gmail.com](mailto:harristownsexton@gmail.com)

Harris Township Cemetery Maintenance: Derrick, 218-244-5247 ; 218-326-6190

1. The Cemetery grounds are open to the public from Dawn to Dusk year round.
2. The Cemetery Sexton is available by phone, text and e-mail, with respectable hours and will respond as promptly as able.
3. All burials and purchases of sites must be arranged with and by the Sexton. No interment may take place without the notification and approval of the Sexton.
4. All purchased sites must be paid by check, payable to the Harris Township.
5. All purchased sites require a Deed that will be drawn up by the Sexton and signed 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 \$46, is required in addition to the fee for the site purchased at the time of sale; payable to Harris Township.
6. 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.
7. 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/>
8. A maximum of four (4) sites may be purchased per person, per deed.
9. 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.)
10. Private sale of burial sites is prohibited.
11. The Sexton maintains the authority to discontinue sale of a particular section, block or lot area to ensure the space for those who have pre-purchased sites is adequate.
12. Section 1 sites are prohibited from full casket burials if the site purchase date was after October 1, 2013.
13. Vaults are required for all traditional full casket burials.
14. All excavating of sites will be performed by the Harris Township Cemetery Maintenance Department, and/or a designated contractor, 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.

15. 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.
16. 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.
17. One upright Headstone shall be placed per site purchased. These will be marked by the Harris Township Cemetery Maintenance Department, 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 Department marking and approving the space for the stones. Loss or damage to stones and markers is not the responsibility of the Township.
18. Foot markers received from the Itasca County Veterans Office will be placed by the Harris Township Cemetery Maintenance Department. Foot markers received by family members requesting to be placed by Maintenance, will be charged the hourly rate for labor performed (by maintenance).
19. 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.
20. Flowers and decorations are allowed to be placed on individual sites owned from April 1<sup>st</sup> – October 1<sup>st</sup> annually. No flowers, decorations, stands or holders are the responsibility of Harris Township and may be removed at any time by the Sexton, Board Supervisors or Harris Township Cemetery Maintenance Department if interference with maintenance or encroaching on other sites is violated. All flowers and decorations must be maintained by the placer of the flower and decorations must be tasteful and of pleasant viewing to other occupants of the cemetery. Weeds over taking flowers will result in the removal of the planter. Removal of remaining flowers and decorations after October 1<sup>st</sup> will be made by the Harris Township Cemetery Maintenance Department and these will not be returned to the placer.  
Special ornamentation may take place for a full 7 days after a burial anytime of the year. Special ornamentation from December 1<sup>st</sup> – January 30<sup>th</sup> is also permitted for the Christmas Season.  
Harris Township Cemetery Maintenance Department will remove any ornamentation remaining after this period. Ornamentation will not be returned to the placer.
21. No burials above ground will be permitted and no spreading of ashes will be permitted.

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.

### Harris Township Cemetery Rates

Rates reflect resident and non-residency

Cemetery Site Purchase Rate: \$175.00      Itasca County Recording Fee: \$46.00

Burials rates are for burial times beginning Monday-Friday between the hours of 9am -3pm.

#### Regular Burial Rates:

Traditional Casket Adult: \$500.00

Traditional Casket Infant: \$150.00

Cremation: \$125.00

Disinterment: \$1,250.00

An additional fee of \$200.00 will be charged for any burial that begins Monday- Friday after 3pm. No burials will be permitted to begin after 5pm.

An additional fee of \$275.00 will be charged for weekend burials and shall only take place only between the hours of 9am and 3pm.

An additional fee of \$400.00 will be charged for all Winter Traditional burials and \$250.00 will be charged for all Winter Cremations. Winter is defined as anytime the ground is frozen and need to be thawed with the grave heater to open the grave.

No burials will be permitted on New Year's Day, Good Friday, and Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

If burial is requested and excavation is preformed, however the burial is canceled by no fault of the Township, half of the original fee for that burial will be charged.

## 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.

Harris Township Cemetery will allow loved ones who choose cremation to be buried together in one urn together. 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. Both persons in the urn will need to have the correct paperwork filed with the funeral home that will be processed to the Sexton.

We do not allow the burial of pets at Harris Township Cemetery.

Harris Town Hall  
LEASE AGREEMENT

10E

Town Hall Caretaker  
Cell phone: 218-398-5033

Name \_\_\_\_\_ Date of Lease Agreement \_\_\_\_\_  
Address \_\_\_\_\_ Contact Phone # \_\_\_\_\_  
\_\_\_\_\_ Resident/\$50 \_\_\_\_\_ Non-Resident/\$100 \_\_\_\_\_  
Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_  
Rental Hours: Start Time \_\_\_\_\_ End Time \_\_\_\_\_

RENTER MANDATORY RESPONSIBILITIES:

- RENTER must sweep and mop floors after their use.
- RENTER must vacuum all carpeting after their use
- RENTER must wash & put away any dishes used.
- RENTER must remove ALL garbage.
- RENTER must not use tape, tacks, nails, hooks, or place any holes in walls or ceiling.
- RENTER must *not* remove any Township items from the property.
- RENTER must leave the hall in meeting format (see diagram).
- RENTER must complete check-off list denoting they cleaned all of the above.
- Smoking is **not** allowed in the Town Hall Building.
- No alcoholic beverages are allowed on Township property.

**Damage Deposit:** Failure to comply with the mandatory responsibilities of the Renter in the Town Hall Policy and Lease Agreement will result in a Non-Refund of deposit. The Board may seek additional reimbursement for any and all damages caused by Renter or their guests for not adhering to the Policy and Lease Agreement as outlined including, but not limited to, attorney fees, incurred by the Township and its officers.

It is agreed that the Renter must comply with the following terms and conditions:

1. That the Renter assumes full responsibility and liability for damages to the Harris Town Hall and equipment, ordinary wear and tear excepted, as such might occur during their use of said property.
2. It is understood by the Renter of the premises that **NO alcoholic beverages** are permitted on Township property, and **NO smoking is allowed in the Town Hall Building.**
3. It is further understood that during the use of the premises, the Renter herein shall be present. Such presence is a condition for the use of the building on that specific date.
4. It is further understood that the Harris Town Board shall clear any entertainment, and that no music shall, at anytime, be in operation outside the Town Hall. No speakers, amplifiers, or sound apparatus shall be allowed outside or placed in the open doors or windows to produce sound outside of the Town Hall at any time.

5. It is further understood that Renter of said premises shall hold harmless the Town of Harris, the Town Board, and all agents of the Town of Harris for any injuries sustained to persons or property as a result of the use of the Town Hall premises under this agreement. Furthermore, the Renter shall indemnify the Town of Harris, the Town Board of Harris, or the agents of the Town of Harris for any damages or amounts paid the Town on behalf of the Renter, for damages which the Town of Harris as a result become liable due to use of said premises by the Renter.
6. Renter shall indemnify and hold harmless the Town of Harris, the Town Board, and all agents of the Town of Harris against any and all liability, loss, costs, damages, expenses, claims, or actions, including but not limited to attorney fees which the Township, its officers, employees, or agents may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests during the lease term, from injury to person or property.
7. The Town of Harris, the Town Board, and all agents of the Town of Harris shall not be held responsible for any property of Renters, or of their agents, employees, guests, assigns, or subleasees if left overnight or forgotten on premises, becomes lost or damaged.
8. If the Renter decides to **cancel** at any time before the date of use, it is agreed and understood they will notify the caretaker as soon as possible. If **no** notice is given to the caretaker, the deposit will be forfeited.
9. Please note that the Township Office is located within the Town Hall, therefore, Township supervisors may need to get into or work in the office.
10. By execution of this agreement, the Renter hereby agrees to comply with the terms and conditions hereof.

Dated: \_\_\_\_\_ 20\_\_\_\_

Harris Township:

Name of Renter : \_\_\_\_\_ ( print)

\_\_\_\_\_  
Caretaker

\_\_\_\_\_  
Renter Signature

*Any comments:*

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip code

\_\_\_\_\_  
Phone number

|  |  |
|--|--|
| Cash Receipt: _____<br>_____ \$50 Resident rate + \$50 deposit<br>_____ \$100 Non-residential rate + \$50 deposit<br>_____ \$100 For-Profit activity rate + \$50 deposit<br>_____ No charge - Funeral activities of resident, Election and political campaigns during election years | Return Deposit?    YES _____    NO _____<br>If "YES", date mailed: _____<br>If "NO", reason: _____<br>Rent Check #    _____<br>Deposit Check # _____<br>Key Color: _____ |
|--|--|

# HARRIS TOWN HALL POLICY

## PURPOSE

The Harris Town Hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the Township, store records, and serve the community by providing residents access to the facilities for their use. Other persons or groups may also use the facility as the schedule allows. The Town Board has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired. Please note the Township Office is located in the Town Hall. Township Officials periodically may need to get into the office.

## DISCLOSURE

The Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulation set forth herein at any time at its sole and absolute discretion.

## PRIORITY

In the event of an emergency, crisis, or other unexpected business, the Town Board reserves the right to cancel or change the scheduling of any activities as necessary.

## CARETAKER

The Town Hall Caretaker is hired by the Town Board to superintend the maintenance, scheduling, and rental of the Town Hall. The Caretaker has the authority to execute the terms of this policy as stated, any deviation from such will need Board approval. This position will serve as a liaison to the Town Board in the event of a conflict, discrepancy, or special request of the facility.

## LEASE AGREEMENT

The person that will be held responsible for the use of the facility is required to sign a lease agreement. Upon signing the lease agreement, he/she acknowledges and accepts complete responsibility of the rules and rental fees explained in the lease agreement form and this policy. The Lease Agreement is an extension of this policy.

### TYPES OF APPROVED ACTIVITIES

Town Board meetings  
Reunions  
Elections \*  
Senior Groups  
Funeral Receptions \*  
Wedding Showers  
Graduations  
Anniversaries  
Baby Showers  
Birthdays  
Political Groups \*  
Church activities  
Wedding Receptions  
4-H Groups  
Non-profit groups  
Campfire/Scouts  
For-profit activities  
Public Meeting/  
Dances (with Board Approval  
Law Enforcement\*

\*There is no rental charge for funeral activities of a Harris Township resident.

\* If law enforcement needs to hold a meeting to inform the public, there is no rental or damage deposit charge.

\*There is no rental charge for Elections (Federal, State, County, Township or School Board), or political campaigns "during an election year."

\*All 'for-profit activities' will be charged the non-resident rental fee.

### SPECIFIC NON-APPROVED ACTIVITIES

- Rummage/garage sales (Dec 2015)

### TOWN HALL RENTAL FEES (per use/day)

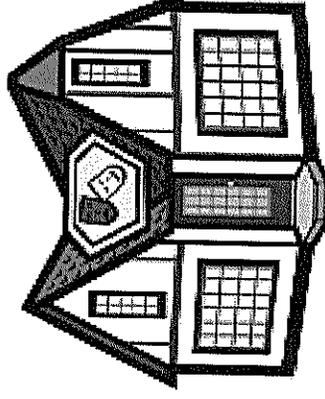
Resident: \$50.00 + \$50.00 deposit  
Non-Resident: \$100.00 + \$50.00 deposit

## GENERAL GUIDELINES

1. The use or sale of alcoholic beverages is NOT permitted on township property.
2. Smoking is NOT allowed in the Town Hall building.[Feb. 2008]
3. The Town Board must approve any requested use of the facility or property for something other than what is specified in this policy (see above, *Types of Approved Activities*).
4. Any person signing a lease agreement must be at least 21 years of age and assume the full responsibility and liability for any damages to the Harris Town Hall or its contents, (ordinary wear and tear accepted).
5. The renter assumes the responsibility for cleaning the building and equipment used for their event, as per the lease agreement.
6. The renter must be present during the use of the facility and will be in charge of activities during the lease period.
7. Any equipment or contents located in the Town Hall can not be removed from the property by anyone.
8. In the event of a "hardship", the board reserves the right to make allowances to offer the facility at a reduced fee.

# HARRIS TOWNSHIP

## TOWN HALL POLICY/LEASE AGREEMENT



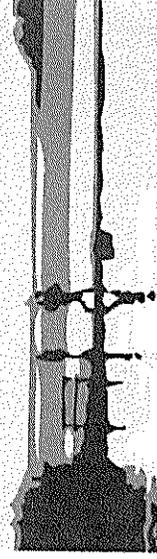
To reserve the town hall,  
Contact the Town Hall Caretaker:  
**at (218) 398-5033**

FOR INFORMATION OR  
QUESTIONS REGARDING  
RENTING HARRIS TOWN HALL,  
PLEASE CONTACT:

**TOWNHALL CARETAKER**  
**(218) 398-5033**

Adopted December 1996  
Updated August 2005  
Rate Changes effective June 1, 2006  
Updated October 2007  
Updated February 2008  
Updated May 2011  
Updated May 2013  
Rate Changes effective May 2013  
Updated December 2015  
Updated May 2018  
Updated August 2018  
Updated February 2019  
Updated October 21, 2019

Harris Township  
SINCE 1909



NEIGHBORS, SHORES & MORE

10M

**WIPFLI**  
CPAs and Consultants

Wipfli LLP  
1502 London Road  
Suite 200  
Duluth, MN 55812  
218.722.4705  
fax 218.722.8589  
www.wipfli.com

October 14, 2019

Town Board  
Town of Harris  
20876 Wendigo Park Road  
Grand Rapids, MN 55744

We are pleased to serve as your independent auditors for Town of Harris ("Client") for the year ended December 31, 2019. This letter, together with the attached Terms and Conditions – Attest Engagements, confirms the terms of our engagement.

We will audit Client's financial statements and the related notes to the financial statements of the governmental activities and general fund of Client. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Client's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have also been engaged to report on supplementary information other than RSI that accompanies Client's financial statements.

Our fees for this engagement will be billed as work progresses, and progress billings may be submitted. Based upon our discussions with representatives of Client, the fee for this engagement will be \$7,225.

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States. Our audit will be conducted in accordance with auditing standards generally accepted in the United States (GAAS) and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions.

We cannot perform management functions or make management decisions on behalf of Client. However, we may provide advice and recommendations to assist management in performing its functions and fulfilling its responsibilities. We may advise management about appropriate accounting principles and their application and may assist in the preparation of Client's financial statements, but the responsibility for the financial statements remains with management.

### **Audit Procedures, Limitations, and Independence**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements, and to design the nature, timing, and extent of further audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and you internal control related matters that are required to be communicated under professional standards.

Because of the inherent limitations of an audit combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there exists an unavoidable risk that some material misstatements may exist and not be detected even though our audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of law or government regulations that do not have a direct and material effect on the financial statements. However, we will inform Client's management and you of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform Client's management and you of any violations of law or government regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

As part of our engagement, we will apply certain limited procedures to Client's RSI in accordance with auditing standards generally accepted in the United States (GAAP). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Employer's Contribution
3. Schedule of Employer's Share of Net Pension Liability

We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining Balance Sheet – General Fund
2. Combining statement of Revenues, Expenditures and Changes in Fund Balance – General Fund

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Client's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

We will issue a written report upon completion of our audit of Client's financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Professional and certain regulatory standards require us to be independent, in both fact and appearance. Any discussions that you have with Wipfli personnel regarding employment could pose a threat to our independence. Therefore, we request that you inform us immediately prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

In order for us to remain independent, professional and regulatory standards require us to maintain certain respective roles and relationships with you with respect to any nonattest services we may be asked to perform. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

### **Responsibilities of Management**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States.

Management is also responsible for making all financial records and related information available to us, for the accuracy and completeness of that information, and for providing us with (a) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, (b) additional information that we may request for the purpose of the audit, and (c) unrestricted access to persons within Client from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP (modified cash basis); (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP (modified cash basis); (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud affecting Client involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting Client received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

As required by GAAS, at the close of the audit we will request from management certain written confirmation concerning oral and written representations made to us in connection with the audit in order to indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding.

If Client intends to reproduce or publish these financial statements, or any portion thereof whether in paper or electronic form subsequent to anticipated year-end filings, and make reference to our firm name in connection therewith, management agrees to provide us with proofs in sufficient time for our review and written approval before printing. If in our professional judgment the circumstances require, we may withhold our approval. Client agrees to compensate Wipfli for the time associated with such review.

### **Management Assistance**

Assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, will be discussed with Becky Adams. Timely completion of this work will facilitate the completion of our engagement.

### **Other Services**

We may prepare a draft of your financial statements and related notes. You will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

You are responsible for assuming all management responsibilities and for overseeing these services by designating an individual, preferably within senior management, with suitable skill, knowledge, and/or experience. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for them.

**Annual Information Filings**

Our engagement will include the preparation of 2019 MN State Reporting Form. The full and timely completion of requested client assistance and provision of any adjusting entries known by you are critical in meeting the prescribed due dates for these forms. Penalties may be imposed if the filing deadlines are not met. If during the course of our engagement we become aware of additional state filing requirements, we will prepare those filings. Preparation of any additional filings and reports and accounting assistance as directed by management are not part of the fees for this engagement and will be billed at our standard hourly rates.

You are responsible for making all management decisions and performing all management functions and for designating an individual with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee these services. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results. You are also responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

**Other**

Michelle Swoboda, CPA will be your audit engagement partner.

If the above terms are acceptable to you and the services outlined are in accordance with your requirements, please return a signed copy of this Letter to us.

We look forward to our continued association with you and your staff and appreciate the opportunity to serve you. Please do not hesitate to call us if you have any questions about the work we are to perform or any other aspect of the services we can provide.

Sincerely,

A handwritten signature in cursive script that reads "Wipfli LLP".

Wipfli LLP

ACCEPTED: TOWN OF HARRIS

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name and Title)

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

MS/yy  
204324

**Payment Request**

Harris Township  
Itasca County

Name: Peggy Clayton  
Address: 20356 Wendigo Park Road  
Grand Rapids

| Date                    | Description  | # Hours        | Rate           | Amount          |
|-------------------------|--|----------------|----------------|-----------------|
| 10/7/2019               | Itasca County Township Association Meeting                         | fixed rate     | \$60.00        | \$60.00         |
| 10/9/2019               | Regular Meeting  | fixed rate     | \$60.00        | \$60.00         |
| 10/23/2019              | P & D Meeting  | fixed rate     | \$60.00        | \$60.00         |
| Monthly                 | Supervisor Wages/chair   | fixed rate     | \$500.00       | \$500.00        |
| <b>Additional Work:</b> |  |                |                |                 |
| 10/1/2019               | Meet with Josh and Becky re: Treasurer work 5-6:30 pm              | 1.5            | \$18.70        | \$28.05         |
| 10/10/2019              | Work session Re: Security; Clerk and Treasurer job description 7-9 | 2              | \$18.70        | \$37.40         |
| 10/14/2019              | Meet with Josh re: 3 month performance review                      | 1.5            | \$18.70        | \$28.05         |
| 10/15/2019              | Meet with Amanda re: 3 month performance review                    | 0.5            | \$18.70        | \$9.35          |
| 10/21/2019              | Meet with Bryanna re: Sexton duties                                | 2              | \$18.70        | \$37.40         |
| 10/30/2019              | Closed Work Session re: Treasurer 7-8 pm                           | 1              | \$18.70        | \$18.70         |
| <b>TOTALS</b>           |  | <b>8.5</b>     | <b>\$18.70</b> | <b>\$158.95</b> |
| <b>NO PAY</b>           |  | <b>Mileage</b> |                |                 |
| 10/1/2019               | Email WC docs to MATIT 11-11:30 am                                 |                |                |                 |
| 10/1/2019               | purchase phone and file folders from Walmart (mileage)             | 7.4            |                |                 |
| 10/1/2019               | Set up new phone at the town hall 11:30-12:15                      |                |                |                 |
| 10/1/2019               | Review cable commission franchise agreement .50                    |                |                |                 |
| 10/1/2019               | Facebook post .25  |                |                |                 |
| 10/1/2019               | Email from and to constituent re: tire in ditch on SB Rd .25       |                |                |                 |
| 10/1/2018               | Email from ICTV re:franchise agreement .25                         |                |                |                 |
| 10/2/2019               | Work on insurance for township property, etc .75                   |                |                |                 |
| 10/3/2019               | Return call to WC adjuster .50                                     |                |                |                 |
| 10/4/2019               | Check VM at townhall, got ahold of caretaker .50                   |                |                |                 |
| 10/5/2019               | Park and cemetery inspections (mileage)                            | 21             |                |                 |
| 10/7/2019               | Email from Karin G re: meeting on Stoney Pt .25                    |                |                |                 |
| 10/7/2019               | Facebook post .25  |                |                |                 |
| 10/8/2019               | Check VM at hall; return call to constituent .50                   |                |                |                 |
| 10/8/2019               | Change meeting date with Karin G re:Stoney Pt .25                  |                |                |                 |
| 10/8/2019               | Work on changes to job descriptions for Clerk and Treasurer 1.5 hr |                |                |                 |
| 10/8/2019               | Work on wage theft law 1 hr  |                |                |                 |
| 10/11/2019              | Contact caretaker on changes to payroll process .50                |                |                |                 |
| 10/11/2019              | Meet with Karin Grandia re: Stoney Point 11-12                     |                |                |                 |
| 10/12/2019              | Pull together minutes from job description work session .25        |                |                |                 |
| 10/12/2019              | Park and cemetery inspections (mileage)                            | 21             |                |                 |
| 10/12/2019              | Pull together notes from clerk and treasurer meetings .75          |                |                |                 |
| 10/12/2019              | Update job descriptions for Clerk and Treasurer .75                |                |                |                 |
| 10/13/2019              | Email from Lucinda with MATIT                                      |                |                |                 |
| 10/15/2019              | Go through bank statements from June-September 2 hrs               |                |                |                 |
| 10/16/2019              | Email to and from WC .50   |                |                |                 |
| 10/16/2019              | Check VM at hall .25   |                |                |                 |
| 10/16/2019              | Purchase mouse and command strips at Walmart (mileage)             | 7.4            |                |                 |
| 10/17/2019              | Email job description description to WC .25                        |                |                |                 |
| 10/21/2019              | Email to and from Constituent re: sidewalks on SB Rd .25           |                |                |                 |
| 10/21/2019              | Call to constituent re: variance hearing and application .50       |                |                |                 |
| 10/22/2019              | Texts to and from planning commission member .50                   |                |                |                 |
| 10/22/2019              | Changes to townhall rental policy .50                              |                |                |                 |
| 10/22/2019              | Facebook post .25  |                |                |                 |
| 10/22/2019              | Election judge training at Timberlake 8:30-10:30 am                |                |                |                 |
| 10/22/2019              | Park and cemetery inspections (mileage)                            | 21             |                |                 |
| 10/23/2019              | Facebook post .25  |                |                |                 |
| 10/24/2019              | Pick up 2 cases of paper for hall from stokes (mileage)            | 11.6           |                |                 |
| 10/30/2019              | Park and cemetery inspections (mileage)                            | 21             |                |                 |

|                        |  |        |            |          |
|------------------------|--|--------|------------|----------|
| 10/30/2019             | Phone conversation to & from hall caretaker .50      |        |            |          |
| 10/30/2019             | Check VM at hall .25                                 |        |            |          |
| 10/31/2019             | Email to and from constituent re: billboard sign .50 |        |            |          |
|                        | TOTALS   | 110.4  |            |          |
| <b>Reimbursements:</b> |  |        |            |          |
| October                | Mileage @ .58/mile x 110.4                           | 110.40 | \$0.580000 | \$64.03  |
| Oct-19                 | 10/1 Walmart-phone, note pads, file folders          |        |            | \$41.09  |
| Oct-19                 | 10/16 Walmart-mouse and command strips               |        |            | \$13.64  |
|                        | <i>Total reimbursements requested:</i>               |        |            | \$118.76 |

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.

Peggy Clayton

1-Nov-19

Signature

Peggy Clayton

**Payment Request**

Harris Township  
Itasca County

Name: Kenneth Haubrich  
Address: 28677 Norberg Drive  
Grand Rapids, MN 55744

| Date                    | Description   | # Hours    | Rate      | Amount    |
|-------------------------|---|------------|-----------|-----------|
| 10/7/2019               | Itasca County Township Association Meeting                    | fixed rate | \$ 60.00  | \$ 60.00  |
| 10/9/2019               | Regular Meeting   | fixed rate | \$ 60.00  | \$ 60.00  |
| 10/23/2019              | Planning and Development Meeting                              | fixed rate | \$ 60.00  | \$ 60.00  |
|                         | Supervisor Monthly Salary                                     | fixed rate | \$ 400.00 | \$ 400.00 |
| <b>Additional Work:</b> |   |            |           |           |
| 10/1/2019               | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/2/2019               | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/3/2019               | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/4/2019               | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/7/2019               | Meet with Maint   | 1          | \$ -      | \$ -      |
| 10/7/2019               | Drive Gravel Roads  | 1.5        | \$ -      | \$ -      |
| 10/8/2019               | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/9/2019               | Meet with Maint / Meet with Monument Co. at cemetery          | 1          | \$ -      | \$ -      |
| 10/10/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/10/2019              | Work Session - Security - Township Employees job discriptions | 2          | \$ 18.70  | \$ 37.40  |
| 10/11/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/14/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/14/2019              | Employee Review   | 1.5        | \$ 18.70  | \$ 28.05  |
| 10/15/2019              | Meet with Maint   | 1          | \$ -      | \$ -      |
| 10/15/2019              | Call from constituent concerning TWP road load rating         |            |           | \$ -      |
| 10/16/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/17/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/18/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/21/2019              | Meet with Maint   | 1          | \$ -      | \$ -      |
| 10/21/2019              | Meet with Caretaker/Sexton - job discription                  | 2          | \$ 18.70  | \$ 37.40  |
| 10/22/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/23/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/24/2019              | Phone call from Stony Point Resident - Snow Plow Turnaround   | 0.25       | \$ -      | \$ -      |
| 10/24/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/25/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/25/2019              | Phone call from Metznerhuber Resident - Pot Holes in Road     | 0.25       | \$ -      | \$ -      |
| 10/27/2019              | Drive Gravel Roads  | 2          | \$ -      | \$ -      |
| 10/28/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/29/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/29/2019              | Phone call from Stony Point Resident - Snow Plow Turnaround   | 0.5        | \$ -      | \$ -      |
| 10/30/2019              | Meet with Maint   | 0.5        | \$ -      | \$ -      |
| 10/30/2019              | Work Session - Employee Evaluation                            | 1          | \$ 18.70  | \$ 18.70  |
|                         |   |            |           |           |
|                         |   |            | Total     | \$ 701.55 |
|                         |   |            | pera      |           |
|                         |   |            | fica      |           |
|                         |   |            | medi      |           |
|                         |   |            | fed       |           |
|                         |   |            | state     |           |
|                         |   |            | Net pay   |           |

| Reimbursements: |  |          |             |
|-----------------|--|----------|-------------|
|                 | Mileage                                |          | \$ 73.66    |
|                 | Other Expenses                         |          | \$ -        |
|                 |  |          |             |
|                 |  |          |             |
|                 | <i>Total reimbursements requested:</i> | <b>0</b> |             |
|                 |  |          | <u>\$ -</u> |

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.

*Ken Haubrich*

11/4/2019

Signature

Date

| Reimbursements: |   |       |      |          |
|-----------------|---|-------|------|----------|
|                 | Mileage   | Miles | Rate | Amount   |
| 10/1/2004       | Drive to SC   | 8     | 0.58 | \$ 4.64  |
| 10/9/2009       | Inspect Casper Landing and Robinson Landing                   | 13    | 0.58 | \$ 7.54  |
| 10/10/2019      | Meet Hawkinson truck at Robinson Landing                      | 11.5  | 0.58 | \$ 6.67  |
| 10/11/2019      | Inspect work done at Robinson Landing                         | 11.5  | 0.58 | \$ 6.67  |
| 10/7/2011       | Drive to SC   | 10    | 0.58 | \$ 5.80  |
| 10/17/2019      | Meet with County, Bill Lessard, on Stony Point Turnaround     | 16    | 0.58 | \$ 9.28  |
| 10/17/2019      | Inspect work done at Robinson Landing, inspect Casper landing | 14    | 0.58 | \$ 8.12  |
| 10/14/2018      | Drive to SC   | 10    | 0.58 | \$ 5.80  |
| 10/21/2025      | Drive to SC   | 10    | 0.58 | \$ 5.80  |
| 10/28/2019      | Speak with Stony Point constiuent about a possible turnaround | 15    | 0.58 | \$ 8.70  |
| 10/28/1931      |   | 8     | 0.58 | \$ 4.64  |
|                 | <i>Total Mileage:</i>   |       | 0.58 | \$ 73.66 |
|                 | Other Expenses  |       |      |          |
|                 |   |       |      |          |
|                 |   |       |      |          |
|                 |   |       |      |          |
|                 | <i>Total Other Expenses:</i>                                  |       |      |          |















**Payment Request**

**Caretaker**

Harris Townsl  
Itasca County

Name: Bryanna Vetsch  
Address: 19153 Cardinal Dr.  
55744

| Date                | Description   | # Hours | Rate    | Amount   |
|---------------------|---|---------|---------|----------|
| <b>Key meetings</b> |   |         |         |          |
| <b>Cleaning:</b>    |   |         |         |          |
| 10/17/19            | Clean hall after 10/15                              | 0.75    |         | 9.75     |
| 10/21/19            | Clean hall after 10/18-20                           | 1.25    |         | \$16.25  |
| 10/21/19            | Key Meeting with 10/27 renter-late                  | 0.5     | \$13.00 | \$6.50   |
| 10/21/19            | Key Meeting with 10/28 renter                       | 0.25    | \$13.00 | \$3.25   |
| 10/21/19            | Key Meeting with 11/3 renter                        | 0.25    |         | \$3.25   |
| 10/21/19            | Key Meeting with 10/25 renter-no show, reschd 10/22 | 0.75    |         | \$9.75   |
| 10/21/19            | Laundry   | 1       |         | \$13.00  |
| 10/22/19            | Key Meeting with 10/25 renter                       | 0.25    |         | \$3.25   |
| 10/22/19            | Trip to Home Depot- toilet paper and scent spray    | 1       |         | \$13.00  |
| 10/22/19            | Clean after 10/21                                   | 0.75    |         | \$9.75   |
| 10/25/19            | Clean after board meeting                           | 0.25    |         | \$3.25   |
| 10/25/19            | Clean after 10/25 renter                            | 2       |         | \$26.00  |
| 10/26/19            | Clean after 10/26 renter                            | 0.75    |         | \$9.75   |
| 10/27/19            | Clean after 10/27 renter                            | 1       |         | \$13.00  |
| 10/28/19            | Laundry   | 1       |         | \$13.00  |
| 10/29/19            | Clean after 10/28 renter                            | 1.5     |         | \$16.50  |
| 10/31/19            | Tidy after 10/30 work session                       | 0.25    |         | \$3.25   |
| 10/31/19            | Paperwork   | 1       |         | \$13.00  |
|                     |   |         |         |          |
|                     |   |         |         |          |
| 10/22/19            | Mileage: 2 miles to and from Homedepot              |         |         |          |
|                     |   |         |         |          |
|                     | PAST DUE MILEAGE                                    |         |         |          |
| 9/5/19              | 2 miles to and from Homedepot                       |         |         |          |
| 8/29/19             | 2 miles to and from Homedepot                       |         |         |          |
| 5/17/19             | 2 miles to and from Homedepot                       |         |         |          |
| 5/21//2019          | 2 miles to and from Homedepot                       |         |         |          |
| 4/8/19              | 2 miles to and from Homedepot                       |         |         |          |
|                     |   |         |         |          |
|                     | Total miles: 12                                     |         |         |          |
|                     | *amount not included in total below; unsure of rate |         |         |          |
|                     |   |         |         |          |
|                     |   |         |         |          |
|                     |   |         |         | \$185.50 |
|                     |   | 13.75   |         | \$178.75 |

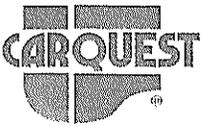
I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

Bryanna Vetsch  
Signature

10/31/2019  
Date







AUTO PARTS

CARQUEST AUTO PARTS  
420 NE 4TH STREET  
GRAND RAPIDS, MN 55744  
(218) 326-3451

PAGE 1 OF 1  
REF# 1044042

*Ryan*

NATIONWIDE WARRANTY CARQUEST OR ADVANCE  
YOUR LOCALLY OWNED AUTO PARTS STORE!



21201910010508100006460080001044042026

ANY PRODUCT RETURNED FOR CREDIT MUST BE ACCOMPANIED BY THIS RECEIPT.

SEE CARQUEST STORE FOR DETAILS OF THE COAST TO COAST GUARANTEE.

HARRIS TOWNSHIP  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

HARRIS TOWNSHIP  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

*#302*

| INVOICE NO.  | CUSTOMER NO. | DATE      | CUST. P.O. NO. |              | SALES ID  | TEAMMATE ID | FORM OF PYMT. |  |
|--|--------------|-----------|----------------|--------------|-----------|-------------|---------------|--|
| 5081-646008  | 0517         | 10/1/2019 |                |              |           | DEREK       | CHARGE        |  |
| MFG. PART NUMBER   | ORDERED      | SHIPPED   | LIST PRICE     | NET          | NET CORE  | EXT. AMOUNT | TAX           |  |
| 1 LUB 550045347<br>ROT T6 5W40 GAL<br>2013 CHEVROLET SILVERADO 3500 HD   | 3            | 3         | 49.98          | 19.99        | 0.00      | 59.97       | N/N           |  |
| 2 RFI R84202<br>WX OIL FILTER  | 1            | 1         | 9.99           | 4.23         | 0.00      | 4.23        | N/N           |  |
| WARRANTY DISCLAIMER: The manufacturer's warranty, if any, constitutes the only warranty with respect to the sale of all goods. SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Seller does not authorize any person to grant any warranty or assume any liability by Seller. |              |           |                |              |           |             |               |  |
| SHIP VIA   | DELV. TIME   | DELV. ID  | FREIGHT        | TAXABLE AMT. | SALES TAX | TOTAL CORE  | PREV. DEPOSIT |  |
|  |              |           |                | 0.00         | 0.00      |             |               |  |

02:45 PM

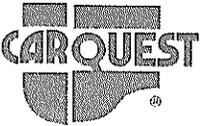
RECEIVED BY *X*

CUSTOMER COPY

PAY THIS AMOUNT *▶*

64.20

Great people, great products, great prices!<sup>SM</sup>



AUTO PARTS

CARQUEST AUTO PARTS  
420 NE 4TH STREET  
GRAND RAPIDS, MN 55744  
(218) 326-3451

PAGE 1 OF 1  
REF# 1049705

*Ryan J.D. 7130 TRUCK*

NATIONWIDE WARRANTY CARQUEST OR ADVANCE  
YOUR LOCALLY OWNED AUTO PARTS STORE!



21201910180508100006489300001049705584

ANY PRODUCT RETURNED FOR CREDIT MUST BE ACCOMPANIED BY THIS RECEIPT.

SEE CARQUEST STORE FOR DETAILS OF THE COAST TO COAST GUARANTEE.

HARRIS TOWNSHIP  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

HARRIS TOWNSHIP  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

| INVOICE NO.  | CUSTOMER NO. | DATE       | CUST. P.O. NO. |              | SALES ID  | TEAMMATE ID | FORM OF PYMT. |  |
|--|--------------|------------|----------------|--------------|-----------|-------------|---------------|--|
| 5081-648930  | 0517         | 10/18/2019 |                |              |           | GREG        | CHARGE        |  |
| MFG. PART NUMBER   | ORDERED      | SHIPPED    | LIST PRICE     | NET          | NET CORE  | EXT. AMOUNT | TAX           |  |
| 1 CFI 86977<br>FUEL  | 2            | 2          | 79.97          | 16.63        | 0.00      | 33.26       | N/N           |  |
| 2 CFI 84750S<br>OIL FILTER-HD  | 1            | 1          | 57.61          | 11.98        | 0.00      | 11.98       | N/N           |  |
| 3 LUB 550045126<br>ROTT4TR 15W40 GAL   | 5            | 5          | 33.32          | 15.99        | 0.00      | 79.95       | N/N           |  |
| WARRANTY DISCLAIMER: The manufacturer's warranty, if any, constitutes the only warranty with respect to the sale of all goods. SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Seller does not authorize any person to grant any warranty or assume any liability by Seller. |              |            |                |              |           |             |               |  |
| SHIP VIA   | DELV. TIME   | DELV. ID   | FREIGHT        | TAXABLE AMT. | SALES TAX | TOTAL CORE  | PREV. DEPOSIT |  |
|  |              |            |                | 0.00         | 0.00      |             |               |  |

10:43 AM

RECEIVED BY *X*

CUSTOMER COPY

PAY THIS AMOUNT *▶*

125.19



PO Box 480  
212 SE 10th Street  
Grand Rapids, MN 55744  
Phone: (218) 326-9637  
Fax: (218) 326-9638

INVOICE  
NO.  
21872

**Customer:**

HARRIS TOWNSHIP  
C/O BECKY ADAMS  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

**Job: 13019**

SALE OF CONST. MATERIALS

| INVOICE DATE | INVOICE NO. | CUSTOMER NO. | PAYMENT TERMS | CONTRACT NO. |
|--------------|-------------|--------------|---------------|--------------|
| 10/22/2019   | 21872       | HAR005       | On Rcpt       |              |

| QUANTITY (HRS) | DESCRIPTION         | UNIT PRICE | EXTENDED PRICE |
|----------------|---------------------|------------|----------------|
| 13.16          | 10/17/19 CLASS 5    | 8.50       | 111.86         |
| 0.5            | 10/17/19 DUMP TRUCK | 115.00     | 57.50          |

Payment due upon receipt. Invoices over 30 days will be subject to 1.5% finance charge.

**TOTAL AMOUNT DUE      \$169.36**



PO Box 480  
212 SE 10th Street  
Grand Rapids, MN 55744  
Phone: (218) 326-9637  
Fax: (218) 326-9638

INVOICE  
NO.  
21914

**Customer:**

HARRIS TOWNSHIP  
C/O BECKY ADAMS  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

**Job: 1911**

2019 HARRIS TWP ROAD GRADING

| INVOICE DATE | INVOICE NO. | CUSTOMER NO. | PAYMENT TERMS | CONTRACT NO. |
|--------------|-------------|--------------|---------------|--------------|
| 11/8/2019    | 21914       | HAR005       | On Rcpt       |              |

| QUANTITY (HRS) | DESCRIPTION     | UNIT PRICE | EXTENDED PRICE |
|----------------|-----------------|------------|----------------|
| 5              | 10/28/19 GRADER | 140.00     | 700.00 *       |

Payment due upon receipt. Invoices over 30 days will be subject to 1.5% finance charge.

**TOTAL AMOUNT DUE      \$700.00**

\* means item is non-taxable

City of Grand Rapids PEG & Franchise Fee

|             | PEG Fee     | Franchise Fee | Total       |
|-------------|-------------|---------------|-------------|
| Paul Bunyan | \$ 388.17   | \$ 1,761.24   | \$ 2,149.41 |
| Mediacom    | \$ 1,653.29 | \$ 5,985.54   | \$ 7,638.83 |

Harris Township Receives 3% of Franchise Fees

| Total Franchise Fees | Total Due Harris Township |
|----------------------|---------------------------|
| \$ 7,746.78          | 3% \$ 232.40              |

Total due to City of Grand Rapids

\$ 9,555.83



1831 Anne Street NW  
Bemidji, MN 56601

**3rd Qtr 2019  
Harris Township**

| <u>Billing Month</u>                      | <u># of Subscribers Assessed</u> | <u>* Rate per Subscriber</u> | <u>\$ Assessed</u> |          |
|---|----------------------------------|------------------------------|--------------------|----------|
| July                                      | 104                              | \$1.25                       | \$130.00           |          |
| July prorations                           |                                  |                              | 0.34               | \$130.34 |
| August                                    | 103                              | \$1.25                       | \$128.75           |          |
| August prorations *                       |                                  |                              | (1.13)             | \$127.62 |
| September                                 | 104                              | \$1.25                       | \$130.00           |          |
| September prorations *                    |                                  |                              | 0.21               | \$130.21 |
| <b>Total PEG Fees for Harris Township</b> |                                  |                              | <b>\$388.17</b>    |          |

**Harris Township**

| <u>Billing Month</u> | <u>Gross Receipts</u> | <u>5% Fee</u>      |
|----------------------|-----------------------|--------------------|
| July                 | 11,633.80             | 581.69             |
| August               | 11,788.80             | 589.44             |
| September            | 11,802.20             | 590.11             |
|                      |                       | <b>\$ 1,761.24</b> |

**Total Franchise Fees for Harris Township** **\$ 1,761.24**

**TOTAL REMITTED** **\$ 2,149.41**

Mediacom Communications Corporation  
One Mediacom Way  
Mediacom Park, NY 10918

STATEMENT OF FRANCHISE FEE PAYMENT

Statement Period: Jul 1, 2019 to Sep 30, 2019

Statement Date: October 21, 2019

Harris Township  
20876 Wendigo Park Road  
Grand Rapids, MN 55744

| Payment Item              | Base Amount | Rate | Payment Amount |
|---------------------------|-------------|------|----------------|
| Bad Debt Offset           | (\$87.92)   | 0.05 | (\$4.40)       |
| Basic Service             | \$46,139.94 | 0.05 | \$2,306.99     |
| Bulk Revenue              | \$1,053.40  | 0.05 | \$52.67        |
| Digital Service Tier      | \$3,346.56  | 0.05 | \$167.33       |
| Equipment Rental          | \$19,310.12 | 0.05 | \$965.50       |
| Expanded Basic Service    | \$34,923.41 | 0.05 | \$1,746.17     |
| Home Shopping Commissions | \$530.40    | 0.05 | \$26.52        |
| Installation              | \$1,555.26  | 0.05 | \$77.77        |
| Pay-per-View              | \$463.29    | 0.05 | \$23.16        |
| Premium Services          | \$12,199.70 | 0.05 | \$609.98       |
| VOD Service               | \$109.85    | 0.05 | \$5.49         |
| Wire Maintenance          | \$167.16    | 0.05 | \$8.36         |
| PEG Fee Per Sub           | 1,323       | 1.25 | \$1,653.29     |
| Total Payment             |             |      | \$7,638.83     |

Mediacom Contact: Theresa Sunde 5078374878 [tsunde@mediacomcc.com](mailto:tsunde@mediacomcc.com)

**COMPUTER ENTERPRISES**  
**212 N. POKEGAMA AVE**  
**GRAND RAPIDS, MN 55744**

# Statement

Date

11/8/2019

To:

HARRIS TOWNSHIP  
 30037 HARRISTOWN ROAD  
 GRAND RAPIDS, MN 55744-

# November



**Like us on**  
**Facebook**

**WE HAVE MOVED!!**  
**PLEASE UPDATE YOUR RECORDS WITH**  
**OUR NEW ADDRESS**

| Amount Due | Amount Enc. |
|------------|-------------|
| \$328.99   |             |

| Date           | Transaction  | Amount                     | Balance                    |                              |                   |
|----------------|--|----------------------------|----------------------------|------------------------------|-------------------|
| 10/31/2019     | INV #76514. Due 10/31/2019. Orig. Amount \$75.00.<br>--- InShop Support, 1 @ \$75 = 75.00<br>--- Tax: 0.00%Non @ 0.0% = 0.00   | 75.00                      | 75.00                      |                              |                   |
| 10/31/2019     | INV #76611. Due 10/31/2019. Orig. Amount \$235.00.<br>POS Receipt# 14923<br>--- Microsoft Windows 10 Pro #2069, 1 @ \$199.00 = 199.00<br>--- Microsoft Identity Manage #2266, 4 @ \$9.00 = 36.00<br>--- Tax: POS Sales Tax @ 0.0% = 0.00 | 235.00                     | 310.00                     |                              |                   |
| 11/01/2019     | INV #76554. Due 11/01/2019. Orig. Amount \$18.99.<br>--- Cornerstone Managed Workstation, 1 @ \$18.99 = 18.99<br>--- Tax: 0.00%Non @ 0.0% = 0.00   | 18.99                      | 328.99                     |                              |                   |
| <b>CURRENT</b> | <b>1-30 DAYS PAST DUE</b>  | <b>31-60 DAYS PAST DUE</b> | <b>61-90 DAYS PAST DUE</b> | <b>OVER 90 DAYS PAST DUE</b> | <b>Amount Due</b> |
| 0.00           | 328.99   | 0.00                       | 0.00                       | 0.00                         | \$328.99          |

AutoPay is available. Please contact us to learn more.

Account Balance is due at the time of receipt.

Printed: 10/31/2019 4:56:24 PM  
Store: 1

Sales Receipt #14923

10/31/2019  
Cashier: kgoins  
Page 1

# Computer Enterprises

**Computer Enterprises**  
223 NW 1st Avenue  
Grand Rapids, MN 55744  
218-326-1897 Fax: 218-326-1593  
Invoice Due Upon Receipt  
Shipping Charges on RMA Items May Apply

Bill To: HARRIS TOWNSHIP  
HARRIS TOWNSHIP  
30037 HARRISTOWN ROAD  
GRAND RAPIDS, MN 55744-

| Item Name                       | Qty |
|---------------------------------|-----|
| Microsoft Windows 10 Pro - Upgr | 1   |
| Microsoft Identity Manager      | 4   |

Three year next business day warranty on Intel CPU and Intel Processor. All other components one year depot warranty.

Subtotal: \$235.00  
Exempt 0 % Tax: + \$0.00  
**RECEIPT TOTAL: \$235.00**

Account: \$235.00

Signature \_\_\_\_\_  
I agree to pay above amount according to card issuer  
agreement (merchant agreement if credit voucher).

Previous Account Balance: \$0.00  
Account Balance: \$235.00

Thanks for shopping with us. We are your local and logical choice.  
[www.compent.com](http://www.compent.com)



14923



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

|             |
|-------------|
| <b>Date</b> |
| 10/31/2019  |

|   |
|---|
| <b>Bill To</b>  |
| Harris Township<br>30037 Harristown Road<br>Grand Rapids, MN 55744<br>United States |

**Invoice Number:** 76514  
**Invoice Date Range:** 10/01/2019 to 10/31/2019  
**Payment Terms:** Due upon receipt

| Date       | Item Description  | Type  | Resource Name | Billable Hours | Quantity | Rate/Cost  | Billable Amount |
|------------|---|-------|---------------|----------------|----------|------------|-----------------|
| 10/29/2019 | Task/Ticket: updating the Clerk laptop to Windows 10<br>T20191021.0001<br>Summary Notes: Device has been upgraded to Windows 10.<br>Ran chkdsk on the machine. Used key ending with 6MT6Y for<br>activation. Fully updated firmware and OS. | Labor | Shaw, Rob     | 1.00           | 1.00     | 75.00/hour | 75.00           |

Auto Draft is now available. Please contact Krissy for information.

|                              |                |
|------------------------------|----------------|
| <b>Total Billable Hours</b>  | 1.0000         |
| <b>Total Billable Amount</b> | \$75.00        |
| <b>Total Taxes</b>           | \$0.00         |
| <b>Grand Total</b>           | <b>\$75.00</b> |

**WE HAVE MOVED!!**

**THE NEW LOCATION IS:**

**212 NORTH POKEGAMA AVE, GRAND RAPIDS**

**WE ARE 2 DOORS DOWN FROM WAYNE'S AUTO**



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

|             |
|-------------|
| <b>Date</b> |
| 11/01/2019  |

|   |
|---|
| <b>Bill To</b>  |
| Harris Township<br>30037 Harristown Road<br>Grand Rapids, MN 55744<br>United States |

**Invoice Number:** 76554  
**Invoice Date Range:** 10/01/2019 to 11/30/2019  
**Payment Terms:** Due upon receipt

| Date       | Item Description  | Type              | Resource Name | Billable Hours | Quantity | Rate/Cost | Billable Amount |
|------------|---|-------------------|---------------|----------------|----------|-----------|-----------------|
| 11/01/2019 | Service: Cornerstone Managed Workstation<br>[11/01/2019 - 11/30/2019]<br>Contract Name: Harris Township Managed Workstation<br>2019<br>10/01/2019 - 09/30/2020<br>Cornerstone Managed Workstation: Managed<br>Antivirus/AntiMalware, Patches, OS Updates,<br>Monitoring:<br><br><ul style="list-style-type: none"> <li>• Proactive Windows Patch and Update Management</li> <li>• Proactive Antivirus/Malware/Spyware Management</li> <li>• Proactive System Monitoring and Management<br/>w/Alert Notifications</li> <li>• Regular Disk Optimization</li> <li>• Priority Service Scheduling</li> <li>• Live Inventory and Asset &amp; Life Cycle Management</li> <li>• Dedicated Network Administrator &amp; Account Manager</li> <li>• Advanced Service Ticketing System w/Client Portal</li> <li>• Monthly Executive Reporting</li> <li>• Annual Technology Reviews</li> <li>• Discounted labor rates</li> </ul> | Recurring Service |               |                | 1.00     | 18.99     | 18.99           |

Auto Draft is now available. Please contact Krissy for information.

**Total Billable Amount** \$18.99

**Total Taxes** \$0.00

**Grand Total** **\$18.99**

**WE HAVE MOVED!!**

**THE NEW LOCATION IS:**

**212 NORTH POKEGAMA AVE, GRAND RAPIDS**

**WE ARE 2 DOORS DOWN FROM WAYNE'S AUTO**





Harris Township

EMF

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

Invoice Date 10/22/2019  
Invoice Number 23084389

Page: 1 of 1

|  | item     | summary |
|--|----------|---------|
| Harris Township  |          |         |
| G391 - Grounds Laborer                                 |          |         |
| Cimino, Ryan A   |          |         |
| 10/20/2019 Regular Time 40.00 hours @ \$21.00 per hour | \$840.00 |         |
| Davis, Ronald E  |          |         |
| 10/20/2019 Regular Time 16.00 hours @ \$21.00 per hour | \$336.00 |         |

Invoice Total \$1,176.00

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 | 23084389   |
| Invoice Date   | 10/22/2019 |
| Amount Due     | \$1,176.00 |
| Due Date       | 11/01/2019 |

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



000000023084389

000000000142695

00117600



Harris Township

EMF

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

Invoice Date 10/29/2019  
Invoice Number 23119993

Page: 1 of 1

Harris Township  
G391 - Grounds Laborer  
Cimino, Ryan A  
10/27/2019 Regular Time 40.00 hours @ \$21.00 per hour

| item     | summary |
|----------|---------|
| \$840.00 |         |

Invoice Total \$840.00

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.



|                |            |
|----------------|------------|
| Account Number | 22810565   |
| Invoice Number | 23119993   |
| Invoice Date   | 10/29/2019 |
| Amount Due     | \$840.00   |
| Due Date       | 11/08/2019 |

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



000000023119993

000000000142695

00084000



Harris Township

EMF

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

Invoice Date 11/05/2019  
Invoice Number 23153688

Page: 1 of 1

|  | item     | summary |
|--|----------|---------|
| Harris Township  |          |         |
| G391 - Grounds Laborer                                 |          |         |
| Cimino, Ryan A   |          |         |
| 11/03/2019 Regular Time 40.00 hours @ \$21.00 per hour | \$840.00 |         |
| Davis, Ronald E  |          |         |
| 11/03/2019 Regular Time 16.00 hours @ \$21.00 per hour | \$336.00 |         |

Invoice Total \$1,176.00

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 | 23153688   |
| Invoice Date   | 11/05/2019 |
| Amount Due     | \$1,176.00 |
| Due Date       | 11/15/2019 |

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



000000023153688

000000000142695

00117600



**Grand Rapids Public Utilities Commission**

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

**UTILITY STATEMENT**

960181

|                        |                                      |              |       |                       |            |
|------------------------|--------------------------------------|--------------|-------|-----------------------|------------|
| <b>ACCOUNT NUMBER</b>  | 506635-104896                        | <b>ZONE</b>  | 4-022 | <b>STATEMENT DATE</b> | 11/01/2019 |
| <b>CUSTOMER NAME</b>   | Harris Township Hall                 | <b>ROUTE</b> | 022   | <b>DUE DATE</b>       | 11/18/2019 |
| <b>SERVICE ADDRESS</b> | 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 10/16/2019 | (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        |
| <b>Amount Due</b>        | <b>\$15.98</b> |

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: 11/01/2019

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

|                         |               |
|-------------------------|---------------|
| <b>Account Number</b>   | 506635-104896 |
| <b>Statement Number</b> | 960181        |
| <b>Due Date</b>         | 11/18/2019    |
| <b>Amount Due</b>       | \$ 15.98      |
| <b>Amount Paid</b>      |               |

Return this portion with Payment

| Service  | Meter Number | Rate Code | Read Code | Usage Period |    | # Days | Meter Readings |         |  | Multiplier | Usage | Charge Details | Total Charges |
|----------|--------------|-----------|-----------|--------------|----|--------|----------------|---------|--|------------|-------|----------------|---------------|
|          |              |           |           | From         | To |        | Previous       | Current |  |            |       |                |               |
| Electric |              |           |           |              |    |        |                |         |  | 1.00000    |       |                |               |
|          |              |           |           |              |    |        |                |         |  |            | \$    | 14.95          |               |
|          |              |           |           |              |    |        |                |         |  |            | \$    | 1.03           | 15.98         |
|          |              |           |           |              |    |        |                |         |  |            |       |                |               |

**DESCRIPTIONS**

**UNIT OF MEASURE EXPLANATIONS**

**Service Charge** - Charge for customer billing & administration services  
**Energy Usage** - Measure of electricity used (in kWh)  
**Off Peak Usage** - Measure of off peak electricity used (in kWh)  
**Demand Charge** - Highest average electric demand (in KW) over any 15 minutes during the month  
**Commodity Charge** - Water Consumption  
**WW Collection/trtmt charge** - Wastewater gallons collected and treated

**Energy Usage** -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)  
**Commodity Charge** - Water reading indicates thousands of gallons.  
**WW Collection/trtmt** - Wastewater collection/trtmt charge is based on water consumption.



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

**UTILITY STATEMENT**

960182

ACCOUNT NUMBER 506636-104896 ZONE 4-022 STATEMENT DATE 11/01/2019  
 CUSTOMER NAME Harris Township Hall ROUTE 022  
 SERVICE ADDRESS S Hwy 169 Harbor Hts Rd/Wdld PkRd Grand Rapids DUE DATE 11/18/2019

| 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 10/16/2019 (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



**UTILITY STATEMENT**

Statement Date: 11/01/2019

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

|                  |               |
|------------------|---------------|
| Account Number   | 506636-104896 |
| Statement Number | 960182        |
| Due Date         | 11/18/2019    |
| Amount Due       | \$ 15.98      |
| Amount Paid      |               |

Return this portion with Payment

SERVICE ADDRESS

S Hwy 169 Harbor Hts Rd/Wdld PkRd Grand Rapids

| Service  | Meter Number | Rate Code | Read Code | Usage Period |    | # Days | Meter Readings |         |  | Multiplier | Usage | Charge Details | Total Charges |
|----------|--------------|-----------|-----------|--------------|----|--------|----------------|---------|--|------------|-------|----------------|---------------|
|          |              |           |           | From         | To |        | Previous       | Current |  |            |       |                |               |
| Electric |              |           |           |              |    |        |                |         |  | 1.00000    |       |                |               |
|          |              |           |           |              |    |        |                |         |  |            | \$    | 14.95          |               |
|          |              |           |           |              |    |        |                |         |  |            | \$    | 1.03           | 15.98         |
|          |              |           |           |              |    |        |                |         |  |            |       |                |               |

| DESCRIPTIONS  | UNIT OF MEASURE EXPLANATIONS   |
|---|--|
| <u>Service Charge</u> - Charge for customer billing & administration services                       | <u>Energy Usage</u> -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)  |
| <u>Energy Usage</u> - Measure of electricity used (in kWH)  | <u>Commodity Charge</u> - Water reading indicates thousands of gallons.                        |
| <u>Off Peak Usage</u> - Measure of off peak electricity used (in kWH)                               | <u>WW Collection/trtmt</u> - Wastewater collection/trtmt charge is based on water consumption. |
| <u>Demand Charge</u> - Highest average electric demand (in KW) over any 15 minutes during the month |  |
| <u>Commodity Charge</u> - Water Consumption   |  |
| <u>WW Collection/trtmt charge</u> - Wastewater gallons collected and treated                        |  |



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

**UTILITY STATEMENT**

960253

|                 |                           |              |       |                |            |
|-----------------|---------------------------|--------------|-------|----------------|------------|
| ACCOUNT NUMBER  | 516221-104896             | ZONE         | 1-042 | STATEMENT DATE | 11/01/2019 |
| CUSTOMER NAME   | Harris Township Hall      | ROUTE        | 022   |                |            |
| SERVICE ADDRESS | Crystal Sp Rd & S Hwy 169 | Grand Rapids |       | DUE DATE       | 11/18/2019 |

| 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**  
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**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 10/16/2019 | (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        |
| <b>Amount Due</b>        | <b>\$15.98</b> |

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: 11/01/2019

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

|                  |               |
|------------------|---------------|
| Account Number   | 516221-104896 |
| Statement Number | 960253        |
| Due Date         | 11/18/2019    |
| Amount Due       | \$ 15.98      |
| Amount Paid      |               |

Return this portion with Payment

| Service  | Meter Number | Rate Code | Read Code | Usage Period |    | # Days | Meter Readings |         | Multiplier | Usage | Charge Details | Total Charges |
|----------|--------------|-----------|-----------|--------------|----|--------|----------------|---------|------------|-------|----------------|---------------|
|          |              |           |           | From         | To |        | Previous       | Current |            |       |                |               |
| Electric |              |           |           |              |    |        |                |         | 1.00000    |       |                |               |
|          |              |           |           |              |    |        |                |         |            | \$    | 14.95          |               |
|          |              |           |           |              |    |        |                |         |            | \$    | 1.03           | 15.98         |
|          |              |           |           |              |    |        |                |         |            |       |                |               |

| DESCRIPTIONS  | UNIT OF MEASURE EXPLANATIONS   |
|---|--|
| <u>Service Charge</u> - Charge for customer billing & administration services                       | <u>Energy Usage</u> -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)  |
| <u>Energy Usage</u> - Measure of electricity used (in kWH)  | <u>Commodity Charge</u> - Water reading indicates thousands of gallons.                        |
| <u>Off Peak Usage</u> - Measure of off peak electricity used (in kWH)                               | <u>WW Collection/trtmt</u> - Wastewater collection/trtmt charge is based on water consumption. |
| <u>Demand Charge</u> - Highest average electric demand (in KW) over any 15 minutes during the month |  |
| <u>Commodity Charge</u> - Water Consumption   |  |
| <u>WW Collection/trtmt charge</u> - Wastewater gallons collected and treated                        |  |

# Hawkinson Sand & Gravel

P.O. Box 867  
 3000 Rangeline Road  
 Grand Rapids, MN 55744  
 Voice: (218) 326-6681  
 Fax: (218) 326-6682

Harris Township  
 20876 Wendigo Park Road  
 Grand Rapids, MN 55744  


| Account No.    | Page |
|----------------|------|
| 400241         | 1    |
| Statement Date |      |
| 10/31/19       |      |

| Account Name    |                |      |
|-----------------|----------------|------|
| Harris Township |                |      |
| Statement Date  | Account Number | Page |
| 10/31/19        | 400241         | 1    |

To ensure proper credit, please return this portion with your remittance.

AMOUNT ENCLOSED: \$ \_\_\_\_\_

A finance charge of 1 1/2 % per month (annual percentage rate of 18%) will be charged on all past due accounts

| Date           | Cd | Ticket            | Description         | Amount           | Balance            |
|----------------|----|-------------------|---------------------|------------------|--------------------|
|                |    |                   | Beginning Balance:  |                  | 0.00               |
| 10/12/19       | I  | SG Invoice        |                     | 466.36           |                    |
| 10/19/19       | I  | SG Invoice        |                     | 447.69           |                    |
| <b>Current</b> |    | <b>31-60 Days</b> | <b>Over 60 Days</b> | <b>Retainage</b> | <b>Balance Due</b> |
| 914.05         |    | 0.00              | 0.00                | 0.00             | 914.05             |

| Reference  | Cd | Amount             |
|------------|----|--------------------|
| 1012190241 | I  |                    |
| 1019190241 | I  |                    |
|            |    | <b>Balance Due</b> |
|            |    | 914.05             |

# Detailed Tonnage and Charge Report

Order: by Account Name by Material by Pit/Plant Type: All  
From 10/06/2019 to 10/12/2019

**Harris Township (400241)**

**1 1/2 Round Rock (2315)**

Summit Scale (old Brinks Pit) (Summit)

Site Ticket P.O. Number

S 226676 ROBINSON RD

Date

10/10/2019

Account

400241

Truck

265

Code

2315

Qty

7.840

----- Fees -----

Per Qty Per Load

41.50 0.00

SubTotal

325.36

Frgh/Add

\$141.00

Taxes

\$0.00

Total Charge

\$466.36

Summit Scale (old Brinks Pit) (Summit)

Loads

1

Units Yards (c)

0 0.00

SubTotal

325.36

Frgh/Add

\$141.00

Taxes

\$0.00

Total Charge

\$466.36

**1 1/2 Round Rock (2315) Totals**

Loads

1

Units Yards (c)

0 0.00

SubTotal

325.36

Frgh/Add

\$141.00

Taxes

\$0.00

Total Charge

\$466.36

**Harris Township (400241) Totals**

Loads

1

Units Yards (c)

0 0.00

SubTotal

325.36

Frgh/Add

\$141.00

Taxes

\$0.00

Total Charge

\$466.36

# Detailed Tonnage and Charge Report

Order: by Account Name by Material by Pit/Plant Type: All  
From 10/13/2019 to 10/19/2019

**Harris Township (400241)**

**1 1/2 Round Rock (2315)**

Summit Scale (old Brinks Pit) (Summit)

Site Ticket P.O. Number  
S 226985

|            |         | ----- Fees ----- |             |              |                  |
|------------|---------|------------------|-------------|--------------|------------------|
| Date       | Account | Truck            | Code        | Qty          | Per Qty Per Load |
| 10/16/2019 | 400241  | 3054             | 2315        | 7.390        | 41.50 0.00       |
|            |         | <u>Loads</u>     | <u>Tons</u> | <u>Units</u> | <u>Yards (c)</u> |
|            |         | 1                | 7.39        | 0            | 0.00             |
|            |         |                  |             |              |                  |
|            |         | <u>Loads</u>     | <u>Tons</u> | <u>Units</u> | <u>Yards (c)</u> |
|            |         | 1                | 7.39        | 0            | 0.00             |
|            |         |                  |             |              |                  |
|            |         | <u>Loads</u>     | <u>Tons</u> | <u>Units</u> | <u>Yards (c)</u> |
|            |         | 1                | 7.39        | 0            | 0.00             |

| SubTotal        | Frght/Add        | Taxes        | Total Charge        |
|-----------------|------------------|--------------|---------------------|
| 306.69          | \$141.00         | \$0.00       | \$447.69            |
| <u>SubTotal</u> | <u>Frght/Add</u> | <u>Taxes</u> | <u>Total Charge</u> |
| 306.69          | \$141.00         | \$0.00       | \$447.69            |

**1 1/2 Round Rock (2315) Totals**

**Harris Township (400241) Totals**

| SubTotal        | Frght/Add        | Taxes        | Total Charge        |
|-----------------|------------------|--------------|---------------------|
| 306.69          | \$141.00         | \$0.00       | \$447.69            |
| <u>SubTotal</u> | <u>Frght/Add</u> | <u>Taxes</u> | <u>Total Charge</u> |
| 306.69          | \$141.00         | \$0.00       | \$447.69            |

L & M Supply, Inc.  
P.O. Box 280  
Grand Rapids, MN 55744-0000  
\*\*\* STATEMENT OF ACCOUNT \*\*\*  
PERIOD ENDING 10/31/19

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       |         |         | 271.65  |
| 10-03-2019 | INVOICE #0001-9387084 |         |         | 311.40  |
| 10-07-2019 | INVOICE #0001-9392761 |         | 39.75   | 343.34  |
| 10-11-2019 | INVOICE #0001-9399111 |         | 31.94   | 370.65  |
| 10-15-2019 | PAYMENT-THANK YOU     | 271.65  | 27.31   | 99.00   |
| 10-17-2019 | INVOICE #0001-9408797 |         | 14.99   | 113.99  |
| 10-18-2019 | INVOICE #0001-9410588 |         | 3.98    | 117.97  |
| 10-25-2019 | INVOICE #0001-9421139 |         | 18.48   | 136.45  |
| 10-30-2019 | INVOICE #0001-9429734 |         | 8.98    | 145.43  |
| 10-30-2019 | CREDIT                | 87.92   |         | 57.51   |

| CURRENT | 31-60 DAYS PAST DUE | 61-90 DAYS PAST DUE | OVER 90 DAYS PAST DUE | TOTAL AMOUNT DUE |
|---------|---------------------|---------------------|-----------------------|------------------|
| 57.51   |                     |                     |                       | 57.51            |

PLEASE REMIT PAYMENT  
BY 11/25/19  
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 \*  
\*\*\*\*\*



26039 Bear Ridge Drive  
Cohasset, MN 55721

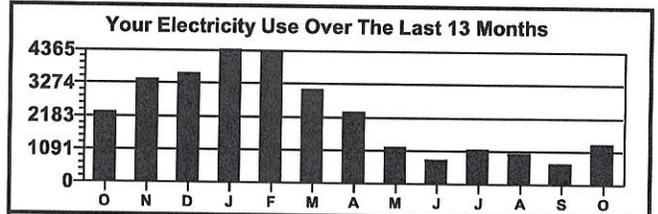
Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday  
In case of an outage, phones answered 24 hours a day.  
Office 1-800-421-9959  
Pay by Phone 1-888-222-6892 or  
visit us at www.lakecountrypower.coop

4599 2 AV 0.380  
HARRIS TOWNSHIP  
ATTN: TREASURER  
20876 WENDIGO PARK RD  
GRAND RAPIDS MN 55744-4682

4 4599  
C-25 P-25



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



**Stay warm with a room storage unit on LCP's off-peak program instead of space heaters. It's energy efficient and will save money on your electric bill. Call 800-421-9959 press 6.**

| ACTIVITY SINCE LAST BILL               | AMOUNT      |
|--|-------------|
| PREVIOUS BILL                          | 100.00      |
| PAYMENT 10/12/2019                     | -100.00     |
| <b>BALANCE FORWARD DUE IMMEDIATELY</b> | <b>0.00</b> |

| CURRENT BILL INFORMATION            |          |              |                    |                    |             |      |       |                            |               |
|-------------------------------------|----------|--------------|--------------------|--------------------|-------------|------|-------|----------------------------|---------------|
| RATE CODE                           | METER    | DATES        | METER READING PRES | METER READING PREV | MULTI-PLIER | CODE | USAGE | DESCRIPTION                |               |
| 10                                  | 20025490 | 10/26 -09/26 | 5074               | 3770               | 1           |      | 252   | ENERGY CHARGE @            | .113600       |
| 68 S                                | 20025489 | 10/26 -09/26 | 425                | 365                | 1           |      | 60    | PEAK SHAVE WATER HEATING @ | .076500       |
| 65 S                                | 20025487 | 10/26 -09/26 | 1861               | 869                | 1           |      | 992   | DUAL FUEL INTERR. HEAT @   | .061500       |
|                                     |          |              |                    |                    |             |      |       | SERVICE AVAILABILITY CHG:  | 42.00         |
|                                     |          |              |                    |                    |             |      |       | OPERATION ROUND-UP         | 0.77          |
| <b>TOTAL CHARGES THIS STATEMENT</b> |          |              |                    |                    |             |      |       |                            | <b>137.00</b> |

**METER READ AUTOMATICALLY**

| Account Number | Service Address | Phone Number   | Bill Date  | Due Date   | Net Amount Due |
|----------------|-----------------|----------------|------------|------------|----------------|
| 102000853      | SERVICE CENTER  | (218) 327-8759 | 11/04/2019 | 11/24/2019 | 137.00         |

Please detach and return this portion with your payment.

Account No.: 102000853    Cycle: 07  
Due Date: 11/24/2019    Net Due: 137.00  
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed. Please enter changes on the back.

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

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





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

YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

Stay warm with a room storage unit on LCP's off-peak program instead of space heaters. It's energy efficient and will save money on your electric bill. Call 800-421-9959 press 6.

| ACTIVITY SINCE LAST BILL        | AMOUNT  |
|---------------------------------|---------|
| PREVIOUS BILL                   | 136.50  |
| PAYMENT 10/12/2019              | -136.50 |
| BALANCE FORWARD DUE IMMEDIATELY | 0.00    |

| CURRENT BILL INFORMATION     |       |       |                    |             |                              |        |
|------------------------------|-------|-------|--------------------|-------------|------------------------------|--------|
| RATE CODE                    | METER | DATES | METER READING PRES | MULTI-PLIER | DESCRIPTION                  |        |
| 30                           |       |       |                    | 45          | SEC LIGHT-100W HPS(QTY 1)    | 10.50  |
| 30                           |       |       |                    | 320         | SEC LIGHT-200W HPS(QTY 4)    | 56.00  |
| 30                           |       |       |                    | 104         | SEC LIGHT-73 WATT LED(QTY 4) | 42.00  |
| 30                           |       |       |                    | 50          | SEC LIGHT-50 WATT LED(QTY 2) | 21.00  |
| TOTAL CHARGES THIS STATEMENT |       |       |                    |             |                              | 129.50 |

| Account Number | Service Address      | Phone Number   | Bill Date  | Due Date   | Net Amount Due |
|----------------|----------------------|----------------|------------|------------|----------------|
| 500598750      | STREET LIGHT ACCOUNT | (218) 327-8759 | 11/04/2019 | 11/24/2019 | 129.50         |

Please detach and return this portion with your payment.

Account No.: 500598750    Cycle: 07  
Due Date: 11/24/2019    Net Due: 129.50  
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

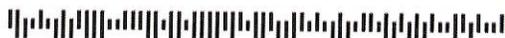
Check box if your address or phone number has changed. Please enter changes on the back.

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



0500598750110700000129500000129507



# 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

November 08, 2019

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](http://www.mediacombusiness.com)

Call Customer Service: 1-800-379-7412



## Your Summary

Bill from 11/18/19 through 12/17/19

See the back for details

|                      |                 |
|----------------------|-----------------|
| Previous Balance     | \$135.94        |
| Payments             | -135.94         |
| Individual Services  | 135.94          |
| <b>Amount Due</b>    | <b>\$135.94</b> |
| <b>Amount Due By</b> | <b>11/28/19</b> |

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](mailto:closedcaption@mediacomcc.com).

# MEDIACOM™ BUSINESS

PO BOX 110 WASECA MN 56093-0000  
8633 2940 NO RP 08 11092019 NNNNNYNN 01 999527

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

November 08, 2019

Account Number:

8384922380091722

HARRIS TOWNSHIP

20876 WENDIGO PARK RD

GRAND RAPIDS MN 55744-4682

**Amount Due By 11/28/19**

**\$135.94**

Amount you are enclosing: \$

MEDIACOM  
PO BOX 5744  
CAROL STREAM IL 60197-5744

838492238009172200135947

# MEDIACOM™ BUSINESS

8633 2940 NO RP 08 11092019 NNNNNYNN 01 999527

HARRIS TOWNSHIP  
Account Number  
Telephone Number

Page 2 of 2  
November 08, 2019  
8384922380091722  
(218) 259-1551

## Your Account Details

|       |                    |               |
|-------|--------------------|---------------|
| 11/08 | Previous Balance   | \$135.94      |
| 10/23 | 1-Time EFT Payment | -135.94       |
|       |                    | <b>\$0.00</b> |

## Your Individual Services

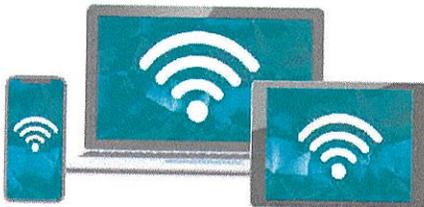
|               |                             |                 |
|---------------|-----------------------------|-----------------|
| 11/18 - 12/17 | Business Internet 60/5 Mbps | 129.95          |
| 11/18 - 12/17 | WIFI Basic Service          | 5.99            |
| 11/18 - 12/17 | Modem                       | 0.00            |
|               |                             | <b>\$135.94</b> |

**Total Due By 11/28/19** **\$135.94**



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





KYAN ✓

# I N V O I C E

POKEGAMA LAWN & SPORT  
20648 US HWY 169  
GRAND RAPIDS, MN 55744 USA  
Phone #: (218)326-1200  
Fax #: (218)326-1517

PHONE #: (218)244-5247  
CELL #:  
FAX #:  
P.O.#:

DATE: 10/29/2019 11:38:30 AM  
INVOICE #: 144571  
CUSTOMER#: 3462  
LOCATION: 1

TERMS: Net 10th EOM  
SALES ORDER#: 71501  
SALES TYPE: Sales  
CP: Adam L  
SALES REP: Adam L

**BILL TO** 3462

HARRIS TOWNSHIP  
20876 WENDIGO PARK ROAD  
GRAND RAPIDS, MN 55744

**SHIP TO**

HARRIS TOWNSHIP  
28600 SUNNYBEACH ROAD  
GRAND RAPIDS MN 55744

| MFR | PRODUCT NUMBER | DESCRIPTION | SOLD | B/O | PRICE    | NET      | TOTAL    |
|-----|----------------|-------------|------|-----|----------|----------|----------|
| JD  | AM38891        | Plate       | 1    | 0   | \$278.72 | \$278.72 | \$278.72 |
| JD  | 19H2571        | Cap Screw   | 6    | 0   | \$.62    | \$.62    | \$3.72   |
| JD  | M40333         | Lock Nut    | 6    | 0   | \$.27    | \$.27    | \$1.62   |

No returns allowed past 30 days.  
No returns on electrical parts.  
All returns subject to a 15% restocking fee.  
No returns without original receipt.

Thank you for your business!

SUBTOTAL: \$284.06  
TAX: \$0.00  


---

INVOICE TOTAL: \$284.06  


---

AMOUNT DUE: \$284.06

Picked Up By: 

# PORTABLE JOHN

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

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



OCTOBER 21, 2019  
INVOICE #: 104852

**BILL TO:**  
HARRIS TOWNSHIP (BL)  
20876 WENDIGO PARK ROAD

**UNIT LOCATION**  
BOAT LANDINGS  
MISHAWAKA, LAPLANT, TROOPTOWN

GRAND RAPIDS MN 55744

GRAND RAPIDS, MN

CUSTOMER P.O. #

SERVICE DATES

JOB #

9/23/2019 - 10/20/2019

|                              |       | UNITS RENTED |         |
|------------------------------|-------|--------------|---------|
| CONTRACT AGREEMENT (1):      | 41652 | 1-REG        | \$60.00 |
| CONTRACT AGREEMENT (2):      | 41653 | 1-REG        | \$60.00 |
| CONTRACT AGREEMENT (3):      | 41654 | 1-REG        | \$60.00 |
| CONTRACT AGREEMENT (4):      |       |              | \$0.00  |
| CONTRACT AGREEMENT (5):      |       |              | \$0.00  |
| DELIVERY CHARGE:             |       |              | \$0.00  |
| WINTER SERVICE CHARGE:       |       |              | \$0.00  |
| SALES TAX:                   |       |              | \$0.00  |
| DAMAGE WAIVER (Non-Taxable): |       |              | \$0.00  |
| DEBIT ADJUSTMENT:            |       |              | \$0.00  |
| CREDIT ADJUSTMENT:           |       |              | \$0.00  |

**TOTAL AMOUNT DUE: \$180.00**

COMMENTS:  
TAX EXEMPT

*Thank You*

We at Portable John appreciate your business

***Please return this portion with payment to Portable John.***

HARRIS TOWNSHIP (BL)

DUE NOVEMBER 11, 2019

OCTOBER 21, 2019

TOTAL AMOUNT DUE: \$180.00

INVOICE #: 104852

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

# PORTABLE JOHN

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

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



OCTOBER 21, 2019  
INVOICE #: 104853

---

|   |  |
|---|--|
| <b>BILL TO:</b><br>HARRIS TOWNSHIP (CP)<br>20876 WENDIGO PARK ROAD<br><br>GRAND RAPIDS MN 55744 | <b>UNIT LOCATION</b><br>CEMETERY, RIVER ROAD<br>CRYSTAL PARK, CRYSTAL SPRINGS ROAD<br>WENDIGO PARK, SUNNY BEACH ROAD<br>GRAND RAPIDS, MN |
| <b>CUSTOMER P.O. #</b>  | <b>SERVICE DATES</b>   |
| <b>JOB #</b>  | 9/23/2019 - 10/20/2019   |

---

|                              |       | 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:       |       |              | \$0.00  |
| SALES TAX:                   |       |              | \$0.00  |
| DAMAGE WAIVER (Non-Taxable): |       |              | \$0.00  |
| DEBIT ADJUSTMENT:            |       |              | \$0.00  |
| CREDIT ADJUSTMENT:           |       |              | \$0.00  |

**TOTAL AMOUNT DUE: \$255.00**

COMMENTS:  
TAX EXEMPT

*Thank You*

We at Portable John appreciate your business

*Please return this portion with payment to Portable John.*

HARRIS TOWNSHIP (CP)

DUE NOVEMBER 11, 2019

OCTOBER 21, 2019

TOTAL AMOUNT DUE: \$255.00

INVOICE #: 104853

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: \_\_\_\_\_





P.O. Box 204678  
Dallas, TX 75320



Harris Township  
ATTN TREASURER  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

Group: 50023216-0001  
Premium Due: 11/1/2019  
Invoice Number: 0003086297  
Total Net Due: \$191.40  
Bill Print Date: 10/19/2019  
Customer Service: 1 (800) 370-5856

550 | 3



## Remittance Form

Please return this form with payment to: USABLE Life, P.O. Box 204678, Dallas, TX 75320-4678

### Helpful Tips:

To expedite processing of bill changes you may do one of the following:

- Create a new account at [www.usablelife.com](http://www.usablelife.com) and make employee changes online
- Log in to your account at [www.usablelife.com](http://www.usablelife.com) and make employee changes online
- Email bill changes to [maintenance@usablelife.com](mailto:maintenance@usablelife.com)
- Fax bill changes to 501.235.8419

### EOI's are required when:

- An employee elects coverage over the guaranteed issue amount
- An employee elects coverage outside of their initial eligibility period
- Salary increases for employee paid, salary based benefits may be subject to EOI based on policy requirements

**Pending amounts: Please do not remit premiums for pending amounts of coverage.** This information is provided to you for reference only, showing amounts of coverage applied for but awaiting underwriting approval. These amounts are not yet in effect, and payment cannot be applied to pending coverage.

For current forms specific to your state, please visit the Document Center at [www.usablelife.com](http://www.usablelife.com).

### Payment Remittance

Group Number 50023216-0001  
Bill Group ALL MEMBERS  
Invoice Number 0003086297  
Premium Due 11/1/2019  
Next Bill Cycle Date 10/21/2020

Remit payment prior to the 1st of the month.

Always include this Remittance Form with your payment.

If your group has multiple invoices, include the Remittance Form for each invoice being paid to ensure accurate posting of funds to each account.

|                        |          |
|------------------------|----------|
| Total Net Due          | \$191.40 |
| *Additions             | _____    |
| *Changes/Adjustments   | _____    |
| *Terminations/Waivers  | _____    |
| <b>*TOTAL REMITTED</b> | _____    |

\*Please provide detailed support for premium billing differences by employee and product, using the Billing Change Form included with your bill. Failure to provide appropriate supporting documentation may result in the return of premium.

# US<sup>ABLE</sup>.Life

P.O. Box 204678  
Dallas, TX 75320

Harris Township  
ATTN TREASURER  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

Page 2 of 5

Group: 50023216-0001  
Premium Due: 11/1/2019  
Invoice Number: 0003086297  
Total Net Due: \$191.40  
Bill Print Date: 10/19/2019  
Customer Service: 1 (800) 370-5856

## Product Summary

| Type of Insurance       | Number of Insured | Total Approved | Total Pending | Employee Premium | Employer Premium | Total Due       |
|-------------------------|-------------------|----------------|---------------|------------------|------------------|-----------------|
| AD&D                    | 1                 | 15,000         | 0             | 0.00             | 9.00             | 9.00            |
| Dependent Life          | 1                 | 2,000          | 0             | 12.00            | 0.00             | 12.00           |
| Group Term Life         | 1                 | 15,000         | 0             | 0.00             | 28.80            | 28.80           |
| Short Term Disability   | 1                 | 200            | 0             | 0.00             | 141.60           | 141.60          |
| <b>Current Charges:</b> |                   |                |               | <b>\$12.00</b>   | <b>\$179.40</b>  | <b>\$191.40</b> |

## Totals

|                      |          |
|----------------------|----------|
| Current Premium Due: | \$191.40 |
| Balance Forward:     | \$0.00   |
| Adjustments:         | \$0.00   |
| Total Net Due:       | \$191.40 |

Please Pay This Amount

Billing Mode: Annual  
Benefit Coverage Period: 11/1/2019 to 10/31/2020  
Next Bill Cycle Date: 10/21/2020  
PAYMENTS AND ADJUSTMENTS RECEIVED AFTER THIS DATE WILL APPEAR ON  
A FUTURE STATEMENT. IN ORDER FOR US TO ADD NEW EMPLOYEES TO  
YOUR BILL, PLEASE PROVIDE A COMPLETED APPLICATION.





P.O. Box 204678  
Dallas, TX 75320

Harris Township  
ATTN TREASURER  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

Group: 50023216-0001  
Premium Due: 11/1/2019  
Invoice Number: 0003086297  
Total Net Due: \$191.40  
Bill Print Date: 10/19/2019  
Customer Service: 1 (800) 370-5856

### Reason and Status Code Legend

#### Billing Change Form Codes

| Code        | Description  |
|-------------|--|
| <b>Type</b> | <b>Employee Addition</b>                               |
| AE          | Annual Enrollment addition                             |
| NH          | New Hire   |
| RH          | Rehire employee  |
| RL          | Return from leave of absence                           |
| TR          | Transfer   |
| <b>Type</b> | <b>Termination/Waiver</b>                              |
| CC          | Cancelled Coverage<br>(total product, not a dependent) |
| DT          | Death  |
| LA          | Leave of Absence<br>(not waiver eligible*)             |
| RT          | Retirement   |
| TM          | Left Employment/Terminated                             |
| TR          | Transfer   |
| WA          | Waiver*  |
| <b>Type</b> | <b>Change</b>  |
| AB          | Add a Benefit  |
| AC          | Add Child Coverage                                     |
| AS          | Add Spouse Coverage                                    |
| BG          | Bill Group Change                                      |
| CL          | Class Change   |
| DB          | Delete Benefit   |
| DC          | Decrease in Coverage                                   |
| IC          | Increase Coverage                                      |
| NC          | Name Change  |
| RD          | Rate Discrepancy                                       |
| SC          | Salary Change  |

#### Adjustments and Current Billing (if applicable)

| Code | Description |
|------|-------------|
|------|-------------|



\*Please call Customer Service at 1-800-370-5856 to determine if a product is waiver eligible.

P.O. Box 204678  
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Harris Township  
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20876 WENDIGO PARK RD  
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Group: 50023216-0001  
Premium Due: 11/1/2019  
Invoice Number: 0003086297  
Total Net Due: \$191.40  
Bill Print Date: 10/19/2019  
Customer Service: 1 (800) 370-5856

## Billing Changes Form

The most efficient way to make changes that affect your bill, including additions, changes and terminations, is to use AccessAble, our online self-service account management tool. Register for access at [www.usablelife.com](http://www.usablelife.com).

Use this form or other supporting documentation to support the difference in the Total Amount Due and Total Remitted. Make additional copies if needed. For definitions of Type of Change and Reason Code, please see the Reason and Status Code Legend.

Use this form to add or change 100% employer paid benefits or terminate an employee or specific benefit. The addition or change of any voluntary benefit that is paid in whole or in part by the employee must be submitted on the appropriate enrollment form to [maintenance@usablelife.com](mailto:maintenance@usablelife.com). For current forms specific to your state please visit the Document Center at [www.usablelife.com](http://www.usablelife.com).

|   |
|---|
| Insured Name: _____ SSN: _____ - _____ - _____<br>Date of Birth: ____ / ____ / ____ Date of Hire: ____ / ____ / ____<br>Select Type of Change: <input type="checkbox"/> Employee Addition <input type="checkbox"/> Termination/Waiver <input type="checkbox"/> Change<br>Reason Code: _____ Product: _____ Effective Date: ____ / ____ / ____<br>Selected Benefit Amount: \$ _____ Premium Amount: \$ _____<br>Annual Salary: \$ _____ (required if salary based benefit) |
| Insured Name: _____ SSN: _____ - _____ - _____<br>Date of Birth: ____ / ____ / ____ Date of Hire: ____ / ____ / ____<br>Select Type of Change: <input type="checkbox"/> Employee Addition <input type="checkbox"/> Termination/Waiver <input type="checkbox"/> Change<br>Reason Code: _____ Product: _____ Effective Date: ____ / ____ / ____<br>Selected Benefit Amount: \$ _____ Premium Amount: \$ _____<br>Annual Salary: \$ _____ (required if salary based benefit) |
| Insured Name: _____ SSN: _____ - _____ - _____<br>Date of Birth: ____ / ____ / ____ Date of Hire: ____ / ____ / ____<br>Select Type of Change: <input type="checkbox"/> Employee Addition <input type="checkbox"/> Termination/Waiver <input type="checkbox"/> Change<br>Reason Code: _____ Product: _____ Effective Date: ____ / ____ / ____<br>Selected Benefit Amount: \$ _____ Premium Amount: \$ _____<br>Annual Salary: \$ _____ (required if salary based benefit) |
| Insured Name: _____ SSN: _____ - _____ - _____<br>Date of Birth: ____ / ____ / ____ Date of Hire: ____ / ____ / ____<br>Select Type of Change: <input type="checkbox"/> Employee Addition <input type="checkbox"/> Termination/Waiver <input type="checkbox"/> Change<br>Reason Code: _____ Product: _____ Effective Date: ____ / ____ / ____<br>Selected Benefit Amount: \$ _____ Premium Amount: \$ _____<br>Annual Salary: \$ _____ (required if salary based benefit) |

**Additions:** Add a new employee and/or a total benefit package to a member. Employee paid benefits require an application.

**Termination/Waiver:** Remove an employee from the bill due to termination of employment or waiver of premium.

**Changes:** Report changes to a member or existing benefit package (i.e. adding dependent or rider, change salary, etc.)



# US<sup>ABLE</sup>.Life

P.O. Box 204678  
Dallas, TX 75320

Harris Township  
ATTN TREASURER  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

Group: 50023216-0001  
Premium Due: 11/1/2019  
Invoice Number: 0003086297  
Total Net Due: \$191.40  
Bill Print Date: 10/19/2019  
Customer Service: 1 (800) 370-5856

## Current Billing

| Employee Name<br>Insured Name       | Type of Insurance     | Approved<br>Coverage | Pending<br>Coverage | Due<br>Date | Approved<br>Employee<br>Premium | Approved<br>Employer<br>Premium | Total<br>Due    | Status<br>Code |
|-------------------------------------|-----------------------|----------------------|---------------------|-------------|---------------------------------|---------------------------------|-----------------|----------------|
| MARTTILA,<br>DERRICK<br>***-**-5336 | AD&D                  | 15,000               | 0                   | 11/1/2019   | 0.00                            | 9.00                            | 9.00            |                |
|                                     | Dependent Life        | 2,000                | 0                   | 11/1/2019   | 12.00                           | 0.00                            | 12.00           |                |
|                                     | Group Term Life       | 15,000               | 0                   | 11/1/2019   | 0.00                            | 28.80                           | 28.80           |                |
|                                     | Short Term Disability | 200                  | 0                   | 11/1/2019   | 0.00                            | 141.60                          | 141.60          |                |
| Member Total:                       |                       |                      |                     |             | \$12.00                         | \$179.40                        | \$191.40        |                |
| <b>Group Total:</b>                 |                       |                      |                     |             | <b>\$12.00</b>                  | <b>\$179.40</b>                 | <b>\$191.40</b> |                |





# INVOICE

**Customer ID:**  
Customer Name:  
Service Period:  
Invoice Date:  
Invoice Number:

**19-24146-23001**  
HARRIS TOWNSHIP  
10/01/19-10/31/19  
10/31/2019  
6764470-0412-5

**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**

**Nov 30, 2019**

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**

**\$149.13**

If payment is received after 11/30/2019: **\$ 154.13**

See Reverse for Important Messages

|                         |   |                 |   |                    |   |                        |   |                  |
|-------------------------|---|-----------------|---|--------------------|---|------------------------|---|------------------|
| <b>Previous Balance</b> | + | <b>Payments</b> | + | <b>Adjustments</b> | + | <b>Current Charges</b> | = | <b>Total Due</b> |
| 49.68                   |   | (49.68)         |   | 0.00               |   | 149.13                 |   | <b>149.13</b>    |

**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      | 10/02/19 | 444852 | 1.00     | 60.48         |
| <b>Ticket Total</b>          |          |        |          | <b>60.48</b>  |
| 2 Yard dumpster service      | 10/21/19 | 475089 | 1.00     | 60.48         |
| <b>Ticket Total</b>          |          |        |          | <b>60.48</b>  |
| Administrative charge        |          |        |          | 6.50          |
| Mn state solid waste tax 17% |          |        |          | 21.67         |
| <b>Total Current Charges</b> |          |        |          | <b>149.13</b> |

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

**WM**  
WASTE MANAGEMENT  
WASTE MANAGEMENT OF WI-MN  
PO BOX 42390  
PHOENIX, AZ 85080  
(888) 960-0008  
HOURS: MON-FRI 7AM-5PM CST

| Invoice Date                 | Invoice Number | Customer ID           |
|------------------------------|----------------|-----------------------|
| 10/31/2019                   | 6764470-0412-5 | <b>19-24146-23001</b> |
| <b>Payment Terms</b>         |                | <b>Amount</b>         |
| Total Due by 11/30/2019      | \$149.13       |                       |
| If Received after 11/30/2019 | \$154.13       |                       |



0412000192414623001067644700000001491300000014913 1

0017412 01 AV 0.380 \*\*AUTO T4 0 7304 55744-468276 -C01-P17429-11  
HARRIS TOWNSHIP  
20876 WENDIGO PARK RD  
GRAND RAPIDS MN 55744-4682

I0500C67



WASTE MANAGEMENT OF WI-MN  
PO BOX 4648  
CAROL STREAM, IL 60197-4648

**THINK GREEN®**



|                        |  |
|------------------------|--|
| Prepared For           | TOWNSHIP OF HARRIS<br>DERRICK MARTILLA |
| Account Number         | [REDACTED]                             |
| Statement Closing Date | 10/20/19                               |
| Days in Billing Cycle  | 31                                     |
| Next Statement Date    | 11/19/19                               |

For 24-Hour Customer Service Call:  
800-225-5935

Inquiries or Questions:  
Wells Fargo SBL PO Box 29482  
Phoenix, AZ 85038-8650

|                  |         |
|------------------|---------|
| Credit Line      | \$2,500 |
| Available Credit | \$2,391 |

Payments:  
Payment Remittance Center PO Box 77033  
Minneapolis, MN 55480-7733

**Payment Information**

|                                       |          |
|---------------------------------------|----------|
| New Balance                           | \$108.88 |
| Current Payment Due (Minimum Payment) | \$25.00  |
| Current Payment Due Date              | 11/14/19 |

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

**Account Summary**

|                           |   |            |
|---------------------------|---|------------|
| Previous Balance          |   | \$2,712.41 |
| Credits                   | - | \$0.00     |
| Payments                  | - | \$2,712.41 |
| Purchases & Other Charges | + | \$108.88   |
| Cash Advances             | + | \$0.00     |
| Finance Charges           | + | \$0.00     |
| New Balance               | = | \$108.88   |

**Rate Information**

Your rate may vary according to the terms of your agreement.

| TYPE OF BALANCE | ANNUAL INTEREST RATE | DAILY FINANCE CHARGE RATE | AVERAGE DAILY BALANCE | PERIODIC FINANCE CHARGES | TRANSACTION FINANCE CHARGES | TOTAL FINANCE CHARGES |
|-----------------|----------------------|---------------------------|-----------------------|--------------------------|-----------------------------|-----------------------|
| PURCHASES       | 17.990%              | .04928%                   | \$0.00                | \$0.00                   | \$0.00                      | \$0.00                |
| CASH ADVANCES   | 25.740%              | .07052%                   | \$0.00                | \$0.00                   | \$0.00                      | \$0.00                |
| TOTAL           |                      |                           |                       | \$0.00                   | \$0.00                      | \$0.00                |

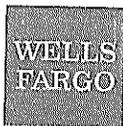
**Important Information**

\$0 - \$25.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 11/14/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

See reverse side for important information.

----- DETACH HERE -----  
Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo



**Transaction Details**

| Trans | Post  | Reference Number  | Description                          | Credits  | Charges |
|-------|-------|-------------------|--------------------------------------|----------|---------|
| 10/07 | 10/07 | 24226388T2LR17XPE | WAL-MART #1609 GRAND RAPIDS MN       |          |         |
| 10/07 | 10/07 | 24226388T2LR3KGW8 | WAL-MART #1609 GRAND RAPIDS MN       |          | 27.14   |
| 10/09 | 10/09 | 24639238SS66E4DFD | ITASCA COUNTY FARM S GRAND RAPIDS MN |          | 6.93    |
| 10/12 | 10/12 | 74856208Y0A96QB76 | ONLINE PAYMENT                       | 2,712.41 | 74.81   |

**Wells Fargo News**

Remember there are no foreign transaction fees when you make international purchases or travel outside of the U.S. With your Wells Fargo Business Card, you can take your business anywhere around the world and have the confidence you'll get:

- No foreign transaction fees on your purchases
- Enhanced security with chip card technology

*"No foreign transaction fees" applies to business credit cards issued by Wells Fargo and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit [wellsfargo.com](http://wellsfargo.com).*

1-2

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

**INVOICE**

**Questions? Contact Us:**  
**Invoicing: 844-733-9280**  
**[xfscustomer@jdrsolutions.com](mailto:xfscustomer@jdrsolutions.com)**  
**Equipment Protection: 866-223-6383**

Harris Township  
 20876 WENGIGO PARK ROAD  
 GRAND RAPIDS, MN 55744

**Invoice Number:** 1843426      **Due Date:** 11/24/2019  
**Invoice Date:** 11/04/2019      **Past Due Amount:** \$0.00  
**Total Due Amount:** \$353.87

| <b>Contract Number: 020-0068340-001</b> |            |                       |          | <b>Months Remaining: 41</b> |                      |
|---|------------|-----------------------|----------|-----------------------------|----------------------|
| Billing Period                          | Due Date   | Description           | Charge   | Sales Tax                   | Amount including tax |
| 10/24/2019 - 11/23/2019                 | 11/24/2019 | Minimum Lease Payment | \$10.58  | \$0.72                      | \$11.30              |
| 09/24/2019 - 10/23/2019                 | 11/24/2019 | Color Impressions     | \$279.20 | \$19.20                     | \$298.40             |
| 09/24/2019 - 10/23/2019                 | 11/24/2019 | Black Impressions     | \$41.33  | \$2.84                      | \$44.17              |
| <b>Sub Total:</b>                       |            |                       |          |                             | <b>\$353.87</b>      |

Detach here and return coupon with payment

Please make check payable to: Xerox Financial Services

Amount Enclosed: \$   ,   .

**INVOICE NUMBER:** 1843426  
**Invoice Date:** 11/04/2019  
**Contract Number:** 020-0068340-001  
**Due Date:** 11/24/2019  
**Amount Due:** \$353.87

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

Harris Township  
 20876 WENGIGO PARK ROAD  
 GRAND RAPIDS, MN 55744



01843426 0200068340001 068340 0000035387 5

Invoice Number: 1843426  
 Invoice Date: 11/04/2019

Due Date: 11/24/2019  
 Past Due Amount: \$0.00  
 Total Due Amount: \$353.87

| Pool Details BW68340.1 |                     |   |                    |                |               |              |        |         |
|------------------------|---------------------|---|--------------------|----------------|---------------|--------------|--------|---------|
| Usage Period           | Pool ID Description | Equipment Location                        | Model-SN-Cust Ref# | Previous Meter | Current Meter | Period Usage | %      | Charge  |
| 08/24/2019-09/23/2019  | 0001 BW68340.1      | 21998 AIRPORT ROAD GRAND RAPIDS, MN 55744 | C405 4HX811949     | 10536          | 12211         | 1675         | 100.00 | \$33.33 |

| Pool Summary: BW68340.1 |                     |              |                  |                  |              |                |             |         |
|-------------------------|---------------------|--------------|------------------|------------------|--------------|----------------|-------------|---------|
| Usage Period            | Pool ID Description | Period Usage | Period Allowance | Usage Adjustment | Usage Credit | Billable Usage | Excess Rate | Charge  |
| 08/24/2019-09/23/2019   | 0001 BW68340.1      | 1675         | 0                | 0                | 0            | 1675           | 0.01990     | \$33.33 |

| Pool Details BW68340.1 |                     |   |                    |                |               |              |        |         |
|------------------------|---------------------|---|--------------------|----------------|---------------|--------------|--------|---------|
| Usage Period           | Pool ID Description | Equipment Location                        | Model-SN-Cust Ref# | Previous Meter | Current Meter | Period Usage | %      | Charge  |
| 09/24/2019-10/23/2019  | 0001 BW68340.1      | 21998 AIRPORT ROAD GRAND RAPIDS, MN 55744 | C405 4HX811949     | 12211          | 14288         | 2077         | 100.00 | \$41.33 |

| Pool Summary: BW68340.1 |                     |              |                  |                  |              |                |             |         |
|-------------------------|---------------------|--------------|------------------|------------------|--------------|----------------|-------------|---------|
| Usage Period            | Pool ID Description | Period Usage | Period Allowance | Usage Adjustment | Usage Credit | Billable Usage | Excess Rate | Charge  |
| 09/24/2019-10/23/2019   | 0001 BW68340.1      | 2077         | 0                | 0                | 0            | 2077           | 0.01990     | \$41.33 |

Invoice Number: 1843426  
 Invoice Date: 11/04/2019

Due Date: 11/24/2019  
 Past Due Amount: \$0.00  
 Total Due Amount: \$353.87

| Pool Details COL68340.1 |                     |   |                    |                |               |              |        |          |
|-------------------------|---------------------|---|--------------------|----------------|---------------|--------------|--------|----------|
| Usage Period            | Pool ID Description | Equipment Location                        | Model-SN-Cust Ref# | Previous Meter | Current Meter | Period Usage | %      | Charge   |
| 08/24/2019-09/23/2019   | 0002 COL68340.1     | 21998 AIRPORT ROAD GRAND RAPIDS, MN 55744 | C405 4HX811949     | 3198           | 4363          | 1165         | 100.00 | \$116.50 |

| Pool Summary: COL68340.1 |                     |              |                  |                  |              |                |             |          |
|--------------------------|---------------------|--------------|------------------|------------------|--------------|----------------|-------------|----------|
| Usage Period             | Pool ID Description | Period Usage | Period Allowance | Usage Adjustment | Usage Credit | Billable Usage | Excess Rate | Charge   |
| 08/24/2019-09/23/2019    | 0002 COL68340.1     | 1165         | 0                | 0                | 0            | 1165           | 0.10000     | \$116.50 |

| Pool Details COL68340.1 |                     |   |                    |                |               |              |        |          |
|-------------------------|---------------------|---|--------------------|----------------|---------------|--------------|--------|----------|
| Usage Period            | Pool ID Description | Equipment Location                        | Model-SN-Cust Ref# | Previous Meter | Current Meter | Period Usage | %      | Charge   |
| 09/24/2019-10/23/2019   | 0002 COL68340.1     | 21998 AIRPORT ROAD GRAND RAPIDS, MN 55744 | C405 4HX811949     | 4363           | 7155          | 2792         | 100.00 | \$279.20 |

| Pool Summary: COL68340.1 |                     |              |                  |                  |              |                |             |          |
|--------------------------|---------------------|--------------|------------------|------------------|--------------|----------------|-------------|----------|
| Usage Period             | Pool ID Description | Period Usage | Period Allowance | Usage Adjustment | Usage Credit | Billable Usage | Excess Rate | Charge   |
| 09/24/2019-10/23/2019    | 0002 COL68340.1     | 2792         | 0                | 0                | 0            | 2792           | 0.10000     | \$279.20 |

| Asset Details   |       |               |                    |           |                        |
|-----------------|-------|---------------|--------------------|-----------|------------------------|
| Contract Number | Model | Serial Number | Address            | Address 2 | City, State Zip        |
| 020-0068340-001 | C405  | 4HX811949     | 21998 AIRPORT ROAD |           | GRAND RAPIDS, MN 55744 |