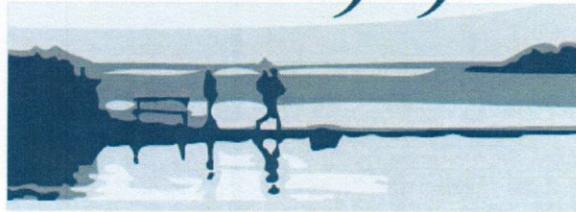


Madam Chair; Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-326-1551

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

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

www.harristownshipmn.org

Mission Statement:

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

PLANNING & DEVELOPMENT MEETING **November 28, 2018– 7:30pm** **AGENDA**

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
3. **Approve the minutes-**
 - A. P&D Meeting 10/24/18- KP
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda-**
6. **Roads-**
 - A. 2018 Road Project Update
 - B. 2019 Road Projects
 - C. Resolution Closing Nicholas Street
7. **Recreation-**
 - A. Park and Cemetery Inspection Reports as prepared for October, 2018
 - B. Boat and Landing Inspections
8. **Correspondence-**
9. **Town Hall-**
 - A. Review town hall report as prepared by town hall caretaker for October, 2018
 - B. Floor Stripping/Waxing on November 29th and 30th at the Town Hall.
10. **Maintenance-**
 - A. Review maintenance report as prepared for October, 2018
11. **Old Business-**
 - A. Resolution for Appointment of Temporary Treasurer
 - B. Job Description, (draft for Appointed Treasurer)
 - C. Updated (draft) Employee Handbook
 - D. Mail and Bills
 - E. Rink Attendant Update/ Interviews
 - F. Streetlight update at the intersection of Wendigo Road and Harris Town Road

G. Mediacom update

12. New Business-

- A. First Aid Kit for Town Hall and Service Center
- B. Annual Township Meeting- March 12, 2019
- C. Cable Commission- September 4, 2018 minutes

13. Bills-

- A. Approve Payments

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

15. Upcoming meetings/events-

Mon. Dec. 10 Township Association Meeting.....7:00 pm Blandin Foundation
 Wed. Dec. 12 Regular Meeting.....7:30pm Harris Town Hall
 Wed. Dec. 17 Work Session Re: Road projects, Caretaker, Mowing.....6:00 pm Harris Town Hall

16. Adjourn

Prepared by: Kati Pierce
 Signature _____

Madam Chair: Peggy Clayton
 Signature _____

PLANNING & DEVELOPMENT MEETING
October 24, 2018– 7:30pm
MINUTES

Present: Supervisors: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack

Absent: Madam Chair Peggy Clayton

Treasurer: Becky Adams; Deputy Clerk: Kati Pierce

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

2. Additions and Corrections-

Corrections: 3 Cemetery Deeds before the Board tonight, correction on Braiedy Deed, (Consent Agenda);

Additions: Set work session for the Board of Canvass, (New Business-G);

E-mail from MAT, (Correspondence);

GIS Updating, (Roads-D); Sunny Beach Addition, (Roads-E); Update on Brushing Wendigo Park Circle (Roads-F); Little Crystal Lane Turnaround, (Roads-G)

Mediacom update, (Old Business-F);

Motion to approve the Additions and Corrections made by Supervisor Kortekaas, seconded by Supervisor Schack, passed by all.

3. Approve the minutes-

- A. P&D Meeting 9/26/18- KP- Motion to approve made by Supervisor Kortekaas, seconded by Supervisor Haubrich, passed by all.
- B. Work session 10/16/18- PC- Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kortekaas, passed by all.

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

5. Consent Agenda-

- A. (3) Cemetery Deeds-
 - 1-Randall & Ann Braiedy- Section 3, Block 31, Lot 2, Site 3&4- \$250- Mr. and Mrs. Braiedy changed their minds after purchasing a site earlier this month and decided to purchase 2 sites, side by side. New check issued 10/24/18 and receipt from 10/13/18 void in Sexton receipt book.
 - 2-Nancy Maynard- Section 2, Block 39, Lot 1, Sites 7 & 8- \$250
 - 3-Keith & Judith Lange- Section 3, Block 1, Lot 2, Sites 3&4- \$250Motion to approve made by Supervisor Kortekaas, seconded by Supervisor Haubrich, passed by all.

6. Roads-

- A. 2018 Road Project Update- Supervisor Kelley reports that due to the rain and timing of winter coming the black topping of any roads remaining from the 2018 road projects has been postponed until 2019. The Board is hoping to have them complete by July 4, 2019.
- B. Wendigo Park Circle Update- Supervisor Haubrich reported the brushing is about 30% done for the season, they will continue to work on it. The ditches are looking nice and wide; it is going well.
- C. 2019 Road Projects- Supervisor Kelley reports the Board did a drive of the Township roads to see what needed to be looked at further for 2019 and into 2020.

Hawkinson will get some cost estimates prepared for the Board to look at for the projects going into the next couple years based on the needs they saw on the drive. The hope is to coordinate the remaining 2018 projects and new 2019 projects together to save the township money from moving the equipment from site to site.

- D. GIS Updating- Supervisors Kelley and Haubrich did GIS readings all day, Wednesday, 10/24, and they will turned their readings into the County for updating the website, so they are all marked clearly and accurately.
- E. Sunny Beach Addition- Supervisor Haubrich reported that it looked like there were 2 additional residents that have been moved into that area. There was variance a couple years ago done for one resident to build and have access to the land they purchased on this road. It is not a private road and the township has been maintaining it for some time, (well over the 6 year requirement). - (MN Statute 165.5) to claim ownership of the road, the Township will be securing ownership of this road.
- F. Update on Brushing of Wendigo Park Circle (even though this was added to the agenda, it is a duplicate of agenda item 6B above).
- G. Little Crystal Lane Turnaround- Supervisor Kelley reported that as per (MN Statute 165.5)- the Township is securing the ownership of this road. Supervisor Kelley and Haubrich talked to the resident that lives on the turnaround, and they are in agreement and would like the Township to pave the end.

7. Recreation-

- C. Park and Cemetery Inspection Reports as prepared for September, 2018- Motion to approve made by Supervisor Schack, seconded by Supervisor Kortekaas, passed by all.
- A. Trails Task Force- Supervisor Schack reports that Tom Saxhaug is looking to create a snowshoeing club. The City of Cohasset trails have been cut and are ready for snow. MN DNR is working on mowing the snowmobile trails. MN Ski association is looking to raise their State Fee this year. The US Forest service is currently cleaning trails to get ready for winter. Drift Skippers will celebrate their 50th anniversary in February 2019.
- B. Boat and Landing Inspections-. Supervisor Schack reported Maintenance will be pulling the docks very soon and those with boats remaining in the water should get them out soon or they will be without the assistance of the docks at landings.

8. Correspondence-

- A. E-mail from MAT Attorney, Steve Fenske, responding to a question the Board had in regard to any liability to loss of headstones at the cemetery while we have been working to update the policy. Mr. Fenske verified that the Township holds no liability in the loss or damage of headstones in our cemetery. This e-mail will be stored with the Agenda packet for this meeting.

9. Town Hall-

- A. Review town hall report as prepared by town hall caretaker for September, 2018- Correction needs to be made for the charge on 9/13/18 of \$50- This was a political event and should not be charged as such. Motion to approve the correction made by Supervisor Kortekaas, Seconded by Supervisor Haubrich and passed by all. Treasurer Adams will issue a check to the renter for the \$50 correction. Supervisor Korekaas made a motion to approve the report with the correction, seconded by Supervisor Haubrich, passed by all.

10. Maintenance-

Review maintenance report as prepared for September, 2018- Motion to approve the report, by Supervisor Kortekaas, seconded by Supervisor Haubrich, passed by all.

11. Old Business-

- A. Floor Tiling at the Town Hall- (replace v. strip and wax)- This was talked about earlier in the year and was tabled to be placed on the Agenda toward the end of the year to see how the

budget was looking before making this a priority. The Board had discussion on getting a couple additional quotes for the stripping and waxing. Motion to get a couple additional quotes and bring back to the November Regular Meeting made by Supervisor Kortekaas, seconded by Supervisor Schack, passed by all.

- B. Land Sale- (Schedule Work Session)- Motion to table to the P & D meeting in January made by Supervisor Kortekaas, seconded by Supervisor Schack, passed by all.
- C. Road & Public Access Tour Update 10/16/18- 10/16/2018- This was discussed above in the 2019 road projects. This was the tour the Board took to see which roads are in need of repair. In addition, the minutes of the tour are provided in the packet.
- D. Cemetery Policy- Sexton Pierce made 3 changes on camera to the copy provided in the packet, all on the final page, (reserves, under disclosure) (www., added to Findagrave.com, last line) (added a signature block for Supervisors) Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kortekaas, passed by all.
- E. E-mail passcodes (2 Supervisors)- Please change the passwords.
- F. Mediacom update- Supervisor Kelley talked to Jason from Mediacom this evening; a couple pieces of equipment were on back order so there was a little delay in some things but things are looking good and moving along on time.

12. New Business-

- A. Little Crystal Lane Turnaround- (even though this was added as an addition, agenda item 6G, was already on the agenda]
- B. Township Attorney Discussions- RE: Road Orders- Supervisor Kelley asked for prior approval to contact the Mr. Shaw, Township Attorney, in regard to what we need to do or file for documenting the changes on the roads that they are moving forward with claiming ownership He would like to know if owners need to be signing anything, and if the Board needs to file Anything; and if so, how should the Board be documenting it? Motion made by Supervisor Haubrich to have Supervisor Kelley contact Mr. Shaw and see what actions the Board needs to secure these as Township Roads, seconded by Supervisor Kortekaas, passed by all.
- C. Cemetery Deeds- (signatures/ notary)- We have removed the Sexton as a signer of the Deeds so she is able to notarize the Boards signatures without issue. The Records Department returned Deeds on Valdy Becker and William Johnson for this reason. These will be reprocessed to the Records Office along with the Deeds above.
- D. Collaborative Meeting Participation (11/28/18)- The Township previously participated and paid an annual fee to do so. The Board decided not to continue participating at the time of renewal as there wasn't much content at the time in regard to Townships. The County is now covering the cost of the participation fee and Madam Chair is willing to attend to see if there is anything of benefit to the Township. Motion made by Supervisor Haubrich for Madam Chair to attend the meeting in November, seconded by Supervisor Kortekaas, passed by all
- E. Advertisement in paper/ Supervisory Positions and Ballot Question- Copy of the ad provided as an addition to the packet. Motion to place the ads in the paper for the positions open and the ballot question made by Supervisor Haubrich, seconded by Supervisor Kortekaas, passed by all. Clerk to move forward with placing the ads in the paper.

Supervisor Haubrich would like to remind constituents as to what the question on the ballot is about; and that qualifications needed for the positions of Treasurer and Clerk should be taken seriously. If the positions are elected vs. appointed, the Township has no authority to oversee the individual who would be elected to the position(s) OR if they would have any qualifications or experience to fulfill the duties. Supervisor Kelley added that constituents have been the driving force in bringing this to the Boards attention, and that is why the Board feels this is important for the Township to vote on the Ballot question.

- F. Sanitizing the Wells- (Town Hall & Service Center)- Supervisor Haubrich reported there was a complaint that the water was smelling at the Town Hall. Supervisor Haubrich hooked up a hose and thought flushing it for a few hours would help, but that did not take care of the problem.

The same issue is going on at the Maintenance Service Center. The Board wanted to get this taken care of before anyone gets sick from it or there are any more complaints. Motion made by Supervisor Schack to have both wells sanitized by Benes Well Drilling, seconded by Supervisor Kortekaas, passed by all. Supervisor Kelley has already talked to Benes Well Drilling and they will do both wells in the same day.

- G. Board of Canvass- Set work session for November 8, 2018 at 5:45 pm at Harris Town Hall- Deputy Clerk to post and do any Notices required. Motion made by Supervisor Kelley, seconded by Supervisor Haubrich, passed by all.

13. Bills-

- A. Approve Payments – The bill list provided totaling \$2,526.64 had 2 additions to it; 1. The \$50 correction to the rental of the town hall that was made above under agenda item 9A. 2. An invoice for fixing the chipper of \$300.00. The new total will be \$2876.64- Check numbers 18032-18040 Motion to approve made by Supervisor Kortekaas, seconded by Supervisor Kelley, passed by all.

Supervisor Kelly asked Treasurer Adams about getting the Actual to Budget report of 2018. Treasurer Adams will work on finishing these up and will send them out to the Board so they can be provided prior to the work session on Nov 8th at 6:00. Deputy Pierce will add a posting to this work session so the Board may ask preliminary questions of the report at this time. Motion made by Supervisor Kelley to add Actual to Budget Discussions to the Nov. 8th Work Session, seconded by Supervisor Haubrich, passed by all.

Supervisor Schack also wanted to add he had a resident contact him on a street light that is out on the intersection of Wendigo Road and River Road. He is wondering if that is our light to fix or if it is owned by Lake County power and who to contact. Supervisor Kortekaas will contact Lake county power about replacing the bulb and also see if he can get a list from them on what lights are ours.

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

15. Upcoming meetings/events-

- Tue. Nov. 6 Election Day.....7:00 am- 8:00 pm Harris Town Hall
- Thur. Nov. 8 Board of Canvass.....5:45 pm Harris Town Hall
- Thur. Nov. 8 Work Session, Appointed v. Elected/ Cemetery, Budget to Actuals..6:00 pm Harris Town Hall
- Wed. Nov. 14 Regular Meeting.....7:30 pm Harris Town Hall
- Mon. Nov. 19 Township Association Meeting.....7:00 pm Blandin Foundation
- Wed. Nov. 28 Planning and Development meeting.....7:30 pm Harris Town Hall

15. Adjourn Motion to adjourn made by Supervisor Kortekaas, seconded by Supervisor Kelley, passed by all.

Prepared by: Kati Pierce
Signature _____

Madam Chair: Peggy Clayton
Signature _____

**Harris Township
Resolution No. 2018-018**

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 2018-2019 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 2019; and

WHEREAS, the Harris Town Board, closed Nicholas Street over the course of the 2017-2018 winter;

NOW THEREFORE BE IT RESOLVED, that the Harris Town Board, Itasca County, MN, hereby closes Nicholas Street for maintenance for the 2018-2019 winter months.

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

Adopted this _____ day of _____, 2018

By the Board,

Town Chair, Peggy Clayton

Attest: _____
Town Deputy Clerk, Kati Pierce

State of Minnesota)
) ss
County of Itasca)

I, Cari Ann Alleman, 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 28th 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 _____, 2018.

Cari Ann Alleman, Harris Town Clerk

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

| | DATE | CEMETERY | WENDIGO | CRYSTAL SPRINGS |
|---|---------|---------------------------------|---------|--|
| <u>CEMETERY:</u> | 1/17/18 | Deals good | | |
| GRASS CUT: | | | | |
| GRASS TRIMMED: | | alot of antiques blown still | | |
| ANY TRASH? | | not | | |
| ANY VANDALISM? | | | | |
| EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN | | N/A | | |
| <u>PARKS:</u> | | | | |
| VOLLEYBALL COURT: | | | | |
| NETS | | | N/A | good |
| POSTS | | | | not roads to come down |
| COURT | | | | |
| GRASS CUT/TRIMMED | | | | |
| TENNIS COURT: | | | | |
| NET | | | | alot of leaves + dirt roads - time to take down nets |
| POSTS | | | | time to take down nets |
| COURT | | | | |
| GRASS CUT/TRIMMED | | | | down nets |

| | DATE | CEMETERY | WENDIGO | CRYSTAL SPRINGS |
|------------------------------|---------|----------|----------------------|-----------------|
| PARKS (CONTINUED): | 10/7/18 | N/A | Good | Good |
| BASEBALL FIELD: | | | | |
| SHAPE/ANY REPAIR NEEDED | | | | |
| GRASS CUT/TRIMMED | | | | |
| BASKETBALL AREA: | | | | |
| NET | | | | |
| PICNIC AREA: | | | | |
| TABLES/BENCHES | | | Lot of benches | Good |
| TRASH | | | | Good |
| PLAYGROUND AREA: | | | | |
| SWINGS | | | | Good |
| SLIDES | | | | Good |
| TRASH | | | | |
| ANYTHING BROKEN | | | | |
| HORSESHOE COURT | | | | |
| TRASH | | | | Good |
| PARKING LOT: | | | | |
| TRASH | | | Good | |
| ICE RINK/WARMING SHACK | | | Structure stands | Shops needs |
| OUTHOUSE: | | | Shops to be replaced | to be updated |
| CLEAN/CALL NEEDED TO VENDOR? | | | (wrong turning) | |

OVERALL COMMENTS:

| | DATE | CEMETERY | WENDIGO | CRYSTAL SPRINGS |
|------------------------------|----------|----------|---------|--|
| PARKS (CONTINUED): | 10/14/18 | | | |
| BASEBALL FIELD: | | N/A | Good | Good |
| SHAPE/ANY REPAIR NEEDED | | | | |
| GRASS CUT/TRIMMED | | | | |
| BASKETBALL AREA: | | | | |
| NET | | | OK | OK |
| PICNIC AREA: | | | | |
| TABLES/BENCHES | | | OK | stone markers painted on picnic tables |
| TRASH | | | | |
| PLAYGROUND AREA: | | | | |
| SWINGS | | | OK | OK |
| SLIDES | | | OK | OK |
| TRASH | | | | |
| ANYTHING BROKEN | | | | |
| HORSESHOE COURT | | | N/A | OK |
| TRASH | | | | |
| PARKING LOT: | | | | |
| TRASH | | | OK | OK |
| ICE RINK/WARMING SHACK | | | | |
| OUTHOUSE: | | | | |
| CLEAN/CALL NEEDED TO VENDOR? | | | | |

NETS still up at both parks.

OVERALL COMMENTS:

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

| | DATE | CEMETERY | WENDIGO | CRYSTAL SPRINGS |
|--|----------|----------|---------|-----------------|
| | 10/21/18 | N/A | Good | Good |
| | | | N/A | Good |
| | | | Good | Good |
| | | | Good | Good |
| | | | Good | Good |

Overall comments: all look really good! Bring on winter!

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

| | DATE | CEMETERY | WENDIGO | CRYSTAL SPRINGS |
|---|----------|----------|---------|-----------------|
| CEMETERY: | 10/31/18 | | | |
| GRASS CUT: | | good | | |
| GRASS TRIMMED: | | | | |
| ANY TRASH? | | | | |
| ANY VANDALISM? | | | | |
| EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN | | | | |
| PARKS: | | | | |
| VOLLEYBALL COURT: | | | | |
| NETS | | N/A | | |
| POSTS | | | N/A | |
| COURT | | | | good |
| GRASS CUT/TRIMMED | | | | |
| TENNIS COURT: | | | | |
| NET | | | | |
| POSTS | | | N/A | |
| COURT | | | | N/A |
| GRASS CUT/TRIMMED | | | | |

Harris Township Monthly Town Hall Report

Caretaker Amber Hartl Date 11-7-18

General Cleaning 15 hrs.

Miscellaneous Duties/Work 23.75 hrs.

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

Notes:

Total (All hours worked) 38.75 hrs.

Rentals

Resident's 10

No Charge/Discounted Only by board approval 1

Notes Fly Way Club Mtg. \$25.00

Non-Residents 2

Discounted Only by Board approval _____

Notes John Dimich M+G^{N/C} + P+D Sewing 2-day rental kept same rate of 125.00

Board Functions (meetings, scheduled hold, voting) 9

Total 22

Deposits Retained _____

Total money collected 650.00

=====
Maintenance or Safety concerns:

Socket by the coat closet needs to be replaced. It looks burnt.

Harris Township
October Maintenance Report
Weekly Maintenance Plan October 1st – 5th 2018

| Task to be completed | Estimated hours | Priority |
|---|-----------------|----------|
| Record monthly equipment, fuel reports, receipt, and time sheet information | 4 | 3 |
| Clean up the Underwood Rd. Cul-de-sac | 2 | 1 |
| Move rock barrier at Casper Landing for the house boats | 2 | 1 |
| Clean up pine needles and leaves at Wendigo Park | 8 | 2 |
| Brush and chip up trees on the Stony Point Rd., Sunny Beach Rd., Mishawaka Rd. and the Wendigo Park Rd. | 48 | 1 |
| Remove old propane line from the ground at the Town Hall and landscape around area. | 2 | 2 |
| Clean off the tennis court and the basketball court at Wendigo Park | 4 | 2 |
| Raise the corner marker cups at the Cemetery. | 10 | 2 |

Derrick

Date: 10/1/18

- Meeting with Mike and Ken. 1 hr.
- Swept and cleaned off the dirt and sand on the Cul-de-sac on the Underwood Rd. 2 hr.
- Removed cut up tree and tree stump from the Stony Point Rd. 1 hr.
- Moved the rocks for the house boats at Casper Landing. 1 hr.

Work done that is not on the weekly plan:

- Met with a supervisor from Itasca County and discussed the trees that should be taken down on the Stony Point Rd. **NOTE: The trees that we have marked should be just fine. All of the other issues just involve cutting limbs of hanging branches.** 1 hr.
- Priced out new Jacket and new work shirts from L & M. 1 hr.
- Clean out Chevrolet Pickup Truck cab and box 1 hr.

Derrick, Ron, Sterling

Date: 10/2/18

- Limb trees and cut brush on the Stony Point Rd. 8 hr.

Derrick

Date: 10/3/18

- Removed old propane line from the ground and removed regulator and old lines from the Town Hall Garage Building. 2 hr.
- Recorded monthly Equipment hours, time sheet and tested out new digital version for pay request. 1 hr.

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

- Limb hanging tree branches at the Service Center. 1 hr.
- Sharpened and cleaned chainsaw and pole saw. 1 ½ hr.
- Cleaned the Service Center Garage. 1 ½ hr.
- Completed adjustments on the Chip Box for the Dump Truck. ½ hr.
- Washed the John Deere 1445. 1 hr.

Derrick, Ron, Sterling

Date: 10/4/18

- Limb and cut trees on the Stony Point Rd. **NOTE: This road is now completed.** 8 hr.

Weekly Maintenance Plan October 8th – 12th 2018

| Task to be completed | Estimated hours | Priority |
|---|-----------------|----------|
| Brush and chip up downed trees on the Sunny Beach Rd., Breezy Ln., Sunny Ln. Mishawaka Rd. and the Wendigo Park Rd. | 24 | 1 |
| Brush and chip up trees on the Wendigo Park Circle. | 48 | 1 |
| Put up corner markers at the Cemetery | 8 | 2 |

Derrick

Date: 10/5/18

- Recorded monthly receipts, equipment hours, fuel reports, and time sheet. 2 hr.

Work done that is not on the weekly plan:

- Cut up hanging and downed trees from early snow on Wendigo Park Rd., Breezy Ln., Alicia Pl., Sunny Beach Rd., Sunny Ln and the Mishawaka Rd. 4 hr.
- Cleaned up downed tree branches at the Town Hall and replaced the outlet cover on the south end of the meeting room. ½ hr.
- Open and close cremation burial in Section 3. 1 ½ hr.

Derrick

Date: 10/8/18

- Meeting with Mike and Ken. 1 hr.
- Chip up brush on Sunny Ln., Birch Hills Dr., Keyview Dr., Norberg Dr., Wendigo Park Rd., Breezy Ln. 7 hr.

Ron

- Meeting 1 hr.
- Cleaning up storm damage on Sunny Lane, Windego park Road, Breezy Lane, E. Harris, Birch Hills, Alicia Pl. 6 hrs.
- Unplugged Chipper 1 hr.

Sterling

- Morning meeting with mike and ken 1 hrs.
- Chip fallen trees along wendigo park, breezy lane, E harris, birch hills Alicia plc. 6 hrs.
- Unclog chipper at service center 1 hrs.

Derrick, Ron, Sterling

Date: 10/9/18

- Chipped up trees and brush on Wendigo Park Rd., Romans Rd., Jane Ln., Bear Creek Rd., Wagon Wheel Court Rd., Southwood Rd., Pine Landing Dr., Tolerick Rd. and Wendigo Park Circle. 8 hr.

Derrick

Date: 10/10/18

- Cut smaller brush on the Wendigo Park Circle. 4 hr.

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

- Run to town and picked up fuel for the Chevrolet Dump Truck and supplies for the Service Center. 1 ½ hr.
- Cut smaller brush around the fence line at the Cemetery. 1 hr.
- Cleaned and changed spark plug, replaced chain, and adjusted carburetor on Stihl Chainsaw. 1 ½ hr.

Derrick

Date: 10/11/18

Work done that is not on the weekly plan:

- Meeting with Ken. 1 hr.
- Clear out and chip brush on the cul-de-sac on Little Crystal Ln. 5 hr.
- Unplug chute on chipper, take apart and clean out chute. 1 hr.
- Run to town and price out Torque wrenches and other tools. 1 hr.

Ron

- Brushing the bus turn around on Little Chrystal Lane. 5 hrs.
- Meeting with Derrick and Ken ½ hr.
- Changing blades on Chipper 2 ½ hrs.

Derrick

Date: 10/12/18

- Work on the weekly plan for next week. 2 hr.

Work done that is not on the weekly plan:

- Fix the discharge Shute on the chipper, set cutting knives, adjust clutch, grease machine. 5 hr.
- Pick up new torque wrench. ½ hr.
- Order new chipper blades. ½ hr.

Weekly Maintenance Plan October 15th – 19th 2018

| Task to be completed | Estimated hours | Priority |
|---|-----------------|----------|
| Remove decorations from the Cemetery | 4 | 1 |
| Brush and chip up trees on the Wendigo Park Circle. | 48 | 2 |
| Put up corner markers at the Cemetery | 8 | 1 |
| Remove tennis nets from both parks. | 2 | 2 |
| Level out stones at the Cemetery | 12 | 1 |
| Cut grass inside both hockey rinks and landscape if needed. | 6 | 3 |

Derrick

Date: 10/15/18

- Remove decorations from the stones at the Cemetery. 3 hr.
- Put up corner markers at the Cemetery. 4 hr.
- Remove tennis nets from both parks. 1 hr.

Kevin

- Removed decorations from head stones 3hrs.
- Placed marker # on plots 4 hrs.
- Removed nets on tennis court at two parks 1hr.

Derrick, Kevin, Arron

Date: 10/16/18

- Cut trees and brush on Wendigo Park Circle. 3 ½ hr.
- Work on clutch for the Chipper. 4 ½ hr.

Derrick

Date: 10/17/18

- Cut trees and brush on Wendigo Park Circle. 4 ½ hr.
- Mark out stones in Section 2 & 3 1 hr.
- Work on clutch for the Chipper. 2 ½ hr.

Aaron, Kevin

- Cut trees and brush on Wendigo Park Circle. 8 hr.

Derrick

Date: 10/18/18

- Cleaned up and removed grease from parts for the Chipper. 3 hr.
- Mowed and mulched up leaves at the Town Hall 2 ½ hr.
- Organized the Service Center Garage. 2 ½ hr.

Arron

- clean shop 3 hr.
- Mowed town hall 2 ½ hr.
- Mowed hockey rinks at both parks 2 ½ hr.

Derrick

Date: 10/19/18

- Clean up parts for the Chipper. 1 hr.
- Level out headstones and install 3 veterans stones at the Cemetery. 4 hr.
- Clean and organize the Service Center Meeting area. 1 ½ hr.
- Work on the weekly plan for next week. 1 hr.
- Picked up fuel for the Chevrolet Pickup Truck. ½ hr.

Ron, Arron

- Brushing Windego park circle 8 hours

Weekly Maintenance Plan October 22nd – 26th 2018

| Task to be completed | Estimated hours | Priority |
|---|------------------------|-----------------|
| Inspect anode rod on the Town Hall water heater. | 2 | 1 |
| Brush and chip up trees on the Wendigo Park Circle. | 48 | 1 |
| Clean up leaves and pine needles at Wendigo Park | 10 | 2 |
| Level out stones at the Cemetery | 20 | 3 |

Derrick

Date: 10/22/18

- Check pressure in pressure tank, turn on well and run water at the Town Hall. 1 hr.
- Meeting with Mike and Ken. ½ hr.
- Clean up pine needles and leaves at Wendigo Park. 5 hr.

Work done that is not on the weekly plan:

- Clean and remove sap markings from the windows of the Dump Truck. 1 ½ hr.

Derrick, Arron, Kevin

Date: 10/23/18

- Tightened engine mount bolts, installed guards and ran chipper to check clutch. **NOTE: Runs good and clutch works good.** 2 hr.
- Chip up brush on the Wendigo Park Circle. 6 hr.

Derrick

Date: 10/24/18

- Run to town and pick up bar oil for the saws and gloves. 1 hr.
- Chip up brush on the Wendigo Park Circle. 7 hr.

Aaron, Kevin

- Cut trees and brush on Wendigo Park Circle. 8 hr.

Derrick

Date: 10/25/18

- Cut trees and brush on Wendigo Park Circle. 7 hr.
- Run to town and fill up the fuel tank in the Chevrolet Pickup Truck. 1 hr.

Ron, Aaron, Kevin

- Cut trees and brush on Wendigo Park Circle. 8 hr.

Derrick

Date: 10/26/18

- Cut trees and brush on Wendigo Park Circle. 7 hr.
- Work on the weekly plan for next week. 1 hr.

Arron, Kevin

- Cut trees and brush on Wendigo Park Circle. 4 hr.

Weekly Maintenance Plan October 29th – November 2nd 2018

| Task to be completed | Estimated hours | Priority |
|--|------------------------|-----------------|
| Record monthly equipment information, Fuel, Time sheet, and receipts | 4 | 3 |
| Brush and chip up trees on the Wendigo Park Circle. | 64 | 1 |
| Vacation time (31 st Wednesday) | 8 | 2 |
| Remove boat docks from all landings | 4 | 3 |
| Fix washed out shoulders on Carol St. intersection | 2 | 1 |

Derrick, Arron, Kevin

Date: 10/29/18

- Cut trees and brush on Wendigo Park Circle. 7 hr.
- Meeting with Mike and Ken. 1 hr.

Derrick, Arron, Kevin

Date: 10/30/18

- Cut trees and brush on Wendigo Park Circle. 8 hr.

Derrick, Arron, Kevin

Date: 11/1/18

- Cut trees and brush on Wendigo Park Circle. 8 hr.

Derrick

Date: 11/2/18

- Open burial site in section 3 for Monday the 5th. 4 hr.
- Work on the weekly plan for next week. 1 hr.
- Pull out docks from all boat landings. 3 hr.

Aaron, Kevin

Date: 11/2/18

- Clean up branch debris on Wendigo Park Circle. 6 hr.

Vermeer Chipper

| Date | Hours | Hours Used | Gals |
|----------------------|-------|------------|------|
| 10/9/2018 | 282.5 | 14.2 | 15.2 |
| 10/24/2018 | 299.7 | 17.2 | 7.1 |
| 10/25/2018 | 303.6 | 3.9 | 21.3 |
| 11/1/2018 | 320 | 16.4 | 19.5 |
| | | | 0 |
| Monthly Total | | | 63.1 |

Chevrolet 3500 Dump Truck

| Date | Mileage | Mileage Used | Gals |
|----------------------|---------|--------------|-------|
| 10/10/2018 | 17339 | 406 | 54.84 |
| 11/5/2018 | 17683 | 344 | 52.36 |
| | | | 0 |
| Monthly Total | | | 107.2 |

Chevrolet 3500 Pickup

| Date | Mileage | Mileage Used | Gals |
|----------------------|---------|--------------|-------|
| 10/19/2018 | 34879 | 225 | 29.2 |
| 11/5/2018 | 34654 | 167 | 28.96 |
| | | | 0 |
| Monthly Total | | | 58.16 |

Fuel Tank Fill Up

| Date | Equipment | Gals at Fill | Gals |
|----------------------|------------------|---------------------|-------------|
| 10/25/2018 | fuel tank | 1853 | 136.6 |
| | | | 0 |
| Monthly Total | | | 136.6 |

Harris Township: October 2018

| Equipment | Total Hours | Monthly Hours |
|---------------------|-------------|---------------|
| 3500 Dump Truck | 17689 miles | 426 miles |
| 3500 Pickup Truck | 35052 miles | 366 miles |
| Terex ASV | 1186.4 hrs | 38.6 hrs |
| E1100 heater | 5770.5 hrs. | ** |
| ETQ generator | 1081.1 hrs. | ** |
| Gravelly mower | 636.5 hrs | 3.3 hrs |
| JD 920 mower | 577.9 hrs | 2.7 hrs |
| JD 1445 tractor | 796.3 hrs | 1.6 hrs |
| JD 7130 ditch mower | 1143.8 hrs. | ** |

| Equipment | Total Hours | Monthly Hours |
|-----------------|-------------|---------------|
| Vermeer Chipper | 322.8 hrs | 45 hrs |

| Date & Place | Quantity | Item | Number | What use... | Cost |
|--------------|----------|------------------------------|--------|-------------------------|----------|
| L & M 10/16 | 1 | Safety green cap | #356 | Clothing | \$11.99 |
| L & M 10/16 | 3 | Safety glasses | #356 | Clothing | \$26.97 |
| L & M 10/24 | 2 | Washer fluid | #354 | Supplies | \$5.98 |
| L & M 10/24 | 1 | Bar/chain oil | #354 | Supplies | \$8.99 |
| L & M 10/24 | 1 | Bug and tar remover can | #354 | Supplies | \$5.69 |
| L & M 10/24 | 4 | Gloves | #356 | Clothing | \$13.16 |
| L & M 10/10 | 1 | Toilet paper 12pk | #680 | Service Center Supplies | \$7.99 |
| L & M 10/10 | 1 | Bar/chain oil | #354 | Supplies | \$8.99 |
| L & M 10/10 | 1 | ¼" chain for saw (pole saw) | #354 | Supplies | \$15.99 |
| L & M 10/10 | 1 | Chain for saw (STIHL) | #354 | Supplies | \$18.99 |
| L & M 10/10 | 1 | Chain for saw (Jonsered) | #354 | Supplies | \$18.95 |
| L & M 10/10 | 1 | 3pk chainsaw grinding wheels | #354 | Supplies | \$4.49 |
| L & M 10/12 | 1 | Torque wrench | #357 | Tools | \$149.99 |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |

**RESOLUTION NO. 2018-018
A Resolution Appointing a Temporary Treasurer**

WHEREAS, the Harris Town Board has an elected Treasurer; and

WHEREAS, the Harris Town Board, at their November 2018 Election had the ballot question of:

- "Shall Option B, providing for the appointment of the Clerk and the appointment of the Treasurer by the Town Board, be adopted for the government of the town?"; and

WHEREAS, the ballot question passed, therefore, Harris Township will have an appointed Treasurer, and appointed Clerk; and

WHEREAS, the elected office of the Treasurer expires when the term is up, on December 31, 2018; and

THEREFORE NOW BE IT RESOLVED, the Harris Town Board needs to appoint a temporary Treasurer; and

THEREFORE, BE IT FURTHER RESOLVED, the Harris Town Board hereby appoints, by this resolution, Becky Adams, to the temporary Treasurer position, and at her same pay (\$700 monthly stipend, \$60.00 per required/mandated township meetings, and \$18.70/hr. for meetings, duties, etc. not covered under the stipend); and

THEREFORE, FINALLY RESOLVED, the appointment will be effective January 1, 2019 and until such time that the board can fill the vacancy on a permanent basis.

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

Adopted this _____ day of November, 2019

By the Town Board

Peggy Clayton, Chair

Attest: _____
Cari Ann Alleman, Clerk

APPOINTED TREASURER

FLSA Status: Non-exempt position

Salary range: \$9,000.00- \$10,800.00

Hours of work: approximately 25-30 hours per month

****Candidates do not need to live in Harris Township****

Resumes Accepted:

Resumes to be sent to: Harris Township
Attn: Harris Town Chairperson, Peggy Clayton
20876 Wendigo Park Road
Grand Rapids, MN 55744

OR emailed to
Harris Town Chairperson Peggy Clayton
Supervisorchtp@gmail.com

Questions can be directed to: 218-326-1551 or 218-259-1551

Township Treasurer Job Description:

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

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

Mandatory M.S. 367.16 duties:

- 1) Receive and take charge of all money belonging to the town, or which is required to be paid into its treasurer, and to pay it out only upon the lawful order of the town or its officers;
- 2) Preserve all books, papers, and property pertaining to or filed in the treasurer's office;
 - A. All reports processed and saved on the computer and backed up on an external hard drive;
 - B. All original paperwork organized and saved in storage bins at the town hall security space in the basement;
- 3) Keep a true account of all money received as treasurer and the manner in which it is disbursed, in a book provided for that purpose, and provide the account, with the treasurer's vouchers, to the town board of audit, at its annual meeting, for adjustment;
 - a. Treasurer's summary report due for the board of audit meeting
- 4) Deliver, on demand, all books and property belonging to the treasurer's office, and all money in the treasurer's hands as treasurer, to a qualified successor;
- 5) Keep in a suitable book a register of all town orders presented for payment that cannot be paid for want of funds, with the date presented, and to endorse upon the back of each the words "not paid for want of funds," with the date of the endorsement, signed by the treasurer;
- 6) draw from the county treasurer, from time to time, money received by the county treasurer for the town, and receipt for it;

- 7) make and file with the town clerk, within five days preceding the annual town meeting, a statement, in writing, of the money received from the county treasurer and all other sources, and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand;
- 8) Paying judgments ordered against the town (M.S. 365.41) and selecting a depository for town funds, if the board fails to select one within 90 days of the annual town meeting.
- 9) Perform other duties as required by law.

Additional duties:

10) Accounting responsibilities:

- a. Prepare monthly bank statement reconciliation, including reconciling outstanding checks, deposits and transfers, and ensure all accounts balance. Research and resolve the discrepancies.
- b. Assist in the development and monitoring of all accounting policies, systems, and procedures to assure adequate accounting controls.
- c. Reconcile selected general ledger accounts, preparing monthly journal entries as needed.
- d. Maintain record of pledged collateral by official depositories to meet statute requirements. Contact depository as necessary to adjust amount.
- e. Work with Bond Consult and provide information necessary for bond issues. Ensure compliance for outstanding bonds.

11) Accounts payable:

- a. Process all accounts payable, including review and process all invoices for accuracy, proper authorization, account coding, and to ensure payments are made in a timely manner.
- b. Match open and closed invoices against statements.
- c. Coordinate and resolve discrepancies with township supervisors concerning purchasing policy guidelines, account coding, authorization, and other issues.
- d. Contact vendors to coordinate and resolve discrepancies in accounts payable.
- e. Maintain W9 files for all vendors.
- f. Prepare claims and checks for monthly board approval.
- g. Monitor town contracts for compliance.
- h. Prepare form 1096/1099 as required by the IRS.
- i. Maintain organized filing system including all necessary supporting documents.

12) Accounts receivable:

- a. Invoice developers, property owners, etc. for various charges; assess late fees, and finance charges as directed.
- b. Collect, verify, and post payments. Maintain and adjust accounts as necessary.
- c. Administer collection procedures and certifications on delinquent accounts.
- d. Prepare monthly analysis of account activity/escrow account. Accurately maintain spreadsheet summary and detail of escrow account payments and charges/fees.
- e. Prepare refund documents when applicable.
- f. Prepare annual escrow funds sheets for audit purposes.

13) Audit preparation:

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

- 14) Budget/forecasting process:
 - a. Prepare annual budget and forecast. Make financial recommendations to the township board of supervisors.
 - b. Monitor budget to actual financial data and update the township board of supervisors as appropriate.
- 15) Letters of credit:
 - a. Maintain files on all letters of credit. Ensure LOC's are current and renew as applicable.
 - b. Draw draft/release letters to bank.
- 16) Payroll:
 - a. Collect and review employee time sheets. Research and resolve discrepancies.
 - b. Accurately process monthly payroll including appropriately coding expense into applicable funds.
- 17) Print payroll checks and reports for approval at monthly township board meeting.
- 18) Process financials for the previous month:
 - a. Add all disbursements to the account register
 - b. Add all receipts to the account register
 - c. Create the monthly financial reports
 - d. Update the budget to actual reports for disbursements
 - e. Update the budget to actual reports for receipts
- 19) Receive payment requests via email or written out and turned in to town hall:
 - a. Supervisors, clerk, and treasurer will have their pay request turned in by the first day of each month
 - b. Maintenance and caretaker employees will have their pay request turned in on the Friday before the regular town board meeting, which is the second Wednesday of each month
 - c. Process financials with appropriate meeting, labor, wages less with holdings for all employees, supervisors, clerk, and treasurer;
- 20) Pick up bills from the town hall every Friday afternoon:
 - a. Open bills and scan them into a PDF file on the Friday before the regular board meeting, and the Friday before the P and D meeting
 - b. Email the PDF file to the township clerk
- 21) Prepare Bill List:
 - a. Create bill list based on the received bills
 - b. Add any electronic bills to the bill list
 - c. Check for duplicate invoices
 - d. Due to confidentiality, add the gross wage amounts to the bill list from individuals pay requests
 - e. Add the net wage total to the bill list as one line item
- 22) Copies for meeting:
 - a. Bill list (enough copies for everyone at the meeting)
 - b. Financial report (enough copies for everyone at the meeting)
 - c. Pay request for all supervisors, clerk, treasurer, maintenance, and caretaker (one copy for each person to attach to their paycheck);
- 23) Write out checks from bill list:
 - a. Give to board chair for first signing, and clerk for second signing after the meeting
 - b. Make copies of all checks before distributing

- 24) Deposit checks:
 - a. Confirm all funds received (town hall rental payments, cemetery site purchases, deeds, burials, and funds from the county or state)
 - b. Process all receipts and create deposit slip with all received funds
 - c. Give checks, cash, and deposit slip to clerk for depositing at the bank (separation of duties is necessary)
- 25) Mail bills:
 - a. Prep all bills for mailing
 - b. Make copies of all invoices that do not have a second copy
 - c. Make all online payments
- 26) Monthly reporting:
 - a. Make federal tax deposit
 - b. Make state tax deposit
 - c. Make PERA report and deposit
- 27) Attend required/mandated township meetings:
 - A. Regular township meeting on second Wednesday of each month
 - B. P and D township meeting on fourth Wednesday of each month
 - C. Regular annual township meeting in March
 - D. Board of canvas meeting
 - E. Annual audit meeting
 - F. Any other legally required meetings (i.e. public hearings, etc.)
- 28) Attend other meetings, trainings, work sessions, emergency meeting that may require your presence
- 29) Year-end financials – for budget planning
- 30) Year-end tax reporting
- 31) W-2s/1099
- 32) Audit preparation and any auditor requested work
- 33) Special projects (which require prior board approval)
- 34) Customer service:
 - a. Assist in duties as needed and/or as directed by the board of supervisors.
 - b. Coordinate and cooperate with inter-governmental agencies.
 - c. Conduct the necessary research and provide support materials to aid board in making informed decisions.

Minimum qualifications:

Must:

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

Must also:

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

Preference for:

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

