

Supervisor Dennis Kortekaas 326-1882  
Supervisor Jim Kelley 327-0317  
Supervisor Burl Ives 259-1279  
Supervisor Ken Haubrich 327-1351  
Treasurer Becky Adams 259-1192  
Clerk Michele Smith 327-9930  
[michelesmithclerk@msn.com](mailto:michelesmithclerk@msn.com)



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.

## PLANNING & DEVELOPMENT MEETING

April 27, 2016 – 7:30pm

### AGENDA

1. Pledge to the flag
2. Business from the Floor
3. Consent Agenda
4. Roads
  - Matt Wegwerth – SEH Road Engineer
    - Consider Gravel Road Maintenance Contracts- Schwartz or Casper
    - Consider Proposal for SEH professional engineering and Hawkinson Construction for roadway reclaim and grading, culvert replacement, subgrade correction, and bituminous pavement on Sunny Beach Road, Romans Road, Isleview Road, Birch Street and Pine Street.
5. Recreation
6. Town Hall Report
  - Review town hall report as prepared by town hall caretaker, dated 3-31-16
7. Maintenance Report: March 7- April 8, 2016
8. Old Business
  - Discuss contacting Construction General Labor Union, regarding their possession of a town hall key
  - Consider setting a date to review the town hall policy and lease in detail, for possible updates.
  - Consider setting meeting for “Annual Road Meeting”
9. New Business
  - Consider proposed purchase of an All in one printer, fax, scanner, and copier for the clerk to use.
10. Public Input
11. Upcoming meetings/events
  - Wed. May 4 Board of Appeal and Equalization..... 9:00am Harris Town Hall
  - Wed. May 9 Itasca Township Meeting..... 7:30pm Blandin Foundation
  - Wed. May 11 Regular Meeting..... 7:30pm Harris Town Hall
  - Wed. May 25 Planning & Development Meeting..... 7:30pm Harris Town Hall
12. Adjourn



Building a Better World  
for All of Us®

# MEMORANDUM

TO: Harris Township Board

FROM: Matt Wegwerth, PE *mww*

DATE: April 20, 2016

RE: Gravel Road Maintenance Contract  
SEH No. HARRT 136649 14.00

Two quotes have been received for the maintenance of Harris Township gravel roads for 2016. Below is a summary:

	<u>Schwartz Excavating</u>	<u>Casper Construction</u>
Road Grading-----	\$145 / hour	\$135 / hour
Mobilization-----	\$150 / hour	\$120 / hour

Based on the quotes, I am recommending Casper Construction for the 2016 gravel road maintenance contract.

mww  
 Attachements – Schwartz and Casper Quotes  
 c: Jayson Newman, PE  
 p:\j\h\harrt\136649\1-gen\14-cortseh memo\_2016 gravel road maint.docx



Schwartz Excavating  
Excavating & Septic Service  
34882 Scenic Hwy, Bovey, MN 55709  
Phone: (218)245-2165 Fax: (218)327-1698

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February 18, 2016

Harris Township  
20876 Wendigo Park Road  
Grand Rapids, MN 55744

Harris Township Board

We would like to take a few moments and discuss the road maintenance program that we worked out with your township over the last couple of years. It was a pleasure to help you as Supervisors keep your roads in good condition throughout the 2015 season. Hopefully you & your residents were satisfied with our job performance and the quality of our work.

We are proposing the same maintenance program as last year with the rate staying at \$ 145/hour for grading and \$ \$150/hour for mobilization. Contracts generally run from May through October. Grading of specific roads will be determined by one of township Supervisors.

We will continue to offer quality service 7 days a week and are ready for emergency service in a prompt manner. We are also readily available to meet with you as Supervisors to discuss your road conditions and help remedy any problem spots.

We have appreciated working with you in the past and we also appreciate your desire to maintain quality roads in Harris Township. We would like to continue to work with you in this area of road maintenance. If you have any further questions, please feel free to give us a call. Thank you for your time.

Sincerely,

A handwritten signature in black ink that reads "Bob Schwartz". The signature is written in a cursive style with a long, sweeping tail on the letter "t".

Bob Schwartz  
Wm. J. Schwartz & Sons, Inc.



# CASPER CONSTRUCTION, INC.

Pipeline Maintenance | Excavation | Municipal Contracting

P.O. Box 480, 212 SE 10th Street, Grand Rapids, MN 55744

Phone: 218-326-9637 | Website: <http://caspercon.com> | Fax: 218-326-9638



April 19, 2016

ATTN: Harris Township Board

RE: Harris Township Gravel Road Maintenance 2016

Below are the hourly rates for the gravel road maintenance as requested by Matt Wegwerth with SEH. The rates are based on the email to all local contractors with the details for the road maintenance for 2016.

Hourly Rate for Grader: \$135.00/Hour

Hourly Rate for Mobilization: \$120.00/Hour

Casper Construction thanks the board for the opportunity at performing the work. Please contact Tom Alverson (218-398-0706, [tomalverson@caspercon.com](mailto:tomalverson@caspercon.com)) with any questions regarding this quote.

Tom Alverson

Estimator/Project Manager

Casper Construction, Inc.



**Harris Township - request for proposal**

**Matt Wegwerth to:**

**Cc: Jayson Newman**

**Bcc: tomjr, lanceschultz, dctrout, dominic, chris**

04/15/2016 08:52 AM

Area contractors,

Harris Township is seeking quotes for gravel road maintenance for 2016. The specifics are as follows:

- Grading service will be required to maintain a smooth surface and a proper crown for drainage
- Township maintains 7.6 miles of gravel roadways
- At a minimum, contractor should assume the following:
  1. Roads without dust guard shall be graded 2 times per month (4.1 miles)
  2. Roads that have been dust guarded shall be graded once per month (3.5 miles). Contractor will be required to work with dust guard supplier to be sure roads are graded prior to application
- Additional grading requests may be made by Supervisors as necessary
- Contract typically runs from May to October

Quote should be provided in a letter format, directed towards the Harris Township Board. Quote should include an hourly rate for grading, as well as an hourly rate for mobilization.

List of gravel roads can be provided if requested.

Quotes should be returned to my attention, no later than Tuesday, April 19, 4pm. Email submission is acceptable.

If you have any questions, please let me know.

Thanks

Matt Wegwerth, PE | Associate | Senior Project Manager  
SEH | 21 NE 5th Street, Suite 200 | Grand Rapids, MN 55744  
218.322.4509 direct | 218.244.1987 cell | 888.908.8166 fax  
www.sehinc.com  
SEH—Building a Better World for All of Us™



Building a Better World  
for All of Us®

April 20, 2016

RE: Harris Township  
2016 Road Improvements Project  
Agreement for Professional Services

Chairman and Board Supervisors  
Harris Township  
21998 Airport Road  
Grand Rapids, MN 55744

Dear Chairman and Board Supervisors:

Please accept this Letter Agreement proposal between Harris Township and Short Elliott Hendrickson Inc. (SEH®) for professional engineering services for the 2016 Road Improvements Project. The anticipated improvements have an estimated total cost of approximately \$1,227,250.40 and consist of roadway reclaim and grading, culvert replacement, subgrade correction, and bituminous pavement on Sunny Beach Road, Romans Road, Isleview Road, Birch Street and Pine Street.

### **Scope of Services**

#### *Construction Administration and Observation*

##### Construction Administration

- Prepare notice of award letter and request required contract documents.
- Compile contract manuals and obtain contractor and Township official signatures.
- Prepare notice to proceed to contractor.
- Provide coordination during construction and onsite construction meetings.
- Process pay applications, final quantity review including contract closeout.

##### Construction Observation

- Observe the construction process by an experienced Resident Project Representative (RPR) to determine if the designed plans and specifications are being followed by the Contractor.
- Coordinate with residents along the project and Township, informing them of the construction progress and address any concerns they may have.
- Coordinate with testing agency for compliance with contract specifications.
- Attend construction meetings and review contractors pay applications.
- The construction observation services budget is estimated at 80 hours for the base bid and 100 hours for each of the alternates. If additional RPR services are requested by the Township, SEH will provide at our standard hourly rates.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 218.322.4500 | 888.908.8166 fax

Work and Fees Not Included in this Proposal

- Construction materials testing

**Schedule**

Work is anticipated to start in June 2016 and be completed by September 2016

**Fee**

We propose to be compensated for the tasks identified in the Scope of Services on a lump sum basis in the amount of:

Base Bid	\$12,000
Add – Alternate 1	\$15,000
Add – Alternate 2	\$15,000
<b>Total</b>	<b>\$42,000</b>

We will bill you monthly for services. If there are delays in the payment of our invoices and if we agree to continue working on the project, it is agreed we are entitled to collect, and you will pay interest at the rate of 1% per month for all amounts unpaid for thirty (30) days or more. Additionally, if the project is delayed and we encounter additional costs as the result of the delays, it is agreed we are entitled to additional fees upon submission of the appropriate documentation of extra costs.

**Agreement**

If the work outlined in this Agreement for Professional Services and attached Exhibit A-2 satisfactorily sets forth your understanding of our Agreement, please sign both copies in the space provided and return one copy to us. The signed letter shall serve as an accepted Agreement between Harris Township and SEH.

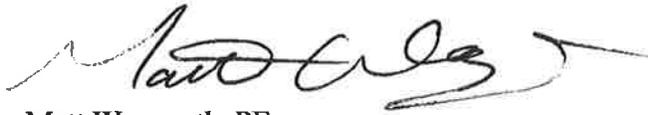
You agree, to the fullest extent permitted by law, to limit SEH's total liability for any and all claims, expenses, or damages in any way related to the services provided under this Agreement to the total sum paid to SEH for providing these services.

If conflicts arise during the performance of these services, we agree they shall be submitted to non-binding mediation unless we have mutually agreed otherwise.

We look forward to working with the Township on this project. If you have any questions or need any additional information, feel free to contact me directly at 218.322.4509 or email me at [mwegwerth@sehinc.com](mailto:mwegwerth@sehinc.com). Thank you for your consideration.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Matt Wegwerth, PE  
Project Manager / Township Engineer



Bob Beaver, PE  
Principal

**Accepted this 27th day of April, 2016**

**Harris Township**

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

**Title: Chairman**

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

**Title: Clerk**

**Exhibit A-2**  
**to Agreement for Professional Services**  
**Between Harris Township (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated May 28, 2014**

**Payments to Consultant for Services and Expenses**  
**Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the lump sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

STANDARD FORM OF AGREEMENT  
BETWEEN OWNER AND CONTRACTOR  
ON THE BASIS OF A STIPULATED PRICE

THIS AGREEMENT is by and between Harris Township  
(Owner) and Hawkinson Construction (Contractor).

Owner and Contractor hereby agree as follows:

**ARTICLE 1 – WORK**

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: 2016 Road Improvements

**ARTICLE 2 – THE PROJECT**

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: road improvements.

**ARTICLE 3 – ENGINEER**

- 3.01 The Project has been designed by Short Elliott Hendrickson Inc. (SEH®).
- 3.02 The Owner has retained SEH (Engineer) to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

**ARTICLE 4 – CONTRACT TIMES**

4.01 *Time of the Essence*

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

- A. The Work will be substantially completed on or before August 20, 2016, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before August 31, 2016.

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):
1. Substantial Completion: Contractor shall pay Owner \$900.00 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is substantially complete.
  2. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay

Owner \$900.00 for each day that expires after such time until the Work is completed and ready for final payment.

3. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

#### 4.04 *Special Damages*

- A. In addition to the amount provided for liquidated damages, Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.

### ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

- A. For all Unit Price Work, an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item as indicated in Contractor's Bid.

The Bid Prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions.

The Estimated Total of All Unit Price Work is:

\$ \_\_\_\_\_

### ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

## 6.02 *Progress Payments; Retainage*

A. Subject to the provisions of SC-15.01.C, Owner shall make monthly progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications of Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract:

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract:
  - a. 95 percent of Work completed (with the balance being retainage).
  - b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

## 6.03 *Progress Payments; Extensions*

A. Owner reserves the right to delay payment, up to \$350,000, until June 30, 2017 without interest. Any monies due after June 30, 2017 shall bear interest at the rate of 4.0 percent per annum.

## 6.04 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.
- B. Final payment shall be made by September 30, 2017.

## **ARTICLE 7 – INTEREST**

7.01 All amounts not paid when due during 2016 shall bear interest at the rate of 1.5 percent per annum.

## **ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS**

8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:

- A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
- B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques,

sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.

- F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

## **ARTICLE 9 – CONTRACT DOCUMENTS**

### **9.01 Contents**

- A. The Contract Documents consist of the following:
  - 1. Addenda (numbers 00 00 1\_\_ to 00 00 1\_\_, inclusive).
  - 2. This Agreement (pages 00 52 00-1 to 00 52 00-6, inclusive).
  - 3. Performance Bond (Document 00 61 13).
  - 4. Payment Bond (Document 00 61 14).
  - 5. General Conditions (pages 00 72 00-1 to 00 72 00-65, inclusive).
  - 6. Supplementary Conditions (pages 00 73 00-1 to 00 73 00-8, inclusive).
  - 7. Specifications as listed in the table of contents of the Project Manual.
  - 8. Drawings consisting of 61 sheets with each sheet bearing the following general title:  
2016 Road Improvements.
  - 9. Exhibits to this Agreement (enumerated as follows).
    - a. Contractor's Bid (Document 00 41 00).
    - b. Documentation submitted by Contractor prior to Notice of Award (pages \_\_\_ to \_\_\_, inclusive).
    - c. Certificate of Insurance.
  - 10. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
    - a. Notice to Proceed.
    - b. Field Order(s).
    - c. Work Change Directive(s).
    - d. Change Order(s).
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

## **ARTICLE 10 – MISCELLANEOUS**

### **10.01 Terms**

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

### **10.02 Assignment of Contract**

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

### **10.03 Successors and Assigns**

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

### **10.04 Severability**

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

### **10.05 Contractor's Certifications**

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
  1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
  2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
  4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on \_\_\_\_\_, \_\_\_\_\_ (which is the Effective Date of the Contract).

OWNER:

Harris Township

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

Title: Chairman

[CORPORATE SEAL]

Attest: \_\_\_\_\_

Title: Township Clerk

Address for Giving Notices:

Township Clerk

30037 Harris Town Road

Grand Rapids, MN 55744

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Owner-Contractor Agreement).

Designated Representative:

Name: Matt Wegwerth, PE

Title: Township Engineer

Address: 21 NE 5th Street, Ste 200

Grand Rapids, MN 55744

Phone: 218.322.4509

Facsimile: 88.908.8166

CONTRACTOR:

Error! Reference source not found.

By: Hawkinson Construction

Title: \_\_\_\_\_

[CORPORATE SEAL]

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Address for Giving Notices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

License No. \_\_\_\_\_  
(Where Applicable)

Agent for service of process: \_\_\_\_\_

(If Contractor is a corporation or a partnership, attach evidence of authority to sign.)

Designated Representative:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

3-31-16

# March Rentals

- 3-19 ~ Su Martinetto - \$50.00  
CK# 10204 +25 returned
- 3-20 ~ Kim Parker/Adam Brace \$50.00  
CK# 15539 +25 returned
- 3-22 ~ Rec'd CK# 8071 from Fly Away -  
in key box ~ couldn't give Rec.
- 3-26 ~ Eileen Scovel ~ \$50  
\* money order +25 returned
- 3-27 ~ Becky Iverson ~ \$50 (no dep. regular  
CK# 5768 renter)

\$225.00

(Monthly total)

Amber Hart

March -  
Harris Township Cleaning List

Weekly:

\*\*Sweep, mop and vacuum all rooms

wk -

1 2 Bathrooms-  
3 4

X X X X - Clean toilets

X X X X - Wipe down vanity, wash area

X X X X - Windex mirrors

X X X X - 409/disinfect all handles, knobs, changing table

- X - X - Check paper supplies and deodorizer

- X - X - Wipe and disinfect water fountain

Kitchen-

- X - X - 409/disinfect all hard surfaces, handles, knobs, fridge door

- - X - - Wipe down stovetop, hood, top of fridge, microwave, coffee maker

X X X X - Check garbage bag supply

Office-

X - X - - Straighten and dust as necessary

Meeting Area-

X - X - - Wipe down all tables and chairs

X X X X - Dust sills, chair rail, tops of picture frames

X X X X - Empty garbage's and outside ashtray as needed

X X X X - Dust and straighten above *hangers*.

## Harris Township Cleaning List

### Monthly:

- X       - 409 inside of fridge and kitchen floor sides
- X    - Check and straighten cupboards as needed
- X    X    - Wash doors and windows
- X       - Murphy the wood stuff, cupboards, chair rails etc.
- X X    X - Wipe down heat registers
- X X    X - Dust clock and make sure time is correct
- X    X - Dust tops of blinds
- X    X    - Dust flag tops and bases
- Clean oven and defrost freezer as needed
- X X X X - Check if supplies are needed: cleaning stuff, paper products, garbage bags etc.

# Harris Township Monthly Town Hall Report

Caretaker Amber Hart Date 4-12-16

General Cleaning about 14 1/2 hrs.

Miscellaneous Duties/Work 9 1/4 hrs. - phone, renters, mtgs., dep returns

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

Notes:

Inventory is included in "cleaning" hours.

Total (All hours worked) 23 3/4 hrs.

## Rentals

Resident's 3

No Charge/Discounted Only by board approval 1 - memorial Service

Notes Memorial for Tim Hill

Non-Residents —

Discounted Only by Board approval \_\_\_\_\_

Notes \_\_\_\_\_

Board Functions (meetings, scheduled hold, voting) 1

Total 5

Deposits Retained —

Total money collected \$150.00

=====  
Maintenance or Safety concerns:

## **Monthly Maintenance Report for March 7<sup>th</sup> to April 8<sup>th</sup>**

### ***Road & Bridge:***

- Check township roads for flooded ditches
- Washed off the dirt on the cul-de-sac at the end of the Underwood Rd.
- Filled in potholes on Romans Rd., Sunny Beach Rd., Little Crystal Ln., and Tolerick Rd.
- Plowed the Ruff Shores Rd. when needed
- Put up a 30 MPH sign at the HWY 169 entrance to the Mishawaka Rd.
- Put up temporary Bay View Pl. street name sign and removed the broken post. A new post will be put in as soon as possible
- Picked up garbage and a bag of dead fish on the Sunny Beach Rd.
- Worked on updating our road records
- Called County Supervisor, Joe Warmuth, about a tree leaning towards the Crystal Springs Rd. This road is not ours but we did make contact with the county and they are expected to be in the area within a couple of weeks to have the tree taken care of.
- Road inspections were made of township roads and the dirt roads are starting to get pretty rough. Grading needs to be done on some of them.

- Removed “BUMP” sign from the Sunny Beach Rd. after the frost heave had gone down
- Picked up old tire on side of Sunny Beach Rd
- Updated road files

***Equipment:***

- Installed new cutting blades, replaced left STOP/TURN light, greased wheel bearings, Changed motor oil and filter, hydraulic oil and filter, and fuel filter, replaced air filter, cleaned up all of the bolts and nuts for the cutting blades and greased
- Rotated the tires on the Chevrolet Pick-up truck
- Check oil and belts on the ASV
- Updated equipment files
- Moved both snowplows to the Town Hall garage for extra storage
- Priced out a battery powered extendable pole saw for use when trimming tree limbs along roadsides

***Cemetery:***

- Cremation burial for Jacquelyn Mattfield in section 2
- Burial for Robert Inglebret in section 2

- Filled in graves, ruts and, low spots with black dirt and fill dirt
- Updated cemetery files
- Removed decorations and garbage from the Cemetery
- Put back some of the corner markers as some of them started to fall over due to the ground starting to soften up
- Talked to Rowe Funeral Home about some burial questions
- Made a cement base for the bronze plate to be mounted on for Pat Stienert
- Weekly inspections were made

***Recreation:***

- Inspections of Wendigo and Crystal Park
- Cleaned up the pine needles around the playground area, the tennis court, basketball court and, behind the hockey rink at Wendigo Park
- Painted the inside of the Wendigo Warming shack
- Checked the breakers at the Pavillion at Crystal Park and we are thinking that there is an issue with the size of the breakers as to why they keep popping.
- Finished painting the Wendigo ballfield sign
- Updated park files

- Put up tennis nets at both parks
- Pick up garbage at Crystal Park
- Sand off graffiti on picnic table at Crystal Park
- Tightened Rocking Horse on playground at Crystal Park
- Picked up branches at Wendigo Park
- Weekly inspections were made at both parks

***Building & Grounds:***

- Organize files at the Service Center
- Set up election booths for the Election on March 8<sup>th</sup>
- Picked up items for the Town Hall caretaker when needed
- Plow the Town Hall
- Inspections were made at the Town Hall and Service Center
- cleaned up branches at the Town Hall
- Rotated the black dirt pile
- Smoothed out driveway at Service Center
- Dirt work at the Service Center to smooth out the ruts from the driveway being really soft through the thawing season. Eventually some rock might be hauled in to help harden up the driveway.

***Public Accesses:***

- Pick up garbage at the Woodtick Boat Landing
- Stapled the corner bumper on the LaPlant dock
- Put on new corner bumpers on the Mishawaka dock
- Plow Casper Landing Rd and Casper Rd
- Weekly inspections were made of all boat landings

***Safety:***

- No accidents or injuries

March 2016

100

# 100-General #Hrs-- 66

- . Schooling
- . Election Set Up
- . Miscellaneous Labor
- . Meeting Time
- . Holiday Pay
- . Vacation & Floater Pay
- . Funeral Leave
- . Garbage/Dump

# 200-Road & Bridge #Hrs-- 72

- . Brushing
- . Mowing
- . Snowplowing
- . Grading
- . Ditching
- . Culvert Labor
- . Sign Labor
- . Crack Filling Labor
- . Pothole Labor
- . Tree Maintenance
- . Miscellaneous Labor
- . Road Inspections
- . Survey Wheel Labor

# 300-Equipment #Hrs-- 29.5

- . Pickup Labor
- . Dump Truck Labor
- . Lawnmower Labor
- . Snow blower Labor
- . Felling Trailer Labor
- . ASV Trailer Labor
- . small Trailers Labor
- . Terex ASV Labor
- . Tar Pot Labor
- . Weed Whip Labor
- . Backhoe Labor
- . 1445 Tractor Labor
- . Chainsaw Labor
- . Snowplow Labor
- . Leaf Blower Labor
- . Chipper Labor
- . Compressor Labor
- . Brush Saw Labor
- . Packer Labor
- . Welder Labor
- . Miscellaneous Labor
- . Wash Equipment
- . 1445 Tractor Mower Labor
- . 1445 Tractor Broom Labor
- . 1445 Tractor Snow blower Labor
- . J.D. 7130 Labor
- . Diamond mower labor
- . Pressure Washer Labor
- . E1100 Ground Heater Labor
- . ETQ Generator Labor
- . ASV Brush Hog Labor
- . Air Compressor Labor

# 400-Cemetery #Hrs-- 69.5

- . Miscellaneous Labor
- . Layout Graves
- . Mowing
- . Snow removal
- . Groundwork Labor
- . Headstone Labor
- . Grave Thawer Labor
- . Grave Opening & Closing
- . Grave Markers
- . Flags & Flagpoles
- . Fencing Labor
- . Monument Labor
- . Garage Maintenance Labor
- . Well Labor

# 500- Recreation #Hrs-- 62.5

- . Miscellaneous Labor
- . Wendigo Mowing
- . Wendigo Ball field Maintenance
- . Wendigo Bleacher Labor
- . Wendigo Tennis Courts Maintenance
- . Wendigo Flooding & Snow Removal
- . Wendigo Rink Attendant
- . Mow Crystal
- . Crystal Ball field Maintenance
- . Crystal Bleacher Labor
- . Crystal Tennis Court Maintenance
- . Crystal Basketball Court Maintenance
- . Crystal Flooding & Snow Removal
- . Crystal Rink Attendant
- . Crystal Volleyball Court Maintenance
- . Crystal Pavilion Maintenance
- . Crystal Pavilion posting Labor
- . Crystal French drain Labor
- . Snow Removal at Wendigo
- . Groundwork at Wendigo
- . Wendigo Well
- . Wendigo Warming Shack
- . Wendigo Skating Rink
- . Wendigo Signs
- . Miscellaneous at Wendigo

- . Snow Removal Crystal
- . Groundwork crystal
- . Electrical Crystal
- . Well at Crystal
- . Crystals Warming Shack
- . Crystal Skating Rink
- . Crystal Signs
- . Miscellaneous at Crystal
- . Crystal Fencing labor
- . Park Inspections

# 600-Buildings & Grounds #Hrs--100

- . Mow Townhall
- . Snow Removal at Townhall
- . Groundwork at Townhall
- . Town hall Building Maintenance
- . Garage Building Maintenance
- . Miscellaneous at Hall Property
- . Wendigo Fencing Labor

- . Snow Removal Public Access
- . Miscellaneous Public Access
- . Public Access Inspection
- . Docks at Public Access

- . Groundwork at Public Access
- . Mishawaka Access
- . La Plant Access
- . Casper Access
- . Woodtick Access
- . Public Accesses Garbage
- . Mow & Trim Public Accesses

. Beaver Control at Accesses

- . Service Center Supplies
- . Service Center Lights
- . Building Maintenance Parts
- . Building Maintenance Labor
- . Service Center Heat
- . Service Center Phone
- . Service Center Mow
- . Service Center Snow Removal
- . Service Center Groundwork Material
- . Service Center Groundwork Labor
- . Security System Material
- . Security System Labor

Total 400  
+ 10-T  


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401

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Model: C11CE71201 SKU: 4212803

4.3 (106) 9 Questions, 17 Answers

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**What's Included**

- WorkForce ET-4550 EcoTank Wireless All-In-One Printer
- Cyan, magenta, yellow and black ink bottles
- CD-ROM, power cord
- Owner's manual

**Epson WorkForce EcoTank All-in-One Printer:** This wireless, all-in-one printer comes with up to 2 years of ink<sup>1</sup> and lets you print up to 11,000 black/8,500 color pages.<sup>2</sup> Plus, the replacement ink bottles are affordable and the printer features laser-quality black text.

 [Printer Buying Guide >](#)

**Product Features**

**Best-Selling Related Products**

  
**HP - ENVY 5540 Wireless All-In-One Printer - Black**  
**On Sale: \$99.99**

## Ratings & Reviews

### Overall Customer Rating:

# 4.3

(106 Reviews)

91% of customers would recommend this product to a friend (96 out of 106)

[See All 106 Reviews](#)

[Write a Review](#)

### Inkjet printers are best for home or small business use

They offer excellent print quality for photos and documents and accept a variety of paper types and sizes.

### Built-in Wireless and Wi-Fi Direct

Easily print from your iPad®, iPhone®, tablets, smartphones, laptops and more.<sup>3</sup>

### Apple® AirPrint enabled

For Apple iPad® and iPhone® printing.

### Up to 4800 x 1200 dpi (dots per inch) color resolution

High resolution for producing incredible quality and detail in documents and photos.

### Four super-high-capacity ink tanks

Print up to 4,000 black/6,500 color pages; plus the replacement ink bottles are affordable.

### 150-sheet input tray

Load paper less often.

### 2.2" mono graphic LCD

Provides clear viewing of your options and simple controls.

### Versatile paper handling

Auto 2-sided printing; plus a 30-page auto document feeder.

### Product protection you can count on

2-year limited warranty with registration.<sup>4</sup>

### Customized paper handling

Use sheets between 3.5" and 47.2" in length to take advantage of odd-size sheets of paper.

Apple, the Apple logo, iPod, iPad and Apple AirPrint are trademarks of Apple Computer, Inc., registered in the U.S. and other countries.

Print speeds vary with use. See manufacturer for info on print speeds.

<sup>1</sup> Based on average monthly print volumes of about 300 pages.

<sup>2</sup>Yields based on the ISO/IEC 24712 pattern with Epson's methodology. Actual ink yields will vary considerably for reasons including images printed, print settings, temperature and humidity.

Yields may be lower when printing infrequently or predominantly with one ink color. All ink colors are used for printing and printer maintenance, and all colors must be available for printing.

<sup>3</sup>Requires a high-speed Internet connection.

<sup>4</sup>12 months of standard limited warranty. For an additional 12 months (total of 24 months), register your product and use Epson genuine ink bottles.



HP - Officejet Pro 6830 Wireless e-All-In-One Printer - B...

**On Sale: \$99.99**



HP - ENVY 7640 Wireless e-All-in-One Printer - Black

**\$199.99**



HP - ENVY 5660 Wireless e-All-In-One Printer - Black

**\$149.99**

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Page 1 of 1



Epson - WorkForce ET-4550 EcoTank Wireless All-In-One Printer - Black



Epson - WorkForce Pro WF-R4640 EcoTank Wireless All-In-One



Brother - MFC-J5920DW Wireless All-In-One Printer - Black

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(10)

\$399.99



Epson - WorkForce Pro WF-4630 Wireless All-In-One Printer - Black

(441)

On Sale: \$199.99



Epson - Expression ET-2550 EcoTank Wireless All-In-One Printer - Black

(120)

\$299.99



Epson - WorkForce Pro WF-R4640 EcoTank Wireless All-In-One Printer - Black

(16)

\$1,199.99



Epson - Expression ET-2500 EcoTank Wireless All-In-One Printer - Black

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**Frequently Bought Together**

**What's Included**



**Epson - 774 Black Ink Bottle (T774120) - Black**  
Model: T774120-S | SKU: 4274203  
Customer Rating: **5** (2 Reviews)

**\$19.49**

 **Add to Cart**

- WorkForce ET-4550 EcoTank Wireless All-In-One Printer
- Cyan, magenta, yellow and black ink bottles
- CD-ROM, power cord
- Owner's manual

**Epson - 664 Yellow Ink Bottle (T664420) - Yellow** **\$12.99**

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Model: C11CE71201 SKU: 4212803

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*Same printer*



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**Key Specs**

<b>Mobile Device Printing</b>	Yes
<b>Networking</b>	Wireless
<b>Printer Connectivity</b>	USB, Wi-Fi Direct, Google Cloud Print, Ethernet, Apple AirPrint
<b>Printer Type</b>	All In One
<b>Minimum System Requirements</b>	Mac OS with Internet access; Windows
<b>Included Software</b>	Epson printer driver, Epson Scan

<b>Warranty</b>	<b>Parts</b>	2 years limited
	<b>Labor</b>	2 years limited

<b>Feature</b>	<b>Portable</b>	No
	<b>Photo Printer</b>	No
	<b>Automatic Reduction/Enlargement</b>	Yes
	<b>Double-Sided Printing</b>	Yes
	<b>Drop Size</b>	3 picoliters
	<b>Print Head Type</b>	Inkjet

<b>Regulatory &amp; Listing</b>	<b>EPEAT Qualified</b>	No
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<b>Scanner Info</b>	<b>Scanner Type</b>	Flatbed, Sheetfed
	<b>Duplex Scan Function</b>	No
	<b>Transparency Scanning</b>	No
	<b>Scan (Color) Speed</b>	3 copies per minute
	<b>Scan (Monochromatic) Speed</b>	3 copies per minute
	<b>Scanner Resolution</b>	Up to 1200 x 2400

<b>Fax Info</b>	<b>Integrated Fax</b>	Yes
	<b>Fax Modem Speed</b>	33.6 kilobits per second

<b>Ink</b>	<b>Compatible Cartridges</b>	T664 ink bottles
	<b>Ink Subscription Service Available</b>	No
	<b>Number Of Cartridges Required</b>	4
	<b>Supertank</b>	Yes
	<b>Number of Ink Bottles/Tanks Required</b>	4
	<b>Number of Ink Bottles/Tanks Included</b>	4

<b>Memory</b>	<b>Internal Memory</b>	No
	<b>Memory Card Slot</b>	No

<b>Paper Info</b>	<b>Maximum Document Length</b>	47.2 inches
	<b>Maximum Document Width</b>	8.5 inches

<b>Supported Paper Sizes</b>	3.5" x 5", 4" x 6", 5" x 7", 8" x 10", letter, A4, A6, half letter, executive, custom (3.5" - 47.2" in length)
<b>Paper Feeder</b>	Sheet fed

## Performance

<b>ISO Color Print Speed</b>	7.3 pages per minute
<b>ISO Mono Print Speed</b>	13 pages per minute
<b>Print (Black/Monochromatic) Speed</b>	13 pages per minute
<b>Print (Color) Speed</b>	7.3 pages per minute
<b>Printer Resolution (Black)</b>	Up to 4800 x 1200
<b>Printer Resolution (Color)</b>	Up to 4800 x 1200

## Copier Info

<b>Copy (Black/Monochromatic) Speed</b>	11 copies per minute
<b>Copy (Color) Speed</b>	5.5 copies per minute
<b>Copier Resolution (Black)</b>	Up to 600 x 600
<b>Copier Resolution (Color)</b>	Up to 600 x 600

## General

<b>Display Screen Size</b>	2.2 inches
<b>Color Category</b>	Black
<b>Display Screen</b>	Yes

## Dimension

<b>Height</b>	9.5 inches
<b>Width</b>	20.3 inches
<b>Depth</b>	14.2 inches
<b>Weight</b>	16.3 pounds

## Other

<b>UPC</b>	010343920415
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