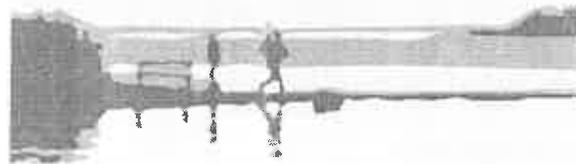


Gary Rosato
28523 E. Harris Town Road
Grand Rapids, MN 55744
Phone #: 218-326-4704

Harris Township
SINCE 1909

www.harristownshipmn.org

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



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 January 27, 2016 – 7:30pm AGENDA

1. **Pledge to the flag**
2. **Business from the Floor**
3. **Consent Agenda**
 - Updated Employee Compensation Policy (Skating Rink Attendants wage increased to \$9.00/hr)
4. **Roads**
 - Discuss 2016 Road Improvement Project memo from Matt Wegwerth-SEH Road Engineer, regarding the inclusion of the following roads:
 - Romans Road
 - Pine Street
 - Other road issues/concerns/comments
 - Consider Itasca county Transportation Department memo dated Dec 11, 2015 regarding the Township Sign Program. Deadline of Feb 5, 2016 to apply; a resolution by the town would be needed. *(Tabled from Jan 13, 2016 Regular meeting)*
5. **Recreation**
 - Usage of Wendigo and Crystal park skating rinks/warming houses
6. **Town Hall Report** dated 12-31-2015
 - Review town hall report as prepared by town hall caretaker
7. **Maintenance Reports**
 - Nov 9 – Dec 4, 2015
 - Dec 7 – Jan 8, 2016
8. **Old Business**
 - Consider changing the Board of Canvass start time to 8:10pm on Tues. March 8th, 2016 so that the electors know the results of the town question vote prior to the annual meeting at 8:15pm. *(The Board of Canvass is currently scheduled to begin "immediately following the annual meeting".)*
 - Discuss expectations of the write-in (only) election results for Town Clerk, including:
 - How the winner of a write-in only office is determined
 - If the winner declines to serve, and a vacancy is declared
 - An appointed clerk eligibility requirements, and length of term
 - Current responsibilities of the Harris Town Clerk
9. **New Business**
 - Discuss "City Employees Working as Paid On-Call Firefighters" policy for employees that perform two different types of work at different rates of pay as shared by the City of Grand Rapids during the Collaborative Opportunities Team Meeting on January 13, 2016.
 - Invitation to ICTV's annual meeting: Tuesday, Feb 9th, 2016 11:30am – 1pm at Sawmill (RSVP by 2/3/16)
10. **Public Input**

11. Upcoming meetings/events

- Mon. Feb 1 Budget work session..... 7:30pm Harris Town Hall
- Wed. Feb 8 Itasca County Township Association Meeting..... 7:00pm Itasca Co. Court House
- Wed. Feb 17 Budget work session..... 7:30pm Harris Town Hall
- Wed. Feb 24 Regular Meeting..... 7:30pm Harris Town Hall
- Tues. Mar 8 Town Election for Supervisor A and Clerk....polls open from noon to 8:00pm, Harris Town Hall
- Tues. Mar 8 Annual Town Meeting..... 8:15pm Harris Town Hall
- Wed. Mar 9 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. Mar 23 Reorganizational Meeting and P&D Meeting..... 7:30pm Harris Town Hall

12. Adjourn

**Harris Township
EMPLOYEE COMPENSATION POLICY**

- ◆ **Regular Full-Time Employees:** **As of May 2015 (to be reviewed annually)**
 - Maintenance Crew: Starting wage will be between \$12.00-\$15.00/hour based on qualifications and experience.

- ◆ **Regular Part-Time Employees:** **As of May 2015 (to be reviewed annually)**
 - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between \$9.00-\$12.00/hour based on qualifications and experience.

- ◆ **Temporary Employees:** **As of January 2016 (to be reviewed again in May 2016)**
 - Skating Rink Attendant: Wage will be \$9.00 per hour
 - Summer Intern / Maintenance Crew: Wage will be \$11.00 per hour
 - Moderator of Annual Town Meeting: Wage will be a flat meeting rate of \$60.00
 - Election Judges: Wage will be \$10.00 per hour for training time and hours worked on election day.
- and -
Mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage.
 - Head Election Judge: Wage will be included in the "Request for Board Action" to approve the Clerk's list of election judges. The head judge's wage is typically equal to the hourly allocated labor rate of the town clerk.

- ◆ **Effective Date:**

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

- Amended May, 2006, 2008, 2009, 2010, 2012
- Amended April 14, 2015
- Amended January 13, 2016



MEMORANDUM

TO: Harris Township Board

FROM: Matt Wegwerth, PE *MW*

DATE: January 20, 2016

RE: 2016 Road Improvements Project: Items for January 27, 2016 Meeting
SEH No. HARRT 134142 14.00

Romans Road

Romans Road was included in the original Preliminary Engineering Report for the project. At the time the report was presented, there was discussion about possibly removing Romans Road from the project.

Facts regarding the roadway:

- The cost to repair this roadway was included in the original full project cost estimate
- The 5 year CIP that was drafted in the Fall of 2015 lists Romans Road as being reclaimed in 2018.
- The estimated cost to repair this roadway is \$110,900.

Recommendation:

- It is my recommendation to include Romans Road as part of the full project, as it was included with the original estimate and will be covered by the Bond (if passed).

I am requesting direction from the Board regarding the inclusion of Romans Road as part of the 2016 Road Improvements project.

Pine Street

Pine Street was included in the original Preliminary Engineering Report for the project. At the time the report was presented, there was discussion about possibly removing Pine Street from the project.

Facts regarding the roadway:

- The cost to repair this roadway was included in the original full project cost estimate
- The 5 year CIP that was drafted in the Fall of 2015 does not list Pine Street as a project to be completed.
- The estimated cost to repair this roadway is \$71,400.

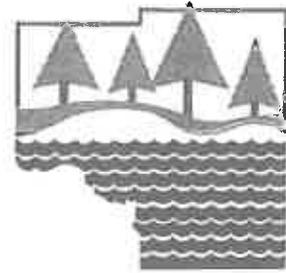
Recommendation:

- It is my recommendation to include Pine Street as part of the full project, as it was included with the original estimate and will be covered by the Bond (if passed).
- Additionally, if Isleview and Birch are completed in 2016, there would be no other roadways in the area that Pine Street could be reconstructed with in the future. This would likely increase costs for the roadway.

I am requesting direction from the Board regarding the inclusion of Pine Street as part of the 2016 Road Improvements project.

PA\FJ\HARRT\134142\1-gen\14-corr\012716 Sunny Beach Memo.docx

ITASCA COUNTY
Transportation Department
123 NE 4th Street
Grand Rapids, MN 55744-2600
Office (218) 327-2853 Fax (218)327-0688



December 11, 2015

TO: Organized Townships

SUBJECT: Township Sign Program

In 2005, a Federal Transportation Bill was passed that provided \$3.0 million to begin the replacement of township signs in Minnesota. Approximately \$800,000 of the original funding remains. A final solicitation is currently underway and will select participants based on the percentage of participating townships in each county. The final round will consist of two phases: Inventory and Construction.

Inventory:

The goal of this phase of the project is to conduct a traffic engineering sign reduction and replacement study which will result in the preparation of signing plans for the replacement of regulatory, warning and guide signs on all township roads in the county, providing each township with an easy to use sign inventory/tracking system and the implementation of an annual sign maintenance and inspection program for townships which would result in an annual certification to their county engineer.

Construction:

The removal of existing signs and replacement of regulatory, warning and guide signs deemed to be necessary during the traffic engineering study. The County Engineer will be the fiscal agent, provide local project oversight and inspection.

The program provides up to eighty percent (80%) of the costs of the inventory, evaluation for removal or replacement, plan set development, construction engineering and installation to be paid for by federal grant monies, with Townships responsible for not less than twenty percent (20%) of the costs.

As you may know, the Manual on Uniform Traffic Control Devices requires agencies to establish and implement a sign assessment or management method that will maintain minimum levels of sign retroreflectivity. If the Township has not yet done that, this process will meet that requirement.

* If the township interested in participating, the Town Board will need to pass a resolution indicating the Townships interest and submit that to Itasca County. Additionally the Township must adopt a road sign policy. Samples of both are attached and available in a word document from Itasca County. Please contact Itasca County Engineer Karin Grandia or Assistant County Engineer Ryan Sutherland with any questions and to discuss the solicitation details. The deadline to apply is February 5, 2016.

Sincerely,


Karin Grandia, PE
Itasca County Engineer

MAT SAMPLE ROAD SIGN POLICY (April 2014)

The following is intended to serve as a general guide for towns in Minnesota to use in developing and adopting a plan to comply with the new guidelines regarding road signs imposed by the Federal Highway Administration. This sample policy is not intended to serve as formal legal or engineering advice. Towns are encouraged to adopt a policy comparable to the one below, or one developed for the town by a qualified consultant, prior to June 13, 2014, as required by Federal rules.

_____ Township Road Sign Inventory, Retroreflectivity Compliance Evaluation, and Replacement Policy

It is the stated objective of _____ Township, _____ County, MN (the Township) to maintain its town roads in a safe but cost effective manner. As part of its maintenance efforts, The Township recognizes that regulatory, warning, and directional road signs (commonly referred to collectively as safety signs), including but not limited to stop signs, yield signs and other similar traffic control devices, need to be properly inventoried, assessed for compliance with applicable retroreflectivity standards, maintained, and replaced from time to time. The Township further recognizes that when signs are installed within town road rights-of-way they must comply with state and federal regulations as primarily outlined in the Manual on Uniform Traffic Control Devices. As part of its efforts to comply with applicable regulations, the Township Board shall be guided by the following plan adopted in accordance with Section 2A.08 of the Manual on Uniform Traffic Control Devices:

- 1. Inventory.** In recognition of the importance of knowing the number, type, and location of road signs situated in township road rights-of-way, it is the intent of the Town Board to have any inventory of all town road signs completed by _____ (insert reasonable date for town conducting inventory). The completed inventory shall be maintained using _____ (choose either paper records or a computer program) and shall be updated each time a sign is installed, replaced, or removed but not less than on an annual basis. The inventory shall indicate the type of sign, the number of each type of sign, the location of each sign including the direction the sign faces, the date of

installation (when known for pre-existing signs), type of material used on sign face (when known), a general statement on the condition of the sign, a record of any maintenance performed on the sign, and the date of sign removal if applicable.

2. **Removal of Excess Signs.** In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on the road authority, it shall be the policy of the Township to remove signs determined to be unnecessary for safety purposes and which are not otherwise required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on an engineering study and the Manual on Uniform Traffic Control Devices. Particular attention shall be paid to recommendations on signage for roads considered to be "low-volume" under the Manual on Uniform Traffic Control Devices as adopted by the State.
3. **Retroreflectivity Assessment.** In recognition of the new retroreflectivity standards adopted into the Manual on Uniform Traffic Control Devices by the Federal Highway Administration, the town board shall arrange to have all town road signs not removed under section 2 above evaluated for compliance with the applicable retroreflectivity standards. It shall be the intent of the township to conduct this assessment using the following method as authorized by the Manual on Uniform Traffic Control Devices rules: (Choose one)

- a. **Visual Nighttime Inspection Method**
 - i. Utilizing Calibration Sign Procedure
or
 - ii. Utilizing Comparison Panel Procedure
or
 - iii. Utilizing Consistent Parameters Procedure

- b. **Measured Sign Retroreflectivity Method**

It shall be the intent of the town board to have this evaluation completed by (insert reasonable completion date, recommended no later than June 13, 2014.) The board reserves the right to change which evaluation method will be utilized as expressly found necessary by the board due to budgetary constraints or other practical difficulties in completing this process.

4. **Sign Replacement.** After completion of the inventory, removal of unnecessary signs, and proper retroreflectivity evaluation, the town board hereby establishes the following priority order in which road signs will be replaced:
 - a. First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.

- b. Second priority shall be given to signs determined to be marginal in their retro-reflectivity evaluation.
- c. Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

5. **On-going Maintenance.** The town shall include a general inspection of road signs in township rights-of-way as part of its annual road inspections. The town shall update it's sign inventory as provided in section 1. After the initial replacement of signs as provided for in Section 4, the town shall, for the purpose of complying with the requirements of the Manual on Uniform Traffic Control Devices to maintain minimum retro-reflectivity standards, shall, as budgetary factors allow, replace signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the facing material used on the sign; or (c) expected life as determined by an authorized engineering study. Damaged, stolen, or missing signs may be replaced as needed.

Adopted by _____ Township, _____ 20__

Chairperson

Clerk

RESOLUTION

WHEREAS: The United States Government authorized an earmark in Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, utilizing High Priority Project (HPP) federal grant monies for a Township Sign Inventory and Replacement Project, referred to as the Minnesota Township Sign Program, which inventory, evaluation for removal or replacement, plan set development, construction engineering and installation which provides consist signing of township roads and improving the safety of motorists, and

WHEREAS: The Project consists of two (2) phases, with phase one (1) being a sign inventory and engineering study for removal performed by a professional engineering company knowledgeable in federal and state sign requirements, and phase two (2) being the purchase, construction engineering and installation of new signs and posts along with the removal of unnecessary signs, and

WHEREAS: The County of *(NAME)* will be submitting an application to the Minnesota Department of Transportation (MnDOT) requesting inclusion in the program, and

WHEREAS: The program provides up to eighty percent (80%) of the costs of the inventory, evaluation for removal or replacement, plan set development, construction engineering and installation to be paid for by federal grant monies, with Townships responsible for not less than twenty percent (20%) of the costs, and

WHEREAS: MnDOT, as administrator of the federal grant monies, requires counties to receive the grant monies on behalf of their townships, and also requires counties to pay MnDOT in advance and prior to commencement of the inventory, evaluation for removal or replacement, plan set development, the township's portion based upon certified township mileage, and

WHEREAS: The Minnesota Township Sign Program requires all townships indicated their intent to participate in the program by signed Resolutions and a Township board adopted policy related to sign maintenance and management on file at the Public Works Department.

NOW THEN BE IT RESOLVED: That *(NAME)* Township desires to participate in the Minnesota Township Sign Program, which will provide for the inventory, evaluation for removal or replacement, plan set development, construction engineering and installation of existing regulatory, warning and guide signs and posts.

NOW THEN BE IT FURTHER RESOLVED: That we, the Board of Supervisors of *(NAME)* Township agree to pay the County within twelve (12) months after completion not less than twenty percent (20%) of the costs of the Sign Inventory (phase one (1)), and not less than twenty percent (20%) of the costs of the subsequent sign and post purchasing and installation (phase two (2)) associated with the Minnesota Township Sign Program.

Dated this *(##)* Day of *(MONTH)*, 20*(YEAR)*

ATTEST:

(FIRST LAST NAME) Town Board Chairman

(FIRST LAST NAME) Town Board Clerk

CRYSTAL

DATE	NUMBER OF SKATERS
------	-------------------

1-10	
1-14	
1-15	IV
1-16	
1-17	
1-18	
1-19	
1-20	IIII
1-21	IIII
1-22	IIII
1-23	
1-24	XXXXXXXX

WENDIGO

DATE	NUMBER OF SKATERS
------	-------------------

1-20-16	IIIIIIIIII
1-21-16	IIIIIIIIII
1-22-16	IIIIIIIIII
1-23-16	I
1-24-16	IIII
1-25-16	IIII
1-26-16	IIIIIIIIII
1-27-16	IIIIIIIIII
1-28-16	IIII

Harris Township Monthly Town Hall Report

Caretaker Hanbrich Date 12-31-2015

General Cleaning 4 hrs.

Miscellaneous Duties/Work - 0 - hrs.

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

Notes:

Mop mtg room floor, clean bathrooms, wipe down
kitchen, vac rugs, wash towels

Total (All hours worked) 4 hrs.

Rentals

Resident's 5

No Charge/Discounted Only by board approval _____

Notes fly away club - on the calendar for 1-22-15 \$25⁰⁰
No check in mail box

Non-Residents - 0 -

Discounted Only by Board approval _____

Notes _____

Board Functions (meetings, scheduled hold, voting) 1 MTG 12-9-15

Total \$250⁰⁰

Deposits Retained - 0 -

Total money collected \$250⁰⁰

=====
Maintenance or Safety concerns:

Monthly Maintenance Report for November 9th to December 4th

Road & Bridge:

- Removed downed trees from Bear Creek rd. and River View dr.
- Updated information on roads
- Installed Snowmobile Crossing signs on Bear Creek Rd. and Sunny Beach Rd.
- Fixed potholes on Little Crystal Ln.
- Contacted Plackner Tree Care about some dead trees on the Sunny Beach Rd. that are in need of being cut down. He is busy at the time but will be in contact with us soon to have these trees taken down.
- Snowplow Ruff Shores Rd.
- Birch St. 1st cul-de-sac wasn't plowed after snowing. Contacted the county and they said it was a new driver and he probably didn't know to plow it.
- Installed STOP sign lights on the Sunny Beach Rd./Harris Town Rd. intersection and the 4-way STOP intersection of Wendigo Park Rd./Harris Town Rd.
- Limbed tree branches blocking STOP sign Sunny Beach/Harris Town Rd. intersection
- Cut dead tree on Mishawaka Rd.
- Road inspections were made of Township Roads

Equipment:

- Picked up the Chevrolet Dump Truck from Grand Rapids GM and dropped off the Chevrolet Pickup Truck to have the tank module heater unit for the exhaust replaced. Both Trucks had the same work done.
- Changed oil and filter on the John Deere z920m
- Oiled the Gravely mowing deck
- Removed mower deck from the John Deere 1445 and installed the snowblower for the winter season
- Stored both lawnmowers at the Cemetery garage for the winter season

Cemetery:

- Put up winter corner markers
- Snowplowing when needed
- Updated our Cemetery records and information
- Weekly inspection were made

Recreation:

- Finished Wendigo Park fall cleanup
- Purchased new fire hoses and new couplers for both hockey rinks
- Weekly inspections were made at all parks

Building & Grounds:

- Made another work bench for the Service Center
- Removed tables at the Town Hall for the Busy Bees Floor cleaning service, then returned items back inside the Town Hall the next day.
- Replaced all of the heat registers inside the Town Hall
- Unclogged the floor drain inside the Service Center garage
- Weekly inspections were made at the Town Hall and the Service Center

Public Accesses:

- Snowplowing at all landings when needed
- Weekly inspection were made at all landings

Safety:

- No Accidents or injuries

NOV 2015

100-General #Hrs-- 102

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

200-Road & Bridge #Hrs-- 29

- . 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-- 13

- . 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 Heg Labor
- . Air Compressor Labor

400-Cemetery #Hrs-- 14

- . 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-- 39

- . 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

600-Buildings & Grounds #Hrs-- 122

- . 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 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

- . 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 319

Monthly Maintenance Report for December 7th to January 8th

Road & Bridge:

- Limb trees for the County snowplows on Westwood Rd., Sunny Beach Addition, Stoney Point Rd., Sunny Ln., Bayview, Jane Ln., and Bear Creek Rd.
- Work on sign budget list
- Plackner Tree Care removed more trees on the Sunny Beach Rd.
- Continued updating road information
- Road inspection were made when needed

Equipment:

- Changed old bulb in the beacon of the John Deere 1445 tractor
- Moved small trailer and Toro walk behind snow blower to the Town Hall Garage
- Wash ASV and Backhoe attachment and greased

Cemetery:

- Burial for Lola Vroman in Section 2
- Burial for Gordon LaMont in Section 2
- Burial for Ann Gunderson in Section 3
- Cremation burial for Glenice Bruce in Section 2
- Cremation Burial for Shyla Hamlin in Section 3
- Snowplowing when needed
- Picked up Veterans Medallion for Edna Erickson and we will install it on the stone in the spring
- Weekly inspections were made
- Continued updating Cemetery information

Recreation:

- Flood hockey rinks at both Crystal and Wendigo Park
- Snowplowing when needed
- Weekly inspection were made at both parks

Building & Grounds:

- Changed American Flag at the Town Hall
- Replaced burnt out Fluorescent bulbs with 4ft LED bulbs in the Service Center Garage
- Unclogged the Town Hall toilets and Caretakers wash tub at the Town Hall
- Snowplowing at the Town Hall and the service Center when needed
- Aspire Heating changed the connection to Natural Gas at the Service Center and the Town Hall. A newer system might have to be ordered because the water heater inside the Service Center garage for the floor heat doesn't have the correct replacement parts.
- Weekly inspections were made at the Town Hall and Service Center

Public Accesses:

- Snowplowing when needed at all landings
- Weekly inspections were made at all landings

Safety:

Dec 2015

100-General #Hrs--

73.5

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

200-Road & Bridge #Hrs--

54.5

- . 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--

13.5

- . 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--

53

- . 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--

111

- . 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

600-Buildings & Grounds #Hrs--

98

- . 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 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

- . 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

403.5

3.5 Hours over time

Clerk of Harris Township - current responsibilities (as of 1/23/2016):

Meetings of the town board:

- Post notice of all meetings, work sessions, and any legal notices at town hall at least 3 days prior
- Prepare agenda and back-up information packet; provide to board prior to meeting,
- Post notice, agenda and packet links on website at least 24 hrs prior to meeting
- Set up town hall for meetings (tables/chair adjustments, microphone system set up, put out name plates, sign-in book, and agenda packets for public)
- Take minutes during Regular and P&D meetings and type up for board's review
- File township information at town hall office (minutes, agenda packets, resolutions, road file info, etc.)

Signature:

- Required to sign all township issued checks, to attest the Chairman's signature.
For an order for payment to be a check on the town depository it must have 3 signatures – the town chairperson, clerk, and treasurer. *Minn. Stat. § 367.18.* (There are no expressed exemptions to this requirement in the statute which is why it's recommend that town clerks appoint a deputy that can perform their duties, such as signing checks, in their absence.)
- Act as ex-officio notary: Clerks, simply by virtue of holding the office, can notarize documents and administer oaths of office

Accounting:

- Keep own set of 'books', detailing monthly disbursements, income/revenue, and fund balances
- Annual balancing of books with treasurer's books, which are verified during Board of Audit

Cemetery:

- Sell, record, index and maintains records of cemetery lots sold and arrange for burials and the payment of same
- Take calls from the public regarding cemetery site availability, family site status, and policy questions
- Maintain current cemetery policy and rate sheet; provide to funeral homes/maintenance crew as needed

Elections:

- Plan and supervise the conduct of all elections (township, county, state, federal, school board); secure election judges, prepare polling place, ballot boxes, voting machines and ballots; issues absentee township ballots; report election results to the county
- Attends specific MN Association of Township election training every 2 years, and county training every year, to learn current election laws and procedures

Annual Meeting:

- Prepare annual report, including:
 - Budget to actuals for current year, by fund and line item
 - Adopted budget for current year (as annual meeting, in March)
 - Proposed budget by fund, and line item – as agreed to during budget meetings
 - Road report – see previous examples and state statute
 - Donation request letters – Fair Board and Historical Society
- Open annual meeting and call for nominations for moderator
- Prepare draft resolution for election results, and give to Board of Canvass – immediately following annual meeting

Website

- Keep homepage current, including:
 - Next meeting information (date, time, location, agenda/agenda packet)
 - Notices for election, annual meeting, elections, etc.
- Website pages – keep current – including town hall policy, cemetery information, skating rink hours, park information, etc.

Pavilion reservations

- Take calls and provide information on reserving the Crystal Park pavilion
- Prepare reservation notice postings and email to maintenance crew

Main point of contact

- The clerk is the main contact for township phone or email inquiries (public, county, attorney, etc.) and mailed documents
- Sends out correspondence using township letterhead, as directed by the board

Other:

- Preserves all permanent Town records
- Maintains a public information service and, in response to reasonable requests, furnishes information and material concerning the Town government.
- Appoints a deputy clerk
- Maintain a home office recommended, as town hall office does not have a private entrance – so not always available if a rental is in place

Compensation:

- \$800/monthly salary (this equates to apx 10 hrs/week @ hrly rate); Note: \$100 of this \$800 is allocated to cemetery duties – in case these duties are taken over by another position.
- \$60/regularly or legally required scheduled meeting (includes Itasca Twp Assoc. Meetings, Annual Meeting, Regular Mtgs, P&D Mtgs, Board of Audit, Public Hearings, etc.)
- \$18.70/hr for allocated hourly work (includes website updates and maintenance, work sessions (agenda prep & printing, attendance, and minute prep), budget and annual report prep, newsletter work)
- Township laptop and printer supplied; internet cost and printer ink expenses reimbursed

CITY EMPLOYEES WORKING AS PAID ON-CALL FIREFIGHTERS

The City of Grand Rapids recognizes the value of having regular, full-time employees also serve as paid on-call firefighters for the fire department. Therefore, the City encourages and supports membership of regular, full-time employees as paid on-call staff.

As City employees, the best interests of Grand Rapids' residents, businesses, and visitors, and respect for the democratic process must guide our work and be placed at the forefront of everything we do. Working as a paid on-call firefighter requires commitment and sacrifice. However, it also provides the opportunity to serve the community and its residents when they need it the most.

These employees may also respond to emergency calls during regular, full-time hours under certain circumstances and it is in the City's best interest to compensate employees who meet the qualification of paid on-call firefighter in order to have adequate:

- City operations; and
- Staffing levels 24 hours a day in order to support the needs of area departments providing fire protection.

A permanent part-time or full-time City employee who is also a firefighter with the Grand Rapids Fire Department (GRFD) can expect the following compensation:

1. When responding to an emergency call outside of their regular City employment hours, employees shall be paid per hour per call for responding to emergency calls for service and attending meetings, drills and other special details required by the Fire Chief and his/her designee. All hours worked shall be rounded up to the next full hour for purposes of determining compensation.
2. When responding to an emergency call during their regular employment shift, payment of regular department pay will continue for the time spent during the regularly scheduled shift responding to an emergency call. The employee will not have to make up any lost time in the permanent position.
3. Generally, permanent City employee(s) have the ability to sign out of their regular position in order to respond to emergency calls. An immediate supervisor may deny an employee's request to leave their regular position in order to respond to an emergency call if the employee is performing an essential job function that must be completed timely in order for city business to run efficiently. The City Administrator has final authority.
4. If an Employee is a member of the Grand Rapids Police Department working in the capacity of law enforcement, the Employee may respond to the emergency call as a Police Officer during their regular working hours and receive credit towards the call. The Employee must resume law enforcement duties upon adequate staffing by fire fighters to the call.

5. An employee has the ability to report in late to the employee's regular position with the City due to responding to an emergency call. Timely notice must be given to the employee's immediate supervisor prior to responding to the emergency call. Employees may receive compensation from the GRFD or other community fire department when reporting to work as a part-time firefighter before the employee's regularly scheduled shift with the City. Regular city pay will be paid once the regularly scheduled city shift starts.
6. Overtime will be calculated as per the applicable labor agreement and/or the Fair Labor Standards Act. (See Attachment A)
7. Any overtime incurred as a result of an emergency call will be coded to the Fire Department for accounting purposes.
8. Employees who respond to a paid on-call emergency during non-regular working hours* will be paid at the applicable paid on-call rate and that time will be reported on the employee's fire timesheet, with the time noted on when the call was worked (i.e. 5:30 – 7:30 PM). Any time worked by the employee as a paid on-call firefighter beyond the employee's regularly scheduled shift with the City, will be paid by GRFD or other community fire department.
9. Under no circumstances will time reported for responding to a paid on-call emergency be reflected on both the employee's regular timesheet and the employee's fire timesheet.
10. All applicable benefits and leaves shall also continue to accrue without regard to time spent on emergency calls.

If an employee is a fire fighter on another community fire department and they are authorized to leave their regular shift with the City to go on a fire call, they do not have to take FTO or make up the hours missed.

If an employee is found in violation of this policy the employee will be subject to discipline, up to and including termination.

**Non-regular working hours include Flexible Time Off (FTO), Holidays, and after scheduled hours (i.e. Saturdays and Sundays).*

Adopted January 11, 2016

ATTACHMENT A

Exempt Employees (Salary based)

- No overtime is collected
- No pay during regularly scheduled work hours (credit for calls)
- Regular Fire Hall pay after regular working hours and weekends
- Receives regular Fire Hall pay on Holidays and FTO days off

Non-Exempt Employees (Hourly)

- Work week is Sunday – Saturday
- Fire Hall overtime is collected if the employee has worked 40 hours within the scheduled work week.
- FTO, comp hours used, and holidays are not considered to be hours worked.
- No pay during regularly scheduled work hours (credit for calls)
- Regular Fire Hall pay for hours missed during the regularly scheduled work week (ex. If employee takes 8 hours FTO during the week, the first 8 hours of Fire Hall pay during that week will be at regular Fire Hall pay)
- Receives regular Fire Hall pay on holidays and FTO days off (would be overtime if the employee has reached over the number of hours needed at regular pay)

City of Grand Rapids

Agreement for Employees that perform two different types of work at different rates of pay

_____ (hereinafter Employee) has primary employment in a full-time capacity with the City of Grand Rapids (normal work week of 40 hours) at an hourly rate established by the Employees labor agreement and/or rate approved by the City Council. Employee also has a position as a paid on-call firefighter with duties that are separate from and unrelated to his/her primary employment at a different rate of pay.

Employee agrees that s/he shall be paid during any overtime hours at a rate of one and one-half times the hourly non-overtime rate established for the type of work s/he is performing during such overtime hours. This agreement has been made pursuant to 29 C.F.R. §77.419.

For example, a Public Works department employee for the city also serves as a paid on-call firefighter. The employee works 40 hours in his/her primary employment at \$25/hour, then, in the same work-week, works an additional 6 hours as a paid on-call firefighter at \$18/hour. The 6 hours over the 40 hours will be paid at a rate of \$27.00/hour (\$18 x 1.5).

Employee's Printed Name

Date

Employee's Signature



Back to the Brrrrr!



ICTV broke with tradition last year and held its annual meeting in May, but it's back to the brrrrr this year and our annual February meeting.

Tuesday, February 9

11:30 a.m. – 1 p.m.

Sawmill Inn, Grand Rapids

Cost: \$17 for Italian Buffet Luncheon

You are invited to:

Join the membership in an update of ICTV;

Thank outgoing Board Members & Officers;

Welcome new Board Members;

Approve the updated Board of Directors; and

Share in an exciting new project at ICTV.

RSVP by Feb. 3

Name: _____

Number attending: _____

Total enclosed: _____

If you wish to reserve by credit card, please provide the following:

Credit Card Type: _____

Card Number: _____

Expiration Date: _____ Security Code: _____

Return in envelope provided, thank you.

Members who wish to vote without a secretary have an all day phone-in but please call first.

Questions? (218) 999-0088

