

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 Cari Alleman 244-1811
harristownshipclerk@gmail.com



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

May 25, 2016 – 7:30pm

AGENDA

1. **Pledge to the flag**
2. **Business from the Floor**
3. **Consent Agenda**
 - Consider approving the sale of cemetery sites to Hannelore Muzzy: Sec 3, Block 1, Lot 2, site 6
 - Consider approving the sale of cemetery sites to Jason & Jesse Karnes: Sec 3, Block 15, Lot 1, Site 7
4. **Roads: Meeting starting at 8 pm**
 - Email concerning the gravel roads
 - Have the signed and final contract from SEH and Hawkinson Construction
5. **Recreation**
6. **Town Hall Report**
 - Review town hall report as prepared by town hall caretaker, dated 5/9/16
7. **Maintenance Report: 4/4/2016-4/29/16**
8. **Old Business**
 - Possible printer for the clerk- look at the email enclosed
9. **New Business**
10. **Public Input**
11. **Upcoming meetings/events**
 - Mon. May 30 Memorial Day at Harris Cemetery..... 10:15 Color Guard Performs
 - Wed. June 8 Regular Meeting..... 7:30 pm Harris Town Hall
 - Mon, June 13 Itasca County Township Association Meeting..... 7:00 PM Blandin Foundation
 - Wed. June 22 Planning & Development Meeting..... 7:30pm Harris Town Hall
12. **Adjourn**

----- **CEMETERY DEED** -----

Know all by these present: That the **Harris Township Cemetery** of Harris Township in the County of Itasca and State of Minnesota, in consideration of the sum of \$371.00 (Three hundred, Seventy-one dollars) to them in hand paid by Jason and Jessie Karnes, 27606 Co Rd 91, Grand Rapids, MN 55744 (former long time residents of Harris Township) hereby grant, bargain, sell and convey unto the said **Hannelore Muzzy**, their heirs, and assigns forever the following described piece of land for the burial of the dead, to-wit:

Section 3 (Three), Block 1 (One), Lot 2 (Two), Site 6 (Six)

situated in Harris Cemetery in the County of Itasca and State of Minnesota, according to the plat of said Cemetery on file in the Office of County Recorder in said County.

To have and to hold the same, subject to all the laws of the State, now and hereafter enacted for the management and regulation of Cemeteries, and also subject to all rules and by-laws of the said Harris township now and hereafter made, for the regulation of the affairs of the same or any part thereof.

It is hereby covenanted, that said hereby granted premises are free from all encumbrances, and that the title now conveyed is perfect, and that said Harris Township will warrant and defend the same to said grantee, their heirs and assigns forever.

In Testimony whereof the said Township has caused these presents to be executed in its behalf by its Chairman and Its Clerk, this _____ day of _____, 2016

Signed, Sealed and Delivered in Presence of the Harris Township Board.

By _____ By _____, It's Chairman
By _____ By _____
By _____ By _____, It's Clerk

STATE OF MINNESOTA)
) SS
COUNTY OF ITASCA)

On this _____ day of _____, A.D. 2016, before me appeared Dennis Kortekaas, Burl Ives, Gary Rosato, Jim Kelly, Ken Haubrich and Cari Ann Alleman to me personally known, who, being by me duly sworn, they did say, that they are respectively the Supervisors and Clerk of the Town of Harris that the said instrument was signed and sealed in behalf of Harris township by authority of its Board of supervisors and they acknowledged said instrument to be the free act and deed of said Township.

Township Notary
My term is indeterminate

Cari Ann

From: Ken Haubrich <harristownship1supervisor.a@gmail.com>
Sent: Friday, May 20, 2016 5:25 AM
To: Harristownshipclerk@gmail.com
Subject: Fwd: Re: Cost per mile for Dust Control is \$ 3445.00 per mile. Pleas let me know that you got this . Thanks Larry.

----- Forwarded message -----

From: "Ken Haubrich" <harristownship1supervisor.a@gmail.com>
Date: May 20, 2016 05:21
Subject: Re: Cost per mile for Dust Control is \$ 3445.00 per mile. Pleas let me know that you got this . Thanks Larry.
To: "Larry Hansen" <larryhansen@mchsi.com>
Cc:

Thanks,
Ken

On May 19, 2016 22:08, "Larry Hansen" <larryhansen@mchsi.com> wrote:

Sent from my Verizon Wireless 4G LTE DROID

On May 19, 2016 5:07 PM, Ken Haubrich <harristownship1supervisor.a@gmail.com> wrote:

Good day Larry,

This is a different address that I use for Township business. Please reply to this address.

Thanks,
Ken

Harris Township Gravel Roads Dust Control

	River View Drive	0.6
	River Ridge Road	0.16
	Carol Street	0.18
	Hauser Road	0.25
	Bear Creek Road	1.71
	Wagon Wheel Circle	0.24
	Bay View Place	0.29
New	Schmidt Road	<u>0.28</u>
	Total Miles	3.71

Note: The entire length of Bear Creek was probably not dust controlled.
Need this information for bidding purposes.

Harris Township Monthly Town Hall Report

Caretaker Amber Hart Date 5-9-16

General Cleaning about 65 hrs.

Miscellaneous Duties/Work about 20 hrs.

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

Notes:

I tried to break it down better for you this month. Please let me know if I should change anything.

Total (All hours worked) about 85 hrs.

Rentals

Resident's 9

No Charge/Discounted Only by board approval _____

Notes also rec'd rent from Hyaway + IV. CC.

Non-Residents _____

Discounted Only by Board approval _____

Notes _____

Board Functions (meetings, scheduled hold, voting) 4

Total 13

Deposits Retained 0

Total money collected \$475.00

Maintenance or Safety concerns:

Can I get a roll of stamps for mailing back deposits? Please.

So far I have been buying stamped envelopes, with my own money. Please and Thank You! Amber :)

Harris Township Daily Maintenance and Time Report

Date: 4/4/1

Account #	Description of work	Time
100	Meeting time with Ken Work on daily time sheet Contacted Waste Management for pickup Checked culvert inventory and we have 1 15" left over	2 ½ hr
200	Contact Schwarts Excavating about grading our roads Called County Supervisor, Joe Warmuth, about a tree leaning towards the Crystal Springs Rd. Made a locate for the new Bayview Pl. sign Picked up old tire on side of Sunny Beach Rd.	2 hr.
300	Check oil and belts on the ASV	½ hr
400	Inspection of cemetery Filled in ruts and low spots with blackdirt	1 hr.
500	Tightened Rocking Horse on playground at Crystal Park Picked up branches at Wendigo Park Inspections of both parks Contacted Northland Portables about raising the area where the toilets sit and reported the door hinge at the Cemetery toilet is bent	1 hr
600	Inspected and cleaned up branches at the Town Hall Rotated the blackdirt pile Smoothed out driveway at Service Center Dirtwork at the Service Center	1 hr.

Harris Township Daily Maintenance and Time Report

Date: 4/5/16

Account #	Description of work	Time
100	None	
200	Used water tank and water pump to wash off dirt that had piled up into the cul-de-sac at the end of the Underwood Rd.	6 hr.
300	Moved Vermeer Chipper over to the Service Center garage and started on the maintenance intervals that we will be conducting (oil changes, blades changes, etc.) a full list will be included when we are finished with the work.	2 hr.
400	None	
500	None	
600	None	

Harris Township Daily Maintenance and Time Report

Date: 4/6/16

Account #	Description of work	Time
100	Time sheet paperwork	1 ½ hr.
200	Plowed the Ruff Shores Rd.	½ hr.
300	Chipper – Greased Removed cutting blades and cleaned up bolts and plates Change motor oil Checked antifreeze and cleaned out discharge chute (NOTE: work is not yet completed on the chipper. Should be finished on 4/7/16) Dropped off snowplows back at the Town Hall	2 ½ hr.
400	Plow cemetery	1 ½ hr.
500	none	
600	Plow Town Hall Plow Casper Landing Rd and Casper Rd. Picked up Garbage left inside the garage from the Town Hall Caretaker	2 hr.

Harris Township Daily Maintenance and Time Report

Date: 4/7/16

Account #	Description of work	Time
100	Work on the daily report and receipts for the end of the month Did some research for the correct oil to use in the Chipper because we had a couple of jugs of oil and we needed to make sure it was the right oil	2 hrs.
200	none	
300	Chipper – Installed new cutting blades, replaced left STOP/TURN light, greased wheel bearings, Changed oil filter, hydraulic oil and filter, and fuel filter, replaced air filter, cleaned up all of the bolts and nuts for the cutting blades, started it up to get the correct oil levels, check air in tires, brought back to cemetery garage for storage	5 hrs.
400	None	
500	None	
600	Cleaned up Service Center garage	1 hr.

Harris Township Daily Maintenance and Time Report

Date:

Account #	Description of work	Time
100	Work on time sheets, receipts, and the monthly report Work on optional time sheet to improve the quality of reports Worked on filing and organizing more of our information	1 ½ hr
200	Made a locate for Bay View Pl. First locate didn't go through so watch instructional video on how to use the new system	1
300	Brought both lawnmowers back to the service center Put some blocks of wood underneath the small pull behind trailer from flat tire that came off of the rim. We aren't able to fix it right now so it is propped up until we can get to it Put on rust remover and painted the back bumper of the Dump truck	1 ½ hr
400	Made inspections of cemetery Made name plates	1 ½ hr
500	Made inspections of both parks	1 hr
600	Made inspections of Town Hall, boat landings and, Service Center Swept floor in Service Center garage	1 ½ hr

Harris Township Daily Maintenance and Time Report

Date: 4/11/16

Account #	Description of work	Time
100	Meeting time Monthly payment paperwork Worked on Maintenance report	2 ½ hr.
200	Went to Pipeline Supply and received a quote for 12" and 15" culverts Removed tree from roadside on Sunny Beach Rd.	1 hr.
300	Changed tire on small utility trailer Removed the snow blower from the John Deere 1445 and installed the mower deck onto it. Picked up Chaps and new hard hats	1 ½ hr.
400	Finished new name plates for 3 burials Inspections were made – checked good	1
500	Inspections were made of both parks – checked good	1 hr.
600	Inspections were made of all boat landings – checked good with minimum garbage at Mishawaka Landing	1 hr.

Harris Township Daily Maintenance and Time Report

Date: 4/12/16

Account #	Description of work	Time
100		
200		
300	Put tire on the small pull behind trailer	½ hr
400	Seed and blackdirt graves, walkways, and low spots Used Class 1 to make a dirt pad for the toilet at the cemetery Someone had placed the Vet plate for Olive Mae Gephart in the ground without a cement base. We removed it and we will be making a base for it Put name plates on graves	6 hr
500	Used Class 1 to make a dirt pad for the toilet at Wendigo Park.	1 hr
600	Ordered a load of Class 1 to be delivered to the Service Center	½ hr

Harris Township Daily Maintenance and Time Report

Date: 4/13/16

Account #	Description of work	Time
100	None	
200	Cleaned out culvert and made a small trench for water to run on a driveway on the Wendigo Park Rd. Checked sunny beach Addition and about half way down the road tar is breaking up. Supervisors were notified Inspected Jane Ln., Wendigo Park Cir., and Wagon Wheel Rd. to check the conditions on the roads. The roads haven't gotten any worse but they are still in need of grading Checked the locate for Bayview Pl. temporary sign was tipped over and put back into place	1 hr
300	None	
400	None	
500	Leveled out a dirt pad using Class 1 for the port-a-john at Crystal Park Leveled out the area around the posting station at Wendigo park to help prevent water buildup in front of the port-a-john	1 ½ hr
600	Put in dock at Mishawaka Landing Cut down and hauled away a big rotten pine tree at Mishawaka Landing Cleaned up dirt humps and moved the parking stops back into place at the Mishawaka landing Leveled out area in front of garage doors at the Service Center Checked the Robinson Rd. boat landing. It is in good shape	5 ½ hr

Harris Township Daily Maintenance and Time Report

Date: 4/14/16

Account #	Description of work	Time
100	Meeting with Ken	½ hr
200	Install Bay View Pl. street name sign Cut up fallen trees on Keyview Rd. and Woodbine Rd. Inspected Wagon Wheel Rd. to see if it had been graded and someone had attempted to drag the road. It wasn't torn up to bad but it didn't help the road. Checked the culdasic condition on Woodbine. It is holding up very well Checked Lakeview Trail. It is in need of attention	2
300	None	
400	Turned on the well at the Cemetery building	½ hr
500	Removed the cement pad from Wendigo Park where the propane tank used to sit Removed garbage can with rink plastic from the Crystal warming shack	1 hr
600	Installed the docks at Casper Landing and LaPlant Landing Smooth out rock area around the dock and landing pads at LaPlant landing Installed a pipe along the side of the dock at LaPlant landing to help keep the dock in place from waves and boaters knocking it out of place Added Class 1 and smoothed out driveway at the Service Center. More gravel will be needed to finish this job.	4 hr

NOTE: a semi truck and trailer was spotted going down the Westwood Rd. we don't think that it should be allowed. Any questions just let us know

Harris Township Daily Maintenance and Time Report

Date: 4/15/16

Account #	Description of work	Time
100	Meeting with Becky about account numbers	1 hr.
200	None	
300	Ordered the pole saw Pick up water at Range water	1 hr.
400	Removed corner markers from cemetery Made inspection of Cemetery – good The Garrison stone had an ornament that might have been taken by the family but we are reporting it just in case it did get stolen. It has broken before so the family might have taken it to fix it.	4 hr.
500	Made inspections of both parks – good, garbage cleanup Crystal parking lot	1 hr.
600	Made inspections of the Town Hall – good, some garbage cleanup in the parking lot Picked up garbage left by caretaker Made inspections of all boat landings – good, someone had messed up the edge of the bank at Casper landing with a boat or something big. They messed up the tar and the whole bank on the west side. We took photos of it to document it. It will need a lot of work.	1 hr.

Harris Township Daily Maintenance and Time Report

Date: 4/18/16

Account #	Description of work	Time
100	Meeting with Ken Finish monthly report Fix receipt numbers after last week's meeting with Becky Ran to town to pick up supplies: garbage bags, garbage grabbers, bug spray, basketball nets	1 ½ hr.
200	Checked Fieldcrest Rd. The tar is breaking away really bad and will need some attention	1 hr.
300	Washed the – ASV, John Deere 1445, Both trucks	2 hr.
400	Inspection was made of the cemetery – checked out good	½ hr.
500	Inspection of both parks – checked out good Garbage clean up at both Wendigo and Crystal parks	1 hr.
600	Inspections were made of all boat landings Town Hall and Service Center – Checked out good Garbage cleanup at Casper and LaPlant landing and garbage cleanup at the Town Hall Clean dirt and salt from the floor in the Service Center garage	2 hr.

Harris Township Daily Maintenance and Time Report

Date: 4/19/16

Account #	Description of work	Time
100		
200		
300	Rented a tiller for the front of the ASV Put fuel in the Chevrolet Pickup	½ hr
400		
500	Tilled the Ballfields and Volleyball court at both Wendigo and Crystal parks	6 ½ hr
600	Sweep, clean chairs, tables and, mop Service Center for meeting	1 hr

Harris Township Daily Maintenance and Time Report

Date: 4/20/16

Account #	Description of work	Time
100		
200	Inspected dirt roads to see if they were graded – not yet	1 hr
300		
400		
500	Leveled out ballfields at both parks Drag ballfields at both parks Leveled out volleyball court Replaced the basketball nets at both parks Cleaned up around the fence at Wendigo	7 hr
600		

Harris Township Daily Maintenance and Time Report

Date: 4/21/16

Account #	Description of work	Time
100		
200	Went to Pipeline Supply to line up a culvert for the Wendigo Park Circle. They will deliver a 30 ft culvert on Monday the 25 th . Found the location on the internet to give Pipeline Supply because there was no address. Check Jess Harry Rd.	1 ½ hr
300	Pick up pole saw and test out around Service Center – works great Pick up safety gear for Roadside cleanup	1 hr
400		
500	Clean up pine needles and leaves at Wendigo Park	5 ½ hr
600		

Harris Township Daily Maintenance and Time Report

Date: 4/22/16

Account #	Description of work	Time
100		
200	Ordered culvert from Pipeline Supply to be delivered Monday morning Roads were graded	½ hr
300	Replaced spark plug and cleaned air filter in leaf blower Checked over lawnmowers	½ hr
400	Clean up leaves and pine needles at cemetery Limbed trees at cemetery Inspection was made at the cemetery - good	5 hr
500	Inspections were made at both parks – good	1 hr
600	Inspection of the Town Hall and Service Center - good	1 hr

Harris Township Daily Maintenance and Time Report

Date: 4/25/16

Account #	Description of work	Time
100	Meeting with Ken Order ticket for Waste Management to dump dumpster	1 hr
200	Check culvert on Norberg Rd. – It has a ribbed end on the north side of the culvert but just a straight pipe end on the south side Culvert was delivered to Wendigo Park Circle from Pipeline Supply Road inspections to check for trees Inspected dirt roads to see if they were graded. Some of them were graded but not all	4 hr
300		
400	Pour cement for 2 Veteran plates Pick up Johannsen Vet plate replacement – the first one was spelled wrong Inspection of cemetery and mapped out where burial will be for Friday	1 hr
500	Inspections of both parks – good	1 hr
600	Inspections of the Town Hall and Service Center - good	1 hr

Harris Township Daily Maintenance and Time Report

Date: 4/26/16

Account #	Description of work	Time
100		
200		
300		
400	Switched Johanssen Vet plate and returned the misspelled one to Veterans office Filled in sunken graves and reseeded and filled in washed out spots	5 hr
500	Installed a new home plate and pitchers mound plate for Wendigo ballfield and marked off the correct areas for the bases Cleanup and mow Wendigo Picnic Park	1 ½ hr
600	Mow Casper Landing Mow Town Hall	1 ½ hr

Harris Township Daily Maintenance and Time Report

Date: 4/27/16

Account #	Description of work	Time
100	Meeting with Gary about security system	1 ½ hr
200		
300	Checked oil in lawnmowers and checked blades	½ hr
400	Mow cemetery	6 ½ hr
500		
600		

Harris Township Daily Maintenance and Time Report

Date: 4/28/16

Account #	Description of work	Time
100	Meeting with Ken	½ hr
200	Road inspections – Birch St. the bad culvert area is slowly getting worse and at the end of the road the road is breaking really bad from all of the spider cracks and chunks of tar are popping out. This is going to be a major fix. (pictures are at the Service Center)	1 hr.
300	Hook up forks to ASV to move headstone Hook up Backhoe to ASV to dig grave	½ hr.
400	Dig grave for Shirley Moos in Section 3 Raise footstone of Charles Moos	4 hr.
500		
600	Spread seed and black dirt at the Town Hall in low spots and areas where the plow tore up sod. Filled in low area where Northwest gas left a hole in the ground by the gas meter	2 hr.

Harris Township Daily Maintenance and Time Report

Date: 4/29/16

Account #	Description of work	Time
100	Put together report for equipment and gathered information from equipment needed	½ hr
200	Marked out area locates for signs on Katheryn Ave., Nicolaus St., Sunny Beach Rd., and Pine Landing Dr. Loaded cold patch material into dump truck	1 hr
300		
400	Check grave to make sure it didn't cave in – good Inspections were made of cemetery Fill in burial for Shirley Moos Finished 2 Veterans plate markers Put back headstone for Moos burial	2 ½ hr
500	Inspections were made at both parks – both parks good	1 hr
600	Inspections were made of the Town Hall and the Service Center and all boat landings – all good Cleanup garage Mow Service Center Cleanup corner property	3 hr

Cari Ann

From: Kim Brown <kim@xeroxgne.com>
Sent: Wednesday, May 18, 2016 2:49 PM
To: 'Cari ann Alleman'
Subject: RE: Xerox Info

Hi Cari

Yes here is the pricing for after the one year warranty.

If you wish to do this we can upgrade it within the first 90 days or at time of purchase.

2 Additional Years Of On-Site Service For The WorkCentre 6027. Extended On-Site Service For A \$119.00
Total Of 3 Years When Combined With Any 1 Yr Warranty During 1st 90 Days Of Product
Ownership.

3 Additional Years Of On-Site Service For The WorkCentre 6027. Extended On-Site Service For A \$149.00
Total Of 4 Years When Combined With Any 1 Yr Warranty During 1st 90 Days Of Product
Ownership.

4 Additional Years Of On-Site Service For The WorkCentre 6027. Extended On-Site Service For A \$179.00
Total Of 5 Years When Combined With Any 1 Yr Warranty During 1st 90 Days Of Product
Ownership.

Annual On-Site Service. Available On An Annual Basis. Electronic Service Agreement For The \$79.00
WorkCentre 6027.

Thanks – Let me know if you have any more questions.

Kim Brown
Xerox Sales Agent/Owner
Great Northern Equipment

218-326-9697 Office
218-244-8564 Cell

From: Cari ann Alleman [mailto:harristownshipclerk@gmail.com]
Sent: Wednesday, May 18, 2016 12:28 PM
To: Kim Brown <kim@xeroxgne.com>
Subject: Re: Xerox Info

Is there a warranty package we could purchase? I am asking because these are the questions the board has asked before.

On Wed, May 18, 2016 at 11:52 AM, Kim Brown <kim@xeroxgne.com> wrote:

One year on site warranty

From: Cari ann Alleman [mailto:harristownshipclerk@gmail.com]
Sent: Wednesday, May 18, 2016 11:45 AM
To: Kim Brown <kim@xeroxgnc.com>
Subject: Re: Xerox Info

Kim,

Question, with the 6027, what kind of service package is there?

Thank you,

Cari Alleman, Clerk

Harris Township

On Tue, May 17, 2016 at 10:58 AM, Kim Brown <kim@xeroxgnc.com> wrote:

Hi Cari

Thank you so much for contacting me regarding your need of a machine for Harris Township.

Here is the information you requested on two Xerox color home office equipment.

The first is the 6027 which is a good fit for a home office.

The cost is \$429.00 with no shipping cost

the cost of supplies after the 500 page cartridge that comes with the machine are

Phaser 6022/WorkCentre 6027 Cyan Toner Cartridge	\$54.99
Capacity/Yield: 1,000 pages Yellow Toner Cartridge	\$54.99
Capacity/Yield: 1,000 pages Magenta Toner Cartridge	\$54.99
Phaser 6022/WorkCentre 6027 Black Toner Cartridge Yield 2,000 pages	\$76.99

Included with the machine is

- Toner cartridge: (capacity: 500 pages)
- Power cable
- USB cable
- Software and documentation

The second option is a lease on a Xerox 6655

This machine is a 60 month lease which includes on site service all parts and supplies on a cost per copy.

The lease is \$59.67 and the cost for black and white is .0181 and color is .1083.

I have attached brochures for both machines.

Please give me a call and we can discuss.

Thanks again and I look forward to hearing from you.

Kim Brown

Xerox Sales Agent/Owner

Great Northern Equipment

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