

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



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

June 22, 2016 – 7:30pm

AGENDA

1. Pledge to the flag

2. Business from the Floor

3. Consent Agenda

4. Roads: Meeting starting at 8 pm

- Copy of the letter S.E.H. is sending to all the residents of Sunny Beach Road
- Clarification from Matt at S.E.H.
- Letter sent to all the contractors who will be bidding on Gravel Road Capital Improvements Project.

5. Recreation

- Consider approving the Quote for Chain on the Bucket seat at Crystal Park

6. Town Hall Report

- Review town hall report as prepared by town hall caretaker, dated 6/15/16

7. Maintenance Report: 5/2/16-5/31/16

8. Old Business

9. New Business

10. Public Input

11. Upcoming meetings/events

- Wed. July 13 Regular Meeting..... 7:30 pm Harris Town Hall
- Mon, July 11 Itasca County Township Association Meeting..... 7:00 PM Blandin Foundation
- Wed. July 27 Planning & Development Meeting..... 7:30pm Harris Town Hall

12. Adjourn



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June 16, 2016

RE: Harris Township Notification
2016 Road Improvements
SEH No. HARRT 134142 14.00

Dear Sunny Beach Road Resident:

The 2016 Road Improvements Project is scheduled to start the week of June 24th, 2016 and continue until the week of August 25th, 2016. At times during the project, access to your residence will be affected which may require you to take an alternate route. On the back of this letter is a map that shows the road closure areas, which will help you determine if you will be impacted.

The project includes the reconstruction of the roadway, replacement of driveway approaches as necessary, subgrade corrections and culvert replacements. The majority of this work will be done without road closures, but understand that additional commuting times may be necessary due to construction activities. Construction flaggers will be used to direct traffic safely around activities.

Anticipated Road Closures:

- Subgrade Correction and Culvert Replacement: Week of July 11, 2016
- See attached sketch for road closure locations.

Construction updates will be provided by SEH at regularly scheduled township meetings. Please see the Harris Township's web page, www.harristownshipmn.org, for 2016 meeting dates.

If you have any questions during construction about road closures, access or construction activities, please contact our SEH field representative, Jayson Newman, at 218.398.0018.

Sincerely,

Matt Wegwerth, PE
Project Manager
218.322.4509 direct

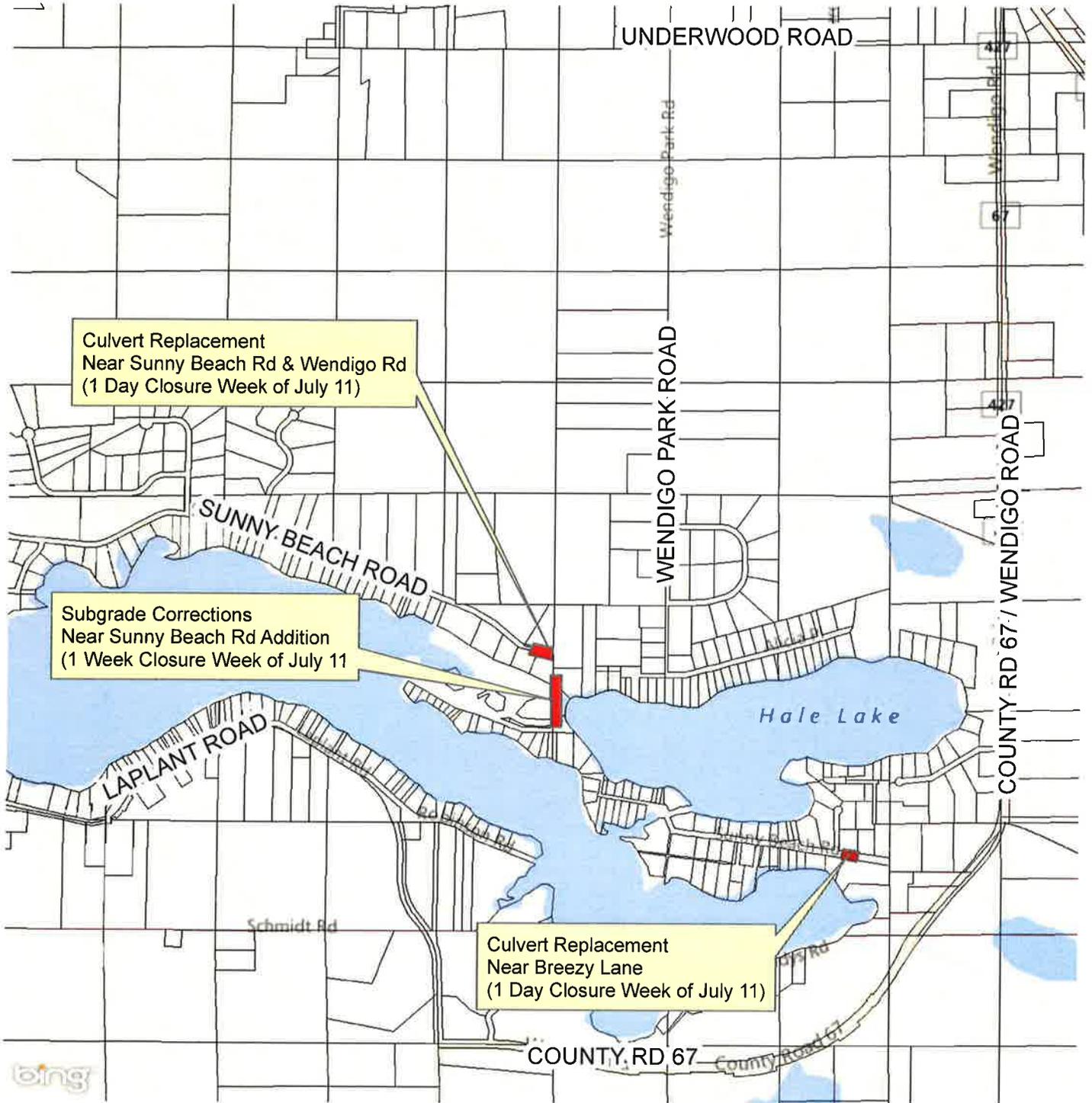
p:\fj\h\harrt\134142\1-gen\14-corr\letters to residents\letter to sunny beach residents.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601

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Sunny Beach Road - Road Closure Areas 2016 Road Improvements Project Harris Township



Harris Township
SINCE 1909



NEIGHBORS, SHORES & MORE



Cari Ann

From: Matt Wegwerth <mwegwerth@sehinc.com>
Sent: Thursday, June 16, 2016 8:18 AM
Cc: harristownshipclerk@gmail.com; Jayson Newman
Subject: Re: Harris Township - Gravel road maintenance quotes

Good morning,

A few clarifications:

- Project needs to be completed within 30 calendar days of authorization
- Board will consider quotes on June 22
- The rocks to be removed on Wendigo Park Circle are in the roadway and are starting to push up through the driving surface. These need to be dug out and the excavation area backfilled.
- Regarding the blending of the aggregate. This is for the connection of the new aggregate areas to the existing roadway and drives. The new areas will be higher than the existing, and a transition from existing to new needs to be graded.

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
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From: Matt Wegwerth/seh
To:
Cc: harristownshipclerk@gmail.com
Date: 06/15/2016 04:36 PM
Subject: Harris Township - Gravel road maintenance quotes

Area contractors,

Attached is a request for quotes from Harris Township for the maintenance of several gravel roads within the Township.

Quotes are due back to my attention by Tuesday, June 21, 4pm.

If you have any questions, please let me know

Thanks

[attachment "RFQ_Letter_Gravel Roads_2016.pdf" deleted by Matt Wegwerth/seh]

Matt Wegwerth, PE | Associate | Senior Project Manager
SEH | 21 NE 5th Street, Suite 200 | Grand Rapids, MN 55744
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June 15, 2016

RE: Harris Township
2016 Gravel Road Capital
Improvements
SEH No. HARRT 136649 14.00

Dear Area Contractors:

Harris Township respectfully requests quotes for the 2016 Gravel Road Capital Improvements Project. Harris Township Board desires to improve various gravel roads as they cycle up on a 5 year capital improvements plan. See below for scope of work.

Scope of Work:

- Supply, deliver, and install Class V (CV) gravel for various gravel roads. Grade and compact the new gravel to sufficient density.
- Carol Street: Cul-de-sac improvements
 - Add 4" aggregate base, Class V (CV) and utilize existing cul-de-sac foot print only
 - Blend in new aggregate with existing roadway at beginning of cul-de-sac
- Lake View Trail: Cul-de-sac improvements
 - Add 6" aggregate base, Class V (CV) and utilize existing cul-de-sac foot print only
 - Blend in new aggregate with existing roadway at beginning of cul-de-sac
- Wendigo Park Circle: Road buildup
 - Add 6" aggregate base, Class V (CV) to entire length of road
 - Remove (3) large rocks in roadway (rocks > 5") and backfill with aggregate base
 - Rocks located in roadway near 18717 Wendigo Park Circle
 - Blend in new aggregate with existing driveways to create a smooth transition
- Harris Twp Service Center: Driveway improvements
 - Add 4" aggregate base, Class V (CV) to existing gravel driveway from street entrance to garage.
 - 12 ft wide and 600 LF of driveway (LF includes roundabout),
 - Additional linear feet (LF) required to reach garage. Field verify quantities.

Engineers | Architects | Planners | Scientists

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- o Include additional 25 cubic yards of gravel to be stockpiled at the service center
 - Coordinate storage location with Maintenance Supervisor

Quote should be provided in a letter format, directed towards the Harris Township Board. Quotes shall be a lump sum price and include all necessary materials, grading, compacting, as well as mobilization.

Quotes should be returned to my attention, no later than Tuesday, June 21, 4pm. Email submission is acceptable.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Matt Wegwerth, PE
Township Engineer

Attached

1. 2016 Gravel Road Capital Improvements Map

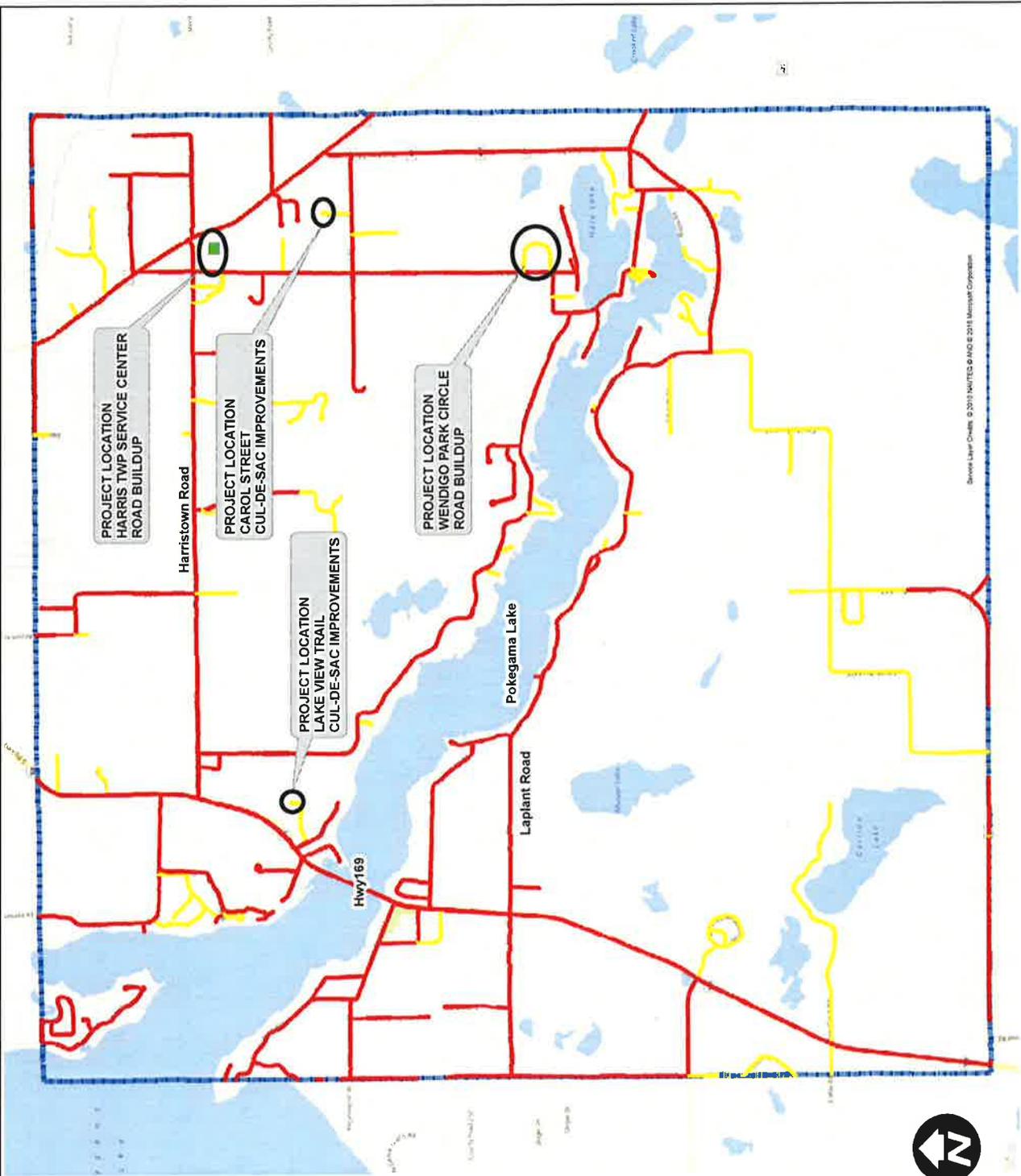
c: Harris Twp Board

p:\fj\h\harrt\136649\1-gen\14-corr\2016 gravel road cip\rfq_letter_gravel roads_2016.docx

Harris Township 2016 Gravel Road Capital Improvements Map

Surface Type

- Bituminous
- Gravel
- Harris Township Boundary



Shore Line Drafts © 2010, 2011, 2012 & 2013



Flagship Recreation
 4940 W. 35th Street
 St. Louis Park, MN 55416

763.550.7860 : info@flagshipplay.com

Quote

Date 6/16/2016

Quote # 20149

Project

Terms

Drawing #

Bill To

Harris Township
 20876 WENDIGO PARK ROAD
 GRAND RAPIDS, MN 55744

Ship To

Harris Township
 20876 WENDIGO PARK ROAD
 GRAND RAPIDS, MN 55744

We are pleased to submit the proposal to supply the following items:

Qty	Item	Description	Price	Total
1	161505	MOLDED BUCKET SEAT CHAIN KIT	244.00	244.00
1	FREIGHT	DELIVERY VIA UPS	13.00	13.00

Signature below accepting this proposal will constitute a purchase order only on approval upon Flagship Recreation. Customer receipt of an order acknowledgement constitutes such approval.

Signature _____

Please remit payment to:
 Flagship Recreation
 4940 West 35th
 St. Louis Park, MN 55416

Subtotal	\$257.00
Sales Tax (0.0%)	\$0.00
Total	\$257.00

Prices are good until 12/31/16

Harris Township Monthly Town Hall Report

Caretaker Amber Hart Date 6-5-16

General Cleaning 19 hrs.

Miscellaneous Duties/Work 5 hrs.

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

Notes: 24 total/cleaning → 14.75 total Rental Paperwork

Total (All hours worked) 38.75 hrs.

Rentals

Resident's 7

No Charge/Discounted Only by board approval _____

Notes _____

Non-Residents _____

Discounted Only by Board approval _____

Notes _____

Board Functions (meetings, scheduled hold, voting) 5

Total _____

Deposits Retained _____

Total money collected 325.00

Maintenance or Safety concerns:

Please update the Website.
Still shows Bonnie as a
Contact. Thanks!
Amber

~~Payment Request~~

Name: Amber Hart

Harris Township

Address: _____

Itasca County

Renter Register

May 10 - June 5th

Date	Description	Amount
5-13	Maureen Rosato, meeting, CK# 7289	50.00
5-21	April Buescher, Bridal Shower, CK# 10022	50.00
5-22	Maria Paulley, Baby Shower, CK# 9262	50.00
5-17	Vintage Car Club, mtg., CK# 7414	50.00
5-24	Flyaway Sr. Citz. Club CK# 8073	25.00
6-4	Tracey Lohmberg, graduation pty, CK# 6775	50.00
6-5	Darlene Figgins, meeting, CK# 6225 (Victoria Hodgson)	50.00

Total 325.00
 pera
 fica
 medi
 fed
 state
 Net Pay Total

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

Amber L. Hart

Harris Township Daily Maintenance and Time Report

Date: 5/2/16

Account #	Description of work	Time
100	Meeting with Ken	1 hr
200	Fill in potholes on Sunny Beach Rd.	3 hr
300		
400	Install Vet plates for Olive Gephart in section 3 and Patricia Stienert in section 2	1 ½ hr
500	Made inspections of both parks – Wendigo Good, Crystal had vandalism on the playground slide and the portable toilet was tipped over. Pictures were taken of these events.	1 hr
600	Inspections were made of the Town Hall, Service Center, and all boat landings. Someone had left a bag of dead fish at the Mishawaka boat landing.	1 ½ hr

Harris Township Daily Maintenance and Time Report

Date: 5/3/16

Account #	Description of work	Time
100		
200		
300	Sharpen mower blades, clean decks, grease and, air up tires on both lawnmowers	2 hr
400	Dig cremation for Ronald Banta in section 3	1 hr
500	Mow Crystal Park	5 hr
600		

Harris Township Daily Maintenance and Time Report

Date: May 4, 2016

<i>Account #</i>	<i>Description of work</i>	<i>Time</i>
100	Talked to Ferrell Gas about picking up the propane tanks at the Service Center and the Town Hall Talked to Northern Air to have them inspect the AC at the Town Hall Talked to Pokegama Electric about the Crystal Pavillion outlet issue and the fuse panel in the basement of the Town Hall.	1 hr
200		
300	Picked up lawnmower gas	½ hr
400	Talked to Rick from Rowe Funeral Home to line up stones that need to be placed	½ hr
500	Drag ballfields at Wendigo and Crystal Park Finish mowing Crystal Park Mow Wendigo Ballfield Someone had broke the chain on the swings at Crystal Park. They had to have cut the chain in order to have broken it the way it broke.	6 hr
600		

Harris Township Daily Maintenance and Time Report

Date: 5/5/16

Account #	Description of work	Time
100		
200	Road inspection were made of Underwood Rd., Birch St., Jess Harry Rd., Westwood Rd., and Westwood Dr.	2 hr.
300		
400	Installed a Veterans Emblem on Edna Erickson headstone in section 1	½ hr.
500	Fixed swing at Crystal Park Used sandpaper to scratch out area were graffiti was on tube slide at Crystal Park Tightened bolts on the rocking horse at Crystal Park Pokegama Electric tested the outlet at Crystal Pavilion (see other page for description) Took down the old and hung up the new Ballfield sign at Wendigo Park	4 ½ hr.
600	Hung up plant hangers at the Town Hall	1 hr.

Pokegama Electric called and told us that the outlet by the pavilion works fine. It was tested for about 10-15 minutes under a constant heavy load and it never tripped the breakers. He suggested that maybe whoever was having problems with these breakers possibly had something wrong with what they were using instead of the breaker being the problem.

Harris Township Daily Maintenance and Time Report

Date: 5/6/16

Account #	Description of work	Time
100	Receipt paperwork	1 hr
200		
300	Check oil and clean air filters on both lawnmowers	½ hr
400	Check Veterans Medallion on Erickson Stone to make sure the adhesive held up – good Inspection of the cemetery – good	1 hr
500	Mow and trim Wendigo Picnic Park Inspections were made of both parks –good, garbage cleanup at Crystal park	1 ½ hr
600	Mow and trim the Town Hall Sprayed fertilizer at the Service Center Met with Northern Air at the Town Hall so they could inspect the AC unit Inspections were made of all boat landings – good, garbage clean up at LaPlant landing Inspections were made at the Town Hall and Service Center - good	4 hr

Harris Township Daily Maintenance and Time Report

Date: 5/9/16

Account #	Description of work	Time
100	Meeting: Ken and Gary	1 hr
200	Meet: with Tom from Casper Const. Pickup Mattress from Sunnybeach Road ditch next to Wendigo park.	½ hr
300	Check over mowers before use.	½ hr
400	Inspection. Mow Cemetery.	4 hr
500	Inspections.	1 hr
600	Inspections all good, pick up trash. Put up pavilion reservation postings.	1 hr

Harris Township Daily Maintenance and Time Report

Date: 5/10/16

Account #	Description of work	Time
100	Started working on work orders to establish any major projects that need to be taken care of. Meeting with Amber and Ken	2 hr
200	Established what the weight limits should be for road restrictions in the spring. Now we need to decide what kind of signs we should use, Paper or Metal .	1
300	Checked oil and cleaned air filters on lawnmowers	½ hr
400	Went to the Veterans Office to talk to them about a Vet Stone that was ordered and it won't be able to be placed due to us not knowing what site it is supposed to go on Finished mowing cemetery Mark out areas for 6 headstones to be placed. (See other sheet for details)	4 hr
500	Took down Pavilion notice reservations and checked for garbage at Crystal Park	½ hr
600		

Stones to be placed:

Lola Vroman

Ken & Pat Fidely

William & June Salo

Gordon LaMont

Arnold & Jean Nellis

Tracy & Gordy Feltus

Harris Township Daily Maintenance and Time Report

Date: 5/11/16

Account #	Description of work	Time
100	Work on updating equipment log books	1 hr.
200		
300	Cleaned mower deck on J.D. Z920m, adjusted deck wheels, and leveled out the mower deck, checked air in tires, checked hydraulic fluid Starter on Gravely was malfunctioning, took apart and sprayed WD-40 on Bendix area. It is concluded that the battery might need to be changed to give full power to the starter. Checked J.D. 1445 Coolant, oil, differential levels – good Checked oil in dump truck - good	3 ½ hr.
400	Fixed some Veterans Stars	1 hr.
500		
600	Met with Pokegama Electric at the Town Hall about the fuse panel in the basement. (see other page for details) Cleaned garage	2 ½ hr.

NOTE: Pokegama electric looked over the breaker box at the Town Hall and concluded that the panel should be just fine. It was talked about that it would be a waste of money to replace anything in it because it won't be causing any problems. On the outside of the Town Hall, the conduit going into the building was broken due to being too close to another piece of conduit. This could have been broken by a lawnmower bumping into it or even the frost moving the ground. This was silicone along with the other conduit because it was weathered and needed replacement.

Harris Township Daily Maintenance and Time Report

Date: 5/12/16

Account #	Description of work	Time
100	Meeting with Ken	½ hr
200	Checked culverts on Sunny Beach Rd. Inspected dirt roads. Dirt Roads were graded	1 ½ hr
300		
400	Install Stockwell stone in section 2 Trim cemetery	6
500		
600		

Harris Township Daily Maintenance and Time Report

Date: 5/13/16

Account #	Description of work	Time
100	Derrick on vacation	8Hrs
200	Checked Lakeview trl, Norway rd, Schmidt rd, Wendigo Heights rd, Wendigo park circle, for grading. All done but Wendigo park circle. Trimmed hang tree on Sunnybeach rd. cut up tree on Schmidt rd ROW.	2hrs
300	Worked on two of the weed trimmers greased head replaced spark plug.	1/2
400	Inspection all good but Libby Funeral home was installing a grave stone without notifying us and is in wrong spot. They did not know we had to mark it out and install. Needs moved over. Seed and black dirt on Shirley Moos grave. Seed and dirt around Stockwell headstone, LaMont grave and some bare spots not growing in section 2. Talked with Vets office about James Muzzy upright headstone have purchased a site and is ok for install. Worked on Vet list for Memorial Day.	3hrs
500	Inspections all look good.	1hr
600	Inspect landings all look good. West side of Casper has some pretty good ruts from someone using that side. Hall inspection replaced one 4ft bulb in Ladies restroom or toilet.	1 1/2hrs

Harris Township Daily Maintenance and Time Report

Date: 5/17/16

Account #	Description of work	Time
100		
200		
300	Check oil and clean air filters in both lawnmowers	½ hr.
400	Set stone for Evelyn Merritt in section 2 Called Libbey Funeral Home about the placement of Evelyn Merritt stone	1 ½ hr.
500	Mowing and trimming Crystal Park	6 hr.
600		

Harris Township Daily Maintenance and Time Report

Date: 5/16/16

Account #	Description of work	Time
100	Derrick on vacation. Morning meeting.	8Hrs 1hr
200		
300		
400	Mark out headstone William and Donna Wilson. Meet with Dean Doney at the cemetery for headstone setting. Pick up Vet plate at the Vets office for William Marshall, purchased 4 bags of cement at home depot for Vet plates. Poured footing for Marshalls plate. Inspection. good	1 ½ hrs
500	Inspections parks all good. Started mowing crystal park.	4 ½ hrs
600	Inspections landings good, Hall good	1 hr

Harris Township Daily Maintenance and Time Report

Date: 5/18/16

Account #	Description of work	Time
100		
200	Confirm locates for Sunny Beach Rd., Katheryn Ave., Nicholus St., and Pine Landing Dr	1 hr
300	Clean mower deck on John Deere Z920m Troubleshoot Gravely starter issue, starter might be bad and may need to be replaced	1 hr
400		
500	Mow and trim Wendigo Park Drag ballfield at Wendigo Park Located areas that need to be sprayed for poison ivy around playground area, by the tennis court and, by the hockey rink at Wendigo Park	4 hr
600	Mow and trim Town Hall	2 hr

Harris Township Daily Maintenance and Time Report

Date: 5/19/16

Account #	Description of work	Time
100		
200		
300		
400	Level headstones and fill in low spots	4 hr
500		
600	Mow Service Center Mow Corner Property	4 hr

Harris Township Daily Maintenance and Time Report

Date: 5/20/16

Account #	Description of work	Time
100	Meeting with Gary and Ken Dan – Vacation	2 hr (8 hrs)
200	Limbed trees at Underwood Rd. and Wendigo Park Rd. intersection Road inspections of Jess Harry Rd., Mishawaka Rd., Isleview Rd., and Birch St.	3
300		
400	Inspection was made of cemetery	½ hr
500	Inspections were made at both parks Limbed up trees on Island next to Wendigo Park Garbage Clean up at Crystal	1 ½ hr
600	Inspections were made at Town hall and Service Center Propane tank was removed from Town Hall	1 hr

Harris Township Daily Maintenance and Time Report

Date: 5/23/16

Account #	Description of work	Time
100	Meeting with Ken	1 ½ hr
200		
300	Filled up gas cans Work on starter for the Gravely Lawnmower	2 hr
400	Install Veteran plate for Frink and installed Veteran stones in section 2 and 3 Inspection of cemetery – good Cleaned garage and set up memorial day items inside garage	2 ½ hr
500	Inspections were made of both parks - good Garbage clean up at Crystal Picnic tables were moved and 2 of them were stacked to gain access to the roof of the pavilion at Crystal Park	1 hr
600	Inspections were made at the Town Hall and the Service Center – good Inspections were made of all boat landings Dock at Mishawaka was hit in the front of it pulling the corner bumper off. It was nailed back on but the dock is damaged. It will need to be fixed in the future	1 hr

Harris Township Daily Maintenance and Time Report

AMBER TIME

Date: 5/24/16

Account #	Description of work	Time
100	Met with Ken Showed Amber around the Township and explained to her what we maintain and the locations	2 hr
200		
300	Took pictures of equipment and started documenting them into the computer	1 ½ hr
400	Mow and Trim cemetery	4 ½ hr
500		
600		

Harris Township Daily Maintenance and Time Report

Date: 5/24/16

Account #	Description of work	Time
100	Met with Ken Showed Amber around the Township and explained to her what we maintain and the locations	4
200		
300	Sharpened pushmower blade Changed mower blades on the John Deere Z920m Washed John Deere Z920m and pushmower	1 hr
400	Mow and trim cemetery	12 hr
500		
600		

Harris Township Daily Maintenance and Time Report

Date: 5/25/16

Account #	Description of work	Time
100	Log in pictures to computer of equipment	1 hr
200		
300		
400	Trim cemetery, pick up garbage, and blow off stones	4 hr
500	Mow Crystal park	3 hr
600		

Harris Township Daily Maintenance and Time Report

Date: 5/25/16

<i>Account #</i>	<i>Description of work</i>	<i>Time</i>
100	Made up work orders	2 hr
200		
300		
400	Trim cemetery, pick up garbage, and blow off stones	8 hr
500	Mow Crystal park	6 hr
600		

Harris Township Daily Maintenance and Time Report

Date: 5/26/16

Account #	Description of work	Time
100	Meeting with Ken Typed up new work order form Organized files in the computer	2 ½ hr
200	Talked with Rob from Casper Construction about lining up a time for the dust guard and grading schedule. Waiting to hear from Dust-B-Gone to figure out schedules	½ hr
300	Purchased items in town Fueled up Chevrolet pickup Washed Gravely lawnmower	1 ½ hr
400	Organize items for Memorial Day Services Entered in newly purchased sites	1 hr
500		
600	Mow and trim Service Center Worked on information for the LaPlant boat landing sign	2 ½ hr

Harris Township Daily Maintenance and Time Report

AMBER TIME

Date: 5/31/16

Account #	Description of work	Time
100	Input pictures into computer of equipment	3 hr
200		
300		
400	Took down Veterans flags and stars	3 hr
500		
600		

Harris Township Daily Maintenance and Time Report

Date: 5/31/16

Account #	Description of work	Time
100	Meeting with Ken Copied work orders sent to us from Supervisors and put them into our booklet	2 hr
200		
300	Cleaned air filter, mower deck and changed blades on Gravely lawnmower Went to Ace Hardware and L&M Fleet Supply to price out scaffolding Check on paint colors for inside the Service Center Wrote down hours and mileage for equipment for the month Added windshield washer fluid in the Chevy pickup	4 hr
400	Took down Veterans Stars and Flags Flags were wet so we air dried them inside the Service Center to prevent them from being stored away wet causing them to get moldy Inspections were made of Cemetery – good Brought the Memorial Day supplies back to the Service Center Reset Cemetery Well timer to correct time.	6 hr
500	Inspection's were made of both parks – good Garbage clean up at both parks	2 hr
600	Inspections were made of the Town Hall and Service Center - good	2 hr

