Chairman Jim Kelley
20387 Field Crest Road
Grand Rapids, MN 55744
Phone 218-327-0317

Supervisor Dennis Kortekaas 326-1882
Supervisor
Supervisor Ken Haubrich 327-1351
Supervisor Peggy Clayton 327-5513
Treasurer Becky Adams 259-1192
Clerk Cari Ann Alleman 244-1811
harristownshipclerk@gmail.com

Harris Township
SINCE 1909

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.

www.harristownshipmn.org

REGULAR MEETING
January 11, 2016 at 7:30pm
AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement

2. **Consider approval of Minutes** –minutes from January 5 work session, December 14 regular meeting.

3. **Business from the floor**

4. **Consent Agenda**

We had a Work session on January 5 to talk about Emergency situation if we get a storm like we did a couple of weeks ago. Supervisor have been meeting with the County to make a plan and the Township has decided to look into private contractors with the right equipment to be on "standby" for the township in case we need them. Second was the newsletter, one supervisor was going to talk to the volunteers who are going to be mailing it out to see what they want from the board. Volunteers was the last to be talked about, the board needs volunteers for the community who will help if and when the need arises for surveys or whatever is needed… We need to have one point person and also a supervisor on this committee.

5. **Roads**
   - Memo from Glen and SEH
6. **Recreation**

7. **Correspondence**
   - Board **Action** items:
   - *Noteworthy items:*
     -
   - *Non*-action items

8. **Old Business**
   - February meeting at MAT and if we should send someone.
   -

9. **New Business**
   - Emergency Broadcasting update-
   - Set up time for interviews for the new appointed supervisor
   - Set up time to start the audit for the 2018 budget.

10. **Treasurer's Report** – dated January 11, 2016 (of December 2016 financials)

11. **Town Hall Report**
    - Review town hall report as prepared by town hall caretaker, dated 12/13/16

12. **Maintenance Report:** November and December

13. **Approve payment of bills** for December, 2016

14. **Public Input** *(please limit comments to 5 minutes)*

15. **Adjourn**

UPCOMING Events / Meetings

Mon Feb. 13 Itasca County Twp. Association Meeting.....	7:00pm Blandin Foundation
Wed Feb. 8 Regular Meeting.....	7:30pm Harris Town Hall
Wed Jan. 25 Planning & Development Meeting.....	7:30pm Harris Town Hall
Wed Jan. 18 Meeting with John Powers about the Comp Plan.....	6:00pm Harris Town Hall

REGULAR MEETING
December 14, 2016 at 7:30pm
Minutes

Present were: Jim Kelley, Ken Haubrich, Peggy Clayton, Burl Ives, Becky Adams, Cari Alleman. Missing were Dennis Kortekaas

1. **Pledge to the flag**, followed by the reading of the township mission statement

2. **Consider approval of Minutes** –minutes from January 5 work session, December 14 regular meeting, October 17 work session, October 28 P & D, November 9 Regular meeting, November 30 P & D, December 7 work session. Motion to approve the minutes made by Supervisor Ives seconded by Haubrich passed by all.

   Copy of minutes to close Nicholas Street.

3. **Business from the floor**
   - Condolences to the Kortekaas family for the loss of their son Kyle.

4. **Consent Agenda**

5. **Roads**
   - Construction- Glen would like the approval to pay the final bills for Hawkinson Construction and Deer River Trucking.
   - Hawkinson Construction- Motion to approve the paying of billing in 2017 made by Supervisor Haubrich seconded by Supervisor Ives and passed by all. SEH has reviewed with Hawkinson Construction approves final quantities and cost and defer payment to 2017.
   - Deer River Trucking- Motion to approve the paying of the bill for Deer River Trucking final payment made by Supervisor Ives seconded by Supervisor Clayton in the amount of $19941.00.
   - Salt and Sand- years ago they used to sand and salt all the time, salt works better all on its own. The township look at the sheet added to the minutes that Supervisor Kelley read on air. About the salt and sand 300 # of salt to do 1 mile of road. Sunny Beach Road would not cost all that much to have salt put on it. A lot of things to come in to play when putting salt on the road; speed limit, 20-30 degrees outside or pavement temp, 300 lb per mile, under that they don't get very good melting. We had two cars in the ditch with this last snow fall, one on Sunny Beach and one on Wendigo Park Road, because if the ice covered road. We need to be better about getting sand or salt this road. We could designate one supervisor to make the call to the County to get it done. The cold weather is a factor with the salt, and nothing will work better than sand because it will be able to keep you on the road. Sand will help with traction. The County would like to know from the Board to know what we want to be making those calls. We will need to make that determination tonight; who has the power to call. We need to make the decision to spend money to sand/salt these roads now rather than waiting until the next board meeting, we have to many residents that need this on their roads. What criteria does the county have to sand our roads? This question quill ne dot be asked to the County. Why didn't they sand, or do we have to give them a guideline to get it done? (Please see minutes from our work session 1/5/17 to find the answers.) The current Board was not involved in it a lot last year and looking for guidance on what we expect from the County. What has been done in the past is one person made the phone call. It was not a person on the board now it was a previous person, and we should have two people have the power to do it and leave it at that. Motion to have the chair (Supervisor Kelley) and Supervisor Haubrich to call and have a discussion with the County who is overseeing our sanding and plowing made by Supervisor Ives seconded by Supervisor Clayton passed by all.
   - County roads come first and then it trickles down from there.

- Plowing comment from resident- people were plowing and pushing the snow onto the road on the other side. Law reads you cannot push snow across the road; any of the roads. Suggested we send a letter to our residents. The clerk will find out if a letter has been sent out to the residents by the County about plowing across the road.
- 2017 projects: will be a construction season and think about what needs to be and possibly a gravel roads, bituminous roads, invite discussion or could do something at the January P & D meeting. If we did a bituminous road and look at where we are this year and see what we can do for next year and possible get some ideas. We need to put extra money into crack filling and catch them right away, on the roads that were just done. There is money set aside for (crack filling) 2017 $60,000 for the year vs 2016 $40,000.00. The strategy would be to get the crack filing the year right after we pave so we get that sealed right away. We should have a rough estimate; until the contractor gets us a price. Sunny Beach has about a 150 feet long on the west side of the road, rough area. In the new part that was just redone. If it busts up to bad we will need to re-due it and we will need some numbers to see what will cost to get fixed. Motion to have Glen from SEH estimate on the rough part of the Sunny Beach Road and get the estimate made by Supervisor Ives seconded by Supervisor Clayton passed by All.

6. Recreation

- Rinks- maintenance crew rinks will be probable be ready until this Saturday… usually they open the Friday before Christmas. Monday is the 19; if we Monday – Friday 4-8 if we have attendants we should be able to do and one potential person to attend at either rink. Motion to open the rinks a week early if we can get individuals Supervisor Haubrich seconded by Supervisor Clayton passed by all.

7. Correspondence

- Board **Action** items:
- *Noteworthy items:*
  -
- *Non*-action items

8. Old Business

- Election- copies of the verbiage for the ballot - Motion to approve the verbiage for the election ballot made by Supervisor Ives seconded by Supervisor Clayton passed by all. which reads as "Shall the first Tuesday after the first Monday in November be designated as the date of the 2018 Township General Election"
- Resolution for the election- Please see attached motion to accept the resolution 2016-010 made by Supervisor Ives Seconded by Supervisor Haubrich, word changes, "A" shortened not extended, "E" lengthen or shortened also. Amend the motion with changes. Discussion and it is great. Approved by all.
- Rink attendants- Supervisor Clayton and Supervisor Kelley meet at Express Employment and interviewed one person and is a good candidate for the attendant. We have 3-4 more that could be a possibility. Because Express Employment is a large employer we have to have the minimum wage at $9.25 an hour. We will have to go with that. Nothing posted designates an age. The Supervisors took a minute to look over the job description for the employees and have shoveling snow off the rinks, needs to be on here was one suggestion. It is on the first page and we did address that in the first interview. Parents would need to be there if there kids are too young, but we don't have an age in the policy or posted. Something came to mind is that we haven't had anything in writing about the -10 degrees or with/without windshield. Either way it's too cold to skate, the supervisor in charge of the rinks would make that determination. Supervisor Kelley will take care of the rinks and rink attendants. We would like to add a qualification of a valid driver's license is desirable, but don't really need to have that as long as they get to work. Motion to approve the job description, to get paid weekly, to use instruction for warming house, and rink attendants made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

- Comp Plan- The contract for John Powers to have him redo the comp plan, we will table until the next meeting to sign it. Motion to table the comp plan contact until the next meeting January 11, 2017 made by Supervisor Ives seconded by Supervisor Clayton. Passed by all. Emailed questions and need to go through to have answered before we meet with him. Need to have a work session January 12, 16, 17 or 18 to go over the contract and go over the questions. The board decided on January 18 to have the meeting with John to go over the questions. The time will be 6 pm. Motion to approve the meeting time of January 18 at 6 pm made by Supervisor Clayton seconded by Supervisor Haubrich. Anyone can attend this meeting. Motion passed by all.
- Work session to move the comp portion up to go over the questions, Monday December 19 at 6 pm made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.
- MNDOT medical cards and truck inspections, the truck do need to be inspected and the employees do not need health cards. They still need a Class A to drive the vehicle.
- Century link this is what we can do is put the warming shacks on "vacation." An estimate would be on vacation form Feb 15- December 15 at $10 a month vs. the $37.64 we are currently paying a month. Total for the reduced the Century Link Bill for the months and will be $10 a month. Phone calls will cost $.31 per phone or $.20 a minute per call to local phone calls only. Lower fee business maintenance gets charges for per call and that's what we have. Have stated and it was easy to talk to Century Link and they cleaned up the part of the bill for us.

9. New Business

- Newspaper ad for vacancy for seat "e"- motion to approve the posting for seat E made by Supervisor Ives seconded by Supervisor Haubrich passed by all.
- Newspaper ad for notices for the supervisors B March/ November 2020, supervisor C March/November 2020, and supervisor E. Motion to put the ad in the paper with corrections made by Supervisor Haubrich seconded Supervisor Clayton passed by all.
- Clerk training January 12- motion for clerk to go to training made by Supervisor Ives seconded by Supervisor Clayton passed by all.
- L & R February 21-22- the association should be submitting resolutions to the laws to have changes to the law, funding for township roads, speed limits , if we spend the money we should be sending information down to them. Table until the January regular meeting made by Supervisor Ives seconded by Supervisor Haubrich passed by all.
- Looking into to a hot spot, with the clerk having internet issues we are looking to purchase a hot spot so we can make sure everything gets done in a timely manner.

10. Treasurer's Report – dated December 14, 2016 (of November 2016 financials) motion to approve the treasures report made by Supervisor Ives seconded by Haubrich passed by all. Let's look at the budget gives us a better picture of where we are at.

11. Approve payment of bills for November, 2016 City of Grand Rapids fire bill this is the second half. Motion of paying bill made by Supervisor Ives seconded by Supervisor Clayton passed by all.

12. Public Input *(please limit comments to 5 minutes) sanding of the roads because of smaller board*

Skating rink- Is it wrong this year to have people sign in at the rink? You can't have minors signing in because the privacy of minors and then they would like to go to hash marks. $14 X 8 is quite a bit of money to be spending on the attendants and the warming shacks. We need to be using them as much we can and go to just opening them on the weekend. We r4e open 4-8 Monday through Friday 10-5 Saturday and 12-5 Sunday. The next question: do we need to have a warming shack attendant? The township agrees we should have an attendant there for safety. We have an attendant, just like the City of Coleraine and other townships and cities. We should have the township run the warming shacks. One suggestion is that we know how many people are there going through the gate. We need to keep a log record and make sure that they are keeping track of who is coming into the rink and at what times. We could shorten the hours if needed.

Supervisor Ives… thank for all you do for Harris Township. The board will be taking the township and to going into the future. There has been a lot of change in the past three years. We would like to see for upcoming changes to be done in the future is the comp plan, roads limited funds. One spot for concern and needed change is the boat landings, two have parking problems and one erosion problem. Casper's boat landing I think will need the DNR and Army Corps of Engineers to help fix the 4 feet of tar issue. Parks to be what they are today, is there a better way to do maintenance on them; do a cost annalist and take a hard look at what it costs to maintain them. Broadband has been an issue and please continue to work on this. Cable commission he is leaving and a new supervisor needs to be on there to represent our community. They want the franchise agreement to go away and they can make them at least do them (franchise agreement). The Cemetery is good. Cemetery to look at again with the cost of lots and, make sure we are covering our costs to maintain it. Look at selling land, use the equipment to the fullest of potential. Make sure we look at the cost of keeping this beautiful township that we live in. We have come to the time of change and we are one step away from being a city. I would ask to take some time to invest of cost analyst to do better, or to continue to do it. We just did that with the plowing makes sense to stay with the county vs using our own people. Passing the November elections is a huge step in the right direction, please call if we need him and he looks forward at representing the township at the county level.

Motion to approve of the signing of the checks numbered at 17364-17394 made by Supervisor Ives seconded by Supervisor Haubrich passed by all.

13. Adjourn Motion to adjourn at 9:03 pm Ives Haubrich passed by all

UPCOMING Events / Meetings

Mon Jan. 9 Itasca County Twp. Association Meeting……	7:00pm Blandin Foundation
Wed Jan. 11 Regular Meeting……	7:30pm Harris Town Hall
Wed Jan. 25 Planning & Development Meeting……....	7:30pm Harris Town Hall

Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
218-326-4704

Supervisor Ken Haubrich	327-1351
Supervisor Dennis Kortekaas	326-1882
Supervisor Burl Ives	259-1279
Supervisor Jim Kelley	327-0317
Treasurer Becky Adams	259-1192
Clerk Cari Alleman	244-1811

harristownshipclerk@gmail.com

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RESOLUTION # _2016-010_____
_____Harris_____ Township
_____Itasca_____ County, Minnesota

RESOLUTION DESIGNATING THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER AS THE TOWN GENERAL ELECTION DATE

WHEREAS, Minn. Stat. § 205.075 provides towns the option to designate the first Tuesday after the first Monday in November of either the even-numbered or the odd-numbered year as the date of the town general election; and

WHEREAS, the town board determines that changing the town's general election date from March to November serves the public's interest by aligning the town's election with the other November elections; and
or

WHEREAS, the town electors at the last annual town meeting adopted a resolution changing the town's general election date from March to November;

NOW, THEREFORE BE IT RESOLVED, that the *[Board / Electors]* of Harris Township, Itasca County, Minnesota does hereby designate the first Tuesday after the first Mon-day in November of even numbered years as the date of the town general election; and

BE IT FURTHER RESOLVED, that the designation shall take effect for the 2018 town election pro-vided the electors vote to authorize the designation at the next town election; and

BE IT FURTHER RESOLVED, that the following plan shall be used to provide an orderly transition to the November election schedule by lengthening the terms of office:

1. The supervisor position that expires in March of 2019 shall be designated "Supervisor position A" and shall be shortened so the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019_;
2. The supervisor position that expires in March of 2017 shall be designated "Supervisor position B" and shall be extended so the position is up for election in November of 2020 and the person serving in the position will serve until the first Monday in January of 2021;
3. The supervisor position that expires in March of 2017 shall be designated "Supervisor position C" and shall be extended so the position is up for election in November of 2020 and the person serving in the position will serve until the first Monday in January of 2021;
4. The supervisor position that expires in March of 2018 shall be designated "Supervisor position D" and shall be extended so the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019;
5. The supervisor position that expires in March of 2017 shall be designated "Supervisor position E" and shall be shortened so the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019;

6. The position of clerk that expires in March of 2018 shall be extended so the position is up for election in November of 2020 and the person serving in the position will serve until the first Monday in January of 2021;

7. The position of treasurer that expires in March of 2017 shall be extended so the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019; and

BE IT FURTHER RESOLVED, that officers elected after the effective date of this resolution and approval of the town electors shall be elected for four year terms as provided in Minn. Stat. § 367.03, subd. 4; and

BE IT FINALLY RESOLVED, that the clerk is hereby authorized and directed to prepare the ballot question and take such other actions as may be needed to submit the question of adopting the November election date to the electors for a vote at the next town election.

Adopted this _____ day of _____, 20___.

By the _____ Town Board

_____
Town Board Chair

Attested to by:

_____
Town Clerk

Work Session
January 5, 2016
Minutes

Present are Ken Haubrich, Peggy Clayton, Jim Kelley, Dennis Kortekaas, Cari Alleman

1. **Pledge to the flag,** followed by the reading of the Harris Township mission statement

Snowplowing-Supervisors Kelley/Haubrich has meet with the County representatives three times and meet with the foremen in district 4 to see what the plan is for plowing and salting. Under the understanding to see what needed to be sanding and salting the township roads. It is under the discretion of the drivers to use the salt/sand on the roads. They were discussing the Sunny Beach Road and looking at possibly as a secondary county road… they were going to be more aggressive on keeping the road clear. Tuesday morning the board received complaints that the intersection of Harris Town Road and Wendigo Park Road was an ice rink. We had a lot of complaints about the road being icy. The plow was out in the area and going to wait to Wednesday to put the salt sand combo on the roads. When you do just the salt it makes it worse… as it gets slushy and freezes if they can't get back to it. They County made sure the supervisors knew they were free to call and use their discretion to what needs to be done. They County will keep us updated for the tonnage and where we are thus far…they are looking in to the GPS for the county trucks. In the long run it would save money with the GSP. We talked to Karen from the County they are going to have meeting on the emergency end of it, the driver gets called, comes to the shop and then has to go out. Sometimes the drivers have to go far and the county has plans in place if they need another grader. The County has been calling about leasing a grader for the winter or be able to get one first thing and how much can you have sitting around and making payments on and not using it.

If they go to straight salt lasts all day long in one truck… if they do salt/sand the trucks would have to come and be filled up 6-7 times in one day. It might cost more to purchase the salt in the beginning, but it is better to put down. 300 lb of salt will do one lane mile at 30 degrees, it will do a lot per pound. A bunch of trucks have side shoots and have the salt going down the middle of the roads to help both lanes of high way and the County is trying to be more cost effective.

They have been on Sunny Beach Road fast this last time because of all the traffic on the road. They don't mind if the Township calls. District 4 we have all the numbers… they don't want every supervisor from each township calling in. EX: two supervisors call from one township as they can have a point person on the roads. Makes sense to have two from our township who would be the Chairman and the supervisor of the employees. They like to start plowing at 4 am before the traffic starts on the main county roads. Foreman had to make a call and look at the forecast to make the call if we need to be plowed. It was historically the districts who made the decisions and when they have a snow event like this, instead of making the individual districts make that choice on their own. They are going to start communicating better between districts.

Contingency plan and a few dollars in the budget to make sure we have the resources to make sure that in case of something happens we have the resources to pay someone to help come and plow. In regular events we have one road to plow and sometimes we don't get out there until Monday afternoon. Is that the way we want to handle this….if its 3 inches or under don't call in, but anything more than that they have to come in and go plow. The maintenance crew needs to be plowing first thing. DO we want to pay them to come in and we have to compensate if they're on call.

On option for exploring is to have a contractor on standby to help if needed. We can set money up to have them come and plow so we can get roads plowed. Graders go a lot slower and if we have a contract with someone we need to have them on standby. We have a couple of options, but are we willing to paying for the same job twice…. For the season if we hire someone else to plow and if we can we plow this storm; we hired someone else and then we would have to the County board to be reimbursed and they would have a contract with us… if we have policy we have we would have to coordinate with the County. If the plows have not plowed the roads yet, you set a time frame and the County has not been there you can call the contractor. If we are talking about a foot of snow, then call and ask when the County will be going out to plowing our roads. One idea is get the guy for Spang

Township to be on standby for plowing our roads. We are looking to put a policy in place for after hours or deep snow. This all hinges on how the County communicates with us; also with the employee changes with the County it was hard with this last storm because there was some new people in place. Hope would be to have everything open in one day, at least a pass. (Only if we had another huge storm.) Schwartz has a grader and a front end loader that could do the gravel roads; focus on the black top roads and mainly populated roads. It would help them out and then they could get the gravel roads done faster. Supervisor Kelley will talk to Schwartz and Rob Bunes about what they would need to do in able to help; and put in our policy and what they would need from the Township. Supervisor Kelley will talk to Casper too about their ideas and they would give us something to work with and then we are kind of at the mercy of our guys and the County. Just check to see what we can do.

Newsletter- Intent… quarterly and come up with an email list to communicate to our residents. Facebook and emails would be huge. People would be informed; upcoming what is discussed at the meeting and thoughts of what is going on in the township and interesting tidbits about current events. Article on something different… two articles from the supervisors for the newsletter. What do we want to see in the newsletter and make sure we are reimbursing the volunteers for their supplies. Annual meeting recognize all the volunteers… Judy and Cindy are going to start at the end of January…Mines and Pines you can post anything for free in one section. Supervisor Haubrich will talk to Cindy and Judy to see what they want to see in the newsletter.

Volunteers… if they have expenses they should be paid by the Township. Nobody should be paying for anything out of their pocket. If we need arises and we need help with something we had others who said they would help and then they didn't do anything to help. Almost have to have a committee and group and have names, phone number, and email that you can use this group for just about anything. Put one member of the supervisors on the committee and one point person from the community.

The work sessions and nothing is said to summarize what was said at the work session… it should be said at the next meeting. Then we can put this on the agenda and then put on there that they are on the work session.

What kind of service and phone service and we could set it up. Emergency preparedness and asking to see if we can the on the county system. For all emergency's in the township.

Motion to adjourn made by Clayton and seconded by Haubrich passed by all 8:30 pm

SEH

Building a Better World for All of Us®

MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, SEH

DATE: January 4, 2017

RE: Cost Estimate—Additional Sunny Beach Road Subgrade Correction

At the December Board meeting SEH was directed to prepare a cost estimate to perform additional subgrade correction on Sunny Beach Road. The location of the work is near 30191 Sunny Beach Road. As the Board recalls, this area showed pavement cracking after the road was rehabilitated last summer. The plan is to reexamine the road in the spring and make a "go/no-go" decision on subgrade correction at that time.

The Board wanted an estimate to help in budgeting road work and improvements for 2017.

SEH prepared estimates for correcting a 185-foot long section of the road. We assumed a 3-foot deep subcut which is what was done on other sections of the road in 2016. We prepared estimates for subgrade correction on half the road (the eastbound lane shows much more cracking than the westbound lane) and for subgrade correction over the full width of the road.

Estimates are:

- 185 feet long for half the road width: $24,577
- 185 feet long for full width: $39,728

If our springtime inspection of the road results in a different length of corrective work, we will update the estimates accordingly.

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Harris Township
Vicinity of 30191 Sunny Beach Road
Subcut Estimate

SEH Proj. No. 136649
12/29/2016

Partial Width Repair

No.	Item	Unit	Quantity	Unit Price	Total Price	Notes
1	Mobilization	LS	1	$ 1,850.00	$ 1,850.00	
2	Saw Cut Bituminous Pavement	LF	254	$ 3.25	$ 825.50	1/2 road width @ 2 places plus centerline cut
3	Remove Bituminous Pavement	SY	307	$ 5.25	$ 1,611.75	
4	Common Excavation (EV)	CY	400	$ 9.85	$ 3,940.00	3 foot sub cut plus class 5 base
5	Select Granular Borrow (CV) (P)	CY	325	$ 18.45	$ 5,996.25	replacement material for subcut
6	Aggregate Base Class V (CV) (P)	CY	84	$ 25.30	$ 2,125.20	8" thick class 5 base
7	Type SP 9.5 Wear Course Mix (3,B)	Ton	32	$ 52.80	$ 1,689.60	1-1/2" wear course @ 115#/SY/Inch
8	Type SP 12.5 Non Wear Course Mix (3,B)	Ton	52	$ 48.40	$ 2,516.80	2-1/2" non wear course @ 110#/SY/Inch
9	Aggregate Shouldering Cl 1	Ton	14	$ 63.00	$ 882.00	4" thick at a width of 2 feet for 1 shoulder
10	4" Double Yellow Stripe	LF	230	$ 1.90	$ 437.00	centerline striping
11	4" Solid White Stripe	LF	230	$ 1.10	$ 253.00	Shoulder Striping one side
12	Traffic Control	LS	1	$ 2,450.00	$ 2,450.00	Per MMUTCD

$ 24,577.10

Full Width Repair

No.	Item	Unit	Quantity	Unit Price	Total Price	Notes
1	Mobilization	LS	1	$ 1,850.00	$ 1,850.00	
2	Saw Cut Bituminous Pavement	LF	48	$ 3.25	$ 156.00	road width @ 2 places
3	Remove Bituminous Pavement	SY	614	$ 4.75	$ 2,916.50	
4	Common Excavation (EV)	CY	810	$ 8.95	$ 7,249.50	3 foot sub cut plus class 5 base
5	Select Granular Borrow (CV) (P)	CY	650	$ 16.75	$ 10,887.50	replacement material for subcut
6	Aggregate Base Class V (CV) (P)	CY	168	$ 23.00	$ 3,864.00	8" thick class 5 base
7	Type SP 9.5 Wear Course Mix (3,B)	Ton	64	$ 48.00	$ 3,072.00	1-1/2" wear course @ 115#/SY/Inch
8	Type SP 12.5 Non Wear Course Mix (3,B)	Ton	104	$ 44.00	$ 4,576.00	2-1/2" non wear course @ 110#/SY/Inch
9	Aggregate Shouldering Cl 1	Ton	28	$ 63.00	$ 1,764.00	4" thick at a width of 2 feet for both shoulders
10	4" Double Yellow Stripe	LF	230	$ 1.90	$ 437.00	centerline striping
11	4" Solid White Stripe	LF	460	$ 1.10	$ 506.00	Shoulder Striping both sides
12	Traffic Control	LS	1	$ 2,450.00	$ 2,450.00	Per MMUTCD

$ 39,728.50

Quantities are based on approximately 185 foot long, 3 foot deep subcut with 10:1 tapers at both ends.

Payment Request

Harris Township

Itasca County

Name: Amber Hart

~~Address:~~ Pay Period

12-13-16

Renter Register

Date	Description	Amount
11-10	Charlotte Lorenson, CK# 6000	50.00
11-15	Ron Hauman, Car Club, CK# 7437	50.00
11-19	Jan Omelia, CK# 4647 (non-Res)	100.00
11-20	Jim Kelley, CK# 2082	50.00
11-22	Flyway Club, CK# 8086	25.00 *
11-26	Mary Louise Patnaude, CK# 8508 (non-Res)	100.00
12-3	Marge Kelley, CK# 4048	50.00
12-10	Vicki Andrews, CK# 8403	50.00
11-19	Deposit Kept. (cash)	25.00
	Total	500.00
	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 Monthly Town Hall Report

Caretaker Amber Hart Date 12-13-16

General Cleaning 21.25 **hrs.**

Miscellaneous Duties/Work 17. hrs.

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

Notes:

Total (All hours worked) 38.25 hrs.

Rentals

Resident's 5

No Charge/Discounted Only by board approval 1

Notes

Non-Residents 2

Discounted Only by Board approval —

Notes Kept deposit from 11-19 renter, Non-Resident.

Board Functions (meetings, scheduled hold, voting) 6

Total 475.00

Deposits Retained 25.00

Total money collected 500.

Maintenance or Safety concerns:

November 2016 Maintenance Report

Weekly Maintenance Plan for October 31st – November 4th

Task to be completed	Estimated hours	Priority
Cover A/C unit and bring over towels for the Town Hall	½	1
Put up corner markers	8	1
Prepare lawnmowers for winter storage	4	3
Inspections of both parks, Town Hall, and all boat landings	2	1
Clean up leaves and pine needles on the corner property next to the Service Center	4	1
Rake out the shoulders on the Sunny Beach Rd. and check over Birch St. to see how the shoulders are holding up.	4	2
Clean mower decks and sharpen mower blades and change oil on both of them	4	3
Limb branches at Wendigo Ballfield	4	3
Check over Generator and change oil in it, for the ground heater.	1	2
Make weekly report for following week	1	3
Fill out time sheets	3	2
Change oil on the ASV, tighten the tracks, grease machine, fix the door seal	4 ½	2

Derrick
10/31/16 -- 11/04/16 Vacation
Dan
Date: 10/31/16

- Meeting with Ken 1 hr
- Raked out shoulders with damaged areas on Sunny beach RD, Birch ST, Isle view. 1 ½ hrs
- Not on list: checked Cul-de-sac on Tolerick RD and Pine landing culvert shoulder both Are holding up nicely. Checked Schmidt Rd and has been graded. ½ hr
- Changed oil on ground heater generator and started battery was dead charged will Check Tuesday may need replacing? 1 hr
- Not on list: Moved sand pile next to Garage at shop and leveled out shop driveway 1 hr
- Changed oil on ASV greased and adjusted tracks. Wil be finishing on Tuesday 3 hrs

Dan

Harris Maintenance

Date: 11/1/16

- Dailey time sheet. ½ hr
- Davies for fuel Dump truck, Cole hardware for shop supplies, stopped at Fastenal For bolts ordered for signs they are back order. ½ hr
- Used Silicone to reinstall door seal on ASV and check anti-freeze Good for -34Install belly pan removed for oil change. 1 ½ hr
- Started generator and powered up ground heater aired up one tire As it was low. 1 hr
- Moved some brush from pile and ditch in front of shop to the field For burning. ½ hr
- Mow and mulched up leaves and pine needles corner property. 4 hrs

Dan

Date: 11/2/16

- Daily Time sheet. ½ hr
- Update equipment and road flies. ½ hr
- Cut limbs and dead trees from around Wendigo park ballfield. 3 ½ hrs
- Not on the list: Replace 2 bulbs in Hall office and pick up trash. ½ hr
- Not on the list: Clean up more trees cut down on 10/28/16 in front of shop. 3 hrs

Dan

Date: 11/3/16

- Changed oil and filter on Gravely and JD 920, checked drive fluid level in both, checked belts, Checked air in tires, added gas stabilizer to both, greased JD 920, replaced blades and cleaned Grass from under mower deck on Gravely, sharpened blades and cleaned grass from under mower deck on JD 920, washed JD 920, vacuumed dirt out of Gravely belts and around engine. Moved both to the Cemetery building. 4 hrs
- Added stabilizer to Tiller and push mower and moved to Cemetery building. ½ hr
- Black dirt and seeded Josephine Crowe grave and some on Shirley Moos grave also. ½ hr
- Finished cleaning up trees and brush from in front of shop on Wendigo park RD. ½ hr
- Started installing Cemetery block corner markers. Will finish Friday 2 ½ hrs

Dan

Date: 11/4/16

- Daily time sheet, weekly to do list. 2 hrs
- Wendigo park and Crystal park inspections. Picked up trash at Crystal all good. 1 hr
- Boat landing inspections. All looked good. ½ hr
- Town Hall inspection looks good. Put cover on A/C unit. ½ hr
- Not on the list: Marked out for Dead end sign on Pine ST. ½ hr
- Finished installing Cemetery block corner markers. 3 hrs
- Not on the list: Had a couple looking for some Relatives in the Cemetery Tried locating them on the computer but are not buried at Harris. ½ hr

Weekly Maintenance Plan 11/7/16---11/11/16

Harris Maintenance

Task to be completed	Estimated hours	Priority
Election setup and tack down. We normally have done this not sure anymore?	10	1
Bill and receipts, time sheets for the month.	3	1
Fill out weekly time sheets.	6	2
Make next weeks to do list.	2	3
Locate and install for dead end sign Pine street to finish work order.	3	3
Install new lights in Town Hall will try for Friday	16	3
Work on new Inspection forms.	4	3
Put gas stabilizer in all gas cans and gas powered equipment.	1	3
Run wells at rinks get all hose and warming houses ready.	2	2
Inspect all roads for snow plowing issues.	6	2
Weekly meetings.	4	2
Replace 8' light fixture in shop garage burnt out.	3	3
Take down tennis net for the year.	2	3
Replace locks on warming houses and have more keys made.	5	3
Make park and landing inspections and also the Hall.	4	2
Start cutting Trees on Nancy dr.	9	3

Harris Maintenance

Derrick
11/7/16

- Filed receipts and finished time sheets for the month of October 1 ½ hr
- Set up election booths, brought up all equipment for elections and, rearranged

Town Hall for the election 2 ½ hr

- Picked up door knobs, batteries and, a new LED light fixture for the Service Center Garage ½ hr
- Removed tennis nets at both parks and stored them in the Wendigo Park garage
  Run the well at Crystal Park for testing
  Changed door knob and deadbolt on the Wendigo warming shack, Adjusted the door on the well pump at Crystal park
  Swept floor of warming shack at Crystal Park 4 hr

Dan
11/7/16

- Filed receipts and finished time sheets for the month of October 1 hr
- Set up election booths, brought up all equipment for elections and, rearranged Town Hall for the election 2 ½ hrs
- Added gas stabilizer to all trimmers, leaf blowers, water pump and gas cans with
- Gas still in them. ½ hr
- Added Class 5 to area on the road to the cemetery to prevent it from washing out and creating ruts ½ hr
- Removed tennis nets at both parks and stored them in the Wendigo Park garage
  Run the well at Wendigo Park for testing
- Changed door knob and deadbolt on Crystal warming shack Swept floor of warming shack at Wendigo Park 3 ½ hr

Dan
11/8/16

- Meeting with Ken 1 hr
- Meeting with Becky 1 hr
- Removed old fluorescent light fixture and bulbs and rewired and installed new LED fixture in the Service Center Garage. 1 ½ hr
- Worked on creating inspection forms for roads, parks, and boat landings and filled out daily time sheets 1 hr
- Started cutting trees in the cul-de-sac area on Nancy Dr. 3 ½ hr

Derrick
11/8/16

- Meeting with Ken 1 hr
- Meeting with Becky 1 hr
- Removed old fluorescent light fixture and bulbs and rewired and installed new LED fixture in the Service Center Garage. 1 ½ hr
- Worked on creating inspection forms for roads, parks, and boat landings and filled out daily time sheets 1 hr
- Started cutting trees in the cul-de-sac area on Nancy Dr. 3 ½ hr

Dan
11/9/16

- Made road inspections to check the roads for any hanging tree limbs or anything that would obstruct the plows during winter. 4 hr

Harris Maintenance

- Sharpened Stihl chainsaw and adjusted idle to make it run better ½ hr
- Worked on Road inspections sheets and contacted Local Boy to have the dumpster Dumped ½ hr
- Took down Election set up and put Town Hall back to meeting format 3 hr

Derrick
11/9/16

- Made road inspections to check the roads for any hanging tree limbs or anything that would obstruct the plows during winter. 3 ½ hr
- Worked on and filled out road inspection forms 1 hr
- Took down Election set up and put Town Hall back to meeting format 3 hr
- Organized more of the Service Center garage area and started cleaning off the Workbench ½ hr

Dan
11/10/16

- Meeting with Ken 1 hr
- Looked over annual budget sheet spending 2 hr
- Picked up sign bolts, had keys made, picked up packs of wire nuts 1 hr
- Fill out daily time sheet ½ hr
- Installed Dead End sign on Pine St. 1 ½ hr
- Worked on weekly plan for next week (November 14) 1 hr
- Cut tree limbs on Pine St. ½ hr
- Cut down broken tree on Birch St. ½ hr

Derrick
11/10/16

- Meeting with Ken 1 hr
- Looked over annual budget sheet spending 2 hr
- Finished filling out road inspection forms and emailed to supervisors 1 hr
- Fill out daily time sheet ½ hr
- Installed Dead End sign on Pine St. 1 ½ hr
- Worked on weekly plan for next week (November 14) 1 hr
- Cut tree limbs on Pine St. ½ hr
- Cut down broken tree on Birch St. ½ hr

Dan
11/11/16

- Worked on weekly plan for following week of November 14 ½ hr
- Changed over lighting in the Town Hall to LED lights (ran out of time to finish the kitchen and bathrooms but the meeting area was completed) 7 hr
- Filled out daily reports ½ hr

Derrick
11/11/16

- Worked on weekly plan for following week of November 14 ½ hr

Harris Maintenance

- Changed over lighting in the Town Hall to LED lights (ran out of time to finish the kitchen and bathrooms but the meeting area was completed) 7 hr
- Filled out daily reports ½ hr

- **Weekly Maintenance Plan for November 14th – November 18th**

Task to be completed	Estimated hours	Priority
Move signs from behind the Service Center building	2	1
Clean out dugouts and move to permanent place	4	1
Raise and level out Wendigo ballfield with Agra-lime	15	2
Move small trailer to Town Hall garage	½	3
Check over Toro snow blower and change oil	1	2
Get snow plows ready for winter	1	2
Check over snow blower for the John Deere 1445	½	2
Trim Crystal Rink	1 ½	2
Paint the Cemetery building posts	1	1
Check over backhoe and grease it	1	2
Work on typing up the cemetery burials for reference of how many were done per year	2 ½	3
Weekly work plan	1	3
Daily time sheets	3	2
Meeting time	4	2
Inspections for the Parks, boat landings and the Town hall	2	3

Derrick

Date: 11/14/16

Harris Maintenance

- Vacation 8 hrs

Dan
Date: 11/14/16

- Meeting with Ken ½ hr
- Drain out and Haul old water heater to Bass brook recycling and some old signs Just dump of. 1 hr
- Clean out dug outs moved some things to Wendigo garage and some to Hall Garage. 3 hrs
- Moved all the portable road signs to Wendigo garage. 1 ½ hrs
- Paint cemetery building door posts. ½ hr
- Not on the list throw out all old Ballasts removed from the Hall lights. ½ hr
- Drained water from garage furnace water tank.
- Hauled small trailer to Hall garage. ½ hr
- Dailey time sheet. ½ hr

Dan
Date: 11/15/16

- Hauled agrilime to Wendigo ballfield with dump truck (16) loads 7 ½ hrs
- Worked on cemetery burial sheets. Called Cheryl Rush about burial sites they own. ½ hr

Dan
Date: 11/16/16

- Work on Cemetery burial sheets. 1 hr
- Talk with ken about removal of a mailbox post on Birch ST that was a concern of Louis Lange was a new u-post installed in that area and not sure if it's to be removed waiting for more information. ½ hr
- Met with Mrs. Cheryl Rush at the cemetery to discuss the grave sites the family Owns and placement of her brother husband and mother. ½ hr
- Hauled more agrilime to Wendigo ballfield looks like it will take the whole Pile we have. 11 loads hauled 6 hrs

Dan
Date: 11/17/16

- Work on cemetery burial sheets. 1 hr
- Went to Birch ST was going to remove mailbox post near Louis Lang property And someone had removed it already. ½ hr
- Hauled 2 loads of agrilime for Wendigo ballfield but cooling fan broke on ASV Was not able to finish. ½ hr

Parks Maintenance

- Picked up new fan and talked with the mechanic at Terex he suggested checking the water pump as it might be worn and causing the fan to hit the fan shroud and also drill out the Fan shroud holes and raise it up as there is only ¼" of gap. Had to order new water pump Will not be in till next week some time. Had to order a coolant hose also that should be Replaced as it is worn that will take long to get but can install at a later date. 3 hrs
- hooked them up to the trucks, washed both snowplows checked fluids and hoses Checked lights sprayed WD40 on center pivot points. 1 hr
- Washed dump truck. ½ hr
- Trimmed the whole inside of crystal rink with weed trimmer. 1 hr
- Dailey time sheet. ½ hr

Dan
Date: 11/17/16

- Work on cemetery burial sheets. 1 hr
- Went to Birch ST was going to remove mailbox post near Louis Lang property And someone had removed it already. ½ hr
- Hauled 2 loads of agrilime for Wendigo ballfield but cooling fan broke on ASV Was not able to finish. ½ hr
- Picked up new fan and talked with the mechanic at Terex he suggested checking the water pump as it might be worn and causing the fan to hit the fan shroud and also drill out the Fan shroud holes and raise it up as there is only ¼" of gap. Had to order new water pump Will not be in till next week some time. Had to order a coolant hose also that should be Replaced as it is worn that will take long to get but can install at a later date. 3 hrs
- hooked them up to the trucks, washed both snowplows checked fluids and hoses Checked lights sprayed WD40 on center pivot points. 1 hr
- Washed dump truck. ½ hr
- Trimmed the whole inside of crystal rink with weed trimmer. 1 hr
- Dailey time sheet. ½ hr

Dan
Date: 11/18/16

- Work on cemetery burial sheet. 1 hr
- Plow Town Hall. 1 hr
- Plow Ruff shores in the morning. ½ hr
- Plow Crystal Park. 1 hr
- Plow cemetery. 1 ½ hrs
- Started plowing shop got stuck three times had to snow blow most of it will need To be pushed back with ASV when fixed trucks just spin very slick. 2 hr
- Power went out at 3:00 pm not able to set alarm with power out.
- Weekly work plan. 1 hr

Weekly Maintenance Plan 11/21/16 to 11/2516

Harris Maintenance

Task to be completed	Estimated hours	Priority
Replace water pump install new anti-freeze, install new coolant fan and belts. Oval out fan shroud holes to open up the gap on Top of the fan. Will have to replace coolant hose at a later date part will not up in time.	10	1
Rotate tires and check brake pads on pickup	1 1/2	2
Check differentials, transmission, transfer case fluids. And clean inside cab.	3	2
Update all files and paper work.	7.5	3
Thanksgiving OFF	8	1
Weekly work list.	1	3
Daily time sheets	3	3
Meeting time	4	2
Inspections of properties.	2	2

Dan
11/21-22/16

- Vacation 40 hrs

Derrick
11/21/16

- Plowed snow at the Service Center 2 hr.
- Plowed snow at Wendigo Park 1 hr.
- Took pictures and attempted to cut fallen branches that landed on the fence behind the port-a-john, ran out of time will continue tomorrow. ½ hr
- Plowed snow at Crystal Park 1 hr.
- Plowed snow at Ruff Shores Rd., there is a ridge of ice at the intersection of Southwood Rd. and Ruff Shores Rd. Otherwise the road turned out good. ½ hr.
- Snowblowed the cemetery. While snow blowing the cemetery, the shear pin broke on the snow blower. This will be fixed tomorrow as I had run out of time. 1 ½ hr.
- Limbed branches on the Wendigo Park Rd., and Southwood Rd. Southwood Rd. had a tree fall onto it. It is cut out of the way for now, I will try to finish cutting it as soon as I can. 1 ½ hr.

Harris Maintenance

Derrick
11/22/16

- Meeting with Ken ½ hr.
- Disassembled broken coolant fan on ASV and cleaned out broken pieces from ASV. Spoke with ASV about the new water pump and it will not arrive until possibly next week. They will call when it shows up. ½ hr.
- Replaced bolt on the PTO shaft for the John Deere 1445 snow blower. The previous bolt broke off while removing snow from the cemetery yesterday. ½ hr.
- Cut up fallen branches and trees off of the Southwood Rd 2 hr.
- Removed fallen branches from fence at Wendigo Park. Pictures were taken of the damage to the fence. 2 ½ hr.
- Plowed snow and snowblow walkways at the Town Hall. 1 hr.
- Filled out daily time sheets, sent last week daily sheets and weekly work plan. 1 hr.

Derrick
11/23/16

- Plowed snow at The Town Hall 1 hr.
- Plowed snow at Crystal Park ½ hr.
- Plowed snow at Mishawaka, Casper, and LaPlant Boat landings 1 ½ hr.
- Snowblow the roadways at the Cemetery 1 ½ hr.
- Talked to Supervisor Kelly about branches on Mishawaka Shore Trl and cut tree branches and removed broken trees from road on Mishawaka Rd., Mishawaka Shores Trl., Pine Landing Dr., Sunny Beach Rd. and Southwood Rd. 2 ½ hr.
- Started plowing the Service Center, did not finish it, ran out of time, I will finish it on Friday the 25th and picked up the new water pump for the ASV. ½ hr.
- Filled out daily time sheet and worked on weekly plan for next week ½ hr.

Derrick

11/25/16

- Rotated the tires and checked the brake pads on the Chevrolet 3500 Pickup truck 1 hr.
- Checked and added fluid where needed in the front differential, rear differential, and transfer case on the Chevrolet 3500 Pickup truck and cleaned the inside of the cab 2 hr.
- Worked on weekly plan for the week of November 28th ½ hr.
- Filled out daily time sheet ½ hr.
- Used snow blower on the John Deere 1445 to remove snow and slush from the Wendigo Park Rd. next to the Service Center entrance and the Service Center. 1hr
- Made park inspections of both parks – good ½ hr.
- Made inspections at the Town Hall – Good, Set mouse traps underneath the kitchen sink and in the basement. Picked up garbage from the renters of the previous weekend. ½ hr.
- Worked on moving the ASV coolant fan shroud to make more space for the fan during operation of the machine. 1 hr.
- Called Martin Snowplows about a light for the VX85 snowplow, the light fixture fell out of the housing for the light while driving to Crystal park for inspections. The

Harris Maintenance

plastic area of the housing, where the bolts fasten on, had snapped off. Will have to pick up a new one on Monday the 28th. ½ hr.
Filled out inspection forms for both Parks and the Town hall ½ hr.

Weekly Maintenance Plan for November 28th – December 2nd 2016

Task to be completed	Estimated hours	Priority
Snow removal at Town Hall	4	1
Snow removal at Boat landings	3	1
Snow removal at Cemetery	4	1
Move snow banks at the Town Hall	4	2
Prepare the Hockey rinks at Crystal and Wendigo Parks for ice making	20	2
Install new water pump and new coolant on the ASV	3	1
Meeting time	8	2
Daily time sheets	6	3
Making out the weekly plan for the following week	2	3
Remove broken limbs and branches from Wendigo Park parking lot, haul away and clean up parking lot	6	1
Cremation burial for Bjork in Section 1	2	1
Finish installing new lights inside the Town Hall	5	1
Finish Wendigo ballfield sign	7	3
Paint walls the need painting inside the Town Hall and fix the areas on the ceiling that need it.	6	2

Dan
11/28/16

- Meeting with Ken 1 hr
- Cut up fallen tree on the Mishawaka Rd ½ hr
- Picked up new plow light for the snowplow on the pickup truck from Martin Snowplow ½ hr
- Inspected the Town Hall – good ½ hr
- Picked up supplies in town for the ASV, fuel tank, salt, and a new air hose for the Service Center garage ½ hr
- Removed old water pump and installed new one, removed fan shroud and reinstalled, drained antifreeze, installed new belt, installed fan and pulleys 5 hr

Derrick
11/28/16

- Meeting with Ken 1 hr
- Cut up fallen tree on the Mishawaka Rd ½ hr
- Picked up new plow light for the snowplow on the pickup truck from Martin Snowplow ½ hr
- Inspected the Town Hall – good ½ hr

Harris Maintenance

- Picked up supplies in town for the ASV, fuel tank, salt, and a new air hose for the Service Center garage ½ hr
- Installed new air hose and couplers on the hose reel in the Service Center garage 1 hr
- Helped install the coolant fan, belts and fan shroud on the ASV. 3 ½ hr
- Cut the opening of the fan shroud to give more room for the coolant fan ½ hr

Dan
Date: 11/29/16

- Finish putting ASV back together, new coolant, made a brace for A/C compressor 3 ½ hrs
- Clean up some of the Wendigo park tree limbs. Cut some hanging limbs that are broken down hauled all back to shop dumped in pile. 2 ½ hrs
- Cut up trees we cut down on Birch that were hanging. ½ hr
- Checked Bear creek and Jane ln and Vroman rd looks like the road sign was hit and bent. 1 hr
- Went and fueled the dump truck up. ½ hr

Derrick
Date: 11/29/16

- Installed fuel meter on fuel tank and new hose. 1 ½ hrs
- Clean up some of the Wendigo park tree limbs. Cut some hanging limbs that are broken down hauled all back to shop dumped in pile. 2 ½ hrs
- Cut up trees we cut down on Birch that were hanging. ½ hr
- Checked Bear creek and Jane ln and Vroman rd looks like the road sign was hit and bent. 1 hr
- Sharpened chain saw and mixed new can of gas. ½ hr
- Installed new plow light on Right side for the pickup. ½ hr
- Helped on ASV ½ hr
- Clean shop and put tools away. 1 hr

Dan
11/30/16

- Worked on weekly plan for next week 2 hr.
- Went through the old fluorescent bulbs and packed them for recycling them at Ace Hardware 1 ½ hr.
- Finish installing the new LED lights and also checked for any broken light shields at the Town Hall. 2 new shields for the lights will need to be replaced. 2 ½ hr.
- Moved snow banks at the Service Center and the Cemetery 1 hr.
- Started planning out garage organization and rearranged the Service Center garage. 1hr

Harris Maintenance

Derrick
11/30/16

- Worked on weekly plan for next week 2 hr.
- Went through the old fluorescent bulbs and packed them for recycling them at Ace Hardware 1 ½ hr.
- Finish installing the new LED lights and also checked for any broken light shields at the Town Hall. 2 new shields for the lights will need to be replaced. 1 ½ hr.
- Cleaned up the snow banks at the Town Hall with the ASV 1 hr.
- Finished the Road inspection forms and started entering information into computer on roads 1 hr.
- Started planning out garage organization and rearranged the Service Center garage. 1hr.

Dan
12/1/16
Will be on vacation from 12/1/16 to 12/6/16 8 hrs

Derrick
12/1/16

- Meeting with Ken ½ hr
- Remove items from walls and paint inside of the Town Hall. 7 hr
- Sprayed popcorn spray on the bad spots of the ceiling in the Town Hall. The color doesn't match the ceiling color so it will have to be painted in order to make it match. ½ hr

Derrick
12/2/16

- Made and installed temporary barricade at the beginning of Nicholas St. 1 hr.
- Completed weekly work plan for next week and daily time sheets 1 hr.
- Finished painting the inside of the Town Hall. Painted the spots on the ceiling where I sprayed the popcorn texture. Cleaned up Town Hall after I was done. 6 hr.

NOTE: I was pressed for time so I wasn't able to put anymore coats on it but you can still see through the paint where the spots were. It's not terrible but you can tell where the spots were.

Harris Maintenance

Weekly Maintenance Plan for December 5th – December 9th 2016

Task to be completed	Estimated hours	Priority
Record receipts and time sheets for the month	3	2
Fill out daily time sheets	6	2
Meeting time for the week	6	2
Fill out weekly work plan for following week	2	3
Chip up the limbs on the roadside from the recent snow storm	12	1
Meeting with members of the board about the employee handbook	4	3
Make inspections of parks and boat landings	4	3
Paint the inside of the dump box on the Chevrolet dump truck and Adjust side door latch	3 ½	3
Clean up limbs around the Wendigo Park from the recent snow storm. ***(Weather Permitting)***	12	1
Cut brush away from fence line at the LaPlant Boat Landing	1 ½	3
Recycle the old 4ft fluorescent bulbs	1	1
Replace the "End Of Maintenance" sign at the end of Melody Ln.	1	2
Cut down dead trees in the cul-de-sac area on Alicia Pl.	3	2
Wash and wax Chevrolet Pickup truck	3	2
Wash John Deere 1445 and remove Air intake tube	1	2
Finish burial forms	1	3
Vacation time (Dan)	16	**

HARRIS MAINTENANCE

Derrick

12/5/16

- Snowplow Ruff Shores Rd. ½ hr
- Snowplow LaPlant, Mishawaka, and Casper boat landings 1 hr
- Snowplow Crystal Park ½ hr
- Snowplow the Town Hall 1 ½ hr
- Snowplow Wendigo Park ½ hr
- Snowplow Cemetery 1 ½ hr

- Snowplow Service Center 1 ½ hr
- Clean, sweep, and mop the Service Center meeting area ½ hr
- Called the Veterans Service about a Veteran plate. As we talked we noticed that we don't have the Veteran buried at the cemetery so, I left a message with the Veterans office at the Court house to figure it out. ½ hr

Derrick

12/6/16

- Snowplow Ruff Shores Rd. ½ hr
- Snowplow LaPlant, Mishawaka, and Casper boat landings 1 hr
- Snowplow Crystal Park ½ hr
- Snowplow the Town Hall 1 ½ hr
- Snowplow Wendigo Park ½ hr
- Snowplow Cemetery 1 ½ hr
- Snowplow Service Center 1 ½ hr
- Brought in old fluorescent light bulbs to recycle at Ace Hardware ½ hr
- Talked with Veterans Services again today and the Stone will be ordered after the burial process is completed, this means after all of the documentation is processed. I spoke with Mrs. Rush about this as well so everybody is informed on the details now. Also, they will be waiting until spring time to bury her brother, Larry Hongo. ½ hr

Dan

12/7/16

- Snowplow Casper boat landing ½ hr
- Snowplow Service Center 1 hr
- Snowplow Wendigo Park ½ hr
- Snowplow the Cemetery 1 ½ hr
- Meeting with Ken ½ hr
- Worked on entering in information into the computer files ½ hr
- Cleaned snow from hockey rinks at both parks and cleaned up areas around the warming shacks for foot traffic 3 ½ hr

Derrick

12/7/16

- Snowplow Ruff Shores Rd. ½ hr
- Snowplow LaPlant, Mishawaka 1 hr
- Snowplow Crystal Park ½ hr
- Snowplow the Town Hall 1 ½ hr
- Meeting with Ken ½ hr
- Picked up fuel for the tank in the back of the pickup and fueled up the

HARRIS MAINTENANCE

pickup truck ½ hr

- Cleaned snow from hockey rinks at both parks and cleaned up areas around the warming shacks for foot traffic 3 ½ hr

Derrick

Date: 12/8/16

- Clean meeting room. 1 ½ hr
- Push drifts up at Crystal. ½ hr
- Start flooding Crystal. 6 hrs

Dan

Date: 12/8/16

- Work on burial forms. ½ hr
- Plow shop. ½ hr
- Plow cemetery. 1 hr
- Start flooding Wendigo. 6 hrs

Dan

12/9/16

- Meeting with Ken and Becky about budgets 2 hr
- Finish receipts and time sheet paperwork 2 hr
- Finish weekly work plan for following week 1 hr
- Flood Wendigo rink 3 hr

Derrick

12/9/16

- Meeting with Ken and Becky about budgets 2 hr
- Finish receipts and time sheet paperwork 2 hr
- Snowplow the Town hall ½ hr
- Finish weekly work plan for following week 1 hr
- Flood Crystal rink 2 ½ hr

- **Weekly Maintenance Plan December 12th – 16th 2016**

Task to be completed	Estimated hours	Priority
Flood both hockey rinks	48	2
Burial opening/closing for Kyle Kortekass	10	1
Meeting time	6	2
Meeting on the Employee handbook	2	1
Make weekly work plan for following week	2	3
Daily time sheets	4	3

HARRIS MAINTENANCE

Finish burial forms and turn in	4	3
Make inspections	4	3

Dan

12/12/16

- Open grave site for Kyle Kortekass in section 1. 4 ½ hr
- Meeting with Board members about adjustments to the Employee Handbook 2 hr
- Snowplow the Service Center ½ hr
- Snowplow the Cemetery ½ hr
- Finished time sheet paperwork for November ½ hr

Derrick

12/12/16

- Open grave site for Kyle Kortekass in section 1. 4 ½ hr
- Meeting with Board members about adjustments to the Employee Handbook 2 hr
- Snowplow the Ruff Shores Rd. ½ hr
- Snowplow Crystal Park ½ hr
- Finish time sheet paperwork for November ½ hr

Dan

12/13/16

- Close burial for Kyle Kortekass in section 1. 2 hr
- Spread sand and clean up snowdrifts around burial site ½ hr
- Flood Wendigo rink 4 hr
- Fill out burial form information 1 hr
- Snowplow Wendigo park ½ hr

Derrick

12/13/16

- Close burial for Kyle Kortekass in section 1. 2 hr
- Spread sand and clean up snowdrifts around burial site ½ hr
- Flood Crystal rink 4 hr
- Clean Service Center garage and unclog floor drain in attached garage 1 hr
- Fill out daily time sheets ½ hr

Derrick

Date: 12/14/16

- Plow Town hall. 1 ½ hr
- Plow Mishawaka landing. ½ hr
- Flood Crystal rink. 5 ½ hrs
- Plow Laplant landing. ½ hr

HARRIS MAINTENANCE

Dan

Date: 12/14/16

- Plow cemetery drifts. 1 hr
- Plow Casper landing. ½ hr
- Flood Wendigo rink. 6 ½ hrs

Derrick

Date: 12/15/16

- Flooded Crystal rink. 3 hrs
- Meeting with Ken. 1 hr
- Cemetery paper work. 4 hrs

Dan

Date: 12/15/16

- Clean snow off Wendigo rink and check ice fix holes in nets and put out. 2 hrs
- Meeting with Ken. 1 hr
- Cemetery scrape road and move snow banks back from drifts. 3 hrs
- Adjust right side dump box door on dump truck. ½ hr
- Work on cemetery burial sheets. 1 hr
- Work on burial cost for winter burials. ½ hr

Dan

12/16/16

- Made inspections at both parks 1 hr
- Made inspections of the Town Hall ½ hr
- Made inspections at all boat landings 1 hr
- Replaced End of Maintenance sign at the end of Melody Ln. ½ hr
- Checked the Tolerick Rd. cul-de-sac to see the condition of the gravel. – good ½ hr
- Filled out Weekly plan sheet ½ hr
- Looked over hockey rinks and filled in areas on the Wendigo Rink that had air pockets or ice was chipping away. 1 hr
- Worked on finishing the Wendigo Ballfield sign 3 hr

Derrick

12/16/16

- Made inspections at both parks 1 hr
- Made inspections of the Town Hall ½ hr
- Made inspections at all boat landings 1 hr
- Replaced End of Maintenance sign at the end of Melody Ln. ½ hr
- Checked the Tolerick Rd. culdesac to see the condition of the gravel. – good ½ hr
- Filled out Wekkly plan sheet ½ hr

HARD MAINTENANCE

- Filled out Inspection forms 1 hr
- Completed Burial Information lists 2 hr
- Looked over hockey rinks and filled in areas on the Wendigo Rink that had air pockets or ice was chipping away. 1 hr

Weekly Maintenance Plan for December 19th – December 23rd 2016

Task to be completed	Estimated hours	Priority
Clean and flood hockey rinks	12	1
Paint ceiling at the Town Hall	32	2
Wash and wax both trucks and the John Deere 1445	8	2
Inspect the ice at the hockey rinks for holes or hazardous cracks	10	1
Make inspections at both parks and all boat landings	4	3
Meeting time	6	2
Fill out daily time sheets	6	3
Make weekly work plan for following week	2	3

Dan

12/19/16

- Snowplow the Cemetery 1 hr
- Tested and changed flagpole light bulb at the Cemetery, old one had burnt Out ½ hr
- Snowplow Casper Boat landing and the Service Center 1 ½ hr
- Snow plow Wendigo Park ½ hr
- Remove snow from both hockey rinks and put water on random spots on the ice to patch up cracks and holes. 3 hr
- Set up tax exemption status with Tapco and ordered Bulletin Board from Tapco ½ hr
- Met with Jim and the rink attendants at both parks to discuss the duties and show the attendants where switches are for rink lights and heaters 1 hr

Derrick

12/19/16

- Snowplow the Town Hall 1 hr
- Snowplow Mishawaka and LaPlant boat landing and Ruff Shores Rd 1 ½ hr
- Snow plow Crystal Park ½ hr
- Remove snow from both hockey rinks and put water on random spots on the ice to patch up cracks and holes. 3 hr
- Fill out time sheet paperwork ½ hr
- Rolled up fire hose for flooding rinks and stored it in attached garage ½ hr
- Sweep garage floor in the Service Center garage ½ hr
- Sweep floor inside the Service Center meeting room and computer area ½ hr

HARRIS MAINTENANCE

Dan

Date: 12/20/16

- Check both rinks patch the holes on Crystal rink. 2 hrs
- Plow snow drifts on Vroman rd . 1 hr
- Plow drifts at cemetery. 1 hr
- Plow Town Hall parking lot. ½ hr
- Plow drifts Crystal parking lot.
- Washed both trucks waxed pickup. 2 hrs
- Washed JD 1445 tractor cleaned windows. ½ hr
- Worked on Bishop sign painted need to paint the letters yet. 1 hr

Derrick

Date: 12/20/16

- Vacation. 8 hrs

Dan

12/21/16

- Flooded Crystal rink and patched holes in ice, came back at the end of the day to check the condition. Still had soft spots. Patched up cracks in rink at Wendigo Park 3 ½ hr
- Ran to town and picked up supplies for painting the ceiling at the Town Hall and a veterans plate from the Veterans Office 1 hr
- Painted the ceiling at the Town Hall 3 ½ hr

Derrick

12/21/16

- Flooded Crystal rink and patched holes in ice, came back at the end of the day to check the condition. Still had soft spots. Patched up cracks in rink at Wendigo Park 3 ½ hr
- Ran to town and picked up supplies for painting the ceiling at the Town Hall and a veterans plate from the Veterans Office 1 hr
- Painted the ceiling at the Town Hall 3 ½ hr

Derrick

Date: 12/22/16

- Sweep of and shovel snow over the boards on Wendigo and Crystal rinks sprayed with water and squeegeed. 4 hrs
- Talked with Jim about Crystal rink not frozen yet so we locked the gate and put a sign on stating it's not frozen and will be closed. ½ hr

HARRIS MAINTENANCE

- Checked wendigo looks good but has some wet spots yet. Is open ½ hr
- Painted more of Town Hall ceiling. 3 hrs

Dan

Date: 12/22/16

- Sweep of and shovel snow over the boards on Wendigo and Crystal rinks sprayed with water and squeegeed. 4 hrs
- Talked with Jim about Crystal rink not frozen yet so we locked the gate and put a sign on stating it's not frozen and will be closed. ½ hr
- Checked wendigo looks good but has some wet spots yet. Is open ½ hr
- Painted more of Town Hall ceiling. 3 hrs

Dan

12/23/16

- Meeting with Ken ½ hr
- Checked both hockey rinks and fixed the holes at Wendigo Rink 1 hr
- Worked on weekly plan for following week 1 hr
- Finished first coat on the ceiling at the Town Hall, installed 2 new light covers in the meeting area of the Hall 5 ½ hr

Derrick

12/23/16

- Meeting with Ken ½ hr
- Checked both hockey rinks and fixed the holes at Wendigo Rink 1 hr
- Worked on weekly plan for following week 1 hr
- Finished first coat on the ceiling at the Town Hall, installed 2 new light covers in the meeting area of the Hall 5 ½ hr

Weekly Maintenance Plan for December 26th – 30th 2016

Task to be completed	Estimated hours	Priority
Paint second coat on ceiling and paint the Bathroom walls in the Town Hall	24	2
Clean off hockey rinks, check and flood as needed at both parks	12	2
Snow plow Township properties, parks, and boat landings	16	1
Fill out daily time sheets	6	2
Fill out weekly work plan	2	3
Meeting time	4	2
Holiday (Christmas) 12/26/16	16	1

12/26/16 Christmas Holiday

PARKS MAINTENANCE

Dan

12/27/16

- Meeting with Ken ½ hr
- Cleaned off Wendigo rink and cleaned and flooded Crystal rink. Ice and snow was very difficult to remove from the hockey rinks due to weekend snow storm. 7 ½ hr

Derrick

12/27/16

- Meeting with Ken ½ hr
- Cleaned off Wendigo rink and cleaned and flooded Crystal rink. Ice and snow was very difficult to remove from the hockey rinks due to weekend snow storm. 7 ½ hr

Dan

Date: 12/28/16

- Plow Casper landing and Casper rd. ½ hr
- Plow shop driveway. 2 hrs
- Plow and scrape up snow and ice from Cemetery rd and parking lot. 4 1/2 hrs
- Plow Wendigo parking lot and check rink ice looks good. ½ hr
- Fueled ASV and checked oil. Needs fuel filter need to pick one up. ½ hr

Derrick

Date: 12/28/16

- Plow and scrape up snow and ice from Cemetery rd and parking lot. 3 hrs
- Plowed Mishawaka and Laplant landings 1 ½ hr
- Plowed Town hall lot and cleaned steps and walk ways. 3 hr
- Clean water up in garage from melting snow on equipment. ½ hr

Derrick

Date: 12/29/16

- Cleaned snow off Wendigo and Crystal rinks. 3 hrs
- Went to ASV picked up 2 fuel filters. ½ hr
- Picked up snow shovel to fix handle. Installed new bulb in light inside Wendigo warming house ½ hr
- Cleaned water from floor in side garage. Floor heat pilot keeps going out. 1 ½ hr
- Scraped up snow and plow parking lot Town hall. 2 ½ hrs

HARRIS MAINTENANCE

Dan

12/30/16

- Started making a new open/closed sign for Crystal Rink 1 hr
- Relight the pilot light on the water heater inside the Service Center garage. Pilot light keep blowing out. The light seems to keep going out everytime the exhaust fan turns on. ½ hr
- Worked on weekly plan for following week 1 hr
- Ran to Ace Hardware and picked up a new shovel for Wendigo Rink and emergency road kit for the Chevrolet Dump Truck. ½ hr
- Inspected both hockey rinks and cleaned of Crystal Rink picked up garbage at Wendigo 2 ½ hr
- Painted the Mens Bathroom inside the town Hall 3 hr

Derrick

12/30/16

- Rolled up fire hose and stored away, cleaned up service Center garage 1 ½ hr
- Worked on weekly plan for following week 1 ½ hr
- Inspected both hockey rinks and cleaned of Crystal Rink 2 hr
- Painted the Mens Bathroom inside the town Hall 3 hr

NOTE: I was 15 minutes late due to a doctors appointment, approved by Supervisor Haubrich

HARRIS MAINTENANCE