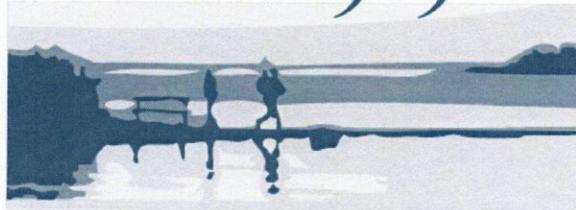


Jim Kelley
20387 Field Crest Road
Grand Rapids, MN 55744
Phone #: 218-327-0319

Harris Township

SINCE 1909

www.harristownshipmn.org



NEIGHBORS, SHORES & MORE

Supervisor Dennis Kortekaas 326-1882
Supervisor Peggy Clayton 326-1551
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Treasurer Becky Adams 259-1192
Clerk Cari Alleman 244-1811
harristownshipclerk@gmail.com

Mission Statement:
The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

PLANNING & DEVELOPMENT MEETING

April 26, 2017 – 7:30pm

AGENDA

1. **Pledge to the flag**- reading of our mission statement
2. **Business from the Floor**
 - ❖
3. **Consent Agenda**
 - ❖ Comp Plan- We had a good meeting on April 24 at 6 pm. We had a meeting on April 25th for the re-organizational meeting. We went over the resolutions and ordinances.
 - ❖
4. **Roads**
 - ❖ Road Inspections
5. **Recreation**
 - ❖
6. **Town Hall Report**
 - ❖ Review town hall report as prepared by town hall caretaker, dated 4/11/17
7. **Maintenance Report: 3/1/17-3/31/17**
8. **Old Business**
 - ❖ Embroidery
9. **New Business**
 - ❖ Collaborative meeting minutes
 - ❖ Dugouts- approve the ad
 - ❖ Charge Accounts
 - ❖ PerDiem-
10. **Public Input**
11. **Upcoming meetings/events**
 - ❖ Thur. May 4 Board of Appeal & Equalization9:00 am Town Hall
 - ❖ Wed. May 10 Regular Meeting..... 7:30 pm Town Hall
 - ❖ Wed. May 24 Planning and Development Meeting.....7:30 pm Town Hall

12. Adjourn

Harris Township Monthly Town Hall Report

Caretaker Amber Hart Date 4-11-17

General Cleaning 16 hrs.

Miscellaneous Duties/Work 32 hrs.

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

Notes:

More stuff thrown @ hall ~ looked like a Reese's
Ice Cream, something-OR-other. ;

Total (All hours worked) 48 hrs.

Rentals

Resident's 6

No Charge/Discounted Only by board approval 1

Notes flyway club. ~\$25.00

Non-Residents 1

Discounted Only by Board approval _____

Notes Kept deposit ~ wasn't swept, food on floor,
Not spot mopped or vac'd.

Board Functions (meetings, scheduled hold, voting) 8

Total 425.⁰⁰

Deposits Retained 25.⁰⁰

Total money collected 450.⁰⁰

=====

Maintenance or Safety concerns:

* There is a patch on back wall, by board tables, that got damaged. Maint. is aware - took pics.

~~There is a patch on back wall, by board tables, that got damaged. Maint. is aware - took pics.~~

* Should we replace the "don't drive on the ramp" sign - since we have posts now + MAYBE change it to a "don't drive on the grass" (by the N. Kitchen door) sign
Just a thought.

March Maintenance Reports

Dan

Date: 3/1/17

- Finished painting the floor in the Service Center House 4 hr
- Made framing and stained bottom boards for the sink area in the Service Center 3 hr
- Ordered Weight Limit signs from Newman Signs ½ hr
- Measured and researched blinds for the Service Center House and moved Cemetery map into other office room ½ hr

Derrick

Date: 3/1/17

- Finished painting the floor in the Service Center House 4 hr
- Emailed Keller Fence with pictures and estimate sheet for repair at Wendigo Park ½ hr
- Measured area of Service Center House for baseboard trim and calculated pricing ½ hr
- Filled out daily time sheets ½ hr
- Talked to Jean at D-Point about embroidery for jackets ½ hr
- Made up new fuel forms for the the trucks, ASV, Chipper, Grave Heater, John Deere 1445 and John Deere 7130 2 hr

Derrick

Date: 3/2/17

- Work on service center house. Rearrange rooms and clean. Clean garage also. 6 ½ hrs
- Work on mailbox for mail. 1 hr
- Daily time sheets. ½ hr

Dan

Date: 3/2/17

- Work on service center house – install some base board moldings and trim around door, stain and varnish sink area trim. Paint some on the wall cemetery map area and floor. Rearrange rooms and clean. 7 ½ hrs
- Sent ST3 form to Newman signs for Tax purposes. ½ h

Dan

Date: 3/3/17

- Time sheets for the month. 1 hr
- Receipts for the month. 1 hr
- Inspect Mishawaka, Casper, Laplant landings. Picked up trash at Mishawaka. 1 hr
- Checked Wendigo and Crystal Parks. ½ hr

- Inspect Hall. Someone pulled the paint off the wall on the south end. (Photo attached) ½ hr
- Cleaned service center house and get ready for Saturday meeting. 3 hrs
- Weekly report. 1 hr

Derrick

Date: 3/3/17

- Time sheets for the month. 1 hr
- Receipts for the month. 1 hr
- Inspect Mishawaka, Casper, Laplant landings. Picked up trash at Mishawaka. 1 hr
- Checked Wendigo and Crystal Parks. ½ hr
- Inspect Hall. Someone pulled the paint off the wall on the south end. (Photo attached) ½ hr
- Cleaned floors in garage service center. 3 hrs
- Weekly report. 1 hr

Weekly Maintenance Plan for March 6th – 10th 2017

Task to be completed	Estimated hours	Priority
Testing Class A (Derrick)	4	1
Pickup materials and install ceiling in the Service Center Attached Garage	60	2
Pickup materials and install around the Service Center Kitchen Counter	4	2
Fill out daily time sheets	6	3
Fill out weekly work plan	2	3
Meeting time	2	3
Make road inspections	2	1

Dan

Date: 3/6/17

- Meeting with Ken 1 hr
- Pickup materials at Latvala Lumber for Service Center Attached Garage, purchase fuel for the Chevrolet Dump Truck, Spoke with Vanity Cleaners about cleaning our flags and voting booth cloth. ½ hr
- Hooked up trailer and Chevrolet Dump Truck and checked over lights and connections and inspections sheet for testing. Drove Truck to testing site 1 hr
- Fill out Daily time sheets ½ hr
- Made Road inspections 5 hr

Derrick

Date: 3/6/17

- Meeting with Ken 1 hr
- Pickup materials at Latvala Lumber for Service Center Attached Garage,
Spoke with Vanity Cleaners about cleaning our flags and voting booth cloth. ½ hr
- Hooked up trailer and Chevrolet Dump Truck and checked over lights and
connections and inspections sheet for testing. 1 hr
- Class A Testing 4 ½ hr
- Fill out Daily time sheets ½ hr
- Spoke with Michael at Rowe Funeral Home about information for Albert
Erickson burial on Friday 10th. ½ hr

Derrick

Date: 3/7/17

- Called Keller fence about wendigo. ½ hr
- Haul some things from attached garage to the town hall. ½ hr
- Started on ceiling in attached garage. 5 ½
hrs
- Clean up downed trees on Katheryn ave. Sunny beach rd. 1 ½ hrs

Dan

Date: 3/7/17

- Research different perimeter fencing for Hall. ½ hr
- Haul some things from attached garage to the town hall. ½ hr
- Started on ceiling in attached garage. 5 ½ hrs
- Clean up downed trees on Katheryn ave. Sunny beach rd. 1 ½ hrs

Dan

Date: 3/8/17

- Installing more metal sheeting in attached garage at service center. 4 hrs
- Meeting with Ken and Jim. 1 ½ hrs

Work done that's not on the weekly work plan.

- Made road inspections to check for downed trees on Nordberg, KeyView, Birch hills,
East Harris, Westwood, Park road, Sunny beach, Bayview, Norway, Underwood, Root,
Wendigo park circle, Katheryn, Nicholas, Aspen, Jess harry, Romans. Only 2 small trees
One on Birch hills and one on Sunny beach. 2 hrs
- Went to Home Depot and picked up Wainscot for kitchen counter area. ½ hr

Derrick

Date: 3/8/17

- Continued working on putting up the ceiling inside the Service Center
Attached Garage 4 ½ hr
- Meeting with Jim and Ken 1 ½ hr

Work done NOT on weekly plan

- Made road inspections to check for trees on Mishawaka Rd, Mishawaka Shores Rd., Birch St., Apache Dr., Mohawk Dr., Chippewa Dr., Winnebago Dr., Woodland Park Rd., Melody Ln., Lakeview Dr., Lakeview Trl., Harbor Heights Rd., Stoney Point Rd., Southwood Rd., Pine Landing Dr., Bear Creek Rd., Tolerick Rd. plowed snow drifts on Stoney Point Rd, Mishawaka Rd., and Birch St. 2 hr

Dan

Date: 3/9/17

- Meeting with Ken 1 hr
- Work on the ceiling in the Service Center Attached Garage 3 hr

Work done that is not on our weekly plan:

- Open grave site for Albert Erickson in section 3 4 hr

Derrick

Date: 3/9/17

- Meeting with Ken 1 hr
- Work on the ceiling in the Service Center Attached Garage 3 hr

Work done that is not on our weekly plan:

- Open grave site for Albert Erickson in section 3 4 hr

Dan

Date: 3/10/17

- Work on weekly plan. 2 hr
- Work on service center ceiling. 5 hr

Work done that is not on our weekly plan:

- Lower flag for VET burial, fill in grave for Albert Erickson. 1 hr

Derrick

Date: 3/10/17

- Work on weekly plan. 2 hr
- Work on service center ceiling. 5 hr

Work done that is not on our weekly plan:

- Fill in grave for Albert Erickson. 1 hr

Weekly Maintenance Plan March 13th- 17th 2017

Task to be completed	Estimated hours	Priority
Meeting time.	2	3
Weekly plan following week.	2	3
Daily time sheets.	6	3
Install wainscot on kitchen counter. Order Formica for the top home depot.	4	3
Setup and take down of town ship election.	4	1
Fix washed out shoulder on Birch ST (photos set also)	8	2
Post weight limit signs hope they will show up end of the week.	12	2
Work on new mailbox for inside service center house.	3	3
Install one more bump sign Sunny beach RD.	2	2
Work on new posting board for town hall to get ready to install.	2	3
Clean up limbs at Wendigo Park.	11	3
Work on ceiling in service center garage.	24	2

Dan

Date: 3/13/17

- Put up Election Booths and rearranged for election on Tuesday 14th 1 hr
- Work on the Ceiling in the Service Center Attached Garage 5 ½ hr

Work done that is not on our weekly plan:

- Marked off square footage for Fire Code to establish the occupancy at the Town Hall 1 hr
- Pick up supplies for Service Center garage at Home Depot ½ hr

Derrick

Date: 3/13/17

- Put up Election Booths and rearranged for election on Tuesday 14th 1 hr
- Work on the Ceiling in the Service Center Attached Garage 5 ½ hr

Work done that is not on our weekly plan:

- Marked off square footage for Fire Code to establish the occupancy at the Town Hall 1 hr
- Pick up supplies for Service Center garage at Home Depot ½ hr

Derrick

Date: 3/14/17

- Meeting with Ken 1 hr
- Finished installing Ceiling tin and light fixtures. (Need to install insulation next) 7 hrs
- Brought power strip to hall for Cari .

Dan

Date: 3/14/17

- Meeting with Ken 1 hr
- Finished installing Ceiling tin and light fixtures. (Need to install insulation next) 7 hrs

Dan

Date: 3/15/17

- Installed road restriction weight limit signs on township roads 4 ½ hr
- Took down election booths and voter counter ½ hr
- Picked up Insulation blower and insulation for Service Center Attached Garage 1 hr
- Started installing Wainscot on the counter area at the Service Center 1 ½ hr

Work done that is not on our weekly plan:

- Probe ground for cremation burial on Saturday 18th for Laurence Grover in Section 2. We will need the small cremation heater for this burial. ½ hr

Derrick

Date: 3/15/17

- Installed road restriction weight limit signs on township roads 4 ½ hr
- Took down election booths and voter counter ½ hr
- Picked up Insulation blower and insulation for Service Center Attached Garage 1 hr
- Swept Service Center House and ordered Formica for the Service Center. Contacted Local Boy about having our dumpster dumped. 1 hr

Work done that is not on our weekly plan:

- Spoke with Michael from Rowe Funeral Home and gathered information about a cremation burial on Saturday the 18th for Laurence Grover in Section 2. Also probed the ground at the site of cremation to determine if the cremation heater would be needed. The heater will be needed for this burial. 1 hr

Dan

Date: 3/16/17

- Picked up supplies in town for finishing the Service Center Attached Garage and the Service Center house ½ hr
- Blew insulation in the ceiling of the Service Center attached garage 3 ½ hr

Work done that is not on our weekly plan:

- Spoke with D'Pointe Designs about jackets and shirt embroidery 1 hr
- Worked on the counter in the Service Center House 1 hr
- Set up cremation heater for burial on Saturday for Grover in section 2 1 hr
- Cleaned and arranged the Town Hall after the meeting Wednesday night and replaced the bad bulbs in the exit lights 1 hr

Derrick

Date: 3/16/17

- Picked up supplies in town for finishing the Service Center Attached Garage and the Service Center house ½ hr
- Blew insulation in the ceiling of the Service Center attached garage 3 ½ hr

Work done that is not on our weekly plan:

- Spoke with D'Pointe Designs about jackets and shirt embroidery 1 hr
- Filled out a sheet for cost comparisons for jacket embroidery 1 hr
- Set up cremation heater for burial on Saturday for Grover in section 2 1 hr
- Cleaned and arranged the Town Hall after the meeting Wednesday night and replaced the bad bulbs in the exit lights 1 hr

Derrick

Date: 3/17/17

- Returned the insulation blower to Latvala Lumber ½ hr
- Installed "Bump" sign on the Sunny Beach Rd. to identify another area of the road that is starting to come up from the frost 1 hr
- Work on weekly work plan 2 hr

Work done that is not on our weekly plan:

- Dig cremation for Saturday burial Laurence Grover in section 2 1 ½ hr
- Attempted to establish information for the Town Hall Occupancy 1 hr
- Finished installing the wiring for the garage door and started cleaning up after the ceiling project completion in the Attached garage 1 hr
- Finished counter top in the Service Center House 1 hr

Derrick

Date: 3/17/17

- Returned the insulation blower to Latvala Lumber ½ hr
- Installed "Bump" sign on the Sunny Beach Rd. to identify another area of the road that is starting to come up from the frost 1 hr
- Work on weekly work plan 2 hr

Work done that is not on our weekly plan:

- Cleaned and started organizing drawers in the Service Center garage 1 ½ hr
- Dig cremation for Saturday burial Laurence Grover in section 2 1 ½ hr
- Contacted Fire Marshall about Occupancy information for the Town Hall – No response, left a message. Contacted Lake Country Power about the Street light at HWY 169 and Wagon Wheel Rd intersection. Supervisor Kelly informed us it wasn't working properly. ½ hr
- Filled out sheets and paperwork for new lighting system inside the Service Center Meeting Area 1 hr

Weekly Maintenance Plan March 20th – 24th 2017

Task to be completed	Estimated hours	Priority
Daily time sheets	6	2
Weekly work plan	2	3
Meeting time	2	2
Fix washout area on Birch St.	8	1
Fix washout area on Mishawaka Rd.	6	1
Fix washout area on Fieldcrest Rd.	4	1
Clean up tree limbs at Wendigo Park	11	2
Clean up decorations at the Cemetery	4	2
Wash both trucks	2	3
Clean and organize Service Center Attached Garage	2	3
Clean Service Center House	2	3
Install Formica in Service Center	10	3
Bring in Flags and Voting booth canvas to have them cleaned	1	3
Clean up tree limbs in the R.O.W. of township roads	16	2
Update our Work order, equipment, cemetery, and road files	4	3

Derrick

Date: 3/18/17

- Cremation burial for Laurence Grover Jr. in section 2 1 hr

Dan

Date: 3/20/17

- Fixed shoulder on Birch St. 4 hr
- Removed decorations from the Cemetery, picked up small trailer and brought it over to the Service Center 1 ½ hr
- Removed snow blower and attached broom to John Deere 1445 tractor ½ hr
- Priced out post covers for the Posting station at the Town Hall ½ hr
- Started working on the countertop ½ hr
- Meeting with Ken 1 hr

Derrick

Date: 3/20/17

- Fixed shoulder on Birch St. 4 hr
- Cleaned out back of the Chevrolet Pickup Truck, put on plow for shouldering project ½ hr
- Removed decorations from the Cemetery, picked up small trailer and brought it over to the Service Center 1 ½ hr
- Picked up Formica for the Service Center ½ hr
- Meeting with Ken 1 hr
- Filled out daily time sheets, Contacted Hawkinson Gravel to ordered gravel ½ hr

Derrick

Date: 3/21/17

- Finish repairing shoulder on Birch ST. class 5. 5 yards 3 hrs
- Repair shoulder Mishawaka hill. Class 5. 8 yards 3 hrs
- Repair shoulder Fieldcrest RD. class 5. 3 yards 1 hr
- Updated work orders, equipment and cemetery files. 1 hr

Dan

Date: 3/21/17

- Finish repairing shoulder on Birch ST. class 5. 5 yards 3 hrs
- Repair shoulder Mishawaka hill. Class 5. 8 yards 3 hrs
- Repair shoulder Fieldcrest RD. class 5. 3 yards 1 hr
- Work on kitchen counter. ½ hr
- Work on filing papers. ½ hr

Derrick

Date: 3/22/17

- Went to town got fuel in pickup, 3 water jugs for drinking. Wood putty. 1 hr
- Chip up and clean up limbs and brush in road ways Sunny beach RD, Underwood RD, Breezy. Got chipper running. 6 hrs
- Started on weekly work plan. ½ hr

Work done that is not on our weekly plan:

- Poured cement for small vet plate. ½ hr

Dan

Date: 3/22/17

- Clean jonsered chainsaw needs new chain, sharpened sthil and got ready. 1 hr
- Filled holes and broken spots on kitchen counter shop. ½ hr
- Chip up and clean up limbs and brush in road ways Sunny beach RD, Underwood RD, Breezy. Got chipper running. 6 hrs

Work done that is not on our weekly plan:

- Moved cold patch we have in shop to warm up. ½ h

Dan

Date: 3/23/17

- We were contacted by Supervisor Kelly about the culvert on the Sunny Beach Rd. next to the Woodtick landing. Glen Hodgins will be in contact with us to have him examine the culvert area. 1 hr
- Install the Formica and finished the counter in the Service Center. We will be looking for a backsplash to attach onto the counter 6 ½ hr

Derrick

Date: 3/23/17

- Brought Flags and voting booth canvas to Vanity cleaners. Picked up a new chain for the Jonsered chainsaw and installed 1 hr

- We were contacted by Supervisor Kelly about the culvert on the Sunny Beach Rd. next to the Wood tick landing. Glen Hodgins will be in contact with us to have him examine the culvert area. 1 hr
- Helped install the Formica onto the counter ½ hr
- Adjusted the garage door and fixed the wiring, and Cleaned Service Center Attached Garage 5 ½ hr

Dan

Date: 3/24/17

- Meeting with Ken ½ hr
- Filled out registration sheets for Safety classes in May 2017 ½ hr
- Worked on the weekly work plan for the following week 1 hr
- Finished filing edges on the countertop, cleaned, swept, and moped in the Service Center 3 hr

Work done that is not on our weekly plan:

- Hauled miscellaneous items to the Wendigo Park garage for additional storage. 1 hr
- Made inspections of both parks 1 hr
- Made inspections of all boat landings 1 hr

Derrick

Date: 3/24/17

- Meeting with Ken ½ hr
- Filled out registration sheets for Safety classes in May 2017 ½ hr
- Filled out daily time sheets ½ hr
- Worked on the weekly work plan for the following week 1 hr
- Cleaned and threw away garbage from the Service Center Attached Garage 2 ½ hr

Work done that is not on our weekly plan:

- Hauled miscellaneous items to the Wendigo Park garage for additional storage. 1 hr
- Made inspections of both parks 1 hr
- Made inspections of all boat landings 1 hr

• **Weekly Maintenance Plan for March 27th – 31st 2017**

Task to be completed	Estimated hours	Priority
Work on weekly plan for following week	2	3
Meeting time	2	2
Daily time sheets	6	2
Fill in holes, sunken grave, and areas at the Cemetery from the snowplow	12	1
Trim trees and hedges at the Cemetery	4	2
Move riding lawnmowers back to the Service Center	1	2

Fix the leak in the roof of the Service Center Garage	2	2
Clean up limbs at Wendigo Park	10	3
Install new track lighting inside the Service Center Meeting Area	2	3
Install a Backsplash around the sink area of the Service Center Meeting Area	2	3
Clean up burn pile area in the Cemetery field	1	2
Fill in potholes on Township roads	4	1
Pick up Veterans marker plate at the Veterans Office	½	2
Clean up trees and limbs in the R.O.W. of Township roads	20	1
Pick up American and Minnesota Flags from Vanity Cleaners	½	2
Landscape areas from snowplowing at the Town Hall	2	2
Wash both trucks	2	3
Turn in Mileage, hours, and fuel sheets for the month	2	3

Dan

Date: 3/27/17

- Meeting with Ken 1 hr
- Picked up Track Lighting items and materials for a backsplash and stained it for the countertop, helped install the track lighting in the Service Center 3 ½ hr
- Started preparing for Cemetery groundwork for this week 1 hr

Work done that is not on our weekly plan:

- Tried to remove north grate on culvert by the Wood tick Landing and examined culvert with Glen Hodgson from SEH and Supervisor Haubrich 2 hr
- Checked Alicia PI and the patch on the Sunny Beach Rd. ½ hr

Derrick

Date: 3/27/17

- Meeting with Ken 1 hr
- Picked up Track Lighting items and materials for a backsplash and install the track lighting in the Service Center 3 hr
- Started preparing for Cemetery groundwork for this week 1 hr
- Filled out daily time sheets ½ hr

Work done that is not on our weekly plan:

- Tried to remove north grate on culvert by the Wood tick Landing and examined culvert with Glen Hodgson from SHE and Supervisor Haubrich 2 hr
- Checked Alicia PI and the patch on the Sunny Beach Rd. ½ hr

Dan

Date: 3/28/17

- Cleaned up burn pile in field. 1 ½ hrs
- Trimmed hedge at cemetery and cleaned up. 1 ½ hrs
- Filled in sunken graves with fill dirt. 4 hrs
- Sealed leak on garage roof around water heater chimney. ½ hr

Work done that is not on our weekly plan:

- Took photos of fence at cemetery west entrance car drove into. ½ hr

Derrick

Date: 3/28/17

- Cleaned up burn pile in field. 1 ½ hrs
- Trimmed hedge at cemetery and cleaned up. 2 hrs
- Filled in sunken graves with fill dirt. 4 hrs

Work done that is not on our weekly plan:

- Took photos of fence at cemetery west entrance car drove into. Called sheriff. ½ hr

Derrick

Date: 3/29/17

- Filled in potholes on Little Crystal Ln., Sunny Beach Rd., Aspen Dr. and fixed the shoulder on Birch St. 4 hr
- Landscape areas at the Town Hall from winter plowing 1 hr
- Continued dirt work and landscaping at the Cemetery 3 hr

Dan

Date: 3/29/17

- Filled in potholes on Little Crystal Ln., Sunny Beach Rd., Aspen Dr. and fixed the shoulder on Birch St. 4 hr
- Landscape areas at the Town Hall from winter plowing 1 hr
- Continued dirt work and landscaping at the Cemetery 3 hr

Dan

Date: 3/30/17

- Cut down and cleaned up dead trees Blaine corner property. 4 hrs
- Clean up broken limbs at Wendigo and chip up. Will need more cleaning still frozen. Emailed Local-boy, Had dumpster emptied. 4 hrs

Derrick

Date: 3/30/17

- Cut down and cleaned up dead trees Blaine corner property. 4 hrs
- Clean up broken limbs at Wendigo and chip up. Will need more cleaning still frozen. 4 hrs

Derrick

Date: 3/31/17.

- Work on next week's work plan. 1 hr
- Picked up VET plate for Stanley Hongo and Flags for the hall installed
On poles and left in the office. 1 hr
- Worked on ROW hanging limbs cut down for chipping next week. 3 hrs
- Work on work orders and hours for equipment. 2 ½ hrs
- Checked Jane LN and Vroman RD. road is getting soft. ½ hr

Dan

Date: 3/31/17.

- Work on next week's work plan. 1 hr
- Picked up VET plate for Stanley Hongo and Flags for the hall installed
On poles and left in the office. 1 hr
- Worked on ROW hanging limbs cut down for chipping next week. 3 hrs
- Work on work orders. 2 hrs
- Checked Jane LN and Vroman RD. road is getting soft. ½ hr
- Daily time sheets. ½ hr

Date & Place	Quantity	Item	Number	What use...	Cost
L & M 4/5	1	20lbs grass seed	#354	Supplies	\$29.99
L & M 4/5	1	Gal bar and chain oil	#357	Tools	\$8.99
L & M 4/5	1	Air freshner	#308	Small supplies	\$1.29
L & M 4/5	1	Kitchen caulk	#680	Service Center House	\$2.79
L & M 4/5	1	Gloves	#356	Clothing	\$13.99
L & M 4/5	1	Airfresnher	#308	Small supplies	\$.95
Home Depot 3/16	2	Lump Charcoal	#406	Cremation Burial	\$19.94
Home Depot 3/16	1	64 oz. Lighter fluid	#406	Cremation Burial	\$6.97
Home Depot 3/16	7	Pine trim	#680	Service Center House	\$4.27
Home Depot 3/16	1	20pk respirator mask	#680	Service Center Attached	\$22.54

				Garage	
Home Depot 3/16	2	Hooded insulation suits	#680	Service Center Attached Garage	\$16.76
Home Depot 3/16	1	100pk 4" cable ties	#680	Service Center Attached Garage	\$4.47
Home Depot 3/16	2	1" 10 pk Cable mounting base	#680	Service Center Attached Garage	\$4.54
Home Depot 3/16	1	10pk cable mounting base	#680	Service Center Attached Garage	\$2.27
Home Depot 3/16	1	16pk LED light bulbs	#680	Service Center House	\$28.97
Home Depot 3/27	2	1x3-8ft common board	#680	Service Center House	\$8.32
Home Depot 3/27	1	8ft track	#680	Service Center House	#19.97
Home Depot 3/27	1	2" Foam Brush	#680	Service Center House	\$.77
Home Depot 3/27	1	Live edn power cord switch	#680	Service Center House	\$9.97
Home Depot 3/27	1	8 oz. can stain	#680	Service Center House	\$4.38
Home Depot 3/27	4	LED white track light fixtures with bulbs	#680	Service Center House	\$63.88
Home Depot 3/13	1	Toilet cleaner	#680	Service Center House	\$1.78
Home Depot 3/13	1	½" electric conduit coupler	#680	Service Center Attached Garage	\$1.65
Home Depot 3/13	2	½" electric conduit elbow	#680	Service Center Attached Garage	\$9.52

Home Depot 3/13	1	10pk AA batterisers	#680	Service Center House	\$7.98
Home Depot 3/13	1	White Cualk	#680	Service Center Attached Garage	\$2.77
Home Depot 3/13	1	Mop head erfill	#680	Service Center House	\$7.97
Home Depot 3/20	1	Contact cement	#680	Service Center House	\$11.52
L & M 3/23	1	Chainsaw chain	#357	Jonsered chainsaw	\$15.95
L & M 3/22	1	Wood filler pint	#680	Service Center House	\$3.99
L & M 3/22	1	Chainsaw Chain	#357	Stihl chainsaw	\$20.99
L & M 3/22	1	3pk chainsaw files 3/16"	#357	Tools	\$5.29
Range Water 3/22	3	Water	#680	Service Center House	No price given
Hawkinson Gravel 3/21	1	8yd Class 5	#200	Shoulder work, roads	\$129.91
Hawkinson Gravel 3/21	1	8yd Class 5	#200	Shoulder work, roads	\$128.03
Latvala Lumber 3/3	21	8ft roof panel	#680	Service Center	\$428.40
Latvala Lumber 3/3	9	J-channel 10' 6"	#680	Service Center Attached Garage	\$76.95
Latvala Lumber 3/3	1	250ct. 1 ½" screws	#680	Service Center Attached Garage	\$18.88
Latvala Lumber 3/6	5	Atticat Blowing Insulation w/ blower rental	#680	Service Center Attached Garage	\$162.75
Home Depot 3/15	1	30"X120" Formica Roll	#680	Service Center House	\$56.18
Advanced MN 3/24	2	Safety Training Classes (purchased	#100	Safety Training	\$110

		with both credit cards)			
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Chevrolet 3500 Dump Truck

Date	Mileage	Mileage Used	Gals
3/6/2017	12755.3	373.5	44.78
			0

Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
3/22/2017	26408	343.2	30.64
			0

ASV PT60

Date	Hours	Hours Used	Gals
3/9/2017	866.8	5.2	6.4
3/28/2017	872.2	5.4	6.6
			0

Completed W/O's

W/O #

16-32	Apache Dr.	Replaced Stop Sign and Post
16-31	Mishawaka Rd	Installed new post for parking sign
16-33	Mohawk Dr.	Replaced Damaged Stop Sign
	Norway Rd.	Installed old sign on new post and moved to the west to prevent the snowplows from hitting it again

COLLABORATIVE OPPORTUNITIES TEAM MEETING

Collaboration to improve efficiency, maintain service levels and save money
while preserving our individual community identities

March 23, 2017

The next meeting will be April 27 at Grand Rapids City Hall from 11-1, lunch included.

Present: Burl Ives (Itasca County), Max Peters (Cohasset), Peggy Smith (Coleraine), Peggy Clayton (Harris), Greg Tuttle (Cohasset), Tom Pagel (Grand Rapids), Pat Medure (ISD 318), Brett Skyles (Itasca County), Greg Hagy (Cohasset) and Mary Jo Wimmer, Coordinator.

Future Membership:

Following is the plan of who will talk with which potential members:

Deer River – Max will invite Mark Box, City Clerk

Greenway School District – Peggy will invite Mike Williams

Bovey – Peggy has invited Deb Treboyavich

Open Market

ISD 318: is searching for a new superintendent. Members should contact Jessica Settness for a emailed list of community meetings

Cohasset: Tioga Mountain Trail Association – the design is nearly complete. The total cost is appx. \$1M. They are redefining how MN Power property taxes are determined. They are 60% of the taxable market value for Cohasset. Cohasset will be hosting zoning training that is open others and safety training beginning in June.

Harris Township: will be moving their elections to November starting in 2018. They are working on a comprehensive plan.

Grand Rapids: is getting a Culvers, Dialysis center and 2 breweries.

Itasca County: IMCare risk will longer be accepted by Fairview so this is being addressed. A question the county is facing is whether or not ATV's should be allowed on county roads. Neighboring counties do allow this.

Health Insurance Coverage: Brett Skyles participated in this discussion. He will provide an update on IMCare as available.

Future Agenda Items

- Update on IMCare
- Workforce issues

Next Meeting

The next meeting will be April 27 from 11-1 at Grand Rapids Town Hall.

Mary Jo Wimmer

Trillium Leadership Development, mjwimmer80@gmail.com

FY 2017 Per Diem Rates for Minnesota

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

October 2016 - September 2017 within Minnesota. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2016			2017									M&IE (5)	
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	Applies for all locations without specified rates	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$51
Duluth	St. Louis	\$147	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$160	\$160	\$160	\$147	\$64
Eagan / Burnsville / Mendota Heights	Dakota	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$59
Minneapolis / St. Paul	Hennepin / Ramsey	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$64
Rochester	Olmsted	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$64

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.

Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25

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Total	First & Last Day of Travel
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit FTR Appendix B.
(**Note:** Appendix B breakdowns do not apply to any locations in the continental United States; use the table listed above.)

The shortcut to this page is www.gsa.gov/mie.

QUESTIONS:

For all travel policy questions, email travelpolicy@gsa.gov.



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