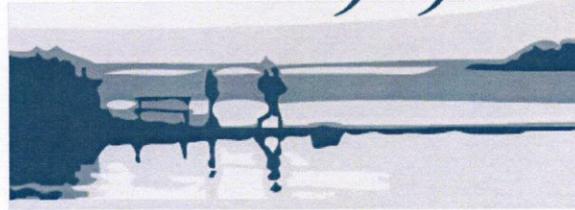


Jim Kelley
20387 Field Crest Road
Grand Rapids, MN 55744
Phone #: 218-327-0319

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

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

www.harristownshipmn.org

Mission Statement:

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

PLANNING & DEVELOPMENT MEETING **May 24, 2017 – 7:30pm** **AGENDA**

1. **Pledge to the flag**- reading of our mission statement
2. **Business from the Floor**
 - ❖ Troop Town- the clerk had a phone call from a realtor asking to make sure that the zoning is correct, residential commercial, and if it is purchased that it can still have 17 RV sites on it. Asking for reassurance.
3. **Consent Agenda**
 - ❖ Resolution 2017-005
4. **Roads**
 - ❖ Road Inspections- copy of the road inspections done by the Supervisors is in the packet.
 - ❖ Estimate on the Plackner trees removal on Nancy drive.
 - ❖ Casper Construction Grading Bid
 - ❖ Gravel Road Report
5. **Recreation**
 - ❖ Dumpster at LaPlant Landing- resident said their used to be one, they are getting trash thrown over the fence into their yard.
6. **Town Hall Report**
 - ❖ Review town hall report as prepared by town hall caretaker, dated 5/9/17
7. **Maintenance Report: 4/1/17-4/30/17**
8. **Old Business**
 - ❖ Comprehensive Plan-
 - ❖
9. **New Business**
 - ❖ Firewise- Sueprvisor Schack attended a meeting.
 - ❖ Work Session about Supervisor Duties and use of PEG fees.
 - ❖ Life Insurance Policies
 - ❖ Pay requests
 - ❖ Cleaning up of the office- we have the records retention policy, I have included the retention schedule along with the resolution. Going through files I have found more road files that should be put into the file folders. The file cabinet is so full right now I can't put anything else in there. My thought is to put each road into its own 3 ring binder and have that in the office.

It would be a lot easier for the supervisors if they want to look at a road to pull out a 3 ring binder.

10. Public Input

11. Upcoming meetings/events

- ❖ Mon. May 29 Memorial Day Program 10:15 am Harris Cemetery
- ❖ Mon. June 12 Itasca Association of Townships 7:00 pm Blandin Foundation
- ❖ Wed. June 14 Regular Meeting..... 7:30 pm Town Hall
- ❖ Wed. June 28 Planning and Development Meeting.....7:30 pm Town Hall

12. Adjourn

Chairman Kelley introduced the following resolution, and Supervisor _____ moved for its adoption:

Town of Harris, County of Itasca, State of Minnesota

Resolution No. 2017-005

**A RESOLUTION DESIGNATING THE COMPENSATION
FOR OFFICERS OF THE HARRIS TOWN BOARD**

WHEREAS, Minn Stat. 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk/deputy treasurer if employed, and other employees of the town;

WHEREAS, Minn Stat 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rated determined by the Town Board for necessary travel on official town business;

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation at the same time each year via Resolution #2016-006;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on April 25, 2017;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby adopts the following schedule of compensation and reimbursement of Town Officers

BE IT FURTHER RESOLVED that these rates will be **used in calculating all claims paid during the May 2017 check run, and there forward until the next annual review** of Township Officer compensation in April 2018:

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – May 2017 – April 2018

Township Board Supervisor Serving as Chairman:	\$450.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$400.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Clerk	\$900.00 per month (\$100 of this is allocated to cemetery) and \$ 18.70* per hour for allocated labor**, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Treasurer:	\$700.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Deputy Treasurer/Clerk	Compensation will be the same as the absent Officer, for duties performed.

All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

* There was no change to the allocated labor rates this year

** The Clerks 'allocated labor' includes, but is not limited to, time spent on minute preparation for non-regularly scheduled meetings and work sessions, website updates, newsletter preparation and coordination, and documented salaried work duties that exceed 40 hours per month.

Annual Town Meeting

The Town Board requires that the Treasurer be at the Annual Meeting, and therefore is entitled to be paid the per diem meeting rate for attending this meeting.

Newsletter and Website Updates

The Town Board approved (in April 2008) that hours worked to prepare the newsletter and to maintain/update the website could be claimed as allocated labor. (This is currently done by the Clerk)

Mileage Reimbursement:

When it is necessary for Town Officers to use private automobiles to perform their duties on behalf of the town, Town Officers shall be eligible to have their mileage reimbursed for the miles traveled at a rate equal to the Federal standard mileage reimbursement rate in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings, hearing or annual or special town meetings held within the Town. The reimbursement is on an "as needed" basis, to be determined by the Officer, and would include, but is not limited to, the township annual road inspections, out-of-town meetings, education as approved by the Board, and resident calls for inspections.

Detailed Claims:

No Officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board, detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Board approved forms at the next following Regular board meeting. Pay requests for the Supervisors, Clerk, and Treasurer will be on a one month (EX: May 1-May31) basis. The pay requests will be scanned in by the clerk and sent to the supervisors with the monthly bills to allow the Treasurer, more time to process the requests. All pay requests must also be submitted by the 3rd of the month to the clerk to allow time to scan, send to the supervisors and get to the treasurer.

Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

Life Insurance

A group life insurance policy through the Minnesota Benefit Association, in an amount to be determined by the Town Board, will be provided for each Town Supervisor, Clerk and Treasurer (Deputies are not covered). Currently, the Life Insurance for officers is a \$20,000 Term Life Policy.

Retirement

The Public Employees Retirement Association of Minnesota (PERA) plan is used for each Town Supervisor, Clerk and Treasurer (Deputies are not included)

Adopted this ____ day of _____, 2017.

By the Board Chairman,

Jim Kelley

Attest: _____
Cari Ann Alleman, Clerk

Supervisor _____ seconded the foregoing resolution, and the following voted in favor thereof: _____; and the following voted against the same: _____, whereby the resolution 2017-005 was declared _____.

Harris Township 2017 Road inspections

The 2017 Road Inspections were done on May 9 and May 11. The entire board rode together and discussed the roads. This report is a summary of the road inspection made by the board; it has been compiled by Jim Kelley.

- **Underwood Road West** - Blacktop road, all surface conditions 3. Road looks good crack sealing holding up well.
- **Root Road** - Gravel road, all surface conditions 3. Gravel in ditches need to be pulled back, not much for turnaround.
- **Carol Street** - Gravel road, all roads surface conditions 3. Road looks great.
- **Underwood Road East** - Blacktop road, all road surface conditions 3. Do some brushing south side of road.
- **Wendigo Park Circle** - Gravel road, all surface conditions 3. Much needed brushing on West end, gravel needs to be moved back on road first part south end.
- **Alicia Spur** - Blacktop road all surface conditions 3. Road looks great.
- **Alicia Drive** – Blacktop Road, surface conditions longitudinal cracking 2, transverse cracking 2, rutting, alligating, loose fragmenting, potholes, sinkholes all 3. East end worse than beginning 1.5 rating.
- **Sunny Beach Addition** - Blacktop road, surface conditions 3. There is some transverse cracking, with alligating, and potholes on gravel end. It appears this road was not graded.
- **Casper Landing** - Blacktop, surface conditions 3. Look at placing a barrier on the sandy part of the boat ramp, so that the cement ramp is the one used.
- **Breezy Lane** - Gravel road, surface conditions 3. Branches by stop sign need to be removed, piles of dirt to left of stop sign need to be removed.
- **Nancy Drive** - Gravel road, surface conditions 3. Trees down on both sides of road, get bid from Plackener Tree Service to clear right away, piles of wood still sitting.
- **Romans Road** - Blacktop road, service conditions 3. Road blacktopped last summer, looks great.
- **Metzenhuber Road** - Gravel road, service conditions 3. Some piles of gravel in ditches needs to be pulled back on road, otherwise road looks good.

- **Wendigo Heights Road** - Gravel road, surface conditions 3. Road looks good
- **Bayview Place** -Gravel road, surface conditions 3. Road looks good.
- **LaPlant Public Access** -Blacktop, surface condition 3. There is some slight longitudinal cracking and transverse cracking other than that looks good.
- **Norway Road** - Gravel road, surface condition 3. Need some brushing take smaller stuff out of ditch leave buffer.
- **Robinson Road** -Blacktop road, surface conditions 3. Good shape.
- **Schmidt Road** - Gravel road, surface conditions 3. Brush on left side of road needs to be cleaned up.
- **Hughes Road** – Gravel road, surface conditions 3. Good shape.
- **Vroman Road** - Gravel road, surface conditions 3. Need some brush and trimming.
- **Jane Lane** - Gravel road, surface conditions 3. Road looks good, one small tree to be taken down in road right-of- away.
- **Bear Creek Road** - Gravel road, surface conditions 3. Couple of branches could be trimmed back, south side of road east end rutting in ditch line from someone driving off- road needs cleaned up.
- **Wagon Wheel Court Road** - Gravel road, surface conditions 3. Road looks good except for standing water in ditches.
- **Pine Landing Drive** - Blacktop road, surface conditions 3. Road looks good crack sealing holding up well.
- **Southwood Road** - Blacktop road, surface conditions 3. Some transverse cracking, crack sealing holding up well, some brushing needed on north side of road, a few spots where gravel needs to be pulled back from ditch.
- **Rough Shores Road** - Blacktop road, surface conditions 3. Road in good shape.
- **Woodbine Lane** - Blacktop road, surface conditions longitudinal cracking 2, transverse cracking 2, rutting 2, alligating 2, thinning gravel, loose or fragmented, potholes, sinkholes 3. Cul-de-sac needs gravel pushed back on road, this is a light traffic dead-end road.

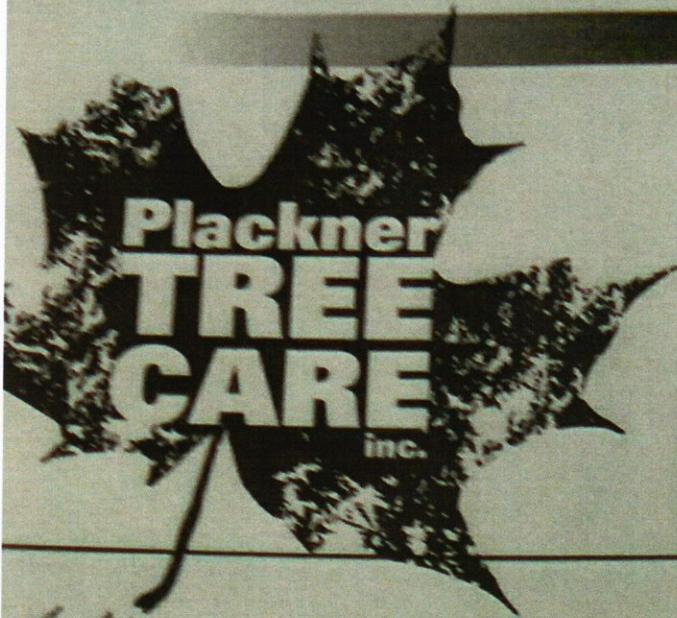
- **Tolerick Road** - Blacktop road, surface conditions transverse cracking 2, alligating 1 this is mainly on north and Frost boils last 500 feet, sinkholes 1 this also on north end. There is some piles of dirt on right side of road at entrance to Shadywood Road
- **Stony Point Road**- Blacktop road, surface conditions 3. Brush in ditches could use some work, not sure exactly where right-of-away is.
- **Little Crystal Lane** - Blacktop road, surface conditions longitudinal cracking 2, transverse cracking 2, rutting 2, alligating 2, potholes at entrance to road. There are some potholes and cracks that need fixing right side has more loose blacktop than other.
- **Crystal Park** - Blacktop lot, surface conditions 3. There is one crack in parking lot need some gravel on edge of entrance.
- **Gary Drive** - Blacktop road surface condition 2. There is some cracking needs filled in a few dips.
- **Harbor Heights Road** - Blacktop road, surface condition 3 there is some new transverse cracks should be crack filled other than that road looks good.
- **Melody Road** - Blacktop road, surface condition 3. There are some cracks that have opened up, look at crack filling, one side of ditch needs to be cleaned at cul-de-sac.
- **Woodland Park Road** - Blacktop road, surface condition 3. There is some new transverse cracks, sealing has held up well.
- **Lakeview Trail** - Gravel road, surface condition rutting, potholes, thinning gravel 2. This road needs some attention, there are some soft spots down the center of the road, needs a coat of gravel and possibly recycled blacktop on hill.
- **Lakeview Drive** - Blacktop road, surface condition 3. Road looks great.
- **Mohawk Drive** - Blacktop road, surface condition 3. Road looks good
- **Winnebago Drive** - Blacktop road, surface condition 3. Road looks good.
- **Chippewa Drive** - Blacktop road, surface condition 3. Road looks good
- **Apache Drive** - Blacktop road, surface condition longitudinal and transverse cracking 3, filled in 2016. Road looks good.
- **Pine Street** - Blacktop road, surface conditions 3. Road was blacktopped in 2016, a few dead trees near cul-de-sac needs cleaned up.
- **Birch Street** - Blacktop road, surface conditions 3. Road was blacktopped in 2016, a few small transfers cracks.

- **Isleview Road** - Blacktop road, surface conditions 3. Road was blacktopped in 2016. There is some brush in ditch and trees down by fire number 21759.
- **Mishawaka Road** - Blacktop road, surface condition 3. Road holding up well, speedbump sign by fire number 21961 needs cleaned.
- **Mishawaka Landing** - Blacktop landing, surface condition 3. Take out picnic area and make more parking.
- **Mishawaka Shores Trail** – Blacktop road, surface conditions longitudinal cracking, transverse cracking, rutting, alligating 2, thinning gravel, loose and fragmented, potholes, sinkholes 3. The road shows slight signs of rutting and several spots of alligating. There is some utility work that needs to be cleaned up by contractor.
- **Sunny Lane** - Blacktop road, surface conditions longitudinal cracking, transverse cracking 2, rutting, alligating 2. There is quite a bit of rough transverse cracking, some areas of alligating is getting chewed up.
- **Hauser Road** - Gravel road, surface conditions 3. The west side of the road need some brushing.
- **Verde Lane** - Blacktop road, surface conditions longitudinal cracking 3 some on edge of road, transverse cracking 2 - 3 are bad - one is slight, everything else 3. Need some brushing by cul-de-sac.
- **Winston Taylor Road** - Gravel road, surface conditions 3. Couple logs need cleaned up in ditch.
- **Westwood Lane** - Blacktop road, surface conditions 3. Road looks good
- **Westwood Drive** - Blacktop road, surface conditions 3. Road looks good.
- **East Harris Road** - Blacktop road, surface condition 3. There is some longitudinal cracking, some brushing in ditch needed.
- **Birch Hill Drive** - Blacktop road, surface condition 3. Road looks good, there is a tree down in the ditch that should be cleaned up.
- **Key view Road** - Blacktop road, surface condition 3. Road looks good, some brushing needed in ditches.
- **Norberg Drive** - Blacktop road, surface conditions longitudinal cracking 3, transverse cracking 2 some rough, rest of conditions 3. There is a lot of brushing needed on this road.

- **River Ridge Road** - Gravel road, surface condition 3. There is dirt in ditches to be pulled back onto road, trees in ditches on right side.
- **Wendigo Park Road** - Blacktop road, surface conditions 3. There is some longitudinal cracking and transverse cracking, these are slightly worse than last year. Some of the cracking intersects with Harris Town Road.
- **Katherine Avenue** - Blacktop road, surface conditions 3. This road looks good, ditches look good.
- **Nicholas Street** - Blacktop road, surface conditions 3. This road looks good, ditches look good.
- **Sunny Beach Road - Harris to Adair** - Blacktop road, longitudinal cracking and transverse cracking 2 some of the transfers cracks are excessive, rutting, alligating, thinning gravel, loose or fragmented, potholes, sinkholes 3. There was some Tansy in the ditches on the Harris Town Road end. Some brushing also needs to be done. There was a discussion held at the Woodtick Landing. This was in reference to the culvert that crosses Sunny Beach Road. This culvert may have to be upgraded in the fall of 2017 or spring of 2018. This culvert will be monitored throughout the summer.
- **Sunny Beach Road - Adair to Wendigo Road** - Blacktop road, surface conditions 3. This road was blacktop in 2016, road looks good, shoulders and gravel holding up well. There was one soft spot that sealer was installed, it has wintered well with no change. This spot should be looked at throughout the summer. There are some trees in the ditch just before Wendigo Park Road.
- **Wesleyan Drive** - Blacktop road, surface conditions longitudinal cracking, transverse cracking, rutting 2. There needs to be some brushing on left side of road.
- **Cemetery** - Blacktop road surface conditions 1. Transverse cracking's are rough, there is some sinking. Possibly try some new grass seed.
- **Aspen Drive** - Blacktop road, surface condition 2. There is some longitudinal cracking at the beginning and middle of the road, there is some alligating at the beginning and the middle of the road as well. The ditches look fair. There is a spot at the entrance to Aspen Drive where the tar is broken up and should be patched.
- **Riverview Road** - Gravel road, surface conditions 3. Road looks good possibly some brush hog work could be done.
- **Penella Road** - Gravel road, surface conditions 3. Some discussion on vacating this road.

- **Davis Road** - Gravel road, surface conditions 2. Gravel is thinning, some discussion on board vacating this road.
- **Sunset Drive** - Gravel road, surface conditions 3. Road looks good, some brushing could be done on both sides.
- **Sunset Lane** - Gravel road, surface conditions 3. Road is in excellent shape, some brushing on first part. The corner of Sunset Lane and Sunset Drive by stop sign is holding water, should be graded to drain.
- **Forest View Trail** - Gravel road, surface conditions 3. Tree in ditch on left side needs to be removed, gravel thinning on road.
- **Pinecrest Road** - Gravel road, surface conditions 3. Road and gravel look good.
- **Jess Harry Road** - Blacktop road, surface conditions 3.
- **Field Crest Road** - Blacktop road, surface conditions 1. There is a lot of longitudinal cracking, transverse cracking, alligating some of this is falling apart. This road needs to be redone.

SERVING THE AREA SINCE 1982



- Tree trimming & removing
- Lot clearing & thinning
- Brush chipping
- Brush mowing
- Year Round Service
- Fully insured

Mike Plackner, owner
 36091 S. Prairie River Rd., Bovey, MN 55709
 218-245-0105 • 1-866-360-0105

estimate

5-11

Name Harris Township
Nancy Drive

244-6382 327-7351

Type	Description	Unit Price	Amount
	Supervisor HTPA@gmail.com		
	Tree Removal on		
	Nancy Drive		4500 00



CASPER CONSTRUCTION, INC.

Pipeline Maintenance | Excavation | Municipal Contracting

P.O. Box 480, 212 SE 10th Street, Grand Rapids, MN 55744

Phone: 218-326-9637 | Website: <http://caspercon.com> | Fax: 218-326-9638



Proposal # 17025

Date: May 10, 2017

Pages: 1

Name: HARRIS TOWNSHIP
Address: 20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Description: 2017 GRAVEL PRICING

Location: HARRIS TOWNSHIP

Phone:

Architect:

Email: harristownshipclerk@gmail.com

We hereby propose to furnish materials, labor, and equipment necessary for the completion of:

SCOPE OF WORK:

CLASS 5 LOADED – MATERIAL ONLY = \$7.00/CY

CLASS 5 DELIVERED = \$150/LOAD

***PRICE IS GOOD FOR DELIVERY WITHIN 15 MINUTES OF CASPER PIT ON HARRISTOWN RD*

***UP TO 12 CY*

CLASS 5 PLACED – HOURLY RATES BELOW AS NEEDED

- MOBILIZATION = \$120/HR
- GRADER = \$135/HR
- SKIDSTEER = \$105/HR
- SMOOTH DRUM ROLLER = \$115/HR
- FOREMAN W/ PICKUP = \$100/HR
- LABORER = \$71/HR

NOTES:

- PRICES WILL BE HONORED FOR THE 2017 SEASON
- CASPER REQUESTS A MINIMUM 48 HR NOTICE PRIOR TO STARTING

We hereby propose to furnish material and labor---complete in accordance with above specifications

Signature _____

* **Payment Terms:** Full payment due within 20 days upon completion of work.

*Note: This proposal may be withdrawn by us if not accepted within 10 days.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Indemnity: To the fullest extent permitted by law Casper Construction Co, it's subcontractors, whether employed directly or indirectly, shall defend, indemnify and hold harmless (CLIENT),_it's owners, their agents, consultants, and employees, from all claims arising out of Casper Construction Co's negligent acts or omissions for bodily injury and property damage which occur while Casper Construction Co is physically on (CLIENT) premises during work performance.

Indemnity: To the fullest extent permitted by law, (CLIENT) shall defend, indemnify, and hold harmless Casper Construction Co, it's owners, agents, consultants, employees, and subcontractors, from all claims for bodily injury and property damage that may arise from (CLIENT) premises including any acts or omissions by (CLIENT) or (CLIENT)'s subcontractors whether employed directly or indirectly, which occur while Casper Construction Co is not physically on premises.

Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. In accepting this proposal, I am agreeing to any mechanics liens resulting from non-payment. **Please sign, date, & return to Casper Construction at the above address.**

Date of Acceptance: _____

Signature: _____

HARRIS TOWNSHIP ROADS			
TOTAL ROAD MILES: 32.63			
Gravel Roads miles:		Paved Road miles:	
7.5		25.13	
GRAVEL ROADS			
Road Name	Mileage (GPS'd)	Type	Comments
Bay View Place <i>5/4</i>	0.29	G	7:00 - 8:02 Good
Bear Creek Road <i>5/2</i>	1.71	G	9:25 - 10:30 Good <i>5/3</i>
Breezy Lane <i>5/4</i>	0.09	G	8:32 - 9:00 Good
Carol Street <i>5/4</i>	0.18	G	10:15 - 11:16 Good
Crystal Park	N/A	G	
Davis Road <i>5/5</i>	0.08	G	11:00 - 11:15 Good
Forest View Trail <i>5/4</i>	0.08	G	9:00 - 9:15 Good
Hauser Road <i>5/5</i>	0.25	G	6:30 - 7:30 Good - <i>5-3</i>
Hughes Road <i>5/3</i>	0.27	G	1:40 - 2:00 Good
Jane Lane <i>5/3</i>	0.49	G	10:30 - 1:00 Sandy surface
Melody Lane	0.24	G	
Metzenhuber Road <i>5/4</i>	0.10	G	8:02 - 8:37 Good
Nancy Drive <i>5/4</i>	0.25	G	9:15 - 10:15 Good
Norway Road <i>5/3</i>	0.10	G	2:45 - 3:01 Good
Pennela Road <i>5/5</i>	0.09	G	10:40 - 11:00 Good
Pine Crest Road <i>5/4</i>	0.20	G	12:32 - 1:15 Good
River Ridge Road <i>5/5</i>	0.16	G	9:00 - 10:40 Good
River View Drive <i>5/5</i>	0.60	G	9:00 - 10:40 Good
Root Road <i>5/4</i>	0.28	G	11:16 - 11:49 - Need Five
Schmidt Road <i>5/3</i>	0.47	G	2:00 - 2:16 Good
Sunset Drive <i>5/4</i>	0.17	G	2:15 - 3:00 Good
Sunset Lane <i>5/4</i>	0.31	G	1:15 - 2:15 Good
Vroman Road <i>5/3</i>	0.25	G	1:00 - 1:40 Good
Wagon Wheel Road <i>5/3</i>	0.24	G	8:17 - 9:05 Five
Wendigo Heights Road <i>5/3</i>	0.30	G	3:01 - 3:15 Good
Woodland Park Road	0.30	G	
Total Gravel Miles		7.50	

5/3 LAKE view Trail - 2:00 - 5:17 - Fair, few spots

(See next page for paved road list)

*Wendigo Heights *5/5* 7:30 - 9:00 Good*

harris-shop@hotmail.com

DEREK
244-5297

*Hours 8 1/2
9
4 1/2*

HARRIS TOWNSHIP ROADS

TOTAL ROAD MILES: 32.63

Gravel Roads miles:
7.5

Paved Road miles:
25.13

GRAVEL ROADS

Road Name	Mileage (GPS'd)	Type	Comments
Bay View Place 5/4	0.29	G	7:00 - 8:02 - Good
Bear Creek Road 5/3	1.71	G	9:25 - 10:30 - Good - 523
Breezy Lane 5/4	0.09	G	8:32 - 9:00 - Good
Carol Street 5/4	0.18	G	10:15 - 11:16 - Good
Crystal Park	N/A	G	
Davis Road 5/5	0.08	G	11:00 - 11:15 - Good
Forest View Trail 5/4	0.08	G	9:00 - 9:15 - Good
Hauser Road 5/5	0.25	G	6:30 - 7:30 - Good - 5-3
Hughes Road 5/3	0.27	G	1:40 - 2:00 - Good
Jane Lane 5/3	0.49	G	10:30 - 1:00 - Sandy surface
Melody Lane	0.24	G	
Metzenhuber Road 5/4	0.10	G	8:32 - 8:37 - Good
Nancy Drive 5/4	0.25	G	9:15 - 10:15 - Good
Norway Road 5/3	0.10	G	2:45 - 3:01 - Good
Pennela Road 5/5	0.09	G	10:40 - 11:00 - Good
Pine Crest Road 5/4	0.20	G	12:30 - 1:15 - Good
River Ridge Road 5/5	0.16	G	9:00 - 10:10 - Good
River View Drive 5/5	0.60	G	9:00 - 10:40 - Good
Root Road 5/4	0.28	G	11:16 - 11:49 - Need Five
Schmidt Road 5/3	0.47	G	2:05 - 2:46 - Good
Sunset Drive 5/4	0.17	G	2:15 - 3:00 - Good
Sunset Lane 5/4	0.31	G	1:15 - 2:15 - Good
Vroman Road 5/3	0.25	G	1:50 - 1:40 - Good
Wagon Wheel Road 5/3	0.24	G	8:17 - 9:25 - Five
Wendigo Heights Road 5/3	0.30	G	3:01 - 3:15 - Good
Woodland Park Road	0.30	G	
Total Gravel Miles	7.50		

53 LAKE VIEW TRAIL - 10:00 - 8:17 - FAIR; few spots

(See next page for paved road list)

Wendigo Circle 5/5 7:30 - 9:00 - Good

Harris-shop@hotmail.com

DEREK
244-5297

Hours 8 1/2
9
4 1/2

#

Harris Township Monthly Town Hall Report

Caretaker, Amber Hart Date 5-9-17

General Cleaning 16.75 hrs.

Miscellaneous Duties/Work 9.5 hrs.

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

Notes:

Total (All hours worked) 26.25 hrs.

Rentals

Resident's 6

No Charge/Discounted Only by board approval 3

Notes Huxley Club \$25, Itasca Co, Predatory Mtg. ~~0~~
Mark Mutchler, Harris Res. Memorial ~~0~~

Non-Residents —

Discounted Only by Board approval —

Notes _____

Board Functions (meetings, scheduled hold, voting) 7

Total 325.00

Deposits Retained ~~0~~

Total money collected \$325.00

=====

Maintenance or Safety concerns:

April Maintenance Reports

Weekly Maintenance Plan April 3rd

Task to be completed	Estimated hours	Priority
Work on weekly plan for next week.	2	3
Meeting time.	2	2
Daily time sheets.	6	2
Monthly time sheets and bills and receipts.	4	1
Pour small vet plate for Stanley Hongo.	1/2	2
Wash ASV.	1	2
Clean Wendigo tennis court.	2	1
Install tennis nets both courts for the season.	2	1
Clean 3 stall garage service center.	4	3
Locate for Apache Dr. Mohawk Dr. stop signs. And Mishawaka RD no parking sign.	2	2
From last week Wash both trucks.	2	2
Clean up gravel in yard around shop.	3	3
Pick up trash at boat landings.	2	2
Work on damaged fence Cemetery.	6	3
Sweep sand from intersections that may need it.	4	2
Order signs from some of our list.	2	2
Level out service center driveway.	2	2
Clean up leaves Mishawaka landing hill.	4	3
Seed and black dirt Cemetery areas that we filled in and other areas as needed.	8	1
Inspections parks.	3	2
Write up cost of materials for town hall posting station.	1	1
Remove barricade from Nicholas ST.	1	2
Install matting and grass seed Birch ST shoulder where it washes out.	4	1
Remove tree from ballfield fence.	2	2
Work on ROW tree clean up from last week.	10.5	2

Dan

Date: 4/3/17

- Check area for locates on Mohawk DR, Apache DR, Mishawaka RD, Norway RD. stack as needed. Maintenance post. Got new sign post and sign ready Mohawk DR stop sign. Pick up barricade from Nicholas Ave, Remove broken post from Mishawaka no parking sign and bent signs from Norway end 3 ½ hr
- Poured small vet plate Stanley Hongo. ½ hr
- Leveled out shop driveway. ½ hr
- Cleaned up trash from all boat landings. 2 hr

NOTE: Left at 3 p.m. had doctors appointment

Derrick

Date: 4/3/17

- Removed fallen tree and other broken trees on Norberg Dr, marked out and put in requests for the locates for new sign post installation on Mohawk Dr., Apahce Dr.,

Mishawaka Rd., and Norway Rd. Took down the barricade on Nicholus St. and brought it back to the Town Hall, Removed broken sign posts from the end of Norway Rd and Mishawaka Rd. 4 hr

- Took an inventory of road signs that we will need for our sign replacement project this year. ½ hr
- Fill out daily time sheets ½ hr
- Cleaned up garbage at all boat landings 2 hr
- Worked on monthly time sheets and gathered receipts for monthly recording ½ hr
- Swept floor inside the Service Center Meeting Area ½ hr

Dan

Date: 4/4/17

- Meeting with Ken 1 hr
- Cut up fallen tree at Wendigo Park, tree had fallen on the ballfield fence. ½ hr
- Clean the Wendigo Tennis Court and put up the tennis nets 2 hr
- Clean up garbage, rolled up plastic from the hockey rink, put up the tennis nets at Crystal Park 2 ½ hr
- Put together a sign list for pricing ½ hr

Work done that is not on our weekly plan:

- Took measurements of the Woodtick culvert area on the Sunny Beach Rd. ½ hr
- Removed broken End of Maintenance sign at the end of Aspen Dr. ½ hr
- Took pictures of the beginning of Aspen Dr.
The road is starting to break up very bad. ½ hr

Derrick

Date: 4/4/17

- Meeting with Ken 1 hr
- Cut up fallen tree at Wendigo Park, tree had fallen on the ballfield fence. ½ hr
- Clean the Wendigo Tennis Court and put up the tennis nets 2 hr
- Clean up garbage, rolled up plastic from the hockey rink, put up the tennis nets at Crystal Park 2 ½ hr
- Put together a sign list for pricing ½ hr

Work done that is not on our weekly plan:

- Took measurements of the Woodtick culvert area on the Sunny Beach Rd. ½ hr
- Removed broken End of Maintenance sign at the end of Aspen Dr. ½ hr
- Took pictures of the beginning of Aspen Dr.
The road is starting to break up very bad. ½ hr

Dan

Date: 4/5/17

- Looked at options for posts for the new posting station ½ hr
- Worked on monthly reports for receipts and fuel logs. ½ hr
- Covered shoulder with black dirt and seed and put down matting on Birch St to help it from washing out anymore 2 ½ hr
- Washed both trucks, John Deere 1445 and the ASV 2 ½ hr
- Cleaned up grass around the Service Center and filled in areas in the driveway

with gravel 2 hr

Derrick

Date: 4/5/17

- Picked up supplies in town and picked up canvas voting booth dividers from Vanity cleaners, there was no charge for the canvas because there was no actual work done to them. 1 hr
- Worked on monthly reports for receipts and fuel logs. ½ hr
- Covered shoulder with black dirt and seed and put down matting on Birch St to help it from washing out anymore 2 ½ hr
- Washed both trucks, John Deere 1445 and the ASV 2 hr

Work done that is not on our weekly plan:

- Inspected bad areas of Aspen Dr., Fieldcrest Rd., and Tolerick Rd., with supervisor Haubrich and measured areas that should need fixing. Also inspected the Lakeview Trl intersection to see how it was holding up. 2 hr

Derrick

Date: 4/6/17.

- Get sign list quotes. ½ hr
- Work on weekly plan. ½ hr
- Monthly receipts. 2 hr

Work done that is not on our weekly plan:

- Installed new signs on Mishawaka Rd no parking, Mohawk DR stop, Apache Dr stop, End maintenance on Norway RD. 5 hr

Dan

Date: 4/6/17

- Put together pricing list for posting station Hall. ½ hr
- Work on weekly plan. 1 hr
- Monthly receipts. ½ hr

Work done that is not on our weekly plan:

- Lowered flags Cemetery and Hall. ½ hr
- Installed new signs on Mishawaka Rd no parking, Mohawk DR stop, Apache Dr stop, End maintenance on Norway RD. 5 hr
- Messaged Amber about windows at Hall with what looks like Ice cream and call Keller fence to have them start on Wendigo fence repair. ½ hr

Dan

Date: 4/7/17

- Updated road files, gathered pictures and information for previous road work that was completed. Worked on monthly time sheets. Raised the flag at the Cemetery 3 hr
- Cleaned up and chipped trees and branches on Sunny Beach Rd., Wendigo Park Rd., and Mishawaka Rd. 4 hr

Work done that is not on our weekly plan:

- Took pictures of Fieldcrest Rd and Birch St. and documented for our files. 1 hr

NOTE:

Fieldcrest Rd. is starting to break away very bad towards the last half of the road. We will need to do something very soon about it before someone messes up their vehicle on these bad areas.

Birch St. pictures were taken of the finished work that we did to the shoulder of the road, this way we can document it for future reference

Derrick

Date: 4/7/17

- Worked on work orders, weekly plan, monthly time sheets, monthly fuel sheets, and monthly receipts 3 hr
- Cleaned up and chipped trees and branches on Sunny Beach Rd., Wendigo Park Rd., and Mishawaka Rd. 4 hr

Work done that is not on our weekly plan:

- Took pictures of Fieldcrest Rd and Birch St. and documented for our files. 1 hr

Weekly Maintenance Plan April 10th – 14th 2017

Task to be completed	Estimated hours	Priority
Meeting time	2	3
Weekly plan for following week	2	3
Daily time sheets	6	3
Take down corner markers at the Cemetery	4	2
Sweep intersections (from last week)	4	2
Clean up leaves and branches at the Mishawaka Boat Landing (from last week)	4	3
Install Wendigo "Bishop" ballfield sign	2	2
Finish groundwork on the Wendigo Ballfield	16	2
Fix the Wendigo Ballfield fence from tree damage	4	2
Take weekly measurements of the Woodtick Culvert area	1	1
Replace basketball nets at Crystal Park	1	3
Sweep the basketball court at Wendigo Park	2	2
Move the Wendigo Picnic Park signs	2	2
Safety Class meeting at Timberlake Lodge (4/11/17)	6	1
Good Friday 1/2 Day (Holiday)	8	3
Sweep, mop, and clean Service Center House	2	1
Groundwork, level out stones, and clean up at Cemetery	14	2

Dan

Date: 4/10/17

- Meeting with Ken ½ hr
- Took down corner markers at the Cemetery 3 hr
- Replaced old basketball nets at Crystal Park and Picked up tree limbs at Wendigo Park ½ hr
- Put up Wendigo "Bishop" ballfield sign 1 hr
- Straightened out Wendigo ballfield fence posts that was damaged from tree 2 hr
- Filled in sunken areas with black dirt at the Cemetery 1 hr

Derrick

Date: 4/10/17

- Meeting with Ken ½ hr
- Took down corner markers at the Cemetery 3 hr
- Replaced old basketball nets at Crystal Park and Picked up tree limbs at Wendigo Park ½ hr
- Put up Wendigo "Bishop" ballfield sign 1 hr
- Straightened out Wendigo ballfield fence posts that was damaged from tree 2 hr
- Swept inside the Service Center House ½ hr
- Filled out daily time sheets ½ hr

Dan

Date: 4/11/17

- Safety Class 3 hr
- Pick up items in town for Cemetery and sign work ½ hr
- Removed and relocated Wendigo Picnic Park Signs 1 hr
- Took measurements of the Woodtick Culvert area ½ hr
- Fill out daily time sheets ½ hr
- Sweep, mop, and clean Service Center House for Meeting 1 hr

Work done that is not on our weekly plan:

- Poured Vet Plate for Stanley Hongo ½ hr
- Level out driveway and moved dirt piles away from agri-lime pile for later this week 1 hr

Derrick

Date: 4/11/17

- Safety Class 3 hr
- Pick up items in town for Cemetery and sign work ½ hr
- Removed and relocated Wendigo Picnic Park Signs 1 hr
- Took measurements of the Wood tick Culvert area ½ hr
- Fill out daily time sheets ½ hr
- Sweep, mop, and clean Service Center House for Meeting 1 hr

Work done that is not on our weekly plan:

- Put together pricing list for Posting Station at the Town Hall ½ hr
- Updated files in computer for work orders and equipment files 1 hr

Derrick

Date: 4/12/17

- Clean up and cut down small trees at Mishawaka landing. 8 HRS

Derrick

Date: 4/12/17

- Clean up and cut down small trees at Mishawaka landing. 8 HRS

Dan

Date: 4/13/17

- Meeting with Ken 1 hr.
- Groundwork, Fixed Cemetery fence black dirt areas at Cemetery 3 ½ hr.

Work done that is not on our weekly plan:

- Dig grave for Barbara Mutchler in Section 3 for Monday 17th 3 ½ hr.

Dan

Date: 4/13/17

- Meeting with Ken 1 hr.
- Groundwork, Fixed Cemetery fence black dirt areas at Cemetery 3 ½ hr.

Work done that is not on our weekly plan:

- Dig grave for Barbara Mutchler in Section 3 for Monday 17th 3 ½ hr.

Dan

Date: 4/14/17

- Work on weekly plan for following week 2 hr
- Good Friday (Holiday) 4 hr

Work done that is not on our weekly plan:

- Made inspections of the parks 1 hr
- Made inspections of the boat landings ½ hr
- Made inspections at the Town Hall ½ hr

Derrick

Date: 4/14/17

- Work on weekly plan for following week 2 hr
- Good Friday (Holiday) 4 hr

Work done that is not on our weekly plan:

- Made inspections of the parks 1 hr
- Made inspections of the boat landings ½ hr
- Made inspections at the Town Hall ½ hr

Weekly Maintenance Plan April 17th – 21st 2017

Task to be completed	Estimated hours	Priority
Meeting time	2	3
Weekly plan for following week	2	3
Daily time sheets	6	3
Burial Monday for Barbara Mutchler	4	1
Sweep intersections (from last week)	4	3
Groundwork at the Town Hall	6	3
Install docks at boat landings	5	2
Finish groundwork on the Wendigo Ballfield	16	2
Install posting station at the Town Hall	6	2
Take weekly measurements of the Woodtick Culvert area	1	1
Repair fences at the Cemetery	7	2
Sweep the basketball court at Wendigo Park	2	2

Groundwork, level out stones, and clean up at Cemetery	14	2
Make inspections of Town Hall, parks and boat landings	5	3

Dan

Date: 4/17/17

- Meeting with Ken and Michael. 1 ½ hr
- Finish burial for Barbara Mutchler. 2 ½ hrs
- Picked up 4x4 posts and cement for posting station and attached posts. 2 ½ hrs
- Fuel in pickup at Davies. ½ hr
- Marked out for Daniel Sutherland stone. ½ hr

Work done that is not on our weekly plan:

- Checked Fieldcrest RD and cut up and removed 2 small trees Wesleyan DR. ½ hr

Derrick

Date: 4/17/17

- Meeting with Ken and Michael. 1 ½ hr
- Finish burial for Barbara Mutchler. 2 ½ hrs
- Picked up 4x4 posts and cement for posting station and attached posts. 2 ½ hrs
- Fuel in pickup at Davies. ½ hr
- Marked out for Daniel Sutherland stone. ½ hr

Work done that is not on our weekly plan:

- Checked Fieldcrest RD and cut up and removed 2 small trees Wesleyan DR. ½ hr

Dan

Date: 4/18/17

Work done that is not on our weekly plan:

- Installed air intake tube on the John Deere 1445, Straightened and reinforced the grave outline form. 1 hr
- Updated road files ½ hr
- Made inspections of the shoulders to check their condition on the Sunny Beach Rd. Mishawaka Rd. and Birch St. during heavy rain. Shoulders are holding up very well. 1 hr
- Researched Type 3 Barricades for pricing ½ hr
- Painted the Veterans plates for Hongo ½ hr
- Cleaned and organized the Service Center Garage. 4 ½ hr

Derrick

Date: 4/18/17

Work done that is not on our weekly plan:

- Put together and emailed cemetery site map for location of Snow headstone placement ½ hr
- Cleaned windows and interior on the Pickup truck and the cleaned the windows on the Dump truck 1 hr
- Made inspections of the shoulders to check their condition on the Sunny Beach Rd. Mishawaka Rd. and Birch St. during heavy rain. Shoulders are holding up very well. 1 hr
- Updated Cemetery and Veterans files ½ hr

- Ordered signs from Newman signs ½ hr
 - Cleaned and organized. Installed hangers for the weed whippers and started working on fixing the man-door to get it to shut properly in the Service Center Attached Garage 4 ½ hr
- Dan
Date: 4/19/17
- Hauled 5 loads agrilime to Wendigo ballfield started leveling out not done yet. 8 hrs
- Derrick
Date: 4/19/17
- Wendigo ballfield started leveling out not done yet. 2 hrs
 - Sweep intersections Metzenhuber, Bayview, Westwood RD and LN, Underwood RD, Little crystal, Checked other roads but did not need sweeping. 5 hrs
 - Sweep basketball court Wendigo. 1 hr
- Derrick
Date: 4/20/17
- Worked on weekly work plan for the following week 1 hr
 - Removed old and installed new posting station at the Town Hall 3 hr
 - Installed docks at Casper, LaPlant, and Mishawaka boat landings 2 ½ hr
 - Took measurements of the Woodtick culvert area on the Sunny Beach Rd. ½ hr
 - Made Inspections of the Town Hall and the boat landings 1 hr
- Derrick
Date: 4/20/17
- Worked on weekly work plan for the following week 1 hr
 - Removed old and installed new posting station at the Town Hall 3 hr
 - Installed docks at Casper, LaPlant, and Mishawaka boat landings 2 ½ hr
 - Took measurements of the Woodtick culvert area on the Sunny Beach Rd. ½ hr
 - Made Inspections of the Town Hall and the boat landings 1 hr
- Derrick
Date: 4/21/17
- Finish Wendigo ballfield. And clean up piles of limbs. 4 ½ hrs
 - Ground work town hall fill in ruts. 2 ½ hrs
 - Inspect Crystal Park. ½ hr
- Work done that is not on our weekly plan:
- Checked for downed tree Mishawaka RD. ½ hr
 - Bring orange coolers to Hall for Sunday rental.
- Dan
Date: 4/21/17
- Finish Wendigo ballfield. And clean up piles of limbs. 4 ½ hrs
 - Ground work town hall fill in ruts. 2 ½ hrs
 - Inspect Crystal Park. ½ hr
- Work done that is not on our weekly plan:
- Checked for downed tree Mishawaka RD. ½ hr
 - Bring orange coolers to Hall for Sunday rental.

Weekly Maintenance Plan April 24th – 28th 2017

Task to be completed	Estimated hours	Priority
Meeting time	4	3
Weekly plan for following week	2	3
Daily time sheets	6	3
Replace chimney flashing on the Service Center Garage	4	1
Take down bump signs on the Sunny Beach Rd.	1	3
Derrick Vacation (Friday 28 th)	8	3
Cremation burial for Hongo in section 1 and install Hongo Veterans plates	4	2
Clean up leaves and pine needles at Wendigo Park	16	2
Clean up leaves at LaPlant boat landing	3	2
Take weekly measurements of the Woodtick Culvert area	1	1
Repair fences at the Cemetery	7	2
Clean Wendigo Picnic Park	6	2
Groundwork, level out stones, and clean up at Cemetery	14	2
Make inspections of Town Hall, parks and boat landings	4	3

Dan

Date: 4/24/17

- Meeting with Mike ½ hr
- Took down bump signs on the Sunny Beach Rd. ½ hr
- Spoke with Ben and Dave from Rowe Funeral Home about a Cremation Burial for Saturday the 29th of April for Bryce Ross ½ hr
- Picked up grass seed, chimney flashing, caulk in town. ½ hr
- Repaired the Service Center Garage Chimney 2 ½ hr
- Started cleaning up leaves and garbage at LaPlant boat landing 1 ½ hr
- Swept and moped Service Center House 1 hr

Work done that is not on our weekly plan:

- Put grass on new dirt and inspected the Town hall 1 hr

Derrick

Date: 4/24/17

- Meeting with Mike ½ hr
- Took down bump signs on the Sunny Beach Rd. ½ hr
- Spoke with Rob from Casper construction and Supervisor Kelly about timing of road grading ½ hr
- Picked up grass seed, chimney flashing, caulk in town. ½ hr
- Repaired the Service Center Garage Chimney 2 hr
- Started cleaning up leaves and garbage at LaPlant boat landing 1 ½ hr
- Swept and moped Service Center House 1 hr
- Filled out daily time sheets ½ hr

Work done that is not on our weekly plan:

• Put grass on new dirt and inspected the Town hall 1 hr
Dan

Date: 4/25/17

- Meeting with Ken ½ hr
- Clean up the LaPlant boat landing 3 hr
- Clean Service Center House ½ hr
- Ordered the dumpster to be dumped, cleaned up dirt piles at the Service Center, drained water out of the humidifier in the garage ½ hr

Work done that is not on our weekly plan:

- Checked Norberg Dr., Keyview Dr., Birch Hills Dr., and East Harris Rd. for any brushing issues. 1 hr
- Inspected area and located existing culvert on Underwood Rd. The area is sloping towards the ends of the culvert instead of away from the culvert and the culvert is sunken into the ground but it is open so, we will have to figure out what the next steps should be to fix this problem. 1 ½ hr
- Completed self-evaluation chart 1 hr

Derrick

Date: 4/25/17

- Meeting with Ken ½ hr
- Clean up the LaPlant boat landing 3 hr
- Filled out daily time sheets ½ hr
- Spoke with Sheryl Rush about postponing the Hongo Burials for this week due to weather. We will keep in touch throughout the next couple of weeks until we are able to get better weather for the family to come out for the service. ½ hr

Work done that is not on our weekly plan:

- Checked Norberg Dr., Keyview Dr., Birch Hills Dr., and East Harris Rd. for any brushing issues. 1 hr
- Inspected area and located existing culvert on Underwood Rd. The area is sloping towards the ends of the culvert instead of away from the culvert and the culvert is sunken into the ground but it is open so, we will have to figure out what the next steps should be to fix this problem. 1 ½ hr
- Completed self-evaluation chart 1 hr

Dan

Date: 4/26/17

Work done that is not on our weekly plan:

- Ordered locate for culvert Underwood driveway. ½ hr
- Work on road files. ½ hr
- Organize shop and old cemetery name plates separated and labeled all numbers. 7 hrs letters and

Derrick

Date: 4/26/17

Work done that is not on our weekly plan:

- Cleaned windows and door handles on the John Deere 1445 2 ½ hr
- Updated road files ½ hr
- Worked on the John Deere 1445 Broom attachment, straightened out brackets and supports for the transport wheels on the front of the broom. 3 ½ hr

- Plowed snow and scraped ice from walkway at the Town Hall. 1 ½ hr

Derrick

Date: 4/27/17

- Meeting with Ken and Mike. 1 hr
- Repair cemetery fence replaced broken section. 3 hrs
- Measure Sunny beach woodtick culvert. ½ hr

Work done that is not on our weekly plan:

- Picked up safety vests and t-shirts at L&M brought them to Clifton skate for printing. Stokes for more paper. 2 hrs
- Measured dugouts. ½hr
- Swept garage. 1 hr

Dan

Date: 4/27/17

- Meeting with Ken and Mike. 1 hr
- Repair cemetery fence replaced broken section. 3 hrs
- Measure Sunny beach woodtick culvert. ½ hr
- Daily time sheets. ½ hr

Work done that is not on our weekly plan:

- Picked up safety vests and t-shirts at L&M brought them to Clifton skate for printing. Stokes for more paper. 2 hrs
- Measured dugouts. ½ hr
- Liquor ordinance design. ½ hr

Dan

Date: 4/28/17

- Checked Mishawaka landing, Casper landing, Laplant landing. 1 hr
Was not able to finish cleaning up leaves at Laplant frozen in snow.
- Repaired cemetery fence on the south end corner of section one. Straightened out 3 posts
installed new tie wires and fixed corner holder. 2 hrs
- Weekly plan for next week. 1 hr
- Hours from all equipment used for the month. ½ hr
- Dug a cremation grave for this Saturday needed to be much larger than normal
Dave from Rowe funeral home stopped said it may need to be larger as he has not seen it
yet the family is bringing it in. He also needed a signature for a future burials vet plate to be
ordered which I did. 1 ½ hrs

Work done that is not on our weekly plan:

- Had to install a new mailbox post for the shop the post was broken and falling
over used one we gotten back from unused Birch street posts, painted and put new stickers
on it. 2 hrs

Derrick

Date: 4/28/17

- Vacation. 8 hr

Dan

Date: 4/29/17

- Cremation burial. Sec 3, block 33/ lot 1, site 1

Harris Township:

Equipment	Work done/hours	Date
3500 Dump truck	13274 total	214 miles for the month
3500 pick up	27014 total	512 miles for the month
Terex ASV	893.8 hrs total	15.4 hrs for the month
E1100 heater	**	
ETQ generator	**	
Gravelly mower	**	
JD 920 mower	**	
JD 1445 tractor	621.4 hrs total	5.8 hrs for the month
JD 7130 ditch mower	**	
Vermeer chipper	245.7 hrs total	2.4 hrs for the month

Chevrolet 3500 Dump Truck

Date	Mileage	Mileage Used	Gals
4/20/2017	13189	433.7	43.46
			0
			0
			0
			0
Monthly Total			43.46

Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
4/17/2017	26801	393.5	28.81
			0
			0
			0
Monthly Total			28.81

ASV PT60

Date	Hours	Hours Used	Gals
4/13/2017	881.7	9.5	8.7
4/19/2017	886.1	4.4	5.7
4/28/2017	892.5	6.4	8.7
			0
			0
Monthly Total			23.1

Maintenance Purchases

	Quantity	Item	Number	What use...	Cost
Home Depot 4/17	2	4x4 posts	#609	Town Hall Posting Board	\$30.54
Home Depot 4/17	2	Quikcrete 60lbs bags	#609	Town Hall Posting Board	\$6.80
Stokes 4/27	3	Copy paper	#680	Service Center Supplies	\$14.97
Stokes 4/27	1	12ct pencils	#680	Service Center Supplies	\$1.99
Home Depot 4/11	2	12pk stake bundle	#358	Miscellaneous	\$15.94
Home Depot 4/11	1	Quikcrete 60lbs bag	#424	Small Veteran plate	\$3.40
L & M 4/27	1	SD card	#354	Supplies	\$10.99
L & M 4/27	8	Safety vests	#356	Clothing	\$79.92

L & M 4/27	2	Safety t-shirts polyester	#356	Clothing	\$35.98
L & M 4/27	4	Safety t-shirts (wicking)	#356	Clothing	\$67.96
L & M 4/27	1	Straw hat	#356	Clothing	\$9.95
L & M 4/27	1	Moultrie SD Card Reader	#354	Supplies	\$19.99
L & M 4/24	1	4" Flashing gas vent	#680	Service Center Garage	\$8.49
L & M 4/24	1	4" storm collar gas vent	#680	Service Center Garage	\$2.99
L & M 4/24	2	Air freshener	#354	Supplies	\$1.90
L & M 4/24	3	20lbs bags grass seed	#354	Supplies	\$74.97
L & M 4/24	2	Hi Heat caulking	#680	Service Center Garage	\$15.98
L & M 4/24	1	1" roofing screws box	#680	Service Center Garage	\$9.99
L & M 4/24	1	Pair of gloves	#356	Clothing	\$19.99
Home Depot 5/4	1	6v exit sign battery	#609	Town Hall Emergency Light	\$21.86
Home Depot 5/4	1	Gravel rake	#357	Tools	\$25.97
Home Depot 5/4	1	Spade shovel	#357	Tools	\$21.97
Home Depot 5/4	1	Square shovel	#357	Tools	\$21.97
Home Depot 5/4	10	Bark mulch nuggets	#530	Crystal Park supplies	\$42.50
Lease Landscaping 5/5	1	Futerra blanket 40"x135' roll	#354	Supplies	\$56.00

Supervisor Key introduced the following resolution and moved for its adoption:

RESOLUTION NO. . 98-5

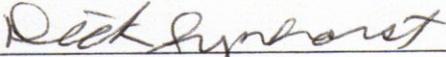
A RESOLUTION ADOPTING THE
GENERAL RECORDS RETENTION SCHEDULE
FOR TOWNSHIPS

WHEREAS, the State of Minnesota Department of Administration, Data and Records Management Division, in conjunction with the Minnesota Historical Society, has developed a General Records Retention Schedule for Minnesota Townships, and

WHEREAS, it has been determined by the Harris Town Board that better management of the Harris Township records could be obtained if this retention schedule were to be adopted.

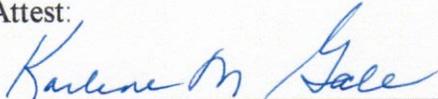
NOW THEREFORE, BE IT RESOLVED, by the Board of Harris Township, to adopt the State of Minnesota General Records Retention Schedule for Townships, and authorize and instruct the Town Clerk to sign and send in the notification to the Minnesota Historical Society of this adoption.

Adopted this 12th day of August, 1998.



Dick Synhorst, Chairman

Attest:



Karlene M. Gale, Clerk

Supervisor Synhorst seconded the foregoing resolution and the following voted in favor thereof: Key, Synhorst; and the following voted against same: None, whereby the resolution was declared duly passed and adopted.

Records Retention and Filing System for Townships

*Permanent
Files only,
for historical
society*

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
ADDRESSES			
General	File, Rolodex, pc	Optional	N
911 Address list	File	Until superseded	N
Suppliers	File, Rolodex, pc	Optional	N
ADVERTISEMENT			
General	Storage boxes	Until superseded	N
Info/Correspondence	File	3 year	N
AFFIDAVITS			
Posting	File	6 year	N
Publishing	File	6 year	N
AGENDAS			
	File	6 year	N
ANNEXATION			
	File	3 year/Permanent	N
ANNUAL REPORTS			
(subdivide as needed)	File	Permanent	Y
ANTIRECESSION			
Federal information	File	3 year	N
Federal reports	File	Permanent	N
APPOINTMENTS (Officers, Employees)			
Appointment of Commissions	File	Life of Appoint.	N
Appointment of Deputy Clerk	File	Life of Appoint.	N
Appointment of Deputy Treasurer	File	Life of Appoint.	N
Appointment of Fire Wardens	File	Life of Appoint.	N
Oaths/Bonds of Officers	File	10 year after term	N
Officers Acceptance/Resignations	File	10 year after term	N
Vacancies	File	6 year	N
ASSESSOR (see Board of Review)			
ATTORNEY			
Correspondence	File	Optional	N
Opinions	File	Until superseded	N
AUDIT			
Annual Report	In books	Permanent	Y
Audit Report (Town Reporting Form)	File	Permanent	Y
Audit Lists			
Revenues	File	Permanent	Y
Disbursements	File	Permanent	Y
Journal Entries	File	Permanent	Y
Federal Revenue Sharing Reports	File	Permanent	N
Outstanding Indebtedness	File	Permanent	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
AWAIR			
Employees Manual	File	Until superseded, then 6 yr	N
Manual	File	Until superseded, then 6 yr	N
BICENTENNIAL			
	File	P if historical	N
BOARD OF HEALTH			
Clean Indoor Act	File	Until superseded	N
Complaints, reports	File	10 year	N
Correspondence	File	3/P	N
Emergency Service	File	Permanent	N
Groundwater/wells	File	Until superseded	N
Outdoor Restrooms	File	Until superseded	N
Public Diseases Health Problems	File	Permanent	N
Regulations	File	Until superseded	N
Sewage Water Quality	File	Until superseded	N
BOARD OF REVIEW			
Assessor	File	Life of appointment	N
Board of Review Minutes	File/Book	Permanent	Y
Petitions - Valuations	File	6 year	N
Petition Determination Letters	File	6 year	N
Postings, Notices	File	6 year	N
Project files, Special Assessments	File	Permanent	N
Special Assessment Approvals	File	Permanent	N
Special Benefit Valuations	File	Permanent	N
BONDS			
Clerk/Treasurer Bonds	File (appt)	10 year	N
Performance Bonds	File (contracts)	6 year after completion	N
Permit Bonds	File	6 year after completion	N
CASH CONTROL			
Monthly Cash Control	File, book	6 year	N
CEMETERY			
Book of Internment	Clerk's Office	Permanent	Y
Burial Records	Fireproof File Archive	Permanent	Y
Cemetery deeds	Fireproof File Archive	Permanent	Y
Lots sales journal	File	Permanent	Y
Maps	Internment book	Permanent	Y
Receipts	File	6 year, if duplicated	N
Report of Grave Openings, and Body Transfers	Internment book	Permanent	Y
Sextant book, maps	Sextants home	Permanent	Y
CENSUS			
Local census data	File	Permanent	N
CONTRACTS/QUOTES			
Bids, specifications	File	6 year after completion	N
Bids (services)			
Accepted			
Rejected	File	6 year after completion	N
Bids (supplies)			
Accepted			
Denied	File	6 year after completion	N
Contracts	Fireproof file	6 year after completion	N
(note: labor contracts are permanent)			

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
CORRESPONDENCE			
Historical	File	Permanent	Y
Other subs optional	File	3 year minimum	N
COUNTY			
Correspondence In	File	3 year/optional	N
Correspondence Out	File	3 year/optional	N
DEVELOPMENT			
Business	File	3 year/Permanent	N/Y
Correspondence	File	3 year minimum	N/Y
Economic	File	3 year/Permanent	N/Y
General Information	File	Until superseded	N
Local	File	Permanent	Y
Regional	File	3 year	N
Rural	File	3 year	N
ELECTIONS			
Absentee Ballot Applications	File	22 months	N
Absentee Ballot Materials	Box	Until used	N
Affidavits of Candidacy	File	22 months	N
Affidavits of Publication	File	22 months	N
Accessibility Survey (handicap)	File	Until superseded	N
Certificates of Election	File	22 months	N
Declaration of Candidacy	File	22 months	N
Election Board of Canvass minutes	Book/file	22 months	N
Financial Reporting (campaign)	File	22 months	N
Flag Certificates	File	22 months	N
Instructions/Manuals	Shelves	Until superseded	N
Judges Oath	File	22 months	N
Judges Roster (eligible judges)	File	Until superseded	N
Judges Training Record	File	Until superseded	N
Nominating Petitions	File	22 months	N
Poll Books	Archives	Permanent	Y
Poll Lists	County Auditor	Until superseded	N
Precinct books	County Auditor	22 months	N
Precinct Map/Finder	File	Permanent	Y
Receipts from Clerk	File	22 months	N
Return Reports	File	22 months	N
Special Votes	File	22 months	N
Spoiled Ballots	File	22 months	N
Summary Statements	File	22 months	N
Supplies	Box	Until superseded	N
Tally Ballots	File	22 months	N
Unvoted Ballots	File	22 months	N
Voted Ballots	File	22 months	N
Voting Certificates	File	22 months	N
Voter Registration Cards	File/Box	Until used	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
EMPLOYEES			
Affidavit - job	File	3 year	N
Applications - blank	File	Until used	N
Applications - job	File	1 year	N
(note: may wish to put into hired employees individual file after 1 year)			
Applicants List	File	2 year/optional	N
AWAIR - employee accident (200)	File	5 year/Permanent	N
Exposure records	File	30 year after retirement	N
Medical records	File	30 year after retirement	N
Training (safety)	File	5 year minimum	N
Dept. Rules - Policies	File	Until superseded	N
Education, test results	File	2 year/optional	N
Employee Manuals	File/Shelves	Until superseded	N
Employee Suggestion Forms	File	2 year	N
Equal Opportunity Act	File	3 year/until superseded	N
Affirmative Action	File	Permanent	N
First Report of Injury	File	7 year	N
Individual Files	File	5 years in active/then to storage box	N N
Information	File	Until superseded	N
Insurance - worker's comp	Fireproof File	Until expiration	N
Job descriptions	File	Until superseded	N
Laws Governing	File	Until superseded	N
Mileage Reimbursement Forms	File	6 year	N
New Hire Forms	File	Until superseded	N
Pay Equity	File	6 year	N
Pension			
DCP	File	Permanent	N
Past service	File	Permanent	N
PERA	File	Permanent	N
Annual Report	File	1 year	N
Benefits	File	Until superseded	N
Correspondence	File	3 year minimum	N
Employer News	File	3 year	N
Enrollment Forms	File	Permanent	N
General News	File	1 year	N
Membership numbers	File	Permanent	N
Payroll List/Abstract	File	Permanent	N
Reports	File	Permanent	N
Report Requirement	File	Until superseded	N
Stipulation Forms	File	Permanent	N
Statutes	File	Until superseded	N
Salaries - Assessor	File	6 year after retirement	N
Salaries - Township Officers	File	6 year after term	N
Time Sheets	File	6 year	N
Unemployment	File	6 year	N
Claims	File	6 year	N
Correspondence	File	6 year	N
Forms	File	6 year	N
Reports	File	6 year	N
Worker's Comp Report	File	6 year	N
Work Programs (grants)	File	6 year following program	N
(note: if no Police file, add Community Service Workers, and STS crews)			

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
FARM			
Cash Rental Forms	File	10 year	N
Correspondence	File	3 year minimum	N
Soil Farming	File	3 year/Permanent	N
FENCE VIEWING			
Court Case Records	File	Permanent	N
Expense of Fence Application Certificate	File	Permanent	N
Fence Viewing Notice	File	Permanent	N
Fence Viewing Determination	File	Permanent	N
Partition Fences Agreement Complaints	File	Permanent	N
Literature	File	Until superseded	N
FILING/RECORDS			
Filing System (list-key)	File	Until superseded	N
Forms	File	6 year	N
Information	File	Until superseded	N
Records Destruction	File	10 year	N
Record Retention	File	Until superseded	N
FINANCIAL/ACCOUNTING			
Account List (key)	File	Until superseded	N
Acct. Receivable Billings	File	6 year	N
Acct. Receivable Journals	File	6 year	N
Acct. Receivable Ledgers	File	6 year	N
Acct. Payable Journals	File	6 year	N
Acct. Payable Ledgers	File	6 year	N
Annual Statements	File	Permanent	Y
Antirecession (federal)	File	10 year following program	N
Audit Report (state)	File	Permanent	Y
Bank Statement - treasurer	Treasurer File	6 year	N
Billing Statements	Box by year	6 year	N
Budget Adopted	File	Permanent	Y
Proposed	File	Optional	N
Canceled Checks	Treasurer File	6 year	N
Cash Receipts Analysis	File	6 year	N
Certificate of Indebtedness	File	Permanent	Y
Check Stubs	Treasurer File	6 year	N
Claims/Vouchers	Box by year	6 year	N
Clerk's Receipts	File	6 year	N
Clerk's Register of Disbursement	File	Permanent	Y
Deposit Slips	Treasurer File	6 year	N
Equipment Inventory	File	6 year minimum	N
Federal Blank Forms	File	Until used	N
Federal Correspondence File	File	10 year	N
Federal Employment Forms	File	10 year	N
General Journal	Book/PC	Permanent	N
General Ledgers	Book/PC	Permanent	N
Interim Budget Reports	File/PC	2 year	N
Investment Worksheets	File	6 year	N

Description	Location	Retention	Archive
Levies			
Certified	Book/File	Permanent	Y
Correspondence to Co.	File	3 year	N
Correspondence from Co.	File	3 year	N
Information	File	Until superseded	N
Mill List	File	6 year	N
Proposed	File	10 year	N
Pd. Invoices/Claims Vouchers	Box by year	6 year	N
Purchase Orders	File	6 year	N
Rate Schedule	File	Until superseded	N
Receipts (copy)	Box	6 year	N
Receipts Ledger	File	6 year	N
Receipts Register	Book/PC	6 year	N
Revenue Sharing Records	File	6 year	N
Reports	See Audit		
Sales Tax Reports	File	10 year	N
Savings Account Records	Fireproof File	6 year	N
Tax Capacity Reports	File	10 year	N
Tax Numbers (fed/state)	File	Permanent	N
Time Sheets	Employee File	6 year	N
Treasurer's Annual Report	File	Permanent	Y
Treasurer's Receipts (original)	Box by year	6 year	N
Treasurer's Register of Disbursements	Treasurer File	Permanent	Y
Treasurer's Register of Receipts	Treasurer File	6 year	N
W-2 Forms	File	6 year	N
W-3 Transmittals	File	6 year	N
W-4 Forms (also in employee file)	File	5 year after employment	N
1099's	File	6 year	N
I-9's	File	6 year	N
FINANCIAL RECORD BOOKS			
Clerk's	Shelves/Archives	Permanent	Y
Treasurer's	Shelves/Archives	Permanent	Y
FIRE			
Information	File	Until superseded	N
Wardens	File	6 year after retirement	N
FIRE DEPARTMENT			
Budget	File	Permanent	Y
Contracts	File	6 year	N
Correspondence	File	3 year minimum	N
Fire Hall (historical data)	File	Permanent	Y
Fireman's Relief Association	File	Permanent	N
Maps	File	Until superseded	N
Publicity	File	Optional	Y
FORESTRY			
Land Management Plan	File	Until superseded	N
Synergist (Nat'l Forest Publication)	File	1 year	N
Tree Growth	File	3 year	N
FORMS			
Blank, Assorted	File/Box	Until used	N
Clerk's	File	6 year	N
GENERAL INFORMATION			
Correspondence	File	3 year minimum	N
Information	File	Until superseded	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
GRANTS			
Agreements	File	6 year following grant	N
Correspondence			
Housing			
Resource Information			
(note: subdivide by project file as necessary)			
HANDICAP ACCESSIBILITY			
ADA Act	File	Until superseded	N
Local Compliance	File	6 year minimum	N
HISTORY			
Correspondence In	File	3 year/Permanent	N/Y
Correspondence Out	File	3 year/Permanent	N/Y
Exhibits	File	10 year	N
General Information	File	Until superseded	N
Historic Buildings	File	Permanent	Y
History - Local	File	Permanent	Y
History - State	File	3 year minimum	N
History - National	File	3 year minimum	N
Historic Planning	File	Permanent	Y
Preservation Correspondence	File	Until superseded	N
Preservation Commission	File	Permanent	Y
Preservation Notes	File	10 year	N
Preservation Ordinances	Book/File	Permanent	Y
Rehabilitation Standards	File	Until superseded	N
Restoration	File	Permanent	Y
Training - Historic Preservation	File	6 year	N
INDEPENDENT CONTRACTORS			
Individual Files	File	6 year following project	N
Yearly Listings	File	6 year	N
INSURANCE			
Claims Register	File	Permanent	N
Errors & Omissions	Fireproof File	6 year	N
Fire, Wind, etc.	Fireproof File	6 year	N
General Liability	Fireproof File	6 year	N
Health Insurance	Fireproof File	6 year	N
Information	File	6 year	N
Life Insurance	Fireproof File	Permanent	N
Medical Claims	File	30 year after retirement	N
Policy Liability	Fireproof File	6 year	N
Receipts	File	6 year	N
Town Hall	Fireproof File	6 year	N
Worker's Comp	Fireproof File	6 year	N
LAWS			
Correspondence	File	3 year minimum	N
County	File	Until superseded	N
Gambling	File	Until superseded	N
Hazardous Buildings	File	Until superseded	N
Optional Forms of Government	File	Until superseded	N
Parliamentary Procedure	File	Until superseded	N

Description	Location	Retention	Archive
Privacy Data	File	Until superseded	N
Individual	File	Permanent	Y
State	Book/File	Until superseded	N
House	File	3 year minimum	N
Senate	File	3 year minimum	N
Summary	File	3 year minimum	N
Township	File	Until superseded	N
Urban Powers	File	Until superseded	N
US Information	File	Until superseded	N
US Letters	File	3 year minimum	N
US Reports	File	1 year	N
LEADERSHIP			
Information	File	6 year	N
Training Notes	File	Optional	N
LEASES			
Hall Rental Agreements	File	6 year	N
Options	File	6 year	N
Policies - rental	File	Until superseded	N
Lease/purchase agreements	File	6 year after expiration	N
State Contracts	File	6 year following same	N
LIBRARY			
Correspondence	File	3 year minimum	N
System	File	Until superseded	N
MAPS			
Aerial	File	Permanent	N
Geological	File	Until superseded	N
911	File	Permanent	N
Plat Book	File	Permanent	N
Road Names	File	Permanent	Y
Zoning	File	Permanent	Y
MEETING			
Agenda (also see agendas)	File/Book	Permanent	Y
Annual Meeting	File/Book	Permanent	Y
Attendance Sheets	File/Book	Permanent	Y
Notices (also see Postings)	File	6 year	N
Originals	File	6 year	N
MINING			
Subdivide as needed	File	3 year	N
MINUTE BOOK	Fireproof file/archives	Permanent	Y
MINUTES			
Subdivide as needed	File	Permanent	Y
OATHS (see appointments)			
ORDINANCES	Book/Fireproof File	Permanent	Y

<u>Description</u>	<u>Location</u>	<u>Retention</u>	<u>Archive</u>
PAYROLL WITHHOLDING			
Federal Correspondence	File	10 year	N
Federal Deposit Coupons	File	10 year	N
Federal Qtr. Rpt. 941	File	10 year	N
MN Correspondence	File	10 year	N
MN Deposit Coupons	File	10 year	N
MN Withholding Report	File	10 year	N
Payroll Control	Book/File	6 year	N
Payroll Ledger	File	6 year	N
Payroll Registers	File/Book	Permanent	N
Payroll Summaries	Book/File	6 year	N
Monthly			
Quarterly			
Yearly			
Social Security Information	File	Until superseded	N
FICA	File	6 year	N
Medicare	File	6 year	N
Social Security Reports	File	10 year	N
I-9's, W-2's, W-4's, etc (see FINANCIAL/ACCT) also in individual employee files			
PERMITS AND LICENSES			
Beer License	File	6 year	N
Burning Permits	Fire Warden's Home	1 year	N
Cigarette License	File	6 year	N
Gambling License	File	6 year	N
Garbage Haulers License	File	6 year	N
PETITIONS			
Correspondence	File	6 year/Permanent	N
Road	Fireproof file/archives	Permanent	Y
PHOTOS			
Correspondence	File	3 year/Permanent	N/Y
Subdivide as desired	File/Box	Permanent	Y
PLANNING (Community Vision)			
Abstract Request	File	20 year	N
Affidavits of Publication	File	6 year	N
Amendments	File	Until superseded	N
Appraisals	File	20 year	N
Committee Minutes	File	Permanent	Y
Community Plan (vision)	File	Permanent	Y
Comprehensive Comm. Plan (zoning)	File	Permanent	Y
Easements	File	Permanent	N
Site Plans	File	Permanent	N
POLICE			
Community Service Workers	File	6 year	N
Correspondence	File	3 year minimum	N
Criminal Fines List	File	6 year	N
Equipment and Supplies	File	6 year	N
Incidence Reports	Police File	6 year	N
Laws Governing	File	Until superseded	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
Police Log Sheet (time cards)	File	6 year	N
Police Manuals	File	Until superseded	N
POST Board reimbursement	File	6 year	N
Squad Car records	File	6 year	N
STS Crews	File	6 year	N
Training Records	File	6 year	N
POLICY MANUAL			
Township Policy Manual	File	Until superseded	N
PUBLIC RELATIONS			
Correspondence	File	3 year minimum	N
PUBLICATIONS - POSTINGS			
Affidavit of Publication	File	6 year	N
Postings	File	6 year	N
Affidavit of Posting	File	6 year	N
PUBLICITY			
Current	File	3 year/optional	N
Historic	Box by year/scrapbook	Permanent	Y
PUBLIC WORKS			
Construction Blueprints	File	Permanent	N
Correspondence	File	3 year	N
Inspection Reports	File	5 year	N
Project Records	File	6 year	N
Shoreland Management	File	6 year	N
Soil/Water Conservation	File	Until superseded	N
Utilities	File		
Correspondence	File	3 year	N
Electricity	File	1 year	N
FCC Radio	File	6 year	N
Phone	File	6 year	N
Public Service Commission	File	Until superseded	N
Water Analysis	File	10 year	N
Wetland Conservation Act	File	Until superseded	N
RECREATION			
Commission minutes	File	Permanent	Y
Correspondence	File	3 year	N
Information	File	Until superseded	N
Parks	File	6 year/Permanent	N
Policies	File/book	Until superseded	N
Sports	File	3 year	N
Suppliers	File	Until superseded	N
Trails	File	6 year/Permanent	N
REGIONAL DEVELOPMENT COMMISSION			
Correspondence	File	3 year minimum	N
Information	File	Until superseded	N
RESOLUTIONS			
County	File	6 year	N
Local	Manual/File	6 year/Permanent	N

<u>Description</u>	<u>Location</u>	<u>Retention</u>	<u>Archive</u>
RESOURCE LIBRARY			
Scapbooks	Shelves	Permanent	Y
Slides	File/box	Permanent	N
Videos	File	Permanent	Y
ROADS			
Annual Reports	File	Permanent	Y
Applications - private	File	6 year	N
Bridges, information	File	Until superseded	N
Contracts - County	File	6 year	N
Contracts - Private (also see contracts, ind. contractors)	File	6 year	N
Correspondence	File	3 year	N
Culverts	File	3 year minimum	N
Grading Agreements	File	6 year after expiration	N
Gravel Hauled	File	10 year	N
Inspection Reports	File	10 year	N
Notices (see publications)	File	6 year	N
Petitions	File	Permanent	Y
Road Lists	File	Permanent	Y
Sanding	File	10 year	N
Signs			
Entrance	File	Permanent	N
Inventory	File	10 year	N
Suppliers	File	Until superseded	N
Snowplowing	File	6 year	N
Statutes	File/book	Until superseded	N
Supervisor's Reports	File	Permanent	Y
Survey Sheets	File	Permanent	Y
SCHOOL (Subdivide as needed)			
SOLID WASTE			
General Policies	File	Until superseded	N
Hazardous Waste	File	Until superseded	N
Recycling	File	6 year	N
Refuse Handling	File	6 year	N
Tipping fees, etc.	File	Until superseded	N
STATIONARY			
Reorder forms	File	Until superseded	N
SURPLUS			
Newsletter	File	1 year	N
Property	File	Until superseded	N
SURVEYS			
Local (Subdivide as desired)	File/box	6-10 year	N
TAXES			
Correspondence	File	3-6 year	N
County Information	File	Until superseded	N
Information	File	Until superseded	N
Local Government Aid	File	6 year	N
Notices	File	6 year	N
Notices - penalties	File	6 year	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
Tax Clearance Certificate	File	6 year	N
Tax Forfeit Lands	File	6 year	N
TOURISM			
(Subdivide as desired)			
TOWN PROPERTY			
Deeds	Fireproof file	Permanent	N
Equipment Inventory	File	10 year	N
Grader	File	Until superseded	N
Mowers	File	Until superseded	N
Office Equipment	File	Until superseded	N
Pickup	File	Until superseded	N
Pole Bard	File	Until superseded	N
Real Estate - Twp owned	Fireproof file	Permanent	N
Vehicle Licenses	File	6 year	N
TOWNSHIP HALL			
Blueprints (see Town Property)			
Correspondence	File	3 year	N
Construction	File	Permanent	Y
Heating Cooling	File	Until superseded	N
Inventory	File	10 year	N
Kitchen monitor	File	Until superseded	N
Land (see Town Property)			
Policies	File	Until superseded	N
Rates	File	Until superseded	N
Rental Agreements (see leases)			
Septic	File	Until superseded	N
Water Analysis (see Brd of Health)			
TOWNSHIP (MAT)			
Continuing Education	File	3 year	N
County Association Minutes	File	5 year	N
Dues and Subscriptions	File	6 year	N
Legislation	File	Until superseded	N
Memberships	File	Until superseded	N
News			
Local	File	3 year/Permanent	N/Y
State	File	3 year	N
National	File	3 year	N
Officer Lists - County	File	1 year	N
Officer Recognition	File	Permanent	N
Officer Training	File	6 year after office	N
State Assn Correspondence	File	3 year minimum	N
State Assn Insurance Information	File	Until superseded	N
State Assn Bylaws	File	Until superseded	N
TOWNSHIP SEAL			
	Clerk's Desk	Until superseded	N
TRUST FOR PUBLIC LAND			
	File	Permanent	N
VITAL STATISTICS			
Birth/Death Records	Archives, copy in file	Permanent	Y
Correspondence	File	1 year	N
Marriage	Archives, copy in file	Permanent	Y
Photocopies of above	File	Permanent	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
VOLUNTEERS			
Recognition	File	10 year	N
WARRANTIES	Fireproof file	Until void	N
WEEDS			
Inspector's records	File	3 year	N
Meeting minutes	File	Permanent	N
Reports	File	10 year	N
ZONING			
Comprehensive Plan	File	Permanent	Y
Conditional Use Permits	File	6 year	N
Day Care - intent	File	6 year	N
Foster Care - intent	File	6 year	N
Maps - zoning	File	Until superseded	N
Ordinances - County	File	Permanent	N
Ordinances - Local	File	Permanent	N
Plat Books (see Maps)			
Variances	File	Permanent	N
Zoning Books/files	File	Permanent	N

NOTE: This is intended as a guide only. We realize that each township has categories that are unique to itself. Therefore, feel free to customize to your own needs.