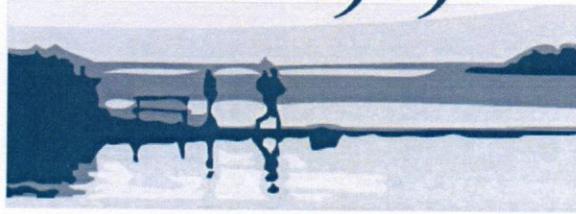


Jim Kelley  
20387 Field Crest Road  
Grand Rapids, MN 55744  
Phone #: 218-327-0317

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 244-5070  
Deputy Clerk Kati Pierce 256-7411  
[haristownshipclerk@gmail.com](mailto:haristownshipclerk@gmail.com)

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

[www.harristownshipmn.org](http://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

January 24, 2018– 7:30pm

### AGENDA

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
3. **Approve the minutes-**
  - ❖ P&D Meeting, dated 11/29/2017- KP
  - ❖ Work Session, dated 1/17/2018- KP
  - ❖ Work Session, dated 1/10/2018- CA
  - ❖ Work Session, (vacate) dated 1/10/2018- CA
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda-**
6. **Roads-**
  - ❖ Wagon Wheel Sign
7. **Recreation-**
  - ❖ Inspection Reports for November 2017 and December 2017
  - ❖ Rink attendance update
  - ❖ Request to reserve Wendigo
8. **Correspondence-**
9. **Town Hall Report-**
  - ❖ Review town hall report as prepared by town hall caretaker, dated 12/8/2017; 1/5/2018
10. **Maintenance Report-**
  - ❖ Review maintenance report as prepared for November, 2017.
  - ❖ Note: December 2017 will be approved at February P&D Meeting

**11. Old Business-**

- ❖ Admin Policy: Job descriptions/ duties: Board, Treasurer, Clerk, Deputy Clerk
- ❖ Media Com, how are the live broadcasts working
- ❖ Comp Plan: "Suitable use" page 10

**12. New Business-**

- ❖ Pay request from November for Kati
- ❖ Brian Swanson- Billboards, please see attached e-mail

**13. Public Input-** Please come up to the podium and state your name and address for the record

**14. Upcoming meetings/events-**

- (W) Jan. 31 Board of Audit & Budgets.....6:30 pm Harris Town Hall
- (W) Feb. 7 Board of Audit & Budgets.....6:30 pm Harris Town Hall
- (M) Feb. 12 Itasca County Township Association.....7:00 pm Blandin Foundation
- (W) Feb. 14 Regular Meeting.....7:30pm Harris Town Hall
- (W) Feb. 28 P & D Meeting.....7:30 pm Harris Town Hall

**15. Adjourn-**

**PLANNING & DEVELOPMENT MEETING**  
**November 29, 2017 – 7:30pm**  
**MINUTES**

**DRAFT**

Present: Chairman: Jim Kelley

Supervisors: Dennis Kortekaas, Mike Schack, Peggy Clayton, and Ken Haubrich

Treasurer: Becky Adams; Deputy Clerk: Kati Pierce

1. Pledge to the flag- reading of our mission statement
2. Approve the minutes-
  - ❖ P&D Meeting, dated 10/25/2017- CA- fix typos- add exhaust and gas heater to the air exchanger, the vent is too close to gas meter and there was a gas leak found- 2<sup>nd</sup> page sounds funny, should read Motion made by Kelly to have maintenance clean up.... Add deputy clerk to work session to agenda- and correct dates- Peggy will e-mail other changes to the clerk e-mail and then they can be uploaded with the corrections made. Motion to move as corrected by Supervisor Kelley, seconded by Schack, Passed by All
  - ❖ Work Session, dated 11/10/2017- KP- pull until the next regular meeting
3. Business from the Floor- Please come up to the podium and state your name and address for the record
  - ❖ none
4. Additions and Corrections-
  - ❖ This will be moving up above Business from the floor and Approval of the minutes- per the new Admin policy. This will be the new Order after signed admin policy is in place. Motion made by Supervisor Kelley, seconded by Supervisor Haubrich, Passed by All
5. Consent Agenda-
  - ❖ Approve Resolution for admin policy- 2017-006, Supervisor Kelley requests this be moved to the bottom under New Business. There are a couple minor changes to make and then can be approved.
6. Roads-
  - ❖ Woodtick- Culvert replacement update- Glen, A 4 page packet was given to us. Page 1- Picture of the culvert and clearly it was in bad shape. Page 2- New culvert, will last a long time- old culvert out, new one in- road is patched with class 5 and recycled mix- the final pavement will be done in the spring with other final touches that had to be held off for weather. The bill for request of payment to contractor- please add this request to next bill meeting. The township will need to monitor for bumps and taking care of it for winter with the break in the pavement. Add some signs to notify people of the potential for bumps and pavement break. Glen will get some prices for a contractor to do the signs. In the spring he hopes that the final bill will only be \$900 over the planned amount. Over all it was time to do the culvert and was a good call by the Board. The upkeep to the patch for the winter will be a challenge for the township- free standing signs for the winter will also be the townships responsibility and a good idea, Glen will bring some quotes-
  - ❖ Woodtick- Beavers, Glen, the trapper caught 6 beavers, rumor has it that there is still more to get. The Beavers will not be causing issues over the winter, in the spring it will need to be readdressed and planned on dealing with then.
  - ❖ Resolution- Closing Nicholas Street for Winter Resolution, no discussion- Motion made by Supervisor Kelley, seconded by Supervisor Haubrich and Kortekaas, Passed by All - Adopted

11/29/2017- Final thought that by closing the road it helps to keep it in good shape without snowplowing and damage from maintaining it in the winter causes.

DRAFT

7. Recreation-

❖ Inspection Reports- Supervisor Clayton, the portable-johns are being used and things are quiet- do we leave the johns open or locked during transition times? No motions made, but the Board agrees that they should be left open for people walking by and using the parks in the interim seasons. All in all the parks ready for ice and skating- Looking good!

❖ Rink attendance/ flooding update- Supervisor Kelley, the guys tried to start flooding, then it warmed up and still haven't been able to get it going. Supervisors Kelley and Clayton interviewed a few people and hope to have people lined up here very soon.

8. Town Hall Report-

❖ Review town hall report as prepared by town hall caretaker, dated 11/5/2017

Motion to approve by Supervisor Kortekaas, seconded by Supervisor Haubrich, Passed by All  
Jim has to have some discussion about the town hall with Cari and will contact her.

❖ A.E.D for Town Hall

Supervisor Schack would ask the Board to have conversations about getting a defibulator for the hall- emergency response time is close to town- they are rather expensive but something to think about when planning for emergency situations. No action taken.

9. Maintenance Report: 10/1-10/31/17 Supervisor Schack noted that things are going good and there isn't a bunch going on this time of year. Derrick isn't very overwhelmed being solo, for the time being!  
Reminder that below is a request to set a work session to address the needs upcoming.

Motion to approve by Supervisor Kelley, seconded by Supervisors Clayton and Kortekaas, Passed by All

10. Old Business-

❖ Employee Insurance- Becky, handed out a packet to renew insurance- this was quoted for 2 employees \$1187.63- the change to 1 employee is \$457.24 and \$191.40 is for the Usable Life policy for the year. As of now we only have 1 employee and are out of time to search for other options but next year let's make sure we check into other options prior to the time for renewal and have the conversations more timely. No major changes to this policy for this year. Next year it is agreed to look into other options. Another employee may be added at any time to the policy, the difference in cost will have to be paid at the time of adding another employee.

Becky requested the Board make a Motion to pay the insurance premiums tonight- Motion made by Supervisor Kortekaas, seconded by Supervisor Clayton, Passed by All

❖ Sunny Beach Rd/Wendigo Rd Approach- Jim has not met with them yet and will keep us posted

❖ Usable Life Bill, individual plan- as discussed above- pay as above

❖ Update on air exchanger- Supervisor Schack, the work has been completed and they did a great job- there was a small gas leak, a cracked fitting that had to be repaired at the same time. It was a good find and a good thing this was fixed when it was. The vent is also now corrected.

11. New Business-

❖ Work Session for maintenance, (vacancy)- The Board wants to sit down with Derrick and see what his ideas would be on his list of needs for help- Supervisor Kelley will talk to Derrick and set up a time that works for him- The Board agrees to 2 times for Derrick to choose from, 12/8 or 12/11 during the lunch hour at the Sawmill. Supervisor Kelley made a Motion to ask Derrick what date will work better for him and then he will notify Cari, who intern will notify the Board and Post the Meeting.

Seconded by Supervisor Kortekaas, and Passed by All. Supervisor Kelley will reserve space at the Sawmill and minutes from this work session will be at the next Regular Meeting.

❖ Trails and Task Force update- Supervisor Schack was at last meeting and they are just waiting for snow- they had a speaker and have some grant money to enhance trails- they are working on a new walking trail that will run along 63 and go around Portage Park- they were able to get a groomer for trails by Boswell for skiing. Like every snow lover, just waiting for snow. They are also looking into adding a pedestrian bridge to go over the river.

❖ Employee Vacation- Becky is requesting that we pay the last maintenance worker out right for the left over vacation he has accrued. 2.5 days are remaining and would request to have that added to his next pay request to clean it up before the New Year. Another problem is with only 1 worker left vacation days are harder to use. May Derrick also be paid out his remaining vacation for the year, without another worker he is having trouble taking those vacation days? Derricks balance would be 6 full days and 3 hours. Supervisor Haubrich notified Becky that Derrick is taking 2 days' vacation next week- Becky will verify with Derrick how much time he has left and if those 2 days are included or not in the totals that he gave her earlier. Supervisor Kelley made a Motion to pay past employee Dan for the time left in his vacation bank and a Motion to pay Derrick for this year's vacation time left only- seconded by Supervisor Kortekaas, Passed by All

▪ Let the Minutes reflect, Extenuating circumstances that we are allowing the maintenance employees to get paid out this year only for vacation banks left over. Next year vacation time should be taken-

❖ Shredding Township documents- January the Board will set some time to look at shredding. Motion to table to regular meeting in January 2018 by Supervisor Kelley, seconded by Supervisor Clayton, Passed by All.

❖ Contact lists and Website update- all contacts updated- Supervisor Schack asked that we Add committee's to the website, who is on what committee listed by each Supervisors name.

❖ Cemetery plowing- Kati, please be more careful when plowing. We had a complaint about the slush being sprayed on the headstones and creating a mess. A stone in the far corner may need repair in the spring. It appears to be leaning from the force of the snow and ice. Supervisor Clayton agrees, she also had mentioned that earlier in the year on her reports.

❖ Cemetery concrete underlayment for headstones- Kati, we had a question in regard to ordering stones on-line and if we would take on the responsibility and what the cost would be for us to lay the concrete beneath the stone. Supervisor Kelley will talk to the city and try to bring ideas back to the Board by the Regular Meeting on what they do and address it then. Add to December Regular Meeting, no Motion made.

❖ Mediacom meeting- tried 20 and 2 and we are broadcasting live and there may be some minor glitches- at 50 and 5 there should be no glitches- maybe a little buffering with 20 and 2- the Board will watch the next few meetings and see about what the bump up to 50 and 5 will be. Not locked into any contracts for the next 2 years but will try to see how it goes the next few meetings as the Board was assured there should be no issues at 20 and 2. Watch it the next few meetings and see how it goes, add to January/ February agenda P & D. No Motion made.

❖ Grave Heater- Supervisor Haubrich, the generator to the grave heater is not working. It is a diesel 10 horse and it is not putting out the power needed- Derrick called and they have someone coming to test it and look at it and see what the options are- Table to the next meeting. No Motion Made.

❖ Resolution above on administrative policy- fixed up a couple typos and the Order of Agenda had not saved correctly. Redone and Approved as corrected. Motion made by Supervisor Kelley, Seconded by Supervisor Clayton, Passed by All.

12. Public Input- Please come up to the podium and state your name and address for the record

❖ Dan Butterfield, 1) webpage, it is working better- the clicking on :here: it worked this time- 2) Mediacom, something over the 1 was what was needed to broadcast live and by his recollection that was what discussed at other meetings- we only had 1 meeting so far and we should let it run for a few weeks and see how it goes. 3) Trails, when 73 and 63 meet that is biking and walking- suggestions on changing the trail rather than use 4<sup>th</sup> Street- Supervisor Schack will bring the suggestion to the next trails meeting.

**DRAFT**

**13. Upcoming meetings/events**

- ❖ Wed. Dec. 6 Work Session.....6:00 pm Town Hall  
for duties of Supervisors, Clerk, Treasurer-
- ❖ Mon. Dec. 11 Itasca Association of Townships .....7:00 pm Blandin Foundation
- ❖ Wed. Jan 10 Public Hearing .....3:00 pm Town Hall
- ❖ Wed. Jan. 10 Regular Meeting.....7:30 pm Town Hall
- ❖ Mon. Jan. 8 Itasca Association of Townships .....7:00 pm Blandin Foundation
- ❖ Wed. Jan. 24 Planning and Development Meeting.....7:30 pm Town Hall
- ❖ Meeting for work session for lunch time with Derrick at noon on the sawmill- Cari can post it after we know what day,

**14. Adjourn- Motion made by Supervisor Kelley, seconded by Supervisor Schack, Passed by All.**

Done by: Kati Pierce

**Work Session (Budget)  
January 17, 2018  
Minutes**

**DRAFT**

Present: Chairman Jim Kelley, Supervisors: Peggy Clayton, Ken Haubrich, And Mike Schack  
Treasurer: Becky Adams; Deputy Clerk: Kati Pierce

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

- Budget planning for the 2019 year to be adopted- the Board reviewed the numbers over the last few years and discussed ways to best meet the needs of the Township. No final decisions were made. The Board covered the numbers on the Cemetery, Equipment, and Recreation funds; still much work to do as well as review the General fund.

Chairman Kelley asked for a Motion to Adjourn at 8:30 PM-  
Motion by Supervisor Clayton, 2<sup>nd</sup> by Supervisor Haubrich, Passed by All.

Done by: Kati Pierce 1/19/2018

**DRAFT**

**Work Session  
January 10, 2018  
Meeting with Attorney about clerk position**

Present were: Jim Kelley, Ken Haubrich, Peggy Clayton, Mike Schack, Attorney Andy Shaw, Clerk Cari Ann Alleman, resident Dan Butterfield

Opened meeting at 4:45 pm Pledge of Allegiance

Continuation of the agenda from December 6, 2017. Clerk duties and discussion with the township attorney, Andy Shaw.

The main question that has arisen is: what can the clerk talk to the attorney about and who on the board can call him?

In the past; the old board, did everyone have the permission to call the attorney or just the clerk and the chairman. The clerk is the one who contacts the attorney as they are in the receiving end of all the paperwork. Then it comes back to the question; who has the authority to spend money? When is it appropriate to contact the attorney? Ultimately the board holds the purse strings. Rather than Andy answer the question, have him contact MAT (Minnesota Association of Townships.) The clerk has a whole host of legal issues that come up that needs to be handled right away. On vacate or variance, time sensitive in long term deal, you have 30 days to set a hearing date. Other things need to be done and there are questions on if the attorney needs to be contacted on. There are certain things the attorney has to handle, and the clerk needs to give him right away. There are also questions that come up from the clerk that need to be answered by the Attorney. The board asks that the clerk contact the MAT attorneys first to see if this is something that can and should be handles by the board, or if we should contact the town attorney. The clerk needs to know when I can and can't call...any legal proceeding we have to contact the attorney. The clerk is the one who receives all the notices, legal or otherwise in the township, clerk is in the guts of the business. In the past there is not a lot of times when the town attorney needs to be contacted. Examples are: if we are to do roads, or fixing a plat, questions on elections, or when it might lead to controversy call the town attorney. He makes sure the proper preceding are done and the board members are covered. He makes sure that everything is done, and if it might end up a controversy we might have a court reporter here to do it. It can't be arbitrary or prestigious decisions; we need to make sure the proper procedures are done, and are done correctly. When anything looks like a fight call the town attorney. The clerk should be able to call the attorney whenever we need the communication. Will take it at a time by time basis, to be able when do we need to be able the, regardless of yes or no to the question when the clerk can contact the attorney. The town attorney would like an agreement of when we it's appropriate for the clerk to contact him. The board asks that they get notified from the clerk when she contacts the ton attorney.

Motion to adjourn made by Supervisor Clayton seconded Supervisor Schack Passed by all.

Submitted by Cari Ann Alleman, Clerk

**Work Session  
January 10, 2018  
Duties**

**DRAFT**

Present were: Supervisors Ken Haubrich, Jim Kelley, Mike Schack, Peggy Clayton, Clerk Cari Ann Alleman, Treasurer Becky Adams, and Resident Dan Butterfield.

Called to order at 5:38 pm by Supervisor Kelley-

Continuation on discussion from the December 6<sup>th</sup> meeting...Clerk Duties- come include as much as we can under the monthly allotment, left was work sessions, elections, budget, and training at hourly rate. Everything else was under the monthly rate. (see agenda packet 1/24/18)

Treasurer- see her break down.

Update the compensation page for the deputy clerk, change the message about the cemetery when needed when Kati is gone/unavailable.

Deputy clerk. Have her keep track of what she is doing and for how many hours so in the future we have something to look at.

Motion to adjourn at 6:25 pm made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

Submitted by Cari Alleman, Clerk

**Work Session**  
**January 10<sup>th</sup> 2018**  
**3:00 pm**

**DRAFT**

Present were: Supervisors Jim Kelley, Ken Haubrich, Peggy Clayton, Mike Schack, Town Attorney Andy Shaw, Clerk Cari Ann Alleman, 6 from the community.

Called meeting to order at 3:05 pm

Pledge of Allegiance:

Take under advisement of the vacate of the road, of ROW lot 26 and Outlot "A" with in the plot of Wendigo Bay Harris Township, Itasca County: Legal Description: That right of way lying between Lot Twenty-six (26) and Outlot "A", Plat of Wendigo Bay, Harris Townships, Itasca County, Minnesota.

**Motion made to recess made by Supervisor Clayton seconded by Supervisor Schack motion passed by all, to go review the site. Recess the hearing at 3:07.**

Meeting back in session at 3:51 pm by Supervisor Kelley: Those in favor of vacate spoke first. Bob Dolan Attorney for those who are asking for the vacate of this property. It was designated a public ROW in the 50's, and has not been used by the public since it was dedicated. There is no parking on Sunny Beach Road. There is a large drop off at the bottom of the hill, not feasible for a boat landing, and putting in a boat landing would disturb the lake shore. If vacated it would then be back on public tax roll, preserve the natural lake shore, in the past 76 years it has not been used by the public. DNR has reviewed the vacate notice and has ok'ed the vacate of the parcel. There are two other boat landings close to the proposed vacate parcel of land. There were potential wetland disturbance by allowing snowmobiles to cross in that parcel. Mr. Dolan is asking for the vacate the land.

Opposition: Rich Libby: Pokegama Lake Association meet and discussed this vacate, they were not in favor of the vacate. It would put maybe \$100 in taxes back in the tax roll; is that enough of a benefit. It would take about \$40,000 to buy back the property if the board wanted to get it back. If the public wanted to walk there they would not be able to do so. The DNR looked at it as only a boat landing. The bank is steep, but walkable, the homeowner said they could move the easement. If you look at the Comprehensive plan, in his opinion it goes against the comp plan, (please see the comp plan page 10.) There is a step bank going down there and who knows what the future will bring. Mr. Libby does not think it's in the public interest to vacate this property. Suggest not to vacate the property and down the road and look at moving the access to the valley, and there are other accesses on the lake and shore line that cause damage to the lake shore. It would make a very nice walking path down to the lake and can carry down the kayak. Mr. Libby mentioned a court case that made the city keep a parcel of land. The Pokegama Lake Association did send an email and they opposed the vacate.

Mr. Dolan, there is 200 feet of marsh, it is about 9 inches deep of muck, reality is not feasible to even get down there in the snowmobile, that was mentioned is the land owner. Mr. Libby mentioned a land swap, the homeowner is not getting anything in return. Land swap is not part of the vacate hearing. We try to preserve the lake access, the DNR does look at this as a case by case basis. The parcel has not used in 76 years, it is very possible it will not be used in the future, it is not safe to carry a kayak down to the lake.

Patty Gould St. Aubin, property with marsh land, has two hundred feet and you have muck, that would be off of Isle View Road, new subdivision off of CO RD 17, will use property even if it is not great lakeshore, there are also another lot off Sherry's Arm that has a cliff. There is a lot of little lots around the lake that are being sold even with not great lake shore.

Better if vacated down at the shore line, up the valley, development and that is where in the area is going to be damaged if he puts a boat. If we vacate it is gone forever and not coming back.

Mr. Libby: Court case mentioned is the Supreme Court overturned a case in favor of the vacate and made the city keep the property to keep open for future use.

DRAFT

Close the public hearing portion made by Supervisor Clayton seconded by Supervisor Schack passed by all at 4:12 pm.

Mr. Shaw: He has over 30 years of experience, the cases Libby mentioned is for a city vacate. (State Statue 505.14) Plat statute how a court vacates a piece of property. The DNR is under State Statue (164.07) best interest of the public. When you vacate it is gone, it is also incumbent what can it be used for in the future. There are some patted ROW they are too steep for a ski run, it is seen by a case by case situation. When vacates it reverts to the abutting land owner. In this case the property on both sides of the vacate is owned by the same person. We received the letter from the DNR, and in general it opposes the vacating, but in this case they are not opposed to this as they don't think they have any use for the piece of property. We have to use common sense, we have to do the best interest of the public. On the tax end, it is the value of the property as a whole.

Supervisor Kelley- Roger from the County, they are not for or against the vacate. The county: once it's gone it's gone, and asked and look at it carefully.

**Motion to grant the petition made by Supervisor Schack second by Supervisor Clayton passed by all.**

Supervisor Haubrich- is the property is getting used? The only one that is using the access is homeowner. How would I know where it's at? It is not marked, and a person wanting to use it would have to do a little research. They are not well known to the public. If they are known to the public they are being use.

Supervisor Schack: doesn't see how anyone can get off the lake with its steep drop off

It hasn't been used and those that do try to use it are the neighbors. It is almost hazardous to those trying to get to it by the lake. When the supervisors looked at it in the fall it didn't show any use.

Supervisor Clayton- comp plan; page 10: going back to the future discretion and future use. The Township would have to do something to keep it maintained. There is a lot of negatives, and we have barely enough money to maintain our roads let alone put in an access.

Comp plan is a guide-

**Motion of all those in favor: Roll Call, Supervisor Schack: Yes, Supervisor Haubrich: Yes, Supervisor Clayton: Yes, Supervisor Kelley: Yes. Passed by All.**

Final determination: any damages to either party? No damages to either party. Resolution granting the vacate, road order with the county. That is the documentation that the road is not there anymore.

Resolution was done at the Regular scheduled meeting on January 10<sup>th</sup>.

Motion to add to the resolution as read Supervisor Haubrich seconded by Supervisor Clayton. Adoption the resolution passed by all. Send copies to all land owners.

Motion to adjourn made by Haubrich Clayton

Notes on the comp plan: to say "suitable purpose" on page 10...under land use. Put on P & D meeting under new business...

**DRAFT**



	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
PARKS (CONTINUED):	11/10/17		/	
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED				
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET				
PICNIC AREA:			Branches skipped	
TABLES/BENCHES			/	
TRASH			/	
PLAYGROUND AREA:				
SWINGS				
SLIDES				
TRASH				
ANYTHING BROKEN				
HORSESHOE COURT				
TRASH				
PARKING LOT:				
TRASH			Out House	
ICE RINK/WARMING SHACK			is a mail	
OUTHOUSE:			Dennis R. P	
CLEAN/CALL NEEDED TO VENDOR?			Call Vendor	

OVERALL COMMENTS: \* Cemetery - OK - Guys under

\* Y warm up - But more ahead need Dennis K. to call vendors



	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
PARKS (CONTINUED):	11/18/17	N/A	OK	OK
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED				
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET				
PICNIC AREA:				
TABLES/BENCHES				
TRASH				
PLAYGROUND AREA:				
SWINGS				
SLIDES				
TRASH				
ANYTHING BROKEN				
HORSESHOE COURT				
TRASH				
PARKING LOT:				
TRASH				
ICE RINK/WARMING SHACK				
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				

OK + Benches  
Street View

OVERALL COMMENTS:  
 Duplex + Wondsen OK  
 \* Benches still piled at  
 parking by  
 basketball court

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	1/25/17			
GRASS CUT:			OK	✓
GRASS TRIMMED:				
ANY TRASH?				NO
ANY VANDALISM?				NO
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				NO
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS			OK	OK
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			OK	OK
POSTS				
COURT				
GRASS CUT/TRIMMED				

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
PARKS (CONTINUED):	11/25/17	N/A	OK	OK
BASEBALL FIELD: SHAPE/ANY REPAIR NEEDED				
GRASS CUT/TRIMMED				
BASKETBALL AREA: NET			OK	OK
PICNIC AREA: TABLES/BENCHES TRASH			OK	OK trees
PLAYGROUND AREA: SWINGS SLIDES TRASH ANYTHING BROKEN			OK none nd	OK nd
HORSESHOE COURT TRASH			N/A	OK
PARKING LOT: TRASH			OK	OK
ICE RINK/WARMING SHACK OUTHOUSE: CLEAN/CALL NEEDED TO VENDOR?			OK	OK

OVERALL COMMENTS:

\* Crystal - all OK  
 \* Wendigo - benches picked up! @  
 Standing water to new well!

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	11/20/17			
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

11/20/17

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*



PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	12/1/17			
GRASS CUT:		all		
GRASS TRIMMED:		pr		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		need to cleanup by 6/29 @ 1/2m		
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
PARKS (CONTINUED):	12/1/17	N/A	OK	OK
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED				
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET				
PICNIC AREA:				
TABLES/BENCHES				
TRASH				
PLAYGROUND AREA:				
SWINGS				
SLIDES				
TRASH				
ANYTHING BROKEN				
HORSESHOE COURT				
TRASH				
PARKING LOT:				
TRASH				
ICE RINK/WARMING SHACK				
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				

OVERALL COMMENTS: All is good!



	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
PARKS (CONTINUED):	12/9/17			
BASEBALL FIELD:		N/A	OK	OK
SHAPE/ANY REPAIR NEEDED				
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET				
PICNIC AREA:				
TABLES/BENCHES			OK	
TRASH				
PLAYGROUND AREA:				
SWINGS				
SLIDES			OK	
TRASH				
ANYTHING BROKEN				
HORSESHOE COURT				
TRASH				
PARKING LOT:				
TRASH				
ICE RINK/WARMING SHACK				
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?			Not open yet	Not open yet

OVERALL COMMENTS:

All is good



	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
PARKS (CONTINUED):	12/16/17	N/A	Snow	Snow
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED				
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET				
PICNIC AREA:				
TABLES/BENCHES				
TRASH				
PLAYGROUND AREA:				
SWINGS				
SLIDES				
TRASH				
ANYTHING BROKEN				
HORSESHOE COURT				
TRASH				
PARKING LOT:				
TRASH				
ICE RINK/WARMING SHACK				
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				

OVERALL COMMENTS:

All is good.









# Harris Township Monthly Town Hall Report

Caretaker, Amber Hart Date 12-8-17

General Cleaning 15.75 hrs.

Miscellaneous Duties/Work 21 hrs.

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

Notes:

\_\_\_\_\_  
\_\_\_\_\_

Total (All hours worked) 36.75 hrs.

## Rentals

Resident's 9

No Charge/Discounted Only by board approval 1

Notes Highway Club \$25.00

Non-Residents 1

Discounted Only by Board approval \_\_\_\_\_

Notes \_\_\_\_\_

Board Functions (meetings, scheduled hold, voting) 5

Total 16

Deposits Retained —

Total money collected 575.00

=====

Maintenance or Safety concerns:

# Harris Township Monthly Town Hall Report

Caretaker, Amber Hart Date 1-5-18

General Cleaning 10 hrs.

Miscellaneous Duties/Work 29 hrs.

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

Notes:  
includes Rink hours.

Total (All hours worked) 39 hrs.

## Rentals

Resident's 4

No Charge/Discounted Only by board approval \_\_\_\_\_

Notes \_\_\_\_\_

Non-Residents —

Discounted Only by Board approval \_\_\_\_\_

Notes \_\_\_\_\_

Board Functions (meetings, scheduled hold, voting) 4

Total 8

Deposits Retained —

Total money collected 200.00

=====  
Maintenance or Safety concerns:  
The Main door lock feels like its "shifted" or something... My keys work - but they are feeling goofy. Amber

# Harris Township November Maintenance Report

## Weekly Maintenance Plan for November 6<sup>th</sup> – 10<sup>th</sup> 2017

Task to be completed	Estimated hours	Priority
Meeting time	2	3
Fill out daily time sheets	5	3
Work on the weekly plan for the following week	2	3
Open and close cremation burial in Section 2 on Friday 10th	2	3
Drop off Chevrolet Pickup Truck to Grand Rapids GM on Monday 6 <sup>th</sup>	1	1
Get the hockey rinks prepared for flooding and start spraying light coats of water to start freezing the ground	12	2
Install barricades at the beginning of Nicholas St.	2	1
Vacation Time (Dan 7 <sup>th</sup> Tuesday)	8	2
Plow snow on Township Roads, the Town Hall, Cemetery, Parks, Service Center, and Boat Landings	16	1
Change oil and check over Toro Walk-behind snowblower	2	3
Record past burial information for the Clerk to help update missing information	2	2
Cut down dead trees on Keyview Dr. and East Harris Rd.	8	2
Remove garbage cans from both parks and LaPlant boat landing	1 ½	2
Clean, sweep and mop Service Center Meeting Area	2	3
Bring in chipper cutting blades to have them sharpened	½	3
Trim branches on the trees around the Town Hall Garage	3	2
Clean up and check over trailer	6	2
Update all files, and Cemetery Wall Map inside the Service Center	5	3

Dan

Date: 11/6/17

- Meeting with Ken and Mike ½ hr
- Cut and weed trimmed grass inside the hockey rink at Crystal Park and around the edges of the boards and started preparing it for the winter season. 1 hr
- Picked up Derrick and dropped off at Grand Rapids GM. 1 hr
- Installed Road Barricades at the beginning of Nicholas St. 1 hr
- Removed garbage can from the Crystal Park, Wendigo Park, and LaPlant Boat Landing 1 hr
- Dailey time sheet. ½ hr

Work done that is not on our weekly plan:

- Cut up leaning trees on the Bear Creek Rd. 2 hr
- Lowered the flags at both the Cemetery and the Town Hall ½ hr
- Emailed local-boy disposal we will need to call waste management from now on they will keep prices the same for a year. ½ hr

Derrick

Date: 11/6/17

- Meeting with Ken and Mike ½ hr
- Cut the grass inside the hockey rink at Crystal Park and around the edges of the boards and started preparing it for the winter season. 1 hr
- Started updating equipment files into the computer 1 hr
- Removed garbage can from the Crystal Park. ½ hr

Work done that is not on our weekly plan:

- Brought in the Chevrolet Pickup Truck to grand rapids GM to have it looked at for the check engine and exhaust light. Picked up truck in the afternoon, NOX sensor was replaced. 1 hr
- New tires were installed on the Chevrolet Pickup Truck by Acheson Tire. 1 ½ hr
- Cut up leaning trees on the Bear Creek Rd. 2 hr
- Lowered the flags at both the Cemetery and the Town Hall ½ hr

Dan

Date: 11/7/17

- Vacation 8 hr

Derrick

Date: 11/7/17

- Changed oil, checked cable and belt tension, and looked over walkbehind snow blower then, brought it over to the Town Hall Garage. 2 hr
- Typed up a list for the Clerk of burial information that was requested from her to help update her information. 2 ½ hr
- Updated Equipment files and Work Order files in the computer. 2 hr

Work done that is not on our weekly plan:

- Spread out sand on the Metzhuber Rd. Road was very slippery and I couldn't get ahold of anyone at the County Garage to take care of it. 1 ½ hr

Dan

Date: 11/8/17

- Meeting with Ken. 1 hr
- Limb trees at town hall. 1 ½ hrs
- Pick up barricades from town hall cut down trees on East harris and Keyview will chip and remove on Thursday. 3 ½ hrs

Work done that is not on our weekly plan:

- Checked Birch st, Chippewa, apache, Mohawk, Winnebago. Culvert sinking on Chippewa and Winnebago. Marked dead tree on Mishawaka rd. 1 hr
- Check burial site for burial on 11/13/17. ½ hr
- Daily time sheets. ½ hr

Derrick

Date: 11/8/17

- Meeting with Ken. 1 hr
- Limb trees at town hall. 1 ½ hrs
- Pick up barricades from town hall cut down trees on East harris and Keyview will chip and remove on Thursday. 3 ½ hrs

Work done that is not on our weekly plan:

- Checked Birch st, Chippewa, apache, Mohawk, Winnebago. Culvert sinking on Chippewa and Winnebago. Marked dead tree on Mishawaka rd. 1 hr
- Check burial site for burial on 11/13/17. ½ hr
- Talked with Dave from Rowe's about funeral on 11/13/17 with is a full burial. ½ hr

Derrick

Date: 11/8/17

- Meeting with Mike. 1 hr
- Haul larger cut up trees from East Harris and chip limbs. 4 hrs
- Plowed Forest view trl, Winston Taylor rd, Ruff shores. 1 hr
- Plow Town Hall. 1 hr
- Plow Laplant, Mishawaka landings. ½ hr
- Plow Crystal Park. ½ hr

Dan

Date: 11/9/17

- Meeting with Mike. 1 hr
- Haul larger cut up trees from East Harris and chip limbs. 4 hrs
- Plowed Alicia spur, sunnybeach add. ½ hr
- Plow cemetery. 1 hr
- Plow Casper landing. ½ hr
- Plow Wendigo Park. ½ hr
- Plow service center. ½ hr

Derrick

Date: 11/10/17

- Open and close cremation burial in section 2 1 hr
- Fill out daily time sheet ½ hr
- Worked on the weekly work plan for the following week ½ hr

Work done that is not on our weekly plan:

- Open grave for Monday the 13<sup>th</sup> in section 3 5 hr
- Meeting with Becky, Jim, and Ken 1 hr

Dan

Date: 11/10/17

- Dig grave full grave sec 3, blk 5, lot 3, site 8. 5 hrs
- Time sheet final day of work. ½ hr
- Daily time sheet. ½ hr

Work done that is not on our weekly plan:

- Meeting with Becky, Ken, and Jim. 2 hrs

### Weekly Maintenance Plan November 13<sup>th</sup> – 17<sup>th</sup> 2017

Task to be completed	Estimated hours	Priority
Meeting time	2	3
Fill out daily time sheets	2	3
Work on the weekly plan for the following week	2	3
Replace the toilet seat in the men's bathroom and caulk both toilets and the Town Hall	2	1
Fix the drain on the toilet at the Service Center	2	2
Pull out and look over backup grave heater	3	2
Close grave in section 3 on Monday 13 <sup>th</sup>	1	1
Clean garage and organize	8	3
Trim and remove tree limbs at the LaPlant boat landing	2	2
Update equipment and cemetery files	6	3
Wash both trucks, J.D. 1445, and the ASV	3	1
Fix garage door on the attached garage at the Service Center	4	3
Move snow banks at the Town Hall to make room for pushing snow	2	2
Move snow banks at the Cemetery to make room for pushing snow	1	2

Derrick

Date: 11/13/17

- Meeting with Ken and Mike 1 hr.
- Cut hanging tree limbs at LaPlant Boat Landing and haul away 1 hr.
- Started updating Cemetery files and Equipment files 2 hr.
- Looked over the secondary ground heater. ½ hr.

**NOTE:**

(We will need to get new propane hose line for this heater because the one we have is weathered and it has a pinched point on it. Unsure what the cost will be for a new one.)

- Started organizing the Service Center Garage. 1 hr.
- Fill out daily time sheet ½ hr.

Work done that is not on our weekly plan:

- Worked on the Ground Heater for thawing winter burial sites 2 hr.

**NOTE:**

(As I was running the generator for the ground heater, I noticed that the generator wasn't working properly. As I kept working on it, I noticed that the AMPS coming out of the generator were not enough to power the heater. This is going to be an issue because the heater works just fine when plugged into a wall outlet but, the minute I plugged it into the generator, it will not get through the ignition sequence and also, the GFI outlet on the generator keeps randomly blinking as if the outlet needs to be reset. I'm suggesting that we either have the generator looked at or we invest in some durable, long, thick extension cords so I can run the heater in random spots at the Cemetery. I'm sure there are going to be questions on this so feel free to ask me whatever you need to.

Derrick

Date: 11/14/17

- Fixed leak on the toilet at the Service Center 1 hr.
- Replaced toilet seat on the men's bathroom toilet at the Town Hall. Also, removed old caulking, cleaned up and caulked the toilets and sinks in both bathrooms at the Town Hall. 2 hr.
- Moved snow banks at the Town Hall to make more room for snow removal. 2 hr.
- Fill out daily time sheet. ½ hr.
- Organized tools inside the Service Center Garage. ½ hr.

Work done that is not on our weekly plan:

- Ran the faucets with hot water at the Town Hall. The water is starting to smell pretty bad so I ran them for a while to try and circulate the water a little bit. ½ hr.
- Brought both riding lawnmowers up to the Cemetery garage for winter storage. Also, removed batteries from both mowers for storage. 1 hr.
- Dug out area next to the Service Center Garage door that was collecting water and running into the garage. ½ hr.

Date: 11/15/17

- Cleaned and organized the Service Center Garage. 7 ½ hr

Work done that is not on our weekly plan:

- Contacted the Veterans Office in regards to a Veterans plate that needs to be ordered. ½ hr

Date: 11/16/17

- Meeting with Ken ½ hr.
- Cleaned and organized the Service Center Garage and the Attached Garage. 4 ½ hr.

Work done that is not on our weekly plan:

- Swept and mopped the Service Center Meeting Area. 1 hr.
- Disconnected generator off of the ground heater and brought to L & M for work. They will be diagnosing it will call back before they get the O.K. to fix it. 1 hr.
- Ran to town to drop off generator and gather pricing on new propane hose for the backup ground heater. 1 hr.

Date: 11/17/17

- Worked on the weekly work plan for next week 1 ½ hr.
- Updated Equipment files and Road files 1 hr.
- Fill out daily time sheet ½ hr.

Work done that is not on our weekly plan:

- Unclogged the floor drain in the Service Center Garage 2 ½ hr.
- Sharpened and cleaned tools. 1 hr.
- Called Ferrellgas and ordered new propane hose for the Backup Ground Heater. Also contacted ASV about having them look at the ASV. It is making a noise that sounds like a bearing might be getting worn out. They are backed up as of now so the week after Thanksgiving I will be bringing it in to them to have them take a look at it. ½ hr.
- Checked over Backup Ground Heater. The tank and the heating hood are ready to go, the new propane line will be in next week and then I will test it to make sure there are no issues. 1 hr.

### Weekly Maintenance Plan for November 20<sup>th</sup> – 24<sup>th</sup> 2017

Task to be completed	Estimated hours	Priority
Flood hockey rinks at Wendigo and Crystal Park	16	2
Vacation time (Derrick - 24 <sup>th</sup> )	8	3
Holiday (Thanksgiving Day – 23 <sup>rd</sup> )	8	3
Fill out daily time sheet	1	3
Work on weekly work plan for the following week	2	3
Meeting time	1	1
Hook up and run generator on the ground heater and check for any issues	2	1
Hook up new propane line for backup ground heater and run to check for any issues	2	1

Derrick

Date: 11/20/17

- Meeting with Ken and Mike 1 hr.
- Cleaned and assembled the propane torch for the backup ground heater 1 ½ hr.

Work done that is not on our weekly plan:

- Drove down Bear Creek Rd., Metzenhuber Rd, Wendigo Park Cir., Wagon Wheel Rd., Norway Rd., Lakeview Trl. to check the icy conditions of the roads. All of these roads looked ok. Norway Rd. and parts of Bear Creek Rd. are still slippery but it is because these areas don't get a lot of exposure to the sun during this time of year. 2 ½ hr.
- Washed the Chevrolet Pickup Truck, the John Deere 1445, and the ASV 3 hr.

Date: 11/21/17

- Picked up propane line, water for the Service Center and the generator from L & M. L & M replaced the GFI outlet but, they did say that it isn't quite putting out enough amps. They are unsure why that is but, they suggested looking into purchasing a new generator. They were unsure how much more life we will get out of this one. 1 hr.
- Hooked up generator on the ground heater and ran to check for any issues. It is putting out more OHMs than before but it does struggle to continue to run properly. I ran it for about 3 ½ hrs. and by the time I came back to the Service Center, the generator had stopped running. It did start back up again but it was running rough the entire time that I had it running. 2 ½ hr.
- Started flooding both hockey rinks. 4 ½ hr.

Date: 11/22/17

- Flood both hockey rinks 6 hrs
- Work on the weekly plan for the following week and fill out daily time sheet 2 hr

Date 11/23/17

- Thanksgiving Holiday 8 hrs.

Date 11/24/17

- Vacation 8 hrs.

## Weekly Maintenance Plan for November 27<sup>th</sup> – December 1<sup>st</sup> 2017

Task to be completed	Estimated hours	Priority
Meeting time	1	3
Fill out daily time sheets	2	3
Work on the weekly plan for the following week	2	3
Update the Cemetery Books and the Wall Map in the Service Center Meeting Area	6	3
Vacation time (Derrick Nov. 27 <sup>th</sup> and Dec. 1 <sup>st</sup> )	16	1
Flood both hockey rinks	4	2
Install new propane hose and run the backup heater to check for any issues	3	1
Bring in the ASV to have them check over the noise that the machine is making	1	1
Adjust the door on the Service Center Attached Garage so it opens and shuts properly	2	2
Repair the bad area of sheet rock in the Service Center Garage and seal the wall to prevent future water damage	3	3

Derrick

Date: 11/27/17

- Vacation 8 hrs.

Date: 11/28/17

- Meeting with Mike and Ken 1 hr
- Cleaned and connected propane line and ran backup heater to check if it works properly. Backup heater works good. 2 ½ hr

Work done that is not on our weekly plan:

- Cleaned up and organized tools and work areas inside the Service Center Garage. 4 hr
- Received and documented Veteran Stone that will be put in the spring. ½ hr

Date: 11/29/17

- Updated the Cemetery files on the computer and started updating the Cemetery books. 1 ½ hr.
- Remove and replace molded sheetrock on dividing wall in the Service Center Garage. 4 hr.
- Fill out daily time sheet and work on the weekly plan for following week 1 hr.

Work done that is not on our weekly plan:

- Ordered Road Closed sign for Nicholas St. barricades. ½ hr.
- Cleaned off dirt that was on a headstone from the snowblower. (I just noticed this stone today, I had blown off the snow a while ago so this has been like this for a while.

I never noticed it until today and I'm very sorry that I left it like this. I will do a better job at making sure I don't do this again.) ½ hr

- Contacted Pokegama Electric to have them come out and test the Generator. They will either come out Thursday of this week or Tuesday of next week. He wasn't sure of the scheduling tomorrow. Contacted Plackner Tre Care about cutting a tree on the Bear Creek Rd. I left a message. ½ hr.

Date: 11/30/17

- Meeting with Mike. 1 hr.
- Brought the ASV to the ASV Shop and had them look at what is making the squealing noise. It turns out, it was just the Alternator Belt that needed to be tightened. Apparently the belts are adjusted so tight that it is hard to distinguish a typical loose belt sound. After it was tightened, the sound was gone. 1 hr.
- Removed Generator from the Ground Heater and tested it to see if it ran better due to fuel flow. 1 hr.
- Cleaned and organized the service Center Garage and the Meeting Area. 1 hr.
- Worked on the Weekly Plan for the following week and filled out daily time sheet. 1 hr.

Work done that is not on our weekly plan:

- Picked up new water filter, toilet cleaner, and plaster for the Service Center Meeting Area and Garage. 1 hr.
- Changed water filter and cleaned up around the filtration system inside the Service Center Meeting Area. 1 hr.
- Pokegama Electric came out and adjusted the RPMs on the Generator. As he looked into it, the Voltage regulator isn't working properly. He made some adjustments and it seems to be working better. He also suggested taking the cover off of the Alternator and putting cleaner on the brushes. 1 hr.

Date: 12/01/17

- Vacation 8 hrs.

## Harris Township ASV PT60

Date	Hours	Hours Used	Gals
11/30/2017	979.5	**	8.1
			0
<b>Monthly Total</b>			<b>8.1</b>

**NOTE: There is a fill-up missing from our records for this month. It would've been before this fill-up on the 30th.**

## Harris Township Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
12/6/2017	29531	349	29.88
			0
<b>Monthly Total</b>			<b>29.88</b>

### Harris Township: November 2017

Equipment	Total Hours	Monthly Hours
3500 Dump truck	15281 miles	169 miles
3500 pick up	29613 hrs	412 miles
Terex ASV	980.4 hrs	11.5 hrs
E1100 heater	5560.6 hrs	7.1 hrs
ETQ generator	915.4 hrs	8.5 hrs
Gravely mower	579.3 hrs	**
JD 920 mower	534.7 hrs	**
JD 1445 tractor	679.6 hrs	.4 hrs
JD 7130 ditch mower	897.6 hrs	**
Vermeer Chipper	252.1 hrs	.8 hrs

<b>Date &amp; Place</b>	<b>Quantity</b>	<b>Item</b>	<b>Number</b>	<b>What use...</b>	<b>Cost</b>
Acheson Tire 11/6	4	Tires	#300	Chevrolet Pickup Truck	\$1040.00
L & M 11/14	2	20w-50 oil	#304	Gravelly	\$12.98
L & M 11/14	1	Tool Hanger	#680	Service Center Garage	\$3.99
L & M 11/14	2	Ladder Hooks	#680	Service Center Garage	\$1.38
L & M 11/14	5	Tool Hooks	#680	Service Center Garage	\$2.95
Home Depot 11/14	1	Toilet Seat	#609	Town Hall Men's Bathroom	\$37.98
Home Depot 11/29	2	4X8 drywall sheet	#680	Service Center Garage	\$15.96
Home Depot 11/29	1	1 5/8" screws	#680	Service Center Garage	\$3.27
Home Depot 11/30	1	Qt. Spackling	#680	Service Center Garage	\$7.32
Home Depot 11/30	1	Water Filter	#680	Service Center Meeting Area	\$11.98
Home Depot 11/30	1	2pk Toilet bowl cleaner Tabs	#680	Service Center Meeting Area	\$5.48
Home Depot 11/30	1	2pk Air freshener	#680	Service Center	\$4.98

				Meeting Area	
Home Depot 11/30	1	Air freshener oil warmer	#680	Service Center Meeting Area	\$.98
Home Depot 11/30	1	2pk Toilet bowl cleaner liquid	#680	Service Center Meeting Area	\$3.76
Home Depot 11/30	1	1/4" socket organizer	#357	Tools	\$14.88
Home Depot 11/30	1	3/8" Socket Organizer	#357	Tools	\$14.88
Carquest 11/16	2	Dexcool Antifreeze	#354	Supplies	\$27.64
Carquest 11/16	1	Air Freshener	#354	Supplies	\$3.39
L & M 11/21	1	GFCI breaker replacement (with labor included)	#314	Primary Grave Thawer	\$64.55
Ferrell Gas 11/22	1	Propane hose line	#314	Secondary Grave Thawer	\$92.80