

Chairman Peggy Clayton  
20356 Wendigo Park Road  
Grand Rapids, MN 55744  
Phone 218-326-1551

# Harris Township

SINCE 1909

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

Supervisor Dennis Kortekaas 326-1882  
Supervisor Jim Kelley 327-0317  
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  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)



NEIGHBORS, SHORES & MORE

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

## PLANNING & DEVELOPMENT MEETING

May 23, 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 4/28/18- KP
  - ❖ Work Session 5/22/18- PC
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
  - ❖ Constituent request for temporary parking at Wendigo Park
5. **Consent Agenda-**
  - ❖ Deed for Cemetery Lot
6. **Roads-**
  - ❖ Road Inspection Report
  - ❖ Dust Control
  - ❖ Brushing of Stony Point Road
7. **Recreation-**
  - ❖ Park and Cemetery Inspection Reports for April, 2018
  - ❖ Trails Task Force
  - ❖ Firewise Update
8. **Correspondence-**
  - ❖ Grand Rapids Area Cable Commission, 12/6/2017
  - ❖ Letter from Couri & Ruppe
  - ❖ City of Grand Rapids, 4<sup>th</sup> of July Firework donation
  - ❖ Letter from Pat Medure/Candidate for District 5B
9. **Town Hall Report-**
  - ❖ Review town hall report as prepared by town hall caretaker, dated 4/7/2018-5/4/2018
10. **Maintenance Report-**
  - ❖ Review maintenance report as prepared for April, 2018.

**11. Old Business-**

- ❖ Busy Bees/Township floor tiling
- ❖ Town Law Conference Update
- ❖ Express Employment Contract
- ❖ Township Land Sale/ Work Session Update
- ❖ Tree work quote

**12. New Business-**

- ❖ Cemetery
- ❖ Schedule Work Session/ Road Inspections

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

**14. Upcoming meetings/events-**

- (M) May 28 Coffee and Cookies.....8:00 am Harris Township Cemetery
- (M) May 28 Memorial Day Service.....10:15 am Harris Township Cemetery
- (M) June 11 Itasca County Township Association.....7:00 pm Blandin Foundation
- (W) June 13 Regular Meeting.....7:30pm Harris Town Hall
- (W) June 27 Planning and Development Meeting.....7:30 pm Harris Town Hall

**PLANNING & DEVELOPMENT MEETING**  
**April 25, 2018– 7:30pm**  
**Minutes**

**DRAFT**

Present: Chairman: Peggy Clayton

Supervisors: Jim Kelley, Dennis Kortekaas, Mike Schack, and Ken Haubrich

Treasurer: Becky Adams; Deputy Clerk: Kati Pierce

Absent: Clerk: Cari Alleman

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-** Additions made below-

Motion to approve Additions and Corrections made by, Supervisor Kelley, Seconded by Supervisor Haubrich, and passed by all.

3. **Approve the minutes-**

- ❖ P&D Meeting 3/28/18- KP
- ❖ Employee Review, Closed Work Session 4/16/18- PC
- ❖ Hiring Temp Worker, Work Session 4/16/18- PC
- ❖ Policies, Compensation, Contracts, Work Session 4/16/18- PC
- ❖ Work Session 4/25/18- KP

Motion to approve all minutes made by Supervisor Haubrich, Seconded by Supervisor Schack, and passed by all.

4. **Business from the Floor-** Please come up to the podium and state your name and address for the record

Burl Ives- 31035 Sunny Beach Road- Update from the County. The county is facing some trail issues from Keewatin to Coleraine with regard to the land holding companies. The major connecting trails sit on some of their property and the county is faced with the challenge to help keep some of the smaller communities stay alive and have some connection and growth in the trails around that area. There are some other land purchases that are being worked on by DNR and Townships, roughly 23 acres and the problem is that if the DNR purchases the land the tax bracket for the county changes and adds up over the years quick on such substantial land purchases. Waste management has bought out another competitor and many of the contracts are now theirs. Short term rentals, Air B&B, VRBO and looking into some other ideas that the county can bring gain some income. Ideas of a lodging tax, however sewer, safety, and just making sure that the ordinances are up to date and that it is a safe and an encouraging outcome is the goal. Broadband is a hot topic in our area. Mental Health is a big discussion at the table and the county board is trying to be very proactive in the area and trying to look into options to better serve our kids. There is a new Veterans Service Officer, Luke St. Germaine. Burl was also up in Togo for a coffee get together in the community. Everyone showed up and it was very encouraging and hopes that Itasca and other smaller communities can follow suit as a Q & A, but also to get to know your community.

5. **Consent Agenda-**

- ❖ Resolution 2018-005- Officer Compensation
- ❖ Resolution 2018-006- Administrative Agenda
- ❖ 2018-006 Appendix C- Supervisor Duties
- ❖ 2018-006 Appendix D- Treasurer Duties
- ❖ 2018-006 Appendix E Clerk Duties
- ❖ 2018- Employee Compensation Policy
- ❖ 2018 Wages for Maintenance and Town Hall Caretaker

Motion to approve all above made by Supervisor Haubrich, Seconded by Supervisor Schack, and passed by all.

6. **Roads-**

- ❖ Wendigo Park Culverts- water going over drive ways, culvert froze up. The County charges by the hour. It took them about an hour to thaw and get it fixed up.
- ❖ Wagon Wheel Court Road- had it graded quick, lots of potholes.
- ❖ Road inspections- Road Tour needs to be set up. Board would like to do the inspections. Dennis will do the tar roads and Jim will do the gravel.

Annual Road Inspection with the full Board discussed. May 16<sup>th</sup> @ 6:30 pm- and May 17<sup>th</sup> @ 6:30 meet at the Town Hall to take off. Motion made for these by Supervisor Kelley, Seconded by Supervisor Kortekaas, passed by all.

- ❖ Road project- Discussion on setting a work session meeting up at the P & D Meeting.

#### 7. **Recreation-**

- ❖ Inspection Reports for March, 2018- Updates on the landings, Mishawaka is breaking up a bit.
- ❖ Trails Task Force- The trails are all closed, the ATV's are starting to take off. Working on some trails around the east side of Millacs Lake. Clubs can put in for grant money from Blandin to assist with some trails if anyone is interested. A river cleanup is set for May 10<sup>th</sup> @ 9 AM, meeting at the Veteran's Park.

#### 8. **Correspondence-**

- ❖ Grand Rapids Area Cable Commission, next meeting 5/7/18
- ❖ Collaborative Opportunities Team Meeting, last meeting the Township will be attending.

#### 9. **Town Hall Report-**

- ❖ Review town hall report as prepared by town hall caretaker, dated 3/9/2018-4/6/2018- Motion to approve made by Supervisor Kelley, Seconded by Supervisor Haubrich, and passed by all. Discussion with the caretaker to possibly have the floors stripped and polished in the Town Hall, would like to toss the idea around on what it would cost for the new floors or to clean it up. Peggy will call Busy Bees and get a price and let us know. Motion for Peggy to move forward and get a quote made by Supervisor Kelley, Seconded by Supervisor Haubrich, Passed by all.

#### 10. **Maintenance Report-**

- ❖ Review maintenance report as prepared for March, 2018. – Motion to approve made by Supervisor Kelley, Seconded by Supervisor Schack, and passed by all.

#### 11. **Old Business-**

- ❖ Printing Board Packets- We want to reduce the time and cost it takes for printing the packets. Rapids Printing is \$.05/ sheet. Motion to move forward by Supervisor Haubrich, Seconded by Supervisor Kortekaas, Passed by all.
- ❖ Lawn Service Bid Awarded- Mow-Daddy was awarded the bid. (Minutes are added to the agenda minutes that were approved above.) The Clerk will send out a letter to each Bidder with the numbers and the one award. Motion made by Supervisor Kortekaas, Seconded by Supervisor Schack, and passed by all.
- ❖ Contracts Update- We have learned that we need to have written contracts and no longer should have verbal. The Board will continue to move forward with contracts for signatures.

#### 12. **New Business-**

- ❖ Website- Reminder to the public, just let us know if you have anything you would like updated.
- ❖ Update Temp Interviews- did interviews with 2 people, Peggy and Jim liked both of them. They think they will work out rather well. Both would like part-time work. Motion made by Supervisor Kortekaas to start with the temp workers. Seconded by Supervisor Haubrich, and passed by all. Start date May 1, 2018.
- ❖ Use of the field by the cemetery, Bernard Carey called and would like to use the field again to train his dogs. Motion to Approve made by Supervisor Kelley, Seconded by Supervisor Schack, and passed by all.

- ❖ Update Harris Town Hall Policy- Under the Purpose: add a sentence= Please note the Township Office is located in the Town Hall and Township Officials may periodically need to get into the office. Ordinance numbers for smoking and drinking also need to be added.
- ❖ Cemetery Policy- Update to include “DEED” language.
- ❖ Agenda Packets- Send packets to caretaker and maintenance employee.

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

**14. Upcoming meetings/events-**

- (Th) May 3 Appeal and Equalization Meeting.....9:00 am Harris Town Hall
- (W) May 9 Regular Meeting.....7:30 pm Harris Town Hall
- (Th) May 10 Annual Road Cleanup, (Adopt a highway).....4:30 pm Harris Township Cemetery
- (M) May 14 Itasca County Township Association.....7:00 pm Blandin Foundation
- (W) May 23 P & D Meeting.....7:30 pm Harris Town Hall
- (M) May 28 Coffee and Cookies.....8:00 am Harris Township Cemetery
- (M) May 28 Memorial Day Service.....10:15 am Harris Township Cemetery

**15. Adjourn- Motion to Adjourn made by Supervisor Kelley, Seconded by Haubrich, and passed by all. 8:26 pm**

Prepared by: Kati Pierce



PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	4/7/18			
GRASS CUT:				
GRASS TRIMMED:		SNOW		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		METTS		
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS			SNOW	SNOW
POSTS			SNOW	SNOW
COURT				METTS
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			METTS	
POSTS				
COURT				
GRASS CUT/TRIMMED				



PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	9/14/18			
GRASS CUT:		branches		
GRASS TRIMMED:		down		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS		SPRINT	ALLX	SPRINT
POSTS		TRUCKS		
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			SPRINT	SPRINT
POSTS				
COURT				
GRASS CUT/TRIMMED				



PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	9/21/18			
GRASS CUT:		grm		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?		met		
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

W/A  
grm  
met  
N/A  
grm  
met

DATE 4/2/18 CEMETERY WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR NEEDED N/A

GRASS CUT/TRIMMED SNOW

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES TRASH Mety

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:

cemetary - alot of branches.  
Wendigo - many branches  
Crystal - looks good!

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	4/28/18	no		
GRASS CUT:		SNOW	NO	NO
GRASS TRIMMED:			SNOW	SNOW
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN			grubs	kraty
<u>PARKS:</u>		N/A	rust	good
VOLLEYBALL COURT:			FLC	
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:		some	some	SNOW
NET		TRASH	TRASH	some
POSTS				TRASH
COURT				
GRASS CUT/TRIMMED				

DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
4/28/18			
	N/A	in row behind swings	ready
		ready	good
		needs	condition
		ACC!	
		Pin trees, benches	
		fire needles	Swings, etc
		Swings, etc	already done
		benches	checked

- PARKS (CONTINUED):
- 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: Picked up TRASH at all 3 locations  
 Crystal ponds really good.  
 Wonders - needs ACC!

Grand Rapids Area Cable Commission

Wednesday, Dec. 6, 2017

ICTV Offices, 819 NE 4<sup>th</sup> St, Grand Rapids

**Members Present:** Dale Adams, Margi Ritter, Peggy Clayton

**ICTV Staff Present:** Beth George, Jennifer Vail-Storrs, Stephani Crecellius

Adams called the meeting to order at 12:06 P.M.

**Agenda**

Adams added the item of proposed 2018 meeting dates under new business.

**Consider minutes of Sept. meeting**

Motion made to accept minutes made by Adams; seconded by Clayton. Motion carried unanimously.

**Financials**

Motion made to accept financials made by Clayton; seconded by Ritter. Motion carried unanimously.

**Approval of bills/secretarial fee**

Motion made to pay ICTV secretarial fee of \$75 made by Ritter; seconded by Clayton. Motion carried unanimously.

**Old Business**

Discussion was held on what the individual communities might want for future technology. LaPrairie indicated it was ok. Harris needs resolution with the bandwidth issue for live cablecasting. Grand Rapids needs to have improved microphones in the work session area. George asked the group if it would be willing to approve a request for design for a new type of video system. The system would put new technology in each of the locations over time and have one central control center. The Commission agreed to allow ICTV to proceed.

**New Business**

**League of Minnesota Cities insurance waiver**

Motion to approve insurance waiver signature made by Ritter, seconded by Clayton. Motion carried unanimously.

**Approve payment of member to MACTA for 2018**

Motion to approve payment of 2018 MACTA membership fee of \$580 made by Ritter; seconded by Clayton. Motion carried unanimously.

**Request for funding of two field cameras**

Motion to reimburse ICTV for two field cameras and four memory cards, totaling \$4449.96, made by Ritter; seconded by Clayton. Motion carried unanimously.

**Acknowledge Mediacom rate increase letter**

The letter was seen and acknowledged

**Proposed 2018 meeting dates**

Proposed meeting dates for 2018 are Monday Feb. 6, Monday May 7, Tuesday Sept. 4, and Monday Dec. 3. Dates were presented and acknowledged.

**ICTV Report**

George spoke on new programming, including "Working the Puzzle" series, and on research for installing a kitchen studio for the ability to produce cooking shows.

ICTV is now able to digitally backup all new programming on the cloud using Azure software.

Adams adjourned the meeting at 12:45 P.M.

Next meeting Feb. 6, 2018

## ***COURI & RUPPE, P.L.L.P***

***Michael C. Couri\****  
***Robert T. Ruppe\*\****

*\*Also Licensed in Illinois*

*\*\*Also Licensed in California*

*Attorneys at law*  
*705 Central Avenue East*  
*PO Box 369*  
*St. Michael, MN 55376-0369*  
*(763) 497-1930*  
*(763) 497-2599 (FAX)*  
*www.couriruppe.com*

April 30, 2018

Harris Township  
Cari Ann Alleman, Clerk  
21583 Keyview Dr  
Grand Rapids, MN 55744

### **Re: Proposal for Legal Services – ADVERTISEMENT**

Dear Town Clerk:

On behalf of Couri & Ruppe, P.L.L.P., I am pleased to introduce our firm, its members and their qualifications to Harris Township. You may have heard us speak at your County Unit Meeting or at a seminar sponsored by the Minnesota Association of Townships where we have presented on topics relevant to the area. Couri & Ruppe has represented Minnesota Townships over the past thirty years, and currently represents 218 Townships. Our support of Townships over the years has ranged from presenting at the Township Short Courses, hosting a hospitality suite at the Minnesota Association of Townships' Annual Meeting every November, and, more recently, putting on the Couri & Ruppe Township Legal Seminar.

The Couri & Ruppe Township Legal Seminars have been well received over the past eight years by over 1,550 attendees. This year we will be holding our ninth annual Township Legal Seminar. The seminars will be held on four different dates and at four different locations, as follows:

Thursday, June 14, 2018	Albertville City Hall (Wright County)
Saturday, Sept. 8, 2018	Rutledge City Hall (Pine County)
Saturday, Oct. 6, 2018	Cotton Town Hall (St. Louis County)
Saturday, Oct. 13, 2018	New Haven Town Hall (Olmsted County)

Please see our enclosed flyer for details and for registration information.

Harris Township

April 30, 2018

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Through our broad representation of Townships, the members of our firm have gained extensive knowledge of Township law, including such subjects as Town powers (including urban Town powers), Town roads, cartways, road improvements, subordinate service districts, planning and zoning, annexation, incorporation, establishing community sewage treatment systems, and special assessment procedures. Couri & Ruppe also has experience with Joint Powers Agreements, police, fire, and other service contracts involving Townships.

Members of our firm are flexible about traveling throughout the state in order to provide your Township with the level of service you require for any situation. In many cases, we are able to provide the needed legal services to our Township clients via telephone and e-mail without the necessity of traveling to the Township, which in turn reduces the Township's legal expenses.

Because we work with Townships so extensively, we understand Minnesota Townships' long-standing tradition of providing low-cost, grass-roots government to its citizens. As a result, we work hard to keep our rates reasonable. We bill at a rate of \$190 per hour for all general legal services, \$210 per hour for all development work (this amount gets passed through to the developer for payment related to work done on their plat or development). Our monthly bills provide a detailed itemization of the work that was performed so that the Town Board can properly audit the claim before approving payment.

We hope that your Township will keep Couri & Ruppe in mind for its future legal needs. Please feel free to contact us at 763-497-1930 or toll free at 888-316-1176 if you have any questions regarding our legal services.

Thank you for your consideration of Couri & Ruppe for Harris Township's legal needs.

Sincerely,



Michael C. Couri  
**Couri & Ruppe, P.L.L.P.**

# Township Legal Seminar

Presented by:

**Couri & Ruppe Law Office**

## Inquiring Minds Want to Know:



- **BIDDING A BETTER ROAD: THE DEVIL IS IN THE DETAILS-** How to bid a road project.
- **WHICH ROAD TO TAKE?-** Minimum maintenance roads, closing roads, vacating roads, etc.
- **ZERO TO 10GB IN A FLASH-** High speed internet grants.
- **ENGINEERING A BETTER CONTRACT-** Engineering contracts with Towns.
- **TOWNSHIP JEOPARDY**
- **SHORT SHOTS-** Motion vs. resolution vs. ordinance.
- **A HOARDER NO MORE-** How to cleanup junk properties.
- **ANNEXATION CLARIFICATION-** Recent Court decisions affecting orderly annexation agreements.
- **STUMP THE CHUMPS-** Answers to any and all legal questions you may have. Everything you always wanted to know but were afraid to ask...

**Registration and All Materials are FREE!**  
**Complimentary Lunch Provided!**

**CHOOSE THE DATE AND LOCATION THAT WORKS BEST FOR YOU:**

THURSDAY, JUNE 14, 2018 (9:00am to 4:00 pm)- Albertville City Hall (Wright County)

SATURDAY, SEPTEMBER 8, 2018 (9:00am to 4:00 pm)- Rutledge City Hall (Pine County)

SATURDAY, OCTOBER 6, 2018 (9:00am to 4:00 pm)- Cotton Town Hall (St. Louis County)

SATURDAY, OCTOBER 13, 2018 (9:00am to 4:00 pm)- New Haven Town Hall (Olmsted County)

Register directly from our website:

[www.couriruppe.com](http://www.couriruppe.com) (click on the "Township Legal Seminar" tab)  
or call Kathy at (763) 497-1930



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

ADMINISTRATION DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

May 15, 2018

Harris Township Board  
Attn: Cari Alleman  
20876 Wendigo Park Road  
Grand Rapids, MN 55721

Re: Request for Funding 4<sup>th</sup> of July Fireworks

Dear Cari;

For many years, our community was blessed with Leo Burley who organized the annual Fourth of July fireworks on Pokegama Lake, along with the Pokegama Lake Association. A huge benefit with Leo is that he was a certified, licensed, pyrotechnic contractor. As a result, a private fireworks company was not required. This kept the cost of fireworks to just supplies, with Leo and his volunteers donating their labor.

With Leo's passing, the City of Grand Rapids, is proposing to partner with the City of Cohasset, Harris Township, and Pokegama Lake Association, in taking the lead in continuing his great tradition of fireworks. In order to keep this tradition, the City of Grand Rapids will be contracting with Pyrotechnic Display, Incorporated, a certified, licensed, and bonded, pyrotechnic contractor. Their fee to provide the fireworks is \$15,000. Due to scheduling issues, the fireworks will be launched on Saturday, June 30<sup>th</sup>. In future years, we were able to secure July 4<sup>th</sup>.

With the increase in cost, and the multiple governments located on Pokegama Lake, we are requesting that you consider a donation of \$3,750 (25% of the cost). The remaining cost will be shared between Blandin Foundation, City of Cohasset, and Grand Rapids. This is an inclusive community event enjoyed by a large population of our community.

If you have any questions, please feel free to contact me at 218.259.8688.

Sincerely,

Jeff Davies

Director of Public Works

PO Box 13  
Grand Rapids, MN 55744  
(218) 244-1122  
pmedure9016@gmail.com  
May 817th, 2018

Dear Peg, Harris Township Board,

My name is Pat Medure and I've recently announced my candidacy for Minnesota House of Representatives in District 5B. I was the Sheriff of Itasca County for 16 years, and I currently serve on the ISD 318 School Board. Through my years of community involvement, I understand the key role organizations like yours play in maintaining and improving the communities we all call home.

Listening to the needs and concerns of citizens has always been my top priority, and as your State Representative, that won't change. The voices of organizations like yours are crucial to gaining a true understanding of the communities I'm seeking to represent. I welcome any invitation to attend or speak at one of your upcoming meetings.

Cordially,

Pat Medure

Harris Township Monthly Town Hall Report

Caretaker Amber Horst Date 5-4-18

General Cleaning 15.5 hrs.

Miscellaneous Duties/Work 26.5 hrs.

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

Notes: Flower Budget? Please + Thank You!! ☺



Total (All hours worked) 42 hrs.

Rentals

Resident's 8

No Charge/Discounted Only by board approval 01

Notes Flyway Club

Non-Residents 1

Discounted Only by Board approval 1

Notes P+D Sewing 2day Rental, kept rate the same as previous rentals. ☺

Board Functions (meetings, scheduled hold, voting) 6

Total 17

Deposits Retained \$25.00 (1)

Total money collected \$675.00 (+\$25 = ~~\$700~~)  
rent. dep.

675.-

Maintenance or Safety concerns:

corrected  
650.-  
rent total  
Amber



# Harris Township April Maintenance Report

## Weekly Maintenance Plan for April 2<sup>nd</sup> – 6<sup>th</sup> 2018

Task to be completed	Estimated hours	Priority
Replace the anode rod in the water heater at the Town Hall	2	1
Fill out daily time sheets	2	3
Work on the weekly plan for following week	2	3
Clean and organize the Cemetery Garage	4	3
Continue making safe work procedures for the maintenance job	6	2
Continue painting the Service Center Detached Garage	8	1
Gather water from the Town Hall, Cemetery, and the service Center for testing	2	2
Fix the tire on the John Deere 1445	2	1
Wash both trucks, ASV, and the John Deere 1445	4	3
Record monthly receipts, fuel reports, and hours for equipment	4	3
Make sides and backing for the Dump box for hauling woodchips	4	2

Date: 4/2/18

- Worked on tire for the John Deere 1445. Ended up bringing it in to Acheson Tire, it will need to be replaced. 1 hr.
- Replaced Anode Rod in the water heater at the Town Hall. **NOTE: I had to drain all of the water out of the heater and remove it from the plumbing in order to change out the anode rod. It took a lot longer than expected.** 4 hr.
- Worked on the side boards for the dump box of the Dump Truck 1hr.

Work done that is not on our weekly plan:

- Meeting with Ken and Mike. 1 hr.
- Picked up Veteran Stars, supplies for the Town Hall water heater, and lumber for the Dump Truck. 1 hr.

Date: 4/3/18

- Made Sides and backing for the dump box on the Dump Truck for hauling woodchips. 4 ½ hr.
- Cleaned the service Center Garage. 2 hr.
- Worked on creating Safety Procedures. 1 ½ hr.

Date: 4/4/18

- Washed the Chevrolet Pickup Truck. 1 hr.
- Gathered water samples from the Service Center, Cemetery and the Town Hall and brought them to the labs at ICC. 2 ½ hr.
- Picked up tire and put back on the J.D. 1445. 1 hr.
- Cleaned Cemetery garage. 2 hr.

Date: 4/5/18

- Worked on the weekly plan for next week. 1 hr.
- Worked on Safety Procedures for the Maintenance Job. 3 hr.

Work done that is not on our weekly plan:

- Installed new jack on the ground heater. 1 hr.
- Picked up fuel in the Fuel Tank of the Chevrolet Pickup Truck. 1 hr.
- Set up ground heater in section 3 for grave opening on Monday the 9<sup>th</sup>. 2 hr.

Date: 4/6/18

- Record and file the monthly hours/mileage, fuel reports, receipts, and time sheet. 4 hr.

Work done that is not on our weekly plan:

- Plow snow on Alicia Spur, Sunny Beach Add., and Winston Taylor Rd. 1 hr.
- Plow snow at the Town Hall. 1 hr.
- Put water on grave site in section 3. 2 hr.

• **Weekly Maintenance Plan for April 9<sup>th</sup> – 13<sup>th</sup> 2018**

Task to be completed	Estimated hours	Priority
Set up and then take down Election Booths at the Town Hall	3	1
Fill out daily time sheets	2	3
Work on the weekly plan for following week	2	3
Open and close grave site in section 3 (9 <sup>th</sup> & 10 <sup>th</sup> )	8	1
Continue making safe work procedures for the maintenance job	6	2
Build new ballfield drag	8	2
Remove broken tree branches from Wendigo Park	2	3
Groundwork and tree trimming at the Cemetery	5	2
Meeting time	2	1
Clean the service Center Meeting area	2	3

Date: 4/9/18

- Meeting with Mike and Ken. 1 hr.
- Set up booths and bring up ballot box at the Town Hall. 1 hr.
- Remove grave heater and open grave in section 3. 5 hr.

Work done that is not on our weekly plan:

- Remove snow drifts at the Cemetery. 1 hr.

Date: 4/10/18

- Close grave site in Section 3. 2 hr.
- Worked on new Baseball field drag. 3 hr.

Work done that is not on our weekly plan:

- Reinforced BUMPS signs at the Woodtick Boat Landing area on Sunny Beach Rd. 2 hr.
- Ran items to the Town Hall for Cari (Clerk). 1 hr.

Date: 4/11/18

Vacation 8 hr.

4/12/18  
 Vacation 8 hr.  
 Date: 4/13/18

- Clean the Service Center Meeting Area. 2 hr.
- Work on the weekly plan for next week. 1 hr.

Work done that is not on the weekly plan:

- Work on typing up and gathering information for maintenance plans and job descriptions for Monday. 5 hr.

**Weekly Maintenance Plan for April 16<sup>th</sup> – 20<sup>th</sup> 2018**

Task to be completed	Estimated hours	Priority
Change oil in the ASV, grease and fix the light bar	4	1
Fill out daily time sheets	2	3
Work on the weekly plan for following week	2	3
Fix the fuel line system on the Ground heater and generator	3	2
Continue making safe work procedures for the maintenance job	6	3
Build new ballfield drag	6	2
Pump out flooded ditch on Norberg Dr.	4	1
Groundwork and tree trimming at the Cemetery	10	2
Meeting time and Employee Evaluation (Monday 16 <sup>th</sup> )	3	1

Date: 4/16/18

- Meeting and evaluation. 2 hr.

Work done that is not on the weekly plan:

- Plow snow on Alicia Spur, Sunny Beach Add., Forest View Trl., Winston Taylor Rd., and Ruff Shores Rd. 2 hr.
- Plow snow at the Town Hall. 1 ½ hr.
- Plow snow at the Service Center. 2 hr.
- Fixed wire connections on the snow plow. ½ hr.

Date: 4/17/18

- Looked at plugged culverts on Norberg Dr., Wendigo Park Rd., Sunny Beach Rd., Southwood Rd. **NOTE:** The water level isn't high enough yet, I will be keeping an eye on these ditches and will probably need to pump them later in the week. 1 ½ hr.

Work done that is not on the weekly plan:

- Plow snow at the Cemetery. 2 hr.
- Leveled out the area of Sunny Beach Rd. by the Woodtick Boat Landing. 1 ½ hr.
- Moved snow banks at the Town Hall. 2 hr.
- Moved low spots at the Service Center to help water drain from the field into the driveway. 1 hr.

Date: 4/18/18

- Pumped water out of ditch on Norberg Dr. **NOTE: Wendigo Park Rd., Sunny Beach Rd., Southwood Rd. have not thawed out enough to pump any water. Lakeview Trl intersection is running across the road heavily. There is also a spot where there is a pretty good sized frost heave on the Mishawaka Rd. It is in the area of the swamp by the "S" curve. I ran out of time but I will be putting out signs right away in the morning tomorrow.** 3 hr.
- Fixed fuel line on the Generator and Ground Heater 3 hr.
- Put Flags down to Half Mast at both Cemetery and the Town Hall. ½ hr.
- Picked up supplies in town for the ASV and the Ballfield drag. 1 hr.
- Fixed the light on the light bar on the ASV. ½ hr.

Date: 4/19/18

- Pumped water out of ditch on Norberg Dr. Wendigo Park Rd., and Underwood Rd. 4 hr.
- Worked on the Ballfield Drag 2 ½ hr.

Work done that is not on the weekly plan:

- Added extra support to BUMP sign posts and installed them on the Mishawaka Rd. 1 ½ hr.

Date: 4/19/18

- Pumped water out of ditch on Norberg Dr. Wendigo Park Rd., and Underwood Rd. 5 hr.
- Worked on the Weekly Plan for next week. 2 hr.
- Fixed the light on the light bar of the ASV. **NOTE: I went to change the oil on the ASV and the oil plug is stuck in the pan so tight that I accidentally stripped the plug. On Monday, I'd like to discuss just how we are going to get this taken care of because I tired quite a few times to get the plug loose and I cannot get it. If you have any questions please let me know.** 1 hr.

### Weekly Maintenance Plan for April 23<sup>rd</sup> – 27<sup>th</sup> 2018

Task to be completed	Estimated hours	Priority
Pump water out of flooded ditches	10	1
Fill out daily time sheets	2	3
Work on the weekly plan for following week	2	3
Fill potholes on Township Roads.	10	1
Build new ballfield drag	4	2
Groundwork and tree trimming at the Cemetery	10	2
Put up tennis nets at both parks	2	2

Date: 4/23/18

- Pumped water out of ditch on the Wendigo Park Rd. and Underwood Rd. 5 hr.
- Meeting with Mike and Ken 1 hr.
- Picked up fuel in the Chevrolet Pickup Truck. ½ hr.
- Put up tennis nets at both parks. 1 ½ hr.

Date: 4/24/18

- Filled in potholes on Sunny Beach Rd., Sunny Ln., and Wendigo Park Rd.  
**NOTE: Aspen Dr., Fieldcrest Rd., and Sunny Ln. are producing quite a few more frost boil areas then last year. Fieldcrest Rd. is starting to really move and fall apart.** 4 hr.
- Worked on ballfield drag. 3 hr.
- Drag the Parking area and the driveway at the Service Center. 1 hr.

Date: 4/25/18

- Filled in sunken areas of the Cemetery. 3 hr.
- Filled in potholes on Alicia Pl., Norberg Dr/Keyview Rd. intersection, and Little Crystal Ln. 5 hr.

**NOTE:** I noticed that the culvert the goes across the road at the east side of Norberg Dr. (by the intersection) had water running under the culvert instead of through it. This would mean that the water has made a hole somewhere because it wasn't coming out the other side. I sloped it so the water would drain into the culvert and I will keep an eye on it.

Date: 4/26/18

- Pumped out flooded ditches on the Wendigo Park Rd. 5 hr.
- Meeting with Mike and Ken. 1 hr.

Work done that is not on the weekly plan:

- Moved dirt piles at the Service Center. 1 hr.
- Brought in and picked up the ASV from the Terex shop. **NOTE: The ASV was brought in because the oil plug had stripped when I was trying to remove it.** 1 hr.

Date: 4/27/18

- Limbed trees at the Cemetery. 1 ½ hr.
- Worked on the weekly plan for next week. 2 hr.
- Pumped water out of a ditch on the Wendigo Park Rd. 3 hr.

Work done that is not on the weekly plan:

- Picked up gas in the gas can and supplies in town for the Cemetery and the Service Center. 1 hr.

- Picked up several nails from the grass and the center road at the Cemetery.

**NOTE:** I had to remove a deceased kitten from a headstone in section 2. I'm unsure how it got there but I took care of it. ½ hr.

## ASV PT60

Date	Hours	Hours Used	Gals
4/9/2018	1029.3	8.9	8.1
4/17/2018	1036.4	7.1	6.7
5/4/2018	1045.6	9.2	9.1
<b>Monthly Total</b>			23.9

## Harris Township Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
4/23/2018	31880	348	30.36
<b>Monthly Total</b>			30.36

## Harris Township: April 2018

Equipment	Total Hours	Monthly Hours
3500 Dump truck	15769 miles	146 miles
3500 pick up	31994 miles	326 miles
Terex ASV	1046.7 hrs.	17.4 hrs.
E1100 heater	5770.5 hrs.	74.1 hrs.
ETQ generator	1081.1 hrs.	75.4 hrs.
Gravely mower	579.3 hrs.	**
JD 920 mower	534.7 hrs.	**
JD 1445 tractor	746.4 hrs.	**
JD 7130 ditch mower	897.6 hrs.	**
Vermeer Chipper	252.1 hrs.	**

<b>Date &amp; Place</b>	<b>Quantity</b>	<b>Item</b>	<b>Number</b>	<b>What use...</b>	<b>Cost</b>
<b>ASV 4/18</b>	<b>1</b>	<b>Rubber Bezel light</b>	<b>#398</b>	<b>ASV Light bar</b>	<b>\$16.54</b>
<b>ASV 4/26</b>	<b>1</b>	<b>Oil plug replacement and oil change</b>	<b>#398</b>	<b>ASV</b>	<b>\$207.67</b>
<b>L &amp; M 4/27</b>	<b>3</b>	<b>Bags of grass seed (Credit Card)</b>	<b>#406</b>	<b>Cemetery</b>	<b>\$83.97</b>
<b>L &amp; M 4/18</b>	<b>1</b>	<b>Steel toe rubber boots (Credit Card)</b>	<b>#356</b>	<b>Clothing</b>	<b>\$19.99</b>
<b>L &amp; M 4/18</b>	<b>1</b>	<b>Go-jo soap (Credit Card)</b>	<b>#354</b>	<b>Supplies</b>	<b>\$11.99</b>
<b>L &amp; M 4/18</b>	<b>3</b>	<b>10W30 oil gallons. (Credit Card)</b>	<b>#354</b>	<b>Supplies</b>	<b>\$102.57</b>
<b>L &amp; M 4/18</b>	<b>6</b>	<b>Clevis shackles (Credit Card)</b>	<b>#354</b>	<b>Ballfield drag</b>	<b>\$20.94</b>
<b>L &amp; M 4/18</b>	<b>1</b>	<b>Toilet paper pk (Credit Card)</b>	<b>#680</b>	<b>Service Center Supplies</b>	<b>\$7.99</b>
<b>L &amp; M 4/10</b>	<b>3</b>	<b>Foam cup packs (Credit Card)</b>	<b>#617</b>	<b>Election supplies Town Hall</b>	<b>\$4.47</b>
<b>Home Depot 4/27</b>	<b>1</b>	<b>Branch trimmer (Credit Card)</b>	<b>#357</b>	<b>Tools</b>	<b>\$39.97</b>
<b>Home Depot 4/27</b>	<b>3</b>	<b>Sheets of plywood (Credit Card)</b>	<b>#424</b>	<b>Cemetery burials</b>	<b>\$68.31</b>

<b>Home Depot 4/27</b>	<b>4</b>	<b>Quick links (Credit Card)</b>	<b>#354</b>	<b>Ballfield Drag</b>	<b>\$12.92</b>
<b>Home Depot 4/18</b>	<b>3</b>	<b>24pk water (Credit Card)</b>	<b>#680</b>	<b>Service Center Supplies</b>	<b>\$10.44</b>
<b>Home Depot 4/18</b>	<b>1</b>	<b>Pk of sanding disc 80grit (Credit Card)</b>	<b>#354</b>	<b>Supplies</b>	<b>\$9.97</b>
<b>Fashion to Fit 5/4</b>	<b>8</b>	<b>Voting Booth Curtains (Credit Card)</b>	<b>#617</b>	<b>Election Supplies</b>	<b>\$373.67</b>
<b>Amazon.com 4/30</b>	<b>1</b>	<b>12volt Welker battery (Credit Card)</b>	<b>#429</b>	<b>Cemetery Garage Alarm</b>	<b>\$17.99</b>



### Harris Township

Express Employment Professionals bills for services rendered on a pay-per-hour basis. The following rates will apply to the position(s) we discussed:

JOB TITLE	Pay Rate - Bill Rate
Rink Worker	\$9.65 - \$14.28

Express-found associates must complete 720 working hours and all invoices must be current before a client company may hire the associate at a \$0.00 payroll transfer fee. Please note that billing rates may be adjusted with increases in wages and/or payroll burden costs that are the direct result of any determination by local, state, or federal authority.

Express Employment Professionals is ISO 9001:2000 certified.



Express Employment Professionals' Bill Rate includes the following:

- Advertising
- Recruiting
- Testing
- Interviewing
- Reference checking
- Employee Coaching
- Weekly invoicing
- Weekly pay
- Workers' Compensation Insurance
- Social Security Taxes
- Bonding of associates
- General liability insurance
- Four-hour unconditional performance guarantee
- Additional Benefits (Holiday Pay, PTO, etc.)

Check here if you require pre-assignment drug screens on Express associates. (Express Employment Professionals offers drug screening for an additional fee, and will perform only those drug screens authorized by the client company, or as otherwise required by Express policy or state / federal law.)

All invoices are sent electronically. Please provide a valid email address to ensure prompt delivery of all invoices.

\_\_\_\_\_  
Accounts Payable Email

\_\_\_\_\_  
Accounts Payable Representative

I understand that Express Employment Professionals' payment terms are net 10 days from the invoice date.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date



### Harris Township

Express Employment Professionals bills for services rendered on a pay-per-hour basis.  
The following rates will apply to the position(s) we discussed:

JOB TITLE	Pay Rate - Bill Rate
Grounds Crew	\$11.00 - \$16.28
Grounds Crew	\$12.00 - \$17.76
Grounds Crew	\$13.00 - \$19.24

Express-found associates must complete 720 working hours and all invoices must be current before a client company may hire the associate at a \$0.00 payroll transfer fee. Please note that billing rates may be adjusted with increases in wages and/or payroll burden costs that are the direct result of any determination by local, state, or federal authority.

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\_\_\_\_\_  
Accounts Payable Representative

I understand that Express Employment Professionals' payment terms are net 10 days from the invoice date.

\_\_\_\_\_  
Client Signature  
Confidential

\_\_\_\_\_  
Date



## Staffing Agreement

At Express Services, Inc. (Express) dba Express Employment Professionals (referred to as "Express", "We" or "Our"), we make it easy for you to do business with us. The first step to establishing a successful staffing relationship is to ensure a clear understanding of each party's responsibilities. We appreciate your business and look forward to the opportunity to support you with outstanding professional employment services in consideration of your agreement to the following terms and conditions:

1. We hire associates as Express employees, and provide all wages, taxes, withholding, workers' compensation, and unemployment insurance. Medical benefits and vacation pay are also available to associates who qualify. We recruit and assign associates to you to perform the job duties you specify. You agree to notify us if those duties or the workplace of an associate changes.
2. Express complies with all Federal, State, and Local employment laws and regulations. You agree to provide our associates with a safe, suitable workplace and equipment, and to comply with all applicable federal, state, and local employment laws including appropriate workplace-specific safety and health training that adequately addresses potential hazards at your worksite. You agree to indemnify and hold Express harmless from claims or damages resulting from your non-compliance with applicable laws and regulations. Express pays associates promptly, based on information approved by you. You agree to pay the charges based on the time card or other mutually acceptable recording method by the invoice due date.
3. A monthly service charge of 18% per annum may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s). Bill rates are subject to change with appropriate notice.
4. It is our goal that associates perform their jobs to your satisfaction; however, if you are not satisfied with an Express associate for any reason within the first 48 hours of the assignment, you will not be charged for the first four (4) hours of the associate's work and a replacement will be provided.
5. We provide insurance to cover Express associates for Workers' Compensation, Commercial General Liability, Employers Liability, Fidelity Bond, Errors and Omissions, and Hired/Non-Owned Automobile coverage in an amount not less than \$1,000,000 per occurrence. You agree to maintain liability insurance for any motor vehicle, forklift, or other motorized mobile equipment operated by an Express associate, and agree to waive all rights of recovery against Express as the employer of the Express associate.
6. You agree that you will not request or allow our associates to offer professional opinions concerning any financial audits, certifications or financial statements, SEC filings or provide management consulting or financial advice. Nor will our associates be permitted sign-off authority for architectural or engineering projects or construction or other cost estimates. All services performed by our associates shall be under your direction, supervision and control and you shall be responsible for ensuring that the services meet your requirements and agree that we are not responsible for the accuracy and correctness of the resulting work product.
7. If our associates have access to unattended premises or the care, custody, or control of cash, checks, credit card numbers, ATM bank cards, negotiables, confidential information, trade secrets, or other valuable property, then you agree to indemnify and hold us harmless from any resulting loss or damage.
8. Express will provide associates for positions where operating a motor vehicle, forklift, or other motorized equipment is required, if notified in writing prior to an assignment. We must know in advance, so we can assign associates who are qualified to meet your specifications. During an assignment, if our associate operates a motor vehicle, forklift, or any other motorized equipment, you agree to indemnify and hold us harmless for bodily injury, property damage, collision, or public liability claims, regardless of fault.
9. You supervise, direct, and control the work performed by Express associates, and assume responsibility for all operational results, including losses or damage to property or data in the care, custody, or control of an Express associate. You agree to indemnify and hold us harmless from any claims or damages that may be caused by your negligence or misconduct, and agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.
10. We offer an evaluation hire program designed to provide you with associates on a trial basis prior to converting them to your payroll. To take advantage of our evaluation hire program, you agree to negotiate a pre-determined trial period or fee prior to an associate's assignment to you.
11. Express allows you to hire associates already assigned to you if your invoices are current and you agree to pay an acceptable payroll transfer fee (up to 30% of an associate's expected annual earnings) to convert an Express associate to your payroll.
12. You agree, for a period of 180 days from the date of introduction or last date on assignment, whichever is later, not to hire directly or use Express associates through another staffing firm without paying a liquidation fee of 30% of the Express associate's expected annual compensation, unless otherwise agreed to by us in writing.
13. Express will, at your written request, conduct criminal history checks and drug screens as permitted by state law. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.

Thank you for your business. We look forward to a mutually beneficial relationship.

Company: \_\_\_\_\_ Date \_\_\_\_\_

Agent's Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Agent's Signature \_\_\_\_\_

**Cari Ann**

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**From:** Harris Township <supervisorahtp@gmail.com>  
**Sent:** Friday, May 18, 2018 5:33 PM  
**To:** Harris Township Cari Ann  
**Subject:** Fwd: Price quote for tree work

P&D MTG.

----- Forwarded message -----

**From:** <placknerm@gmail.com>  
**Date:** May 18, 2018 12:28 PM  
**Subject:** Price quote for tree work  
**To:** <supervisorahtp@gmail.com>  
**Cc:**

Harris Township quote:  
\$225 per hr for three workers with loader and bucket truck.  
\$110 per hr for bobcat and operator.

Thank you,  
Mike Plackner  
Plackner Tree Care Inc..