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

Harris Township
SINCE 1909

NEIGHBORS, SHORES & MORE

www.harristownshipmn.org

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

PLANNING & DEVELOPMENT MEETING
February 28, 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 1/24/2018- KP
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
   - Paula Johnson
5. **Consent Agenda-**
   - Resolution 2018-012
   - Resolution 2018-013
   - Resolution 2018-014
   - Resolution 2018-015
   - Resolution 2018-016
   - Annual Meeting Agenda
6. **Roads-**
7. **Recreation-**
   - Inspection Reports for January, 2018
   - Rink attendance update
   - Trials Task Force
8. **Correspondence-**
9. **Town Hall Report-**
   - Review town hall report as prepared by town hall caretaker, dated 1/5/2018; 2/9/2018; Renters Register
10. **Maintenance Report-**
    - Review maintenance report as prepared for December, 2017 and January, 2018.

11. Old Business-

- Property on Hale Lake
- Town Board Options

12. New Business-

- Proposal for lawn services
- Update on Work Session from 2/26/2018

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

14. Upcoming meetings/events- UPDATE

(M) Mar. 12 Itasca County Township Association.....7:00 pm Blandin Foundation
(T) Mar. 13 Annual Meeting.....8:15 pm Harris Town Hall
(W) Mar. 14 Work Session.....6:00 pm Harris Town Hall
(W) Mar. 14 Regular Meeting.....7:30 pm Harris Town Hall
(W) Mar. 28 P & D Meeting.....7:30 pm Harris Town Hall

15. Adjourn-

PLANNING & DEVELOPMENT MEETING
January 24, 2018– 7:30pm
Minutes

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. **Additions and Corrections**- adding trails, letter from Shaw and Shaw, letter from MN Benefit, and BAS Census update

3. **Approve the minutes-**

   - P&D Meeting, dated 11/292017- KP
   - Work Session, dated 1/17/2018- KP
   - Work Session, dated 1/10/2018- CA, Supervisor Haubrich found typos that need to be fixed. He will highlight and give to Clerk.
   - Work Session, (vacate) dated 1/10/2018- CA, Supervisor Clayton highlighted typos that need to be fixed and gave them to Deputy Clerk at the meeting. Deputy Clerk put them in the folder for Clerk.

   Motion to approve all minutes by Chairman Kelley, Seconded by Supervisor Clayton, Passed by All.

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- Derrick ordered a sign today; it is all mangled from someone hitting it. Chairman Kelley was looking into reimbursement from who hit it. When he contacted the Highway Patrol they said they flag it and they would be able to order a new sign and replace it. He will call tomorrow and confirm as it was late in the day today and didn't have adequate time. He will also confirm with Derrick after verifying with the Highway Patrol on if we should cancel the order.

7. **Recreation-**
   - Inspection Reports for November 2017 and December 2017- Supervisor Clayton noted that over the 2 months we have transitioned from no snow, to snow. The landings are looking good and people are using them to get on and off the lakes.
   - Rink attendance update- Chairman Kelley said they looking good. We have had a high of 31 people on a single night. Derrick will re-flood when the weather is right. Note from the audience that Wendigo was closed tonight on the way into the meeting. Chairman Kelley will double check, he thinks the attendant was just late as he had dropped his phone in the fishing hole.
   - Request to reserve Wendigo- Itasca Community College has made a request to reserve the Wendigo Rink on January 30th or 31st from 5-9 PM for a boot hockey game. Chairman Kelley will post the reservation directly at the rink as a one-time thing if approved by the Board. He will also verify the correct date for the reservation. The Board has never had this request prior. The rink attendant will be there to assure all rules are followed. We do allow reservations for the baseball field and pavilion so the Board feels this would be fine. Motion to accept the reservation made by Supervisor Clayton, Seconded by Supervisor Schack, Passed by All.
   - Trails task force- Supervisor Schack attended a meeting and reports that all parties are happy with the recent snow fall. All trails are now open, with the exception of Rocky Point. There is a cross

country skiing app called VESA that you can download and it tells you were you are on the trail. The Scenic State Park is providing a class every Sunday for people to come try cross country skiing. Equipment is provided from 1-3PM. Note: Trails Task Force meetings will now be held at the Timber Lake in Grand Rapids.

8. **Correspondence-**
   - Letter from Shaw and Shaw- We received a letter in response to our policy, Chairman Kelley just wanted to be sure that all members of the Board have received the letter.
   - Letter from MN Benefit- We received a letter in regard to life insurance for Supervisors. The Board agreed to keep things same, no-one wants the insurance for now. No Motion made.

9. **Town Hall Report-**
   - Review town hall report as prepared by town hall caretaker, dated 12/8/2017; 1/5/2018,

   Motion to approve by Supervisor Kortekaas, Seconded by Supervisor Haubrich, Passed by All

10. **Maintenance Report-**
    - Review maintenance report as prepared for November, 2017

      Motion to approve by Chairman Kelley, Seconded by Supervisor Clayton, Passed by All
    - December, 2017 will be approved at February P&D Meeting

11. **Old Business-**
    - Admin Policy, pull
    - Media Com, how are the live broadcasts working- no complaints, all good! Let it be-
    - Job descriptions/ duties:
      - Board- good
      - Treasurer- good
      - Clerk- Board feels the format does not flow as consistent with the other outlines.

    The Board would like to set a work session and add the information from Shaw and Shaw, as well as change some verbiage on the Clerk description/duties outline.
    Motion by Chairman Kelley to pull and move admin policy, job descriptions/duties to January 31, 2018 prior to, but the same night as the Board of Audit and Budgets meeting- Seconded by Supervisor Kortekaas, Passed by All- Note: this MUST be reposted as a separate meeting this night.
    - Census e-mail, - Chairman Kelley notes our records have been updated; the county will now take care of it. No action needed.
    - Comp Plan- Chairman Kelley has a on question as to if the Board just change the comp plan, maybe bring it up at another meeting with Matt to help with or bring up at the Annual Meeting as "suitable use on page 10". No action taken.

12. **New Business-**
    - Pay request from November for Kati- Bring to Clerk to address with the Board at the duties meeting on January 31, 2018. Add to the meeting regarding duties to include a break down on how to pay the deputy clerk and break it up better. The Boards believes the Statue is clear that we cannot both be paid for the same duties. Tabled to Jan. 31, 2018. Note: Motion made later in the discussion of upcoming meetings to add this meeting.
    - Brian Swanson- Billboards, please see attached e-mail- Swanson works for Lamar advertising and is working on a site with the Bishoff's pontoon place on HWY 169. They just took a sign down next to the John Deere dealer and are looking to a new site as a replacement. Lamar has acquired the approved MNDOT permits. Chairman Kelley refers to the comp plan on page 11 for direction the Board should you use to reference the questions. Lamar is looking at one on the south edge of the property by the entrance gate and one on the north edge of the property. The dimensions of the boards are about 10x26', the application and permit included the boards be powered to light up. Swanson indicated although most renters prefer their sign to have lights on after dusk; it is unknown where the

power will come from for these as requested. An aerial view and a drawing was looked at by the Board of the proposed location. Chairman Kelley again noted that it is in the comprehensive plan that we do not support them. Supervisor Clayton asks about the option of not lighting the signs. Swanson's reply is that this time of year they would be hard to see with it getting dark so early and businesses renting the space typically want them in good visibility to drivers. The boards would have space available for rent, typically local businesses rent the spaces. Chairman Kelley has concerns that since our comp plan specifies "Not supported" that our members would be upset and think that we were linnet on the matter and that others would follow suit. He also reminds the Board that they did just go over the comp plan and nothing was asked by members to be changed regarding this. Members agreed they wanted it left the same.

Note from the audience: Dan Butterfield, agrees that the Board just went over the comp plan and it was requested to stay as it is because we don't want to be a BMJ that has signs all over. Members of the township felt they did not want to see billboards and they did not want signs all along the causeway. We are not the cities; we do not need lights 24 hours a day.

Brian Swanson's reply is that lights would be shut off at 11PM-

Board's discussion ends in conclusion that we have do not have the authority to say you can't do it, you have the permits. As a Board we just do not support it.
Motion to not support made by Supervisor Kortekaas, Seconded by Chairman Kelley, Passed by All.

Supervisor Clayton asked that Deputy Clerk e-mail Swanson an insert of the Motion and discussion after approved by the Board.

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 Admin plan/ pay request/ descriptions.....6:00 pm Harris Town Hall
Motion to add this meeting made by Supervisor Haubrich, Seconded by Supervisor Kortekaas, Passed by All
Board of Audit and Budget meeting to start immediately after .....6:30 pm Harris Town Hall
(W) Feb. 7 Board of Audit and Budgets.....6:30 pm Harris Town Hall

- Please note the Board has corrected the events for Board of Audit and Budget meetings by making note that they will be separate meetings. The Budget meetings will immediately follow the Board of Audit on any given night.

(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-**
Motion to adjourn made by Supervisor Haubrich, Seconded by Supervisor Kortekaas, Passed by All.

Prepared by: KP

Resolution 2018-012

Resolution Authorizing Contract With Interested Officer Under

Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Jim Kelley is a supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW,, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Jim Kelley** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 28th day of February, 2018.

Attested: _____

Town Clerk

BY THE TOWN BOARD

_____

Chair person or other if the chair is contracting

Resolution 2018-013

Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Ken Haubrich is a supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW,, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Ken Haubrich** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 28th day of February, 2018.

Attested: _____
Town Clerk

BY THE TOWN BOARD

_____
Chair person or other if the chair is contracting

Resolution 2018-014

Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Mike Schack is a supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW,, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Mike Schack** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 28th day of February, 2018.

Attested: _____
Town Clerk

BY THE TOWN BOARD

_____
Chair person or other if the chair is contracting

Resolution 2018-015

Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Peggy Clayton is a supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW,, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Peggy Clayton** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 28th day of February, 2018.

Attested: _____
Town Clerk

BY THE TOWN BOARD

_____
Chair person or other if the chair is contracting

Resolution 2018-016

Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, Dennis Kortekaas is a supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW,, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of **$ 18.70** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Dennis Kortekaas** for a price of **$ 18.70**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 28th day of February, 2018.

Attested: _____
Town Clerk

BY THE TOWN BOARD

_____
Chair person or other if the chair is contracting

Harris Township
SINCE 1909

NEIGHBORS, SHORES & MORE
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March 13, 2018
Annual Meeting
Harris Town Hall
8:15pm

AGENDA

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.

8:15pm

1. Call Annual Meeting to Order
2. Pledge to the flag
3. Election of a moderator
4. Review of minutes from the annual town meeting held March 14th, 2017 *(see pages 2 - 7)*
   - Any additions, corrections by the Town Residents
   - Motion to approve minutes as presented
5. Receive and approve the Treasurer's Annual Financial report for 2017 *(see page 8)*
   - Questions and concerns of Town Residents
   - Motion to approval the Financial Report as presented
6. Review Road Report *(see page 9 -10)*
   - Road work completed in 2017
   - Road work proposed ensuring years, 2018 and 2019
7. Review Levy Comparison for years 2014 adopted through 2019 proposed *(see page 13)*

8a. Consider approving proposed operational levy for 2019 in total, ***OR***

8b. Approve operating levies by fund:

	Refer to:
•General	*page 15*
•Road & Bridge	*page 16*
•Equipment	*page 17*
•Cemetery	*page 18*
•Recreation	*page 19*
•Buildings & Ground	*page 20*
•Fire	*page 21*
•Capital Improvement	*page 22-23*

9. Consider requests for financial support via special levies; hear related presentations: *(see pages 24-26)*
   - Itasca County Agricultural Association (as authorized by Minn. Stat. § 38.12 and 38.18-.19)
   - Itasca County Historical Society (as authorized by Minn. Stat. § 138.053)
10. Old business
11. New business
    - Optional Township Government Plans
      - Option B- Appoint Clerk/Treasurer
      - Option C- Appoint a Town Administrator
      - Option D- Combine the Clerk/Treasurer positions

12. Set time and place for next Annual Town Meeting, to be held the second Tuesday of March, 2019
13. Adjourn

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE 1/7/18	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:				
GRASS CUT:		Snow		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		N/A		
PARKS:				
VOLLEYBALL COURT:				
NETS			N/A	Snow
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			Snow	Snow
POSTS				
COURT				
GRASS CUT/TRIMMED				

PARKS (CONTINUED):	DATE 1/7/18	CEMETERY	WENDIGO	CRYSTAL SPRINGS
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED		N/A		
GRASS CUT/TRIMMED			Snow	Snow
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			Rinks open	Rinks open
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				

OVERALL COMMENTS: Rinks - hit + miss on being open! Warmer weather on horizon

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE 1/13/15	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:				
GRASS CUT:		Snow		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:				
NETS		N/A	N/A	Snow
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS			Snow	Snow
COURT				
GRASS CUT/TRIMMED				

PARKS (CONTINUED):	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
BASEBALL FIELD:	1/13/18			
SHAPE/ANY REPAIR NEEDED		N/A	snow	snow
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET				
PICNIC AREA:			snow	
TABLES/BENCHES				
TRASH				
PLAYGROUND AREA:				
SWINGS			snow	
SLIDES				
TRASH				
ANYTHING BROKEN				
HORSESHOE COURT			N/A	
TRASH				
PARKING LOT:			all good	all good
TRASH				
ICE RINK/WARMING SHACK				
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				

OVERALL COMMENTS: * Derrick did great job of plowing rink, ent around ball field etc :)
Both rinks cleaned + ready for skaters!
Parking lots plowed etc., snow drift by door at Crystal (warming house)
*Rinks closed today -19 Below at 10AM!
warmer weather expected 1/14/18

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
	1/20/18			
CEMETERY:				
GRASS CUT:		Snow		
GRASS TRIMMED:				
ANY TRASH?	✓			
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:		N/A		
NETS			N/A	N/A
POSTS				
COURT	✓			
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET		✓		
POSTS				
COURT			Snow	Snow
GRASS CUT/TRIMMED				

PARKS (CONTINUED):	DATE 1/20/18	CEMETERY	WENDIGO	CRYSTAL SPRINGS
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED	↓	N/A	Snow	Snow
GRASS CUT/TRIMMED	↓	↓		
BASKETBALL AREA:				
NET			/	/
PICNIC AREA:				
TABLES/BENCHES				/
TRASH			/	/
PLAYGROUND AREA:				
SWINGS				/
SLIDES			/	/
TRASH				
ANYTHING BROKEN				
HORSESHOE COURT				
TRASH			N/A	/
PARKING LOT:				
TRASH				Stop down in snow.
ICE RINK/WARMING SHACK	↓	↓	On	
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				

OVERALL COMMENTS: All on - Rinks still good for skating!

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	1/27/18			
GRASS CUT:		Snow		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT			Snow	Snow
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

PARKS (CONTINUED):	DATE 1/27/18	CEMETERY	WENDIGO	CRYSTAL SPRINGS
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED				
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET		On	On	On
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 On

Rinks still have ice - needs to be Cleaned at both Rinks.

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

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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 Monthly Town Hall Report

Caretaker Amber Hart Date 2-9-18

General Cleaning 9.25 **hrs.**

Miscellaneous Duties/Work 47 hrs.

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

Notes:
28.5 hrs of the 47 are Skating Rink hours. Just so you have it breakdown. :)

Total (All hours worked) 56.25 hrs.

Rentals

Resident's 5

No Charge/Discounted Only by board approval 1

Notes Flyway Club ~ $25.00

Non-Residents 1

Discounted Only by Board approval

Notes P&D Sewing - 2 day rental - Kept same rate as previous year. :) (She will rent 4x/yr. at least.)

Board Functions (meetings, scheduled hold, voting) 6

Total 13

Deposits Retained —

Total money collected 400.00

Maintenance or Safety concerns:

Payment Request

Harris Township

Itasca County

Name: Amber Hart

~~Address:~~ Pay Period ~

1-6/2-9-18

Renter Register

Date	Description	Amount
1-6	Haylee Altenhofen ~ B-day Party, MO# 207638246871	50.00
1-7	Abby Kluge ~ Baby Shower, CK# 12318	50.00
1-14	Sheri Serfling ~ Baby Shower, CK# 1271	50.00
1-20+21	R+D Sewing Tanya Jackson ~ Sewing Class CK# 9185	125.00
1-23	Flyway Club ~ Meeting, CK# 8108	25.00
1-28	Heidi Hawkinson ~ B-day Party, Cash	50.00
2-9	Barb Sunell ~ Walmart Mtg vd CK# 9962	50.00
	Total	400.00
	pera	
	fica	
	medi	
	fed	
	state	
	Net Pay Total	

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

Amber L. Hart

Harris Township

December Maintenance Report

Weekly Maintenance Plan for December 4th – 8th 2017

Task to be completed	Estimated hours	Priority
Meeting time	4	3
Fill out daily time sheets	2	3
Work on the weekly work plan for the following week	2	3
Record monthly receipts, time sheet, fuel reports, and hours for the equipment	4	2
Vacation Time (Derrick – Monday 4th)	8	1
Work on the Generator hook up to the Ground Heater more efficient	3	2
Flood both hockey rinks	13	1
Update the Cemetery Books	4	2

Derrick
12/04/17

- Vacation — 8 hrs.

Date: 12/5/17

- Meeting with Mike and Ken. — 1 hr.
- Flood both hockey rinks. — 4 ½ hr.
- Finish fuel line setup on the Generator and made new bolts for the wheels. — 2 ½ hr.

Date: 12/6/17

- Fuel up the Chevrolet Pickup Truck. — ½ hr
- Shovel off and salted ramp and north and south steps at the Town Hall. — ½ hr
- Flooded both hockey rinks. — 4 hr
- Updated road files and continued organizing Service Center Garage and Meeting Area. — 3 hr

Date: 12/7/17

- Flooded both hockey rinks. 3 hr
- Filled out monthly receipt information, monthly time sheet, equipment hours and fuel reports. 3 hr
- Work on weekly plan for the following week. 1 hr

Work done that is not on our weekly plan:

- Lowered and raised the flags at the Cemetery and the Town Hall. ½ hr
- Ferrell Gas came out and changed the outlet ports around on the secondary grave heater. ½ hr

Date: 12/8/17

- Flooded both hockey rinks. 3 ½ hr
- Meeting with all board members at Sawmill. 1 ½ hr
- Finished weekly plan, equipment hours and monthly time sheet. 2 ½ hr

Work done that is not on our weekly plan:

- Cleaned up Service Center Garage. ½ hr

Weekly Maintenance Plan for December 11th – 15th 2017

Task to be completed	Estimated hours	Priority
Meeting time	2	3
Work on the weekly work plan for the following week	2	3
Fill out daily time sheet	2	3
Flood hockey rinks at both parks	24	1
Clean up Service Center Garages	8	2
Install Road Closed sign on the barricades on Nicholas St.	2	1

Date: 12/11/17

- Meeting with Mike and Ken 1 hr.

Work done that is not on our weekly plan:

- Plow snow at the Cemetery 1 hr.
- Plow snow at the Town Hall 1 hr.
- Plow snow at Crystal Park ½ hr.
- Plow snow at Wendigo Park ½ hr.
- Plow snow at Casper, LaPlant, Woodtick and Mishawaka boat landings. Picked up old culvert grates from Woodtick Landing. 1 hr.

- Plow snow on Ruff Shores Rd., Sunny Beach Add., Alicia Spur., Winston Taylor Rd., and Forest View Trl. 1 ½ hr.
- Plow snow at the Service Center. 1 hr.
- Contacted Newman Signs and ordered "Bumps" signs, also spoke with Plackner Tree Care and they will be taking down the tree on Bear Creek Rd. today sometime. I also notified the landowner because he wants the wood from the tree. ½ hr

Date: 12/12/17

- Cleaned both hockey rinks. 2 hr.
- Flooded both hockey rinks. 6 hr.

Date: 12/13/17

- Flooded both hockey rinks. 5 hr.
- Filled out daily time sheet and worked on weekly plan for next week. ½ hr.

Work done that is not on our weekly plan:

- Plowed snow on Alicia Spur, Sunny Beach Add., Winston Taylor Rd., Forest view Trl., and Ruff Shores Rd. 1 hr.
- Plowed snow at the Town Hall. 1 ½ hr.

Date: 12/14/17

- Flooded Crystal Hockey Rink. 2 hr
- Cleaned Service Center Garage. 2 hr

Work done that is not on our weekly plan:

- Vacation Time (Left at 3:45) ½ hr
- Plowed snow at both parks. 1 hr
- Plowed snow at the Service Center. 1 ½ hr
- Plowed snow at the Cemetery. 1 hr

Date: 12/15/17

- Flooded both hockey rinks. 3 hr.
- Clean the Service Center Garage and Attached Garage. 1 hr.
- Worked on the weekly work plan for next week and filled out daily time sheet. 1 hr.
- Install "Road Closed" sign on the barricades at the entrance of Nicholas St. 1 hr.

Work done that is not on our weekly plan:

- Research headstone movement equipment. 2 hr.

Weekly Maintenance Plan for December 18th – 22nd 2017

Task to be completed	Estimated hours	Priority
Meeting time	2	3

Fill out daily time sheet	2	3
Work on weekly work plan for following week	2	3
Clean and flood both hockey rinks	8	1
Clean warming shacks at both hockey rinks	4	1
Trim branches on Sunny Beach Add. And Alicia Spur for snowplowing purposes	4	1
Finish sheet rock work on wall inside the Service Center Garage	2	3
Update Cemetery Wall Map	3	2
Change old lighting to LED bulbs in the Service Center Garage	6	3
Update Work Orders and send out	3	3
Vacation time (Tuesday 19th Leave at 12:00 p.m.)	4	2

Date: 12/18/17

- Meeting with Mike 1 hr.
- Cleaned off both hockey rinks and started ice patching work at Wendigo. The ice was skated on quite a bit over the weekend and needed holes to be patched in several areas of the rink. 6 ½ hr.

Work done that is not on our weekly plan:

- Received a call from Supervisor Kelly about someone driving around the Garage at the Town Hall. There were 2 sets of tracks that went around the building but there was no evidence of any damage to the grounds or the building itself. ½ hr.

Date: 12/19/17

Work done that is not on our weekly plan:

- Plow snow on Alicia Spur., Sunny Beach Add., Winston Taylor Rd., Forest View Trl., and Ruff Shores Rd. 1 ½ hr.
- Plow snow at the Town Hall 2 hr.
- Plow snow at all boat landings 1 hr.
- Plow snow at both parks 1 hr.
- Plow snow at the Service Center 1 hr.
- Plow snow at the Cemetery 1 ½ hr.

Date: 12/20/17

- Cleaned off both hockey rinks. 3 hr.
- Had keys made for the rink attendants for the skating season. ½ hr.
- Patched holes and smoothed out bumps in the ice and prepared both hockey rinks for the weekend. 4 ½ hr.

Date: 12/21/17

Work done that is not on our weekly plan:

- Plow snow on Alicia Spur., Sunny Beach Add., Winston Taylor Rd., Forest View Trl., and Ruff Shores Rd. 1 ½ hr.
- Plow snow at the Town Hall 2 hr.
- Plow snow at all boat landings 1 hr.
- Plow snow at both parks 1 hr.
- Plow snow at the Service Center 1 hr.
- Plow snow at the Cemetery 1 ½ hr.

Date: 12/22/17

- Cleaned off both hockey rinks. 3 hr.
- Worked on the Weekly Plan for next week and the daily report for today 2 hr.

Work done that is not on our weekly plan:

- Met Hockey Rink Attendant at wendigo to give them the key and go over the lights and rules. ½ hr.
- Patched holes and smoothed out bumps in the ice. 2 ½ hr.

- **Weekly Maintenance Plan for December 25th – 29th 2017**

Task to be completed	Estimated hours	Priority
Meeting time	2	3
Fill out daily time sheet	2	3
Work on weekly work plan for following week	2	3
Trim branches on Sunny Beach Add. And Alicia Spur for snowplowing purposes	4	1
Finish sheet rock work on wall inside the Service Center Garage	2	3
Update Cemetery Wall Map	3	2
Change old lighting to LED bulbs in the Service Center Garage	6	3
Update Work Orders and send out	3	3
Holiday (25th Christmas Day)	8	1
Patch holes in the Hockey nets at both rinks	2	2
Clean and organize the Service Center Attached Garage	6	3

Date: 12/26/17

- Started gathering and calculating information for the end of the year paperwork. 3 hr.
- Cleaned up the Service Center Garage. 1 hr.
- Cleaned and converted some of the lights in the Service Center Garage to LED lights. 3 ½ hr.

Work done that is not on our weekly plan:

- Checked condition both hockey rinks and brought a new shovel out to Crystal Rink because the handle broke on the one that was there. ½ hr.

Date: 12/27/17

- Work on the weekly plan for next week. ½ hr
- Fill out time sheet. ½ hr
- Clean and organize the Service Center Garage. 3 hr

Work done that is not on our weekly plan:

- Fuel up the Pickup Truck. ½ hr
- Plow snow at the Town Hall. 1 ½ hr
- Plow snow at the Service Center. 1 ½ hr
- Plow snow and snowdrifts at Crystal Park. ½ hr

Date: 12/28/17

- Clean the Service Center Garage. 1 hr.
- Work on the Weekly Plan for next week. 1 hr.

Work done that is not on our weekly plan:

- Clean snow from both hockey rinks. 2 ½ hr.
- Snow blow the Cemetery. 1 ½ hr.
- Plow snow on Alicia Spur, Sunny Beach Add., Winston Taylor Rd., Forest View Trl., and Ruff Shores Rd. 2 hr.

Date: 12/29/17

- Patched up holes in the ice at both hockey rinks. 2 ½ hr
- Cleaned out torch head. ½ hr
- Fill out time sheet and finished weekly plan for next week. ½ hr
- Cut hanging limbs on Alicia Spur to avoid hitting them when plowing the road. 2 hr
- Worked on changing the lights in the Service Center Garage. 1 ½ hr

Work done that is not on our weekly plan:

- Helped Meds-1 with a car accident on the Wendigo Park Rd. 1 hr

Date & Place	Quantity	Item	Number	What use...	Cost
Newman Signs 12/11	2	"BUMPS" warning signs	#210	Roads	$123.50
Home Depot 12/18	1	Propane exchange 20lbs tank	#504 & #530	Hockey rinks	$19.97
Home Depot 1/4	2	1X6 boards	#408	Headstone movement	$25.04
Home Depot 1/4	4	1 ¼ " dowels 4ft	#408	Headstone Movement	$15.92
Home Depot 1/4	1	Goo Gone Spray Jug	#354	Supplies	$7.84
Home Depot 1/4	1	Smoke Alarm	#609	Town Hall	$49.97
Home Depot 1/4	1	CO2/GAS detector	#609	Town Hall	$49.97
Home Depot 1/4	1	Large Fire extinguisher	#609	Town Hall	$49.97
L & M 1/4	1	Box of earplugs	#354	Supplies	$12.50
L & M 1/4	1	Safety glasses SUN	#356	Clothing	$3.99
L & M 1/4	1	Safety glasses CLEAR	#356	Clothing	$3.99
L & M 1/4	1	4pk post-it note pads	#680	Service Center Supplies	$3.99
L & M 1/4	1	Winter gloves	#356	Clothing	$21.99
L & M 1/4	1	Winter face mask	#356	Clothing	$16.99

Harris Township

John Deere 1445 Tractor

Date	Hours	Hours Used	Gals
12/12/2017	681.1	9.9	8.5
12/28/2017	696.8	15.7	8.6
Monthly Total			17.1

Harris Township

Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
12/19/2017	29858	327	30.24
12/27/2017	30085	227	23.3
			0
Monthly Total			53.54

Home Depot 12/20	**8**	**Keys**	**#504 & #530**	**warming shacks**	**$15.84**

Harris Township: December 2017

Equipment	Total Hours	Monthly Hours
3500 Dump truck	15336 miles	55 miles
3500 pick up	30220 miles	607 miles
Terex ASV	980.9 hrs	.5 hrs
E1100 heater	5560.6 hrs	**
ETQ generator	915.4 hrs	**
Gravely mower	579.3 hrs	**
JD 920 mower	534.7 hrs	**
JD 1445 tractor	701.2 hrs	21.6 hrs
JD 7130 ditch mower	897.6 hrs	**
Vermeer Chipper	252.1 hrs	**

Harris Township
January Maintenance Report

January 1st – 5th 2018

Task to be completed	Estimated hours	Priority
Meeting time	2	3
Fill out daily time sheet	2	3
Work on weekly work plan for following week	2	3
Record monthly receipts, mileage, and time sheet	3	3
Clean and flood both hockey rinks as needed	10	1
Finish end of the year paperwork	4	2
Finish sheet rock work in the Service Center Garage	2	2
Change the oil in the front and rear differentials on the J. D. 1445 and look over machine.	4	2
Holiday (1st New Year's Day)	8	1
Clean and organize the Service Center Garage	3	3

Date: 1/2/18

- Meeting with Ken ½ hr.
- Clean and flood both hockey rinks 4 hr.
- Clean Service Center Garage. 2 hr.
- Work on sheetrock on the middle wall inside the Service Center Garage. 1 ½ hr.

Date: 1/3/18

- Finished sheet rock work inside the Service Center Garage. 4 hr.
- Cleaned Service Center Garage. 3 hr.
- Worked on the weekly work plan for next week. ½ hr.

Work done that is not on our weekly plan:

- Spoke with Rowe Funeral Home regarding a placement for cremains, after they met with the family, it was decided to wait until spring time for the burial. ½ hr.

Date: 1/4/18

- Picked up supplies for stone movement, fire alarms and smoke detectors for the Town Hall, and other items for the Service Center. **(Spoke with Dean Doney about stone movement issues and he was able to give me some good ideas.)** 2 hr.
- Checked the transfer case oil on the John Deere 1445, in the front and rear end differentials. Also looked over and greased entire machine. **(I did not need to change the oil in the differentials because I did it last year. I didn't realize that until I was looking at the records for the tractor.)** 2 ½ hr.
- Inspected both hockey rinks for any issues. Both rinks look good for now, I will have to fix a couple of areas at Wendigo next week. 1 hr.
- Work on paperwork for the end of the year and the monthly paperwork. 2 ½ hr.

Date: 1/5/18

- Recorded end of the month information for the receipts, equipment hours and equipment fuel reports. 2 hr
- Recorded information for the end of the year for the equipment and burial information. 2 ½ hr
- Snowplow the parking lot at the Town Hall to clean it before the weekend rental. 1 ½ hr
- Sweep and mop the Service Center Meeting Area. 2 hr

Weekly Maintenance Plan January 8th – 12th 2018

Task to be completed	Estimated hours	Priority
Install new fire extinguisher, CO2 Alarm, and smoke alarm inside the Town Hall.	2	1
Smooth out bump areas in the ice at both Wendigo and Crystal hockey rinks.	10	2
Clean walls and ceiling inside the Service Center Detached Garage and prep for painting the Garage.	16	3
Fill out daily time sheets	2	3
Work on the weekly plan for the following week	2	3
Work on and test stone lifting and moving materials	2	2
Clean the John Deere 1445 cab inside and out, install new air filter.	4	3
Clean the Service Center Meeting Area	2	3

Date: 1/8/18

- Clean both hockey rinks and work on patching bad areas of the ice. 3 hr
- Install CO2/smoke alarms and new fire extinguisher for the basement in the Town Hall. 2 hr
- Fill out daily time sheet. ½ hr

Work done that is not on our weekly plan:

- Clean the Service Center Garage 1 hr
- Meeting with Ken and Mike 1 ½ hr

Date: 1/9/18

- Worked on making and testing stone moving materials. **(It was a success! I will need to fine tune a few things and it will take a little while to move it but, I am able to move a bigger stone, safely, and a lot faster than I had originally thought.)** 3 hr.
- Fill out daily time sheet ½ hr.
- Cleaned the Cab of the John Deere 1445 and removed tape residue from outside of the Cab. 2 ½ hr.

Work done that is not on our weekly plan:

- Snow blow the snow drifts at the Cemetery and the Service Center 1 hr
- Worked on the Garage door at the Service Center. The door wasn't shutting properly, I made some adjustments, and it seems to be shutting ok but it still has an issue with closing all of the way. 1 hr.

Date: 1/10/18

- Picked up 4 bikes from the Sunny Beach Rd. that someone had thrown into the ditch. ½ hr.
- Patched bad spots and shaped Wendigo Hockey Rink to get rid of some of the built up ice spots. 4 ½ hr.
- Cleaned the Service Center Garage. 1 hr.

Work done that is not on our weekly plan:

- Worked on the Garage Door at the Service Center Garage. The garage door opener isn't working at all now. I'll look into more. ½ hr.
- Picked up supplies in town for more organizing of tools and equipment. 1 hr.
- Changed another garage light over to LED bulbs. ½ hr.

Date: 1/11/18

Work done that is not on our weekly plan:

- Plow snow on Alicia Spur, Sunny Beach Add., Forest View Trl., Winston Taylor Rd., and Ruff Shores Rd. 2 ½ hr.
- Plow snow at Crystal Park. (Did not finish, I will finish it tomorrow) ½ hr.
- Put Fuel in the Chevrolet Pickup truck. ½ hr.
- Plow snow at the town Hall. 2 hr.
- Plow snow at the Service Center. 1 ½ hr.
- Plow snow at the Cemetery. 1 hr.

Date: 1/12/18

Work done that is not on our weekly plan:

- Thaw out Door on the Service Center Garage. ½ hr.
- Plow snow at all boat landings. 2 ½ hr.
- Plow snow at both parks. 1 hr.
- Clean up snow banks at both parks. 2 hr.
- Clean off hockey rinks at both parks. 2 hr.

Weekly Maintenance Plan January 15th – 19th 2018

Task to be completed	Estimated hours	Priority
Clean and flood both hockey rinks as needed	8	1
Move snow on edges of Alicia Spur, Sunny Beach Add., Winston Taylor Rd., Forest view Trl., and Ruff Shores Rd.	8	2
Fill out daily time sheets	2	3
Work on the weekly plan for the following week	2	3
Install "BUMP" signs on an area on the Sunny Beach Rd. that is starting to flex due to the weather	1	1
Clean and organize the Service Center Garage	10	3
Clean the Service Center Meeting Area	1	3
Clean the walls inside the Service Center Garage.	8	3

Date: 1/15/18

Work done that is not on our weekly plan:

- Set up ground heater for burial on Friday the 19th. The Primary ground heater wouldn't start properly so I set up the secondary heater until tomorrow morning. Northern Air and Heating will be out at 8 tomorrow morning to look at the ground heater and figure out why it wouldn't light. 3 hr.
- Clear off area for burial on Friday. 1 hr.
- Plow snow at the Service Center. 1 hr.
- Snow blow the Cemetery. 1 hr.
- Plow snow on Alicia Spur, Sunny Beach Add., Forest View Trl., Winston Taylor Rd., and Ruff Shores Rd. 2 hr.

Date: 1/16/18

- Clean off both hockey rinks. 1 ½ hr.

Work done that is not on our weekly plan:

- Pick up #1 fuel for the fuel tank in the Pickup truck. 1 hr.
- Put water on grave site to help thaw the ground. 1 hr.
- Took down secondary ground heater and setup primary heater on grave site. 2 hr.

- Northern Air and Heating replaced nozzle and fuel filter for the ground heater. It was noted that this should be done yearly considering the heater isn't used in the warmer months. 1 ½ hr.
- Plow snow at both parks. 1 hr.

Date: 1/17/18

- Put up "BUMP" signs on the Sunny Beach Rd. There is an area that starts flexing every year and it is starting to get aggressive so, signs needed to be placed. 1 hr.
- Clean the Service Center Garage. 2 hr.
- Work on the Weekly Plan for next week. 1 ½ hr.

Work done that is not on our weekly plan:

- Put water on grave site for thawing. 1 hr.
- Plow snow at the Town Hall. 1 ½ hr.
- Plow snow at all boat landings. 1 hr.

Date: 1/18/18

Work done that is not on our weekly plan:

- Open grave site in Section 3 for Friday the 19th. 6 ½ hr.
- Clean Service Center Meeting Area. 1 hr.
- Load up Dump truck with extra dirt for tomorrow's burial. ½ hr.

Date: 1/19/18

- Clean and organize the Service Center Garage. 5 ½ hr.

Work done that is not on our weekly plan:

- Clean snow bank around the mailbox and scrap the driveway and parking area at the Service Center. 1 hr.
- Close grave site in Section 3. 1 ½ hr.

Weekly Maintenance Plan January 22nd – 26th 2018

Task to be completed	Estimated hours	Priority
Clean and flood both hockey rinks as needed	8	1
Move snow on edges of Alicia Spur, Sunny Beach Add., Winston Taylor Rd., Forest view Trl., and Ruff Shores Rd.	8	1
Fill out daily time sheets	2	3
Work on the weekly plan for the following week	2	3
Update Equipment files	2	3
Clean and organize the Service Center Garage	8	3
Clean the Service Center Meeting Area	1	2
Clean up floor inside the Service Center Detached Garage	4	2
Finish updating Cemetery Books and Wall Map	5	3

Date: 1/22/18

- Cleaned off both hockey rinks and inspected the ice. I will need to flood as soon as the weather gets a little colder. 2 hr.
- Clean up road edges from plowing on Winston Taylor Rd., Forest View Trl., and Sunny Beach Add. 5 ½ hr.

Work done that is not on our weekly plan:

- Vacation time. ½ hr.

Date: 1/23/18

- Vacation time.

  8 hr.

Date: 1/24/18

- Clean up road edges on Alicia Spur 1 ½ hr
- Cleaned and organized the Service Center Garage 3 ½ hr
- Worked on updating Cemetery files and the wall map. 2 hr

Work done that is not on our weekly plan:

- Picked up Wagon Wheel Rd. name sign that was run over. The sign is not salvageable and I will need to order 2 new signs. ½ hr
- Spoke with Amber about the main entrance door lock on the Town Hall. ½ hr

<u>NOTE:</u> Amber stated that the lock seemed to be loose and when she used her keys, she has to move her key around as she is trying to unlock it. I tried it and it seems to work for me just fine however, when I looked at the door, the bottom half of the door, it doesn't seem to be lining up properly with the latch like it should be. If you step to the side with both doors closed, you can see about halfway down, the right door isn't closing all of the way compared to the left door. This could be due to the weather but this might also be the reason she is having issues.

Date: 1/25/18

- Cleaned the Service Center Garage. 7 hr
- Meeting with Mike. ½ hr

Work done that is not on our weekly plan:

- Met with Amber at the Town Hall to give her a new warming shack key and test out her Town Hall keys. **NOTE: Her keys do stick in the lock of the main door so, she will need new ones made up. These are for her and the renters as well.** ½ hr

Date: 1/26/18

- Cleaned Service Center Garage. 1 hr.
- Cleaned Service Center Meeting Area. 1 hr.
- Filled out daily time sheet and weekly plan for next week. 1 ½ hr.

Work done that is not on our weekly plan:

- Inspected both dump truck and trailer for next week's DOT inspection. ½ hr.
- Washed both Dump Truck and Trailer. 2 hr.
- Changed light bulb in the peak light at the Wendigo Warming Shack. Light still won't come on, might need to look into getting a new fixture for it. 1 hr.
- Run to town and picked up oil for the Pickup truck, light bulb, and tool organizing supplies. 1 hr.

Weekly Maintenance Plan for January 29th – February 2nd 2018

Task to be completed	Estimated hours	Priority
Pick up the license tabs for the trucks and trailers	1	1
Have the Dump Truck and Trailer at Figgins Truck and Trailer for DOT inspection	1	2
Fill out daily time sheets	2	3
Clean the walls and prepare for painting inside the Service Center Garage	9	2
Clean the Service Center Attached Garage	4	3
Change oil, check over, and grease the Chevrolet Pickup Truck	4	2
Inspect Fire Extinguishers on all equipment and every building	2	2
Clean up and seal the windows at the Town Hall	8	2
Meeting time	1	1
Clean and flood both hockey rinks as needed	8	2

Date: 1/29/18

- Cleaned and flooded both hockey rinks. 4 hr.
- Meeting with Mike, Ken, and Mr. Stacklie from A-1 concrete and discussed options for floor repair in the Service Center Garage. 1 hr.
- Picked up vehicle and trailers tabs for both trucks and felling trailers. ½ hr.
- Inspected the fire extinguishers, tested all alarms, and cleaned furnace filter at the Town Hall. 1 hr.

Work done that is not on our weekly plan:

- Contacted Waste Management about dumping our dumpster. ½ hr.
- Contacted Newman Signs about pricing for the Wagon Wheel Court Rd. sign and post. Layouts and pricing will be forwarded to me as soon as they are complete. ½ hr.
- Picked up Shop-vac, Poly sealer for the Town Hall windows, and had keys made for the Caretaker for the Town Hall. ½ hr.

Date: 1/30/18

- Changed oil & filter, greased, checked other fluids and tire pressure on the Chevrolet Pickup Truck. 3 hr.
- Cleaned out the Chevrolet Dump Truck. 1 hr.
- Put together a pricing list and sent out for the Wagon Wheel Court Rd. sign replacement. 1 hr.
- Inspected the Fire extinguishers inside the Service Center Meeting area, the Garage, both trucks, ASV and the John Deere 1445 tractor. 1 hr.
- Cleaned the Service Center Garage. 2 hr.

Date: 1/31/18

- Bring and pick up the Chevrolet Dump Truck and Felling Trailer to Figgins's Truck & Trailer for DOT inspection. 1 hr.
- Put fuel in the Chevrolet Pickup Truck. ½ hr.
- Cleaned floor inside the Service Center Detached Garage. 1 hr.
- Fill out daily time sheet. ½ hr.

Work done that is not on our weekly plan:

- Plow snow on Alicia Spur, Sunny Beach Add., Winston Taylor Rd., Forest View Trl., and Ruff Shores Rd. 2 hr.
- Snow blow the Cemetery. 1 ½ hr.
- Plow snow at the Town Hall. **NOTE: The Parking lot has a good amount of ice build up on it, maybe we should look into having someone come and salt it or I can try to scrape it when it starts to warm up.** 1 ½ hr.

Date: 2/1/18

- Finished monthly inspections of the fire extinguishers on equipment and both warming shacks. **NOTE: The Fire Extinguisher on the Chipper needs to be replaced. All others check out good.** 1 ½ hr.
- Clean the hockey rinks at both parks and inspect the ice. **NOTE: Ice will need edge work done on both rinks as the snow build up from warmer weather caused numerous humps in the ice.** 2 hr.
- Work on the weekly plan for next week. 1 hr.
- Fill out daily time sheet. ½ hr.

Work done that is not on our weekly plan:

- Plow snow at all boat landings. 2 hr.
- Snow blow the parking lots at both parks. 1 hr.

Date: 2/2/18

- Clean and started sealing the seals on the windows of the Town Hall. **NOTE: Both windows on the west side of the Town Hall DO NOT have proper sealing on the inside of the glass. When I pulled some of the trim away, the glass flexed. This is probably why we have had such an issue with these windows. I will try to fix it next week.** 5 hr

- Fill out weekly plan for next week and the daily time sheet. 1 hr

Work done that is not on our weekly plan:

- Clean up snow drifts at the Cemetery. 1 hr
- Fix areas of Wendigo hockey rink that were humped up along the boards. 1 hr

Date & Place	Quantity	Item	Number	What use...	Cost
L & M 1/26	1	Garden hose nozzle (Credit card purchase)	#357	Tools	$9.99
L & M 1/26	2	Gallon jugs 5W-40 oil (Credit card purchase)	#300	Chevrolet Pickup	$58.98
L & M 1/26	1	6pk red organizing bins (Credit card purchase)	#357	Tools	$6.99
L & M 1/26	1	Multi-tool holder (Credit card purchase)	#357	Tools	$1.49
L & M 1/26	1	Multi-tool rack (Credit card purchase)	#357	Tools	$1.49
Ace Hardware 1/26	1	Metal halide bulb (Credit card purchase)	#504	Wendigo Warming Shack	$36.07
Home Depot 1/29	1	12 gal vacuum (Credit card purchase)	#357	Tools	$79.97
Home Depot 1/29	2	Cans of Polyurethane (Credit card purchase)	#609	Town Hall Windows	$9.96
Home Depot 1/29	4	Keys (Credit card purchase)	#609	Town Hall	$7.92
Home Depot 1/10	1	Husky Tool belt	#357	Tools	$20.98
Home Depot 1/10	2	2X4 peg board	#357	Tools	$15.98

Home Depot 1/10	1	Husky Tool bag	#357	Tools	$15.72
Home Depot 1/10	1	Scrub brush	#357	Tools	$3.97
Home Depot 1/10	1	8" automotive squeegee	#357	Tools	$3.88
Home Depot 1/10	1	Jug of pine sol	#680	Service Center Supplies	$9.99
Home Depot 1/10	1	1/2" drive socket organizer	#357	Tools	$14.88

Harris Township

Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
1/11/2018	30332	247	26.41
1/31/2018	30577	245	27.9
			0
Monthly Total			54.31

Harris Township

Fuel Tank Fill Up

Date	Equipment	Gals at Fill	Gals
1/16/2018	fuel tank	797.7 gals	100
Monthly Total			100

Harris Township

John Deere 1445 Tractor

Date	Hours	Hours Used	Gals
1/15/2018	709	12.2	8.5
2/7/2018	724	15	9.9
			0
Monthly Total			18.4

E1100 Ground Heater/ETQ Generator

Date	Hours	Hours Used	Gals
1/16/2018	5566.5	N/A	36.4
			0
Monthly Total			36.4

Harris Township

ASV PT60

Date	Hours	Hours Used	Gals
1/18/2018	984.4	4.9	3.9
1/22/2018	990.6	6.2	6.3
			0
Monthly Total			10.2

Harris Township: January 2018

Equipment	Total Hours	Monthly Hours
3500 Dump truck	15439 miles	103 miles
3500 pick up	30839 miles	619 miles
Terex ASV	994.9 hrs.	14 hrs.
E1100 heater	5607.2 hrs.	46.6 hrs.
ETQ generator	915.4 hrs.	**
Gravely mower	579.3 hrs.	**
JD 920 mower	534.7 hrs.	**
JD 1445 tractor	728.9 hrs.	27.7 hrs.
JD 7130 ditch mower	897.6 hrs.	**
Vermeer Chipper	252.1 hrs.	**

1. INTRODUCTION

By default, a town board consists of three supervisors, one clerk, and one treasurer – all of whom are elected. Towns may alter this default structure by adopting one or more optional township government plans. Statute designates each option by letter as follows:

Plan	Effect
Option A - Five Supervisor Board	Allows for 5 elected supervisors instead of 3.
Option B - Appointed Clerk or Treasurer	Allows supervisors to appoint either a clerk, a treasurer, or both. Eliminates elections for clerk and/or treasurer.
Option C - Town Administrator	Allows supervisors to appoint a town administrator, who has powers listed in Minn. Stat. § 367.35, subd. 2.
Option D - Combined Clerk & Treasurer	One person serves as town's clerk and treasurer. Depending on the town's annual revenue, the town may need independent-outside audits.

The decision to pursue an optional form of township government can be initiated either by board action or by elector petition. In either case, the question of whether to adopt the option is submitted to the electors by ballot at the next annual town election. If the option passes, the board must follow the statutory procedure to implement the option. The town board cannot enact an optional form of government without a ballot vote of the electors.

2. METHOD TO SUBMIT AN OPTION TO THE ELECTORS

a) **Initiating the Process**: There are two ways to bring the question of an optional form of government to the voters:

(i) **Board Motion/Resolution:** In its discretion, the board may submit an optional township government question to the town electors.[1] The Board may pass either a motion or a resolution authorizing the question;

or

(ii) **Elector Petition:** The process may be started by a petition signed by electors equal in number to at least 15 percent of the electors voting at the last town election. The form of the petition must comply with the rules established by the Secretary of State's Office. Contact the Elections Division of the Secretary of State's Office for help determining the number of electors in the last town election and for sample petitions.[2]

Sample Motion Language

"I move to submit the question to adopt [insert Option here] to the electors, which would change the township government to allow [describe effect of the option].

Minnesota Secretary of State's Office can provide:

- Number of voters in last election
- Sample Petitions

Call: 1-877-600-VOTE (8683)

[1] Minn. Stat. § 367.31, subd. 1.
[2] Minn. Stat. § 367.31, subd. 1.

367.35 TOWN ADMINISTRATOR.

Subdivision 1. **Appointment; removal.** As soon as practicable after adoption of option C in a town, the town board shall appoint an administrator upon the terms it deems advisable. The administrator shall be chosen solely on the basis of training, experience, and administrative qualifications and need not be a resident of the town. The town clerk may be designated the administrator if the clerk meets these qualifications. The administrator shall be appointed for an indefinite period and may be removed by the board at any time, but after having served as administrator for one year the administrator may demand written charges and a public hearing on the charges before the board before final removal takes effect. Pending a hearing and removal, the board may suspend the administrator from office, with or without pay. The board may appoint a qualified person to perform the duties of the administrator during absence or disability.

Subd. 2. **Powers and duties.** (a) The town administrator shall be the administrative head of the town and be responsible for the administration and supervision of the affairs of the town as assigned.

(b) The administrator shall, with the approval of the town board, coordinate the various activities of the town.

(c) The administrator shall exercise the authority and responsibilities assigned by the town board by ordinance or resolution which may include the following duties:

(1) to provide for the execution of all ordinances, resolutions, and orders of the board and all laws of the state required to be enforced through the town board, by the administrator or by officers under the administrator's direction and supervision;

(2) to recommend to the town board the appointment, suspension, and removal of all town personnel whose appointment, suspension, or removal is a function of the town board by law;

(3) to provide for town purchases in accordance with statutory procedures;

(4) to prepare and submit to the town board a proposed annual budget, including detailed estimates of revenue and expenditures, and enforce the budget as adopted by the board;

(5) to attend all meetings of the board and recommend measures for adoption as the administrator deems advisable or expedient;

(6) to advise the board as to the financial condition and needs of the town;

(7) to perform other assigned ministerial, nondiscretionary duties.

Subd. 3. **Abolishing office of administrator.** If option C is abandoned, the town board shall, as soon as practicable, abolish the office. Duties and responsibilities assigned to the administrator shall be assumed by the town board or by the officer having responsibility for the function prior to the appointment of the administrator.

History: *1975 c 274 s 6; 1986 c 444; 1990 c 401 art 1 s 1*

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PROPOSAL INSTRUCTIONS
RE: LAWN SERVICE
FOR HARRIS TOWNSHIP PARKS AND CEMETERY

The Harris Town Board of Supervisors is desirous of obtaining proposals from interested vendors/businesses to provide "Lawn Service" at the following Harris Township properties during the months of May,June, July, and August 2018:

1) Wendigo Park:_____, Grand Rapids, MN 55744
2) Crystal Springs Park:_____, Grand Rapids, MN 55744
3) Harris Township Cemetery: _____, Grand Rapids, MN 55744

I. Proposal documents (Attachment A and B) will consist of the following:

A. **Specifications** for Lawn Services at Wendigo Park, Crystal Park, and Harris Town Cemetery; must be signed, dated and returned.
B. **Proposal** for Lawn Services at Wendigo Park, Crystal Springs Park, and Harris Town Cemetery; must be signed, dated, and returned.

II. APPLICATION PROCESS

A. Proposal Submission Procedure and Format

1. Submit (1) typed copy, via U.S. Postal Service or hand delivery *(no proposals will be accepted by e-mail or fax)* to:

   Jim Kelley, Harris Township Board Chair
   Harris Town Service Center

   Grand Rapids, MN. 55744-3983

2. All proposals submitted must identify the name, title, address, and telephone number of the person submitting a proposal in matters regarding proposal content.

3. All vendors/businesses interested in submitting a proposal are encouraged to contact Jim Kelley, Harris Township Board Chair, at 218-2259-0317 to arrange a walk-through of Wendigo Park, Crystal Springs Park, and Harris Town Cemetery. Any and all questions can be asked at that time.

4. Sealed proposals must be submitted no later than 12:00 Noon on Wednesday, April 18, 2018.

B. Inquiries

1. Inquiries regarding this RFP should be directed to:

Jim Kelley, Harris Township Board Chair
Harris Township
Maintenance Service Center

Grand Rapids, MN. 55744-3983
Telephone: (218) 259-0317

III. GENERAL INFORMATION

A. Contract Requirements and Indemnification:

1. Upon signing Attachment A and B, the contractor must provide the Township with a certificate of insurance for liability and property damage as set forth below. Contractor must maintain and show proof of professional liability insurance, general liability insurance, and vehicle liability insurance with a minimum coverage $_____ when the claim is one for death by wrongful act or omission and $_____ to any claimant in any other case; and $_____ for any number of claims arising out of a single occurrence. Anyone submitting a proposal must maintain and show proof of worker's compensation insurance or self-insurance coverage.

4. Any and all claims that that arise or may arise against the contractor, its agents, servants or employees as a consequence of any act or omission on the pat of Contractor or its agents, servants, or employees while engaged in the performance of services shall in no way be the obligation or responsibility of Harris Township. Contractor shall indemnify, hold harmless and defend the Township and its supervisors against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the Township, and its supervisors, may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Contractor, its agents, servants or employees, in the execution, performance, or failure to adequately perform contractors obligations.

B. Conditions and Limitations

1. The Harris Township Board of Supervisors reserves the right to accept or reject any or all proposals received as a result of this RFP. The Harris Township Board of Supervisors reserves the right to waive any defects or technicalities or to advertise for new proposals where the acceptance, rejection, waiving, or re-advertising of such would be in the best interests of the Township as determined exclusively by the Harris Township Board of Supervisors.

2. Proposals (Attachments A and B) are received at the office designated in this Proposals will not be considered unless they are received on or before the deadline of submission.

2. The proposal (Attachments A and B) shall be signed by an official authorized to bind anyone submitting a proposal. The signed proposal will also bind anyone submitting a proposal to Harris Township within thirty (30) days following notification of the successful proposal as determined by the Harris Township Board of Supervisors.

IV. MISCELLANEOUS

A. Proposals will be opened at 1:00 pm on Wednesday, April 18, 2018, at Harris Town ship, Maintenance Service Center, _____, Grand Rapids, MN.

B. The proposals will then be brought to the meeting of the Harris Town Board of Supervisors for action on Wednesday, April 25, 2018, at approximately 7:30 pm, Harris Town Hall, _____, Grand Rapids, MN.

C. All contracts with the Harris Town Board of Supervisors are public records available for inspection by any member of the public. If any proposal is accepted, it will be incorporated into a contract and will, therefore, become a public record at that time.

Harris Township Board Chair

DATED: _____

_____
Jim Kelley, Chair

ADVERTISEMENT OF REQUEST FOR PROPOSALS
FOR LAWN SERVICES

NOTICE IS HEREBY GIVEN that sealed proposals will be received at Harris Township, Maintenance Service Center, _____, Grand Rapids, Minnesota, 55744-3983, **until 12:00 Noon on the 18th day of April, 2018**, for lawn services for/at: Wendigo Park, Crystal Springs Park, and Harris Town Cemetery during the months of May, June, July, and August 2018.

Proposals will be opened at 1:00 p.m. on the 18th day of April, 2018, at Harris Township, Maintenance Service Center,_____, Grand Rapids, Minnesota.

Proposals will then be brought to the meeting of the Harris Town Board on Wednesday, April 25, 2018, at approximately 7:30 pm, _____, Grand Rapids, Minnesota. At that time and place, the Harris Town Board will award the bid.

Proposal instructions, Attachment A and Attachment B may be obtained from the Harris Town Board Chair, (_____) _____, Grand Rapids, Minnesota 55744-3983.

The Harris Town Board of Supervisors reserves the right to accept or reject any or all proposals, to waive any defects or technicalities, or to advertise for new proposals where the acceptance, rejection, waiving, or re-advertising of such would be in the best interests of the Township as determined exclusively by the Harris Town Board.

Dated: _____

_____
Jim Kelley, Chair
Harris Township Board of Supervisors
1209 SE Second Ave.
Grand Rapids, MN 55744-3983

(Herald Review _____, Scenic Range News _____)

ATTACHMENT A
SPECIFICATIONS

SPECIFICATIONS FOR WENDIGO PARK, CRYSTAL SPRINGS PARK, AND HARRIS TOWN CEMETERY

1) ***DIMENSIONS OF WENDIGO PARK ARE: (see map attached)**

   ***DIMENSIONS OF CRYSTAL SPRINGS PARK ARE: (see map attached)**

   ***DIMENTIONS OF HARRIS TOWN CEMETERY ARE: (see map attached)**

   ***AERIAL VIEW OF WENDIGO PARK, CRYSTAL PARK, AND HARRIS TOWN CEMETERY ARE ATTACHED**

2) **Lawn Service Specifications, Vehicles, and Equipment:**

   A) Contractor shall provide mowers, and trimmers, and any other equipment needed to maintain and preserve Wendigo Park, Crystal Park, and Harris Town Cemetery, and are the sole responsibility of the contractor. All equipment needed to provide services are the sole responsibility of the Contractor.

   B) Any damages to vehicles and equipment owned and operated by the contractor will be the sole responsibility of the contractor.

   C) Contractor must provide all fuel, oil, etc., needed to provide lawn services;

   D) Contractor shall provide regular mowing and trimming to both parks, and cemetery on a weekly basis, so as to keep the grounds in a neat and orderly fashion;

   E) Contractor shall be consistent with the day of each week on mowing, and trimming (with the exception of absolutely NO mowing and trimming at the cemetery during a funeral)

   F) Mowing intervals will be determined by the weather conditions and the general appearance of the turf. Total grass length not to exceed _____" in height, to help prevent visual appearance of grass clippings.

   G) Contractor will remove grass clippings if they become obvious and it is determined that the turf is not neat and orderly. Grass clippings will be removed from the grounds.

   H) Any damages to the grounds, playground equipment, cemetery headstones, portable Johns, or township owned property, will be reported to the Harris Town Chair. All damages caused by the Contractor will be repaired or replaced by the Contractor at the discretion of the Township. The Township reserves the right to have the damages repaired by another qualified service and bill the contractor for the repairs.

1. **CONTRACTOR'S RESPONSIBILITY:**

It is the Contractor's responsibility to familiarize its supervisors and crews as to the requirements of the contract and to perform all tasks herein in an acceptable and timely manner. It is not the responsibility of the Harris Town Board of Supervisors to remind the Contractor of the contract service requirements.

The following actions or behavior **ARE NOT ALLOWED**:

* Unauthorized persons to mow and trim parks and cemetery.

* Tampering with any structures, playground equipment, park equipment, headstones, portable Johns

* Smoking within the grounds of Wendigo Park, Crystal Springs Park, and Harris Town Cemetery

- Drinking any alcohol beverages within the grounds of Wendigo Park, Crystal Springs Park, and Harris Town Cemetery.

2. **FAILURE TO MEET CONTRACT REQUIREMENTS**:

A) In the event that the Contractor is not able to meet the contract requirements, the Township reserves the right to hire another contractor to complete the work and to withhold the dollar value of that work from any monies due to the undersigned Contractor.

3. **CONTRACT TERMINATION**:

A) Either party upon 30 days written notice may terminate with or without cause this contract. Payment for services will be determined on a prorated basis.

4. **CONTRACT TERM**:

A) The term of this contract will be for the 2018 season beginning May 1, 2018 through August 31, 2018.

SIGNED BY BUSINESS: _____ **DATE:**_____

ATTACHMENT B
PROPOSAL

PROPOSAL FROM :_____
DATED: _____

FOR LAWN SERVICES AT WENDIGO PARK, CRYSTAL SPRINGS PARK, AND HARRIS TOWN CEMETERY

Total $$ Proposal: _____**for the months of May, June, July, and August 2018**

(Total proposal to include breakdown for each month, and any other pertinent information)

- **IF AWARDED THE BID, CONTRACTOR WILL WORK OUT AGREED UPON WEEKLY MOWING AND TRIMMING SCHEDULE WITH HARRIS TOWN BOARD CHAIR**

THE NAME, TITLE, ADDRESS, AND TELEPHONE NUMBER OF THE PERSON REPRESENTING THE PROPOSAL IN MATTERS REGARDING THE PROPOSAL CONTENTS ARE AS FOLLOWS:

NAME/TITLE: _____

ADDRESS: _____
_____

TELEPHONE NUMBER: _____

CONTACT PERSON, IF DIFFERENT THAN ABOVE_____