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

Supervisor Dennis Kortekaas	326-1882
Supervisor Mike Schack	340-8852
Supervisor Ken Haubrich	327-1351
Supervisor Jim Kelley	327-0317
Treasurer Becky Adams	259-1192
Clerk Cari Ann Alleman	244-5070
Deputy Clerk Kati Pierce	256-7411

harristownshipclerk@gmail.com

Harris Township
SINCE 1909

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.

www.harristownshipmn.org

REGULAR MEETING
January 9, 2019 at 7:30pm
AGENDA

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

2. **Oath of Office:**
   A. Supervisors, Jim Kelley, Ken Haubrich, Mike Schack
   B. Township Interim Treasurer Becky Adams

3. **Approve the Minutes**
   A. Regular Meeting December 12, 2018
   B. Work Session (caretaker, roads, and mow daddy) December 17, 2018

4. **Additions and Corrections-**

5. **Business from the floor-** Please come up to the podium and state your name and address for the record
   A. Andy MacDonnell- Conditional Use

6. **Consent Agenda**

7. **Roads**
   A. 2019 Road Projects Update (SHE)
   B. Road Inspections

8. **Recreation**
   A. Rink Update
   B. Trails Task Force

9. **Correspondence**
   A. Wood Chips

9. **Old Business**
   A. Audio System
   B. Care Taker Job Description
   C. Town Hall Policy and Lease agreement
   D. Service Hi-Speed Internet Update
   E. Newsletter- reminder for board articles
   F. Update on TV for town hall
   G. Quote- Benes Well Drilling

10. **New Business**
    A. Reorganization meeting

B. ASV repair

11. Treasurer's Report – dated January 9, December financials, 2018

A. Approve treasurers report

B. Approve the payment of bills (include check numbers and amount)

13. Public Input *(please limit comments to 5 minutes)* please come up to the podium and state your name and address for the record

14. UPCOMING Events / Meetings

Mon. Jan. 14 Itasca County Township Association.....7:00 pm Blandin Foundation
Tues. Jan 15 Work Session- Admin Policy .....6:00 Harris Town Hall
Wed. Jan. 16 Work Session: Budgets.....6:00 PM Blandin Foundation
Wed. Jan 23 Planning and Development meeting..... 7:30 pm Harris Town Hall
Tues. Jan. 29 Board of Audit/possible budget session.....6:00 pm Harris Town Hall
Wed. Jan. 30 Budget Session.....6:00 pm Blandin Foundation
Wed. Feb. 6 Budget Session..... 6:00 PM Harris Town Hall
Mon. Feb. 11 Itasca County Township Association.....7:00 pm Blandin Foundation
Wed. Feb. 13. Regular Meeting..... 7:30 Harris Town Hall

15. Adjourn

Draft

To be approved at the Regular Meeting 1/9/19

REGULAR MEETING
December 12, 2018 at 7:30pm
MINUTES

Present: Madam Chair, Peggy Clayton
Supervisors: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack
Deputy Clerk: Kati Pierce
Appearing by phone: Treasurer, Becky Adams

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

2. **Approve the Minutes**
   A. Regular Meeting- November 14, 2018; Motion to approve made by Supervisor Kortekaas, seconded by Supervisor Haubrich and passed by all
   B. Emergency Work Session- December 4, 2018; Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.

3. **Additions and Corrections-**

   A. Clerk Cell Phone- New business- Item N
   B. Work Session for Admin Policy- New Business –Item O
   C. January Newsletter- New Business – Item P
   Motion to approve all additions made by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all.

4. **Business from the floor-** Please come up to the podium and state your name and address for the record
   A. Clint Carrow- Realtor with Grand Properties asked to be added to tonight's agenda to discuss a request to vacate a piece of property on Southwood road; map was provided for the packet. Mr. Carrow came tonight to inform the Board that after further research and discussion with Kent Nyberg there is no action needed by the Board. In 1948 the East 2 rods of the property had been dedicated granting the right of way to a county entity, but there was no follow through with the paperwork. The property will be returned to the property owners after the correct paperwork is filed. Supervisor Kelley noted that he did reach out after seeing this on the agenda and was informed the same. No action needed.

5. **Consent Agenda-**

6. **Roads**
   A. 2019 Road Update- Supervisor Kelley with the update- He hopes by Monday's work session they should have some budget numbers for consideration.

   B. Geotechnical Evaluation Report- Supervisor Kelley with the update- The soil boring reports came back and are included in the packet; page 4 the table shows no surprises and that reclaiming is a good option. He cautions that the boring is only a 4in hole done in certain areas of the roads and that some things may still pop up as they start the work.

   C. Letters from Sherry Jokinen- Madam Chair Clayton with the update- The original letter from Ms. Jokinen was brought to the Board at the July, 2018 P&D meeting. All 3 letters are provided in the packet for this meeting. The board addressed the issues with the information available and did continued research resulting in determining the Board does hold the jurisdiction of the access. The Boards research included gathering maps and verification that the access in question, along with other accesses along the lake are the jurisdiction of the Township. The Board will continue to work on verifying these accesses and had previously discussed marking them. The Board appreciates Ms. Jokinen bringing this to Boards attention and would like residents and others to know that they are

continuing research on how to best care for and identify these accesses. It is a timely process and verification is needed before the Board takes action. They will do another tour in the spring of the lake accesses and discuss additional measures at that time.

7. Recreation

A. Rink Attendant Update/Rink Status- Madam Chair Clayton with the update- We currently have 4 rink attendants waiting for the rinks to open. She spoke with Jeff Davies with the City of Grand Rapids in regard to the science of flooding the rinks. He reports the best time to flood is late in the evening or early in the morning. You need a good frost to start the freeze or it is just going right into the ground. Many other communities are requesting that parents and others possibly help flood as employees typically work weekday- daytime hours. Temperatures need to be in the teens at night and single digits during the day for a good freeze to start. The Board had discussion and will ask the rink attendants if they would be interested in assisting with the flooding of the rinks. Madam Chair will also contact Mr. Davies , if need be, to see if there is a volunteer that would like to come out and assist in showing them any tricks of the trade moving forward . Madam Chair will also pull together written best practices the Board can use for future years.

8. Correspondence

9. Old Business

A. Local Collaborative meeting minutes update; Madam Chair Clayton with the update- She attended on the November 28th, minutes are in the packet. She feels there are more townships involved and the city and county have taken a different approach on how they are moving forward with the collaborative. She notes that Blackberry allowed Arbo Township to use their equipment to reclaiming the roads and that different entities are working together more effectively. The goal would be joining together and piggybacking some common priorities, developments and legislative agendas. She would like to continue to attend for at least 6 months to see what direction they go and if there is helpful information for our Township. The next meeting is Jan, 30th- Motion made by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all that Madam Chair Clayton continue to attend for the next 6 months.

B. Employee Handbook- Madam Chair Clayton with the update- most updated Handbook is provided in the packet. The Board had asked for more time to review the updates at the November P and D meeting, therefore this was moved to the Regular (current meeting). The changes in the handbook are highlighted for easy reference. Some changes included adding of appropriate language throughout the handbook, for appointed positions to be addressed in the policy as that was not reflected in the handbook prior; overtime hours, jury duties and introductory probation period updates were among some of the updates also included. Motion to approve by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all.

10. New Business

A. 2019 Meeting Schedule- Motion to approve made by Supervisor Kelley, seconded by supervisor Kortekaas and passed by all. Clerk to provide meeting schedule to ICTV for their information.

B. Internet access Service Center- Madam Chair with the updates- Proposal is included in the packet. There will be 1 time installation fee of $99.95 and annual increase rate of $20 for the next two years. The Board had discussion on bundling phone service and would like to see if there is a cost savings for having the phone included this. Discussion also held on the phone system currently with Century Link. The township service center has two lines and one is for the security system. The Board would like assurance that if switching companies there will be no issues with the security system line not working. Supervisor Haubrich made a Motion to authorize Madam Chair to make the necessary changes and to make the determination regarding the phone bill, and trying to get a better price for bundling them together through Mediacom, Seconded by Supervisor Kelley and passed by all. Dan Butterfield added that with

Mediacom as the provider, when the power goes out, the phone does not work. It does not operate as a landline phone

C. Complete Count Census 2020- Madam Chair Clayton requested a Motion for approval for her and the Clerk to attend sessions and trainings. Provided in the packet is a letter to Mrs. Marilyn A. Sanders, Chicago Regional Director. Madam Chair and the Clerk had attended a meeting with Mrs. Sanders, there were 6 other entities also at the last meeting. They did some trainings in small groups to work through issues such as confidentiality and working with opposing personalities. As we take our direction from the County, the Clerk will be 1st point of contact for the Census Bureau as directed in the letter. There is a flyer in our packet for anyone interested to apply as a paid volunteer; one can also apply online. Motion for Madam Chair and Clerk to attend future sessions made by Supervisor Haubrich, seconded by Supervisor Schack and passed by all.

D. Cable Commission update of December 12, 2018 meeting- Madam Chair with the update- The cable commission did approve the cost for the sound system updates. The quote for Harris's update is the highest among them. The Board needs to decide if they would like to move to a wireless system. Going wireless would help us get rid of all the wires with 8 microphones and a storage rack. Harris Township cost would be reasonable for replacing the batteries in the microphones, if the township went to wireless audio system. A pack of 80 batteries runs about $51.94. We could run roughly 2+ hours per change or we could use the Duracell Alkaline that runs about 5+ hours. Madam Chair ran some rough estimates and reported it would be about $200/ year for batteries. Motion made by Supervisor Haubrich to move forward with the wireless system, seconded by Supervisor Kelley, and passed by all. Madam Chair will let Beth with ICTV know that the Board approved the wireless system and thanked them for purchasing and updating our equipment.

E. Re-organizational Discussion- in the past the board has held a Work Session for the purpose of appointing board members. It was decided to have the reorganization held at the January 9th meeting to complete the required Re-organization of the Township position VS holding a Work Session. Motion to complete it at the January 9th Regular Meeting made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.

F. WIPFI (Preparation of 2018 MN State Reporting form & Audit)- Engagement letter for the year ending December 31, 2018 provided in the packet. Motion to move forward made by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all. The Board would like to shop around next year and notes that the Remer Town Clerk would be a good point of contact for a reference.

G. Budget for Town hall TV (wall)- Supervisor Kelley thinks it would be very helpful for meetings on the budget and even for residents to present things to the Board. The Board agrees it is a good investment. Motion made by Supervisor Haubrich to purchase a TV, brackets, wall mount HDMI cable and other required hardware, not to exceed $1,500.00, seconded by Supervisor Kortekaas and passed by all.

H. Grave digging Update- Supervisor Kelley with the update- Kelley talked to a contractor that is interested in a backup role for assisting with grave digging, and would like to come out and see our process and what all goes into it before preparing a quote. A few other contracts were concerned about liability so he recommends the next time we have a site to prepare have the interested contractor come out to see the process and see if we can't work up a blanket contract for our back up coverage.

I. Ink Cartridge-HPDJ3511 or WIFI access WC-6027- Madam Chair talked to Kim Brown of Xerox and she will come in and set up Wi-Fi free of charge. The hope is for this to be complete before the 1st of the year.

J. Lake States Tree Service- The letter we received is in the packet for review, it is the same letter all residents received. No action needed as this was just informational as to what Lake

States Tree Service will be trimming and cutting, beginning In January and ending in December 2019.

K. 2019 Quorum Notice of ICTA meeting schedule- Informational. This will be posted outside the town hall.

L. Resolution: Designation of polling place- Annual resolution- Madam Chair Clayton read on camera, Resolution No.2018-011 – Motion to approve made by Supervisor Kelley- seconded by Supervisor Haubrich and passed by all.

M. Lacrosse/Soccer/Baseball- Crystal Park/Wendigo Park- Provided in the packet are the two e-mails received regarding the use of our parks for lacrosse and soccer. The Board doesn't want to get involved in the scheduling of the practices and hopes the two entities can sort it out so both would be able to utilize the fields. Previously the Board had agreed to also allow the soccer team use of the Crystal Springs Park. The board is happy that there is such an interest in using our space for the youth. Supervisor Kortekaas and Supervisor Schack will meet with the two entities, and also Little League, as they have always expressed an interest in using wendigo baseball field for games, etc. We are hoping that they can all work together to use both parks. They will report back in January at the P&D meeting.

N. Clerk cell phone- Madam Chair reports she has had the Clerk phone since September when the Supervisors had to change their passwords on their e-mails. The Township is and has been paying the monthly payment for a phone that is otherwise not being used. Madam Chair has kept the phone charged and it rings often, the VM was changed by the Clerk to notify callers the number is being phased out and to contact the Clerk on her personal phone. Madam Chair wants the Board to direct what she should do with the phone as it is still active. The Boards discussion and Motion made by Supervisor Kelley is the official phone number for the Township and the Clerk and all official business is the 218-244-1811 phone number. This number was never authorized to be phased out and should be noted on the website, letterhead and all official records as the point of contact for the Clerk. Motion seconded by Supervisor Haubrich and passed by all. Madam Chair will notify the Clerk and return her the phone. Additional conversation by the Board was that the Clerk phone number is one that never changes as it does follow the Clerk position, and it should stay the same for a constant easy access for all constituents to have as the point of contact for any Township needs.

O. Admin policy work session- The Board scheduled a work session to review, makes changes as necessary, etc. The Admin Policy is an annual work session held for the purpose of making any pertinent changes, etc. Motion made by Supervisor Kelley to set Jan 15th @ 6:00 at the Town Hall. Seconded by Supervisor Haubrich and passed by all. Clerk to post this meeting.

P. Newsletter- Cyndy Martin has offered to complete the newsletter for the Township. Please provide her with your articles, no later than the week before the January P&D Meeting to allow enough time for her to prepare a draft for the meeting. Deputy to send Candy the updated letterhead with the Clerk's phone number.

11. Treasurer's Report – dated December 12, November financials, 2018

A. Approve treasurers report- Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.

B. Approve the payment of bills (check numbers 18083-18102)- Treasurer Adams reported that December has a smaller bill list. The 2nd half of payment for the fire contract, and the 2nd half for health insurance are included. Supervisor Haubrich questioned the gas bill, and which bill portion belonged to the town hall and the service center. Neither are marked on the statement. Treasure Adams will look into it and let them know. Motion to approve payment of bills, checks 18083-18102, totaling $60,066.77 made by Supervisor Kortekaas, seconded by Supervisor Kelley and passed by all.

13. Public Input *(please limit comments to 5 minutes)* please come up to the podium and state your name and address for the record

Dan Butterfeild- Noted a correction on the Resolution regarding designating a polling place; 2018 should be 2019. Board will make that correction, before posting. Dan would also like the Board to address the website, as the website has not been updated for a very long time, and there are many, many errors, etc. It was also noted that the agenda packet for tonight's meeting was also not uploaded to the website, Dan also encourages taxpayers to pay attention to the budget requests across the area. The County Board room was packed at last night's meeting which was wonderful. He noted the transportation department is requesting a new garage estimated at 2+millon dollars.

Cyndy Martin- Questions on the extra time and money spent for the sexton to do cemetery work. The Sexton explained what happened and that this work is just now being done and costing extra, as things were not completed, etc. Sexton stated that when coming into the position, after learning more about the position - many things needed updated and there was lots of filing and things that had not been updated in sometime. With the request made by the Board to spend time catching up on books, etc. Katie also requested bringing the cemetery into the 21st century with creating an online link to the books. It took some time to get everything updated and to verify that all the books regarding the cemetery are in order and updated now and she intends on keeping them that way!

14. UPCOMING Events / Meetings

Mon. Dec. 17 Work Session: Roads, Caretaker, Mow Daddy.....6:00 PM Harris Town Hall
Wed. Jan. 9 Regular Meeting.....7:30pm Harris Town Hall
Mon. Jan. 14 Itasca County Township Association.....7:00 pm Blandin Foundation
Tue. Jan. 15th Work Session for Admin Policy.....6:00 Pm Harris Town Hall
Mon. Jan. 16 Work Session: Budgets.....6:00 PM Blandin Foundation
Wed. Jan 23 Planning and Development meeting..... 7:30 pm Harris Town Hall
Tues. Jan. 29 Board of Audit .....6:00 pm Harris Town Hall
Wed. Jan. 30 Budget Session.....6:00 pm Blandin Foundation
Wed. Feb. 6 Budget Session.....6:00 PM Harris Town Hall

15. Adjourn

Motion to adjourn made by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all.

Prepared by: _____
Kati Pierce, Deputy Clerk

Approved by: _____
Peggy Clayton, Madam Chair

Draft

To be approved at the Regular Meeting 1/9/19

Work Session
December 17, 2018 at 6:00pm
MINUTES

Present: Madam Chair, Peggy Clayton
Supervisors: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack
Treasure: Becky Adams; Deputy Clerk: Kati Pierce

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

2. **Roads-** Supervisor Kelley provided a lay out he prepared of all the roads within the township and when the roads were repaired and paved. He has all the information available in the hand out that he was able to pull since 1984, covering crack filling, paved and gravel roads. Supervisor Kelley said for purposes of trying to come up with estimates for 2019 he will take the length of the roads and the work done for 2018 and try to estimate to the best of their ability to start the conversation. He would like to start estimates early to have the budget set accurately for the work needing to be done.

3. **Caretaker-** Madam Chair prepared a procedures sheet on how the Caretaker should handle the set up and handle renting the Town Hall, as well as how to clean it after. Rental Agreement, garbage, and policy are some main components which are discussed with people who are renting the hall, and reviewed when holding the key meeting. She also noted that everyone who rents the hall needs to sign a lease agreement, provide a deposit and get a receipt, as we need to have a consistent uniform means of checks and balances. Madam Chair has been interim caretaker and would like to know what the Board feels about when and how to move forward to get someone in the position. The Board feels that posting the position on Facebook would be a nice start. Supervisor Kortekaas is open to helping out and willing to take on some of the duties as needed in the meantime. The Board had discussion about trying to figure out what the maximum capacity for the space would be and if that is something that needs to be addressed. Madam Chair will place the vacancy post on Facebook, but will have the deputy clerk send out a draft to the supervisors, with final draft to be on January 9th board meeting. The Board would like to adjust the lease agreement and town hall rental policy to include verbiage relating to the new TV that will be purchased and installed.

4. **Mow Daddy-** Treasure Adams provided a print out of all the invoices for Mow Daddy- Also included was a print from Express Employment from June to November 2018 for the part time summer employees. The two combined provided a total cost for Mow Daddy and the part time workers for cost purposes. Comparisons were done to gauge the cost of having a full time staff to assist in the duties v. contracting out the help needed to complete the duties.

   Board discussed that the Mow Daddy contract when well and they plan on reaching out to set up a 2019 contract. They will be moving forward in the spring with getting a total cost for the 2019 season, so weeds and dandelions can be sprayed before the first cut. They will ask for additional

5. **Adjourn**
   Motion to Adjourn made by Supervisor Kelley @ 7:20PM seconded by Supervisor Schack and passed by all.

Prepared by: _____
Kati Pierce, Deputy Clerk

Approved by:_____
Peggy Clayton, Madam Chair

Harris Township 2019 Possible Road Projects
Budget Numbers

Item#	Road		Cost
1	Gray Drive	Reclaim	130,682.00
2	Sunny Beach Addition	Reclaim & Add Length	100,000.00
3	Mishawka Shores Drive	Reclaim Culvert/Sub Grade	302,000.00
4	Tolerick Road	Reclaim & Sub Grade	174,500.00
5	Alicia Place	Reclaim	218,000.00
		TOTAL	925,182.00

JAN.3,2019

Inspected by: Supervisor Kelley

HARRIS TOWNSHIP
ROAD INSPECTION

7B

IF ROAD IS GOOD MARK GOOD , IF NEEDS ATTENTION CHECK PROPER COLUMN

STREET NAME	LENGTH	TYPE	GOOD	POT HOLES	WASHBOARD	NEEDS GRADED	BRUSHING	SIGNS	CULVERTS	SHOULDERS	NOTES OR LOCATION OF ISSUE
											ALL ROADS WERE PLOWED WITH PACKED SNOW AND SOME ICE.
Bayview Place	0.30	Gravel	X								
Bear Creek Rd.	1.70	Gravel	X								
Breezy Lane	0.10	Gravel	X								
Carol Street	0.20	Gravel	X								
Davis Rd.	10.00	Gravel	X								
Forest View Trail	0.10	Gravel	X								
Hauser Rd.	0.25	Gravel	X								
Hughes Rd.	0.25	Gravel	X								
Jane Lane	0.50	Gravel	X								
Lakeview Trail	0.30	Gravel	X								
Metzenhuber Rd.	0.10	Gravel	X								
Pennala Rd.	0.10	Gravel	X								
Pine Crest Rd.	0.20	Gravel	X								
River Ridge Rd.	0.20	Gravel	X								
River View Drive	0.60	Gravel	X								
Robinson Landing		Gravel	X								
Root Rd.	0.30	Gravel	X								
Schmidt Rd.	0.45	Gravel	X								
Wendigo Park Circle	0.40	Gravel	X								
Wendigo Park Rd.	2.90	Gravel	X								
Nancy Drive	0.25	Gravel	X								
Norway Rd.	0.10	Gravel	X								

JAN.3,2019

Inspected by: Supervisor Kelley

HARRIS TOWNSHIP
ROAD INSPECTION

STREET NAME	LENGTH	TYPE	GOOD	POT HOLES	WASHBOARD	NEEDS GRADED	BRUSHING	SIGNS	CULVERTS	SHOULDERS	NOTES OR LOCATION OF ISSUE
Sunset Drive	0.20	Gravel	X								
Sunset Lane	0.30	Gravel	X								
Vroman Rd.	0.25	Gravel	X								
Wagon Wheel Ct Rd.	0.25	Gravel	X								
Alicia Place	0.55	Paved	X								
Alicia Spur	0.10	Paved	X								
Apache Drive	0.20	Paved	X								
Aspen Drive	0.75	Paved	X								
Birch Hill Drive	0.38	Paved	X								
Birch Street	0.80	Paved	X								
Casper Landing	0.20	Paved	X								
Cemetery		Paved	X								
Chippewa Drive	0.30	Paved	X								
East Harris	0.60	Paved	X								
Field Crest Rd.	0.50	Paved	X								
Gary Drive	0.45	Paved	X								
Harbor Heights Rd.	0.30	Paved	X								
Isle View Rd.	0.30	Paved	X								
Jess Harry Rd.	0.10	Paved	X								
Kathryn Avenue	0.25	Paved	X								
Keyview Drive	0.50	Paved	X								
Lakeview Drive	0.40	Paved	X								
LaPlant Landing		Paved	X								
Little Crystal Lane	0.50	Paved	X								
Melody Rd.	0.25	Paved	X								
Mishawaka Landing		Paved	X								
Mishawaka Rd.	1.55	Paved	X								
Mishawaka Shores Tr	0.60	Paved	X								

JAN.3,2019

Inspected by: Supervisor Kelley

HARRIS TOWNSHIP
ROAD INSPECTION

STREET NAME	LENGTH	TYPE	GOOD	POT HOLES	WASHBOARD	NEEDS GRADED	BRUSHING	SIGNS	CULVERTS	SHOULDERS	NOTES OR LOCATION OF ISSUE
Mohawk Drive	0.08	Paved	X								
Nicholas Street	0.40	Paved									Closed
Norberg Drive	0.60	Paved	X								
Pine Landing Drive	0.45	Paved	X				X				Leaning Brush needs removed by F# 19578
Pine Street	0.15	Paved	X								
Robinson Rd.	0.30	Paved	X								
Romans Rd.	0.25	Paved	X								
Ruff Shores Rd.	0.15	Paved	X								
Southwood Rd	1.40	Paved	X								
Stony Point Rd.	0.40	Paved	X								
Sunny Beach Addition Rd	0.35	Paved	X								
Sunny Beach Rd.	5.70	Paved	X				X				Low Branches need to come down by F#31831
Sunny Lane	0.20	Paved	X								
Tolerick Rd.	0.40	Paved	X								
Township Hall		Paved	X								
Underwood Rd.	1.55	Paved	X								
Verde Lane	0.25	Paved	X								
Wendigo Heights Rd	0.10	Paved	X								
Wesleyan Drive	0.30	Paved	X								
Westwood Lane	0.25	Paved	X								
Westwood Rd.	0.25	Paved	X								
Winnebago Drive	0.15	Paved	X								
Winston Taylor Rd.	0.04	Paved	X								
Woodbine Lane	0.15	Paved	X								
Woodland Park Rd.	0.30	Paved	X								

Wood chip Question
9A

From: Steve Fenske SFenske@mntownships.org
Subject: RE: Harris Township Audit Firm
Date: Dec 21, 2018 at 2:06:40 PM
To: Harris Township supervisorchtp@gmail.com

HI Peggy,
There could be premises liability for the township if the site is not managed or if there are conditions that are likely to lead to injury. The township could offer this, but should have a plan to check in on the site regular and fix anything that appears to pose a risk to people using the site.
Sincerely,

Steve M. Fenske
General Counsel
Minnesota Assoc. of Townships Insurance Trust
805 Central Avenue East
St. Michael, MN 55376-0267
(800) 228-0296 - Toll Free
(800)-262-2864 - MATIT Claims Reporting
(763) 497-3361 - Fax

-----Original Message-----
From: Harris Township <supervisorchtp@gmail.com>
Sent: Monday, December 17, 2018 11:49 PM
To: Steve Fenske <SFenske@mntownships.org>
Subject: Re: Harris Township Audit Firm

Thank you! I will bring this forward to our next township meeting.

I do have one quick question. Our township service center has a very huge pile of wood chips from brushing alongside township roads. We discussed this evening if there would be any liability if we put it out there to the general public that if they wanted to come and pick up truck loads of the wood chips we would allow them to do so...again as long as there would be no liability, in any form, to the township.

10B.

CARETAKER VACANCY
HARRIS TOWNSHIP

Harris Township is looking for a "Caretaker" for their Town Hall, located at 21998 Airport Road, Grand Rapids, MN.

Job Description: The position of Caretaker is to take care of hall rentals for family gatherings, birthdays, showers, weddings, anniversaries, meetings, etc. Duties include, but are not limited to reserving and scheduling the town hall for constituents (resident, and non-resident); meeting with renter to get lease agreements (for rentals) signed, receiving rental and deposit fees, signing out keys, going over policies regarding renter responsibilities of cleaning hall after rental; follow up at the hall after renter concludes their reservation, and prepping the hall for the next renter; inventory and ordering of cleaning supplies, and other items needed for the hall; preparing monthly Rental Register, Monthly Pay Request, and monthly Town Hall Report for Regular Township Board Meetings; dusting drapes, windowsill; wiping and sanitizing chairs, tables, water fountain; cleaning microwave, stove, and inside cupboards/arranging cupboards; vacuuming, laundering towels, etc., cleaning and sanitizing bathrooms, toilets, mirrors, inside windows, and perform other duties as assigned.

Hours of work: Hours range anywhere from 30-40 per month, and depend on the amount of renters reserving the town hall (on a monthly basis). Work times also vary, depending on when the hall is reserved, when you are meeting with renters, and when you are prepping the town hall for the next renter.

Minimum Qualifications: must have good cleaning experience (to include but not limited to sweeping, vacuuming, mopping, dusting, organizing and cleaning cupboards, sinks, bathrooms, and toilets, etc); must be flexible, and be able to prioritize, juggle, and organize hall rental calendar, phone calls and text messages from constituents; must have a good work ethic; must be extremely reliable and dependable; must have a valid drivers license and means of transportation; must be able to take and follow direction, procedures, policies; and must be able to work well with others. Computer experience is not mandatory, but is highly recommended. Must be able to pass a background check, and reference check. Individual chosen will serve a six month probation.

Rate of Pay: $13.00 per hour

Work Location: Harris Town Hall, 21998 Airport Road, Grand Rapids, MN. 55744

Direct Supervision: Chair of the Board, and/or other assigned Board Supervisor.

Resumes Accepted:

Resumes submitted to: Chair Peggy Clayton, Harris Township, 20876 Wendigo Park Road, Grand Rapids, MN. 55744

10 C

Harris Town Hall
LEASE AGREEMENT

As updated 8/8/2018

Amber Hartl
Town Hall Caretaker
Cell phone: 218-398-5033

USER RESPONSIBILITIES:

Users must sweep floors after each use
Users must wash & put away any dishes used
Users must take ALL garbage home with them
Users may not put tape on the ceiling or the walls
Users must leave the hall in meeting format (see diagram)
Smoking is not allowed in the Town Hall Building
Use of alcoholic beverages is ***not*** allowed
Users may *not* put nail holes in the walls/ceiling
Users may *not* put tacks in the walls/ceiling
Users may *not* remove any items that belong in the hall

LEASE RENTAL AGREEMENT

WHEREAS, the undersigned is desirous of utilizing space owned by the Town of Harris and
WHEREAS, the undersigned acknowledges the use of said property, with the permission and consent of the Town of Harris, is subject to the following provisions;
THEREFORE, it is agreed by the undersigned that the condition of their use of the Harris Town Hall shall comply with the following conditions:

1. That they shall make arrangements with the Caretaker of the Harris Town Hall and agent of Harris Township. The rental of the building is for (list purpose):

   _____

2. Rental date: _____ (day and date).

   Rental shall be for the hours from _____ until midnight, unless stated differently:

   _____

3. That the undersigned assumes the responsibility and liability for damages to the Harris Town Hall, ordinary wear and tear excepted, as such might occur during their use of said property.

4. Please note the Township Office is located in the Town Hall. Township Officials periodically may need to get into or work in the office.

5. That the undersigned assumes responsibility for clean up of said building. This means:
   - Place tables and chairs in meeting format; all others must be stacked in accordance with the meeting format diagram
   - Kitchen and meeting room areas must be swept
   - Dishes and utensils, if used, must be washed, dried, and put away properly
   - The renter must take ALL garbage with them, in bags provided by the township; this includes bathroom, kitchen, and main room garbage. **If any garbage is left in the Harris Town Hall after said rental, the deposit will be RETAINED for disposal of the garbage. NO EXCEPTIONS.**

   Any task not performed in this section could result in the loss of rental deposit

6. It is understood by the users of the premises that **NO alcoholic beverages (Ordinance #1 7/11/1979)** shall be permitted on Township property, and there is to be **NO smoking in the Town Hall Building**.

7. It is further understood that during the use of the premises, the lessor herein shall be present. Such presence is a condition of the continued use of the building on that date or in the future.

8. It is further understood that the Harris Town Board shall clear any entertainment, and that no music shall, at anytime, be in operation outside the Town Hall. No speakers, amplifiers, or sound apparatus shall be allowed outside or placed in the open doors or windows to produce sound outside of the Town Hall at any time.

9. It is further understood that users of said premises shall hold harmless the Town of Harris, the Town Board, and all agents of the Town of Harris for any injuries sustained to persons or property as a result of the use of the Town Hall premises under this agreement. Further, the user shall indemnify the Town of Harris, the Town Board of Harris, or the agents of the Town of Harris for any damages or amounts paid the Town on behalf of the user for damages which the Town of Harris as a result become liable due to use of said premises by the undersigned.

10. User shall indemnify the Town of Harris, the Town Board, and all agents of the Town of Harris against all liability arising during the lease term, from injury to person or property, occasioned wholly or in part by any act of omission of the user, or of his agents, employees, assigns or subleasees.

11. The Town of Harris, the Town Board, and all agents of the Town of Harris shall not be held responsible for any property of users, or of his agents, employees, guests, assigns, or subleasees if left overnight or forgotten on premises, becomes lost or damaged.

12. If the undersigned decides to **cancel** at any time before the date of use, it is agreed and understood that **at least seven (7) days notice** will be given to the caretaker.

13. By execution of this agreement, the undersigned hereby covenants to comply with the terms and conditions hereof.

Dated: _____ 20____

Harris Township:

_____
Caretaker

Any comments:

_____

_____

_____

Name of Leassee:_____(print)

_____
Leasee signature

_____
Address

_____
City / State / Zip code

_____
Phone number

Cash Receipt:_____	Return Deposit? YES_____ NO_____
____ $50 Resident rate + $25 deposit	If "YES", date mailed: _____
____ $100 Non-residential rate + $25 deposit	If "NO", reason: _____
____ $100 For-Profit activity rate + $25 deposit	_____
____ No charge - Funeral activities of resident, Election and political campaigns during election years	_____

Harris Town Hall

Amber Hartl, Caretaker

218-398-5033 (call or text)

USER RESPONSIBLITIES:

- Users must **sweep** kitchen and meeting room floors after each use; spot mop as necessary.
- Users must **wash & put away any dishes** used.
- Users must **take ALL garbage with them (kitchen, bathroom, main-room)**
  (*If any garbage is left in the town hall after rental, the deposit of $25.00 will be retained for disposal of the garbage. No exceptions.)*
- Users must **place tables and chairs in meeting format** (see diagram).
- Users must *not* put nail holes in the walls.
- Users must *not* put tacks on the walls.
- **No alcoholic beverages** are allowed in the Town Hall, parking lot, or property, per ordanance #1 (1979).
- **No smoking** in the Town Hall Building, as per state law.
- Users may not remove any items that belong in the hall.

HARRIS TOWN HALL POLICY

PURPOSE

The Harris Town Hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the Township, store records, and serve the community by providing residents access to the facilities for their use. Other persons or groups may also use the facility as the schedule allows. The Town Board has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired.

DISCLOSURE

The Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulation set forth herein at any time at its sole and absolute discretion.

PRIORITY

In the event of an emergency, crises, or other unexpected business, the Town Board reserves the right to cancel or change the scheduling of any activities as necessary.

RESPONSIBILITES OF THE USER

All users must contact the Town Hall Caretaker and be provided with the proper information and lease documents pertaining to using the hall.

CARETAKER

The Town Hall Caretaker is hired by the Town Board to superintend the maintenance, scheduling, and rental of the Town Hall. This position has full authority to make decisions concerning the activities listed in this policy and will serve as a liaison to the Town Board in the event of a conflict, discrepancy, or special request of the facility.

LEASE AGREEMENT

The person that will be held responsible for the use of the facility is required to sign a lease agreement. Upon signing the lease agreement, he/she acknowledges and accepts responsibility of the rules and rental fees explained in the lease agreement form. The Lease Agreement is an extension of this policy. A renter may not put nails, tacks, tape on the ceiling or on the walls of the town hall. A renter will put the times they rent the hall. (ex: 5-8 pm for a birthday party)

TYPES OF APPROVED ACTIVITIES

Town Board meetings	Elections*
Reunions	Senior Groups
Funeral Receptions*	Anniversaries
Wedding Showers	Baby Showers
Graduations	Birthdays
Political Groups	Church activities
Wedding Receptions	4-H Groups
Non-profit groups	Campfire/Scouts
For-profit activities**	Dances

*There is no rental charge for funeral activities of a Harris Township resident or for Elections (Federal, State, County, Township or School Board)

**All 'for-profit activities' will be charged the non-resident rental fee.

SPECIFIC <u>NON-APPROVED</u> ACTIVITIES

- Rummage/garage sales (Dec 2015)

As of May 8, 2013:

<u>TOWN HALL RENTAL FEES (per use/day)</u>

Resident:	$50.00 + $25.00 deposit
Non-Resident:	$100.00 + $25.00 deposit

<u>GENERAL GUIDELINES</u>

1. The use or sale of alcoholic beverages is NOT permitted on township property
2. Smoking is <u>not</u> allowed in the Town Hall building.[Feb. 2008]
3. The Town Board must approve any requested use of the facility or property for something other that what is specified in this policy (see above, *Types of Approved Activities*).
4. Any person signing a lease agreement must be at least 21 years of age and assume the responsibility and liability for damages to the Harris Town Hall (ordinary wear and tear accepted).
5. The renter assumes the responsibility for cleaning the building and equipment used for their event. Renter must take their garbage with them.
6. The renter must be present during the use of the facility and will be in charge of activities during the lease period.
7. Any equipment located in the Town Hall or part of the hall cannot be removed or let to any other person or group.
8. All youth activities must be under adult supervision.
9. In the event of a "hardship", the board reserves the right to make allowances to offer the facility at a reduced fee.

FOR INFORMATION OR QUESTIONS REGARDING RENTING HARRIS TOWN HALL, PLEASE CONTACT:

TOWNHALL CARETAKER

Amber Hartl

(218) 398-5033

(call or text)

Adopted December 1996
Updated August 2005
Rate Changes effective June 1, 2006
Updated October 2007
Updated February 2008
Updated May 2011
Updated May 2013
Updated December 2015

Harris Township
SINCE 1909

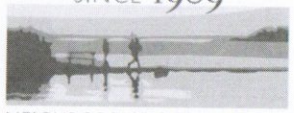
NEIGHBORS, SHORES & MORE

HARRIS TOWN HALL POLICY

To reserve the town hall, call or text the Town Hall Caretaker:

Amber Hartl at (218) 398-5033

Harris Township
SINCE 1909



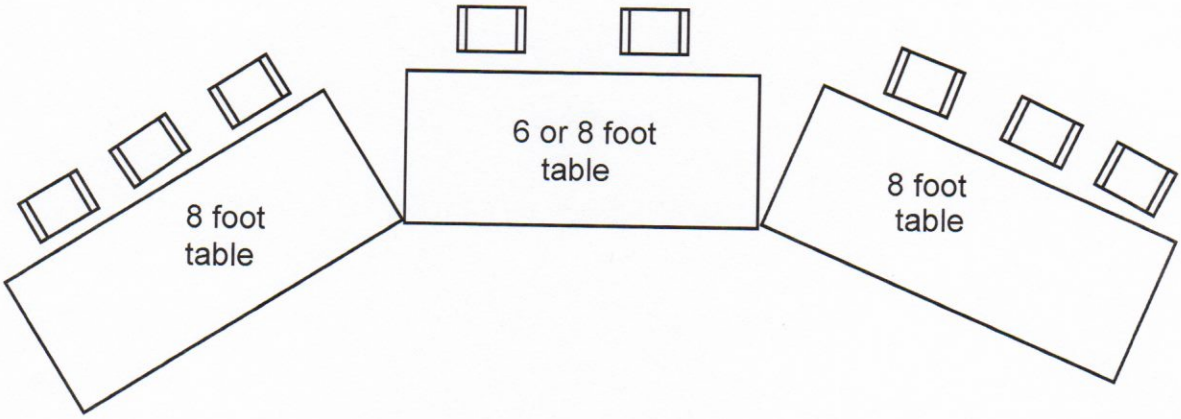
NEIGHBORS, SHORES & MORE

American Flag
*Eagle facing OUT

Please leave Harris Town Hall in MEETING FORMAT

(As of 7-26-2018)

Minnesota Flag



8 Foot Table

8 Foot Table

4 foot sq table

8 Foot Table

8 Foot Table

8 Foot Table

Please line-up the back row of chairs, with the Map by the door.

EXTRA CHAIRS

EXTRA TABLES on cart (can also place under coat rack)

Hall Caretaker
218-398-5033

ENTRANCE

COAT RACK

10 C

Copy

RENTAL APPLICATION FOR THE _____ TOWNSHIP TOWN HALL

[address]

Applications must be submitted to the town clerk at least 14 days before the event along with a $_____ application fee.

Date of the Event:_____ Type of Event:_____

Applicant Information.

Name of Applicant:_____ Date of Application:_____

Address:_____ Daytime Phone:_____

_____ Evening Phone:_____

Rental Hours. Starting Time:_____ Ending Time:_____ (no later than ___)

Set-up and Clean-up Times. Applicant may request additional time to set-up for the event or to clean-up after the event.

Set-up Date & Times:_____ Clean-up Date & Times:_____

Alcohol. Will any alcohol be brought to or consumed at the event? ____Yes ____ No

IMPORTANT: Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the Hall. If alcohol will be present, the Town may require the Renter to hire a licensed law enforcement officer to provide security for the event.

Insurance. Applicant may be required to provide proof of liability insurance before the event in an amount determined by the Town.

Residency. Is the applicant a resident of the Town? ____Yes ____ No

Rental Fees & Damage Deposit. A non-refundable application fee must be paid at the time of submitting the application. All additional fees and a damage deposit, if required, must be paid to the Town at least 14 days before the event or this application is voided. The applicable fees are those as set by the Town in its Township Hall Rental Policy.

Applicant understands and agrees that if its application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy.

Applicant's Signature:_____ Date:_____

TOWN USE ONLY

Application approved? ____Yes ____ No. If "No", the reason(s) for the denial:

The approval is conditioned upon the following modifications, limitations, or additional requirements (if any):

Fees: Rental Fee: $_____ Damage Deposit (if required): $_____

For the Town: _____ _____ _____

Printed Name Signature Date

_____ TOWNSHIP HALL
RENTAL POLICY

The Town Board hereby adopts the following as the rental policy for the rental of the _____Township Town Hall.

1. **Definitions**. For the purposes of this policy, the following terms shall have the meaning given them in this section.

    a. **Alcohol**. "Alcohol" means wine, beer, liquor, and any other beverage containing more than one-half of one percent alcohol by volume.

    b. **Event**. "Event" means the entire period for which a Renter has rented the Hall, including any permitted set-up or clean-up periods.

    c. **Grounds**. "Grounds" means the land immediately adjacent to and surrounding the Hall that is owned or leased by the Town.

    d. **Guests**. "Guests" means those who attend the Event.

    e. **Hall**. "Hall" means the _____ Township Hall building located at _____.

    f. **Rental Application**. "Rental Application" means the form developed by the Town to be completed and submitted to the Town by proposed Renters to seek permission to rent the Hall.

    g. **Rental Request**. "Rental Request" means the submission of a completed Rental Application by a proposed Renter seeking permission from the Town to rent the Hall.

    h. **Renter**. "Renter" means the person, corporation, or entity that submits a Rental Application to rent the Hall.

    i. **Town**. "Town" means _____ Township, _____ County, Minnesota and any references to actions or approvals by the Town are to its Town Board of supervisors.

2. **Renters Bound by Policy**. Rental of the Hall constitutes Renter's acceptance of the terms and conditions of this policy. The Renter assumes full responsibility for any damage caused in connection with the Event and for the actions of those who attend the Event. If a corporation or entity is renting the Hall, an officer or agent of the corporation or entity must be designated on the application as the responsible person for the rental; though doing so does not limit the liability of the corporation or entity for the rental or what occurs during the Event.

3. **Rental Request**.

    a. **Process**. All rental requests must be made on the application form provided by the Town and shall be delivered to the *town clerk*. All rental requests must be made at least 14 days before the proposed Event. When a completed Rental Application is received, the Town will notify the Renter of whether the request is approved. All approvals are subject to and conditioned upon: the payment of all required rental fees and a damage deposit (if required); any modifications, limitations, or additional requirements indicated on the Rental Application; and compliance with all the provisions of this policy and any other applicable rules or regulations.

    b. **Rental Hours**. The rental hours for a particular Event shall be as indicated by the Town on the Rental Application form and approved by the Town. The Town may approve additional hours to set-up for, and clean-up after, the Event. The Renter and all attendees must vacate the Hall

by the end of the rental hours, except that the Town may approve specific additional hours a Renter may use to clean the Hall after the Event.

c. **Sublet or Transfer**. A Renter may not sublet the Hall, nor may the application or rental privileges be transferred or assigned.

d. **Cancellation**. Approved rental requests may be cancelled as provided in this section. Application fees are non-refundable and will not be returned if a rental request is cancelled.

i. **By Town**. The Town may cancel any approved rental request in any of the following circumstances: (1) at any time if the Renter fails to comply with any conditions imposed by the Town on the rental including, but not limited to, failing to file the required damage deposit within the time set, failing to pay the rental fee in full by the time set, failing to provide for security by a law enforcement when required; (2) for any reason if the Town provides notice of cancellation to the Renter at least 30 days before the Event; or (3) at any time for reasons beyond the Town's control, such as in cases of emergency, unsafe environmental or health conditions, or the interruption of utility services. If the Town cancels a rental request after it has been approved, except for Renter's failure to provide payment, proof of insurance, or to comply with any other conditions imposed on the request within the time set, it will return any rental fees and damage deposit paid by the Renter. Renter acknowledges and agrees that the Town shall not be liable for any claims of disruption, loss, or damages resulting from the Town's cancellation of a rental request as provided in this section.

ii. **By Renter**. A Renter may cancel a rental request up to 14 days before the Event. The Town will return any rental fees and damage deposit paid by the Renter. A Renter canceling a rental request within 14 days of the Event forfeits all rental fees paid the Town, but the Town will return the damage deposit if one was paid.

4. **Rental Fees and Damage Deposit**. The following rental fees and damage deposit apply to the rental of the Hall and must be paid to the Town at least *14 days* before the Event. Rental fees are not refundable, except that any unused portion of the damage deposit will be returned to the Renter within *21 days* after the day of the Event.

a. **Application Fee**. All applications requesting rental of the Hall must be accompanied by a non-refundable application fee in the amount of $_____.

b. **Resident Fees**. Resident fees apply to Renters who are residents of the Township on the date of the Event. If a corporation or organization is renting the Hall, it will only be considered a resident if a majority of its officers or members are residents of the Town.

c. **Non-Resident Fees**. Non-resident fees apply to Renters who are not residents of the Township as of the date of the Event.

d. **Damage Deposit**. The Town may require a Renter to post a damage deposit with the Town at least 14 days before the date of the Event. The Renter is responsible for all damages caused to the Hall or Grounds during the Event. The Town Board may deduct from the damage deposit any repair and clean up costs it incurs to return the Hall to the same condition it was prior to the rental. Any unused portion of a damage deposit will be returned to the Renter within *21 days* of the day of the rental. If a damage deposit was not collected, or if the costs to clean and repair the Hall exceed the amount of the damage deposit posted, the Renter shall be responsible for reimbursing the Town for all costs the Town incurs to clean and repair the Hall, including all collection costs. The Town will provide the Renter a bill containing an itemized list of the costs incurred to clean and repair the Hall that is due and payable upon receipt.

Fee Type	Residents	Non-Residents
Rental Fee	$	$

Damage Deposit (when required)	$	$

5. **Use of the Hall**. The Renter and Guests must comply with all of the following.

   a. **Set-Up and Decorations**. The Town may allow the Renter to enter the Hall before the rental hours in order to set-up or decorate for the Event. Decorations may not be affixed to the Hall in any way that damages the Hall. Confetti, birdseed, rice, or other like items are prohibited.

   b. **Sound Levels**. Sound levels must be controlled so as to not cause damage to the Hall or to unreasonably disturb neighbors.

   c. **Disorderly Conduct**. Disorderly conduct of any kind is prohibited and any persons engaging in disorderly conduct are subject to being ejected. The Renter shall be solely responsible for supervising the conduct of those who attend the Event and is financially responsible for any damages caused.

   d. **Alcohol**. No liquor, wine, or beer shall be sold or otherwise exchanged for compensation in connection with the use of the Hall. If alcohol is to be consumed, the Renter must indicate that fact on the Rental Application.

   e. **Security**. The Town may require the Renter to have a licensed law enforcement officer present during the Event to provide security and to help enforce the provisions of this policy. The Renter will be responsible for making all arrangements to secure the services of a licensed law enforcement officer, paying for the service, and for providing the person a copy of this policy.

   f. **Gambling**. Gambling of any nature or manner is prohibited.

   g. **Smoking**. The Hall is a smoke-free building and smoking of any kind is prohibited in the Hall and within *30 feet* of the Hall.

   h. **Parking**. Guests may not park on the lawn or in anyway that causes damage to the Grounds or that interferes with traffic or safety.

   i. **Charging Admission**. The Renter may not charge admission for the Event unless approved by the Town.

   j. **Safety**.

      i. No furniture, decorations, or other items may be placed in such a way as to block the exits.

      ii. The Renter is responsible for assuring the Hall does not become overcrowded.

      iii. No open flames, sparklers, or any fireworks are permitted in the Hall or on the Grounds.

   k. **Clean-Up**. The Renter is responsible for cleaning the Hall and must return the Hall to at least the same condition it was in before the rental.

6. **Assumption of Responsibility**. The Renter assumes full responsibility for the appropriate conduct of all the group members and Guests at the Hall during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the Hall contents, or to the Grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Renter or the guests. The Town is not responsible for any items that are left at the Hall by the Renter or the guests.

7. **Indemnification**. The Renter agrees to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests.

8. **Insurance**. The Renter may be required to provide proof of liability insurance before the Event proving coverage in an amount determined by the Town. If proof of insurance is required, the Renter must deliver the proof to the Town at least 7 days before the Event. Failure to provide adequate proof of insurance as required by the Town will void the rental request and any approvals given by the Town.

Adopted this _____ day of _____, 20___.

BY THE TOWN BOARD

_____
Town Chairperson

Attest:_____
Town Clerk

10 G

BENES WELL DRILLING INC.

24098 IRON RANGE ROAD
COHASSET, MN 55721

OFFICE: (218) 326-5859
FAX: (218) 999-5869

Estimate

Date	Estimate #
1/3/2019	210694

Name / Address	Job Location
HARRIS TOWNSHIP 20876 WENDIGO PARK RD GRAND RAPIDS, MN 55744	HARRIS TOWNSHIP WELL AT WENDIGO RINK GRAND RAPIDS, MN 55744 @ MAINTENANCE SHOP

Rep	Terms	Due Date
Vicki L Benes	DUE UPON RECEIPT	1/3/2019

Item	Description	Qty	Cost	Total
WX202PRO	202 WELL-X-TROL PRO ACCESS DIAPHRAGM TANK	1	345.00	345.00
TANK TE...	1" BRASS TANK TEE ASSEMBLY COMPLETE W/PRESSURE SWITCH, PRESSURE GAUGE, 70# POP OFF VALVE, BOILER DRAIN & BALL VALVE	1	225.00	225.00
1.5" RUSC...	1.5" RUSCO SPIN DOWN FILTER W/VALVE & SCREEN - MESH	1	112.50	112.50
MISCELL...	MISCELLANEOUS COPPER PLUMBING ETC.	1	160.00	160.00
LABOR-19	LABOR @ $135/HR FOR 2019	2.5	135.00	337.50
	** INSTALL NEW TANK & CONTROLS... ** MOVING PLUMBING SO IT IS MORE ACCESSIBLE... ** INSTALL NEW 1.5" SPIN DOWN FILTER...			

Upon return receipt of this agreement, the undersigned has come into contract with Benes Well Drilling, Inc. to do the work described above. The purchaser must keep in mind that the prices are estimated prices and the actual invoicing of said work may be greater or less than estimated totals. All material is guaranteed to be as specified. All work is to be performed in accordance with the specifications submitted and completed in a substantial workman like manner. Purchaser may cancel this agreement at any time up to the onset of work described. 1.5% Finance charges will be added to all balances over 30 days. Minimum finance charge will be $1.00. A fee equal to the balance due will be added to all accounts turned over to collection.

Subtotal	$1,180.00
Sales Tax (6.875%)	$0.00
Total	**$1,180.00**

Signature _____ Date _____