

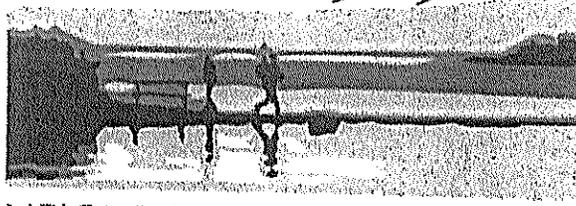
Madam Chair; Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-326-1551

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 Kati Pierce 244-1811

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 May 8, 2019 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. Regular Meeting, April 10, 2019
 - B. Road Inspection Tour, May 1, 2019
3. **Additions and Corrections-**
4. **Business from the floor-** Please come up to the podium and state your name and address for the record
 - A. Bernie Carey (request)/J
5. **Consent Agenda**
 - A. Cemetery Deed- Section 3, Block 32, Lot 2, Site 6/K
6. **Roads**
 - A. Road Inspections (Paved and Gravel) Report of May 1, 2019
 - B. 2019 Road Project Updates (SEH)/J
 - C. Dust Control Contract/K
 - D. Barricade Signs/K
 - E. Slow Kids at Play Sign/K
7. **Recreation**
 - A. Portable toilets at Parks and Cemetery Contract/D
 - B. Mow-Daddy 2019 Lawn Care and Grounds Maintenance Contract/P
8. **Correspondence**
 - A. Local Collaborative, (Network Opportunities Meeting), Minutes of March 18, 2019/P
 - B. Township Association Meeting, Minutes of February 12, 2019
9. **Old Business**
 - A. Cork Board Update/K
 - B. City of Grand Rapids Fireworks Request/P
 - C. CARE Referral Program for Duluth Monument/P
 - D. Treasurer Process Update/P
10. **New Business**
 - A. Flowers for Town Hall/P
 - B. Shredder for Town Hall/P
 - C. Newsletter/P

- D. Mediacom/J
- E. Memorial Day at the Cemetery/P
- F. Employee Manual-Use of Equipment/P
- G. Plackner Tree Care Contract/K
- H. HUM/K
- I. Schedule Work Session for Sexton Position/P

11. Treasurer's Report – dated April, 2019, April Financials 2019

- A. Approve Treasurers Report
- B. Approve the payment of bills (include check numbers and amount)

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

13. UPCOMING Events / Meetings

May 9, 2019	Roadside Clean Up	5:00 pm Cemetery
May 13, 2019	Township Association Meeting	7:00 pm Blandin Foundation
May 22, 2019	P and D Meeting	7:30 pm Town Hall
May 27, 2019	Memorial Day Service	10:15 am Cemetery
June 12, 2019	Regular Meeting	7:30 pm Town Hall

14. Adjourn

Prepared by: Kati Pierce
 Signature _____

Madam Chair: Peggy Clayton
 Signature _____

Z.A

**REGULAR MEETING
APRIL 10, 2019 at 7:30pm
MINUTES**

Present: Madam Chair, Peggy Clayton

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

Clerk: Kati Pierce

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. Regular Meeting, March 13, 2019- Motion to approve made by Supervisor Schack, seconded by Supervisor Kelley and passed by all, with correction of "up to 35,000 to expand and complete the parking lot."
 - B. Work Session April 2, 2019 Re: Clerk Job Description/Qualifications & Employee Compensation- Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kelley and passed by all.
3. **Additions and Corrections-**
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**
 - A. Stoney Point Road Update - There will be a letter coming forward from Andy Shaw. Once that letter is sent out, it will be placed on the agenda.
7. **Recreation**
 - A. Quotes for Portable toilets at Parks and Cemetery - Discussion on the 2 quotes provided from Portable John and Northland Portables. Additional information is needed. Supervisor Kelley Motioned to table to the P&D Meeting (April 24), seconded by Supervisors Kortekaas and passed by all.
 - B. Mow-Daddy 2019 Lawn Care and Grounds Maintenance Proposal - Discussion on the proposal provided by Mow-Daddy for the mowing of the grounds for the 2019 summer months. \$12,150 was 2018 proposal for the Wendigo and Crystal Park and \$5,760 for the cemetery. The proposal provided for 2019 does not indicate if the rates are weekly/ monthly or otherwise. The Board will also need an updated certificate of liability. Once all information is gathered, a proposal will be pulled together. Motion to table to the P & D Meeting (April 24) by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.
8. **Correspondence**
 - A. 2019 Spring Short Course Update - Good information at session. The afternoon course had information on Beaver control, and Fire Contracts. The information was interesting and each year the government does make changes that effect the Township so it is important for our supervisors to attend.
9. **Old Business**
 - A. Website Update - Madam Chair and Supervisor Haubrich will be getting training on the website and working with Clerk to update the website as soon as we are able.
 - B. Caretaker Update - Bryanna Vetsch is fully trained and is doing great.

- C. Treasurer CTAS Update – Treasurer Adams will be meeting with Lucinda with MAT, on setting the program up and adapting it to the Township needs, and will provide an update at the next meeting she is able to attend.
- D. Zoning-Service Center Garage Floor Update - It is looking like the bids may be way over budget. Supervisors Haubrich will provide more information at the P& D Meeting (April 24) when the numbers come back, but this may be a task that has to be adjusted as cost allows.

10. New Business

- A. Boys/Girls Club of Grand Rapids and Greenway Proclamation - Proclamation Red aloud Roll call: Supervisors: Schack, yes; Kelley, yes; Kortekaas, yes; Haubrich, yes; Clayton, yes passed April 10, 2019. Clerk will load this to the website under 2019 Resolutions.
- B. MAT Advocacy Alert - www.mn.Townships.org/alert - This allows constituents to reach out to their legislators via email, of any concerns regarding issues, while allowing themselves to be heard very easily. This information will be posted on FB, and the website.
- C. Cork/Aluminum Board Trim for Town Hall -Discussion on adding cork board below the grim in the Town Hall. This would allow renters to tack things on the cork board, without harming the paint on the walls. Supervisor Haubrich made a motion to table to the P&D Meeting (April 24) for the Board for further discussion, seconded by Supervisor Kortekaas, and passed by all.
- D. Board of Appeal & Equalization Posting and Publication - will be Harris Township Board of Appeal and Equalization Meeting on May 2, 2019 at 9:00 am at the Town Hall. This will be posted and published in the Harold Review.
- E. Schedule Work Session Re: Clerk Job Description & Qualifications
And 2019 Employee Compensation - Motion was made by Supervisor Kelley, and seconded by Supervisor Schack to schedule the work session for Monday, April 15th at 6pm at the Harris Town Hall; and approved by all. A second date was scheduled for April 18th at 6pm at the Harris Town Hall (if more time will be needed to finalize job description, and employee compensation). Motion was amended to add this date, by Supervisor Kelley, and seconded by Supervisor Shack and passed by all. (Clerk will post following meeting)
- F. Schedule Work Session Re: Past Pay Requests– Motion made by Supervisor Haubrich, and seconded by Supervisor Schack, to schedule the work session for April 18th, and immediately following the Clerk job description/Employee Compensation work session; passed by all. (Clerk will post following this meeting.)
- G. Infinity Graphics Town Hall Table Skirt Quote - The Board held discussion regarding the quote. Supervisor Haubrich will do further checking to see if there are other businesses who would be able to provide this service, at a better rate.
- H. Delinquent 2018 Taxes - The Township was not aware that the tax statements were not being sent to the township address. Address changes should have been made when the last clerk left office. The tax statements for 2018 were sent to the past Clerk. Because the taxes were not paid for 2018, delinquent notices were also sent out, but were also not received by the township. The address on the tax statements have since been updated. Motion made by Supervisor Haubrich, and seconded by Supervisor Kortekaas, to place a notice in the paper that states the official address for the Township is 20876 Wendigo Park Road. The Clerk will get a draft to the Chair, and have it published in the Herald Review.
- I. Minnesota Association of Townships (MAT) Scholarship Program - This is a great program for high school 11th graders, whether they are in private, public or home schooled. MAT awards six \$1000 scholarships each year. MST also sent this information to high school principles, along with applications. In 2018, Harris Township did have a Grand Rapids high school student who was awarded one of the six \$1000 scholarships, so the Board would like to have this information shared to residents. Facebook and website will be updated.
- J. Order to show cause and amend certificate #20546 - Motion made by Supervisor Haubrich, and seconded by Supervisor Schack, to have Andy Shaw (township attorney); passed by all.
- K. Computer Updates - The drivers are showing they need to be updated on the Clerk laptop. Discussion followed. The Chair, Clerk, and Treasurer will look further into this, as the Treasurer also has a laptop. It is important to have updated security, etc on laptops.

11. Treasurer's Report – dated April 10 2019, March Financials 2019

- A. Approve Treasurers Report- Motion to approve made by Supervisor Haubrich and seconded by Supervisor Kortekaas, passed by all.

B. Approve the payment of bills - Three pay requests from the former Clerk, in the packet, were pulled, due to discrepancies. Because these were pulled, the check #18194 was also pulled from the April bill list, changing the total bill amount to \$14465.63. Check numbers 18188 to 18206. Motion to pay the bills, check numbers 18188 to 18206, was made by Supervisor Haubrich and seconded by supervisor Kelley and passed by all. Motion amended by Supervisor Kelley to pull check number 18194 from the bills, seconded by supervisor Haubrich; passed by all.

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

Madam Chair reported the new printer was delivered today, April 10th. Kim, from Xerox, will be gone until late Monday evening, April 15. Once she is back, she will contact the Chair, and schedule a date/time for set up, and training. The clerk should be able to start printing packets on the new copier, by the P and D Meeting of April 24. As what was agreed upon by Xerox, they will take the old printer on trade, and reimburse the township for \$50.00, plus the cost of any remaining toner cartridges.

13. UPCOMING Events / Meetings

April 15, 2019	Work Session re: Clerk Job Description & Qualifications Employee Compensation	6:00 pm Town Hall
April 18, 2019	(If necessary) Work Session re: Clerk Job Description & Qualifications Employee Compensation	6:00 pm Town Hall
April 18, 2019	Work Session re: Past Pay Requests	immediately following 6:00 pm clerk work session
April 24, 2019	P and D Meeting	7:30 pm Town Hall
May 2, 2019	Board of Appeal and Equalization	9:00 am Town Hall
May 8, 2019	Regular Township Meeting	7:30 pm Town Hall
May 13, 2019	Township Association Meeting	7:00 pm Blandin Foundation
May 22, 2019	P and D Meeting	7:30 pm Town Hall

14. Adjourn

Motion to adjourn by Supervisor Kortekaas, seconded by Supervisor Schack and passed by all. (8:20 pm)

Prepared by Kati Pierce

Approved by Madam Chair, Peggy Clayton

Z.B

2019 Spring Supervisor Road Inspection Tour
May 1, 2019
4:30 pm – 9:00pm

Present: Chair Clayton, Vice-Chair Haubrich, Supervisor Kelley, Supervisor Kortekaas, and Supervisor Schack

The Board of Supervisors met/departed from the town hall at 4:30pm. All gravel and paved roads were covered in the tour. Supervisors did have a listing of all paved roads, and gravel roads in their possession. All roads were rated as far as surface condition (between 1=poor and 3+= good/better/best). Comments were also made regarding the surface rating of each road.

A complete list paved and gravel roads, surface ratings, and comments are included in the 2019 spring Supervisor Road Tour Report, which is included in the May 8th Regular Agenda Board packet, and also will be on the township website.

The board completed their tour at 9:00pm.

Submitted by: Chair Peggy Clayton

Signed by _____
Madame Chair

Date: May 2, 2019

Date: _____

S.A

----- CEMETERY DEED -----

Know all by these present: That the **Harris Township Cemetery** of Harris Township in the County of Itasca and State of Minnesota, in consideration of the sum of \$175.00 (One Hundred and Seventy Five Dollars) to them in hand paid by Dolores Hughes, 26177 Gibbs Road, Grand Rapids, MN 55744 hereby grant, bargain, sell and convey unto the said **Dolores Hughes**, their heirs, and assigns forever the following described piece of land for the burial of the dead, to-wit:

Section 3 (Three), Block 32 (Thirty Two), Lot 2 (Two), Site 6 (Six)

situated in Harris Cemetery in the County of Itasca and State of Minnesota, according to the plat of said Cemetery on file in the Office of County Recorder in said County.

To have and to hold the same, subject to all the laws of the State, now and hereafter enacted for the management and regulation of Cemeteries, and also subject to all rules and by-laws of the said Harris township now and hereafter made, for the regulation of the affairs of the same or any part thereof.

It is hereby covenanted, that said hereby granted premises are free from all encumbrances, and that the title now conveyed is perfect, and that said Harris Township will warrant and defend the same to said grantee, their heirs and assigns forever.

In Testimony whereof the said Township has caused these presents to be executed in its behalf by its Chairman and Its Clerk, this 8th day of May, 2019.

Signed, Sealed and Delivered in Presence of the Harris Township Board.

By _____ By _____, It's Chairman

By _____ By _____

By _____

STATE OF MINNESOTA)
) SS
COUNTY OF ITASCA)

On this 8th day of May, A.D. 2019, before me appeared Dennis Kortekaas, Peggy Clayton, Jim Kelley, Ken Haubrich and Mike Schack to me personally known, who, being by me duly sworn, they did say, that they are respectively the Supervisors of the Town of Harris that the said instrument was signed and sealed in behalf of Harris township by authority of its Board of supervisors and they acknowledged said instrument to be the free act and deed of said Township.

Notary Republic

HARRIS TOWNSHIP ROAD INSPECTIONS
MAY 1, and MAY 7, 2019
PAVED ROADS

L.A

GENERAL INFORMATION

(1=BAD; 3+=GOOD)

ROAD	SURFACE CONDITION	COMMENTS
Alicia Place	1	Road work being completed on 2019
Alicia Spur	3	Looks ok!
Apache Drive	3	Looks good!
Aspen Drive	2	Road work being completed in 2019
Birch Hills Drive	3	Could use some fill bumpy cul-de-sac shoulder
Birch Street	3+	Some cracks opened; washout at #21717
Casper Landing	2	Needs recycled cement or asphalt; swimming beach? No portable John yet!
Cemetery	1	Road in need of work!
Chippewa Drive	3	Looks good!
Crystal Park	3	Looks good!
East Harris Road	3	Looks good!
Field Crest Drive	1-	Road work being completed in 2019
Gary Drive	1	Will be paved in 2019
Harbor Heights	3	Ruts/washout by Landing approach; low shoulder at #20361 by mailbox
Isle View Road	2+	Wide cracks
Jess Harry Corner		
Key View Road	3	Some cracks opened; some shouldering needs to be done
Kathryn Drive	3	Looks good!
Lakeview Drive	3+	Looks good!
LaPlant Road Landing	3	Looks good!
Little Crystal Lane	1	Road work to be completed in 2019

HARRIS TOWNSHIP ROAD INSPECTIONS

MAY 1, and MAY 7, 2019

PAVED ROADS

GENERAL INFORMATION

(1=BAD; 3+=GOOD)

Melody Road	3+	Big hole on edge by #32280; wood in ditch (maintenance to pick up)
Mishawaka Landing	2	Need more room for parking
Mishawaka Road	3	Cracks are re-cracking; traverse cracks
Mishawaka Shores Trail	2	New Culvert needed as well as washout at corner of Mishawaka Shores Trail & Mishawaka Road
Mohawk Drive	3	Looks good!
Nicholas Street	3+	Looks great!
Norberg Drive	2+	Leveled out well; bumps and traverse cracking
Pine Landing	3	Branches in ROW (maintenance to pick up)
Pine Street	3+	Some new cracks
Robinson Road	3	Not a lot of cracks
Romans Road	3	Looks good!
Ruff Shores Road	3+	Looks good!
Southwood Road	3	Good shape
Stoney Point Road	3	Ok
SunnyBeach Addition Road	2	Cracks, potholes, dead end sign needs to be straightened (maintenance to take care of sign)
SunnyBeach Road (Wendigo Park Road to Adair)	3+	Looks good!
SunnyBeach Road (Adair to Harris)	2	Branches in ditch (maintenance to take care of)
Sunny Lane	1+	Bad all the way! Potholes, etc.
Tolerick Drive	2-	If \$ left at end of year, should fix this road; reclaim like Field Crest; end of road=1
Town Hall Parking Lot	3	Looks good!

HARRIS TOWNSHIP ROAD INSPECTIONS
MAY 1, and MAY 7, 2019
PAVED ROADS

GENERAL INFORMATION

(1=BAD; 3+=GOOD)

Underwood Road-East	3	Looks good!
Underwood Road-West	3	Looks good; water being blocked in ditch (beavers?) Maintenance to take care of)
Verde Lane	3	Some brushing needed (Maintenance to take care of)
Wendigo Park Road	3	Shouldering needed
Wesleyan Drive	2+	Bumpy
Westwood Lane	3	Looks good!
Westwood Road	3	Looks good!
Winnebago Drive	3	Some wide cracks are opening up
Winston-Taylor Road	3	Looks good!
Woodbine Lane	1	Falling apart; road work to be completed in 2019; turn-a-round not to be worked on
Woodland Park Road	3+	Trees down-(maintenance to take care of)
Wood Tick Landing	3	Culvert holding up well!

HARRIS TOWNSHIP ROAD INSPECTIONS

MAY 1, and MAY 7, 2019

GRAVEL ROADS

GENERAL INFORMATION

(1=BAD; 3+=GOOD)

ROAD	SURFACE CONDITION	COMMENTS
Bay View Road	3	Looks good!
Bear Creek Road	3	Graded 1x already
Breezy Lane	3	Grading to be done this year
Carol Street	3	Needs dead end sign on road
Davis Road	3	Looks good!
Forest View Trail	3	Looks good!
Hauser Road	3	Potholing
Hughes Road	2	Will need gravel quick; potholes
Jane Lane	2+	Graded/some potholing
Lakeview Trail	3	Not graded yet; too soft; tree down by #32355 (maintenance to take care of)
Metzenhuber Road	2+	Gravel needed?
Nancy Drive	2+	Trees in ditch (maintenance to take care of); not as bad as Hughes or Vroman Roads
Norway Road	3	Looks good!
Pennala Road	3	Looks fine!
Pine Crest Road	3	Looks good!
River Ridge Road	3	Dead end sign needs to be turned
River View Road	3	Looks good!
Root Road	2+	Will need gravel soon
Robinson Landing	2+	Looks fine!
Schmidt Road	3	Looks good!
Sunset Drive	3	Looks good!

HARRIS TOWNSHIP ROAD INSPECTIONS

MAY 1, and MAY 7, 2019

GRAVEL ROADS

GENERAL INFORMATION

(1=BAD; 3+=GOOD)

Sunset Lane	3	Looks good!
Vroman Road	3	Some rutting going on; will need gravel
Wendigo Heights Road	3	Looks good!
Wagon Wheel Court Road	3	Graded 1x already; minor potholing
Wendigo Park Circle	3	Clean up ditches (maintenance to take care of); slight potholing
Wendigo Picnic Area	3	Looks good!
Wendigo Park Parking Lot	3	Good!



QUOTATION

Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
Phone: 800-437-9770

Prices on quote are guaranteed for 30 days

Quote #: TRFQTE014526

Quote Date: 3/27/2019

Customer Number: HAR-03-024

Ship Via: DELIVERY

Sales Rep: Christine Wahl

FOB: ORIGIN

Payment Terms: Net 30

6-D

Bill To:

HARRIS TOWNSHIP
20876 WENDIGDO PARK RD
GRAND RAPIDS MN, 55744

Ship To:

HARRIS TOWNSHIP
20876 WENDIGDO PARK RD
GRAND RAPIDS MN, 55744

Header Note: ***THANK YOU, DERRICK!! Marcia***

SEQ	Item Number/Cost Code/Description/Note	Quantity	Unit Price	Extended Price
1	T-TYIIHPL96D PY3N-STN TYPE III BARRICADE-DF-PLASTIC	1.00	206.28	206.28
2	T-R11-248/2N3A 48X30 .080 2 POST STD PUNCH/RADIUS HIP B/W ROAD CLOSED	1.00	56.81	56.81
3	T-TLS-2-10 TELESPAR 2 IN X 10'-12 GA	1.00	36.03	36.03
4	T-TLS-2.25-10 TELESPAR 2.25 IN X 10'-12 GA	1.00	41.23	41.23
Subtotal:				340.35
Tax:				0.00
Total:				\$340.35

6.E

From: Eric Glorvigen ericglorvigen@gmail.com
Subject: Slow Kids at Play Sign
Date: May 3, 2019 at 10:29:13 AM
To: supervisorchtp@gmail.com, supervisorahtp@gmail.com,
harristownshipclerk@gmail.com

What does it take to get a Slow Kids at Play sign?

I live at 21575 Birch St, with recent new neighbors and a small baby boom, in a 5 house cul du sac- 13 kids under 8 live here- who all play in the cul du sac.

Many nonresidents like to cruise to the end of the dead end and back. There was talk of a speed bump at one point. I don't think that ever materialized.

See attached picture for suggested placement with the yellow dot.



Sincerely,

Eric Glorvigen

7.B

**LAWN CARE AND GROUND MAINTENANCE CONTRACT
BETWEEN MOW-DADDY AND HARRIS TOWNSHIP**

This contract is between Mow-Daddy (James V. Talonen/owner), located at 25485 US Hwy 2, Grand Rapids, MN 55744, and Harris Town Board of Supervisors, Harris Township, located at 20876 Wendigo Park Road, Grand Rapids, MN 55744, to provide lawn care and ground maintenance. The term of this contract will be for the 2019 season beginning May 1, 2019 through August 31, 2019.

The properties are defined as: Wendigo Park, Crystal Springs Park, Harris Town Cemetery, and Harris Town Hall.

Lawn Service Specifications, Vehicles, and Equipment, will be as follows:

- A) Mow-Daddy shall provide mowers, and trimmers, and any other equipment needed to maintain and preserve Wendigo Park, Crystal Park, Harris Town Cemetery, and Harris Town Hall, and are the sole responsibility of the contractor. All equipment needed to provide services are the sole responsibility of Mow-Daddy;
- B) Any damages to vehicles and equipment owned and operated by Mow-Daddy will be the sole responsibility of Mow-Daddy;
- C) Mow-Daddy must provide all fuel, oil, etc., needed to provide lawn services;
- D) Lawn care and maintenance will be provided for the months of May, June, July, and August (option for additional weeks beyond August to be negotiated);
- E) Mow-Daddy shall provide regular mowing and trimming to both parks, cemetery, and Harris Town Hall approximately every 7 days during the mowing season, so as to keep the grounds in a neat in orderly fashion. (Average 21 times per season).
- F) Mow-Daddy 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);
- G) Mowing intervals will be determined by the weather conditions, and the general appearance of the turf. Height of cut and frequency of mowing will depend on local conditions. Total grass length not to exceed in height, to help prevent visual appearance of grass clippings;
- H) All concrete and walks will be blown off after every cut;
- I) Mow-Daddy 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;

- J) Any damages to the grounds, playground equipment, cemetery headstones, portable toilets, or Township owned property, will be reported to the Harris Town Chair. All damages caused by Mow-Daddy will be repaired or replaced by Mow-Daddy at the discretion of the township. The township reserves the right to have the damages repaired by another qualified service and bill Mow-Daddy for the repairs;
- K) Mow-Daddy will provide information relative to when and where edging concrete/hedge trimming is being done, and as it occurs.
- L) A "48" deck "must" be used for mowing at the cemetery.

Mow-Daddy Responsibility:

It is Mow-Daddy's responsibility to familiarize it's 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 Mow-Daddy of the contract service requirements.

The following actions or behavior are NOT ALLOWED:

- Unauthorized persons to mow and trim parks, hall, and cemetery;
- Tampering with any structures, playground equipment, park equipment, headstones, portable toilets;
- Smoking, use of drugs, or drinking within the grounds of Wendigo Park, Crystal Springs Park, Harris Town Hall, and Harris Town Cemetery.

Failure to Meet Contract Requirements:

In the event that Mow-Daddy 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 undersigned Mow-Daddy.

Contract Termination:

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.

Contract Requirements and Indemnification:

Mow-Daddy has attached a Certificate of Insurance for Liability and Property Damage. Mow-Daddy must maintain proof of liability in the amount of \$1.5M.

Any and all claims that arise or may arise against Mow-Daddy, its agents, servants or employees as a consequence of any act or omission on the part of Mow-Daddy or its agents, servants, or employees well engaged in the performance of services shall in no way be the obligation or responsibility of Harris Township. Mow-Daddy shall indemnify,

hold harmless and defend the township and its supervisors against any and all liability, loss, cost, damages, expenses, claims or actions, including attorneys fees which the township, and it's supervisors, may hear after sustain, incur or be required to pay, arising out of or by reason of any act or omission of Mow-Daddy, its agents, servants or employees, in the execution, performance, or failure to adequately perform Mow-Daddy obligations.

Contract Term:

The terms of this contract will be for the 2019 season beginning May 1, 2019 through August 31, 2019 (option for additional weeks beyond August, to be negotiated).

Lawn Services at Wendigo Park, Crystal Springs Park, and Harris Town Hall, as follows:

<u>Wendigo Park (per mow):</u>	<u>Crystal Springs Park (per mow):</u>	<u>Harris Town Hall (per mow):</u>
\$235.00	\$440.00	\$65.00

Lawn Services at Harris Town Cemetery:

Harris Town Cemetery (per mow):
\$370.00

*Extras, edging concrete/hedge trimming, etc on written order will be billed at \$48.00per hour.

Mow-Daddy will work out agreed upon weekly mowing and trimming schedule with Harris Town Board Chair.

Name/Title: James V Talonen (owner)

Address: 25485 US Hwy 2
Grand Rapids, MN 55744

Phone No. 218-301-9971 (cell/text)

Final Agreement:

This contract is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings, or agreements.

There are no representations, warranties, or stipulations, either oral or written, not herein contained.

Execution:

IN WITNESS WHEREOF, Harris Township has caused this Contract to be signed by its duty authorized Chair, and Clerk, and Mow-Daddy has herein set its hand.

Dated this _____ day of May 2019.

MOW-DADDY

HARRIS TOWNSHIP

BY: _____
James V. Talonen, Owner

By: _____
Peggy Clayton, Chair

Date: _____

Date: _____

By: _____
Kati Pierce, Clerk

Date: _____

8.1A

Networking Opportunities Team Meeting

Networking to improve efficiency, maintain service levels and save money
while preserving our individual community identities

March 18, 2019

The next meeting will be April 24, 2019 at the Timberlake Lodge from 11-1, lunch included. Our plan is to continue meeting on the 4th Wednesday of each month, except for June and December.

Present: Pat Medure and Joni Olson (ISD 318), Lilah Crowe (Arbo), Terry Snyder, Brett Skyles and Burl Ives (Itasca County), Greg Tuttle and Max Peters (Cohasset), Mike Baltus (Spang), Peggy Clayton (Harris), Scott Olson (La Prairie), Karin Grandia (County Highway Engineer), and Mary Jo Wimmer, Coordinator.

Open Market

Itasca County

- Has formed a jail committee to determine best route for mandated new jail
- In contract negotiations
- IEDC has new leadership, seeks greater involvement of greater Itasca County, and will soon be conducting a comprehensive community inventory

ISD 316

- Awarding contracts for the East site today. Cohasset bids will be complete April 4
- Cohasset school will open by August of 2021

Arbo Township

- Developing a 5 year road plan
- Want to work with Cohasset on natural gas access
- Obtaining noxious weed training

Spang Township

- Discontinuing dust control on township roads this year

Cohasset

- Getting comprehensive plan bids
- Have 2 competitors for management of child care facility at elementary school
- Desire to expand bike trail to include a campground
- Have made a purchase offer on 30A of river-front for downtown development

Harris

- Hired a care-taker

- Treasurer Position will be posted to the public at the end March/beginning of April.
- Board of supervisors approved the 2019 Road Projects which consists of Gary Drive, Alicia Place, and Lakeview Trail. The 2018 Road projects will also take place in 2019 due to weather that occurred sooner rather than later preventing those projects to take place. The board also pulled together their 5 year plan.
- Annual township meeting took place on March 12 with more constituents in attendance than in 2018.

Karin Grandia, Itasca County Highway Engineer, shared information about road costs, statutes, and plans. Itasca County Highway Dept. stands ready to help townships or municipalities where needed.

Future discussion issues:

April – John Conley – Itasca County grant writer

May – use of city attorneys and engineers

Mary Jo Wimmer

Trillium Leadership Development, mjwimmer80@gmail.com



Itasca County Township Association
Office of the Secretary
61490 County Road 29
Northome, MN 56661-1908

8.B

ITASCA COUNTY TOWNSHIP ASSOCIATION MEETING

Monday 11 February 2019

President Mike Baltus opened the meeting at 7:00 PM.

The Pledge of Allegiance was recited.

Dick Lacher motioned and Gary Nelson seconded to accept the minutes from the last meeting.

Motion carried.

Treasurer's Report: Roberta Truempler

Savings: \$ 11,126.05

Checking: \$ 8,737.09

Claims:

February payroll \$ 295.52

Roberta Truempler stamps \$ 30.00

MAT dues \$7,608.00

Pat Hill motioned and Dennis Kortekaas seconded to accept the Treasurer's report. Motion carried.

Mike Baltus reported on the Board of Director's meeting. The annual meeting will be held at Bowstring Township Hall on 8 April 2019.

To be able to meet expenses, dues will be doubled this year. A new formula will be worked on for the future years.

RENO'S REPORT:

Reno said to be sure to read David Hamm's report in the Township Insider.

MAT supports township officers with courses and insurance products. Call MAT if you have questions about things.

L&R will be held 22 & 23 February.

Spring courses will be coming up soon. The one for this area will be held at Sugar Lake Lodge on Thursday 4 April.

Scholarship applications are due 1 May.

County Government doesn't always understand township government so they need to work together.

PROGRAM: Luke St. Germain, Itasca County Veterans Service Officer

There are 4200 veterans in Itasca County. The Veterans Office help veterans get the benefits they deserve. About 2500 veterans are getting benefits through Grand Rapids, Hibbing and Bemidji offices.

If a veteran is unable to get to the office, home visits are available.

The big issue with veterans is agent orange. If a veteran dies from agent orange related illness, their spouse can receive monetary support.

Veterans can also receive help with household repairs, etc.. Call the office for help.

COMMISSIONER'S REPORT:

Leo Trunt gave a summary of the January 15th and 29th meetings. The Board has some questions about the proposed water plan.

Letter was sent to various entities regarding the large property taxes after the Blandin settlement but no responses were received.

Communications: Invite received from ICTV to annual meeting on 26 February at the Grand Rapids Library.

Committees:

WPIC: Dick Lacher, meeting tomorrow

ARDC: Larry Salincla, met 15 January and approved budget for this year. Most of grant money is going to projects on the Superior shoreline corridor for trail development, etc..

911 User Radio Board: Pat Hill, didn't get to meeting

AIP: Gary Johnson, meeting tomorrow.

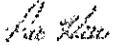
L&R: Peggy Clayton, meeting 22-23 February

NEW BUSINESS:

Questions and discussion held about Blandin lands and tax issue.

Dick Lacher motioned and Jim Kelley seconded to adjourn the meeting. The meeting was adjourned at 8:05 PM. The next meeting will be held Monday 11 March 2019.

Respectfully submitted,



Pat Hill, Secretary

10% discount

cork & cubicle supplies | **BOARDS**

B

universal.

A Cork Tile Panels Convenient tiles allow you to create custom cork boards; the tiles fit any wall. One foot square tiles are 3/4" deep to accept most common push pins. They're great for lining a wall on account of their excellent noise-absorbing qualities. Includes mounting tape. Manufacturer's limited one-year warranty.

ID No.	W x H	Color	Shpg. Wt.	Qty.	Unit	Price
Classic Cork Facing —for a more natural look.						
UNV-43404	12" x 12"	Brown	2 lbs.	4	PK	47.99
Real Cork Fragments						
UNV-43403	12" x 12"	Dark Brown	2 lbs.	4	PK	41.99



out of stock until 5/30/19

B Cork Bulletin Border Durable, natural cork bulletin border with oak frame creates a tackable display surface for securing documents, presentations and displays with push pins. Self-healing surface.

ID No.	W x H	Frame Color	Shpg. Wt.	Unit	Price
QRT-300B	48" x 5"	Oak	5 lbs.	EA	79.67

C Bulletin Bar II® Durable natural-cork bulletin bar with plastic frame creates tackable display surface for securing documents, presentations and displays with push pins. Delivers effective performance in robust display environments. Self-healing surface. Includes double-stick tape, mounting magnets and push pins. Manufacturer's 60-day warranty.

ID No.	W x H	Frame Color	Shpg. Wt.	Unit	Price
QRT-2840-1	12" x 1 3/4"	Black	1 lb.	EA	11.91
QRT-2350-1	10" x 1 3/4"	Black	1 lb.	EA	12.94
QRT-2350-2	10" x 1 3/4"	Puffy	1 lb.	EA	12.94

universal.

D Cork Bulletin Bar Keep bulletins on-display with these convenient cork bars. Natural self-healing cork bulletin bar with aluminum frame is designed for longevity. Great for heavy-use environments. Includes pushpins, mounting tape and magnets. Manufacturer's limited one-year warranty.

ID No.	W x H	Frame Color	Shpg. Wt.	Unit	Price
UNV-43418	18" x 1"	Silver	1 lb.	EA	11.99
UNV-43424	24" x 1"	Silver	1 lb.	EA	19.99
UNV-43430	30" x 1"	Silver	1 lb.	EA	16.99
UNV-43448	48" x 1"	Silver	1 lb.	EA	19.99

GEM Office Products Company

E Aluminum Head Push Pins Quality aluminum head with a strong steel pin. The smooth extended head and sharp point allow these push pins to be inserted into the toughest surfaces. Easy to remove without harming fingers.

ID No.	Length	Color	Head Diameter	Qty.	Unit	Price
GEM-CPAL3	3/4"	Silver	3/16"	100	BX	6.49
GEM-CPAL4	1/2"	Silver	3/16"	100	BX	6.79
GEM-CPAL5	3/8"	Silver	3/16"	100	BX	6.99

universal.

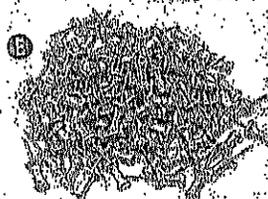
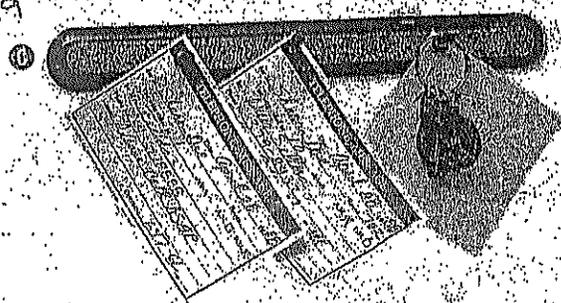
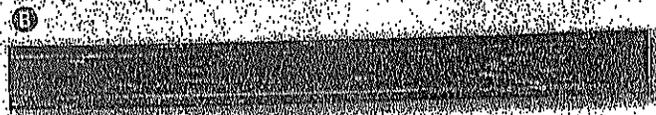
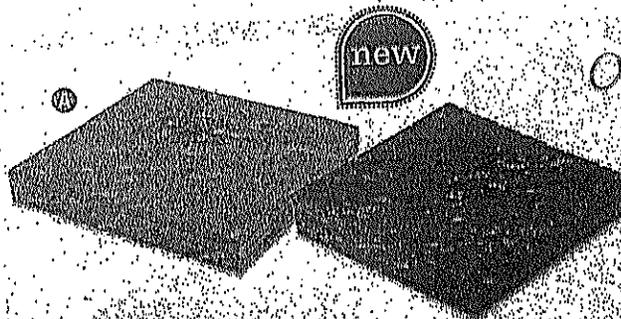
F Push Pins Plastic head allows you to tack up important documents and posters without unwanted visual distractions. Steel pin glides right into even the toughest surfaces: drywall, plaster and mat-board as well as cork and foam, steel/plastic.

ID No.	Length	Color	Head Diameter	Qty.	Unit	Price
Clear						
UNV-31306	3/4"	Clear	3/4"	400	PK	12.99
Colored						
UNV-31314 *	3/4"	Assorted	3/4"	400	PK	12.99

* Blue; Green; Red; White; Yellow.

G Thumb Tacks Thumb tacks feature smooth heads and sharp points. Ideal for corkboards. 3/16" length.

ID No.	Material	Color	Qty.	Unit	Price
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82.29

17.10
14.89
17.69
20.92

new

new

G

From: Dale Anderson danderson@ci.grand-rapids.mn.us
Subject: Fireworks
Date: Apr 25, 2019 at 9:41:34 AM
To: supervisorchtp@gmail.com

9.B

Peggy,

The City of Grand Rapids would like to thank you for your past support of our 4th of July Fireworks Show. We received an incredible amount of compliments on last year's show, which prompted us to hire the same company to perform the display again this year. Last year you graciously donated \$3,750.00 towards the event. With a 10% increase from the vendor to secure the July 4th date, would your organization consider a donation of \$4,125.00 this year? Feel free to contact me with any questions or concerns. I look forward to your reply.

Best regards,

Dale Anderson
Director of Parks & Recreation
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN, 55744-2662
Office: [218-326-2500](tel:218-326-2500)
Mobile: [218-259-4485](tel:218-259-4485)

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Cari Ann

a.c

From: Kati mp. <ktm728@gmail.com>
Sent: Tuesday, April 16, 2019 8:19 PM
To: Harris Clerk
Subject: Fwd: Referral
Attachments: image001.jpg; Care Card Single Page.pdf

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

From: Duluth <Duluth@alegacyinstone.com>
Date: Fri, Apr 5, 2019, 1:23 PM
Subject: Referral
To: ktm728@gmail.com <ktm728@gmail.com>

Hi Kati,

Thanks so much for your referral, attached is a PDF that you can fill out and give to a family or email to me to apply. Charity is always an option, some people mix it up and do a little of both. If it is on a personal level and you should by chance hit \$600.00+/year, the co. will ask for a 1099 form for tax purposes.

Please let me know if you or the board have any questions or concerns. It's pretty straight forward!



Honor Celebrate Remember
create
 a
LEGACY
 IN STONE

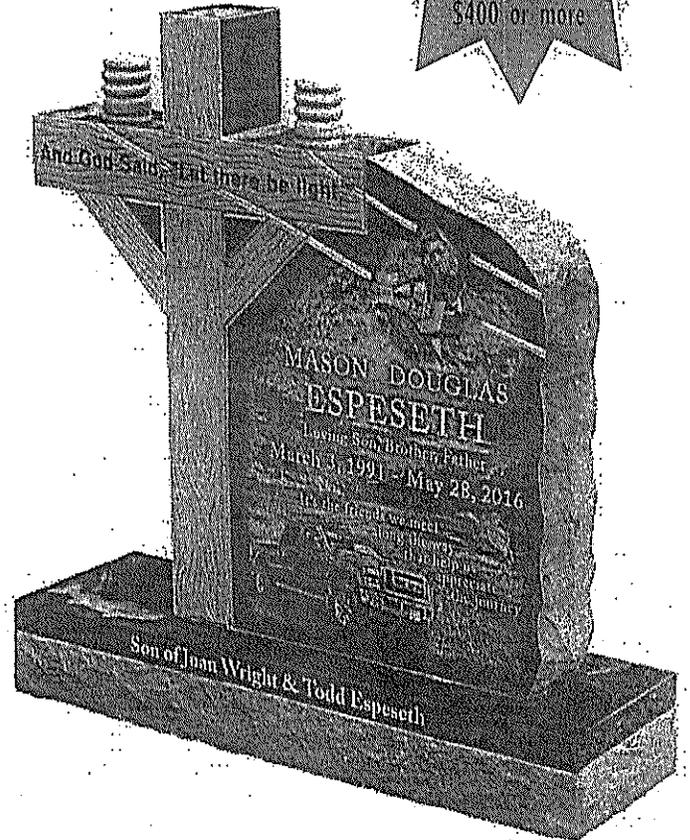
Creating everlasting stories in stone
 for people who matter by people who care.

\$50 OFF
 Orders of
 \$400 or more

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 For Your C.A.R.E.

C.A.R.E. Program
 Customer Advocate Rewards Experience

A true way to show someone how much you care is to help them out in a time of need. The loss of a loved one is when people need people who care most. By giving this **C.A.R.E** card to your family or friends you are helping guide them to professionals who are honored to help create everlasting stories in stone. Stories that celebrate and remember the lives of those who matter.



Here is how the **C.A.R.E** program works:

- Simply fill out your information below and present this sheet to someone wanting to Honor, Celebrate and Remember a loved one.
- For each sheet brought in that turns into a purchase of \$400 or more you or the charity of your choice will receive a \$50 visa gift card.
- The purchaser will receive \$50 off their purchase.

This offer applies to any purchase of \$400 or more. Only one redemption card is allowed per purchase. There is no limit to the amount of redemption cards that you choose to hand out. Compensation will be awarded monthly. The company reserves the right to discontinue the program at any time.

Courtesy of: _____

Address: _____

Phone: _____ Charity: _____

*Fill Charity line out only if you prefer to have us send money to a charity of your choice

LFGW

LITTLE FALLS GRANITE WORKS

10802 Hwy 10, PO Box 240
 Little Falls, MN 56345
 lfgranite.com
 (800) 862-2417
 (202) 432-0277

MGC

MURPHY GRANITE CARVING

320 SE Maple Ave, PO Box 40
 Richmond, MN 56368
 murphygranite.com
 (800) 818-5836
 (320) 597-3070

HMC

HIBBING MONUMENT COMPANY

1326 Gray Drive
 Hibbing MN, 55746
 hibbingmonument.com
 (218) 263-5600

DMC

DULUTH MONUMENT COMPANY

3512 Grand Avenue
 Duluth MN, 55807
 duluthmonument.com
 (218) 624-1146

Hi Steve, our temporary Clerk who is also our Sexton, brought forward information on a referral program called CARE program. It is a referral program for those needing a headstone. If the sexton refers someone to one of the granite monument company's and that person purchases a headstone, then the Sexton/ Harris Township would get a kickback of \$\$\$. That purchaser of the engraved headstone, in turn, also gets \$50 off their purchase

I did not think we, as a government entity, could participate in such a program and I do not believe the Sexton can participate and get any kickback on a personal level.

I told the Board I would check with you, as I think this would definitely be accepting monies, when we are bound by MS to not accept gifts, etc.?

Thanks....Peggy

Sent from my iPad

From: Steve Fenske sfenske@mntownships.org
Subject: RE: Referral program for cemetery
Date: Apr 30, 2019 at 11:19:38 AM
To: Harris Township supervisorchtp@gmail.com

Hi Peggy,

Actually, the gift law does not apply to township officers but this would be prohibited if the law applied to townships. The best answer is that the sexton should not accept the commissions or gifts, whatever we call them. To the public or competitor's they will be called kickbacks or cronyism. There is an argument the sexton could legally do this since the gift law doesn't apply. I think doing so would appear to be a misuse of the exception and the kind of thing a legislator would want to change. There is an argument the sexton could get the commission if it were available to the public because then everyone has the same benefit. Its not clear if the benefit it available to the public, but even if it were, the sexton is in a unique position. He or she has a direct line of communication to the people who are about to purchase a headstone, so the reality is that this still operates in an unfair way.

Sincerely,

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

-----Original Message-----

From: Harris Township <supervisorchtp@gmail.com>
Sent: Sunday, April 28, 2019 3:46 PM
To: Steve Fenske <sfenske@mntownships.org>
Subject: Referral program for cemetery

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All shredder for small business
 Your Amazon.com Today's Deals Gift Cards Whole Foods Sell Help

Shop Mother's Day jewelry

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10.B

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Bonsaii 10-Sheets Cross-Cut Paper and Credit Card Shredder with 5.5 Gallons Wastebasket Capacity and Transparent Window, Black (C209-D)

by bonsaii

327 customer reviews | 29 answered questions

Price: \$49.99 & FREE Shipping. Details

Free Amazon tech support included

Size: 10-Sheet Cross-Cut

6-Sheet Cross-Cut
\$31.99

10-Sheet Cross-Cut
\$49.99

12-Sheet Cross-Cut
\$66.99

Lubricant Sheets (Pack of 40)
\$19.99

- Cross-cut paper shredder with 10-sheet (A4 size 75g/m²) capacity, shredded paper measures 1/5 x 1-50/87 inches(5x40mm); destroys staples/credit cards (one at a time).
- Overheating and overloading protection technology to keep sustainable using the shredder and prolong its lifetime.
- 4 minute continuous run time with 40 minute cooldown time.
- 5.5 gallons wastebasket capacity for less frequent emptying; Transparent basket window to see when it is full, the capacity of 320 shredded sheets.
- Manufacturer's 1-Year limited warranty

Compare with similar items

Used & new (5) from \$45.42 & FREE shipping. Details



Bonsaii DocShred C156-D 12-Sheet Cross-Cut Paper/CD/Credit Card...

3207

\$56.99

Ad feedback

\$49.99

& FREE Shipping. Details

Wait! It's Tuesday, May 7! Order within 22 hrs 49 mins and choose Two-Day Shipping at checkout. Details

In Stock.

Qty: 1

Add to Cart

Buy Now

Sold by Bonsaii US and Fulfilled by Amazon.

Item arrives in packaging that reveals what's inside. To hide it, choose Ship in Amazon packaging at checkout.

Add a Protection Plan:

- 4-Year Protection for \$8.99
- 3-Year Protection for \$5.99

Gift-wrap available.

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Other Sellers on Amazon

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Have one to sell?

Sell on Amazon

Frequently bought together



Total price: \$64.87

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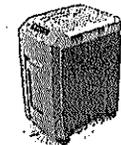
Add all three to List

These items are shipped from and sold by different sellers. Show details

M This Item: Bonsaii 10-Sheets Cross-Cut Paper and Credit Card Shredder with 5.5 Gallons Wastebasket Capacity and... \$49.99

M AmazonBasics SP12A Shredder Sharpening & Lubricant Sheets - Pack of 12 \$7.99

M Follows 35250 Powershred Performance Oil, 12 oz. Bottle w/Extension Nozzle \$6.89



AURORA

Rollable High security 16-sheet Micro-cut Shred...

Aurora AH1660MA Professional Grade High Security 16-Sheet Micro-Cut Paper...

12

\$189.99

Ad feedback

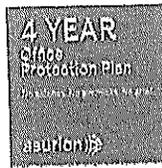
Customers who bought this item also bought



Bonsaii 15-Pack Paper Shredder Sharpening & Lubricant Sheets

152

\$8.99



AURORA 4 Year Office Equipment Protection Plan

23

\$4.99



Follows Powershred Performance Shredder Oil, 16 oz. Extended Nozzle Bottle (3525010)

1,010

\$9.00



Aurora SL16 Professional Grade Synthetic Shredder Oil, 16 Oz. Flip-Top Leak Proof Bottle

18

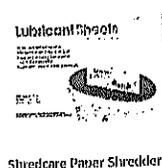
\$9.99



Upper Midland Products 50 Paper Shredder Clear Bags - Perfect Size for Most Paper Shredders...

28

\$14.84



Shredcare Paper Shredder Lubrication Sheets SCLS12 Shredcare 12-Pack Shredder Lubrication...

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\$12.00

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Shop Mother's Day Jewelry

Deliver to Hibbing

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EN Hello, Sign in Account & Lists Orders Try Prime Cart

Download Alexa for your Windows 10 PC for free

Back to results



Roll over image to zoom in

AmazonBasics 8-Sheet High-Security Micro-Cut Paper, CD, and Credit Card Shredder with Pullout Basket

by AmazonBasics
3,346 customer reviews
256 answered questions

List Price: \$64.99
Price: \$56.97 & FREE Shipping. Details
You Save: \$8.02 (12%)

- High-security, micro-cut shredder with 8-sheet capacity; destroys credit cards, CDs, and DVDs (one at a time)
- Shreds paper into tiny pieces (5/32 by 15/32 inches)
- 2 minute continuous run time with 40 minute cool down time; Auto start and manual reverse to clear paper jams
- 3-gallon pullout bin; 8-3/4-inch-wide paper feed; thermal protection with auto shut-off
- Measures 16.5 by 7.75 by 12.25 inches; Backed by an AmazonBasics 1-year Limited Warranty.
- NOTE: Kindly refer the Instructional Video and the User Manual which is highly essential for the better usage.

Compare with similar items

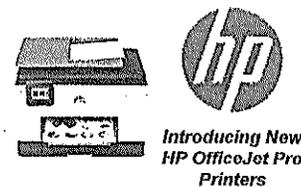
New (1) from \$56.97 & FREE shipping. Details

Excess paper dust can settle on the shredder's paper detection sensors, which can impact auto-on/off mode. If the paper sensor requires cleaning, with the shredder turned off and unplugged, please moisten a cotton swab with rubbing alcohol and wipe the effected surface.



Ad feedback

AmazonBasics 6-Sheet High-Security Micro-Paper and Credit Card Shredder



Introducing New HP OfficeJet Pro Printers
HP OfficeJet Pro 9025 - Smart Tasks, Self-Healing WIFI, Voice Activated & m...
29
\$249.99 ✓prime

Ad feedback

\$56.97 & FREE Shipping. Details
Want It Tuesday, May 7? Choose Two-Day Shipping at checkout. Details

In Stock.

Qty: 1

Add to Cart

Buy Now

Ships from and sold by Amazon.com in easy-to-open packaging.

Item arrives in packaging that reveals what's inside. To hide it, choose Ship in Amazon packaging at checkout.

Add a Protection Plan:

- 4-Year Protection for \$9.99
- 3-Year Protection for \$7.99

Gift-wrap available.

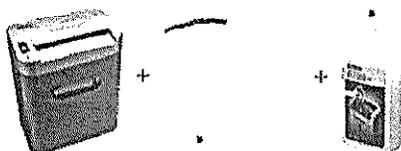
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Add to List

Share 320+ Shares

Have one to sell? Sell on Amazon

Frequently bought together



Total price: \$71.85

Add all three to Cart

Add all three to List

This item: AmazonBasics 8-Sheet High-Security Micro-Cut Paper, CD, and Credit Card Shredder with Pullout Basket \$56.97

10.f

Use of Equipment

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using Township equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Equipment should not be removed from Township property without notifying the officer responsible for it.

Employees are to notify their designated supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The employee's designated supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

If, at any time, an employee is involved in an accident with township equipment, the employee is responsible for contacting their direct supervisor, and filling out an incident/accident report form within _____ days of the incident.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Pay Days

All employees are paid monthly, after the Regular monthly Town Board meeting. Each paycheck will include earnings for all work performed through the end of the previous payroll period . Paychecks for part-time employees paid on an hourly basis will include earnings for hours as submitted for that pay period.

Drug-Free Workplace Policy

It is the policy of the Harris Township that the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance or alcohol by an employee while participating in any Harris Township activity is strictly prohibited. The term "controlled substance" refers to drugs and chemical substances such as, but not limited to, marijuana, cocaine, crack cocaine, heroin, peyote, meth, mescaline and LSD.

Any employee convicted of violating any criminal drug statute related to conduct occurring while on duty must report the same to their designated supervisor within three (3) days after the conviction. Any employee who violates this reporting requirement will be immediately terminated. Any independent contractor or consultant who violates this reporting requirement will have their contract immediately terminated.

This policy is applicable to all employees of the Township and shall be enforced by the Town Board. This policy incorporates and shall be applied in accordance with the provisions of Minnesota Statutes Sections 181.950-957 (1987), The Minnesota Drug and Alcohol Testing in the Workplace Act, as amended.

WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM

_____ Township

_____ County, Minnesota

I. PURPOSE

The purpose of this program is to satisfy the requirements of Minn. Stat. § 182.653, subd. 8 by promoting safe and healthful working conditions.

II. GENERAL POLICY STATEMENT

It is the policy of the town board to reduce the likelihood and severity of workplace accidents and injuries of town employees while remaining cognizant of the small number of employees and limited budget of the town.

III. GOALS AND OBJECTIVES

1. To establish a workable accident and injury reduction program in the town.
2. To identify and communicate the responsibilities of town officers and employees for understanding and implementing the program.
3. To establish an environment in which town officers and employees are motivated to identify and correct potential hazards in accordance with the procedures set forth in the program.
4. To appropriately enforce the requirements of the program.
5. To annually review the program and make changes as the town board deems appropriate.

IV. RESPONSIBILITIES

1. Town Officers

All officers of the town, whether appointed or elected, are responsible to share in the implementation of this program. Responsibilities include, but are not limited to, remaining watchful for potential hazards, immediately reporting potential hazards to the town board chair, participating in reviews of the program, making suggestions as appropriate for improvements to the program, and taking prompt action on any safety related matter brought before the board for consideration.

2. Town Board Chair

The town board chair is primarily responsible for the management of the program including, but not limited to, receiving reports of potential hazards, ensuring that potential hazards are corrected in accordance with the procedures set out in this program, ensuring that the program and its requirements are communicated to town officers and employees, seeing that accident

investigations are conducted in a timely fashion and any needed corrective actions are taken, and ensuring the required annual program review is completed. The town board chair, with the consent of the town board, may delegate these duties to someone else.

3. Employees

The responsibilities of employees to this program include, but are not limited to the following: understanding all safety rules and policies; working in accordance with these rules; using necessary personal protective equipment, including appropriate protective clothing, and keeping the equipment in good repair; immediately reporting potential hazards in the workplace; maintaining the physical and mental standards necessary for the job; regularly inspecting the assigned work area and equipment and immediately reporting any unsafe conditions; performing preventive maintenance inspections on equipment used to perform the job and report any unsafe conditions or needed repairs; and immediately reporting all accidents involving property damage or injury.

V. IDENTIFICATION OF HAZARDS

The identification, analysis, and control of new or existing hazards, conditions, and operations will be achieved in two ways. First, at least annually the town board, or its designated representative, will conduct a review of the workplace to identify what reasonably could be perceived as hazards to employees. Second, while in the workplace all town employees, including town officers, will remain attentive to new potential hazards.

Once a potential hazard is identified, it should be corrected as soon as reasonably possible. All employees are expected to correct potential hazards, conditions, or operations they identify if they can do so without personal risk or significant cost. If an employee cannot easily correct the potential hazard, or if the employee is not certain if the situation constitutes a hazard, he or she must report the situation to the town board chair. The town board chair has the discretion to determine whether or not corrective action is needed and to take any necessary steps to correct the potential hazard. However, if the cost to correct the potential hazard exceeds the amount approved by the town board to be within the power of the town board chair to expend under this program, the town board chair must take remedial measures to reduce the risk of the potential hazard until approval for the needed expenditure can be discussed for approval at a regular board meeting. If the chair is not certain as to whether a situation constitutes a potential hazard, he or she must raise the issue at the next regular board meeting for a decision on whether action is needed.

VI. COMMUNICATION

This document, and any subsequent updates, will be kept on file with the clerk and shall be communicated to each existing town officer and employee and well as any new officers or employees. All employees are encouraged to immediately report possible hazardous conditions and will not be retaliated against for making such reports.

VII. ACCIDENT INVESTIGATION

If a workplace accident or injury occurs, dial 911 immediately if emergency services are needed. If it is not an emergency, the employee should be directed to receive appropriate and timely medical attention. As soon as is practicable, the employee involved in the incident must notify the town board chair. If the employee was injured, a first report of injury form shall be completed and an employee information sheet shall be given to the employee as required under the workers' compensation laws. The town's workers' compensation claims representative must be notified within 5 days of the date of injury or the town may be subject to financial penalties.

The town board chair, or designee, upon learning of an accident or injury shall cause an investigation to occur of the situation. The investigation will include a determination of whether corrective action is needed and, if so, develop recommendations for implementing the corrective action. A report of the incident and any resulting corrective actions or recommendations for corrective action shall be made to the town board at a regular board meeting.

VIII. ENFORCEMENT

Every employee and officer is responsible for using safe work practices while working for the town including, but not limited to, any specific safety or health practices prescribed by the town board or the employee's immediate supervisor. Failure to follow safe work practices could result in disciplinary actions being taken against the employee. Employees are encouraged to ask the town board chair any questions they may have about this program, safe working practices, or the potential consequences for not following this program.

IX. ANNUAL PROGRAM REVIEW

At least annually the town board will conduct and document a review of this program. Included in the review will be documentation of how the requirements of the program are being met.

Adopted this _____ day of _____, 200__.

By the Town Board:

Town Board Chair

Attest: _____
Town Clerk

ANNUAL REVIEW

Workplace Accident and Injury Reduction Program (AWAIR Program)

The following constitutes documentation of the town board's annual review of its workplace accident and injury reduction program.

-
- _____ 1. All town officers and employees are aware of the program and their responsibilities under it.
 - _____ 2. In addition to the on-going attention paid by officers and employees to potential hazards in the workplace, an annual inspection of the workplace has been completed.
 - _____ 3. Potential hazards, if any, identified throughout the year and at the annual inspection have been analyzed and corrected in an appropriate manner.
 - _____ 4. Accidents, if any, which occurred in the year have been investigated according to the procedures set out in the program and any needed corrective actions have been taken.
 - _____ 5. Any enforcement actions needed to uphold the goals and objectives of the program have been taken in accordance with the program and any other established procedures.
 - _____ 6. The language of the AWAIR program, including the goals and objectives, has been reviewed in light of the activities and experiences occurring over the year.
 - _____ 7. Any needed changes to the program have been identified and implemented, or assigned to a specific person with a plan for obtaining additional information and implementing any needed changes.

Additional Program Notes:

Review completed by: _____ Position: _____

Signature: _____ Date: _____

Accident Report Form

What is an Accident Report Form?

All accidents are considered as incidents; however an accident report form focuses more on the injury whereas the incident report form is intended to focus on the cause and prevention of further occurrences.

The Accident Report Form is in 2 parts. The first part is completed by the employee who suffered the accident, and the second part is completed by the supervisor.

An accident report is an important tool used to document the accident and assist in investigating the cause. It also assists to develop procedures that may be put in place to prevent it from happening again.

The supplied template calls on the employees, with the assistance of a manager, to fill in the first page details including:

- ✓ employee details,
- ✓ injury details- including date, time and expected time off,
- ✓ medical treatment required, and
- ✓ events leading up to the injury- this is important to gain the employees perspective of what actually happened.

Supervisor's Report

The second section of the form is to be completed by the manager and requires the manager to identify the following:

- ✓ witness details,
- ✓ how the accident happened, and
- ✓ how a recurrence can be prevented.

It is important to show outcomes of the investigation, and to document what actions can or will be taken to prevent another injury occurring in a similar scenario.

The Manager should decide, or, if requested by employees, whether or not the accident should also be documented as an incident needing further investigation. This may well be the case depending on the cause of the accident and the possibility of it happening again due to job design, system or procedural faults needing additional investigation and control.

Should your company decide to merge both the accident and incident form together into one document then the suitability of this should be assessed at senior management level to ensure that a detailed and documented approach to both matters is still achieved.

NOTE: The template provided can be used for all accidents; however it is important to check with your state regulatory body requirements and/or your company Insurer about the legal requirements for reporting "serious and notifiable incidents".

Accident Investigation Report Form

EMPLOYEE DETAILS

Name: _____ Position: _____

Address: _____

INJURY DETAILS

Date of accident: _____ Time: _____ Date Reported: _____ Time: _____

Date ceased work: _____ Time: _____ Supervisor: _____

Time lost (to date): _____ Time lost (anticipated overall) _____

Medical Treatment required:

Nature and extent of injury			
Part of body injured	<input type="checkbox"/> Head	<input type="checkbox"/> Trunk	<input type="checkbox"/> Multiple
	<input type="checkbox"/> Eyes	<input type="checkbox"/> Arm	<input type="checkbox"/> General
	<input type="checkbox"/> Neck	<input type="checkbox"/> Leg	<input type="checkbox"/> Unspecified
Nature of injury	<input type="checkbox"/> Sprain	<input type="checkbox"/> Laceration	<input type="checkbox"/> Burn
	<input type="checkbox"/> Fracture	<input type="checkbox"/> Concussion	<input type="checkbox"/> Superficial
	<input type="checkbox"/> Multiple	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Amputation
	<input type="checkbox"/> Contusion	<input type="checkbox"/> Other	
Type of incident	<input type="checkbox"/> Flying object	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Electricity
	<input type="checkbox"/> Struck by	<input type="checkbox"/> Poisons	<input type="checkbox"/> Fall
	<input type="checkbox"/> Caught in	<input type="checkbox"/> Temperature	<input type="checkbox"/> Other

From: Ken Haubrich kshaubrich@gmail.com

Subject: Fwd: Rates

Date: May 3, 2019 at 12:21:19 PM

To: Peggy Clayton supervisorchtp@gmail.com, Harris Township Clerk
harristownshipclerk@gmail.com

10.G

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

From: <placknerm@gmail.com>

Date: Mon, Apr 29, 2019, 10:13 AM

Subject: Rates

To: <kshaubrich@gmail.com>

Bobcat and operator 125 per hr
employees and myself 235 per hr

Loader truck bucket truck two



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cartier Agency, Inc. PO Box 16567 Duluth MN 55816	CONTACT NAME: Jeremy Jeannette PHONE (A/C, No, Ext): (218) 727-5992 E-MAIL ADDRESS: olivia@caduluth.com	FAX (A/C, No): (218) 727-8501
	INSURER(S) AFFORDING COVERAGE	
INSURED Michael Plackner dba Plackner Tree Care, Inc. 36091 S Prairie River Rd Bovey MN 55709	INSURER A: West Bond Mutual NAIC # 15350	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Cert ID 4804 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOG OTHER:			075327515	06/01/2019	06/01/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			076722413	06/01/2019	06/01/2020	COMBINED SINGLE LIMIT (Per accident)	\$ 500,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							Uninsured Motorist	\$ 500,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
								\$
								\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Harris Township
20876 Wendigo Park Rd
Grand Rapids MN 55744

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/03/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER First National Agcy Coleraine PO Box 158 Coleraine, MN 55722-0158 (218) 245-1299	CONTACT NAME: Superior Point	FAX (A/C. No): 1-800-941-1169
	PHONE (A/C. No., Ext): 1-877-256-1411	E-MAIL ADDRESS: arp@superiorpoint.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Plackner Tree Care Inc 36091 S Prairie River Rd Bovey, MN 55709	INSURER A: MWCARP c/o Superior Point	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

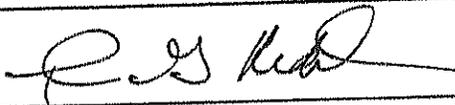
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ITR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			83630.803	03/15/2019	03/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ \$500,000 E.L. DISEASE - EA EMPLOYEE \$ \$500,000 E.L. DISEASE - POLICY LIMIT \$ \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Special provision: WC 00 03 08. Partners, Officers, and Others Exclusion Endorsement is attached to the policy. An owner/officer/other has rejected coverage.

CERTIFICATE HOLDER Harris Township 20876 Wendigo Park Rd Grand Rapids, MN 55744-4682	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

WARNING NOTICE:

REGARDING WORKERS' COMPENSATION BENEFITS PAYABLE OUTSIDE OF MINNESOTA

Workers' compensation insurance policies issued by the Minnesota Workers' Compensation Assigned Risk Plan **DO NOT** provide coverage for workers' compensation benefits to injured employees which you are obligated to provide under the workers' compensation laws of any other state.

This policy only covers lawful claims for workers' compensation benefits allowed under Minnesota law. This policy **DOES NOT** provide coverage for your workers' compensation liability to injured employees that work outside of Minnesota, and who are not entitled to receive benefits under Minnesota's workers' compensation law.

This policy also **DOES NOT** cover your workers' compensation liability under another state's workers' compensation law if your injured employee elects to receive benefits under that other state's workers' compensation law in lieu of receiving workers' compensation benefits payable under Minnesota law.

This policy **DOES** provide coverage under Minnesota's workers' compensation law for benefits to your injured employees who regularly perform their primary duties of employment within Minnesota but who are injured outside of this state, as required by Minn. Stat. §176.041, subd. 2-4 (2009).

Coverage for out of state employees can be complicated. If you do business outside Minnesota, employ persons that perform work outside Minnesota or have any question regarding what benefits are provided to your employees by Minnesota's workers' compensation law, you should consult your insurance agent or other knowledgeable professionals regarding your obligations in this area.



PO Box 480
212 SE 10th Street
Grand Rapids, MN 55744
Phone: (218) 326-9637
Fax: (218) 326-9638

**INVOICE
NO.
21478**

Customer:
HARRIS TOWNSHIP
C/O BECKY ADAMS
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Job: 1911
2019 HARRIS TWP ROAD GRADING

INVOICE DATE	INVOICE NO.	CUSTOMER NO.	PAYMENT TERMS	CONTRACT NO.
5/3/2019	21478	HAR005	On Rcpt	

QUANTITY (HRS)	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
4	4/22/19 GRADER	140.00	560.00 *

Payment due upon receipt. Invoices over 30 days will be subject to 1.5% finance charge.

TOTAL AMOUNT DUE \$560.00

* means item is non-taxable

Computer Enterprises

Computer Enterprises
 212 North Pokegama Ave
 Grand Rapids, MN 55744
 United States
 2183261897
 Fax:

Date
04/30/2019

Bill To
Harris Township 30037 Harristown Road Grand Rapids, MN 55744 United States

Invoice Number: 75092
Invoice Date Range: 04/01/2019 to 04/30/2019
Payment Terms: Due upon receipt

Date	Item Description	Type	Resource Name	Billable Hours	Quantity	Rate/Cost	Billable Amount
04/29/2019	Task/Ticket: Cleanup needed T20190425.0001 Summary Notes: Evaluated the notes. Cannot troubleshoot Xerox problem here due to it probably being a network issue. I believe the IP address for this laptop has changed which is why the Xerox is not scanning to it. Cleared up the issue with the email, Outlook is only set up with the appropriate email. Performed basic clean up, computer seems health and found only 4 pups. Peggy will pick up computer to bring onsite for me to work remotely in the afternoon.	Labor	Shaw, Rob	0.50	0.50	85.00/hour	42.50
04/29/2019	Task/Ticket: Cleanup needed T20190425.0001 Summary Notes: Norton antivirus was controlling a rule that prevented connections on port 445. Created a new rule to allow it in the firewall. Scan to folder was working after the new rule was put in place.	Labor	Shaw, Rob	2.00	2.00	85.00/hour	170.00

Auto Draft is now available. Please contact Krissy for information.

Total Billable Hours	2.5000
Total Billable Amount	\$212.50
Total Taxes	\$0.00

Grand Total \$212.50

WE HAVE MOVED!!
THE NEW LOCATION IS:
212 NORTH POKEGAMA AVE, GRAND RAPIDS
WE ARE 2 DOORS DOWN FROM WAYNE'S AUTO



Harris Township

EMF

Payroll related services, please pay from this invoice.
2281-142695 Account # 22810565

Invoice Date 4/30/2019
Invoice Number 22238913

Page: 1 of 1

	item	summary
Harris Township G391 - Grounds Laborer Merwin, Aaron Wayne 4/28/2019 Regular Time 32.00 hours @ \$16.28 per hour Job Subtotal: G391 - Grounds Laborer	\$520.96	\$520.96
G795 - Caretaker Vetsch, Bryanna 4/28/2019 Regular Time 5.25 hours @ \$19.50 per hour Job Subtotal: G795 - Caretaker	\$102.38	\$102.38
Invoice Total		\$623.34

For questions regarding your account, contact Duluth/Superior MN at (218) 624-4416

Express offers total client care, professional search, HR services and employment solutions at all levels.

1



Account Number	22810565
Invoice Number	22238913
Invoice Date	4/30/2019
Amount Due	\$623.34
Due Date	5/10/2019

PDF

Please make check payable to Express Services, Inc.

FIN: 840909680



2281

Harris Township
ATTN: Treasurer
20876 Wendigo Park Road
Grand Rapids, MN 55744

Express Services, Inc.
P.O. BOX 203901
Dallas, TX 75320-3901



Please return this portion with your payment

000000022238913

000000000142695

00062334

Cancel Payment

Payment Summary

Payment: \$600.05

There are no scheduled payments.

	Payment
LCP Electric Service Account 500567550 WENDIGO WARMING HOUSE, GRAND RAPIDS, MN	\$126.43
LCP Electric Service Account 500602100 CEMETARY, GRAND RAPIDS, MN	\$63.81
LCP Electric Service Account 500571150 CRYSTAL, GRAND RAPIDS, MN	\$66.31
LCP Electric Service Account 102000853 SERVICE CENTER, GRAND RAPIDS, MN	\$207.00
LCP Electric Service Account 500598750 STREET LIGHT ACCOUNT, GRAND RAPIDS, MN	\$136.50
Edit Amount »	
Total Payment:	\$600.05

Continue

Select Payment Date & Method

Payment Confirmation



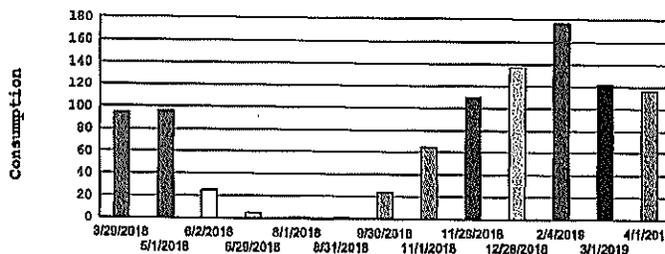
NORTHWEST GAS
314 MAIN ST NE - PO BOX 721
MAPLETON, MN 56065-0721

Toll Free 800-367-6964 or 507-524-4103

Statement Date - 4/4/2019

Account Number: 440600.01

HARRIS TOWNSHIP HALL
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744



Location: 21998 AIRPORT RD, GRAND RAPIDS Meter No: 19233489 Actual Budget

Base Gas Charge-01

Current Reading on: 4/1/2019 of 2,802 - Previous Reading on: 3/1/2019 of 2,698 = 104ccf

104ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02470 = 116 therms @ 0.96000

Tax

Purchased Gas-02

104ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02470 = 116 therms @ 0.48730

Tax

TOTAL CURRENT MONTH BILLING

PAST DUE BALANCE - PAYABLE UPON RECEIPT

FINANCE CHARGES

TOTAL BALANCE DUE

Basic Service Charge

\$15.00

\$111.36

\$8.69

\$56.53

\$3.89

\$195.47

\$166.49

\$2.50

\$364.46

PAYMENTS RECEIVED IN THE LAST 30 DAYS

KNOW WHAT'S BELOW CLICK OR

CALL BEFORE YOU DIGI DIAL 811

OR CALL 1-800-252-1166

WWW.GOPHERSTATEONECALL.ORG

DATE AMOUNT TYPE CHECK NO COMMENT

TO ASSURE PROPER CREDIT TO YOUR ACCOUNT - PLEASE RETURN THIS PORTION WITH YOUR PAYMENT



Check here and complete form on reverse side for Address Change Information

Check here and complete form on reverse side for Automatic Payment Plan information



HARRIS TOWNSHIP HALL

DUE DATE: 4/25/2019

ACCOUNT NUMBER: 440600.01

TOTAL BALANCE DUE: **\$364.46**

AMOUNT ENCLOSED: \$

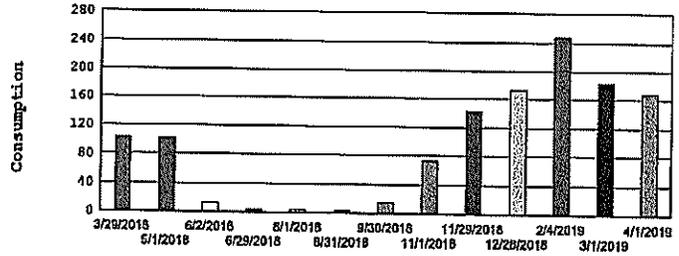
NORTHWEST GAS
314 MAIN ST NE - PO BOX 721
MAPLETON, MN 56065-0721



NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721
 Toll Free 800-367-6964 or 507-524-4103

Statement Date - 4/4/2019
 Account Number: 440601.01

HARRIS TOWNSHIP MAINT BLDG
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744



Location: 20876 WENDIGO PARK RD, GRAND RAPIDS Meter No: 19233593 Actual Budget

Base Gas Charge-01	Basic Service Charge	\$15.00
Current Reading on: 4/1/2019 of 3,078 - Previous Reading on: 3/1/2019 of 2,928 = 150ccf		
150ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02470 = 168 therms @ 0.96000		\$161.28
Tax		\$12.12
Purchased Gas-02		
150ccf x Pressure Factor of 1.09000 x BTU Factor of 1.02470 = 168 therms @ 0.48730		\$81.87
Tax		\$5.63
TOTAL CURRENT MONTH BILLING		\$275.90
PAST DUE BALANCE - PAYABLE UPON RECEIPT		\$241.22
FINANCE CHARGES		\$3.62
TOTAL BALANCE DUE		\$520.74

Handwritten signature and scribbles over the total balance due amount.

KNOW WHAT'S BELOW CLICK OR
 CALL BEFORE YOU DIG! DIAL 811
 OR CALL 1-800-252-1166
 WWW.GOPHERSTATEONECALL.ORG

PAYMENTS RECEIVED IN THE LAST 30 DAYS

<u>DATE</u>	<u>AMOUNT</u>	<u>TYPE</u>	<u>CHECK NO</u>	<u>COMMENT</u>
-------------	---------------	-------------	-----------------	----------------

TO ASSURE PROPER CREDIT TO YOUR ACCOUNT - PLEASE RETURN THIS PORTION WITH YOUR PAYMENT



- Check here and complete form on reverse side for Address Change Information
- Check here and complete form on reverse side for Automatic Payment Plan Information



HARRIS TOWNSHIP MAINT BLDG

DUE DATE: 4/25/2019
ACCOUNT NUMBER: 440601.01
TOTAL BALANCE DUE: \$520.74
AMOUNT ENCLOSED: \$

NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721

Scenic Range News Forum
PO Box 70
Bovey, MN 55709
218-245-1422
cindy@scenicrangenewsforum.com

Invoice

INVOICE # 14966
DATE 04/18/2019

BILL TO

Becky Adams, Treasurer
Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DESCRIPTION	QTY	RATE	AMOUNT
2x6 B&W Publish B&W Ad: 2 Column by 6 Inch Appointed Treasurer April 4, 11, 18	3	54.00	162.00

PLEASE INCLUDE YOUR INVOICE NUMBER ON YOUR CHECK

BALANCE DUE

\$162.00



PO BOX 489
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
www.vzw.com/mybusinessaccount	986510508-00001	Past Due
Change your address at http://sso.verizonenterprise.com	Invoice Number	9828106805

Quick Bill Summary

Mar 13 - Apr 12



HARRIS SERVICE CENTER
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

000020722

Previous Balance <i>(see back for details)</i>	\$306.03
Payment -- Thank You	-\$153.03
Balance Forward Due Immediately	\$153.00
Monthly Charges	\$144.21
Usage and Purchase Charges	
Voice	\$36.00
Messaging	\$0.00
Data	\$0.00
Surcharges and Other Charges & Credits	\$9.85
Taxes, Governmental Surcharges & Fees	\$3.00
Total Current Charges Due by May 04, 2019	\$193.06

Verizon Wireless News
Now It's Easier To Get Help Online
Our new online support experience saves you time by giving you access to the help you need when you need it. Sign In to get personalized help that's specific to your bill, plan and devices. Visit go.vzw.com/support.

Total Amount Due \$346.06

Pay from phone	Pay on the Web	Questions:
#PMI (#766)	vzw.com/mybusinessaccount	1-800-922-0204 or *611 from your phone



HARRIS SERVICE CENTER
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

Bill Date April 12, 2019
Account Number 986510508-00001
Invoice Number 9828106805

Total Amount Due

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$346.06

\$.

P.O. BOX 25505
LEHIGH VALLEY, PA 18002-5505



98281068050109865105080000100000019306000000346069



Invoice Number Account Number Date Due Page

9828105805 986510508-00001 Past Due 3 of 13

Overview of Shared Usage

Participating Lines as of 04/12/19	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost	
Talk - Nationwide for Business Share	3	1	1,200	1,344	144	\$36.00

Overview of Lines

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Credits	Taxes, Governmental and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
218-244-1811 Clerk Harris	5	\$48.07	---	---	\$1.82	\$1.00	---	\$50.89	---	20	248,643KB	---	---	---
218-244-5247 Maintenance Harris	6	\$48.07	\$36.00	---	\$6.21	\$1.00	---	\$91.28	1275	418	730,193KB	---	---	---
218-398-5033 Caretaker Harris	12	\$48.07	---	---	\$1.82	\$1.00	---	\$50.89	69	76	33,146KB	---	---	---
Total Current Charges		\$144.21	\$36.00	\$0.00	\$9.85	\$3.00	\$0.00	\$193.06						



Invoice Number Account Number Date Due Page

9828106805 986510508-00001 Past Due 4 of 13

Shared Usage Overage Details

Current Usage

TALK – NATIONWIDE FOR BUSINESS SHARE

Shared Usage Overage Details

			Allowance	Used	Billable	Cost
AMERICAS CH EMAIL & DATA 400	218-244-5247	MAINTENANCE HARRIS	400	1,275	144	\$36.00

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.



Summary for Clerk Harris: 218-244-1811

Your Plan

Americas Ch Email & Data 400

\$64.09 monthly charge
 400 monthly allowance minutes
 \$.25 per minute after allowance

Friends & Family

UNL Text Messaging

Unlimited M2M Text
 Unlimited Text Message

Email & Data Unlimited

Unlimited monthly kilobyte

Beginning on 03/29/16:

25% Access Discount

M2M National Unlimited

Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min

Unlimited monthly OFFPEAK

UNL Picture/Video MSG

Unlimited monthly Picture & Video

Have more questions about your charges?
 Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Americas Ch Email & Data 400	04/13 - 05/12	64.09
25% Access Discount	04/13 - 05/12	-16.02
		\$48.07

Usage and Purchase Charges

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	14	---	---
Unlimited M2M Text <i>messages</i>	unlimited	1	---	---
Picture & Video <i>messages</i>	unlimited	5	---	---
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	248,643	---	---
Total Data				\$0.00
Total Usage and Purchase Charges				\$0.00

Surcharges

Fed Universal Service Charge	1.65
Regulatory Charge	.17
	\$1.82

Taxes, Governmental Surcharges and Fees

MN 911/Teletelery Chrg	1.00
	\$1.00

Total Current Charges for 218-244-1811 \$50.89



Summary for Maintenance Harris: 218-244-5247

Your Plan

Americas Ch Email & Data 400
 \$64.09 monthly charge
 400 monthly allowance minutes
 \$.25 per minute after allowance

Friends & Family

M2M National Unlimited
 Unlimited Mobile to Mobile

UNL Night & Weekend Min
 Unlimited OFFPEAK

Email & Data Unlimited
 Unlimited monthly kilobyte

Beginning on 09/19/12:
 25% Access Discount

UNL Picture/Video MSG
 Unlimited monthly Picture & Video

UNL Text Messaging
 Unlimited monthly M2M Text
 Unlimited monthly Text Message

Have more questions about your charges?
 Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Americas Ch Email & Data 400	04/13 - 05/12	64.09
25% Access Discount	04/13 - 05/12	-16.02
		\$48.07

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared <i>minutes</i>	400 (shared)	1275	144	36.00
Mobile to Mobile <i>minutes</i>	unlimited	153	---	---
Total Voice				\$36.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	349	---	---
Unlimited M2M Text <i>messages</i>	unlimited	32	---	---
Picture & Video <i>messages</i>	unlimited	37	---	---
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	730,193	---	---
Total Data				\$0.00

Total Usage and Purchase Charges **\$36.00**

Surcharges

Fed Universal Service Charge	6.04
Regulatory Charge	.17
\$6.21	

Taxes, Governmental Surcharges and Fees

MN 911/Telerelay Chrg	1.00
\$1.00	

Total Current Charges for 218-244-5247 **\$91.28**

Detail for Maintenance Harris: 218-244-5247

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
3/13	9:37A	218-326-1274	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	3	---	---	---
3/13	11:26A	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	3	---	---	---
3/13	12:22P	218-256-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	4	---	---	---
3/13	1:18P	218-256-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	1	---	---	---
3/13	3:11P	218-999-9733	Peak	PlanAllow	Bovey MN	Incoming CL	5	---	---	---



Detail for Maintenance Harris: 218-244-5247

Voice, continued

Date	Time	Number	Rate	Usage Type	Origination	Destination	Mn.	Airtime Chrgs	LD/Other Chrgs	Total
3/20	3:20P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Incoming CL	5	---	---	---
3/20	3:33P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Incoming CL	7	---	---	---
3/20	4:26P	218-327-1440	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	4	---	---	---
3/21	8:49A	218-327-5800	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	3	---	---	---
3/21	8:52A	218-327-5860	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	1	---	---	---
3/21	8:58A	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	1	---	---	---
3/21	9:59A	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	---	---	---
3/21	12:23P	218-327-5860	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	1	---	---	---
3/21	1:07P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	16	---	---	---
3/21	2:19P	218-327-5860	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	---	---	---
3/21	3:44P	218-256-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	7	---	---	---
3/21	4:10P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	12	---	---	---
3/21	4:22P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	9	---	---	---
3/22	9:06A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	15	---	---	---
3/22	10:46A	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	1	---	---	---
3/22	10:48A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	15	---	---	---
3/22	11:03A	218-259-0317	Peak	PlanAllow	Grand Rapi MN	Incoming CL	7	---	---	---
3/22	11:10A	218-244-6382	Peak	M2MAllow	Grand Rapi MN	Coleraine MN	8	---	---	---
3/22	11:52A	218-340-8852	Peak	M2MAllow	Grand Rapi MN	Incoming CL	4	---	---	---
3/22	12:11P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Incoming CL	18	---	---	---
3/22	2:35P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	4	---	---	---
3/22	3:58P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Incoming CL	7	---	---	---
3/22	4:09P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Cohasset MN	4	---	---	---
3/25	10:07A	218-244-6382	Peak	M2MAllow	Grand Rapi MN	Incoming CL	2	---	---	---
3/25	10:34A	218-256-1216	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
3/25	10:38A	218-259-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	3	---	---	---
3/25	1:24P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	10	---	---	---
3/25	1:58P	218-327-2858	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	---	---	---
3/25	3:58P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Incoming CL	4	---	---	---
3/25	4:13P	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	4	---	---	---
3/25	4:17P	218-328-5242	Peak	PlanAllow	Grand Rapi MN	Incoming CL	12	---	---	---
3/25	4:32P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
3/25	4:32P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
3/25	4:32P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	14	---	---	---
3/25	4:50P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	9	---	---	---
3/26	7:56A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	5	---	---	---
3/26	8:07A	218-259-1192	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
3/26	8:08A	218-259-1192	Peak	PlanAllow	Grand Rapi MN	Incoming CL	8	---	---	---
3/26	8:19A	218-259-1551	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	2	---	---	---
3/26	8:20A	218-259-1551	Peak	PlanAllow,CallWait	Grand Rapi MN	Incoming CL	2	---	---	---
3/26	9:18A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Incoming CL	3	---	---	---
3/26	9:35A	218-326-1200	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	11	---	---	---
3/26	10:00A	218-244-6382	Peak	M2MAllow	Bovey MN	VM Deposit CL	2	---	---	---
3/26	10:18A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	3	---	---	---
3/26	10:48A	218-244-6382	Peak	M2MAllow	Grand Rapi MN	Incoming CL	6	---	---	---
3/26	12:59P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	7	---	---	---



Detail for Maintenance Harris: 218-244-5247

Voice, continued

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
4/02	7:40A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	20	---	---	---
4/02	4:00P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	---	---	---
4/02	4:03P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Incoming CL	5	---	---	---
4/02	4:21P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Incoming CL	4	---	---	---
4/03	8:57A	218-244-6382	Peak	M2MAllow	Bovey MN	VM Deposit CL	1	---	---	---
4/03	10:29A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
4/03	10:41A	218-244-6382	Peak	M2MAllow	Grand Rapi MN	Coleraine MN	3	---	---	---
4/03	10:51A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Incoming CL	21	---	---	---
4/03	2:20P	218-326-1274	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	3	---	---	---
4/03	3:28P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Incoming CL	9	---	---	---
4/03	4:14P	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Incoming CL	14	---	---	---
4/03	4:28P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	13	---	---	---
4/03	4:39P	218-256-1216	Peak	PlanAllow,CallWait	Grand Rapi MN	Incoming CL	3	---	---	---
4/03	4:41P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	6	---	---	---
4/04	11:53A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	9	---	---	---
4/04	3:44P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Incoming CL	10	---	---	---
4/04	4:08P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Incoming CL	9	---	---	---
4/04	4:19P	218-256-3398	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
4/04	4:20P	218-259-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	6	---	---	---
4/04	4:26P	218-256-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	13	---	---	---
4/04	4:39P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	21	---	---	---
4/05	11:10A	218-259-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	4	---	---	---
4/05	11:38A	218-244-6382	Peak	M2MAllow	Grand Rapi MN	Incoming CL	1	---	---	---
4/05	11:38A	218-244-6382	Peak	M2MAllow	Grand Rapi MN	Incoming CL	2	---	---	---
4/05	12:47P	218-256-3398	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
4/05	12:53P	218-256-3398	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	---	---	---
4/05	12:56P	218-256-3398	Peak	PlanAllow	Grand Rapi MN	Incoming CL	2	---	---	---
4/05	1:08P	218-256-3398	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	---	---	---
4/05	1:15P	218-244-6382	Peak	M2MAllow	Grand Rapi MN	Coleraine MN	1	---	---	---
4/05	2:35P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	31	---	---	---
4/05	4:08P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Cohasset MN	3	---	---	---
4/05	4:10P	218-999-9733	Peak	PlanAllow	Grand Rapi MN	Incoming CL	6	---	---	---
4/05	4:15P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	16	---	---	---
4/05	6:57P	218-256-1216	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
4/08	9:37A	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	8	---	---	---
4/08	10:50A	218-244-6382	Peak	M2MAllow	Grand Rapi MN	Coleraine MN	3	---	---	---
4/08	11:25A	218-256-1216	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	1	---	---	---
4/08	11:29A	218-259-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	5	---	---	---
4/08	11:33A	218-326-6917	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	6	---	---	---
4/08	12:02P	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Incoming CL	13	---	---	---
4/08	12:18P	218-256-7411	Peak	PlanAllow	Grand Rapi MN	Incoming CL	13	---	---	---
4/08	1:07P	218-259-0544	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	11	---	---	---
4/08	1:33P	218-244-6382	Peak	M2MAllow	Grand Rapi MN	Coleraine MN	6	---	---	---
4/08	3:39P	218-259-0544	Peak	PlanAllow,PartAllow	Grand Rapi MN	Incoming CL	15	1.50	---	1.50
4/08	3:54P	218-256-1216	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	9	2.25	---	2.25
4/09	8:14A	218-259-3398	Peak	PlanAllow	Grand Rapi MN	Coleraine MN	10	2.50	---	2.50



Summary for Caretaker Harris: 218-398-5033

Your Plan

Americas Ch Email & Data 400
 \$64.09 monthly charge
 400 monthly allowance minutes
 \$.25 per minute after allowance

Friends & Family

UNL Text Messaging
 Unlimited M2M Text
 Unlimited Text Message

Email & Data Unlimited
 Unlimited monthly kilobyte

Beginning on 01/08/16:
25% Access Discount

M2M National Unlimited
 Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
 Unlimited monthly OFFPEAK

UNL Picture/Video MSG
 Unlimited monthly Picture & Video

Have more questions about your charges?
 Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Americas Ch Email & Data 400	04/13 - 05/12	64.09
25% Access Discount	04/13 - 05/12	-16.02
		\$48.07

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared <i>minutes</i>	400 (shared)	69	---	---
Mobile to Mobile <i>minutes</i>	unlimited	10	---	---
Night/Weekend <i>minutes</i>	unlimited	13	---	---
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	52	---	---
Unlimited M2M Text <i>messages</i>	unlimited	5	---	---
Picture & Video <i>messages</i>	unlimited	19	---	---
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	33,146	---	---
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Fed Universal Service Charge	1.65
Regulatory Charge	.17
\$1.82	

Taxes, Governmental Surcharges and Fees

MN 911/Teletelery Chrg	1.00
\$1.00	

Total Current Charges for 218-398-5033 \$50.89



Need-to-Know Information

Explanation of Surcharges

Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. **Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.**

Bankruptcy Information

If you are or were in bankruptcy, this bill may include amounts for pre-bankruptcy charges. You should not pay pre-bankruptcy amounts; they are for your information only. In the event Verizon receives notice of a bankruptcy filing, pre-bankruptcy charges will be adjusted in future invoices. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

Late Payment Information

A late payment applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, or as permitted by law. Failure to pay bills on time may result in negative credit reporting.

FUSC Change

The Federal Universal Service Charge (FUSC) is a Verizon Wireless charge that is subject to change each calendar quarter based on contribution rates prescribed by the FCC. On April 1, the FUSC decreased to 5.12% percent of assessable wireless charges, other than separately billed interstate and international telecom charges. The FUSC on separately billed interstate and international telecom charges decreased to 18.80% percent. For more details, please call 1-888-684-1888.

Important Information Regarding Your Customer Agreement

Verizon Wireless is updating parts of your Customer Agreement. In addition to reorganizing the "My Privacy" section, we provided examples of disallowed damages in the "Waivers and Limitation of Liability" section. For Prepaid customers, we clarified what happens when you have insufficient funds in your prepay account. Visit www.vzw.com for the complete Customer Agreement.

WELLS FARGO

WELLS FARGO® BUSINESS CARD

VISA

Page 1 of 4

Prepared For	TC
Account Number	
Statement Closing Date	04/19/19
Days in Billing Cycle	30
Next Statement Date	05/20/19

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 77033
Minneapolis, MN 55480-7733

Credit Line	\$2,500
Available Credit	\$1,601

Payment Information

New Balance	\$854.75
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	05/14/19

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$196.96
Credits	-	\$0.00
Payments	-	\$400.51
Purchases & Other Charges	+	\$1,058.30
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$854.75

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	18.490%	.05085%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	26.240%	.07189%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$25.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/14/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

See reverse side for important information.

DETACH HERE



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
03/19	03/21	24610432F09FFA4ED	THE HOME DEPOT #2834 GRAND RAPIDS MN		21.00
03/20	03/21	24055232G60VP2KS6	L & M SUPPLY GRAND RAPID GRAND RAPIDS MN		34.94
03/26	03/26	24755422M7JY57W8B	COLE HARDWARE HANK GRAND RAPIDS MN		7.65
03/27	03/27	24610432P09FFGH3W	THE HOME DEPOT #2834 GRAND RAPIDS MN		61.50
04/01	04/01	24755422V4Z5LGJNY	COLE HARDWARE HANK GRAND RAPIDS MN		16.02
04/01	04/01	24765012W2LR7282M	BURGGRAF'S ACE HARDWAR GRAND RAPIDS MN		27.81
04/03	04/03	24610432Y09FGHP2F	THE HOME DEPOT #2834 GRAND RAPIDS MN		42.26
04/03	04/03	24760622YBB9WXTXQ	DAKOTA SUPPLY GROUP FARGO ND		523.63
04/06	04/06	2469216302XJ1D5N0	NORTON *AP1279897113 877-294-5265 CA		117.56
04/06	04/06	7485620310A97ZV3E	ONLINE PAYMENT	400.51	
04/08	04/08	24610433309FJ49G5	THE HOME DEPOT #2834 GRAND RAPIDS MN		13.48
04/09	04/09	240731434S6XHGRAA	CARROT TOP INDUSTRIES 919-7326200 NC		150.15
04/15	04/15	24610433A09FJ07T6	THE HOME DEPOT #2834 GRAND RAPIDS MN		12.48
04/17	04/17	24610433Q09FL8P8V	THE HOME DEPOT #2834 GRAND RAPIDS MN		29.82

0-1-2

Wells Fargo News

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*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

Payment Request

Harris Township
Itasca County

Name: Peggy Clayton
Address: 20356 Wendigo Park Road
Grand Rapids

Date	Description	# Hours	Rate	Amount
4/8/2019	Itasca County Township Association Meeting	fixed rate	\$60.00	\$60.00
4/10/2019	Regular Meeting	fixed rate	\$60.00	\$60.00
4/24/2019	P & D Meeting	fixed rate	\$60.00	\$60.00
Monthly	Supervisor Wages/chair	fixed rate	\$500.00	\$500.00
Additional Work:				
4/1/2019	Employee performance appraisal 12:00-1:00 pm	1	\$18.70	\$18.70
4/2/2019	Work Session re: Clerk JD, and 2019 Employee comp/Admn policy	1.5	\$18.70	\$28.05
4/4/2019	Spring Short Course/Sugar Hills 8:30-3:30 pm	7	\$18.70	\$130.90
4/15/2019	Work Session re: Clerk JD and Employee Comp/Admin policy	1	\$18.70	\$18.70
4/16/2019	Meeting with caretaker at hall 2pm-2:45pm	0.75	\$18.70	\$14.03
4/18/2018	Work Session re: Clerk JD 6pm-7:15 pm	1.25	\$18.70	\$23.38
4/18/2019	Work Session re: pay request policy/Resolution 7:15-7:30 pm	0.25	\$18.70	\$4.68
4/24/2019	Local Collaborative Committee Meeting 11:00am-1:00 pm	2	\$18.70	\$37.40
	TOTALS			\$275.84
NO PAY		Mileage		
4/1/2019	Contact Wells Fargo re: adding Ken on check signing-.75			
4/1/2019	Etime for caretaker to Express - .50			
4/1/2019	Work on Clerk JD and qualifications- 2 hrs			
4/1/2019	Email Treasurer JD-.25			
4/3/2019	Shop for hall office supplies, and clean up hall office, etc-2hrs.	8		
4/3/2019	Work on Clerk JD and qualifications,ad and posting for paper-1.75hr			
4/3/2019	Retrieve call on hall phon (1 call for hall rental)have to ctaker-.25			
4/3/2019	Work on boys and girls club resolution for brd. meeting-.75			
4/3/2019	Email Treasurer JD-.25			
4/3/2019	Email Treasurer JD-.25			
4/3/2019	Pull together changes with Clerk JD-.50			
4/5/2019	Pull together work session meeting minutes of 4/2-.50			
4/5/2019	Pull together final comments re: Employee Appraisal-.50			
4/5/2019	Retrieve calls from hall phone VM(2 calls for hall rental)gave to ctaker-.25			
4/5/2019	Work on Clerk phone/email and change name, etc-1 hr			
4/5/2019	Pick up and drop off mail (mileage)	6		
4/6/2019	Email Treasurer JD-.25			
4/5/2019	Park and cemetery inspections (mileage)	21		
4/8/2019	Call Express re: summer help-.25			
4/8/2019	Retrieve calls on hall phone VM (2 calls for hall rental)-.25			
4/8/2019	Pick up board packets (mileage)	9		
4/8/2019	Etime for caretaker to Express-.50			
4/8/2019	Email Treasurer JD-.25			
4/8/2019	Email Treasurer JD-.25			
4/8/2019	Email Treasurer JD-.25			
4/10/2019	Email Treasurer JD-.25			
4/10/2019	Email Treasurer JD-.25			
4/11/2019	Go to Wells Fargo to add Ken (mileage)	10		
4/11/2019	Call Express to let them know summer help is starting work-.25			

4/11/2019	Call Andy Shaw office and schedule meeting-.25			
4/11/2019	Go to Wells Fargo and make deposit for Becky			
4/11/2019	Mail bills for Treasurer			
4/12/2019	Pick up and drop off mail (mileage)	6		
4/12/2019	Fix posting for Board of Audit-.25			
4/12/2019	Pull together nay Shaw verbiage for letter to Karin Grandia-.25			
4/12/2019	Email Treasurer JD-.25			
4/12/2019	Pull together Treasurer interview questions for 4/15 meeting-3 hrs			
4/12/2019	Parks and cemetery inspections (mileage)	21		
4/13/2019	Email from business re: lawn maintenance service for 2019-.25			
4/13/2019	Email Treasurer JD-.25			
4/13/2019	Call re: Breezy Lane Road needing to be plowed-.25			
4/14/2019	Call re: Jane Lane needing to be plowed-.25			
4/14/2019	Etime for caretaker to Express-.50			
4/14/2019	Email Treasurer JD-.25			
4/14/2019	Update Facebook-.25			
4/15/2009	Meet with Becky and Ken re: treasurer interview questions-2 hr			
4/15/2019	Contacted by caretaker re:questions-.50			
4/16/2019	Pull together work Session Minutes of 4/15-.50			
4/16/2019	Tweak Treasurer interview questions, etc-.50			
4/17/2019	Set up copier with Kim/Xerox 11 am-2 pm-2 hr			
4/17/2019	Email Treasurer JD-.25			
4/18/2019	Meet with Andy Shaw 10-11 am-2 he (mileage)			
4/18/2019	Update Facebook-.25			
4/18/2019	Work on Resolution for Pay Request Policy-.75			
4/19/2019	Pick up and drop off mail (mileage)	6		
4/19/2019	Go to Auditor office and talk with Vicki re: elections/Clerk-.25	9		
4/19/2019	Go to Assessor office and talk with Corey re:BOA-.25			
4/19/2019	Look for 2018 agenda packets at townhall-.50			
4/19/2019	Tweak clerk jd after meeting with Auditor Elections Coord-.25			
4/19/2019	Email Treasurer JD-.25			
4/20/2019	Parks and cemetery inspections (mileage)	21		
4/21/2019	Email Treasurer JD-.25			
4/23/2019	Email Treasurer JD-.25			
4/23/2019	Update Facebook-.50			
4/24/2019	Pull together Mow-daddy contract for 2019 season -2 hrs			
4/25/2019	Drop off conditional use permit and township recommendation at Environmental Services Dept. (Mileage)	9		
4/25/2019	Dropped laptop at Computer Enterprises			
4/26/2019	Pick up and drop off mail (mileage)	6		
4/27/2019	Go to hall and check on door being unlocked (mileage)-door was locked	6		
4/28/2019	Email to MAT attorney re: Cemetery referral program-.25			
4/28/2019	Email to Vic Williams re: fishing tournament organizers/licenses-.25			
4/28/2019	Update Facebook-.75			
4/28/2019	Email to Express re: 2019 contract-.25			
4/28/2019	Pull together "authorization for release of data"for Treasurer, and draft letter of acceptance for individual chosen-1.50 hour			
4/29/2019	Call Computer Enterprises re: laptop-.50			
4/29/2019	Call Kim with Xerox re: issues with laptop connecting to copier-.50			
4/29/2019	Pick up laptop from Computer Enterprises and bring to hall(mileage)	9		

4/29/2019	Connect laptop to copier and work with Rob from computer enterprises via remote access (1:15-3:45 pm) 2.75 hours			
4/29/2019	Pick up and drop off mail	6		
4/29/2019	Finalize interview questions for Treasurer; review new employee letter, and authorization for release of data w/Becky and Ken-1hr			
4/29/2019	Send out Clerk JD-.25			
4/30/2019	Send out Clerk JD-.25			
4/30/2019	Park and Cemetery Inspections (mileage)	21		
TOTALS				
Reimbursements:				
March	Mileage @ .58/mile x 316	174.00	\$0.580000	\$100.92
4/3/2019	Office supplies for hall at Dollar Tree			\$38.48
4/3/2019	Office supplies for hall at Walmart			\$14.30
<i>Total reimbursements requested:</i>				\$153.70

ADDITIONAL DEDUCTIONS

(\$125.00)

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.

Peggy Clayton
Signature

28-Feb-19

Date

Payment Request

Caretaker

Harris Township
Itasca County

Name: Peggy Clayton
Address: 20356 Wendigo Park Road
Grand Rapids

Date	Description	# Hours	Rate	Amount
Key meetings				
Cleaning:				
4/1/2019	Call re: hall rental for April 6th; hall already reserved	0.25	\$13.00	\$3.25
4/2/2019	Clean hall and review reports w/ caretaker	1.25	\$13.00	\$16.25
4/3/2019	Go over hall rentals, lease agreement, questions, etc., w/caretaker; 5:30-6:00 pm	0.5	\$13.00	\$6.50
4/5/2019	Key meeting with 4/13 renter 9:00-9:30am	0.5	\$13.00	\$6.50
4/5/2019	Key meeting with 4/7 renter 9:30-10:00 am	0.5	\$13.00	\$6.50
4/8/2019	Home Depot for hall supplies/back to hall, etc., 12:00-1:15 pm	1.25	\$13.00	\$16.25
TOTALS		4.25	\$13.00	\$55.25
Texts, calls				
Laundry:				
4/3/2019	Review end of month report process w/caretaker	0.75	\$13.00	\$9.75
4/3/2019	Call 4/7 renter to schedule key meeting; left message	0.25	\$13.00	\$3.25
4/3/2019	Call 4/12 renter to schedule key meeting for 4/5 at 5:15 pm	0.25	\$13.00	\$3.25
4/3/2019	Call 4/13 renter to schedule key meeting for 4/5 at 9:00 am	0.25	\$13.00	\$3.25
4/3/2019	Scheduled key meeting with 4/7 renter for 4/5 at 9:30 am	0.25	\$13.00	\$3.25

TOTALS 1.75 \$13.00 \$22.75

alendar, 3-ring binder, duties, etc turned over to Bryanna Vetsch at 1:15 pm on 4/8/2019

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.

Peggy Clayton 30-Apr-19

 Signature Date

Payment Request

Harris Township
Itasca County

Name: Kenneth Haubrich
Address: 28677 Norberg Drive
Grand Rapids, MN 55744

Date	Description	# Hours	Rate	Amount
4/8/2019	Itasca County Township Association Meeting	fixed rate	\$ 60.00	\$ 60.00
4/14/2019	Regular Meeting	fixed rate	\$ 60.00	\$ 60.00
4/24/2019	Planning and Development Meeting	fixed rate	\$ 60.00	\$ 60.00
	Supervisor Monthly Salary	fixed rate	\$ 400.00	\$ 400.00
Additional Work:				
4/1/2019	Meet with Maint	1	\$ -	\$ -
4/1/2019	Call from constituent regarding installation of a culvert	0	\$ -	\$ -
4/2/2019	Work Session - Clerk job discription, salary, admin policy	1.5	\$ 18.70	\$ 28.05
4/3/2019	Meet with Maint	0.5	\$ -	\$ -
4/4/2019	MAT Spring Short Course for Supervisors	7	\$ 18.70	\$ 130.90
4/8/2019	Calls to Schauer and A-1 Concrete Contractors, garage floor	0	\$ -	\$ -
4/8/2019	Meet with Maint	1	\$ -	\$ -
4/9/2019	Call from Schaure Concrete and Rapids Plumbing	0	\$ -	\$ -
4/9/2019	Prep for Regular Meeting	2	\$ -	\$ -
4/9/2019	Call from Constituent regarding zoning for fencing	0	\$ -	\$ -
4/9/2019	Visit Lake View Trail road project - ditching issue	1	\$ -	\$ -
4/14/2019	Return 5 phone calls and 2 emails concerning snowplowing		\$ -	\$ -
4/15/2019	Meet with Maint	1	\$ -	\$ -
4/15/2019	Meet with Treasurer and Clerk on pay request	1	\$ -	\$ -
4/15/2019	Work Session - Clerk Job Discription, Employee Salaries	1	\$ 18.70	\$ 18.70
4/17/2019	Meet with Attorney Andy Shaw on Show Cause	1	\$ -	\$ -
4/18/2019	Set-up printer at township hall	3	\$ -	\$ -
4/18/2019	Work Session, pay request and clerk duties	1	\$ 18.70	\$ 18.70
4/24/2019	Prep for P&D Meeting	2		
4/25/2019	Meet with Maint. Direct and Review P&D Meeting	0.5	\$ -	\$ -
4/25/2019	Emails concerning vendor contracts	1	\$ -	\$ -
4/25/2019	Inspect tennis court, basketball, and picknick area	1	\$ -	\$ -
4/25/2019	Inspect tennis court, basketball, and playground area	1	\$ -	\$ -
4/25/2019	Wells Fargo Bank - signature card	1	\$ -	\$ -
4/29/2019	Meet with Maint	1	\$ -	\$ -
4/29/2019	Interview questions for Treasurer	1	\$ -	\$ -
4/29/2019	Phone call - Nicholis Drive, Email - fenching question	0.25	\$ -	\$ -
4/29/2019		0.25	\$ -	\$ -
4/30/2019	Meet with Maint	1.5	\$ -	\$ -
4/30/2019	GPS locate "End of Maint" signs - Stoney Point, Mishawauka			
			Total	\$ 738.
			pera	
			fica	

Payment Request

Harris Township
Itasca County

Name: Jim Kelley
Address: 20387 Field Crest Rd.
Grands Rapids, MN

Date	Description	# Hours	Rate	Amount
4/24/2019	Planning and Development Meeting	fixed rate	\$ 60.00	\$ 60.00
4/8/2019	Itasca County Township Association Meeting	fixed rate	\$ 60.00	\$ 60.00
4/10/2019	Regular Meeting	fixed rate	\$ 60.00	\$ 60.00
Monthly	Supervisor Wages	fixed rate	\$ 400.00	\$ 400.00
Additional Work:				
4/2/2019	WORK SESSION	1.5	\$ 18.70	\$ 28.05
4/15/2019	WORK SESSION	1	\$ 18.70	\$ 18.70
4/18/2019	WORK SESSION	1.25	\$ 18.70	\$ 23.38
4/18/2019	WORK SESSION	0.5	\$ 18.70	\$ 9.35
			\$ 18.70	\$ -
			\$ 18.70	\$ -
			\$ 18.70	\$ -
			\$ 18.70	\$ -
			\$ 18.70	\$ -
			\$ 18.70	\$ -
			\$ 60.00	
			\$ 18.70	\$ -
			Total	\$ 659.48
			pera	
			fica	
			medi	
			fed	
			state	
			Net pay	
Reimbursements:				
173	Mileage		0.58	\$ 100.34
	Other Expenses			
<i>Total reimbursements requested:</i>				

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.

Check amt:

4/30/2019
DATE

Jim Kelley
Signature

Payment Request

Name: Michael Schack _____

Harris Township

Address: 17990 Wendigo rd _____

Itasca County

Date	Description	Hours	Amount
	Monthly Wages	Fixed Rate	400.00
4-10	Regular Board Meeting	Fixed Rate	60.00
4-24	P and D meeting	Fixed Rate	60.00
4-8	Itasca Township Meeting	Fixed Rate	60-00
Additional Work			
Date	Description	2	
Date	Description	1	
4-1	Employee review derrick	1	18.70
4-2	Work session	1.5	28.05
4-4	Spring short course	6	112.20
4-11	TTF	2	37.40
4-15	Work session	1	18.70
4-18	Work session	1.25	23.38
4.18	Work session	.25	4.68
Mileage			
Date	Description		
4-1	Am mtg	1	
4-8	Am mtg Landings	2	
4-12	Talked with resident about snow plowing	.5	
4-15	Am mtg		
4-19	Discussed hydrant usage with resident	.5	
4-22-29	Am mtg landings and culverts	2	
	Total		823.11
	pera		
	fica		
	medicare		
	federal		
	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.

Michael Schack

Payment Request

Name: Kati Pierce April 2019

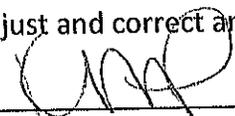
Harris Township

Address: 30091 Sunny Beach Rd GR

Itasca County

Date	Description	Hours	Amount
4/2019	Clerk	Fixed Rate	600.00
4/10/19	Regular Board Meeting	Fixed Rate	60.00
4/24/19	P and D meeting	Fixed Rate	60.00
	Reorganizational Meeting	Fixed Rate	
4/2019	Sexton	Fixed Rate	100.00
	See attached list for work performed		
			820.00
	Total		
	pera		
	fica		
	medicare		
		federal	
		state	
		Net Pay Total	
		18.70	

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.



 *Please sign

April 2019

4/2 Communication with Peggy 15min

4/2 E-mail follow up on old message not relayed to me about cemetery

4/3 Communication with Peggy 25min

4/4 Upload Resolutions and Minutes for 3.28- Publication for 4/10 45min

4/5 Duluth monument 20min

4/5 Burial communication 10min

4/5 Message to Derrick on a weekend burial, Scan in 4/10 packet, Tried to update computer 3hr

Read the purple law book 3hr

4/6 Rescan in packet per Peggy's additions 2hr

4/7 Received bills from Becky, sent all to printer and uploaded to website 1hr

4/8 Connected with Derrick on weekend burial for 5/4- confirmed with resident 30min

4/8 Connect with another res who wants to do burial on 5/11 she has questions that I need to research- make a note to call Ken when I have a minute.

4/9 Communication with Peggy and Derrick 25min- email res confirmation of availability 5/11

4/10 Work Session postings, Reg meeting set up, printed e-mails that came in and forwarded to chair, Attend meeting, edit minutes from the 4/10 meeting sent to chair. Updated website per the 2 items from the meeting the Board requested be on the website, (MAT Advocacy and Scholarship and Official Address)- uploaded the minutes and publication to the website that were approved at the meeting on 4/10. 6hr- including meeting time

4/11 connecting with Harold Review for Publications of 5/2 meeting and official address 45 at least- they were busy and hard to reach today. Call from res on renting the hall, connected them with Bry, and Redid postings for the work sessions per Peggy- they need to be separated for the notices 1 hr

4/13 Picked up check from service center for the 5/4 burial. Updated the computer, windows and Lenovo- 1 lenovo update to go 2hr

4/14 Cleaned up the desktop of computer and placed the items saved there to the correct folders .45

4/15 communication with another res who would like to do a 5/25 burial. Communication with Derrick also, sent off the policy and rates to her- will call her tomorrow evening to answer any other questions and follow up 30min

4/16 Quick call to Ken on the 2 burials same day/ same family question, to be placed on agenda- Ken also provided his packet items. Confirmed with Mike on what his agenda items are. Drafted agenda based on what I have so far along with the carry over items from 4/10. Sent Derrick e-mail with a list of

what I have for the mo. of May and how things are lined up, confirmed all purchased sites for those that are looking to book. 5hr

Set up appointment for cemetery on Sat to purchase new lots and to confirm the locations res would like each sister placed in for the sites already owned and collect paperwork and payment for a 5/11 burial. 15min

Ran last computer update

4/17 communication with Peggy and Derrick, Drop off computer, pull/print the items I have for agenda already together. 2.5 hr

4/18 Town hall to learn new copier after Peggy had set up. Look for 2018 packets that were removed from file drawer.

4/20 6hr.

Complete the 4.24 packet, copies for packets and originals to sign after meeting. 9 copies

Cemetery run to meet res who is having burial for sisters 5.11 payment and copies of death certificate/return originals/ and walk through with them to find a site for them also. Will be sending a check for Section 3, Block 5, Lot 2, Sites 1-4 in the next weeks to the service center to prepare deed.

Print 6 copies each of the sales documents for the BOA meeting 5/2.

Update website- per Peggy's print out- corrections to meeting dates and calendars, Clerk and Caretaker contact info under town hall links and parks, upload updated town hall policy.

4/22 Password changes, scanning issues- scanned packet in and loaded to the website. Loaded the Clerk position to the website to be turned on after the meeting on 4.24. 2hr 45min

4/24 set up hall, correction to the clerk posting, meeting, 3 postings, upload the clerk position to the website- shut off the treasurer posting- leave computer for peggy for fixing- 3.5hr

4/26 monument company call- 2 to set, called her and left a VM- no response

Call and texts from res, grandson- wants to purchase a stone, family has not confirmed the burial yet or made final payment- 30min

4/27 grab blk book from hall, met with res at cemetery- sold site 1hr.

4/28 call with Derrick for the 2 stones to set- he will touch base with her as I haven't heard back yet and she wants to lay them tomorrow.

4/29 Call with Peggy- computer done also. 15min

4/30 hall, scan in all the minutes and admin policy that were approved 4/24, originals in the folders for correlating mo.- copies of the admin policy for each sup, drop off \$\$ and receipt for Becky for the lot sold, sent copies of the rolodexes that Derrick needs to grab. Also forwarded Derrick a list from Rowe on pending burials. Taking computer home to load all onto website and edit the minutes from 4/24 and prepare Deed. 2hr.

The updates are not allowing me to connect to home internet?? Prepared Deed and Minutes from 4.24 to send Peggy, will stop up at hall to send 1.25hr-

Call with Derrick, updates on stones being placed.

Upload the minutes to the website, print Deed to sign and for packet. Sent minutes to Peggy for review. 45 min

