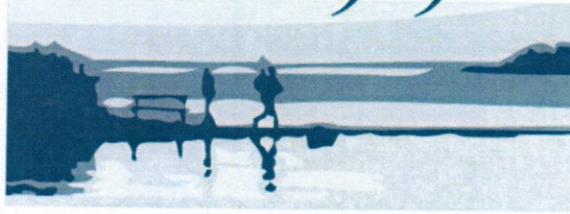


Madam Chair; Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-326-1551

Supervisor Dennis Kortekaas 326-1882
Supervisor Jim Kelley 327-0317
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Treasurer Becky Adams 259-1192
Clerk Cari Alleman 244-1811
Deputy Clerk Kati Pierce 256-7411
harristownshipclerk@gmail.com

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

www.harristownshipmn.org

Mission Statement:

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

PLANNING & DEVELOPMENT MEETING FEBRUARY 27, 2019 7:30pm AGENDA

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
3. **Approve the minutes-**
 - A. P&D Meeting 1/23/19
 - B. Work Session re: 2019 Road Projects 2/18/2019
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. Road Inspections
 - B. 5- Year Road Plan
 - C. SEH Engineer Update
7. **Recreation-**
 - A. Park and Cemetery Inspection Reports as prepared for January 2019
 - B. Rinks
 - C. Trails Task Force
8. **Correspondence-**
9. **Town Hall-**
 - A. Review town hall report as prepared by town hall caretaker for January 2019
10. **Maintenance-**
 - A. Review maintenance report as prepared for maintenance for January 2019
11. **Old Business-**
 - A. Annual Township Meeting/Postings
 - B. Audio System Update
 - C. Culvert Installation, Maintenance, and Inspection Workshop March 7, 2019
 - D. Outstanding Check

12. New Business-

- A. Cover for TV
- B. CTAS Program
- C. Andy Shaw Appointment
- D. Veteran History Project
- E. 2019 Spring Short Course, April 4, 2019

13. Bills-

- A. Approve Payments

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

15. Upcoming Meetings and Events:

- | | | |
|-------------------|---|----------------------------|
| A) March 6, 2019 | Closed Board Employee Appraisal | 6:00 pm Harris Town Hall |
| B) March 11, 2019 | Township Association Meeting | 7:00 pm Blandin Foundation |
| C) March 12, 2019 | Annual Township Meeting | 7:00 pm Harris Town Hall |
| D) March 13, 2019 | Regular Township Meeting | 7:30 pm Harris Town Hall |
| E) March 14, 2019 | Work Session re: 2019 Employee Compensation | 6:00 pm Harris Town Hall |
| F) March 19, 2019 | Alternate Date/Annual Township Meeting | 7:00 pm Harris Town Hall |
| G) March 28, 2019 | P and D Meeting | 7:30 pm Harris Town Hall |

16. Adjourn

Prepared by: Kati Pierce

Signature _____

Madam Chair: Peggy Clayton

Signature _____

PLANNING & DEVELOPMENT MEETING
January 23, 2019, 7:30pm
MINUTES

Present: Madam Chair, Peggy Clayton

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

Treasure: Becky Adams; Deputy Clerk: Kati Pierce

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
 - A. Informational minutes for the census meetings have been provided as a handout to the packet, they are already on the agenda under correspondence.
 - B. New Business-12E add pay advance for Township employees, Motion to approve these additions made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.
3. **Approve the minutes-**
 - C. P&D Meeting, November 28, 2018- Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kortekaas, passed by all.
 - D. Work Session re: Administrative Policy, January 15, 2019- Motion to approve made by Supervisor Kelley, seconded by Supervisor Kortekaas, passed by all.
 - E. Work Session re: Budgets, January 16, 2019- Motion to approve made by Supervisor Kortekaas, seconded by Supervisor Schack, passed by all.
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
 - A. Will Richter, Director, Grand Rapids Area Library- Will is here to reestablish a line of communications and thanked the Board for their continued support to the Area Library in past years. Cyndy Martin is a new member on the Board for the Grand Rapids Area Library. He reported the amount that Itasca County levies to support the library has been frozen for the last 7 years. He is here to ask the Board to increase their amount of support to the library by adding a line item to resident taxes. Over 1300 Harris Township residents have library cards, equaling roughly 10% of the public use of the library. Will respectfully requests a \$5/home be added into our 2020 budgets. The Board asks Mr. Richter to please return to the Township Annual Meeting to be addressed then as this is something that needs to be on the Agenda for a vote at that time. (Will Richter has sent copies of his hand outs to the Deputy Clerk for these to be in the Agenda Packet for the Annual Township Meeting.)
 - B. Rich Libby, Wendigo Park Road- Mr. Libby was present to ask if there were any updates on the land sale. He has additional information for the Board, sharing that the estimated appraisal of the land was at \$32,60. He voiced his concerns when the Township has roughly \$138,000 invested into it. He indicated that he had spoken to residents and that those he spoke to were not aware of a land sale possibility. He was hoping the Board decides not to sell the corner lot and wants to make sure that there is a buffer along the Harris Cemetery to offer privacy. He asked the Board if they did research and if they also have had it appraised and zoned properly. He would like this put off to a work session and would like to have the opportunity to put some other ideas together. He wanted the Board to know that the market is poor for selling at this time and that is a large loss on the value that the land was purchased for.
5. **Consent Agenda-**

6. Roads-

- A. 2019 Road Project Update (SEH)- Allie Jurvelin was present to thank the Board for appointing SEH for another year contract with the Township and looked forward to continuing working with the Board. The 2018 projects that were not completed will be done in conjunction with the 2019 projects. She wanted the Board to consider including the culvert on Field Crest road as part of the work to be done. She has also received information that Norberg Drive was in need to be checked and looked as a possible project for upcoming years. She would like the opportunity to check that road in the spring when the snow is gone to determine the condition of the road before offering an opinion.

Gary Drive, Sunny Beach Addition, Alicia Place, Tolerick, Crystal Springs Road, Mishawaka Shores Derive have been looked at for proposed 2019 road projects in addition to those not complete in 2018. The Boards discussion was to stick with the plan to get the bids, and move forward with the current plan of what was to be completed in 2018 and Norberg Drive will be on the radar for the near future. Supervisor Kelley asked for a rough estimate for the end of Little Crystal and the culvert on Field Crest as those were add ons to the budget. He also asked about the pros and cons of using 3.5 v. 4 inches of pavement. Allie reported the comparison is minimal. 4" pavement is really only needed on the very high traffic road and those that have larger vehicle usage. The roads being looked at should be more than sufficient at 3.5 inches of pavement.

Supervisor Kelley also asked Allie about the online bidding that they will be starting. Allie reported that they will have the option to complete all bidding online. The jobs will be uploaded into their system, SEH will upload the plans and contractors will be going on the site and bidding online. They can post online, who the contract will go to once the bidding is closed. The Board would not need to do a bid opening meeting if they chose this option, the bids are still locked and no one can see until the bid closes. It also allows contractors to change their bids until the bid closes. No extra cost for doing the bids online.

- B. Sunny Beach Road Addition- Supervisor Kelley had a resident call to see if he could fill in the ditch across his driveway. This item was tabled until April when the Board can get out to see the road, and the drop off they would like to fill. The resident reported it is a steep drop off and it makes it difficult to turn and pull in with boats and trailers.
- C. Little Crystal Lane Easement Survey- Supervisor Kelley reported that Allie is already on top of the issue and is waiting on Allie and Andy Shaw, Township Attorney to work this out and get a response to the Board.
- D. Norway Road Constituent Question- Supervisor Haubrich reported he received an e-mail from a resident that owns 40 acres off Norway and was wondering how to gain access to his land as there is no county or township road that goes by his land. Supervisor Kelley had the same issue some time ago with another resident along the other side of the property. The County has no record of a County road that has ever gone past the property. Supervisor Kortekaas will check into it, as he feels that he did some research in years past, and will bring it forward when he has more information.

7. Recreation-

- A. Park and Cemetery Inspection Reports as prepared, for November 2018, and December 2018- Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.
- B. Trails Task Force Update- Supervisor Schack reported that 2 weeks ago was the last meeting so some things may be out of date. Mount Itasca has been going strong, serving roughly 200 people per day. Tourists are coming up to ride and enjoy the area. The Groomer hasn't been crossing Lake Pokegama to do the lake portion of the trails but after this cold snap they should be going through without issue. This fresh snow has helped move the trails along and making them nice for riders. Cohasset has fat tire bikes to try out for free, trails are starting in the Tiogo area and they have a

groomer specially designed for the fat tire bikes. February there will be a fundraiser for the Boys and Girls club with golfing on the lake. Regardless of the weather the event will move forward and should be a lot of fun. February 19th is a fat tire bike race at the Forest Lake History Center. ATV's are starting to plan already for their trails this spring.

C. FireWise Update- Supervisor Schack reported he received an email from Bill Brink that there is a program offering 150- \$500 grants for groups to get together and do projects related to making things fire safe. Please contact Supervisor Schack for more information at 218-340-8852.

8. Correspondence-

A. Minutes of November 30, 2018 Census Meeting- Information only-

B. Minutes of December 10, 2018 Census Training- Information only-

Supervisor Kelley noted we do not need to take minutes of other meetings. Madam Chair will not be signing off on these, as again the meetings were not our meetings. The Board can only accept these minutes, and cannot approve these minutes as this was not a Township meeting.

9. Town Hall-

A. Review town hall report as prepared, for November 2018, and December 2018- Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all. Madam Chair noted, the Caretaker position is still open, if you are interested please contact Express employment at 328-326-9461.

10. Maintenance-

A. Review maintenance report as prepared, for November 2018, and December 2018- Motion to approve made by Supervisor Schack, seconded by Supervisor Kortekaas, and passed by all.

11. Old Business-

A. Newsletter- Thank you Cyndy Martin!! Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all. The newsletter will be sent to Rapids Printing. Once completed, the Board will work together to stamp and get in the mail.

B. Town Hall TV- FYI, we have the TV and the Board is excited to have it as a tool.

C. Treasurer Job Description and Qualifications- Treasurer Adams went through the job description again and tweaked some of the duties. Madam Chair and Treasurer Adams would like to also have a "how to" of the duties pulled together for the Treasurer position in addition to the job description. They will pull it together and have it ready and back on the Regular Meeting in February for Board approval. The Board will be looking to post the position possibly in March. Motion by Supervisor Kelley to move the "how to" of the job duties to the regular meeting, seconded by Supervisor Haubrich and passed by all. This will allow Treasurer Adams to ensure that she catches all the year-end work with audits and budgets.

D. Mediacom Service Center Hi-speed Internet Update- Supervisor Haubrich reported that is installed and working. Treasurer Adams will be canceling the (old) internet with the Century Link, but the phone lines will be staying the same. Mediacom will be going door to door throughout the township/newly hooked up areas to make sure that people are happy, and answer any questions. They will be identifiable to residents, in uniform and have business cards/badges. Madam Chair will put something on the Facebook to notify residents that they will be stopping by door to door.

E. LaCrosse, Soccer, and Little League Update- Supervisor Schack took charge and contacted all the teams (involved) and asked them to work together to coordinate their schedules. He believed they would be able to coordinate the use of the fields.

F. Reschedule Board of Audit Work Session and Budget Session (January 29, 2019)- Motion to move the Board of Audit to the already set January 30th budget work session, by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all. Meeting to start at 6pm. Madam Chair reported the Clerk is aware of the proposed change. An updated posting will go up.

G. Reschedule Budget Work Session Location of February 6, 2019- As the township now has a tv, the board is able to hold budget sessions at the town hall. Motion to change location to the Town

Hall, with the same date of February 6th, by made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.

- H. Public Land Sale- Madam Chair reported that back in August the Board held a public hearing, and discussed the options of holding a land sale. This item was tabled to October for further review. In October it was again tabled to the January P&D meeting. Madam Chair reported that the board had not done any further research, and the Board has not moved forward with anything at the time of this meeting. Supervisor Kelley had been contacted by some residents that have urged them to use caution on the sale of the land. Madam Chair had been contacted by constituents interesting in purchasing, if the Board moves in that direction. The Board is not ready to make a decision and decided to table it to the May P&D meeting. Prior to that meeting the land will be surveyed, and the board will then look at what options they have available. Supervisor Haubrich made a motion to table to May P&D, seconded by Supervisor Kortekaas and passed by all.

12. New Business-

- A. Administrative Policy- The Board held a work session to review the (annual) Administrative Policy, and made changes where applicable. The Treasurer is now appointed, and not elected. Madam Chair made note that the 2019 mileage rate is now 58 cents per mile. As the Compensation for Officers and Employees runs into April 2019, no rate changes were made. It was further decided to schedule a work session at the P and D Meeting to review the compensation for Officers and employees. Supervisor Haubrich made a motion to approve the Admin Policy, seconded by Supervisor Schack and passed by all.
- B. Schedule Work Session re: 2019 Compensation for Officers, Employees, and Judges (Administrative Policy portion)- The Board had discussions regarding setting the compensations prior to the last budget session. February 6th is the budget meeting, and it was suggested to have the compensation policy work session, right before the budget session on that same date. Motion to have the Compensation Policy at 5:00 PM on February 6th made by Supervisor Kelley, seconded by Supervisor Kortekaas, passed by all. The Budget meeting will follow at 6:00 pm.
- C. Resolution Authorizing Contract with Interested Officers- Motion to move forward with the 2019 contract again made by Supervisor Kelley, seconded by Supervisor Schack and passed by all. Deputy to draft and send to Madam Chair for review.
- D. Laverne and Carol Stone Variance Application/Hearing- The Stones completed paperwork for construction of a garage on their current property. A variance would be needed to move in the direction. The public hearing will be held on a February 13th. The Board completed the necessary Township "Facts of Finding" to make a recommendation for the public hearing. Roll Call on questions: Q1- Yes, Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q2- Yes, Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q3- Yes, Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q4- Yes, Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q5- N/A, doesn't apply, issues not addressed with home owner. Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q6- N/A- no survey noticed or known. Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Final Recommendation- Yes to the recommendation by Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Madam Chair will bring the "Findings of Fact" recommendation, along with the signed variance application, to Dan Swenson at Environmental Services, in the morning. Madam Chair will also be attending the hearing.
- E. Pay advance request to employees- Madam Chair reported there is nothing in State Law to prevent a pay advance request to employees. She did reach out to MAT for their response. The response received was that if the board ventured in that direction, a policy would need to be pulled together addressing a variety of issues, concerns, etc... i.e. what amount would be allowed, what constitutes the hardship, how often a request is allowed, how it will be paid back, etc. Any repayment plan also could not bring the hourly wage down to less than the minimum hourly wage. M.S. language would also need to be followed. Another item to consider would be to pay twice per month. Discussion followed. The Board took this information into consideration, and may address at a later time.

13. Bills-

A. Approve Payment of Bills- Discussion held on the Transportation bill which was pulled from the Regular Meeting for \$31,212.72. Treasurer Adams reported that he Township was charged annually for the plowing and then the sand and salt was charged for what the county actually used, for the dates Oct2017-Feb2018 billing cycle. Discussion followed. Treasurer Adams cautioned that all bills need to be sent to the service center address, and that bills are paid as we receive them. She requested the board pay the bill for \$ 31,212.72 from the bill list of the January 9th Regular Meeting. Supervisors will need to initial the bill list, from the last meeting.

Treasurer Adams received an alarm form from the Sheriff’s Department, which the board needs to complete, as to which supervisors they should contact if an alarm goes off. Supervisors Kelley, and Haubrich, along with Madam Chair will be the contacts for the Sheriff to contact (if an alarm goes off.)

Go Daddy sent a bill to Treasurer Adams for our website domain name renewal. The fine print of the renewal indicates that we can possibly change from Go Daddy to another provider. Treasurer Adams will research as to which provider the board should go with, and which makes more sense.

The SEH bill on the bill list is incorrect- it should be \$945.00 and not \$65.00.

Bill total is \$ 6,136.34; Approve checks 18127-18133- Motion to approve made by Supervisor Kelley, seconded by Supervisor Schack and passed by all.

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

15. Upcoming meetings/events-

- Wed. Jan. 30 Board of Audit and Budget Session.....6:00 pm Harris Town Hall
- Wed. Feb. 6 Compensation of Board and Employees.....5:00 pm Harris Town Hall
- Wed. Feb. 6 Budget Session..... 6:00 PM Harris Town Hall
- Mon. Feb. 11 Itasca County Township Association.....7:00 pm Blandin Foundation
- Wed. Feb. 13. Regular Township Meeting.....7:30 pm Harris Town Hall
- Wed. Feb. 27 P and D Meeting.....7:30 pm Harris Town Hall

16. Adjourn: A motion was made by Supervisor Haubrich, and seconded by Supervisor Kelley to adjourn the meeting; motion passed by all.

Prepared by: Kati Pierce
Signature 

Madam Chair: Peggy Clayton
Signature _____

Work Session
February 18, 2019 @ 5:00pm
MINUTES

Present: Madam Chair, Peggy Clayton

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

Clerk: Cari Ann Alleman

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Finalizing Roads-**

Ali from S.E.H. will be moving to St Cloud, the board is proposing to keep her on in the future. She will get back to the board and will let us know. Will add to the agenda for the P & D meeting.

Paved Roads:

Kelley had a spreadsheet of the roads. 5 year plan and costs...2018 bid projects, budget \$350,000 bid 382,840.86 with add on of \$15,000 with a negative number of \$47,820.86.

We have \$400,000 for 2019 we need to decide where we are going to spend the money.

We need to do something for the Sunny Beach corner where the bump signs are. Look at throwing some hot mix and use for a temp fix to be able to hold over until the Sunny Beach can be back on the road plan in the near future.

Discussion on Tolerich (\$174,500) It was paved in 1999- stumps are buried in the turn-around (possibly) the price could go up.

2019- The board decided on Alicia and Gary Drive. The total of the two is \$348,682.00 out of the \$400,000. The remaining balance will rollover to the following year. Lakeview trail intersection is added for the amount of \$20,000.

2020- Tolerich Road and Norberg Drive.

2021- Sunny Beach Road

2022- Sunny Beach Road

2023- Mishawaka Shores

Could be subject to change.

Gravel Road: (\$20,000)

It costs \$15,000 to do ½ mile of 4 inches thick gravel. Metsenhuber Road we will do a 4 inch lift this spring.

Crack filling: (\$45,000)

The board will look at roads once the frost is out of the roads to determine which roads need to be done this year.

Motion to adjourn Kelley seconded by Haubrich passed by all.

Prepared by: _____

Cari-Ann Alleman, Clerk

Approved by: _____

Peggy Clayton, Madam Chair

IF ROAD IS GOOD MARK GOOD, IF NEEDED ATTENTION CHECL PROPER COLUMN

STREET NAME	LENGTH	TYPE	INSPI	GOOD	POT	HC	WASH	NEEDS	BRUSH	SIGNS	CULVE	SHOUL	NOTES OR LOCATION OF ISSUE
Bayview Place	0.3	Gravel	X	X									
Bear Creek Rd.	1.7	Gravel	X	X									
Breezy Lane	0.1	Gravel	X	X									
Carol Street	0.2	Gravel	X	X									
Davis Rd.	10	Gravel	X	X									
Forest View Trail	0.1	Gravel	X	X									
Hauser Rd.	0.25	Gravel	X	X									
Hughes Rd.	0.25	Gravel	X	X									SNOW NEEDS PUSHED BACK AT INTERSECTION
Jane Lane	0.5	Gravel	X	X									
Lakeview Trail	0.3	Gravel	X	X									
Metzenhuber Rd.	0.1	Gravel	X	X									
Pennala Rd.	0.1	Gravel	X	X									SNOW NEEDS PUSHED BACK AT INTERSECTION
Pine Crest Rd.	0.2	Gravel	X	X									
River Ridge Rd.	0.2	Gravel	X	X									SNOW NEEDS PUSHED BACK AT INTERSECTION
River View Drive	0.6	Gravel	X	X									SNOW NEEDS PUSHED BACK AT INTERSECTION
Robinson Landing		Gravel											
Root Rd.	0.3	Gravel	X	X									
Schmidt Rd.	0.45	Gravel	X	X									
Wendigo Park Circle	0.4	Gravel	X	X									
Wendigo Park Rd.	2.9	Gravel	X										SNOW NEEDS PUSHED BACK AT INTERSECTION
Nancy Drive	0.25	Gravel	X	X									
Norway Rd.	0.1	Gravel	X	X									SNOW NEEDS PUSHED BACK AT INTERSECTION
Sunset Drive	0.2	Gravel	X	X									
Sunset Lane	0.3	Gravel	X	X									
Vroman Rd.	0.25	Gravel	X	X									
Wagon Wheel Ct Rd.	0.25	Gravel	X	X									
Alicia Place	0.55	Paved	X	X									
Alicia Spur	0.1	Paved	X	X									
Apache Drive	0.2	Paved	X	X									
Aspen Drive	0.75	Paved	X	X									SNOW NEEDS PUSHED BACK AT INTERSECTION
Birch Hill Drive	0.38	Paved	X	X									
Birch Street	0.8	Paved	X	X									
Casper Landing	0.2	Paved	X	X									
Cemetery		Paved	X	X									
Chippewa Drive	0.3	Paved	X	X									
East Harris	0.6	Paved	X	X									
Field Crest Rd.	0.5	Paved	X	X									
Gary Drive	0.45	Paved	X	X									
Harbor Heights Rd.	0.3	Paved	X	X									
Isle View Rd.	0.3	Paved	X	X									
Jess Harry Rd.	0.1	Paved	X	X									
Kathryn Avenue	0.25	Paved	X	X									
Keyview Drive	0.5	Paved	X	X									
Lakeview Drive	0.4	Paved	X	X									
LaPlant Landing		Paved	X	X									
Little Crystal Lane	0.5	Paved	X	X									
Melody Rd.	0.25	Paved	X	X									
Mishawaka Landing		Paved	X	X									
Mishawaka Rd.	1.55	Paved	X	X									
Mishawaka Shores Tr	0.6	Paved	X	X									
Mohawk Drive	0.08	Paved	X	X									
Nicholas Street	0.4	Paved											
Norberg Drive	0.6	Paved	X	X									
Pine Landing Drive	0.45	Paved	X	X									
Pine Street	0.15	Paved	X	X									
Robinson Rd.	0.3	Paved	X	X									
Romans Rd.	0.25	Paved	X	X									
Ruff Shores Rd.	0.15	Paved	X	X									SNOW NEEDS PUSHED BACK AT INTERSECTION
southwood Rd	1.4	Paved	X	X									
stony Point Rd.	0.4	Paved	X	X									
sunny Beach Addition Rd	0.35	Paved	X	X									
sunny Beach Rd.	5.7	Paved	X	X									SNOW NEEDS PUSHED BACK AT INTERSECTION
sunny Lane	0.2	Paved	X	X									
olerick Rd.	0.4	Paved	X	X									
ownship Hall		Paved	X	X									
nderwood Rd.	1.55	Paved	X	X									SNOW NEEDS PUSHED BACK AT INTERSECTION

HARRIS TOWNSHIP 5 - YEAR PLAN

	ROAD		COST
1	GARY DRIVE	RECLAIM	\$130,682.00
2	TOLERICH ROAD	RECLAIM/SUB GRADE	\$174,500.00
3	ALICIA PLACE	RECLAIM	\$218,000.00
4	SUNNY BEACH ADDITION	RECLAIM/ADD LENGTH	\$100,000.00
4	MISHAWKA SHORES DRIVE	RECLAIM/SUB GRADE	\$302,000.00
6	SUNNY BEACH ROAD	RECLAIM	\$1,932,000.00
7	NORBERG DRIVE	RECLAIM	\$174,500.00
		TOTAL	\$3,031,682.00

2018 ROAD PROJECTS

1	LITTLE CRYSTAL LANE	RECLAIM	\$145,985.50
2	WOODBINE DRIVE	RECLAIM	\$64,663.70
3	FIELD CREST ROAD	RECLAIM/SUB GRADE	\$172,191.66
4	ASPEN DRIVE	PATCH	\$0.00
		TOTAL	\$382,840.86

2019 ROAD PROJECTS

1	GARY DRIVE	RECLAIM	\$130,682.00
2	ALICIA PLACE	RECLAIM	\$218,000.00
3	LAKEVIEW TRAIL	INTERSECTION	\$20,000.00
		TOTAL	\$368,682.00

2020 ROAD PROJECTS

1	TOLERICH ROAD	RECLAIM/SUB GRADE	\$174,500.00
2	NORBERG DRIVE	RECLAIM	\$174,500.00
		TOTAL	\$349,000.00

2021 ROAD PROJECTS

1	SUNNY BEACH	RECLAIM	\$400,000.00
		TOTAL	\$400,000.00

2022 ROAD PROJECTS

1	SUNNY BEACH	RECLAIM	\$400,000.00
		TOTAL	\$400,000.00

2023 ROAD PROJECTS

1	MISHAWAKA SHORES	RECLAIM/SUBGRADE	\$302,000.00
		TOTAL	\$302,000.00

91A

Harris Township Monthly Hall Report
Caretaker Peggy Clayton. Date January 31, 2019

- 1) Cleaning, Key meetings: 12.25 hrs
- 2) Texts, calls, supplies, Miscellaneous duties/work: 9.50 hrs
(Inspections, maintenance, non-routine work, Board Meeting Functions):

Notes:

**Total (all hours worked): 22.00 hrs.

Rentals:
0
1) Residents: 5

No charge/discounted ONLY by board approval _____
Notes:

2) Non-residents: 1

Discounted ONLY by board approval _____
Notes:

3) Board functions, (meetings, scheduled, elections): 4

**Total: 10

Deposits Retained: 0
Reason: _____

***Total Money Collected: 325.00

Jan-19 RENTER REGISTER

R/NR	DATE	RENTER	FUNCTION	CHECK #	#
R	5th	Kim Bishop	Baby Shower	Check #5080	50
NR	20th	Brittney Jackson	Birthday Party	Cash	100
R	22nd	Flyway Club	Meeting	Check # 8130	25
R	24th	Kathryn/Madison Kluender	Bridal Shop	Check #1009	50
R	26th	Anne Gale	Baby Shower	Check #4300	50
R	27th	Jill McKinney	Bridal Shower	Check #6489	50
				TOTAL	<u>325</u>

I DECLARE UNDER THE PENALTIES OF LAW THAT THIS ACCOUNT, CLAIM OR DEMAND IS JUST AND C
NO PART OF IT HAS BEEN PAID. MS 471.391,Subd 1:

**Peggy Clayton
INTERIM CARETAKER**

31-Jan-19

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Harris Township

January Maintenance Report

Weekly Maintenance Plan January 7th – 11th 2019

Task to be completed	Estimated hours	Priority
Clean snow and maintain hockey rinks at both parks	14	1
Clean Service Center Garages	3	2
Wash both trucks, ASV, and John Deere 1445.	6	3
Move snowbanks at the Cemetery, Town Hall, Boat landings and Roadside shoulders on Alicia Spur, Sunny Beach Addition Rd., Winston Taylor Rd., Forest View Trl. And Ruff Shores Rd.	16	1
Install outdoor light on the Wendigo Warming Shack.	1	1

Derrick

Date: 1/7/19

- Meeting with Mike and Ken. 1 hr.
- Installed new outdoor light fixture on the Wendigo Warming Shack. 1 hr.
- Clean Service Center Garage. 1 hr.

Work done that is not on the weekly plan:

- Spread sand at the Town Hall, both parks and the Cemetery. 5 hr.

Derrick

Date: 1/8/19

- Cleaned up snow banks on Alicia Spur, Sunny Beach Addition Rd., Forest View Trl., Winston Taylor Rd., Ruff Shores Rd., Woodtick Boat landing and LaPlant Boat Landing. 7 hr.

Work done that is not on the weekly plan:

- Picked up fuel for the Chevrolet Dump Truck. ½ hr.
- Spread sand on the Service Center Driveway. ½ hr.

Derrick

Date: 1/9/19

- Flooded both hockey rinks. 5 ½ hr.
- Removed snow banks and snow drifts at the Cemetery. 2 ½ hr.

Derrick

Date: 1/10/19

- Inspected both hockey rinks. **NOTE: After flooding the rinks yesterday, they turned out very nice and ready to open back up.** 1 hr.
- Cleaned up snow banks at the Town Hall. 2 hr.
- Meeting with Ken. ½ hr.
- Cleaned the Service Center Garage. 1 ½ hr.
- Sweep and mop Service Center Meeting Area. 1 hr.

Work done that is not on the weekly plan:

- Worked on the light bar on the ASV. **NOTE:** 2 of the lights had popped out of the light bar while I was moving the snow banks. I was able to fix one light but the other one had a connection break on the back of the bulb. 1 hr.
- Met with a job surveyor for Mediacom. **NOTE:** They came out to examine the job site for materials and man power needed for the job. No work was actually done today and they were unsure how soon it would be started. ½ hr.
- Fixed leak inside the utility room of the Service Center Meeting Area. **NOTE:** The hot water line inside the utility room had produced a leak around the shut off valve for the line. It has been leaking for some time. I was able to fix it. ½ hr.

Derrick

Date: 1/11/19

- Inspect both rinks and fill in smaller holes with water at Wendigo. 1 ½ hr.
- Move snow banks at Casper and Mishawaka Boat Landings. 3 ½ hr.

Work done that is not on the weekly plan:

- Fix light on the lightbar of the ASV. 1 hr.
- Work on the weekly plan for next week. 2 hr.

Weekly Maintenance Plan January 14th – 18th 2019

Task to be completed	Estimated hours	Priority
Clean snow and maintain hockey rinks at both parks	14	1
Install outdoor light on the Service Center Garage and Cemetery Garage.	2	3
Wash both trucks, ASV, and John Deere 1445.	6	3
Trim tree limbs on Sunny Beach Rd., Mishawaka Rd., Pine Landing Dr., Wendigo Park Rd.,	14	2
Install T.V. at the Town Hall.	2	1
Install BUMP signs on Sunny Beach Rd	2	1

Derrick

Date: 1/14/19

- Meeting with Mike and Ken. 1 hr.
- Fill up bags with sand and Put up 1 set of BUMP signs on the Sunny Beach Rd. 2 ½ hr.
- Inspect and clean off both hockey rinks. 2 ½ hr.
- Picked up supplies in town for the Town Hall T.V. ½ hr.

Work done that is not on the weekly plan:

- Spoke with Libbey Funeral Home and The Sexton about a burial set up for Saturday the 19th. ½ hr.
- Met with Benes to have them work on the piping inside the Service Center Meeting Area. 1 hr.

Derrick

Date: 1/15/19

- Inspected and patched up bad areas in the ice at both hockey rinks. 2 hr.
- Installed a new outdoor light on the Service Center Garage. 1 hr.
- Installed new light bulb in the outdoor fixture at the Cemetery Garage. **NOTE: After changing the bulb the light still never came on so the whole fixture might need to be changed.** 1 hr.

Work done that is not on the weekly plan:

- Plowed snow and salted the ramp area at the Town Hall. 1 ½ hr.
- Met with a family member at the Cemetery regarding the burial for Saturday. ½ hr.
- Worked on a recent burial list for the Sexton for her records. 1 hr.
- Cleaned the Service Center Garage. ½ hr.
- Worked on the snowplow wiring harness. ½ hr.

Derrick

Date: 1/16/19

- Inspected both hockey rinks. 1 hr.
- Install T.V. at the Town Hall with Mike and Ken. 2 ½ hr.

Work done that is not on the weekly plan:

- Work on grave heater. **NOTE: The heater wasn't firing properly and the generator wouldn't stay running. I made some adjustments and they both are working fine now.** 1 ½ hr.
- Located grave site, clean off, and install grave heater for site opening on Friday. 3 hr.

Derrick

Date: 1/17/19

Work done that is not on the weekly plan:

- Open burial site in section 3. 6 hr.
- Work on generator for the grave heater. **NOTE: The fuel regulator on the generator started leaking overnight and cause it to leak fuel.** 1 hr.
- Clean up fuel spill at the Cemetery. 1 hr.

Derrick

Date: 1/18/19

- Inspected rink ice and changed garbage bags at both hockey rinks. 1 hr.
- Work on the weekly plan for next week. 1 hr.
- Wash the Pickup Truck. 1 hr.

Work done that is not on the weekly plan:

- Swept and mopped the Service Center Meeting Area. 1 hr.
- Started gathering information on replacement costs for equipment. **NOTE: I was only able to get a price list for the gravely lawnmower, the other equipment was requested for a little bit of time to gather pricing. I should have the list by early next week.** 2 hr.
- Met with Mediacom and they installed the internet at the Service Center. 1 hr.
- Started updating road and cemetery files. 1 hr.

Derrick

Date: 1/19/19

- Close burial site in section 3.

4 ½ hr.

Weekly Maintenance Plan January 21st – 25th 2019

Task to be completed	Estimated hours	Priority
Clean snow and maintain hockey rinks at both parks	10	1
Update Road, Equipment, and Cemetery Files	10	3
Wash Dump Truck and ASV	4	3
Trim tree limbs on Sunny Beach Rd., Mishawaka Rd., Pine Landing Dr., Wendigo Park Rd.,	14	2

Derrick

Date: 1/21/19

- Meeting with Mike and Ken. 1 hr.
- Inspected and patched cracked spots in both hockey rinks. 1 ½ hr.
- Washed the ASV. 1 ½ hr.
- Updated and reformatted Cemetery Book. 1 hr.

Work done that is not on the weekly plan:

- Tightened 2 hoses and inspected hydraulic hoses and greased machine. 2 hr.
- Started assembling a price list for the equipment costs. ½ hr.
- Tied up loose cords behind the T.V at the Town Hall. ½ hr.

Derrick

Date: 1/22/19

Work done that is not on the weekly plan:

- Plow snow at the Town Hall. 2 hr.
- Plow snow on Alicia Spur, Winston Taylor Rd., Sunny Beach Addition Rd. Forest View trl. And Ruff Shores Rd. 2 hr.
- Clean snow from parking lots and hockey rinks at both Parks. 2 ½ hr.
- Clean the Service Center Meeting Area. ½ hr.
- Plow snow at the Service center. **NOTE: I ran out of time so I will finish tomorrow.** 1 hr.

Derrick

Date: 1/23/19

- Worked on the updating the Cemetery book. ½ hr.

Work done that is not on the weekly plan:

- Plow snow at the Service Center. 1 hr.
- Plow snow at the Cemetery. 2 hr.
- Plow snow at all boat landings. 2 hr.
- Wash the J.D. 1445, replace bolts on the augers and the edge markers on the snow blower, greased machine. 2 hr.
- Fixed loose outlet and filled sidewalk salt container at the Town Hall. ½ hr.

Derrick

Date: 1/24/19

Work done that is not on the weekly plan:

- Plow snow at the Town Hall. 2 hr.
- Plow snow on Alicia Spur, Winston Taylor Rd., Sunny Beach Addition Rd. Forest View trl. And Ruff Shores Rd. 2 hr.
- Clean snowdrifts from parking lot and around north end of the hockey rink at Crystal Park 1 hr.
- Remove snow at the Cemetery. 1 ½ hr.
- Plow snow at the Service center. 1 hr.
- Worked on snow plow wiring on the Chevrolet Pickup Truck. **NOTE: I will be speaking with Martin Snowplow in the morning, there is an electrical issue within the plugs that I can not fix. It might need a new plugin.** ½ hr.

Derrick

Date: 1/25/19

- Meeting with Ken. ½ hr.
- Cut tree limbs on Sunny Beach Rd., Bear Creek Rd., Mishawaka Rd. and Pine Landing Dr. 6 ½ hr.
- Worked on the weekly plan for next week. 1 hr.

Weekly Maintenance Plan January 28th – February 1st 2019

Task to be completed	Estimated hours	Priority
Clean snow and maintain hockey rinks at both parks	10	1
Update Road, Equipment, and Cemetery Files	8	3
Wash Dump Truck	1	3
Trim tree limbs on Pine Landing Dr.	4	1
Change oil in the Chevrolet Pickup Truck, check all other fluids, rotate tires and grease	4	2
Change oil in the J.D. 1445	1	2
Gather and record Yearly Equipment Information.	4	3
Clean and paint walls in the Service Center Garage.	8	2

Derrick

Date: 1/28/19

- Meeting with Mike and Ken. 1 hr.

Work done that is not on the weekly plan:

- Plow snow on Alicia Spur, Sunny Beach Addition Rd., Winston Taylor Rd., Forest View Trl. And Ruff Shores Rd. 2 hr.
- Plow Snow at the Town Hall. 2 hr.
- Plow snow at all boat landings. 2 hr.
- Plow snow at the Service Center. ½ hr.
- Run to town and pick up fuel for the Chevrolet Pickup Truck. ½ hr.

Derrick

Date: 1/29/19

Work done that is not on the weekly plan:

- Plow snow at the Service Center. ½ hr.
- Pick up supplies in town for the truck and Town Hall. 1 hr.
- Refinish the Wainscoting and trim throughout the Town Hall. 6 ½ hr.

Derrick

Date: 1/30/19

- Check fluids, air pressure, belt tension on the J.D. 1445. 1 ½ hr.
- Work on yearly equipment information. 1 hr.

Work done that is not on the weekly plan:

- Refinish the wainscoting and trim (second application) at the Town Hall. 5 ½ hr.

Derrick

Date: 1/31/19

- Changed oil, washed the windows, cleaned the snow blower attachment on the J.D. 1445. 1 ½ hr.
- Logged equipment, road and cemetery information into the computer. 1 ½ hr.
- Cleaned the Service Center Garage. 1 hr.

Work done that is not on the weekly plan:

- Moved snow at the Cemetery. 2 hr.
- Finished moving snow and snow banks at the Service Center. 1 ½ hr.
- Spoke with the Treasurer and Wells Fargo Bank about a charge on the Township Credit Card. **NOTE: The charge was found and taken care of, the current card was canceled and a new card has been issued.** ½ hr.

Derrick

Date: 2/1/19

- Clean snow from parking lots at both parks. 1 hr.
- Clean snow from the hockey rinks at both parks. 3 hr.
- Work on the weekly plan for next week. 2 hr.

Work done that is not on the weekly plan:

- Remove snow buildup from the north window on the Wendigo Warming Shack. 1 hr.
- Sweep and mop Service Center Meeting Area. 1 hr.

January 2019

Equipment	Total Hours	Monthly Hours
3500 Dump Truck	18201 miles	216 miles
3500 Pickup Truck	36758 miles	723 miles
Terex ASV	1252.4 hrs	19.9 hrs
E1100 heater	5794 hrs	21.6 hrs
ETQ generator	1102.9	21.8 hrs
Gravelly mower	636.5 hrs	**
JD 920 mower	577.9 hrs.	**
JD 1445 tractor	863.6 hrs	34.3 hrs
JD 7130 ditch mower	1143.8 hrs.	**
Vermeer Chipper	322.8 hrs.	**

Harris Township
Chevrolet 3500 Dump Truck

Date	Mileage	Mileage Used	Gals
1/8/2019	17339	345	47.12
Monthly Total			47.12

Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
1/16/2019	36210	235	23.68
1/28/2019	36442	232	25.88
2/7/2019	36676	234	27.46
			0
Monthly Total			77.02

ASV PT60

Date	Hours	Hours Used	Gals
1/8/2019	1234.2	5.7	5.5
1/10/2019	1240.5	6.3	8.2
1/17/2019	1247.2	6.7	6.6
Monthly Total			17.6

E1100 Ground Heater/ETQ Generator

Date	Hours	Hours Used	Gals
1/17/2019	5772.4	96	42.9
1/17/2019	1081.1	95.4	**
Monthly Total			42.9

Harris Township John Deere 1445 Tractor

Date	Hours	Hours Used	Gals
1/24/2019	840.2	16.2	11.5
2/7/2019	855.8	15.6	11
Monthly Total			22.5

Fuel Tank Fill Up

Date	Equipment	Gals at Fill	Gals
1/16/2019	fuel tank	1989	136.5
Monthly Total			136.5

Date & Place	Quantity	Item	Number	What use...	Cost
Ace 1/15	1	Halide bulb	# 429	Cemetery garage	\$30.52
L & M 2/6	1	3 gal feed pan	# 357	Tools	\$9.45
L & M 2/6	1	Wiper blade	#382	J.D. 1445	\$6.99
L & M 2/6	1	1 gal jug 5W-40 oil	# 382	J.D. 1445	\$31.49
Coles 1/11	2	Fuses	#398	ASV	\$8.53
Home Depot 1/14	1	2x4 plywood	#609	Town Hall T.V.	\$21.47
Home Depot 1/14	1	7/32 Drill bit	#357	Tools	\$2.47
Home Depot 1/14	1	3pk box Cutter knives	#357	Tools	\$18.97
Home Depot 1/16	1	Box of 2" screws	#609	Town Hall	\$8.98
Home Depot 1/15	1	Motion light outdoor	#680	Service Center	\$69.97
Home Depot 1/15	1	65W bulb	#680	Service Center	\$12.97
Home Depot 1/15	1	Noncontact voltage tester	#357	Tools	\$29.97
Home Depot 1/15	1	AC/DC voltage tester	#357	Tools	\$12.97
L & M 1/18	1	Battery cable clamps	#357	Tools	\$1.99
L & M 1/18	1	10ft extension cord	#609	Town Hall T.V.	\$4.99

Home Depot 1/21	3	24pk water	#680	Service Center	\$10.44
Home Depot 1/21	1	3x5 flag	#680	Service Center	\$19.92
Home Depot 1/21	1	3plugin outlet	#609	Town Hall T.V.	\$3.18
Home Depot 1/29	5	Old English scratch cover	#609	Town Hall	\$26.90
Home Depot 1/29	1	10 cloths	#680	Service Center	\$4.16
Home Depot 1/29	1	5pk air freshener	#680	Service Center	\$10.29
L & M 1/29	2	Gallon 5W-40 oil	#300	Chevy Pickup Truck	\$62.98
Home Depot 1/23	2	50lbs salt bags	#308	Supplies	\$17.94
Home Depot 1/23	2	Peg board straight hooks	#357	Tools	\$1.88
Brier 2/6	1	Pair of boots	#356	Clothing	\$194.99
Norton 2/5	1	Norton antivirus subscription	#680	Service Center	\$112.21
ASV 1/11	1	Grommet for light bar	#398	ASV	\$16.54
Home Depot 12/13	5	Key cuts	#609	Town Hall	\$10.95

The highlighted purchase is a receipt that I had missed for the month of December. I apologize for this mistake.

