

Chairman Peggy Clayton
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Grand Rapids, MN 55744
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Harris Township

SINCE 1909

www.harristownshipmn.org

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



NEIGHBORS, SHORES & MORE

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

PLANNING & DEVELOPMENT MEETING

June 27, 2018– 7:30pm

AGENDA

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
3. **Approve the minutes-**
 - ❖ P&D Meeting 5/23/18- KP
 - ❖ Work Session 6/20/18- CA
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
 - ❖ John Dimich, Candidate for County Attorney, Itasca
5. **Consent Agenda-**
 - ❖
6. **Roads-**
 - ❖ SEH 2018 Road Report
7. **Recreation-**
 - ❖ Park and Cemetery Inspection Reports for May, 2018
 - ❖ Trails Task Force
8. **Correspondence-**
9. **Town Hall Report-**
 - ❖ Review town hall report as prepared by town hall caretaker, dated 5/5/2108- 6/8/2018
10. **Maintenance Report-**
 - ❖ Review maintenance report as prepared for May, 2018.
11. **Old Business-**
 - ❖ Tennis Court/ Crystal Park
 - ❖ Casper Landing Work Session
 - ❖ New letter update
 - ❖ Coffee with Commissioners 7/18/2018
 - ❖ Resolution for Appointed Clerk/ Treasurer

12. New Business-

- ❖ Memo to 4 Townships in District 4, RE: Coffee with Commissioners
- ❖ Cemetery reminder of search options available from the cemetery link on our website-

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

14. Upcoming meetings/events-

- (M) July 9 Itasca County Township Association.....7:00 pm Blandin Foundation
- (W) July 11 Regular Meeting.....7:30pm Harris Town Hall
- (W) July 25 Planning and Development Meeting.....7:30 pm Harris Town Hall

PLANNING & DEVELOPMENT MEETING
May 23, 2018– 7:30pm
MINUTES

Present: Chairman: Peggy Clayton

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

Treasurer: Becky Adams; Deputy Clerk: Kati Pierce

Absent: Clerk: Cari Alleman

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
3. **Approve the minutes-**
 - ❖ P&D Meeting 4/28/18- KP Motion to approve made by Supervisor Kelley, Seconded by Supervisor Haubrich, Passed by All.
 - ❖ Work Session 5/22/18- PC Motion to approve made by Supervisor Haubrich, 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
 - ❖ Constituent request for temporary parking at Wendigo Park. Darlene Vobejda is having some issues being able to move into her home, the truck is unable to get into her location and she would like to use the park June 14th to park the truck to unload her belongings. Motion to allow her the use of the park made by Supervisor Kelley, Seconded by Supervisor Schack, Passed by All.
 - ❖ Jeff Davies received a call from Pokegama Lake Association and is here to ask for contributions for the fireworks this summer on the lake, June 30th. In years to come the hope would be to return them to the night of July 4th if funding for future years can be secured. They will be firing them off at the 18th hole of Pokegama Golf Course. Board discussion is that they would like to have a letter from the Township attorney that says that we are clear to participate and then they would not oppose participating. Motion made to contact Mr. Shaw for approval, if approved we will donate \$3,750.00 = 25% of the cost by Supervisor Kelley, Seconded by Supervisor Haubrich, Passed by All.
5. **Consent Agenda-**
 - ❖ Deed for Cemetery Lot- Motion to approve made by Supervisor Kelley, Seconded by Supervisor Haubrich, Passed by All.
6. **Roads-**
 - ❖ Road Inspection Report- Packets provided to follow along, read out loud on camera.
 - ❖ Dust Control- Quote from Dust be Gone, \$3,565.7/mile = \$12,943.50 total. Motion made by Supervisor Kortekaas, Seconded by Supervisor Schack, Passed by all to accept the bid from Dust be Gone and move forward.
 - ❖ Brushing of Stony Point Road- Board discussion on brushing this road and if we should try to do ourselves or contract it out. Motion to approve Derrick to complete the brushing made by Supervisor Kelley, Seconded by Supervisor Schack, Passed by All.
 - ❖ Wood Tick Landing- Bob Beaver will be out tomorrow on site while they are paving the patch at 7am to help with traffic and the patch will be complete tomorrow.
7. **Recreation-**
 - ❖ Park and Cemetery Inspection Reports for April, 2018- Motion to approve made by Supervisor Kelley, Seconded by Supervisor Haubrich, Passed by All.
 - ❖ Trails Task Force- The Mississippi River clean up went well.

- ❖ Firewise Update- Budget cuts to the DNR, they will continue to do education to let people know what they can do to take care of their own yards to help out. June 6th there will be kick off meeting to know more about the impact of the budget cuts.

8. Correspondence-

- ❖ Grand Rapids Area Cable Commission, 12/6/2017
- ❖ Letter from Couri & Ruppe- We will not be sending anyone this year.
- ❖ City of Grand Rapids, 4th of July Firework donation- Discussion above.
- ❖ Letter from Pat Medure/Candidate for District 5B- Candidates are welcome to come speak from the floor for 5 minutes.
- ❖ Septic Secrets- June 28th

9. Town Hall Report-

- ❖ Review town hall report as prepared by town hall caretaker, dated 4/7/2018-5/4/2018- Motion to approve made by Supervisor Haubrich, Seconded by Supervisor Schack, Passed by All. Motion to approve the flower budget made by Supervisor Haubrich, Seconded by Supervisor Kelley, Passed by All.

10. Maintenance Report-

- ❖ Review maintenance report as prepared for April, 2018. Motion to approve made by Supervisor Kortekaas, Seconded by Supervisor Kelley, Passed by All.

11. Old Business-

- ❖ Busy Bees/Township floor tiling- Quote from Floor to Ceiling and from Dorholt to replace the floor. Samples are provided on the table and quotes are in the packets. The Board had discussion on the method, potential of subfloor issues, quality and the quotes. Motion made by Supervisor Kelley to table until October when we have a better idea of costs toward the end of the year, Seconded by Supervisor Schack, Passed by All.
- ❖ Town Law Conference Update- Chairman attended the conference in April, the session covered many topics and was very informational.
- ❖ Express Employment Contract- Motion to sign the contract with Express by Supervisor Kelley, Seconded by Supervisor Haubrich, and Passed by All.
- ❖ Township Land Sale/ Work Session Update- Minutes added to packet, preliminary conversations have just started. Motion made by Supervisor Kelley to send Mr. Shaw a letter asking what our legal options and processes are on moving forward, also to please confirm the need for a public hearing, Seconded by Supervisor Haubrich, Passed by All.
- ❖ Tree work quote- Quote from Plackner Tree Care Inc. and RBS- The Board had discussion on the bids. Motion made by Supervisor Kelley to stay with Plackner, Seconded by Supervisor Schack, Passed by All. Motion made to move \$321.12 to pay for the blades made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, Passed by All.
- ❖ Media Com- July is the new projected date, things will still be completed on time.

12. New Business-

- ❖ Cemetery- The Board had discussion on the mixing of ashes, it is fine and they do not see a problem with it.
- ❖ Schedule Work Session/ 2018 Road Projects- The Board had discussion on how to work out the repairs and what we need to do to take care of the problems with so many of the roads. More information will be gathered and brought forward at a later time.
- ❖ Microphones- At one point the Clerk and Treasurer each had a microphone for the meetings, we will be more alert and try to speak into the microphone.
- ❖ Backboards for Tennis Courts- The Board had discussion on options for the back of the courts as real backboards are very expensive. Chairman found another option as an alternate, she will get some further information and we will go from there.

- ❖ Picnic Park- The Board had discussion on the needs of a portable john and thinks the use of the park may increase if there was a portable john there. The park is located where the old school use to be. Chairman will post some pictures and information on Facebook about it to help make people aware and increase use.
- ❖ Coffee with Commissioners- Chairman will try to get a schedule and see if we can set a date to do this.
- ❖ Property issues to find out what our options are- Supervisor Haubrich made a motion to contact Mr. Shaw to see what our options are. Seconded by Supervisor Schack, Passed by All.
- ❖ Second cell phone for the maintenance crew- Motion by Supervisor Kelley to cancel the phone, Seconded by Supervisor Haubrich, Passed by All.

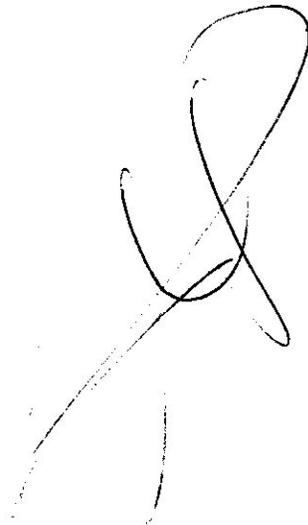
13. Public Input- Please come up to the podium and state your name and address for the record

Dan Butterflied gave information on the latest impact of the Enbridge Project and encourages everyone to pay attention to this issue and stay informed.

14. Upcoming meetings/events-

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

15. Motion to Adjourn made by Supervisor Haubrich, Seconded by Supervisor Kelley, Passed by All.



Harris Town Board
Work Session 7:00 pm
Harris Town Hall

Present were: Jim Kelley, Mike Schack, Dennis Kortekaas, Peggy Clayton, Clerk Cari Ann Alleman.

Called the meeting to order at 7:00 pm

Pledge; reading of the mission statement.

Discuss Casper Landing- attached is the email from the attorney Mr. Shaw. The board suggested we have the property surveyed, to make sure that it is correct. If it is our property we have no problem leaving the fence and garage where it is, until we need to do something about the property. The board would like to send the homeowner a letter saying they are encroaching the township property, and we are going to have the property surveyed.

Survey the property is what the board all agreed upon.

The board is slowly looking at the all the properties the townships owns each year. We are going to start looking at budgeting the landings also, to fix one each year.

Motion to move to P & D meeting to get the property surveyed, and notify the land owner, made by Kelley seconded by Schack passed by all.

Public- would like to get the landings done sooner rather than later, because house boats can't get in and out of the landings.

Motion to adjourned Kelley seconded by Schack passed by all.



Last question first:

Can we donate money from the township to give to the city of Grand Rapids to pay for fireworks? I believe you can provided the fireworks exhibition is directly sponsored by Grand Rapids and is a "public use" of funds. Minn. Stat, 471.85 allows the town to transfer its assets, including cash, to another public corporation for public use when authorized by the town Board of Supervisors. This is a blanket authorization to do so without any limitation stated in the statute. It is authority granted beyond the other specific town powers stated in Minnesota law.

What is the legal process for selling a parcel of land that the township owns? I know of no limitation of the ability of the town to sell real property. It does not require a public hearing or any formality beyond the Board of Supervisors determining such sale is in the public interest. The sale of land by the town board is authorized by Minn Stat 365.02(2). The municipal contracting law does not apply and no bid process is required. How do we move forward? First the town board must determine that the sale of this particular property is in the public interest. Secondly, as a matter of due diligence and unless it is a tract of nominal value, an appraisal should be secured to determine the value. While it is not required, I believe it is always good practice to give general public notice that the town desires to sell the parcel, set the sale value based on the appraisal and determine who may be interested. Often there is only one party interested of whom you are already aware, but others may be also. Once a purchaser is found the standard process of entering into a purchase agreement for the sale stating the terms and conditions of the conveyance should be executed by the parties and the sale proceed to conclusion as with any other real estate transaction.

We have a property issue on Casper landing... the fence/garage is actually on Harris township property. How do we move forward? That depends on with the town board desires to do. Do you have a survey proving the improvements are on the public right-of-way? Do you want the people to move the garage/fence? They can have their improvements on town property or within the town right-of-way until the end of time without obtaining any adverse rights to keep the improvements in that location. Public property is not subject to adverse possession. That being stated, however, there are multiple ways for the town to deal with this. First they can demand the parties remove their improvements. Second, they can advise the parties that the improvements are located on public property and demand that they be removed at some point in the future, such as when the improvements would need replacement, at which time they can be relocated to the private property. A third option would be to vacate that part of the public right-of-way and have it revert to the private ownership should that property not be needed for a public use. A town with urban powers has authority to do this on its own motion pursuant to Minnesota statute 368.01, Subd 25. A fourth option, one which I do not favor, is to do nothing. The town at a minimum should send a letter to the landowners advising of the encroachment, providing evidence of the same by the survey, and taking a position on whether or not the encroachment may continue on terms or whether it must be termi

PARKS (CONTINUED):

BASEBALL FIELD: 5/17/15 CEMETERY WENDIGO CRYSTAL SPRINGS

SHAPE/ANY REPAIR NEEDED: N/A

GRASS CUT/TRIMMED: N/A

BASKETBALL AREA: NET

PICNIC AREA: TABLES/BENCHES TRASH

PLAYGROUND AREA: SWINGS SLIDES TRASH ANYTHING BROKEN

HORSESHOE COURT TRASH

PARKING LOT: TRASH

ICE RINK/WARMING SHACK OUTHOUSE: CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS: Crystal out house needs to be cleaned.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	5/13/18			
GRASS CUT:		looks good	N/A	N/A
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		grass looks pretty		
PARKS:				
VOLLEYBALL COURT:		benches picked up		
NETS				
POSTS				
COURT		N/A		
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

PARKS (CONTINUED):

DATE

CEMETERY

WENDIGO

CRYSTAL SPRINGS

BASEBALL FIELD:

5/13/18

SHAPE/ANY REPAIR
NEEDED

GRASS CUT/TRIMMED

N/A

all

all

BASKETBALL AREA:

NET

Replaced

cleaned up

PICNIC AREA:

TABLES/BENCHES
TRASH

Done

Done

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

restus
grass!

grass!

HORSESHOE COURT
TRASH

PARKING LOT:
TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

✓

✓

✓

✓

Crystal - outhouse cell cleaned.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	11/21/18	A lot of Shepherd heads out		
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?		None		
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
PARKS:				
VOLLEYBALL COURT:		N/A	N/A	Residuals Spool
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET	✓		lost to good	Residuals out bracket boards
POSTS				
COURT				
GRASS CUT/TRIMMED				

(EST) at

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	5/30/18			
GRASS CUT:		Needs		
GRASS TRIMMED:		cutting		
ANY TRASH?		TRASH		
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		Candlemas?		
		SPRAY		
		not done?		
PARKS:				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT		N/A		
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

Harris Township Monthly Town Hall Report

Caretaker Amber Hart Date 6-8-18

General Cleaning 17.5 hrs.

Miscellaneous Duties/Work 27 hrs.

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

Notes:

Total (All hours worked) 42.5 hrs.

Rentals

Resident's 9

No Charge/Discounted Only by board approval 1

Notes Flyway Club ~\$25.00

Non-Residents 1

Discounted Only by Board approval _____

Notes _____

Board Functions (meetings, scheduled hold, voting) 6

Total 17

Deposits Retained _____

Total money collected 575.⁰⁰

=====
Maintenance or Safety concerns:

Harris Township May Maintenance Report

Date: 4/30/18

- Meeting with Ken and Mike. 1 hr.
- Moved and organized seasonal equipment to and from the Town Hall, Cemetery and the Service Center. 5 hr.
- Looked at the boat landings to see ice conditions for putting out the docks. I should be able to get the docks in by the end of the week. ½ hr.
- Changed out implements on the John Deere 1445. 1 hr.
- Moved file boxes to the Town Hall. ½ hr.

Derrick

Date: 5/1/18

- Fill in ruts, seeded and landscaped areas at the Town Hall. 3 hr.
- Removed corner markers at the Cemetery. 3 ½ hr.

Work done that is not on the weekly plan:

- Planning meeting with Mike and Ken. 1 ½ hr.

Derrick

Date: 5/2/18

- Cleaned up rocks in the grass at the Service Center. 3 hr.
- Drag both ballfields. 3 hr.
- Moved more items to the Town Hall from the Service Center. 1 hr.

Work done that is not on the weekly plan:

- Fixed the maintenance gate at Crystal Park. **NOTE: Someone had been hanging on it and bent the gate off of the hinge so I had to put it back on. I didn't notice any other damage.** 1 hr.

Derrick

Date: 5/3/18

- Haul items to and from the Town Hall and the Service Center. 1 hr.
- Remove downed trees in the ditch on the Wendigo Park Rd. 2 hr.
- Cleaned and tilled the playground area at Wendigo Park. 4 hr.
- Worked on the weekly plan for next week. 1 hr.

Derrick

Date: 5/4/18

- Sweep and mop the Service Center Meeting Area. ½ hr.
- Put in docks at Casper, LaPlant and Mishawaka Boat Landings. 5 hr.
- Picked up Voting Booth Curtains. ½ hr.
- Filed monthly equipment hours, receipts, fuel reports and time sheet. 2 hr.

Weekly Maintenance Plan for May 7th – 11th 2018

Task to be completed	Estimated hours	Priority
Cleanup Garbage and seasonal decorations at the Cemetery	3	1
Fill out daily time sheets	2	3
Work on the weekly plan for following week	2	3
Clean up pine needles and leaves on the Tennis court and the entire park at Wendigo Park	6	2
Drag both ballfields	3	2
Cleanup leaves and pine needles at Wendigo Picnic Park.	2	2
Mark out objects in the R.O.W. that need to be removed	8	1
Cut up and remove downed tree at the Town Hall	2	2
Seed and black dirt areas at the Cemetery	4	1
Sweep Cemetery Road	2	3
Sweep cul-de-sac at the end of the Underwood Rd.	2	3
Fix broken stop sign on Mohawk Dr.	2	1
Install garbage cans at Wendigo Park, Crystal Park, and LaPlant boat landing	1	1
Sweep and mop Service Center Meeting Area	1	3

Derrick

Date: 5/7/18

- Meeting with Mike and Ken ½ hr.
- Drove the Township with the temp help. 1 hr.
- Removed sign anchor and replaced it, Also repositioned STOP sign on intersection of Mohawk Dr. and Apache Dr. 2 hr.
- Swept Birch Hills Dr. and the Underwood Rd cul-de-sac with the John Deere 1445. 2 ½ hr.
- Swept the Cemetery road with the John Deere 1445. 1 ½ hr.
- Cleaned out air filters on the John Deere 1445. ½ hr.

Tucker

Date: 5/7/18

- Morning meeting ½ hr
- Tour the township 1hr
- Clean up cemetery 2 ½ hr
- Leaf blow tennis court at wendigo park and rake 3 hr
- Arrange rebar 1hr

Derrick

Date: 5/8/18

- Groundwork, black dirt, and seed areas of the Cemetery. 2 hr.

Work done that is not on the weekly plan:

- Picked up BUMP signs off of the Sunny Beach Rd and the Mishawaka Rd. **NOTE: One of the BUMP signs from the Mishawaka Rd. was stolen off of the post.** 1 hr.
- Level out road between the Service Center and the Cemetery. 1 hr.
- Move dirt piles and level out dumping area at the Service Center. 2 hr.
- Mark out areas for locates on Wagon Wheel Rd., Lakeview Dr., and Norberg Dr. 2 hr

Date: 5/8/18

Tucker

- unloaded rebar ½ hr
- leveled dirt and seeded at cemetery 2hr
- dragged both ball fields 3 ½ hr
- arranged rebar 2 hr

Derrick

Date: 5/9/18

- Leveled out the docks at Casper, Mishawaka, and LaPlant boat landing. 2 hr.
- Work done that is not on the weekly plan:
- Made a map of the Township properties for the summer time help. 1 hr.
 - Went over a sign replacement list and started to do an inventory on the signs. 2 hr.
 - Met with Jim from Mow Daddy lawn service. ½ hr.
 - Tied up bundles and put away the winter corner markers at the Cemetery. 2 ½ hr.

Tucker

Work done that is not on the weekly plan:

- Marked out rocks in the ditches on the Underwood Rd. 3 hr.
- Organized and cleaned the Service Center Garage. 5 hr.

Derrick

Date: 5/10/18

- Meeting with Mike and Ken. ½ hr.
- Work done that is not on the weekly plan:
- Drove around the Township with the Temp help to show the areas that we will be working on. 1 ½ hr.
 - Went over the equipment with the temp help. 1 ½ hr.
 - Picked up gas for the lawnmowers and brought the old water cooler back to Range Water. 1 hr.
 - Picked up garbage bags and water in town. ½ hr.
 - Installed garbage cans at Crystal Park, Wendigo Park, and LaPlant boat landing. 1 hr.
 - Spoke with Advantage Security Systems about our Service Center Security Alarm. We had a power surge that caused the transformer to burn out, will waiting on a call back from the maintenance department to have them replace it. 1 hr.
 - Checked out the area on Norberg Dr. and came up with a plan for ditching out the culvert. 1 hr.

Ron

- Meeting with Mike and Ken. ½ hr.
 - Raking up needles, sticks and branches at Wendigo Park. 4 ½ hr.
- Work done that is not on the weekly plan:
- Drove around the Township with Derrick to help to show the areas that we will be working on. 1 ½ hr.
 - Went over the equipment with Derrick and talk about running the equipment. 1 ½ hr.

Derrick

Date: 5/11/18

- Worked on the weekly plan for the following week. 2 hr.
- Cut up downed tree at the Town Hall. 1 hr.
- Clean up pine needles and leaves at Wendigo Park. 3 hr.

NOTE: The portable toilet was cleaned out today at Wendigo Park.

Work done that is not on the weekly plan:

- Worked on portable watering system. 1 ½ hr.
- Spoke with Jim about a possible stump pushing up in the road on Pinecrest Rd.
NOTE: I did go and look at it and I will have to try to remove it from the road in a couple of weeks. It is not a hazard at this time. ½ hr.

Ron

- Cleaned up pine needles and leaves at Wendigo Park. 6 ½ hr.
- Cleaned up pine needles and leaves at the Wendigo Picnic Park. 1 ½ hr.

Weekly Maintenance Plan for May 14th – 18th 2018

Task to be completed	Estimated hours	Priority
Vacation Time (Friday the 18 th)	8	3
Install Street name sign on Wagon Wheel Court Rd.	1	1
Remove and reinstall Slippery Road sign on Lakeview Dr.	2	1
Install Veteran Stones at Cemetery	4	1
Safety Training Class for OSHA (Thursday the 17 th)	4	3
Water new grass areas at the Cemetery	6	2
Black dirt and seed areas at the Town Hall and water	4	3
Mow the Town Hall and clean up leaves and branches	3	1
Mow the Service Center	6	2
Mow and clean up all boat landings	6	1
Remove rocks and other debris from the ditches on Mishawaka Rd and Underwood Rd	12	1
Spray fertilizer at the Cemetery	3	2
Spray the Fence lines with weed killer on all Properties.	4	2
Drag both Ballfields	3	2
Level out headstones and footstones at the Cemetery	14	1

Derrick

Date: 5/14/18

- Meeting with Mike and Ken. 1 hr
- Dug out and moved rocks from the R.O.W. of Mishawaka Rd. 6 hr
- Watered the new grass at the Cemetery. ½ hr

Work done that is not on the weekly plan:

- Advantage Security came out and fixed the alarm system at the Service Center.
NOTE: There was a breaker behind the work bench that had popped. We will need a new battery for the system. ½ hr

Tucker

Date: 5/14/18

- Morning meeting 1hr
- Raked both ball fields and cleaned parks 2 ½ hr
- Mowed and weed whipped Harris town hall 2 hr
- Mowed and weed whipped service center 2 hrs
- Picked up cardboard on Mishawaka rd ½ hr

Ron

- Morning meeting 1hr
- Raked both ball fields and cleaned parks 2 ½ hr
- Mowed and weed whipped Harris town hall 2 hr
- Mowed and weed whipped service center 2 hrs
- Picked up cardboard on Mishawaka rd ½ hr

Derrick

Date: 5/15/18

- Watered the new grass at the Cemetery. 1 ½ hr.
- Installed new street name sign on Wagon Wheel Court Rd. 1 hr.
- Removed and installed "Slippery Road/Child at Play" sign on Lakeview Dr. 2 hr.

Work done that is not on the weekly plan:

- Vacation Time (fire call) **NOTE: At 12:20, I received a page for the Cohasset Fire Department asking for "man power", as I drove down to the Harris Town Rd., I could see the smoke so, I contacted Supervisor Haubrich and he granted permission to go to the call. I then returned at about 3:00.** 3 hr.
- Showed temp help (Tucker) how to remove, sharpen, and install blades on the lawnmowers. ½ hr.

Tucker

- Sharped blades on both mowers and cleaned decks. 2 hr
- Mowed and cleaned up landings 6hr

Derrick

Date: 5/16/18

- Showed the temp help (Ron and Tucker) how to properly level out headstones and footstones. 1 hr.
- Installed footstones at the Cemetery. 4 hr.
- Picked up fuel for the Chevrolet Dump Truck. ½ hr.

Work done that is not on the weekly plan:

- Removed all road restriction signs on Township roads. 2 ½ hr.

Ron

Date: 5/16/18

- Level out headstones and footstones at the Cemetery. 7 ½ hr.

Work done that is not on the weekly plan:

- Hooked up the mower deck on the John Deere 1445. ½ hr.

Tucker

Date: 5/16/18

- Level out headstones and footstones at the Cemetery. 7 ½ hr.

Work done that is not on the weekly plan:

- Hooked up the mower deck on the John Deere 1445. ½ hr.

Derrick

Date: 5/17/18

- OSHA Safety Training. 3 ½ hr.
- Worked on the weekly plan for the following week. 1 hr
- Cleaned out pull-behind sprayer and nozzles, also, made sure it was in proper working order. 1 ½ hr.
- Sweep and mop the Service Center Meeting Area. 1 hr.

Work done that is not on the weekly plan:

- Updated Veteran’s list for Memorial Day. 1 hr.

Weekly Maintenance Plan for May 21st – 25th 2018

Task to be completed	Estimated hours	Priority
Level out headstones and footstones.	28	1
Prepare Memorial Day Items at the Cemetery garage.	2	1
Clean Cemetery Garage	5	2
Install Veteran Stars and Flags	4	3
Groundwork and landscaping at the Cemetery	16	1
Dig out rocks on Underwood Rd. ditch banks	8	1
Drag both Ballfields	3	1
Mow the Town Hall	2	2
Mow the Service Center	4	2
Vacation time. (Thursday afternoon – Friday morning 24 th & 25 th)	8	3

Derrick

Date: 5/21/18

- Meeting with Mike and Ken. 1 hr.
- Water new grass areas at the Cemetery. 1 ½ hr.
- Drag both ballfields. 2 ½ hr.

Work done that is not on the weekly plan:

- Spray fertilizer at the Service Center. 2 hr.
- Remove barricades from the entrance of Nicholas St. 1 hr.

Derrick

Date: 5/22/18

- Pulled out and moved rocks in the ditches on the Underwood Rd. **NOTE: I underestimated how long it was going to take and the equipment I need for this project. I will have to continue it, with help, next week sometime.** 4 ½ hr.
- Water new grass at Cemetery. 1 ½ hr.
- Install flat stone in section 2. ½ hr.

- Level out stones at the Cemetery. 1 ½ hr.

Tucker

Date: 5/22/18

- Cleaned Cemetery Garage. 2 hr.
- Landscaping work at the Cemetery 1 hr.
- Mow the Service Center. 4 hr.

Work done that is not on the weekly plan:

- Sweep and mop the Service Center Meeting Area. 1 hr.

Derrick

Date: 5/23/18

- Picked up fertilizer, garden hose & supplies, and water. 1 hr.
- Straightened out the Cemetery Name Sign and the Cemetery Fence in Section 2. 5 hr.
- Leveled out stones at the Cemetery. 1 hr.
- Watered new grass at the Cemetery. 1 hr.

Tucker

Date: 5/23/18

- Washed truck and john deer mower 1 hr
- Mowed town hall 3hr
- Straightened fence at cemetery 1 hr
- Leveled graves 3 hr

Derrick

Date: 5/24/18

- Vacation. 4 hr.
- Worked on the weekly work plan for next week. 2 hr.
- Picked up the Memorial Day supplies from the Town Hall. ½ hr.

Work done that is not on the weekly plan:

- Made a locate for Pinecrest Rd. to remove a stump out of the road. ½ hr.
- Cut hanging tree limbs on Pinecrest Rd. and removed a broken tree from the cul-de-sac on Melody Ln. 1 hr.

Derrick

Date: 5/25/18

- Put up Veterans stars and flags at the Cemetery. 4 hr.
- Prepared the Cemetery Garage for Memorial Day. 1 hr.
- Groundwork and stone leveling at the Cemetery. 3 hr.

Weekly Maintenance Plan May 28th – June 1st 2018

Task to be completed	Estimated hours	Priority
Holiday (Memorial Day 28 th)	8	1
Remove stars and flags from Memorial Day	3	1
Remove rocks from R.O.W. on the Underwood Rd.	8	2
Drag both ballfields	3	2
Till and rake out the volleyball court at Crystal Park	4	2
Remove weeds and add sand to Horseshoe pits at Crystal Park	3	2
Remove Sidewalk next to the garage at the Town Hall	2	3
Landscape Unlevel areas at the Town Hall	3	3
Cut brush/weed area on west side of the Town Hall, next to Airport Rd.	4	2
Mow and trim all boat landings.	4	3
Mow and trim the Wendigo Picnic Park.	2	2
Mow and trim the Town Hall.	2	2
Mow and trim the Service Center	4	3
Remove old sign posts on Aspen Dr, Alicia Pl, Underwood Rd.	4	2
Install new Stop signs on Sunset Ln., Wesleyan Dr, and Pine Crest Rd.	4	2
Groundwork and landscaping at the Cemetery	16	3

Derrick

Date: 5/29/18

- Remove Stars and Flags from Memorial Day Services. 3 hr.
- Mow and trim the Service Center. 4 hr.
- Meeting with Mike and Ken. 1 hr.

Derrick

Date: 5/30/18

- Remove sidewalk next to the garage at the Town Hall and hauled away. 2 hr.
- Started landscaping areas at the Town Hall. 1 ½ hr.
- Removed old signs and sign posts from Aspen Dr. Alicia Spur, and Underwood Rd. 2 ½ hr.

Work done that is not on the weekly plan:

- Removed "BUMPS" signs from the Sunny Beach Rd. by the Woodtick boat landing. ½ hr.
- Drove some township roads to check for any downed trees from yesterday's storm. I cut up a few trees that were down but nothing that obstructed the road. 1 ½ hr.

Derrick

Date: 5/31/18

- Cut brush and small trees at the Town Hall. 4 ½ hr.
- Level out areas of the Town Hall. 1 ½ hr.
- Remove rocks and haul them away from the Underwood Rd. 2 hr.

Ron

- Dragged both ball fields, tilled volleyball court and cleaned parks. 4hrs
- Pulled rocks out of underwood rd ditch 4hrs

Tucker

- Dragged both ball fields, tilled volleyball court and cleaned parks. 4hrs
- Pulled rocks out of underwood rd ditch 4hrs

Derrick

Date: 6/1/18

- Remove and brought tire from the J.D. 1445 into Acheson Tire to have it replaced.
NOTE: The tire had been over inflated causing a servre break in the tire. 1 hr.
- Clean up area that was brushed at the Town Hall and hauled away bigger cut trees.
NOTE: I will continue this project next week, I ran out of time today. 4 ½ hr.
- Raked out areas with blackdirt and seed at the Town Hall. ½ hr.

Work done that is not on the weekly plan:

- Install new Stop Ahead Sign on Underwood Rd. 1 hr.
- Picked up gas and bolts in town. 1 hr.

Date:6/1/18

Ron

- Mowed landings and picnic park 4hrs
- Mowed townhall spread black dirt and seed. 2 hr.

Date:6/1/18

Tucker

- Mowed landings and picnic park 4hrs
- Mowed townhall spread black dirt and seed. 2 hr.

Weekly Maintenance Plan June 4th – 8th 2018

Task to be completed	Estimated hours	Priority
Brush out R.O.W. on Township Roads.	40	1
Spray fertilizer at the Cemetery and the Town Hall	4	1
Spray weed killer along structures and fence lines on Township properties	6	2
Remove old and Install new Stop Ahead sign on Norberg Dr.	2	1
Straighten street name sign on Birch Hills Dr.	1	2
Remove stump from road on Pinecrest Rd.	6	2
Fill in potholes on Aspen Dr. and Woodland Park Rd.	3	2
Clean up gravel from winter plowing and put back on road. Davis Rd., Winston Taylor Rd., and Riverview Dr.	6	3
Replace and/or fix signs on Township Roads.	4	3
Change oil, inspect tractor, change blades, and prepare J.D. 7130 ditch mower for the mowing season	4	1
Record monthly equipment, fuel, receipt, and time sheet information	4	3

Chevrolet 3500 Dump Truck

Date	Mileage	Mileage Used	Gals
5/16/2018	15958	505	54.05

Harris Township Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
5/15/2018	32184	304	28.04
6/6/2018	32529	345	29.62
Monthly Total			57.66

Harris Township ASV PT60

Date	Hours	Hours Used	Gals
5/14/2018	1049.5	3.9	4.3
5/22/2018	1056.1	6.6	6.8
5/31/2018	1063.9	7.8	4.1
Monthly Total			15.2

Harris Township John Deere 1445 Tractor

Date	Hours	Hours Used	Gals
5/8/2018	754.5	16	11.3

Harris Township

Fuel Tank Fill Up

Date	Equipment	Gals at Fill	Gals
6/6/2018	fuel tank	998.6	133.7

Harris Township

Vermeer Chipper

Date	Hours	Hours Used	Gals
6/4/2018	252.2	**	17.4

Harris Township: May 2018

Equipment	Total Hours	Monthly Hours
3500 Dump truck	16103 miles	334 miles
3500 pick up	32567 miles	573 miles
Terex ASV	1069 hrs.	22.3 hrs.
E1100 heater	5770.5 hrs.	**
ETQ generator	1081.1 hrs.	**
Gravely mower	599.3 hrs.	20 hrs.
JD 920 mower	544.6 hrs.	9.9 Hrs.
JD 1445 tractor	768.5 hrs.	22.1 hrs.
JD 7130 ditch mower	898.1 hrs.	.5 hrs.
Vermeer Chipper	258.6 hrs.	6.5 hrs.

Date & Place	Quantity	Item	Number	What use...	Cost
McCoy 6/6	1	Gallon jug of oil	#396	J.D. 7130 Ditch Mower	\$18.24
McCoy 6/6	1	5 gallon jug of oil	#396	J.D. 7130 Ditch Mower	\$94.82
McCoy 6/6	1	Oil filter	#396	J.D. 7130 Ditch Mower	\$14.85
Home Depot 5/10	3	Bottle water 24pk	#680	Service Center	\$10.44
Home Depot 5/10	1	20pk respirators	#354	Supplies	\$22.54
Home Depot 5/10	1	50pk box of garbage bags	#354	Supplies	\$25.97
Home Depot 5/23	5	Bottle water 24pk	#680	Service Center	\$12.40
L & M 5/23	1	Rubber hose washer bundle	#357	Tools	\$.39
L & M 5/23	1	2.5 gallon jug of fertilizer	#354	Supplies	\$44.99
L & M 5/23	1	75ft garden hose	#357	Tools	\$29.99
Acheson 6/5	1	Tire repair	#382	J.D. 1445	\$90
L & M 6/1	1	3lbs bag of bolts	#210	Signs	\$5.78
L & M 6/5	2	2.5 gallon jugs of fertilizer	#354	Supplies	\$89.98
Date & Place	Quantity	Item	Number	What use...	Cost

McCoy 6/6	1	Gallon jug of oil	#396	J.D. 7130 Ditch Mower	\$18.24
McCoy 6/6	1	5 gallon jug of oil	#396	J.D. 7130 Ditch Mower	\$94.82
McCoy 6/6	1	Oil filter	#396	J.D. 7130 Ditch Mower	\$14.85
Home Depot 5/10	3	Bottle water 24pk	#680	Service Center	\$10.44
Home Depot 5/10	1	20pk respirators	#354	Supplies	\$22.54
Home Depot 5/10	1	50pk box of garbage bags	#354	Supplies	\$25.97
Home Depot 5/23	5	Bottle water 24pk	#680	Service Center	\$12.40
L & M 5/23	1	Rubber hose washer bundle	#357	Tools	\$.39
L & M 5/23	1	2.5 gallon jug of fertilizer	#354	Supplies	\$44.99
L & M 5/23	1	75ft garden hose	#357	Tools	\$29.99
Acheson 6/5	1	Tire repair	#382	J.D. 1445	\$90
L & M 6/1	1	3lbs bag of bolts	#210	Signs	\$5.78
L & M 6/5	2	2.5 gallon jugs of fertilizer	#354	Supplies	\$89.98