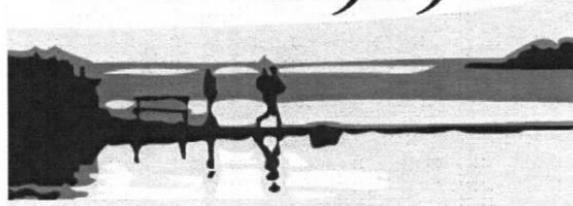


Chairman Peggy Clayton  
20356 Wendigo Park Road  
Grand Rapids, MN 55744  
Phone 218-326-1551

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 244-5070  
Deputy Clerk Kati Pierce 256-7411  
[haristownshipclerk@gmail.com](mailto:haristownshipclerk@gmail.com)

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

[www.harristownshipmn.org](http://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**

**July 25, 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 6/27/18- KP
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-**
  - ❖ SEH Misc Survey Services Project- Correspondence attached
  - ❖ Robinson Pubic Landing washout
  - ❖ Metzenhuber Road washout
7. **Recreation-**
  - ❖ Park and Cemetery Inspection Reports for June, 2018
8. **Correspondence-**
  - ❖ Pokegama Lake access
  - ❖ Remittance Advice Notice
9. **Town Hall Report-**
  - ❖ Review town hall report as prepared by town hall caretaker, dated 6/9/2108- 7/6/2018
10. **Maintenance Report-**
  - ❖ Review maintenance report as prepared for June, 2018.
11. **Old Business-**
  - ❖ August 8, 2018 Public Hearing
  - ❖ Coffee with Commissioners
  - ❖ Mediacom Update
  - ❖ Newsletter Update
  - ❖ Resolution for Appointed Clerk and Appointed Treasurer

**12. New Business-**

- ❖ Annual Financial Auditor Report for year ending December 31, 2017.
- ❖ Mishawaka Shores Culvert
- ❖ Isleview Road (City of Grand Rapids and Harris Township)
- ❖ Tree Removal
- ❖ Cemetery buy back Deed- Correspondence attached
- ❖ Resolution for Storm Road
- ❖ Resolutions
- ❖ Mail

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

**14. Upcoming meetings/events-**

- (W) Aug 8 Public Hearing .....7:45pm Harris Town Hall
- (W) Aug 8 Regular Meeting.....7:30pm Harris Town Hall
- (M) Aug 13 Itasca County Township Association.....7:00 pm Blandin Foundation
- (W) Aug 22 Planning and Development Meeting.....7:30 pm Harris Town Hall

**PLANNING & DEVELOPMENT MEETING**  
**June 27, 2018– 7:30pm**  
**MINUTES**

Present: Chairman: Peggy Clayton  
Supervisors: Jim Kelley, Dennis Kortekaas, and Ken Haubrich  
Treasurer: Becky Adams; Deputy Clerk: Kati Pierce  
Absent: Supervisor: Mike Schack and Clerk: Cari Alleman

**1. Pledge to the flag-** reading of our mission statement

- ❖ **Additions and Corrections-** Chair Clayton requested “Trails Task Force” (under Recreation] be removed from the agenda. Motion to remove Trails Task from the agenda was made by Supervisor Kelley, Seconded by Supervisor Kortekaas, and passed by all.

❖

**2. Approve the minutes-**

- ❖ P&D Meeting 5/23/18- KP-
- ❖ Work Session 6/20/18- CA-

Motion to approve all minutes made by Supervisor Kortekaas, Seconded by Supervisor Haubrich and passed by all.

**3. 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- Came to speak on what influences him to want to be a county attorney, experiences he has and changes he would like to see. If members of our township have questions, please reach out to him.

**4. Consent Agenda-**

❖

**5. Roads-**

- ❖ SEH 2018 Road Projects Ali Jurvelin from SEH discussed the finalization (and handouts were provided) of Woodtick Landing.

Woodtick needs a little cleanup but otherwise is complete. Motion to approve payment of \$12,772.00 made by Supervisor Kelley, Seconded by Supervisor Kortekaas, and passed by all.

Discussion held on Woodbine lane, Gary Drive, Little Crystal Lake Lane, Aspen Drive, and Field Crest Road that need to be looked at for repairs. Motion made by Supervisor Kelley and seconded by Supervisor Haubrich to approve the Borings on Field Crest Road, and revisit after that is completed; passed by all. More detailed and itemized layout will be provided to the Clerk e-mail and the Clerk will supply them to the Board before the Regular Meeting.

**6. Recreation-**

- ❖ Park and Cemetery Inspection Reports for May, 2018- Motion to approve made by Supervisor Kelley, Seconded by Supervisor Kortekaas and passed by all.

**7. Correspondence-**

**8. Town Hall Report-**

- ❖ Review town hall report as prepared by town hall caretaker, dated 5/5/2108- 6/8/2018- Motion to approve made by Supervisor Haubrich, Seconded by Supervisor Kortekaas and passed by all.

**10. Maintenance Report-**

- ❖ Review maintenance report as prepared for May, 2018- Motion to approve made by Supervisor Kortekaas, Seconded by Supervisor Kelley and passed by all.

**11. Old Business-**

- ❖ Tennis Court/ Crystal Park- Update on the fencing and poles which are pushing up from the frost, and that is why there is a gap on the bottom of the fencing. The maintenance crew will look into this in the spring and will try to get this fixed up.
- ❖ Casper Landing Work Session- Discussion on Casper Landing took place. [Minutes of the Work Session were provided in the packet). Supervisor Kelley met with the land owner and provided a little back story and found out the Board had previously put up the fence for the landowner. Fence in question is on township property. SEH will provide an estimate on surveying the land (in question), and provide at the next township meeting. Once land is surveyed and it has been determined where the lines are, and a letter will be sent to the landowner. Supervisor Kelley will notify land owner of time frame for survey after we move forward with an estimate.
- ❖ Newsletter update- Discussion on gathering Newsletter articles and topics took place. There are several items which the Board would like to have included in the newsletter. Supervisors interested in providing articles must email Cyndy by Sunday, July 1<sup>st</sup>, with articles and she will get it together and send it to the Chair for approval at the July 11<sup>th</sup> meeting. Once approved, it can then be sent out for printing and mailing, Chairman will contact Clerk on label questions. Cyndy’s email address is: [Cyndymartin10@gmail.com](mailto:Cyndymartin10@gmail.com)
- ❖ Coffee with Commissioners 7/18/2018- Motion to purchase coffee and cookies made by Supervisor Haubrich, Seconded by Supervisor Kortekaas and passed by all.
- ❖ Resolution for Appointed Clerk and Appointed Treasurer- Motion to table until the July Regular Meeting made by Supervisor Kelley, Seconded by Supervisor Haubrich and Passed by all.

**12. New Business-**

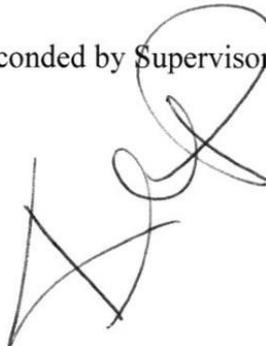
- ❖ Memo to 4 Townships in District 4, RE: Coffee with Commissioners- Clerk will send out letters inviting townships within District 4, to this event,
- ❖ Cemetery- Please remember you can search for a loved one from the search site available from the cemetery link on our website. For those interested in learning what cemetery they can locate their family, etc. you can go to: [www.Findagrave.com](http://www.Findagrave.com)

**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

**15. Adjourn,** Motion made by Supervisor Haubrich, Seconded by Supervisor Kortekaas and passed by all.





**MEMORANDUM**

TO: Harris Township Board

FROM: Allie Jurvelin and Bob Beaver

DATE: July 9, 2018

RE: 2018 Road Improvement Project  
 Preliminary Engineering and Cost Estimate  
 SEH No. HARRT 146089 14.00

In June a field visit was completed on the following roads; Woodbine Lane, Gary Drive, Little Crystal Lake Lane, Aspen Drive and Field Crest Road. Attending the road review were representatives from SEH and Hawkinson Construction.

Attached are preliminary recommended construction activities and cost estimates for each street. The main construction activities include; subgrade corrections, reclamation and bituminous paving, shouldering and turf establishment.

The construction costs are summarized as follows:

Street	Description	Preliminary Estimate of Construction Cost
Woodbine Lane	Reclaim and Bit Paving	\$ 67,927.00
Gary Drive	Reclaim and Bit Paving	\$ 144,750.00
Little Crystal Lake Lane	Reclaim and Bit Paving	\$ 170,590.00
Aspen Drive	Subgrade Correction and Bit Patch	\$ 19,980.00
Field Crest Road	Class 5, Reclaim and Bit Paving	\$ 161,220.00
<b>Total</b>		<b>\$ 564,467.00</b>

At the last meeting we discussed completing soil borings on Field Crest Road to gather additional information on the subgrade. Braun Intertec has provided a proposal for the soil borings and an engineering report. It is recommended to accept the Braun proposal and complete the scope of work. With the information from the borings, the recommendation might change to include additional subgrade correction areas. This would increase the cost for the Field Crest Road.



Building a Better World  
for All of Us<sup>®</sup>

July 11, 2018

RE: Harris Township  
2018 Misc Survey Services

Chairman and Board Supervisors  
Harris Township  
21998 Airport Road  
Grand Rapids, MN 55744

Dear Chairman and Board Supervisors:

Please accept this Letter Agreement proposal between Harris Township and Short Elliott Hendrickson Inc. (SEH<sup>®</sup>) for the 2018 Miscellaneous Survey Services project. From our discussions, we understand there are three different activities. Each activity is detailed as follows:

**Task 1 – Parcel Located in SE Quadrant at Intersection of Harris Town Road and Wendigo Park Road**

*Survey Services*

- Determine field location for the four corners of the parcel
- Set property pins if needed
- Hourly not to exceed [REDACTED]
- If a Certificate of Survey is required, additional [REDACTED]

**Task 2 – Parcel Located North of Cemetery**

*Survey Services*

- A parcel can only be split a certain number of times before a minor sub-division is required. Additional research is required to see if the parcel splits will be allowed by Itasca County. This will be determined prior to any field activities.
- If the parcel can be split, the following items are required
- Additional field work
- Boundary Survey
- Certificate of Survey with legal descriptions for each parcel
- Set property pins
- Hourly not to exceed \$ [REDACTED]

- If a minor sub-division is required, SEH would provide additional survey requirements and costs.

### Task 3 – Casper's Landing on Pokegama Lake

#### *Survey Services*

- Field locate north property line
- Place lath at corners and ribbon ever 50 feet
- Hourly not to exceed

### Schedule

Tasks 1 and 3 could be completed within 20 days from a notice to proceed. Task 2 could be completed (as the presented property split) within 30 days from a notice to proceed

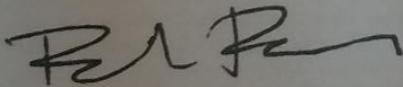
Invoicing will be based on actual work completed. Invoices will be processed monthly. The attached General Conditions dated Rev 07.14.16 (*Exhibit A*), shall govern for all services provided under this contract unless otherwise noted in this proposal.

If this proposal is acceptable, please sign and return a copy to Allie Jurvelin at [ajurvelin@sehinc.com](mailto:ajurvelin@sehinc.com). If you have questions on any of the activities or fees, please call me at 218-322-4509.

We look forward to working with you on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Bob Beaver, PE  
Office Manager

Accepted this 11th day of July, 2018

Harris Township

By: \_\_\_\_\_

Title: Chairman

By: \_\_\_\_\_

Title: Clerk

Short Elliott Hendrickson Inc.

By: REB

Title: Principal

# General Conditions of the Agreement for Professional Services

## SECTION I – SERVICES OF CONSULTANT

### A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

### B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to an equitable adjustment in schedule and compensation.

### C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

### D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

## SECTION II – CLIENT RESPONSIBILITIES

### A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

## SECTION III – PAYMENTS

### A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

## SECTION IV – GENERAL CONSIDERATIONS

### A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

### B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

### C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated

with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

### D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

## SECTION V – DISPUTE RESOLUTION

### A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

### B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

## SECTION VI – INTELLECTUAL PROPERTY

### A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

### B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

### C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

For budgeting purposes the Township should look at the preliminary construction cost and add 3% of the estimated construction cost for the design and preparation of bidding documents and 4% of the estimated construction cost for construction administration. This would include part-time RPR field representation and project management. The design and construction administration fees could be set up as hourly not-to-exceed fees.

Please review this information and contact Allie or Bob if you have any questions.

Preliminary Review - June 2018  
Harris Township 2018 Roads Projects

**Gary Drive**

24' x 2110' Reclaim and Bituminous Paving

Item #	Item Description	Unit	Approx. Quantities	Unit Price	Total
1	Mobilization	LS	1	\$4,500.00	\$4,500.00
2	Sawcut Bituminous Pavement	LF	130	\$6.00	\$780.00
3	Bit Pavement Reclamation (8" deep x 26' wide)	SY	6210	\$3.00	\$18,630.00
4	Subgrade Preparation	Rd Sta	21.1	\$450.00	\$9,495.00
5	Class-5 Base at 14 Entrances	Ton	120	\$36.00	\$4,320.00
6	3/4" Round Rock at 2 entrances	Ton	20	\$45.00	\$900.00
7	1.5" Type SP12.5WE (3B) Bit. Wear Course	Ton	550	\$75.00	\$41,250.00
8	Tack Cost	Gal	225	\$5.00	\$1,125.00
9	2" Type SP12.5WE (3B) Bit. Non Wear Course	Ton	710	\$75.00	\$53,250.00
10	Topsoil Shouldering (LV) (1.5' wide)	CY	130	\$50.00	\$6,500.00
11	Turf Establishment	LS	1	\$2,500.00	\$2,500.00
12	Traffic Control	LS	1	\$1,500.00	\$1,500.00
				<b>Total</b>	<b>\$144,750.00</b>

Notes:

- 1 Bituminous Paving includes 2' bumpers at 14 gravel entrances
- 2 Bituminous Paving includes 4' wide tapered bumpers 2" thick at 11 existing paved driveways
- 3 Estimate does not include removal or replacement of 4 Concrete Driveway sections.  
If required, at 10' from edge of bit, add approximately 960 SF Remove an Replace Concrete Driveway.

Preliminary Review - June 2018  
Harris Township 2018 Roads Projects

Street	Description	Preliminary Estimate of Construction Cost
Woodbine Lane	Reclaim and Bit Paving	\$ 67,927.00
Gary Drive	Reclaim and Bit Paving	\$ 144,750.00
Little Crystal Lake Lane	Reclaim and Bit Paving	\$ 170,590.00
Aspen Drive	Subgrade Correction and Bit Patch	\$ 19,980.00
Field Crest Road	Class 5, Reclaim and Bit Paving	\$ 161,220.00
<b>Total</b>		<b>\$ 564,467.00</b>

Preliminary Review - June 2018  
Harris Township 2018 Roads Projects

**Woodbine Lane**

Reclaim and Bit Paving, 21' x 910' with a 60' Radius Cul-De-Sac

Item #	Item Description	Unit	Approx. Quantities	Unit Price	Total
1	Mobilization	LS	1	\$4,500.00	\$4,500.00
2	Sawcut Bituminous Pavement	LF	21	\$6.00	\$126.00
3	Bit Pavement Reclamation (8" deep x 22.5' wide)	SY	2690	\$3.00	\$8,070.00
4	Subgrade Preparation	Rd Sta	9.68	\$450.00	\$4,356.00
5	Class-5 Base (5 Entrances)	Ton	50	\$36.00	\$1,800.00
6	1.5" Type SP12.5WE (3B) Bit. Wear Course	Ton	238	\$75.00	\$17,850.00
7	Tack Coat	Gal	100	\$5.00	\$500.00
8	2" Type SP12.5WE (3B) Bit. Non Wear Course	Ton	315	\$75.00	\$23,625.00
9	Topsoil Shouldering (LV) (1.5' wide)	CY	62	\$50.00	\$3,100.00
10	Turf Establishment	LS	1	\$2,500.00	\$2,500.00
11	Traffic Control	LS	1	\$1,500.00	\$1,500.00
				<b>Total</b>	<b>\$67,927.00</b>

Notes:

- 1 Bituminous Paving includes 2' bumpers at 5 gravel entrances
- 2 Bituminous Paving includes 4' wide tapered bumpers 2" thick at 3 existing paved driveways
- 3 Includes Cul-De-Sac shaping and paving

### Field Crest Road

20' x 2450' Class-5 Base, Reclaim and Bituminous Paving

Item #	Item Description	Unit	Approx. Quantities	Unit Price	Total
1	Mobilization	LS	1	\$4,500.00	\$4,500.00
2	Sawcut Bituminous Pavement	LF	55	\$6.00	\$330.00
3	Subgrade Excavation (22' x 215' x 6")	CY	90	\$40.00	\$3,600.00
4	Type V Geotextile Fabric	SY	530	\$4.00	\$2,120.00
5	Bit Pavement Reclamation (8" deep x 22' wide)	SY	6200	\$3.00	\$18,600.00
6	Subgrade Preparation	Rd Sta	24.5	\$450.00	\$11,025.00
7	Class 5 Base Prior to Reclaim	Ton	870	\$20.00	\$17,400.00
8	Class 5 Base at 6 Entrances	Ton	45	\$36.00	\$1,620.00
9	Recycled Asphalt at 1 entrance	Ton	10	\$40.00	\$400.00
10	1.5" Type SP12.5WE (3B) Bit. Wear Course	Ton	520	\$75.00	\$39,000.00
11	Tack Coat	Gal	220	\$5.00	\$1,100.00
12	2" Type SP12.5WE (3B) Bit. Non Wear Course	Ton	690	\$75.00	\$51,750.00
13	Class 1 Shouldering (1.5' wide)	Ton	210	\$27.50	\$5,775.00
14	Turf Establishment	LS	1	\$2,500.00	\$2,500.00
15	Traffic Control	LS	1	\$1,500.00	\$1,500.00
				<b>Total</b>	<b>\$161,220.00</b>

Notes:

- 1 Bituminous Paving includes 2' bumpers at 6 gravel entrances.
- 2 Bituminous Paving includes 4' wide tapered bumpers 2" thick at 1 existing paved driveway (Overlay).
- 3 Bituminous Paving includes bus turn around.
- 4 Class-5 Base includes 225 ton at 6" for sub cut area and 640 ton at 2"0 for 22' x 2450' roadway.

Preliminary Review - June 2018  
 Harris Township 2018 Roads Projects

**Aspen Drive**

Subgrade Correction and Bit Patch 25' x 70'

Item #	Item Description	Unit	Approx. Quantities	Unit Price	Total
1	Mobilization	LS	1	\$2,500.00	\$2,500.00
2	Sawcut Bituminous Pavement	LF	50	\$6.00	\$300.00
3	Remove Bituminous Pavement (4")	SY	220	\$4.50	\$990.00
4	Subgrade Excavation (6") (CV)	CY	40	\$40.00	\$1,600.00
5	Type V Geotextile Fabric	SY	220	\$4.00	\$880.00
6	6" Class 5 Base	Ton	60	\$36.00	\$2,160.00
7	4" Type SP12.5WE (3B) Bituminous Patch	SY	195	\$50.00	\$9,750.00
8	Salvage Subgrade Material and Use On Shoulder	LS	1	\$300.00	\$300.00
9	Traffic Control	LS	1	\$1,500.00	\$1,500.00
<b>Total</b>					<b>\$19,980.00</b>

Preliminary Review - June 2018  
Harris Township 2018 Roads Projects

**Gary Drive**

24' x 2110' Reclaim and Bituminous Paving

Item #	Item Description	Unit	Approx. Quantities	Unit Price	Total
1	Mobilization	LS	1	\$4,500.00	\$4,500.00
2	Sawcut Bituminous Pavement	LF	130	\$6.00	\$780.00
3	Bit Pavement Reclamation (8" deep x 26' wide)	SY	6210	\$3.00	\$18,630.00
4	Subgrade Preparation	Rd Sta	21.1	\$450.00	\$9,495.00
5	Class-5 Base at 14 Entrances	Ton	120	\$36.00	\$4,320.00
6	3/4" Round Rock at 2 entrances	Ton	20	\$45.00	\$900.00
7	1.5" Type SP12.5WE (3B) Bit. Wear Course	Ton	550	\$75.00	\$41,250.00
8	Tack Coat	Gal	225	\$5.00	\$1,125.00
9	2" Type SP12.5WE (3B) Bit. Non Wear Course	Ton	710	\$75.00	\$53,250.00
10	Topsoil Shouldering (LV) (1.5' wide)	CY	130	\$50.00	\$6,500.00
11	Turf Establishment	LS	1	\$2,500.00	\$2,500.00
12	Traffic Control	LS	1	\$1,500.00	\$1,500.00
<b>Total</b>					<b>\$144,750.00</b>

Notes:

- 1 Bituminous Paving includes 2' bumpers at 14 gravel entrances
- 2 Bituminous Paving includes 4' wide tapered bumpers 2" thick at 11 existing paved driveways
- 3 Estimate does not include removal or replacement of 4 Concrete Driveway sections.  
If required, at 10' from edge of bit, add approximately 960 SF Remove an Replace Concrete Driveway.

### Little Crystal Lake Lane

24' x 2570' Reclaim and Bituminous Paving

Item #	Item Description	Unit	Approx. Quantities	Unit Price	Total
1	Mobilization	LS	1	\$4,500.00	\$4,500.00
2	Sawcut Bituminous Pavement	LF	25	\$6.00	\$150.00
3	Bit Pavement Reclamation (8" deep x 26' wide)	SY	7480	\$3.00	\$22,440.00
4	Subgrade Preparation	Rd Sta	25.7	\$450.00	\$11,565.00
5	Class-5 Base at 8 Entrances	Ton	60	\$36.00	\$2,160.00
6	3/4" Crushed Rock at 2 Entrances	Ton	20	\$45.00	\$900.00
7	1.5" Type SP12.5WE (3B) Bit. Wear Course	Ton	670	\$75.00	\$50,250.00
8	Tack Coat	Gal	275	\$5.00	\$1,375.00
9	2" Type SP12.5WE (3B) Bit. Non Wear Course	Ton	870	\$75.00	\$65,250.00
10	Topsoil Shouldering (LV) (1.5' wide)	CY	160	\$50.00	\$8,000.00
11	Turf Establishment	LS	1	\$2,500.00	\$2,500.00
12	Traffic Control	LS	1	\$1,500.00	\$1,500.00
<b>Total</b>					<b>\$170,590.00</b>

Notes:

- 1 Bituminous Paving includes 2' bumpers at 8 gravel entrances
- 2 Bituminous Paving includes 4' wide tapered bumpers 2" thick at 5 existing paved driveways
- 3 Bituminous Paving includes bus turn around area
- 4 Does not include removal or replacement of one concrete driveway section. If required, remove 10' from edge of bituminous. Add 200 SF Remove and Replace Concrete Driveway (\$3400).

July 9, 2018

Harris Township

[REDACTED]

On Thursday July 5<sup>th</sup>, 2018 I went to a public access that has been on Pokegama Lake for many many years.

It is located between:

[REDACTED] 30014 Laplant Road, Grand Rapids - Parcel ID 19-520-0790 &  
[REDACTED] 3008 Laplant Road, Grand Rapids - Parcel ID 19-520-0780.

I grew up just a few doors down from this access. I decided to stop and use the access to walk my dog down to the lake and see how it has changed since we sold the family home several years ago.

I parked where I believe the access is located.

There was a large Camper set up on Jacks with the slide out living room on it in the middle of the public access. It had electric and water connected from [REDACTED] house.

I did stop at [REDACTED] home to make sure it was still a public access and that she did not mind if I walked down to the lake. She said it is an access and she did not mind.

I was at the lake for approximately 20 minutes.

When I came up [REDACTED] adult son [REDACTED] was in the yard. I said hi to him, I know who he is because I had a professional relationship with him when he sold my dad's airplane. He did not say Hi. He just came over to me and sternly said --let me just ask you one thing? I said sure what? He said what if I wanted to pull my RV out of here and you are parked there, then what?? I said I was only here a few minutes and I would have happily moved out of his way. He said I am so fucking sick of people parking here, I am just sick of it. He ranted for several minutes, asking me the same question over and over. Before I left I also told him I had asked his mom if she was ok with me using the access, which she said was fine.

I would like to know if I do have a right to use the access.

Can I camp on the access?

Does anyone have a right to park an RV on the property?

Do they have a right to tar the access?

If they tar the access does that mean they have more rights to it?

I did check with the County and State. They both said it was Harris Township who had jurisdiction over this site. That is why I am bringing it to you.

Thank you

[REDACTED]

[REDACTED]

[REDACTED]

**Cari Ann**

---

**From:** Becky Adams <beckymadams@gmail.com>  
**Sent:** Friday, July 20, 2018 7:17 PM  
**To:** Cari Ann  
**Subject:** Fwd: Remittance Advice Notification  
**Attachments:** 0000199820.pdf

For the next packet for township.

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

From: <[MMB.ACH-Payments@state.mn.us](mailto:MMB.ACH-Payments@state.mn.us)>  
Date: Wed, Jul 18, 2018 at 8:57 PM  
Subject: Remittance Advice Notification  
To: <[beckymadams@gmail.com](mailto:beckymadams@gmail.com)>

Dear Customer,

Attached is the Payment Details we have processed on 2018-07-18. The payment date reflects the date at which the payment is processed .

Please refer to Payment Reference in the attachment for future correspondence.

This is system generated email, please do not reply.

-----  
This email is intended only for the individual or entity to whom it is addressed and may be a confidential communication privileged by law. Any unauthorized use, dissemination, distribution, disclosure, or copying is strictly prohibited. If you have received this communication in error, please notify us immediately and kindly delete this message from your system. Thank you in advance for your cooperation.

--

Sent from Gmail Mobile



Minnesota Management & Budget  
 State of Minnesota  
 658 Cedar Street – Suite 400  
 St. Paul, Minnesota 55155-1616

# Payment Advice

**To**  
 Vendor ID: 0000199820  
 Vendor Location: 001  
 Vendor Name: HARRIS TOWN OF  
 Vendor Address: 20876 WENDIGO PARK RD  
 GRAND RAPIDS, MN 55744

**Reference Information**  
 Pay Cycle: DLYEFT  
 Pay Cycle Seq Number: 1778

## Payment Information

Payment Reference: 0004747983  
 Payment Date: 07/19/2018  
 Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 06281252	07/20/2018	21385A33100183N0 01	TOWN-310018 TOWNSHIP_AID	668.00
G90 / REVENUE/INTERGOVT	651/556-6092	TOWNSHIP AID 00 06281253	07/20/2018	21385A33100183Z00 1	TOWN-310018 PERA_RATE_AID	17.50
G90 / REVENUE/INTERGOVT	651/556-6092	PERA RATE INCREASE AID 00 06281254	07/20/2018	21385A33100183Z00 2	TOWN-310018 PERA_RATE_AID	55.00
		PERA RATE INCREASE AID				
<b>Total:</b>						<b>740.50 USD</b>



Minnesota Management & Budget  
State of Minnesota  
658 Cedar Street – Suite 400  
St. Paul, Minnesota 55155-1616

## Payment Advice



	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
PARKS (CONTINUED):	6/19/18			
BASEBALL FIELD:			field	field
SHAPE/ANY REPAIR NEEDED		NA	Beats Always	Beats Always
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET			OK	OK
PICNIC AREA:				
TABLES/BENCHES			OK	OK
TRASH			OK	OK
PLAYGROUND AREA:				
SWINGS			OK	OK
SLIDES				
TRASH				
ANYTHING BROKEN				
HORSESHOE COURT				
TRASH			OK	OK
PARKING LOT:				
TRASH			garbage needs to be removed	garbage needs to be removed
ICE RINK/WARMING SHACK				
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				

OVERALL COMMENTS:

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	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
PARKS (CONTINUED):	6/13/18			
BASEBALL FIELD:			Looks good	Looks good
SHAPE/ANY REPAIR NEEDED		N/A	good	good
GRASS CUT/TRIMMED				
BASKETBALL AREA:				
NET				
PICNIC AREA:			needs to be swept fine needles	Looks good
TABLES/BENCHES			needs sweeper	good
TRASH			needs sweeper	good
PLAYGROUND AREA:			done	none
SWINGS				
SLIDES				
TRASH				
ANYTHING BROKEN				
HORSESHOE COURT				
TRASH				
PARKING LOT:				
TRASH				
ICE RINK/WARMING SHACK				
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				

Overall Comments: Crystal

① ofennis Court - nets need to be replaced

② picnic needs to be swept on same

Wendigo - ① playground area - bench fine cones

Picnic table - fine needles to be picked up

Picnic table - fine needles to be picked up



	DATE	CEMETERY	WENDIGO	CRYSTAL-SPRINGS
PARKS (CONTINUED):	10/18/18			
BASEBALL FIELD:			good	good
SHAPE/ANY REPAIR NEEDED		N/A	games	games
GRASS CUT/TRIMMED			games	games
BASKETBALL AREA:			kids	kids
NET				
PICNIC AREA:				
TABLES/BENCHES				
TRASH				
PLAYGROUND AREA:				
SWINGS			great	good
SLIDES			good	good
TRASH			good	good
ANYTHING BROKEN			kids	kids
HORSESHOE COURT			tr	tr
TRASH				
PARKING LOT:				
TRASH			good	good
ICE RINK/WARMING SHACK				
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				

OVERALL COMMENTS:

A lot of activity at Parks!

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	6/25/18	Deer		
GRASS CUT:		Good		
GRASS TRIMMED:				OK
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT		W/A		↓
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET			OK	
POSTS				
COURT				
GRASS CUT/TRIMMED				

one net still  
not fixed!  
2 Holes in net

PARKS (CONTINUED):

DATE 6/25/18

CEMETERY

WENDIGO

CRYSTAL SPRINGS

BASEBALL FIELD:  
SHAPE/ANY REPAIR  
NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:  
NET

N/A

dead needles  
on cones

OK

PICNIC AREA:  
TABLES/BENCHES  
TRASH

PLAYGROUND AREA:  
SWINGS  
SLIDES  
TRASH  
ANYTHING BROKEN

a lot of  
fine cones  
in play area.

V

HORSESHOE COURT  
TRASH

N/A

PARKING LOT:  
TRASH

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

V

OVERALL COMMENTS:

Crystal - do we cut inside Rinks?



# Harris Township Monthly Town Hall Report

Caretaker Amber Hart Date 7-6-18

General Cleaning 23.75 hrs.

Miscellaneous Duties/Work 23.5 hrs.

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

Notes:

Total (All hours worked) 47.25 hrs.

## Rentals

Resident's 9

No Charge/Discounted Only by board approval 2

Notes State Lake Mtg. Pokeyama N/C (said it's always been n/c)  
Hyway Club Mtg. \$25.00

Non-Residents —

Discounted Only by Board approval —

Notes

Board Functions (meetings, scheduled hold, voting) 4

Total 15.

Deposits Retained 25.00 (1)

Total money collected 500.00

=====  
Maintenance or Safety concerns:

# Harris Township June Maintenance Report

## Weekly Maintenance Plan June 4<sup>th</sup> – 8<sup>th</sup> 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

Derrick

Date: 6/4/18

- Moved J.D. 7130 ditch mower from the Cemetery Garage and prepared Chipper for chipping brush. 1 hr.
- Sprayed fertilizer at the Cemetery. 2 ½ hr.
- Chipped up brush at the Town Hall. 2 ½ hr

Work done that is not on the weekly plan:

- Fixed the pull behind sprayer. **NOTE:** As I was spraying the fertilizer, the tongue on the sprayer broke so I had to reinforce it with extra angle iron. 1 hr.
- Meeting with Peggy and Ken. 1 hr.

Ron

- Cleaned mower decks 1 hr.
- Clearing out woods and brush at townhall 7 hr

Tucker

- Cleaned mower decks 1/2hr.
- Clearing out woods and brush at townhall 6 ½ hr.

Derrick

Date: 6/5/18

- Sprayed fertilizer at the Town Hall. 1 ½ hr.
- Brush R.O.W. on Wendigo Park Rd., Alicia Pl., and Breezy Ln. **NOTE:** Wesleyan Dr. did not have any more branches in the ditch. Someone had taken care of them, so this is no longer an issue to take care of. 3 ½ hr.

Work done that is not on the weekly plan:

- Unclogged the pull behind sprayer. ½ hr.
- Prepared and instructed Tucker and Ron how to properly take care of R.O.W. brush. Also helped get equipment ready for brushing R.O.W. 1 hr.
- Run to town and Picked up the tire for the J.D. 1445 and more fertilizer. 1 hr.
- Marked out locates for Pinecrest Rd. and Norberg Dr. ½ hr.

Ron

- Trimmed branches over leaning bear creek rd and chipped 6hr.
- Trimmed Cleaned up branches and trees on Wendigo park rd and chipped 2hr.

Tucker

- Trimmed branches over leaning bear creek rd and chipped 6hr.
- Trimmed Cleaned up braches and trees on Wendigo park rd and chipped 2hr.

Derrick

Date: 6/6/18

- Cleaned out the pull behind sprayer so I could start spraying fence lines. 1 hr.
- Inspected J.D. 7130 Tractor, filters, hoses and checked over tractor for any other issues. 1 hr.
- Sprayed fence lines at the Cemetery, Service Center, Wendigo Picnic Park, and Wendigo Park. 4 hr.

Work done that is not on the weekly plan:

- Cleaned up Cemetery Garage and put chipper back inside. 1 hr.
- Run to town and pick up oil & filter for the J.D. 7130, and fuel for the fuel tank and Chevrolet Pickup. 1 hr.

Tucker

- Washed both trucks the asv and cleaned the garage 3hr
- Raked Cleared out part the woods at the town hall 5hr

Derrick

Date: 6/7/18

- Sprayed weed killer along fence lines and structures at Crystal Park and sprayed the infield at Wendigo Park. 3 hr
- Cleaned out pull behind sprayer. ½ hr.
- Changed cutting knives and rolled pins on the J.D. 7130 Ditch Mower and changed the oil and filter. Also looked over the tractor for any issues. It is now ready for the mowing season. 4 hr.
- Removed old and installed a Stop Ahead sign on Norberg Dr. ½ hr.

Derrick

Date: 6/8/18

- Recorded monthly receipts, fuel and equipment hours, time sheet, and the weekly plan for next week. 4 hr.
- Fill in potholes on Aspen Dr. and Woodland Park Rd. **NOTE: The area on Aspen Dr. where I filled in some potholes is breaking up pretty bad. I was only able to use my pothole material on a couple of the holes because the other areas are not deep enough.** 2 hr.

- Remove stump from Pinecrest Rd. 1 hr.
- Work done that is not on the weekly plan:
- Sweep and mop the service Center Meeting Area. 1 hr.

Derrick

Date: 6/9/18 (Saturday)

- Open and close cremation burial in section 1 (including 2 hr. call-in time). 4 hr.

### Weekly Maintenance Plan June 11<sup>th</sup> – 15<sup>th</sup> 2018

Task to be completed	Estimated hours	Priority
Mow R.O.W. on Township roads	36	1
Mow the Town Hall	2	2
Mow all boat landings	4	2
Mow the Wendigo Picnic Park	1	2
Mow the Service Center	4	3
Drag both ballfields	2	1
Clean out weeds and add sand to the horseshoe pits at Crystal Park	2	2
Trim tree branches that are obstructing road sign visibility	8	1
Clean out weeds in the playground area at Wendigo Park.	3	3
Clean up brush on Township roads	10	1
Put rocks back into position on the Casper Landing.	2	3
Finish landscaping work at the Town Hall	6	3
Rotate the tires on the Felling Trailer	2	2

Derrick

Date: 6/11/18

- Meeting with Mike and Ken. ½ hr.
- Moved rocks back into place at the Casper Boat Landing. 1 hr.
- Mow R.O.W. on the Wendigo Park Rd. 3 hr.
- Adjusted the roller on the Flail mower head for the ditch mower. ½ hr.

Work done that is not on the weekly plan: **RAIN AFTERNOON**

- Updated sign and equipment files. 2 hr.
- Cut up fallen tree on Ilseview Rd. ½ hr.
- Cleaned leaf blower and took apart air cleaner and carburetor to try and figure out where the gas leak is coming from. ½ hr.

Ron

- Meeting ¾ hour
- Drag both ball fields 2 ½ hrs.
- Mowed at the town hall 3 hrs.
- Repaired deck on gravelly ½ hr.
- Cleaning garage 1 ¼ hrs.

Derrick

Date: 6/12/18

- Mowed R.O.W., **full 2 passes**, on the Wendigo Park Rd. 4 ½ hr.
- Grease and check over the Ditch Mower. ½ hr.

Work done that is not on the weekly plan:

- Cut and chip up trees on Ilseview Rd. 2 hr.
- Make a pricing list for parts for the J.D. 7130 Ditch Mower. ½ hr.
- Moved Bumps signs over to the wendigo Park garage. ½ hr.

Ron

Date: 6/12/18

- Weeded and added sand to horse shoe pits and weeded playground at crystal springs park 2 hrs
- Limbed and cut trees around signage on township roads 4 hrs.

Work done that is not on the weekly plan:

- Cut down a tree and chipped another tree on isle view road 2 hrs.

Derrick

Date: 6/13/18

- Mow R.O.W. ( **2 passes**) on East Harris Rd., Norberg Dr., Keyview Dr., Birch Hills Dr., Riverview Dr., River Ridge Rd., and Pennala Rd. 6 ½ hr.
- Finished mowing and trimming the Town Hall. 1 hr.

Work done that is not on the weekly plan:

- Remove and reinstall mower blades on the J. D. Z920m lawnmower. **NOTE: The blades were not put on all of the way from the last sharpening.** ½ hr.

Derrick

Date: 6/14/18

- Meeting with Mike. ½ hr.
- Checked over J.D. 7130 and greased it. ½ hr.
- Mow the R.O.W. on the Sunny Beach Rd. 6 ½ hr.

Work done that is not on the weekly plan:

- Picked up items in town (rakes, broom, gloves) ½ hr.

Tucker

- Mowed and trimmed all boat landings 6 1/2hr.
- Mowed an trimmed picnic park 1 1/2hr.

Derrick

Date: 6/15/18

- Fill out Weekly Plan for next week. 2 hr.
- Grease and look over J.D. 7130 before mowing. ½ hr.

Work done that is not on the weekly plan: **RAINY DAY**

- Fixed muffler on the leaf blower, it came loose while using it. 1 hr.
- Went over accident reports with Summer Temp Help, also contacted Supervisors Clayton and Schack about the incidents. ½ hr.
- Contacted and set up an appointment with Maki Body & Glass to have the window repaired on the Chevrolet Pickup Truck. ½ hr.
- Created a burial chart and emailed to Katie for updating her records. Also recorded updated Cemetery site purchases from Katie. 2 hr.
- Picked up supplies in town for cleaning up and painting the Felling Trailer. 1 hr.
- Fixed trailer emergency brake cable on the Felling Trailer. ½ hr.

Tucker

- Went to town hall and spread black dirt and seeded it 3 ½ hr.

Work done that is not on the weekly plan:

- Rotated tires on trailer and sanded the rust down 4hr.
- Cleaned out truck ½ hr.

**Weekly Maintenance Plan for June 18<sup>th</sup> – 22<sup>nd</sup> 2018**

<b>Task to be completed</b>	<b>Estimated hours</b>	<b>Priority</b>
Mow R.O.W. on Township Roads	36	1
Work on the weekly plan for the following week	2	3
Mow the Town Hall.	2	3
Trim tree branches obstructing signs or hanging low over roads and intersections of Township Roads	6	1
Clean up brush on Township Roads.	12	2
Clean off tennis court at Wendigo Park.	2	2
Fix fence around the tennis court and reposition the tennis net posts at Crystal Park	10	2
Clean and paint the Hydrants at both parks.	4	3
Bring in and pick up the Chevrolet Pickup Truck for glass repair.	2	1
Mow the Service Center	4	1

Derrick

Date: 6/18/18

- Meeting with Mike and Ken. 1 hr.
- Mow R.O.W. (2 passes) on the Sunny Beach Rd. 5 hr.
- Grease and look over tractor before mowing ditches. ½ hr.

Work done that is not on the weekly plan:

- Cut up fallen tree on the Wendigo Park Rd. and removed broken tree from Romans Rd. ½ hr.
- Remove old and installed new Stop sign on Sunset Ln. 1 hr.

Tucker

- Morning meeting 1hr
- Went to river view rd and took care of the little dirt pile 1hr
- Sharpened mower blades and cleaned grass out of deck 1hr
- Mowed service center 5hr

Derrick

Date: 6/19/18

- Mow R.O.W (2passes) on the Mishawaka Rd. 4 ½ hr.
- Check over tractor and grease before mowing ditches. ½ hr.

Work done that is not on the weekly plan:

- Bring in and pick up the Chevrolet Pickup Truck at Maki Body & Glass for window repair. 1 hr.
- Installed new posts and Stop signs at the intersection of Ruff Shores Rd. and Southwood Rd. Also, instructed Summer Temp Help how to properly install road signs. Recorded the information into my road records. **NOTE: These signs were stolen again. The last time they were taken was in July 2016.** 2 hr.

Date:6/19/18

Tucker

- Brought the truck to macki/ pick truck up 1 hr.
- Mowed and trimmed service center 5hr

Work done that is not on the weekly plan:

- Replaced 2 stop signs on the Southwood Rd. 1 hr
- Cleaned out culvert on the Metzenhuber Rd. 1 hr

Derrick

Date: 6/20/18

- Meeting with Ken and Mike. 1 hr.
- Started adjusting the fence line at the Crystal Park Tennis Court. **NOTE: We stopped trying to put the posts back down for now. It will be more of a time consuming task than originally thought, we can do it, just not at the moment.** 2 hr.
- Mowed R.O.W. on the West end of the Underwood Rd. 3 hr.
- Check over and grease tractor before starting to mow R.O.W. ½ hr.

Work done that is not on the weekly plan:

- Spoke with Rowe Funeral Home about a cremation burial for Saturday the 23<sup>rd</sup>. ½ hr.
- Removed and installed new skid shoes on the J.D. 7130 Ditch Mower. 1 hr.

Tucker

- Went to crystal park to fix fence on the tennis court 2hr
- Went back to crystal park to remove the nets and pound down the net poles 3hr
- Blew off tennis court at wendigo park 2hr

Work done that is not on the weekly plan:

- Morning meeting ½ hr.
- Cleaned mower decks ½ hr.

Derrick

Date: 6/21/18

- Worked on the weekly plan for next week. 1 hr.
- Checked over tractor and greased. ½ hr.
- Mow R.O.W. on Underwood Rd. (East side), Root Rd., Carol St., Pinecrest Rd., Fieldcrest Rd. 5 ½

Work done that is not on the weekly plan:

- Established a road list for shoulder work repair. 1 hr.

Ron

- Cleaned up and painted both Hydrants at both parks. 6 ½ hr.
- Clean up trash from garbage can at Crystal Park. ½ hr.

**NOTE:** Left early at 3:30, back was in pain.

Derrick

Date: 6/22/18

- Mow R.O.W. on Ilseview Rd., Birch St., Pine St., Apache Dr., Chippewa Dr., Winnebago Dr., Mohawk Dr., and Mishawaka Shores Trl. 6 ½ hr.
- Work on the weekly work plan for next week. 1 hr.
- Check over tractor and grease before mowing. ½ hr.

Ron

- Prepping equipment fro the day 1 hr
- Removing wet paint signs from hydrants at parks ½ hr
- Mowing, trimming and blowing grass at Town Hall 4 ½ hrs
- Rotating tires on trailer and putting equipment away 2 hrs

### Weekly Maintenance Plan for June 25<sup>th</sup> – 29<sup>th</sup> 2018

Task to be completed	Estimated hours	Priority
Mow R.O.W. on Township Roads	34	1
Work on the weekly plan for the following week	2	3
Mow the Town Hall.	2	3

Mow all boat landings	4	3
Clean up brush on Township Roads.	10	2
Raise the docks at all of the boat landings.	2	2
Remove old and Replace Stop signs on Pinecrest Rd and Wesleyan Dr.	4	1
Fill in potholes on Mishawka Shores Rd.	2	1
Mow the Service Center	4	3
Repair low shoulders on Township Roads.	16	1
Drag both ballfields	2	3

Derrick

Date: 6/23/18 (Saturday)

- Open and close site for cremation burial in section 1. 2 hr.
- Call-in time 2 hr.

Derrick

Date: 6/25/18

- Meeting with Ken and Mike. 1 hr.
- Raised docks at Casper, LaPlant, and Mishawaka boat landings. 2 hr.
- Filled in pothole on the Mishawaka Shores Trl. **NOTE: In this area of the pothole, the road seems to have a spot that is also moving up instead of down. Unsure what would be causing this to happen but I will be keeping an eye on it to see if it flexes more throughout the coming months.** 1 hr.
- Check over Tractor and grease before mowing R.O.W. ½ hr.
- Mow R.O.W. on Westwood Dr., Westwood Ln., Nancy Dr., Breezy Ln., Metzenhuber Rd., and Bayview Pl. 3 ½ hr.

Derrick

Date: 6/26/18

- Check over the tractor and grease before mowing R.O.W. ½ hr.
- Mow R.O.W. on Hauser Rd., Aspen Dr., Lakeview Dr., Lakeview Trl., Harbor Heights Rd., Woodland Park Rd., Melody Rd., Gary Dr., Woodbine Ln. 7 ½ hr.

Derrick

Date: 6/27/18

- Check over the tractor and grease it before mowing R.O.W. ½ hr.
- Mow the R.O.W. on Robinson Rd., Norway Rd., Schmidt Rd., Sunny Beach Addition Rd., and Alicia Pl. 5 ½ hr.

Work done that is not on the weekly plan:

- Picked up fuel for the fuel tank, the Chevrolet Pickup Truck, and gas for the Lawnmowers. 1 hr.
- Compared pricing at Home Depot and L & M Supply for Chain and Chain Binders. 1 hr.  
**NOTE: I will put together a pricing sheet in the morning.**

Derrick

Date: 6/28/18

- Remove and install new Stop signs and posts on Wesleyan Dr and Pinecrest Rd. 2 hr.
- Mow R.O.W. on Wendigo Park Circle, Vroman Rd., and Jane Ln. **NOTE: I was unable to finish Jane Ln. due to the on and off rain, I will finish it tomorrow if the weather holds out.** 4 hr.
- Work on the weekly plan for next week. 1 hr.

Work done that is not on the weekly plan: **RAINY DAY OFF AND ON**

- Cleaned up work bench and put away tools. Also sharpened 2 chisels. ½ hr.
- Cut hanging limbs on Pinecrest Rd. ½ hr.

Ron

- Mowed, trimmed and blew debris at Town Hall 4 hours

Work done that is not on the weekly plan:

- Sharpened blades and cleaned deck on Gravelly 2 hours
- Picked up trash in cemetery, and both parks 2 hours

Derrick

Date: 6/29/18

- Worked on the weekly plan for next week. 1 hr.
- Fixed low shoulders on Lakeview Dr./Lakeview Trl. Intersection, Pine Landing Dr., Southwood Rd. and Wendigo Park Rd. 3 ½ hr.

Work done that is not on the weekly plan:

- Contacted the Sheriff's Office about vehicles parking on the Mishawaka Rd. near the Boat Landing. The vehicles were not parked safely off of the road and one vehicle was even parked right directly underneath the No Parking sign on the road. They were going to have a deputy come out and take a look at the situation. ½ hr.
- Inspected some of the Township roads for storm damage, cut up downed trees on Sunny Beach Rd. and Mishawaka Rd. **NOTE: There is a couple of trees on the Sunny Beach Rd. across the road from the Sunny Beach Circle Rd. where the top of one of the trees snapped off, breaking another one, then causing them to fall into a third section of the tree. The branches are just hanging in the tree and they are too high up for me to get them down. I did mark it with tape. It is on the North side of the Sunny Beach Rd.** 3 hr.

**Harris Township**  
**Chevrolet 3500 Pickup**

<b>Date</b>	<b>Mileage</b>	<b>Mileage Used</b>	<b>Gals</b>
6/27/2018	32847	318	30.46
<b>Monthly Total</b>			30.46

**Harris Township**  
**John Deere 7130 Tractor**

<b>Date</b>	<b>Hours</b>	<b>Hours Used</b>	<b>Gals</b>
6/13/2018	904.5	14.3	30.6
6/18/2018	915.7	11.2	32
6/21/2018	927.7	12	34.8
6/25/2018	939	11.3	29.8
6/27/2018	949.7	10.7	27.9
7/2/2018	957.9	8.2	20.5
<b>Monthly Total</b>			175.6

**Fuel Tank Fill Up**

<b>Date</b>	<b>Equipment</b>	<b>Gals at Fill</b>	<b>Gals</b>
6/27/2018	fuel tank	1125	131.4
<b>Monthly Total</b>			131.4

## Harris Township: June 2018

Equipment	Total Hours	Monthly Hours
3500 Dump Truck	16348 miles	245 miles
3500 Pickup Truck	33074 miles	507 miles
Terex ASV	1072.5 hrs.	3.5 hrs.
E1100 heater	5770.5 hrs.	**
ETQ generator	1081.1 hrs.	**
Gravelly mower	610.2 hrs.	10.9 hrs.
JD 920 mower	550.6 hrs.	6 hrs.
JD 1445 tractor	769 hrs.	.5 hrs.
JD 7130 ditch mower	968.7 hrs.	70.6 hrs.
Vermeer Chipper	259.9 hrs.	1.3 hrs.

<b>Date &amp; Place</b>	<b>Quantity</b>	<b>Item</b>	<b>Number</b>	<b>What use...</b>	<b>Cost</b>
L & M 6/15	2	Pint paint cans (black) (credit card)	#309	Felling Trailer	\$19.98
L & M 6/15	1	Rust desolver (credit card)	#309	Felling Trailer	\$4.49
L & M 6/15	1	Cable stoppers (credit card)	#309	Felling Trailer	\$1.49
L & M 6/15	1	4pk Stainless clip wire clamps (credit card)	#309	Felling Trailer	\$7.99
L & M 6/15	1	3ft cable (credit card)	#309	Felling Trailer	\$.27
L & M 6/19	1	12pk AA batteris (credit card)	#357	Tools	\$6.49
Home Depot 6/14	1	2pk Toilet bowl cleaner (credit card)	#680	Service Center Supplies	\$3.76
Home Depot 6/14	1	10pk of work gloves (credit card)	#356	Clothing	\$10
Home Depot 6/14	2	Leaf rakes (credit card)	#357	Tools	\$19.96
Home Depot 6/14	1	Shop broom (credit card)	#357	Tools	\$16.97
Home Depot 6/27	3	Boltted water 24pk	#680	Service Center Supplies	\$7.44

<b>Home Depot 6/27</b>	<b>1</b>	<b>5pk Air freshener</b>	<b>#680</b>	<b>Service Center Supplies</b>	<b>\$10.29</b>
<b>Casper 6/26</b>	<b>1</b>	<b>Load of Class 5</b>	<b>#200</b>	<b>Road work material</b>	<b>Unsure of cost</b>

April 23, 2018

Harris Township Board

To whom it may concern

Jerome and Marie Janecek hereby request payment for cemetery plot (note attached description).  
We no longer wish to occupy the plot.

Thank you.

Jerome and Marie Janecek  
29300 Underwood Rd  
Grand Rapids, Mn. 55744

*Jerome + Marie Janecek*

OFFICE OF THE COUNTY RECORDER  
STATE OF MINNESOTA }  
COUNTY OF ITASCA } SS

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT  
WAS FILED IN THIS OFFICE FOR RECORD AS

DOCUMENT NO. 491224  
APR 20 1998 AT 9:10 A M.  
DATE

LARRY A. UNGER  
COUNTY RECORDER

BY Jane E. Bengtson  
DEPUTY

**CEMETERY DEED**

Know all by These Presents: That the Harris Township Cemetery of Harris Township in the County of Itasca and State of Minnesota, in consideration of the sum of Two Hundred Sixty Nine and 50/100 Dollars, to them in hand paid by Jerome and Marie Janecek, 7819 Underwood Road, hereby grant, bargain, sell and convey unto the said Jerome and Marie Janecek, their heirs and assigns forever the following described piece of land for the burial of the dead, to-wit:

Section Three (3), Block Seventeen (17), Lot three (3), Grave Sites Three (3) and four (4), of the Cemetery situated on First Addition to 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 of 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 or 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 13th day of April, 1998.

Signed, Sealed and Delivered in Presence of: Township of Harris

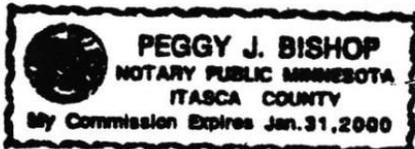
Gary Rosato By Dick Synhorst, It's Chairman  
Larry Key By Karlene M. Gale, It's Clerk

STATE OF MINNESOTA )  
                                  ) SS  
COUNTY OF ITASCA )

On this 13th day of April, A.D. 1998, before me appeared Larry Key, Gary Rosato, Dick Synhorst, and Karlene Gale to me personally known, who, being by me duly sworn, they did say, that they are respectively the Supervisors and Clerk of the Town of Harris and 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.

Peggy J. Bishop  
Notary Public

My Commission expires:



Return:  
Karlene Gale / Clerk  
3703 LaPlante Rd  
DR Mn 55744

4406  
APR 19

