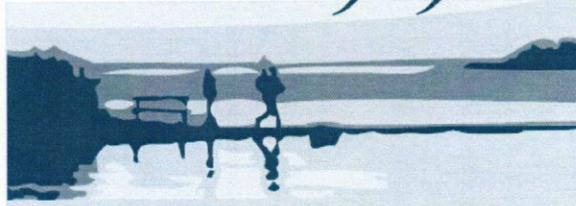


Madam Chair; Peggy Clayton  
20356 Wendigo Park Road  
Grand Rapids, MN 55744  
Phone 218-326-1551

Supervisor Dennis Kortekaas 326-1882  
Supervisor Jim Kelley 327-0317  
Supervisor Mike Schack 340-8852  
Supervisor Ken Haubrich 327-1351  
Treasurer Becky Adams 259-1192  
Clerk Cari Alleman 244-5070  
Deputy Clerk Kati Pierce 256-7411  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@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** **September 26, 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 8/22/18- KP
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda-**
  - ❖ 2 Cemetery Deeds
6. **Roads-**
  - ❖ Project updates
  - ❖ Underwood washout update
7. **Recreation-**
  - ❖ Park and Cemetery Inspection Reports as prepared for August, 2018
  - ❖ Trails Task Force
  - ❖ Boat and Landing Inspections
  - ❖ Firewise
8. **Correspondence-**
  - ❖
9. **Town Hall-**
  - ❖ Review town hall report as prepared by town hall caretaker for August, 2018
10. **Maintenance-**
  - ❖ Review maintenance report as prepared for August, 2018
  - ❖ Update on Temporary Staff
11. **Old Business-**
  - ❖ Change e-mail passcodes
12. **New Business-**

- ❖ Schedule Work Session RE: Cemetery/ Public landing access
- ❖ Appoint Head Election Judge

**13. Bills-**

- ❖ Approve Payments

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

**15. Upcoming meetings/events-**

- (M) Oct 15 Itasca County Township Association.....7:00 pm Blandin Foundation
- (W) Oct 10 Regular Meeting.....7:30pm Harris Town Hall
- (W) Oct 24 Planning and Development Meeting.....7:30 pm Harris Town Hall

**16. Adjourn-**

To Be Approved at the Next P&D Meeting 9/26/2018

**PLANNING & DEVELOPMENT MEETING**  
**August 22, 2018– 7:30pm**  
**MINUTES**

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

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-** Cemetery Site Sale, (Consent Agenda)- SEH Overpayment, (Bills)- Public Lake Access, (New Business)- Media Com, (New Business)- Supervisor Kelly made a Motion to approve agenda with these additions, Seconded by Supervisor Haubrich, and passed by all.
3. **Approve the minutes-**
  - ❖ P&D Meeting 7/25/18- KP Motion made to approve made by Supervisor Kortekaas, Seconded by Supervisor Haubrich and passed by all.
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record  
Rich Libby, would like to ask the Board to reconsider the sale of public land and encourages the Board not to rush into it. He would like to look at other options and would like more information and a map placed on the website for the public. He would also like more details on the dollar figures or what we would be making on the sale. Rich has a recommendations of turning the property into another park. He would also like the Board to consider a buffer between the land to be sold and the cemetery to uphold privacy if the sale is to move forward. He encourages the Board to wait until the market it better and thanks them for their consideration and holding a public meeting.
5. **Consent Agenda-**
  - ❖ Cemetery Site Sale- Motion made to approve made by Supervisor Kelley, Seconded by Supervisor Kortekaas and passed by all.
6. **Roads-**
  - ❖ Draft- Joint Road (IsleView) Ownership Agreement- The south half of the road is located in Harris Township and the north half is located in the city of Grand Rapids. The Board is working on an agreement with the city that will spell out how joint ownership will work to share the costs of repairs and work performed. The agreement would likely be to split the cost on the area of the road between the north and south sides as ownership of the city runs along the north and Harris Township owns the south. The Board would also like to make sure that there isn't work done without prior approval by our Board that could result in a bill that we didn't sign up for or anticipate coming. Supervisor Haubrich made a motion to table this until they are able to figure out the language that will better spell out splitting costs for the work to be performed and protect our interests. Seconded by Supervisor Kortekaas, and passed by all. Madam Chair will set up another sit down with the City of Grand Rapids.
  - ❖ Metzenhuber Road- Hawkinson has been out there and it all looks good per Supervisor Kelley.
  - ❖ Awarding Bid for Road Project Improvements- Allie Jurvelin from SEH, provided a hand out that describes the bid collection and the cost break down. Hawkinson was the only bidder and came in lower on all estimates. SEH recommends awarding the Bid to Hawkinson as they did come in lower for the work requested. Supervisor Kelley talked with Hawkinson and they are willing to do a loan at 0% interest if paid by June 2019 if the Township budget needs the extra time to make complete payment. The base bid, alternate 1 and alternate 2 are a little higher than what we have set aside for the work to be completed. Supervisor Kelley recommends doing the complete project and thinks that we

will be able to complete all the work and not have to carry the payment or worry about being over what we have to cover the cost. Motion made by Supervisor Haubrich to move forward with the base, alternate, 1 and alternate 2. For the complete price of \$382,840.96. Seconded by Supervisor Kortekaas, and passed by all.

**7. Recreation-**

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

**8. Correspondence-**

- ❖ None-

**9. Town Hall Report-**

- ❖ Review town hall report as prepared by town hall caretaker, dated 7/7/2108- 8/3/2018- Motion made to approve made by Supervisor Kortekaas, Seconded Supervisor Schack, and passed by all.

**10. Maintenance Report-**

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

**11. Old Business-**

- ❖ Sale of Township Land and Finding of Fact- Public Hearing was held and 2 residents spoke to the Board, one was in favor and 1 was not in favor of the sale. No decisions were made and it was decided to bring to the P&D meeting to bring some finding of fact. Areas of concern on the direction to be moved forward, also an opinion from the Township Attorney does not require a public hearing however the Board would like to make sure we are transparent and that residents have the opportunity to be heard. Is the sale of the property in the public interest? Supervisor Kortekaas does not feel like it is in the best interest of the public. Supervisor Haubrich feels like the Township has many parks and with the Hall and Cemetery there is already much property to maintain. He likes Rich's suggestion of having a buffered zone between the Cemetery and the property to be sold to ensure that the property allows to have a privacy space between the cemetery and a home is not built overlooking the cemetery. Supervisor Kelley made a Motion to table the next 3 items on the agenda to take the time to look at this. Recommends sometime in the middle of October as a possibility at the P& D Meeting. This would allow more time to do research and look over our numbers after the road work is complete. Seconded by Supervisor Haubrich, and passed by all.
- ❖ SEH Survey Estimate
- ❖ Northern Lights Survey Estimate
- ❖ Box for Rental Forms at Town Hall- Town Hall rental form box is located outside the hall in the box to make it more available to anyone wishing to rent the hall. Reminder to please contact Amber Hartl for inquiries regarding renting the hall.

**12. New Business-**

- ❖ Annual Financial Auditor Report for year ending December 31, 2017- The final report is in, packets were already provided. If you have questions, please bring them to the next Regular Meeting. Treasurer Adams did not see any discrepancies or findings to note. Supervisor Haubrich has a question on page 1 on the expiration of time- should be 1<sup>st</sup> Monday in Jan? Question on page 5 in the book, highlights under general fund? Question on page 30 there is a discrepancy on withholding? Motion made to approve with the correction made by Supervisor Haubrich, Seconded by Supervisor Kortekaas and passed by all.
- ❖ Schedule Work Session RE: Cemetery- Work Session set for September 4<sup>th</sup> at the Town hall if available or the maintenance center if the hall is not open. This will also include Work Session on Mishawaka Landing. Set for 7 PM.

❖ [Minnesota@OpenTheBooks.com](mailto:Minnesota@OpenTheBooks.com) Data Request- Townships outside of the metro areas are not required to respond or to comply with this request. Each Township outside the metro area may decide how they want to respond or if they would like to send any response at all. Motion made by Supervisor Kelley that we do not respond to the request- Seconded by Supervisor Haubrich and passed by all. Clerk to respond that we will not be responding to this request.

❖ Township/ Legal Seminar- Madam Chair says this is a great seminar and there are a few dates out there to pick from. Supervisor Kelley, Supervisor Schack and Supervisor Kortekaas would like to attend again. They chose Oct 6<sup>th</sup> and they will register on their own. Motion to attend made by Supervisor Kelley, Seconded by Supervisor Schack and passed by all. This will need to be posted as 3 Supervisors will be attending.

❖ Admin Policy/ Clerk Duties- Please add this into the same Work Session on September 4<sup>th</sup> at 7 pm.

❖ Public Lake Access- The Township needed to find out if we own the section of lake access that was brought to our attention last month. - Madam Chair did some research and found this property is not under any jurisdiction of the Board and the property owner should consult atty. The Records office could not produce any documentation that the Township owns or has any rights to preserve or govern this landing.

❖ Media Com- They have started and are completing about a mile per day and hope to be hooking residents up by November.

### 13. Bills-

❖ Approve Payments- 2 mistakes, 1<sup>st</sup> total is incorrect, the formula was incorrect- 2<sup>nd</sup> remove SEH, we will not be paying the SEH as it is not due. That was a double payment that is now corrected- Motion made by Supervisor Haubrich and Seconded by Supervisor Kortekaas and passed by all to pay all bills for a total of \$9,864.04.

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

Dan Butterfield- Dan asks the Board to please include the letter from our attorney in regard to the data request reply. – Dan was also at the county board meeting and they have serious concerns that the county needs to pay attention to spending. Money is tight and encourages our Board to pay attention to spending.

Rich Libby- Rich has a map of the public lake access- although we do not own the property the public access that was in question he encourages the Township to remember the landings may be used by Kayaks and that the landing is still of public use. It could be used for years to come by the public and as long as public can walk to the lake from it that we should retain these for public use. He would like to do some research and return to the Board with Law and Court opinion for them to review.

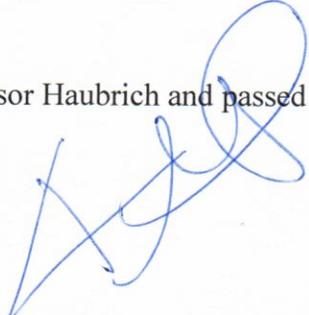
### 15. Upcoming meetings/events-

(T) Sept 4 Work Session on Cemetery, Clerk Duties, Mishawaka Landing.....7:00 pm Harris Town Hall  
(M) Sept 10 Itasca County Township Association.....7:00 pm Blandin Foundation  
(W) Sept 12 Regular Meeting.....7:30pm Harris Town Hall  
(W) Sept 26 Planning and Development Meeting.....7:30 pm Harris Town Hall

### 16. Adjourn-

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

Prepared by: Kati Pierce









PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	8/12/18	looksg.		
GRASS CUT:		good.		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS		N/A	N/A	looksg
POSTS				good
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET		✓		
POSTS				
COURT				
GRASS CUT/TRIMMED				

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<b>PARKS (CONTINUED):</b>				
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED	8/2/18	N/A		good
GRASS CUT/TRIMMED				
<b>BASKETBALL AREA:</b>				
NET				
<b>PICNIC AREA:</b>				
TABLES/BENCHES				good
TRASH				
<b>PLAYGROUND AREA:</b>				
SWINGS				
SLIDES				good
TRASH				
ANYTHING BROKEN				
<b>HORSESHOE COURT</b>				
TRASH				
<b>PARKING LOT:</b>				
TRASH				
ICE RINK/WARMING SHACK				
OUTHOUSE:				
CLEAN/CALL NEEDED TO VENDOR?				fuel - needs to be emptied CNO Bag

OVERALL COMMENTS:

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PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	8/8/10			
GRASS CUT:		good		
GRASS TRIMMED:		good		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS			NA	good
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT			good	good
GRASS CUT/TRIMMED				

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<b>PARKS (CONTINUED):</b>	8/8/18			
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED		N/A	GRASS	good
GRASS CUT/TRIMMED			grassy uncut	good
<b>BASKETBALL AREA:</b>				
NET			good	good
<b>PICNIC AREA:</b>				
TABLES/BENCHES TRASH			good	good
<b>PLAYGROUND AREA:</b>				
SWINGS			good	good
SLIDES				
TRASH				
ANYTHING BROKEN				
<b>HORSESHOE COURT</b>				
TRASH			N/A	good
<b>PARKING LOT:</b>				
TRASH				
ICE RINK/WARMING SHACK			good	good
OUTHOUSE:			small mat	good
CLEAN/CALL NEEDED TO VENDOR?			maintaining playground (getting fuel)	
<b>OVERALL COMMENTS:</b>				

all bases good

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	8/15/18	good		
GRASS CUT:		good		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

WIA good

good

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<b>PARKS (CONTINUED):</b>	8/15/18			
BASEBALL FIELD:				
SHAPE/ANY REPAIR NEEDED		N/A	GRASS growing and shed	good
GRASS CUT/TRIMMED			good	good
<b>BASKETBALL AREA:</b>				
NET			good	good
<b>PICNIC AREA:</b>				
TABLES/BENCHES			good	good
TRASH			good	good
<b>PLAYGROUND AREA:</b>				
SWINGS			shed fields	good
SLIDES			cross of ft.	good
TRASH				
ANYTHING BROKEN				
<b>HORSESHOE COURT</b>				
TRASH			N/A	good
<b>PARKING LOT:</b>				
TRASH				
ICE RINK/WARMING SHACK				
OUTHOUSE:			good	good
CLEAN/CALL NEEDED TO VENDOR?				

OVERALL COMMENTS:

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PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	8/22/18			
GRASS CUT:		Good		
GRASS TRIMMED:		Good		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				Good
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				Good

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<b>PARKS (CONTINUED):</b>				
BASEBALL FIELD:	8/22/18			Good
SHAPE/ANY REPAIR NEEDED		N/A		
GRASS CUT/TRIMMED				
<b>BASKETBALL AREA:</b>				
NET				Good
<b>PICNIC AREA:</b>				
TABLES/BENCHES				Good
TRASH				Good
<b>PLAYGROUND AREA:</b>				
SWINGS				Good
SLIDES				Good
TRASH				Good
ANYTHING BROKEN				
<b>HORSESHOE COURT</b>				
TRASH				Good
<b>PARKING LOT:</b>				
TRASH				Good
ICE RINK/WARMING SHACK				Good
OUTHOUSE:				Good
CLEAN/CALL NEEDED TO VENDOR?				Good
<b>OVERALL COMMENTS:</b>				
				Crystal - grass made but needs cutting! looks good
				grass @ stadium sink needs cutting
				grass cut. looks good

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	8/29/18			
GRASS CUT:		looks good.		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS			NA	
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<b>PARKS (CONTINUED):</b>	8/29/18	N/A	Good	Good
BASEBALL FIELD: SHAPE/ANY REPAIR NEEDED			Good	Good
GRASS CUT/TRIMMED			Good	Good
<b>BASKETBALL AREA:</b>				
NET			Good	Good
<b>PICNIC AREA:</b>				
TABLES/BENCHES			Good	
TRASH			Good	
<b>PLAYGROUND AREA:</b>				
SWINGS			Good	
SLIDES			Good	
TRASH			N/A	
ANYTHING BROKEN				
<b>HORSESHOE COURT</b>				
TRASH			Good	
<b>PARKING LOT:</b>				
TRASH			Good	
<b>ICE RINK/WARMING SHACK</b>				
<b>OUTHOUSE:</b>				
<b>CLEAN/CALL NEEDED TO VENDOR?</b>				

**OVERALL COMMENTS:** Grass + cemetery look good!

Harris Township Monthly Town Hall Report

Caretaker, Amber Hart Date 9-7-18

General Cleaning 16.25 hrs.

Miscellaneous Duties/Work 27 hrs.

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

Notes:

Would it be OK to hang up a few things in the bathrooms, again? please + Thank You! :)

Total (All hours worked) 43.25 hrs.

Rentals

Resident's 7

No Charge/Discounted Only by board approval 1

Notes Hyway Club mtg. \$25.00

Non-Residents 1

Discounted Only by Board approval \_\_\_\_\_

Notes \_\_\_\_\_

Board Functions (meetings, scheduled hold, voting) 7

Total 16

Deposits Retained \_\_\_\_\_

Total money collected 475.00

Maintenance or Safety concerns:

- Need a new Otterbox Case to fit my Iphone 5S.
  - \* Phone OK - Box did it's job. Please + Thank You! :)
- Have a renter who would like to be able to play music at their Rental function. They said it wouldn't be "big speakers". Told them I would need board approval - Please + Thank You!
  - \* Also they would be Non-Resident's for 2 days. <sup>9/20/25</sup>
  - HOWEVER one is a Wednesday - That needs to be approved. Amber Hart Dec 25 + 26





# Harris Township

## August Maintenance Report

### Weekly Maintenance Plan for August 6<sup>th</sup> – 10<sup>th</sup> 2018

Task to be completed	Estimated hours	Priority
Open and close cremation burial in section 3. (Thursday 9 <sup>th</sup> )	2	2
Cut and trim tree branches and grass around road signs on Township Roads.	12	1
Remove grass and level out parking lot area at Wendigo Park.	8	3
Close full burial in section 2 (Monday 6 <sup>th</sup> )	2	1
Clean and Paint the outside steps at the Town Hall.	4	3
Add sand and level out playground area at Wendigo Park	8	2
Mow R.O.W. on Township Roads	36	1
Pick up broken trees and branches in the R.O.W. of the Wendigo Park Rd. and haul away	8	2

Derrick

Date: 8/6/18

- Meeting with Ken and Mike. ½ hr.
- Close burial site and seed area in section 2. 2 hr.
- Check over and grease tractor before ditch mowing. ½ hr.
- Mow R.O.W. on Pennela Rd., Davis Rd. and River View Dr. **NOTE: Pennela Rd. and Davis Rd. are completed.** 4 hr.

Work done that is not on the weekly plan:

- Picked up gas for the gas cans. 1 hr.

Sterling

- Morning meeting with Mike and Ken 1 hrs
- Cut up tree on underwood Rd put into ditch 0.5 hrs
- Weed trim around signs on wendigo park, e harris, birch, pennala, Norberg, pine crest, keyview 6.5 hrs

Derrick

Date: 8/7/18

- Check over and grease tractor before mowing ditches. ½ hr.
- Mow R.O.W. on the Sunny Beach Rd. 5 ½ hr.

Work done that is not on the weekly plan:

- Mark out stones in section 1. ½ hr.
- Run to town and get gas for the Chevrolet Pickup Truck and the Fuel Tank. 1 ½ hr.

Sterling

- Pick up brush along wendigo park road 2.5 hrs
- Weed trim around signs on sunny beach road 2.5 hrs

Work done that is not on the weekly plan:

- Clean deck and sharpen blades on john deere 3 hrs

Derrick

Date: 8/8/18

- Check over and grease tractor before mowing ditches. ½ hr.
- Mow the R.O.W. on the Sunny Beach Rd. 7 ½ hr.

Sterling

- Paint steps at town hall. 2 hrs
- Clean brush on wendigo park road, saw and load. 4 hrs
- Trim around signs on sunny beach road, remove encroaching limbs 2 hrs

Derrick

Date: 8/9/18

- Meeting with Mike and Ken. ½ hr.
- Open and close cremation site in section 3. 2 hr.
- Grease, fuel up, and check over tractor before mowing ditches. ½ hr.
- Mow the R.O.W. on the Sunny Beach Rd. 5 hr.

Derrick

Date: 8/10/18

- Load and haul ASV to and from Wendigo Park. 1 hr.
- Work on the weekly plan for next week. 1 hr.
- Mow R.O.W. on the Sunny Beach Rd. 5 ½ hr.
- Check over and grease tractor before mowing ditches. ½ hr.

Ron

- Spread sand in the playground area at Windego park with the Terex  
And hauled the extra sand back to the service center 4 hrs
- Dug the grass out of the parking lot at Windego park and resurfaced  
the parking lot, filled holes with the Terex 4 hrs

## Weekly Maintenance Plan for August 13<sup>th</sup> – 17<sup>th</sup> 2018

Task to be completed	Estimated hours	Priority
Limb tree branches on Westwood Dr.	4	1
Cut and trim tree branches and grass around road signs on Township Roads.	10	1
Remove grass and level out parking lot area at Wendigo Park.	8	3
Fill in wash out areas on Lakeview Dr. and Robinson Rd. with recycle tar material	8	1
Mow the Town Hall.	2	2
Mow the Wendigo Picnic Park	2	2
Mow R.O.W. on Township Roads	38	1
Mow the Service Center	4	3
Mow all boat landings	4	2

Derrick

Date: 8/13/18

- Meeting with Mike and Ken. 1 hr.
- Run to town and pick up new rakes and nylon gloves. 1 hr.
- Run to Hawkinson Construction and picked up a load of recycled asphalt. 1 hr.
- Fill in washed out shoulders with asphalt material on Robinson Rd. and Lakeview Dr. 5 hr.

Sterling

- Morning meeting with mike and ken. 1 hr
- Ride around with Ken to look at today's work list. 1 hr
- Trim around signs down Westwood Road. 1 hr
- Removed encroaching limbs over road on Westwood, E. Harris, Birchwood, KeyView, Norberg roads. 4 hrs
- Finish trimming around signs down sunny beach road 1 hr

Derrick

Date: 8/14/18

- Filled in washout on Lakeview Dr. with recycle asphalt material. 2 ½ hr.
- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow R.O.W. on the Sunny Beach Rd. 3 hr.

Work done that is not on the weekly plan:

- Spoke with Rowe Funeral Home about a cremation burial in September. ½ hr.
- Put away tools and clean the garage at the Service Center. 1 hr.
- Move headstone in section 2. ½ hr.

Sterling

- Fill in washouts along LakeView Dr 2.5 hrs
- Mow at picnic park 1.5 hrs
- Mow at service center 4 hrs

Derrick

Date: 8/15/18

- Check over and grease the tractor before mowing R.O.W. ½ hr.
- Mow R.O.W. on the Sunny Beach Rd. 5 ½ hr.

Work done that is not on the weekly plan:

- Take down election equipment at the Town Hall. 1 ½ hr.
- Run to town and put fuel in the Chevrolet Dump Truck. ½ hr.

Sterling

- weed trim at service center, clean garages. 2 hrs
- mow all boat landings 2.5 hrs
- mow at town hall 3.5 hrs

Derrick

Date: 8/16/18

- Check over tractor and grease before mowing R.O.W. ½ hr.
- Mow the R.O.W. on the Sunny Beach Rd. and Breezy Ln. **NOTE: Sunny Beach Rd. and Breezy Ln. are completed.** 4 hr.

Work done that is not on the weekly plan:

- Vacation time. 3 hr.

Sterling

- Talk with ken in the morning and discuss plans. 1 hr
- Pick up brush on sunny beach road 3 hrs
- Swap trucks/trailer due to low fuel 0.5 hrs
- Mow over windrows of wet grass at service center 3.5 hrs

Derrick

Date: 8/17/18

- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow the R.O.W. on the Mishawaka Rd. 5 ½ hr.
- Work on the weekly plan for next week. 2 hr.

Sterling

- Trim around service center, thread two weed trimmers, fill tire on trailer 1 hr
- Trim at picnic park 1 hr
- Mow and trim rest of town hall 1.5 hrs
- Cut and pick up brush along wendigo park and sunny beach roads 4.5 hrs

## Weekly Maintenance Plan for August 20<sup>th</sup> – 24<sup>th</sup> 2018

Task to be completed	Estimated hours	Priority
Cut brush and remove T-posts from west end of the Service Center/Cemetery field	8	1
Cut and trim tree branches and grass around road signs on Township Roads.	10	2
Remove grass and level out parking lot area at Wendigo Park.	8	3
Pick up and install new posting box for the Town Hall Rental papers	4	1
Remove old paint, clean and repaint the Handicap Parking spaces at the Town Hall.	8	2
Open and close cremation burial in section 1	2	1
Mow R.O.W. on Township Roads	33	1
Mark out for a stone placement	1	1
Mow the Town Hall	2	3
Wash both trucks, the ASV, and the John Deere 1445.	4	3

### Derrick

Date: 8/20/18

- Meeting with Mike and Ken. 1 hr.
- Open and close cremation burial in section 1. 2 hr.
- Pick up and install Town Hall Rental Agreement Box on the Town Hall building. 2 hr.
- Cut brush and install T-posts on the West end of the Cemetery Field. 2 hr.

Work done that is not on the weekly plan:

- Clean up work bench in the Service Center Garage. ½ hr.
- Spoke with Katie about sellable grave sites in section 2, also had to look up purchasers for these sites in my records. ½ hr.

### Sterling

- Meeting with Mike and Ken 1 hr
- Cut brush and remove snow fence at service center 4 hrs
- Put up new snow fence at service center 2.5 hrs

Work done that is not on the weekly plan:

- Trim weeds at town hall 0.5 hrs

Derrick

Date: 8/21/18

- Check over and grease tractor before mowing ditches. ½ hr.
- Mow R.O.W. on Aspen Dr. **NOTE: Aspen Dr. is completed.** 3 ½ hr.

Work done that is not on the weekly plan:

- Run to town and pick up linseed oil, water and fuel for the fuel tank. **NOTE: I looked for some sort of paint remover to help remove the blue lines on the Handicap Parking spaces at the Town Hall. I wasn't able to find anything that WOULD NOT harm the asphalt. I'm now unsure how we should go about making these areas more visible and more professional looking.** 2 hr.
- Spoke with Katie and Rowe Funeral Home about a burial on Thursday the 23<sup>rd</sup> in section 2. ½ hr.
- Updated Cemetery files and organized Cemetery Book. 1 ½ hr.

Derrick

Date: 8/22/18

- Mark out area for stone placement in section 3. ½ hr.

Work done that is not on the weekly plan:

- Move headstones from grave site to be opened. 1 ½ hr.
- Open grave for Thursday in section 2. 6 hr.

Sterling

- Try to remove paint on parking lot at town hall 1 hr
- Cut and clear brush along wendigo park, sunny beach, and aspen drive 6 hrs
- Clean pickup truck, organize tools in garage, clean workbench 1 hr

Derrick

Date: 8/23/18

- Meeting with Ken. ½ hr.
- Check over tractor and grease before mowing R.O.W. ½ hr.
- Mow R.O.W. on the Mishawaka Rd. 5 hr.

Work done that is not on the weekly plan:

- Instructed Summer Help (Ron) the proper way to mow R.O.W. with the ASV. 1 hr.
- Close grave in section 2. 1 hr.

Ron

- Mowed ditch on Sunset Drive and Sunset Lane 1 ½ hrs

Work done that is not on the weekly plan:

- Helped Derrick cover grave In cemetery 1 hr
- Mowed ditch on Harris Town road from the service center to River Road 5 ½ hrs

Derrick

Date: 8/24/18

- Worked on the weekly plan for next week. 2 hr.
- Load and haul the ASV to and from the Wendigo Picnic Park. 1 hr.
- Wash the ASV and the Chevrolet Dump Truck. 1 ½ hr.

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

- Made road inspections to examine shoulders that were just recently fixed while it was raining. **NOTE: Metzenhuber Rd. is still washing out. It is not as bad but we are still going to have an issue with this road. Supervisor Shack also, met me on the road and I also discussed it with Supervisor Kelly.** 1 hr.
- Responded to a fire call on the Southwood Rd. **NOTE: As I was checking Lakeview Dr. a call came through on my pager about a structure fire unknown if there was anybody inside the building. I drove over to the residence and helped keep water on a vehicle that was close by until the Fire Department showed up and then I directed traffic.** ½ hr.
- Run to town and picked up Exhaust fluid and air chucks. Also went to Verizon to discuss a new phone. **NOTE: I was able to get pricing for a new phone. I will send it in a separate email, but they were able to switch my phone with the old phone used by Dan.** 2 hr.

Ron

- Pull up and level out the parking lot area at the Wendigo Picnic Park. 3 ½ hr.

**LEFT AT**

**12:30 due to RAINY DAY**

Work done that is not on the weekly plan:

- Tried to figure out the problem with the trailer plug in on the Chevrolet Dump Truck. **NOTE: Was unable to get into the back end of the Dump Box where it looks like the problem might be. Will try again next week.** 1 hr.

### Weekly Maintenance Plan for August 27<sup>th</sup> – 31<sup>st</sup> 2018

Task to be completed	Estimated hours	Priority
Cut up and remove fallen trees on the Corner Property	4	2
Pick up fallen and cut trees and brush in the ditches of Township Roads.	10	2
Mow the Corner Property	6	3
Mow the hockey rinks at both parks	4	1
Paint the railings on the Town Hall Ramp	8	1
Mow the Service Center	4	2
Mow R.O.W. on Township Roads	36	1
Mow the Wendigo Picnic Park	2	2
Mow the Town Hall	2	1
Work on the weekly plan for the following week.	2	3
Meeting time	2	2

Derrick

Date: 8/27/18

- Meeting with Mike and Ken. ½ hr.
- Check over and grease tractor and ASV before mowing R.O.W. 1 hr.
- Mow R.O.W. on the Mishawaka Rd., Fieldcrest Rd., Carol St., and Root Rd. **NOTE: Fieldcrest Rd. and Carol St. are completed.** 6 hr.

Work done that is not on the weekly plan:

- Clean up the Service Center Garage. ½ hr.

Sterling

- Morning meeting with mike and ken 1 hr
- Cut and clear brush on sunny beach and wendigo park roads 2 hrs
- Mow and trim at all boat landings and picnic park 4 hrs
- End of summer Meeting with ken and Peggy 1 hr

Derrick

Date: 8/28/18

- Replaced Fuse holder on the mower switch for the J.D. 7130 Ditch Mower. 1 hr.
- Check over and grease the tractor before mowing R.O.W. ½ hr.
- Meeting with Katie. ½ hr.
- Mow R.O.W. on the Underwood Rd. and the Root Rd. **NOTE: The Root Rd is completed.** 3 hr.

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

- Fixed trailer wiring and replaced fuse on the Chevrolet Dump Truck. 1 hr.
- Started working on extending the sides for hauling woodchips on the Chevrolet Dump Truck. 2 hr.

Sterling

- Fill in washout at Casper landing 3 hrs
- Cut down and remove two trees on Underwood road 3 hrs
- Mow and weed whip at Wendigo Park hockey rink 2 hrs

Derrick

Date: 8/29/18

- Check over and grease the tractor before mowing R.O.W. ½ hr.
- Run to town and put fuel in the Chevrolet Pickup Truck. ½ hr.
- Mow the R.O.W. on the Mishawaka Rd., Mishawaka Shores Trl. And Sunny Ln. **NOTE: Mishawaka Rd., Mishawaka Shores TRI. And Sunny Ln. are completed.** 7 hr.

Sterling

- Cut and remove three logs on SC adjacent property 2 hrs
- Mow and trim long grass at crystal park hockey rink 3 hrs
- Mow at the service center 3 hrs

Derrick

Date: 8/30/18

- Meeting with Ken. ½ hr.
- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow the R.O.W. on East Harris Rd., Birch Hills Dr. and Keyview Dr. **NOTE: East Harris Rd. and Birch Hills Dr. are completed.** 5 ½ hr.

Work done that is not on the weekly plan:

- Vacation time. **NOTE: Left at 3 p.m.** 1 ½ hr.

Ron

- Painted the main entrance ramp railings at the Town Hall. 2 hr.
- Mow the Service Center. ½ hr.
- Mow the corner property and ditch. 4 ½ hr.

Work done that is not on the weekly plan:

- Emptied garbage cans at both parks and the Cemetery. 1 hr.

Derrick

Date: 8/31/18

- Check over and grease tractor before mowing R.O.W. ½ hr.
- Mow R.O.W. on Birch St., Pine St., Ilseview Rd., Apache Dr., Chippewa Dr., Winnebago Dr., and Mohawk Dr. **NOTE:** All of these roads are now completed. 6 ½ hr.
- Work on the weekly plan for next week. 1 hr.

Ron

- Trimmed around street signs on Mishawaka Rd, and Mishawaka Shores Road 3 ½ Hrs
- Trimmed around all the culverts in the ditch at the corner lot by service center ½ hr
- Mowed, trimmed and blew debris from driveway at Town Hall. 2 ½ hrs
- Finished mowing corner lot by service center 1 hr

Work done that is not on the weekly plan:

- Repaired trailer latch on big lawn mower trailer for the emergency brake. ½ hrs

## Chevrolet 3500 Dump Truck

Date	Mileage	Mileage Used	Gals
8/15/2018	16933	472	54.92
			0
<b>Monthly Total</b>			<b>54.92</b>

## Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
8/7/2018	33486	322	31
8/17/2018	33749	263	29.9
8/29/2018	34045	296	28.67
			0
<b>Monthly Total</b>			<b>89.57</b>

## ASV PT60

Date	Hours	Hours Used	Gals
8/10/2018	1107.9	5.4	5
8/23/2018	1119.5	11.6	3.8
8/24/2018	1125	5.5	8.3
			17.1
<b>Monthly Total</b>			<b>17.1</b>

## Fuel Tank Fill Up

Date	Equipment	Gals at Fill	Gals
8/7/2018	fuel tank	1325	121
8/21/2018	fuel tank	1470	135
9/6/2018	fuel tank	1598	136.5
<b>Monthly Total</b>			<b>392.4</b>

## John Deere 7130 Tractor

Date	Hours	Hours Used	Gals
8/7/2018	1006.7	14.4	39.5
8/9/2018	1019.3	12.6	35.5
8/15/2018	1032.8	13.5	40.5
8/17/2018	1042.6	9.8	23.8
8/21/2018	1046.7	4.1	23.5
8/27/2018	1054	7.3	22.2
8/30/2018	1066.1	12.1	32.2
9/5/2018	1078.5	12.4	28.8
9/6/2018	1085.1	6.6	27.7
			0
<b>Monthly Total</b>			<b>273.7</b>

## Harris Township: August 2018

Equipment	Total Hours	Monthly Hours
3500 Dump Truck	17066 miles	285 miles
3500 Pickup Truck	34301 miles	865 miles
Terex ASV	1133.1 hrs	30.6 hrs
E1100 heater	5770.5 hrs.	**
ETQ generator	1081.1 hrs.	**
Gravelly mower	629.8 hrs	7.3 hrs
JD 920 mower	570.2 hrs.	10.8 hrs
JD 1445 tractor	782.1 hrs	4.8 hrs
JD 7130 ditch mower	1090 hrs	91.8 hrs

<b>Equipment</b>	<b>Total Hours</b>	<b>Monthly Hours</b>
<b>Vermeer Chipper</b>	262.9 hrs.	**