

Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-259-1551

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Supervisor/VC Mike Schack 340-8852
Supervisor Ryan Davies 929-0610
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk 244-1811

harristownshipclerk@gmail.com

Mission Statement:

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

www.harristownshipmn.org

REGULAR BOARD MEETING January 11, 2023 at 7:30pm AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement.
2. **Approve the Minutes**
 - A. Minutes of December 14, 2022 Regular Board Minutes
 - B. Minutes of December 15, 2022 Carlson Public Hearing
 - C. Minutes of January 5, 2023 Work Session Re: Admin Policy/Committees, Land Sale, Mowing Contract, MATIT Consolidated Liability Coverage, and 5-Year Road Plan
3. **Additions and Corrections**
4. **Business from the Floor** (*please limit comments to 5 minutes*) please come up to the podium and state your name and address for the record)
 - A. Proposed Fire Contract/Travis Cole
5. **Consent Agenda**
 - A. December 31, 2022 Claims List
 - B. Larabee Cemetery Deed
6. **Roads**
 - A. Road Update/J
 - B. Dept of Commerce Construction Progress Reporting Survey/J
 - C. SEH 2023 Township Engineer and Miscellaneous Services Agreement/Sara C.
 - D. LRIP Representative/P
7. **Recreation**
 - A. Rink Report/J
8. **Correspondence (Informational)**
 - A. Township Association Minutes of December 12, 2022
 - B. Northland Reliability Project
9. **Old Business**
 - A. Land Sale/R
10. **New Business**
 - A. 2023 Board Committees/P
 - B. 2023 Admin Policy Resolutions #2023-001 & #2023-002/P
 - C. Resolution #2023-003 Adopting 2023 Reorganization/P
 - D. Resolutions #2023-004 through #2023-008 Authorizing Contract Services/P
 - E. Resolution #2023-009 Resolution for Town Chair/P
 - F. Schedule Work Session Re: MATIT Consolidated Liability Coverage, and Employee Handbook/P

- G. Website Design/P
- H. Maintenance Repairs/M

11. Treasurer’s Report – December 1, 2022

- A. Approve Treasurers Report
- B. Approve the Payment of Claims

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

13. UPCOMING Events/Meetings

January 17, 2023	Budget Session	4:00 pm Town Hall
January 19, 2023	Budget Session	4:00 pm Town Hall
January 23, 2023	Budget Session	4:00 pm Town Hall
January 25, 2023	P and D Board Meeting	7:30 pm Town Hall
January 26, 2023	Budget Session	4:00 pm Town Hall
January 31, 2023	Budget Session	4:00 pm Town Hall
January 31, 2023	Board of Audit	6:00 pm Town Hall

14. Adjourn

Prepared by: 
 Peggy Clayton, Interim Clerk

Signed by: 
 Peggy Clayton, Madam Chair

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2A

Regular Board Meeting December 14, 2022 Minutes

Present: Madam Chair Clayton, Vice Chair Schack, Supervisor Davies, and Supervisor Kelley; Treasurer Kopacek

Absent: Supervisor Gilbert

Pledge to the Flag was conducted, followed by the reading of the township mission statement.

Oath of Office

Madam Chair Clayton conducted the Oath of Office to the re-elected supervisors: Supervisor A-Ryan Davies, Supervisor D-Jim Kelley, and Supervisor E-Mike Schack.

Approve the Minutes

Minutes of November 9, 2022 Regular Board Minutes

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the November 9, 2022 Regular Board Meeting. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Minutes of November 28, 2022 Work Session Re: ATT-Verizon, Isleview Road, Harris Town Road- Wendigo Park Road, Paul Bunyan, ElderCircle, and Land Sale

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the minutes of the November 28, 2022 Work Session Re: ATT-Verizon, Isleview Road, Harris Town Road- Wendigo Park Road, Paul Bunyan, ElderCircle, and Land Sale. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Additions and Corrections

Chair Clayton requested to pull agenda item 11D "GovOff Website" and table it to the January 25, 2023 P and D Board Meeting.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to pull agenda item 11D "GovOff" and table it to the January 25, 2023 P and D Meeting. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Business from the Floor Helmbrecht Public Hearing

Chair Clayton stated that Attorney Andy Shaw was not available to present the Helmbrecht Public Hearing, therefore, she provided the information.

A petition for vacation of ROW for a portion of the Bayview Place, which is proposed to be vacated and is to be replaced by a roadway located southerly which is to provide access to the parcels and is to be dedicated to the town as a public ROW concurrently with the filing of the petition. The parties of record affected by this vacation proceeding are Randall and Kathy Helmbrecht. At this time, the Order Setting the Hearing Date on the Petition to Vacate the Platted ROW, needs to be scheduled. The recommendation by Attorney Andy Shaw was to set the public hearing for Wednesday, January 11, 2023 at 3:00 pm at the Town Hall, and to include a site visit.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to schedule the Helmbrecht Public Hearing for Wednesday, January 11, 2023 at 3:00 pm at the Town Hall, and to include a site visit. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

State of MN, Office of Administrative Hearings, Order Approving Detachment of Certain Real Property from the City of Grand Rapids to Harris Township

Chair Clayton presented the Order Approving Detachment of Certain Real Property from the City of Grand Rapids to Harris Township, which was approved and signed by the Office of Administrative Hearing on December 8, 2022. Resolution 22-75 was adopted by the City of Grand Rapids on August 16, 2022 and the Harris Town Board requested the detachment of the above described property on July 13, 2022, and the joint resolution for detachment was received by the office of administrative hearing on November 21, 2022. The order approving detachment has been submitted to the Itasca County Auditor-Treasurer Department, the Harris Town Clerk, the City of Grand Rapids, and the Chair of Harris Township.

The (road) portion detached will be added to the current 2023 Township Road Certification for the Itasca County Snowplowing Contract.

Consent Agenda 2023 Township Association Meetings Zoning/Land Use Permits SSTS Permits

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the consent agenda, as delineated above. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Roads Road Update

Supervisor Kelley reported that the gravel roads are frozen. An issue regarding an RV parked along Jane Lane was reported, and the RV was towed into the property owners yard.

The tree on Stoney Point, and Gary Drive were removed.

Sunny Beach Road Reclamation SAP

The Braun Intertec Letter of Transmittal/SB Road Reclamation SAP is informational, and will be the last received until SB is completed in 2023, as per Supervisor Kelley.

Dept of Commerce Construction Progress Reporting Survey

Supervisor Kelley stated that the construction progress reporting surveys will continue to be received throughout the winter until the project on Sunny Beach Road is completed In 2023.

Hughes Road (tabled from November 22, 2022 Board Mtg)

Supervisor Kelley Stated that Hughes Road is in the early stages of road vacation, therefore, it was the suggestion of Supervisor Kelley to remove Hughes Road from the 2023 Town Road Certification for Itasca County Snowplowing.

A motion was made by Supervisor Schack and seconded by Chair Clayton to approve the removal of Hughes Road from the 2023 town road certification on the Itasca County Snowplowing Contract. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Jess Harry Road

Supervisor Kelley gave an update on Jess Harry Road, as it appears there are several different players in a specific section of that road. Ownership of the section, in question, is the City of Coleraine, Blackberry Township, Harris Township, and also Trout Lake Township. A supervisor from BlackBerry Township suggested getting a core group of supervisors (from each of the jurisdictions) together to complete a joint road agreement, for the purpose of any road maintenance, resurfacing etc. needed on that portion. It was a suggestion that two or more be appointed to this committee from each jurisdiction. Supervisor Kelly and Supervisor Davies will participate, with Chair Clayton providing administrative support, on an as needed basis.

A motion was made by Supervisor Kelly and seconded by Supervisor Schack to appoint Supervisor Kelly, Supervisor Davies, and Chair Clayton (administrative support) to the overall committee. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Mishawaka Trail Proposed Road Reconstruction

Supervisor Kelley reviewed the Braun Intertec Proposal for a Geotechnical Evaluation for the proposed road reconstruction of Mishawaka Shores Trail in 2023. The proposed reconstruction will consist of a full depth reclamation of the existing bituminous surfaced roadway.

A motion was made by Chair Clayton and seconded by Supervisor Schack to approve and sign the proposal to complete a geotechnical evaluation for the proposed reconstruction of Mishawaka Shores Trail. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Recreation

Rinks

Supervisor Kelley told the board that he had hoped that the rinks would be open, but with the warm weather and then the snow, there were a few minor setbacks. Wendigo is in pretty good shape, while Crystal needs to get a few more floods in, so he is working towards opening them no later than Monday the 19th.

Correspondence

Cable Commission Meeting Minutes of September 19, 2022

Informational.

Network Opportunity Minutes of October 26, 2022

Informational.

Township Association Minutes of November 14, 2022

Informational.

Network Opportunity Minutes of November 30, 2022

Informational.

MAT-U Online Training

Chair Clayton stated that MAT will be offering a new online training model called MAT-U. The township is registered, and the subscription fee for the entire 2023 calendar year will be complementary. MAT-U will be open to officers starting in January 2023, and the training model will be geared towards MATIT systems, Clerk and Treasurer duties, and general township operations.

Old Business

There was no old business.

New Business

Schedule Budget Sessions and Board of Audit

Chair Clayton suggested scheduling budget sessions, and the Board of Audit to begin in January 2023. In the past, five budget sessions were scheduled, along with the Board of Audit.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to schedule the following budgets sessions at the Town Hall, beginning at 4:00 pm: January 17, January 19, January 23, January 26, and January 31, 2023, and the Board of Audit to be held at 4:00 pm at the Town Hall on January 31, 2023. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Schedule Work Session Re: Admin Policy/Committees

Chair Clayton suggested scheduling the administration policy/committees work session, prior to the January 11, 2023 Board Meeting. Discussion held on also including (in the same work session), the land sale, mowing contract, MATIT consolidated liability coverage, and the five-year road plan.

A motion was made by Supervisor Schack and seconded by Chair Clayton to schedule the administrative policy/committees, land sale, mowing contract, MATIT consolidated liability coverage, and the five-year road plan work session for Thursday, January 5, 2023 at 2:00 pm, to be held at the Harris Town Service Center. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Schedule Work Session Re: Land Sale, Mowing Contract, MATIT Consolidated Liability Coverage

(Scheduled for January 5, 2023 at 2:00 pm at the Harris Town Service Center).

MAT Township Day at the Capitol

Chair Clayton reviewed the MAT Township Day at the Capitol flyer, to be held on February 1st and 2nd of 2023. There will be trainings, speakers, and impactful meetings with legislators to advocate for important township priorities. All township officers are encouraged to participate, as MAT needs as many voices as possible, and the more officers from each township-the better. Discussion followed.

It was suggested that Harris Township should have more than one representative attending, as Chair Clayton will be attending as part of the Itasca Township Association L and R Committee. Supervisor Kelley showed an interest, along with Supervisor Davies and Supervisor Schack.

A Motion was made by Chair Clayton and seconded by Supervisor Kelley to authorize, and pay for the attendance and participation of supervisors at the "Township Day at the Capitol" to be held on February 1 and 2, 2023. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

The cost is \$100 per attendee which will cover the cost of the event including dinner. Information was provided on booking hotel rooms online.

As there is a budget session, and board of audit on January 31, the supervisors felt that leaving the morning of Wednesday, February 1, would give them enough time to get to the 1:00 pm Legislative briefing.

Treasurer's Report

Approve Treasurers Report

Treasurer Kopacek reviewed the cash control statement/treasury report showing an ending balance of \$2,539,524.48 for the month of November 2022. She also reviewed the outstanding checks and deposits totaling \$20,326.30, and schedule 1a, which is a statement of receipts, accrued interest, disbursement, and balances, also ending in \$2,539,524.48.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the treasurers report in the amount of \$2,539,524.48, for the month of November 2022. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Approve the Payment of Bills

A motion was made by Supervisor Davies and seconded by Supervisor Schack to approve the claims #20768 through 20799, and EFTs 12142201 through #12142209, and EFT11302201 in the amount of \$67,794.82. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Public Input

Chair Clayton, on behalf of the Township Board, wished everyone a very Merry Christmas and a Happy New Year. Also, as a reminder, there will be no December 28, 2022 P and D Meeting. The next regularly scheduled board meeting will be Wednesday, January 11, 2023.

UPCOMING Events/Meetings

December 15, 2022	Carlson Public Hearing	3:00 pm Town Hall
January 5, 2023	Work Session Re: Admn Policy/ Committees, Land Sale, Mowing Contract, MATIT Consolidated Liability Renewal & 5-Year Rd. Plan	2:00 pm Service Center
January 9, 2023	Township Association Meeting	7:00 pm Town Hall
January 11, 2023	Helmbrecht Public Hearing	3:00 pm Town Hall
January 11, 2023	Regular Board Meeting	7:30 pm Town Hall
January 17, 2023	Budget Session	4:00 pm Town Hall
January 19, 2023	Budget Session	4:00 pm Town Hall
January 23, 2023	Budget Session	4:00 pm Town Hall
January 25, 2023	P and D Board Meeting	7:30 pm Town Hall
January 26, 2023	Budget Session	4:00 pm Town Hall
January 31, 2023	Budget Session	4:00 pm Town Hall
January 31, 2023	Board of Audit	6:00 pm Town Hall

- Special Note: There will not be a P and D Meeting on December 28, 2022.

Adjourn

There being no further business to come before the Harris Town Board, a motion was made by Supervisor Schack and seconded by Supervisor Kelley to adjourn the meeting at 8:31 pm.

Prepared by: _____
Peggy Clayton, Interim Clerk

Signed by: _____
Peggy Clayton, Madam Chair

Madam Chair Peggy Clayton
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2B

Public Hearing
Vacation of Platted ROW
December 15, 2022
3:00 pm Harris Town Hall

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Davies, and Kelley
Absent: Supervisor Gilbert

Others Present: Township Attorney Andy Shaw, and David Carlson

The Public Hearing was called to order at 3:00 pm by Madam Chair Clayton.

The Pledge to the flag was conducted.

The purpose of the public hearing was to finalize the petitioners, David and Kathleen Carlson, and Walker and Danielle Maasch, request to vacate a Platted Right of Way.

Chair Clayton turned over the Public Hearing to Township Attorney, Andy Shaw.

Attorney Shaw explained the petition, by stating that the Platted ROW, is that part of Mesabi Avenue lying Westerly of the Southeasterly extension of the northeasterly line of Lot 104, and lying easterly of the south easterly extension of the centerline of Midway Avenue; along with that part of Midway Avenue bounded on the Northwest by the southwesterly extension of the northwesterly line of Lot 138, bounded on the southwest by the centerline of said Midway Avenue and bounded on the south by the northerly line of said Mesabi Avenue, as depicted on the Plat of KAYNOSH BEACH filed and of record in the Office of the Itasca County Recorder.

At that point, a motion was made by Supervisor Kelley and seconded by Supervisor Schack to recess the Public Hearing at 3:08 pm to depart from the Town Hall to view the site. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Supervisors viewed the platted ROW, and asked questions of David Carlson.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to reconvene the Public Hearing at 3:36 pm at the Town Hall. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Attorney Andy Shaw stated to the Board that said petition for vacating the town road pursuant to M.S. 164.07 was properly filed with the town clerk; and that the right of way proposed to be vacated as a platted right of way is legally described as:

That part of Mesabi Avenue lying Westerly of the Southeasterly extension of the northeasterly line of Lot 104, and lying easterly of the south easterly extension of the centerline of Midway Avenue; along with that part of Midway Avenue bounded on the Northwest by the southwesterly extension of the northwesterly line of Lot 138, bounded on the southwest by the centerline of said Midway Avenue and bounded on the south by the

northerly line of said Mesabi Avenue, as depicted on the Plat of KAYNOSH BEACH filed and of record in the Office of the Itasca County Record.

Attorney Shaw further stated that the right of way under consideration does not abut on public waters, no notice was required to be provided upon the Commissioner of the Minnesota Department of Natural Resources as mandated by M.S. 164.97; that it has been made to appear to the satisfaction of this Board by affidavits and otherwise that said order was served by mailed notice on each affected owner of land at least 10 days before the hearing, and that 10 days posted noticed thereof has been given, to which affidavits and proofs reference is hereby made as part hereof; that said petition was signed by not less than eight owners of said town who own real estate, or occupy real estate under the homestead or preemption laws or under contract with the state, within 3 miles of the Platted Roaf proposed to be vacated, therein described and is in all things regular according to law.

The Town Board has viewed the right of way proposed for vacation pursuant to M.S. 164.07, subd. 3 and has held a hearing at the Town Hall in which evidence was presented regarding the petition and the same considered by the Town Board.

Chair Clayton asked for those favoring the road vacation be heard. David Carlson was heard and was in favor of the road vacate. Chair Clayton asked for those opposing the road vacation be heard. There were none.

Based upon the testimony and evidence provided at the public hearing, the Town Board determined that the portion of Platted ROW proposed for vacation has never been opened by Harris Township or used by the general public for any known purpose.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to close the public hearing. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

The Town Board discussed the road vacation and there was no opposition by the Board.

Chair Clayton conducted a roll call vote: Ayes-4, Nays-0; Absent-Supervisor Gilbert. "Resolution Vacating a Platted Right of Way" was adopted this 15th day of December 2022, by the Harris Town Board.

There being no further business to come before the board, a motion was made by Supervisor Schack and seconded by Supervisor Davies to adjourn the Public Hearing at 3:42 pm.

Submitted by: _____
Peggy Clayton, Interim Clerk

Signed by: _____
Peggy Clayton, Chair

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2C

January 5, 2023

**Work Session Re: 2023 Committees, 2023 Admin Policy, Land Sale, Mowing Contract, MATIT Consolidated Liability Coverage, and 5 Year Road Plan
2:00 pm Town Hall**

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Davies, Gilbert and Kelley

Chair Clayton called the meeting to order at 2:00 pm.

Pledge to the Flag was conducted, followed by the reading of the township mission statement.

The purposed of the work session was for the 2023 reorganizational structure of the town board, approve and review the administrative policies and job descriptions for 2023-2024, Land sale, mowing contract, five-year-old plan, and MATIT consolidated liability coverage.

2023 Committees:

Madam Chair Clayton call for nominations from the floor for the 2023-2024 Chair.

A motion was made Supervisor Schack and seconded by Supervisor Gilbert to re-elect Madam Chair Clayton for Chair. Madam Chair called for further nominations 3x. No other nominations were made. White ballot.

Madam Chair Clayton called for nominations from the floor for Vice Chair.

A motion was made by Supervisor Davies and seconded by Supervisor Gilbert to re-elect Supervisor Schack for Vice Chair. Madam Chair called for further nominations 3x. No other nominations were made. White ballot.

Re-organizational items for 2023-2024:

- Elect Chairman – Peggy Clayton was re-elected Chair
- Elect Vice Chairman – Mike Schack was re-elected Vice Chair
- Appoint Deputy Clerk – The Clerk, Lori Kent, will pursue finding a Deputy Clerk, therefore, a Deputy Clerk was not appointed at this time
- Appoint Deputy Treasurer – Becky Adams was appointed Deputy Treasurer
- Designate official newspaper – Grand Rapids Herald Review was designated as the official newspaper
- Designate a township attorney – Andy Shaw was designated as the Township Attorney.
- Designate a township road engineer – SEH was designated as the Township Road Engineer.
- Designate a bank as the town depository – Grand Rapids State Bank was designated as the Township Depository.
- Designate official posting sites – Harris Town Hall was designated as the official posting site.
- Authorize the Treasurer to set up automatic payment/EFTs from the Bank Account: Grand Rapids State Bank

▪ Affirm / appoint members to committees/boards:

- A. Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.
- B. Network Opportunities (aka Local Collaborative) – Peggy Clayton was Appointed as Rep; Ryan Davies Alt.
- C. Trails Task Force – Mike Schack was appointed as Township Representative.
- D. Maintenance Crew Leader –Mike Schack and Jim Kelley, Alt. were appointed Maintenance Crew Leaders
- E. Safety Representative – Mike Schack and Jim Kelley were appointed as Safety Representatives.
- F. Human Resource / Personnel Representatives (2) – Peggy Clayton and Mike Schack were appointed as HR/Personnel Reps.
- G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep; Dan Gilbert Alt.
- H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton was appointed as Rep; and Jim Kelley is Alt.
- I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) - Peggy Clayton was appointed as Rep; and Ryan Davies is Alt.
- J. Firewise – Mike Schack was appointed as Rep.
- K. Rinks (Wendigo and Crystal-winter) – Jim Kelley
- L. Road Inspections – Jim Kelly, Ryan Davies, and Mike Schack were appointed
- M. Park/Cemetery Inspections – Peggy Clayton was appointed as Rep; and Dan Gilbert Alt.
- N. Boat Landings – Mike Schack and Ryan Davies were appointed as Alt.
- O. Security Camera – Dan Gilbert was appointed, and Mike Schack as Alt.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Appointments to the committees for the Harris Town Board. Motion carried.

Administrative Policy

The Board reviewed the Administrative Policy in its entirety, and made changes as follows:

- ◆ Resolution 2023-001 Resolution Designating the Compensation of the Board Under 'Deferred Claims": All pay requests must also be submitted by the "first Friday" of the month to the treasurer to allow time to scan, send to the supervisors.
- ◆ Resolution 2023-002 Administrative Policy
No changes were made.
- ◆ Appendix A Rules of Parliamentary Procedures for Town Board Meetings- no changes
- ◆ Appendix B Harris Township Information Request Form-no changes
- ◆ Appendix C Board Supervisor Duties- no changes
- ◆ Appendix D Appointed Treasurer
Under Accounts Payable, 1. Process and scan them into a PDF file, on the Friday before the regular meeting, "and the P and D Meeting,"
Under Payroll, 1. Supervisors will have pay requests turned in by the "first Friday" of each month. 2. Maintenance, "Treasurer, Clerk" Caretaker and Sexton employees will have pay requests turned in on the Friday before the regular board meeting, and the Friday before the P and D meeting, which are the second and fourth Wednesdays of each month.
- ◆ Appendix E Appointed Clerk
Under Resolutions, Ordinances, Policies and Procedures, 51. Prepare resolutions, and ordinances, "as per direction of the board"
- ◆ Appendix F Sexton Duties – no changes
- ◆ Appendix G Maintenance Worker- no changes
- ◆ Appendix H Caretaker Harris Township
Add: "Pavilion: the caretaker is in charge of renting out the pavilion. 1. Calls, text messages, and emails are received from constituents that want to reserve the pavilion at Crystal Park. 2. When reservations are made, the caretaker notifies the Chair and Clerk of rentals. 3. The caretaker also posts a monthly calendar at the Pavilion on the message board.

- ◆ Appendix I Harris Township Employee Compensation Policy Under Regular Part Time: "Maintenance- \$19.00/hour";

Town Hall Caretaker- starting hourly wage for cleaning and showing appointments, rate will "\$15.00 - \$17.00/hour" based on qualifications and experience (subject to change).

Election Judges – Starting wage was changed from \$12.00/hour to \$14.00/hour.

Head Election Judge – Starting wage was changed from \$14.00/hour to \$15.00/hour.

- ◆ Appendix J Compensation for Current Regular Township Employees- no changes

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution 2023-001 and 2023-002 Administrative Policy. Motion carried.

Land Sale:

One bid was received for land parcel 1, of \$44,900. One bid was received for land parcel 1 (\$44,900) and parcel 2 (\$30,000) for a total of \$74,900. Considerable discussion was held. The Intention of the board was to be able to sell all three parcels, and if two could be sold to one constituent, that looked more favorable to the board.

A motion was made by Chair Clayton, and seconded by Supervisor Kelley to accept the offer from Dan Skoglund for Parcel Land #1 (Number 19-012-2204) for the amount of \$44,900 and also Parcel #2 directly to the east (3 Acres) for the amount of \$30,000, for a total of 6.3 acres @ \$74,900, **under the contingency of receiving a Conditional Use Permit, and acquiring the easement from the property north of parcel #1 and 2, with the easement (three phase power) being brought to the property.** Ayes-5; Nays-0. Motion carried.

Once the CUP and easement are received, Township Attorney, Andy Shaw will become involved in the land sale paperwork, etc.

Chair Clayton will send letters to both constituents.

Mowing Contract

The board reviewed the mowing contract (template), and no further changes were made. Discussion held on advertising, and timeline for accepting bids.

An ad will be placed in the Grand Rapids Herald Review (in March) on accepting bids beginning Saturday, March 11, 2023 through Saturday, April 22, 2023 by 5:00 pm. Those who are interested in bidding, would need to get ahold of the Chair for the full contract requirements, etc., once bidding opens.

MATIT

Chair Clayton reviewed the MATIT Consolidated Liability Coverage Renewal Estimate. Any changes to property, scheduled values, deductibles, bond coverage is due back to MATIT by January 15, 2023.

There were no changes to the: property deductible options, inland marine deductible options, auto physical damage (comprehensive) deductible options, or auto physical damage (collision) deductible options.

The supervisors reviewed "Inland Marine" items and did remove quite a few pieces of equipment, which the township no longer owns. Some questions remained on "Computer coverages" as the pieces listed should have been removed a few years ago. The chair will follow up.

As far as property locations, there were 35 properties or personal properties listed, but unfortunately there were no correct addresses listed for each of the locations (of the properties). The same address was listed for all 35 properties, which belonged to a Clerk that left in 2016. With that said, the board could not finalize the review.

Chair Clayton will contact MATIT and ask for updated location descriptions, and Inland Marine equipment, and also ask for an extension beyond the January 15, 2023 deadline. The board will need to schedule another work session to go through the MATIT consolidated liability coverages.

5 Year Road Plan

Every year, the board reviews and updates the 5 year road plan. Considerable discussion took place regarding the layout of road work for the years 2023-2027. A draft plan was pulled together and will move forward to budget sessions, to finalize the 5 year road plan, which will then be approved by the board.

A motion was made by Supervisor Ryan Davies and seconded by Supervisor Kelley to adjourn the meeting at 1:53 pm.

Prepared by: _____
Peggy Clayton, Acting Clerk

Signed by: _____
Peggy Clayton, Chair

Dated: _____

5A

12/31/2022

Harris Township - Claims List for Approval

Vendor	Description	Claim #	Totals
Friesen, Terri	Sexton, Caretaker	20800	\$ 165.00
Herbert, Marlin	Maintenance	20801	\$ 1,263.50
Kopacek, Nancy	Treasurer	20802	\$ 472.50
VOID CHECKS	Printer Issues	20803-20814	\$ -
Braun Intertec	Sunny Beach Rd Reclamation	20815	\$ 1,541.25
Clifton Larson Allen	2022 Audit Progress Bill #1, Tech Support	20816	\$ 735.00
Northland Portables	parks, cemetery and landings portable restrooms	20817	\$ 503.85
Personnel Dynamics	Maint Wk ending 12/3, Rinks wk ending 12/24	20818	\$ 198.80
Plackner Tree Care, INC	Tree removal	20819	\$ 600.00
Short Elliott Hendrickson, Inc	Sunny Beach Rd	20820	\$ 5,830.05
Verizon Wireless	Clerk, Maintenance and Caretaker Phones	EFT12302201	\$ 147.72
Department of Revenue - MN	MIN State Payroll Tax December	EFT12302202	\$ 317.45
EFTPS	Federal Payroll taxes December	EFT12302203	\$ 1,708.28
PERA	PERA Payment Fee	EFT12302204	\$ 10.00
PERA	PERA Employees 12/10 - 12/30	EFT12302205	\$ 66.15
		TOTAL	\$ 13,559.55

Margaret Clayton
 Margaret L. Clayton
 Chair, Town Supervisor

Dec 31, 2022
 Date

Michael J. Schack
 Vice Chair, Town Supervisor

Date

James Kelley
 Town Supervisor

Date

Dan Gilbert
 Town Supervisor

Date

Ryan Davies
 Town Supervisor

Date



U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

FORM
C-700(SL) (03/07/2022)

**CONSTRUCTION PROGRESS REPORTING SURVEY
STATE AND LOCAL GOVERNMENTS**

6B

OMB No. 0607-0153: Approval Expires 02/28/2025

DUE DATE:

JAN 18, 2023

RETURN TO:

U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

FAX:

1-800-845-8245

**VIA INTERNET
OR FOR HELP:**

econhelp.census.gov/cprs

Use your unique User ID
and original password.

User ID:

Password:

IMPORTANT

Please refer to the back of
this form for more information
and instructions for
completing the survey.

In any correspondence pertaining to this report, refer to the ID.

4549723 202212 4549723

Harris Township Roads
Attn Peggy Clayton
Board Chairperson
20876 Wendigo Park Road

Grand Rapids MN 55744

(Please correct any errors above)

NOTICE - Title 13 United States Code (U.S.C.), Sections 131 and 182, authorizes the Census Bureau to conduct this collection. These data are subject to provisions of Title 13, U.S.C., Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality. This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0153 and appears at the upper right of this page. Without this approval, we could not conduct this survey. We estimate this survey will take an average of 10-30 minutes to complete. More information about this estimate and an address where you may write with comments is on the back of this form.

Section A PROJECT IDENTIFICATION

The construction project described below is associated with your organization according to published sources. Please correct any errors or fill in any blanks in Sections A and B. If necessary, make your corrections in item 9, Remarks, or use a separate sheet. IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM, PLEASE CALL 1-800-845-8246.

1a. PROJECT DESCRIPTION

Sunny Beach Road - Full Depth Reclamation :
59201

1b. PROJECT LOCATION

Sunny Beach Rd

Harris Township MN

Section B PERSON TO CONTACT REGARDING THIS SURVEY - Please correct any errors below

2a. Name

Peggy Clayton

b. Telephone

(218)244-1811

c. Fax

d. Email Address

supervisorchtp@gmail.com

e. Web Address

Continues with Section C on the next page

Section C OWNERSHIP, START AND PROJECTED COMPLETION DATES

3. TYPE OF OWNERSHIP – Mark (X) one box.

- Is this project State Government or Agency
 Privately owned OR Owned by: Federal Government or Agency
 Local Government or Agency

4a. START DATE OF CONSTRUCTION

When did actual construction work on the site start, or when do you estimate it will start? Enter month and year.

Month and year of actual or expected start date

Sep 2022

4b. PROJECTED COMPLETION DATE

When do you estimate it will complete? Enter month and year.

Month and year of expected completion date

Jun 2023

Section D COST ESTIMATES

INCLUDE

- Site preparation and outside construction, such as sidewalks and roadways
- Mechanical and electrical installations which are integral parts of the structure, such as elevators, heating equipment, etc.

EXCLUDE

- Land and pre-existing structures
- Architectural, engineering, and owner’s overhead and miscellaneous costs – See item 6
- Movable machinery and equipment, furniture, and furnishings
- Contingency funds

FOR HEAVY NONBUILDING PROJECTS SEE SPECIAL INSTRUCTIONS ON BACK

NOTE: If project is on a "cost plus" basis, enter your best estimate of the final cost.

5a. CONTRACT CONSTRUCTION COST

(Amounts to be paid to contractors and subcontractors)

Construction costs
(Thousands of dollars)

\$ 1731,000.00

5b. OWNER SUPPLIED MATERIALS AND LABOR

(Construction materials supplied by owner and the value of work done by project owner’s own construction employees assigned to the project.)

\$,000.00

5c. TOTAL CONSTRUCTION COST

(Sum of 5a + 5b)

\$ 1731,000.00

6. ARCHITECTURAL, ENGINEERING, AND MISCELLANEOUS COSTS

If book figures are not available, reasonable estimates are acceptable.

INCLUDE

- All fees for architectural and engineering services. If contractor was authorized to "design and construct" this project, such cost should be included in item 5a.
- Cost of design work by owner’s staff
- Project owner’s overhead and office costs
- Fees and other miscellaneous costs allocated on owner’s books to this project

Architectural, engineering,
and miscellaneous costs
(Thousands of dollars)

EXCLUDE

- Cost of movable machinery and equipment, land, furniture, and furnishings
- All interest to be paid directly by state or local governments

\$ 138,000.00

7. Intentionally left blank

Continue with Section E on the next page

REPORTING INSTRUCTIONS FOR STATE AND LOCAL CONSTRUCTION PROJECTS

We estimate this survey will take an average of 30 minutes to complete for your first month of reporting and 10 minutes for subsequent months, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this voluntary collection of information, including suggestions for reducing this burden, to: EID CEB Survey Comments 0607-0153, U.S. Census Bureau, 4600 Silver Hill Road, Room EID-7K081, Washington, DC 20233. You may email comments to eld.ceb.customer.service@census.gov. Be sure to use "EID CEB Survey Comments 0607-0153" as the subject.

► Section A – PROJECT IDENTIFICATION

Correct any information in items 1a and 1b if necessary.

For the project described in item 1a to be government owned, it must be state, local, or federal government owned **during construction** and involve the erection of a new structure(s) or improvements to an existing structure(s) as defined below.

For the project described in item 1a to be privately owned, it must be privately owned **during construction** and involve the erection of a new structure(s) or improvements to an existing structure(s) as defined below.

If the project is only maintenance and repairs, please note so in item 9, Remarks, complete item 2, and return the form.

► Section B – PERSON TO CONTACT REGARDING THIS SURVEY

Item 2 – Enter or correct the information for the person who can answer questions about this survey.

► Section C – OWNERSHIP, START AND PROJECTED COMPLETION DATES

Item 3 – As noted, "ownership" for purposes of this survey, depends on the owner **during the construction phase**. Check the appropriate box.

Item 4a – The start date is defined as the date that actual construction work first began on the project described in item 1a. If the project is to start at some future date, please enter the date, complete item 2, and return the form.

Item 4b – The projected completion date is defined as the date the project described in item 1a is expected to be completed.

► Section D – COST ESTIMATES

"Construction," for purposes of this survey, is defined as the building of and/or improvements to fixed structures. This **INCLUDES**:

- a. New structures, additions, alterations, conversions, expansions, rebuilding, reconstruction, renovations, rehabilitations and major replacements, such as the complete replacement of a roof or heating system.
- b. Mechanical and electrical installations – Plumbing, heating, electrical work, elevators, escalators, central air-conditioning, and other similar building services.
- c. Outside construction – Clearing and grading of undeveloped land and the fixed, auxiliary structures which the project owner builds within the property lines. Also, roadways, bridges, parking lots, utility connections, outdoor lighting, pools, athletic fields, piers, wharves and docks, and all similar auxiliary facilities.

FOR HEAVY NONBUILDING PROJECTS

In addition to a, b, and c, construction **INCLUDES**:

- d. Fixed works, such as power plants, dams, highways, bridges, reservoirs, and sewer and water facilities.
- e. Machinery and equipment which are integral parts of structures. Also fixed, largely site-fabricated equipment, such as storage tanks.
- f. The following types of equipment: boilers, towers, and fixtures.

EXCLUDE: Movable machinery and equipment which are not integral parts of structures. Also, for power generation plants, exclude primary power producing machinery, such as generators, reactors, and steam engines.

Item 5a – Estimate the total amount to be paid to construction contractors by the project owner for work done on this project.

Item 5b – Estimate the total cost of labor by the owner's construction employees working on the project, including supervisory personnel assigned to the project. Include the total cost of all construction materials supplied by the owner, including those the owner expects to supply to the contractor for installation in this project.

Item 5c – Sum of values reported in items 5a and 5b. This is the value to be reported in item 8a, monthly value of construction put in place.

Item 6 – Estimate the total amount of fees which the project owner has paid or will pay to architectural and engineering firms for work on this project. Also estimate the total cost of all other construction items which the project owner will allocate on the books to this project. Include the project owner's overhead and office costs, the cost of design work by the owner's staff, and other miscellaneous construction fees and costs allocated on the owner's books. **DO NOT** include the cost of movable machinery and equipment, land, furniture, and furnishings. If book figures are not available, reasonable estimates are acceptable.

Item 7 – Intentionally left blank.

► Section E – MONTHLY CONSTRUCTION PROGRESS REPORT

Item 8a – Report the monthly value of construction put in place for the costs associated with item 5c. These costs include:

- a. Work done by contractors and/or subcontractors, including any retainage being withheld until the work is complete.
- b. The cost of any materials installed which were provided by the owner.
- c. The work done by the project owner's own construction employees, including supervisory personnel assigned to this project.

Initially, report monthly values from the start month to the most current month shown in item 8a. Then each month, when the form is returned to you, report for the month shown and any revisions which you might have. When entering monthly data, **be sure to report the costs in the month in which the work was done rather than in the month in which payment was made.**

If the contractor's bills are for periods other than monthly, estimate a monthly amount. If costs are not available, please leave the value blank. In each month where there is no construction, enter a zero.

Item 8b – If construction is complete except for some minor work or retainage (up to 3 percent of item 5c), you may stop reporting on this project by entering the completion date in item 8b and indicating any remarks in item 9.



Building a Better World
for All of Us[®]

6C

January 11, 2023

RE: Harris Township
2023 Miscellaneous Services
Engineering Services Proposal

Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

Dear Madam Chair and Board Supervisors:

Short Elliott Hendrickson Inc. (SEH) would like to take this opportunity to thank Harris Township for utilizing our services in the past. It certainly has been a pleasure working with The Township on previous projects and we hope we can continue the great working relationship that we currently have.

Currently, we are requesting the Board to consider SEH for reappointment as your 2023 Township Engineer. SEH is pleased to present you with a Master Services Agreement and this proposal for 2023 Miscellaneous Services. This Supplemental Letter Agreement is to allow individual tasks to be created as needed for specific activities as requested by The Township. Please review our proposal letter and if acceptable we have provided our Master Service Agreement and Supplemental Letter Agreement for execution that references this letter.

PROPOSED TASKS:

Task 1: Miscellaneous Services

The fee is hourly and estimated to hit a hard limit of \$5,000 including expenses and equipment. If the hard limit is reached, SEH will require authorization from Harris Township prior to proceeding with additional work.

Task 2: Mishawaka Boat Landing

The fee is hourly and estimated to hit a hard limit of \$5,000 including expenses and equipment. If the hard limit is reached, SEH will require authorization from Harris Township prior to proceeding with additional work.

Task 3: LaPlant Boat Landing

The fee is hourly and estimated to hit a hard limit of \$2,000 including expenses and equipment. If the hard limit is reached, SEH will require authorization from Harris Township prior to proceeding with additional work.

Task 4: Wood Tick Landing

The fee is hourly and estimated to hit a hard limit of \$2,000 including expenses and equipment. If the hard limit is reached, SEH will require authorization from Harris Township prior to proceeding with additional work.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 SE 4th Avenue, Suite 200, Grand Rapids, MN 55744-4304

218.322.4500 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Task 5: Cemetery

The fee is hourly and estimated to hit a hard limit of \$2,500 including expenses and equipment. If the hard limit is reached, SEH will require authorization from Harris Township prior to proceeding with additional work.

Task 6: Capital Improvement Project

The fee is hourly and estimated to hit a hard limit of \$10,000 including expenses and equipment. If the hard limit is reached, SEH will require authorization from Harris Township prior to proceeding with additional work.

Thank you for the opportunity to provide this proposal. We would be excited to work with The Township for another year. If you have any questions regarding our scope of services or how they may be modified to meet The Townships needs, please feel free to give me a call to discuss. Please contact me at schristenson@sehinc.com or 218.360.0463 (mobile) to discuss.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



Sara Christenson, PE (Lic. MN)
Associate | Civil Engineer II (Mgr)

SLC

r:\grad\engineering proposals\2023\harris twp\2023 misc services\proposal letter .docx

Master Agreement for Professional Services

This Master Agreement for Professional Services is effective as of January 11, 2023 between Harris Township ("Client") and Short Elliott Hendrickson Inc. ("Consultant").

By entering into this Agreement, Client agrees to utilize the professional services of Consultant and Consultant agrees to provide the professional services described in this Agreement, exhibits or attachments. The attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22) shall apply to all work performed by Consultant on behalf of Client. Individual projects requested by Client on an as needed basis and accepted by Consultant will be described in Supplemental Letter Agreements ("SLA") with other optional exhibits and attachments cited. Nothing herein shall be deemed to require Client to retain Consultant or require Consultant to provide services beyond those specified in Supplemental Letter Agreements.

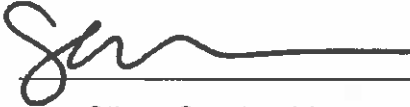
The following optional exhibits may be attached to an SLA: Exhibit A-1 for Hourly Payments, Exhibit A-2 or A-3 for Lump Sum Payments, and Exhibit B for Resident Project Representative Duties/Responsibilities.

This Master Agreement for Professional Services, General Conditions, Exhibits, and Attachments to Exhibits (collectively referred to as the "Agreement") represent the entire understanding between Client and Consultant and supersedes all prior contemporaneous oral or written agreements with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all Exhibits unless alternate terms have been specifically agreed to on the SLA under "Other Terms and Conditions". The SLA shall take precedence over Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Short Elliott Hendrickson Inc.

Harris Township

By:



By:

Title:

Client Service Manager

Title:

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 ("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 the 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 the Services in accordance with professional skill and care, then Consultant shall be entitled to a 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 the 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, including delivery of documents, CAD files, or information not expressly included as deliverables, 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 seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect 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, such as 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; and 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 Project site to locate and mark said utilities upon request, relocate and/or protect said utilities 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.

6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions by Client or Client's employees or agents. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.

7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant's employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

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 Services or deliverables 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, deliverables, 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.
- Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
 - 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

- 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.
- 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.
- Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. 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 Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

- 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 Liability

- The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for 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).
- 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, or reputation; and 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. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
- 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.

- Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

- 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.

E. Dispute Resolution

- Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to 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.
- Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

- 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"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
- Notwithstanding anything to the contrary, 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. 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.

B. Client Use of Instruments of Service

- Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. 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.
- Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

- 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.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Harris Township ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 11, 2023, this Supplemental Letter Agreement dated January 11, 2023 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2023 Miscellaneous Services.

Client's Authorized Representative: Peggy Clayton

Address: 20876 Wendigo Park Road, Grand Rapids, Minnesota, 55744, United States

Telephone: 218.327.1351 **email:** supervisorchtp@gmail.com

Project Manager: Sara Christenson

Address: 1200 SE 4th Avenue, Suite 200, Grand Rapids, Minnesota, 55744

Telephone: 218.322.4513 **email:** schristenson@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

Scope of services are included in the 2023 Miscellaneous Services Engineering Services Proposal dated January 11, 2023.

Schedule: Schedule to be determined by client at time of requested service.

Payment:

The following fees are hourly estimated:

Task 1: Miscellaneous Services – The fee is hourly and estimated to hit a hard limit \$5,000.00 including expenses and equipment.

Task 2: Mishawaka Boat Landing – The fee is hourly and estimated to hit a hard limit \$5,000.00 including expenses and equipment.

Task 3: LaPlant Boat Landing - The fee is hourly and estimated to hit a hard limit \$2,000.00 including expenses and equipment.

Task 4: Wood Tick Landing - The fee is hourly and estimated to hit a hard limit \$2,000.00 including expenses and equipment.

Task 5: Cemetery - The fee is hourly and estimated to hit a hard limit \$2,500.00 including expenses and equipment.

Task 6: Capital Improvement Project – The fee is hourly and estimated to hit a hard limit of \$10,000 including expenses and equipment. If the hard limit is reached, SEH will require authorization from Harris Township prior to proceeding with additional work.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

Harris Township

By: 
Full Name: _____
Title: Client Service Manager

By: _____
Full Name: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between Harris Township (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2023

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

SEH HOURLY BILLABLE RATES – 2023

CLASSIFICATION - OFFICE STAFF	BILLABLE RATE ⁽¹⁾
Principal	\$185.00 – \$320.00
Project Manager	\$150.00 – \$280.00
Senior Project Specialist	\$155.00 – \$260.00
Project Specialist	\$110.00 – \$205.00
Senior Professional Engineer I	\$130.00 – \$210.00
Senior Professional Engineer II	\$155.00 – \$265.00
Professional Engineer	\$115.00 – \$195.00
Graduate Engineer	\$95.00 – \$160.00
Senior Architect	\$135.00 – \$250.00
Architect	\$115.00 – \$180.00
Graduate Architect	\$95.00 – \$130.00
Senior Landscape Architect	\$130.00 – \$200.00
Landscape Architect	\$105.00 – \$145.00
Graduate Landscape Architect	\$95.00 – \$120.00
Senior Scientist	\$145.00 – \$205.00
Scientist	\$100.00 – \$160.00
Graduate Scientist	\$90.00 – \$125.00
Senior Planner	\$145.00 – \$250.00
Planner	\$115.00 – \$180.00
Graduate Planner	\$100.00 – \$140.00
Senior GIS Analyst	\$120.00 – \$205.00
GIS Analyst	\$110.00 – \$175.00
Project Design Leader	\$135.00 – \$215.00
Lead Technician	\$120.00 – \$200.00
Senior Technician	\$100.00 – \$160.00
Technician	\$70.00 – \$135.00
Graphic Designer	\$100.00 – \$170.00
Administrative Professional	\$60.00 – \$150.00

CLASSIFICATION - FIELD STAFF	BILLABLE RATE ⁽¹⁾
Professional Land Surveyor	\$125.00 – \$190.00
Lead Resident Project Representative	\$105.00 – \$185.00
Senior Project Representative	\$105.00 – \$160.00
Project Representative	\$85.00 – \$145.00
Survey Crew Chief	\$95.00 – \$160.00
Survey Instrument Operator	\$65.00 – \$115.00

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project. The rates shown are subject to change.

Effective: January 1, 2023
Expires: December 31, 2023



SEH SCHEDULE OF EXPENSES – 2023

Vehicle Mileage Rates

2023 IRS Rate TBD

Vehicle Allowance Costs

Resident Project Representative\$16.00/day

Survey and Field Vehicle \$4.90/hour + 2023 IRS mileage rate/mile

Survey Equipment

Robotic Total Station\$35.00/hour

Global Positioning System (GPS)\$35.00/hour

Computer Equipment

Computer Charges per Direct Hour of Labor \$5.80/hour

Other Equipment Expenses

SEH uses many different types of equipment, such as traffic counters; flow meters; air, water, and soil sampling kits; inspection cameras; density meters; and many others. Our equipment is frequently upgraded to utilize current technology. You will be charged for equipment usage per your agreement with SEH. Equipment not included on this list that is needed to complete a specific project will be scoped on a per project basis.

IDENTIFIABLE REPRODUCTION AND REPROGRAPHIC COSTS ⁽¹⁾

Item	8½x11	11x17	Large Format	Per Item
Black/White Copy (single-sided, standard white paper)	\$0.07	\$0.24	\$0.95 + \$0.50/sq. ft.	
Color Copy (single-sided, standard white paper)	\$0.46	\$1.02	\$0.95 + \$2.55/sq. ft.	
Mylar			\$5.00	
Laminated Foamcore - up to 30"x42" - larger than 40"x60"			40.00 75.00	
Binding - wire - comb				\$3.60 \$3.20
Covers - custom - standard				\$0.15 \$0.03
Tabs (white)				\$0.20
Mailing/Processing				UPS or USPS rates

(1) SEH assumes that reports will be prepared and delivered electronically. On the occasion where reports or other reprographic services are needed, these reports and reprographic services will be scoped and costed on a per project basis determined by the need of the project and specific service requested.

Rates and expenses are subject to change and may not be accompanied by immediate notification.



SKATING RINK RECAP 2022-23

DATE	SHIFT	WENDIGO				CRYSTAL			
		TTENDAN	HOURS	SKATERS	COMMENTS	TTENDAN	HOURS	SKATERS	COMMENTS
12/19	4-8	LUCUAS	4			MCKINNA	4		
12/20					CLOSED -10				CLOSED -10
12/21					CLOSED -10				CLOSED -10
12/22					CLOSED -10				CLOSED -10
12/23					CLOSED -10				CLOSED -10
12/24					CLOSED -10				CLOSED -10
12/25					CHRISTMAS				CHRISTMAS
12/26	12-4	LUCUAS	4	20		JUSTIN	4	18	
12/26	4-8	LAUREN	4	10		MCKINNA	4	5	
12/27	12-4	DOLAN	4	1		JUSTIN	4	13	
12/27	4-8	LAUREN	4	8		MCKINNA	3.75	7	
12/28	12-4	LAUREN	4	11		MCKINNA	4	10	
12/28	4-8	NEVAEH	4.5	9		NINA	4.5	10	
12/29	12-4	LUCUAS	4	5		JUSTIN	4	5	
12/29	4-8	NEVAEH	3.5	3		JUSTIN	4	13	
12/30	12-4	LUCUAS	4			SENYA	4	7	
12/30	4-8	NEVAEH	4	9		NINA	4	10	
12/31	12-4	DOLAN	4	21		SENYA	4	6	
12/31	4-8	CLOSED			CHRISTMAS	CLOSED			CHRISTMAS
1/1	12-4	CLOSED			NEW YEARS	CLOSED			NEW YEARS
1/1	4-8	CLOSED			NEW YEARS	CLOSED			NEW YEARS
1/2	12-4	NEVAEH	4	30		SENYA	4	35	
1/2	4-8	DOLAN	4	16		MCKINNA	4	13	
1/3	4-8	DOLAN	4	10		NINA	4	5	



Itasca County Township Association
Office of the Secretary
 Kelly Derfler
 39043 Spang Road Hill City, Minnesota 55748
spangclerk@gmail.com 218-398-2109

8A

Itasca County Township Association
Meeting Minutes – December 12, 2022
 Harris Town Hall

The Itasca County Township Association meeting was called to order by President Mike Baltus Monday, December 12, 2022 @ 7PM. Directors present were President Mike Baltus, Diane Coppens, Pat Hill, Mark Klennert, Jon Korpi, Richard Lacher, Larry Salmela, Chris Schultz, Roberta Truempler, and Secretary Kelly Derfler. Townships represented were Blackberry, Bowstring, Carpenter, Feeley, Harris, Kinghurst, Lone Pine, Marcell, and Spang. Guests present were District 11 Director Reno Wells, Commissioners Leo Trunt and Burl Ives, newly elected Commissioners John Johnson and Casey Venema, and Marge Kelley and Tim Schultz.

Pledge of Allegiance was recited.

Motion made by Gary Nelson to approve the minutes from November 14, 2022. Second by Pat Hill and carried. All voting in favor.

Treasurer's report was presented by Roberta Truempler. Balance as of December 11, 2022.

Saving Account Balance	Checking	Total
\$15,177.16	\$1,168.07	\$16,345.23

Claims:

Salary	December Payroll	\$295.52

Motion made by Richard Lacher to approve the treasurer's report, as reported. Second by Diane Coppens and carried. All voting in favor.

Reno's Report-

Covid-19- Still officially in a pandemic, now a triple-demic (flu, RSV, Covid-19). Townships still have the option to meet virtually, Chair just has to make a declaration that we are still in a pandemic. **MAT Tuesday phone calls-** are ongoing and will also be on Zoom. The first and third Tuesdays at 10am. They last 30 minutes to an hour. These phone calls consist of the latest updates concerning legislative changes, Covid changes and any other information in reference to townships. If you would like to hear about specific topics, contact Reno or the MAT office. Reno has asked that they create an agenda for the Tuesday calls so that officers can see the specific topics that will be discussed. **MAT Newsletter-** released November 18. If you did not receive this, contact the MAT office. Also reviews grants available to townships. **Cyber-Theft-** Watch out for scams, including text messages. **Township Day-** In person, February 1&2, Information can be found on MAT website. Visit with newly elected officials. **Spring Short Courses-**

Will be taking place, look out for dates. **MAT Annual Meeting-** In person, December 7-9, 2023 in St. Cloud. MAT is looking for ways to increase attendance. **Board of Appeal and Equalization Training-** Training must be completed by February 1, 2023. Can be found on the Department of Revenue website. **ARPA-** Townships should be looking at ways to spend the funds. Townships have until December 31, 2024 to commit funds. Must spend funds by December 31, 2026. **Employees-** Townships with employees can look at providing benefits as an incentive. Contact Reno for more information, if interested. **LRIP Representative-** MAT will be voting on the representative this month. There are 10 candidates, including Jim Kelley (Harris), who was nominated by ICTA. **Broadband Map-** Was sent out by email. Check for accuracy. **New Officer Training-** Will be coming this Spring. All officers are encouraged to attend. **2023 Calendar-** Will be coming out with the next magazine.

Casey Venema, District 5 Commissioner Elect-

Casey has been a supervisor of Lawrence Lake Township for 12 years. Currently employed with Ziegler CAT. Spent 15 years working in the mines and 18 years in the logging industry. He is excited to get started and learn.

John Johnson, District 3 Commissioner Elect-

John is a resident of Coleraine. He is taking over Leo Trunt's position as Commissioner after 24 years of service. John retired from the US Postal Service in 2013 as Postmaster in Bemidji. He also worked as a 49er for over 7 years. He attended the Association of Minnesota Counties Annual Conference and believes there is room to grow and learn as a county. He has attended the budget meetings and is ready to take on the position. John is also part of the WPIC committee.

Commissioner's Report-

Leo Trunt-

County board met on November 22. Scheduled County Board meetings. Signed provider network agreements. Update on county-based purchasing from IMCare- about 8,000 enrollees. Approved several ARPA fund requests. Approved the spending of \$324,000 for the ECPN (publicly owned nursing facilities), with the state doubling the funds sending back \$768,000. Local option sales tax will take effect on April 1, 2023.

In the future, the county board plans to review program approvals/renewals. Will discuss moving the extension office to the fairgrounds. Burl Ives will be Chair next year, has about 5,000 tobacco and alcohol licenses to sign. They will be finalizing the sponsorship of the Bowstring snowmobile trail. There will be a land classification meeting on March 7. Will also be discussing the final bonds for the justice center. They will be approving the legislation for sales tax. Will be discussing 2023 legislative priorities. Will be appointing commissioners to various committees. Leo has been a part of 27 committees.

The association thanked Leo for his time as County Commissioner.

Burl Ives-

Burl expressed his pleasure to have served with Leo Trunt for the past 6 years. The commissioners will be meeting to discuss what they would like to see accomplished this year. The Huber project has still been a challenge. Minnesota Power- Boswell coal plants will be closing in two phases, one by 2030 and second by 2035. Hoping it will be repurposed. Keeping a close eye on the mining situations. The DNR did win in court about permits with Mesabi Metallica, will possibly be going to supreme court for final decision. Legislative goals will be addressed with newly elected officials. Canisteo Pit- waiting for temperatures to drop to start pumping because of Zebra Mussels. Once the pumping begins, the pit will be closed to the public as the ice will be too dangerous. Broadband- The state approved funding for broadband, Itasca County will not be receiving anywhere near the amount needed.

Old Business-

Communications- None

Director's meeting- No meeting.

Committee Reports-

WPIC- Next meeting December 20.

ARDC- Application will be sent in for Mike Baltus as representative.

911 User Radio Board- Pat Hill will be resigning since she is no longer a first responder.

ATP- Next meeting in February.

L&R- Next meeting February 1&2. All Township Officers are invited to attend, Peggy Clayton will remain the representative for ICTA.

New Business-

Chris Schultz provided an update for Close-up. Deer River school has no students going, Nashwauk has no students going, Grand Rapids moved the program down to 7th graders. She has not heard from Greenway or Bigfork. Chris will also contact Northern Lights in Warba also.

Diane Coppens (Marcell) asked if any townships will be applying for the Blue Cross Blue Shield wellness grant. The 10 townships that are approved will be splitting \$500,000.

The next meeting will be on January 9, 2023 at 7PM at the Harris Town Hall.

Motion made by Richard Lacher to adjourn the meeting at 7:45pm. Second by Chris Schultz and carried.

Respectfully submitted,

Kelly Derfler

Kelly Derfler, Secretary

Northland Reliability Project



8B

Jan. 3, 2023

RE: You're invited to attend a Northland Reliability Project public open house

Attn Supervisor Peggy Clayton,

Minnesota Power and Great River Energy invite you to attend an upcoming Northland Reliability Project public open house. We wanted to inform you in advance of notifying your communities and constituents about these open houses to provide you an opportunity to be prepared if you are contacted with questions. Postcard notifications to residents and businesses within the route corridor should begin arriving the week of January 9, 2023.

The table below lists our open house times and dates. We have midday and evening meeting options to accommodate schedules. We will not have a formal presentation but instead encourage attendees to come to an open house anytime during listed time. Each open house will provide the same information including project displays and detailed maps to review and collect input.

Date	Time	Location
Tuesday, Jan. 24	11 a.m. – 1 p.m. 4 – 6 p.m.	Pierz Ballroom 133 Main St. S Pierz, MN 56364
Wednesday, Jan. 25	11 a.m. – 1 p.m. 4 – 6 p.m.	Sauk Rapids Government Center 250 Summit Ave. N. Sauk Rapids, MN 56379
Thursday, Jan. 26	11 a.m. – 1 p.m. 4 – 6 p.m.	Pebble Creek Golf Course 14000 Clubhouse Lane Becker, MN 55308
Monday, Jan. 30	11 a.m. – 1 p.m. 4 – 6 p.m.	Timberlake Lodge 144 SE 17th St. Grand Rapids, MN 55744
Tuesday, Jan. 31	11 a.m. – 1 p.m. 4 – 6 p.m.	Spang Town Hall 35402 Spang Road Hill City, MN 55748
Wednesday, Feb. 1	11 a.m. – 1 p.m. 4 – 6 p.m.	Taconite Canteen 240 Curtis Ave. Ironton, MN 56455
Thursday, Feb. 2	11 a.m. – 1 p.m. 4 – 6 p.m.	Daggett Brook Town Hall 14074 County Road 2 Brainerd, MN 56401

If you or your constituents cannot attend a public open house, we have additional engagement opportunities:

- Explore our virtual, self-guided open house that will be available from **Jan. 23 – Feb. 17, 2023**, at northlandreliabilityproject.com.
- Request a mailed packet by emailing us or leaving a message on our hotline with your mailing address.
- Schedule a meeting with the project team by emailing us or leaving a message on our hotline.

Northland Reliability Project



Overview

To maintain a continuous supply of safe and reliable electricity, Minnesota Power and Great River Energy are investing in our transmission infrastructure to enhance the stability of the regional electric system and support a reliable, resilient and flexible grid as energy resources continue to evolve. Minnesota Power and Great River Energy plan to build an approximately 150-mile, double-circuit 345-kilovolt (kV) transmission line from northern Minnesota near Grand Rapids to central Minnesota near Becker to support grid reliability in the Upper Midwest.

We've included a map of the route corridor with this letter. The project includes two segments:

- Segment one (shown in orange) involves installing approximately 130 miles of a new double-circuit 345-kV transmission line, generally located near existing transmission line corridors.
- Segment two (shown in green) involves replacing approximately 20 miles of an existing 230-kV transmission line with a double-circuit 345-kV transmission line.

The Northland Reliability Project will increase the reliability of our grid, enhance its resiliency during extreme weather events and make it more flexible, so any type of generation, and from more locations, could be connected to meet the long-term energy needs of our customers and members.

Contact us by leaving a message on our project hotline at **218-864-6059** and or email us at connect@northlandreliabilityproject.com. We'll respond to you within one to two business days.

For more information, visit our website at northlandreliabilityproject.com. We look forward to connecting with you.

Sincerely,

A handwritten signature in black ink that reads 'Jim Atkinson'.

Jim Atkinson
Environmental and Real Estate Manager
Minnesota Power

A handwritten signature in black ink that reads 'Dan Leshner'.

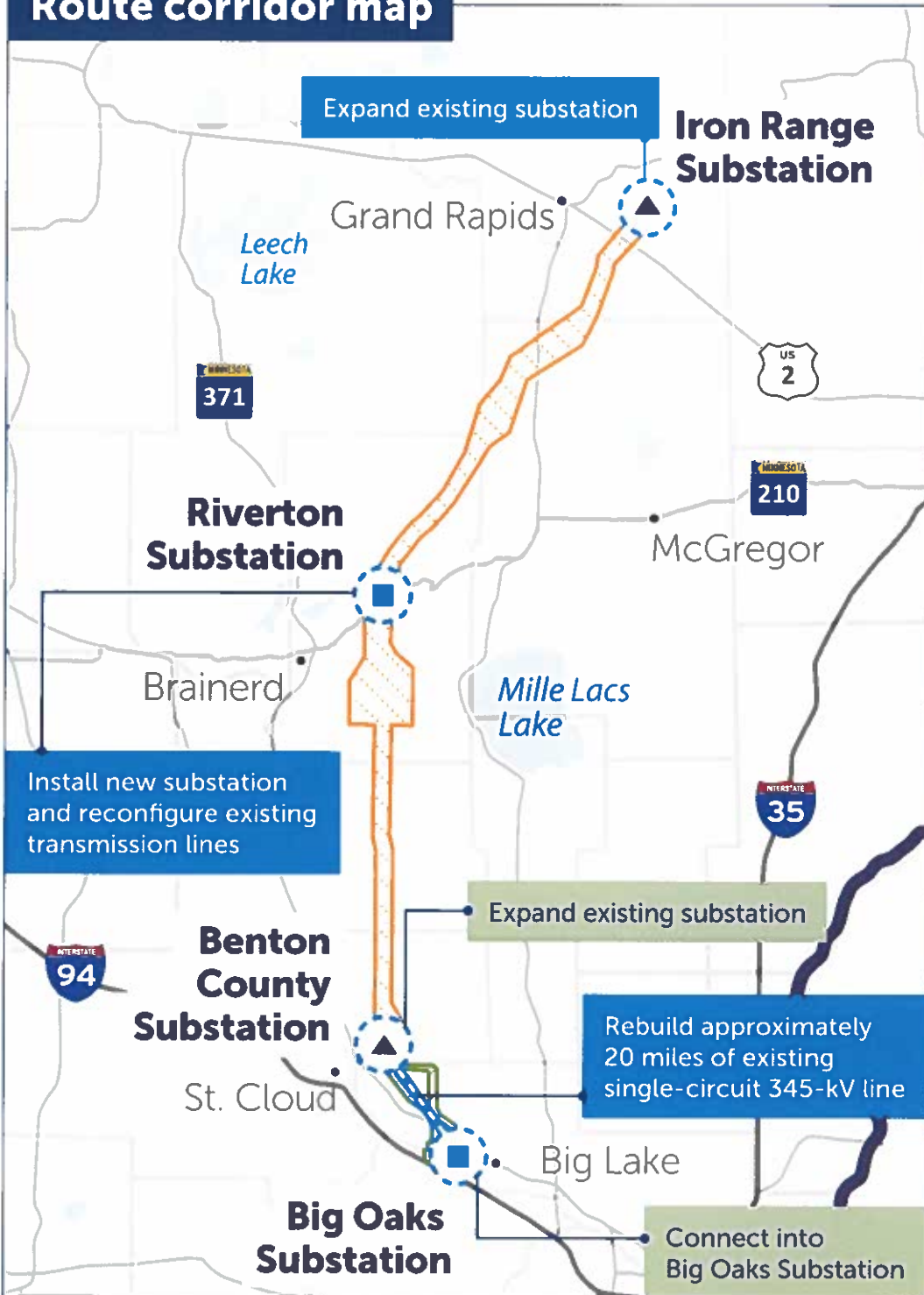
Dan Leshner
Manager, Transmission Permitting and Land Rights
Great River Energy

Enclosure: (1) route corridor map

Northland Reliability Project



Route corridor map



Legend

- ▲ Expand existing substations
- New substation

- ▭ Segment one
- ▭ Segment two

Segment one

Install approximately 130 miles of a new double-circuit 345-kV transmission line, generally located near existing transmission line corridors.

Segment two

Replace approximately 20 miles of an existing 230-kV transmission line with a double-circuit 345-kV line from the Benton County Substation to the Big Oaks Substation (substation to be built as part of a separate project).

Additional project improvements:

- Expand the existing Iron Range Substation, located near Grand Rapids, and the Benton County Substation, located near St. Cloud
- Install a new substation and reconfigure existing transmission lines in the Riverton area
- Rebuild approximately 20 miles of existing single-circuit 345-kV line from the Benton County Substation to the Sherco Substation in Sherburne County

Reorganizational Committees for 2023-2024:

- ◆ Elect Chairman – Peggy Clayton was re-elected Chair
- ◆ Elect Vice Chairman – Mike Schack was re-elected Vice Chair
- ◆ Appoint Deputy Clerk – Newly appointed Clerk Lori Kent will pursue finding a Deputy Clerk, therefore, a Deputy Clerk was not appointed at this time.
- ◆ Appoint Deputy Treasurer – Becky Adams was appointed Deputy Treasurer
- ◆ Designate official newspaper – Grand Rapids Herald Review was designated as the official newspaper.
- ◆ Designate a township attorney – Andy Shaw was designated as the Township Attorney.
- ◆ Designate a township road engineer – SEH was designated as the Township Road Engineer.
- ◆ Designate a bank as the town depository – Grand Rapids State Bank was designated as the Township Depository.
- ◆ Designate official posting sites – Harris Town Hall was designated as the official posting site
- ◆ Authorize the Treasurer to set up automatic payments/EFTs from the Bank Account: Grand Rapids State Bank

- ◆ Affirm / appoint members to committees/boards:
 - A. Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.
 - B. Network Opportunities (aka Local Collaborative) – Peggy Clayton was Appointed as Rep; Ryan Davies Alt.
 - C. Trails Task Force – Mike Schack was appointed as Township Representative.
 - D. Maintenance Crew Leader – Mike Schack was appointed as crew leader, with Jim Kelley as backup.
 - E. Safety Representative – Mike Schack and Jim Kelley were appointed as Safety Representatives.
 - F. Human Resource / Personnel Rep - Peggy Clayton was appointed as HR/personal rep, Mike Schack as Alt.
 - G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep; Dan Gilbert Alt.
 - H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton as appointed as Cable Commission Rep, with Jim Kelley as Alt.
 - I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) – Peggy Clayton is Rep, with Ryan Davies as Alt.
 - J. FireWise – Mike Schack was appointed as Rep.
 - K. Rinks (Wendigo and Crystal-winter) – Jim Kelley
 - L. Road Inspections – Jim Kelly, Mike Schack, and Ryan Davies were appointed
 - M. Park/Cemetery Inspections – Peggy Clayton was appointed, and Dan Gilbert is Alt.
 - N. Boat Landings – Mike Schack was appointed, and Ryan Davies is Alt.
 - O. Security Camera Liaison – Dan Gilbert was appointed, and Mike Schack as Alt.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Reorganizational Committees, as delineated above. Ayes- 5; Nays – 0. Motion carried.

Chair Clayton introduced the following resolution. Supervisor Kelley moved for its adoption and was seconded by Supervisor Davies:

Town of Harris, County of Itasca, State of Minnesota

10B

Resolution No. 2023-001

A RESOLUTION DESIGNATING THE COMPENSATION FOR OFFICERS OF THE HARRIS TOWN BOARD

WHEREAS, Minn Stat. 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk/deputy treasurer if employed, and other employees of the town;

WHEREAS, Minn Stat 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rate determined by the Town Board for necessary travel on official town business;

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation at the same time each year via Resolution #2022-006;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on January 05, 2023

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby adopts the following schedule of compensation and reimbursement of Town Officers

BE IT FURTHER RESOLVED that these rates will be used in calculating all pay requests paid during the February 2023 check run, and there forward until the next annual review of Township Officer compensation in January 2024:

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – February 2023-January 2024

Township Board Supervisor	
Serving as Chairman:	\$450.00 per month, plus \$ 19.00* per hour for allocated pre-approved labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$400.00 per month, plus \$ 19.00* per hour for allocated pre-approved labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings

NOTE: If Treasurer has questions on a pay request, Treasurer will review with Chair, and if changes need to be made, the Chair will discuss with said individual.

If questions arise regarding a pay request, and the person is not available/not present to confirm question(s), said pay request will be pulled from bill list until such time questions are answered. All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

* There was no change to the allocated labor rates for 2023

The Town Board requires that the Treasurer be at the Annual Meeting, and therefore is entitled to be paid the per diem meeting rate for attending this meeting.

Newsletter

The township newsletter is prepared by volunteers of the township. Printing, labeling, and mailing is completed by the printer. The Board approves the newsletter, prior to printing.

Website Updates

The Town Clerk maintains and update the website.

Mileage Reimbursement:

When it is necessary for Town Officers to use private automobiles to perform their duties on behalf of the town, Town Officers shall be eligible to have their mileage reimbursed for the miles traveled at a rate equal to the Federal standard mileage reimbursement rate in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings, hearing or annual or special town meetings held within the Town. The reimbursement is on an "as needed" basis, to be determined by the Officer, and would include, but is not limited to, the township annual road inspections, out-of-town meetings, education as approved by the Board, and resident calls for inspections.

Detailed Claims:

No Officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board, detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Board approved forms at the next following Regular board meeting. Pay requests for the Supervisors, Clerk, and Treasurer will be on a one month (EX: May 1-May31) basis. The pay requests will be scanned in by the clerk and sent to the supervisors with the monthly bills to allow the Treasurer, more time to process the requests. All pay requests must also be submitted by the 3rd of the month to the treasurer to allow time to scan, send to the supervisors. If questions arise regarding a pay request, and the officer is not available/not present to respond to question(s), said pay request shall be pulled from bill list until such time questions are answered. Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

Retirement

The Public Employees Retirement Association of Minnesota (PERA) plan is used for each Town Supervisor, Clerk, Treasurer, Caretaker, and Sexton.

Adopted this ____ day of _____, 2023.

By the Board Chairman,

Peggy Clayton, Chair

Attest: _____
Peggy Clayton, Acting Clerk

ADMINISTRATIVE POLICY
for
Board Meetings and Access to Public Information

WHEREAS, the Harris Town board is the governing body of Harris Township (the Town) charged by law with certain power and duties to conduct the affairs of the Town; and

WHEREAS, the board determined the adoption of an administrative policy regarding board meetings and access to public information will enhance the effectiveness of meetings and establish uniform procedures for the Board in how it conducts its business, and for those wishing to attend the proceedings; and

WHEREAS, this policy takes into consideration the particular circumstances of the Towns, which include but are not limit to, the following: *The Town is rural in nature, has a limited budget which is set by the town electors at the Annual Town Meeting, does not employ any administrative personnel, does not maintain regular office hours, has limited office facilities and accessibility, and schedules only one Regular town meeting and one Planning and Development meeting per month.*

NOW THEREFORE, BE IT RESOLVED that the Town Board of Harris, Itasca County, Minnesota, hereby adopts the following updated administrative policy, replacing Resolution #2022-007, regarding board meetings and access to public information:

1. Scope:

The procedures established in this policy shall apply to all regularly scheduled meetings of the Town Board, and to the extent practical, work sessions, special meetings and board hearings. This policy shall not apply to annual town meeting, some special meetings, closed meetings, onsite inspections, or any committee or subcommittee meetings.

1.1 Data Practices Act.

While Harris Township did adopt Urban Powers in 2004, it is not an urban township located in the seven county metropolitan area, and therefore is exempt from the Minnesota Government Data Practices Act (a decision made by the legislature in recognition of the fact that most townships do not have the type of staffing required by the Act).

As such, the Board is not bound by the requirements of the Minnesota Data Practices Act and nothing herein is intended to adopt, or shall be interpreted as adopting, the restrictions or requirements of the data practices act. Without limiting the forgoing, to the extent the Board is aware it has information that would be classified by the data practices act as something other than public data, it will take reasonable steps to limit its release.

2. Meeting times and location:

The Board schedules and conducts 2 meetings a month: The Regular meeting on the second Wednesday of each month, beginning at 7:30 p.m., and the Planning and Development (aka P&D) meeting on the fourth Wednesday of each month, beginning at 7:30 p.m., at Harris Town Hall.

a. Exceptions:

- The November P&D meeting will be held the fourth Tuesday of the month, when the fourth Wednesday occurs during the week of Thanksgiving.
- The December P&D meeting will only be held if the board deems necessary, on the third Wednesday of the month due to the Christmas holiday.

The Board develops and adopts a yearly calendar of the dates of these meetings, publishes them in the Herald Review once, and posts on the town hall bulletin board for the entire year. If for some reason the board finds it necessary to change any published meeting date, they will publish notice of the change in the official newspaper, and post the change at least three days prior to the originally scheduled meeting date.

3. Holidays

Township meetings or business will NOT be conducted on any official federal holiday, as provided in Minn. Stat.44 subd.5.i

4. Calling a special board meeting, emergency meeting, or work session:

The Board will generally call for special meetings or work sessions during a Regular or P&D meeting. However, the board Chairperson may, upon his/her own initiative, call a special meeting of the Board to address an issue or issues that requires consideration before the next board meeting. The Chairperson shall contact the Town Clerk for the need of a special board meeting or work session, and the Clerk will notify the other Board members of the date, time and place of the meeting. The Chairperson will try to arrange the meeting date and time so that all board members can attend. The Town Clerk shall also post notice of the meeting at least 5 days in advance, as required by the open meeting law.

A) An Emergency meeting may be called at any time if there is an immediate situation that poses any harm to the Public Safety, Roads and Waterway of the Township. In the instance of calling an Emergency Meeting we refer to Statue 13D.04 subdivision 3; the above order for calling the meeting still stands. Public Notice will be given on Facebook, a phone call will be made to the Herald Review of Grand Rapids, Minnesota and other attempts to post the meeting shall be done if time allows. The minutes of the Emergency meeting may be recorded by a Supervisor present and will be included in the next Regularly Scheduled meeting agenda packet.

5. Presiding officer:

The Board chairperson shall be the presiding officer of Board meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside. The presiding officer shall have the power to preserve Order and decorum at the meeting, enforce rules of procedure, and determine without debate, subject to the final decision of the Board on appeal, all questions of procedure and Order.

a. Appeal of presiding officer's ruling:

Any member of the Board may appeal the ruling of the presiding officer. If the appeal is seconded, and after discussion and explanations are given, the majority vote of the Board shall determine the question.

b. Rights of presiding officer:

The presiding officer is a full member of the Board and retains all of the rights to speak, make and second motions, and to vote on matters of town business to the same extent as any other town supervisor.

6. Order of business:

6.1. The Regular Meetings:

An agenda will be prepared by the Clerk for each Regular meeting. All agenda items will need to be submitted to the Clerk by 12 Noon the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair by the Clerk, via e-mail no later than Saturday morning prior to printing. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections

to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda unless time constraints restrict the item from being placed on the agenda at the next regular meeting. The Clerk will provide by the close of Sunday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to Order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the township mission statement
2. Additions and Corrections
3. Approve the minutes of the Regular Meeting and any work sessions or special meetings held after the last P & D meeting.
4. Business from the floor
 - * Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Old Business
10. New Business
11. Treasurer's Report
12. Approve payment of bills for the month
13. Public Input (limit of 5 minutes)
 - * Please come up to the podium and state you name and address for the record
14. Upcoming meetings listed
15. Adjourn

If someone contacts the Clerk and asks to be placed on the agenda, they will generally be included in #4. Business from the floor.

6.2. The Planning & Development (P&D) Meetings:

An agenda will be prepared by the Clerk for each P & D meeting. All agenda items will need to be submitted to the Clerk by 12 Noon the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair via e-mail no later than Saturday morning prior to the printing of agenda. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda unless time constraints restrict the item from being placed on the agenda for the next regular meeting. The Clerk will provide by the close of Monday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the mission statement
2. Additions and Corrections
3. Approve the minutes of the previous P&D Meeting, and any work sessions or special meetings held after the last Regular meeting.
4. Business from the Floor
 - * Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Town Hall Report – for month/date/year to month/date/year
10. Maintenance Report
11. Old Business
12. New Business
13. Approve payment of the bills for the month
14. Public input (limit of 5 minutes)
 - * Please come up to the podium and state you name and address for the record
15. Upcoming meetings listed
16. Adjourn

If someone contacts the Clerk and asks to be placed on the agenda, they will generally be included in #4, Business from the floor.

a. Varying order of business:

The presiding officer may vary or alter the order of business for the convenience of the public or the board.

b. Consent agenda:

The board may employ the use of a consent agenda during the Regular meeting and P & D meeting, to approve matters of a routine or non-controversial nature, or items that have already been discussed at a prior board meeting and agreed to be placed on the consent agenda.

7. Rules of parliamentary procedure:

The list of parliamentary procedures that follow as **attachment A** is made a part of this policy, and shall guide meetings of the board.

8. Public participation:

Members of the public may address the Board at the time designated in the order of business for citizen comments and at such other times during the meeting as may be allowed by the presiding officer to address specific issues before the Board. Unless further time is granted by a vote of the Board, remarks from the public shall be limited to five minutes per speaker. When addressing the Board, Citizens shall come up to the podium and state their name and address for the record and confine their remarks to the specific matter under debate.

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall *not*: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the

Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who persists in disturbing the meeting after having received a warning from the presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

a. Spokesman

The presiding officer may ask a group attending a meeting that wishes to address the Board on the same subject to appoint a spokesperson for the group to expedite matters and avoid repetition. The person speaking on behalf of a group may be allowed additional time if needed to fully present the opinion of the group. After a spokesperson has spoken on behalf of a group, the presiding officer may limit the number and/or the time other persons allowed to speak to present similar opinions.

b. Recording by the public

Those attending meetings may use sound or video recording devices provided their use does not interfere or disrupt the meeting and does not violate the constitutional rights of others.

c. Written materials

Citizens may submit written comments or materials to the Board before or at a meeting and may ask that they be added to the record. The Board shall enter the information into the record as requested unless doing so would be unduly burdensome.

9. Record of meetings:

Minutes of all public board meetings shall be kept in a journal (binder). The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. We will keep all minutes of all the other meeting the board members attend in a binder.

10. Audio Recordings:

Unless the board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings. If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.

11. Continue Meetings:

The Board may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the continued meeting. Whether notice of the continued meeting will be provided is left to the discretion of the Board.

12. Access to public information:

It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.

A. Request for Information.

Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (**Appendix B**) detailing the information requested.

a. Fees for Photocopies.

The following fees may be charged for photocopies of public information from the Town:

- (1) **Labor:** The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of the current allocated labor rate of the clerk.
- (2) **Photocopying:** The fee for photocopying black & white shall be charged at a rate of \$0.25 per page, and the fee for photocopying color shall be charged at a rate of .55 per page.
- (3) **Mailing:** The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.
- (4) **Other Costs:** Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.

b. Prepayment of Fees

If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30.00, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.

13. Amending or updating the policy:

The Board may amend this policy by resolution.

14. Severability:

If any part or portion of this policy is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the policy.

15. Office Supplies:

There may be times when a Supervisor, Clerk or Treasurer may need to pick up supplies for the office or for their position. To alleviate coming before the board for approval to purchase supplies, up to \$50 annually shall be allotted to Supervisors, Clerk and Treasurer at any time. Receipts shall be given to the Treasurer, and reimbursement requests shall be placed on the applicable pay request.

**16. Rules of Parliamentary Procedure For Town Board Meetings- Appendix A
Harris Township Information Request Form- Appendix B**

17. Description of Job Duties:

- a. Board Members/ Supervisors - Appendix C
- b. Appointed Treasurer- Appendix D
- c. Appointed Clerk- Appendix E
- d. Sexton- Appendix F
- e. Maintenance Worker -Appendix G
- f. Caretaker – Appendix H

18. Employee Compensation Policy – Appendix I

19. Compensation for Current Regular Township Employees – Appendix J

Adopted this day of

Peggy Clayton, Chair

Attest: _____
Peggy Clayton, Clerk

Appendix A

RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

The following are the rules of parliamentary procedure the town board (Board) of Harris Township, Itasca County, Minnesota has adopted for use at its board meetings.

Voting:

A majority vote of those supervisors present and voting shall be required to pass a motion unless a greater number is required by law or ordinance. Abstentions from voting shall reduce the number considered voting on the motion, shall not be considered as a vote either for or against the matter under consideration, and shall be recorded in the minutes of the meeting along with a reason for the abstention.

Method of taking action:

All actions of the Board shall be taken by motion, including the adoption of resolutions and ordinances. A supervisor may raise a point of order without making a motion. The following are permitted motions:

Action	Description	Requires Second	Amendable
Main Motion	Used to bring an item of business before the Board.	Yes	Yes
Amend	Used to amend the wording of a main motion.	Yes	Yes
Call the Question	Used to immediately end debate on a motion.	Yes	No
Lay on the Table	Used to postpone debate or a vote on an issue either indefinitely or to a certain time or a certain occurrence mentioned as part of the motion.	Yes	Yes
Point of Order	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
Roll Call	Used with respect to a particular issue before the Board to require each supervisor's vote on the issue to be recorded in the minutes of the meeting.	Yes	No
Suspend Rules	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
Appeal Ruling	Used to appeal a ruling of the presiding officer.	Yes	No

If an issue of parliamentary procedure arises that is not addressed in this policy, the presiding officer may seek guidance from the most current edition of Robert's Rules of Order to help resolve the issue.

Appendix B

HARRIS TOWNSHIP
INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request _____

Requester's Address: _____

Requester's Phone Number: _____ Signature _____

Description of the Information Requested: _____

Town Use Only

The request is: Approved. Approved in Part. or Denied. Reason(s) for a partially approval or a denial: _____

Fees applicable to the request:

			Estimated Cost	Actual Cost
Labor	_____ x \$ _____		_____	_____
	# Hours Hourly Rate			
Photocopying	_____ x _____		_____	_____
	Rate Hourly Rate			
Mailing	_____		_____	_____
Other Costs	_____		_____	_____
	_____		_____	_____
		Totals:	_____ *	_____

Difference: _____ To be paid by requestor.
 To be refunded by Town.

* If the total estimated cost exceeds \$30, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.

Appendix C

Board Supervisor Duties:

1. Minnesota Association of Township Duties (as defined in the Manual on Town Government)
 - By law, supervisors (have charge of all town affairs not committed to by other officers by law." Minn. Statute 366.01, subd 1. Town Supervisors are charged with the duty to make decisions on behalf of the town and have the responsibility to see that the town fulfills its duties to the state and to town residents. Common duties include awarding contracts, authorizing township expenditures, adopting ordinances and resolutions. Rather than being a task-oriented position, the office of town supervisor involves setting policy by making choices from a wide range of options. The challenges for supervisors include identifying what the available options are based on the town's legal authority, following the correct process, taking the required steps to implement the selected option, and implementing the decision. Along the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.
 - Supervisors are responsible for choosing a chair. The statutes do not set out a selection process for the chair's position and a town has a good deal of flexibility to use the process that makes sense to its board. The person appointed as the town board chair does perform certain duties in addition to the usual responsibilities of a supervisor. Those include serving as the presiding officer for town board meetings and signing checks and other documents on behalf of the board. When designating a chair, boards should also appoint a vice-chair to serve in the chair's absence.
 - It is important to note the chair retains all the powers of a supervisor to make, second, and vote on motions. Furthermore, a board may not adopt rules to limit the powers the law grants to this or any other election position (i.e. it cannot adopt a rule prohibit the chair from making a motion.) However, it is equally important to note that while the statutes assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted superior or independent authority over the other supervisors.
 - As a practical matter, the chair does take on many tasks that need to be performed, but the assignment of additional tasks must not be mistaken for the power to control a matter. For instance, the chair working with the clerk to pull together the agenda for a meeting does not give the chair the authority to refuse to place items on the agenda other supervisors would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigns additional duties or powers, the chair is a supervisor with only the powers of a supervisor.

2. **Duties covered under the supervisors stipend as per compensation policy:**
 - Inspection of parks
 - Inspection of cemetery
 - Inspection of all landings
 - Inspection of roads (paved or dirt)
 - Zoning prep (items which are not a meeting or not involving a quorum of supervisors)
 - Township Facebook updates
 - Working with contractors (i.e. bids, supervision of contractors/vendors)

- Emails to/from constituents (those received should be forwarded to specific supervisor)
- Phone calls to/from constituents (those received should be forwarded to specific supervisor)
- Inspection of weeds (noxious) aka Weed Inspector

3. Required/Mandated Township Meetings paid as per our compensation policy, and not covered under the monthly stipend:

- Regular Township monthly meetings
- Regular P & D Township monthly meetings
- Regular Township Association monthly meetings
- Canvas Meeting, after annual meeting
- Audit Meeting, annually
- Board of Equalization Meeting
- Legally required meetings (i.e. Public Hearings, etc)

4. Meetings, duties, etc. paid (for) at an hourly rate as per our compensation policy, and not covered under the stipend:

- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
- Training sessions
- Work sessions
- Emergency meetings
- Conducting interviews
- Supervision of employees and volunteers

5. Mileage:

- To be charged at the Fed. rate
- Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
- Mileage paid for any other township related business.
- No mileage paid for driving to/from required/mandated township monthly meetings.

6. Special Projects (must) come before the township board for prior approval and/or to request payment, if applicable:

- Those projects, etc. that a township supervisor may need to be involved in, but that does not fit into categories 1-4 above.

Appendix D

Treasurer Duties

Minnesota Association of Township Duties (as defined in the Manual on Town Government)

Receive and take charge of all money; belonging to the town, or which is required to be paid onto its treasury, and to pay it out only upon the lawful order of the town or its officers;

Preserve all books, papers, and property; pertaining to or filed in the treasurer's office.

Keep a true account of all money; received as treasurer and the way it is disbursed, in a book provided for that purpose. Provide the account with the treasurers vouches to the town board of audit at its annual meeting for adjustment.

Deliver all books and property; Belonging to the treasurer's office and all money in the treasurer's hands as treasurer, to a qualified successor.

Keep in a suitable book a register; Of all town orders presented for payment that cannot be paid for want of funds. Record the date presented, and endorse on the back of each words "not paid for want of funds," with the date of the endorsement, signed by the treasurer.

Draw from the county treasurer; From time to time, money received by the county treasurer for the town and receipt for it.

Make and file with the town clerk; Within five days preceding the annual town meeting a statement in writing of the money received from the county treasurer and all other sources; and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand.

Perform other duties required by law.

Minn.Stat. 367.16

Other duties of the town treasurer include paying judgements ordered against the town (Minn.Stat 365.41) and selecting a depository for town funds I the board fails to select one within 30 days of the annual town meeting.

Township Treasurer Job Duties:

1) Accounting Responsibilities:

- a. Prepare monthly bank statement reconciliation, including reconciling outstanding checks, deposits and transfers, and ensure all accounts balanced. Research and resolve the discrepancies.
- b. Assist in the development and monitoring of all accounting policies, systems, and

- procedures to assure adequate accounting controls.
- c. Reconcile selected general ledger accounts, preparing monthly journal entries as needed.
- d. Maintain record of pledged collateral by official depositories to meet statute requirements. Contact depository as necessary to adjust amount.
- e. Work with Bond Consul and provide information necessary for bond issues. Ensure compliance for outstanding bonds.

2) Accounts Payable:

- a. Process all accounts payable, including review and process all invoices for accuracy, proper authorization, account coding, and to ensure payments are made in a timely manner. Pick up bills from the town hall every Friday afternoon:
 - 1. Process bills and scan them into a PDF file, on the Friday before the regular board meeting, and the P and D meeting.
 - 2. Email the PDF file to the township clerk in preparation of the board packet.
- c. Match open and closed invoices against statements.
- d. Coordinate and resolve discrepancies with township supervisors concerning purchasing policy guidelines, account coding, authorization, and other issues.
- e. Contact vendors to coordinate and resolve discrepancies in accounts payable.
- f. Maintain W9 files for vendors.
- g. Prepare bill list and checks for monthly board approval. Board chair and clerk sign checks at the meeting.
- h. Make copies of all checks for monthly file.
- i. Prepare all invoices and checks for distribution via mail or online payments.
- j. Monitor town contracts for compliance.
- k. Prepare form 1096/1099 as required by the IRS.
- l. Maintain organized filing system including all necessary supporting documents.

3) Accounts Receivable:

- a. Process all receipts and give checks, cash, and deposit slips to clerk for depositing at the bank (separation of duties is necessary)
- b. Collect, verify, and post payments. Maintain and adjust accounts as necessary.
- c. Administer collection procedures and certifications on delinquent accounts.
- d. Prepare refund documents when applicable.

4) Payroll:

- a. Collect and review employee time sheets. Research and resolve discrepancies. Receive payment requests via email or written out and turned into town hall.
 - 1. Supervisors will have pay requests turned in by the first Friday of each month.
 - 2. Maintenance, Treasurer, Clerk, Caretaker, and Sexton employees will have pay requests turned in on the Friday before the regular board meeting, and the Friday before the P and D meeting, which are the second and fourth Wednesdays of each month.
- b. Accurately process monthly payroll including appropriately coding expense into applicable funds.
- c. Processed financials with appropriate meeting, labor, wages less with holdings for all employees, supervisors, clerk, and treasurer.
- d. Write out payroll checks for approval at monthly regular board meeting.
- e. Due to confidentiality, add the gross wage amounts for each person to the Bill list.
- f. Add the net wage total to the Bill list as one line item.

- 5) Process financials for the previous month:
 - a. Add all disbursements to the account register
 - b. Add all receipts to the account register
 - c. Create the monthly financial reports
 - d. Update the budget to actual reports for disbursements
 - e. Update the budget to actual reports for receipts

- 6) Copies for meetings:
 - a. Bill list (enough copies for everyone at the meeting).
 - b. Financial reports (enough copies for everyone at the meeting).
 - c. Pay request for all supervisors, Clerk, Treasurer, Maintenance, and Caretaker (one copy for each person with their paycheck).

- 7) Audit preparation:
 - a. Assist in preparing audit work papers, schedules and reports.
 - b. Provide external auditors with requested information and documentation.

- 8) Budget/forecasting process:
 - a. Prepare annual budget and forecast. Make financial recommendations to the township board of supervisors.
 - b. Monitor budget to actual financial data and update the township board of supervisors as appropriate.

- 9) Process monthly withholdings:
 - a. Federal tax deposit
 - b. State tax deposit
 - c. PERA report and deposit

- 10) Process quarterly reports:
 - a. Federal withholding report
 - b. State withholding report
 - c. Unemployment wage report

- 11) Yearly reporting:
 - a. Year end financials – for budget planning
 - b. PERA Exclusion Report
 - c. W-2s/1099
 - d. MATIT Wage Reporting
 - e. Treasurer’s Summary Report for annual meeting

- 12) Letters of credit:
 - a. Maintain files on all letters of credit. Ensure LOC’s are current and renew as applicable.
 - b. Draw draft/release letters to Bank.

- 13) Attend required/mandated township meetings:
 - a. Regular township meetings on second Wednesday of each month
 - b. P and D township meetings on fourth Wednesday of each month
 - c. Regular annual township meeting in March
 - e. Audit meeting, annually
 - f. Any other legally required meetings (i.e. public hearings, etc.)

14) Attend other meetings, trainings, work sessions, emergency meeting that may require your presence.

15) Special projects (which require prior board approval)

16) Customer service:

- a. Assist in duties as needed and/or as directed by the board of supervisors.
- b. Coordinate and cooperate with inter-governmental agencies.
- c. Conduct the necessary research and provide support materials to aid board in making informed decisions.

Appendix E

Appointed Clerk

Township Clerk Job Description:

Provides a channel for communication between township residents and board of supervisors to ensure effective planning, and results, consistent with the goals, objectives, policies approved by the Board of Supervisors. Perform all administrative duties for efficient function of the township, and as prescribed by Minnesota Statutes.

Mandatory Duties, as per Minn. Stat. 367.30; Minn. Stat. 367.31 subd.1; Minn. Rule 8205.1040; Minn. Stat. 367.11

1. **Keep minutes:** record minutes of the proceedings of every town meeting in the book of town records, entering every order or direction and all rules and regulations made by the town meeting;
2. **Keep records:** keep a true record of all of the towns proceedings
3. **Custody of records:** unless otherwise provided by law, retain custody of the records, books, and papers of the township and file, and safely keep all papers required by law to be filed in the clerks office;
4. **File and preserve all accounts** audited by the town board or allowed at a town meeting and enter a statement of them in the book of records;
5. **Record all requests** for special votes or town meetings and properly post notices;
6. **Post, as required by law**, fair copies of all bylaws made by the town, and make a signed entry in the town records, of the time when and the places where they were posted and record in full all ordinances passed by the town board in an ordinance book;
7. **Furnish to the annual meeting** of the town board of audit: [i] every statement from the county treasurer of money paid to the town treasurer; [ii] all other information about fiscal affairs of the town in the clerks position, and [iii] all accounts, claims, and demands against the town filed with the clerk; and
8. **Perform** any other duties by law

Additional Clerk Job Duties:

Official Board Meetings, other Legally Required Meetings:

1. Meeting agenda creation and prep of supporting documents
2. Scan in agenda, agenda items, bills, pay requests (i.e. agenda packet) and print
3. Make Board packet copies for Supervisors, and constituents for township meeting
4. Complete Minutes - from P&D/Regular meeting
5. Add agenda packet to website; add minutes to website, after approved (convert to PDF first)
6. Organize, manage, and retrieve township records in an effective and efficient manner
7. Prepare notices and post all meeting notices
8. Keep contact information up to date for posting board
9. Prepare and publish meeting schedule, special meetings, etc. (whatever is legally required)
10. Town hall set up for Regular, P&D meetings, and legally required meetings
11. Prep for Board of Audit
12. Annual audit prep of clerk's responsibilities (bookkeeping documents, minute and agenda packet binders, board contact information, etc.)
13. Attend legally required meetings (i.e. annual meeting, public hearings, board of audit, board of appeal, etc.)
14. Post notices, set up hall, and prepare minutes, and attend annual Board of Audit
15. Post and publish Annual Board of Appeal and Equalization Notice, and attend BOA
16. Prepare board reports for BOA hearing
17. Set up hall, prepare Minutes and hearing reports for BOA
18. Prepare the annual report for annual meeting, post, prepare Minutes, and attend Annual Meeting

Bookkeeping, Office Prep:

19. File, document, and organize in an efficient manner, at the town hall
20. Make sure laptop is always updated
21. Maintain monthly accounting in CTAS
22. Purchase office supplies, as needed

Mail, and Deposit/checks:

23. Pick up all mail at the service center the Friday before the regular town board meeting, and the Friday before the P and D town board meeting.
24. Distribute all bills, invoices, statements, etc. that the treasurer should have, no later than the Friday before the regular town board meeting, and the Friday before the P and D board meeting.
25. Document all checks (that will need to be deposited by the treasurer) by recording the date on the check, the check number, who the check was received from, and the dollar amount.
26. Receive all Town hall renter checks from Caretaker, and document them, along with all other checks to be deposited.
27. Keep the documentation and give all checks which need to be deposited to the treasurer no later than the Friday before the regular board meeting, and the Friday before the P & D meeting.
28. Processed all other mail as deemed necessary and distribute accordingly.
29. Receive the deposit slip from the treasurer, document the date received, and check the deposit slip with your record of checks received, as the final means of checks and balances

Work Sessions, Budget Sessions, and other Special Meetings

30. Prepare and Post work sessions, budget sessions, and special meetings
31. Prepare Minutes of work sessions, budget sessions, and special meetings
32. Set up hall for the sessions, and pull together agenda

Elections Duties for Clerk:

33. Be knowledgeable of current election requirements, laws and deadlines
34. Attend mandatory election judge training, if Clerk is involved with the elections
35. Attend mandatory clerk training, if Clerk is involved with the elections
36. Coordinate election judge list(s) and notify election judges of mandatory training dates/times
37. Bring forward the list of election judges to the township board, for approval
38. Coordinate election judges schedule for both elections (primary and general)
39. Post and publish, in a timely manner, election notices according to statute requirements
40. Accept candidate filing affidavits during election period (August-September)
41. Coordinate candidate names for election ballots with County Auditor Office
42. Prepare polling place (ballot machines, counter, voter roster, etc)
43. Attend mandatory training for HAVA requirements, new election equipment, and understand the operations
44. Purchase cookies, make coffee, etc for voters, if board decides to provide during elections.
45. Conduct Board of Canvass, according to requirements in the Clerk Election Guide for the specific election year

Emails, Texts, Phone Calls, etc:

46. Receive and/or send emails, texts, and calls from constituents, to appropriate supervisor, within a reasonable timeframe ((exception: if an emergency, contact supervisor immediately) Monday through Sunday
47. Respond to all township business inquiries
48. Discussions regarding a variety of topics/projects with others (board/county/residents
49. Conduct the necessary research and provide support materials to aid board in making informed decisions

Website Administration:

50. Website administration and content updates, as per Board direction

Resolutions, Ordinances, Policies, and Procedures:

51. Prepare Resolutions and Ordinances, as per direction of the Board.
52. Maintain a record of resolutions and ordinances passed by the Board
53. Update township policies as needed, with direction from board supervisors

Customer service:

- a. Assist in duties as needed and/or as directed by the board of supervisors
- b. Coordinate and cooperate with inter-governmental agencies.
- c. Communicate with Board and/chair regarding any issues, items, etc before you make changes

Minimum Qualifications:

1. Must be a high school graduate, or have GED
2. Must have two years of administrative assistant/clerical work experience in an office/business setting
3. Must have one year of work experience in Word, and MS Excel
4. Must have experience taking minutes
5. Must have a valid Minnesota Drivers License
6. Must be bondable

Must also:

1. Pass a background check
2. Pass a reference check
3. Successfully pass a six month probation
4. Knowledge of bookkeeping principles, budgets and records management
5. Attend training as mandated and required by the township board, and Minnesota Association of Townships
6. Have ability to maintain confidentiality, and to establish effective working relationship with the Town board and the public
7. Have excellent verbal and written communication skills
8. Have ability to prioritize workloads and meet deadlines
9. Have ability to multitask
10. Have professional appearance
11. Have ability to maintain accurate records
12. Have ability and willingness to follow rules and procedures
13. Have ability and willingness to follow directive from Board Chair, and supervisors
14. Have ability to work independently, and with a Board
15. Be self-directed; ability to effectively schedule work time
16. Have independent problem solving skills
17. Be self-motivated, and have initiative
18. Have ability to work unsupervised
19. Have leadership skills, and public speaking skills

Preference for:

1. Experience working in/with accounting, budgets, spreadsheets, and records management
2. Experience of open meeting law, and data practices
3. Administrative/clerical experience working for another federal, state, or other township
4. Experience working with an accounting system (Quickbooks, CTAS)
5. Experience working with/on elections
6. Additional experience in an administrative/clerical position, beyond minimums

Appendix F

Sexton Duties:

1. First point of contact for all questions regarding the Harris Township Cemetery and follow up promptly with responses:

This position receives calls from people regarding the cemetery, which could be burials, purchasing sites, or from headstone companies.

If somebody calls you regarding a burial, that could come from a family member or the funeral home. If somebody calls in need of a burial you need to ask them when they want the burial to take place first, and then find out if they already have a site. If they do not have a site, then you would meet with the people at the cemetery so they could pick out a lot. When you do meet somebody at the cemetery, you need to take your black book, the map, and the receipt book. Sometimes people will pay with cash- either way, always use the receipt book.

If the funeral home is arranging the burial and a site is owned, be sure to confirm that the funeral home is collecting the fees and sending to the Township. The funeral home will then mail the disposition papers along with a check for the burial to the Sexton.

If the family is coordinating the burial, you will need to collect payment and either disposition papers or a copy of the death certificate for the burial before you can confirm and authorize Derrick to do the work preparing the site.

If someone just wants to purchase a site you also need to meet them at the cemetery and bring the black book, map, and receipt book. Let them chose a site to their liking and then verify the location is available using the map and correlating with the black book. On the receipt always write the site description, and whomever they wish the owner or the site to be on the Deed, also retain a full address and phone number. The top copy of the receipt goes to the purchaser, the 2nd copy goes to the Treasurer with the payment and the final copy stays in the book for the Sexton records.

You will get calls from a headstone company, which could be Duluth Monument or Northland Monument, (the most common used by our residents). When people purchase a headstone, those companies need to come in and set up the stone. Those calls also need to be relayed to Derrick as he marks the site for them to lay the stone. He does not set the stones himself, only marks them.

If the family is working with veteran services, Derrick will lay the veterans stones. Those calls may be sent directly to the service center *maintenance*. If a family wants maintenance to place the foot stone, the township will charge an hourly wage for the time it takes to dig and lay that foot stone.

You also might get calls from people wanting to sell their sites back to the township. If that occurs their request needs to be in writing and sent to our service center address. They also need to provide a copy of the deed with that request. If they don't have the deed etc. it is their responsibility to get a new one from the recorders office. The deed tells us how much this site cost them at the time of purchase. No deed = no sale. This is subject to Board approval and must be verified that no one has been placed in the site. That letter of buy back request, the owners Deed and the newly drafted buy back Deed all go to the board for approval at the next regular meeting. The Sexton has to re-file a deed giving ownership back to the township, and this also has to be filed with the recorder's office. The Sexton must also

notify Maintenance to remove them from owning a site in his books and remove their card from the Rolodex and white out their information in the black book. When the original Deed is returned from the recorder's office that will be filed in the bottom black drawer, corresponding with the correct site. * You must also update and remove them from the Documents/Cemetery/Sexton/Section/Block Listing and update the website to such. Further direction below.

If you receive a call from someone wanting to know if so-and-so is buried at the cemetery, you need to obtain the last name of that individual they're looking for, and look at the black Rolodex. If a family name is in the Rolodex, you would look at the card and then go to the black book to find a location to see if someone was buried in that location. You can also look in the bottom drawer of the two drawer black file cabinet by looking for the last name to find any information or disposition paperwork we would have obtained at burial. If no information, you can let the family know, and at that point they are on their own. Any time you have a new burial, a new card needs to be made out and placed in the Rolodex. Any time that you work with the burial, etc. that information needs to be placed on the Rolodex card (i.e. lot purchased, deed received, burial, etc). It is important to have great cross-reference information on the cards.

Any calls coming in on leveling of headstones, those need to go directly to maintenance.

Remember to always text Maintenance, the maintenance supervisor, so he is also in the "loop" with regard to burials, digging, etc.

2. Prepare and maintain policies, procedures and brochures, as per Board direction, and relay that information to others who assist in the maintenance of the cemetery or to the general public:

Sexton updates as needed, with regard to the policy, procedures and brochures. Sexton will get that direction from the board as changes to policies are always made at board meetings.

There's also a frequently asked questions section on the bottom of the policy called "other helpful information".

When you do update the policy for the cemetery you need to go onto the laptop to update it and then you need to upload it to the website under the cemetery folder. Once it is updated you need to print it out, make copies and then bring 25 of the brochures to Libby, 25 to Rowe, and give one to our maintenance staff person, and then fill the slots at the cemetery. Whatever you sent to Rowe and Libby, it should be sent to them in a PDF format.

3. Coordinate all burial arrangements; Funeral Directors, Maintenance Team, Board, as needed.

You would need to coordinate burial arrangements, if someone calls and needs to be buried, or if they own or do not own their own site. Sometimes it's slow, depending on the time of year and when they want to do their burial or purchase this site.

If they own their own site then you are talking back-and-forth with Maintenance regarding the site location and the time of service and then confirming all that information with Maintenance. Always direct any questions back to the policy. Send a copy of the policy and rate to those who have questions also when you respond to them so they also have the information moving forward.

The Sexton must be familiar with all policies and procedures for marking graves!

The funeral home or family usually gets in touch with the sexton. The Sexton then calls Maintenance, if they own the site and confirm the date etc. Sexton confirms with the funeral home. Maintenance puts it on the schedule. The payment and disposition paperwork needs and comes from the family or funeral home. Sometimes a funeral home collects the payment for the burial, or family meets with Sexton and pays the Sexton.

4. Deed preparation, Sale, Recording, Filings and follow up with notifications of such with Board, Maintenance team, and Purchaser.

If the family doesn't have a site, they will need to purchase a site. you meet at the cemetery, take the black book, map, and receipt book. The family usually has some idea of where they want to be (section 3 is open, section 1 and 2 are touch and go, as one could hold a cremation in those sections).

You need to take the map and verify space availability. Some families might want 1 site or more than a site. When that occurs you need the receipt book, and take the payment at the cemetery. People can purchase up to four on one deed, but if it's more than 4, then another deed and recording fee of \$46 has to be completed. If they are family owned sites, you do not need to draft a Deed for each family member, advise them to set an owner and have copies of the Deed with each family member that plans to be placed in our cemetery.

Once you have completed that at the cemetery, then you need to record, make Rolodex card, and follow up with the format and receipt. You need to put the lot, block section, site, home address, and phone number on receipt copy. These dates get recorded in the black book, you make up a card, and place in the Rolodex, and a make up a card for Derrick, and put that in his folder in the Town Hall.

If the card is already in the Rolodex you just add to the record on that card, and then let Derrick know. The 2nd copy in the receipt book goes to the Treasurer with the money collected. Derrick has full set of books just like the Sexton does. You then prepare the deed, which goes on the next board agenda just for signature purposes only, as the board does not need to approve that. Once the deed is signed by the board the original is mailed or dropped off at the recorder office. They record it and stamp and mail it back to the service center with a bill. The recorder department then bills \$46 for the recording fee back to the township. The recorder will send an invoice with the original deed back to the township. You need to make a copy of the deed, put it in the bottom drawer of the black file cabinet. The original gets mailed to the owner. Provide a copy of the invoice to the Treasurer and note who it was for.

Disposition papers - when someone dies or someone is getting buried, we will either get a disposition paper or certificate of death from the family or funeral home, along with the check. Make a copy of both give a copy to Treasurer with the check. If you get a certificate of burial you treat it the same way. If owner provides an original death certificate, make a copy of the death certificate, and get the original back to the family.

Record Burial – Mark the burial in the black book, one section for purchase and one section of who is buried. Place the disposition papers or death certificate in the box in the bottom black drawer.

How to mark an online system –Any changes or updates to burials or purchases need to be updated to the website. Once you have completed deeds etc. you need to go into the online system and mark the

site off in the online system. It is in the Documents/Cemetery. All are broken up into sections 1, 2, and 3. From there each block is also separated. Update it in the word format and save back to its original location. Log in the website admin, go to the cemetery tabs and remove the block you are updating then upload the correct block to the correct file location. This does not need to be in PDF format, I have them all in Word so that they are easy to update and you do not need to reformat each time you have to update a block.

5. Relay payments received and notify of any County Filing fees charged to the Township account to the Clerk. Keep receipt book for all Deeds sold.

Any and all transactions need to be documented and funds must be provided to the Clerk with documentation of what the monies are for. Copies of the check with the disposition papers or Deed should be made for easy reference to what the money is for. Remember to always give the Clerk the receipt copy for her records also.

6. Update and maintain Harris Township Cemetery Web links with current and relevant news.

You need to update sales in the township cemetery web links with current and relevant news whenever someone is buried. You update in the cemetery folder, and upload to the website. All cemetery records are kept at the Service Center a file cabinets.. These are valuable and personal documents and should not be stored in your home. They should be removed for sales and meetings at the cemetery and then the Sexton should promptly return these to the service center file cabinets.

*The cemetery website sections (1, 2 and 3) must be updated every six months (January and July).

All forms used for the cemetery are on the computer, Documents/Cemetery.

There are separate buy back deeds and deeds. Use the correct one and pull the last one prepared and type over it. All forms are formatted in Word for easy edit.

7. Update the books online monthly for public viewing, and work with maintenance on updating.

You would update the policies, burials, and purchases, and keep all up to date.

8. Maintain Cemetery Books, Records, and Sexton computer books, and work with maintenance on updating.

Make sure to always update books and records whenever it occurs. Do not wait and do it once every six months etc. as it just causes of a lot of issues of keeping up with what's going on. All of the updating is on the computer and again as you get them. Always make sure you e-mail Derrick with sale and burial updates as he is a source in the checks and balances for the cemetery.

9. Sexton needs to keep track of detailed work completed and time it takes to complete a burial process, every two weeks. That information is placed on the pay request.

10. As cemetery sites are sold, processing the cemetery deed, and getting it on the board agenda for approval, must be done in a timely manner/earliest possible convenience.

11. When winter burial rates are effective, they do stay in place until the board lifts the winter burial rates, via resolution at a board meeting.

12. When the cemetery policy is updated, or when winter burial rates are effective and lifted, that information must be relayed to funeral homes in Itasca County, it keeps funeral homes updated for their communication with files, etc.
13. No wiggle room with regard to policies, as it would open the door for everyone.
14. Calls, texts, emails from potential site purchasers or funeral home, must be returned as soon as possible.

APPENDIX G

Maintenance Worker

Reports to: Harris Town Board

Status: Non-Exempt – Full-time/Part-Time

Position Summary:

Maintains all properties roadways and equipment within the jurisdiction of Harris Township under the direction of the Board of Supervisors and its designated Maintenance Supervisor.

Essential Accountabilities:

Town hall

- Maintains the town hall facility including inside and outside structure, lighting, furniture, parking lot and general maintenance.
- Provides grounds keeping and snow removal of parking lot, driveway, walkways and exits.

Cemetery

- Maintains buildings, fence, signs, flag poles and flags, roadways and placement of winter corner markers. Check to make sure the water service is working properly.
- Must be well-versed of the Cemetery Policy.
- Maintenance is to refer all calls to the Cemetery Sexton re: funeral home calls, monument company calls on headstones, foot-stones, etc., and all calls to Cemetery Sexton re: burial calls from individuals, etc.
- Maintenance is to look up names of family(s) and find site locations
- Provide care in moving and working adjacent to all grave markers.
- Excavate, fill and ready the grounds before and after burials. Be available to locate grave sites and/or mark as needed. (Excavation can also be done by designated contractor, in the absence of maintenance).
- Work with the Sexton, and public in a respectful courteous manner at all times. Sexton works with all funeral directors, and headstone companies.
- Layout boundaries for headstones, and gravesites.
- Maintenance is contacted by Sexton when family has cremated remains, and wants to bury them.
- Level all headstones.
- Maintain burial logs/placements as a back-up to the Sextons records.
- Ensures all snow removal is done in a respectful and timely manner. Be especially mindful when working around flowers or other decorations.

Public Access (boat landings)

- Install, remove and repair docks as needed.
- Provide general grounds keeping and clean-up. Provide snow plowing as needed.
- Inspect boat ramp conditions and report to Maintenance Supervisor if maintenance is needed.
- Check for adequate signage.
- Mow/trim all boat landings

Essential Accountabilities:

Roadways

- Make minor repair/preventive care of the roadways as needed or directed. Inspect all signage, maintain the sign replacement policy and report any vandalism to the supervisor.
- Inspect roadways after any heavy wind storm or snow accumulation.
- Snow plow areas designated by the town board.
- Coordinate roadside brushing and mowing with the supervisor and the State of Minnesota guidelines. Have knowledge of various roads and practice the rules of road right of ways.
- Be expected to provide emergency tree and wildlife removal as necessary.
- Report all road concerns or discrepancies to the supervisor immediately.

Recreation Facilities

- Provide maintenance to all areas of recreation within the township which includes; buildings, grounds keeping, lighting, fences, parking lot, seating structures, ball fields, tennis courts, skating areas, walkways, picnic areas, game areas, and gym structures.
- Snow plow as needed.
- Skating rink surfacing and cleaning as needed.

General requirements

- Act professional at all times.
- Inspect and maintain routine/periodic equipment and machine maintenance as required doing repairs to your level of skill as directed and supervised by the supervisor. Make no non-factory modifications to any equipment or operate a malfunctioned piece of equipment at any time. If you are unfamiliar with operating a piece of equipment consult your Maintenance Supervisor for the proper training.
- Assure that all equipment is cleaned and stored properly after each use.
- Always keep your work area free of clutter or other hazards that may cause a potential dangerous circumstance.
- Always wear safety equipment and keep safety practices in mind all the time. Never work without good safety apparel, acquire new safety equipment or devices from the Maintenance Supervisor.
- Treat all residents and their property with respect, never argue and inform a Maintenance Supervisor to contact them in a timely manner.
- Report all accidents/incidents to your Maintenance Supervisor in writing immediately no matter how minor it may seem to be, so an investigation can be done.

- File all complaints with your Maintenance Supervisor or the Human Resources Representative.
- Don't assume or make any change in rules/laws/ordinance/common procedures of our work without the Maintenance Supervisors or board approval.
- You are the direct representative of Harris Township, and most visible to the public. Don't assume or make any changes in rules/policies/procedures of our work, without your supervisor or board approval.
- All other duties as assigned.

Working Conditions

- Works in all areas of Harris Township.
- Sits, stands, bends, lifts and moves intermittently in various speeds/actions.
- Subject to adverse conditions, dust, odors, rain, or sometimes extreme conditions of hot or cold.
- Subject to hostile and emotionally upset residents.
- Normal working hours will be Monday through Friday as scheduled, with possible overtime.

Qualifications

- Must be a minimum of 18 years of age.
- Minimum High School or GED equivalent.
- Must have a valid Minnesota Drivers CDL license and be insurable with no risk.
- Must have experience with a mechanical aptitude to maintain and operate lawn equipment, chainsaws, brush cutters, snow blowers, tractors, skid steer, back-hoe, medium size trucks with or without snow plows or dump box and other ancillary equipment. Must be able to use hand tools relating to digging soil, and possess basic household skills in carpentry, plumbing and electrical repair.
- Possess some computer skills.
- Subject to security checks or legal history.
- Must be in good health and demonstrate emotional stability.
- Must be able and required to lift, push, pull and move equipment and other related objects such as trees, brush grave stones and wildlife kills.
- Must have the ability to be tactful with people and work harmoniously with residents and other personnel.
- Must be able to make independent decisions, follow instructions, ask for help or assistance, and accept constructive criticism.

Appendix H

CARETAKER HARRIS TOWNSHIP

Job Description: The position of Caretaker is to take care of hall rentals for family gatherings, birthdays, showers, weddings, anniversaries, meetings, etc. Duties include, but are not limited to reserving and scheduling the town hall for constituents (resident, and non-resident); meeting with renter to get lease agreements (for rentals) signed, receiving rental and deposit fees, signing out keys, going over policies regarding renter responsibilities of cleaning hall after rental; follow up at the hall after renter concludes their reservation, and prepping the hall for the next renter; inventory and ordering of cleaning supplies, and other items needed for the hall; preparing monthly Rental Register, Monthly Pay Request, and monthly Town Hall Report for Regular Township Board Meetings; dusting drapes, windowsill; wiping and sanitizing chairs, tables, water fountain; cleaning microwave, stove, and inside cupboards/arranging cupboards; vacuuming, laundering towels, etc., cleaning and sanitizing bathrooms, toilets, mirrors, inside windows, and perform other duties as assigned.

- 1) All key meetings must take place in the hall;
- 2) All damage deposits given back to the renter must be done at the end of every month;
- 3) Deposits returned need to be completed at the hall, and not delivered or mailed;
- 4) Any renter who does not get his/her deposit back, should be noted, and not rented to them again; (in separate book)
- 5) Color of key should be noted on the lease agreement and in the rental book, and checked off, when returned.
- 6) All rent monies, checks, etc must be given to the Clerk at the end of each month, along with a copy of their lease agreement.
- 7) Monthly renter register and monthly hall report must be turned into the Clerk at the end of every month for the board agenda.
- 8) There are no exceptions with regard to lease agreements, and the above.
- 9) Calls, texts, emails to potential renters must be returned as soon as it is possible.
- 10) Texts messages are sent to the Chair and Clerk when reservations are made by a constituent.

Pavilion: The Caretaker is in charge of renting out the pavilion.

- 1) Calls, text messages and emails are received from constituents that want to reserve the Pavilion at Crystal Park.
- 2) When reservations are made, the Caretaker notifies the board of rentals.
- 3) The Caretaker also posts a monthly calendar at the Pavilion on the message board.

Hours of work: Hours range anywhere from 30-40 per month, and depend on the amount of renters reserving the town hall (on a monthly basis). Work times also vary, depending on when the hall is reserved, when you are meeting with renters, and when you are prepping the town hall for the next renter.

Minimum Qualifications: must have good cleaning experience (to include but not limited to sweeping, vacuuming, mopping, dusting, organizing and cleaning cupboards, sinks, bathrooms, and toilets, etc); must be flexible, and be able to prioritize, juggle, and organize hall rental calendar, phone calls and text messages from constituents; must have a good work ethic; must be extremely reliable and dependable; must have a valid drivers license and means of transportation; must be able to take and follow direction,

procedures, policies; and must be able to work well with others. Computer experience is not mandatory, but is highly recommended. Must be able to pass a background check, and reference check. Individual chosen will serve a 90 day probation.

Appendix I
Harris Township
EMPLOYEE COMPENSATION POLICY

- ◆ **Temp Full-Time Employees:** **As of January 2023** (to be reviewed annually)
 - Maintenance Crew: Starting wage will be between \$15.00-17.00/hour based on qualifications and experience.

- ◆ **Regular Part-Time Employees:** **As of January 2023** (to be reviewed annually)
 - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between \$15.00-\$17.00/hour based on qualifications and experience (Subject to change).

 - Maintenance \$19.00/hour

- ◆ **Temporary Employees:** **As of January 2023**
 - Skating Rink Attendant: Wage will be set by Board

 - Summer Help: Wage will be \$15.00-\$17.00 per hour

 - Moderator of Annual Town Meeting: Wage will be a flat meeting rate of \$60.00

 - Election Judges: Wage will be \$14.00 per hour for training time and hours worked on election day.
- and -
Mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage.

 - Head Election Judge: \$15.00 Wage will be included in the “Resolution” to approve the Clerk’s list of election judges.

◆ **Effective Date:**

This Compensation Policy was effective upon adoption by Harris Township Board, the 27th day of October, 2004 and has been amended as follows:

- Amended May, 2006, 2008, 2009, 2010, 2012
- Amended April 14, 2015
- Amended January 13 and March 23, 2016, May 11 2016, May 10 2017, April 25 2018, January 22, 2020, January 19, 2021; January 21, 2022, January 11, 2023

Appendix J

COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:

REQUEST:

To approve the following compensation for one part-time Maintenance Worker, appointed Clerk, and appointed Treasurer, the part-time Town Hall Caretaker, and the part-time Sexton of Harris Township, as recommended by the Board at their Administrative Policy Work Session on **January 05, 2023**.

EFFECTIVE DATE:

Rates to be effective for use in calculating pay requests processed for **February 1, 2023** check run, and until **January 31, 2024**.

Marlin Herbert	Part-Time Maintenance Worker	\$19.00/hour
Terri Friesen	Town Hall Caretaker*	\$15.00/hour per cleaning and showing
Terri Friesen	Cemetery Sexton*	\$150.00/month (November 1 to April 30); \$15.00/hr (May 1 to October 30)
Lori Kent	Township Clerk*	\$19.00/hour, and \$60.00 per diem for Board Mtgs, Board of Appeal, Board of Audit, Board of Canvas, Annual Township Meeting
Nancy Kopacek	Township Treasurer*	\$825.00 per month, plus an additional \$60 per diem, per board meeting attended, & Board of Audit and an hourly rate of \$19/hour for any other work related activities outside the scope of the employees job description, as directed by the board
	Deputy Treasurer/ Deputy Clerk	Compensation will be the same as the absent Officer, for duties performed.

- Caretaker, Sexton, Clerk, and Treasurer all serve a six month probation.
- The Clerk and Treasurer are paid an hourly wage when they begin their position and until such time that they take over their position 100% in its entirety. At that time they will receive their designated stipend.

**Resolution 2023-003
Adopting Reorganization 2023**

WHEREAS, Harris Township conducts their yearly Reorganization; and

WHEREAS, Harris Township elected Supervisor Peggy Clayton as Chair, and Supervisor Mike Schack as Vice Chair for 2023; and

WHEREAS, Harris Township designated Grand Rapids State Bank, as their official town depository ; and

WHEREAS, Harris Township designated Chair Peggy Clayton, Vice Chair Mike Schack, Treasurer Nancy Kopacek, as signers on said account ; and

NOW, THEREFORE BE IT RESOLVED, The Town of Harris, Itasca County, Minnesota, approves and adopts Resolution #2023-003.

Approved by the Harris Town Board this _____ day of _____, 2023.

By the Town Board

Peggy Clayton, Chair

Attest: _____
Peggy Clayton, Interim Clerk

	Yes	No
Supervisor _____	_____	_____
Supervisor _____	_____	_____
Supervisor _____	_____	_____
Supervisor _____	_____	_____
Supervisor _____	_____	_____

Resolution 2023-004

**Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5**

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, **Dan Gilbert** is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Dan Gilbert** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 11th day of January 2023.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chair person or other if the chair is contracting

Resolution 2023-005

**Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5**

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, **Jim Kelley** is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Jim Kelley** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 11th day of January 2023.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chair person or other if the chair is contracting

Resolution 2023-006

10D

**Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5**

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, **Ryan Davies** is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Ryan Davies** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 11th day of January 2023.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chair person or other if the chair is contracting

Resolution 2023-007

**Resolution Authorizing Contract
With Interested Officer Under**

Minn. Stat. 471.88, subd. 5

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Plowing of roads, burials, ditch mowing, mowing, and other manual labor or services to the township as needed.

WHEREAS, **Mike Schack** is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Mike Schack** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 11th day of January 2023.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chair person or other if the chair is contracting

Resolution 2023-008

**Resolution Authorizing Contract
With Interested Officer Under
Minn. Stat. 471.88, subd. 5**

WHEREAS, Town Board of **HARRIS** Township, **ITASCA** County, Minnesota is seeking the performance or acquisition of the following services of goods:

Clerk duties, Caretaker duties, Sexton duties, and other duties or services to the township as needed.

WHEREAS, Peggy Clayton is a Supervisor of said Township and will be financially interested in the contract for the following described reason:

She is directly providing the service or goods to the Township as an independent contractor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors with the interested officer abstaining, finds that the contract price of **\$ 19.00** an hour is as low as, or lower than, the price at which the services or goods could be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, the Town Board, pursuant to Minn. Stat. 365.34; 471.88, subd. 5; and 471.89, does hereby authorize a contract with **Peggy Clayton** for a price of **\$ 19.00**; payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 11th day of January 2023.

Attested: _____
Town Clerk

BY THE TOWN BOARD

Chair person or other if the chair is contracting

**RESOLUTION NO. 2023-009
A Resolution For Authorization for Harris Town Chair**

WHEREAS, the Harris Town Board, approves the payment of claims/spending monies, and bills twice per month; and

WHEREAS, Resolution #2020-01 authorized Supervisors to provide written quotes for all purchases for board approval prior to work being completed; and

WHEREAS, the Board Chair may need to contact the Township Attorney regarding matters that arise prior to getting Board approval to do so; and

WHEREAS, Waiting until a Board Meeting to get approval (spending money) is not conducive to conducting township business in timely manner; and

THEREFORE BE IT RESOLVED, The Chair will bring forward any matters/Township Attorney discussions at the next regularly scheduled board meeting, and

THEREFORE, BE IT FURTHER RESOLVED, the Harris Town Board authorizes the Chair to conduct township business with the Township Attorney, as per Resolution 2023-009, effective January 11, 2023.

	YES	NO	OTHER
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____
SUPERVISOR _____	_____	_____	_____

Adopted this ____ day of _____ 2023.

By the Town Board

Peggy Clayton, Chair

Attest: _____
Mike Schack, Vice Chair

10G

NEED A TOWNSHIP **WEBSITE?**



**USE YOUR
ARPA FUNDS!**

Minnesota Association of Townships
Communications/Public Relations consultant
Leslie Rosedahl of Rosedahl Public Affairs will
create a very affordable, unique, and
personalized website for your township that is:

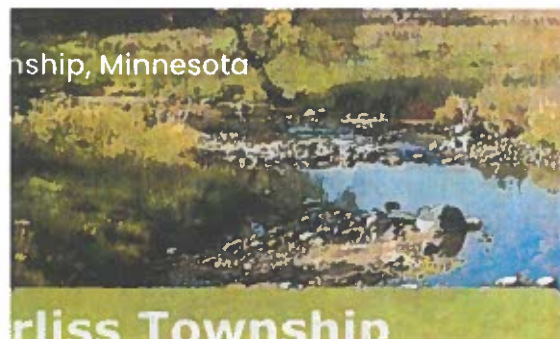
- Easy for community members to find resources and needed information
- Looks both fresh and professional and reflects the spirit of the township
- Easy for township staff to update as needed

To get started, contact Leslie at [651.353.1818](tel:651.353.1818) or Leslie@RosedahlPublicAffairs.com

Two examples are below. ARPA funds can be used in the “Lost Revenue” Category in General Government Service.



[Home](#) [About](#) [Town Board](#) [Town Hall](#) [News](#) [Contact Us](#)





Click on the picture to view the website of Turtle Lake Townships in Cass County, Minnesota



Click on the picture to view the website of Corliss Township in Otter Tail County, Minnesota

Website Creation Logistics

(Upload a printable PDF of this information here.)

Services included: Rosedahl Public Affairs will:

- Work with the township liaison to gather content and preferences for the website
- Create the site using content provided by the township



based and easy!

- Provide a document with all of the township’s website passwords and information on updating the site, and will also be available for questions

Cost: Rosedahl Public Affairs will:

- Charge \$1500 for website services listed above, for up to 6 pages. If more pages are requested, the site cost will be \$250 per additional page.
- Charge additional expenses to the township (with no

mark-up) such as the domain name (website address) and site hosting, which is an estimated and ongoing expense of approximately \$250/year.

- Optional add-on services include:
 - Additional web-based email addresses based on the domain name (such as Info@TurtleLakeTownship.com) are also available and can be added-on for approximately \$75/year expense per email
 - If requested, RosedahI Public Affairs will also provide regular website maintenance/content updated for \$600/year (which is \$50/month) to include items such as adding meeting minutes, event/board meeting information, additional information provided, revising content, etc.
 - Township logo creation. We will provide three choices based on initial input for \$250.

Checklist of items that could be included on the website

Below is a list of items that COULD be included on the website. It is up to the township to determine which pages and information they'd like to include. These are ideas to consider. **Please email all information and items for the website to Leslie@RosedahIPublicAffairs.com** (Upload a printable PDF of this information here.)

BASICS:

- Preferred Domain name (Example: www.TurtleLakeTownship.com). (To determine availability, just try it in a web browser to see if it goes to an existing website).
- Email addresses based on the website address, to create (optional). Example: Info@TurtleLakeTownship.com)

RECOMMENDED PAGES:

PAGE 1: HOMEPAGE

- Short description of township (if you have a motto or any existing language)
- Pictures of the township
- Township logo - as many forms/highest resolutions as possible (if available)
- Social media links
- Sign up box to receive emails/alerts from the township (can automatically be sent with update to “news” page)

PAGE 2: ABOUT

- Descriptive language about the township. Suggestions: The township, what it’s known for, etc, Population, History
- Pictures of the township. Suggestions: Scenic, Town hall, Events with description, Leadership, Equipment

PAGE 3: NEWS/EVENTS

- Information about upcoming meetings, events
- Miscellaneous timely news/information to share with community

PAGE 4: TOWN BOARD (or TOWNSHIP LEADERS)

- Township official names, pictures, email address, phone number
- Date/time of regular meetings, how to participate.
(Could put this also in latest news page)
- Meeting minutes/agendas (can include past ones)

PAGE 5: RESOURCES

Here we can include and list anything the township feels like the community would be interested in having online to easy access:

- Township maps,
- Common zoning ordinances
- Common permit applications/information
- Tax information
- Other common forms
- Town Hall rental information
- Public notices
- Emergency Services
- Community resources/business/education/parks

PAGE 6: CONTACT

- Mailing address, town hall address
- Email address (or contact form if requested)
- Hours town hall is open?

[HOME](#) [ABOUT](#) [SERVICES](#) [CONTACT](#)


©2022 Rosedah Public Affairs

Tire Size: LT265/70R18

minus tax

Firestone

DESTINATION X/T



Price **\$332.99/each**

Retail 4 Tires \$1,331.96

Mount and Balance \$120.00

Disposal \$20.00

FET \$0.76

Tax \$91.57

Total Price **\$1,564.29**

Benefits

- Provide extra biting edges for off-road performance
- Helps to provide even wear and consistent performance through the limited mileage warranty period
- Provide off-road traction and evacuate water to help reduce the risk of hydroplaning


Specifications

Part Number	004-386
Load Rating	124
Speed Rating	S
Warranty	50000

TOYO TIRES

OPEN COUNTRY A/T

III



Price **\$297.99/each**

Retail 4 Tires \$1,191.96

Mount and Balance \$120.00

Disposal \$20.00

FET \$0.76

Tax \$81.95

Total Price **\$1,414.67**

Benefits

- Provides confident wet braking and handling
- Provides cut-and-chip resistance
- Provides excellent off-road grip

Specifications

Part Number	355500
Load Rating	124
Speed Rating	Q
Warranty	50000

565600

Acheson Tire Inc.

203 N.E. 5TH ST. • GRAND RAPIDS, MINN. 55744-2896

PASSENGER-COMMERCIAL-INDUSTRIAL

WHEELS@ACHESONTIRE.COM

PH. (218-326-4319)

FAX (218-326-6536)

Customer's Order No. _____ Date 1-5 2023

Name Quote

Address _____

SOLD BY BT CASH CHARGE ON ACCT PAID OUT

QUAN.	DESCRIPTION	PRICE	AMOUNT
4	Tayo open country AT 3LT265 70 18	295	1180.00
	↑ same Firestone destination XT	295	
INCLUDES mount & Balance			
IMPORTANT: After 50 miles check torque on lugs, aluminum and truck wheels. Lugs may loosen.		SALES TAX	
		TOTAL	1180.00

All claims and returned goods **MUST** be accompanied by this bill.

SIGN HERE

Q U O T A T I O N



**MARTIN'S SNOWPLOW
AND EQUIPMENT**
105 East US 2
Cohasset, MN 55721
Phone #: (218)999-0770
Fax #: (218)999-5704

PHONE #: (218)244-5247
CELL #:
ALT. #:
P.O. #:
TERMS: **Net 10th EOM**
SALES TYPE: **Quote**

DATE: **1/5/2023**
ORDER #: **12444**
CUSTOMER #: **100751**
CP: **DanM**
LOCATION: **1**
STATUS: **Active**

BILL TO 100751

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

SHIP TO

HARRIS TOWNSHIP
GRAND RAPIDS, MN 55744

MFR	LOCATION	DESCRIPTION	QTY	PRICE	NET	TOTAL
BUY		CUTTING EDGE 46inx 6.0in x .500	2	\$189.11	\$171.92	\$343.84
BUY		CUTTING EDGE VXDS CTR 11.18x 6.0 x .500	1	\$73.67	\$66.97	\$66.97
BUY		CUTTING EDGE VXPS CTR 11.18x 6.0 x .500	1	\$73.67	\$66.97	\$66.97

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

*cutting edge
for dump truck*

SUBTOTAL:	\$477.78
TAX:	\$0.00
ORDER TOTAL:	\$477.78

Authorized By: _____

Payment Request

Harris Township
Itasca County

Name: Peggy Clayton

Date	Description	# Hours	Rate	Amount
12/14/2022	Regular Meeting	fixed rate	\$60.00	\$60.00
	Planning and Development Meeting	fixed rate	\$60.00	
12/12/2022	Itasca County Township Association Meeting	fixed rate	\$60.00	\$60.00
		Fixed rate	\$60.00	
Monthly	Supervisor Wages/Chair - month	fixed rate	\$450.00	\$450.00
Additional Hourly Work:				
12/4/2022	Meet caretaker at hall 11am-12 noon	1	\$19.00	\$19.00
12/6/2022	Shoveled at hall 4:05-4:45	0.75	\$19.00	\$14.25
12/6/2022	Email Andy Shaw	0.25	\$19.00	\$4.75
12/7/2022	Personnel Dynamics email	0.25	\$19.00	\$4.75
12/8/2022	Personnel Dynamics email	0.25	\$19.00	\$4.75
12/12/2022	Email to and from Travis Cole with GRFD on brd mtg	0.25	\$19.00	\$4.75
12/13/2022	Email to CW Technology Re: website	0.25	\$19.00	\$4.75
12/14/2022	Talked with Andy Shaw as he won't be at board table	0.5	\$19.00	\$9.50
12/14/2022	Hawkinson Planning commission public Hearing 11-11:30am	0.5	\$19.00	\$9.50
12/14/2022	Email Re one drive and sharepoint	0.25	\$19.00	\$4.75
12/15/2022	Meet PB at hall for phone 9:30-10:45	1.25	\$19.00	\$23.75
12/15/2022	Carlson Public Hearing 3-3:45 pm	0.75	\$19.00	\$14.25
12/16/2022	Posts at Wendigo and Crystal message boards (Mileage)	0.25	\$19.00	\$4.75
12/19/2022	Email from and to AS	0.25	\$19.00	\$4.75
12/28/2022	Update website calendar with 2023 meeting dates, work sessions	1.5	\$19.00	\$28.50
		8.25	\$19.00	\$156.75
Hours Covered Under Stipend:		Applicable		
Date		Mileage	Hours	
12/6/2022	Park and cemetery inspections	21		
12/12/2022	FB post			
12/15/2022	FB post			
12/16/2022	Park and cemetery inspections	21		
12/17/2022	FB post			
12/18/2022	FB post			
12/20/2022	Call on roads			
12/20/2022	FB post			
12/23/2022	Park and cemetery inspections	21		
12/23/2022	FB post			
12/24/2022	FB post			
12/26/2022	FB post			

12/27/2022	FB post			
12/30/2022	Park and cemetery inspections	21		
	Total	84		
Reimbursements:				
December	Mileage total from hrs included in stipend/ non stipend,	84.00	.625	\$52.50
				\$32.53
	<i>Total reimbursements requested:</i>			\$85.03

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

12/31/2022

Peggy Clayton

Date

Signature

Payment Request
Harris Township
Itasca Count CLERK

Name: Peggy Clayton
Address: Grand Rapids

Date	Description	# Hours	Rate	Amount
CLERK				
12/6/2022	Mail (mileage) 3:50-4:05	0.5	\$19.00	\$9.50
12/9/2022	Agenda	0.5	\$19.00	\$9.50
12/11/2022	Agenda packets, uploads 6:30-9 Pm	2.5	\$19.00	\$47.50
12/14/2022	Brd set up 6:30-7pm, after brd 8:45-10:30pm (copies, emails etc)	1.75	\$19.00	\$33.25
12/20/2022	Mail (mileage)	0.25	\$19.00	\$4.75
12/20/2022	Minutes of 12/15/22 public hearing 10:30pm-11:42pm	1.25	\$19.00	\$23.75
12/22/2022	Minutes of 12/14/22 Brd mtg 8:30-11:15 pm	2.75	\$19.00	\$52.25
12/22/2022	Mail (mileage)	0.25	\$19.00	\$4.75
12/29/2022	Mail (mileage)	0.25	\$19.00	\$4.75
12/31/2022	Mail (mileage)	0.25	\$19.00	\$4.75
	TOTAL	10.25	\$19.00	\$194.75
CARETAKER/SEXTON				
12/1/2022	Call on hall rental for 2023	0.25	\$19.00	\$4.75
12/2/2022	Text on June 2023 hall rental	0.25	\$19.00	\$4.75
12/2/2022	Call from funeral home on monument	0.25	\$19.00	\$4.75
12/2/2022	Call on hall rental for June...date already taken	0.25	\$19.00	\$4.75
12/2/2022	Text on renting hall for 6/4/23	0.25	\$19.00	\$4.75
	TOTAL	1.25	\$19.00	\$23.75
Reimbursements:		MILEAGE		
December	GRSB deposit = 11.8	11.80	0.625	\$7.38
	Mileage to hall 5x	40.00	0.625	\$25.00
	<i>Total reimbursements requested:</i>	51.80	0.625	\$32.38

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

31-Dec-22

Signature

Peggy Clayton

Payment Request - Caretaker

Harris Township
Itasca County

Name: Terri Friesen

12/24/22 to 1/6/23

Date	Description	# Hours	Rate	Amount
KM/Cleaning				
1/3/2023	KM (Kendra)	0.5	\$15.00	\$7.50
1/3/2023	clean hall	1	\$15.00	\$15.00
Text/Calls				
12/24/2022	rental Q	0.25	\$15.00	\$3.75
12/26/2022	rental Q	0.25	\$15.00	\$3.75
12/28/2022	rental reservation made	0.5	\$15.00	\$7.50
12/29/2022	rental Q (re: June rental)	0.25	\$15.00	\$3.75
12/29/2022	set up KM	0.25	\$15.00	\$3.75
1/1/2023	send out new lease to Flyaway and mail	1	\$15.00	\$15.00
1/2/2023	December paperwork	1.5	\$15.00	\$22.50
1/3/2023	rental Q X2	0.5	\$15.00	\$7.50
1/5/2023	rental Q and reserve (January rental)	0.5	\$15.00	\$7.50
TOTALS		6.5	\$14.00	\$97.50
Reimbursements:				
	Description:			Amount
<i>Total reimbursements requested:</i>				\$0.00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

12/17/2021 Terri Friesen

Signature

Terri Friesen

Payment Request - Sexton

Harris Township

Itasca Count

Name: Terri Friesen

9

12/24/22 to 1/6/23

Date	Description	# Hours	Rate	Amount
12/29/2022	Cemetery updates (Larrabee plots)	1	\$75.00	\$75.00
1/2/2023	email communication re: family plots (Hendricks)	1		
	TOTALS	2		\$75.00
Reimbursements:				
	Description:			Amount
	<i>Total reimbursements requested:</i>			\$0.00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

12/17/2021 Terri Friesen

Signature

Terri Friesen

Payment Request

Harris Township
Itasca County

Name: Jim Kelley

Date	Description	# Hours	Rate	Amount
12/14/2022	Regular Meeting	fixed rate	\$60.00	\$60.00
no meeting	Planning and Development Meeting	fixed rate	\$60.00	
12/12/2022	Itasca County Township Association Meeting	fixed rate	\$60.00	\$60.00
	Board of Audit	fixed rate	\$60.00	
Monthly	Supervisor Wages - month	fixed rate	\$400.00	\$400.00
Additional Hourly Work:				
12/1/2022	RINKS: Talked with GR Fire Department on Rink flooding	0.25	\$19.00	\$4.75
1/4/2022	RINKS: Pick up hose from shop and take to Wendigo, shove and flood Crystal morning	2	\$19.00	\$38.00
1/4/2022	RINKS: Flood rink and met up with volunteers Evening	2	\$19.00	\$38.00
1/5/2022	RINKS: Flood Crystal	1	\$19.00	\$19.00
12/7/2022	RINKS: Met GR Fire Dept. and flooded rink	1.25	\$19.00	\$23.75
12/7/2022	RINKS: Met new volunteer at Wendigo to help with flooding	0.75	\$19.00	\$14.25
12/7/2022	RINKS: Worked on schedule for attendants, sent text & calls	2	\$19.00	\$38.00
12/9/2022	RINKS: Check ice on rinks	1	\$19.00	\$19.00
12/15/2022	Work Sesson: Public Hearing	0.75	\$19.00	\$14.25
12/15/2022	Cut downed trees on Sunny Beach, Bear Creek, Pine Landing	3	\$19.00	\$57.00
12/17/2022	Cut down leaning trees on Southwood Rd. Help clear parking lots and rinks at both parks	8.5	\$19.00	\$161.50
12/18/2022	RINKS: Check rinks	0.75	\$19.00	\$14.25
12/25/2022	RINKS: Check rinks	0.75	\$19.00	\$14.25
12/26/2022	RINKS: Met rink attendants noon shift, did time sheets	1.25	\$19.00	\$23.75
12/26/2022	RINKS: Met rink attendants 4pm shift, did time sheets	1	\$19.00	\$19.00
12/27/2022	RINKS: Met rink attendants noon shift	1	\$19.00	\$19.00
12/28/2022	RINKS: Met rink attendants 4pm shift, did time sheets	1	\$19.00	\$19.00
12/28/2022	RINKS: Checked out light issue at Crystal	0.75	\$19.00	\$14.25
12/28/2022	RINKS: Do January calendar and update rink report	1	\$19.00	\$19.00
12/30/2022	RINKS: Met new rick attendant at Crystal	0.75	\$19.00	\$14.25
12/31/2022	RINKS: Do rink attendents time sheet(made excel form for time cards)	1.25	\$19.00	\$23.75
		TOTAL	32	\$608.00

Hours Covered Under Stipend:		Applicable
Date	Description	Mileage Hours
12/1/2022	Met with SCH on Rd. issues	0.5
12/1/2022	Met with County on Rd questions	0.75
12/1/2022	RINKS: Called GRFire Dept on flooding rinks	0.25
12/1/2022	Had call from District Forman on motor home still on Jane Lane	0.25
12/1/2022	Drove and check out Jane Lane no one home, called Sheriffs Office	15 0.75
12/1/2022	Had call from duputy after talking to resident on Jane Lane	0.25
12/4/2022	RINKS: mileage	24
1/5/2022	RINKS: Flood Crystal	10
1/7/2022	RINKS: Flood Crystal	10
1/7/2022	Talked with S E H	0.25
1/7/2022	RINKS: Called Fire dept. to flood Crystal	0.25

1/7/2022	RINKS: Met at Wendigo	9	
12/9/2022	Had call on road not plowed		0.25
12/9/2022	Call county on unplowed road		0.25
12/9/2022	Had call on property being sold by Township		0.25
1/9/2022	Called Sheriff's Office on RV still on Jane Lane		0.25
1/9/2022	RINKS: Texted rink will not open. Rinks not freezing from flooding Thursday due to warm weather		0.25
12/9/2022	RINKS: Check ice on rinks	14	
12/9/2022	Had call that Davis road was not getting plowed		0.25
12/9/2022	Called District Forman on Davis Rd.		0.25
12/12/2022	Had call from County Engineer on Isleview Rd		0.25
12/12/2022	Had call from Sheriff's Dept. RV was towed on Jane Lane		0.25
12/13/2022	Had call for person on trees on Pine landing		0.25
12/14/2022	Talked with District Forman on plowing		0.25
12/14/2022	Had text from resident on Badger Rd on snow and mailboxes		0.25
12/14/2022	RINKS: Had and answered test from rink attendants		0.25
12/15/2022	Work Sesson: Public Hearing Visit site	10	
12/15/2022	Had phone call of tree down on Pine Landing		0.25
12/15/2022	Had phone calls on tree down on Sunny Beach		0.25
12/15/2022	Clear tree from town road	58	
12/15/2022	Talk with resident on vacating Hughes Rd		0.25
12/15/2022	Had call from resident on Stoney Point plowing		0.25
12/15/2022	Talked with district forman off and on though day		0.25
12/16/2022	Had call from resident on Bear Creek on Plowing		0.25
12/16/2022	Check out issue on Bear Creek	15	0.75
12/16/2022	Had call from resident on Metzenhuer Rd		0.25
12/16/2022	Call county on part of unplowed road		0.25
12/17/2022	Drive town roads for downed trees	50	2.75
12/17/2022	RINKS: Texted attendants that rinks were closed		0.25
12/17/2022	Talked with resident on tree that fell at Wendigo park		0.25
12/17/2022	Checked tree at Wendigo	10	0.50
12/18/2022	RINKS: Checked rinks and texted attendants that they would open	14	0.75
12/20/2022	RINKS Texted rink attendants that rinks are closed due to weather		0.25
12/21/2022	RINKS:Texted rink attendants that rinks are closed due to weather		0.25
12/22/2022	Call county for sand on Fieldcrest Rd for Fire Dept.		0.25
12/22/2022	RINKS:Texted rink attendants that rinks are closed due to weather		0.25
12/22/2022	Meet with S E H on new agreement for Jan. meeting	10	0.75
12/23/2022	RINKS:Texted rink attendants that rinks are closed due to weather		0.25
12/23/2022	Check town roads for drifting	50	2
12/24/2022	Check town roads for drifting	50	2
12/25/2022	RINKS: Check rinks	14	
12/26/2022	RINKS: Met rink attendants noon shift	14	
12/26/2022	RINKS: Met rink attendants 4pm shift	14	
12/27/2022	RINKS: Met rink attendants noon shift	14	
12/28/2022	RINK: Check out light issue at Crystal	10	
12/28/2022	Called County on some roads needing attention		0.25
12/29/2022	RINKS: Help rink attendant with stuck car	10	0.75
12/30/2022	RINKS: Met new rink attendant at Crystal	10	
12/30/2022	Had call on Robinson Rd. not being plowed		0.25
12/30/2022	Called county foreman on Robinson Rd		0.25
12/30/2022	Check out issue on Robinson Rd	11	0.5
	Total	446	

Reimbursements:				
	Mileage total from hrs included in stipend	446.00	\$ 0.63	\$278.75
	Additional miles		0.63	\$0.00
	Other expenses			
12/3/2022	Rinks keys and labels (Ace Hardware)			\$60.52
	<i>Total reimbursements requested:</i>			\$339.27

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

12/31/2022

Jim Kelley

Date

Signature

Payment Request

Harris Township
Itasca County

Name: Mike Schack

Date	Description	# Hours	Rate	Amount
12/14/2022	Regular Meeting	fixed rate	\$60.00	\$60.00
	Planning and Development Meeting	fixed rate	\$60.00	\$60.00
12/12/2022	Itasca County Township Association Meeting	fixed rate	\$60.00	\$60.00
	Supervisor Wages - month	fixed rate	\$400.00	\$400.00
Additional Hourly Work:				
12/2/2022	FEMA CALL	0.5	\$19.00	\$9.50
12/4/2022	FLOOD CRYSTAL RINK	1	\$19.00	\$19.00
12/5/2022	FEMA CALL	0.5	\$19.00	\$9.50
12/8/2022	TTF MTG	1.5	\$19.00	\$28.50
12/9/2022	PULL TRUCK FROM DITCH	1	\$19.00	\$19.00
12/13/2022	FEMA CALL	0.5	\$19.00	\$9.50
12/13/2022	FEMA CALL	0.25	\$19.00	\$4.75
12/15/2022	PUBLIC HEARING	0.75	\$19.00	\$14.25
12/19/2022	FEMA CALL	0.5	\$19.00	\$9.50
			\$19.00	\$0.00
			\$19.00	\$0.00
			\$19.00	\$0.00
	TOTAL	6.5		\$123.50
Hours Covered Under Stipend:		Applicable		
Date	Description	Mileage	Hours	
12/4/2022	FLOOD RINK	12		
12/8/2022	TTF MTG	14		
12/19/2022	LANDINGS	18		
	Mileage total	44.00	0.625	\$27.50
	Other expenses			

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

Michael Schack

Date

Signature



MINNESOTA LLC

PO Box 410 | Ashland, Wisconsin 54806

ADVERTISING & PRINTING INVOICE

BILLED ACCOUNT NO.	ADVERTISER/CLIENT NAME			
GRH3017010	HARRIS TOWNSHIP			
CURRENT NET AMT DUE	30 DAYS	60 DAYS	90 DAYS	OVER 120
\$609.06	\$0.00	\$0.00	\$0.00	\$0.00
BILLING PERIOD	TOTAL AMOUNT DUE		PAGE	
12/1/22-12/31/22	\$609.06		1	

Billed Account Name and Address:

HARRIS TOWNSHIP
HARRIS SERVICE CTR/TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

DATE	PUBLICATION	AD ID	DESCRIPTION - OTHER COMMENTS/CHA	PAGES	SIZE	BILLED UNITS	NET AMT
			PREVIOUS BALANCE				203.02
12/14/2022	GR Herald Review	68691	Meeting Schedule		3.00 x 5.00"		609.06
12/27/2022			Payment- Thank You	Check	20778		-203.02

RECEIVED
1/6/2023

YOUR SALES REPRESENTATIVE IS

Gabby Jerulle
gjerulle@grandrapidsheraldreview.net



MINNESOTA LLC

REMIT TO:

APG Media of Minnesota
P.O. Box 410
Ashland, WI 54806

Accounts Not Paid within 30 days of the invoice:
a 1.5% monthly finance fee is charged to the account.

To pay by credit card please call - (715) 858-7330

Billed Account Name and Address:

HARRIS TOWNSHIP
HARRIS SERVICE CTR/TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

BILLING DATE
12/31/22
CUSTOMER NUMBER
GRH3017010
INVOICE NUMBER
GRH3017010-1222
AMOUNT DUE
\$ 609.06
AMOUNT PAID
\$ _____



AUTO PARTS

CARQUEST AUTO PARTS
420 NE 4TH STREET
GRAND RAPIDS, MN 55744
(218) 326-3451

PAGE 1 OF 1
REF# 1398388

NATIONWIDE WARRANTY CARQUEST OR ADVANCE
YOUR LOCALLY OWNED AUTO PARTS STORE!



21202212190508100008329070001398388501

ANY PRODUCT RETURNED FOR CREDIT MUST BE ACCOMPANIED BY THIS RECEIPT

SEE CARQUEST STORE FOR DETAILS OF THE COAST TO COAST GUARANTEE.

B
HARRIS TOWNSHIP
L
20876 WENDIGO PARK RD
O
GRAND RAPIDS, MN 55744

S
HARRIS TOWNSHIP
P
20876 WENDIGO PARK RD
O
GRAND RAPIDS, MN 55744

INVOICE NO.	CUSTOMER NO.	DATE	CUST. P.O. NO.		SALES ID	TEAMMATE ID	FORM OF PYMT.	
5081-832907	0517	12/19/2022					ADDAM	CHARGE
MFG. PART NUMBER	ORDERED	SHIPPED	LIST PRICE	NET	NET CORE	EXT. AMOUNT	TAX	
1 HHC 85601 MEGA FLEX 2	90	90	1.49	0.68	0.00	61.20	N/N	
2 HHC G25170-0606 6G-6FJX	4	4	19.99	10.82	0.00	43.28	N/N	
WARRANTY DISCLAIMER: The manufacturer's warranty, if any, constitutes the only warranty with respect to the sale of all goods. SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Seller does not authorize any person to grant any warranty or assume any liability by Seller.								
SHIP VIA	DELV. TIME	DELV. ID	FREIGHT	TAXABLE AMT.	SALES TAX	TOTAL CORE	PREV. DEPOSIT	
				0.00	0.00			

RECEIVED BY X

0.00 0.00
CUSTOMER COPY

PAY THIS AMOUNT ▶

104.48

02:11 PM

Snowplow hoses

COEXP:01

ITASCA COUNTY

Auditor/Treasurer
Itasca County
123 NE Fourth Street
Grand Rapids MN 55744
218-327-2860

Fax: 218-327-7426

Invoice for Proposed Tax Notices

Total amount due: \$817.18

2023

Description of charges:

0019 HARRIS TWP
Number of notices: 2,556

Please make check payable to: ITASCA COUNTY Itasca County

Mail to: Auditor/Treasurer
ITASCA COUNTY Itasca County
123 NE Fourth Street
Grand Rapids MN 55744

Sincerely,

Itasca County

RECEIVED
2/29/22

L & M Supply, Inc.
P.O. Box 280
Grand Rapids, MN 55744-0000
*** STATEMENT OF ACCOUNT ***
PERIOD ENDING 12/31/22

ACCOUNT NUMBER: 1000003580

Payment Amount: _____

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK ROAD
GRAND RAPIDS, MN 55744

Please return this portion with your payment.

DATE	TRANSACTION	CREDITS	CHARGES	BALANCE
	BALANCE FORWARD			171.02
12-20-2022	INVOICE #0001-11158886		29.97	200.99
12-27-2022	INVOICE #0001-11170831		64.70	265.69
12-30-2022	PAYMENT-THANK YOU	171.02		94.67

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL AMOUNT DUE
94.67				94.67

PLEASE REMIT PAYMENT
BY 1/25/23
TO

THANK YOU FOR
SHOPPING AT
L&M SUPPLY

L & M Supply, Inc.
P.O. Box 280
Grand Rapids, MN 55744-0000

218/326-9451

PLEASE REFER ALL QUESTIONS CONCERNING
YOUR ACCOUNT TO OUR CORPORATE OFFICE:
* P.O. Box 280 *
* Grand Rapids, MN 55744 *
* 218/326-9451 *

RECEIVED
1/6/2023

PO BOX 365
DEER RIVER, MN 56636

Date

1/1/2023

Bill To

HARRIS SERVICE CENTER
ATTN: TREASURER
20876 WENDIGO PARK ROAD
GRAND RAPIDS, MN 55744

Terms	Amount Due
Due on receipt	\$671.00

Date	Description	Qty	Rate	Amount	Balance Due
11/30/2022	Balance forward				1,625.00
12/01/2022	research excluded legal, redraft legal description, call to recorder and deed copy. call to Holman, email new legal to State	1.00	250.00	250.00	1,875.00
12/05/2022	PMT #20763. PAYMENT RECEIVED - THANK YOU			-400.00	1,475.00
12/07/2022	review and respond to Holman 12-5 email	0.40	250.00	100.00	1,575.00
12/08/2022	review, modify legal , email to State	0.40	250.00	100.00	1,675.00
12/08/2022	email to Peggy on road agreement, email to Sterle	0.30	250.00	75.00	1,750.00
12/08/2022	emails	0.20	250.00	50.00	1,800.00
12/19/2022	record road order	0.20	250.00	50.00	1,850.00
12/19/2022	CARlson road order filing fee	1.00	46.00	46.00	1,896.00
		<i>Pd 1625 on 1-1-23</i>			
Current		31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
0.00	671.00	0.00	0.00	0.00	\$671.00

OUR OFFICE HAS MOVED TO 16 NE 1ST AVENUE,
DEER RIVER.

Phone # 218-246-8535

RECEIVED
1/16/2023

Northland Lawn and Sport

20648 US Hwy 169
Grand Rapids, MN 55744 US

INVOICE

Invoice: 04-133107
Date: 12/27/2022

PO:
CustId: HARRIS TOWNSH-4

Phone: (218) 326-1200 Fax:
Email:
Web site: www.mynorthland.com

Cust Email:
Phone: (218) 244-5247
Salesperson: BSchuemann
User: BSchuemann

Bill To
HARRIS TOWNSHIP
20876 WENDIGO PARK ROAD
GRAND RAPIDS , MN 55744

Ship To
HARRIS TOWNSHIP

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
AM38891	PA	JD - PLATE Bin U28	1.0000		\$375.76		\$375.76
H103264	PA	JD - PRESSED FLANGED HOUSING Bin B9A	4.0000		\$2.60		\$10.40
JD8665	PA	JD - BALL BEARING Bin D4E	2.0000		\$16.54		\$33.08
T16464	PA	JD - LOCK NUT Bin C5H	2.0000		\$1.51		\$3.02
19H1913	PA	JD - SHEAR BOLTS Bin F11B	2.0000		\$1.94		\$3.88
Total:							\$426.14

Totals	Sub Total:	Total Tax:	Invoice Total:
	\$426.14	\$0.00	\$426.14

Forms of Payment		
Type	Description	Amount
Charge	Customer Id: HARRIS TOWNSH-4 Signature: _____	\$426.14
Total Forms of Payment:		\$426.14

Balance Due On This Invoice: \$426.14

A finance charge of 1.5% per month will be applied to balances that become more than 30 days past due.
No refund without receipt. All returns must be in new condition and in original package.
No returns on special orders, electrical parts, and windshields, or after 30 days.
50% deposit required on all special orders.
25% restocking charge on all returned parts.
Check out our website: www.mynorthland.com

Thank you for your business.

JO SNOWBLOWER
Parts


 P.O. Box 2961
 Phoenix, AZ 85062-2961

 Page: 2 of 5
 Bill Date: Dec. 13, 2022

Important Notices and Information :
Allocation of charges:

Service Categories	Past Due	Current Month	Total Due
Basic Services	0.00	93.38	93.38
Other Services	0.00	3.20	3.20
All Services	0.00	96.58	96.58

Failure to pay Basic charges may result in the disconnection of those Services. Please contact CenturyLink regarding any questions or problems with your bill before the due date.

View and pay your bill online at centurylink.com/business/login. You will need your authentication code 8676.

LATE FEE REMINDER: Late fees may be charged each month for any eligible unpaid balances not paid in full by the due date listed on your bill. The methods for calculating late fee amounts vary by state and product. For more information you may access Terms and Conditions and Tariff materials at <http://www.centurylink.com/tariffs>.

Effective January 2023, consumer and small business customers who receive a paper bill for standalone High-Speed Internet service will incur a \$1.00 monthly Paper Bill Fee. If you currently receive only an electronic bill (e-bill), you will not be impacted by this fee unless you switch from paperless billing to paper billing. Customers who subscribe to voice service, are enrolled in the Lifeline or Affordable Connectivity Programs, or receive Braille or large print invoices are excluded from this fee. Save the \$1.00 each month by signing up for paperless billing today at www.centurylink.com/paperless It is quick, simple, convenient, and environmentally friendly. With paperless billing, you can view your bill anywhere, anytime online. You will also receive an email alert each month when your bill is ready.

Thank you for choosing CenturyLink for your communication needs--we value you as our customer.

Third-Party Billing Block

Cramming occurs when unauthorized charges appear on your telephone bill. To help prevent unwanted third party charges on your bill, contact CenturyLink at 800-201-4099 and request, at no charge, a bill block that will prevent some third party charges such as charitable contributions, dial-up Internet by non-CenturyLink companies or other non-telecommunications charges from appearing on your bill.

FREE Enrollment With Control Center, you can update your billing information, view and pay your bill and much more. Visit us online at www.centurylink.com/business/login.

333146160
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS,, MN 55744

MONTHLY AUTOPAY AUTHORIZATION FORM

I authorize CenturyLink to draft my savings or checking account for any accrued balance on my account

(We reserve the right to revoke this if bank approval is denied)

Checking Account **Savings Account**
 (Select the type of account to be drafted and attach a voided check/savings slip)

Address Information Changes Effective Date _____

New Address _____

City _____ State _____ Zip _____

Work Phone () _____ Home Phone () _____

Signature required

Date

Please continue to pay your bill until notified on your statement that autopay is active.


 P.O. Box 2961
 Phoenix, AZ 85062-2961

 Page: 4 of 5
 Bill Date: Dec. 13, 2022

Current Charges Summary
Service From Dec. 13, 2022

Monthly Charges	Qty	Rate	Amount
3 Way Calling Business	1 @	6.00	6.00
Access Recovery Charge	1 @	2.50	2.50
Business EAS	1 @	1.58	1.58
Call Forwarding Business	1 @	6.00	6.00
Call Return Business	1 @	5.50	5.50
Directory Non Listed Business	1 @	7.00	7.00
Non-Telecom Services Surcharge	1 @	2.99	2.99
Subscriber Line Charge	1 @	5.35	5.35
Choice Business Prime Pick 3 (MTM)	1 @	48.00	48.00
Total Monthly Charges			84.92
Taxes, Fees and Surcharges			
Federal Excise Tax			2.49
Federal Universal Service Fund Surcharge			2.27
MINNESOTA 911/TAP/TAM Surcharge			0.91
MINNESOTA Sales Tax			5.99
Total Taxes, Fees and Surcharges			11.66

Total Current Charges
96.58
Contact Numbers

 Payments/Billing/Products/Services: 1-800-603-6000
 Tech Support/Repair Service: 1-800-603-6000

 Our Customer Service Representatives are available
 from 8am - 8pm CT Monday through Friday.

Package Summary
Choice Business Prime Pick 3 (MTM)

Monthly Recurring	48.00	
218-326-6190		
1 Ply Business		
Bus Unlimited Features Pack		
Inside Wire Protection		
Package Charges	48.00	
Subtotal Package		48.00
Package Taxes, Fees and Surcharges		4.74
Total Package		52.74

Charge Detail

Local Service from DEC 13 to JAN 12

Product-ID: 218-326-6190

Monthly Charges

Access Recovery Charge	2.50
Subscriber Line Charge	5.35



Account Name: HARRIS TOWNSHIP
Account Number: 333146160

P.O. Box 2961
Phoenix, AZ 85062-2961

Page: 5 of 5
Bill Date: Dec. 13, 2022

Charge Detail

Local Service from DEC 13 to JAN 12

Product-ID: 218-326-6190

Monthly Charges

	Total Local Exchange Services		7.85
3 Way Calling Business		6.00	
Business EAS		1.58	
Call Forwarding Business		6.00	
Call Return Business		5.50	
Directory Non Listed Business		7.00	
** Non-Telecom Services Surcharge		2.99	
	Total Optional Features/Services		29.07
	Total Monthly Charges		36.92

Charge Detail For 218-326-6190	36.92
---------------------------------------	--------------

Total Charge Detail	36.92
----------------------------	--------------

Total Package Summary	48.00
------------------------------	--------------

Tax, Fees and Surcharges	11.66
---------------------------------	--------------

Total Current Charges	96.58
------------------------------	--------------

** Nonregulated Charge(s) - nonpayment for NONREGULATED SERVICES OR PRODUCTS may result in the disconnection or restriction of such services, and such delinquencies may be subject to collection. Local services will not be disconnected for nonpayment of nonregulated charges. Nonpayment of toll charges may result in the disconnection of toll service, and such delinquencies may be subject to collection.



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

1262151

W

ACCOUNT NUMBER	504896-104896	ZONE	1-043	STATEMENT DATE	01/06/2023
CUSTOMER NAME	Harris Township Hall	ROUTE	043	DUE DATE	01/23/2023
SERVICE ADDRESS	Airport Rd, 21998 Grand Rapids				

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	19.7	21.8
Cost Per Day	\$3.34	\$3.78
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

GRPUC rates will increase with Jan. 2023 consumption. Customers will see the increase on their Feb. 2023 bills. Visit www.grpuc.org and click on Billing Rates for more information. The late payment charge will increase on Oct. 1, 2022, to 5% or a minimum charge of \$5.00.

Terms of Payment

- All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Make Checks Payable to G.R.P.U.C.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Previous Balance	144.15
Check Payment 12/27/2022	(144.15)CR
<hr/>	
Balance Forward	\$0.00
Current Charges	
Electric	141.21
<hr/>	
Total Current Charges:	\$141.21
Current Account Balance:	\$141.21
Amount Due	\$141.21

Auto Pay-Do Not Pay

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

Statement Date: 01/06/2023

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	504896-104896
Statement Number	1262151
Due Date	01/23/2023
Amount Due	\$141.21
Amount Paid	Auto Pay-Do Not Pay

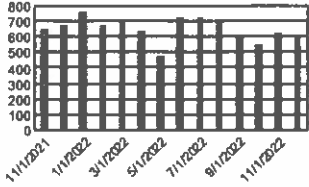
Automatic Withdrawal Date: 01/23/2023

SERVICE ADDRESS

Airport Rd, 21998 Grand Rapids

2

Service	Meter Number	Rate Code	Read Code	Usage Period From	Usage Period To	# Days	Meter Readings Previous	Meter Readings Current	Multiplier	Usage	Charge Details	Total Charges
Electric									2.00000			
											Security Light 250W NP	\$ 26.16
											Minnesota Sales Tax	\$ 1.80
												27.96
Electric									1.00000			
											Security Light 100W NP	\$ 9.13
											Minnesota Sales Tax	\$ 0.63
												9.76
Electric	144997	ERC-40	A	11/30/2022	12/31/2022	31	55838	56448	1.00000	610		
											Monthly Service Charge	\$ 20.25
											Energy Usage	610 kWh @ \$0.10970
											Purchased Power Adj	\$ 66.92
											Minnesota Sales Tax	\$ 9.66
												\$ 6.66
												103.49



DESCRIPTIONS	UNIT OF MEASURE EXPLANATIONS
Service Charge - Charge for customer billing & administration services	Energy Usage -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)
Energy Usage - Measure of electricity used (in kWH)	Commodity Charge - Water reading indicates thousands of gallons.
Off Peak Usage - Measure of off peak electricity used (in kWH)	WW Collection/trtmt - Wastewater collection/trtmt charge is based on water consumption.
Demand Charge - Highest average electric demand (in KW) over any 15 minutes during the month	
Commodity Charge - Water Consumption	
WW Collection/trtmt charge - Wastewater gallons collected and treated	



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

1259710

W

ACCOUNT NUMBER 506635-104896 **ZONE** 4-022 **STATEMENT DATE** 01/03/2023
CUSTOMER NAME Harris Township Hall **ROUTE** 022
SERVICE ADDRESS S US Hwy 169 & Lakeview Dr Grand Rapids **DUE DATE** 01/18/2023

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

GRPUC rates will increase with Jan. 2023 consumption. Customers will see the increase on their Feb. 2023 bills. Visit www.grpuc.org and click on Billing Rates for more information. The late payment charge will increase on Oct. 1, 2022, to 5% or a minimum charge of \$5.00.

Terms of Payment

- All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Make Checks Payable to G.R.P.U.C.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Previous Balance	10.64
Check Payment 12/19/2022	(10.64)CR
<hr/>	
Balance Forward	\$0.00
Current Charges	
Electric	10.64
<hr/>	
Total Current Charges:	\$10.64
Current Account Balance:	\$10.64
Amount Due	\$10.64

Auto Pay-Do Not Pay

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

Statement Date: 01/03/2023

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	506635-104896
Statement Number	1259710
Due Date	01/18/2023
Amount Due	\$10.64
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 01/18/2023

SERVICE ADDRESS

S US Hwy 169 & Lakeview Dr Grand Rapids

2

Service	Meter Number	Rate Code	Read Code	Usage Period From	To	# Days	Meter Readings Previous	Current	Multiplier	Usage	Charge Details	Total Charges
Electric									1.00000			
											Security Light 70 Watt SP	\$ 9.96
											Minnesota Sales Tax	\$9.96 @ 6.87500%
												10.64

DESCRIPTIONS	UNIT OF MEASURE EXPLANATIONS
<u>Service Charge</u> - Charge for customer billing & administration services	<u>Energy Usage</u> -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)
<u>Energy Usage</u> - Measure of electricity used (in kWH)	<u>Commodity Charge</u> - Water reading indicates thousands of gallons.
<u>Off Peak Usage</u> - Measure of off peak electricity used (in kWH)	<u>WW Collection/trtmt</u> - Wastewater collection/trtmt charge is based on water consumption.
<u>Demand Charge</u> - Highest average electric demand (in KW) over any 15 minutes during the month	
<u>Commodity Charge</u> - Water Consumption	
<u>WW Collection/trtmt charge</u> - Wastewater gallons collected and treated	



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

1259711

W

ACCOUNT NUMBER	506636-104896	ZONE	4-022	STATEMENT DATE	01/03/2023
CUSTOMER NAME	Harris Township Hall	ROUTE	022	DUE DATE	01/18/2023
SERVICE ADDRESS	S US Hwy 169 Harbor Hts Rd/Woodland Park Rd Grand Rapids				

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

GRPUC rates will increase with Jan. 2023 consumption. Customers will see the increase on their Feb. 2023 bills. Visit www.grpuc.org and click on Billing Rates for more information. The late payment charge will increase on Oct. 1, 2022, to 5% or a minimum charge of \$5.00.

Terms of Payment

- All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Make Checks Payable to G.R.P.U.C.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Previous Balance		16.67
Check Payment	12/19/2022	(16.67)CR
<hr/>		
Balance Forward		\$0.00
Current Charges		
Electric		16.67
<hr/>		
Total Current Charges:		\$16.67
Current Account Balance:		\$16.67
<hr/>		
Amount Due		\$16.67

Auto Pay-Do Not Pay

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024



UTILITY STATEMENT

Statement Date: 01/03/2023

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	506636-104896
Statement Number	1259711
Due Date	01/18/2023
Amount Due	\$16.67
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 01/18/2023

SERVICE ADDRESS

S US Hwy 169 Harbor Hts Rd/Woodland Park Rd Grand Rapids

2

Service	Meter Number	Rate Code	Read Code	Usage Period From	To	# Days	Meter Readings Previous	Current	Multiplier	Usage	Charge Details	Total Charges
Electric									1.00000			
											Security Light 70 Watt SP	\$ 9.96
											Minnesota Sales Tax	\$ 0.68
												10.64
Electric									1.00000			
											Security Light 70 Watt EP	\$ 5.64
											Minnesota Sales Tax	\$ 0.39
												6.03

DESCRIPTIONS	UNIT OF MEASURE EXPLANATIONS
Service Charge - Charge for customer billing & administration services	Energy Usage -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)
Energy Usage - Measure of electricity used (in kWH)	Commodity Charge - Water reading indicates thousands of gallons.
Off Peak Usage - Measure of off peak electricity used (in kWH)	WW Collection/trtmt - Wastewater collection/trtmt charge is based on water consumption.
Demand Charge - Highest average electric demand (in KW) over any 15 minutes during the month	
Commodity Charge - Water Consumption	
WW Collection/trtmt charge - Wastewater gallons collected and treated	



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

1259782

W

ACCOUNT NUMBER 516221-104896 **ZONE** 1-042 **STATEMENT DATE** 01/03/2023
CUSTOMER NAME Harris Township Hall **ROUTE** 022
SERVICE ADDRESS Crystal Springs Rd & S US Hwy 169 Grand Rapids **DUE DATE** 01/18/2023

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

GRPUC rates will increase with Jan. 2023 consumption. Customers will see the increase on their Feb. 2023 bills. Visit www.grpuc.org and click on Billing Rates for more information. The late payment charge will increase on Oct. 1, 2022, to 5% or a minimum charge of \$5.00.

Terms of Payment

- All billing statements are due and payable on or before the Due Date. Bills not paid by the Due Date will be subject to a late payment charge on the total amount due which is the greater of 1.5% (18% annually) or a minimum charge of \$1.00.

Make Checks Payable to G.R.P.U.C.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time Electronic Fund Transfer from your account or to process the payment as a check transaction. When we use information from your check to make an Electronic Fund Transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

In Case Of An Emergency, Telephone:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (218) 326-7024
 After hours, weekends and holidays(218) 326-4806

Previous Balance	10.64
Check Payment 12/19/2022	(10.64)CR
<hr/>	
Balance Forward	\$0.00
Current Charges	
Electric	10.64
<hr/>	
Total Current Charges:	\$10.64
<hr/>	
Current Account Balance:	\$10.64
Amount Due	\$10.64

Auto Pay-Do Not Pay

See back of statement for details



Grand Rapids Public Utilities Commission
 500 SE 4th Street
 Grand Rapids, MN 55744
 (218) 326-7024

UTILITY STATEMENT

Statement Date: 01/03/2023

Harris Township Hall
 ATTN: Treasurer
 20876 Wendigo Park Rd
 Grand Rapids MN 55744

Account Number	516221-104896
Statement Number	1259782
Due Date	01/18/2023
Amount Due	\$10.64
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 01/18/2023

SERVICE ADDRESS

Crystal Springs Rd & S US Hwy 169 Grand Rapids

2

Service	Meter Number	Rate Code	Read Code	Usage Period		# Days	Meter Readings		Multiplier	Usage	Charge Details	Total Charges
				From	To		Previous	Current				
Electric									1.00000			
											\$ 9.96	
											\$ 0.68	10.64

DESCRIPTIONS	UNIT OF MEASURE EXPLANATIONS
Service Charge - Charge for customer billing & administration services	Energy Usage -kWH = 1,000 watt hours (amount used by a 100 watt bulb in 10 hours time)
Energy Usage - Measure of electricity used (in kWH)	Commodity Charge - Water reading indicates thousands of gallons.
Off Peak Usage - Measure of off peak electricity used (in kWH)	WW Collection/trtmt - Wastewater collection/trtmt charge is based on water consumption.
Demand Charge - Highest average electric demand (in KW) over any 15 minutes during the month	
Commodity Charge - Water Consumption	
WW Collection/trtmt charge - Wastewater gallons collected and treated	



26039 Bear Ridge Drive
Cohasset, MN 55721

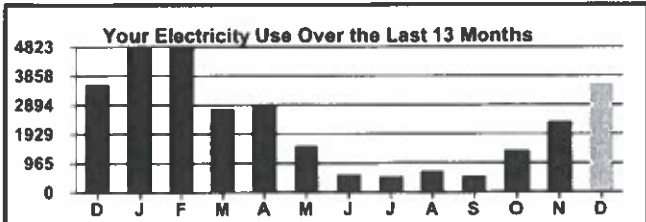
Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
In case of an outage, phones answered 24 hours a day.
Office 1-800-421-9959
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop

4 264

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



LCP members participating in Operation Round Up have given more than \$3 million since 2014. Thank you for supporting community-based projects and programs.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	217.00
PAYMENT 12/27/2022	-217.00
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION										
RATE CODE	METER	DATES	METER READING PRES	PREV	MULTI-PLIER CODE	USAGE	DESCRIPTION			
10	20025490	12/26 - 11/26	85717	82137	1	412	ENERGY CHARGE @	.140300	57.80	
68 S	20025489	12/26 - 11/26	3057	3038	1	19	PEAK SHAVE WATER HEATING @	.078500	1.49	
65 S	20025487	12/26 - 11/26	62330	59181	1	3149	DUAL FUEL INTERR. HEAT @	.066500	209.41	
							SERVICE AVAILABILITY CHG:		42.00	
							OPERATION ROUND-UP		0.30	
TOTAL CHARGES THIS STATEMENT									311.00	
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/24/23										
2021 OPERATION ROUND-UP CONTRIBUTIONS \$7.22										
METER READ AUTOMATICALLY										

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
102000853	SERVICE CENTER	(218) 327-8759	01/04/2023	01/24/2023	311.00

Please detach and return this portion with your payment.

Account No.: 102000853 Cycle: 7
Due Date: 01/24/2023 Net Due: 311.00
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed. Please enter changes on the back

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4842

Lake Country Power
8535 Park Ridge Drive
Mountain Iron, MN 55768-2059



0102000853010730000311000000311006



26039 Bear Ridge Drive
Cohasset, MN 55721

Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
In case of an outage, phones answered 24 hours a day.
Office 1-800-421-9959
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop

4 405

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

LCP members participating in Operation Round Up have given more than \$3 million since 2014. Thank you for supporting community-based projects and programs.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	120.00
PAYMENT 12/27/2022	-120.00
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION							
RATE CODE	METER	DATES	METER READING PRES	MULTI-PREV	PLIER CODE USAGE	DESCRIPTION	
30					45	SEC LIGHT-100W HPS(QTY 1)	12.00
30					104	SEC LIGHT-73 WATT LED (QTY 4)	48.00
30					125	SEC LIGHT-50 WATT LED(QTY 5)	60.00
TOTAL CHARGES THIS STATEMENT							120.00
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/24/23							
Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due		
500598750	STREET LIGHT ACCOUNT	(218) 327-8759	01/04/2023	01/24/2023	120.00		

Please detach and return this portion with your payment.

Account No.: 500598750 Cycle: 7
Due Date: 01/24/2023 Net Due: 120.00
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed. Please enter changes on the back

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4842

Lake Country Power
8535 Park Ridge Drive
Mountain Iron, MN 55768-2059





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

Statement Date - 01/05/2023
 Account Number: 440601.01

*****IMPORTANT SAFETY MESSAGE*****

**IF YOU ARE ABLE, PLEASE KEEP A CLEAR
 PATH TO YOUR HOUSE AND METER SO WE
 CAN GAIN ACCESS IN THE EVENT OF
 AN EMERGENCY.**

THANK YOU FOR YOUR COOPERATION!

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

Location: 20876 WENDIGO PARK RD, HARRIS TWP	MeterNo: 19233593	Actual	Budget
Base Gas Charge-01	Basic Service Charge	\$15.00	
Current Reading on: 12/29/2022 of 5,974 - Previous Reading on: 11/30/2022 of 5,799 = 175ccf			
175ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04400 = 199 therms @ 0.96000			
Tax		\$191.04	
		\$14.17	
Purchased Gas-02			
175ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04400 = 199 therms @ 0.33100			
Tax		\$65.87	
		\$4.53	
TOTAL CURRENT MONTH BILLING		\$290.61	
PAST DUE BALANCE - PAYABLE UPON RECEIPT		\$0.00	
FINANCE CHARGES		\$0.00	
TOTAL BALANCE DUE		\$290.61	

PAYMENTS RECEIVED IN THE LAST 30 DAYS

DATE	AMOUNT	TYPE	CHECK NO	COMMENT
12/27/2022	\$205.38	EP*		iConnect Payment

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



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



HARRIS TOWNSHIP MAINT BLDG

DUE DATE: 01/25/2023

ACCOUNT NUMBER: 440601.01

TOTAL BALANCE DUE: \$290.61

AMOUNT ENCLOSED: \$

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

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

Statement Date - 01/05/2023
 Account Number: 440600.01

*****IMPORTANT SAFETY MESSAGE*****

**IF YOU ARE ABLE, PLEASE KEEP A CLEAR
 PATH TO YOUR HOUSE AND METER SO WE
 CAN GAIN ACCESS IN THE EVENT OF
 AN EMERGENCY.**

THANK YOU FOR YOUR COOPERATION!

HARRIS TOWNSHIP HALL
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744

Location: 21998 AIRPORT RD, HARRIS TWP	MeterNo: 19233489	Actual	Budget
Base Gas Charge-01	Basic Service Charge	\$15.00	
Current Reading on: 12/29/2022 of 5,816 - Previous Reading on: 12/01/2022 of 5,683 = 133ccf			
133ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04400 = 151 therms @ 0.96000			
Tax		\$144.96	
Purchased Gas-02			
133ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04400 = 151 therms @ 0.33100			
Tax		\$49.98	
		\$3.44	
TOTAL CURRENT MONTH BILLING		\$224.38	
PAST DUE BALANCE - PAYABLE UPON RECEIPT		\$0.00	
FINANCE CHARGES		\$0.00	
TOTAL BALANCE DUE		\$224.38	

PAYMENTS RECEIVED IN THE LAST 30 DAYS

DATE	AMOUNT	TYPE	CHECK NO	COMMENT
12/27/2022	\$156.55	EP*		iConnect Payment

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

 **NORTHWEST GAS**

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



HARRIS TOWNSHIP HALL

DUE DATE: 01/25/2023

ACCOUNT NUMBER: 440600.01

TOTAL BALANCE DUE: \$224.38

AMOUNT ENCLOSED: \$

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



BILL AT A GLANCE 01/01/2023
HARRIS TOWNSHIP

No Payments Received
PREVIOUS BALANCE .00

SUMMARY BY SERVICE TYPE

TELEPHONE SERVICE 57.78
INTERNET SERVICES 23.00
FEES/TAXES 20.83
GIGAZONE SMALL BUSINESS BB 138.00

CURRENT BILLING AMOUNT 239.61

Total Due: Please Pay This Amount 239.61

Previous Bill	Payment/Adj	Current Billing	Total Due
\$0.00	\$0.00	\$239.61	\$239.61

MESSAGE CENTER

For questions about your bill please call 1-888-586-3100

Bills are due on the 10th of each month. Payments received after 12-22 are not reflected on this statement.

Amount Paid in 2022 \$.00

Local Telephone charges with * need to be paid to avoid disc local service. Internet Inquiries: 444-4NET or 1-800-276-8015 For more information visit us on the web: <http://www.paulbunyan.net>

FROM EVERYONE AT PAUL BUNYAN COMMUNICATIONS - HAPPY NEW YEAR!

REMINDER: Late fees apply to all balances that are not paid within 10 days of the due date on the bill. The late charge will be the greater of \$5.00 or 1.5% of the outstanding balance.

Pay by phone by calling toll free 1-855-385-9810



Low-income households enrolled in government programs like SNAP or Medical Assistance may qualify.

For more information or an application form, please call 888-586-3100 or click

<https://NationalVerifier.ServiceNowServices.com/lffeline>

RECEIVED
1/6/2023

Please return lower portion with your payment...retain upper portion for your records



1831 Anne St NW
Bemidji, MN 56601-5612
(218)444-1234

Check for Address Change

01/01/2023 000010

HARRIS TOWNSHIP
ACCOUNT NO: 9438900
TELEPHONE NO: (218)326-9392

Payment Due	Total Due
01/10/2023	\$239.61
Enter Amount Paid	

2685 1 AV 0.455
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

5 2685
C-9

PAUL BUNYAN COMMUNICATIONS
PO BOX 1510
BEMIDJI MN 56619-1510





HARRIS TOWNSHIP
ACCOUNT NO: 9438900
TELEPHONE NO: (218)326-9392
BILL DATE: 01/01/2023
Page: 3 of 5



HARRIS TOWNSHIP
ACCOUNT NO: 9438900
TELEPHONE NO: (218)326-9392
BILL DATE: 01/01/2023
Page: 4 of 5

You may qualify for discounted telephone service if your income level falls below 135% of the Federal Poverty Guidelines or if you are currently receiving benefits under one or more of the following programs: Medicaid, food stamps, Supplemental Security Income (SSI), Federal Public Housing Assistance, or the Low-Income Home Energy Assistance Program. For more information about the FCC-Lifeline Program, call 888-627-4255

MONTHLY USAGE FOR TELEPHONE NO: (218)326-9392

Description	Date	Quantity	Amount
TELEPHONE SERVICE			
900# BLOCKING	01/01-01/31		
THIRD PARTY & COLLECT CALL BLOCKS		1 @	5.00
BUS-LOCAL NUMBER PORTABILITY			
TOLL RESTRICTED W/800#			
VOICE MAIL BASIC PKG		1 @	2.95
LOCAL NUMBER PORTAB	12/15-12/31		2.95
VOICE MAIL BASIC PKG	12/15-12/31		2.67
INSTALL FEE	12/15		1.57
GIGAZONE VOICE BUS	12/15-12/31		10.00
GIGAZONE VOICE BUSINESS CLEC	12/15-12/31		10.67
FEDERAL TAX		1 @	20.00
MINNESOTA STATE TAX			1.29
TELEPHONE SERVICE SUBTOTAL			57.78
FEES/TAXES			
TAP, TAM & 911 SURCHARGES	01/01-01/31		
*SUBSCRIBER LINE AND ACCESS RECOVERY CS		1 @	.91
9-1-1 USER FEE		1 @	9.50
(TAP) TELE ASST PLAN	12/15-12/31		.43
TELE-RELAY SURCHARGE	12/15-12/31		.04
SUBSCRIBER LINE CHG	12/15-12/31		.02
*ACCESS RECOVERY CHA	12/15-12/31		3.47
FEDERAL UNIVERSAL SE	12/15-12/31		1.60
FEDERAL UNIVERSAL SERVICE CLEC BUS SINGL	12/15-12/31		1.00
FEDERAL TAX		1 @	2.11
MINNESOTA STATE TAX			.53
FEES/TAXES SUBTOTAL			1.22
SUB-TOTAL			20.83
CURRENT BILLING AMOUNT			78.61

The carrier you have chosen for your long distance (interLATA) calls is NO PIC DESIRED.
The carrier you have chosen for your long distance (intraLATA) calls is NO PIC DESIRED.



HARRIS TOWNSHIP
 ACCOUNT NO: 9438900
 TELEPHONE NO: (218)326-9392
 BILL DATE: 01/01/2023
 Page: 5 of 5

MONTHLY USAGE FOR INTERNET:

Description	Date	Quantity	Amount
TELEPHONE SERVICE	01/01-01/31		.00
GIGASPIRE BLAST			
TELEPHONE SERVICE SUBTOTAL			100.00CR
INTERNET SERVICES	01/01-01/31		100.00
CREDIT FOR BROADBAND INSTALL	11/22		13.00
BROADBAND INSTALL	11/22		10.00
MANAGED BUS WIFI	11/22-12/31	1 @ 10.00	23.00
MANAGED BUSINESS WIFI SERVICES			
INTERNET SERVICES SUBTOTAL			78.00
GIGAZONE SMALL BUSINESS BB	11/22-12/31		78.00
GIGAZONE SMALL BUSINESS BB SUBTOTAL			60.00
GIGAZONE SMALL BUSINESS BB	01/01-01/31		
YOUR CONTRACT GIGAZONE SMALL BUSINESS BB EXPIRES	01/01-01/31		
9521723			
GZ SMALL BUS BROADBAND 250 MBPS			60.00
GIGAZONE SMALL BUSINESS BB SUBTOTAL			161.00
SUB-TOTAL			161.00
CURRENT BILLING AMOUNT			



Verizon Connect Fleet USA LLC
 5055 North Point Pkwy
 Alpharetta, GA, 30022

Invoice Number	Invoice Date	Due Date	Account Number	Page
634000035634	01/03/2023	02/02/2023	100000132077	1 of 4

Harris Township
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN, 55744-4682

Quick Bill Summary

Currency: USD

Prior Charges (Including Past Due Amounts)	0.00
Unapplied Payments & Adjustments	0.00
Total Outstanding Charges	0.00

Total Current Charges Due by 02/02/2023 **37.90**

Monthly Recurring Charges	37.90
Professional Services	0.00
Equipment Charges	0.00
Taxes, Governmental Surcharges & Fees	0.00

Account Balance \$ 37.90

Customer Service	Phone	Email
	800-906-9545	reveal.govt@verizonconnect.com



Harris Township
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN, 55744-4682

Bill Date	01/03/2023
Account Number	100000132077
Invoice Number	634000035634
Due Date	02/02/2023



Please Recycle

Total Current Charges

Total Current Charges will be deducted from bank account on
 02/02/2023
DO NOT MAIL PAYMENT

\$ 37.90



Account Statement

Invoice Number	Invoice Date	Due Date	Account Number	Page
634000035634	01/03/2023	02/02/2023	100000132077	2 of 4

Account Balance Details - Open Transactions on your Account

Date	Transaction Number	Debit	Due Date	Credit	Payments	Balance
01/03/2023	634000035634	37.90	02/02/2023	0.00	0.00	37.90

New Account Balance **\$ 37.90**

Recent Account Activity (Prior 30 days) - Closed Transactions

Invoice Date	Invoice Number	Invoices	Credits	Payments	Transaction Date	Date Closed
12/01/2022	626000032691	37.90	0.00	-37.90	01/03/2023	01/03/2023
Activity Totals		37.90	0.00	-37.90		