

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

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 Kelly Derfler 244-1811

harristownshipclerk@gmail.com

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Mission Statement:

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

www.harristownshipmn.org

REGULAR BOARD MEETING December 13, 2023, at 7:30pm AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement.
2. **Approve the Minutes**
 - A. November 8, 2023, Regular Board Meeting Minutes
 - B. December 7, 2023, Closed Work Session re: Performance of Employee Under Board Direction
 - C. December 7, 2023, Closed Work Session re: Security
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. ICTV/Beth G.
 - B. 2024 Projects/Sarah C.
5. **Consent Agenda**
 - A. Zoning Land Use Permits
 - B. SSTS Permits
6. **Roads**
 - A. Roads Update/J
 - B. Jess Harry Rd/J
 - C. Bear Creek Rd/J
 - D. 2024 Road Projects/J
 - E. SEH 2024/J
7. **Recreation**
 - A. Rinks/J
8. **Correspondence (Informational)**
 - A. Itasca County Township Association Minutes of November 13, 2023
 - B. Itasca County Zoning Fees Increase
9. **Old Business**
 - A. RAMS December 14, 2023 Annual Dinner and Elections/P

10. New Business

- A. Resolution 2023-022 re: Approving State of Minnesota Joint Powers Agreement (tabled from November 21st P&D Meeting)/P
- B. Court Data Services Subscriber Agreement to CJDN Subscriber Agreement (tabled from November 21st P&D Meeting)/P
- C. 2024 Itasca County Township Association Meetings/P
- D. Resolution 2023-025 re: Winter Burials/P
- E. Resolution 2023-026 re: Adopting a Sick and Safe Time Policy/P
- F. Sick and Safe Time Policy/P
- G. Employee Handbook Update/P
- H. Schedule Budget Sessions and Board of Audit Meetings/P
- I. Schedule Work Session re: 2024 Admin Policy, Reorganization, and 5-Year Plan/P
- J. Schedule Work Session re: Casper Landing and Parks/P
- K. Schedule Closed Work Session re: Employee Appraisals/P
- L. Schedule Closed Work Session re: Security/P

11. Treasurer' Report – November 30, 2023

- A. Treasurers Report/N
- B. Payment of Claims/N

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 8, 2024	Itasca County Township Association Meeting	7:00pm Itasca County Courthouse
January 10, 2024	Regular Meeting	7:30pm Town Hall
January 24, 2024	P & D Meeting	7:30pm Town Hall

** REMINDER: There is no P and D Meeting on December 27, 2023 **
due to the Christmas Holiday

14. Adjourn

Prepared by:


Kelly Denler, Clerk

Signed by:


Peggy Clayton, Madam Chair

12-10-2023

Madam Chair Peggy Clayton
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2A

REGULAR BOARD MEETING November 8, 2023 at 7:30pm MINUTES

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Davis, Gilbert, and Kelley; Treasurer Kopacek, Clerk Derfler

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

Approve the Minutes

Minutes of October 11, 2023, Regular Board Meeting

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the minutes of the October 11, 2023 Regular Board Meeting. Ayes-5; Nays-0. Motion carried.

Minutes of November 2, 2023, Closed Work Session re: Security

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the minutes of the November 2, 2023 Closed Work Session re: Security. Ayes-5; Nays-0. Motion carried.

Minutes of November 2, 2023, Work Session re: Insurance, Township Collections, Landings, Cemetery

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the November 2, 2023 Work Session re: Insurance, Township Collections, Landings, Cemetery. Ayes-5; Nays-0. Motion carried.

Additions and Corrections

There were no additions or corrections to the agenda.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Regular Agenda. Ayes-5; Nays-0. Motion carried.

Business from the Floor

Brad Hagfors, of Franklin Outdoor Advertising, approached the board to advise of a permit application to erect a 10x30 stack sign, back-to-back, illuminated billboard on tax parcel 19-005-1409 in Harris Township. Discussion followed. Once the permit has been approved, he will forward a copy to the Township.

Consent Agenda

There were no consent agenda items.

Roads

Roads Update

Supervisor Kelley stated that Mishawaka Shores has been temporarily striped. This project will be completed in the spring.

Gravel roads will be graded once more due to the recent warm and wet weather.

Recreation

Rinks

Supervisor Kelley stated that he contacted rink attendants from last year. Most of the rink attendants have expressed interest in returning. Supervisor Kelley requested to have maintenance clean out the leaves and debris from the Wendigo rink to prepare for flooding. He also said that snow shovels are needed for the rinks.

Chair Clayton contacted Personnel Dynamics and they have four applicants who are interested and will need to be interviewed.

Supervisor Kelley also stated that there is a tree at the southwest corner of the Wendigo rink that has woodpecker damage that could potentially fall on the rink in the future. Supervisor Schack will have maintenance evaluate the damage to the tree.

Motion made by Chair Clayton and seconded by Supervisor Gilbert to allow Supervisor Kelley to purchase snow shovels for the rinks. Ayes-5; Nays-0. Motion carried.

Mishawaka Landing

Supervisor Schack stated that one-third of the fencing on the north side of the parking lot of Mishawaka Landing is damaged. The fencing on the south side of the parking lot also needs to be straightened up.

Motion made by Supervisor Gilbert and seconded by Supervisor Kelley to allow Supervisor Schack to get quotes for repairing the fencing at Mishawaka Landing. Ayes-5; Nays-0. Motion carried.

Correspondence

Itasca County Township Association Minutes of October 9, 2023

Informational.

Old Business

Cemetery

Chair Clayton stated that all flowers that were removed from gravesites have been discarded. Shepherd's hooks, plant stands, and other decorations are placed on a trailer at the cemetery until snow cover, then will be moved to the service center for the winter.

Letters with pictures will be mailed out to families who have gravesites where plants, shrubs, or trees were planted stating that those will be removed, as they are in violation of the cemetery policy. Most of these shrubs are also encroaching on other gravesites. Letters with pictures will also be mailed out to families of those who have homemade headstones or other structures on gravesites, as those are also in violation of the cemetery policy.

New Business

Resolution 2023-020 re: Paying December 30, 2023 Claims

Chair Clayton stated that due to only holding the Regular Board meeting in December, claims still need to be paid, in lieu of the P and D Board Meeting not taking place. Chair Clayton read the proposed resolution in its entirety.

Madam Chair Clayton called for a Roll Call:

Supervisor Kelley:	Yes
Supervisor Gilbert:	Yes
Supervisor Davies:	Yes
Supervisor Schack:	Yes
Madam Chair Clayton:	Yes

A motion was made by Supervisor Schack and seconded by Supervisor Davies to adopt Resolution 2023-020, re: Paying December 30, 2023 Claims. Ayes-5; Nays-0. Motion carried.

City of Grand Rapids Proposed 2024 Fire Contract

Chair Clayton shared the Grand Rapids Proposed 2024 Fire Contract with the board. There were 22 fire calls in 2022, down from 33 in 2021. The proposed total contract amount for 2024 is \$118,691.00, down from the 2023 contracted amount of \$130,761.00. Discussion followed.

CliftonLarsonAllen LLP Statement of Work Agreement

Treasurer Kopacek provided a Statement of Work Agreement from CliftonLarsonAllen LLP for the board to review. The agreement of Audit Services between Harris Township and CliftonLarsonAllen LLP is for the year ending December 31, 2023. This contract covers the financial statement audit fee of \$13,800.00, along with SBITAS audit resource fee of \$1,000.00, OSA reporting form of \$450.00, and any additional audit testing at \$250.00/hour. Harris Township is required to hire an outside auditing firm based on the population and annual revenue of the township. Discussion followed.

Motion made by Supervisor Kelley and seconded by Supervisor Schack to approve the Statement of Work Agreement between Harris Township and CliftonLarsonAllen LLP for 2023 audit services. Ayes-5; Nays-0. Motion carried.

Treasurer's Report

Treasurer's Report for October 2023

Treasurer Kopacek presented the Treasurer's Report/Cash Control Statement, Outstanding Checks and Deposits Report, and Schedule 1a (statement of receipts, accrued, interest, disbursements, and balances).

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the Treasurer's Report for October 2023 in the amount of \$2,218,746.83. Ayes-5; Nays-0. Motion carried.

Payment of Claims

Treasurer Kopacek presented the Claims List for approval.

A motion was made by Supervisor Davies and seconded by Supervisor Schack to approve the claims list #21202 through #21218, EFT 1182301 through EFT 1182307, and EFT 10312301 through 10312302 in the amount of \$14,940.10. Ayes-5; Nays-0. Motion carried.

Public Input

Supervisor Kelley shared that Sunny Beach Addition Road work will be completed as part of the 5-year road plan in 2024. There will be a public hearing held for constituents who live in that area.

Chair Clayton reminded everyone that the November P & D Meeting is on Tuesday, November 21st versus the regular Wednesday due to the Thanksgiving Holiday.

UPCOMING Events/Meetings

November 13, 2023	Itasca County Township Association Meeting	7:00 pm Town Hall
November 21, 2023	P & D Meeting	7:30 pm Town Hall
December 11, 2023	Itasca County Township Association Meeting	7:00 pm Town Hall
December 13, 2023	Regular Meeting	7:30 pm Town Hall

Adjourn

There being no further business to come before the board, a motion was made by Supervisor Kelley and seconded by Supervisor Gilbert at 8:05 pm.

Prepared by: _____
Kelly Derfler, Clerk

Signed by: _____
Peggy Clayton, Madam Chair

Madam Chair Peggy Clayton
20356 Wendigo Park Road
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Phone 218-259-1551

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2B

December 7, 2023

Closed Work Session re: Performance of Employees Under Board Direction 5:30 pm

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

A motion was made by Supervisor Schack and seconded by Supervisor Davies to move into closed session. Ayes-5; Nays-0. Motion passed.

The purpose of the closed session was to discuss the performance of employees under the board direction.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into open session. Ayes-5; Nays-0. Motion passed.

A closed work session will be scheduled to conduct performance appraisals with the Treasurer, Clerk, Caretaker/Sexton, and the Maintenance employee.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to adjourn the closed session at 6:47 pm.

Submitted by: Peggy Clayton

Signed by: _____
Peggy Clayton, Madam Chair

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2C

December 7, 2023
Closed Work Session re:Security
5:00 pm

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

A motion was made by Supervisor Schack and seconded by Supervisor Davies to move into closed session. Ayes-5; Nays-0. Motion passed.

The purpose of the closed session was to discuss security options.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into open session. Ayes-5; Nays-0. Motion passed.

The board was in agreement that further information is needed regarding security options. The Chair will move forward with obtaining the information.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to adjourn the closed session at 5:30 pm.

Submitted by: Peggy Clayton

Signed by: _____
Peggy Clayton, Madam Chair

From: Itasca Community Television no_reply@donorsnap.com
Subject: Telling Itasca County's Story
Date: Nov 20, 2023 at 2:51:38 PM
To: mplfc54@yahoo.com

Nov. 11, 2023

Dear Peggy Clayton ,

Thank you for your past support of ICTV, a media nonprofit committed to providing diverse content that connects, informs, and empowers the people of Itasca County.

As we approach the end of the year, I wanted to take a moment to share some of the incredible strides we've made in the past year. Staff and volunteers have produced more than 1,329 first runs of new content so far in 2023. Our commitment to serving our community with quality programming has never been stronger, and only made possible by the generosity of people like you.

"Please know, your public video reporting is deeply appreciated and a valuable service to the community!"— wrote a Community Leader to ICTV

Today, we need your help. The movement of viewers from cable to streaming services is slowly eroding our funding. Your donation, whether big or small, will make a significant difference. It will enable us to continue to share the stories that matter, to give a voice to the voiceless, and to highlight the hidden gems in Itasca County.

Many of our supporters grant ICTV financial support from Donor Advised funds, or make a Qualified Charitable Distribution, all of which are more "tax-smart" than giving cash.

If this is a good fit for you, we encourage you to consider these options when deciding how you would like to support ICTV.

If you've been following our work and appreciate the impact we make, now is the perfect time to step in and join our mission. Together, we can tell the story of our community.

Thank you for considering supporting ICTV this year. It means the world to us and the community we serve.

With gratitude,

Beth George Executive Director, ICTV

P.S. Monthly recurring gifts are a great way to make sure your support doesn't lapse. Learn more how to set up or update your monthly donation by clicking "donate" at <https://watchictv.org/>

This message was sent powered by [DonorSnap](#). To unsubscribe and stop receiving these emails [click here](#)



5A

Parcel Information

Parcel Information:

PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Legal Acres	Description
19-555-0180	HELLAND, JASON & DAWN	6046 188TH ST CHIPPEWA FALLS WI 54729	HARRIS TWP	POKEGAMA GD		S 18 T.54 R.25	RURAL RESIDENTIAL	33177 CRYSTAL SPRINGS RD GRAND RAPIDS MN 55744	0.8	LOTS 17-18

River Class:

Applicant / Agent Information

Contractor Name and License

Contact Name Business License
Owner Owner

Name: Jason & Dawn Helland

Property Information

Ownership Description: Private Access Road Name: Crystal Springs Road
Is septic compliant? Unknown Road Class: County / Township Rd

Structure Information

Existing Use: Residential Proposed Use: Garage
Accessory Structure: Maximum building height: 35'
Number of bedrooms: 0 Well type: Unknown
Pressurized Water: Unknown Building Dimensions: Change in use for the second existing house to be used as a garage.
Current septic status: Unknown

Permit Fee

Permit application fee: Change in Use - Change in Use \$60

Permit Comments

After The Fact: No Resort: No
Shoreline Mitigation Required: No Comments: Second home on property to be converted to garage, change in use.
Application Received Date: 11/22/2023 Issued Date: 11/22/2023
Issued By: Jill Day

Terms

Road Setback

Centerline 68'

Right-of-Way 35'

Side Yard Setback

Accessory 10'

Dwelling 15'

Rear Yard Setback

Accessory 10'

Dwelling 30'

Riparian Setback

Structure 75'

Impervious Surface

20% of parcel

Property owner can increase the coverage allowed by 5% if erosion control and stormwater management conform to the shoreline vegetative buffer standards

Elevation of Lowest Floor

3'

Bluff Setback

60' from the top of a bluff

Other

Contact SWCD at (218)326-0017 if constructing in any wetlands.
If construction activity will result in the disturbance of one acre or more, need to obtain Storm Water Permit thru MPCA at 1-800-657-3804 prior to construction.
Electrical Inspector contact Steve Bartlett at 218-591-1616.
New or upgrading driveways; township road contact your township and county road contact County Engineer Office at 218-327-2853.

Disclaimer

I have read the above minimum requirements and hereby acknowledge that I understand and will comply with them. Permit is valid for 12 months to start construction.
Permit authorized by Environmental Services Department.

Approvals

Approval

Signature

Date

#1 Approved By

11-22-23

#2 Approved By

11/22/23

Parcel Information

	PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Legal Acres	Description
Parcel Information	19-010-2203	BARSTOW, BRENNIA	20818 HAUSER RD GRAND RAPIDS MN 55744	HARRIS TWP			S 10 T 54 R 25	FARM RESIDENTIAL	20818 HAUSER RD GRAND RAPIDS MN 55744	2.5	W 545' OF S 200' OF NW-NW

River Class:

Applicant / Agent Information

Name:	Jeff Beddoe	Phone Number:	(218) 256 - 8417
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Property Information

Ownership Description:	Private	Access Road Name:	Hauser Rd
Is septic compliant?	Unknown	Road Class:	County / Township Rd

Structure Information

Existing Use:	Residential	Proposed Use:	Dwelling Addition
Accessory Structure:		Maximum building height:	35'
Number of bedrooms:	0	Well type:	Unknown
Pressurized Water:	No	Building Dimensions:	20'x22' + 16'x21.5' + 13.5'x8' Dwelling Addition
Current septic status:	Unknown		

Permit Fee

Permit application fee:	Single Family Dwelling + Dwelling Addition \$65
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Permit Comments

After The Fact:	No	Resort:	No
Shoreline Mitigation Required:	No	Comments:	Single-story addition, on slab. Not adding bedrooms. Contracted by Prestidge Enterprises, LLC, No. 792803
Application Received Date:	11/01/2023	Issued Date:	11/01/2023
Issued By:	Kate Benes		

Terms

Road Setback

Centerline 68'

Right-of-Way 35'

Side Yard Setback

Dwelling 15'

Rear Yard Setback

Dwelling 30'

Impervious Surface

25% of parcel

Elevation of Lowest Floor

3'

Bluff Setback

30' from the top of a bluff

Other

Contact SWCD at (218)326-0017 if constructing in any wetlands.

If construction activity will result in the disturbance of one acre or more, need to obtain Storm Water Permit thru MPCA at 1-800-657-3804 prior to construction.

Electrical Inspector contact Steve Bartlett at 218-591-1616.

New or upgrading driveways: township road contact your township and county road contact County Engineer Office at 218-327-2853.

Disclaimer

I have read the above minimum requirements and hereby acknowledge that I understand and will comply with them. Permit is valid for 12 months to start construction. Permit authorized by Environmental Services Department.

Approvals

Approval

Signature

Date

#1 Approved By

[Signature]

#2 Approved By

[Signature] 10/11/23

5B

Parcel Information

PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Legal Acres	Description
19-555-0180	HELLAND, JASON & DAWN	6046 188TH ST CHIPPEWA FALLS WI 54729	HARRIS TWP	POKEGAMA GD		S. 18 T. 54 R. 25	RURAL RESIDENTIAL	33177 CRYSTAL SPRINGS RD GRAND RAPIDS MN 55744	0.8	LOTS 17-18

River Class:

Applicant / Agent Information

Name: Jason Helland Phone Number: (715) 864 - 1017

Property Information

Ownership Description: Private Access Road Name: Crystal Springs Road
Well Type: None Soil verified? No

Designer/Installer

Designer Name and License #	Contact Name	Business	License	Installer Name and License #	Contact Name	Business	License
	Walker Maasch	Precision Design & Inspections, LLC	4199		Brian Maasch	Maasch Construction Inc	2900

Septic Information

Type of Septic: Replacement Type: I Depth to Limiting Layer: 52
Number of Tanks: 1 Number of Bedrooms: 3 Tank Size: 1000 gal
Pump Tank: 500 gal Tank Material: Concrete Treatment Area Size (sq ft): 375
Treatment Type: Pressure Bed

Permit Fee

Permit application fee: SSTS - Replacement \$175

Permit Information

After The Fact: No
Resort: No
Notes: Management plan completed
Application Received Date: 11/17/2023
Issued Date: 11/17/2023
Issued By: Jill Day

Terms

Riparian Setback

50' tank; 100' sewage treatment

Distance to Occupied Building

10' from septic tank; 20' from sewage treatment; 10' from privy

Distance to Property Line

10' from septic tank; 10' from sewage treatment; 10' from privy

Large Tree Setback Requirement

10' from sewage treatment

Distance to Buried Water Pipe/Pressure

10' from septic tank; 10' from sewage treatment

Above Watertable Setback Requirements

3' sewage treatment; 3' privy

Other

Contact SWCD at (218)326-0017 if constructing in any wetlands.
If construction activity will result in the disturbance of one acre or more, need to obtain Storm Water Permit thru MPCA at 1-800-657-3804 prior to construction.
Electrical Inspector contact Steve Bartlett at (218)591-1616.
New or upgrading driveways, for township roads ; contact your Township and County roads - contact County Engineer Office at (218)327-2853.

Disclaimer

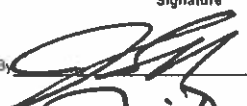
I have read the above minimum requirements and hereby acknowledge that I understand and will comply with them. **I hereby waive any and all claims against Itasca County, on installing my own SSTS, due to my failure to conform and comply with the Sanitation Ordinance and Minnesota Rules Chapter 7080 to 7083. Permit is valid for 12-months to start construction. Permit authorized by, Itasca County Environmental Services Department.

Approvals

Approval

Signature

Date

#1 Approved By  11-17-23

#2 Approved By  11/17/23

Parcel Information

PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description
19-	BERGMANN,	28340 CO RD 91	HARRIS					28340 CO RD 91		W 990' OF SW NE LESS W 100' LYG N OF THE S
012-	JAMES L & JOAN	GRAND	TWP			S 12 T 54 R 25	FARM RESIDENTIAL	GRAND RAPIDS MN	13.38	870' & LESS W 780' OF S 870' LYG N OF S 400'
1304	A	RAPIDS MN 55744						55744		& LESS W 600' OF S 400'

River Class

Applicant / Agent Information

Name: James and Joan Bergmann

Property Information

Ownership Description: Private Access Road Name: County Road 91
 Well Type: Unknown Soil verified? No

Designer/Installer

Designer Name and License #	Contact Name	Business	License	Installer Name and License #	Contact Name	Business	License
	Walker	Precision Design & Inspections,	4199		Brian Maasch	Maasch Construction Inc	2900
	Maasch	LLC					

Septic Information

Type of Septic: Replacement Type: I Depth to Limiting Layer: 18
 Number of Tanks: 1 Number of Bedrooms: 4 Tank Size: 1500 gal
 Pump Tank: 600 gal Tank Material: Concrete Treatment Area Size (sq ft): 500
 Treatment Type: Mound

Permit Fee

Permit application fee: SSTS - Replacement \$175

Permit Information

After The Fact: No
 Resort: Yes
 Management plan completed:
 Notes: Existing 1000 gal tank to be abandoned
 Existing gravity trenches to be abandoned
 New combo tank and mound system to be installed.
 Application Received Date: 11/02/2023
 Issued Date: 11/02/2023
 Issued By: Jill Day

Terms

Distance to Occupied Building

10' from septic tank, 20' from sewage treatment, 10' from privy

Distance to Property Line

10' from septic tank, 10' from sewage treatment, 10' from privy

Large Tree Setback Requirement

10' from sewage treatment

Distance to Buried Water Pipe/Pressure

10' from septic tank, 10' from sewage treatment

Above Watertable Setback Requirements

3' sewage treatment, 3' privy

Other

Contact SWCD at (218)326-0017 if constructing in any wetlands.

If construction activity will result in the disturbance of one acre or more, need to obtain Storm Water Permit thru MPCA at 1-800-657-3804 prior to construction.

Electrical Inspector contact Steve Bartlett at (218)591-1616.

New or upgrading driveways; for township roads - contact your Township and County roads - contact County Engineer Office at (218)327-2853.

Disclaimer

I have read the above minimum requirements and hereby acknowledge that I understand and will comply with them. **I hereby waive any and all claims against Itasca County, on installing my own SSTS, due to my failure to conform and comply with the Sanitation Ordinance and Minnesota Rules Chapter 7080 to 7083. Permit is valid for 12-months to start construction. Permit authorized by, Itasca County Environmental Services Department.

Approvals


Approval


Signature

Date

#1 Approved By

#2 Approved By

 11-2-23

 11/2/23

Save: 12/7/2023 12:37 PM schwanen Plot: 12/7/2023 2:53 PM X: F:\JH\HARRY\171307\Harris Road\171307\1-drawings\10-Civ\Road\prop\shd\Jesse Harry Road Line.dwg



 SEH	PROJECT NO. HARRI 171307	JESS HARRY ROAD PROPERTY LINE HARRIS TOWNSHIP, MN	FIGURE NO. 1
	DATE: 12/7/2023		



Fwd: Road

1 message

Harris Township <supervisordhtp@gmail.com>
To: Clerk <harristownshipclerk@gmail.com>

Fri, Dec 8, 2023 at 6:57 PM

Rear Creek Road

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

From: **Karin Grandia** <karin.grandia@co.itasca.mn.us>
Date: Mon, Nov 27, 2023 at 12:37 PM
Subject: RE: Road
To: Jean johnson <grandbear697@gmail.com>
Cc: Harris Township <supervisordhtp@gmail.com>

Jean:

Bear Creek Road is a township road and where it officially ends is a determination they must make. The County is not involved with determining the end of the Township jurisdiction and I would suggest you reach out to Jim Kelly with your question. His number is 218-259-0317

Sorry I could not be of more help.

Karin Grandia, P.E.

Itasca County Engineer

123 NE 4th Street

Grand Rapids, MN 55744

218-327-7389 office

218-244-2313 cell

Karin.grandia@co.itasca.mn.us

From: Jean johnson <grandbear697@gmail.com>
Sent: Friday, November 24, 2023 2:25 PM
To: Karin Grandia <karin.grandia@co.itasca.mn.us>
Subject: Road

CAUTION: This email originated from outside of the Itasca County email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We have lived on the end of Bear Creek Rd since 1993. No problems with maintenance until we had to hire snowplowing for our driveway. The last 50' of our road, which goes just past our driveway, has not been plowed for 2 years because someone said this is an easement that does not have to be maintained by county or township. I have talked with township and county and am getting nowhere. Can you help? Thank you! Jean Johnson 2182449794



Harris Township Clerk <harristownshipclerk@gmail.com>

Fwd: Bear Creek Road

1 message

Harris Township <supervisordhtp@gmail.com>
To: Clerk <harristownshipclerk@gmail.com>

Fri, Dec 8, 2023 at 6:58 PM

Bear Creek Road

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

From: **Karin Grandia** <Karin.Grandia@co.itasca.mn.us>
Date: Mon, Nov 27, 2023 at 12:36 PM
Subject: Bear Creek Road
To: Harris Township <supervisordhtp@gmail.com>

Jim:

Attached is the information we found regarding the certified length and the requested maintenance length for Bear Creek Road. I did get an email from Jean Johnson regarding the road. I will copy you on my response to her.

Karin Grandia, P.E.

Itasca County Engineer

123 NE 4th Street

Grand Rapids, MN 55744

218-327-7389 office

218-244-2313 cell

Karin.grandia@co.itasca.mn.us



2007-2013 Harris Township - Bear Creek Road Certifications and Contract Miles.docx
14K

Harris Township – Bear Creek Road

Mileage in GIS shown as a Township Road – 1.72 miles

Miles Certified with State as plowed and open at least 8 months a year

2023 – 1.72

2022 – 1.72

2021 – 1.72

2020 – 1.72

2019 – 1.72

2018 – 1.7

2017 – 1.7

2016 – 1.7

2015 – 1.7

Miles on Maintenance Contracts with Itasca County

2023 – 1.7

2010 – 1.7

2022 – 1.7

2009 – 1.7

2021 – 1.7

2008 – 1.7

2020 – 1.7

2007 – 1.71

2019 – 1.7

2018 – 1.7

2017 – 1.7

2016 – 1.7

2015 – 1.7

2014 – 1.7

2013 – 1.7

2012 – 1.7

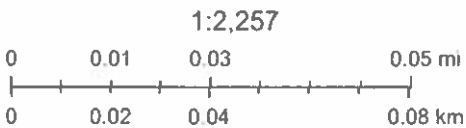
2011 – 1.7

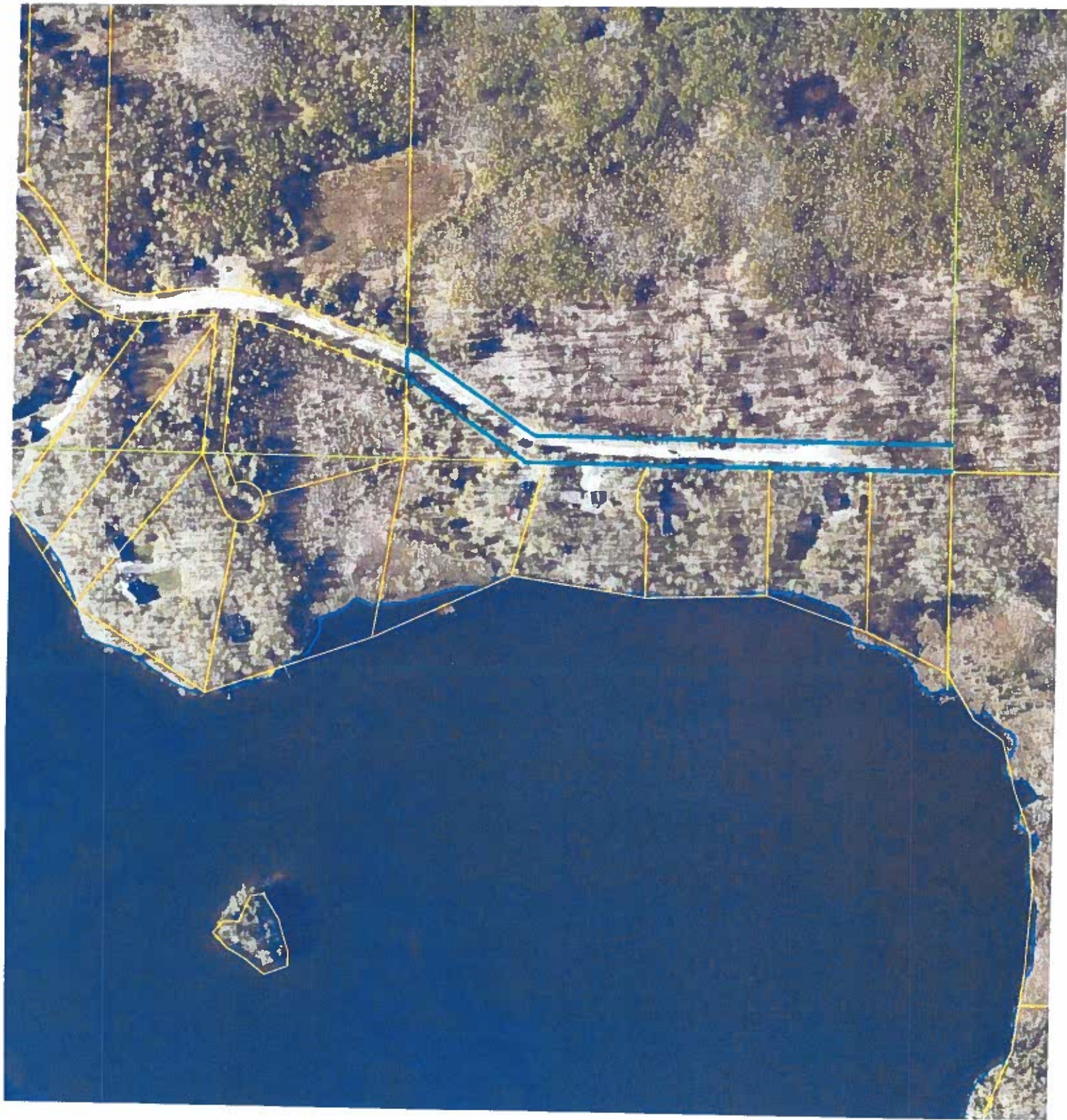
Itasca County GIS Web Map



12/8/2023, 6:23:26 PM

Tax Parcel







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 – November 13, 2023

Harris Town Hall

The Itasca County Township Association meeting was called to order by President Mike Baltus Monday, November 13, 2023 @ 7PM. Directors present were President Mike Baltus, Diane Coppens, Pat Hill, Mark Klennert, Jon Korpi, Richard Lacher, Larry Salmela, Chris Schultz, Roberta Truempier, and Secretary Kelly Derfler. Townships represented were Blackberry, Bowstring, Carpenter, Feeley, Harris, Kinghurst, Lone Pine, Marcell, Morse, and Spang. Guests present were Commissioner, Burl Ives and Itasca County SWCD District Manager/Water Plan Coordinator, Andy Arens.

Pledge of Allegiance was recited.

Motion made by Pat Hill to approve the minutes from October 9, 2023. Second by Mark Klennert and carried. All voting in favor.

Treasurer's report was presented by Roberta Truempier. Balance as of November 12, 2023.

Saving Account Balance	Checking	Total
\$18,620.77	\$943.33	\$19,564.10

Claims:

Salary	November Payroll	
Gary Nelson	ATP Mileage to Carlton	\$91.70
Kelly Derfler	Program Paper	\$35.58
Roberta Truempier	Copy Paper, Envelopes	\$39.21

Motion made by Jim Kelley to approve the treasurer's report, as reported. Second by Peggy Clayton and carried. All voting in favor.

Reno's Report-

LRIP- \$102.967 million is available in grants statewide. Deadline to apply is December 15, 2023. **Volunteer Driver-** Bills are in Federal House and Senate. Reno encouraged officers to reach out to their legislators. **MAT Annual Conference-** In person. December 7-9, St. Cloud, Rivers Edge Convention Center. **MAT Tuesday phone calls-** Held on the first and third Tuesdays at 10am. They last 30 minutes to an hour. If you would like to hear about specific topics, contact Reno or the MAT office. Latest discussion included sick and safe leave. **MAT Newsletter-** released October 24. **Township Lobby Day-** April 7-9, 2024. MAT is planning to provide buses for transportation. **Township Insider-** newly released. Explains by-laws. **New Invasive Crayfish-** New species, "signal

crayfish" found in Lake Winona, near Alexandria in Douglas County. **Emerald Ash Borer-** Recently found in Cass County, south of Remer. That area is under quarantine. **ARPA Funds-** An update will come out on November 16. MAT is encouraging townships to spend their ARPA funds and report them as spent in April, 2024. Contact MAT if you have any questions.

MAT has proposed a 3% increase in the budget for next year.

Shep Harris continues as the MAT lobbyist.

Program- Itasca County SWCD District Manager/Water Plan Coordinator, Andy Arens

Andy Arens provided the group with project highlights from 2022. The highlights will be shared via email.

Commissioner's Report-

Burl Ives-

Burl took questions from the group.

Q- What was the \$890,420.75 cost to be paid out of the land replacement trust fund?

A- The county sold land in the past that was lake front and placed it in this trust. The board recently approved the purchase of 1,100 acres in the northwest part of the county for timber and trails purposes. The property was crucial for continuous trails in that region.

Q- How much money does the county get from forestry in a year?

A- The county will usually make money from forestry each year, but he does not know the exact amount at this time. The board plans to use some of that money for trails in the near future. Some of that money is used for forest management.

Q- Has the county been working with the Chippewa National Forest on harvesting?

A- As far as Burl is aware, there are two 40-acre parcels that will be clear cut near Deer River for wildfire protection.

Q- Any development on the tenant of the Ainsworth site?

A- The company is called Highway 35, LLC. There is one partner from Missouri and one from Minnesota. They are interested in purchasing all 116 acres of the property for a grow facility.

The IRRR has granted \$10 million to fund the project and MN Deed has granted \$10 million. The project is expected to cost around \$67 million and is expected to add 200-400 jobs to the area.

Trails- West Bend Insurance company cancelled policies for 155 snowmobile/ATV/Cross Country Ski clubs in MN. Without insurance, only state trails will be open. The county board is prepared to assist financially, if needed.

Levy- The board ended with a 2.5% increase in the budget.

Q- Is there land that can be sold that is not profitable in forestry?

A- Most of the 300,000 acres the county owns is tax forfeit. Burl agrees that there is land in the county that could be sold.

The county is hiring a new lobby firm (Flaherty & Hood) at a cost of \$30-60,000/year.

L&M is expected to ask for a tax abatement on the new warehouse. The maximum number of years is 20, the maximum dollar amount is \$2.3-2.5 million.

Old Business-

Communications- None

Director's meeting- Carpenter Township has volunteered to host the next Annual Dinner (waiting on final board approval). The budget for 2024 was approved for \$6,171.36.

Committee Reports-

WPIC- Nothing to report.

ARDC- Mike Baltus attended the October 19 meeting. There was discussion about the new bridge between Duluth and Superior. The traffic flow is expected to be smoother entering Superior. There are also projects along the North Shore (Trails, Scenic by-ways).

ATP- Not present.

L&R- Nothing to report.

LRIP- Next meeting in March.

New Business-

The next meeting will be on December 11th, potluck starting at 6pm and the meeting starting at 7pm at the Harris Town Hall.

Motion made by Richard Lacher to adjourn the meeting at 8:33pm. Second by Mike Baltus and carried.

Respectfully submitted,

Kelly Derfler

Kelly Derfler, Secretary

ITASCA COUNTY ZONING FEES TO INCREASE JANUARY 1, 2024.

This fee schedule was approved by the Board of Commissioners, November 28, 2023.

Contact Environmental Services with questions, (218) 327-2857.

8B

1	New Dwelling & Deck/Dwelling Addition ≤ 500 sq ft	\$ 150.00
2	New Dwelling & Deck/Dwelling Addition 501-1250 sq ft	\$ 200.00
3	New Dwelling & Deck/Dwelling Addition 1251-2500 sq ft	\$ 300.00
4	New Dwelling & Deck/Dwelling Addition > 2500 sq ft	\$ 400.00
5	New Deck or Patio/Deck or Patio Replacement	\$ 75.00
6	E911 Address	\$ 100.00
7	Subsurface Treatment System (SSTS)	\$ 275.00
8	Additional Tank Fee for each additional tank in a "clustered" system	\$ 100.00
9	Advanced SSTS	\$ 275.00 + Advanced Inspector Fee
10	Holding Tank	\$ 200.00
11	Privy	\$ 100.00
12	New Commercial Establishment/Commercial Addition ≤ 500 sq ft	\$ 250.00
13	New Commercial Establishment/Commercial Addition 501-1500 sq ft	\$ 350.00
14	New Commercial Establishment/Commercial Addition 1501-2500 sq ft	\$ 450.00
15	New Commercial Establishment/Commercial Addition > 2500 sq ft	\$ 550.00
16	Accessory Structure/Accessory Addition ≤ 250 sq ft	\$ 75.00
17	Accessory Structure/Accessory Addition 251-1000 sq ft	\$ 150.00
18	Accessory Structure/Accessory Addition > 1000 sq ft	\$ 225.00
19	Water-Oriented Accessory Structure/Dry Sauna/Gazebo (within OWHL setback)	\$ 150.00
20	After-the-Fact Permit	2x Permit Fee
21	Variance or Appeal	\$ 750.00
22	Conditional Use Permit	\$ 750.00
23	After-the-Fact Variance/Conditional Use Permit	\$1000.00
24	Zone Change Requests / Maps Amendments	\$ 750.00
25	Plat / Subdivision (Major / RLS)	\$ 750.00
	Per Parcel Fee	\$ 50.00
	Road Name Sign & Post (each)	\$ 250.00
26	Minor Subdivision	\$ 600.00
	Road Name Sign & Post (each)	\$ 250.00
27	New Resort Development	\$ 700.00
28	Resort Expansion <i>applies to 1-6 unit expansions and new resorts</i>	
	Per cabin as they are constructed	\$ 225.00
	Per RV site as they are added	\$ 25.00
29	Conservation Development	\$ 700.00
	Per unit fee as they are constructed	See Dwelling Fees
30	Shoreland Alteration Permit	\$ 200.00
31	Restoration Order	\$ 400.00
32	Change In Use Permit	See fee associated with proposed use
33	Home Occupation II	\$ 100.00
34	Handicap Permit	\$ 500.00
35	Temporary Borrow Area Permit	\$ 300.00
36	Extractive Use Permit	\$ 500.00
37	Communications Tower	\$ 650.00
38	Site Planning Visit	\$ 150.00

From: RAMS Office rams@ramsmn.org
Subject: RAMS Sample Ballot
Date: Dec 4, 2023 at 11:01:03 AM
To: Paul Peltier paul@ramsmn.org

9A

Good morning!

Attached is a sample ballot for the upcoming RAMS Election on December 14, 2023. Candidates are listed in the order we received the nominations.

RAMS Board Member Election Information

Who is nominated? Will we receive a sample ballot? Nominations closed Friday, December 1. You will receive the sample ballot by email from Kristen at rams@ramsmn.org.

When is the election? Thursday, December 14 at the Annual Dinner

When will we receive the actual ballot? How many ballots will we receive? Each member unit (a city, school district, or township) will receive ONE ballot for their local unit of government at the RAMS Annual Dinner. Check-in and social hour starts at 5:30 P.M. Ballots will be given to the first members from each unit when they check in.

Do I have to be present to vote, or can we mail in our ballot? Members must be present at the Annual Dinner to vote. Ballots will be turned in by 7:30 P.M during the Annual Dinner.

When will we know the results? After the ballots are collected at 7:30 P.M., the elections committee (Ron Pittman, Cal Saari, and Kristen Krantz) will count the results and report back to the group during the dinner. A follow up email will be sent out to the membership.

*Kristen Kranz
Administrative Assistant
Range Association of Municipalities and Schools*

RAMS BOARD OF DIRECTORS 2024-2025

SAMPLE BALLOT

December 14, 2023

VOTE FOR ELEVEN (11) BOARD OF DIRECTORS

***MUST VOTE FOR 11**

Two Year Term (January 1, 2024-December 31, 2025)

<input type="checkbox"/>	Chris Koivisto	School Board	ISD 2142 St Louis County Schools
<input type="checkbox"/>	Phillip Medure	Township Supervisor	Town of Great Scott
<input type="checkbox"/>	Warren Stolp	Township Supervisor	Town of Nashwauk
<input type="checkbox"/>	Paul Kess	City Councilor	City of Ely
<input type="checkbox"/>	Julie Lucas	Township Supervisor	Town of French
<input type="checkbox"/>	Gary Friedlieb	City Councilor	City of Virginia
<input type="checkbox"/>	Dave Zins	Mayor	City of Hoyt Lakes
<input type="checkbox"/>	Ryan Davies	Township Supervisor	Town of Harris
<input type="checkbox"/>	Dan Geotte	City Councilor	City of Aurora
<input type="checkbox"/>	Barb Kalmi	School Board	ISD 319 Nashwauk/Keewatin
<input type="checkbox"/>	Bob Berrini	Township Supervisor	Town of Morse
<input type="checkbox"/>	Justin Fosso	City Councilor	City of Hibbing

VOTE FOR ONE (1) BOARD OF DIRECTORS (Superintendents Association)

***MUST VOTE FOR 1**

Two Year Term (January 1, 2024-December 31, 2025)

<input type="checkbox"/>	Matt Grose	Superintendent	ISD 318 Grand Rapids/Bigfork
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RESOLUTION 2023-022

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE TOWNSHIP OF HARRIS ON BEHALF OF ITS PROSECUTING ATTORNEY

WHEREAS, the Township of Harris on behalf of its Prosecuting Attorney desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the Township is eligible. The Joint Powers Agreement further provide the Township with the ability to add, modify and delete connectivity, systems and tools over the five-year life of the agreement and obligates the Township to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the Township Board of Harris, Grand Rapids, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the Township of Harris on behalf of its Prosecuting Attorney, are hereby approved. Copies of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the County Attorney, Matti R. Adams, or his successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the Township's connection to the systems and tools offered by the State.
3. That Peggy Clayton the Board Chair for the Township of Harris and Kelly Derfler the Township Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Board on this _____ day of _____, _____.

TOWNSHIP OF HARRIS

By: Peggy Clayton
Its Board Chair

ATTEST:
By: Kelly Derfler
Its Township Clerk

SUPERVISOR _____
SUPERVISOR _____
SUPERVISOR _____
SUPERVISOR _____
SUPERVISOR _____

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



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the Township of Harris on behalf of its Prosecuting Attorney ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of Access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court Information Access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.
- 2.13 Vendor Personnel Screening.** The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. No charges will be assessed to the agency as a condition of this agreement.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Dana Gotz, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue Saint Paul, MN 55106
Telephone:	651.793.1007
Email Address:	Dana.Gotz@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Matti R Adam, County Attorney
 Address: 123 NE 4th St
 Grand Rapids, MN 55744
 Telephone: 218.327.2867
 Email Address: matti.adam@co.itasca.mn.us

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement,

and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.

- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.

- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an

investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment ("Subscriber Amendment") is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, ("BCA") and the Township of Harris on behalf of its Prosecuting Attorney ("Agency"), and by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office ("Court") who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 239041, of even or prior date, for Agency use of BCA systems and tools (referred to herein as "the CJDN Subscriber Agreement"). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **"Authorized Court Data Services"** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an

Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to*

Administrative Records, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. “**Court**” shall mean the State of Minnesota, State Court Administrator's Office.

h. “**Subscriber**” shall mean the Agency.

i. “**Subscriber Records**” means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made

available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber

Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY,
BUREAU OF CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____



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

10C

Itasca County Township Association

2024 Meeting Dates

The Itasca County Township Association will be meeting on the following dates at the Harris Town Hall:

January 8, 2024

February 12, 2024

March 11, 2024

April 8, 2024

May 13, 2024

June 10, 2024

July 8, 2024

August 12, 2024

September 9, 2024

October 14, 2024, Columbus Day

November 11, 2024, Veteran's Day

December 9, 2024

All meetings will be held at 7pm.

*Any changes in time or location will be communicated by email ahead of the meeting date.

RESOLUTION 2023-025
A Resolution Regarding Winter Burials

WHEREAS, the Harris Town Board has always had winter burials at the Harris Cemetery; and

WHEREAS, the Harris Board updated their cemetery policy on September 22, 2021 to include winter burial rates; and

WHEREAS, M.S. 306.99 (Winter Burials) states that each municipal, town, or other cemetery governed by this chapter or other law shall, so far as possible, provide for burials at all times of year including winter. A cemetery may make an additional charge for the actual cost of a burial during difficult weather; and

WHEREAS, the Harris Board Winter Burial Rates are in addition to the **regular burial rates** listed in this policy. Winter burial rates are effective as soon a grave heater is necessary, and will remain in effect until May of each year.

THEREFORE NOW BE IT RESOLVED, winter burial rates are as follows:

<u>Regular Burial Rates:</u>	<u>Winter Burial Rates:</u>	
Traditional Casket Adult: \$500.00	PLUS \$1,500 =	\$2,000.00
Traditional Casket Infant: \$150.00	PLUS \$1,500 =	\$1,650.00
Cremation: \$125.00	PLUS \$1,500 =	\$1,625.00

THEREFORE NOW BE IT FURTHER RESOLVED, the Harris Town Cemetery winter burials rates will be effective December 1, 2023 until May 1, 2024.

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

Adopted this ____ day of _____ 2023.

By the Town Board

Peggy Clayton, Chair

Attest: _____
Kelly Derfler, Clerk

Harris Township
Itasca County, Minnesota
RESOLUTION #2023-026
ADOPTING A TOWNSHIP SICK AND SAFE
TIME POLICY

WHEREAS, Minn. Stat. § 181.9445 et seq. requires Minnesota employers to provide certain notices and certain minimum paid time off;

WHEREAS, Harris Township is an “employer” within the meaning of Minn. Stat. § 181.9445 or its successor statutes;

WHEREAS, those statutes come into force and legal effect on January 1, 2024;

NOW, THEREFORE BE IT RESOLVED, that the town board of Harris Township, Itasca County, Minnesota hereby adopts a sick and safe time policy to discharge its obligations under the law, effective January 2, 2024; and

BE IT FURTHER RESOLVED, as further policy changes may become necessary or expedient due to changing law or changing conditions, amendments to the policy may be adopted by the Harris Township Board through simple majority vote.

Adopted this _____ day of _____, 2023

By the Harris Town Board:

	YES	NO
Supervisor _____	_____	_____
Supervisor _____	_____	_____
Supervisor _____	_____	_____
Supervisor _____	_____	_____
Supervisor _____	_____	_____

Attested to By:

Kelly Derfler, Harris Township Clerk

Peggy Clayton, Harris Township Chair

**Harris Township
Itasca County, Minnesota
TOWNSHIP SICK AND SAFE TIME POLICY**

Harris Township hereby adopts the below township sick and safe time policy, in order to discharge its obligations under Minn. Stat. § 181.9445 et seq. The township of Harris acknowledges that those statutes are the controlling authority and insofar as there is any conflict, township officers and staff are hereby directed to comply with the statute.

The Township hereby grants all eligible employees (full- time, part-time, appointed) paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year.

Employees shall be eligible if they: work at least 80 hours in a year for the township within Minnesota and they are not an independent contractor.

The Township elects to:

- Permit employees to be paid out any accrued sick and safe time (at the end of each year), except if accrued and unused time exceeds 48 hours at any time. (At the hourly rate established in the Administrative Policy).
- Not allow employees to carry over any accrued and unused sick time, from year to year.
- Allow employees to accrue sick and safe time up to 48 hours each year and capped at 48 hours.
- Not pay out accrued sick and safe time to the employee upon retirement, resignation, being released from their position, or other means.

Earned Sick and Safe Time may be used as it is accrued. It may be used in the smallest increment of time tracked by the townships' payroll system.

The township does not require the employee to provide a replacement worker as a condition of using the earned sick and safe time.

Employees who previously accrued time off at a higher rate or had a higher accrual cap shall not have their rate affected by this policy.

Employees who are exempt from overtime requirements under United States Code, title 29, section 213(a)(1) are deemed to work 40 hours in each workweek for purposes of accruing earned sick and safe time, except that an employee whose normal workweek is less than 40 hours will accrue earned sick and safe time based on the normal workweek.

Employees who previously were granted a higher cap shall not have their cap affected by this policy.

Employees are hereby notified that retaliation against employees who request or use earned sick and safe time is prohibited; and that each employee has the right to file a complaint or bring a civil action if earned sick and safe time is denied by the employer or the employee is retaliated against for requesting or using earned sick and safe time.

Pursuant to Minn. Stat. § 181.9447 subd. 2, the Township elects to require notice of the need for use of earned sick and safe time. If the need for use is foreseeable, notice must be given in writing through any reasonable means at least seven days in advance. If the need for leave is unforeseeable, the employee shall give notice as soon as is reasonably practicable under the circumstances.

Notice may be by whatever practicable means are available, but employees are encouraged to reduce the request to writing in the event that the first notice is oral to ensure that all parties have reliable access to the relevant information.

When an employee uses earned sick and safe time for more than three consecutive days, the employee shall provide reasonable documentation to ensure that the leave is covered by Minn. Stat. 181.9777, subd. 1 or its successor statutes.

A written copy of this policy shall be provided to each employee as notice of their right to earned sick and safe time. Written notices by the Minnesota Department of Labor shall also be provided once they are available.

The township shall keep and maintain accurate records documenting hours worked by employees and earned sick and safe time taken.

Employees have the right to inspect these records at a reasonable time and place, if the township comes into possession of:

- (1) health or medical information regarding an employee or an employee's family member;
- (2) information pertaining to domestic abuse, sexual assault, or stalking;
- (3) information that the employee has requested or obtained leave under this section; or
- (4) any written or oral statement, documentation, record, or corroborating evidence provided by the employee or an employee's family member, the Township shall treat such information as confidential.

Confidential records shall be maintained separately from the usual personnel files and shall be disclosed by the township if the disclosure is requested or consented to by the employee, when ordered by a court or administrative agency, or when otherwise required by federal or state law.

Records shall be destroyed or returned to the employee upon their request. Records older than three years shall be destroyed.

Adopted this _____ day of _____, 2023.

By the Harris Town Board

Peggy Clayton, Town Board Chair

Kelly Derfler, Harris Town Clerk

Employee Acknowledgment Form

The employees' handbook describes important information about Harris Township, and I understand that I should consult the Board of Supervisors regarding any questions not answered in the handbook. I have entered into my employment relationship with Harris Township voluntarily and acknowledge that there is no employment agreement nor specified length of employment. Either I or the Board of Supervisors can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Supervisors has the ability to adopt any revisions to the policies in this handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

HARRIS TOWNSHIP EMPLOYEE HANDBOOK

Introduction

The Harris Township Board believes that each employee contributes directly to Harris Township's growth and success, that you will take pride in being a member of our team. Your experience with the Township will be challenging, enjoyable and rewarding.

This handbook outlines the general employment policies, practices, rules and regulations of the Township that are currently in effect. Each employee is asked to read and comply with all the provisions in the handbook. No set of personnel policies can anticipate every circumstance or question about policy. These policies are not, and are not intended to be, exhaustive.

No provision in the manual is intended to create a contract between Harris Township and any employee, nor does it guarantee employment for any particular period of time. The need may arise to change the policies described in this manual. The Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulation set forth herein at any time in its sole and absolute discretion.

We hope you enjoy working for Harris Township.

Note:

In this Employee Handbook, reference to the Town Board only refers to Harris Township Supervisors, and not the Appointed Clerk and Appointed Treasurer, as set forth in Minnesota Statutes Section 366.01.

For the purposes of definition in and throughout the Employee Handbook, "employees" shall be defined as: regular full-time, regular part-time, and appointed.

The term "Maintenance Supervisor" refers to the Town Board Supervisor that has been designated.

Employment Practices

Nature of Employment

Employment with Harris Township is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Harris Township Board of Supervisors may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Harris Township and any of its employees.

Employee Relations

Harris Township believes that the work environment, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to express these concerns in writing to the Human Resources Representative.

Hiring of Relatives

The hiring of relatives for Regular or Temporary employment shall be discouraged within the Township. An exemption to the rule could be based on emergency situations (i.e. community disaster, etc.) not lasting more than ten (10) days. If the relative relationship is established after employment, the Board will evaluate the impact of continued employment in the current positions.

For purposes of the foregoing policy, a relative is a member of the employee's immediate family. The immediate family is considered to include the employee's spouse, children, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, siblings, stepchildren and grandparents. The definition also includes any person whose relationship with the employee is similar to that of the above-named persons who are related by blood or marriage.

In the case where the relative is not a member of the employee's immediate family as defined above, they may be hired but shall not supervise the employee. Even in such cases, where a conflict or potential for conflict arises, even if there is no supervisory relationship involved, the relative may be terminated from employment.

Equal Employment Opportunity Policy

The policy of Harris Township is to provide equal employment opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies or agencies. Specifically, the Township will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, marital status, public assistance, disability, status with regard to public assistance, sexual orientation, age, or membership or activity in a local commission.

The Board of Supervisors is responsible for enforcing this policy. Any employee with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of their designated supervisor or Human Resources Representative. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Whistleblowing

Any Harris Township employee who in good faith reports suspected fraudulent or dishonest use or misuse of its resources or property or complains concerning the services that Harris Township provide shall not suffer harassment, retaliation, or adverse employment or other consequences.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to, and including, termination of employment

Immigration Law Compliance

Harris Township is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) days of employment. In the event that the employee is unable to produce documentation as required by Form I-9, the Township may be forced to terminate the employee.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Treasurer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Full-time, Part-time, and Appointed Resumes:

All regular full-time, regular part-time, and appointed employees applying for said positions, must provide a resume etc. to the Chair of the Harris Town Board when a position is vacant and to be filled. Resumes will be rated/screened by HR (Chair and one other designated HR Supervisor) in order to determine if the applicant(s) meet the minimum qualifications. Those who meet all the minimum qualifications, may then be scheduled for an interview which will take place with and before the full Board of Supervisors.

Harris Township reserves the right to interview any or all applicants and shall choose the best candidate available for the position. The candidate chosen must pass background, and reference checks, before a job offer will be made.

Temporary/Seasonal Resumes

Resumes will be taken only through a job service agency appointed by the Township Board. Those applicants will be first reviewed and screened through them. When all applicants have completed the job service screening, those who meet the designated criteria/ qualifications, may then be interviewed by two designated Town Board Supervisors. Harris Township reserves the right to interview any or all applicants and shall choose the best candidate available for the position. The candidate(s) chosen will then need to pass a background check, and any other necessary checks, as permitted by law.

Employment Classification

It is the intent of Harris Township to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Township.

All employees, and appointed employees, are classified as being either EXEMPT or NON EXEMPT under the requirements established under wage and hour federal and state law from time to time. Currently, all Harris Township employees, and appointed employees, are designated as NON EXEMPT from federal and state wage and hour laws. NON EXEMPT employees are entitled to overtime pay for overtime hours worked above and beyond 40 hours per week, as required under the specific provisions of federal and state laws.

For the purposes of payroll and personnel administration, Harris Township further classifies personnel as follows:

Regular Full-Time Employees are those who are not in a temporary or introductory probationary status and who are regularly scheduled to work Harris Township's full-time schedule of at least forty (40) hours per week. Compensation for regular full-time employees is normally on a per hour basis. Generally, they are eligible for the Township's benefit package, subject to the terms, conditions, and limitations of each

benefit program. Full-time employees will also receive all legally mandated benefits, such as worker's compensation and Social Security benefits. All full-time employees are required to submit time sheets on a monthly basis to the Treasurer.

Regular Part-time Employees are those who are not in a temporary or introductory probationary status and who are scheduled to work less than forty (40) hours per week as needed, and who maintain continuous regular employment status. Compensation for regular part-time employees is generally on a negotiated basis. Regular part-time employees are eligible for the following benefits sponsored by the Township: Pension Plan through PERA if they so choose. They will receive all legally mandated benefits, such as workers' compensation and Social Security benefits. Any exception to this section involving benefits will only apply to all employees currently working in this category. All employees are required to submit time sheets/pay requests on a bi-monthly basis to the Treasurer, and before the next schedule board meeting.

Appointed Treasurer is appointed by the Town Board and works between 20-25 hours every month. The appointed Treasurer is eligible for the pension plan through PERA.

Appointed Clerk is appointed by the Town Board and works between 20-25 hours every month. The appointed Clerk is eligible for the pension plan through PERA.

Town Hall Caretaker/Sexton is appointed by the Town Board and works up to 40 hours every month.

Temporary Employees are those who are hired for a specific job or for a specified period of time. Their schedule will be as needed, at the discretion of the Town Board. Temporary employees are paid on an hourly basis and are not eligible for any benefits sponsored by the Township. Most temporary employees are hired through a staffing agency. Temporary employees will receive all legally mandated benefits such as workers' compensation and Social Security benefits. Any exception to this section involving benefits will only apply to all employees currently working in this category. All Temporary employees are required to submit time sheets on a monthly basis to the Treasurer.

Probationary Employees are those who have just begun employment with the Township as full-time, part-time employees, or appointed employees. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. During this time, employee's capabilities, work habits, compatibility with other employees, and overall performance will also be evaluated by the Town Board to determine whether further employment in a specific position or with the Township is appropriate. During this introductory probationary period, an employee can be terminated at the option of the employee or the Board of Supervisors at any time, for any or no reason, with or without notice.

Introductory Probationary Period:

All new full-time, part-time, and appointed employees work on an introductory probationary basis for the first one hundred eighty (180) days of employment. Any significant absence will, at minimum, automatically extend the introductory probationary period by the length of the absence and may result in termination. If the Board of Supervisors determines, either because of individual circumstances or the nature of a particular job, that the designated introductory probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory probationary period may be extended one or more times for a specified period. By the same token, the introductory probationary period may be reduced if deemed appropriate.

Upon satisfactory completion of the introductory probationary period, full time, part time, and appointed employees may enter the regular employment classification.

All probationary employees should receive a performance evaluation by the Board of Supervisors or immediate supervisor(s) at the completion of the introductory probationary period. The immediate supervisor will prepare written documentation of the evaluation for the employee's personnel file.

During the introductory probationary period, new full time and part time employees are eligible for those benefits that are required by law (such as workers' compensation insurance, PERA (over a certain wage), and Social Security benefits). Also, if applicable, vacation time accrues during this period accordingly. Appointed employees are eligible for PERA.

Non-employees:

Independent Contractors, Consultants and Volunteers perform, on contract or committee, a specific function that is usually task, project and/or term limited. Independent contractors and consultants generally work on schedules independent of Township hours, in their own offices or in the field, and are not subject to the terms typical of Township employees. Independent contractors, volunteers, and consultants do not receive benefits, nor are taxes withheld on payments to them for their services.

Hours of work:

Full-time employees are regularly scheduled to work forty (40) hours per week, from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a one-half hour non-paid lunch and a 15-minute break in the morning and a 15-minute break in the afternoon. Hours of work can be adjusted by their designated supervisor or by the employee with the prior permission and knowledge of their designated supervisor.

Part-time employees are scheduled to work less than 40 hours per week as needed, at the discretion of their designated supervisor. In the event that they work a full eight (8) hour day, they are offered a one-half hour non-paid lunch and a 15-minute break in the morning and a 15-minute break in the afternoon.

Appointed employees, and town hall caretaker/sexton are scheduled to work the designated hours on a monthly basis, as per their appointed position.

Temporary employees are scheduled to work as needed, at the discretion of their designated supervisor.

If an employee is going to be late or absent, that employee must notify their designated supervisor prior to the start of their shift. For any absence exceeding one day, the employee must call in each day, prior to their start time, unless their designated supervisor is aware that the absence will be longer than one day. In case their designated supervisor is going to be gone or unavailable, another supervisor will be appointed during the absence.

Overtime pay will be based on one and one-half of the eligible employee's regular hourly base rate, and paid after 40 or more hours of work, in a work week.

Overtime will be paid for the following, with prior approval of designated supervisor:

Full time employees:

- Hours worked Saturday and/or Sunday, since these are regularly scheduled days off
- Any time worked over 40 hours per week, Monday through Friday
- Hours worked on a call-out time.

Part-time employees:

- Any time worked over 40 hours

Employees are not required to attend regular monthly meetings unless requested in advance by a Board Member. *Exception: Appointed employees are required to attend mandated meetings, as per their appointed position.

The maintenance employees, and town hall caretaker will, however, provide a written report of their daily activities, which is to be given to their designated supervisor, so that it can be included in the agenda packet.

Supervision

All Employees will communicate with their designated supervisor, who will give guidance to the employee and endeavor to assist the employee to attain a clear understanding of the job assignment and the Townships expectations and to gain access to resources required to accomplish the tasks assigned. Their designated supervisor will help set weekly priorities for the employees. In the case of an emergency, their designated supervisor will be directing the employees to what needs to be done first.

Performance Evaluation

The primary objective of a performance evaluation is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective, there needs to be open and ongoing communication between supervisors and employees.

In general, the Township's goal is to conduct a performance evaluation at the end of a regular employee's initial period of hire, known as the introductory probationary period (180 days), and to conduct a performance evaluation annually. The performance evaluation will provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

As stated above, it is the Board's intention to perform annual performance evaluation on an annual basis. After the performance evaluation, changes to hourly wages and/or benefits may be recommended.

Conflict of Interest and Incompatible Activities

Employees have an obligation to conduct work relations within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Harris Township wishes the business to be conducted. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Board of Supervisors or the Human Resources Representative for more information or questions about conflicts of interest and incompatible activities. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Harris Township's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Moreover, Township employees and officials shall not receive a gift from any "interested person." An "interested person" is a person, or representative of a person or an association, who has a direct financial interest in a decision that a local official is authorized to make. See Minnesota Statute § 471.895.

As a Township employee you have a responsibility to uphold a high standard of honesty and integrity. Employee dishonesty and theft, in any form, WILL NOT BE TOLERATED. Also, you may not engage in any activities which are inconsistent, incompatible or in conflict with the duties of your position. These incompatible activities include activities such as using your position or Township resources for personal gain or advantage, accepting money or gifts for performing your duties as a Township employee, or engaging in activities which impair your attendance or efficiency in the performance of your duties.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms.

However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Board of Supervisor's as soon as possible to the existence of any actual or potential conflict of interest or incompatible activity so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Harris Township does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Township.

The employee will, however, be able to offer the kind of technical assistance, e.g. critiques of proposals, which normally falls within his/her job responsibility as an employee.

Employees who do not adhere to this policy are subject to disciplinary action up to and including termination.

Technology, Security & Equipment Use

All equipment and technology is the property of Harris Township and is to be used only for business and not personal purposes. There shall be no unauthorized passcodes or log ins into any electronic devices that the employees are able to use, that are provided to them by Harris Township. The computer, including all data files and applications, are the property of Harris Township. All devices (cell phones and computers) are exclusively for business use. Users should not have any expectation of privacy with respect to any materials and information stored on the phones/computers. This policy establishes standards for the appropriate use of email and internet. Employees are expected to adhere to the highest standards when conducting Township business by email or internet. Employee email and internet use should be able to withstand public scrutiny without causing embarrassment to the Township. Employees who violate this policy are subject to disciplinary action up to, and including, termination of employment.

Personnel Records

Personnel files will be kept in the Harris Town Hall, in a secure location.

Privacy of Employee Records

In order to obtain and maintain necessary work-related information on employees, and to protect from any abuse of this information, the following procedures will be followed:

1. Inspection: An employee may inspect his/her personnel record, as defined within Minnesota Statue, Chapter 181, while under the observation of an officer of the Township Board. Under no circumstances may the employee remove his/her original personnel record from the presence of the Township Board member. Other administrative matters relating to personnel records, copying, corrections, etc., shall

be in accordance with the provisions of Minnesota Statutes Sections 181.960 to 181.966.

2. Access to Files: Access to the physical or electronic form of employee records is restricted to the Supervisors of the Township Board.

3. Requests from Outside Sources:

Employment Reference Checks: All requests for personnel records and data shall be handled in accordance with the provisions of the Minnesota Data Practices Act, Minnesota Statutes Chapter 13 and, specifically, Minnesota Statutes Section 13.43 relating to Personnel Data. The Human Resources Representative will respond in writing only to those reference check inquiries that are submitted in writing. Responses to inquiries will be limited to public data in the form of factual information that can be substantiated by the Township records (the fact of present or past employment, dates of employment, job title or duties). No private employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

4. Personnel Data Changes

It is the responsibility of each employee to promptly notify the Human Resources Representative of any changes in personnel data. Personal mailing addresses, telephone numbers, number, names and ages of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Confidentiality

All documents, files, working papers of the Township or those generated in connection with the work of the Township are the property of the Township. For purposes of this policy, confidential information means any information contained in a personnel record or any other files of the Township which cannot be made public under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Sections 13.01 et. seq. Employees are prohibited from knowingly or willingly disclosing nonpublic government data, including confidential information regarding a fellow employee. Employees are cautioned to exercise care not to disclose confidential information unintentionally by indiscreet conversation or by careless handling of personal documents. Employees who violate this policy, either purposely or through a failure to exercise reasonable care, are subject to disciplinary action up to and including immediate dismissal.

Employee Discipline

The Harris Township Board will attempt to administer fair and equitable discipline for unsatisfactory conduct in the workplace. The major purpose of any disciplinary action is to correct the problem, prevent reoccurrences, and prepare the employee for satisfactory service in

the future.

Progressive discipline: At the discretion of the Board of Supervisor's these steps may be followed:

- First offense: Verbal or written warning;
- Next offense: Probation
- Repeated offenses: Suspension without pay or termination of employment.

The Harris Township Board recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Probation

An employee may be placed on probation by the Board of Supervisors for unsatisfactory job performance which may include, but is not necessarily limited to:

1. Lack of achievement of duties as defined in the employee's job description.
2. Unsatisfactory relationships with staff, supervisors, and/or the public at large.
3. The inability to maintain a reliable work schedule as defined by each individual's position.
4. Improper use of Township property, equipment or tools

The terms and conditions of the probation shall be set forth by direction of the Board of Supervisors in writing, but in no case shall the probation period exceed thirty (30) working days. Vacation days will not be included. The period of disciplinary probation will be of sufficient length to provide reasonable opportunity for the employee to meet the conditions of the probation. Upon a written evaluation of satisfactory improvement, the probation period will end.

Placing an employee on probation is a serious and formal warning to the employee that termination will occur if the terms and conditions of probation are not satisfied. An employee who believes that his/her probation status is unwarranted should express so in writing to the Human Resources Representative with a copy to the Board of Supervisors.

Employees who have been placed on probation may not use their vacation benefits during the probation period.

Problem Resolution

Harris Township strives to ensure fair and honest treatment of all employees. The Township Board and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism with suggestions for improvements.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern in writing to the Board of Supervisors or the Human Resources Representative.

No employee will be penalized, formally or informally, for voicing a complaint to the Town Board in a reasonable, business-like manner.

Employment Termination

VOLUNTARY – The Town Board recognizes that an employee may choose to terminate their employment with the Township. If an employee plans to terminate their employment, they should submit a two (2) week written resignation notice to the Township Board or the Human Resources Representative. Accrued vacation time may be scheduled during the notice period at the option of the Town Board. At the time of termination, the employee is entitled to compensation for accrued wages and unused vacation pay. In cases where the employee has authorized deductions from his/her paychecks for a deficit in accrued vacation or other financial obligations to the Township, the amounts will be deducted from the employee's final pay. Any deductions from the final paycheck will not reduce the employee's net pay for hours worked to below minimum wage.

INVOLUNTARY – The right to discharge or release any employee at any time is retained by the Harris Township Board. Immediate discharge may result from serious infractions, or discharge may occur after disciplinary action has failed to result in improved employee performance or any other legal reasons.

LAYOFF - An employee's service may be terminated by the Town Board because of changes in the needs of the Township. In such an event, a decision will be made on the basis of Township needs as related to the employee's job functions and performance. If the needs of the Township do change and a layoff occurs, the Town Board will give the employee maximum possible notice, which will not be less than two (2) weeks.

Sexual or other Harassment

Harris Township is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on any legally protected characteristic will not be tolerated. Discrimination or harassment against an individual based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age or any other form of unlawful discrimination or harassment negatively affects morale, motivation, and job performance. Moreover, no employee shall make any false accusations against any other employee or other person. Such activities are inappropriate, offensive, illegal, and will not be tolerated.

This policy is designed to insure a workplace free of discrimination and harassment. As stated above, discrimination and harassment that violate the law are clearly prohibited. In addition, our policy also prohibits disparaging comments and unprofessional behavior that may not violate the specific terms of any law, but nevertheless create an inappropriate work environment.

Any employee found to have acted in violation of this policy will be subject to appropriate

disciplinary action, which may include immediate termination

Definitions/Examples

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to the undesirable conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment;
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive work environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action; or
- Such conduct or communication occurred because of the sex of the victim even though it is not clearly sexual in nature or an explicit sexual advance.

"Racial discrimination or harassment" is defined as deliberate behavior adversely affecting an employee because of that employee's race or color. Harassing behavior or decisions which adversely impact an employee are prohibited when based on:

- Physical, cultural, or linguistic characteristics of a particular race.
- Marriage to or association with members of a given race.

"Gender discrimination" occurs when the basis for an employment decision is the employee's gender. Examples could include using gender a factor to:

- Discharge or refuse to hire an individual.
- Adversely affect an individual's compensation.
- Adversely affect terms, conditions, or privileges of employment.

"Sexual orientation discrimination" occurs when an employee is harassed, discriminated against, or retaliated against because of their sexual orientation or perception thereof. Examples of such discrimination or harassing behavior include:

- Degrading verbal or written words and comments to describe an individual's sexual orientation.

- Jokes or graphic materials that demean or devalue an individual's sexual orientation.
- Using the individual's sexual orientation as a factor in hiring, promotion or discharge.

"Age discrimination or harassment" is defined as any employment related decisions which adversely affect an individual because of that individual's age. Age discrimination includes verbal or physical conduct relating to an individual's age when the conduct, unreasonably interferes with work opportunities or otherwise adversely affects an individual's employment opportunities. Examples of such discrimination could include:

- The use of "help wanted" advertisements suggesting a desire for youthful candidates.
- Verbal comments about age or activities which characterize older employees (i.e. rigid, inefficient, lazy or accident-prone).

"Disability discrimination" exists where a person is excluded from participating in, or deriving the benefits of employment in a job for which they are otherwise qualified because of an actual or perceived physical or mental impairment. Examples are:

- Failure to make reasonable accommodations for otherwise qualified employees with a disability.
- Denial of employment or selection opportunities to qualified candidates with a disability.
- Discrimination on a basis of a previous disability.

Any employee who wants to report an incident of sexual or other harassment should promptly report the matter to any Township Board member. All sexual harassment shall be reported in writing to the Human Resources representative. If the employee believes it would be inappropriate to contact a Board member, the employee should immediately contact the Human Resources Representative. Any Supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Board of Supervisors or the Human Resources Representative who will investigate and handle the matter in a timely and confidential manner.

The investigation of any incident may be conducted either by the Town Board itself or by a third party designated by the Town Board who is knowledgeable in conducting such investigations. If the facts appear to support the allegations of harassment or violation of this policy, disciplinary action up to and including immediate termination may result. All reports of harassment will be handled as confidentially as possible by the Township. Any employee found to have made a false complaint of the violation of this policy or found to have knowingly given false information during an investigation of such a complaint may also be subject to disciplinary action.

Employees can raise concerns and make reports without fear of reprisal. Harris Township will not retaliate against or tolerate retaliation of an employee who files a claim under this policy. This policy applies to all of the Township's employees while performing their duties as an

employee within or outside the workplace.

Employee Benefits

Employees of Harris Township are provided with benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification.

Benefit Programs:

The following benefit programs are currently available to Regular Full-time employees:

Paid time off for:

- Holidays
- Vacation
- Bereavement Leave
- Jury Duty Leave

Short-Term Disability and AD & D
Pension Plan (PERA)

****For specific information about Short-Term Disability, Accidental Death & Dismemberment and/or the Pension Plan (PERA), please contact the Township's Treasurer.****

Paid Holidays, for full-time and part-time employees, is as follows:

**** (part-time employees are paid for holiday pay if it falls on a day they are scheduled to work) ****

New Year's Day (January 1)
One-half day on Good Friday
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving (fourth Thursday in November)
Christmas (December 25)

Harris Township will grant paid holiday time off to all Regular Full-time and part-time eligible employees immediately upon assignment to an eligible employment classification. Holiday pay for a designated holiday will be calculated on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will be observed on the following Monday, unless otherwise communicated to employees.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Employees must receive prior approval of the Board of Supervisors if they see a need to work on a designated holiday. If a full-time employee works on a designated holiday, he/she will receive one and one-half his/her straight-time rate for the hours worked on the holiday.

Vacation

Full-time employees are eligible to earn and use paid vacation as described in this policy. Vacation should be approved by their designated supervisor and requested sufficiently in advance (3 days) of the dates requested to provide continuity of operations. Employees start accruing vacation after their initial one hundred eighty (180) day probation period, at which point vacation shall accrue from the employee's start date. Employees shall earn vacation in one calendar year and use it in the following calendar year.

Eligible employees are entitled to vacation with pay, which accrues according to the following chart (unless otherwise negotiated and advised in writing upon hire):

Vacation Accrual Chart	
Period of Employment	Rate of Accumulation
Date of hire to second anniversary of employment	Five (5) workdays per calendar year
Second anniversary of employment to Sixth anniversary of employment	Ten (10) workdays per calendar year
From Sixth anniversary of employment to Tenth anniversary of employment	Fifteen (15) workdays per calendar year
From Tenth anniversary of employment and onward	Twenty (20) workdays per calendar year

For the purposes of this policy, "day" or "workday" means eight (8) hours.

An employee whose employment terminates will be paid for any accrued but unused vacation days. Upon termination, any vacation used but not earned will need to be paid back to the Township.

Employees may take time off without pay, with their designated supervisor's approval, after all vacation has been used.

The Harris Town Board feels that it is important for employees to take time off, in accordance with their benefit schedule and with their designated supervisor's approval, for their own

physical and mental well-being. Therefore, it is not the intention of the Harris Town Board to pay an employee vacation when corresponding time is not taken off. However, the Board may consider requests to be paid for unused vacation days without taking time off, on a case-by-case basis, but this is not recommended.

*Rollover of vacation is not permitted.

Sick and Safe Leave

The Township hereby grants all eligible employees (full- time, part-time, appointed) paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year.

Employees shall be eligible if they: work at least 80 hours in a year for the township within Minnesota and they are not an independent contractor.

The Township elects to:

- Permit employees to be paid out (at the end of each year) any accrued sick and safe time, up to 48 hours. (At the hourly rate established in the Administrative Policy).
- Not allow employees to carry over any accrued and unused sick time, from year to year.
- Not pay out accrued sick and safe time to the employee upon retirement, resignation, being released from their position, or other means.

Earned Sick and Safe Time may be used as it is accrued. It may be used in the smallest increment of time tracked by the townships' payroll system.

The township does not require the employee to provide a replacement worker as a condition of using the earned sick and safe time.

Employees who previously accrued time off at a higher rate or had a higher accrual cap shall not have their rate affected by this policy.

Employees who are exempt from overtime requirements under United States Code, title 29, section 213(a)(1) are deemed to work 40 hours in each workweek for purposes of accruing earned sick and safe time, except that an employee whose normal workweek is less than 40 hours will accrue earned sick and safe time based on the normal workweek.

Employees who previously were granted a higher cap shall not have their cap affected by this policy.

Employees are hereby notified that retaliation against employees who request or use earned sick and safe time is prohibited; and that each employee has the right to file a complaint or bring a civil action if earned sick and safe time is denied by the employer or the employee is retaliated against for requesting or using earned sick and safe time.

Pursuant to Minn. Stat. § 181.9447 subd. 2, the Township elects to require notice of the need for use of earned sick and safe time. If the need for use is foreseeable, notice must be given in writing through any reasonable means at least seven days in advance. If the need for leave is unforeseeable, the employee shall give notice as soon as is reasonably practicable under the circumstances.

Notice may be by whatever practicable means are available, but employees are encouraged to reduce the request to writing in the event that the first notice is oral to ensure that all parties have reliable access to the relevant information.

When an employee uses earned sick and safe time for more than three consecutive days, the employee shall provide reasonable documentation to ensure that the leave is covered by Minn. Stat. 181.9777, subd. 1 or its successor statutes.

A written copy of this policy shall be provided to each employee as notice of their right to earned sick and safe time. Written notices by the Minnesota Department of Labor shall also be provided once they are available.

The township shall keep and maintain accurate records documenting hours worked by employees and earned sick and safe time taken.

Employees have the right to inspect these records at a reasonable time and place, if the township comes into possession of:

- (1) health or medical information regarding an employee or an employee's family member;
- (2) information pertaining to domestic abuse, sexual assault, or stalking;
- (3) information that the employee has requested or obtained leave under this section; or
- (4) any written or oral statement, documentation, record, or corroborating evidence provided by the employee or an employee's family member, the Township shall treat such information as confidential.

See Appendix A for further information regarding when sick time may be used and which family members can an employee use ESST for, and FAQ *

Confidential records shall be maintained separately from the usual personnel files and shall be disclosed by the township if the disclosure is requested or consented to by the employee, when ordered by a court or administrative agency, or when otherwise required by federal or state law.

Records shall be destroyed or returned to the employee upon their request. Records older than three years shall be destroyed.

Bereavement Leave

When death occurs in the immediate family, a Regular Full-time employee may request up to three (3) days off with pay. Employees will be paid the equivalent of their normal daily wages.

Employees who wish to take time off should notify their designated supervisor or Human Resources Representative as soon as possible.

The immediate family is considered to include the employee's spouse, children, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, siblings, stepchildren and grandparents.

The employee must communicate the request for Bereavement leave and its timing with their designated supervisor.

Jury Duty

Harris Township encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay/compensation will be the same as a normally worked schedule for a regular full-time employee, less compensation received for such jury duty. Regular full-time Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Regular full-time employees are expected to report for work whenever the court schedule permits. Regular full-time employees are to provide jury duty compensation to the Treasurer so appropriate adjustments can be made on the payroll check. Regular full-time employees will be compensated for up to fifteen (15) days served for each such jury duty, less compensation received for such jury duty.

Township Owned Vehicles, Equipment and Tools

All employees who operate Harris Townships owned vehicles must be an active employee of the Township and have a valid and appropriate driver's license. Any employee shall have sixty (60) days from the date of notification by the Township to acquire any required driver's license. No one other than Township employees/officers will ride or use said vehicles unless travel is a bona fide action for the benefit of the Township.

Personal use of Township vehicles, equipment and tools is strictly prohibited

Use of Equipment/Injury

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using Township equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Equipment

should not be removed from Township property without notifying the officer responsible for it.

Employees are to notify their designated supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The employee's designated supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

If, at any time, an employee is involved in an accident with township equipment, the employee is responsible for contacting their direct supervisor immediately, and filling out an "Equipment and Property Damage Report" (Exhibit 1) immediately following the incident.

"Workplace Accident and Injury Reduction Program" as well as the "Annual Review" (Exhibit 3) shall be implemented and reviewed on an annual basis, by the Harris Town Board of Supervisors

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

If, at any time, an employee gets hurt on the job, the employee is responsible for contacting their direct supervisor immediately, and filling out a "First Report of Injury" (Exhibit 2) immediately following the incident.

Pay Days

All employees are paid bi-monthly, after the Regular monthly Town Board and the monthly Planning and Development meeting. Each paycheck will include earnings for all work performed through the end of the previous payroll period, accrued sick and safe time, and the usage of sick and safe time.

Drug-Free Workplace Policy

It is the policy of the Harris Township that the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance or alcohol by an employee while participating in any Harris Township activity is strictly prohibited. The term "controlled substance" refers to drugs and chemical substances such as, but not limited to, marijuana, cocaine, crack cocaine, heroin, peyote, meth, mescaline and LSD.

Any employee convicted of violating any criminal drug statute related to conduct occurring while on duty must report the same to their designated supervisor within three (3) days after the conviction. Any employee who violates this reporting requirement will be immediately terminated. Any independent contractor or consultant who violates this reporting requirement will have their contract immediately terminated.

This policy is applicable to all employees of the Township and shall be enforced by the Town Board. This policy incorporates and shall be applied in accordance with the provisions of Minnesota Statutes Sections 181.950-957 (1987), The Minnesota Drug and Alcohol Testing in the Workplace Act, as amended.

No employee shall be permitted to work or to continue to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect their alertness, coordination, reaction, response, judgment, decision-making or safety.

No employee shall operate, use or drive any equipment, machinery or vehicle of the Township while under the influence of alcohol, marijuana, controlled substances or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify their supervisor that they are not in appropriate mental or physical condition to operate, use or drive Township equipment.

No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or wherever the Township's work is being performed. The Township shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession at work or on Township premises. Where appropriate, agencies shall also notify licensing boards.

Every employee engaged in the performance of work on federal grants or contracts is required to notify the Township of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction as required by the [Drug-Free Workplace Act of 1988](#).

Definitions:

1. "Confirmatory Test, Confirmatory Retest" means a drug or alcohol test that uses a method of analysis approved by the commissioner of health under MS181.953 subdivision one as being reliable for providing specific data as to the drugs, alcohol, or their metabolites detected in an initial screening test.
2. "Drug" means a controlled substance as defined in Minnesota statutes 152.01, subdivision 4.
3. "Drug and Alcohol Test" Drug and alcohol testing, drug or alcohol testing, and drug and alcohol test means analysis of a body component sample approved by the commissioner of health including blood in urine, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample
4. "Employee" means a person, independent contractor, or person working for an independent contractor who perform services for compensation, and in whatever form , for an employer.
5. "Employer" means a person or entity located or doing business in the state and having one or more employees, and includes the state and I'll political or other governmental

subdivisions of the state.

6. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage with threaten to health or safety of any person.
7. “Initial Screening Test” Means a drug or alcohol test which uses a method of analysis approved by the commissioner of health under M.S. 181.653, subdivision 1, as being capable of providing data as to general classes or drugs, alcohol, or than metabolites.
8. “Job Applicant” means a person, independent contractor or person working for an independent contractor who applies to become an employee of an employer, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.
9. “Positive Test Result” means of finding of the presence of alcohol or drugs for the metabolites in the sample tested in levels at or above the threshold detection levels set by the commissioner of health under MS181.953, subdivision 1.
10. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rationale inferences drawn from those facts.
11. “Valid Medical Reason” means 1): a written prescription, or an oral prescription reduced to writing, which satisfies the requisites of MS152.11 and names the applicant/employee as the person for whose use it is intended and; 2) the drug was prescribed, administered, and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, or described in MS152.12; 3) the drug was used in accordance with the terms of the prescription. Use of any over-the-counter medication in accordance with the terms of the products directions for use, shall also constitute a valid medical reason.

Persons Subject to Testing

All job applicants/employees are subject to testing under applicable sections of this policy. However, no person will be tested for drugs or alcohol under this policy without the persons consent. The appointing authority will request or require an individual to undergo drug or alcohol testing only under the circumstances described in this policy.

Drug and Alcohol Testing: Any alcohol and/or other drug testing undertaken by the Township shall be in accordance with [Minnesota Statutes Sections 181.950-957](#). Any employee or job applicant requested or required by the Township to undergo any type of drug testing will be required to sign a waiver form provided by the Township. The employee or job applicant has the right to refuse such testing. Refusal of drug testing will be means for withdrawal of job offer for job applicants or discipline of current employees in accordance with this policy.

The Township will not request or require an employee or job applicant to undergo drug and alcohol testing, except as set forth below:

1. Job applicant testing.

The Township may request or require a job applicant to undergo drug and alcohol testing provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If the job offer is withdrawn, as provided in Minnesota Statutes Section 181.953, subdivision 11, the Township shall inform the job applicant of the reason for its action.

2. Routine physical examination testing.

The Township may request or require an employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two (2) weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

3. Random testing.

The Township may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable suspicion testing.

The Township may request or require an employee to undergo drug and alcohol testing if the employer has a reasonable suspicion that the employee:

(1) is under the influence of drugs or alcohol;

(2) has violated the employer's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle, machinery, or equipment, provided the work rules are in writing and contained in the employer's written drug and alcohol testing policy;

(3) has sustained a personal injury, as that term is defined in Minnesota Statutes Section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or

(4) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

4. Valid medical reasons. The township may request or require an employee to be tested, but not limited to: if the employee has provided information stating they are taking prescription drugs which may interfere with performing their job duties.

5. Treatment program testing.

The Township may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the Township for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

In the event of a positive test result: An employee or job applicant may request a confirmatory retest of the original sample at the employee's or job applicant's own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the Township in writing of the employee's or job applicant's intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the Township shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or transfer the sample to another laboratory licensed under state law to conduct the confirmatory retest. The original testing laboratory shall ensure that the chain-of-custody procedures specified under state law are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

Laboratory testing, test report, and sample retention requirements

The testing laboratory shall disclose to the appointing authority a written test report for each sample tested within three working days after a negative test result on an initial screening test. The lab shall conduct a confirmatory test and all samples producing a positive test result on an initial screening test. The lab shall retain and properly store for at least six months, all samples that produced a positive test result.

Disciplinary Action for Policy Violations. Any employee violating the provisions of this policy shall be subject to disciplinary action, up to and including discharge, as set forth in this policy. The following limitations on disciplinary action shall apply.

The Township will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test. Moreover, the Township will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of medical history information revealed to the Township pursuant to state law unless the employee was under an affirmative duty to provide the information before, upon, or after hire.

Interim Disciplinary Action: The Township reserves the right to transfer an employee with a positive test to another position at the same rate of pay or to temporarily suspend the employee pending the outcome of the confirmatory test (and, if requested, the confirmatory retest) if the Township believes that it is reasonably necessary to do so to protect the health and safety of the employee, co-workers or the public. An employee who is suspended without pay will be reinstated with back pay if the confirmatory test or retest is negative. In the case of job applicants, a positive initial test result must be verified by a confirmatory test before a conditional offer of employment will be withdrawn.

First Failed Test – Discharge: The Township will not discharge an employee if the employee tests positive on a confirmatory test and the positive confirmatory test was the first of such result. The Township may, however, discharge an employee for whom a positive confirmatory test is

the first such result where:

(1) the Township has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the Township after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

(2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

First Failed Test – Discipline: The Township may take any other disciplinary action, short of discharge, which it deems warranted in the event of an employee's first positive confirmatory test result.

Second Failed Test: The Township may discharge an employee who tests positive on a confirmatory test and who has previously had a positive confirmatory test result. This action may be taken without first referring the employee to a chemical dependency counseling or rehabilitation program.

Privacy of Test Results: Test results and any other information acquired as a result of the testing program are private and confidential information and will not be disclosed by the Township or the laboratory to another employee or to third party individuals, government agencies, or private organizations, without written consent of the employee or applicant being treated.

Evidence of a positive test result on a confirmatory test, however, may be used in an arbitration proceeding, an administrative hearing, or a judicial proceeding, provided the information is relevant to the hearing or proceeding. Such evidence may also be disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order. Evidence of a positive test result on a confirmatory test may also be disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment.

The Township will give an employee access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

Refusal to Test

Right to refuse-

All job applicants/employees have the right to refuse to undergo drug and alcohol testing Exhibit 2 employees are exhibit for job applicants, shall be used to document the decision to refuse testing.

If an employer refuses to undergo drug or alcohol testing requested or required by the appointing authority, no such test shall be given.

Attempts to delay the taking of the test, or failure to take the test at the appointed time and place designated by the appointing authority, may be considered a refusal to test.

An employee refusing to take a drug or alcohol test requested by the appointing authority will be considered insubordinate and subject to disciplinary action including possible dismissal.

A job applicant refuses to take a drug or alcohol test shall be disqualified from further consideration for the conditionally offered position, and shall be notified in writing of the reasons there of. Exhibit 7. Said test refusal shall not disqualify said individual for making subsequent application for appointment with the employer, and said test refusal should not be considered by the appointing authority in conjunction with any subsequent application.

Data Privacy

The purpose of collecting a body component sample of blood, breath or urine is to test that sample for the present of drugs or alcohol. A sample provided for drug or alcohol testing will not be tested for any other purpose. The name, initials and date of birth of the person providing the sample I requested so that the sample can be identified accurately, but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test as reliable and determine whether there is a valid medical reason for any drugs or alcohol in the sample. All data collected, including that in the notification form and the test report, Is attended for use in determining the suitability of the employer applicant for employment. The employer applicant may refuse to supply the requested data, however, refusal to supply the requested data may affect a persons employment status.

The appointing authority will not disclose the test results reports and any other information acquired in the drug or alcohol testing process to another employer or to a third-party individual, government agency, or private organization without the written consent of the person tested, unless permitted by law as outlined in MS181.954, subdivision 3 or consent order. All data on the request for a test, the testing, the test results, shall be kept separate from the regular personnel files, and locked cabinets, accessible only by the supervisors.

The Township recognizes that there are available drug counseling, rehabilitation and employee assistance programs. Employees who may have an alcohol or other drug abuse problems are encouraged to seek assistance through these programs.

Visitors in the Workplace

Employees are asked to treat public visitors cordially, and be as helpful as possible. Personal visitors are not allowed during working hours.

Weapons in the Workplace

Harris Township does not allow any employee to possess guns or and lethal weapon while

working, while on Township property, or while representing the Township off-site, except that an employee may carry or possess a properly permitted firearm in the Township parking area or structure. A violation of this work rule may result in disciplinary action up to and including termination of employment.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image Harris Township presents to the public it serves. Employees will be provided with work shirts and jackets with the Harris Township logo on them. Appropriate clothing would include long pants, sturdy shoes and a shirt.

Recycling

Harris Township supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment whenever practical.

Whenever possible, employees of Harris Township are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

Family Medical Leave

Purpose: In the event that the Township is obligated to provide benefits, and the employee is eligible to receive such benefits under the Family and Medical Leave Act of 1993 (FMLA), the following rules and procedures apply. FMLA provides for up to twelve (12) weeks of job protected leave to eligible employees for certain family and medical reasons. The purpose of this policy is to provide guidelines for implementation of the FMLA requirements. Terms used in this policy are intended to have the meaning set forth in the FMLA and accompanying US Department of Labor regulations.

Eligibility: An employee must meet the following requirements to be eligible for FMLA leave:

1. The employee must have worked for the Township at least twelve (12) months; and
2. The employee must have worked at least 1250 hours during the twelve (12) months immediately preceding the request.

FMLA leave may be requested for the following reasons:

3. For the birth of a child, and to care for the newborn child.
4. For the placement with the employee of a child for adoption or foster care;
5. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
6. For a serious health condition that makes the employee unable to perform the essential functions of the employee's job.

Eligibility for FMLA leave for birth or placement of a child expires twelve (12) months after the birth or placement of the child. Circumstances may require that leave for the birth of a child, or for placement for adoption or foster care, commence prior to actual birth or placement.

Length of Leave:

An eligible employee may qualify for up to twelve (12) weeks of FMLA leave in any 12-month period. From the 12-week maximum, any FMLA qualifying leave which the employee has taken during the twelve (12) months preceding the request, the requested leave will be subtracted to determine the maximum leave for which the employee may be eligible presently.

When FMLA leave is taken to care for a spouse, son or daughter, or parent, with a serious health condition, or for any employee's own serious health condition, leave may be taken intermittently or on a reduced schedule if shown to be "medically necessary". Where leave is taken for the birth or placement of a child for adoption or foster care, leave may be taken on an intermittent or reduced leave schedule only if the Employer agrees.

Unpaid leave:

Generally FMLA leave is unpaid. However, an employee will be required to substitute accumulated paid PTO or personal leave prior to utilizing FMLA leave.

Minnesota law allows for unpaid parental leave of up to six (6) weeks to care for dependent family member under certain circumstances. These leaves remain available under FMLA but do not extend the maximum FMLA leave for which an employee is eligible.

Authorization:

An eligible employee must ordinarily provide the Employer with thirty (30) days advance written notice when the FMLA leave is foreseeable. If thirty (30) days advance notice is not possible, the employee will be required to give the Employer notice as soon as practicable which shall normally be within two (2) business days after the employee learns of the need for the leave. The Employer reserves the right to deny a leave request, absent a timely advance notice. The employee must attempt to schedule foreseeable FMLA leave so as not to unduly disrupt the Employer's operation.

An employee requesting leave shall provide to the Employer, in writing, the proposed date the leave is to commence, the approximate duration of the leave, and the qualifying reason(s) for the leave. The Employer will normally require medical certification to support an FMLA leave request either to care for an employee's serious health condition, or family members. The medical certification shall be provided to the Employer as soon as possible, and not more than fifteen (15) days later. The employer reserves the right to require a second opinion at the Employer's expense, as allowed by the FMLA.

The employer reserves the right to require the employee to provide re-certification of the need for the leave every thirty (30) days. Re-certification may also be required sooner than every thirty (30) days if the employee requests an extension of the leave, if there are changed circumstances regarding the nature of the medical condition, or if the Employer receives information casting doubt on the continued validity of the most recent certification. The Employer must request a medical fitness-for-duty report upon the employee's return to work.

Benefit Continuation (if applicable)

During an approved FMLA leave, the Employer's contribution to health insurance coverage shall be maintained on the same basis as coverage would have been provided if employee has been continuously employed during the entire leave period. Employees who pay a portion of their benefits must continue to pay their portion of the premiums in order to retain this coverage. If an employee fails to make their premium payment, the employee will lose coverage and will not be covered for any claims which may have occurred while on FMLA leave. However, an employee may voluntarily choose not to pay the premium and thus not retain these coverages.

An employee on FMLA leave may also continue other insurance coverages which the employee had in effect through the employer prior to going on FMLA leave. The employee will be required to pay the full cost of the premium.

The Employer's obligation to maintain health and dental insurance benefits ceases if and when the employee informs the Employer of the employee's intent not to return from leave; if the employee fails to return from leave, thereby terminating employment; or if the employee exhausts the employee's FMLA leave entitlement. In some of these situations, employees may be entitled by law to continue their health care coverage at their own expense.

Return to Work:

If an employee on FMLA leave decides not to return to work, the employee shall notify the Employer at least two (2) weeks prior to the return from leave.

An employee returning from FMLA leave shall be entitled to be restored to the same position and shift that the employee held when the FMLA leave began, or to an equivalent position and shift with equivalent benefits, pay and other terms and conditions of employment. Benefits of employment and seniority will be resumed at the same level and in the same manner as were provided at the time the leave began. Any increases in pay or changes in benefits that are not dependent upon seniority or accrual during the leave period also must be made effective upon the employee's return to work. However, an employee on FMLA leave shall not be entitled to benefit or seniority accrual during the leave.

Failure to Return to Work:

If an employee on FMLA leave decides not to return to work, the employee shall notify the Employer as soon as it is foreseeable that the employee will not be returning to work. If an employee does not return to work for reasons beyond the employee's control or because the

employee has a serious health condition which prevents the employee from returning to work, then the employee will not be required to repay health insurance premiums paid by the Employer during the FMLA leave. If the employee does not return to work for any other reason, then the employee will be required to repay the Employer for those premiums.

An employee who chooses not to return to work or is unable to return to work shall be considered to have voluntarily resigned.

Effective Date:

This Personnel Policy is effective immediately after adoption by Harris Township Board.
Adopted this 23rd day of June, 1999.

Amended May 9, 2001	Amended August 28, 2016	Amended January 31, 2022
Amended October 27, 2004	Amended February 8, 2017	Amended January 11, 2023
Amended April 12, 2006	Amended November 28, 2018	Amended December 8, 2023
Amended June 13, 2007	Amended October 9, 2019	
Amended May 11, 2011	Amended November 22, 2021	

WHAT CAN EARNED SICK AND SAFE TIME BE USED FOR:

1. The employee's mental or physical illness, treatment or preventative care;
2. A family members mental or physical illness, treatment or preventative care.
3. Absence due to domestic abuse, sexual assault or stalking of the employee or family member;
4. Closure of the employees workplace due to weather or public emergency or closure of a family members school or care facility due to weather or public emergency; and
5. When determined by a health authority or healthcare professional that the employee or family member is at risk of infecting with a communicable disease.

WHICH FAMILY MEMBERS CAN AN EMPLOYEE USE ESST FOR?

1. their child, including foster child, adult, child, legal ward, child, for whom the employee is legal guardian, or child, to whom the employee stands, or stood and local parentis, (in place of a parent);
2. Their spouse, registered domestic partner;
3. Their sibling, step sibling, or foster sibling;
4. Their biological, adoptive, or foster parent, stepparent, or person who stood in loco parentis, (in place of a parent) when the employee was a minor child;
5. Their grandchild, foster grandchild, or step grandchild;

6. Their grandparent or step grandparent;
7. A child of a sibling of the employee;
8. A sibling of the parents of the employee;
9. A child in law, or sibling-in-law;
10. Any other family members went (1 through 9 above) of an employee, spouse, or registered domestic partner;
11. Any other individual related by blood, or who's close relationship with the employee is the equivalent of a family relationship; and
12. Up to one individually annually, designated by the employee.

FREQUENTLY ASKED QUESTIONS:

Added Dec. 4, 2023: Do employees start accruing ESST before or after they have worked their first 80 hours for an employer?

ESST accrual begins immediately when an employee starts working for an employer.

Added Dec. 4, 2023: May an employer prorate the front loading of ESST hours for partial-year employees or part-time employees?

No, the ESST law does not authorize prorating front-loaded hours. An employer must provide at least one hour of ESST for every 30 hours worked, up to at least 48 ESST hours per year, or front load at least 48 hours. However, an employer could choose to place new employees on an accrual system when hired, and then switch them to a front-loaded system at the beginning of the next accrual year.

Added Dec. 4, 2023: If an employer front loads 48 hours of ESST on Jan. 1, 2024, can the employer decide to change to an accrual method in 2025?

Yes, as long as employees are paid out their unused ESST hours at the end of 2024.

Added Dec. 4, 2023: If an employee changes divisions within the same employer, can the employer pay out the employee's unused ESST and require the employee to start accruing new ESST hours in the new division?

No, an employee retains their ESST hours if they transfer to a separate division, entity or location within the same employer.

Added Dec. 4, 2023: Can employers require documentation from employees after they use ESST for more than three consecutive calendar days or more than three consecutive work days?

Employers may require documentation if an employee misses more than three consecutive days the employee is scheduled to work.

Added Dec. 4, 2023: Can an employer require an employee to use ESST if they miss work for an ESST-eligible reason?

The ESST law does not require an employee to use ESST, but an employee may choose to use ESST for eligible purposes.

Added Dec. 4, 2023: Can an employee use ESST during times the employer is in operation but the employee is not scheduled to work?

ESST is paid leave from work. If an employee is not scheduled to work, the ESST law does not require an employer to allow employees to use ESST.

Added Dec. 4, 2023: If the shift for which an employee takes ESST leave would have brought them into overtime pay had they worked, is the employer responsible for paying an overtime rate for the ESST hours used for that shift?

The ESST law does not require employers to pay an overtime rate if the hours taken as ESST leave would have brought the employee into overtime pay had the employee worked.

Added Dec. 4, 2023: Instead of placing ESST hours on employees' earnings statements, can employers tell employees how to find information about their ESST hours in their timekeeping system?

No. Minnesota law requires employers to include information about ESST hours available for use and used in the pay period on earnings statements provided to employees.

However, in addition to the earnings statement requirement, employers may choose to make this information available through their company portal, timekeeping software or other accessible systems as well.

Payment Request

Harris Township
Itasca County

Name: Peggy Clayton

Date	Description	# Hours	Rate	Amount
11/8/2023	Regular Meeting	fixed rate	\$60.00	\$60.00
11/21/2023	Planning and Development Meeting	fixed rate	\$60.00	\$60.00
11/13/2023	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:				
11/1/2023	Review 10/11 minutes	0.25	\$19.00	\$4.75
11/2/2023	Review 10/25 minutes	0.5	\$19.00	\$9.50
11/2/2023	Closed work session (security) & regular work session re:ins., etc	0.5	\$19.00	\$9.50
11/2/2023	Resolutions (sunset line and drive, polling place,claims)	1	\$19.00	\$19.00
11/2/2023	Working on cemetery policy and brochure	0.5	\$19.00	\$9.50
11/2/2023	Emails to and from greater insurance	0.25	\$19.00	\$4.75
11/2/2023	Letter on agent of record for insurance	0.25	\$19.00	\$4.75
11/3/2023	Call to assessor dept re: parcel ID verification	0.25	\$19.00	\$4.75
11/3/2023	Email, to attorney dept re ORI	0.25	\$19.00	\$4.75
11/3/2023	Pictures of specific gravesites, pull together list by section	1.5	\$19.00	\$28.50
11/5/2023	Letters on shrubs, plants and headstones	0.5	\$19.00	\$9.50
11/7/2023	Email on rink attendants	0.25	\$19.00	\$4.75
11/8/2023	Email 2024 audit to Kristen	0.25	\$19.00	\$4.75
11/8/2023	Drop off line extension agreement with PB (mileage)	0.25	\$19.00	\$4.75
11/13/2023	Cable commission mtg (mileage)	1	\$19.00	\$19.00
11/13/2023	Review 11/2 minutes, and 11/3	0.5	\$19.00	\$9.50
11/17/2023	ORI Resolution	0.5	\$19.00	\$9.50
11/17/2023	Township meetings for 2024	0.5	\$19.00	\$9.50
11/17/2023	Hall to meet American Eagle 3-4 pm; copies 2:30-3 pm	1.5	\$19.00	\$28.50
11/17/2023	Agenda review	0.25	\$19.00	\$4.75
11/21/2023	Call on ORI Number with BCA	0.5	\$19.00	\$9.50
11/21/2023	Environmental services re permits (mileage)	0.5	\$19.00	\$9.50
11/21/2023	Hall to make copies for brd. (Mileage)	0.5	\$19.00	\$9.50
11/21/2023	Email to RAMS	0.25	\$19.00	\$4.75
11/22/2023	Courthouse to drop off designated polling place resolution(mileage)	0.25	\$19.00	\$4.75
11/22/2023	Deposit at GRSB (mileage)	0.25	\$19.00	\$4.75
11/22/2023	Call from BCA	0.5	\$19.00	\$9.50
11/22/2023	Redo Joint Shared Road Agreement	1.5	\$19.00	\$28.50
11/25/2023	Go over names and addresses info with sexton	0.5	\$19.00	\$9.50
11/27/2023	Rink interviews 4-4:45	0.75	\$19.00	\$14.25
11/27/2023	Email from VC3	0.25	\$19.00	\$4.75

11/27/2023	Copies for headstone and shrubs 3:30-4 and 4:45-5:30 w/sexton	1.25	\$19.00	\$23.75
11/29/2023	Email on rink interviews to PD	0.25	\$19.00	\$4.75
11/29/2023	Meet with Sarah C re: grants etc 9:30-11am	1.5	\$19.00	\$28.50
11/29/2023	Intergovernmental mtg 11-1:15 pm	2.25	\$19.00	\$42.75
	TOTAL	21.75	\$19.00	\$413.25
Hours Covered Under Stipend:		Applicable		
Date		Mileage	Hours	
11/2/2023	Call court administration			
11/2/2023	Email on agenda item			
11/3/2023	Facebook post			
11/5/2023	Facebook post			
11/7/2023	Park and cemetery inspections	21		
11/8/2023	Mileage to PB	8		
11/8/2023	Emails on snowmobile reroute			
11/9/2023	Call on garbage in ditch			
11/10/2023	Facebook post			
11/13/2023	Mileage to ICTV	12.8		
11/14/2023	Park and Cemetery Inspections	21		
11/15/2023	Call on Bear Creek Rd			
11/19/2023	Facebook post			
11/21/2023	Park and Cemetery Inspections	21		
11/21/2023	Mileage to courthouse	12.4		
11/21/2023	Mileage to hall	7.8		
11/22/2023	Facebook post			
11/22/2023	Mileage to GRSB	11.8		
11/29/2023	Park and Cemetery Inspections	21		
Reimbursements:				
November	Mileage total from hrs included in stipend/ non stipend	136.8	.655	\$89.60
	<i>Total reimbursements requested:</i>			

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.

11/30/2023

Peggy Clayton

12/1/2023

Payment Request - Clerk

Harris Township

Itasca County

Name: Kelly Derfler

Date	Description	# Hours	Rate	Amount
Hourly Work				
11/18/2023	check email	0.25	\$19.00	\$4.75
11/18/2023	organizing items for agenda packet	0.5	\$19.00	\$9.50
11/19/2023	agenda packet prep for 11/21 meeting	2.25	\$19.00	\$42.75
11/20/2023	check email	0.25	\$19.00	\$4.75
11/21/2023	P&D mtg prep	1	\$19.00	\$19.00
11/21/2023	P&D mtg	1	\$19.00	\$19.00
11/21/2023	post meeting scan/filing	1	\$19.00	\$19.00
11/22/2023	check email	0.25	\$19.00	\$4.75
11/25/2023	check email	0.25	\$19.00	\$4.75
11/27/2023	check email	0.25	\$19.00	\$4.75
11/28/2023	check email	0.25	\$19.00	\$4.75
11/28/2023	11/21 minutes	2.75	\$19.00	\$52.25
11/29/2023	check email	0.25	\$19.00	\$4.75
11/30/2023	check email	0.25	\$19.00	\$4.75
12/1/2023	check email/reminder text	0.25	\$19.00	\$4.75
12/2/2023	check email	0.25	\$19.00	\$4.75
12/4/2023	check email	0.25	\$19.00	\$4.75
12/5/2023	check email	0.25	\$19.00	\$4.75
12/6/2023	check email/agenda & reminder text	0.25	\$19.00	\$4.75
12/7/2023	check email	0.25	\$19.00	\$4.75
12/8/2023	check email	0.25	\$19.00	\$4.75
12/8/2023	pick up mail & log	0.75	\$19.00	\$14.25
12/8/2023	prepare agenda draft	1.25	\$19.00	\$23.75
TOTALS		14.25		\$270.75
Reimbursements:				
Date		Miles	Rate	Amount
12/8/2023	pick up mail, hall	37.00	\$ 0.655	\$24.24
			\$ 0.655	\$0.00
			\$ 0.655	\$0.00
			\$ 0.655	\$0.00
	Other reimbursement items			Amount
Total reimbursements requested:				\$24.24

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.

Signature

Kelly Derfler

Date

12/8/2023

Terri Friesen

Harris Township
Itasca Count

9

Date	Description	# Hours	Rate	Amount
11/22/2023	call re: monument & follow up w/ maintenance	1	\$75.00	\$75.00
11/25/2023	call re: allowable holiday decoration at cemetery	0.25		
11/29/2023	Deeds	0.25		
11/30/2023	call from Hibbing monument	0.25		
12/5/2023	call from family re: VA monument	0.25		
12/6/2023	take photos at cemetery & follow up w/ VA & family	1.25		
	TOTALS	3.25		\$75.00
Reimbursements:				
	Description:			Amount
	Total reimbursements requested:			\$0.00

12/8/2023

Terri Friesen

Signature

Payment Request

Harris Township
Itasca County

Name: Dan Gilbert

Date	Description	# Hours	Rate	Amount
11/13/2023	Itasca County Township Association	fixed rate	\$60.00	\$60.00
11/8/2023	Regular Meeting	fixed rate	\$60.00	\$60.00
11/21/2023	P&D Meeting	fixed rate	\$60.00	\$60.00
Monthly	Supervisor Wages - month	fixed rate	\$400.00	\$400.00
Additional Hourly Work:				
11/2/2023	Work Session	1	\$19.00	\$19.00
TOTAL				\$599.00
Hours Covered Under Stipend:				
Date	Description	Applicable Mileage	Hours	
Total		0		
Reimbursements:				
	Mileage total from hrs included in stipend	0.00	0.65	\$0.00
	Additional miles	0.00	0.65	\$0.00
	Other expenses			
Total reimbursements requested:				\$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.

11/30/2023

Date

Dan Gilbert

Signature

Harris Township
Pay Request

	General	Equipment	Road/Bridge	Cemetery	Recreation	Building/G rounds	PTO	TOTAL
Date	100	200	300	400	500	600		
20-Nov	3				5			8
21-Nov	3	5						8
22-Nov	4	4						8
27-Nov	4	4						8
28-Nov		3	5					8
29-Nov	3		5					8
4-Dec		4	4					8
5-Dec	2	3	3					8
6-Dec	5					3		8
								0
	24	23	17	0	5	3		72
	33.3%	31.9%	23.6%	0.0%	6.9%	4.2%		1
								0
								0
								0
								0
								0
Total Hours								72
Portion								0
								0
								0
								0

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.

Marlin Herbert

12/6/2023

Signature

Date

Payment Request

Harris Township

Itasca County

Name: Jim Kelley

Date	Description	# Hours	Rate	Amount
11/8/2023	Regular Meeting	fixed rate	\$60.00	\$60.00
11/21/2023	Planning and Development Meeting	fixed rate	\$60.00	\$60.00
11/13/2023	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:				
11/2/2023	Work Session	1	\$19.00	\$19.00
11/28/2023	Interview rink attendants	1	\$19.00	\$19.00
			\$19.00	\$0.00
	TOTAL	2		\$38.00
Hours Covered Under Stipend:		Applicable		
Date	Description	Mileage	Hours	
11/3/2023	Talked with Kasie with DNR		0.25	
11/5/2023	Emailed rink attendants on rinks for winter		0.25	
11/6/2023	Had call from County Forman on Root Rd. turnaround issue		0.25	
11/8/2023	Drive gravel roads	36	1.5	
11/10/2023	Called Casper to grade some roads		0.25	
11/8/2023	Talk with rink volunteer for Wendigo		0.25	
11/9/2023	Had call from resident on litter on River View Drive		0.25	
11/9/2023	Met with Blackberry Supervisor to look at Jess Harry Rd.	15	1	
11/9/2023	Had call from Driftskippers, ready for culvert on Sunny Beach		0.25	
11/13/2023	Met with Marlin on culvert placment	5	0.5	
11/16/2023	Had call form driftskipper on culvert		0.25	
11/18/2023	Had call from Driftskippers, dirt will be cleaned up on SB road		0.25	
11/19/2023	Talked with resindent on Sunset Dr		0.25	
11/20/2023	Reviewed board agenda		1.00	
11/20/2023	Met with resident on Root Rd. on Turnaround		0.50	
11/20/2023	Had text from Blackberry Sup. On Jess harry Rd		0.25	
11/20/2023	Had callfrom Driftskipper on signs for Sunny Beach Rd		0.25	
11/21/2023	Met with County on Bear Creek rd	5	0.50	
11/21/2023	Talked with Blackberry Sup. On Jess Harry Rd		0.25	
11/23/2023	Talked with County on snow plow map for Supervisors		0.25	
11/22/2023	Checked driveway on Sunny Beach Rd after cincern from resident	8	0.5	
11/24/2023	Called Driftskipper to set meeting on signs for Sunny Beach Rd		0.25	
11/27/2023	Did research on Bear Creek Rd at Records and Surveyors Office		1.00	
11/29/2023	Received email on Plowing of Ashley Lane, notified them it was not a Town Rd		0.25	
	Total	69		
Reimbursements:				
	Mileage total from hrs included in stipend	69.00	\$ 0.66	\$45.20
	Additional miles		0.66	\$0.00
	Other expenses -			
	Total reimbursements requested:			\$45.20

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.

11/30/2023

Jim Kelley

Date

Signature

Harris Township
Itasca County

Address:

Check amt: \$ 497.50

Signature

Payment Request

Harris Township
Itasca County

Name: Mike Schack

Date	Description	# Hours	Rate	Amount
11/8/2023	Regular Meeting	fixed rate	\$60.00	\$60.00
11/21/2023	Planning and Development Meeting	fixed rate	\$60.00	\$60.00
11/13/2023	Itasca County Township Association Meeting	fixed rate	\$60.00	\$60.00
Monthly	Supervisor Wages - month	fixed rate	\$400.00	\$400.00
Additional Hourly Work:				
11/1/2023	met with advantage security	0.5	\$19.00	\$9.50
11/2/2023	closed/worksession	1	\$19.00	\$19.00
11/6/2023	am mtg	0.5	\$19.00	\$9.50
11/8/2023	talk with res/sunny lane closer	0.25	\$19.00	\$4.75
11/9/2023	pick up garbageriver view drive	0.5	\$19.00	\$9.50
11/9/2023	talk with fence companies/est	0.5	\$19.00	\$9.50
11/13/2023	am mtg	0.5	\$19.00	\$9.50
11/14/2023	met planckner tree service	0.5	\$19.00	\$9.50
11/17/2023	call from keller fence	0.25	\$19.00	\$4.75
11/20/2023	am mtg	0.5	\$19.00	\$9.50
11/22/2023	calls/emails fence contractors	0.5	\$19.00	\$9.50
11/27/2023	am mtg	0.5	\$19.00	\$9.50
11/27/2023	met with drift skippers/signage	1	\$19.00	\$19.00
11/27/2023	call to gopher state	0.5	\$19.00	\$9.50
				\$0.00
	TOTAL	7.5		\$142.50
Hours Covered Under Stipend:		Applicable		
Date	Description	Mileage	Hours	
11/1/2023	met with advantage security	6		
11/6/2023	landings	14		
11/9/2023	pick up garbarger	7		
11/13/2023	landings	14		
11/20/2023	landings	14		
11/27/2023	landings	14		
	Total	69		
Reimbursements:				
	Mileage total from hrs included in stipend	69.00	0.66	\$45.20
	Additional miles		0.66	\$0.00
Nov-23	dump tickets	20.00		\$20.00
	<i>Total reimbursements requested:</i>			\$65.20

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



Grand Rapids Super One Foods
2410 South Pokegama Ave.
Grand Rapids, MN, 55744
(218) 326-8528

#515-007 11/13/2023 10:44:23 515 - Jack
Inv#:00113380 Trs#:303539

MISC. DEPT	
4 @ \$5.00 each	
\$5 BLUE	\$20.00
Items Subtotal	\$20.00
Subtotal	\$20.00
TOTAL	\$20.00
Visa	\$20.00
# *****2084	
Balance	\$0.00

11/13/2023 10:44:21
US-DEBIT Entry Method: Chip
CARD #: XXXXXXXXXXXXX2084
PURCHASE APPROVED
AUTH CODE:004421

Mode:	Issuer
AID:	A0000000980840
TVR:	8000088000
IAD:	06011203A0A000
TSI:	6800
ARC:	00
TC:	6560BB0220FC84DC
MID: 370151	TID: 001 SEQ: 070474

Total: USD\$ 20.00

Please Visit Us At
www.superonefoods.com



THANK YOU!



097010515007303539

218-326-3451



AUTO PARTS
207.83

PAY THIS AMOUNT ->

HARRIS TOWNSHIP
20876 WENDIGO PARK RD

GRAND RAPIDS, MN 55744

STATEMENT

STATEMENT DATE	CUST. NO.
11/30/2023	0517

PAGE 1 OF 1

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

\$ _____
AMOUNT REMITTED

[illegible]

RECEIVED
MAY 12/8/23

TOTAL PAYMENTS THIS PERIOD ->

PAY THIS AMOUNT ➡

207.83

TOTAL PAYMENTS THIS PERIOD ➡				PAY THIS AMOUNT ➡		207.83	
STATEMENT DATE	CUST. NO.	DEFERRED	ACCT. TOTAL	90 DAYS	60 DAYS	30 DAYS	CURRENT
11/30/2023	0517		207.83	0.00	0.00	0.00	207.83

FINANCE CHARGE

PAST DUE

ANNUAL PERCENTAGE RATE



AUTO PARTS

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

PAGE 1 OF 2
REF# 1494940

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



21202311270508100008835010001494940171

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
T GRAND RAPIDS, MN 55744
O

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

INVOICE NO.	CUSTOMER NO.	DATE	CUST. P.O. NO.		SALES ID	TEAMMATE ID	FORM OF PYMT.	
5081-883501	0517	11/27/2023				JUSTIN	CHARGE	
MFG. PART NUMBER		ORDERED	SHIPPED	LIST PRICE	NET	NET CORE	EXT. AMOUNT	TAX
1	CFI 88438	1	1	82.99	17.69	0.00	17.69	N/N
2	CFI 87985	1	1	73.99	15.22	0.00	15.22	N/N
* INTERCHANGE FOR: M131803								
3	CFI 88489	1	1	133.99	27.44	0.00	27.44	N/N
4	CFI 94282	2	2	73.99	15.63	0.00	31.26	N/N
TRANSMISSION OPEN ON								
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	

02:35 PM

RECEIVED BY X

CUSTOMER COPY

PAY THIS AMOUNT

CONTINUED

Great people, great products, great prices!™



AUTO PARTS

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

PAGE 2 OF 2
REF# 1494940

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



21202311270508100008835010001494940171

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
T GRAND RAPIDS, MN 55744
O

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

INVOICE NO.	CUSTOMER NO.	DATE	CUST. P.O. NO.		SALES ID	TEAMMATE ID	FORM OF PYMT.	
5081-883501	0517	11/27/2023				JUSTIN	CHARGE	
MFG. PART NUMBER		ORDERED	SHIPPED	LIST PRICE	NET	NET CORE	EXT. AMOUNT	TAX
* INTERCHANGE FOR: 29539579								
5	FRO F426	2	2	19.15	11.49	0.00	22.98	N/N
PS DEX VI ATF								
2012 CHEVROLET SILVERADO 3500 HD 6.6L V8 403CID 6599CC								
6	CFI 83314	2	2	111.99	24.61	0.00	49.22	N/N
AIR FILTER-HD								
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			

02:35 PM

RECEIVED BY X

CUSTOMER COPY

PAY THIS AMOUNT

163.81



AUTO PARTS

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

PAGE 1 OF 1
REF# 1493770

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



21202311210508100008828260001493770492

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
T GRAND RAPIDS, MN 55744
O

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

INVOICE NO.	CUSTOMER NO.	DATE	CUST. P.O. NO.		SALES ID	TEAMMATE ID	FORM OF PYMT.		
5081-882826	0517	11/21/2023				JEREMY	CHARGE		
MFG. PART NUMBER			ORDERED	SHIPPED	LIST PRICE	NET	NET CORE	EXT. AMOUNT	TAX
1	CFI 85348 OIL FILTER LD	1	1	12.65	3.12	0.00	3.12	N/N	
2	CFI 85064 LUBE	1	1	30.99	6.79	0.00	6.79	N/N	
3	CFI 86166 FUEL	1	1	25.49	5.48	0.00	5.48	N/N	
4	CFI 84202 LUBE 1 EA COBLU	2	2	38.99	8.17	0.00	16.34	N/N	
5	CFI 86399 FUEL	1	1	53.99	12.29	0.00	12.29	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				
10:56 AM		RECEIVED BY X	CUSTOMER COPY				PAY THIS AMOUNT	44.02	



Date: 11/30/2023

Email: estimates@caspercon.com

****Minimum Charge is \$40.00**

Subtotal:	\$922.50
Total Due:	\$922.50

Equal Opportunity Employer | Affirmative Action Employer

**CITY OF GRAND RAPIDS
420 N POKEGAMA AVE
GRAND RAPIDS MN 55744**

INVOICE

Invoice date: 01/31/2023

Invoice #: 23/150

Invoice Amount: \$130,761.00

Date Due: SEE BELOW

Harris Township

~~Grand Rapids~~, Clerk

20876 Wendigo Park Road

Grand Rapids, MN 55744

DESCRIPTION	HRS/QTY	COST/UNIT	AMOUNT
-------------	---------	-----------	--------

2023 FIRE CONTRACT

Due July 31, 2023 \$65,380.50

Due December 31, 2023 \$65,380.50

Total Amount Due \$130,761.00

Accounts are due thirty (30) days from the date of the invoice. A FINANCE CHARGE at a periodic rate of 1.5% per month, equaling an annual percentage rate of 18% will be imposed upon any unpaid balance after the due date.

PLEASE REMIT PAYMENT WITH SECOND COPY OF INVOICE

RECEIVED
1/31/2023



CliftonLarsonAllen

Direct Billing Inquiries to:

CliftonLarsonAllen LLP
(844) 325-1836

Payment is due upon receipt

Account Name Harris Township
Account Number A117924
Authorization Number 0001425304

Invoice Total \$4,830.00
Invoice Number 3967486
Invoice Date 11/22/2023

To pay your bill electronically please visit claconnect.com/billpay

Progress billing #1 for professional services rendered in connection with our audit for the year ended December 31, 2023. \$4,600.00

One-third billing as discussed in the statement of work dated November 1, 2023

Technology and Client Support Fee \$230.00

Invoice Total \$4,830.00

Payment is due upon receipt.

Please detach and remit payment to the address below.

We Appreciate Your Business and Referrals

Remit to:

CliftonLarsonAllen LLP
P.O. Box 776376
Chicago, IL 60677-6376

0776376A11792400004830000000039674862

Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744-4682

Amount Remitted \$ _____
Account Number A117924
Invoice Number 3967486

Davis Oil Inc.
Grand Rapids, MN 55744
1301 NW 4th St

12/1/2023

Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

12/8/03

					Amount Due	Amount Enc.
					\$101.00	
Date	Transaction				Amount	Balance
10/31/2023	Balance forward					783.25
11/21/2023	INV #4159.				101.00	884.25
11/29/2023	PMT #21229.				-783.25	101.00

RECEIVED
12/8/23

L & M Supply, Inc.
P.O. Box 280
Grand Rapids, MN 55744-0000
*** STATEMENT OF ACCOUNT ***
PERIOD ENDING 11/30/23

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			341.97
11-01-2023	INVOICE #0001-11602694		53.47	395.44
11-14-2023	INVOICE #0001-11621561		24.42	419.86
11-21-2023	INVOICE #0001-11629803		208.93	628.79
11-21-2023	INVOICE #0001-11630112		25.65	654.44
11-27-2023	INVOICE #0001-11638471		59.89	714.33
11-29-2023	PAYMENT-THANK YOU	341.97		372.36

CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	TOTAL AMOUNT
	PAST DUE	PAST DUE	PAST DUE	DUE
372.36				372.36

PLEASE REMIT PAYMENT
BY 12/25/23
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 *

NAPA AUTO PARTS

NAPA AUTO PARTS

404 NE 4th St

218-327-1191

GRAND RAPIDS, MN 55744

Thank You for Your Business!

BILL TO **HARRIS TOWNSHIP**
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

STATEMENT

ACCT#	SM#	PAGE
4601	0	1

DATE	TYPE	REFERENCE	AMOUNT	P.O./CHECK/J.E.
10/31/2023	PRV	Balance	0.00	
11/21/2023	INV	187303	62.51	

RECEIVED
12/8/23

CURRENT	PAST DUE 30	PAST DUE 60	PAST DUE 90
62.51	0.00	0.00	0.00
DATE 11/30/2023	Total Owed		62.51
TERMS 2%/10TH	Total Dating		0.00
STORE 400007495	Total Due-->		62.51

NAPA AUTO PARTS

404 NE 4th St

218-327-1191

GRAND RAPIDS, MN 55744

You may deduct 1.15 if paid by 12/10/2023

ACCT#	BILL TO	\$TOTAL NOW DUE
4601	HARRIS TOWNSHIP	62.51
CLOSING DATE	11/30/2023	AMOUNT ENCLOSED



AUTO PARTS

STORE

NAPA AUTO PARTS
Napa Supply of Grand Rapids
404 NE 4TH ST
GRAND RAPIDS, MN 55744
(218) 327-1191

Time: 11:07

Invoice Number

187303

Date: 11/21/2023

Page: 1/1

eInvoice#

MIN00495187303

SOLD TO

4601
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Delivery:
Attention:
Tax Exemption:
PO#:
Terms: 2%/10TH

Part Number	Line	Description	Quantity	Unit Price	Net Price	Total	
G25239-0406	GAT	HYD HOSE FITTINGS	1.00	46.68	33.1900	33.19	T
G25230-0404	GAT	HYD HOSE FITTINGS	1.00	18.98	13.4900	13.49	T
T24C	LVI	1/4 ice breaker hose	2.08	0.00	5.2900	11.00	T

Employee: 58 , Carl
Sales Rep: 0 , Salesman
Accounting Day: 21

Subtotal
MINNESOTA 8.3750%

57.68

4.83

none

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE
CORES MUST BE RETURNED
IN ORIGINAL BOX

Charge Sale 62.51

CUSTOMER COPY

NORTHLAND
LAWN, SPORT & EQUIPMENT
20648 US Hwy 169
Grand Rapids, MN 55744
218-326-1200

Invoice

Invoice Number: 20063
Salesperson: dmadden
Cashier: dmadden
Date: 11/21/2023 2:06 PM

Sold To:

HARRIS TOWNSHIP
20876 WENDIGO PARK ROAD
GRAND RAPIDS, MN 55744

Sld	S/O	Lay	P/U	Part Number	Description	Price	Sold Now	Special Order	Bin
0	3	0	0	M146453	BOLT	\$2.59	\$0.00	\$7.77	
1	0	0	0	TY22000	LOW VISCOSITY HY-GARD (1 US GAL)	\$26.29	\$26.29	\$0.00	SRNo4

Subtotal	\$26.29	\$7.77
Sales Tax	\$0.00	\$0.00
Invoice Total	\$26.29	\$7.77
Amount To Collect Now	\$26.29	\$7.77
Total Amount Due		\$34.06

HARRIS TOWNSHIP - A/R Charge		\$34.06

Thank You For Your Business!
NO RETURNS ON ELECTRICAL PARTS!



Where we ALWAYS have a CLEAN seat for you!

52 Horseshoe Drive
Grand Rapids MN 55744
218-326-1662
northlandportablesmn.com
carol@northlandportablesmn.com

Invoice

Date	Invoice #
11/14/2023	27021

Bill To:

Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

Job Site:

Crystal Park, Cemetery
Wendigo Park

P.O. No.	Terms	Net 30	Due Date	12/14/2023
Description		Quantity	Rate	Amount
ADA Compatible Handicapped Portable Restroom Rental - October 10 - November 7, 2023 = 4 Weeks				
Weekly Rental - ADA Compatible Handicapped Restroom		3	20.00	60.00
Weekly Cleaning, Pumping, and Disposal		3	80.95	242.85
Weekly Winterization Fee - Beginning 10/23/2023 X 3 Units		9	17.50	157.50
Thank you for your business. Like us on Facebook!		Subtotal \$460.35		
All payments are due by the due date. Outstanding balances over 90 days are subject to collections. If full payment cannot be made, please contact our office to arrange a payment plan. If a payment plan is not set up with our office any outstanding payment will be subject to collections.		Sales Tax (6.875%) \$0.00		
An extra 3.5% convenience fee will be added onto all credit/debit card transactions.		Total \$460.35		
		Payments/Credits \$0.00		
		Balance Due \$460.35		



26561000000943890021.8326939200000324885

MAY PEACE, JOY, HOPE AND HAPPINESS BE YOURS DURING THIS CHRISTMAS SEASON!

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

Description	Qty	Amount
TELEPHONE SERVICE 12/01-12/31		
900# BLOCKNG		
THIRD PARTY & COLLECT CALL BLOCKS		
BUS-LOCAL NUMBER PORTABILITY	1	5.00
TOLL RESTRICTED W/800#		
VOICE MAIL BASIC PKG	1	2.95
GIGAZONE VOICE BUSINESS CLEC	1	20.00
FEDERAL TAX		.84
MINNESOTA STATE TAX		1.92
ITASCA COUNTY USE TAX		.28
TELEPHONE SERVICE SUBTOTAL		30.99
FEES/TAXES 12/01-12/31		
TAP, TAM & 911 SURCHARGES	1	.87
*SUBSCRIBER LINE AND ACCESS RECOVERY CS	1	9.50
FEDERAL UNIVERSAL SERVICE CLEC BUS SINGL	1	2.24
FEDERAL TAX		.35
MINNESOTA STATE TAX		.81
ITASCA COUNTY USE TAX		.12
FEES/TAXES SUBTOTAL		13.89
SUB-TOTAL		44.88
CURRENT BILLING AMOUNT		44.88

Your long distance (InterLATA) provider is NO PIC DESIRED.
Your long distance (IntraLATA) provider is NO PIC DESIRED.

MONTHLY USAGE FOR INTERNET:

Description	Qty	Amount
INTERNET SERVICES 12/01-12/31		
MANAGED BUSINESS WIFI SERVICES	1	10.00
INTERNET SERVICES SUBTOTAL		10.00
MISC BILLING 12/01-12/31		
GIGASPIRE BLAST		
MISC BILLING SUBTOTAL		.00
GIGAZONE SMALL BUSINESS BB 12/01-12/31		60.00
YOUR CONTRACT GIGAZONE SMALL BUSINESS BB EXPIRES 03/25/24		
GZ SMALL BUS BROADBAND 250 MBPS		
GIGAZONE SMALL BUSINESS BB SUBTOTAL		60.00
SUB-TOTAL		70.00
CURRENT BILLING AMOUNT		70.00

MONTHLY USAGE FOR INTERNET:

Description	Qty	Amount
INTERNET SERVICES 12/01-12/31		
MANAGED BUSINESS WIFI SERVICES	1	10.00
INTERNET SERVICES SUBTOTAL		10.00
MISC BILLING 12/01-12/31		
GIGASPIRE BLAST		
MISC BILLING SUBTOTAL		.00
GIGAZONE SMALL BUSINESS BB 12/01-12/31		60.00
GZ SMALL BUS BROADBAND 250 MBPS		
GIGAZONE SMALL BUSINESS BB SUBTOTAL		60.00
SUB-TOTAL		70.00
CURRENT BILLING AMOUNT		70.00

MONTHLY USAGE FOR INTERNET:

Description	Qty	Amount
INTERNET SERVICES 12/01-12/31		
MANAGED BUSINESS WIFI SERVICES	1	10.00
INTERNET SERVICES SUBTOTAL		10.00
MISC BILLING 12/01-12/31		
GIGASPIRE BLAST		
MISC BILLING SUBTOTAL		.00
GIGAZONE SMALL BUSINESS BB 12/01-12/31		60.00
GZ SMALL BUS BROADBAND 250 MBPS		
GIGAZONE SMALL BUSINESS BB SUBTOTAL		60.00
SUB-TOTAL		70.00
CURRENT BILLING AMOUNT		70.00

MONTHLY USAGE FOR INTERNET:

Description	Qty	Amount
INTERNET SERVICES 12/01-12/31		
MANAGED BUSINESS WIFI SERVICES	1	10.00
INTERNET SERVICES SUBTOTAL		10.00
MISC BILLING 12/01-12/31		
GIGASPIRE BLAST		
MISC BILLING SUBTOTAL		.00
GIGAZONE SMALL BUSINESS BB 12/01-12/31		60.00
GZ SMALL BUS BROADBAND 250 MBPS		
GIGAZONE SMALL BUSINESS BB SUBTOTAL		60.00
SUB-TOTAL		70.00
CURRENT BILLING AMOUNT		70.00



INVOICE

Plackner Tree Care, Inc.
36091 S. Prairie River Rd
Bovey, MN 55709

valerie.plackner@gmail.com
218-245-0105



Harris Township

Bill to
Harris Township
20876 Wendigo Park Rd
Grand Rapids, MN 55744

Invoice details

Invoice no.: 8940

Terms: Net 30

Invoice date: 11/24/2023

Due date: 12/24/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Tree Removal Tree Removal Norway		1	\$1,000.00	\$1,000.00
2.		Tree Removal Tree Removal Norway		1	\$300.00	\$300.00
3.		Tree Removal Tree Removal White Pine and clen up		1	\$2,000.00	\$2,000.00
4.		Tree Removal Tree Removal Birch on Sunnybeach Rd		1	\$500.00	\$500.00
5.		Tree Trimming Tree Trimming Maple		1	\$200.00	\$200.00
Total						\$4,000.00

RECEIVED
12/4/23



ORIGINAL INVOICE

PLEASE INCLUDE THESE NUMBERS WITH
YOUR PAYMENT TO INSURE PROPER CREDIT

INVOICE DATE	ACCOUNT NO.	INVOICE NUMBER
11/21/23	79509	0010120250

Rapids Welding Supply
309 NE 9th Ave
Grand Rapids MN 55744
(218) 326-4936
FAX: (218) 326-4503

PLEASE MAKE CHECKS PAYABLE TO
AND MAIL TO

Rapids Welding Supply
309 NE 9th Ave
Grand Rapids MN 55744
(218) 326-4936 FAX: (218) 326-4503

SOLD TO
HARRIS TOWNSHIP
20876 WENDIGO PARK RD.
GRAND RAPIDS MN 55744

SHIP TO
HARRIS TOWNSHIP
20876 WENDIGO PARK RD.
GRAND RAPIDS MN 55744

ORDER # 0000504778-00	CUS P/O #	TERMS NET 10th USD	BRN 000002	INITIALS CF	PAGE 1	
ORDER DATE 11/21/23	GAS P/O #	SHIP VIA IN STORE	SLS 000600	TERR 000000		
ITEM	QTY SHIP'D	QTY B/O	DESCRIPTION	UOM	UNIT PRICE	AMOUNT
ACEMC	1	0	** Location: 2 ** MC ACET CONTENTS FLAMMABLE GAS	CYL	25.95	25.95T
HAZMAT	1	0	1 1 VOL: 10 HAZ MAT FEE	EA	3.00	3.00T
Subtotal						28.95
Cash/Dep Received						0.00
TOTAL CYLINDERS SHIPPED: 1 RETURNED: 1						
TAX CD: 0000GRANDRAPIDS TAX DESCRP: Grand Rapi EXMPT CD: 0 EXMPT/CERT:						
State 6.875%						1.99
City 0.500%						0.14
County 1.000%						0.29
TAXABLE AMOUNT						28.95
AMOUNT THIS INVOICE INCLUDING TAX						31.37



VC3 Inc
PO Box 746804
Atlanta, GA 30374-6804
(803) 733-7333

Bill To:
Harris Township, MN Attn: Nancy Kopacek 20876 Wendigo Park Road Grand Rapids, MN 55744 United States

Date	Invoice
11/30/2023	131016
Account	
HT0008	

Terms	Due Date	PO Number	Reference
Net 10	12/10/2023		Monthly Billing for November

Contract Details	Quantity	Price	Amount
Agreement CW Tool Only Services Agreement			
CW Tool Only for Workstation Management - Per Workstation	3.00	\$20.00	\$60.00
Advanced Endpoint Detection and Response - Per Device	9.00	\$7.00	\$63.00
Credit for pre-paid Antivirus services with 5 Year Managed Agreement - Per Device	6.00	-\$2.00	-\$12.00
Total Contract Details:			\$111.00
<p>Make checks payable to VC3 Inc</p> <p>Remit To: VC3, Inc PO Box 746804 Atlanta, GA 30374-6804</p> <p>visit www.vc3.com/pay-invoice to pay via credit card</p> <p>If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. Please email finance@vc3.com with any issues to stop the draft of any invoice.</p> <p>ACH payments may be submitted to the following account information. Please send remittance detail to finance@vc3.com. Bank Name: PNC Bank Routing Number: 021052053 Account Number: 51843132</p>	Invoice Subtotal:	\$111.00	
	Sales Tax:	\$0.00	
	Invoice Total:	\$111.00	
	Payments:	\$0.00	
	Credits:	\$0.00	
	Balance Due:	\$111.00	

Customer Information

XEROX CORPORATION
PO BOX 660501
DALLAS TX
75266

THE EASY WAY
TO ORDER SUPPLIES
CALL OUR TOLL
FREE NUMBER
1-800-822-2200

Purchase Order Number

Special Reference

Contract Number

PAYABLE UPON RECEIPT
Terms Of Payment

xerox™

RECEIVED
12/18/23

Telephone 888-435-6333

Please Direct Inquiries To: ➡

Ship To/Installed At:

HARRIS TOWNSHIP HALL
21998 AIRPORT RD
GRAND RAPIDS MN
55744

Bill To:

HARRIS TOWNHALL
RD
20876 WENDIGO PARK
GRAND RAPIDS MN
55744

12-01-23

Invoice Date

020216579

Invoice Number

725542070

Customer Number

Please contact us with your customer number at xeroxinvenrollments@xerox.com if you would like your invoices emailed.

C8155H

XEROX C8155H

SER.# EHQ-217458

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

METER USAGE	METER READ 10-20-23 TO	METER READ 11-21-23	NET COPIES
TOTAL BLACK	73248	75586	2338
TOTAL COLOR	56765	58129	1364

METER CHARGES			
TOTAL BLACK	2338		
BLACK BILLABLE PRINTS	2338	.005000	11.69
TOTAL COLOR	1364		
COLOR BILLABLE PRINTS	1364	.055000	75.02
NET PRINT CHARGE			86.71

1 LINE FAX

OFFICE FINISHER

SER.# FAX-1LINE

SER.# OFC-81

INCL

INCL

SUB TOTAL 86.71

TOTAL 86.71

THIS IS A 60 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES

TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK.

Ship To/Installed At

HARRIS TOWNSHIP HALL
21998 AIRPORT RD
GRAND RAPIDS MN
55744

Bill To

HARRIS TOWNHALL
RD
20876 WENDIGO PARK
GRAND RAPIDS MN
55744

When Paying By Mail

Send Payment To:

XEROX CORPORATION
P.O. BOX 802555
CHICAGO IL
60680-2555



Please check here if your "Bill To" address or "Ship To/Installed At"
location has changed and complete reverse side.

Invoice Amount

08-698-9717 1 725542070 020216579 12-01-23 THIS AMOUNT
RF019278 S 110120
03 6R7G 4D68 H A7310 5933 2 115

\$86.71

VMN99

202100008070060 0202165794 0300086713 272554207064

Invoice

Payment



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

Page: 1 of 4
Bill Date: Nov. 13, 2023

Previous Balance	Payments	Adjustments Credits	Current Charges
100.44	100.44 CR	0.00	100.44

Payment Summary

Previous Balance	100.44
Payment by check received on NOV 09	100.44 CR

Balance	0.00
---------	------

Adjustments/Credits Summary

Adjustments to Previous Balance	0.00
---------------------------------	------

Total Adjustments	0.00
--------------------------	-------------

Current Charge Summary

Monthly Charges	87.20
One-Time Charges	0.00
Usage Charges	0.00
Discount	0.00
Adjustments	0.00
Taxes, Fees, and Surcharges	13.24

Total Current Charges	100.44
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Due Date	Dec. 08, 2023	Amount Drafted	100.44
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IMPORTANT NEWS

ACH TRANSFER INFORMATION:

If you would like to pay us by electronic ACH below is Lumens bank information.

JPMorgan Chase Bank
ACH Routing # 065400137
Account # 8800443735

Send in CTX, EDI820,
or CCD+ format with remit

RECEIVED
12/4/23

PLEASE FOLD, TEAR HERE AND RETURN THIS PORTION WITH YOUR PAYMENT
THANK YOU FOR PAYING BY AUTOPAY

FOR CHANGE OF ADDRESS OR PAYMENT AUTHORIZATION:

11

Please check here and complete reverse. Thank You.

Account Number:	333146160
Amount Drafted By Dec. 08, 2023	100.44

62201000 C7 RP 12 202311 12 NNNNNNNN 0017209 0002

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



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

[illegible]

P.O. Box 2961
Phoenix, AZ 85062-2961Page: 2 of 4
Bill Date: Nov. 13, 2023**Important Notices and Information :****Allocation of charges:**

Service Categories	Past Due	Current Month	Total Due
Basic Services	0.00	97.21	97.21
Other Services	0.00	3.23	3.23
All Services	0.00	100.44	100.44

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>.

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.

CenturyLink should be notified within 90 days after the CenturyLink Bill Date of any billing discrepancies on your statement.

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.)

Signature required _____

Date _____

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

Address Information Changes Effective Date _____

New Address _____

City _____ State _____ Zip _____

Work Phone () _____ Home Phone () _____

Account Name: HARRIS TOWNSHIP
Account Number: 333146160P.O. Box 2961
Phoenix, AZ 85062-2961Page: 3 of 4
Bill Date: Nov. 13, 2023

Current Charges Summary

Service From Nov. 13, 2023

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 @	8.00	8.00
Non-Telecom Services Surcharge	1 @	2.99	2.99
Subscriber Line Charge	1 @	5.38	5.38
Choice Business Prime	1 @	49.25	49.25
Total Monthly Charges			87.20

Taxes, Fees and Surcharges

Federal Excise Tax	2.57
Federal Universal Service Fund Surcharge	2.72
ITASCA Sales Tax	0.90
MINNESOTA 911/TAP/TAM Surcharge	0.87
MINNESOTA Sales Tax	6.18
Total Taxes, Fees and Surcharges	13.24

Total Current Charges

100.44

Contact Numbers

Payments/Billing/Products/Services: 1-800-603-6000
Tech Support/Repair Service: 1-800-603-6000Our Customer Service Representatives are available
from 8am - 8pm CT Monday through Friday.

Package Summary

Choice Business Prime

Monthly Recurring

49.25

218-326-6190

1 Pty Business

Bus Unlimited Features Pack

Inside Wire Protection

Package Charges

49.25

Subtotal Package

49.25

Package Taxes, Fees and Surcharges

5.35

Total Package

54.60

Charge Detail

Local Service from NOV 13 to DEC 12

Product-ID: 218-326-6190

Monthly Charges

Access Recovery Charge

2.50



Account Name: HARRIS TOWNSHIP
Account Number: 333146160

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

Page: 4 of 4
Bill Date: Nov. 13, 2023

Charge Detail

Local Service from NOV 13 to DEC 12

Product-ID: 218-326-6190

Monthly Charges

Subscriber Line Charge	5.38	
Total Local Exchange Services		7.88
3 Way Calling Business	6.00	
Business EAS	1.58	
Call Forwarding Business	6.00	
Call Return Business	5.50	
Directory Non Listed Business	8.00	
** Non-Telecom Services Surcharge	2.99	
Total Optional Features/Services		30.07
Total Monthly Charges		37.95

Charge Detail For 218-326-6190	37.95
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Total Charge Detail	37.95
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Total Package Summary	49.25
-----------------------	-------

Tax, Fees and Surcharges	13.24
--------------------------	-------

Total Current Charges	100.44
-----------------------	--------

** 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
IT'S IN MINNESOTA'S NATURE

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

UTILITY STATEMENT

1350064

W

ACCOUNT NUMBER	504896-104896	ZONE	1-043	STATEMENT DATE	12/11/2023
CUSTOMER NAME	Harris Township Hall	ROUTE	043		
SERVICE ADDRESS	Airport Rd, 21998 Grand Rapids			DUE DATE	12/26/2023

Averages For Billing Period	This Year	Last Year
Electric/kWh per day	19.0	21.1
Cost Per Day	\$3.18	\$3.55
Water/gallons per day	0.0	0.0
Cost Per Day	\$0.00	\$0.00

Visit our website to pay your bills on-line,
sign up for auto-pay, or to go paperless:
www.grpuc.org

To pay your bill by phone, call:
1-855-456-5158.

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	106.08
Check Payment 11/28/2023	(106.08)CR

Balance Forward	\$0.00
-----------------	--------

Current Charges	
Electric	107.76

Total Current Charges:	\$107.76
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Current Account Balance:	\$107.76
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Amount Due	\$107.76
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Auto Pay-Do Not Pay

See back of statement for details



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

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

UTILITY STATEMENT

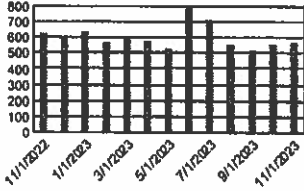
Statement Date: 12/11/2023

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

Account Number	504896-104896
Statement Number	1350064
Due Date	12/26/2023
Amount Due	\$107.76
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 12/26/2023

Service	Meter Number	Rate Code	Read Code	Usage Period From	To	# Days	Meter Readings Previous	Current	Multiplier	Usage	Charge Details	Total Charges
Electric									2.00000			
											Security Light	\$ 11.40
											Itasca County Sales Tax	\$ 0.11
											Minnesota Sales Tax	\$ 0.78
												12.29
Electric	144997	ERC-40	A	10/31/2023	11/30/2023	30	62477	63046	1.00000	569		
											Monthly Service Charge	\$ 20.55
											Energy Usage	569 kWh @ \$0.11110 \$ 63.22
											Purchased Power Adjustment	569 kWh @ \$0.00831 \$ 4.73
											Itasca County Sales Tax	\$88.50 @ 1.00000% \$ 0.89
											Minnesota Sales Tax	\$88.50 @ 6.87500% \$ 6.08
												95.47



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
IT'S IN MINNESOTA'S NATURE

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

UTILITY STATEMENT

1347637

W

ACCOUNT NUMBER	506635-104896	ZONE	4-022	STATEMENT DATE	12/04/2023
CUSTOMER NAME	Harris Township Hall	ROUTE	022		
SERVICE ADDRESS	S US Hwy 169 & Lakeview Dr Grand Rapids			DUE DATE	12/19/2023

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

Visit our website to pay your bills on-line,
sign up for auto-pay, or to go paperless:
www.grpuc.org

To pay your bill by phone, call:
1-855-456-5158.

Terms of Payment

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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	10.85
Check Payment 11/17/2023	(10.85)CR

Balance Forward	\$0.00
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Current Charges	
Electric	10.85

Total Current Charges:	\$10.85
------------------------	---------

Current Account Balance:	\$10.85
--------------------------	---------

Amount Due	\$10.85
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Auto Pay-Do Not Pay

See back of statement for details



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

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

UTILITY STATEMENT

Statement Date: 12/04/2023

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

Account Number	506635-104896
Statement Number	1347637
Due Date	12/19/2023
Amount Due	\$10.85
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 12/19/2023

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								\$ 10.06	
			Itasca County Sales Tax				\$10.06 @	1.00000%			\$ 0.10	
			Minnesota Sales Tax				\$10.06 @	6.87500%			\$ 0.69	10.85

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

1347638

W

ACCOUNT NUMBER	506636-104896	ZONE	4-022	STATEMENT DATE	12/04/2023
CUSTOMER NAME	Harris Township Hall	ROUTE	022		
SERVICE ADDRESS	S US Hwy 169 Harbor Hts Rd/Woodland Park Rd	Grand Rapids		DUE DATE	12/19/2023

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

Visit our website to pay your bills on-line,
sign up for auto-pay, or to go paperless:
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1-855-456-5158.

Terms of Payment

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

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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	10.85
Check Payment 11/17/2023	(10.85)CR

Balance Forward	\$0.00
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Current Charges	
Electric	10.85

Total Current Charges:	\$10.85
------------------------	---------

Current Account Balance:	\$10.85
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Amount Due	\$10.85
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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: 12/04/2023

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

Account Number	506636-104896
Statement Number	1347638
Due Date	12/19/2023
Amount Due	\$10.85
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 12/19/2023

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	\$ 10.06
											Itasca County Sales Tax	\$ 0.10
											Minnesota Sales Tax	\$ 0.69
												10.85

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

1347709

W

ACCOUNT NUMBER	516221-104896	ZONE	1-042	STATEMENT DATE	12/04/2023
CUSTOMER NAME	Harris Township Hall	ROUTE	022		
SERVICE ADDRESS	Crystal Springs Rd & S US Hwy 169	Grand Rapids		DUE DATE	12/19/2023

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

Visit our website to pay your bills on-line,
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www.grpuc.org

To pay your bill by phone, call:
1-855-456-5158.

Terms of Payment

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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	10.85
Check Payment	11/17/2023 (10.85)CR

Balance Forward	\$0.00
-----------------	--------

Current Charges	
Electric	10.85

Total Current Charges:	\$10.85
------------------------	---------

Current Account Balance:	\$10.85
--------------------------	---------

Amount Due	\$10.85
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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: 12/04/2023

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

Account Number	516221-104896
Statement Number	1347709
Due Date	12/19/2023
Amount Due	\$10.85
Amount Paid	Auto Pay-Do Not Pay

Automatic Withdrawal Date: 12/19/2023

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	\$ 10.06
											Itasca County Sales Tax	\$ 0.10
											Minnesota Sales Tax	\$ 0.69
												10.85

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 1-800-421-2252

Office 1-800-421-9959

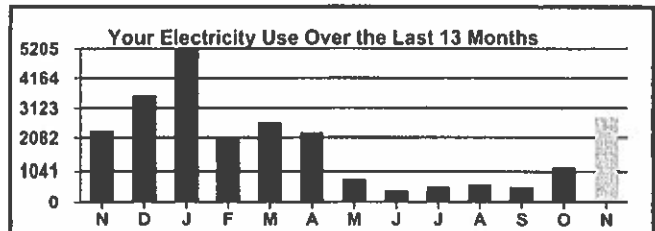
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountypower.coop

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

4 280



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



"Capital credits are a benefit of your membership with Lake Country Power. Co-ops operate on an at-cost basis and all members reap the rewards"

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	162.00
PAYMENT 11/27/2023	-162.00
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER	CODE	USAGE	DESCRIPTION	
10	20025490	11/26 - 10/26	4763	1973	1		483	ENERGY CHARGE	@ .135900
68	20025489	11/26 - 10/26	3299	3279	1		20	PEAK SHAVE WATER HEATING	@ .086800
65	20025487	11/26 - 10/26	76422	74135	1		2287	DUAL FUEL INTERR. HEAT	@ .070800
								SERVICE AVAILABILITY CHG:	
								OPERATION ROUND-UP	
								TOTAL CHARGES THIS STATEMENT	278.00
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 12/27/23									
METER READ AUTOMATICALLY									
Account Number		Service Address		Phone Number		Bill Date		Due Date	
102000853		SERVICE CENTER		(218) 327-8759		12/05/2023		12/24/2023	
Net Amount Due									278.00

Please detach and return this portion with your payment.

Account No.: 102000853 Cycle: 7
Due Date: 12/24/2023 Net Due: 278.00
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



0102000853120730000278000000278005

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





26039 Bear Ridge Drive
Cohasset, MN 55721

A Touchstone Energy Cooperative

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

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



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

"Capital credits are a benefit of your membership with Lake Country Power. Co-ops operate on an at-cost basis and all members reap the rewards"

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	120.00
PAYMENT 11/27/2023	-120.00
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION					
RATE CODE	METER	DATES	METER READING PRES	PREV	MULTI-PLIER CODE USAGE DESCRIPTION
30					45 SEC LIGHT-100W HPS(QTY 1)
30					104 SEC LIGHT-73 WATT LED (QTY 4)
30					125 SEC LIGHT-50 WATT LED(QTY 5)
					TOTAL CHARGES THIS STATEMENT
					120.00
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 12/27/23					
Account Number	Service Address		Phone Number		Bill Date
500598750	STREET LIGHT ACCOUNT		(218) 327-8759		12/05/2023
					Due Date
					12/24/2023
					Net Amount Due
					120.00

Please detach and return this portion with your payment.

Account No.: 500598750

Due Date: 12/24/2023

Cycle: 7

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**



0500598750120700000120000000120000

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



MEDIACOM[™] BUSINESS

MEDIACOM
2205 INGERSOLL AVE DES MOINES IA 50312-5289
8622 4340 ZO RP 28 11282023 NNNNNYNN 01 999912

HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

News From Mediacom

Mediacom Business customers enjoy 24hr customer support at the Business Technology Support Center. Our Business Technology Support Center is solely dedicated to serving businesses like yours.

Please reference your service agreement for terms to terminate service and arrange for the return of all equipment. Failure to return our equipment will result in the following charges: Non-addressable converter up to \$125.00; addressable converter up to \$300.00; modem up to \$139.99; digital converter up to \$500.00; remote control up to \$85.00

November 28, 2023

Statement of Service

Account number
8384 97 500 0030835
Harris Township

Contact us
Phone: **800-379-7412**
Online at: <http://business.mediacomcable.com/>

For service at
20876 Wendigo Park Rd
Control Account
Grand Rapids MN 55744-4682

Summary *See the back for details*

Previous balance	\$370.02
Payments received	-370.02
Leaf Charges	370.02

Total to be deducted	\$370.02
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Auto-bank Payment Will Be Made On 12/18/23

Pin Number **5847**

Payment Option

Detach this coupon and send it together with your check made payable to Mediacom in the enclosed envelope. Write your account number on your check.

November 28, 2023
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

Account Number
8384 97 500 0030835

Total to be deducted	\$370.02
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Amount you are enclosing:	\$
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MEDIACOM[™]
BUSINESS

MEDIACOM
PO BOX 5744
CAROL STREAM IL 60197-5744

838497500003083500370023



MEDIACOM[™] BUSINESS

RG22 4340 ZO RP 28 11282023 NNNNNYNN 01.999912

November 28, 2023

HARRIS TOWNSHIP

Account Number:

Hierarchy ID:

page 2 of 3

8384 97 500 0030835

COMMAH

Master Account Summary

Previous Balance	\$370.02
Nov 18 EFT Payment	-370.02

Leaf Charges by Group

COMMAH	\$351.88
Nov 18 Harris Township 8384922370090270	175.94
Nov 18 Harris Township 8384922380092076	175.94

Leaf Taxes by Group

COMMAH	\$18.14
Nov 18 Harris Township 8384922370090270	8.96
Nov 18 Harris Township 8384922380092076	9.18

Leaf Charge Total \$370.02

Total Due \$370.02

Leaf Details by Group

COMMAH

HARRIS TOWNSHIP
28184 SUNNY BEACH RD
GRAND RAPIDS, MN 55744-5883
Account Number: 8384922370090270

Monthly Charges

Date	Description	Quantity	Amount
Nov 28 - Dec 27	EMTA Modem		0.00
Nov 28 - Dec 27	WIFI Basic Service		5.99
Nov 28 - Dec 27	Docsis Modem		0.00
Nov 28 - Dec 27	Voice Mail		0.00
Nov 28 - Dec 27	Business Internet 60/5 Mbps		130.00
Nov 28 - Dec 27	Primary Phone Line		39.95

Subtotal \$175.94

Taxes

Date	Description	Amount
Dec 08 - Jan 07	Federal Universal Service Fund	3.55
Dec 08 - Jan 07	911 Emergency Service	0.80
Dec 08 - Jan 07	Special Tax	0.03
Dec 08 - Jan 07	Telecommunication Relay And Device	0.04
Dec 08 - Jan 07	State Sales Tax	3.06
Dec 08 - Jan 07	Local Sales Tax	0.45
Dec 08 - Jan 07	Regulatory Recovery Fee	1.03

Subtotal \$8.96

Total for Account 8384922370090270 \$184.90

HARRIS TOWNSHIP
20057 CRYSTAL SPRINGS RD
GRAND RAPIDS, MN 55744
Account Number: 8384922380092076

Monthly Charges

Date	Description	Quantity	Amount
Nov 28 - Dec 27	WIFI Basic Service		5.99
Nov 28 - Dec 27	Docsis Modem		0.00
Nov 28 - Dec 27	Voice Mail		0.00
Nov 28 - Dec 27	Business Internet 60/5 Mbps		130.00
Nov 28 - Dec 27	Primary Phone Line		39.95

Subtotal \$175.94

Taxes

Date	Description	Amount
Dec 08 - Jan 07	Federal Universal Service Fund	3.55
Dec 08 - Jan 07	911 Emergency Service	0.80
Dec 08 - Jan 07	Special Tax	0.03
Dec 08 - Jan 07	Telecommunication Relay And Device	0.04

MEDIACOM™ BUSINESS

0622 4340 ZO RP 28 11282023 NNNNNYNN 01 999912

November 28, 2023

Harris Township

Account Number:

Hierarchy ID:

page 3 of 3

8384 97 500 0030835

COMMAH

Dec 08 - Jan 07 State Sales Tax	3.06
Dec 08 - Jan 07 Local Sales Tax	0.45
Dec 08 - Jan 07 Local/city Sales Tax	0.22
Dec 08 - Jan 07 Regulatory Recovery Fee	1.03

Subtotal	\$9.18
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Total for Account 8384922380092076	\$185.12
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COMMAH SUBTOTAL 2 Account(s)	\$370.02
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Total for Master Account: COMMAH

Total Accounts 2	\$370.02
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NORTHWEST GAS
314 MAIN ST NE - PO BOX 721
MAPLETON, MN 56065-0721

Toll Free 800-367-6964 or 507-524-4103

Statement Date - 12/04/2023

Account Number: 440600.01

*****IMPORTANT SAFETY MESSAGE*****
FOR YOUR SAFETY, PLEASE KEEP
YOUR METER FREE OF SNOW
AND ICE BUILD-UP. THANK YOU.

HARRIS TOWNSHIP HALL
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744

Location: 21998 AIRPORT RD, HARRIS TWP

Base Gas Charge-01

Current Reading on: 11/30/2023 of 6,497 - Previous Reading on: 11/02/2023 of 6,391 = 106ccf
106ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04410 = 121 therms @ 0.96000

Tax

Purchased Gas-02

106ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04410 = 121 therms @ 0.00060

TOTAL CURRENT MONTH BILLING

PAST DUE BALANCE - PAYABLE UPON RECEIPT

FINANCE CHARGES

TOTAL BALANCE DUE

MeterNo: 19233489

Basic Service Charge

Actual

Budget

\$15.00

\$116.16

\$10.33

\$0.07

\$141.56

\$0.00

\$0.00

\$141.56

PAYMENTS RECEIVED IN THE LAST 30 DAYS

<u>DATE</u>	<u>AMOUNT</u>	<u>TYPE</u>	<u>CHECK NO</u>	<u>COMMENT</u>
11/06/2023	\$2.10	BILL		
11/27/2023	\$87.61	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

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



HARRIS TOWNSHIP HALL

DUE DATE: 12/25/2023

ACCOUNT NUMBER: 440600.01

TOTAL BALANCE DUE: \$141.56

AMOUNT ENCLOSED: \$



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

Statement Date - 12/04/2023
Account Number: 440601.01

*****IMPORTANT SAFETY MESSAGE*****
FOR YOUR SAFETY, PLEASE KEEP
YOUR METER FREE OF SNOW
AND ICE BUILD-UP. THANK YOU.

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

Location: 20876 WENDIGO PARK RD, HARRIS TWP

	MeterNo: 19233593	<u>Actual</u>	<u>Budget</u>
Base Gas Charge-01	Basic Service Charge	\$15.00	
Current Reading on: 11/29/2023 of 6,725 - Previous Reading on: 11/01/2023 of 6,615 = 110ccf			
110ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04410 = 125 therms @ 0.96000			
Tax		\$120.00	
Purchased Gas-02		\$10.63	
110ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04410 = 125 therms @ 0.00060			
Tax		\$0.08	
		\$0.01	
TOTAL CURRENT MONTH BILLING			
PAST DUE BALANCE - PAYABLE UPON RECEIPT		\$145.72	
FINANCE CHARGES		\$0.00	
TOTAL BALANCE DUE		\$0.00	
		\$145.72	

PAYMENTS RECEIVED IN THE LAST 30 DAYS

<u>DATE</u>	<u>AMOUNT</u>	<u>TYPE</u>	<u>CHECK NO</u>	<u>COMMENT</u>
11/06/2023	\$1.69	BILL		
11/27/2023	\$73.52	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

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



HARRIS TOWNSHIP MAINT BLDG

DUE DATE: 12/25/2023

ACCOUNT NUMBER: 440601.01

TOTAL BALANCE DUE: \$145.72

AMOUNT ENCLOSED: \$



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

Invoice Number	Invoice Date	Due Date	Account Number	Page
616000050382	12/01/2023	12/31/2023	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 12/31/2023 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 12/01/2023
Account Number 100000132077
Invoice Number 616000050382
Due Date 12/31/2023



Total Current Charges

Total Current Charges will be deducted from bank account on 12/31/2023
DO NOT MAIL PAYMENT

\$ 37.90



Account Statement

Invoice Number	Invoice Date	Due Date	Account Number	Page
616000050382	12/01/2023	12/31/2023	100000132077	2 of 4

Account Balance Details - Open Transactions on your Account

Date	Transaction Number	Debit	Due Date	Credit	Payments	Balance
12/01/2023	616000050382	37.90	12/31/2023	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
10/02/2023	631000048728	37.90	0.00	-37.90	11/01/2023	11/01/2023
11/01/2023	378000054517	37.90	0.00	-37.90	12/01/2023	12/01/2023
Activity Totals		75.80	0.00	-75.80		



Invoice

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

Harris Township
20876 WENDIGO PARK RD
GRAND RAPIDS, MN, 55744-4682
Payment Terms: NT30

Invoice Number	Invoice Date	Due Date	Account Number	Page
616000050382	12/01/2023	12/31/2023	100000132077	4 of 4

Item	Charge Type	Period	PO#	Contract#	Qty	Price	Ext Price	Tax
VEHICLE TRACKING SUBSCRIPTION	Recurring Services (base product)	11/01/2023 - 11/30/2023		1268735	2	18.95	37.90	0.00
Recurring Total							37.90	0.00
Hardware Total							0.00	0.00
Professional Service Total							0.00	0.00

Subtotal \$ 37.90
Total Tax \$ 0.00
Invoice Total \$ 37.90

Taxes and Surcharge Summary	
Description	Total (USD)
Federal Taxes and Surcharges	
Total Federal Taxes and Surcharges	0.00
State, County, and City Taxes and Surcharges	
Total State Taxes and Surcharges	0.00
Total Taxes and Surcharges	\$ 0.00



INVOICE

Page 1 of 3

Customer ID:

19-24146-23001

Customer Name:

HARRIS TOWNSHIP

Service Period:

11/01/23-11/30/23

Invoice Date:

12/01/2023

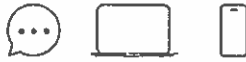
Invoice Number:

6961722-0412-0

How to Contact Us

Visit wm.com/MyWM

Create a My WM profile for easy access to your pickup schedule, service alerts and online tools for billing and more. Have a question? Check our support center or start a chat.



Customer Service: (888) 960-0008

Your Payment is Due

Dec 31, 2023

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

Your Total Due

\$167.28

If payment is received after
12/31/2023: \$ 172.28

Previous Balance	+	Payments	+	Adjustments	+	Current Invoice Charges	=	Total Account Balance Due
147.74		(147.74)		0.00		167.28		167.28

IMPORTANT MESSAGES

Invoice includes price increase that requires your consent. Your enclosed invoice (next invoice for some customers billed in arrears) contains a service rate increase. All or some of this increase (1) above the increase in the Consumer Price Index (using the Water, Sewer, and Trash Collection CPI published by U.S. Bureau of Labor Statistics, 12 month rolling average) and (2) above any increase in disposal, processing and/or transportation costs, plus an amount for operating margin, requires your consent. Your consent will be deemed to occur upon payment of the new service rate. If you do not consent to the increase, you have the right to terminate the service agreement within 30 days. Check your service agreement for your applicable terms and visit wm.com/billhelp or contact us if you have any questions.

✂ ----- Please detach and send the lower portion with payment ----- (no cash or staples) -----



DO NOT SEND PAYMENTS HERE:
WASTE MANAGEMENT OF MINNESOTA, INC.
PO BOX 3020
MONROE, WI 53566-8320
(888) 960-0008
HOURS: MON-FRI 7AM-5PM CST

Invoice Date	Invoice Number	Customer ID (Include with your payment)
12/01/2023	6961722-0412-0	19-24146-23001
Payment Terms	Total Due	Amount
Total Due by 12/31/2023	\$167.28	
If Received after 12/31/2023	\$172.28	

*** DO NOT PAY-AUTOMATIC PAYMENT WILL BE PROCESSED ***

Your bank account will be drafted \$167.28.

0412000192414623001069617220000001672800000016728 6

10500C57

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

Remit To: WM CORPORATE SERVICES, INC.
AS PAYMENT AGENT
PO BOX 4648
CAROL STREAM, IL 60197-4648

Printed on
recycled paper.

300-0033317-0412-6

DETAILS OF SERVICE

Details for Service Location:

Harris Township, 20876 Wendigo Park Rd, Grand Rapids MN 55744-4682

Customer ID: 19-24146-23001

Description	Date	Ticket	Quantity	Amount
2 Yard Dumpster Service	11/09/23	760984	1.00	123.89
Ticket Total				123.89
Energy Surcharge				10.58
Administrative Charge				8.50
MN STATE SOLID WASTE TAX 17%				24.31
Total Current Charges				167.28

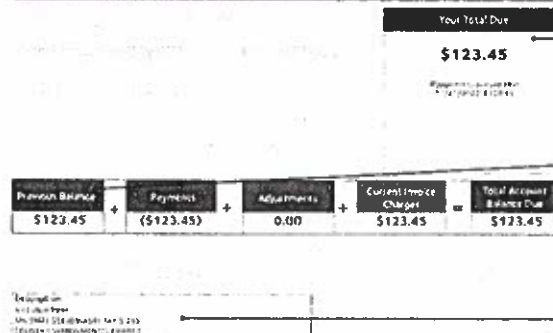
GREENER WAYS TO PAY

Please choose one of these sustainable payment options:

**AutoPay**Set up recurring payments with us at wm.com/myaccount**Online**Use wm.com for quick and easy payments**By Phone**

Pay 24/7 by calling 866-964-2729

HOW TO READ YOUR INVOICE



1 Your Total Due is the total amount of current charges and any previous unpaid Balances combined. This also states the date payment is due to WM, anything beyond that date may incur additional charges.

2 Previous balance is the total due from your previous invoice. We subtract any Payments Received/Adjustments and add your Current Charges from this billing cycle to get a Total Due on this invoice. If you have not paid all or a portion of your previous balance, please pay the entire Total Due to avoid a late charge or service interruption.

3 Service location details the total current charges of this invoice.

Prevent Truck & Facility Fires

Instead of placing these items in the garbage or recycling containers, visit your county or city website to find a household hazardous waste drop off location. You can also visit call2recycle.org to find a retailer who accepts batteries for proper recycling.

NO

- Propane tanks
- Lithium-ion batteries
- BBQ coals
- Other hazardous items

Hazardous household items that are improperly disposed of can cause **garbage truck and facility fires**. This includes lithium-ion batteries that can be found in many electronics and toys.

This summer, remember to:

- Allow coals to cool, after grilling
- Dispose of coals in a sealed metal container
- Take hazardous waste to your local hazardous waste drop location



If your service is suspended for non-payment, you may be charged a Resume charge to restart your service. For each returned check, a charge will be assessed on your next invoice equal to the maximum amount permitted by applicable state law.

☐ Check Here to Change Contact Info

List your new billing information below. For a change of service address, please contact WM.

Address 1	
Address 2	
City	
State	
Zip	
Email	
Date Valid	

☐ Check Here to Sign Up for Automatic Payment Enrollment

If I enroll in Automatic Payment services, I authorize WM to pay my invoice by electronically deducting money from my bank account. I can cancel authorization by notifying WM at wm.com or by calling the customer service number listed on my invoice. Your enrollment could take 1-2 billing cycles for Automatic Payments to take effect. Continue to submit payment until page one of your invoice reflects that your payment will be deducted.

Email	
Date	
Bank Account Holder Signature	

NOTICE: By sending your check, you are authorizing the Company to use information on your check to make a one-time electronic debit to your account at the financial institution indicated on your check. The electronic debit will be for the amount of your check and may occur as soon as the same day we receive your check.

In order for us to service your account or to collect any amounts you may owe (for non-marketing or solicitation purposes), we may contact you by telephone at any telephone number that you provided in connection with your account, including wireless telephone numbers, which could result in charges to you. Methods of contact may include text messages and using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable. We may also contact you by email or other methods as provided in our contract.

Please send all bankruptcy correspondence to RMCbankruptcy@wm.com or PO Box 43290 Phoenix, AZ 85080. Using the email option will expedite your request. (this language is in compliance with 11 USC 342(c)(2) of the Bankruptcy Code)