

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 244-1811

[harristownshipclerk@gmail.com](mailto: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](http://www.harristownshipmn.org)

## PLANNING & DEVELOPMENT MEETING

January 25, 2023 at 7:30 pm

### AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement.
2. **Approve the Minutes**
  - A. November 22, 2022 P and D Minutes
  - B. January 11, 2023 Helmbrecht Public Hearing Minutes
  - C. January 17, 2023 Budget Session Minutes
  - D. January 19, 2023 Work Session Minutes Re: MATIT Consolidated Coverage, 5-Year Road Plan, and Employee Handbook
  - E. January 19, 2023 Budget Session Minutes
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.
5. **Consent Agenda**
  - A. Zoning/Land Use Itasca County Land Use Permit
  - B. SSTS Subsurface Sewage Treatment System Permit
6. **Roads**
  - A. 2023 Updated Township Snowplowing Road Certification/J
  - B. 5-Year Road Plan/J
  - C. CSAH 64 and Wendigo Park Road Update/R
7. **Recreation**
  - A. Park and Cemetery Inspection Reports for November and December 2022/P
  - B. Driftskippers Snowmobile Club/R
8. **Correspondence (Informational)**
  - A. Hawkinson Conditional Use Permit/P
  - B. Trails Task Force Minutes of December 8, 2022/M
9. **Town Hall**
  - A. Town Hall Reports for November and December 2022/P
10. **Maintenance**
  - A. Maintenance Reports for November and December 2022/M
  - B. FEMA Report/M

**11. Old Business**

- A. Website Design/P

**12. New Business**

- A. Employee Handbook/P
- B. Estimated Market Values/P
- C. Annual Township Meeting/P

**13. Bills**

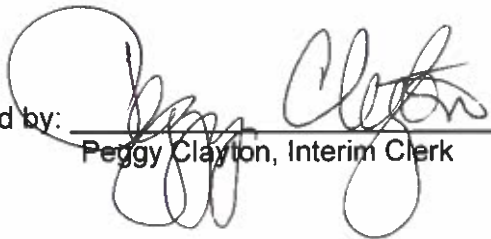
- A. Approve the Payment of Bills/N

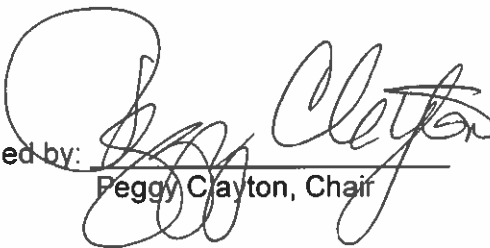
**14. Public Input** *(please limit comments to 5 minutes) please come up to the podium and state your name and address for the record*

**15. UPCOMING Events/Meetings**

January 31, 2023	Budget Session	4:00 pm Town Hall
January 31, 2023	Board of Audit	6:00 pm Town Hall
February 8, 2023	Regular Board Meeting	7:30 pm Town Hall
February 13, 2023	Township Association Meeting	7:00 pm Town Hall
February 22, 2023	P and D Board Meeting	7:30 pm Town Hall
March 8, 2023	Regular Board Meeting	7:30 pm Town Hall

**16. Adjourn**

Prepared by:   
Peggy Clayton, Interim Clerk

Signed by:  1/22/23  
Peggy Clayton, Chair

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# 2A

## PLANNING & DEVELOPMENT MEETING

November 22, 2022

### Minutes

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

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

#### Approve the Minutes

#### October 26, 2022 P and D Meeting Minutes

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the October 26, 2022 P and D Meeting Minutes. Ayes-5; Nays-0. Motion carried.

#### November 14, 2022 Board of Canvass Minutes

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the November 14, 2022 Board of Canvass Minutes. Ayes-5; Nays-0. Motion carried.

#### Additions and Corrections

Madam Chair Clayton Requested to add Hawkinson Conditional Use Permit under New Business as 12H, and remove 4B Road Easement, under Business from the Floor . Supervisor Kelly requested to add Jess Harry Road under Roads as 6C.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to add Hawkinson CUP as 12H, remove 4B Road Easement and table to the December 14, 2022 Board Meeting, add Jess Harry Road as 6C, and approve the rest of the Regular Agenda. Ayes-5; Nays-0. Motion carried.

#### Business from the Floor

##### Road Vacate

Township Attorney Andy Shaw came before the Board regarding a petition for a vacation of platted road pursuant to M. S. 164.07. The petitioners requested vacation of the platted ROW for the following reasons. The plat of Kaynosh Beach is located on the south side of Pokegama Lake and the area within said plat is not incorporated wholly or in part as a village or city, but represents unincorporated platted portions of the County of Itasca, located in Harris Township, and said plat includes:

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

centerline of said Mesabi Avenue, as depicted on the Plat of Kaynosh Beach filed and of record in the Office of the Itasca County Recorder.”

Attorney Shaw stated that portions of Mesabi Avenue and Midway Avenue which are proposed to be vacated were never opened, constructed or excepted by any road authority, have never been maintained for public use, and are useless for the purpose for which they were laid out. The public right of way is not necessary or useful as a public access as Crystal Springs Loop, and establish public right of way, provides access to the individual lots at issue and the retention of the platted right of way is redundant and unnecessary.

As per Attorney Shaw, the petitioner has garnered the 8 required signatures, and Attorney Shaw is requesting the Township Board schedule a Public Hearing for the purpose of considering and acting upon a petition received calling for vacation of the describe platted ROW.

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to schedule the public hearing for the petition for a vacation of platted ROW for Thursday, December 15, 2022 at 3:00 pm at the Harris Town Hall. Ayes-5; Nays-0. Motion carried.

### **Franklin Signs**

Brad Hagfors, representing Franklin Outdoor Advertising, stated he had contacted DOT regarding obtaining the requirements for permanent signage to be placed on the West side of Highway 169, and the North side of Hwy.169. Brad further stated that he has gotten the signed approval from the land owner, Maturi Properties, LLC, to post said signage. Brad realizes that the township does not need to approve the permanent signage but wanted to bring it before the township board, as an FYI.

After discussion, it was decided that the Chair will send a letter to Franklin Outdoor Advertising, stating that Brad Hagfors had come before the Harris Township Board, as an FYI, on the signage that will be placed on Hwy.169. Brad thanked the board!

### **Consent Agenda Zoning/Land Use Permits SSTS Permits**

A motion was made by Supervisor Kelly and seconded by Supervisor Gilbert to approve the Consent Agenda as delineated above. Ayes-5; Nays-0. Motion carried.

### **Roads Hughs Road Plowing**

Supervisor Kelley received a call from a resident at the end of Hughes Road regarding plowing. The resident had stated he did some yard/cement work and does not want the county plow truck turning around in his driveway. Supervisor Kelly stated that the county will no longer be able to plow that road, and maintenance will need to take over plowing. Discussion held on the viability of vacating that road.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to table this item to the December 14, 2022 Board Meeting. Ayes-5; Nays-0. Motion carried.

### **Sunny Beach Road Pay Request#5**

Supervisor Kelley let the board know that pay request #5 was the last pay request of the year. Supervisor Kelly had contacted SEH regarding placing stakes on the inside corners along Sunny Beach for the purposes of plowing. Short discussion held.

## **Jess Harry Road**

Supervisor Kelly was contacted by a Blackberry Township Supervisor regarding Jess Harry Road. Apparently besides Harris Township, both Blackberry Township and Trout Lake Township have ownership of a portion of Jess Harry Road. Discussion held on meeting with the townships (in question) to discuss future road work, and the obligations involved. Supervisor Kelley will meet with Karin Grandia, Transportation Director, regarding how to proceed.

## **Recreation**

### **Park and Cemetery Inspection Reports for October 2022**

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Park and Cemetery Inspection Reports for October 2022. Ayes-5; Nays-0. Motion carried.

## **Rinks**

Supervisor Kelley updated the board on rink flooding and rink attendants. Flooding was attempted a week ago but was unsuccessful. Both rinks need to be shoveled off before any further flooding takes place. Rink attendant interviews will take place in the next few days, with Supervisor Kelley and Chair Clayton.

## **Correspondence**

### **Township Association Minutes of October 10, 2022**

Informational only.

## **Town Hall**

### **Town Hall Reports for October 2022**

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Town Hall Reports for October 2022. Ayes-5; Nays-0. Motion carried.

## **Maintenance**

### **Maintenance Reports for October 2022**

A motion was made by Chair Clayton and seconded by Supervisor Davies to approve the Maintenance Reports for October 2022. Ayes-5; Nays-0. Motion carried.

## **Old Business**

There was no old business

## **New Business**

### **Schedule Work Session**

Chair Clayton placed "schedule work session" on the agenda because the board will only be meeting once in December and she asked for any suggestions from the supervisors regarding scheduling a work session sometime in December for items needing attention. It was decided that no work session would need to be scheduled at this time.

## **Resolution 2022-022 Certification of Election Results**

Chair Clayton read Resolution 2022-022 Certification of Election Results, in its entirety.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to adopt Resolution 2022-022, a Resolution Certifying the November 8, 2022 Election Results, and the following voted in favor by roll call vote: Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Supervisor Schack-yes, and Chair Clayton-yes. Resolution 2022-022 was declared duly passed and adopted.

## **2023 Harris Township Meetings**

Chair Clayton presented the Harris Town Board 2023 Meeting Schedule. All board meetings will be held at 7:30 PM and held at the Harris Town Hall. Regular meetings are the second Wednesday of each month, and Planning and Development meetings are the fourth Wednesday of each month. The only changes would occur with the November Planning and Development meeting which would be held on a Tuesday versus a Wednesday, and there would be no Planning and Development meeting in December.

The annual Town Meeting for Harris Township will be held on Tuesday, March 14, 2023 at 7:00 pm. In case of inclement weather, the meeting will be rescheduled for Tuesday, March 21, 2023 at 7:00 pm.

A quorum of the Harris Town Board regularly attends the Itasca County Township Association Meetings and the Spang Clerk will be sending out a Township Association Meeting schedule prior to the December 12, 2022 Township Association meeting.

A motion was made by Supervisor Kelly and second by Supervisor Davies to approve the 2023 Harris Township Meeting Schedule. Ayes-5; Nays-0. Motion carried.

### **Resolution 2022-023 Re: 2023 Designation of Polling Place**

Chair Clayton read Resolution 2022-023 Re: Designation of Polling Place, in its entirety.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to adopt Resolution 2022-023, a Resolution Designating Harris Township as a Polling Place, and the following voted in favor by roll call vote: Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Supervisor Schack-yes, and Chair Clayton-yes. Resolution 2022-023 was declared duly passed and adopted.

### **Resolution 2022-024 Re: Winter Burial Rates**

Chair Clayton read Resolution 2022-024 Re: Winter Burial Rates, in its entirety.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to adopt Resolution 2022-024, a Resolution Re: Winter Burial Rates, and the following voted in favor by roll call vote: Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Supervisor Schack-yes, and Chair Clayton-yes. Resolution 2022-024 was declared duly passed and adopted.

### **December 28, 2022 P and D Claims**

Treasurer Kopacek reminded the board that due to no P and D Meeting in December, claims still need to be paid. It was her suggestion to pay claims on December 30, 2022 rather than on December 28, 2022, which would allow her to include all invoices statements etc. in the end of the year claims list.

### **Resolution 2022-025 Re: December 28, 2022 Payment of Claims**

Chair Clayton read Resolution 2022-025 Re: December 30, 2022 Claims, in its entirety.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to adopt Resolution 2022-025, a Resolution Re: December 30, 2022 Claims, and the following voted in favor by roll call vote: Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Supervisor Schack-yes, and Chair Clayton-yes. Resolution 2022-024 was declared duly passed and adopted.

### **Hawkinson Conditional Use Permit**

Chair Clayton told the board that the public hearing for the Hawkinson Conditional Use Permit is scheduled for Wednesday, December 14, 2022 at 11 AM in the boardroom.

The Chair stated that this CUP is an amendment to CUP #200536 to an extended date of 12/32/2023. Precision Pipeline LLC is leasing property from Hawkinson Construction for material and an equipment storage yard that will support general construction activities. On site activities may include welding, equipment maintenance and material, supplies, and equipment storage and employee meetings. Fuel storage may be necessary and will be stored with an appropriate secondary containment in designated areas. The site location may also function as a project management location for office and project personnel, parking and dispatch.

Supervisor Gilbert Inquired if he would be able to attend the public hearing, as his name was not on the list as being notified, and he does live in that specified area. Supervisor Gilbert will attend the public hearing at 11 AM on December 14, 2022.

Chair Clayton proceeded with the Hawkinson CUP "Findings of Fact" as follows:

1. **Is the use consistent with the Harris Township Comprehensive Plan?** Ayes-5; Nays-0.

Comments:

2. **Is the conditional use compatible with the existing neighborhood?** Ayes-5; Nays-0.

Comments:

3. **Have environmental concerns or precautions been addressed?** Ayes-5; Nays-0.

4. **Does the site have sufficient vehicle access in and out of the property? Ayes-5; Nays-0. and is there adequate parking space (if applicable)? Ayes-5; Nays-0.**

5. **Is there adequate water supply and sewage treatment for the request?** N/A

6. **Have potential unsafe or unhealthy conditions been addressed?** Ayes-5; Nays-0.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davied to recommend approval of the Conditional Use Hawkinson Permit, and the Township Findings of Fact. Ayes-5; Nays-0. Motion carried.

## **Bills**

### **Approve the Payment of Bills**

Treasurer Kopacek presented the November 22, 2022 Claims List.

A motion was made by Supervisor Schack and seconded by Chair Clayton to approve claims #20759 through 20767, and EFTs 11222201 through 11222209 in the amount of \$35,858.54. Ayes-5; Nays-0. Motion carried.

## **Public Input**

There was no public input.

## **UPCOMING Events/Meetings**

November 28, 2022	Work Session Re: Land Sale, ATT/Verizon, Harris Road-Wendigo Park Rd, Paul Bunyan, Isleview Road, ElderCircle, Mowing Contract	5:30 pm Town Hall
December 12, 2022	Township Association Meeting	6:00 pm Town Hall
December 14, 2022	Regular Board Meeting	7:30 pm Town Hall
December 15, 2022	Public Hearing	3:00 pm Town Hall
January 11, 2023	Regular Board Meeting	7:30 pm Town Hall
January 25, 2023	P and D Board Meeting	7:30 pm Town Hall

➤ Special Note: There will not be a P and D Board Meeting on Wednesday, December 28, 2022

**Adjourn**

There being no further business to come before the Harris Town Board, a motion was made by Supervisor Gilbert and seconded by Supervisor Schack to adjourn the meeting at 8:14pm.

Prepared by: \_\_\_\_\_  
Peggy Clayton, Interim Clerk

Signed by: \_\_\_\_\_  
Peggy Clayton, Chair



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## 2B

**Public Hearing**  
**Vacation of Platted ROW**  
**January 11, 2023**  
**3:00 pm Harris Town Hall**

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

**Others Present:** Township Attorney Andy Shaw, and Randy Helmbrecht

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

The Pledge to the flag was conducted.

The purpose of the public hearing was to finalize the petitioners, Randy and Kathy Helmbrecht, request to vacate a Platted Right of Way.

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

Attorney Shaw explained the petition, by stating that the Platted ROW, that portion of the public roadway known as "Bayview Place" where the same abuts and lies northeasterly of the following described real property; the West boundary of said Lot 1, Section 25, Township 54 N., Range 25 W., Itasca County, Minnesota is assumed and north and south bearing, and commencing at a point that is on the right of way of the old County Road, a distance of 550.43 feet north and 272.41 feet east of the southeast corner of said lot 1; thence North 32° 45 minutes east along said right of way a distance of 213.45 feet; thence North 36° 49 minutes west a distance of 100 feet more or less to the shore of Pokegama Lake and the point of beginning of the line to be described; thence south 36° 49 minutes east a distance of 105 feet more or less to the south easterly right of way Bayview Place, also known as County Highway, as depicted on a survey for James Kent by Jonathan Bunkowske, LS24606, of Landecker and Associates, dated 4/24/2006, and there terminate.

At that point, a motion was made by Supervisor Kelley and seconded by Supervisor Davies to recess the Public Hearing at 3:03 pm to depart from the Town Hall to view the site. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Supervisors viewed the platted ROW, and asked questions of Randy Helmbrecht.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to reconvene the Public Hearing at 3:35 pm at the Town Hall. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

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

That portion of the public roadway known as "Bayview Place" where the same abuts and lies northeasterly of the following described real property; the West boundary of said Lot 1, Section 25, Township 54 N., Range 25 W., Itasca County, Minnesota is assumed and north and south bearing, and commencing at a point that is on the right of way of the old County Road, a distance of 550.43 feet north and 272.41 feet east of the southeast corner of said lot 1; thence North 32° 45 minutes east along said right of way a distance of 213.45 feet; thence North 36° 49 minutes west a distance of 100 feet more or less to the shore of Pokegama Lake and the point of beginning of the line to be described; thence south 36° 49 minutes east a distance of 105 feet more or less to the south easterly right of way Bayview Place, also known as County Highway, as depicted on a survey for James Kent by Jonathan Bunkowske, LS24606, of Landecker and Associates, dated 4/24/2006, and there terminate.

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

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

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

Based upon the testimony and evidence provided at the public hearing, the Town Board determined that the portion of Platted ROW proposed for vacation has been replaced by an alternate right of way dedicated to the Town, and the retention of the existing right of way is not necessary or desirable. No useful purpose lies in maintaining the right of way proposed for vacation under Township authority or for any foreseeable potential future public use; That it is the intent of the affected landowners to utilize the vacated right of way for residential use, the same which would constitute a benefit to the effective landowners with no detriment to the general public and is therefore in the public interest.

The town board determined that no public purpose is served by the retention of the public right of way above described. The vacation of this right of way as a public right of way is in the best interest of the public and the petition for vacation was therefore granted.

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

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

Chair Clayton conducted a roll call vote: Ayes-4, Nays-0; Absent-Supervisor Gilbert. "Resolution Vacating a Platted Right of Way" was adopted this 11th day of January 2023, by the Harris Town Board.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to recess and close the public hearing at 3:38 pm. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

### **Application for the Dedication of Land for a Township Road**

Attorney Andy Shaw explained the "Application for the Dedication of Land for a Township Road". (Legal descriptions are included in the application), which is part of the road vacate. The owners of land situated in Harris Township, Itasca County, Minnesota, are Randy and Kathy Helmbrecht, Joshua and Laura Helmbrecht, and Brian and Kelly Maki, who made the application pursuant to M.S. 164.15, subd. 1, and do dedicate the following described portion of the (below) land to the Township for public road purposes:

A 66 foot roadway easement for ingress, egress, and utility purposes over, under and across that part of government Lot 1, section 25, Township 54 N., Range 25 W., Itasca County, Minnesota lying southerly of the established centerline of county highway, being left and right, as indicated, of the following described center line; commencing at the southeast corner of said government Lot 1; thence north 0° 28 minutes 02 seconds west, assigned bearing, along the east line of said government Lot 1, a distance of 735.13 feet; thence North 90° 00 minutes 00 seconds West 155.57 feet to the point of beginning, said point also being the center of a cul-de-sac having a 60 foot radius; with the following segment being 33 feet left and 33 feet right; thence south 79° 25 minutes 26 seconds west 220.36 feet; thence southwesterly 160.83 feet along a tangential curve, concave to the southeast, having a radius of 300 feet and a central angle of 30° 43 minutes 01 seconds; thence South 48° 42 minutes 24 seconds west, tangent to said curve, 196.40 feet; thence southwesterly 140.55 feet, along a tangential curve, concave to the northwest, having a radius of 300 feet and a central angle of 26° 50 minutes 32 seconds; thence South 75° 32 minutes 57 seconds west, tangent to said last described curve 256.10 feet; thence southwesterly 183.49 feet, along at tangential curve, concave to the southeast having a radius of 300 feet and a central angle of 35° 02 minutes 40 seconds; thence South 40° 30 minutes 16 seconds West, tangent to last describe curve, 145.03 feet to the east line of the West 33 feet of said government Lot 1; thence South 0° 51 minutes 43 seconds East, along said East line 169.01 feet to the south line of said government Lot 1 and described centerline there terminating. The sidelines of said roadway easement shall be prolonged or shortened to terminate of the South line of said government lot 1 and said County Road center line.

The dedication includes all of the trees, shrubs and brush that are currently on or may grow upon the above describe real property.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to adopt the Dedication of Land for a Township Road. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

There being no further business to come before the board, a motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the Public Hearing at 3:45 pm.

Submitted by: \_\_\_\_\_  
Peggy Clayton, Interim Clerk

Signed by: \_\_\_\_\_  
Peggy Clayton, Chair

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**Budget Session**  
**January 17, 2023**  
**4:00 pm Harris Town Hall**

**2C**

**Present:** Madam Chair Clayton, Supervisor Schack, Gilbert & Kelley; Treasurer Kopacek  
**Absent:** Supervisor Davies

The Budget Work Session was called to order at 4:00 pm by Madam Chair Clayton.

The pledge to the flag was conducted.

**Fire Fund:**

Supervisors went through each code/line item of the "2022 Actuals", and "2022 adopted" regarding the fire fund. The 2022 actual apportionments/levy was \$135,238.68, and the 2022 adopted was \$135,000.00, resulting on being over by \$5,238.68. The 2022 total disbursements were \$111,500.41, and the 2022 disbursements adopted were \$115,000.00, resulting in being under by \$3,499.59.

The 2023 adopted apportionment/levy budget is \$135,000.00. The 2023 adopted disbursements are \$120,000.00. The report provided by the GRPD for the township 2023 fire contract is \$130,761.00, which will bring us over budget by \$10,761.00 of the 2023 adopted disbursement budget.

The board reviewed the recent report provided at the January 11 Board Meeting by the GRFD, to determine a reasonable "2024" proposed budget, while taking into consideration the 2023 fire contract increase. The board came in with a 2024 proposed (income/revenue) of \$145,000.00, and a 2024 proposed (disbursements) of \$140,000.00. The figures to be proposed were entered in and final decisions will be made once all budgets are completed.

**Cemetery Fund:**

Supervisors went through each code/line item of the "2022 Actuals", and "2022 adopted" regarding the cemetery fund. The 2022 actual apportionments/levy was \$6,934.01, and the 2022 adopted was \$7,000.00, resulting in being under by \$65.99 (of 2022 adopted). Discussion held on renovating the veteran memorial area, with a possible grant being an option.

The board came in with a 2024 proposed budget of \$7,000.00. The figures to be proposed were entered in and final decisions will be made once all budgets are completed.

**Equipment Fund:**

Supervisors went through each code/line item of the "2022 Actuals", and "2022 adopted" regarding the equipment fund. The 2022 actual was \$17,913.13, and the 2022 adopted was \$17,000.00, resulting in being over budget by \$913.13 (of 2022 adopted). The 2023 adopted budget was \$15,000.00. Further discussions held.

The board held the 2024 proposed budget at \$15,000.00. The figures to be proposed were entered in and final decisions will be made once all budgets are completed.

A motion was made by Supervisor Schack and seconded by Chair Clayton to adjourn the meeting at 6:45 pm.

Submitted by: \_\_\_\_\_  
Peggy Clayton, Interim Clerk

Signed by: \_\_\_\_\_  
Peggy Clayton, Madam Chair

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

Supervisor Mike Schack 340-8852  
Supervisor Ryan Davies 929-0610  
Supervisor Dan Gilbert 259-4967  
Supervisor Jim Kelley 327-0317  
Treasurer Nancy Kopacek 398-3497  
Clerk 244-1811  
[harristownshipclerk@gmail.com](mailto: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](http://www.harristownshipmn.org)

# 2D

## Work Session

**Re: 5-Year Road Plan, MATIT Consolidated Coverage, and Employee Handbook**

**January 19, 2023**

**2:00 pm Harris Town Hall**

**Present:** Madam Chair Clayton, Supervisor Schack, Davies Gilbert & Kelley; Treasurer Kopacek

The Work Session was called to order at 2:00 pm by Madam Chair Clayton.

The pledge to the flag was conducted.

### 5-Year Road Plan:

Supervisor Kelley stated he met with SEH regarding road work, specifically for 2023. Discussion followed. In 2023, Sunny Beach Road will be completed, followed by Mishawaka Shores, and Mishawaka Road. Both Sunny Beach Addition and Aspen Drive will also see road action, with final completion slated for 2024.

Further discussions will be held on the years 2024-2027 to complete the 5-year Road plan, at the next budget session or a scheduled work session.

### MATIT Consolidated Coverage.

Chair Clayton received updated "location/property" information from MATIT. After reviewing the first few properties, it was found that further descriptive information is needed and necessary in order to add, remove, approve, et.

Chair Clayton made a call to MATIT in St. Michael, hoping to gain further information, get questions answered and finalize the paperwork for review. (call went into VM). The board was not able to further discuss (what they had in front of them). Chair Clayton will follow up with another phone call and/or email if one has not been returned by the end of the day.

### Employee Handbook

Chair Clayton reviewed the Employee Handbook, specifically the areas relating to "part-time employee."

\*Supervisors Davies and Gilbert arrived at 3:32 pm\*

Chair Clayton also reviewed portions of "part-time" language gleaned from the County contractual language.

Considerable discussion was held. Areas of the township employee handbook changed, and were agreed upon by the supervisors:

- *Employment Classification-regular part-time employees* are those who are temporary or introductory probationary status, and who are scheduled to work less than 35 hours per week as needed, and who maintain, continuous regular employment status.
- *Hours of Work-part-time employees* are scheduled to work less than 35 hours per week as needed, at the discretion of their designated supervisor.
- *Added: Call Out*-Regular part-time employees are not paid call out.
- *Added: Benefit Program-Regular part-time employees- Paid time off-Holiday*: To receive a paid holiday, part-time employees must work the last day scheduled prior to the holiday, and the first day scheduled following the holiday.

No further discussions were held.

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to adjourn the meeting at 7:45 pm.

Submitted by: \_\_\_\_\_  
Peggy Clayton, Interim Clerk

Signed by: \_\_\_\_\_  
Peggy Clayton, Madam Chair

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

Supervisor Mike Schack 340-8852  
Supervisor Ryan Davies 929-0610  
Supervisor Dan Gilbert 259-4967  
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[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

# Harris Township

SINCE 1909



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**Budget Session**  
**January 19, 2023**  
**4:00 pm Harris Town Hall**

# 2E

**Present:** Madam Chair Clayton, Supervisor Schack, Davies Gilbert & Kelley; Treasurer Kopacek

The Budget Work Session was called to order at 4:00 pm by Madam Chair Clayton.

**Recreation Fund:**

Supervisors went through each code/line item of the "2022 Actuals", and "2022 adopted" regarding the recreation fund. The 2022 actual apportionments/levy was \$41,443.07 and the 2022 adopted was \$40,000.00, coming in over budget by \$1,443.07 (of 2022 adopted). The 2023 adopted budget is \$25,000.00.

The board discussed the possibility of a "park beautification grant" for a pavilion at Wendigo Park, and adding class 5 on the Crystal park rink, to level it off, before the 2023-2024 skating/rink season.

The board came in with a 2024 proposed budget of \$35,000.00. The figures to be proposed were entered in and final decisions will be made once all budgets are completed.

**General Fund:**

Supervisors went through each code/line item of the "2022 Actuals", and "2022 adopted" regarding the general fund. The 2022 actual apportionments/levy was \$137,251.33 and the 2022 adopted was \$130,000.00, resulting in being over budget by \$7,251.33 (of 2022 adopted). The 2023 adopted budget is \$160,000.00.

The board discussed donations (code 126) and miscellaneous (132), with regard to the annual contribution/donation requests which come in as part of the annual meeting.

The board also discussed and agreed to combine computer (code 138) and website (code 140) under code 138, rename it computer/website (code 138), and combine budget amounts from both, to that same code (138).

The board came in with a 2024 proposed budget of \$160,000.00. The figures to be proposed were entered in and final decisions will be made once all budgets are completed.

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to adjourn the meeting at 7:45 pm.

Submitted by: \_\_\_\_\_  
Peggy Clayton, Interim Clerk

Signed by: \_\_\_\_\_  
Peggy Clayton, Madam Chair



Harris

Zoning / Land Use Itasca County Land Use Permit # 220798

Itasca County Courthouse  
123 NE 4th Street  
Grand Rapids, MN 55744  
(218) 327-2857

5A

**Parcel Information**

Parcel Information:	PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description
	19-024-4105	KIGER, KRAIG A & BEVERLY J	18080 DANSON RD GRAND RAPIDS MN 55744	HARRIS TWP			S:24 T:54 R:25	FARM RESIDENTIAL		11.31	

River Class:

**Applicant / Agent Information**

Name: Ariel Stouder Phone Number: (574 ) 849 - 8420

**Property Information**

Ownership Description: Private Access Road Name: Wendigo Rd  
Is septic compliant? None Road Class: County State Aid Highway

**Structure Information**

Existing Use: Vacant Proposed Use: Accessory  
Accessory Structure: Maximum building height: Other  
Well type: None Pressurized Water: No  
Building Dimensions: 194' Tower Current septic status: None

**Permit Fee**

Permit application fee: Communications Tower - Communications Tower \$500  
Emergency 911 - Emergency 911 \$100

**Permit Comments**

After The Fact: No Resort: No  
Shoreline Mitigation Required: No Comments: Requirements described in Itasca County Zoning Ordinance, Article 14 have been met. See attached documents.  
  
Tower height is 194' with 4' lightning rod for total height of 198'. Tower will be self-supporting (no guy wires). Compound will include a generator pad and equipment cabinets, but no structures at this time. Additional structures would require a zoning permit.  
  
Also attached 1) Certificate of Insurance; 2) FAA Determination, 3) FCC Authorization; 4) Lease Agreement.  
Application Received Date: 10/20/2022 Issued Date: 12/05/2022  
Issued By: Katie Benes

RECEIVED  
1/16/23

**Terms**

**Road Setback**

Centerline 110'

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

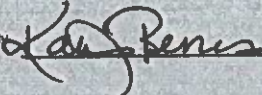
Signature

Date

#1 Approved By

 12/6/22

#2 Approved By

 12/7/22

5B

**Parcel Information**

Parcel Information:	<b>PID</b>	<b>Owner Name</b>	<b>Owner Address</b>	<b>Township Name</b>	<b>Lake Name</b>	<b>Lake Class</b>	<b>Sec/Twp/Range</b>	<b>Zoning Type</b>	<b>Property Address</b>	<b>Acres</b>	<b>Legal Description</b>
	19-034-2302	MORROW, JONATHAN P & ACIE G	31251 COUNTY RD 67 GRAND RAPIDS MN 55744	HARRIS TWP			S.34 T.54 R.25	FARM RESIDENTIAL	31251 COUNTY RD 67 GRAND RAPIDS MN 55744	23.9	

River Class:

**Applicant / Agent Information**

Name: Brian Maasch

**Property Information**

Ownership Description: Private Access Road Name: County Rd 67  
 Well Type: Deep Soil verified?: No

**Designer/Installer**

Designer Name and License #	<b>Contact Name</b>	<b>Business</b>	<b>License</b>	Installer Name and License #	<b>Contact Name</b>	<b>Business</b>	<b>License</b>
	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:	18
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:	Mound				

**Permit Fee**

Permit application fee: SSTS - Replacement \$175

**Permit Information**

After The Fact: No  
 Resort: No  
 Notes: Management Plan completed. Recommended maintenance every 36 months.  
 Application Received Date: 12/08/2022  
 Issued Date: 12/08/2022  
 Issued By: Katie Benes

RECEIVED  
 1/14/23

**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

**Distance to Well**

50' from septic tank, 50' from sewage treatment, 50' from privy

**Above Watertable Setback Requirements**

3' sewage treatment, 3' privy

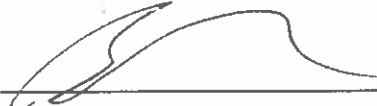

**Other**

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 SS1S, 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		12/8/22

HARRIS TOWNSHIP - 5 YEAR ROAD PLAN

JOB	2023	
1	SUNNY BEACH RD (FINISH)	WEAR COURSE
2	MISHAWAKA SHORES	RECLAIM/PAVE
3	MISHAWAKA ROAD	RECLAIM/PAVE
4	SUNNY BEACH ADDITION	RECLAIM/PAVE (finish in 2024)
5	ASPEN DRIVE	RECLAIM (finish in 2024)
		TOTAL

JOB	2024	
1	ASPEN DRIVE	FINISH
2	SUNNY BEACH ADDITION	FINISH
3	WESLEYAN DRIVE	OVERLAY
		TOTAL

JOB	2025	
1	ISLEVIEW ROAD	RECLAIM/PAVE
2		
3		
		TOTAL

JOB	2026	
1	VERDE LANE	PAVE
2	TOWN HALL PARKING LOT	OVERLAY
3		
		TOTAL

JOB	2027	
1	TO BE DETERMINED	
2		
3		
		TOTAL

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	11/10/22	OK		
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS		NA	NA	OK
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				OK →
POSTS				
COURT				
GRASS CUT/TRIMMED				

DATE 11/10/22 CEMETERY WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):  
BASEBALL FIELD:  
SHAPE/ANY REPAIR  
NEEDED  
GRASS CUT/TRIMMED

N/A

← all good →

BASKETBALL AREA:  
NET

← OK →

PICNIC AREA:  
TABLES/BENCHES  
TRASH

← OK →

PLAYGROUND AREA:  
SWINGS  
SLIDES  
TRASH  
ANYTHING BROKEN

← all good →

HORSESHOE COURT  
TRASH

N/A OK

PARKING LOT:  
TRASH

NO signage  
gone

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

OVERALL COMMENTS:

✓ Cemetery - all OK

Wendigo - Pick up fallen tree branches  
PB flags out

Crystal - all OK  
PB flags out





PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR  
NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

DATE 11/16/22

CEMETERY N/A

WENDIGO dog

CRYSTAL SPRINGS

walkers

or

SNOW

✓

✓

✓

N/A

✓

"not plowed"

All OK

get

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	11/20/12	all		
GRASS CUT:		all		
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR  
NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

DATE

CEMETERY

WENDIGO

CRYSTAL SPRINGS

11/20/22

ADA

SNOW

4 PLANTS

OPENING

NO PLANTS yet

Pinus Cemetery - all on

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	11/30/22			
GRASS CUT:				
GRASS TRIMMED:		Yes		
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS		NA		
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

DATE 11/30/22

CEMETERY

WENDIGO

CRYSTAL SPRINGS

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES TRASH

PLAYGROUND AREA:

SWINGS

SLIDES TRASH

ANYTHING BROKEN

HORSESHOE COURT TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

SMAC

N/A

SMAC

SMAC

N/A

SMAC

opening ready

John James 12/1/22

Operator SW

Operator & Driver - opening remains ready to open.



DATE  
4/12

CEMETERY

WENDIGO

CRYSTAL SPRINGS

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

RM's - call DL - getting vendors placed for

working for warming shack + vendors to open

geting vendors

for parking

geting vendors

Handwritten notes and checkmarks in the table grid. A large blue checkmark spans across the rows. The word "POHA" is written in the PICNIC AREA row. "5 more" is written in the BASKETBALL AREA row. "geting vendors for parking" is written in the PARKING LOT row. "geting vendors" is written in the HORSESHOE COURT row.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	12/16/22			
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		Ok		
PARKS:				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				



PARKS (CONTINUED):

DATE

CEMETERY

WENDIGO

CRYSTAL SPRINGS

BASEBALL FIELD:

SHAPE/ANY REPAIR

NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

12/14/22

Call

S

D

D

W

✓

✓

Security - On

Starts - Aunts heads to open on 12/14/22 days!

Plumbing lots of holes  
rinks closed + messy  
to open

0

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	08/23/22			
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

DATE CEMETERY WENDIGO CRYSTAL SPRINGS

12/23/22

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

NO maintenance jobs!

Wendigo - very beautiful  
grounds - and so



PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR  
NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:  
NET

PICNIC AREA:  
TABLES/BENCHES  
TRASH

PLAYGROUND AREA:  
SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT  
TRASH

PARKING LOT:  
TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

DATE

CEMETERY

WENDIGO

CRYSTAL SPRINGS

12/30/22

NA

✓

Wendigo - dog markers

Crystal - all ok

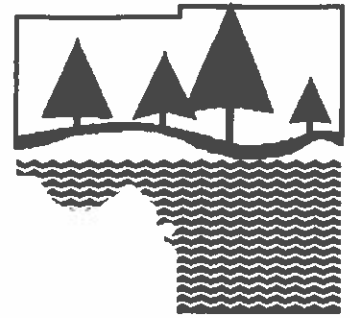
Cemetery - ok

OVERALL COMMENTS:

# ITASCA COUNTY

Planning Commission/Board of Adjustment

COURTHOUSE  
123 NE Fourth Street  
Grand Rapids, MN 55744  
Office (218) 327-2857  
Fax (218) 327-7331



December 28, 2022

8A

Precision Pipeline, LLC  
3314 56<sup>th</sup> St.  
Eau Claire, WI 54703

Hawkinson Construction Company  
501 County Rd. 63  
Grand Rapids, MN 55744

RE: Conditional Use amendment to amend the expiration date of CUP #200536 to an extended date of 12/31/2023 for a material/equipment storage/construction yard for:  
A portion of approx. 51 acres of land within the SW NW; NE SW; SE NW; NW SW less N 396' of W 660'; SW NE less E 416.8' lying N of S 100' & lying W of Hwy 169 & less S 147.5' of W 295' of E 705'; NW SE less S 350.35' & less N 571.22' of S 921.58' of E 400'; all in Sec. 5, Township 54, Range 25, Parcels #19-005-2300, 19-005-3100, 19-005-2400, 19-005-3201, 19-005-1304, 19-005-4207

Dear Sirs:

At the Planning Commission/Board of Adjustment meeting on 12/14/2022, the Board reviewed the above application. After discussion, the Board unanimously approved your Conditional Use amendment to CUP #200536 to extend the expiration date to 12/31/2023 as set forth in the enclosed findings of fact, conclusions of law, order and resolution.

Please be informed that in accordance with Section 18.4.1 of the Zoning Ordinance, the Planning Commission's determination on Conditional Use permits shall be final. Any aggrieved person may obtain judicial review by obtaining a writ of certiorari from the Court of Appeals within 60 days after the aggrieved party shall have received due notice of the proceeding and decision sought to be reviewed and by serving said writ appeal upon the Itasca County Auditor and any other adverse party within such period of 60 days.

Enclosed please find the minutes, findings and validated application. If you have any questions, please contact us.

Sincerely,

*Diane Nelson*

Diane Nelson  
Environmental Services Department

Enclosures

c: Harris Township



# Itasca Trails Task Force Meeting Minutes

December 8, 2022

Timberlake Lodge Hotel, Aspen Room

11:30am-1:00pm

8B

**Call Meeting to Order** -Tom Saxhaug (Chair) called the meeting to order at 11:35 am. Introductions.

**Present at the Meeting** – Tom Saxhaug (Chair), Catherine McLynn -Financial Coordinator (NLNSC, Rapids Riders ATV, GRIMBA, Mt Itasca), Les Ollila -Vice President (Itasca Co Park & Rec), Jim Willford & Doug Widen (38er's Snowmobile Club), Darrel Hecimovich (Itasca Snow Rangers), Sarah Carling (Community Economic Development & Assoc), Sarah Thompson (Itasca Co Land Dept), Burl Ives (Itasca Co Commissioner), Jayson Newman (SEH Engineering), Sue Schruck and Marianne Morlan (Itasca Sunset Saddle Club), Tom Sutherland (DNR Conservation Officer), Mike Schack (Harris Township Supervisor), Megan Christiansen (Visit Grand Rapids)

**Additions to Agenda** – Jayson Newman re: Prairie River development in City of La Prairie

**Approval of October 13, 2022 Minutes** – Newly elected Secretary Stephanie Kessler was unable to attend. No corrections to minutes. Plan going forward in 2023 is that everyone will print out their own copies. Grant requestors are asked to bring 20 hard copies to share when they first present their applications.

**Financial Update** - Catherine McLynn (Treasurer) reported \$18,860 yet to commit to new projects in 2023. She will prepare annual report to Blandin for TTF to review and approve in January. She will write a grant for another cycle of funds. TTF members felt a funding increase is needed and may consider increasing the maximum allowed per project. Sarah Thompson offered to join Tom and Catherine when they meet with Blandin to propose an application in January. Sarah will provide a detailed list of potential grant applications that will be submitted in 2023. Motion to accept report. Sarah T/Jim Willford MC

## NEW BUSINESS

### Election of Officers:

Following vigorous debate and campaigning, the following were elected to serve as officers for 2023: Chair: Tom Saxhaug

Vice Chair: Les Ollila

Secretary: Stephanie Kessler (elected in October)

Financial Coordinator: Catherine McLynn

### Work Plan 2023

After review, discussion, and revision, the 2023 Work Plan was approved. Widen/Hecimovich MCU

### Prairie River Development

Jayson Newman introduced his vision and draft plat for residential lots, trails, campgrounds, and public spaces at the Confluence of Prairie and Mississippi Rivers. He is working closely with City of La Prairie.

*The Mission of the Itasca County Trails Task Force is, in cooperation with public agencies and organizations, to foster development and long-term sustainability of a multi-faceted system of quality recreational trails and facilities in the Itasca County area that meets the needs of residents and visitors.*

## **AROUND THE HORN AND EMERGING ISSUES**

**Sarah Carling (CEDA)** – working with several communities on trail and other development opportunities.

**Sarah Thompson (Itasca Co Land Dept)** – Len Hardy trail is complete, new signage is being installed and several more projects will be proposed for funding next year.

**Darrel Hecimovich (Itasca Snow Rangers)** – Land purchase by City of Bovey is underway thanks to funds provided by TTF. This will provide a critical permanent connection for the snowmobile trail.

**Doug Widen (38ers Snowmobile Club)** – Working on some minor improvements on trail re-route.

**Jim Willford** – Property owner is very pleased with club's work on trail. Good PR by club members.

**Burl Ives-(Itasca Co)** Blizzard tour for ALS fundraiser Feb. 11. County is developing more campsites at fairgrounds and Bass Lake. Throughout the county logging and mowing may be restricted due to long eared bat (endangered species) habitat.

**Megan Christiansen (Visit Grand Rapids)**- New snowmobile maps are available at GR Herald office in Carnegie Building across from GR City Hall. Side entrance on NE 1<sup>st</sup> Ave.

**Les Ollila (Co Park and Recreation)** New owner of Rainbow property has granted easement for snowmobile trail. Just waiting for freeze up and more snow.

**Mike Schack (Harris Township)** New approaches to S.B. road were made so that it's a less aggressive approach onto the road.

**Sue Schrunk (Itasca Sunset Saddle Club)** – All Quiet on the Western Horse Front.

**Tom Sutherland (DNR Enforcement)** - Ice Fishing underway. Loon trapped in Wendigo Arm ice. ☹

**Catherine McLynn (NLNSC GRIMBA, Mt Itasca)** – Snow has been made and groomed at Mt Itasca on XC trails, Alpine and tubing slopes. Biathlon races this weekend with local and visiting skiers. Northern Lights Ski Club held their ski swap at Ardent Bicycles. Youth skiers are getting their skis for the season. Groomers are ready!

**Tom Saxhaug (Chair)** - Snowshoe season is beginning.

**Adjourn** - Tom Saxhaug (Chair) adjourned the meeting at 1:05pm.

**Next Meeting: January 12, 2023 at 11:30am at Timberlake Lodge Hotel**

**(Aspen Room - use Restaurant Entrance)**

**Topic: Blandin Report/Accomplishments**



Harris Township Monthly Hall Report

Caretaker Terri Friesen Date November 2022

- 1) Cleaning, Key meetings:     \*\*     hrs
- 2) Texts, calls, supplies, Miscellaneous duties/work:     \*\*     hrs

(Inspections, maintenance, non-routine work, Board Meeting Functions):

Notes:

**\*\*Caretaker on vacation during November – work hours shared**     

**Total (all hours worked):**     \*\*     hrs.

**Rentals:**

- 1) Residents:   5

No charge/discounted ONLY by board approval   1  

Notes:

Itasca Co Flyaway Club

- 2) Non-residents:   2

Discounted ONLY by board approval   1  

Notes:

General Election - 11/8/22

- 3) Board functions, (meetings, scheduled, elections):   6

Total:   13  

Deposits Retained:   0  

Reason:           

Total Money Collected:   \$450.00

Nov-22 RENTER REGISTE

R/NR	DATE	RENTER	FUNCTION	CHECK #/ CASH	RENTAL AMOUNT
NA	11/8/22	General Election	election	NA	
NR	11/12/22	Becky Nelson	bridal shower	2379	\$100.00 old rate
R	11/19/22	Lisa Knapp	family gathering	1352	\$50.00 old rate
R	11/14/22	Sue Schrunk	Banquet	2212	\$100.00
R	11/22/22	Fly Away Club	meeting		
R	11/26/22	John Haycs	family gathering	1980	\$100.00
R	11/27/22	Tari Salo	baby shower	2581	\$100.00
				TOTAL	\$450.00

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. MS 471.391, Subd 1:

12/7/22 **TERRI FRIESEN**  
**CARETAKER**

Harris Township Monthly Hall Report

Caretaker Terri Friesen Date December 2022

- 1) Cleaning, Key meetings: 9.5 hrs
- 2) Texts, calls, supplies, Miscellaneous duties/work: 4.5 hrs  
 (Inspections, maintenance, non-routine work, Board Meeting Functions):

Notes: \_\_\_\_\_

Total (all hours worked): 14 hrs.

Rentals:

- 1) Residents: 2

No charge/discounted ONLY by board approval \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- 2) Non-residents: 1

Discounted ONLY by board approval \_\_\_\_\_

Notes: \_\_\_\_\_

- 3) Board functions, (meetings, scheduled, elections): 4

Total: 7

Deposits Retained: 0

Reason: \_\_\_\_\_

Total Money Collected: \$200.00 (all reservations for December were made prior to October fee change)

Dec-22 RENTER REGISTE

R/NR	DATE	RENTER	FUNCTION	CHECK #/ CASH	RENTAL AMOUNT
NR	12/3/22	Rachel Unger	baby shower	2284	\$100.00 old rate
R	12/17/22	Barb Nelson	family gathering	8730	\$50.00 old rate
R	12/18/22	Brenda Beddoe	birthday party	2347	\$50.00 old rate

R  
R  
R

TOTAL \$200.00

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. MS 471.391, Subd 1:

1/2/23 TERRI FRIESEN  
CARETAKER

## DAILY TIME SHEET

11/1/22

MARLIN

MET WITH MIKE

PAINTED HANDICAP SPOTS AT CRYSTAL AND TOWN HALL

PUT UP BARRICADES ON SUNNY LANE

ADDED OIL TO GEARBOX ON SNOWBLOWER AT TOWN HALL

FIXED TRIP HAZARD ON RAMP AT TOWN HALL

REPAIRED FOR SALE SIGNS ON LOTS

MOUNTED SNOWPLOW ON DUMP TRUCK

CLEANED SERVICE CENTER AND MOPPED

11/15/2022

11/16/2022

Plowed township roads, town hall, snow blowed at cemetery cleaned up service center.

6.5 hours Tuesday

5.5 hours Wednesday

11/17/22

Marlin

3.5 hours snow blowing at Crystal and Wendigo parks, plowed Sunset lane

12/1/22

MARLIN

5 HRS SNOW BLOWING BOTH RINKS, WALKING PATH AT WENDIGO, PARKING LOT AT CRYSTAL

12/16/22

MARLIN

Wednesday 8 hrs plowing snow.

Thursday 9.5 hr plowing and cutting downed trees.

Friday 8 hrs plowing and cutting more downed tree branches.

12/17/22

12/19/22

MARLIN

10 HRS SATURDAY REMOVING SNOW FROM ICE RINKS AND PARKING AREAS AT CRYSTAL AND WENDIGO WITH JIM

6 HRS ON MONDAY PLOWING THE 3 LANDINGS, REMOVED DOWNED TREES AT LAPLANT LANDING, SNOW BLOWED THE WALKING TRAIL AT WENDIGO, REPAIRED LEAKING HOSE ON PICKUP SNOWPLOW

12/20/22

MARLIN

8 HRS PLOWING THROUGHOUT TOWNSHIP

12/22/22

MARLIN

8 HRS PLOWING TOWNSHIP ROADS AND LANDINGS

12/22/22

MARLIN

8 HRS PLOWING TOWNSHIP ROADS AND LANDINGS

12/26/22

MARLIN

DISASSEMBLED SNOWBLOWER ON JD TRACTOR TO ORDER PARTS

PLOWED HUGHES RD AND TOWN HALL ENTRANCE

REMOVED SNOW FROM WENDIGO AND CRYSTAL RINKS WITH ASV

PUSHED BRUSH WITH ASV BY WENDIGO PARK

12/27/22

Marlin

Went to town and got parts for john deere snowblower, rebuilt snowblower with new drive plate, universal joint, and new bearings and shear bolts.

Moved excess snow at cemetery and plowed roads, moved snowbank at maintenance facility

## Project Brief Description

Applicant stated that due to severe storm on May 29, 2022, that vegetative debris was removed from approximately (5) roads equal to 36 square miles of the Township of Harris roads to repair the road washout of the shoulders with class five gravel intermittently between start and stop GPS. Applicant stated that all (60cy) debris was chipped up all work is 100% complete and done by Township of Harris staff.

See 'COMPLETE NEW HARRIS TOWNSHIP ROAD LOCATION DAMAGE LISTINGxxx.xlsx' for GPS, dimensions, quantity, and material breakdown.

Labor Summary- \$1,786.48  
Material Summary- \$1,028.66  
Equipment Summary- \$1,824.00

Total Cost- \$4,639.14

Project Summary	Cost Summary	Process Summary
# DAMAGES	APPROX. COST	SENT TO APPL. DATE
1	\$4,639.14	January 6, 2023
# RFIS	CRC GROSS COST	APPL. SIGNED DATE
0	\$4,639.14	January 7, 2023
# RFIS (ACTIVE)	CRC NET COST	
0	\$4,639.14	
	FEDERAL SHARE (75.00%)	
	\$3,479.36	
	NON-FEDERAL SHARE (25.00%)	
	\$1,159.78	

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**FORCE ACCOUNT LABOR SUMMARY**

PAGE \_\_\_\_\_ OF \_\_\_\_\_ OMB Control Number: 1660-0017  
Expires: November 30, 2023

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT HARRIS TWSP	PAID # 061-27296-00	PROJECT # 687166	DISASTER SEVERE WEATHER
LOCATION/SITE 20876 WENDIGO PARK RD GRAND RAPIDS MN 55744	CATEGORY C	PERIOD COVERING 6-1 -6-10 2022	

DESCRIPTION OF WORK PERFORMED  
REMOVAL OF DEBRIS FROM SEVERAL ROADS. FILLED IN WASHOUTS AND CHIPPED UP DEBRIS

NAME	JOB TITLE	DATES AND HOURS WORKED EACH WEEK								COSTS			
		DATE	6-1	6-2	6-7	6-8	6-10	TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS	
DERRICK MARTILLA		REG.	3	5	8	8	8	32	23.85	7.04	30.89	988.48	
		O.T.											
MARLIN HERBERT		REG.		8	8	3	19	15.00		6.00	21.00	399.00	
		O.T.											
HAYDEN DEMARIS		REG.		8	8	3	19	15.00		6.00	21.00	399.00	
		O.T.											
		REG.											
		O.T.											

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME \_\_\_\_\_ \$ 1786.48  
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME \_\_\_\_\_ \$

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED MICHAEL SCHACK	TITLE SUPERVISOR FOR HARRIS TWSP	DATE 11-15-2022
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DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency

**FORCE ACCOUNT EQUIPMENT SUMMARY RECORD**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

OMB Control Number: 1660-0017  
Expires: November 30, 2023

**PAPERWORK BURDEN DISCLOSURE NOTICE**

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APPLICANT harris twsp	PA ID # 061-27296-00	PROJECT # 687166	DISASTER severe weather
LOCATION/SITE 20876 wendigo rd grand rapids mn 55744	CATEGORY c	PERIOD COVERING 6-1 - 6-10 2022	

DESCRIPTION OF WORK PERFORMED  
this equipment was used to repair roads and to remove debris and dispose of debris

TYPE OF EQUIPMENT	OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
		DATE	6-1	6-2	6-7	6-8	6-10	TOTAL HOURS	EQUIPMENT RATE	TOTAL COST	
2013 chevy silverado 350	marin herbert	HOURS 2	2	2	2	2	2	10	52.20		
2013 chevy silverado dump	hayden demaris	HOURS 2	2	2	2	2	10	52.20			
chipper	derrick martilla	HOURS 3	3	3	3	3	12	32.25			
asv	derrick martilla	HOURS 3	3	3	3	3	122	32.25			
		HOURS									
		HOURS									
		HOURS									
		HOURS									
		HOURS									
		HOURS									
<b>GRAND TOTAL</b>											

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED michael schack	TITLE supervisor for harris twsp	DATE 11-15-2022
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Click on the picture to view the website of Turtle Lake Townships in Cass County, Minnesota



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

11A

# Website Creation Logistics

(Upload a printable PDF of this information here.)

**Services included:** Rosedah Public Affairs will:

- Work with the township liaison to gather content and preferences for the website
- Create the site using content provided by the township
- Make edits per requested by the township during creation
- Train one or more persons designated by the township on how to edit the site for any future needs. It is web-based and easy!
- Provide a document with all of the township’s website passwords and information on updating the site, and will also be available for questions

**Cost:** Rosedah Public Affairs will:

- Charge \$1500 for website services listed above, ~~for up to 5 pages. If more pages are requested, the site cost will be \$350 per additional page.~~
- Charge additional expenses to the township (with no



# WEBSITE?

**USE YOUR  
ARPA FUNDS!**

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

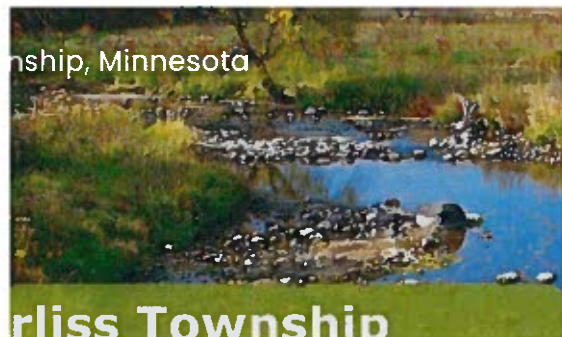
- Easy for community members to find resources and needed information
- Looks both fresh and professional and reflects the spirit of the township
- Easy for township staff to update as needed

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

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



Home About Town Board Town Hall News Contact Us



mark-up) such as the domain name (website address) and site hosting, which is an estimated and ongoing expense of approximately ~~\$250/year~~ *\$300/YR.*

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

---

## Checklist of items that could be included on the website

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

## **BASICS:**

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

## **RECOMMENDED PAGES:**

### **PAGE 1: HOMEPAGE**

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

### **PAGE 2: ABOUT**

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

### **PAGE 3: NEWS/EVENTS**

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

#### **PAGE 4: TOWN BOARD (or TOWNSHIP LEADERS)**

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

#### **PAGE 5: RESOURCES**

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

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

#### **PAGE 6: CONTACT**

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

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

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## 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* thirty-five (35) 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: Life

Insurance and the Pension Plan through PERA. They will also 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 part-time employees are required to submit time sheets on a monthly basis to the Treasurer.

**Appointed Treasurer** is appointed by the Town Board, and works between 25-30 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 30-40 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. 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 35* 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 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:*

- Not eligible for overtime pay, except as specifically required by state or federal law.

Call-out: One full time employee be available (reachable by phone) during weekends, holidays and after their regularly scheduled work hours. The employee who is available will not receive additional pay unless they are actually called out to work. In case of a call out, the employee will be compensated time and a half at a minimum of two (2) hours.

Call-out: Regular part-time employees do not get paid call out.

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 in April and October. 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 during the month of April. After the performance evaluation, changes to hourly wages and/or benefits may be recommended. A decision regarding such changes would then be made by the Town Board prior to the next Planning & Development meeting (April). Any approved changes would then become effective on the employee's next (May) check.

### **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 Statute, 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

Health Insurance

Life Insurance

Short-Term Disability and AD & D

Pension Plan (PERA)

Vacation Benefits

Dental and Vision Insurance coverage under Townships Insurance Program

The following benefit is currently available to regular part-time employees:

Holiday pay- to receive holiday pay, part-time employees must work the last scheduled day prior to the holiday and the first scheduled day following the holiday.

## **Insurance Policies / Pension Plan**

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

**Paid Holidays** are as follows:

- New Year's Day (January 1)
- One-half day on Good Friday (approved 5-9-01)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- Two floating holidays

Harris Township will grant paid holiday time off to all Regular Full-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.

### **Paid Time Off (PTO)**

Full-time employees are eligible to earn and use paid **PTO** as described in this policy. **PTO** 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 **PTO** after their initial one hundred eighty (180) day probation period, at which point **PTO** shall accrue from the employee's start date. Employees shall earn **PTO** in one calendar year and use it in the following calendar year.

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

#### **PTO Accrual Chart**

<b>Period of Employment</b>	<b>Rate of Accumulation</b>
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 **PTO** days. Upon termination, any **PTO** 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 **PTO** has been used.

The Harris Town Board feels that it is important for employees to take time off, in accordance with their PTO 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 **PTO** when corresponding time is not taken off. However, the Board may consider requests to be paid for unused **PTO** days without taking time off, on a case-by-case basis, but this is not recommended.

\*Rollover of **PTO** is not permitted.

### **Sick Leave**

Although the Township's current employee benefit program does not provide paid time off for sick days, Regular Full-time employees may use a **PTO** day in lieu of a day without pay.

Sick day leaves of more than five (5) days, which may be necessary because of illness or accident, require the submission of a doctor's statement, which must indicate the expected date of return to work.

### **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 monthly, after the Regular monthly Town Board meeting. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Paychecks for part-time employees paid on an hourly basis will include earnings for hours as submitted for that pay period.

## **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 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 employees 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:

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 25, 2023 |
| Amended April 12, 2006   | Amended November 28, 2018 |                          |
| Amended June 13, 2007    | Amended October 9, 2019   |                          |
| Amended May 11, 2011     | Amended November 22, 2021 |                          |

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

# Harris Township

SINCE 1909



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

[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

NEIGHBORS, SHORES & MORE

### Mission Statement:

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

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

# 12C

**To:** Herald Review Newspaper (via email 2/08/2023)  
**From:** Peggy Clayton, Supervisor  
**Re:** Publication of a block ad, in the LEGAL section of the newspaper

Please publish as per the dates below. Please confirm via email.

## **NOTICE to Harris Township Residents:**

Notice is hereby given that the **Annual Town Meeting for Harris Township** will be held on **Tuesday, March 14, 2023**.

The Annual Meeting will commence at **7:00 pm** to conduct all necessary business as prescribed by law.

In case of inclement weather, the meeting may be postponed until the third Tuesday in March (21), at 7:00 pm.

The Annual Meeting will be held at the following location:

**Harris Town Hall  
21998 Airport Road  
Grand Rapids, MN. 55744**

NOTE: This Meeting will be televised and recorded by ICTV.

Peggy Clayton  
Supervisor of Harris Township

Posted: 2/08/2023

Published: 2/11/2023, 2/18/2023, 2/25/2023, 03/04/2023

**Payment Request - Caretaker**

Harris Township

Itasca County

1/7/23 to 1/20/23

Name: Terri Friesen

**13A**

Date	Description	# Hours	Rate	Amount
<b>KM/Cleaning</b>				
1/7/2023	clean after rental, garbage, laundry	2	\$15.00	\$30.00
1/16/2023	KM (Becky)	0.75	\$15.00	\$11.25
1/20/2023	clean hall, garbage	1	\$15.00	\$15.00
<b>Text/Calls</b>				
1/7/2023	rental q	0.25	\$15.00	\$3.75
1/7/2023	rental Q re: property left at hall	0.25	\$15.00	\$3.75
1/8/2023	Home depot shop and return to hall cleaning closet	2	\$15.00	\$30.00
1/8/2023	copy calendar for Clerk & Supervisor	1	\$15.00	\$15.00
1/12/2023	meet renter at hall to look for lost property	0.5	\$15.00	\$7.50
1/13/2023	Rental Q X 2	0.5	\$15.00	\$7.50
1/14/2023	Renral Q and reservation made	0.5	\$15.00	\$7.50
1/17/2023	Rental Q	0.25	\$15.00	\$3.75
1/19/2023	RentalQ X 2 plus reseveration made	0.75	\$15.00	\$11.25
<b>TOTALS</b>		<b>9.75</b>		<b>\$146.25</b>
<b>Reimbursements:</b>				
	Description:			Amount
	<i>Total reimbursements requested:</i>			\$0.00

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

1/21/2023 Terri Friesen

Signature

Terri Friesen

**Payment Request - Sexton**

Harris Township

Itasca Count

Name: Terri Friesen

9

1/7/23 to 1/20/23

Date	Description	# Hours	Rate	Amount
1/11/2023	DEED to Courthouse	1	\$75.00	\$75.00
1/18/2023	email response re: purchasing plot at cemetery			
	TOTALS	1		\$75.00
<b>Reimbursements:</b>				
	Description:			Amount
	<i>Total reimbursements requested:</i>			\$0.00

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

1/21/2023 Terri Friesen

Signature

*Terri Friesen*







**ITASCA COUNTY SHERIFF'S OFFICE**  
**VICTOR J. WILLIAMS, SHERIFF**



440 1st Avenue NE • Grand Rapids, MN 55744 • 218-326-3477 • FAX: 218-326-4663

HARRIS TOWNSHIP MAINTENANCE BUILDING  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

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**Annual Alarm Invoice & Change of Information Form**

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On April 11, 2000, the Itasca County Board of Commissioners adopted the Itasca County Alarm Ordinance, which went into effect July 1, 2000. This ordinance applies to all types of alarms that require a law enforcement or fire response. In keeping with the ordinance, alarm owners should complete an Alarm Application and pay the initial administrative fee of \$20.00 within 30 days of alarm installation. Thereafter, an annual fee shall be assessed in the amount of \$10.00 due by February 15<sup>th</sup> of each year.

To facilitate in keeping the most current alarm information in our data base, a new Alarm Application/Change of Information Form is included on the reverse side of this invoice. If you need to update your information, please include the updated alarm application along with your payment.

**Please call 218-327-7472 to notify the Sheriff's Office if your alarm system has permanently been disabled or no longer in use.**

**\*\*Please note that we do not accept credit card payments\*\***



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**INVOICE**

**Amount Due: \$10**  
**Date Due: 02/15/23**

HARRIS TOWNSHIP MAINTENANCE BUILDING  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744

Street Address of Alarm Property: **20876 WENDIGO PARK RD, GRAND RAPIDS, MN 55744**

Make checks payable to: **Itasca County Sheriff's Office**

Return to: **Alarm Ordinance Section  
Itasca County Sheriff's Office  
440 First Avenue NE  
Grand Rapids, MN 55744**

**ITASCA COUNTY SHERIFF'S OFFICE**  
**VICTOR J. WILLIAMS, SHERIFF**



440 1st Avenue NE • Grand Rapids, MN 55744 • 218-326-3477 • FAX: 218-326-4663

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

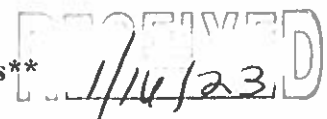
**Annual Alarm Invoice & Change of Information Form**

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**\*\*Please note that we do not accept credit card payments\*\***



**INVOICE**

**Amount Due: \$10**  
**Date Due: 02/15/23**

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

Street Address of Alarm Property: **20785 RIVER RD, GRAND RAPIDS, MN 55744**

Make checks payable to: **Itasca County Sheriff's Office**

Return to: **Alarm Ordinance Section**  
**Itasca County Sheriff's Office**  
**440 First Avenue NE**  
**Grand Rapids, MN 55744**

**DUES STATEMENT FOR COUNTY ASSOCIATION  
and  
MINNESOTA ASSOCIATION OF TOWNSHIPS DUES  
For 2023**

State dues are payable to the MAT Office upon receipt of this statement. Please mail your check to the address below for both county and state dues early enough so we may forward the state portion to MAT.

The population data below is based on 2021 Populations from the State Demographer Office.

<b>Township:</b>	<b><u>Harris - Itasca County</u></b>	<b>Population:</b>	<b><u>3317</u></b>
677.57	Itasca County Association of Townships Dues		
\$1,471.44	Minnesota Association of Townships Dues		
<b>2,149.01</b>	<b>TOTAL TO BE REMITTED TO COUNTY ASSOCIATION</b>		
<b>Make check payable to:</b>	<b>Itasca County Association of Townships</b>		
<b>Mail to:</b>	Itasca County		
	Roberta Truempler, Treasurer		
	15674 US Highway 169		
	Hill City, MN 55748		
	218-697-8204		

RECEIVED  
1/20/2023

Dues are based on the following dues structure, which as passed by township officials attending the Minnesota Association of Townships Annual Meeting on November 17, 2012.

Population:	0 - 250	\$270 base + \$.32 x Population
Population:	251 - 1,000	\$340 base + \$.32 x Population
Population:	1,001 - over	\$410 base + \$.32 x Population

**For Your Information:**

**Membership is a requirement for the Bond Program.** Your township is currently a member of the Minnesota Association of Townships Bond Program:      Y      (Y = Yes or N = No)

\*This amount includes \$12 per township for NATaT Dues; \$15 per township officer for subscription to the **Minnesota Township Insider**.

Contact your M.A.T. Board Member or M.A.T. Office regarding Dues "Delinquency and Cancellation" Policy.

Itasca County  
Roberta Truempler, Treasurer  
15674 US Highway 169  
Hill City, MN 55748



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

# Invoice

Date	Invoice #
1/11/2023	24508

Bill To:
Harris Township 20876 Wendigo Park Road Grand Rapids, MN 55744

Job Site:
Crystal Park Crystal Park, Cemetery Wendigo Park LaPlant BL, Mishawauka BL & Troop Town BL

P.O. No.	Terms	Due Date
	Net 30	2/10/2023

Description	Quantity	Unit Price	Total Price
ADA Compatible Handicapped Portable Restroom Rental - December 8, 2022 - January 5, 2023 = 4 Weeks			
Weekly Rental - ADA Compatible Handicapped Restroom	3	20.00	60.00
Weekly Cleaning, Pumping, and Disposal	3	77.95	233.85
Weekly Winterization Fee - Beginning 10/24/2022 X 3 Restrooms	12	17.50	210.00
Standard Portable Restroom Rental - December 5, 2022 - January 2, 2023 = 4 Weeks			
Weekly Rental - Standard Restroom	3	20.00	60.00
Weekly Cleaning, Pumping, and Disposal	3	51.15	153.45
Weekly Winterization Fee - Beginning 10/24/2022	12	8.75	105.00

RECEIVED  
1/20/2023

Thank you for your business. Like us on Facebook!	<b>Subtotal</b>	\$822.30
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.	<b>Sales Tax (6.875%)</b>	\$0.00
	<b>Total</b>	\$822.30
**An extra 3.5% convenience fee will be added onto all credit/debit card transactions.**	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$822.30



# Personnel Dynamics, LLC

PO Box 193  
 604 NW 1st Ave  
 Grand Rapids, MN 55744

# INVOICE

Invoice Number: 52692  
 Invoice Date: Jan 4, 2023  
 Page: 1

Phone: 218-327-9554  
 Fax: 218-327-9528  
 Email: desk@pdstaffing.net

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

Customer ID	Customer PO
HARRIS	DUE UPON RECEIPT

Quantity	Item	Description	Unit Price	Amount
12.00	BATES, LAUEN	WEEK ENDING 12/31/22	19.60	235.20
12.00	DETERMAN, NEVAEH		19.60	235.20
12.00	MCKINNEY, MCKINNA		19.60	235.20
16.00	PIEKARSKI, JUSTIN		19.60	313.60
8.00	PIEKARSKI, SENYA		19.60	156.80
8.00	TORRENT, LUCAS		19.60	156.80
12.00	VERBICK, DOLAN		19.60	235.20
8.00	WHIRLEY, NINA		19.60	156.80

RECEIVED  
 1/10/23

Subtotal	1,724.80
Sales Tax	
Total Invoice Amount	1,724.80
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,724.80</b>

Check/Credit Memo No:



# Personnel Dynamics, LLC

PO Box 193  
604 NW 1st Ave  
Grand Rapids, MN 55744

# INVOICE

Invoice Number: 52706  
Invoice Date: Jan 11, 2023  
Page: 1

Phone: 218-327-9554  
Fax: 218-327-9528  
Email: desk@pdstaffing.net

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

Customer ID	Customer PO
HARRIS	DUE UPON RECEIPT

Quantity	Item	Description	Unit Price	Amount
		WEEK ENDING 01/07/23		
12.00	DETERMAN, NEVAEH		19.60	235.20
4.00	MCKINNEY, MCKINNA		19.60	78.40
12.00	PIEKARSKI, JUSTIN		19.60	235.20
4.00	PIEKARSKI, SENYA		19.60	78.40
8.00	TORRENT, LUCAS		19.60	156.80
12.00	VERBICK, DOLAN		19.60	235.20
12.00	WHIRLEY, NINA		19.60	235.20

RECEIVED  
1/14/23

Subtotal	1,254.40
Sales Tax	
Total Invoice Amount	1,254.40
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,254.40</b>

Check/Credit Memo No:





# Personnel Dynamics, LLC

PO Box 193  
 604 NW 1st Ave  
 Grand Rapids, MN 55744

# INVOICE

Invoice Number: 52723  
 Invoice Date: Jan 18, 2023  
 Page: 1

Phone: 218-327-9554  
 Fax: 218-327-9528  
 Email: desk@pdstaffing.net

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

Customer ID	Customer PO
HARRIS	DUE UPON RECEIPT

Quantity	Item	Description	Unit Price	Amount
		WEEK ENDING 01/14/23		
8.00	BATES, LAUREN		19.60	156.80
12.00	DETERMAN, NEVAEH		19.60	235.20
7.50	MCKINNEY, MCKINNA		19.60	147.00
8.00	PIEKARSKI, JUSTIN		19.60	156.80
4.00	PIEKARSKI, SENYA		19.60	78.40
11.50	TORRENT, LUCAS		19.60	225.40
8.00	VERBICK, DOLAN		19.60	156.80
7.75	WHIRLEY, NINA		19.60	151.90

RECEIVED  
 1/20/2023

Subtotal	1,308.30
Sales Tax	
Total Invoice Amount	1,308.30
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,308.30</b>

Check/Credit Memo No:

# STOKES

Printing • Office Supplies & Equipment

421 N.W. 1st Avenue • Grand Rapids, MN 55744

Phone 218-326-9685 • FAX 218-326-9708

"Serving the area over sixty years"

P.O. # \_\_\_\_\_ Date 1-12-23

Name Harris Township

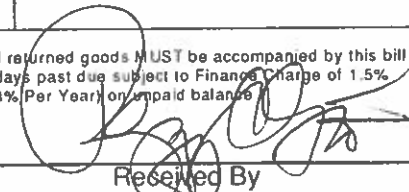
Address \_\_\_\_\_

CASH	CHARGE	ROA	CREDIT	Terms 10 Days EOM	
QUANTITY	DESCRIPTION		PRICE	AMOUNT	
2 cs	Copy paper		57.90	115	80
1	Self Stick Notes (Sale)			7	99
2	Notebooks		4.09	8	18
2	Med Binderclips		1.99	3	98
2	Sm " "		1.19	2	38
2	Sm Paperclips		1.29	2	58
2	Lrg Paperclips		3.59	7	18
10	9x12 white Envelope		65	6	50
1	sm Self Stick Notes			4	59
5	Pocket folders		1.55	7	75
1 pk	File folders colors			5	49
2	Correction tape		4.59	9	18
2	Arrow Flags		6.29	12	58
2	glue sticks		0.99	1	98
1	Banker Box 701			18	99
1	Banker Box 703			8	75
				SALES TAX	
				TOTAL	

All claims and returned goods MUST be accompanied by this bill  
 Accounts 30 days past due subject to Finance Charge of 1.5%  
 Per Month (18% Per Year) on unpaid balance

TOTAL 223 90

N<sup>o</sup> 119357

Reseived By 



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

<b>Bill To:</b> Harris Township, MN Attn: Nancy Kopacek 20876 Wendigo Park Road Grand Rapids, MN 55744 United States
---

<b>Date</b>	<b>Invoice</b>
01/16/2023	98487
<b>Account</b>	
HT0008	

<b>Terms</b>	<b>Due Date</b>	<b>PO Number</b>	<b>Reference</b>
Net 10	01/26/2023		Monthly Billing for January

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
Retro Credit: September - December 2022 Credit for pre-paid Antivirus services with 5 Year Managed Agreement - Per Device	24.00	-\$2.00	-\$48.00
<b>Total Contract Details:</b>			<b>\$63.00</b>

Make checks payable to VC3 Inc  Remit To: VC3, Inc PO Box 746804 Atlanta, GA 30374-6804  visit <a href="http://www.vc3.com/pay-invoice">www.vc3.com/pay-invoice</a> to pay via credit card  If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. Please email <a href="mailto:finance@vc3.com">finance@vc3.com</a> with any issues to stop the draft of any invoice.  ACH payments may be submitted to the following account information. Please send remittance detail to <a href="mailto:finance@vc3.com">finance@vc3.com</a> . Bank Name: PNC Bank Routing Number: 021052053 Account Number: 51843132	<b>Invoice Subtotal:</b>	<b>\$63.00</b>
	<b>Sales Tax:</b>	<b>\$0.00</b>
	<b>Invoice Total:</b>	<b>\$63.00</b>
	<b>Payments:</b>	<b>\$0.00</b>
	<b>Credits:</b>	<b>\$0.00</b>
	<b>Balance Due:</b>	<b>\$63.00</b>



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

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

01-02-23  
Invoice Date  
017904040  
Invoice Number  
725542070  
Customer Number

RECEIVED  
1/20/2023

C8155H XEROX C8155H

SER.# EHQ-217458  
SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

Invoice

METER USAGE	METER READ	METER READ	NET COPIES
TOTAL BLACK	11-21-22 TO 51217	12-29-22 52636	1419
TOTAL COLOR	40195	41322	1127

METER CHARGES			
TOTAL BLACK	1419		
BLACK BILLABLE PRINTS	1419	.005000	7.10
TOTAL COLOR	1127		
COLOR BILLABLE PRINTS	1127	.055000	61.99
NET PRINT CHARGE			69.09

1 LINE FAX SER.# FAX-1LINE INCL  
OFFICE FINISHER SER.# OFC-81 INCL

SUB TOTAL 69.09  
TOTAL 69.09

\*\* ALLOWANCE PRORATED FOR 038 DAYS  
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

Payment

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 017904040 01-02-23 THIS AMOUNT \$69.09  
RF013510 S 110120 VMN99  
03 6R7E CUWF H A7310 5933 2 115

202100008070060 0179040407 0300069097 272554207066




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

 Page: 2 of 5  
 Bill Date: Jan. 13, 2023

**Important Notices and Information :**
**Allocation of charges:**

Service Categories	Past Due	Current Month	Total Due
Basic Services	0.00	93.70	93.70
Other Services	0.00	3.20	3.20
<b>All Services</b>	<b>0.00</b>	<b>96.90</b>	<b>96.90</b>

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](http://centurylink.com/business/login). You will need your authentication code 8676.

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

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

**NOTICE OF RATE INCREASE** - Effective February 1, 2023, Non-Published and Non-Listed directory listings will increase by \$1.00 per month.

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.

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

**MONTHLY AUTOPAY AUTHORIZATION FORM**

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

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

 **Checking Account**  **Savings Account**

(Select the type of account to be drafted and attach a voided check/savings slip.)

**Address Information Changes**      Effective Date \_\_\_\_\_

New Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

 \_\_\_\_\_ *Signature required*      \_\_\_\_\_ *Date*
**Please continue to pay your bill until notified on your statement that autopay is active.**



**Account Name: HARRIS TOWNSHIP**  
**Account Number: 333146160**

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

Page: 3 of 5  
Bill Date: Jan. 13, 2023

### Important Notices and Information :

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](http://www.centurylink.com/business/login).

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


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

 Page: 4 of 5  
 Bill Date: Jan. 13, 2023

**Current Charges Summary**
**Service From Jan. 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 @	7.00	7.00
Non-Telecom Services Surcharge	1 @	2.99	2.99
Subscriber Line Charge	1 @	5.35	5.35
Choice Business Prime Pick 3 (MTM)	1 @	48.00	48.00
<b>Total Monthly Charges</b>			<b>84.92</b>
<b>Taxes, Fees and Surcharges</b>			
Federal Excise Tax			2.49
Federal Universal Service Fund Surcharge			2.56
MINNESOTA 911/TAP/TAM Surcharge			0.91
MINNESOTA Sales Tax			6.02
<b>Total Taxes, Fees and Surcharges</b>			<b>11.98</b>

**Total Current Charges**
**96.90**
**Contact Numbers**

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

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

**Package Summary**

<b>Choice Business Prime Pick 3 (MTM)</b>			
Monthly Recurring	48.00		
218-326-6190			
1 Ply Business			
Bus Unlimited Features Pack			
Inside Wire Protection			
<b>Package Charges</b>	<b>48.00</b>		
<b>Subtotal Package</b>			<b>48.00</b>
<b>Package Taxes, Fees and Surcharges</b>			<b>4.74</b>
<b>Total Package</b>			<b>52.74</b>

**Charge Detail**

Local Service from JAN 13 to FEB 12

Product-ID: 218-326-6190

**Monthly Charges**

Access Recovery Charge	2.50
Subscriber Line Charge	5.35




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

 Page: 5 of 5  
 Bill Date: Jan. 13, 2023

**Charge Detail**
**Local Service from JAN 13 to FEB 12**
**Product-ID: 218-326-6190**
**Monthly Charges**

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

<b>Charge Detail For 218-326-6190</b>	<b>36.92</b>
<b>Total Charge Detail</b>	<b>36.92</b>
<b>Total Package Summary</b>	<b>48.00</b>
<b>Tax, Fees and Surcharges</b>	<b>11.98</b>
<b>Total Current Charges</b>	<b>96.90</b>

\*\* 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.



Treasurer Harris <harristownshiptreasurer@gmail.com>

## Nancy Kopacek: Your GoDaddy Renewal Notice

1 message

GoDaddy Renewals <renewals@godaddy.com>  
To: harristownshiptreasurer@gmail.com

Fri, Jan 20, 2023 at 3:16 AM

**You qualify for 20% off any new order of \$40.00 or more.\***  
Use promo code tft3445d30 at checkout.



Need help? [Contact us.](#)

Nancy Kopacek — Customer Number: 19097686

# Your domains are about to auto-renew.

Smart choice. As long as your payment info is still up to date, you can keep doing your thing. Not sure it's right? No problem. [Just sign in to your account and find out.](#)

---

Auto-renews on 2/19/2023 | Term: 1 Year

**harristownshipmn.org**

+ .ORG Domain Renewal

\$20.99\*\*

This message confirms that during the checkout process you agreed to the Terms in GoDaddy's [Universal Terms of Service Agreement](#), [Privacy Policy](#), and any other applicable agreements. Your use of these products is governed by the terms of these agreements and policies. If you wish to cancel, please learn more about our [Refund Policy](#). This message also confirms that during the checkout process you agreed to enroll your products in our automatic renewal service. This keeps your products up and running, automatically charging then-current renewal fees to your payment method on file, with no further action on your part. If you do not wish to continue using our automatic renewal service, you can cancel automatic renewal by visiting the [Renewals and Billing page](#) in your GoDaddy account.





26039 Bear Ridge Drive  
Cohasset, MN 55721

A Truist Energy Cooperative

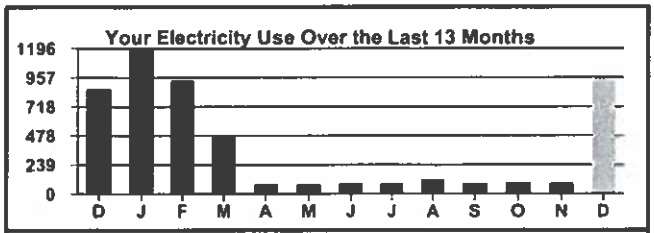
Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday  
In case of an outage, phones answered 24 hours a day.  
Office 1-800-421-9959  
Pay by Phone 1-888-222-6892 or  
visit us at www.lakecountrypower.coop

4 251

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



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



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

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	-30.30
BALANCE FORWARD CREDIT	-30.30

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER CODE	USAGE	DESCRIPTION		
40	20028472	01/01 - 12/01	11784	10830	1	954	ENERGY CHARGE @ .140300		133.85
									42.00
									175.85
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/30/23									

METER READ AUTOMATICALLY					
Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500571150	CRYSTAL	(218) 327-8759	01/10/2023	01/30/2023	145.55

Please detach and return this portion with your payment.

Account No.: 500571150      Cycle: 1  
Due Date: 01/30/2023      Net Due: 145.55  
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

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

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

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



0500571150010110000145550000145556





26039 Bear Ridge Drive  
Cohasset, MN 55721

A Tri-State Energy Cooperative

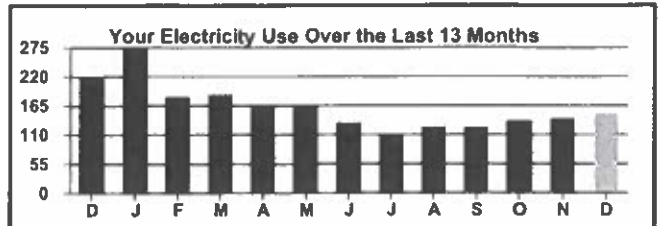
Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday  
In case of an outage, phones answered 24 hours a day.  
Office 1-800-421-9959  
Pay by Phone 1-888-222-6892 or  
visit us at [www.lakecountrypower.coop](http://www.lakecountrypower.coop)

4 257

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



YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



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

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	60.24
PAYMENT 12/30/2022	-60.24
<b>BALANCE FORWARD DUE IMMEDIATELY</b>	<b>0.00</b>

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER	USAGE	DESCRIPTION		
40	20029365	01/01 - 12/01	6288	6139	1	149	ENERGY CHARGE @ .140300		20.90
							SERVICE AVAILABILITY CHG:		42.00
							<b>TOTAL CHARGES THIS STATEMENT</b>		<b>62.90</b>
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 01/30/23									
METER READ AUTOMATICALLY									
Account Number	Service Address		Phone Number		Bill Date	Due Date	Net Amount Due		
500602100	CEMETARY		(218) 327-8759		01/10/2023	01/30/2023	62.90		

Please detach and return this portion with your payment.

Account No.: 500602100      Cycle: 1  
Due Date: 01/30/2023      Net Due: 62.90  
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

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

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

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



0500602100010110000062900000062900



# MEDIACOM<sup>™</sup> BUSINESS

MEDIACOM  
2205 INGERSOLL AVE DES MOINES IA 50312-5289  
8622 4340 ZO RP 28 12282022 NNNNNYNN 01 999924

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

December 28, 2022

## 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	\$754.59
Payments received	-754.59
Leaf Charges	379.38

---

**Total to be deducted \$379.38**

Auto-bank Payment Will Be Made On 01/18/23

**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.

December 28, 2022  
HARRIS TOWNSHIP  
20876 WENDIGO PARK RD  
GRAND RAPIDS MN 55744-4682

Account Number  
**8384 97 500 0030835**

---

**Total to be deducted \$379.38**

---

Amount you are enclosing: \$

---

# MEDIACOM<sup>™</sup> BUSINESS

MEDIACOM  
PO BOX 5744  
CAROL STREAM IL 60197-5744

838497500003083500379388

# MEDIACOM<sup>™</sup> BUSINESS

8622 4340 ZO RP 28 12282022 NNNNNYNN 01 999924

December 28, 2022  
HARRIS TOWNSHIP  
Account Number:  
Hierarchy ID:

page 2 of 3

8384 97 500 0030835  
COMMAH

## Master Account Summary

Previous Balance	\$754.59
Dec 18 EFT Payment	-754.59

## Leaf Charges by Group

<b>COMMAH</b>	<b>\$372.63</b>
Dec 18 Harris Township 8384922370090270	175.94
Nov 29 Harris Town Hall 8384922380090856	-178.76
Dec 14 Harris Town Hall 8384922380090856	39.95
Dec 21 Harris Town Hall 8384922380090856	-46.38
Dec 08 Harris Township 8384922380091722	205.94
Dec 18 Harris Township 8384922380092076	175.94

## Leaf Taxes by Group

<b>COMMAH</b>	<b>\$6.75</b>
Dec 18 Harris Township 8384922370090270	7.42
Nov 29 Harris Town Hall 8384922380090856	-7.04
Dec 14 Harris Town Hall 8384922380090856	7.42
Dec 21 Harris Town Hall 8384922380090856	-8.47
Dec 18 Harris Township 8384922380092076	7.42

Leaf Charge Total **\$379.38**

Total Due **\$379.38**

## 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
Dec 28 - Jan 27	EMTA Modem		0.00

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

Subtotal **\$175.94**

### Taxes

Date	Description	Amount
Jan 08 - Feb 07	Federal Universal Service Fund	2.97
Jan 08 - Feb 07	911 Emergency Service	0.80
Jan 08 - Feb 07	Special Tax	0.07
Jan 08 - Feb 07	Telecommunication Relay And Device	0.04
Jan 08 - Feb 07	State Sales Tax	2.99
Jan 08 - Feb 07	Regulatory Recovery Fee	0.55

Subtotal **\$7.42**

Total for Account 8384922370090270 **\$183.36**

### HARRIS TOWN HALL

21998 AIRPORT RD  
GRAND RAPIDS, MN 55744-4852  
Account Number: 8384922380090856

### Monthly Charges

Date	Description	Quantity	Amount
Dec 24 - Jan 23	Primary Phone Line		39.95
Nov 22 - Dec 23	Local Broadcast Surcharge		-17.51
Nov 22 - Dec 23	Service Discount		17.51
Nov 22 - Dec 23	EMTA Modem		0.00
Nov 22 - Dec 23	WIFI Basic Service		-6.37
Nov 22 - Dec 23	Business Internet 60/5 Mbps		-126.62
Nov 22 - Dec 23	Primary Phone Line		42.52
Nov 22 - Dec 23	Primary HD Equipment		0.00
Dec 19 - Jan 23	Primary Phone Line		-46.38
Nov 22 - Dec 23	Primary Phone Line		-42.52
Nov 22 - Dec 23	Limited Video		-45.77



# MEDIACOM<sup>™</sup> BUSINESS

8622 4340 ZO RP 28 12282022 NNNNNYNN 01 999924

December 28, 2022

page 3 of 3

Harris Township

Account Number:

8384 97 500 0030835

Hierarchy ID:

COMMAH

**Subtotal** **-\$185.19**

## Taxes

Date	Description	Amount
Jan 08 - Feb 07	Access Fee	-1.33
Jan 08 - Feb 07	Franchise Fee	-2.29
Jan 08 - Feb 07	State Sales Tax	-3.15
Jan 08 - Feb 07	Franchise Fee	-0.02
Jan 08 - Feb 07	FCC Regulatory Fee	-0.09
Jan 08 - Feb 07	Sales Tax On Franchise Fees	-0.16
Jan 08 - Feb 07	Federal Universal Service Fund	2.97
Jan 08 - Feb 07	911 Emergency Service	0.80
Jan 08 - Feb 07	Special Tax	0.07
Jan 08 - Feb 07	Telecommunication Relay And Device	0.04
Jan 08 - Feb 07	State Sales Tax	2.99
Jan 08 - Feb 07	Regulatory Recovery Fee	0.55
Jan 08 - Feb 07	Federal Universal Service Fund	-3.45
Jan 08 - Feb 07	911 Emergency Service	-0.80
Jan 08 - Feb 07	Special Tax	-0.07
Jan 08 - Feb 07	Telecommunication Relay And Device	-0.04
Jan 08 - Feb 07	State Sales Tax	-3.47
Jan 08 - Feb 07	Regulatory Recovery Fee	-0.64

**Subtotal** **-\$8.09**

**Total for Account 8384922380090856** **-\$193.28**

**HARRIS TOWNSHIP**  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744-4682  
Account Number: 8384922380091722

## Monthly Charges

Date	Description	Quantity	Amount
Dec 18 - Jan 17	WIFI Basic Service		5.99
Dec 18 - Jan 17	Modem		0.00
Dec 18 - Jan 17	Business Internet 60/5 Mbps		199.95

**Subtotal** **\$205.94**

**Total for Account 8384922380091722** **\$205.94**

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

## Monthly Charges

Date	Description	Quantity	Amount
Dec 28 - Jan 27	WIFI Basic Service		5.99

Dec 28 - Jan 27	Docsis Modem	0.00
Dec 28 - Jan 27	Voice Mail	0.00
Dec 28 - Jan 27	Business Internet 60/5 Mbps	130.00
Dec 28 - Jan 27	Primary Phone Line	39.95

**Subtotal** **\$175.94**

## Taxes

Date	Description	Amount
Jan 08 - Feb 07	Federal Universal Service Fund	2.97
Jan 08 - Feb 07	911 Emergency Service	0.80
Jan 08 - Feb 07	Special Tax	0.07
Jan 08 - Feb 07	Telecommunication Relay And Device	0.04
Jan 08 - Feb 07	State Sales Tax	2.99
Jan 08 - Feb 07	Regulatory Recovery Fee	0.55

**Subtotal** **\$7.42**

**Total for Account 8384922380092076** **\$183.36**

**COMMAH SUBTOTAL 4 Account(s)** **\$379.38**

**Total for Master Account: COMMAH**  
**Total Accounts 4** **\$379.38**







PO BOX 489  
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	986510508-00001	02/04/23
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9925251109

KEYLINE



HARRIS SERVICE CENTER  
ATTN: TREASURER  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744-4682

Quick Bill Summary

Dec 13 – Jan 12

Previous Balance <i>(see back for details)</i>	\$147.72
Payment – Thank You	-\$147.72
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Charges	\$144.21
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Surcharges and Other Charges & Credits	\$1.05
Taxes, Governmental Surcharges & Fees	\$2.52
<b>Total Current Charges</b>	<b>\$147.78</b>

**Total Charges Due by February 04, 2023 \$147.78**

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone



HARRIS SERVICE CENTER  
ATTN: TREASURER  
20876 WENDIGO PARK RD  
GRAND RAPIDS, MN 55744-4682

Bill Date January 12, 2023  
Account Number 986510508-00001  
Invoice Number 9925251109

Total Amount Due

Deducted from bank account on 02/01/23  
DO NOT MAIL PAYMENT

**\$147.78**

PO BOX 16810  
NEWARK, NJ 07101-6810



99252511090109865105080000100000014778000000147789



Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

### Payments

### Payments, continued

<b>Previous Balance</b>	<b>\$147.72</b>
Payment - Thank You	
Payment Received 01/03/23	-147.72
<b>Total Payments</b>	<b>-\$147.72</b>
<b>Balance Forward</b>	<b>\$0.00</b>

Total Amount Due will be deducted from your bank account on 02/01/23

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:  
**Verizon Wireless Attn: Correspondence Team PO Box 15069 Albany, NY 12212**

**Automatic Payment Enrollment for Account: 986510508-00001 HARRIS SERVICE CENTER**

By signing below, you authorize Verizon Wireless to electronically debit your bank account each month for the total balance due on your account. The check you send will be used to setup Automatic Payment. You will be notified each month of the date and amount of the debit 10 days in advance of the payment. You agree to receive all Auto Pay related communications electronically. I understand and accept these terms. This agreement does not alter the terms of your existing Customer Agreement. I agree that Verizon Wireless is not liable for erroneous bill statements or incorrect debits to my account. To withdraw your authorization you must call Verizon Wireless. Check with your bank for any charges.

1. Check this box.
2. Sign name in box below, as shown on the bill and date.
3. Return this slip with your payment. Do not send a voided check.



---





Invoice Number: 9925251109    Account Number: 986510508-00001    Date Due: 02/04/23    Page: 3 of 10

### Overview of Shared Usage

Participating Lines as of 01/12/23	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
Talk - Nationwide for Business Share	3	0	1,200	25	0
					---

### Overview of Lines

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Surcharges and Other Credits	Taxes, Governmental and Fees	Third-Party Charges (Includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
218-244-1811 Clerk Harris	4	\$48.07	--	\$0.35	\$0.84	--	\$49.26	9	10	35,389KB	--	--	--
218-244-5247 Maintenance Harris	6	\$48.07	--	\$0.35	\$0.84	--	\$49.26	4	3	332,672KB	--	--	--
218-398-5033 Caretaker Harris	8	\$48.07	--	\$0.35	\$0.84	--	\$49.26	12	53	17,489KB	--	--	--
<b>Total Current Charges</b>		<b>\$144.21</b>	<b>\$0.00</b>	<b>\$1.05</b>	<b>\$2.52</b>	<b>\$0.00</b>	<b>\$147.78</b>						



**Summary for Clerk Harris: 218-244-1811**

**Your Plan**

**Americas Ch Email & Data 400**  
 \$64.09 monthly charge  
 400 monthly allowance minutes  
 \$.25 per minute after allowance

**Friends & Family**

**UNL Text Messaging**  
 Unlimited M2M Text  
 Unlimited Text Message

**Email & Data Unlimited**  
 Unlimited monthly kilobyte

**Beginning on 03/29/16:**  
 25% Access Discount

**M2M National Unlimited**  
 Unlimited monthly Mobile to Mobile

**UNL Night & Weekend Min**  
 Unlimited monthly OFFPEAK

**UNL Picture/Video MSG**  
 Unlimited monthly Picture & Video

Have more questions about your charges?  
 Get details for usage charges at  
[b2b.verizonwireless.com](http://b2b.verizonwireless.com).

**Monthly Charges**

Americas Ch Email & Data 400	01/13 - 02/12	64.09
25% Access Discount	01/13 - 02/12	-16.02
		<b>\$48.07</b>

**Usage and Purchase Charges**

Voice	Allowance	Used	Billable	Cost
Shared <i>minutes</i>	400 (shared)	9	--	--
<b>Total Voice</b>				<b>\$0.00</b>

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	2	--	--
Picture & Video - Sent <i>messages</i>	unlimited	5	--	--
Picture & Video - Rcv'd <i>messages</i>	unlimited	3	--	--
<b>Total Messaging</b>				<b>\$0.00</b>

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	35,389	--	--
<b>Total Data</b>				<b>\$0.00</b>

**Total Usage and Purchase Charges \$0.00**

**Surcharges**

Fed Universal Service Charge	.26
Regulatory Charge	.09
	<b>\$0.35</b>

**Taxes, Governmental Surcharges and Fees**

MN 911/Teletelery Chrg	.84
	<b>\$0.84</b>

**Total Current Charges for 218-244-1811 \$49.26**



**Detail for Clerk Harris: 218-244-1811**

**Voice**

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
12/21	1:09P	952-838-4234	Peak	PlanAllow	Grand Rapi MN	Minneapolis MN	1	---	---	---
12/21	1:09P	952-838-4234	Peak	PlanAllow	Grand Rapi MN	Minneapolis MN	8	---	---	---



### Summary for Maintenance Harris: 218-244-5247

#### Your Plan

**Americas Ch Email & Data 400**  
 \$64.09 monthly charge  
 400 monthly allowance minutes  
 \$.25 per minute after allowance

#### Friends & Family

**M2M National Unlimited**  
 Unlimited Mobile to Mobile

**UNL Night & Weekend Min**  
 Unlimited OFFPEAK

**Email & Data Unlimited**  
 Unlimited monthly kilobyte

**Beginning on 09/19/12:**  
**25% Access Discount**

**UNL Picture/Video MSG**  
 Unlimited monthly Picture & Video

**UNL Text Messaging**  
 Unlimited monthly M2M Text  
 Unlimited monthly Text Message

Have more questions about your charges?  
 Get details for usage charges at  
[b2b.verizonwireless.com](http://b2b.verizonwireless.com).

#### Monthly Charges

Americas Ch Email & Data 400	01/13 - 02/12	64.09
25% Access Discount	01/13 - 02/12	-16.02
		<b>\$48.07</b>

#### Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared <i>minutes</i>	400 (shared)	4	---	--
Night/Weekend <i>minutes</i>	unlimited	1	---	--
<b>Total Voice</b>				<b>\$.00</b>

Messaging	Allowance	Used	Billable	Cost
Picture & Video -- Rcv'd <i>messages</i>	unlimited	3	---	--
<b>Total Messaging</b>				<b>\$.00</b>

Data	Allowance	Used	Billable	Cost
Kilobyte Usage <i>kilobytes</i>	unlimited	332,672	---	--
<b>Total Data</b>				<b>\$.00</b>

**Total Usage and Purchase Charges** **\$.00**

#### Surcharges

Fed Universal Service Charge	.26
Regulatory Charge	.09
	<b>\$.35</b>

#### Taxes, Governmental Surcharges and Fees

MN 911/Telerelay Chrg	.84
	<b>\$.84</b>

**Total Current Charges for 218-244-5247** **\$49.26**



### Detail for Maintenance Harris: 218-244-5247

#### Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
12/13	10:01P	218-327-5700	Off-Peak	N&W	Grand Rapi MN	Incoming CL	1	---	---	---
12/14	6:31P	218-327-5700	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	---	---	---
12/15	8:29P	218-327-5700	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	---	---	---
12/16	11:14A	218-327-5700	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	1	---	---	---
12/28	9:53A	612-509-7749	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	---	---	---



**Summary for Caretaker Harris: 218-398-5033**

**Your Plan**

**Americas Ch Email & Data 400**  
 \$64.09 monthly charge  
 400 monthly allowance minutes  
 \$.25 per minute after allowance

**Friends & Family**

**UNL Text Messaging**  
 Unlimited M2M Text  
 Unlimited Text Message

**Email & Data Unlimited**  
 Unlimited monthly kilobyte

**Beginning on 01/08/16:**  
**25% Access Discount**

**M2M National Unlimited**  
 Unlimited monthly Mobile to Mobile

**UNL Night & Weekend Min**  
 Unlimited monthly OFFPEAK

**UNL Picture/Video MSG**  
 Unlimited monthly Picture & Video

Have more questions about your charges?  
 Get details for usage charges at  
[b2b.verizonwireless.com](http://b2b.verizonwireless.com).

**Monthly Charges**

Americas Ch Email & Data 400	01/13 - 02/12	64.09
25% Access Discount	01/13 - 02/12	-16.02
		<b>\$48.07</b>

**Usage and Purchase Charges**

Voice		Allowance	Used	Billable	Cost
Shared	minutes	400 (shared)	12	--	--
Mobile to Mobile	minutes	unlimited	4	--	--
Night/Weekend	minutes	unlimited	9	--	--
<b>Total Voice</b>					<b>\$.00</b>

Messaging		Allowance	Used	Billable	Cost
Text	messages	unlimited	36	--	--
Unlimited M2M Text	messages	unlimited	12	--	--
Picture & Video - Sent	messages	unlimited	4	--	--
Picture & Video - Rcv'd	messages	unlimited	1	--	--
<b>Total Messaging</b>					<b>\$.00</b>

Data		Allowance	Used	Billable	Cost
Kilobyte Usage	kilobytes	unlimited	17,489	--	--
<b>Total Data</b>					<b>\$.00</b>

**Total Usage and Purchase Charges** **\$.00**

**Surcharges**

Fed Universal Service Charge	.26
Regulatory Charge	.09
	<b>\$.35</b>

**Taxes, Governmental Surcharges and Fees**

MN 911/Telerelay Chrg	.84
	<b>\$.84</b>

**Total Current Charges for 218-398-5033** **\$49.26**





**Detail for Caretaker Harris: 218-398-5033**

**Voice**

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
12/21	11:29A	218-241-4136	Peak	PlanAllow	Grand Rapi MN	Incoming CL	1	--	--	--
12/24	10:54A	218-326-2509	Off-Peak	N&W	Grand Rapi MN	Grand Rpds MN	1	--	--	--
12/24	2:25P	218-326-1229	Off-Peak	N&W	Grand Rapi MN	Grand Rpds MN	1	--	--	--
12/29	8:39A	218-326-3815	Peak	PlanAllow	Grand Rapi MN	Grand Rpds MN	2	--	--	--
12/29	8:45A	218-244-3182	Peak	M2MAllow	Grand Rapi MN	Coleraine MN	2	--	--	--
1/02	12:07P	218-256-0638	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	2	--	--	--
1/02	4:18P	218-256-0638	Peak	PlanAllow	Grand Rapi MN	VM Deposit CL	2	--	--	--
1/03	4:37P	218-209-1151	Peak	M2MAllow	Grand Rapi MN	Bemidji MN	2	--	--	--
1/03	4:39P	701-541-8158	Peak	PlanAllow	Grand Rapi MN	Fargo ND	5	--	--	--
1/08	3:02P	218-259-1551	Off-Peak	N&W	Grand Rapi MN	Coleraine MN	7	--	--	--

**Bonus Points Available**  
215

**Account Summary**


Billing Cycle		12/30/22
Days In Billing Cycle		31
Previous Balance		\$16.02
Purchases	+	16.02
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$16.02
Other Charges	+	\$0.00
Finance Charges	+	0.00


**NEW BALANCE \$16.02**

**Credit Summary**

Total Credit Line	\$3,500.00
Available Credit Line	\$3,483.00
Available Cash	\$3,483.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

 **Customer Service:** (727) 570-4899  
**Report Lost or Stolen Card:** (727) 570-4881

 **Visit us on the web at:**  
[www.MyCardStatement.com](http://www.MyCardStatement.com)

 Please send Billing Inquiries and Correspondence to:  
PO BOX 30495 TAMPA, FL 33630-3495

**Payment Summary**

<b>NEW BALANCE</b>	<b>\$16.02</b>
<b>MINIMUM PAYMENT</b>	<b>\$16.02</b>
<b>PAYMENT DUE DATE</b>	<b>01/24/2023</b>

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement*

**RECEIVED**  
1/16/23

**Cardholder Account Summary**

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
12/17/22	12/18/22	5734	24492152351719847942046	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$16.02
12/27/22	12/27/22	6010	1 2361319157000020	PAYMENT - THANK YOU	\$16.02 -

**ScoreCard Bonus Points Information as of 12/29/22**

SCORE CARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	199	16	0	0	215

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

GRAND RAPIDS STATE BANK  
P O BOX 409  
GRAND RAPIDS MN 55744 - 0409



Amounts change or  
back of this coupon

AMOUNT OF PAYMENT ENCLOSED

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
12/30/22	\$16.02	\$16.02	01/24/2023

\$

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



MAKE CHECK PAYABLE TO:



VISA  
P O BOX 409  
GRAND RAPIDS MN 55744-0409