

REGULAR MEETING
June 12, 2019 at 7:30pm
Minutes

Present: Madam Chair, Peggy Clayton
Supervisors: Jim Kelley, Ken Haubrich, Mike Schack
Clerk: Kati Pierce Treasurer: Becky Adams and Josh Thoennes
Absent: Supervisor, Dennis Kortekaas

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. Regular Meeting, May 8, 2019- Motion to approve the minutes from May 8, 2019 by Supervisor Kelley, seconded by Supervisor Schack and passed by all.
 - B. Work Session- Security, June 5, 2019- Motion to approve the minutes from June 5, 2019 by Supervisor Haubrich, seconded by Supervisor Kelley and passed by all.
3. **Additions and Corrections-** Addition 5.B- Cemetery Deed Sale, Motion to approve additions by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.
4. **Business from the floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda**
 - A. Cemetery Deed for Lenard Oaks & Mary Noll, Section 3, Block 27, Lot 3, Site 6
 - B. Cemetery Deed for David Hall, Section 3, Block 9, Lot 2, Site 1
Motion to approve Consent Agenda Items by Supervisor Schack, seconded by Supervisor Haubrich and passed by all.
6. **Roads**
 - A. Road Inspections, May 19, 2019-
 - B. Road Inspections, May 27, 2019-
Road inspections reports for A and B were combined for a Motion to approve them by Supervisor Haubrich, seconded by Supervisor Schack and passed by all.
 - C. 2018 Road Project Updates (SEH)- Allie Jurvelin from SEH reports the projects are complete, there is a little left on Woodbine turnaround in regard to the easement. Documents are approved as of today. Note that easements will need to be certified and inspected moving forward. The Board would like a copy of the completed easement for the P&D meeting 6/26/2019 to approve.
 - D. 2018 Project Pay Documents (SEH)- Allie Jurvelin reports that the final contract amounts all came in below the original contract amount totaling \$389,826.05 with a remaining balance of \$353,059.24. Everything went as planned and is happy to say there was nothing out of the ordinary. Motion to approve payment of \$353,059.24 to Hawkinson Construction by Supervisor Kelley, with a 2.5% retainage fee, seconded by Supervisor Haubrich and passed by all.
 - E. 2019 Road Project Updates (SEH)- Allie received the documents from KGM moving forward with the project. She has sent out a memo to residents on Gary Drive, Lakeview and Alicia notifying them of the upcoming construction and that is is expected to start any day as it is mid-June.
Supervisor Haubrich would like to do an authorization that allows Supervisor Kelley to make decisions on behalf of the Board in regard to the stumps that may pop up along the way prior to reclaiming the road on Alicia. The Board held discussion on the issue and feels that the work needs to be performed and KGM will make the call on how to best proceed should they run into an issue along the way. Supervisor Haubrich makes a motion that is seconded by Supervisor Schack for Supervisor Kelley to have the authority to work with KGM on how to

best handle stumps and the cost associated with removing them if it becomes an issue, Motion passed by all. Allie Jurvelin notes there is potential for stumps on any roads that work is done.

Supervisor Kelley reports that Allie is leaving the local office however will be staying on as our Engineer and work remote as much as she is able. They have Jim Azura will be replacing her locally to assist if we need someone hands on here.

Sunny Beach Addition, a resident called and would like to widen the road so he can get his pontoon in and out of his driveway. Supervisor Kelley has had conversations with the resident and recommends the Board allow him to widen the road and will talk with him to make sure it is done correctly. Supervisor Haubrich made a motion to allow the resident to proceed, seconded by Supervisor Schack and passed by all.

Supervisor Kelley would also like to add Roads to the work session below also.

- F. Andy Shaw Easement Agreement- discussed above in Roads, 6.C
- G. MN Department of Natural Resources, Beaver Permit- Beaver Update- Jim Carlson took care of the Metzzenhuber Road and Underwood also had one beaver that was removed. There should be no more issues.
- H. Robinson Landing- Supervisor Kelley would like to discuss the washout at Robinson Landing, it has been an ongoing problem and a resident keeps pulling the class 5 back up for us. Provided is a quote from Casper to furnish and install recycled asphalt for \$4,974.00, this is Supervisor Kelley recommendation over adding Class 5 for \$3954.00. Motion to accept for the recycle quote of \$4,974.00 from Casper and move forward by Supervisor Schack, seconded by Supervisor Haubrich and passed by all.
- I. Culvert Replacement on Wendigo Park Circle- Derrick noticed a dent in the side of the culvert on the Wendigo Park Circle, bringing to Board attention. Supervisor Kelley also checked it out and reports it looks like there is something going through the culvert by the shoulder. Derrick will keep an eye on it and update the Board if it becomes an issue.
- J. Culverts- Supervisor Schack has been on a special project to check culverts throughout the Township. It looks like many are plugged at the end of peoples driveways. He would like to just ask residents to please check their culverts and remove the leaves and keep them clean so they work properly.

7. Recreation

- A. Rinks- Grass- The rinks are not even and there is a bunch of grass growing up, Madam Chair would like to have the grass mowed in there. There was some vandalism at Wendigo Park this last week to the rink boards and a police report was made. Derrick will paint the boards and hope to get fresh by the weekend.
- B. Fishing Tournaments- Supervisor Schack talked to DNR, there are 9 permits for fishing tournaments so far this year. There is on average 50-100 boats. There are only 100 parking spots on Pokegama Lake for boats. The DNR have no jurisdiction on Township property to direct our accesses and parking usage. The largest tournament they have held is 250 people. He is looking into a grant aid money to improve our parking at the landings and will report back at a later time.

8. Correspondence

- A. Local Collaborative, (Network Opportunities Meeting), Minutes of May 22, 2019- Informational
- B. MAT, Disaster Assistance Request for Minnesota, May 30, 2019- Informational
- C. Letter to new Sexton- Madam Chair announced that the new Sexton is Bryanna Vetsch. She also asks the Board if they have any thoughts on setting up a Gmail account for the Sexton, harristownshipsexton@gmail.com and the use of the caretaker phone for the line. The Board has no issues with either. Clerk will also update the policy and the website before leaving.

9. Old Business

- A. Clerk Update- Amanda Schultz, just appointed to take effect 6/14/2019.
- B. New Treasurer Introduction- Josh Thoennes will be taking over the Treasure position. He has been training with Treasurer Adams. The Board will need to have 2 new name plates made for the next meeting 6/26/2019.
- C. Cable Commission Update- The last meeting was on the 29th of May. They have asked Townships to gather approval to join collaboratively with the cable commission to work with

Bob Vose to draft up the franchise agreements that are expiring with Paul Bunyan and Media Com. They would like some changes this contract term to provide better service to all residents and feel that a joint effort would be cost effective. The franchise agreements do not have anything in regard to HD and they outdated. Motion by Supervisor Kelley, seconded by Supervisor Schack to move forward and authorize Madam Chair to work with Bob Vose and make decisions in this process for the Township.

- D. Reminder on newsletter Articles- Please get those articles in.
- E. Schedule Work Session, RE: Security and Roads- Motion to hold the work session on Tuesday, June 18th @ 7:00 pm at the Town Hall by Supervisor Kelley, seconded by Supervisor Schack and passed by all. Clerk to post tonight.
- F. Banner for Board Table- Supervisor Haubrich has 2 drafts for a banner, ICTV recommends the darker option with the dark blue. It will be easier to see on the camera. Recommendation by the audience to hang it above to Board on the back wall. Motion to approve the darker blue draft for \$89.00 to Rapids Printing to make the banner by Supervisor Schack, seconded by Supervisor Kelley and passed by all.

10. New Business

- A. Express Employment- Madam Chair would like to bring to Boards attention that we do not have contract with Express Employment. We currently have 2 temporary staff through Express Employment and Madam Chair has reached out a few times to gain a contract with them. Supervisor Kelley notes that the bonus of that is that we aren't locked in to only using Express Employment if we wanted to use someone else if we needed. The Township used Personal Dynamics for some time and we did have a contract with them for the employments that we used. Madam Chair will reach out to them again and ask them to have a contact by the P&D meeting 6/26/2019 for review.
- B. Church Conference hall Rental- There were some issues with the 3 day rental, there was a toilet that stopped working, they ran out of toilet paper, they requested that we come to turn up the heat. The renters are requesting a refund for these reasons. Supervisor Haubrich notes the hall is for resident use and we rent it at cost. The Board does not feel there is a need to reimburse.
- C. Summer Specialized Training- The cost is \$50/person to attend the training. Becky, Josh and Amanda will be attending June 26th at Breezy point. The training will run from 8:30-12:30; reimbursement for mileage will be paid. Motion to add payment to MAT for \$150.00, the cost this training for all 3 to attend made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.
- D. Schedule Performance Appraisal for Caretaker- The caretaker's 90days performance period is up for review. After the review she would no longer be an employee of Express and would be thereafter an employee of the Township. Madam Chair will be joined by Supervisor Haubrich in these proceedings as HR, Becky Adams is not going to be working with us much longer. Madam Chair will prepare the paperwork for the review and notify the caretaker.
- E. Financial Accounts/Phones- Treasurer Adams was the main contact and administrator of the accounts for the phones and Wells Fargo. The Board will need to decide who will be the appointed authority on these accounts moving forward, she recommends the treasure as it makes sense with who is handling the bills. Board discussion to authorize new treasurer Josh Thoennes to be the authorizing party on Wells Fargo and Verizon. Amanda Schultz will also need to be added to the Wells Fargo account as a signer before the 6/26/2019 meeting. 6/13/2019 at 4:00pm all parties will meet to take care of this at Wells Fargo. Motion to add Josh Thoennes as administrator and Amanda Schultz as a signer to the Wells Fargo Township Account by Supervisor Kelley, seconded by Supervisor Schack and passed by all.
- F. Plackner Tree Service- Supervisor Haubrich has a quote from Plackner to have the dangerous trees removed from the Wendigo Park for \$1,100 including clean up. Motion by Supervisor Kelley to have the trees removed by Plackner, seconded by Supervisor Schack and passed by all.
- G. Second Summer Maintenance Employee- New employee Ryan, he would like to stay on throughout the summer and expressed interest in becoming a full time employees. He is currently at \$11/hr and Supervisor Haubrich would like to bump him up to \$13/hour. Motion

by Supervisor Schack to increase his pay to \$13.00/hour seconded by Supervisor Kelley and passed by all.

11. Treasurer's Report – dated May, 2019, May Financials 2019

A. Approve Treasurers Report- The May 2019 Financial Report will be here at the P&D Meeting.

B. Approve the payment of bills (include check numbers and amount) 2 Checks added, Additions are Hawkinson Construction for \$353,059.24 and MAT for \$150 to attend training on the 26th. Please note that Casper Construction and Xerox also included tax on our bills so Josh Thoennes will contact them to remind them we are tax-exempt. \$400,492.56 is the total bills for the 6/12/2019 meeting, Check numbers 18243-18263. Motion to approve the bills for \$ 400,492.56 and check numbers 18243-18263 by Supervisor Haubrich, seconded by Supervisor Kelley and passed by all.

Roll Call was made as the amount exceeds that of a standard Motion.

Supervisor Schack, Yes, Supervisor Kelley, Yes, Supervisor Haubrich, Yes, Madam Chair, Yes.

Also note: Northland portables will be on the bill list for the P&D meeting 6/26/2019.

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

13. UPCOMING Events / Meetings

June 18, 2019	Security and Roads	7:00 pm Town Hall
June 26, 2019	P and D Meeting	7:30 pm Town Hall
July 10, 2019	Regular Meeting	7:30 pm Town Hall

14. Adjourn

Motion to Adjourn by Supervisor Kelley, Seconded by Supervisor Haubrich and passed by all at 8:52pm.

Prepared by: Kati Pierce

Signature  _____

Madam Chair: Peggy Clayton

Signature  _____