

# WILL BE APPROVED AT THE JANUARY 24TH P&D MEETING

## PLANNING & DEVELOPMENT MEETING November 29, 2017 – 7:30pm MINUTES

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

1. **Pledge to the flag**- reading of our mission statement
2. **Approve the minutes**-
  - ❖ P&D Meeting, dated 10/25/2017- CA- fix typos- add exhaust and gas heater to the air exchanger, the vent is too close to gas meter and there was a gas leak found- 2<sup>nd</sup> page sounds funny, should read Motion made by Kelly to have maintenance clean up.... Add deputy clerk to work session to agenda- and correct dates- Peggy will e-mail other changes to the clerk e-mail and then they can be uploaded with the corrections made. Motion to move as corrected by Supervisor Kelley, seconded by Schack, Passed by All
  - ❖ Work Session, dated 11/10/2017- KP- pull until the next regular meeting
3. **Business from the Floor**- Please come up to the podium and state your name and address for the record  
- none
4. **Additions and Corrections**- This will be moving up above Business from the floor and Approval of the minutes- per the new Admin policy. This will be the new Order after signed admin policy is in place.  
Motion made by Supervisor Kelley, seconded by Supervisor Haubrich, Passed by All
5. **Consent Agenda**-
  - ❖ Approve Resolution for admin policy- 2017-006, Supervisor Kelley requests this be moved to the bottom under New Business. There are a couple minor changes to make and then can be approved.
6. **Roads**-
  - ❖ Woodtick- Culvert replacement update- Glen, A 4 page packet was given to us. Page 1- Picture of the culvert and clearly it was in bad shape. Page 2- New culvert, will last a long time- old culvert out, new one in- road is patched with class 5 and recycled mix- the final pavement will be done in the spring with other final touches that had to be held off for weather. **Place the bill for request of payment to contractor- please add to next bill meeting.** The township will need to monitor for bumps and taking care of it for winter with the break in the pavement. Add some signs to notify people of the potential for bumps and pavement break. Glen will get some prices for a contractor to do the signs. In the spring he hopes that the final bill will only be \$900 over the planned amount. Over all it was time to do the culvert and was a good call by the Board. The upkeep to the patch for the winter will be a challenge for the township- free standing signs for the winter will also be the townships responsibility and a good idea, Glen will bring some quotes-
  - ❖ Woodtick- Beavers, Glen, the trapper caught 6 beavers, rumor has it that there is still more to get. The Beavers will not be causing issues over the winter, in the spring it will need to be readdressed and planned on dealing with then.
  - ❖ Resolution- Closing Nicholas Street for Winter Resolution, no discussion- Motion made by Supervisor Kelley, seconded by Supervisor Haubrich and Kortekaas, Passed by All - Adopted

11/29/2017- Final thought that by closing the road it helps to keep it in good shape without snowplowing and damage from maintaining it in the winter causes.

#### 7. Recreation-

- ❖ Inspection Reports- Supervisor Clayton, the portable-johns are being used and things are quiet- do we leave the johns open or locked during transition times? No motions made, but the Board agrees that they should be left open for people walking by and using the parks in the interim seasons. All in all the parks ready for ice and skating- Looking good!
- ❖ Rink attendance/ flooding update- Supervisor Kelly, the guys tried to start flooding, then it warmed up and still haven't been able to get it going. Supervisors Kelly and Clayton interviewed a few people and hope to have people lined up here very soon.

#### 8. Town Hall Report-

- ❖ Review town hall report as prepared by town hall caretaker, dated 11/5/2017  
Motion to approve by Supervisor Kortekaas, seconded by Supervisor Haubrich, Passed by All  
Jim has to have some discussion about the town hall with Cari and will contact her.
- ❖ A.E.D for Town Hall  
Supervisor Schack would ask the Board to have conversations about getting a defibulator for the hall- emergency response time is close to town- they are rather expensive but something to think about when planning for emergency situations. No action taken.

8. **Maintenance Report:** 10/1-10/31/17 Supervisor Schack noted that things are going good and there isn't a bunch going on this time of year. Derrick isn't very overwhelmed being solo, for the time being! Reminder that below is a request to set a work session to address the needs upcoming.

Motion to approve by Supervisor Kelley, seconded by Supervisors Clayton and Kortekaas, Passed by All

#### 10. Old Business-

- ❖ Employee Insurance- Becky, handed out a packet to renew insurance- this was quoted for 2 employees \$1187.63- the change to 1 employee is **\$457.24** and **\$191.40** is for the Usable Life policy for the year. As of now we only have 1 employee and are out of time to search for other options but next year let's make sure we check into other options prior to the time for renewal and have the conversations more timely. No major changes to this policy for this year. Next year it is agreed to look into other options. Another employee may be added at any time to the policy, the difference in cost will have to be paid at the time of adding another employee. Becky requested the Board make a Motion to pay the insurance premiums tonight- Motion made by Supervisor Kortekaas, seconded by Supervisor Clayton, Passed by All
- ❖ Sunny Beach Rd/Wendigo Rd Approach- Jim has not met with them yet and will keep us posted
- ❖ Usable Life Bill, individual plan- as discussed above- pay as above
- ❖ Update on air exchanger- Supervisor Schack, the work has been completed and they did a great job- there was a small gas leak, a cracked fitting that had to be repaired at the same time. It was a good find and a good thing this was fixed when it was. The vent is also now corrected.

#### 11. New Business-

- ❖ Work Session for maintenance, (vacancy)- The Board wants to sit down with Derrick and see what his ideas would be on his list of needs for help- Supervisor Kelly will talk to Derrick and set up a time that works for him- The Board agrees to 2 times for Derrick to choose from, 12/8 or 12/11 during the lunch hour at the Sawmill. Supervisor Kelly made a Motion to ask Derrick what date will work better for him and then he will notify Cari, who intern will notify the Board and Post the Meeting. Seconded by Supervisor Kortekaas, and Passed by All. Supervisor

Kelley will reserve space at the Sawmill and minutes from this work session will be at the next Regular Meeting.

- ❖ Trails and Task Force update- Supervisor Schack was at last meeting and they are just waiting for snow- they had a speaker and have some grant money to enhance trails- they are working on a new walking trail that will run along 63 and go around Portage Park- they were able to get a groomer for trails by Boswell for skiing. Like every snow lover, just waiting for snow. They are also looking into adding a pedestrian bridge to go over the river.
  - ❖ Employee Vacation- Becky is requesting that we pay the last maintenance worker out right for the left over vacation he has accrued. 2.5 days are remaining and would request to have that added to his next pay request to clean it up before the New Year. Another problem is with only 1 worker left vacation days are harder to use. May Derrick also be paid out his remaining vacation for the year, without another worker he is having trouble taking those vacation days? Derricks balance would be 6 full days and 3 hours. Supervisor Haubrich notified Becky that Derrick is taking 2 days' vacation next week- Becky will verify with Derrick how much time he has left and if those 2 days are included or not in the totals that he gave her earlier. Supervisor Kelly made a Motion to pay past employee Dan for the time left in his vacation bank and a Motion to pay Derrick for this year's vacation time left only- seconded by Supervisor Kortekaas, Passed by All
    - Let the Minutes reflect, Extenuating circumstances that we are allowing the maintenance employees to get paid out this year only for vacation banks left over. Next year vacation time should be taken-
  - ❖ Shredding Township documents- January the Board will set some time to look at shredding. **Motion to table to regular meeting in January 2018 by Supervisor Kelley, seconded by Supervisor Clayton, Passed by All.**
  - ❖ Contact lists and Website update- all contacts updated- Supervisor Schack asked that **we Add committee's to the website, who is on what committee listed by each Supervisors name.**
  - ❖ Cemetery plowing- Kati, please be more careful when plowing. We had a complaint about the slush being sprayed on the headstones and creating a mess. A stone in the far corner may need repair in the spring. It appears to be leaning from the force of the snow and ice. Supervisor Clayton agrees, she also had mentioned that earlier in the year on her reports.
  - ❖ Cemetery concrete underlayment for headstones- Kati, we had a question in regard to ordering stones on-line and if we would take on the responsibility and what the cost would be for us to lay the concrete beneath the stone. Supervisor Kelly will talk to the city and try to bring ideas back to the Board by the regular meeting on what they do and address it then. **Add to December Regular Meeting, no Motion made.**
  - ❖ Mediacom meeting- tried 20 and 2 and we are broadcasting live and there may be some minor glitches- at 50 and 5 there should be no glitches- maybe a little buffering with 20 and 2- the Board will watch the next few meetings and see about what the bump up to 50 and 5 will be. Not locked into any contracts for the next 2 years but will try to see how it goes the next few meetings as the Board was assured there should be no issues at 20 and 2. **Watch it the next few meetings and see how it goes, add in February to agenda P and D. No Motion made.**
  - ❖ Grave Heater- Supervisor Haubrich, the generator to the grave heater is not working. It is a diesel 10 horse and it is not putting out the power needed- Derrick called and they have someone coming to test it and look at it and see what the options are- **Table to the next meeting. No Motion Made.**
  - ❖ Resolution above on administrative policy- fixed up a couple typos and the Order of Agenda had not saved correctly. Redone and Approved as corrected. Motion made by Supervisor Kelly, Seconded by Supervisor Clayton, Passed by All.
- 12. Public Input-** Please come up to the podium and state your name and address for the record
- Dan Butterfield, 1) webpage, it is working better- the clicking on :here: it worked this time- 2) Mediacom, something over the 1 was what was needed to broadcast live and by his recollection that was what discussed at other meetings- we only had 1 meeting so far and we should let it run for a few weeks and see how it goes. 3) Trails, when 73 and 63 meet that is

biking and walking- suggestions on changing the trail rather than use 4<sup>th</sup> Street– Supervisor Schack will bring the suggestion to the next trails meeting.

**13. Upcoming meetings/events**

- ❖ Wed. Dec. 6 Work Session.....6:00 pm Town Hall  
**for duties of Supervisors, Clerk, Treasurer-**
- ❖ Mon. Dec. 11 Itasca Association of Townships .....7:00 pm Blandin Foundation
- ❖ Wed. Jan 10 Public Hearing .....3:00 pm Town Hall
- ❖ Wed. Jan. 10 Regular Meeting.....7:30 pm Town Hall
- ❖ Mon. Jan. 8 Itasca Association of Townships .....7:00 pm Blandin Foundation
- ❖ Wed. Jan. 24 Planning and Development Meeting.....7:30 pm Town Hall
- ❖ Meeting for work session for lunch time with Derrick at noon on the sawmill- Cari can post it after we know what day,

**14. Adjourn-** Motion made by Supervisor Kelley, seconded by Supervisor Schack, Passed by All.

Done by: Kati pierce