

**REGULAR MEETING**  
**November 8, 2017 at 7:30pm**  
**Minutes**

Present were: Dennis Kortekaas, Jim Kelley, Peggy Clayton, Mike Schack, Ken Haubrich, Becky Adams, Kati Peirce, Cari Alleman

**1. Pledge to the flag**, followed by the reading of the township mission statement

**2. Consider approval of Minutes** –minutes from October 11, Regular meeting and the October 25, P & D meeting, October 10 Work Session, October 28, work session Road Tour, November 2 Work Session. Supervisor Clayton asked the October 11 meeting minutes be pulled for further review by the clerk. Add to Nov. 2<sup>nd</sup> minutes siphon from clerk to deputy, February and May reviews... Motion to accept the minutes with corrections and excluding Oct. 11, made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.

**3. Business from the floor**

**4. Consent Agenda**

- Cemetery Deed- James & Judith Christenson- motion to accept the consent agenda made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

**5. Roads**

- Memo S.E.H.- Construction had been delayed, November 13 will be the start date. Advanced notice has been given.
- Wood Tick Update covered above.
- Update on road work session- look at the minutes from October 28<sup>th</sup> 2017. Glen November 2<sup>nd</sup> recap, in agenda packet. Rearranging the schedule and getting to go the overlay roads quicker, as they are deteriorating. 1.72 million, would cover it all the maintenance for the roads. If we don't get to the over lay roads quick they will be in a rebuild phase.

**6. Recreation**

- Rink Attendants- call from Express Employment and they do have some possibilities, Supervisors Clayton and Kelley will interview. Will set up a time next week to interview. Flooding the rinks will happen in a couple of weeks.

**7. Correspondence**

- Board Action items:
  
- Noteworthy items:
  - Letter Itasca County- Blandin settlement at Itasca County Township Association.
  - Work Session Scheduled November 10 at 12 pm at the Town Hall; December 6 at 6:30 pm Town Hall.
  - Letter to DNR- variance on Sunny beach road.
  - GGR- lobbyist- at St. Paul, Clerk is the lobbyist.
  
- Non-action items:

**8. Old Business**

- Cemetery Policy update- Motion to approve the cemetery Policy with Deputy Clerk added made by Supervisor Clayton seconded by Supervisor Haubrich, Passed by all.

- Chain Saw- Maintenance crew asked to have a chain saw to cut the bigger trees, about \$1000, contractor to do it would be about \$200 a tree. **Table until January regular meeting.** Motion to table made by Supervisor Haubrich seconded by Supervisor Kelley, passed by all.
- Diamond Update- Tractor, they have ground roller and instead of bearing \$2,200 to do the update, Dan changed the bearing last summer, we have had the tractor since 2008 new one is all enclosed, they grease the tractor every day. Let it run, and look when it runs out.

## 9. New Business

- Insurance Employees- Table with the email Health insurance Life Disability accidental death, Table until the Nov P & D. Motion to table made by Supervisor Schack seconded by Supervisor Haubrich, passed by all.
- Update on Work Session-Roads- above...
- Township Snow Plowing- talked about having our maintenance crew plow certain roads, too hard for the big plows to get in there, about a mile for all 4 roads. The Sunny beach Addition, Alicia Spur, Winston Tayler, and Forest View trail.
- Letter for Funeral Homes- Add Peterson Funeral home to letters, Motion to approve the letters and send them out, made by Supervisor Kelley seconded by Supervisor Kortekaas, passed by all.
- Meeting Dates for 2018- No P & D in December due to holidays. Motion to approve the meeting dates made by Supervisor Kortekaas seconded by Clayton, passed by all.
- Deputy Clerk Duties- deputy clerk to take over the P & D meeting and cemetery duties, clerk will continue to do all other regular meeting dates, one additional was tag team the website.
- MNDot Map- Meeting map make corrections if we have corrections and add the cemetery and town hall and roads are numbered by the state. Smaller roads are numbered, motion to add the parks, cemetery, and town hall to the maps made by Supervisor Schack seconded by Supervisor Clayton, passed by all.
- Voting Booth Curtains- a lot of marking on the curtains, the maintenance crew found someone to make new ones. For about \$300 and she will buy all the material, and make them; 8 curtains will be made. Motion to approve the making of the curtains made by Supervisor Haubrich seconded by Supervisor Schack, passed by all. We will be able to order after the first of the year.
- Office Items- Motion to approve the purchase of bulletin board and shelving for the office made by Supervisor Kelley seconded by Supervisor Kortekaas, passed by all.
- Resignation letter from Maintenance Worker- Dan Key sent his resignation will not be able to give two week notice. Has to start Nov 13<sup>th</sup>. Supervisor Kelley and Treasurer Adams will meet with the maintenance crew on Friday to meet Dan to do an exit interview. Regret to accept Dan's resignation made by Supervisor Haubrich seconded by Supervisor Kelley passed by all. He has been with the township for 13 years. Set up a work session to see what we need to do... We will need to do figure out if there is any vacation to be paid out.

**10. Treasurer's Report** – dated November 8, October financials, 2017- Board would like the bills at their seat for all the meetings. Motion to approve the treasurer's report made by Supervisor Clayton seconded by Haubrich, passed by all.

Bills additions payment to useable life, ask we hold until the P & D meeting as the premium for a whole year, Amber had to give deposit back paid out of her own packet, needs to reimburse her for that, Question: Nortrack power plan bill is supposed to be three pages and they only received two, wondering what's it for. Receipt from maintenance worker what it was for. Verizon Bills- no detail for two phone, treasurer can log into the account and get it that way, treasurer can go print them off... would like to get them for all the phones in the packet. Ok to wait to the regular meeting to get all the phone bills. S.E. H. bill- project number; it would be nice to put a note to see what the bill is for, would typically write a little letter to say what they are billing for. Glen will talk to the others and will go back to that, would provide the additional information for the billing. Accounting line item is engineering services. Check number 17698 check was a check to a supervisor and was never cashed, it is now over 6 months and the bank won't cash it, was put into the report for April as it was not taken out again. Motion to pay the bills made

by Supervisor Haubrich seconded by Supervisor Clayton, passed by all. Motion to sign checks numbered 17699-17722 made by Supervisor Haubrich seconded by Supervisor Schack, passed by all. Motion to pay the total of \$33,941.73 made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.

**12. Public Input** *(please limit comments to 5 minutes)* quick question- is the \$5400 (design phase) a lump sum for the month, does it include the culvert for \$9200, Glen will get us a break down. This is just for Wood tick and the road tour has not been billed yet, design phase of the culvert for the 75K construction cost. We are doing it by the hour and that is the maximum is \$9200 (construction phase). That is the not to exceed the \$9200.

**13. UPCOMING Events / Meetings**

Mon Nov. 13 Itasca County Township Association.....	7:00 pm Blandin Foundation
Fri. Nov. 10 Work Session.....	12:00pm Town Hall
Wed Nov. 29 Planning and Development meeting.....	7:30 pm Harris Town Hall
Mon. Dec. 6 Work Session.....	6:30 pm Town Hall
Wed Dec. 13 Regular Meeting.....	7:30pm Harris Town Hall
Wed Jan 10 Public Hearing .....	3:00 pm Harris Town Hall

**14. Adjourn motion to adjourn made by Supervisor Schack seconded by Supervisor Haubrich passed by all. 8:25 pm**