

PLANNING & DEVELOPMENT MEETING

March 22, 2017 – 7:30pm

Minutes

Supervisors present were: Haubrich, Kelley, Kortekaas, Schack, Clayton, Treasurer Adams, Clerk Alleman.

1. Pledge to the flag- reading of our mission statement

2. Oaths of Office

- ❖ Mike Schack-Supervisor E
- ❖ Peggy Clayton- Supervisor C
- ❖ Dennis Kortekaas- Supervisor B
- ❖ Becky Adams- Treasurer

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3. Business from the Floor

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4. Consent Agenda

- ❖ Comp Plan- We had a good meeting on March 15th at 6 pm. We had a good discussion on what we would like to do and what we need to go forward for our community. We have another meeting coming up on April 24th at 6 pm. There will be another Public input meeting and would like to see more there for the meeting. Those that were there, we appreciate you coming to help voice your concerns and opinions. Clayton good discussions for the table topics accesses and 169 corridor are the main topics of discussion.
- ❖ Election Results- resolution 2017-004- Chairman Kelley read the results of the election. On file...passed by all

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5. Roads

- ❖ Road seminar- Gravel Road Maintenance & Design- 20th of April. Motion to amend the motion made on February 22; the Supervisors Kelley and Schack to attend the meeting. Motion made by Supervisor Kortekas seconded by Supervisor Haubrich and passed by all.
- ❖ Look at the culvert on Woodtick landing as the lake is low and it would be a perfect time to look to see if the culvert is collapsing; for liability purposes the board would like to have Glen from SEH look at it motion to have SEH look at the culvert made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all.

6. Recreation

- ❖ Keller Fence Company quote for just under \$500- table to regular meeting...
- ❖ Motion to have the attorney to send a letter to PB and Media com for the expansion they want to do in Harris Township made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

6. Town Hall Report

- ❖ Review town hall report as prepared by town hall caretaker, dated 3/8/17- motion to approve the town hall report made by Supervisor Haubrich Supervisor Kortekaas seconded passed by all.

7. Maintenance Report: 2/1/17-2/28/17- We need to get a better timeline with the hours they are actually working on the time sheets both weekly and monthly. They are both putting the same amounts on both of their time sheets. The end on the month reports for each piece of equipment is used and are they paperwork heavy with all the timesheet reporting. It's a work in progress and every month we hope to see improvement, and we are starting to implement what the board wants to see. We should look at and revisit to see what we absolutely need and see where we are with time and money. We should be able to get to the point to decide what we want recorded, and what we don't. This was implemented because they are indirectly supervised and this is an effort for them to self-report their time and what they are doing on a daily basis. They have a lot of slack built into this schedule and a concern for the board is; how we track the daily progress? We would need to have

someone there supervising all day every day. It is a huge improvement to what it used to be... we want feedback as a board and we want to also provide to the maintenance crew. We will need to work with them some more to get it where we need and want it. Motion to approve the maintenance report made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.

8. Old Business

- ❖ Spring Short Course- Sawmill Inn April 6th, \$50 a person pay at the door, start time of 9 am.- Motion to approve Supervisor Clayton, Supervisor Haubrich, Supervisor Schack, Supervisor Kelley, Clerk Alleman attend the training made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.
- ❖ Legal Short Course- Rock woods Conference Center Otsego \$50 registration fee and would need to stay the night before as the conference starts at 8 am.- Motion to approve Clerk Alleman to attend the legal short course made by Supervisor Kortekas seconded by Supervisor Clayton passed by all.
- ❖ New Clerk Training- April 27th \$30 for the class- St. Michael 9:30 am-3:30 pm- Motion to approve Clerk Alleman to attend made by Supervisor Haubrich seconded by Supervisor Kotekass passed by all.
- ❖ Track Lighting for the Maintenance Shop- would like to purchase the components so we can get what we need in the most cost effective way. We can see what we are getting if it's in a store vs when it's not kept in the store. We need to do something so when we are having a meeting we have enough light. Pictures are in the agenda with the prices on them; brightness on the white is more than on the black. Supervisor Haubrich suggested the white, motion to purchase the white \$93.82 made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.
- ❖ Embroidery- we have two quotes for three jackets and one is the price on shirts... Clafton didn't provide a quote on the shirts and the pricing on jackets is the same. Screen print shirts is what the board is looking for as we don't need jackets. Get a price on screen printing for the shirts motion to table until the next meeting made by Supervisor Kortekaas seconded by Supervisor Haubrich passed by all.

9. New Business

- ❖ Consider Approval of the notice for the Cable Commission public meeting- motion to publish both the notices after the corrections made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all.
- ❖ Consider approval of the notice for the Comprehensive Plan public meeting.
- ❖ Northwest Gas- Talked to them and would like to come to meeting and go over time table and plan. When would we like to have them here was a question asked and at the Regular meeting in April 12, would be appropriate.
- ❖ Add the policy's on the meeting, set a second meeting for April 25 @ 7 compensation with follow up on the policy's, employee reviews with employee self-reviews. Send the employees a review from so they can answer how they are doing in their jobs. There is meeting if we need to go over them to change them. Becky will forward out for the reviews form. It will be a closed meeting first which is the employee reviews at 6 pm and open it up to the public at 7 pm. Motion to approve the meeting time made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all.
- ❖ Schedule the Reorganizational Meeting- motion to meet April 11 @ 7 pm made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.
- ❖ Schedule Employee reviews and board compensation meeting; motion to employee reviews on April 25th at 6 pm made by Supervisor Kortekaas seconded by Supervisor Clayton, we think it would take an hour to do the employee reviews, looking at last year minutes it took over an hour, passed by all.
- ❖ Safety Training- talked about last fall piggy back with Cohasset for the safety training and we looked at the list it is going to cover are things our employees should be trained on. It's a three hour class a lot in a short time and it's a \$55 per person. The time is from 8-12 pm, covers everything that they should need and it would be a good refresher motion to send the employees to the safety course made by Supervisor Kortekaas seconded by Supervisor Haubrich. The class is held on June 8th at the Cohasset Community Center. Supervisor

Haubrich will double check the dates and have the guys charge this to the credit cards and print the receipts for Becky. Passed by all.

- ❖ Township Association meeting- who is going to attend- Haubrich 2, Kelley 1, Clayton 1, Schack 1, Myers 1, Alleman 2.

10. Public Input-

11. Upcoming meetings/events

- ❖ Wed. Mar. 22 Planning & Development Meeting..... 7:30 pm Town Hall
- ❖ Wed. Apr 5 Cable Commission Public Meeting.....7:00 pm Town Hall
- ❖ Wed. Apr. 12 Regular Meeting..... 7:30 pm Town Hall
- ❖ Mon. Apr. 24 Comprehensive Plan Public Meeting.....6:00 pm Town Hall
- ❖ Wed. Apr. 26 Planning and Development Meeting.....7:30 pm Town Hall
- ❖ Thur. May 4 Board of Appeal & Equalization9:00 am Town Hall

12. Adjourn – Motion to adjourn made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all 8:30 pm.

