

**Work Session**  
**Reorganization meeting**  
**April 11, 2017 at 7 pm**  
**Minutes**

Present were: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Peggy Clayton, Mike Schack, Treasurer Becky Adams, Clerk Cari Alleman, Judy Myers, and Marge Kelley.

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

**2. Re-organizational items:**

- ◆ Elect Chairman- Motion to have Jim Kelley as chair, Seconded by Sueprvisor Haubrich, passed by all.
- ◆ Elect Vice Chairman- Motion to have Dennis Kortekaas as Vice Chair made by Supervisor Haubrich seconded by Supervisor Schack, passed by all.
  
- ◆ Appoint Deputy Clerk- Cyndy Martin
- ◆ Appoint Deputy Treasurer Paula Trombley
  
- ◆ Designate official newspaper- Herold Review as of last year do we want to keep it the same. Keep the same.
- ◆ Designate a township attorney- Keep Andy Shaw as the attorney.
- ◆ Designate a township road engineer –S.E.H. our Township Engineer made by Supervisor Kortekaas keep the same.
- ◆ Designate a bank as the town depository- Wells Fargo is the only one we are using at the moment, keep the same.
- ◆ Designate official posting sites- Outside the town hall, and Herold Review newspaper as needed.
  
- ◆ Affirm / appoint members to committees/boards:
  - a. Weed Inspector- Supervisor Kortekaas was on it last year, would need to inspect around the township. Meeting on May 3 in Baxter for a weed inspector, Supervisor Kortekaas will go to the training.
  - b Collaborative Opportunities Team (or similar)- a meeting once a month that the representatives from cities, townships, municipalities meet and get to know people and contacts. We are able to get the safety training for the guys and save some money as we collaborate with other communities. It gives you feedback from the city of Cohasset and Grand Rapids, but we haven't seen any other townships there. Once in a while there is someone from Coleraine. The meeting moves around to different locations. There is a fee for the moderator, the fee gets split between those who attend. It's kind of a voluntary thing and the city of GR put in the most money to cover eth moderator. We paid \$500 in May of 2016 to help cover the moderator fee. How long has the collaboration been meeting and how long have we been participated in it? There has been a represented from Harris Township for many years going to it. The question last year was how much do we actually get out of it? We have gotten the safety training out of it for the maintenance crew, and some ideas about other things also. They are thinking if they are going to be going to quarterly meetings. One question that has arose is do they have enough participation form the surrounding communities to keep it going? Several townships from up north collaborated on the maintenance work on their townships. They are supposed to come and speak at the

collaboration meeting. It just depends on who they have on the agenda if they go to the meeting. Conversation around do we need this and whoever is hosting it could be the moderator to cut down on those costs. The person they have doing the moderator position is a she is doing the facilitation is a neutral person. She brings up the topics, gets the speakers, and lets the different communities bring forth concerns or positives. Does she takes notes and comes out with the agenda for the meeting and different projects from the different areas. March 23<sup>rd</sup> was the last meeting and they are totally different from the township association. Stick with it until they request money and Haubrich and Clayton will continue to go. They will switch off to whomever is available to go to the meeting between Haubrich, Clayton, and Schack

c. Trails Task Force- It's an hour and half at the Sawmill, they meet once a month. They talk about the different trails they are working on and the different trails they want to do. Schack will take over that meeting.

d. Maintenance Crew Leader- Currently is Haubrich, so what is involved... maintenance the crew and supervising the crew. They meet once to 3 times a week depends on what is going on. The most is to see what needs to be done and make sure the reporting is done. You help in setting priorities for the next week. See what they are doing in the next week and make sure they list the stuff they do that is not the plan. How much time are they spending on the writing the plan out? Are you talking about the work plan or the daily time sheet? What we used to get was sheet a paper that this was done for the month. That followed the job description and followed the accounting codes. What day and time the project was done was not given in the description. We were getting requests from the community and other board member's that would like to see exactly what they were doing. The only way for that to happen is to have the self-reporting. It is always a work in progress and it's been a study improvement. WE do not know how much time they are spending on the reports but they are an improvement over what we were getting. Each month we starting something new. When Ives and Kelley started they had no idea what they all did. It's a good way to show the community what they do in a day, week, month, and year. There is a lot more going on than you actually think. There were a lot of projects that they did this winter and were able to keep up with. If you don't track the work plan we don't get any reports. It does take time for the paperwork to be entered it on the computer. If we had an intranet system we could be able to go in and look at the computer to see what is going on. Does everything they do have a work order assigned to it? No it doesn't that is mostly for the supervisors so when we are out driving and see work that needs to be done they can write it up and send it the maintenance crew. Haubrich and Schack will be the crew chiefs.

e. Safety Representative- Kelley is the current the safety rep. If there is an accident you follow up to make sure the incident and fill out the accident report. We should have a policy for that; we do. MAT has all the paperwork needed for an incident. Adams will find the right paper work for the safety rep. Kelley and Clayton will be the safety reps.

f. Human Resource / Personnel Representative- Treasurer Adams and Supervisor Kelley

g. Cable Commission Representative- Clayton will attend the quarterly meetings, We Issue permits to both of Media Com and Paul Bunyan for the line extensions. They both agreed to collect the fees on the new customers. Have Mr. Shaw look to see if it's legal for the township to collect the peg fees. Find someone from the community to go to the meetings also. Check and see if Ives would be available to go. Adams used to be on it, and was on it for a couple of years and the meetings were pretty simple and it talked about funding for ICTV. We receive for 3% of

the Peg fees. We could ask Bob Ross to see if he would be able to sit on the cable commission.

h. County zoning and environmental services representative (to attend meetings)- they attend meeting for variances, or when it is needed. Kortekaas and Haubrich were there is needed. It would be an onsite inspection to see if they can still put in a septic or a garage or anything like that. There might be a couple a year if that. Clayton and Kelley will be representatives.

i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives) Haubrich is on it now and never has been to a meeting because he has never received notification of the meeting. It is supposed to be two people the chairman and one other person on the board.

j. Firewise – try to get people around Pokegama Lake to get driveways widened out to be able to get fire trucks in there. We will have to see who is on it, Billy Brink is a member of the Firewise board. Its county wide program. It recommends that you clean out 30 feet around your house and they will come and take the brush for you. Schack will be on the board for this. Marlyn Halverson is at the airport dispatch center is another contact.

m. Other?

Clayton would like to take over the Facebook page for the Harris Township.

Administrative we will hold off until the April 25<sup>th</sup> meeting.

Compensation- resolution 2016-005

Define allocated labor above and beyond the work already assigned. Supervisor wage all the things in the job description. Supervisor the workers is above and beyond the supervisor wage. Covers salary for the supervisor would like to see what is covered under the salary.

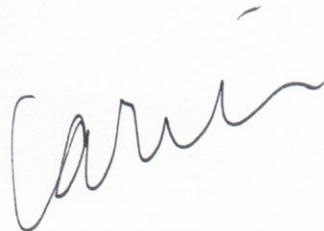
Wage fill out an affidavit for conflict of interest. Only if you have a monetary gain from the agreement.

Seek clarification \$60. Legally and regular meeting. Get a list of the meetings that are covered under the \$60.

Is there a flat rate to attend these meetings and always been an hourly rate as they are committees they are on. Look at the committees and maintenance crew leader and he is the crew leader and he is supervising that is considered above and beyond the \$400 salary.

Ask about past through the \$16,000 for PEG and Franchise Fees need be brought up at the annual meeting to be approved.

Ask MAT if the reorganizational meeting is are require meeting.  
Motion to adjourn made by Supervisor Kortekaas seconded by Supervisor Haubrich, passed by all. Adjourn 8:15 pm.

A handwritten signature in black ink, appearing to read 'Cami', is located at the bottom right of the page.