

# REGULAR MEETING

## May 10, 2016 at 7:30pm

### Minutes

Present: Jim Kelley, Ken Haubrich, Peggy Clayton, Mike Schack, Dennis Kortekaas, Becky Adams, Cari Alleman and residents.

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

Additions to the agenda, Add Compensation, Would like to have the compensation to be pulled and talk about 2017-005 from the consent agenda.

#### 2. Consider approval of Minutes –minutes from April 12 regular & reorganizational meeting, April 26 P & D meeting, Comp Plan April 24, Board Compensation April 25, May 4 Board of Appeal and Equalization. Motion to approve the minutes made by Supervisor Kortekas seconded by Supervisor Haubrich passed by all.

#### 3. Business from the floor

#### 4. Consent Agenda

- Resolution 2016-001- we don't need this resolution as the bonding didn't pass.
- Resolution 2016-002- Don't need anymore.
- Resolution 2017-003- recommended to keep.
- Resolution 2017-004- Township elections, still good recommended to keep.
- Resolution 2017-005- Board compensation, recommend to keep with new amounts.
- Resolution 2017-006- Administrative Policy, keeping with the changes that were discussed in the minutes. Recommended to keep.
- Resolution 2017-007- recommended to keep.
- Resolution 2017-008- recommended to keep.
- Compensation-

Motion to approve consent agenda made by Supervisor Haubrich seconded by Supervisor Clayton, passed by all.

#### 5. Roads

- Culvert Wood tick- two emails are attached- emails are in the packet from S.E.H. about the culvert issue the DNR has not let us know what size culvert we need yet, could be multiple culverts. Glen from S.E.H put in an estimate of what the application, engineering, planning, and meetings process will be; not to exceed the \$4000.00. The whole process takes time and we should start if we want to be ready for next year's construction season. Motion to not exceed the \$4000 estimate made by Supervisor Haubrich seconded by Supervisor Schach, Discussion: what is pre-meetings? That is meeting with the DNR passed by all.
- Letter from Dust Bee Gone; we received a letter from Dust Be Gone, asking for our business again his year. The price will be the same as it was last year. Last year we did 3.63 miles with about \$12,501.72. If we keep it down to 3.2 miles we will be close to the budget. Last year was the first year we did Schmidt road, if we didn't do Schmidt we would only be about \$500 over budget. (Mileages in Minutes). Our Budget is \$11,000 for 2017. We put it a little more in it for 2018, if we don't spend as much on our recommendation. Motion to do what we did last year made by Supervisor Kelley seconded by Supervisor Kortekaas. Passed by all. Dust Be Gone wants to spray after they grade the road, he would like a notice of 3-4 days to be able to go spray. Should be on by the end of the month. Grading contract is just for when we call, they can grade only these roads
- Road inspections the board inspected last night and will be finishing tomorrow night Thursday May 11 at 6 pm.

- Woodtick- the maintenance crew has been inspecting it weekly, and it is sinking a little bit and with the frost going out of the ground it should be stopping.

**6. Recreation-** the parks look good and are being well used.

## **7. Correspondence**

### ○ Board Action items:

- We received a letter from Couri & Roppe P.L.L.P Attorney at Law. They represent a lot of township in the area and wanted to introduce themselves. They are also offering a Legal Seminar just for townships. (Letter attached.) Clerk would like to go to the Thursday June 8<sup>th</sup>. Supervisors Kelley, Haubrich, Schack, Clayton, would like to attend the October 7<sup>th</sup> seminar. Motion to let Clerk go to June 8<sup>th</sup> and the board to attend October 7, made by Supervisor Kelley seconded by Supervisor Haubrich, passed by all.
- Transfer the dates of the summer short course made by Supervisor Clayton seconded by Supervisor Schack from June 28<sup>th</sup> to June 29<sup>th</sup> passed by all.

### ○ Noteworthy items:

- Minnesota Department of Health- drinking water test came back from the Town hall. "Bacteria Results: No Coliform Bacteria were detected."
- Letter from Century link asking for a safe and collaborative construction season.

### ○ Non-action items

- *Wagon Wheel Court Road-* was in terrible shape. Was already called upon to grade.
- Lake Country Power- Letter about how to save energy.

## **8. Old Business**

- Per Diem-If it's going to stop someone from going to a meeting, it would be good to pay for the evening meal. If you are going to spend the night, does the board feel it needs to set a per-diem rate or go with a reasonable rate? It is that inconvenience being away from home. If it is an overnight stay then we can set a \$20 for dinner. You have to provide your receipt and provide your overnight stay receipt. Anything over \$20 the individual is responsible. Motion to set the \$20 per diem rate for overnight stays only made by Supervisor Clayton seconded by Supervisor Schack, passed by all.
- Cable Commission- Mr. Shaw received the final information that we are able to collect the franchise fees. (See attached email) Mr. Shaw is writing up the contracts for the line extension for both Media Com and Paul Bunyan now. Should have those letters by the P & D meeting.

## **9. New Business**

- Locks on the cabinets down stairs (clerk) received a phone call from a resident stating that two of the events she attended at the Town hall they let the kids go downstairs. The key for downstairs has been outside the door but it has always been locked. It is at the recommendation of the board we lock up the key in the office so children cannot go downstairs. We have lots of files downstairs that are the treasures and financials. We should have these locked. We are looking into the records retention policy to see what we need to keep and what we can get rid of. The cabinets downstairs also had mildew on the outside and we should look at getting a dehumidifier. Get a new dehumidifier, and Supervisor Haubrich will look at the dehumidifier.
- Who is going to take care of the Memorial Day setup and who will be there? Supervisor Kelley, start setting up at 9, make the coffee. Supervisor Haubrich and Supervisor Schack will be attending. Posted for a quorum. Clerk will have everything ready for the cemetery.
- Resolution for Board Compensation already approved. (Below)
- Weeds- Supervisor Kortekaas went to the weed meeting in Baxter, it was an all-day meeting and was quite informative. We have a lot of new weeds they are finding. The Palmer Amaranth they found it down south. The Tansy is down to the 23<sup>rd</sup> on the weed list. If the residents have any weeds they want a supervisor to look at, they can call Supervisor Kortekaas and he will be doing

a road inspection in June for the weeds. On the corner of Crystal Springs Road the County will go out and look at the tansy.

- Office- Clerk has permission to work on the office for the next 20 hours to clean out the office. Motion to have the clerk start cleaning out the office made by Supervisor Schack, seconded by Supervisor Clayton passed by all.
- Resolution 2017-005- detailed claims, right now we turn in a request we go from regular meeting to regular meeting. If we go to the beginning of the month to the end of the month and then the treasurer has more time to go over the pay requests. May would be a short month as we go from today to the last day of the month. The board feels it should be reviewing the pay requests before the meeting and they should be in with the bill packet. The treasurer will send the pay requests to the Clerk so we can see them. Ask the treasurer to see if the board can see all the pay requests. We are talking about pay requests and all pay requests, the board doesn't see the employees either. The only thing held under data privacy is the deductions. If they want to get them in, and scanned out with the bills, that should give the board enough time to look at them. We would get paid month to month instead of meeting to meeting. So the pay requests go to the treasurer gives her time to do the pay requests. Once we turn them into the treasurer, the treasurer will then scan them to the clerk. The clerk will scan them in and send them with the bills. Do everything across the board the same. Knowing timing it goes to the one month. It would be helpful and crazy crunch time. The clerk will get the bills and scan them out to the board by the 1<sup>st</sup> of the month and then do it again right before the meeting. Motion to switch our pay request to the first of the month to the end of the month made by Supervisor Haubrich seconded by Supervisor Clayton passed by all. Motion to have all pay requests submitted to the treasurer and by the 3<sup>rd</sup> of the month made by Supervisor Kelley seconded by Supervisor Haubrich passed by all. Keep the maintenance crew as they are going Saturday to Saturday.

**10. Treasurer's Report** – dated May 10, 2017 (of April 2017 financials) - no big surprises, we have a negative balance on the road and bridge fund. It might need to be a zero balance for the beginning of 2017. Motion to approve the treasurer's report made by Supervisor Kortekaas seconded by Supervisor Schack passed by all.

**11. Approve payment of bills** for April, 2017- Wells Fargo card is the balance a roll over from the previous month. The other charge on the card is for Minnesota state college for some training they are doing. Motion to approve the paying of the made by Supervisor Kelley, seconded by Supervisor Clayton passed by all. Amended motion to include the amount of \$21,141.35 made by supervisor Kelley seconded by Sueprvisor Clayton passed by all.

17515-17551 motion to pay bills with these check numbers made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

**12. Public Input** *(please limit comments to 5 minutes)*

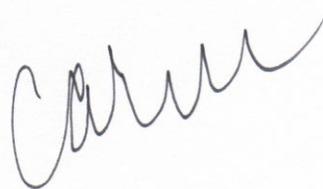
Fishing season starts Saturday and inspectors will be at the boat landings, be safe, use the kill switch. We almost had a mishap on Pokegama Lake this past weekend when a person was thrown out of the boat and it circled them. So please pay attention. The city of Grand Rapids is having a BBQ at central school on Friday.

Reading through old newsletters it was for people who want to road clean up on their own they can still bring the garbage to the service center and they can put it in the blue bin. Please no household garbage.

**13. UPCOMING Events / Meetings**

Thur May 11 Road Inspection.....	6:00 pm Harris Town Hall
Thur May 24 Planning and Development meeting.....	7:30 pm Harris Town Hall
Thur May 25 Road Clean Up.....	5:30 pm Cemetery
Mon May 29 Memorial Day Program at the Cemetery.....	10:15 am Color Guard Performs
Mon Jun 12 Itasca County Township Association.....	7:00 pm Blandin Foundation
Wed Jun 14 Regular Meeting.....	7:30pm Harris Town Hall

14. Adjourn- motion to adjourn made by Supervisor kortekaaas seconded by Supervisor Haubrich passed by all.  
8:46 pm.

A handwritten signature in black ink, appearing to read "C. Kortekaaas", is written in a cursive style.