

**Work Session**  
**June 13, 2017 at 7:00pm**  
**Minutes**

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

- Road Right of Ways (ROW) - when we did our road tour we noticed things are not done. Legally the maintenance crew in our townships can go out and do anything in the right of ways. Anything that needs to be done, needs to be de done at the board level. The homeowner and go out and take care of any of the trees or brush in the right of ways. The homeowner owns the trees, we have a little more flexibility to do the brushing. Anything more than two feet high it considered a tree. To do brushing we need a board decisions, and not one person. It makes the supervisor feel more like an employee and part of the board. The decisions will be made by the board, given to the maintenance crew and given direction. There are certain steps we have to take, one is to give written notice to the homeowner, and the board has to give them 14 days to contest. If they don't agree with it they can bring it to the board within the 14 days. If they done like that we are going to do it homeowner has 30 days from our decision (from bringing it to the board within the 14 days) to take it to court. If we want to do brushing on the ROWs we need to start to make the decision if the notifications will be mailed or hand delivered. In the letter you have to let the homeowner know they have certain rights and notified of the process. All the maintenance can do is mow without the direction of the board. We can mow 8 feet in the ROW. From July 31-Aug 31 we can mow the entire ROW. The Law does allow us to give this responsibility to the homeowners. If they don't do keep the ROW clear we can hire a company to come and do it, the homeowner would get a bill to be added to their property taxes. The law and the resolution is on the MAT website and it will be considered by the board. To clean the ROW's is about a 10 year project. The board go out and decide where they want to start and come up with a 5 year plan, be realistic about what 2 people can do. We are limited to the equipment that we have; we might have to contract out some of the work. If we can get on the sentence to serve waiting list, that might help. We don't have the trucks to haul brush we could have the Firewise group or Plackner Tree Service to come and pick it up. A lot of what we have can be chipped. The bigger trees will need to be done by a contractor. Keep in mind this as we do the 2019 budget is coming up. Is it the landowner's responsibility to maintain the ROW? The question would have to be on the next ballot, and the land owners would need to know what they are taking on. We have the duty to maintain the ROW, but we have to negotiate to maintain it. If it's a platted area its 33 feet and not a platted area we are responsible for it. Nancy Drive is where we started. Let's go from there and look at the roads. Metsenhumber and Romans Roads are not too far away. We have to notify the homeowners who have the trees, the owners need to sign a waiver to show they are ok with the cutting of the trees. The trees are the property of the homeowner. The letters went out last year for Nancy Drive and we should be good to go for this year to do. We might be able to do a few more roads done this year, if we start now. When the grass isn't growing as much the maintenance crew can do more come this fall. Go out and talk to the land owners and talk to them about the ROW and to maintain them. If we have a branch in front of the sign we can't just go cut the branch we have to go and talk to the homeowner, but the home owner can go cut it without the board permission. The board will be respectful of the homeowner's rights. June 22-23 the maintenance crew will be brushing on Nancy drive. We need to go out and look to see what else we want to do, and see if there are ones we need to hire out for. It will take about 45 minutes to go out and look to see where we want to start after Nancy Drive. Let's get things rolling for this fall, we have all winter to work on the plan. Motion to have board look at the roads to determine what projects to do in the fall made by Supervisor Kelley seconded by Sueprvisor Clayton. What date do we want to do? July 11<sup>th</sup> at 7 pm. meet at the service center. Motion passed by all. Norberg sign was tilted. Supervisor Kelley had a phone call about Melody lane culvert wasn't working crossing at woodland water isn't draining.
- Supervisor Duties- Proposition: Have the supervisors start doing the road inspections, instead of the maintenance crew. Have it divided it up between the supervisors, looking at doing it once or twice a week. Also the parks, cemetery, boat landings, are what they are inspecting. The maintenance crew said the board can't take away their work. There are other things that they should and will be doing. With the supervisor duties, listing the roads they are responsible for. It would be a directory to have

the supervisors responsible for the specific roads. If there are other things out there, same train of thought and duties are rotated, but there is a value at looking at the same thing also. Simplify and make things simpler for the residents. Most calls the supervisors receive are about the roads. We would have to split it up. Parks and cemetery, boat landings we have 4-5, looking to see if there are garbage and if the grass was mowed.

Supervisor Kelley will take the gravel roads

Supervisor Kortekaas will start the weed inspections the end of the June.

Supervisor Clayton Parks and Cemetery

Supervisor Schack boat landings

Supervisor Kortekaas and Supervisor Haubrich to do the paved roads

Supervisor Haubrich will go with Supervisor Kortekaas on the weed inspections also.

Check list: do we have a check list to see if the grass is mowed and no garbage, make sure there are no cuts in the tennis nets, cracks in the tennis courts. If its little the supervisors will be picking up the little things. Keep an eye on the barrel at LaPlant Road boat landing. We will do this weekly. Motion to approve made by Supervisor Kortekaas seconded by Supervisor Haubrich passed by all.

- Road files and 3 ring binders- Do we want the road files put in three ring binders? Not ok'd with the supervisors. We already have a file system, it would be time consuming to put all the files into 3 ring binders, and we have limited wall space. Service center has another set of files and they should all be together. The records retention schedule is in there and do you keep everything that has to do with a road. The board want to keep everything for each road from the begging to the end. Keep it the way it is going now, the supervisors will go through the files this winter. Wait to get the file cabinet until the road files have been gone through.
- PEG Fees/Franchise Fees and what they are used for- PEG fees are a pass through funds, we receive 3% of the franchise fees. Media Com and Paul Bunyan receive the funds, if we have to renegotiate the franchise fees or do a presentation to fund the IPADS. We will need to communicate with the township residents to be able to pay for them with the franchise fees. We receive funds quarterly and we receive about \$500 a year. The contract goes to ICTV, it's supposed to go to the Cable Commission which is a collaboration between LaPrairie, Grand Rapids, Harris Township, and other parts of the area. The PEG fees we could purchase some the equipment, it would be a way to recover some of the costs from some of these fees. Let's think about this and see what we do. The % should go up because the expansions. The more people in the township the more we would get back. Where are we with the line agreements for the new ones? Andy Shaw is working on them. The treasurer to help out and negotiate some of the expenses. This would be a way to fund the IPADS. Decision on this in the in the next month. (P & D Meeting July) The treasurer will be digging to see the expenses.

Motion to adjourn made by Supervisor Haubrich seconded by Sueprvisor Kelley passed by all; 8:35 pm.

A handwritten signature in black ink, appearing to read 'Curtis', is written in a cursive style on the right side of the page.