

PLANNING & DEVELOPMENT MEETING
November 28, 2018– 7:30pm
MINUTES

Present: Madam Chair, Peggy Clayton

Supervisors: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack

Treasurer: Becky Adams; Deputy Clerk: Kati Pierce

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

2. **Additions and Corrections-** None

3. **Approve the minutes-**

A. P&D Meeting 10/24/18- KP- Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

4. **Business from the Floor-** Please come up to the podium and state your name and address for the record- Jason Janesich was here on behalf of Mediacom with an update on the expansion throughout areas of the Township that took place this summer/fall. He reported that the expansion is complete. Residents that service was expanded to will be receiving a letter in the mail welcoming them to call and activate service with Mediacom as well as a list of the packages offered. Anyone interested can call Mediacom or stop in at their local office located on 4th street by the post office and make an appointment for install. There is still some roadside cleanup that will need to take place next spring. Crews will be out as soon as the weather is ready to complete that final cleanup as well as seed any areas that need to be patched up.

5. **Consent Agenda-**

No items.

6. **Roads-**

- A. 2018 Road Project Update- Supervisor Kelley reported that SEH sent out a letter to residents about the projects needing to be set out for the spring. The goal is still for these to be completed by July 4, 2019.
- B. 2019 Road Projects- Supervisor Kelley reported SEH has a small amount of surveying still to be completed of the roads that the Township would like data on. All data should be compiled for Board review prior to starting on the budget for the upcoming year.
- C. Resolution Closing Nicholas Street- Madam Chair read the Resolution on camera. The Road will re-open after the winter months. Roll Calls: Supervisor Schack, Yes; Supervisor Haubrich, Yes; Supervisor Kortekaas, Yes; Supervisor Kelley, Yes; Madam Chair, Yes; Adopted 11/28/2018.

Derrick will put the barricade up this week. Note: There are currently no residents living on this road, the purpose of closing the road is to preserve its quality.

7. **Recreation-**

- A. Park and Cemetery Inspection Reports as prepared for October, 2018- Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.
- B. Boat and Landing Inspections- Supervisor Schack reports the docks are out and things are looking good.

8. **Correspondence-**

No items.

9. Town Hall-

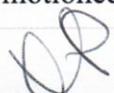
- A. Reviewed town hall report as prepared by town hall caretaker for October, 2018- Supervisor Haubrich would like to note the receptacle referred to that has the burn spot on it, Derrick will look at on Thursday, Nov 29th. Motion to approve made by Supervisor Kortekaas, seconded by Supervisor Haubrich and passed by all.
- B. Floor Stripping/Waxing on November 29th and 30th at the Town Hall. – Supervisor Kelley reported that @ 11am tomorrow morning, 11/29/18, Derrick will move everything out and the floors will be stripped and waxed. Derrick will have all the floor mats cleaned and put everything back in on Friday before the end of the day. Madam Chair will come in on Saturday morning to wash the kitchen and bathroom floors and tidy everything up.

10. Maintenance-

- A. Reviewed maintenance report as prepared for October, 2018- Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.

11. Old Business-

- A. Resolution for Appointment of Temporary Treasurer- Madam Chair read the resolution on camera- Roll Call: Supervisor Schack, Yes; Supervisor Haubrich, Yes; Supervisor Kortekaas, Yes; Supervisor Kelley, Yes; Madam Chair, Yes; Adopted 11/28/2018 with the correction of 2019 to 2018 being made as the adopted date.
- B. Job Description, (draft for Appointed Treasurer)- After the November work session, Madam Chair and Treasurer Adams have been working on pulling together a complete job description that they feel would be a good fit moving forward. Included in these duties are the statutory requirements and also the ability to be Bondable, pass a back ground check, and all the qualifications and experiences that would be preferred for the position. This is a Nonexempt position with roughly 25-30 hours per month of work. There is also no requirement to live in the township. The Board needs to decide what locations to use for advertisement. The Board also discussed that depending on who applies and what qualifications are held of the appointed person they may want to shift some of the duties around between Treasurer and Clerk. They feel they need more time to review the proposed job description and would like to verify that there is a statement included that covers them in adding any other duties as directed by the Board of Supervisors, (this was already in the description). Before it is posted, the Board needs to come up with a proposed timeline to open the application process to the public. It was the consensus of the Board that posting after the annual meeting when the budget is done and after the board of audit is complete would be the best time to post. This would also allow Becky more time to make sure it is as detailed as possible and nothing is missing. Posting the position they feel should include all local newspapers, including the Herald Review, our official posting board, Facebook, the website and they will continue to think of other options. Motion made to table to the end of January 2019 at the P&D meeting made by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all.
- C. Updated (draft) Employee Handbook- Madam Chair is working on updating the employee handbook, there is a highlighted copy in the packet of those areas that she is proposing to be changed. Such as, page 2 under introduction- regular FT, PT, Appointed, as now we will be having appointed. We should also be including resumes and not having to go through the job service agency. The first 8 pages where all the changes to the policy have been updated thus far. Madam Chair notes this is in draft form and would like the Board to review. Motion made to table to December's Regular Meeting for the Supervisors to have time to review made by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all.
- D. Mail and Bills- August of 2018 the Board Motioned to try a trial run of having a Treasurer report and bills processed at the P and D meeting, similar to what we already do at the regular meeting of the month. Paying bills at both meetings would alleviate and prevent backlog, late fees and unhappy vendors. The trial run has proven to be very smooth, efficient and to be a positive adjustment for Treasure Adams as well as the Board. Supervisor Haubrich motioned to



continue paying bills 2x per month, seconded by Supervisor Schack and passed by all. This will also be changed in the Admin Policy once the Board meets to approve after the first of the year. Supervisor Kelley made an additional motion that all correspondence/ vendors/ all township mail and bills be mailed to the service center mailing address, seconded by Supervisor Kortekaas and passed by all. Clerk to make note on the website that official address for all Township mail is to be the Service Center address 20876 Wendigo Park Road, Grand Rapids.

- E. Rink Attendant Update/ Interviews- Supervisor Kelley reported that Derrick will be getting the rinks flooded hopefully within a week and ready for skaters. Anyone interested in being a rink attendant should contact Express Employment at 218-326-9461. Express Employment will be completing the background checks on any seasonal employees for the Township and there is a charge for that. Motion made by Supervisor Kelley to have Express Employment complete the background checks and to authorize payment of background check charges performed by Express Employment, seconded by Supervisor Haubrich and passed by all.
- F. Streetlight update at the intersection of Wendigo Park Road and Harris Town Road- Supervisor Kortekaas called to try to sort out if this was the Counties light to fix, however he had not heard back yet. Supervisor Haubrich reported that the light was working as he noticed it on his way to the meeting tonight. Dennis will call and verify if the County fixed it, and get verification on whose light it is to maintain.
- G. Mediacom update- Jason Janesich gave his report at the beginning of the meeting so he could leave right away.

12. New Business-

- A. First Aid Kit for Town Hall and Service Center- Madam Chair reported that there was a small 1st aid kit that was very old and should be updated in the Town Hall. The Board agreed there should be an adequate first aid kit in the warming shacks at both Crystal and Wendigo rinks, and also at the Town Hall and Service Center. Ken will talk have Derrick pick these up on his next supply run and distribute accordingly.
- B. Annual Township Meeting- March 12, 2019- just an fyi for the public.
- C. Cable Commission- September 4, 2018 minutes- Madam Chair reported that an RFP for 4 new updated audio systems for the cities was completed. The design document included a quote to include audio assistance for all the areas. Madam Chair read the update for the improvements on camera. The quotes were rejected and it was recommended that each community/city be allowed to get their audio systems updated. ICTV will be purchasing all the audio systems and the 4 entities would not need to pay for these updates. It was also mentioned and noted that phones should not be on the board table during meetings as it causes the static on ICTV recording. They also are tossing around the possibility of installing overhead speakers in the back of the room in the hall.

A Cable Commission Meeting will be held December 12th and Madam Chair will provide an update of the new systems, at the Dec 12th Regular Meeting.

13. Bills-

- A. Approve Payments- Total payments are \$1,269.33- Check numbers- 18076-18082. Motion to approve payments of \$1,269.33 and check numbers 18076-18082 by Supervisor Kelley, Seconded by Supervisor Haubrich and passed by all.

14. Public Input- Please come up to the podium and state your name and address for the record

15. Upcoming meetings/events-

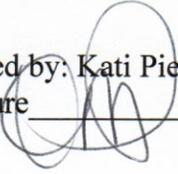
- Mon. Dec. 10 Township Association Meeting- potluck.....6:00 pm Blandin Foundation
- Wed. Dec. 12 Regular Meeting.....7:30 pm Harris Town Hall
- Wed. Dec. 17 Work Session Re: Road projects, Caretaker, Mowing.....6:00 pm Harris Town Hall

16. Adjourn-

Motion to adjourn made by Supervisor Haubrich, seconded by Supervisor Kelley and passed by all.

Prepared by: Kati Pierce

Signature _____



Madam Chair: Peggy Clayton

Signature _____

