

REGULAR MEETING
December 12, 2018 at 7:30pm
MINUTES

Present: Madam Chair, Peggy Clayton

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

Deputy Clerk: Kati Pierce

Appearing by phone: Treasurer, Becky Adams

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. Regular Meeting- November 14, 2018; Motion to approve made by Supervisor Kortekaas, seconded by Supervisor Haubrich and passed by all
 - B. Emergency Work Session- December 4, 2018; Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.
3. **Additions and Corrections-**
 - A. Clerk Cell Phone- New business- Item N
 - B. Work Session for Admin Policy- New Business –Item O
 - C. January Newsletter- New Business – Item P
Motion to approve all additions made by Supervisor Kelley, 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
 - A. Clint Carrow- Realtor with Grand Properties asked to be added to tonight's agenda to discuss a request to vacate a piece of property on Southwood road; map was provided for the packet. Mr. Carrow came tonight to inform the Board that after further research and discussion with Kent Nyberg there is no action needed by the Board. In 1948 the East 2 rods of the property had been dedicated granting the right of way to a county entity, but there was no follow through with the paperwork. The property will be returned to the property owners after the correct paperwork is filed. Supervisor Kelley noted that he did reach out after seeing this on the agenda and was informed the same. No action needed.
5. **Consent Agenda-**
6. **Roads**
 - A. 2019 Road Update- Supervisor Kelley with the update- He hopes by Monday's work session they should have some budget numbers for consideration.
 - B. Geotechnical Evaluation Report- Supervisor Kelley with the update- The soil boring reports came back and are included in the packet; page 4 the table shows no surprises and that reclaiming is a good option. He cautions that the boring is only a 4in hole done in certain areas of the roads and that some things may still pop up as they start the work.
 - C. Letters from Sherry Jokinen- Madam Chair Clayton with the update- The original letter from Ms. Jokinen was brought to the Board at the July, 2018 P&D meeting. All 3 letters are provided in the packet for this meeting. The board addressed the issues with the information available and did continued research resulting in determining the Board does hold the jurisdiction of the access. The Boards research included gathering maps and verification that the access in question, along with other accesses along the lake are the jurisdiction of the Township. The Board will continue to work on verifying these accesses and had previously discussed marking them. The Board appreciates Ms. Jokinen bringing this to Boards attention and would like residents and others to know that they are

continuing research on how to best care for and identify these accesses. It is a timely process and verification is needed before the Board takes action. They will do another tour in the spring of the lake accesses and discuss additional measures at that time.

7. Recreation

- A. Rink Attendant Update/Rink Status- Madam Chair Clayton with the update- We currently have 4 rink attendants waiting for the rinks to open. She spoke with Jeff Davies with the City of Grand Rapids in regard to the science of flooding the rinks. He reports the best time to flood is late in the evening or early in the morning. You need a good frost to start the freeze or it is just going right into the ground. Many other communities are requesting that parents and others possibly help flood as employees typically work weekday- daytime hours. Temperatures need to be in the teens at night and single digits during the day for a good freeze to start. The Board had discussion and will ask the rink attendants if they would be interested in assisting with the flooding of the rinks. Madam Chair will also contact Mr. Davies , if need be, to see if there is a volunteer that would like to come out and assist in showing them any tricks of the trade moving forward . Madam Chair will also pull together written best practices the Board can use for future years.

8. Correspondence

9. Old Business

- A. Local Collaborative meeting minutes update; Madam Chair Clayton with the update- She attended on the November 28th, minutes are in the packet. She feels there are more townships involved and the city and county have taken a different approach on how they are moving forward with the collaborative. She notes that Blackberry allowed Arbo Township to use their equipment to reclaiming the roads and that different entities are working together more effectively. The goal would be joining together and piggybacking some common priorities, developments and legislative agendas. She would like to continue to attend for at least 6 months to see what direction they go and if there is helpful information for our Township. The next meeting is Jan, 30th- Motion made by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all that Madam Chair Clayton continue to attend for the next 6 months.
- B. Employee Handbook- Madam Chair Clayton with the update- most updated Handbook is provided in the packet. The Board had asked for more time to review the updates at the November P and D meeting, therefore this was moved to the Regular (current meeting). The changes in the handbook are highlighted for easy reference. Some changes included adding of appropriate language throughout the handbook, for appointed positions to be addressed in the policy as that was not reflected in the handbook prior; overtime hours, jury duties and introductory probation period updates were among some of the updates also included. Motion to approve by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all.

10. New Business

- A. 2019 Meeting Schedule- Motion to approve made by Supervisor Kelley, seconded by supervisor Kortekaas and passed by all. Clerk to provide meeting schedule to ICTV for their information.
- B. Internet access Service Center- Madam Chair with the updates- Proposal is included in the packet. There will be 1 time installation fee of \$99.95 and annual increase rate of \$20 for the next two years. The Board had discussion on bundling phone service and would like to see if there is a cost savings for having the phone included this. Discussion also held on the phone system currently with Century Link. The township service center has two lines and one is for the security system. The Board would like assurance that if switching companies there will be no issues with the security system line not working. Supervisor Haubrich made a Motion to authorize Madam Chair to make the necessary changes and to make the determination regarding the phone bill, and trying to get a better price for bundling them together through Mediacom, Seconded by Supervisor Kelley and passed by all. Dan Butterfield added that with

Mediacom as the provider, when the power goes out, the phone does not work. It does not operate as a landline phone

- C. Complete Count Census 2020- Madam Chair Clayton requested a Motion for approval for her and the Clerk to attend sessions and trainings. Provided in the packet is a letter to Mrs. Marilyn A. Sanders, Chicago Regional Director. Madam Chair and the Clerk had attended a meeting with Mrs. Sanders, there were 6 other entities also at the last meeting. They did some trainings in small groups to work through issues such as confidentiality and working with opposing personalities. As we take our direction from the County, the Clerk will be 1st point of contact for the Census Bureau as directed in the letter. There is a flyer in our packet for anyone interested to apply as a paid volunteer; one can also apply online. Motion for Madam Chair and Clerk to attend future sessions made by Supervisor Haubrich, seconded by Supervisor Schack and passed by all.
- D. Cable Commission update of December 12, 2018 meeting- Madam Chair with the update- The cable commission did approve the cost for the sound system updates. The quote for Harris's update is the highest among them. The Board needs to decide if they would like to move to a wireless system. Going wireless would help us get rid of all the wires with 8 microphones and a storage rack. Harris Township cost would be reasonable for replacing the batteries in the microphones, if the township went to wireless audio system. A pack of 80 batteries runs about \$51.94. We could run roughly 2+ hours per charge or we could use the Duracell Alkaline that runs about 5+ hours. Madam Chair ran some rough estimates and reported it would be about \$200/ year for batteries. Motion made by Supervisor Haubrich to move forward with the wireless system, seconded by Supervisor Kelley, and passed by all. Madam Chair will let Beth with ICTV know that the Board approved the wireless system and thanked them for purchasing and updating our equipment.
- E. Re-organizational Discussion- in the past the board has held a Work Session for the purpose of appointing board members. It was decided to have the reorganization held at the January 9th meeting to complete the required Re-organization of the Township position VS holding a Work Session. Motion to complete it at the January 9th Regular Meeting made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.
- F. WIPFI (Preparation of 2018 MN State Reporting form & Audit)- Engagement letter for the year ending December 31, 2018 provided in the packet. Motion to move forward made by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all. The Board would like to shop around next year and notes that the Remer Town Clerk would be a good point of contact for a reference.
- G. Budget for Town hall TV (wall)- Supervisor Kelley thinks it would be very helpful for meetings on the budget and even for residents to present things to the Board. The Board agrees it is a good investment. Motion made by Supervisor Haubrich to purchase a TV, brackets, wall mount HDMI cable and other required hardware, not to exceed \$1,500.00, seconded by Supervisor Kortekaas and passed by all.
- H. Grave digging Update- Supervisor Kelley with the update- Kelley talked to a contractor that is interested in a backup role for assisting with grave digging, and would like to come out and see our process and what all goes into it before preparing a quote. A few other contracts were concerned about liability so he recommends the next time we have a site to prepare have the interested contractor come out to see the process and see if we can't work up a blanket contract for our back up coverage.
- I. Ink Cartridge-HPDJ3511 or WIFI access WC-6027- Madam Chair talked to Kim Brown of Xerox and she will come in and set up Wi-Fi free of charge. The hope is for this to be complete before the 1st of the year.
- J. Lake States Tree Service- The letter we received is in the packet for review, it is the same letter all residents received. No action needed as this was just informational as to what Lake

States Tree Service will be trimming and cutting, beginning In January and ending in December 2019.

- K. 2019 Quorum Notice of ICTA meeting schedule- Informational. This will be posted outside the town hall.
- L. Resolution: Designation of polling place- Annual resolution- Madam Chair Clayton read on camera, Resolution No.2018-011 – Motion to approve made by Supervisor Kelley- seconded by Supervisor Haubrich and passed by all.
- M. Lacrosse/Soccer/Baseball- Crystal Park/Wendigo Park- Provided in the packet are the two e-mails received regarding the use of our parks for lacrosse and soccer. The Board doesn't want to get involved in the scheduling of the practices and hopes the two entities can sort it out so both would be able to utilize the fields. Previously the Board had agreed to also allow the soccer team use of the Crystal Springs Park. The board is happy that there is such an interest in using our space for the youth. Supervisor Kortekaas and Supervisor Schack will meet with the two entities, and also Little League, as they have always expressed an interest in using wendigo baseball field for games, etc. We are hoping that they can all work together to use both parks. They will report back in January at the P&D meeting.
- N. Clerk cell phone- Madam Chair reports she has had the Clerk phone since September when the Supervisors had to change their passwords on their e-mails. The Township is and has been paying the monthly payment for a phone that is otherwise not being used. Madam Chair has kept the phone charged and it rings often, the VM was changed by the Clerk to notify callers the number is being phased out and to contact the Clerk on her personal phone. Madam Chair wants the Board to direct what she should do with the phone as it is still active. The Boards discussion and Motion made by Supervisor Kelley is the official phone number for the Township and the Clerk and all official business is the 218-244-1811 phone number. This number was never authorized to be phased out and should be noted on the website, letterhead and all official records as the point of contact for the Clerk. Motion seconded by Supervisor Haubrich and passed by all. Madam Chair will notify the Clerk and return her the phone. Additional conversation by the Board was that the Clerk phone number is one that never changes as it does follow the Clerk position, and it should stay the same for a constant easy access for all constituents to have as the point of contact for any Township needs.
- O. Admin policy work session- The Board scheduled a work session to review, makes changes as necessary, etc. The Admin Policy is an annual work session held for the purpose of making any pertinent changes, etc. Motion made by Supervisor Kelley to set Jan 15th @ 6:00 at the Town Hall. Seconded by Supervisor Haubrich and passed by all. Clerk to post this meeting.
- P. Newsletter- Cyndy Martin has offered to complete the newsletter for the Township. Please provide her with your articles, no later than the week before the January P&D Meeting to allow enough time for her to prepare a draft for the meeting. Deputy to send Cyndy the updated letterhead with the Clerk's phone number.

11. Treasurer's Report – dated December 12, November financials, 2018

A. Approve treasurers report- Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.

B. Approve the payment of bills (check numbers 18083-18102)- Treasurer Adams reported that December has a smaller bill list. The 2nd half of payment for the fire contract, and the 2nd half for health insurance are included. Supervisor Haubrich questioned the gas bill, and which bill portion belonged to the town hall and the service center. Neither are marked on the statement. Treasure Adams will look into it and let them know. Motion to approve payment of bills, checks 18083-18102, totaling \$60,066.77 made by Supervisor Kortekaas, seconded by Supervisor Kelley and passed by all.

13. Public Input (please limit comments to 5 minutes) please come up to the podium and state your name and address for the record

Dan Butterfeild- Noted a correction on the Resolution regarding designating a polling place; 2018 should be 2019. Board will make that correction, before posting. Dan would also like the Board to address the website, as the website has not been updated for a very long time, and there are many, many errors, etc. It was also noted that the agenda packet for tonight's meeting was also not uploaded to the website, Dan also encourages taxpayers to pay attention to the budget requests across the area. The County Board room was packed at last night's meeting which was wonderful. He noted the transportation department is requesting a new garage estimated at 2+million dollars.

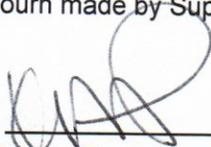
Cyndy Martin- Questions on the extra time and money spent for the sexton to do cemetery work. The Sexton explained what happened and that this work is just now being done and costing extra, as things were not completed, etc. Sexton stated that when coming into the position, after learning more about the position - many things needed updated and there was lots of filing and things that had not been updated in sometime. With the request made by the Board to spend time catching up on books, etc. Kati also requested bringing the cemetery into the 21st century with creating an online link to the books. It took some time to get everything updated and to verify that all the books regarding the cemetery are in order and updated now and she intends on keeping them that way!

14. UPCOMING Events / Meetings

Mon. Dec. 17 Work Session: Roads, Caretaker, Mow Daddy.....	6:00 PM Harris Town Hall
Wed. Jan. 9 Regular Meeting.....	7:30pm Harris Town Hall
Mon. Jan. 14 Itasca County Township Association.....	7:00 pm Blandin Foundation
Tue. Jan. 15th Work Session for Admin Policy.....	6:00 Pm Harris Town Hall
Mon. Jan. 16 Work Session: Budgets.....	6:00 PM Blandin Foundation
Wed. Jan 23 Planning and Development meeting.....	7:30 pm Harris Town Hall
Tues. Jan. 29 Board of Audit	6:00 pm Harris Town Hall
Wed. Jan. 30 Budget Session.....	6:00 pm Blandin Foundation
Wed. Feb. 6 Budget Session.....	6:00 PM Harris Town Hall

15. Adjourn

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

Prepared by: 
 Kati Pierce, Deputy Clerk

Approved by: 
 Peggy Clayton, Madam Chair