

REGULAR MEETING
March 13, 2019 at 7:30pm
Minutes

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. Regular Meeting, February 13, 2019- motion to approve the minutes made by Schack seconded by Kortekaas passed by all.
 - B. Closed Work Session Re: Board Employee Appraisal, March 6, 2019- motion to approve the minutes made by Kelley seconded by Haubrich passed by all.
3. **Additions and Corrections-** Add under new business: Donation requests from Annual meeting held March 12, 2019; motion to add requests to the agenda made by Kelley seconded by Schack passed by all.
4. **Business from the floor-** Please come up to the podium and state your name and address for the record
 - Lori Kangas-Olson- Boys and Girls Club of Grand Rapids and Coleraine. April 8-12 National Boys and Girls club week; asking for a proclamation from the board to adopt the proclamation and a resolution. Motion to move to the P & D meeting to sign a Proclamation and resolution made by Kelley seconded by Haubrich passed by all.
5. **Consent Agenda**
6. **Roads**
 - A. Approve 2019 Road Project- motion to approve the 2019 road projects; Gary Drive, Alicia Place, and Lakeview trial; made by Haubrich seconded by Schack passed by all. Motion to not to exceed \$11,200 in Engineering costs, to be contingent upon township attorney Mr. Shaw review/approval of contract, made by Kelley seconded by Kortekaas passed by all.
 - B. Approve SEH to go out for Bids- motion to approve to have S.E.H. prepare/go out for the bids made by Haubrich seconded by Kortekaas passed by all.
 - C. SEH 2019 Township Engineering Services- Informational
 - D. Itasca County Road Contract for Plowing, grading, and dust control renewal- Sunset Drive and Sunset Lane will be closed in the future winter months, via resolution,; (Ex: Nicholas Street) Motion to approve the contract ,with only snow plowing, with Itasca County for season 2019-2020 made by Haubrich seconded Kortekaas passed by all. It was pointed out that Morne's road (on map) shows that it's a township road. Kelley will bring it to the county's attention.
7. **Recreation**
 - A. Mishawaka Landing Parking- Up to \$35,000 anticipated cost to remove the trees in the parking lot and to complete the expansion of the public landing.
8. **Correspondence**
 - A. Broadband Project Stories- Jason Janesich is looking for stories from those who have internet at their home with Media Com. Send those stories to MediaCom.
 - B. Itasca County 5 year Road plan meeting March 12, 2019, @ 3:00 pm Itasca County Board Room. – Informational
9. **Old Business**
 - A. Audio System- New audio system is in place. System is wireless, and is working out great.
 - B. Caretaker Interview Update- Interview were held last week. Four candidates were interviewed, and one was chosen. Bryanna Vetsch was selected. Motion to approve the hiring and start date of March 19th, 2019 of the caretaker, made by Kelley seconded by Schack passed by all.
 - C. Outstanding Check Update- no update as of yet. It's a process. Forward to P & D Meeting

- D. Treasurer CTAS Update- update at the P & D Meeting-motion to move outstanding check and CTAS Update to the March P & D meeting made by Haubrich seconded by Kortekaas passed by all.
- E. Culvert Installation Session Report of March 7, 2019- Discussion held on pulling together an inventory of the township culverts and start keeping track of the condition of them so the board can replace them as necessary. Mike will explore setting up a system to do that.
- F. Cable Commission Meeting Minutes of December 12, 2018- Informational
- G. ICTV Annual Meeting Report of February 26, 2019- informational
- H. Website Updates- minor changes need to still be made. Clerk told to have all changes made by April 15, 2019.

10. New Business

- A. Donation of Old Township Audio System- Motion to move to the P& D meeting made by Kelley seconded by Schack passed by all.
- B. Xerox C405 Copier/Printer/Fax/Scanner- Board determined a new printer/copier was needed for the hall. Current copier does not produce for what the board is printing. Motion to table to the P & D meeting to allow Chair to test out the proposed copier, made by Haubrich seconded by Kelley passed by all.
- C. Itemized Income (Receipts) on Treasurer Report- the board would like to include an itemized list of receipts, on the monthly bill list. Treasurer will incorporate.
- D. Calendar for Projects- the board would like to have a calendar for supervisors to list projects they are working on, both individually, and as a board.
- E. Annual Township Association Meeting/April 8, 2019- cost is \$17 per person. Mike Schack, Jim Kelley, Dennis Kortekaas, Ken Haubrich, and Peggy Clayton will attend. Clerk will donate Pampered Chef basket. (note: Mike Schack will donate Scentsy items to basket)
- F. Donation requests from Annual Meeting held March 12, 2019
 - Fair Donation of \$1,000- motion to approve the donation of \$1,000 made by Haubrich seconded by Kortekaas passed by all.
 - GR Historical Society Donation of \$3,253- Motion to approve the donation of \$3,253 made by Kelley seconded by Kortekaas passed by all.
 - Letter sent to Library in support of levy increase of Harris township residents, motion denied to send a letter made by Kortekaas seconded by Haubrich passed by all.
 - City of GR fireworks- motion to table to the P & D meeting made by Haubrich seconded by Schack passed by all. Mike will talk with the City of Grand Rapids to get a more detailed description of what the overall cost of \$16,000 includes, and bring it back to the P and D meeting.

11. Treasurer's Report – dated March 13, 2019, February Financials 2019

- A. Approve Treasurers Report- motion to approve the treasurer's report made by Kelley seconded by Kortekaas passed by all.
- B. Approve the payment of bills: Discussion held regarding how the Treasurer should handle concerns, questions she may have regarding on pay requests (which are sent to the Treasurer for board packets). After discussion, the new process will be: the treasurer will bring any issues, concerns she has to the chair. The Chair will then discuss with the individual, in question, to get it resolved. If the pay request, in question, is not resolved prior to the upcoming meeting, the pay request will be held, and the item will be discussed before the full board. The pay request, in question, will be discussed with the individual. If it is not resolved before the next board meeting, the pay request will be pulled!

Also discussed was having pay requests signed before they are approved at the table. Motion to approve the new process made by Haubrich seconded by Kortekaas passed by all.

Comment on waste management for overage service yards. If the dumpster is over 6" to the top we are charged \$85 charge. The maintenance will manage it better.

Motion to approve the bills in the amount of \$23,126.73 with the checks numbered 18163-18182 made by Haubrich seconded by Kortekaas passed by all.

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

13. UPCOMING Events / Meetings

March 14, 2019	2019 Employee Compensation/Admin Policy Work Session	6:00 pm Town Hall
March 19, 2019	1st Alternate Date/Annual Township Meeting	6:00 pm Town Hall
March 26, 2019	2nd Alternate Date/Annual Township Meeting	6:00 pm Town Hall
March 27, 2019	P and D Township Meeting	7:30 pm Town Hall
April 8, 2019	Annual Township Association Meeting	5:00 pm Bowstring Twp
April 10, 2019	Regular Township Meeting	7:30 pm Town Hall

14. Adjourn motion to adjourn made by Kortekaas seconded by Kelley passed by all at 9:28 pm.

Prepared by: _____
Cari-Ann Alleman, Clerk

Approved by: 
Peggy Clayton, Madam Chair