

PLANNING & DEVELOPMENT MEETING
MARCH 27, 2019, 7:30 pm
MINUTES

Present: Madam Chair, Peggy Clayton

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

Deputy Clerk: Kati Pierce

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

2. Additions and Corrections-

Additions: 1) Oath of Office and 2) Certificate of Appointment, Immediately following Additions and Corrections- 3) Resolution of Interim- Clerk Appointment, 12-I New Business- 4) Resignation of Clerk, 12-H New Business- 5) SHE-Contract Attorney Response, 11-F Old Business- 6) Stoney Point, 2nd Page, 12-D New Business- 7) Posting Positions at Crystal and Wendigo Park, 12-J New Business- 8) Schedule work session regarding Clerk Appointment, Job Description, Admin Policy and Employee Compensation, 12-K New Business- 9) SHE- 2019 Road Projects, 6-B Roads.

Motion to approve, Supervisor Kelley, Seconded by Supervisor Haubrich and passed by all.

Oath of Office: Madam Chair swore in Kati Pierce as Interim Clerk for the Township with the reading of the Oath of Office. Effective April 1, 2019.

Certificate of Appointment:

3. Approve the minutes-

- A. P&D Meeting, February 27, 2019- These were pulled from the packet for editing and review. Minutes will come back before the board at the April P and D Meeting. Motion made by Supervisor Haubrich, Seconded by Supervisor Kortekaas and passed by all.
- B. Budget Session, February 27, 2019- Correction to the 2nd sentence, "which can be taken"- "Capital" should be spelled out. Motion by Supervisor Schack to approve with the corrections, Seconded by Supervisor Haubrich and passed by all.
- C. Board of Audit Session, February 27, 2019- Correction under Clerk, "is instead of it". Motion made by Supervisor Haubrich to approve with correction, Seconded by Supervisor Schack and passed by all.
- D. 2019 Employee Compensation Work Session, March 14, 2019- Correction "March 14th"- Motion to approve with the correction made by Supervisor Kortekaas, Seconded by Supervisor Schack 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. Introduction of Caretaker, Bryanna Vetsch- 19153 Cardinal Drive- She has been training with Madam Chair, she is hopeful to be up and rolling and fully taking on the position in the next couple weeks.

5. Consent Agenda-

6. Roads-

- A. Road Inspections- Supervisor Kelley reported he and Supervisor Haubrich did a drive through of the roads and some of the roads were really slick. They did have the roads roughed up a little so there would not be so slick. There will be an extra charge for having the roads roughed up. In the packet was a chart noting the roads that were scraped including: Metzenhuber and Wagon

Wheel Court Road. He also noted the water issue on Field Crest Road and hopes this will be cleared up after the road work is completed on it the summer.

- B. SEH – 2019 Road Projects- Allie Jurvelin with SEH provided a breakdown estimate of the work to be performed on each road: Alicia Place, Gary Drive and Lakeview Trail Entrance. These estimates will go out with the bids. These bids will be out for a total of 3 weeks. Supervisor Kelley is asking for the Board to approve the estimates with 3 1/2” of blacktop to be placed on each road. Supervisor Haubrich makes a motion to proceed with the bidding, seconded by Supervisor Kortekaas, and passed by all. Supervisor Kelley also notes on the 2018 road projects, SEH is hoping to have paving done by May, including: Woodbine, Little Crystal and the little turn around there and Fieldcrest along with the culvert in that road also. All will also be done with the 3 1/2” thick pavement.

7. Recreation-

- A. Park and Cemetery Inspection Reports as prepared for February 2019- Motion to approve by Supervisor Kelley, seconded by Supervisor Schack and passed by all.
- B. Trails Task Force- Supervisor Schack reported that 2 weeks ago it was great skiing and snowmobiling and the last meeting there was good discussion on how much money snowmobiling brings into the area. Drift Skippers had a great turnout of over 300 people at their event. He would like to thank all the volunteers that help out with the trails.
- C. Public Boat Landings- Supervisor Haubrich reports that the Board is still looking into how to work on the parking issues at the landings. The County has a grant writer available to work with the Township on writing a grant for some of these funds. He and Madam Chair will make contact and check into other possible ideas for grant money that could benefit the Township.

8. Correspondence-

- A. Local Collaborative Minutes/Meeting Update- Excellent turnout, January meeting was canceled due to weather but the March meeting was held and minutes are in the packet for review. Will have the County grant writer, John Connelly, “grant writer” at their April Meeting, and in May, will have on their agenda “use of city attorneys and engineers.”

9. Town Hall-

- A. Review town hall report as prepared by town hall caretaker for February 2019- \$500.00 income that was taken in for February. There was 1 renter that the garbage was not taken out and the deposit was held. Held 10 Meetings for February. Motion to approve by Supervisor Haubrich, Seconded by Supervisor Kortekaas and passed by all.

10. Maintenance-

- A. Review maintenance report as prepared by maintenance for February 2019- Derrick is doing a good job of keeping up! Motion by Supervisor Kortekaas to approve, seconded by Supervisor Haubrich and passed by all.
- B. Bids re: Service Center Garage Floor, Supervisor Haubrich reports it was on the plan this year to replace the floor in the service center garage, as it is in bad shape. It was suggested to remove approximately 28x 45 flooring with mesh; Replace drains in the floors and include a trap; should be 4” pipe out to the drain; install the foam under the slab and install and connect to the boiler. One wall needs to be removed but he thinks that Derrick should be able to handle that. After further discussion with the Board, Ken will do further research on where the tank is supposed to go from the floor, and if we need to get a zoning permit. He will have to check with zoning and see what the specs are and bring forward to the April Regular Meeting.

11. Old Business-

- A. Outstanding Check- Treasurer Adams talked to MAT- checks can be cashed up to 3years and if the check is older than that, she would have to reissue the check. She contacted the past Board Supervisor and notified the individual that he can move forward with cashing the check.
- B. CTAS Update- Treasurer Adams has downloaded the program and is setting it up. She is working with the MAT consults to set up the funds and organize them to work easier with the use for the Board.
- C. Treasurer Position Posting Dates/Advertisement-Madam Chair would like to post the position and has included the posting that will go into the paper to be posted. The posting will be open for 3 weeks. She will have it sent into the Newspapers and post on Facebook, and on the township website. The position will be open from March 31st – April 24th, and placed in the Classified, Employment Ad section in the newspapers. (Herald Review, Manneys, and Scenic Range Forum) between March 31 and April 21. Whether the editions come out on Wednesday, Sundays, or Thursdays, we will place the ad in all editions. The Deadline for application will be April 24th. Motion made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.
- D. Xerox Copier Update- Madam Chair went into test the copier using the March 13th packet that was 102 pages- She tested it out to make duplex copies and it worked out to about 5mins/agenda packet. With those numbers it would take 54 minutes to complete a 52 page duplexed packet. There was \$4,000 spent alone on toners with our current copier. The new copier would include toners and maintenance. Training would also be provided once the copier comes in. Xerox will also take our copier in on trade, for \$50. They will take our toners as well and sell them to other agencies who have this same copier. Madam Chair makes the recommendation that we move forward with purchasing the new copier. A motion was made by Supervisor Kortekaas, seconded by Supervisor Haubrich to lease the new VersaLink C405 from Xerox, and passed by all. Madam Chair will get in touch with Kim. Short discussion held if we should try and sell the current copier on FB.
- E. City of Grand Rapids Fireworks Update- Supervisor Schack reported he checked into what the \$16,000 (for the cost of the fireworks) covered, and was told by the City, that the cost covers wages. They will not have the fireworks before they will train anyone new on the position. Jeff Davis said the city doesn't want to be involved in them with the licensing that is required. The constituents at our annual township meeting did approve to move forward with them this year. The 10% increase was also for the prime day of having fireworks on July 4th. Motion by Supervisor Schack to approve the payment of ¼ for the firework display, seconded by Supervisor Kelley and passed by all.
- F. SEH-Contract Attorney Response- The e-mail from the Attorney is in the packet.

12. New Business-

- A. Summer Maintenance Help- Supervisor Haubrich discussed how to proceed with summer help, and wants to have someone set up for the summer to help out Derrick. Discussion held on if the Board would like to use the same temp employee from last summer. The Board had discussion on when to move forward and would like to have some flexibility in when to have the help start. Motion for Supervisor Haubrich to make the determination on his own of when the time is ready, and will use the temp agency, made by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all.
- B. Annual Safety and Health Training- Same course that Derrick went to last year. The course offers a large variety of safety measures, for the cost of \$55. The Board had discussion on including the temp in this training. Motion to send both Derrick, and the summer help, by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all.
- C. Pay Requests- Make sure they are signed when you turn them in.
- D. Attorney Response/Letter re: Stoney Point Rd- 2nd Page addition to the packet- Jurisdiction of that section of Stoney Point. There is a 20 voter requirement for the Board to move forward and bring that portion of the road into the Township. Supervisor Haubrich noted that the Township taxes should not be used to maintain a road that is not Township land. Further discussions will be taking place regarding this section of unorganized township.

- E. Cemetery Platform- Supervisor Haubrich reported there has been some complaints in the past that when there is a speaker at our Memorial Service, it is difficult to hear the speaker. He would like to make a platform for the speaker to stand on, for these purposes and would also be able to use our old sound system. There is power by the flag pole and we already have the speakers that we could store in our garage, without issue. Motion by Supervisor Kelley, seconded by Supervisor Kortekaas to proceed with Derrick building a platform for the cemetery memorial service, and passed by all. Ken will work with Derick on this project.
- F. Chair and Vice Chair GovOff Training- Motion by Supervisor Kelley for Madam Chair and Vice Chair to take the online training for our website.
- G. Skype for Treasurer- Because the Treasurer is not a voting member she would be able to skype at meetings that she is not able to be at. This would allow the Board to ask her questions and go over the bills with her. She will not be able to attend some meetings coming up this summer and would like to have something set up for the Board to be able to address questions with her at meetings. There is no cost for skype or for the Board to use this for the treasurer. As the Statute reads the Clerk and the Treasurer are not voting officials so this is an option for them if the Board chooses. This option must be posted 3days in advance if used.
- H. Accept Resignation of Clerk- The clerk submitted her resignation on March 27, 2019 to be effective March 31, 2019. Motion to accept by Supervisor Schack, seconded by Supervisor Kortekaas and passed by all. Supervisor Haubrich feels that a letter should be sent to the Clerk that she should return documents and all property. Madam Chair will be contacting the MAT Attorney to see what we need to do to change passcodes and what else needs to be sent in the letter. Motion by Supervisor Kelley to add Ken to the Wells Fargo Accounts, Seconded by Schack and passed by all.
- I. Resolution of Interim- Clerk Appointment- Resolution read outloud to appoint Kati Pierce as Interim Clerk. Salary for the month of April will be \$600, with \$60 per diem for official meetings, and an hourly rate of \$18.70 for other meetings, etc. Roll Call: Yes by Supervisors, Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Motion passed.
- J. Posting Stations at Crystal and Wendigo Park- Supervisor Haubrich reported that someone busted the glass at a posting station at the park and he would like to know if we should remove the posting stations as we don't use them. This would eliminate the chances of them being vandalized. Motion by Supervisor Kelley, seconded by Supervisor Schack to remove the stations at both parks; passed by all.
- K. Schedule work session regarding Clerk Appointment, Job Description, 2019 Admin Policy and Employee Compensation- A motion was made by Supervisor Kelley, and seconded by Supervisor Kortekaas, to hold the work session on April 2nd at 5pm, at the Harris Town hall; motion passed.

13. Bills-

- A. Approve Payments- The total bills this month was. \$4,610.32. There are some bills that the Treasurer has set up for online payments including Express Employment, Home Depot, and Media Com. Motion by Supervisor Kortekaas to pay the bills, checks 18183-18187 for a total of 4,610.32, seconded by Supervisor Kelley, 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 and Events:

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| A) April 4, 2019 | MAT Spring Short Course | 9:00 am Sugar Lake Lodge |
| B) April 5, 2019 | Clerk Appointment, Job Description, and 2019 Admin Policy and Employee Compensation | 5:00 pm Harris Town Hall |
| C) April 8, 2019 | Annual Township Association Meeting | 5:00pm Bowstring Twp |
| D) April 10, 2019 | Regular Board Meeting | 7:30 pm Harris Town Hall |
| E) April 24, 2019 | P and D Meeting | 7:30 pm Harris Town Hall |

16. Adjourn

Motion to Adjourn by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all.

Prepared by: Kati Pierce

Signature



Madam Chair: Peggy Clayton

Signature

