

**REGULAR MEETING
APRIL 10, 2019 at 7:30pm
MINUTES**

Present: Madam Chair, Peggy Clayton

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

Clerk: Kati Pierce

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. Regular Meeting, March 13, 2019- Motion to approve made by Supervisor Schack, seconded by Supervisor Kelley and passed by all, with correction of "up to 35,000 to expand and complete the parking lot."
 - B. Work Session April 2, 2019 Re: Clerk Job Description/Qualifications & Employee Compensation- Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kelley and passed by all.
3. **Additions and Corrections-**
4. **Business from the floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda**
6. **Roads**
 - A. Stoney Point Road Update - There will be a letter coming forward from Andy Shaw. Once that letter is sent out, it will be placed on the agenda.
7. **Recreation**
 - A. Quotes for Portable toilets at Parks and Cemetery - Discussion on the 2 quotes provided from Portable John and Northland Portables. Additional information is needed. Supervisor Kelley Motioned to table to the P&D Meeting (April 24), seconded by Supervisors Kortekaas and passed by all.
 - B. Mow-Daddy 2019 Lawn Care and Grounds Maintenance Proposal - Discussion on the proposal provided by Mow-Daddy for the mowing of the grounds for the 2019 summer months. \$12,150 was 2018 proposal for the Wendigo and Crystal Park and \$5,760 for the cemetery. The proposal provided for 2019 does not indicate if the rates are weekly/ monthly or otherwise. The Board will also need an updated certificate of liability. Once all information is gathered, a proposal will be pulled together. Motion to table to the P & D Meeting (April 24) by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.
8. **Correspondence**
 - A. 2019 Spring Short Course Update - Good information at session. The afternoon course had information on Beaver control, and Fire Contracts. The information was interesting and each year the government does make changes that effect the Township so it is important for our supervisors to attend.
9. **Old Business**
 - A. Website Update - Madam Chair and Supervisor Haubrich will be getting training on the website and working with Clerk to update the website as soon as we are able.
 - B. Caretaker Update - Bryanna Vetsch is fully trained and is doing great.

- C. Treasurer CTAS Update – Treasurer Adams will be meeting with Lucinda with MAT, on setting the program up and adapting it to the Township needs, and will provide an update at the next meeting she is able to attend.
- D. Zoning-Service Center Garage Floor Update - It is looking like the bids may be way over budget. Supervisors Haubrich will provide more information at the P& D Meeting (April 24) when the numbers come back, but this may be a task that has to be adjusted as cost allows.

10. New Business

- A. Boys/Girls Club of Grand Rapids and Greenway Proclamation - Proclamation Red aloud Roll call: Supervisors: Schack, yes; Kelley, yes; Kortekaas, yes; Haubrich, yes; Clayton, yes passed April 10, 2019. Clerk will load this to the website under 2019 Resolutions.
 - B. MAT Advocacy Alert - www.mn.Townships.org/alert - This allows constituents to reach out to their legislators via email, of any concerns regarding issues, while allowing themselves to be heard very easily. This information will be posted on FB, and the website.
 - C. Cork/Aluminum Board Trim for Town Hall -Discussion on adding cork board below the trim in the Town Hall. This would allow renters to tack things on the cork board, without harming the paint on the walls. Supervisor Haubrich made a motion to table to the P&D Meeting (April 24) for the Board for further discussion, seconded by Supervisor Kortekaas, and passed by all.
 - D. Board of Appeal & Equalization Posting and Publication - will be Harris Township Board of Appeal and Equalization Meeting on May 2, 2019 at 9:00 am at the Town Hall. This will be posted and published in the Harold Review.
 - E. Schedule Work Session Re: Clerk Job Description & Qualifications
And 2019 Employee Compensation - Motion was made by Supervisor Kelley, and seconded by Supervisor Schack to schedule the work session for Monday, April 15th at 6pm at the Harris Town Hall; and approved by all. A second date was scheduled for April 18th at 6pm at the Harris Town Hall (if more time will be needed to finalize job description, and employee compensation). Motion was amended to add this date, by Supervisor Kelley, and seconded by Supervisor Shack and passed by all. (Clerk will post following meeting)
 - F. Schedule Work Session Re: Past Pay Requests– Motion made by Supervisor Haubrich, and seconded by Supervisor Schack, to schedule the work session for April 18th, and immediately following the Clerk job description/Employee Compensation work session; passed by all. (Clerk will post following this meeting.)
 - G. Infinity Graphics Town Hall Table Skirt Quote - The Board held discussion regarding the quote. Supervisor Haubrich will do further checking to see if there are other businesses who would be able to provide this service, at a better rate.
 - H. Delinquent 2018 Taxes - The Township was not aware that the tax statements were not being sent to the township address. Address changes should have been made when the last clerk left office. The tax statements for 2018 were sent to the past Clerk. Because the taxes were not paid for 2018, delinquent notices were also sent out, but were also not received by the township. The address on the tax statements have since been updated. Motion made by Supervisor Haubrich, and seconded by Supervisor Kortekaas, to place a notice in the paper that states the official address for the Township is 20876 Wendigo Park Road. The Clerk will get a draft to the Chair, and have it published in the Herald Review.
 - I. Minnesota Association of Townships (MAT) Scholarship Program - This is a great program for high school 11th graders, whether they are in private, public or home schooled. MAT awards six \$1000 scholarships each year. MST also sent this information to high school principals, along with applications. In 2018, Harris Township did have a Grand Rapids high school student who was awarded one of the six \$1000 scholarships, so the Board would like to have this information shared to residents. Facebook and website will be updated.
 - J. Order to show cause and amend certificate #20546 - Motion made by Supervisor Haubrich, and seconded by Supervisor Schack, to have Andy Shaw (township attorney); passed by all.
 - K. Computer Updates - The drivers are showing they need to be updated on the Clerk laptop. Discussion followed. The Chair, Clerk, and Treasurer will look further into this, as the Treasurer also has a laptop. It is important to have updated security, etc on laptops.
- 11. Treasurer's Report** – dated April 10 2019, March Financials 2019
- A. Approve Treasurers Report- Motion to approve made by Supervisor Haubrich and seconded by Supervisor Kortekaas, passed by all.

B. Approve the payment of bills - Three pay requests from the former Clerk, in the packet, were pulled, due to discrepancies. Because these were pulled, the check #18194 was also pulled from the April bill list, changing the total bill amount to \$14465.63 Check numbers 18188 to 18206. Motion to pay the bills, check numbers 18188 to 18206, was made by Supervisor Haubrich and seconded by supervisor Kelley and passed by all. Motion amended by Supervisor Kelley to pull check number 18194 from the bills, seconded by supervisor Haubrich; 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

Madam Chair reported the new printer was delivered today, April 10th. Kim, from Xerox, will be gone until late Monday evening, April 15. Once she is back, she will contact the Chair, and schedule a date/time for set up, and training. The clerk should be able to start printing packets on the new copier, by the P and D Meeting of April 24. As what was agreed upon by Xerox, they will take the old printer on trade, and reimburse the township for \$50.00, plus the cost of any remaining toner cartridges.

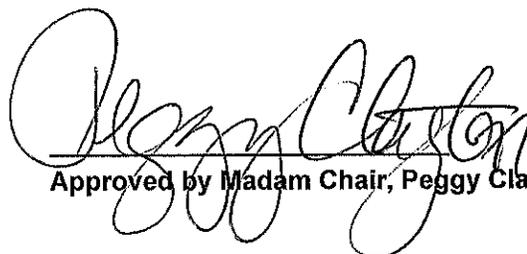
13. UPCOMING Events / Meetings

April 15, 2019	Work Session re: Clerk Job Description & Qualifications Employee Compensation	6:00 pm Town Hall
April 18, 2019	(If necessary) Work Session re: Clerk Job Description & Qualifications Employee Compensation	6:00 pm Town Hall
April 18, 2019	Work Session re: Past Pay Requests	immediately following 6:00 pm clerk work session
April 24, 2019	P and D Meeting	7:30 pm Town Hall
May 2, 2019	Board of Appeal and Equalization	9:00 am Town Hall
May 8, 2019	Regular Township Meeting	7:30 pm Town Hall
May 13, 2019	Township Association Meeting	7:00 pm Blandin Foundation
May 22, 2019	P and D Meeting	7:30 pm Town Hall

14. Adjourn

Motion to adjourn by Supervisor Kortekaas, seconded by Supervisor Schack and passed by all. (8:20 pm)


Prepared by Kati Pierce


Approved by Madam Chair, Peggy Clayton