

**REGULAR MEETING**  
**May 8, 2019 at 7:30pm**  
**MINUTES**

Present: Madam Chair, Peggy Clayton

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

Clerk: Kati Pierce Treasurer: Becky Adams

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
  - A. Regular Meeting, April 10, 2019- Motion to approve the minutes of April 10, 2019 made by Supervisor Haubrich, seconded by Supervisor Kelley, passed by all.
  - B. Road Inspection Tour, May 1, 2019 Motion to approve the Road Inspection minutes of May 1 made by Supervisor Schack, seconded by Supervisor Kelley and passed by all.
3. **Additions and Corrections-** Addition Summer Help; Correction, 6.E, Kids at Play; Addition Ball Field Update- Motion by Supervisor Kelley, seconded by Supervisor Haubrich to add summer help as 9E; changed 6E to read "kids at play", and add ball field as 7B, 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. Bernie Carey (request)- a request from Bernie Carey came in to request the use the field by the cemetery for dog training again. Motion to allow Bernie Carey the use of the field made Supervisor Kelley, seconded by Supervisor Schack and passed by all.
5. **Consent Agenda**
  - A. Cemetery Deed- Section 3, Block 32, Lot 2, Site 6. Board will need to sign off on the Deed. The Sexton will send to the Records office and have the \$46 filing fee charged to the Township.
6. **Roads**
  - A. Road Inspections (Paved and Gravel) Report of May 1, 2019- The Board completed the tour in one trip on May 1. The report will be placed on the website. Supervisor Kelley read the report out loud for residents. Motion to approve the report made by Supervisor Schack, Seconded by Supervisor Kortekaas and passed by all.
  - B. 2019 Road Project Updates (SEH)- Allie Jurvelin from SEH, The bid opening was last Thursday and the bid was performed electronically. The proposals were prepared for the Board. In regard to the Alternate: Lakeview trail approach, the gas may need to be moved for the ditching to be performed if the alternate is awarded tonight. There is also a Paul Bunyan line that crosses the Lakeview trail, however, that shouldn't be an issue as they want to lower their line at the same time if the Board moves forward with the Alternate Job. The recommendation from Allie was that paving on Lakeview Trail is something that should be done, as the extra ditching is not necessarily something that must be done at this time and with the utility gas line there depending on the response of who will be responsible to pay for that and how much that would be if the Township, would have to endure that cost. Discussion to approve the base bid contingent on what the cost is to move the gas line. Allie also recommended that she be given a little time to confirm and get something in writing from Paul Bunyan that they want to move their lines at their own cost before moving forward. Allie also wanted to note that there was a possibility of stumps needing to be removed from Alicia Place. She asked the Board to make a decision if there were stumps that pop up; how would the Board would like to handle it. Typically time and material is how it is charged without a change order if they come across something while working. The Board had discussion if they

would call an emergency meeting or if they would give the authority to a supervisor to make the call so that the contractor is not laid up waiting for a decision. Ali indicated that there were 3 spots that she has questions on, as it could be a rock or frost, but she can't be sure unless investigation is done before. Discussion for the Board to investigate the 3 locations on the road. KGM would like to start by mid-June.

Motion to approve the base bid made by Supervisor Haubrich, seconded by Supervisor Kelley and approved by all. Allie will bring back the information on the gas lines and Paul Bunyan lines for the Alternate bid and also more information on the stumps, to the next P& D meeting.

2018 projects- A plan for the rest of the work to be completed would be roughly \$1,000 for SEH to draft up the plan for the change orders. Hawkinson would be starting between the 21<sup>st</sup> and the 24<sup>th</sup>. The turnaround is something the Board would like to have more of a confirmed number on and the culvert is something the Board would like to approve as it needs to be completed and has been causing issues. These will be a time and material basis. The rough estimate for the work that needs to be done is close to the same as it was last year. Motion to approve the change order to be prepared by SEH up to \$1,000 and the \$15,000 for the time and materials for the rest of the 2018 project to be completed, was made by Supervisor Kelley and seconded by supervisor Haubrich and passed by all. The last week in May is when they will be completing 2018 road projects which are still pending.

Allie will be sending out letters of the updates to residents. Note: The mailboxes will be removed and then replaced if needed, as they were before the work was performed. Ali will mention that in the newsletters she sends out so residents are aware.

- C. Dust Control Contract- The quote price went up just a few dollars from last year. \$12,997.60. It includes all of the same roads as last year, Motion to approve the cost of the quote of \$12,997.60, made by Supervisor Kortekaas, seconded by Supervisor Kelley and passed by all.
- D. Barricade Signs- The signs are for Sunset Lane and Sunset Road. Three signs would be needed, in order barricade these roads for the winter. The quote is for a price of 1 of each, the Board would need to have 3 to close it off and it would cost about \$1,000 to barricade them. The Board discussed it also saving money for plowing in the winter. Motion made by Supervisor Schack, seconded by Supervisor Kortekaas to purchase the barricade signs, and passed by all to approve purchase of the signs.
- E. Kids at Play Sign- Motion to approve the purchase of the sign for Burch Street, and have Derrick install, made by Supervisor Kortekaas, seconded by Supervisor Schack and passed by all.

## **7. Recreation**

- A. Portable toilets at Parks and Cemetery Contract- Contract includes a break down for each toilet and the certificate of liability. Motion to sign the contract with Portable John, was made by Supervisor Haubrich, seconded by Supervisor Kelley and passed by all.
- B. Ball Fields- Little League has practices from 5-8 in the afternoon so the mowing times would not be an issue. We do not have confirmation that other leagues will be using the fields yet. The Board is not aware of any conflicts with using the fields or issues that would come with the mowing schedule.
- C. Mow-Daddy 2019 Lawn Care and Grounds Maintenance Contract- edging and trimming was noted in the contract. Motion to approve, and authorize signatures of Chair and Mow-Daddy made by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all.

## **8. Correspondence**

- A. Local Collaborative, (Network Opportunities Meeting), Minutes of March 18, 2019- There has been good discussion at the meetings. The Itasca County grant writer will be on the upcoming meeting agenda. Madam Chair will be bringing forward the ideas of our Township.
- B. Township Association Meeting, Minutes of February 12, 2019- As all Supervisors attend these meetings, they will be included in the packet, as informational.

## 9. Old Business

- A. Cork Board Update- Discussion to purchase and have the caretaker and the Chair decide where, and how many to place the boards around the hall. Hopefully this will alleviate people from using tape on the walls in the hall for hanging balloons and other items. The town hall policy does not allow renters to hang anything on the walls. Motion to authorize Chair a budget of \$600 to purchase and set up in the hall, made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.
- B. City of Grand Rapids Fireworks Request- Already approved, Chair will follow up and ask for an invoice, and place said invoice on the May 22<sup>nd</sup> P and D meeting.
- C. CARE Referral Program for Duluth Monument- After review by MAT Attorney, it was advised it would be unethical for the Sexton to participate in the referral program, and for Board to accept the donations.
- D. Treasurer Process Update- interviews will be conducted by the Chair, and Treasurer on May 13 and May 14. The Chair will be sending out letters to those that didn't meet the minimum qualifications for the position. Chair and Treasurer will make the recommendation of 2 finalists out of the 5 interviewed, and bring forward to the Board for a final interview, and selection. Motion by Supervisor Kelley, seconded by Supervisor Haubrich to schedule the final treasurer interviews with full board, for May 20<sup>th</sup> at 7:00 pm and 8:00 pm, and passed by all. Clerk to post after tonight's meeting.
- E. Summer Help- The Summer help that had come back to work with the Township this year has decided to move on to better things. Ron, who also worked for the Township last year, has agreed to come back two days per week. Supervisor Haubrich would like to bump up his hourly pay, over last's year pay. He would also like to get two more to assist with some work as needed. He also would like to have the summer help start as quickly as possible and also get out there to spray the weeds at the cemetery before the Memorial Day Ceremony. Also noted was to let the neighbor, who lives by the cemetery know when spraying will occur, as they have a child that has allergies. Motion to set summer maintenance staff Ron's salary at \$13/ hour, made by Supervisor Kelley, seconded by Supervisor Schack and passed by all.

## 10. New Business

- A. Flowers for Town Hall- Motion to approve caretaker to purchase up to \$200 of flowers for the town hall grounds, was made by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all.
- B. Shredder for Town Hall- Motion to authorize Chair up to \$80 to purchase a shredder, was made by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all.
- C. Newsletter- The Board would like to have this out by the P&D meeting in June 2019. This will allow the Board to introduce the new Treasurer and Clerk, and provide a good update on the roads to be reported.
- D. Mediacom- Mediacom indicated the cleanup will be starting in 2 weeks with the final touch up and then seed and hook up the feeds.
- E. Memorial Day at the Cemetery- This will be at the cemetery May 27<sup>th</sup>, coffee, Kool-Aid and cookies will be served @8 am. This will be posted tonight on the Town Hall board. The board will be there by 7:30 am to set up and make the coffee. Chair will purchase the cookies. Clerk will post after tonight's meeting.
- F. Employee Manual-Use of Equipment- Chair pulled some information from the MAT website that has some accident and report information and what the Board should be using. Currently there is nothing in the policy at this time that denotes the responsibility of actions that should be taken should there be an accident or injury. This is informational at this time, the Board will need to make a decision on what they would like to have included as policy. This will come back before the board.
- G. Plackner Tree Care Contract- Rates for the year are consistent with the others. Motion by Supervisor Kelley, seconded by Supervisor Schack and passed by all to move forward and get a contract prepared.
- H. HUM- This would make locating the use on both Township vehicles easier. It provides detailed reports on the use of the vehicles. Motion by Supervisor Kortekaas, seconded by Supervisor Schack to purchase and install, passed by all.

- I. Schedule Work Session for Sexton Position- a Motion was made to schedule a work session to discuss the Sexton job duties/description for May 30 at 7 pm at the hall, by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all. Clerk to post after tonight's meeting.

**11. Treasurer's Report** – dated April, 2019, April Financials 2019

- A. Approve Treasurers Report- Motion to approve the treasurers report of April 2019, was made by Supervisor Kortekaas, seconded by Supervisor Kelley and passed by all.
- B. Approve the payment of bills. A Motion to pay the bills, check numbers 18216-18229 totaling \$14,821.54 was made by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all.

Becky gave an update on CTAS. The Treasurer noted that the funds will be broken into accounts and within those codes there will be each funds with the new system she is preparing for the Township. Some of the things will change about the pay requests, they will need to separate things like reimbursements, but all in all it will make things much easier. She will also be ordering checks, and she will order the type that work with the new system, which will be able to print right from the computer, on our new printer.

- 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**

May 9, 2019	Roadside Clean Up	5:00 pm Cemetery
May 13, 2019	Township Association Meeting	7:00 pm Blandin Foundation
May 15, 2019	Sexton Job Description Work Session	7:00 pm Town Hall
May 20, 2019	Interviews for Treasurer Position	7:00 pm Town Hall
May 22, 2019	P and D Meeting	7:30 pm Town Hall
May 27, 2019	Memorial Day Service	10:15 am Cemetery
June 12, 2019	Regular Meeting	7:30 pm Town Hall

**14. Adjourn**

Motion by Supervisor Kortekaas, seconded by Supervisor Haubrich and passed by all at 9:18pm.

Prepared by: Kati Pierce  
Signature \_\_\_\_\_

Madam Chair: Peggy Clayton  
Signature \_\_\_\_\_