

Helga Township  
Special Organizational Meeting  
Township Board of Supervisors  
Minutes of January 6, 2015

**PRESENT:** Don Clay-Chairman, Supervisors; Jeff Schussman, Dale Berglund, Joanna Olson Hammerstrom, Jim Lyle, Clerk-Sue Adkins, Treasurer-Jeanie Porter

Sue Adkins-Clerk opened the meeting because there was not a quorum of the board. Meeting called to order, 7:00 pm, Pledge of Allegiance recited

**Township Officers:**

New and re-elected supervisors, Jim Lyle, Joanna Olson Hammerstrom, and Dale Berglund were sworn in by the clerk.

**Motion** made to close the meeting by Jeff Schussman, **Seconded** by Don Clay. **Meeting Adjourned.**

Open Meeting

Don Clay-Chairman then opened the meeting with a quorum at 7:08 pm. Pledge of Allegiance recited

**Township Officers Assignments:**

Don Clay mentioned that he would like to continue with the cemetery.

**Motion** made by Joanna Olson Hammerstrom to nominate Don Clay for the cemetery, **Seconded** by Dale Berglund, **motion carried.**

**Motion** made by Jim Lyle to nominate Don Clay as the chair, **Seconded** by Jeff Schussman, **motion carried.**

Road supervisor was discussed, Jim had a complaint about the sand being spread evenly on corners. Don will talk to Wade Thoring.

**Motion** made by Jeff Schussman to nominate Don Clay as road supervisor, Jeff will back up if needed, **Seconded** by Joanna Olson Hammerstrom, **motion carried.**

**Motion** made by Jeff Schussman to make Jim Lyle Vice-Chair, **Seconded** by Don Clay, **motion carried.**

Land Use Administrator was discussed, Jeff said there are some changes that are coming. The County now wants us to sign off on permits within the 1000 feet of Lake Plantagenet which will add a lot of permits. The land use administrator needs to be given authority so sign off on those permits and on subdivisions. A form should be designed for the administrator to sign off on the permits and subdivisions, instead of the entire board.

**Motion** made by Don Clay to adopt two resolutions to give the Land Use Administrator authority to sign off on permits within 1000' of Lake Plantagenet and to sign off on the subdivision per our ordinance, **Seconded** by Joanna Olson Hammerstrom, **motion carried.**

A form will be developed also for the Land Use Administrator to use to sign off. The pay for the administrator was discussed. The timeframe for working on the ordinance was also discussed. Meeting with the attorney will wait until the law suits are concluded.

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**Motion** made by Joanna Olson Hammerstrom to appoint Jeff Schussman as the land use administrator, **motion left on the table.**

**Motion** made by Don Clay to pay the administrator \$300 a month plus \$15 for each permit and subdivision, **Seconded** by Dale Berglund, **motion carried.** Jeff Schussman abstained

Dale Berglund said he would like to stay on as fire supervisor.

**Motion** made by Don Clay to appoint Dale Berglund as the fire supervisor, **Seconded** by Jeff Schussman, **motion carried.**

**Motion** made by Jeff Schussman to make Don Clay the building supervisor, **Seconded** by Joanna Olson Hammerstrom, **motion carried.**

**Employee Compensation:**

Last year's Resolution for compensation was reviewed. The current pay for the clerk was reviewed. The meetings will have the same pay for local meetings but out of town meetings or trainings will change to by the hour and mileage.

**Motion** made by Don Clay to adopt a resolution with the same pay with the exception of clarification of the out of town meetings and trainings, **Seconded** by Jeff Schussman, **motion carried.**

**Accounts:**

**Motion** made by Joanna Olson Hammerstrom to authorize Jim Lyle to be a check signer on the township accounts at TruStar, **Seconded** by Don Clay, **motion carried.**

Menards sent a form and wants new signatures on the charge account there.

**Motion** made by Don Clay to have Wayne Hoff, Jeff Schussman, and Sue Adkins be authorized signers on the Menards account, **Seconded** by Dale Berglund, **motion carried.**

**2015 Contracts Needed:**

Lawn mowing, Trent has been doing a nice job and would like to see him do it again. Ditch Mowing, Ray Ball is the only one out there and has been good. Gravel, will have to be decided but not county gravel. Grading & Plowing has been done by Platt and he has worked well.

**Non Profit:**

Andrea was in the audience and gave an update on the grant. The \$10,000 grant has been received. It was discussed that there will need to be meetings between the board and the nonprofit. The grant process and the coding and tracking of the grant money was discussed. The organization of the nonprofit and there business plan and goals were discussed.

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**Motion** made by Joanna Olson Hammerstrom to draft a resolution to continue to reimburse Andrea LeVasseur for the mileage she puts in on the historical work, **Seconded** by Jeff Schussman, **motion carried**.

**Motion** made by Jeff Schussman to draft a resolution to reimburse Wayne Hoff for the mileage he puts in taking care of the hall, **Seconded** by Don Clay, **motion carried**.

**Set Meeting Dates:**

- Board of Audit Meeting will be; 2/10/15, 7:00 pm
- Budget Meeting will be; 3/3/15, 7:00 pm
- Annual Meeting: Tuesday March 10<sup>th</sup>, 2015, 7:00 pm
- Local Board of Equalization; county will set
- Road Review; will depend on weather
- Regular Board Meetings; Keep the board meetings on the 4<sup>th</sup> Tuesday of the month and the Planning Commission will continue to meet with the board. December meeting will be an exception and will be held December 15<sup>th</sup>, 7:00 pm

**Attorney:**

The current attorneys will remain the same.

**AED Discussion:**

Joanna found out there is a grant for an AED for the hall and she has started this process.

**Water Heater:**

There is still a problem with the water because of the water heater and water softener.

**Motion** made by Jeff Schussman to approve buying a water heater and have a Culligan rented water softener put in. **Seconded** by Don Clay, **motion carried**.

**ADJOURN MEETING:**

**Motion** to adjourn made by Joanna Olson Hammerstrom, **Seconded** by Jeff Schussman, **motion carried**. Meeting adjourned at 9:10pm.

Respectfully Submitted,

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Susan Adkins, Clerk

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Donald Clay, Chairman