

Helga Township
Board of Supervisors
Minutes
August 28, 2012

PRESENT: Chairman Mike Smith, Vice Chair Mike Sherwood, Supervisors Jim Lyle, Bob Kleinschmidt and Steve Pemble, LUA Jim Baruth, Treasurer Marilyn Pemble and Deputy Clerk Bobbi Fadness.

Absent: Clerk Shannon Skime.

Meeting was called to order at 7:01pm. The pledge of allegiance was recited.

APPROVAL OF AGENDA:

Mike Smith reads an opening comment stating that township meetings are conducted and controlled by the township board and that the primary purpose of meetings is to conduct township business as the board sees fit. Topics discussed, the amount of discussion and who will be heard is the sole discretion of the Board. Mr. Crosby requested a list of items be added to the August meeting agenda. Due to the ongoing litigation with Mr. Crosby, the involvement of others in the matter at the meeting and the number of topics in his request, under advisement of the Township attorney, **motion** by Mike Smith to table Mr. Crosby's request as well as any others brought forward tonight to allow the Board time to establish a formal policy. Seconded by Mike Sherwood, motion carried.

TREASURER REPORT:

Treasurer Pemble provided her reports. Her reports are attached and are hereby made part of these minutes. Copies were made available to those in attendance. Pemble also noted that several CDs came due August 25. They did renew automatically and she hasn't received notification yet on the rates.

REVIEW VOUCHER/CLAIMS:

The Board reviewed the vouchers and claims prepared by the clerk.

CONSENT AGENDA:

The Board members were provided with the following items to review prior to the meeting.

- 1. Claims Lists for Approval Checks 7511-7532 / Net payroll list Checks 7505-7510**
- 2. Minutes of August 13, 2012 Special Meeting**
- 3. Minutes of July 24, 2012 Regular Board Meeting – No Report**

Having reviewed the items, **motion** made by Mike Sherwood to approve the consent agenda, without the July 24, 2012 Meeting Minutes. Seconded by Bob Kleinschmidt, motion carried.

LEVY:

From the March 6, 2012 Budget/Levy meeting, the total Levy for 2013 will be \$220,000. Of that total, \$63,000 general fund, \$120,000 road & bridge fund, \$32,000 fire fund and \$5,000 cemetery fund. **Motion** by Mike Sherwood to approve the 2013 Levy in the amount approved at the March 6, 2012 Budget/ Levy Meeting of \$220,000. Seconded by Bob Kleinschmidt, motion carried.

TOWN HALL/GROUNDS:

Helga Township
Board of Supervisors
Minutes
August 28, 2012

Mike Sherwood states at the annual meeting last year a vote that approved moving forward with putting on the ballot whether or not to build a new building. It is on the ballot this year. An informational meeting will be held regarding a new building. Sherwood recommends a Tuesday in October to allow for residents to have time before the election to think about it. **Motion** by Mike Sherwood to hold informational meeting on October 16, 2012 at 7:00 pm. Seconded by Steve Pemble, motion carried.

No news to report on the Clay Family Trust Property. Presently it is with the township attorney.

Bob Kleinschmidt reports that Mike Balmer has completed the installation of a metal ceiling to the picnic shelter and did a very nice job. The shelter and picnic tables were power washed. Picnic tables would need staining and will consider that in the spring.

Mike Sherwood did meet with Wayne Hoff in August and did another tour of the building. Some non-profits may be interested with Wayne's group in restoring the building should a positive vote for a new building come from the November election.

CEMETERY ISSUES:

Jim Lyle reports Don Shube hasn't started headstone repair yet. No news on fencing issue.

PRIMARY ELECTION:

Deputy Clerk Bobbi Fadness reports were sent 900 ballots. There were 89 signatures on the roster, 1 of which was a new registrant to the township. There were 7 spoiled ballots and when all ballots were returned to the auditor's office there was a zero auditor difference meaning all the numbers matched on the primary.

ROAD ISSUES/UPDATE:

Bob Kleinschmidt reports on road issues. Four bids were received from contractors for storm clean-up. G & T Excavating was awarded the contract in the amount of \$6,575 and the work has been completed. Jim Lyle oversaw the project-thank you. Request of MNDOT to replace a dead end sign removed on 498th street during 371 construction. Worked on four signs that were bent and leaning and replaced the bases after calling Gopher One. Logging trucks on 219th which is the Balsam Beach Road and the only paved road, were sliding the bituminous pavement away from the cracks. After discussion with Hubbard County Assistant Jed Nordin the road is now posted for 7 tons as the pavement is only 1-½ inches thick. Posting is permissible by local authorities under MN Statute 169.87. The cracks have been filled now. Has requested additional grading on town roads due to the dry conditions and washboards. Has furnished a draft copy of the Helga town road log to Silas Hooker and has asked him for any history he might have. Bob would like to get a log book started with history and repairs of the roads. Already talked about Mike Balmer completing the picnic shelter. Met with Tony Walzer from the DNR on the trail connection and after some clean-up issues have accepted the Helga portion of the connection.

There were 45 yards of sod removed and disposed of off the property. Recycled concrete was brought in for use on the trail which meets what the DNR requested. The trail will be marked not a snowmobile route. Helga is need of road signs. Bob did check with Hubbard County and they will sell the township signs. Jim Lyle has been handling the mowing which is completed now and looks good. Bob and Jim drove the roads and didn't see

Helga Township
Board of Supervisors
Minutes
August 28, 2012

a need for brushing this year. **Motion** by Bob Kleinschmidt to buy signs at a cost of less than \$1,000 from Hubbard County. Seconded by Steve Pemble, motion carried.

RURAL FIRE ASSOCIATION:

July fire report was distributed to the Board members and copies were available to those in attendance. The Board reviewed the sample resolutions provide by the association again. **Motion** by Mike Smith to approve the Resolution to Support the Powers Entity for Share Fire and Rescue Services of the Bemidji Area (Copy is attached and are hereby made a part of these minutes). Seconded by Mike Sherwood, motion carried.

TOWNSHIP AUDIT:

Mike Sherwood reports a 2010 outside audit on the 2008 & 2009 township records showed a number of violations to Minnesota statutes. With those results, a public meeting was held and township residents directed the Board to turn the information over to the county attorney for investigation which was done. A letter dated August 22, 2012 from the Hubbard County Attorney states that although the township's audit did identify a number of violations, there was not sufficient evidence to establish criminal intent. Based on such, **Motion** by Mike Sherwood for the Board to also close this matter based on the information currently available. Seconded by Bob Kleinschmidt, motion carried.

PLANNING COMMISSION:

Open position. No expressed interest as of yet. September meeting will be cancelled due to lack of agenda items or issues.

LUA UPDATE & CUP ISSUES:

LUA Jim Baruth reports there are three items.

Tony & Violet Poncelet – request to subdivide 40 acre parcel to make 2-10's on Shady Ridge Drive. All the paperwork is here with certificate of survey. **Motion** to approve subdivision made by Mike Smith. Seconded by Steve Pemble, motion carried.

Steven W. Thompson – 49266 Teal Wing Drive for 24x40 pole building. The paperwork is all in order. **Motion** to accept the permit application made by Steve Pemble. Seconded by Jim Lyle, motion carried.

Nature's Edge Garden Center - Request for 30x48 and 12x28 additions to current greenhouse, a new 30x96 greenhouse and significant repairs to current greenhouse from storm damage. All paperwork is in order. The rebuilds require no permit. \$200 check will be returned and \$100 check retained for permits on new structure. **Motion** to accept the permit application made by Mike Sherwood. Seconded by Jim Lyle, motion carried.

Mike Sherwood reports:

Fisher Violations - No report

Doug Crosby - Hearing held August 17 on the cease and desist order. The matter is under advisement with the judge and would anticipate a trial in October. Due to the matter being in litigation, there will be no discussion.

Helga Township
Board of Supervisors
Minutes
August 28, 2012

CORRESPONDENCES:

Donation check for Beltrami County designated for the First Responders was returned. Due to a change in the law, donations can now be made directly to First Responders. Mike Smith recommends for the clerk to re-issue the check directly to the First Responders.

ANNOUNCEMENTS:

September 5, 2012 Planning Commission Meeting – Cancelled

September 25, 2012 Next Regular Board Meeting, 7:00pm

October 10, 2012 8am-1pm training for LBAE at Hubbard County Courthouse

Schedule of Association Meetings: 7:30 pm

2012

Sept. 17th-Mantrap Township

Nov. 19th-Farden Township

2013

January 28th-Straight River Township (4th Monday)

March 18th-Hart Lake Township

ADJOURNMENT:

Motion made by Mike Sherwood to adjourn the meeting. Seconded by Bob Kleinschmidt, motion carried.

Meeting adjourned at 7:46pm.

Respectfully Submitted

Bobbi Fadness, Deputy Clerk

Mike Smith, Chairman

Helga Township
Board of Supervisors
Minutes
August 28, 2012

TREASURER'S REPORT
August 28, 2012

TruStar Bank Bank Balance July 1, 2012 to July 31, 2012

Bank Statement Business Checking 6/1/12	\$ 108,059.88	
20 Drafts Cleared in the Amount of	-\$ 27,753.34	
June 2012 Settlement / Hubbard County	+\$ 126,815.10	
Cemetery Plots Purchased	+\$ 600.00	
Checking Dividend Deposit	+\$ <u>31.75</u>	
Bank Statement Balance / Checking 7/31/12	\$ 207,753.39	
(Outstanding Checks	-\$ 7,362.29)	
Helga Twsp Checking Balance on 7/31/12		\$ 200,391.10
Money Market Savings		\$ 96,398.06
Savings Account		\$ 2,829.86
6 Certificates		<u>\$182,293.09</u>
TOTAL OF HELGA TOWNSHIP ACCOUNTS		\$481,912.11

Respectfully Submitted by:

Marilyn Pemble

Helga Township Treasurer

Helga Township
Board of Supervisors
Minutes
August 28, 2012

FUND ACTIVITY FOR JULY

CHECKING / MONEY MARKET

<u>ENDING BALANCE</u>	<u>BEGINNING</u>			
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
CHECKING				
General Fund	(\$ 10,998.09)	\$ 37,589.37	\$ 3,646.59	\$
22,944.69				
Gas Tax Fund	\$ 37,163.12	\$ 0.00	\$ 0.00	\$
37,163.12				
Road & Bridge Fund	\$ 72,660.66	\$ 69,050.09	\$ 5,523.40	
\$136,187.35				
Fire Fund	(\$ 20,692.56)	\$ 2,888.38	\$ 0.00	(\$
17,804.18)				
Cemetery Fund	\$ 2,254.77	\$ 17,919.01	\$ 300.00	\$
19,873.78				
Town Hall Fund	\$ 2,026.34	\$ 0.00	\$ 0.00	\$
2,026.34				
Excess Funds (\$ Market)	\$ 96,398.06	\$ 0.00	\$ 0.00	\$
96,398.06				
TOTALS	\$ 178,812.30	+\$ 127,446.85	-\$	
9,469.99	\$296,789.16			

INVESTMENTS

<u>ENDING BALANCE</u>	<u>BEGINNING</u>			
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
INVESTMENTS				
General Fund	\$ 90,026.91	\$ 0.00	\$ 0.00	\$
90,026.91				
Gas Tax Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Road & Bridge Fund	\$ 53,372.46	\$ 0.00	\$ 0.00	\$
53,372.46				
Fire Fund	\$ 30,008.97	\$ 0.00	\$ 0.00	\$
30,008.97				
Cemetery Fund	\$ 8,884.75	\$ 0.00	\$ 0.00	\$
8,884.75				
Town Hall Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Center Board (Savings)	\$ 2,829.86	\$ 0.00	\$ 0.00	\$
2,829.86				

Helga Township
Board of Supervisors
Minutes
August 28, 2012

TOTALS	\$185,122.95	+\$	0.00	-\$	0.00
\$185,122.95					

TOTAL OF HELGA TOWNSHIP	
ACCOUNTS	\$481,912.11