

Helga Township  
Special Meeting of Township Board of Supervisors  
Organizational Meeting Minutes of  
January 8, 2019

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

Meeting called to order, 7:00 pm, Pledge of Allegiance recited

Re-elected officers were sworn in.

**Town Officer Assignments:**

Board assignments and current duties were discussed.

**Motion** made by Joanna Olson Hammerstrom to have Don Clay be the Chair for the 2019, **Seconded** by Jim Lyle, by a show of hands, Unanimous yeas, **motion carried.** Don Clay abstained

**Motion** made by Jim Lyle to have Joanna Olson Hammerstrom be Vice Chair for the 2019 year, **Seconded** by Dale Berglund, by a show of hands, Unanimous yeas, **motion carried.** Joanna Olson Hammerstrom abstained

**Motion** made by Don Clay to have Don Clay continue to be road supervisor and cemetery supervisor, Joanna Olson Hammerstrom will continue to be fire supervisor and building supervisor, **Seconded** by Jim Lyle, Unanimous yeas, **motion carried.**

**LBAE:**

**Motion** made by Don Clay to have Jim Lyle retrain for the LBAE, **Seconded** Jeff Schussman, by a show of hands, Unanimous yeas, **motion carried.**

**Signers will be:** Don Clay, Joanna Olson Hammerstrom, Susan Adkins, Jeanie Porter, Mary Dufault, Theresa Westin.

**Motion** made by Don Clay to approve the resolution for check signers, **Seconded** by Joanna Olson Hammerstrom, by a show of hands, Unanimous yeas, **motion carried.** A new resolution was signed

**Employee Compensation:**

Discussion on the amount of pay: Meeting and minutes stay the same except wording for deputies changed, Clerk stipend stay the same. Hourly pay at \$15, physical labor at \$20 and hour will stay the same. Discussion on operator pay and Land use pay-but will stay the same until another date. Meals will remain the same.

**Motion** made by Don Clay to approve the compensation resolution for 2019 as discussed, **Seconded** by Jim Lyle, by a show of hands, Unanimous yeas, **motion carried.** A new resolution was signed

**Land Use Administrator:**

Discussion on land use administrator position. Jeff Schussman commented he will remain the Land Use Administer until May 1<sup>st</sup>.

**Motion** made by Don Clay to have Jeff Schussman remain the land use administrator at a monthly stipend of \$500 and \$15 per permit, until it will be re-addresses May 1<sup>st</sup>., **Seconded** by Jim Lyle, **motion carried.** Jeff Schussman abstained. A new resolution for LUA was signed.

**Payroll Periods:**

A new policy was created to establish the timeframe for payroll periods and when vouchers are due.

**Motion** made by Don Clay to approve the payroll period resolution for 2019 as discussed, **Seconded** by Jim Lyle, by a show of hands, Unanimous yeas, **motion carried.** A new resolution was signed

**Grader Building:**

The need was addressed and a timeframe to start needs to come soon- 40 X 60

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**Town Hall Codes:**

Some codes need to and will be changed. We have a need for cameras.

**Meeting Dates Discussed:**

- Board of Audit and Budget Meeting: February 12th, 2019, 7:00 pm
  - Annual Meeting: Tuesday, March 12<sup>th</sup>, 2019 at 7:00 pm
  - Local Board of Equalization and Road Review will be April 12<sup>th</sup>, 2 PM
  - Regular Board Meetings and Planning & Zoning combined, 4<sup>th</sup> Tuesday, 7:00 pm
- Hubbard County Assoc meeting Jan 28<sup>th</sup>, Dale Berglund will attend.

**Mail box:**

A new one is needed

**Motion** made by Don Clay to purchase a new mailbox, **Seconded** by Jim Lyle, by a show of hands, Unanimous yeas, **motion carried.**

**Adjourn Meeting:**

**Motion** to adjourn made by Don Clay, **Seconded** by Jim Lyle, **motion carried.**

Meeting adjourned at 8:07 pm.

Respectfully Submitted,

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Susan Adkins, Clerk

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Donald Clay, Chairman