

Helga Township
Regular Meeting of Township Board of Supervisors
Minutes of
June 28, 2016

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

Planning and Zoning members; David Horn, Teri Westin, Brian Fulk;

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

MINUTES:

Reviewed minutes of May 24, 2016 regular meeting, and June 7, 2016 combined meeting

Motion made by Don Clay to accept the meeting minutes of the May 24, 2016, regular meeting, **Seconded by** Joanna Olson Hammerstrom, **motion carried.**

Motion made by David Horn to accept the minutes as written for June 7, 2016, **Seconded by** Teri Westin, **motion carried.**

Claims List:

Claims list reviewed Checks # 8528-8542

Nortrax check will be voided from last month, Nortrax said to disregard invoice

Motion made by Jeff Schussman to accept the claims list as submitted, **Seconded by** Jim Lyle, **motion carried**

Treasurer Report:

Teri Westin-Deputy Treasurer gave the treasurer's report, total assets; 464,310.17. Treasurer position discussed.

Motion made by Don Clay to accept the June 28, 2016, Helga Township Treasurer's report, **Seconded by** Jeff Schussman, **motion carried.**

Motion made by Don Clay to have Teri Westin Deputy Treasurer seek appropriate training with Irene Bright for Treasurer training, to include mileage and hourly pay or to have Irene paid for travel, **Seconded by** Jeff Schussman, **motion carried.**

Land Use:

There have been six building permits.

Jeff also discussed the Hubbard County meeting that he and Don Clay attended to talk to the commissioners about variance issues. There is a special meeting July 12th to further discuss.

There are many current resident issues now.

Motion made by Don Clay to have himself and Jeff Schussman be paid for mileage and hourly wage to attend the next Hubbard County meeting on July 12, 2016 in Park Rapids, **Seconded by** Joanna Olson Hammerstrom, **motion carried.**

Road Report:

Discussion on road graveling-Dale Bunes was in the audience. There were no complaints, looks good.

Helga Township
Regular Meeting of Township Board of Supervisors
Minutes of
June 28, 2016

Dust control is down, 7 miles were done. Tweeten and Devlin will be invoiced for their share, 1000', when we get the bill.

Culverts- Green Tech is working on them, yet to do 460th has a large wash out & 470th a centerline end is smashed shut, 500th St the road has overgrown the culvet.

There is a proposed road coming up for Dirk Fisher, approximately 1200', will look at next spring.

Ray Ball can mow the ditches again this year at the same cost, 3650.00

Motion made by Don Clay to have Ray Ball mow our ditches again this year for 3,650.00, **Seconded** by Jeff Schussman, **motion carried**.

Discussion on a road (330') in a platted area on 229th St. Hubbard County wants a letter from the township saying that the township plans to take over the road in the future in order for the resident to get the required Hubbard County variance. Jeff and Don will address this issue at the July 12th meeting.

Request from Doyle and Gayle Cooper to have dust control applied to 219th Ave N of County 9 (2 ½ miles). There are only five houses on this road and it is not cost effective for the township to apply. The board asked the clerk to respond to their email, that the township does only the high traffic/highly populated sections of our roads. It would be cost prohibitive to do this section at about \$8,625. But if the Coopers are so inclined they could have the application done next year at their own cost.

Tim Jackson, on Timber Trail Drive, wanted information to establish Timber Trail Drive as a township road. Sue Adkins, clerk will email him information regarding establishing a township road by petition. Discussion on opening the end of Timber Trail and bringing it up to spec.

Emergency procedures; discussion on developing an emergency procedure.

Motion made by Jeff Schussman for Sue to develop a resolution effective immediately 6/28/16 for Don Clay-road supervisor to be allowed to call upon GT Skime Excavating, Green Tech LLC and himself Don Clay, to remove/clear obstructions in an emergency, **Seconded** by Joanna Olson Hammerstrom, **motion carried**. Don abstained.

There was a complaint on 480th St, the grader chewing up the chloride. Don has talked to Platt.

Donat CUP:

Discussion on a Conditional Use Permit- Bobbi Donat in the audience- discussed they owned and operated Donat Repair in 1996 as a mobile and then opened it later as a shop and a CUP was done and were called back in to do another CUP for a sign. Neither CUP were recorded and there are no files on the CUP. She stated, it is in the process of selling and it should be recognized as being a business and it would not be fair to have to pay for another CUP. It was

Helga Township
Regular Meeting of Township Board of Supervisors
Minutes of
June 28, 2016

discussed that a certificate of survey would need to be done for a CUP, but the fee could be waived.

Motion made by Don Clay to provide a CUP hearing for Donat Repair due to unforeseen circumstances of previous board not doing their due diligence, we will set the date for the hearing at our July 26th regular meeting provided we have all of the necessary paperwork, certificate of survey, list of neighbors to contact, and we will waived the fee, **Seconded** by Jim Lyle, **motion carried**.

Town Hall:

Parking lot prep for tar; A quote from JD Hansen & Sons, to remove current bituminous, install CS pipe culvert, survey and landscape site, remove and replace topsoil and lay class 3 aggregate; \$24,794.50

Motion made by Don Clay to accept the quote from JD Hansen & Sons, \$24,794.50 parking lot quote, **Seconded** by Jeff Schussman, **motion carried**.

Install parking lot light poles; A quote was received from GreenTech LLC to provide and install three 30' light poles with double light kits supported with a 24" diameter concrete pier 96" long; \$8983. Outlets also discussed.

Motion made by Joanna Olson Hammerstrom to accept the quote from GreenTech LLC for 3 light poles for \$8983, **Seconded** by Don Clay, **motion carried**.

Electrical Conduit; about 500' of conduit needed for new parking lot; different contractor options discussed.

Motion made by Don Clay that we find a contractor to install conduit with wire with a ceiling of \$5000, **Seconded** by Jeff Schussman, **motion carried**.

Reader Board; quote received from GreenTech LLC, to provide and install Watchfire Signs Reader Board at \$13,783. Will be LED, wireless, double faced

Motion made by Jeff Schussman to accept the quote from GreenTech LLC for a reader board for \$13,783, **Seconded** by Joanna Olson Hammerstrom, **motion carried**.

Pavilion:

Inclosing the pavilion was discussed-A quote was received by GreenTech LLC, \$14,740-tabled

Resurfacing the parking lot with 3' bituminous; need for quote-Sue Adkins Clerk will place ad in the Buyline and Bemidji Pioneer, to contact Don or Jeff and receive quotes by July 15th.

Motion made by Don Clay to have Sue put ads for the bituminous parking lot in the Buyline and Bemidji Pioneer **Seconded** by Jim Lyle, **motion carried**.

Replace Roof; need for quote by July 15th, for reroofing the hall with gutter, eve work, and removal and framing of existing chimney, 30 year grey shingles.

Motion made by Don Clay to have a legal ad for roofing quotes in the Buyline and Bemidji Pioneer **Seconded** by Jeff Schussman, **motion carried**

Helga Township
Regular Meeting of Township Board of Supervisors
Minutes of
June 28, 2016

Septic Pumping:

Motion made by Don Clay to have Bob's Econo Pump come pump the school, **Seconded** by Joanna Olson Hammerstrom, **motion carried**. Don will contact them.

Nary Inc:

Wayne Hoff gave a letter to the board in his absence. Request for router upgrade – tabled

Township Officer Filing:

Filing is August 2-16. Office will be staffed for filing August 16 1-5 pm.

Motion made by Don Clay to pay Sue to staff the office on August 16th between the hours of 1-5 pm, **Seconded** by Jeff Schussman, **motion carried**.

Ordinance:

Procedure for adopting ordinance discussed. Helga Land Use Plan; David Horn read a draft that he wrote for the plan.

Motion made by Don Clay to accept the Land Use Plan that was submitted by David Horn, **Seconded** by Joanna Olson Hammerstrom, **motion carried**.

Motion made by Don Clay to put in place the procedure to adopt the draft ordinance- Discussion on Fee schedule, administration hours and costs- Discussion to wait to set dates for procedure. Date to proceed will be discussed at next meeting.

Keys:

Need for lock box for various keys.

Motion made by Jeff Schussman that Don Clay buy a lock box, **Seconded** by Joanna Olson Hammerstrom, **motion carried**.

ADJOURN MEETING:

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

Meeting adjourned at 9:30 pm.

Respectfully Submitted,

Susan Adkins, Clerk

Donald Clay, Chairman