

Helga Township
Board of Supervisors
Minutes
Jan 25th, 2011

PRESENT: Supervisors: Chairman Mike Smith, Jim Autrey, Jim Lyle, Mike Sherwood, and Dave Christianson. Treasurer Marilyn Pemble. Clerk Shannon Skime

Meeting was called to order at 7:00 pm. The pledge of allegiance was recited.

APPROVAL OF AGENDA: The board reviewed the agenda and accepted it as presented.

APPROVAL OF PRIOR MINUTES:

December 21, 2010 Regular Town Board Meeting. January 13, 2011 Work Session for 2011 Objectives. The board reviewed the minutes and **motion** was made by Mike Sherwood to approve the minutes of Dec. 21, 2010 and Jan. 13, 2011. Seconded by Dave Christianson, motion carried.

APPROVAL OF CLAIMS:

Skime presented the claims to the board with the addition of a \$46 claim for the Hubbard County Recorders office for filing of the ordinance. The Board reviewed the claims. The Board discussed the additional hours charged out by Skime. Skime explained that she had been working on the additional filing that still needs to be completed. Many of the hours were done while the furnaces were being repaired by Higgins Heating. There are still some files that need to be gone through. In addition there are missing minutes that need to be produced from the period of the prior clerks. She also noted that she had tracked her hours the prior month and taken less than what would have been the regular monthly stipend. The Board requested that Skime bring a list of what needs to be completed regarding minutes and filing, etc. to the next board meeting and continue to track her hours. **Motion** was made by Jim Autrey to approve the claims. Seconded by Jim Lyle, motion carried.

TREASURERS REPORT: *(See attached)*

Treasurer Marilyn Pemble read her report into record. Sherwood commented that he would like to see a report by month showing budget figures. He will work with Pemble on developing this. **Motion** made by Mike Smith to approve the treasurer's report. Seconded by Dave Christianson, motion carried.

TOWNSHIP PLAN & PRIORITY LIST FOR 2011

Smith put together a plan based on the discussion from the Jan 13 meeting. The board will review it and make any necessary changes at the next meeting.

PLANNING COMMISSION:

Permit Hearing Process Form & Rules of Public Participation Form. The planning Commission approved these two forms at their last meeting.

Residential/Agricultural Portion of the Land Use Ordinance

Smith will contact Planning Commission Chair Steve Pemble to inform him of The Boards decision at the January 13th meeting to move forward with the reopening of the ordinance.

Helga Township
Board of Supervisors
Minutes
Jan 25th, 2011

LUA/PERMITS/CUP ISSUES:

Bill Batchelder Sign request. Bill Bathchelder had requested changes to his sign. The Board had told him at the time that the moratorium applied to signs and nothing could be done until the ordinance was approved. Smith will inform Bill that he will need to go through the Planning Commission and CUP process for approval of any changes to his sign.

ELECTION ISSUES:

Do we want to publish the Sample Ballot? The board decided not to have the Sample Ballot published as it is not required to do so. The Board requested Skime publish the notice regarding the election in both The Pioneer and The BuyLine. The notice is to include a summary of the ballot contents.

Approval of Ballot Board and Election Judges/Establishment of Ballot Board by Resolution
Skime presented Resolution: R-2011-01-1 Resolution Appointing Absentee Ballot Board For March Township Election. The proposed election judges and absentee ballot board judges are Janet Willer (head judge), Mel Luepke, Roger Lauderbaugh, Ann Sliney, Doug Moe and James Lyle (alternate). The board reviewed the resolution. **Motion** made by Mike Sherwood to adopt Resolution # R-2011-01-1, seconded by Jim Autrey, motion carried.

Clerk from elected to appointed position. The Board discussed the pros and cons of changing the position from elected to an appointed position. They agreed to present the idea to the residents at the annual meeting.

ROAD ISSUES:

Autrey spoke with Jim Michalko from Ten Lakes Township. Autrey would like permission from The Board to engage him to help develop specs for grading and plowing contracts, and help with developing the road policy. He would charge \$18 per hour. **Motion** made by Mike Smith to hire Jim Michalko to help drive the specifications and review the road policy for up to \$500. Seconded by Dave Christianson, motion carried.

Road Gravel Contract. Autrey has e-mailed Olsonowski from Hubbard County of our intent to go with the county gravel contract.

Hidden Oaks. The Board discussed the options of either vacating or creating a hammerhead & barricades the end of Treebark Drive. Karvacko Engineering will get us our specs together so we can get quotes for Hidden Oaks. It would be beneficial to have the same contractor bid either the vacating or the hammerhead at the same time. Various ideas for barricading were discussed. There was concern that we use something that wouldn't be easily removed. The DNR has found the only thing that works is large boulders. **Motion** made by Mike Sherwood to hammerhead and barricade. Seconded by Jim Lyle, Motion carried. The board will need to receive permission form property owner Larson in order to hammerhead.

Eric Johnson. Letter needs to be sent to Eric Johnson regarding his illegal attachment to the township road Treebark Drive. Smith will draft a letter and have Troy Gilchrist review it before sending.

Emergency Road Clearing. The roads need be accessible for emergency purposes. At times the roads may be impassible due to snow, fallen trees, flooding, etc. The Board was concerned that there be authority given to allow for a quick response during an emergency situation. **Motion**

Helga Township
Board of Supervisors
Minutes
Jan 25th, 2011

made by Autrey to give the Chair the authority to authorize whomever to do what it takes to make the roads accessible in an emergency situation. Seconded by Dave Christianson, motion carried.

TOWN HALL

Paul Bunyan Communications. The Board discussed the option of having the phone lines hooked up and adding internet to the town hall. Paul Bunyan will hook the lines up for free if the township agrees to 6 months of service. There was discussion and concern as to how often the internet would be used if it were installed. **Motion** made by Dave Christianson to approve the addition of the internet on a 6 month trial basis. Seconded by Jim Autrey, motion carried
Computer Security. Autrey stated that a decision needed to be made on how to handle the laptops. They had been password protected to keep the clerk and treasurer from downloading files and updates to the computers. Both the treasurer and clerk due to needing to update programs now know their admin passwords. The board discussed several options and decided on having Autrey increase the privileges to allow for downloads and installation of programs, setting new passwords, and giving a copy of the passwords to the Chair. The clerk and the treasurer will backup their files to a thumb drive monthly and put in the safe.

MAT ASSOCIATION MEETING JAN 24th

Board of Appeal & Equalization Training (Currently only one supervisor is certified) **Motion** made by Mike Smith to have Mike Sherwood be trained for the Board of Appeals and Equalization. Seconded by Dave Christianson, motion carried.

MATIT- will be dropping all stand alone Errors & Omissions Policies on 9/1/2011 In order to keep our Errors and Omissions insurance policy with MATIT we will need to get additional insurance through them by September 1st. We need to see what they are looking for as to additional insurance. We currently have our property and general liability insurance through Country Insurance. We should get a quote from MATIT on these prior to the deadline.

Dearstyne/Aukes-Audit Smith had the opportunity to speak with both Dearstyne and Sheriff Aukes at the meeting. Smith told them that we needed to have something to tell the residents at our annual meeting in March.

CORRESPONDENCES:

- *1099-INT from Trustar
- *1099-INT from Riverwood Bank
- *Kennedy & Graven, letter regarding 2011 billing rates and quick reference guide to MN open meeting law.
- *MATIT, request for submission of all known claims
- *Bemidji Co-Op Assn., request for W-9 (completed and mailed)

ANNOUNCEMENTS:

Rural Fire Association meeting Thursday, Jan 27, at 6:30 pm Bemidji Fire Hall

Next Planning Commission Meeting Feb 2, at 7:00 pm

01-25-2011-RTBM-Approved-minutes

Helga Township
Board of Supervisors
Minutes
Jan 25th, 2011

Board of Audit Meeting Feb, 8, at 6:30 pm
Budget/Levy Meeting Feb 8, at 7:30 pm
Next Regular Board Meeting Tues Feb 22, 7:00 pm
Election Tues. March 8, 5-8 pm
Annual Township Meeting March 8, at 8 pm
Board of Canvas Wed. March 9, at 6:30 pm
MAT Association Meeting Mon, March 21, at 7:30 pm at Henrietta Town Hall
Spring Short Course Training: Wed. March 30, Walker, Northern Lights Casino (9am?)

ADJOURNMENT:

Motion made by Jim Autrey to adjourn. Seconded by Dave Christianson, motion carried.
Meeting adjourned at 9:08pm.

Respectfully Submitted

Shannon Skime, Township Clerk

Mike Smith, Chairman

Helga Township
Board of Supervisors
Minutes
Jan 25th, 2011

TREASURER'S REPORT

January 25, 2011

TruStar Bank Balance December 1, 2010 to December 31, 2010

Business Checking & Money Market Balance		\$113,450.15
41 Drafts Cleared in the Amount of	-\$ 29,820.16	
November Check Copy Fee	-\$ 10.00	
2010 Rd Calcium Chloride from Tweeten & Conzemius/Miller	+\$ 587.30	
Hall Rental for Karl & Beevor	+\$ 85.00	
Hubbard County / Nov Settlement	+\$ 71,300.71	
Checking Dividend Deposit	+\$ 13.20	
Money Market Dividend Deposit	+\$ 310.65	
Balance of Checking Accounts December 31, 2010		\$155,916.85
Savings Account Balance		\$ 2,823.55
7 Certificates		\$250,039.78

Riverwood Bank Balance as of December 31, 2010

1 Certificate		\$ 4,892.17
---------------	--	-------------

TOTAL OF HELGA TOWNSHIP ACCOUNTS **\$413,672.35**

Respectfully Submitted by:

Marilyn Pemble

Helga Treasurer