

Helga Township  
Board of Supervisors  
Minutes of Regular Town Board Meeting  
February 22, 2011

**PRESENT:** Supervisors: Chairman Mike Smith, Jim Autrey, Jim Lyle, Mike Sherwood, and Dave Christianson. Treasurer Marilyn Pemble. Clerk Shannon Skime.  
Also present LUA Jim Baruth and Planning Commission member Todd Scofield.

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

**APPROVAL OF AGENDA:**

The agenda was reviewed and approved with the addition of discussion under Road Issues of road gravel/maintenance plan.

**APPROVAL OF PRIOR MINUTES:**

The Board reviewed the following meeting minutes.

Regular Town Board Meeting January 25, 2011. **Motion** to approve by Jim Autrey, seconded by Mike Sherwood, motion carried.

Board of Audit Meeting February 8, 2011. **Motion** to approve the minutes, with the addition of “from the state of Minnesota” in the first line of the seconded paragraph under Review/Audit of Clerks and Treasurers Financial Statements, made by Mike Sherwood, seconded by Dave Christianson, motion carried.

Budget Meeting February 8, 2011. **Motion** to approve made by Jim Autrey, seconded by Jim Lyle, motion carried.

Annual Meeting of 2010. A draft of the 2010 Annual Meeting Minutes was presented to the board by Skime for their review. They will be presented to the electors at the 2011 Annual Meeting for approval.

2010 Missing Minutes. Skime reported that she had found 11 meetings from 2010 prior clerks that were not properly recorded at this time. She has started drafts on four of them. She will e-mail the list to The Board.

**APPROVAL OF CLAIMS:**

The Board took a short recess to review the claims. Upon reconvening, it was noted that an error was made in the processing of Dave Christianson’s payroll check. Skime noted that she had also made an error on another check, voided it, and processed a replacement. **Motion** made by Mike Sherwood to approve the claims with the correction to Dave Christianson’s claim, seconded by Jim Lyle, motion carried. Checks number 7124 and 7125 were voided this month.

**TREASURERS REPORT:** *(See attached)*

Treasurer Pemble read her report into record. She also had prepared a report showing the investments by fund balance. She added that the two missing checks were deposited today, totaling \$19,928.10. Smith explained that those were Market Value Credit checks from the state that went to the prior treasurer’s house, one in October and one in December. Shannon contacted with the state and had them reissue the checks and cancel the others. We will footnote it in the Book of Audit. Since the Township is on a cash basis the funds will have to be recorded in the current year. Mike Smith made a **motion** to approve the treasurers report, seconded by Dave Christianson, motion carried.

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**ROAD ISSUES:**

**Hidden Oaks-Karvakko Engineering.** Jim Autrey explained that the Board had decided at the prior meeting how to proceed with Hidden Oaks project. We agreed that Alternate 2 was the preferred method. Also part of that would be barricading and creating a turn around. Autrey contacted Mike Karvakko asking him to provide a list of what needed to be done. This is the first engineered project in Helga Township that's actually done by an engineer. The questions he asked were very normal in his line of work and that type of project. Autrey explained that the process was a little overwhelming and at that point engaged Jim Michalko to look at the Hidden Oaks study. Todd Scofield also volunteered his time. Mike Karvakko, Dave Christianson, Todd Scofield and Autrey met last Thursday to attempt to work out the details. The results of the meeting were a put together as a proposal by Karvakko Engineering titled "Task Order Number 02".

Mike Karvakko addressed The Board. He gave a brief recap of Alternative 2, stating that it was the cheaper of the two alternatives. At the time the report was put together it was an estimated \$44,000. We can see the costs of products going up for fuel and steel. Alternative 2 is designed for a 10 year event. Odds are about every 10 years a storm or winter run off will exceed the drainage capacity, top the roads and inundate the culverts. But it's a lot better than what exists out there today.

He went on to discuss the scope of the project and what they would provide the Township (for full list see attachment A). They would provide design service including a T-turnaround at the east end of Treebark, plans and specifications, administer the bid process, and prepare and administer contract documents. They would administer the bid opening, making sure a bid bond was included, correct insurance was included, and bids were responsive and legal. Based upon that they would look at them and analyze them. Then they would make a recommendation to the Board as to who the most responsive low bidder would be based on research and references they provide. Once the Board takes action if they choose to, Karvako would prepare and administer the contract documents. They would review the project submittals to make sure we are getting the product it was designed for and not something else.

Attachment B is a rough project schedule. If everything is approved tonight we would be on schedule for opening bids April 20<sup>th</sup>, with construction probably being the month of June.

Attachment C is the breakdown of what the fees would be. This is hourly plus expenses with a not to exceed amount of \$5200.

Karvakko went over in general what the project would consist of. It will include removing some undersized 12 inch culverts and putting in the needed sizes for a 10 year event. There will be areas that there are no culverts now, getting culverts to enhance the flow to where it wants to go. Some driveways that might already have a 12 inch culvert that's blocking the flow of the ditch, we'll go next to it and put a second one. There's two sections of the road that will be raised, one about nine inches, the other about twelve inches, to prevent the overtopping. There are some minor ditching areas. In the critical areas we are going through and getting a two foot ditch separation.

Autrey added that Dave Christianson had volunteered to do the inspection portion of the project, saving the township from having to hire someone for that part of the project.

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Also one portion of this is going to require ongoing maintenance, that's the gated culverts on part A. Karvakko stated that there are two sections that we are putting flat gates on. If the center section is inundated with water, it's going to prevent the water from coming back around and flooding Mr. Widseth's property worse than what it currently in existence. Karvako stated that he thought Widseth's property will always be wet. It is a regional issue to prevent water from going into there. The gates are to minimize the amount of back flow going back. They will require maintenance, making sure the weeds and sediment are taken away, so they can operate freely.

The initial estimate of \$44,000 did not include the T-turnaround. That is being added as another component to the project. It is estimated at an additional \$2000 to \$4000. It appears that the township can add this within the existing easement area.

Smith noted that a lot of the issues raised by Karvakko are the same issues that were raised in the engineering report done in 2007 by Freeberg and Grund. These are not new issues. They are issues that would have been nice if they were addressed before the road was taken over.

**Motion** made by Mike Smith to engage Karvakko Engineering's as laid out in the proposal for up to \$5200. Seconded by Mike Sherwood, motion carried.

**Treebark Dr/Eric Johnson** At the last meeting the Board had asked Smith to draft a letter to Eric Johnson regarding his illegal attachment to the township road and have Gilchrist review it. He drafted the letter and Gilchrist helped with it. The letter was mailed and subsequent to that we've received three e-mails from Eric Johnson. One is in reference to Terry Freeman from Northern Engineering. And the second one was a drawing of the preliminary plat. The third was what they said was the proof that Treebark was intended to go through as a road. Everything he's relying on is from when all the roads were private. Attachment was made in 2010. At that time he attached to a township road and it was an illegal attachment. Copies of these will be attached to the Book of Minutes for this meeting.

**Jim Michalko-Road Plan** Under the direction of the Board, Autrey took the Freeberg and Grund report to Jim Michalko along with multiple questions we had about township roads, grading, graveling, and applying chloride. He went through stuff with Dave and Autrey and answered all our questions. He took the Freeberg and Grund report and helped them develop a road plan. The current quality of our gravel is poor and the quantity is inadequate. There is no methodology to what's being done to our roads. Dave took the information from Michalko and from the Freeberg and Grund report and created a spreadsheet. It shows all of the township roads, the mileage of the road, total traffic count on daily average, and the frequency in years that we should have them graveled. There are four asterisk indicating roads that should be considered for chloride. The spreadsheet also indicates the last time they were graveled. Dave created a worksheet for bid proposals to use when we go out for bids for maintenance to our roads. Dave also put together a budget based on the information he had and information from Michalko. Dave stated that we should look at every road every year. Autrey suggested using the county this year for the roads that need it this year, then move forward with the rest of the road plan starting next year.

The Board discussed different requirements for our road maintenance contracts. They talked

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about requiring contractors to have a minimum of 1 million dollar insurance policy with a 2 million dollar umbrella. They also discussed requiring that if the contractor was a resident of the township they must be current and stay current with their real estate taxes.

**BOARD OF AUDIT FOLLOW UP**

The Board discussed what additional information should be included in the Treasurer's final Board of Audit book. It was determined that the spreadsheets showing the 3 year comparison of revenues and expenses using the 2008 and 2009 Miller McDonald figures and the 2010 year end figures should be added to the Book of Audit. Also a note should be added addressing the missing Market Value Credit checks. They also discussed having 30 copies available at the annual meeting.

**ELECTION ISSUES**

PAT test is scheduled for Monday February 28, at 9am. Jan Willer and Mel Luepke will perform the test. They would like to set up the hall up for the annual election after the test is complete.

**ANNUAL MEETING**

**Recording Minutes of Meeting** Bruce VonHoldt has agreed to take the minutes of the Annual Meeting in the absence of the clerk.

**Draft Agenda** The Board reviewed the draft agenda of the Annual Meeting.

**PLANNING COMMISSION**

Jim Baruth and Steve Pemble went through the inconsistencies with in our ordinance. They also reviewed the Hubbard County's new ordinances on subdivisions. The Board discussed the need to have the Planning Commission increase their meetings in order for them to revise the residential portion of the ordinance sooner. **Motion** made by Mike Smith to recommend the Planning Commission Board meet twice a month as needed to complete the revisions. Seconded by Jim Autrey, motion carried.

**CEMETERY** Tabled.

**BOARD OF APPEALS AND EQUALIZATION**

The Helga Township meeting for the Board of Appeal and Equalization is April 26 at 9am. Jim Lyle, Jim Autrey and Mike Sherwood have agreed to attend this meeting.

**REPORT OF DELINQUENT TAXES FOR HELGA TOWNSHIP**

The Board reviewed the report of delinquent taxes. It was debated whether or not to post the information in the hall for the public to view. It was decided that the clerk would post a notice on the bulletin board stating that the report was available through the clerk.

**MAT SPRING TRAINING**

**Motion** made by Mike Sherwood to approve the reimbursements for officers to attend spring training. Seconded by Jim Autrey, motion carried.

**OTHER**

**ROAD SUPERVISOR Motion** Jim Autrey nominated Dave Christianson to be the township road supervisor. Seconded by Jim Lyle, motion carried.

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**CALCIUM CHLORIDE WITH HUBBARD COUNTY** Tom Conzamous and Floyd Tweeton have expressed their desire to chloride their sections of the township roads again this year. The Board asked Christianson to contact them and get their intent in writing. And then let Hubbard County know those sections to receive chloride. Conzamous and Tweeton will reimburse the township for this service.

**GRAVEL CONTRACT**

The Board gave Dave Christianson the authority to contact Dave Olsonowski regarding our gravel contract for the year. Dave has the authority to determine where to have gravel applied on the township roads for this year.

**CORRESPONDENCES**

MAT Spring Short Course agenda and locations and dates  
Hubbard County, Bob Hansen, LBAE Meeting  
MN Unemployment Insurance  
MPCA Solid Waste Facility Permit Posting  
SwingSAFE Mailbox Supports, LLC  
Northwoods Landscape & Recreation  
Land Stewardship Project  
Minnesota Assoc. of Townships Letter on Life Insurance

**ANNONCEMENTS**

Bemidji Rural Fire Assoc. Annual Meeting Thurs. Feb. 24 @ 7pm  
Election Tues. March 8, 5-8 pm  
Annual Township Meeting March 8, at 8:15 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  
Regular Township Meeting March 22, at 7 pm  
Spring Short Course Training: Wed. March 30, Walker, Northern Lights Casino 9am  
*(additional dates and locations are available)*  
Board of Appeal and Equalization Tues April 26, 2011 at 9:00 am

**ADJOURNMENT**

**Motion** to adjourn made by Jim Autrey, seconded by Dave Christianson, motion carried.

Meeting adjourned at 9:38pm.

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Respectfully Submitted

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*Shannon Skime, Township Clerk*

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*Mike Smith, Chairman*

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HELGA TOWNSHIP

TREASURER'S REPORT

February 22, 2011

TruStar Bank Balance January 1, 2011 to January 31, 2011

Business Checking	\$ 60,397.30
11 Drafts Cleared in the Amount of	-\$ 4,907.72
December Check Copy Fee	-\$ 10.00
Hall Rental for Karl	+\$ 65.00
Hubbard County / Jan 2011 Settlement	+\$ 8,787.31
Checking Dividend Deposit	+\$ 12.82
Affidavit of Candidacy	+\$ <u>8.00</u>
Bank Statement Balance / Checking 1/31/11	\$ 64,352.71
(Outstanding Checks	-\$ 18,200.92)
Helga Twsp Checking Balance on 1/31/11 46,151.79	\$
Money Market Savings	\$ 95,519.55
Savings Account Balance	\$ 2,823.55
7 Certificates	\$250,039.78
<u>Riverwood Bank Balance as of January 31, 2011</u>	
1 Certificate	\$ 4,892.17
<b>TOTAL OF HELGA TOWNSHIP ACCOUNTS</b>	<b>\$399,426.84</b>

Respectfully Submitted by:

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Marilyn Pemble  
Helga Treasurer

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**FUND ACTIVITY FOR JANUARY 2011**

**CHECKING**

<u>ENDING BALANCE</u>	BEGINNING			
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<u>CHECKING</u>				
General Fund	\$ 22,132.65	\$ 3,371.01	\$ 8,717.84	\$
16,785.82				
Gas Tax Fund	(\$ 3,795.00)	\$ 0.00	\$ 0.00	(\$
3,795.00)				
Road & Bridge Fund	\$ 40,209.47	\$ 5,118.02	\$ 4,591.75	\$
40,735.74				
Fire Fund	(\$ 10,567.17)	\$ 1,549.89	\$ 127.89	(\$
9,145.17)				
Cemetery Fund	\$ 599.41	\$ 282.95	\$ 72.51	\$
809.85				
Town Hall Fund	\$ 695.55	\$ 65.00	\$ 0.00	\$
760.55				
<b>TOTALS</b>	\$ 49,274.91	+\$ 10,386.87	-\$	
13,509.99	<b>\$ 46,151.79</b>			

**INVESTMENTS**

<u>ENDING BALANCE</u>	BEGINNING			
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<u>INVESTMENTS</u>				
General Fund	\$ 87,710.67	\$ 0.00	\$ 0.00	\$
87,710.67				
Gas Tax Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Road & Bridge Fund	\$129,289.66	\$ 0.00	\$ 0.00	
\$129,289.66				
Fire Fund	\$ 29,236.89	\$ 0.00	\$ 0.00	\$
29,236.89				
Cemetery Fund	\$ 8,694.73	\$ 0.00	\$ 0.00	\$
8,694.73				

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Town Hall Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Excess Funds (\$ Market)	\$ 95,519.55	\$ 0.00	\$ 0.00	\$
95,519.55				
Special Items (Savings)	\$ 2,823.55	\$ 0.00	\$ 0.00	\$
<u>2,823.55</u>				
<b>TOTALS</b>	\$353,275.05	+\$ 0.00	-\$	
0.00	<u><b>\$353,275.05</b></u>			

**TOTAL OF HELGA TOWNSHIP  
ACCOUNTS** **\$399,426.84**