

Helga Township
Board of Supervisors
Minutes
March 22, 2011

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

ABSENT: Supervisor David Christianson.

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

OATHS OF OFFICE:

Clerk Shannon Skime, Treasurer Marilyn Pemble and Supervisor Mike Smith were sworn into office.

STIPENDS, HOURLY RATES AND MILEAGE:

Supervisors. Mike Smith made a **motion** to set the supervisors' and chairman's meeting stipend at \$50 per meeting and an hourly rate of \$15 per hour for extraordinary hours. Seconded by Mike Sherwood, motion carried.

Clerk. Jim Autrey made a **motion** to set the clerks' stipend at \$550 per month, meetings at \$50 per meeting, and minutes at \$25 per set, in addition a rate of \$15 per hour for Community Center rental duties. Seconded by Jim Lyle, motion carried.

Treasurer. Jim Autrey made a **motion** to set the treasurer's stipend at \$50 per meeting and pay rate at \$15 per hours for performing regular duties. Seconded by Jim Lyle, motion carried.

Planning Commission Members. Mike Smith made a **motion** to pay the Planning Commission Members at a rate of \$50 per meeting and \$15 per hour for extraordinary hours. Seconded by Mike Sherwood, motion carried.

Mileage. Mike Smith made a **motion** to set the mileage reimbursement rate at the federal standard rate. Seconded by Jim Autrey, motion carried.

The Board also reinforced that all payment requests are to be fully documented prior to approval.

REORGANIZATION OF THE BOARD:

Chairman. Mike Sherwood made a **motion** to appoint Mike Smith Chairman. Seconded by Jim Autrey, motion carried.

Vice Chair. Mike Smith made a **motion** to appoint Jim Autrey Vice Chair. Seconded by Mike Sherwood, motion carried.

Road Supervisor. Mike Smith made a **motion** to appoint Dave Christianson as road supervisor. Seconded by Mike Sherwood, motion carried.

Rural Fire Assn. Repr. Mike Sherwood made a **motion** to appoint Mike Smith as the townships representative at the Rural Fire Association meetings. Seconded by Jim Autrey, motion carried.

Cemetery Supervisor. Jim Lyle agreed to be in charge of the cemetery grounds/maintenance.

Hall Rental. The clerk, Skime has agreed to continue to be in charge of the hall rental at this time.

APPROVAL OF PRIOR MINUTES:

Feb 22, 2011 Continuation of 2012 Budget/Levy Meeting. Mike Sherwood made a **motion** to approve the minutes of Feb 22, 2011 Continuation of 2012 Budget/Levy meeting. Seconded by Jim Lyle, motion carried.

Feb 22, 2011 Regular Town Board Meeting. Jim Autrey made a **motion** to approve the minutes

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of the Feb 22, 2011 Regular Town Board Meeting with the addition of the treasurers report. Seconded by Mike Sherwood, motion carried.

APPROVAL OF CLAIMS:

The board reviewed the claims for the month. **Motion** made by Mike Sherwood to approve the claims. Seconded by Jim Lyle, motion carried.

TREASURERS REPORT: *(See attached)*

Treasurer Marilyn Pemble read her monthly financial report. **Motion** made by Mike Sherwood to approve the treasurer's report. Seconded by Jim Autrey, motion carried.

The Board discussed the need to have additional funds available to cover the upcoming gravel and road projects. There is a CD coming due at the end of March. The Board directed Pemble to move CD #48, designated for Road & Bridge Fund, into the Money Market Account.

The Board also discussed whether or not the funds in the Money Market are all General Fund of if they were allocated into different funds. The money is allocated into various funds. The clerk will try to make a spreadsheet to show this.

PLANNING COMMISSION VACANCY:

Robert Saxton's letter of interest. Robert Saxton submitted a letter of interest for the vacant seat on the Planning Commission. Sherwood expressed concern that we should perhaps advertise the vacancy. The Board discussed that it wasn't necessary to do so. Sherwood was also concerned that Saxton was not present for the Board to ask questions of him. Sherwood suggested that the item be tabled until the next meeting. The Board agreed and it was tabled.

LUA/PERMITS/CUP ISSUES:

Boon Docks. Jim Baruth reported that Saari's are working with him to apply for their CUP and sign permit for the Boon Docks.

Fisher CUP Violations. There is still concern with Dirk Fisher's CUP violations. He has combined the 3 parcels after 6 ½ years. But the requirement to create a main access off of County Road 36 has not been completed. County attorney Don Dearstyne is working with the township attorney Gilchrist on the matter.

ELECTION FOLLOW UP:

The Board directed Skime to create a notice for the website showing the results of the March election.

Skime stated that from what she heard the election and annual meeting went very smoothly in her absence. She was very appreciative to all those who put in extra time and effort.

ROAD ISSUES:

Road Review Meeting. The board set the annual road review meeting for April 16, 2011 at 9:00am. The Board will meet at the town hall parking lot and depart from there.

Grading and Plowing Quotes. The Board reviewed examples of notices other townships had published. They discussed the options of having the grading quote separate from the plowing quotes. They discussed minimum requirements for the equipment used. They determined the

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minimum insurance requirements should be a base of one million dollars with an additional one million dollar umbrella policy. Workers Compensation Insurance is also required. They discussed the need to move quickly on getting a notice in the paper and receiving quotes by the next regular board meeting. The Board decided that since Christianson is the Road Supervisor and has a very good understanding of what needs to be done we should have him take over the process of requesting the quotes. **Motion** made by Jim Autrey to give Dave Christianson complete authority to go forward with the road grading and snow removal request for quotes. To give him permission to create a notice with Skime and run two notices, one on a Sunday in the Pioneer, the other on a Saturday in the BuyLine. The quotes must be received by April 26th at 7pm. Seconded by Mike Smith, motion carried.

Gravel Contract. The estimated price Hubbard County gave for the gravel prices on January 24th, was \$4500, much lower than the actual price we received this month. Based on the new price if we put down 2 inches on the total miles we had initially planned on it will cost over \$100,000. If we change to 1 ½ inches at a cost of \$6895 per mile and apply it to only 11.68 miles, it would amount to around \$80000, which is close to the total amount we were intending to spend for the year. Going forward the plan will be to gravel on a yearly basis, based on need. **Motion** made by Jim Autrey to accept the county's gravel quote for 24 foot wide 1 ½ inch at \$6865 per mile, Seconded by Mike Smith, motion carried.

Hidden Oaks. The ads for the bids have been published.

Treebark/Johnson Private Road Connection. The Board discussed sending one last letter to Eric Johnson restating our position and reiterating from the last letter his liability for any damage caused by the traffic. Smith will draft the letter and review it with Gilchrist prior to sending it out.

CEMETERY ISSUES:

The Board discussed the need to get quotes for the mowing of the Cemetery and Town Hall Grounds. Mike Smith made a **motion** to give Jim Lyle the authority to solicit quotes for the mowing and trimming on the Hall and the Cemetery. The quotes must be in our possession no later than April 26th at 7pm. Skime is to run a similar ad as was done last year, once in the Pioneer and once in the BuyLine. Seconded by Mike Sherwood, motion carried

CORRESPONDENCES:

* Mastec request to bury wire on township property: The request was given to Jim Baruth for review and approval.

* Town Officers List for Hubbard County: The list was updated.

* Town Officers list for MAT. The list was updated.

The board reviewed the following and no action was taken.

MATIT regarding insurance

NC Snowmobile Club invitation Landowner's Appreciation Dinner, Apr 2 Eckles Community Center

Bemidji Rural Fire Assoc. Levy Information

MATIT Clerk & Treasurer Bond Certificate

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Urban Short Course, April 21st

LBAE training sessions

LTAP Road Maintenance & Design workshops

Couri, Macarthur & Ruppe, PLLP advertisement for legal services & free seminar

Letter of interest from Robert Saxton for Planning & Zoning Commission

Brian Halbasch , Hubbard County, regarding spring flooding

Matt Dotta, Hubbard County, regarding LBAE training

Pam Heeren, Hubbard County, regarding tax forfeited land settlement checks

ANNOUNCEMENTS:

Wed. March 30, 9am Spring Short Course Training: Walker, Northern Lights Casino

(additional dates and locations are available)

Wed, April 6, at 7 pm, Planning Commission Meeting

Tues, April 26, 2011 at 9:00 am Board of Appeal and Equalization

Tues, April 26, 7 pm Next Regular Board Meeting

ADJOURNMENT:

Motion made by Mike Sherwood to adjourn the meeting. Seconded by Jim Lyle, motion carried.

Meeting adjourned at 9:40pm.

Respectfully Submitted

Shannon Skime, Township Clerk

Mike Smith, Chairman

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HELGA TOWNSHIP
TREASURER'S REPORT

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TruStar Bank Bank Balance February 1, 2011 to February 28, 2011

Business Checking	\$ 64,352.71
35 Drafts Cleared in the Amount of	-\$ 24,484.30
February Check Copy Fee	-\$ 10.00
Hall Rental for Lipsey	+\$ 60.00
State of MN/Market Value Credit/Dup Ck 10/29/10	+\$ 9,919.89
State of MN/Market Value Credit/Dup Ck 12/23/10	+\$ 10,008.21
Checking Dividend Deposit	<u>+\$ 9.90</u>
Bank Statement Balance / Checking 2/28/11	\$ 59,856.41
(Outstanding Checks	-\$ 2,495.26)
Helga Twsp Checking Balance on 2/28/11 57,361.15	\$
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
TOTAL OF HELGA TOWNSHIP ACCOUNTS	\$410,636.20

Respectfully Submitted by:

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Marilyn Pemble
Helga Treasurer

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FUND ACTIVITY FOR FEBRUARY 2011

CHECKING

<u>ENDING BALANCE</u>	BEGINNING			
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
CHECKING				
General Fund	\$ 16,785.82	\$ 19,938.00	\$ 7,897.64	\$
28,826.18				
Gas Tax Fund	(\$ 3,795.00)	\$ 0.00	\$ 0.00	(\$
3,795.00)				
Road & Bridge Fund	\$ 40,735.74	\$ 0.00	\$ 891.00	\$
39,844.79				
Fire Fund	(\$ 9,145.17)	\$ 0.00	\$ 0.00	(\$
9,145.17)				
Cemetery Fund	\$ 809.85	\$ 0.00	\$ 0.00	\$
809.85				
Town Hall Fund	\$ 760.55	\$ 60.00	\$ 0.00	\$
820.55				
TOTALS	\$ 46,151.79	+\$ 19,998.00	-\$	
8,788.64	\$ 57,361.15			

INVESTMENTS

<u>ENDING BALANCE</u>	BEGINNING			
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
INVESTMENTS				
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				
Town Hall Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				

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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>				
TOTALS	\$353,275.05	+\$ 0.00	-\$	
0.00	<u>\$353,275.05</u>			

**TOTAL OF HELGA TOWNSHIP
ACCOUNTS**

\$410,636.20