

HELGA TOWNSHIP
Minutes of April 26, 2011
Regular Town Board Meeting

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

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

AGENDA:

The Board reviewed the agenda and added the following:

Discussion of using a consent agenda, Eagle Scout project, and Planning & Zoning Commission vacancy.

QUOTES/BIDS:

Hidden Oaks:

Mike Karvakko from Karvakko Engineering reported to the board the results of the bids on the Hidden Oaks roads project. Out of the 8 bids submitted there were 4 responsive bids submitted. Karvakko recommended going with JD Hansen & Sons, Inc., who was the lowest responsive bidder at \$41,796. His references have been verified. The engineers estimate for the project was \$46,000. The work will probably begin the first part of June. The work will be done in approximately 2 weeks. It will be done in 2 parts, to allow access for residents. Autrey researched JD Hansen's gravel pit and found that a CUP had been issued for it. There are conditions on the CUP and the LUA will be monitoring to see that the conditions are being met. The Board reaffirmed that Supervisor Dave Christianson was to be monitoring the project and would also be doing the final inspection. **Motion** made by Mike Sherwood to accept the recommendations as presented from Karvakko Engineering and authorize Chairman Mike Smith to sign the contracts required. Seconded by Dave Christianson, **motion carried**.

Summer Road Grading/Maintenance:

There were 3 quotes submitted to the clerk prior to the meeting. Those submitting quotes were Robert Platt, Storlie Construction and Vogt's Dirt Service, LLC. Upon review of the quotes it was noted that Platt's quote was lowest at \$65 per hour with a \$3.00 increase if fuel prices go above \$4.50 per gallon. No price per mile was given. Platt also failed to include the other requested information. The other two quotes included all of the requested information. Storlie Construction's quote was \$72 per hour and \$20.57 per mile. Vogt's Dirt Service quote was \$74 per hour and \$21.00 per mile one way or \$42 per mile, double pass. The Board discussed the fact that we needed to give Dave Christianson the authority to check the references and insurance information provided. Then based on the information he gets make a decision.

Motion made by Jim Lyle to have Dave Christianson check references and make the final decision. **Motion failed** due to lack of second.

Motion made by Jim Autrey to continue forward with Storlie and Vogt being that they are the responsive bidders at this point. If Dave finds differently as he goes through the process than it

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is ultimately up to him. He should also be required to cross check with the Chair before the final decision is made. **Motion failed** due to lack of second.

Motion made by Dave Christianson to consider all three quotes and also weight Robert Platt's as not having a complete quote and come back to the Board with a recommendation. **Motion failed** due to lack of second.

Motion made by Mike Sherwood to award the quote based on a per hour price and turn it over the Dave Christianson for his recommendation. Seconded by Dave Christianson, in favor Dave Christianson, Mike Smith, and Mike Sherwood, opposed Jim Lyle and Jim Autrey. **Motion carried** by majority.

The Board discussed the last motion and realizing it lacked having Christianson getting approval with the Chair for final signature.

Motion made by Dave Christianson to rescind the last motion. Seconded by Mike Sherwood, **motion carried**.

Motion made by Mike Sherwood to award the bid on a per hour basis and turn authority over to Dave Christianson our road supervisor to make the final determination which will than be authorized by the Chairman. Seconded by Dave Christianson, in favor Mike Smith, Dave Christianson, Mike Sherwood, and Jim Lyle, opposed Jim Autrey. **Motion carried** by majority.

Lawn Care/Maintenance

The Board reviewed the quotes submitted by T&K Outdoors, Due North Landscaping and Nutri Lawn-Lawn Services Inc. All three were responsive bidders. T&K Outdoors quoted a price of \$50 per hour. They also included a per time estimate of \$110 for the cemetery and \$98 for the town hall. Due North quoted \$50 per hour. Nutri Lawn quoted \$40 per hour mowing and \$30 per hour trimming. All though we didn't request a flat rate per occurrence, one of the three provided that price also. The Board discussed the fact that we did not require a quote on a per occurrence rate, but would prefer to have an estimate based on that. They also discussed that there are times when it may require more time than others based on weather and growth. **Motion** made by Mike Smith to have Jim Autrey go back and work with the Nutri-Lawn and Due North to obtain estimates on the cemetery and town hall on a per time basis and to allw Jim to make the recommendation and check back with him for finalizing contracts. Seconded by Mike Sherwood, **motion carried**.

LUA Update & CUP Issues:

LU permit for Marc & Gloria Osowski @ 49711 Tallwood Trail.

Jim Baruth presented the Board with a land use application from Marc & Gloria Osowski. He had gone through the application and supporting documents, been to the site and recommended the board approve the application. **Motion** made by Jim Autrey to approve the LUA for Osowski. Seconded by Dave Christianson, **motion carried**.

CUP & Sign Permit for Boon Docks, James Saari @ 23871 Timber Trail Dr.

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There is a public hearing set for May 18th, at 6:30pm with the Planning & Zoning Commission.

Dirk Fisher CUP violations

The county attorney Dearstyne has not responded to our request for a meeting regarding the matter. Mike Smith will contact Cal Johanson to see if he can help get things moving along.

Road Issues:

Eric Johnson's connection to Treebark

Eric Johnson has sent several e-mails to the Board. It does not appear that he is willing to cooperate and take the necessary action of disconnecting his illegal attachment and ensure public safety. Smith engaged Troy Gilchrist to prepare a formal letter addressing the matter and presented the draft to the Board. The Board approved the letter prepared by Gilchrist.

Resolution R-2011-04-01

A resolution titled "Resolution to Close and Barricade a Portion of Treebark Drive in the Plat of Hidden Oaks" was drafted by Troy Gilchrist for the Board to consider. The Board reviewed the draft and filled in the 2 blank items. On page one "71" for the highway being accessed and on page 2 "50" for the approximate amount of feet from the eastern end of the platted right-of-way.

According to our previous numbering system, it was given the resolution number R-2011-04-01.

Motion made by Mike Smith to adopt resolution number R-2011-04-01 as drafted by Troy Gilchrist, filling in 71 in the blank on page one and 50 in the blank on page 2. Seconded by Autrey, **motion carried**.

Assessor

Mike Sherwood had contacted our assessor, Deb Tuck, to discuss the work she performs for the township. She stated that she was hired by the Township 11 years ago and has been working under a verbal agreement ever since. She has 10 years experience assessing for other townships, but is currently only assessing for us. Last year she charged \$7.50 per parcel. She doesn't have her own insurance. She said it was part of the agreement when she was hired that the township insurance would cover her. Skime looked into our insurance policy with MATIT and Country Insurance and Tuck was not specifically listed as an insured. She is covered through our insurance by default. Because she is doing work for the township and she doesn't have her own insurance, our policy would cover her by default. The Board discussed the concern of whether or not she meets the criteria for being an independent contractor or if she actually would be considered an employee. Tuck is willing to get insurance on her own, but it would be passed through to as an additional cost to the township. The discussion was tabled until next meeting. Sherwood will look into getting more information.

Road Issues

Road Review

The road review meeting scheduled for April 16th was cancelled due to 6-8 inches of snow fall.

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The Board discussed whether or not we needed to have the entire Board go out and review the roads or not. It was decided that Road Supervisor Dave Christianson, along with Jim Autrey and Shannon Skime, would be adequate to conduct the road review and report back to the Board.

255th Ave washout

While Robert Platt was out plowing he found a washout on 255th Avenue and reported it to Dave Christianson. The area is about 150 feet long, 2 to 3 feet wide and about 12 inches deep. Barricades have been put in place. The Board discussed the fact that this area has been a continued problem, ditching and possibly a culvert needs to be installed. For now we need to have the washout fixed. For now we can have the grader pull back and fill in the area. Dave will have a contractor look at it for advice on how to proceed to improve the road.

Donations:

Annual Meeting residents voted in favor of donating \$200 to NC First Responders. During MAT Spring Short Course training the Supervisors were told by the attorneys that township officers could not donate any government funds to non-profit organizations. It was discussed that it was the residents that made the decision at the annual meeting to donate the money to the NC First Responders, not the supervisors. We will check with MAT attorneys to clarify this before issuing the donation.

Town Hall:

Energy Audit

There was an article in the MAT paper that referred to a group of retired engineers, who do energy audits at no charge. Mike Sherwood will look into the possibility of having this group do one for the town hall.

Study of Remodel Current Building vs. New Building

Tabled.

Insurance:

E&O insurance, Property Insurance. The MATIT stand alone E&O insurance will not be available after September. The board decided to start the process of having MATIT for our general liability and property insurance also. Mike Smith and Skime will work with MATIT to begin the process of getting quotes.

Website

We may soon need a new provider for web hosting. Also this month we increased the bandwidth.

Cemetery Issues:

Renewal of agreement with Jean Williams

Jean Williams is willing to continue on with providing her services for tracking the cemetery plot sales and burials at a rate of \$15 per hour. The work is done on the Excel spreadsheet. Smith has

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asked her to submit her billing quarterly. **Motion** made by Dave Christianson to continue to pay Jean Williams at a rate of \$15 per hour to be billed on a quarterly basis. Seconded by Mike Sherwood, **motion carried.**

Bell Tower

Tabled.

Consent Agenda

The Board discussed using a consent agenda. It would include having the clerk send out information prior to the meeting to be reviewed by the Board. The Board would then approve the information as a consent agenda with just one motion. It could include, but would not be limited to prior minutes, treasurer's reports, and claims list for approval. **Motion** made by Jim Autrey to go to a consent agenda format. Seconded by Jim Lyle, **motion carried.**

Approval of Minutes:

2011 Annual Meeting Minutes (review and file only)

The Board reviewed the 2011 Annual Meeting minutes draft. The clerk will keep the draft on file to be approved at the 2012 Annual Meeting.

Board of Canvas Mar 9, 2011

Motion made by Mike Sherwood to approve the minutes of 3-9-11 Board of Canvas, seconded by Mike Smith, **motion carried.**

Regular Board Meeting Mar 22, 2011

Motion made by Mike Sherwood to approve the minutes of 3-22-2011 Regular Board Meeting, seconded by Dave Christianson, **motion carried.**

LBAE Meeting 4-26-2011

Motion made by Jim Autrey to approve the minutes of 4-26-2011 LBAE, seconded by Jim Lyle, **motion carried.**

Prior Minutes Issue:

Skime discovered upon review of the notes and audio of the December 21, 2010 meeting minutes, she discovered that the approved meeting minutes has an omission on page 8 under the heading "Town General Election Date". The minutes should have included the discussion which defined which position the current supervisors hold. The following should be added to **today's** meetings minutes to resolve the issue:

During the December 21, 2010 regular meeting of the Board of Supervisors, the Board discussed and clarified the supervisor positions as Supervisor 1/A Mike Smith, Supervisor 2/B Dave Christianson, Supervisor 3/C Jim Lyle, Supervisor 4/D Mike Sherwood, and Supervisor 5/E Jim Autrey.

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Motion made by Mike Smith to add the language as suggested, seconded by Dave Christianson, **motion carried.**

Treasurers Report:

Marilyn read her report to the Board. She also mentioned that she had moved the one CD into checking as the Board had instructed her to do. The value at the time was \$77552.93. The treasurer, clerk, and chairman signed the document authorizing the sale of the CD. **Motion** made by Mike Sherwood to approve the treasurer's report, seconded by Jim Autrey, **motion carried.**

Approval of Claims

The Board reviewed the claims. **Motion** made by Mike Smith to approve the claims as presented, seconded by Mike Sherwood, **motion carried.**

Bike Trail Connection to Hall Parking Lot

The Board has been approached by an Eagle Scout project. Mark Lacey with Troupe 25 spoke with Mike Smith. They would like to make a connecting path from the bike trail to the town hall parking lot. It would include taking off the topsoil, putting in gravel, and planting trees. They are wondering if the township would be willing to supply any of the materials. The Board discussed the fact the County or the DNR are better resources for the donations. We agree that the trail should be connected to the parking lot for easy and safety of those who use it. The Board would like to see the project go forward, but will need to be part of the entire process.

Next Month Agenda Items

Snow Removal Contract, Existing Road Agreement and Road Plan

PERA Training for Clerk offered in Bemidji, May 17, 9am-12pm

Skime stated that PERA was offering local training for PERA, which is an area she hasn't had any training in yet. **Motion** made by Mike Sherwood to have Skime attend the training, seconded by Jim Autrey, **motion carried.**

Correspondences:

2011 Summer Short Course Pre-registration: The Board agreed to have Dave Christianson attend the course to obtain the training for Noxious Weeds.

Ingalls Brushing: The Board requested that Dave Christianson, Road Supr. keep this correspondence on file.

Acord Cert. of Liab. Ins. from Insure Forward, Inc for Vogt Dirt Service, LLC: Keep on file.

Anderson Brothers of Brainerd price list aggregate

Beltrami Electric Coop. annual election ballot

Buy Line price list

Minnesota/Wisconsin Playground, GameTime playground equipment catalog

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Adv. Central Applicators, Inc of Foley MN

Planning & Zoning Commission Vacancy

The PZC meeting was cancelled and they were unable to give their recommendation for or against Robert Saxton. The Board would like Steve Pemble make a recommendation prior to the next regular board meeting.

Announcements

May 4, at 7:00pm Planning Commission Meeting- Cancelled due to lack of quorum.

May 18, at 6:30pm Public Hearing for Boon Docks

May 18, at 7:00pm Planning Commission Meeting

May 24, at 7:00pm Next Regular Board Meeting

June 29, MAT Summer Short Course in Walker (Pre-Register by June 13 & save \$10/person)

Adjournment

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

Meeting adjourned at 9:44 pm.

Attachment to Minutes:

Treasurers Report

Karvakko Engineering Proposal for Hidden Oaks Project

Lawn Care, Maintenance Quotes

Road Grading Quotes

Shannon Skime, Township Clerk

Mike Smith, Chairman

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TREASURER'S REPORT

April 26, 2011

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

Business Checking	\$ 59,856.41
34 Drafts Cleared in the Amount of	-\$ 11,520.03
February Check Copy Fee	-\$ 10.00
Hall Rental for Karl	+\$ 25.00
Hubbard County/2010 TFL Allocations	+\$ 2,578.25
Hubbard County/2011 Road Tax	+\$ 19,980.90
Checking Dividend Deposit	<u>+\$ 15.72</u>
Bank Statement Balance / Checking 3/31/11	\$ 70,926.25
(Outstanding Checks	-\$ 199.95)
Helga Twsp Checking Balance on 3/31/11	\$ 70,726.30
Money Market Savings	\$ 95,718.58
Savings Account Balance	\$ 2,824.60
7 Certificates	\$251,144.53

Riverwood Bank Balance as of March 31, 2011

1 Certificate	\$ 4,900.61
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TOTAL OF HELGA TOWNSHIP ACCOUNTS **\$425,314.62**

Respectfully Submitted by:

Marilyn Pemble

Helga Treasurer

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FUND ACTIVITY FOR MARCH 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	\$ 13,880.08	\$ 3,171.03	\$ 6,835.80	\$
10,215.31				
Gas Tax Fund	(\$ 3,795.00)	\$ 19,980.90	\$ 0.00	\$
16,185.90				
Road & Bridge Fund	\$ 51,403.74	\$ 585.76	\$ 891.00	\$
48,427.76				
Fire Fund	(\$ 6,156.17)	\$ 125.66	\$ 0.00	(\$
6,156.17)				
Cemetery Fund	\$ 1,207.95	\$ 16.35	\$ 0.00	\$
1,207.95				
Town Hall Fund	\$ 820.55	\$ 25.00	\$ 0.00	\$
845.55				
TOTALS	\$ 57,361.15	+\$ 23,904.70	-	
\$10,539.55	\$ 70,726.30			

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	\$ 376.98	\$ 0.00	\$
88,087.65				
Gas Tax Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Road & Bridge Fund	\$129,289.66	\$ 585.76	\$ 0.00	
\$129,875.42				
Fire Fund	\$ 29,236.89	\$ 125.66	\$ 0.00	\$
29,362.55				
Cemetery Fund	\$ 8,694.73	\$ 24.79	\$ 0.00	\$
8,719.52				
Town Hall Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				

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Excess Funds (\$ Market)	\$ 95,519.55	\$ 199.03	\$ 0.00	\$
95,718.58				
Special Items (Savings)	\$ 2,823.55	\$ 1.05	\$ 0.00	\$
<u>2,824.60</u>				
TOTALS	\$353,275.05	+\$ 1,187.61	-\$	
0.00		<u>\$354,588.32</u>		

TOTAL OF HELGA TOWNSHIP

ACCOUNTS

\$425,314.62