

Helga Township  
Board of Supervisors  
Minutes  
May 24, 2011

**PRESENT:** Chair Mike Smith, Vice Chair Jim Autrey, Supervisors Dave Christianson and Jim Lyle, Treasurer Marilyn Pemble, Clerk Shannon Skime, and LUA Jim Baruth. Also present was Planning Commission Chair Steve Pemble. Absent was Mike Sherwood.

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

**APPROVAL OF AGENDA:**

The agenda was reviewed and the Board made the following changes:

Remove agenda out of the consent agenda

Add bike trail connection, Mark Lacey, Eagle Scout Project

Add 2<sup>nd</sup> Claims list for Approval for Vogt's Dirt Service voucher

Add Planning Commission vacancy

Add Dirk Fisher CUP violation

**BIKE TRAIL CONNECTION**

Mark Lacey from Boy Scout Troup 25 addressed the Board about a proposed Eagle Scout project. The proposed project would involve a path connecting the bike trail to the town hall parking lot. Lacey's project would involve digging down 4 inches and then filling back in with 3 inches of sand and 2 inches of crushed concrete and would be approximately 5 feet wide. He was also considering planting trees along the path, and asked for the Board's preference.

The Board agreed that it would be beneficial to connect the trail to the parking lot, eliminating the need for users to ride on the county road. They recommended going to a width that matched the bike trail. They were concerned that the trees may be come and issue after a several years of growth.

Lacey asked the Board if they would consider funding or knew of funding available. The Board recommended contacting the DNR for information on the Legacy Funds and possibly contacting the local bike shops. Smith offered a donation from MJBs. Lacey will proceed forward with getting a more definite proposal and bring it back to the Board.

**CONSENT AGENDA:**

- 1.. Prior Meeting Minutes of April 26, 2011 Regular Town Board Meeting
2. Claims List for Approval
3. Net Payroll Report
4. Treasurers Reports for April 2011
5. Meeting Agenda

The Board discussed the consent agenda and agreed that the meeting agenda should not be part of the consent agenda. They also decided the minutes for approval should not include the attached copy of the treasurer's report.

**Motion** made by Dave Christiansen to approved the consent agenda without the agenda. Seconded by Jim Autrey, motion carried.

**LUA/PERMITS/CUP ISSUES:**

Saari Boon-Docks CUP application.

Planning Commission Chairman Steve Pemble addressed the Board regarding the CUP

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application for Boon-Docks. The Planning Commission had held a Public Hearing on the CUP application on May 18<sup>th</sup>. The Commissions had two concerns. One was the potential need for screening in the back storage area, in the event that it becomes excessive. The other was the request for extended period on temporary product banners. There is currently no building. The Planning Commission recommends the approval of the CUP.

The Board discussed set-backs and Baruth said there were no issues at this time. The Board discussed the sign permit and the temporary banners. Our current ordinance states maximum of 30 days for temporary banners, with a maximum size of 32 square feet. The Saari's permit request is from April 1<sup>st</sup> through August 31<sup>st</sup>.

The Board went through the findings of facts and responded to the standards and conditions set in our current Land Use Ordinance (see attached final copy). **Motion** made by Dave Christiansen to accept the CUP application of Saari/Boon-Docks with the 2 stated conditions of screening if necessary and reapplying for a CUP if any structures are to be built on the site. Seconded by Jim Lyle, motion carried. Skime is to prepare a final CUP finding of facts, have Mike Smith sign it, and file it with the county recorder.

Saari/Boon-Docks Sign Permit application

The Board went on to further discuss the Saari's sign permit. They clarified that temporary sign permits are only valid for a calendar year. **Motion** made by Mike Smith to grant the permit for two temporary banners attached to the permanent sign and to allow the variance for the temporary banners to be displayed from April 1 to August 31. The banners need to be maintained, can't be shabby. These are calendar year permit on the banners. The permit will expire on August 31, 2011 and will need to be reapplied for next year. Seconded by Jim Autrey, motion carried.

Building permits Baruth

Charles Bahr, 24327 Cty Rd 9, 28x20 addition. Upon reviewing the information Baruth discovered that the original structure put in by Frontier Homes had been done with out building permit. Baruth contacted Frontier Homes concerning this. They have emailed him a copy of a LU application and have stated that it has been mailed with a check included to cover the after the fact fee. Once Baruth has received the complete application he can moved forward with the new LU permit for the addition.

Frank Kelsey, 49353 Cty Rd 36, remove old & build new 38x52 garage. No issues.

AJ Sheffield Construction, 48544 Teranis Trail, 28x 70 new home/attached garage. No Issues.

AJ Sheffield Construction, 48544 Teranis Trail, 52x68 shop. No issues.

Ralph Tuck, 24247 470<sup>th</sup> St, remodel/addition. The owner wants to convert an older, unoccupied home into a garage. The set back is about 30 feet. Our ordinance states 50 feet. The Board determined that the structure is grandfathered in and the permit could be issued.

Gary Peters, 21722 Cnty 9, 40x64 storage building. There was concern that he is building in wet lands. It was determined that he is outside of the 1000 feet of the lakeshore. Shane Folley form Hubbard County SWCD did a site review and determined it was wetlands; however it qualifies for the 10,000 sq. ft. exemption. Therefore he can build there. The permit can be issued.

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Micheal Weiher, 8460 Tranquility Ln. NW, 50x60 home/attached garage. No issues.

Danny Skersick, 28x52 home/attached garage and 30x60 Shop. Baruth had concerns that the shop did not meet the setback requirements. It has now been surveyed and the owner plans to set the building 50 feet from the property line.

Sheri Donat, wanted to add a cabin on an 80 acre parcel with an existing home. Baruth explained that a minimum of 5 acres would need to be broken off in order to build it. Donat decided not to continue with the process. Baruth will return the application and check.

**ROAD ISSUES:**

Hidden Oaks

Mike Karvakko addressed the Board regarding the Hidden Oaks project. In reviewing the contractors, JD Hansen, Certificate of Insurance a few items did not match what the requirements were. The requirement was for the excess umbrella liability of \$5 million. The contractor submitted \$2 million. Karvakko asked the Board how they wanted to proceed. Smith clarified that the policy was a \$1 million with a \$2 million aggregate. So at any one loss, he has \$3 million in coverage not \$4 million. The \$5 million umbrella would be a \$5 million in addition to a \$1 million. The goal was to get to a \$5 million total. The Board agreed that JD Hansen would need to get the additional \$2 million umbrella.

Grading Contract

Dave Christiansen evaluated the three contractor's quotes that were received last month. Platt's was non-responsive. Storlie Construction was the next lowest bid. Christiansen looked into Storlie's references and did not check out to his satisfaction. He had a lot of negative both inside the Township and outside of the Township. Christiansen decided at that point he would go with Vogt. He cleared it with Smith. He looked into Vogt's Dirt Services references and received good responses. Christiansen worked with Vogt. Vogt agreed to lower his price to match the lowest bid the township received at \$68 per hour. Autrey stated that he had received some complaints after the roads were bladed on 229<sup>th</sup> and on 470<sup>th</sup>. He thought there may be a problem with the machine or possibly the blade.

510<sup>th</sup> St Vacated Portion

Adam Christopher from Drahos contacted Autrey regarding the vacated portion of 510<sup>th</sup> St. He is representing some of the land owner on that road. They are going to try to work with the other land owners towards an access agreement. If they do not come to an agreement with them, the township will be involved.

**TOWN HALL:**

RETAP-Energy Audit: Tabled

Study of Remodel Current Building vs. New Building: Tabled

**INSURANCE:**

E&O insurance, Liability Insurance: Mike Smith went over the quote provided by MATIT. If we were to go with MATIT for the Errors and Omission Insurance and Commercial General Liability Coverage it would be a savings to the township of \$429 per year. Our E&O Stand Alone insurance expires on August 31, 2011 and will not be renewed as a stand alone policy.

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**Motion** made by Mike Smith to move the Commercial General Liability insurance to MATIT as of August 31, 2011. Seconded by Jim Autrey, motion carried.

**CEMETERY ISSUES:**

Lawn Maintenance Contract

The contract went to Nutri-Lawn. They've already mowed once and will mow again right before Memorial Day.

Bell Tower

Bob Klienschmidt has offered to bring in some ideas for a roof for the bell tower with estimated costs. He has offered to build it. He would need someone to move it and lift it into place. He should be able to have the drawings and estimates for next months meeting.

**OTHER ISSUES:**

HF 1587: Tabled

MAT Summer Short Courses

Christiansen is going to be attending. The Board would also like Sherwood to try to attend.

Assessor: Tabled

Charitable Donations

We received a response from the MAT lawyers as to whether or not we could donate the \$200 to the 1<sup>st</sup> Responders as the electors voted on at the Annual Meeting. The electors can vote to donate township funds to nonprofit organizations for up to \$10,000. There is a contract that the organization needs to fill out. **Motion** made by Mike Smith to pay the \$200 to the 1<sup>st</sup> Responders as long as they are willing to sign the contract. Seconded by Jim Autrey, motion carried.

Fisher CUP Violation

Smith has left messages for Cal Johanson and he has yet to return the calls. Autrey recommended that we send a letter to Hubbard County to be read at the next board meeting.

Fallen Trees in Township Ditches:

To be put on June agenda

255<sup>th</sup> Ave Washout

Dale Vogt temporarily ditched the road. We need to consider a culvert and gravel. The Board gave Dave Christiansen the authority to go ahead and spend up to \$2500 to have it fixed.

**VOUCHERS**

The Board reviewed the vouchers. Motion made by Mike Smith to approve Vogt's Dirt Service and release the check once the vouchers are signed. Seconded by Jim Lyle, motion carried.

**PLANNING COMMISSION VACANCY**

Motion made by Mike Smith to appoint Robert Saxton to the vacant position on the Planning Commission Board. Seconded by Jim Autrey, motion carried.

**CORRESPONDENCES:**

Paul Bunyan Communications: Official Ballot

Paul Bunyan Communications: Capital credits statement

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MPCA: letter regarding Hidden Oaks Project regarding Stormwater Permit Coverage.

MAT: Membership Cards

Hubbard County Assessor Office: letters to land owners regarding appeals at LBAE meeting.

Carr's Tree Service, Inc.: roadside brushing, tree trimming & removal, and spraying.

Karvako: e-mails to Smith regarding Hidden Oaks Project.

IRS: Notice of missing TIN on Grass Lakes Plumbing 1099 for the year 2009.

**Habitat for Humanity of MN:**

Habitat for Humanity of MN has requested to use facilities, on July 13, as a rest stop for 2011 Habitat 500 Bike Ride. **Motion** made by Mike Smith to allow Habitat for Humanity the use of the Town Hall facilities on July 13<sup>th</sup>, provided they submit the damage deposit along with a signed contract, and Skime is to be at the hall to cover the hours they are there. Seconded by Jim Autrey, motion carried.

**ANNOUNCEMENTS:**

Planning Commission Meeting, Weds. June 1<sup>st</sup> (7:00pm)

Planning Commission Meeting, Weds. June 15<sup>th</sup> (7:00pm)

Regular Town Board Meeting, Tues. June 28<sup>th</sup> (7:00pm)

Summer Short Courses in Walker, June 29<sup>th</sup>

**ADJOURNMENT:**

**Motion** made by Jim Autrey to adjourn. Seconded by Dave Christiansen, motion carried.

Meeting adjourned 9:00 pm.

Respectfully Submitted

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*Shannon Skime, Township Clerk*

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*Mike Smith, Chairman*

Attachments to minutes:

Treasurers April 2011 Report

Copy of Saari/Boon-Docks CUP Finding of Facts

Copy of MATIT insurance quote