

Helga Township  
Board of Supervisors  
Minutes  
July 26, 2011

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

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

**Approval of Agenda:**

The Board reviewed the agenda.

**Hidden Oaks Improvements**

Mike Karvakko, from Karvakko Engineering addressed the board regarding the Hidden Oaks road improvements. He presented them with Change Order No 1. The Board reviewed the change order. The change order request was due to modifications to south culvert under turn around at the east end of 500<sup>th</sup> street, additional fill at the cul-de-sac turn around, and minor grading modifications made at the intersection of County Road 98. JD Hansen & Sons, Inc requested an additional \$1200 for these changes. The Board discussed the changes and felt that they were necessary and above & beyond what the contract included. They also discussed the fact that at this time there were a few items to be completed before the project was finalized. There is rock to be moved, additional signage to be installed and the equipment needs to be moved off the site. **Motion** made by Mike Smith to approve the change order. Seconded by Dave Christianson, **motion carried.**

Karvakko then presented the Application for Payment for \$42,996.00 to JD Hansen & Sons, Inc. The Board reviewed the document. **Motion** made by Jim Autrey to approve payment of \$42,996.00 to JD Hansen & Sons, and to hold the check until the rock is moved, the additional signage is in place and the equipment is demobilized and moved off site. Seconded by Mike Sherwood, **motion carried.**

Karvakko then presented the Certificate of Final Completion. The Board reviewed the document. **Motion** to accept the Certificate of Final Completion was made by Mike Sherwood, seconded by Jim Lyle. There was additional discussion. **Motion amended** by Jim Autrey to hold off on signing the document and to give Mike Smith the authority to sign once it has been determined the rock is removed, signage is complete and the equipment is off the job site. Seconded by Mike Sherwood, **motion carried.**

**Cemetery**

Tom Skime, representing Skime's Fencing, addressed the Board. Skime had met with Jim Lyle at the cemetery to discuss possibly quoting a price to the township for fencing in the west and south sides along the property lines. Prior to giving the township a quote there are some questions that need to be addressed. The corner property marker is missing this will need to be marked in order to determine where the fence should run. Skime also recommended the Board consider setting the fence back at least 5 feet from the property line instead of on the property line. This would allow the township the ability to mow on both sides and keep trees and brush from deteriorating the fence. There are already young trees that were planted in that area. If the fence is placed there they should be removed. Also on the on the west side there are two large valleys that would call for additional materials and expense to support the fencing. Another

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option would be to have them filled in prior to the addition of the fence. The Board asked Lyle to contact Kelly Booge to help determine where the property marker is.

**Assessor**

The Board had requested Debbie Tuck, the Township Assessor, come to the meeting to discuss the assessor's position and arrangement with the township. Tuck has worked with Helga Township since around the year 2000. She took over when the prior assessor passed away. Her arrangement with the township has always been a hand-shake agreement. She works for Beltrami County and Helga Township is the only township she does private assessing for. She briefly explained what her normal process for assessing is. She charges the township \$7.50 per record regardless of the classification or size of the property. The total costs average between \$10,000 and \$11,000 per year. The properties are on a scheduled rotation and she goes through one fifth of the properties a year. Bob Hansen, the county assessor, does the statistical analysis for the parcels. Tuck maintains certification and licensing with the state of Minnesota. The Board discussed the concern of her independent contractor status sighting the lack of a written contract and lack of workers compensation insurance coverage. If Tuck has to incur additional costs for insurance those costs would be passed onto the township. The Township has the option of employing the assessor and absorbing the cost of insurance under their policy. The Board will look into these options and costs this month and address them at the next meeting.

**LUA Update & CUP Issues:**

LUA Jim Baruth approved the LU permits for Annette & Rick Schulke 64x80 addition to their shop at 49361 US 71 and for Norvold 38x32 home to be built on the old foundation.

Lyle, Mike's Auto Repair CUP, Baruth reported that Silas Hooker has called him several times this month concerning Mike's Auto Repair. Hooker also contacted Sherwood. Hooker has been informed of the proper procedure to register a complaint, which is to present it to the Board in writing. The Board has not received anything in writing from Hooker at this time.

Dirk Fisher CUP violations, Mike Smith contacted Don Dearstyne again and expressed the Board wishes that Fisher's violations were misdemeanors and should be pursued and prosecuted by the county. Smith followed up with an additional call. Dearstyne was on vacation and has not returned the call.

Jerry Serbus CUP violations, Serbus's CUP from June of 2007, was for the sale of new and used farm equipment. Earlier in the year Serbus was considering applying for an additional CUP to allow another individual to sell vehicles from his property, but did not follow through with a CUP application. Since then multiple vehicles have been showing up. Baruth was by the property and observed 4 cars, 4 pickups, 2 SUV's, 1 one ton dump truck, 2 three ton trucks, 2 motor homes, a camper, 3 trailers, 1 covered trailer, 1 hamburger stand, 3 boats, 1 pontoon, 1 sailboat, and other miscellaneous property. The items cover an area way beyond what was mapped out in the CUP application. The property is zoned agricultural and is not in the Townships commercial zone. The same phone number was posted on each piece of equipment. The Board requested Baruth to further investigate and report back to them.

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**LUO**

Review recommended revisions. The Board reviewed the proposed changes to the LUO and made some recommendations to be taken to the Planning Commission. Baruth will present the suggestions to Pemble before the next Planning Commission Meeting. Due to a lack of quorum the August meeting has been cancelled. It is recommended that the Board of Supervisors attend the next meeting of the Planning Commission on September 7<sup>th</sup>.

**Road Issues:**

Weed Control/Ditch Mowing, Dave Christianson attended the noxious weed training at the summer short course held in Walker. He also had obtained two quotes for spraying of noxious weeds in the township right of way. The Board discussed the fact that most of the weeds were near or had already gone to seed and we are not that far off from the first frost. It was determined that it would be better to not do the spraying at this time and to proceed with the mowing of the ditches. Hines had given Christianson a quote of \$3650 for mowing of the township ditches. **Motion** made by Mike Sherwood to give Jim Lyle the authority to engage Hines for up to \$4000. Seconded by Dave Christianson with the amendment of obtaining a written contract with Hines that would include liability coverage for any damage to any culverts made by their equipment, motion carried.

Gravel, The Township has contracted through the county for the graveling of the roads. The county contract had a deadline for completion of June 17<sup>th</sup>. There is concern that if the gravel doesn't get on the roads soon there will not be adequate time for it to compact before the freezing begins. The Board directed Christianson to contact Olsonowski and let him know that if the graveling can not be completed by the 5<sup>th</sup> of August, the Township wants to cancel the contract..

Winter Maintenance, The Board asked Christianson to prepare a draft contract for snow plowing and salting of the township roads for the next meeting.

Road Policy, The Board discussed the idea of having the Freeburg and Grund road study that was done in 2007 completed by having it turned into a road plan and policy. Mike Karvakko said it would cost between \$2000 and \$5000 to give us a road plan from the existing report. The completed report would give the Board direction on ways to best maintain each Township road. **Motion** made by Mike Smith to give Jim Autrey the authority to get quotes from Karvakko and Freeburg and Grund to finish the road plan and road policy. Seconded by Dave Christianson, motion carried.

219<sup>th</sup> North Tarred Portion, The Board discussed some of the options for maintenance that were presented last year. Smith will get quotes on the various options for the next board meeting.

**Town Hall**

RETAP-Energy Audit, RETAP has accepted our project and will be coming to do an analysis of the hall. Skime has copied the last year and a half of the energy bills for them as requested.

**Cemetery Issues:**

Bell Tower, Smith has talked with Ron Mudge regarding the hook and gate. Mudge still

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needs to get together with Bob Kliensmidt to work out the details. Autrey had contacted KC Concrete and Tolman Painting to acquire quotes for the block sealing on the outside of the bell tower. KC concrete quoted \$1000 and Tolman Painting quoted \$800. Due to the porous nature of the block used, Tolman Painting has recommended that inside of the tower also be sealed or painted. Tolman's recommendation was to paint it rather than seal it. Paint will fill in the existing voids where sealing wont and painting should extend the life of the structure. He would paint it for a discounted price from the sealing, which was \$1600 to do both the outside and inside of the structure. The painting would be done after the roof was put on the tower. The Board asked Autrey to get an updated quote from Tolman Painting.

**MATIT Consolidated Coverage Invoice**

The Board had previously approved the change to consolidate the Township's insurance coverage through MATIT. Skime received the invoice for the prorated coverage to begin on September 1, 2011. **Motion** made by Jim Autrey to pay the invoice to MATIT for consolidated insurance coverage. Seconded by Mike Sherwood, motion carried.

**Review of Vouchers/Net Payroll**

The Board reviewed the vouchers and claims. Skime had an additional claim that had not been processed yet for Karvakko Engineering. **Motion** made by Dave Christianson to approve the claims and vouchers with the addition of Karvakko Engineering. Seconded by Mike Smith, motion carried.

**Treasurer's Report Through 6/30/2011**

Treasurer Pemble presented her report for the Board. **Motion** made by Mike Smith to approve the report. Seconded by Jim Autrey, motion carried.

**Consent Agenda:**

- 1. Claims List for Approval**
- 2. Minutes of June 28<sup>th</sup> 2011**
- 3. Treasurer's Fund Activity Report**

**Motion** made by Dave Christianson to approve the consent agenda. Seconded by Jim Lyle, motion carried.

**Correspondences:**

**Survey from the Office of the Legislative Auditor**, requests it to be completed by the clerk  
**IRS e-News**, standard mileage rate increase effective July 1 to Dec 31 **55.5 cents** per mile for all business miles driven.

**Announcements:**

Next Planning Commission Meeting ~~August 3, 2011~~ **Canceled** due to lack of quorum.  
Next Regular Board Meeting August 23, 2011 7pm

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**Adjournment**

**Motion** made by Jim Autrey to adjourn the meeting. Seconded by Dave Christianson, motion carried. Meeting adjourned at 9:33 pm.

Respectfully Submitted

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*Shannon Skime, Township Clerk*

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*Mike Smith, Chairman*