

Helga Township
Board of Supervisors
Regular Board Meeting Minutes
August 23, 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 approved the agenda with the addition of discussion of LU applications for James Hyde & Craig Larson

LUA UPDATE & CUP ISSUES: LUA Baruth

Old Nary Store Property. Baruth stated there is a potential sale of old Nary Store property. The potential buyer is looking to use the current building which is now a home for storage only and move in a mobile home. Baruth and the Board is concerned that the old homestead not be used as a residence also, creating two residence on one parcel. Baruth will ensure the building is disconnected from the septic and the water and removal of the bathrooms as the buyers have already indicated they intend to do.

Lyle, Mike's Auto Repair CUP. Baruth has not received any additional calls this month concerning Mike Lyle's Auto body and salvage business.

Dirk Fisher CUP violations. **Motion** made by Mike Smith to have a closed meeting with Hubbard County Attorney Don Dearstyne on September 13, at 7pm to discuss the current and ongoing CUP violations with Dirk Fisher. Seconded by Jim Lyle, motion carried.

Cemetery Fencing. **Motion** made by Mike Smith that we move forward on fencing the Nary Cemetery and we begin it in July of 2012. Also to have Jim Autrey work with Troy Gilchrist to draft a letter to Dirk Fisher giving him the notice that we are going to fence it, that the time frame is July of 2012, and that the current two accesses he uses off of that cemetery road will then be closed. Seconded by Dave Christiansen, motion carried.

Jerry Serbus CUP violations. The state of Minnesota has been contacted to verify if Jerry Serbus was a licensed dealer. It has been reported to Smith that a letter of cease and desist has gone out to Serbus. The township will wait to see what the state does before proceeding.

LU Applications. James Hyde has applied for a permit for a single family walk out and 3 car garage on Thunderbolt. Everything appears to be in order. Craig Larson in Hidden Oaks has applied for a 16x26 shed. Everything appears to be in order also.

CEMETERY

Bell Tower-Terry Tolman regarding sealing/painting. Terry Tolman recommended sealing the inside of the tower, to help preserve the tower. He also recommended using a concrete stain to improve the looks of the tower and seal up the mortar. It lasts several years and will retard the bleaching out of the mortar. He recommends going with a lighter color for the majority of the tower due to the fading factor, and using a darker color for the accents. The Board gave Tolman permission to choose the colors.

Bell Tower-Roof-Bob Kleinschmidt. The new quote for the tower materials is \$1781 due to the increasing price of shingles. The quote is good through Aug 27. The township may need to rent a lift for the installation. Motion made by Mike Sherwood to pay Bemidji Building Center

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once product is delivered and to pay up to an additional \$500 more for additional product or lift as needed to complete the project. Seconded by Dave Christiansen, motion carried.

ASSESSOR

Independent Contractor vs. Employee. The Board has been discussing the pros and cons of hiring the assessor versus contracting with them as an independent contractor. Deb Tuck's billing has averaged around \$11,000 per year over the last 3 years. If she continues as an independent contractor she will need to obtain some type of liability insurance from her. She has said that she would consider being hired as an employee for \$10,500. She has contacted PERA and figures the township's contribution would be around \$610. The workers compensation through MAT would be fairly insignificant. The initial response from MAT is that she would be considered as a supervisor. It is \$0.62 per \$100 of payroll. There is a case to be made that at least 50% of her work is clerical which would be at a lower rate. She would be preferred to be paid monthly. It was discussed that quarterly semi-annually would closer match to when her work is actually performed. The Board would need her to submit vouchers for work performed. The Board agreed to table it until September.

ROAD ISSUES:

Hidden Oaks Improvements. Project is now complete. All the documents have been signed and the contractor has been paid.

255th Ave. Culverts with aprons have been installed.

219th Ave North Tarred Portion

Gravel. The graveling of the township roads is complete. Some of the gravel was substandard and we should be receiving a deduction in the price for this. The contractor could not complete Vinewood as they were unable to turn around. Dale Vogt has given us a quote to complete this at \$7.14 per ton with a tandem truck. The Board directed Christiansen to inform Marv that the Township is not pleased with the inferior product and to find out exactly which roads received the inferior product. The Board agreed to have Christiansen go ahead and have Dale Vogt finish the graveling on Vinewood.

Tree Removal. Some of the supervisors have been removing trees in the road as needed. The Board members are concerned that this is not a role of the supervisors and that perhaps we should find a contractor to hire on an as needed basis to take care of these needs as they arise. Christiansen will look into getting some quotes.

Winter Maintenance. Christiansen and Autrey put together specifications for the winter road maintenance contract and a draft for advertising it in the paper. The Board reviewed these. Motion made by Autrey to put the request for quotes for the snowplowing of the township roads in the papers, once in the Pioneer and once in the Buyline. Seconded by Dave Christiansen, motion carried.

Road Policy. Freeburg and Grund didn't return Autrey's phone calls. Karvakko wants to sit down with the Board and discuss what exactly we want.

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TOWN HALL

RETAP-Energy Audit. Sherwood received a response last week. There is a representative from the group in our area that will be looking at the project soon and following up with him. If he decides to accept the project we should have more information in the next few weeks.

CERTIFICATION OF 2012 PROPERTY TAX LEVY

The Board reviewed the minutes of the February 8th, 2011 Budget/Levy meeting. **Motion** made by Mike Smith to have the final levy match what was voted on at the February 8th, 2011 meeting for a total budget of \$220,000, with the break down as stated. Seconded by Jim Autrey, motion carried.

MATIT CONSOLIDATED COVERAGE/ DROPPING OLD INSURANCE.

We need to notify Country Insurance of the change in coverage to MAT and cancel the existing policy as of mid-night August 31. Skime will draft a letter to Country Insurance.

BEMIDJI COOP ASSN. PRE-BUY PROPANE CONTRACT

The Board reviewed the contract provided by Bemidji Coop regarding propane for the winter season. We need to respond by September 5th. The minimum buy is 500gal. If we have a credit at the end of the season we can get it back. **Motion** made by Mike Sherwood to lock in our propane at \$2.16 on the pre-buy at 600 gallons. **Motion failed** for lack of a second. The Board discussed the possibility of the price of propane dropping which has happened at least one year, but that rarely happens. **Motion** made by Dave Christiansen to contract for 500 gallons at \$2.16. Seconded by Mike Sherwood, motion carried with one opposing vote by Jim Autrey.

DEPUTY CLERK

Skime has accepted a full time position and that will cut into her schedule. It is up to the clerk to appoint a deputy clerk. The Board has the ability to control the pay, how it's paid and how it interfaces with the pay of the clerk. The Board agreed it would be beneficial to advertise the position. They also discussed incorporating the rental of the town hall into the duties of the deputy clerk. **Motion** made by Jim Autrey to allow the clerk place an ad for the position in the Pioneer and on the website with expected pay is \$10-15 per hour based on qualifications. Seconded by Jim Lyle, motion carried. Discussion enthused regarding pay as hourly or as a stipend. **Amended Motion** made by Mike Smith to advertise the position and set the pay at \$10-15 per hour or monthly stipend and don't set a fixed stipend amount at this time. Seconded by Jim Autrey, motion carried.

REVIEW OF VOUCHERS/NET PAYROLL

The Board reviewed the vouchers and claims. **Motion** made by Jim Autrey to approve the vouchers and . Seconded by Dave Christiansen, motion carried.

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Consent Agenda:

1. **Claims List for Approval**
2. **Net Payroll**
2. **Minutes of July 26, 2011**
3. **Treasurer's Reports**

Motion made by Jim Autrey to approve the consent agenda. Seconded by Jim Lyle, motion carried.

CORRESPONDENCES:

Bemidji Coop Assn. Pre-Buy propane contract
MN Fall Maintenance Expo
MAT District 11 Meeting & Election
Free Township Legal Seminar

ANNOUNCEMENTS:

Planning Commission Meeting Sept 7, 7 pm
MAT District 11 Meeting & Election Sept 21, 2011 6:30pm (Opportunity w/attorney 4:30)
Walker Area Community Center
Rural Fire Association Sept 22, 7:00 pm Sanford Center
Next Regular Board Meeting Sept 27, 7pm
Township Legal Seminar Sat Oct 8, 9am – 4pm, Walker Area Community Center

ADJOURNMENT:

Motion made by Dave Christiansen to adjourn. Seconded by Jim Autrey, motion carried.
Meeting adjourned at 9:16pm.

Respectfully Submitted

Shannon Skime, Township Clerk

Mike Smith, Chairman