

Helga Township
Board of Supervisors
Minutes
October 25, 2011

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

Absent: Mike Smith

Meeting was called to order at 7:01pm. The pledge of allegiance was recited.

APPROVAL OF AGENDA:

The Board reviewed the agenda. **Motion** made by Dave Christianson to approve the agenda with the addition of LU permit request from Ryan Hadrava and Doug Crosby, permit renewal for Doug Miller's scrap yard, and discussion of MATIT insurance policy coverage. Seconded by Mike Sherwood, motion carried.

DEPUTY CLERK POSITION

Skime addressed the Board regarding the deputy clerk position. She had interviewed two applicants for the position of deputy clerk and is prepared to appoint Bobbi Fadness to the position. Bobbi has a background in accounting and works with MS Office on a daily basis. She understands that the required hours are limited and is willing to share in the responsibility of the Community Center rentals. Skime recommended setting her pay at \$50 per meeting with an additional \$25 per meeting minutes produced and \$12 per hour for other duties. **Motion** made by Jim Autrey to accept Skime's recommendation of Bobbi Fadness to the deputy clerk position setting her pay at \$12 per hour, \$50 per meeting and \$25 per set of minutes. Seconded by Dave Christianson, motion carried. Bobbi Fadness recited and signed the Oath of Office.

LUO/PLANNING COMMISSION UPDATE

The Planning Commission is scheduled to meet on Wed, November 2nd. The final draft of the LUO should be ready for them to review on last time before they schedule the public meeting. Autrey will e-mail out the final draft to the members once he receives it. It is strongly recommended that the members of the Board of Supervisors bring any concerns they may have to the Planning Commission prior to or at that meeting.

LUA UPDATE & CUP ISSUES

Ryan Hadrava. Hadrava has requested a building permit. Baruth has reviewed the application and the site. All is in order and will be approved.

Doug Crosby. Baruth had been made aware of a possible LUO violation(s) involving Douglas Allen Crosby @ 269th Ave & 474th in Helga Township. Crosby did contact Baruth shortly after and set up a time to meet at the property. At this meeting Baruth discovered that Crosby did in fact have violations. Baruth discussed the lack of building permit(s) for the mobile home that Crosby had placed on the property and a foundation for a residence that was under construction on the same parcel. Baruth could not confirm one way or another, a possible 3rd violation that Crosby has been mining gravel at this parcel without a required CUP. Crosby did state that he has not been mining other than to move material around the parcel.

Baruth informed Crosby that his actions constituted violations and he would be required to pay the after the fact penalties that totaled \$1500 (5 times permit fee) for not obtaining the required permit(s). Baruth stated that once he received the fee along with the proper applications he could consider the permits for approval. Baruth also noted that the property was a contract for

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deed and would require additional paper work from the actual owner. Crosby was displeased with Baruth's comments and stated that he had the property surveyed when he purchased it and that the township road was on his property and if the township was going to enforce the penalties he was going to make the township move the road. Baruth explained that he had no control over penalties but Crosby could go in front of the town board and state his case and they can decide how to move forward. Crosby stated he would be at the next meeting but called Baruth later to say he was too busy to attend.

After the Board discussed the facts presented the board gave Baruth direction that he needs to enforce the after the fact permit fees along with receiving the proper applications and paper work prior to issuing the required permits. The board did not want to hold up Crosby's construction so they also told Baruth that he could give Crosby 2 options with regards to having 2 residences on one parcel. Further, the board also gave Baruth the authority to issue a Cease and Desist if Crosby failed to comply.

Motion made by Mike Sherwood for Jim Baruth to have Doug Crosby pay the fines of \$1500, produce proof of ownership of the land, and subdivide the land for the two dwellings or allow for a temporary dwelling while building the new for a period of 1 year after which time the mobile will have to be removed. If Crosby doesn't agree to it, proceed with the Cease and Desist. Seconded by Dave Christianson, motion carried.

The board also noted the township road Crosby questioned is a separate issue from the permit violations and has been its current location for years. Crosby called the clerk on the 21st and wanted to request some information regarding when the roads were taken over by the township. Skime informed him that he would have to make the request in writing before it would be addressed. No written request has been received at this time.

Autrey reminded Skime that someone can request that the clerk look up and copy public information. However, before any work is to be undertaken the clerk must give the requester an estimate of the cost. The requester can then send a written request along with payment to the clerk at which time the clerk can move forward with trying to assemble the requested information. Autrey also said that since we have a part-time clerk there is no legal requirement as to how fast the clerk needs to try and assemble the information other than they cannot intentionally delay the process.

Doug Miller: Annual scrap yard permit renewal. The motion reviewed Doug Miller's annual renewal for his scrap yard. The Board has not received any concerns from citizens regarding his scrap yard in the past year. **Motion** made by Mike Sherwood to approve the permit. Seconded by Jim Lyle, motion carried.

ROAD ISSUES/UPDATE

Snowplowing Contract/Winter Maintenance. The contract has been finalized. We still need to have it signed and notarized.

Hubbard County Hwy Dept Mileage Certification 2011. The Board reviewed the map provided by Hubbard County. It still shows the 1 mile of road on 510th, East of Highway 71 as being maintained by the township. This should be deducted from the total miles of township roads and noted on the map, leaving a total of 29.76 miles of Helga Township roads.

Road Policy. Autrey still had not received a reply from Freeburg and Grund. He also contacted

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Widseth Smith Nolting & Associates. They were not interested in giving the township a quote for this project. Karvakko Engineering furnished us with a quote. Utilizing the existing Helga Township Road Improvement Plan they will provide us with a report that can be utilized to assist in making informed decisions on the township road improvements and annual maintenance for a lump sum fee of \$3000. If approved they estimate that they can provide the finished report by February 1, 2012. **Motion** made by Jim Autrey to approve the Road Improvement Prioritization Plan. Seconded by Dave Christianson, motion carried.

Road Review Report. Christianson had gone out and reviewed the current conditions of the road. His report is attached and made part of these minutes. He will continue to keep in touch with Vogt as to how often the roads should be graded as we get closer to freeze up.

RURAL FIRE ASSOCIATION

Study with City of Bemidji. Skime had forwarded the information provided at the Association meeting to the board members. There is no new information from the City of Bemidji at this time. Table until next months regular board meeting.

CEMETERY ISSUES:

Bell Tower Update- There was an additional \$300 charge from Tolman Painting due to the need for extensive caulking and filling in of large cracks. Bob Kleinschmidt has finished the lower roof and is ready to be put in place. He has requested that we rent a lift at the rate of \$135/day to assist in installing the soffit. Even with the addition of this rental, we are still at under the original \$500 previously approved by the Board. The Board is extremely grateful for the time and effort Bob has put into the completion of this project. There is no additional information available regarding the addition of a gate at this time.

ASSESSOR

Mike Smith has met with Deb Tuck regarding the possibility of hiring her verses keeping her as an independent contractor. He has drawn up a draft contract for the Board to review. She is unable to attend tonight's meeting. The Board tabled further discussion until the next regular board meeting.

TOWNHALL

DFL Precinct Caucus. Steve Engel has requested to use the hall Feb 7, 2012 for the DFL precinct caucus. The Board approves this provided a contract and the required fees and security deposit are received.

RETAP Energy Assessment. Sherwood needs to follow up on the letter he received requesting additional information. Part of what he needs is copies of the past 12 months of fuel & electric bills.

MATIT INSURANCE POLICY

Smith reviewed the policy pages provided from MATIT and had addressed some concerns with them. There currently wasn't any coverage for the computers and printers. He added coverage for the clerk and treasurers laptops and laser printers at \$2500 resulting in an additional \$10 per year increase in premium which MATIT will be billing us for.

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MAT ANNUAL MEETING

Nov 17- 19 Alexandria, The Board approved the attendance of the MAT Annual meeting.

TREASURER

Marilyn Pemble reported to The Board that she had transferred the one CD from Riverwood Bank to TruStar which had been approved at the previous meeting.

REVIEW VOUCHER/CLAIMS

The Board briefly recessed to review the vouchers and claims presented. Autrey had received a credit memo from Bemidji Building Center in the amount of \$64.81. This is the final invoice we will be receiving from them for the bell tower project.

CONSENT AGENDA:

- 1. Claims List for Approval/Net payroll list**
- 2. Minutes of Sept 13, Closed Meeting**
- 3. Minutes of Sept 27, Regular Board**
- 4. Treasurers Reports:**

Motion made by Jim Lyle to approve the consent agenda with the reissuing of the check for Bemidji Building Center using the credit of \$64.81. Seconded by Dave Christianson, motion carried.

DECEMBER BOARD MEETING

December 27th. The Board should check their schedules prior to the November meeting to ensure a quorum of will be available for this date.

CORRESPONDENCES:

Habitat for Humanity thank you letter
Country Financial Premium increase notice (this is on the policy we cancelled)
Minnesota Township News
2010 MN Statutes "Prompt payment of local government bills"
Various e-mails from month

ANNOUNCEMENTS:

Planning Commission meeting November 2, 7 pm.
Next Regular Board Meeting Nov 22, 7 pm.

ADJOURNMENT

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

Meeting adjourned at 8:59 pm.

Respectfully Submitted

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Shannon Skime, Township Clerk

Jim Autrey, Vice Chairman

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Road Review – October 25, 2011 11:50 AM – 2:00 PM

2 hours 10 minutes, 52 Miles (Dave Christianson)

1. Upper Necktie River Drive - Wash Boards and turn-around is rough, needs blading.
2. Union Road – Approaches are rough and rest of road has wash boards, needs blading
3. Balsam Beach Road – Tar – Needs cracks filed.
4. Vinewood Road – Good, Turn around needs to be leveled, needs blading.
5. 510th St. Wash Boards on 1st ¼ mile on each end, needs blading.
6. Trebark – Rough and wash boards, needs blading.
7. Tallwood Trail – Needs blading.
8. 500th E. of Cty 98 – Wash Boards, needs blading .
9. 500th W. of Cty 98 – Some wash boards and some soft spots, not bad, should be bladed lightly.
10. 219th Ave N. of 500th St – Wash boards and turn around needs to be leveled, needs blading.
11. 219th Ave N. of # 9 – Good but could use a light blading where there is some light wash boards.
12. 219th Ave S. of # 9 – Good but needs a light blading.
13. 229th Ave S. of # 9 – Wash boards ends severe and some middle, needs blading.
14. Skyline Drive – Some wash boards but especially on the corners, needs blading.
15. 219th Ave S. of 470th St – Wash Boards, needs blading.
16. 470th St W. of 229th Ave – Wash boards in places, needs blading.
17. 470th E. of 229th Ave - Wash boards in places. Needs blading.
18. 470th St E of Hwy 71 – Wash boards in places, needs blading.
19. 255th Ave s of 470th St – Wash boards on ends, middle good, needs blading.
20. 460th St W of Cty Hwy 36 – Wash boards thru-out, needs blading.
21. 470th E of Cty Hwy 36 – Road is in good shape.
22. 269th Ave s. of 474th St – Wash boards, needs blading.
23. 480th St E. of Hwy 71 – Some wash boards, needs blading.
24. 498th St E. of Hwy 71 – Wash boards, needs blading.
25. 496th St E. of Hwy 71 – fair shape, should be bladed.
26. 265th Ave S. of Hwy # 9 – Wash boards, especially near # 9, needs blading.
27. 500th St E. of Cty Hwy 36 – Good.

In Summary: The roads are getting fairly set up with wash boards, that can be expected with it being as dry as it is. We should plan on blading as soon after it rains as possible before the snow flies.

Respectfully,

Dave Christianson
Road Supervisor
Helga Township

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