

Helga Township
Board of Supervisors
Minutes
November 22, 2011

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

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

APPROVAL OF AGENDA:

The Board reviewed the agenda and Baruth added LU permits for Doyle Cooper and Randy Supala to the agenda

LUO/PLANNING COMMISSION UPDATE

The LUO is ready to be presented to the public and the Public Hearing has been scheduled for Wednesday December 7th at 6:30 pm.

LUA UPDATE & CUP ISSUES

Doug Crosby. Jim Baruth stated that Doug Crosby has a mobile home on a piece of property and also has a foundation for a house on the same property located at 269th and 474th. Both were put in place without going through the permitting process. Baruth had been to the site twice and spoke to Crosby on the phone as well. Crosby was present at the meeting. He had brought his LU applications with him. He stated that where he lived before they did not need building permits and he called Baruth regarding the permit after a friend of his told him that he might need one in Helga Township. So he contacted Baruth. When Baruth visited the site, he informed Crosby that the fine would be five times the original fee. Crosby stated the ordinance only states two times the original fee for and after the fact permit. Crosby stated that he has now provided Baruth with the warranty deed. Autrey suggested since Baruth had not had the opportunity to review the paperwork, Crosby and Baruth step out of the meeting and review the application. Crosby told the Board that he would like all the documentation dealing with 269th Ave. He had already made the request to Skime on the phone and she had told him that he would need to put it in writing. Autrey stated that yes it would need to be in writing and that she would provide and estimate of what the cost involved would be. Then Crosby would have to send a check to cover the estimate. Once that was received, then she can go back through and research. There may or may not be records or information. Baruth proceeded with the other LU applications he had received.

Doyle Cooper-and Randy Supala both have submitted their completed paperwork for LU permits for storage buildings. The LU permits were approved.

Bee Hive Liquor Store has submitted their annual renewal for the Boards approval. The Town has received no grievances during the year. **Motion** made by Mike Sherwood to approve the renewal. Seconded by Jim Lyle, motion carried.

Mike Lyles Salvage/Auto Repair Mike Lyle was present and submitted his annual permit renewal for the Boards approval. There had been no formal written complaints during the year. **Motion** made by Dave Christianson to approve the renewal. Seconded by Jim Autrey, motion carried. Jim Lyle abstained from voting.

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ASSESSOR

Deb Tuck was present at the meeting. The Board reviewed the draft employment agreement between Helga Township and Deb Tuck. Her vouchers would be submitted quarterly through the 15th of the month starting in March. The language will be adjusted to state the Tuck will not be reimbursed for any mileage. **Motion** made by Mike Smith to approve Deb Tucks voucher for the work provided through the 15th of November of \$8480.50 as per our agreement with Tuck. Seconded by Dave Christianson, motion carried.

The Board discussed the employment agreement, (final is attached and made part of these minutes). There was some discussion as to when Tuck will qualify for PERA contributions. Skime will check into this prior to processing her payment. **Motion** made by Mike Smith to make adjustments to the agreement, in the first paragraph we would amend the effective date to 1-1-11, under paragraph three eliminate the language “it is anticipated that”, under the sixth paragraph the date would have to be changed to 1-1-11 as well. The quarterly payments would be December 15, 2011 through March 15, 2012 and thereafter every March 15, June15, September 15 and December 15. Motion seconded by Dave Christianson, motion carried.

LUA

Doug Crosby. Baruth stated that Doug Crosby’s applications, one for the mobile home and one for the new house, were complete including 2 after the fact permit fees. Baruth stated that Crosby has stated that he will be moving the mobile home off the property after the house is built. Crosby asked to address the Board. He has lived in the community for 24 years and would like to maintain a working relationship with the Board. He questioned the legality of the five times after the fact fees. Crosby then left. The Board discussed the fact that their currently was a discrepancy between the adopted permit fee schedule and the fees stated in the current LUO. **Motion** made by Mike Smith based on the discrepancies in the LUO to approve the two applications at the two times after the fact fee as it is stated in the current Land Use Ordinance, add to the permit that the mobile home will either need to be removed or the land subdivided within 12 months. Refund \$900 of the permit fees, only charging \$600 for the combined after the fact fees, and issue the refund check after the Board verifies Crosby’s checks have cleared the bank. Seconded by Mike Sherwood, motion carried.

ROAD ISSUES/UPDATE

Snowplowing Contract/Winter Maintenance- The contract was finalized and signed with Dale Vogt. We have received Vogt’s vouchers for the grading he has done to date. The snowplowing has been scheduled to start with the four busiest township roads.

County Gravel Contract- Christianson talked to Olsonowski and we should be receiving the billing for the gravel within two weeks. He stated that we would not be charged at all for the insufficient gravel.

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RURAL FIRE ASSOCIATION

Study with City of Bemidji- The City Council hasn't provided any more information. The discussion was tabled until the next meeting.

CEMETERY ISSUES:

Bell Tower- The Board request a quote from Ron Mudge. We have not received one yet. Smith will follow up on the request.

TOWNHALL

RETAP Energy Assessment- Sherwood reported that the group would be unable to provide us with the results by January. The Board discussed the importance of having an estimate comparing the cost to remodel the hall for energy efficiency vs. building a new hall prior to the annual meeting. Rentals- Steve Engle requested the clerk ask the Board to waive the hall rental fee for the precinct caucus. The Board had already discussed this at the prior meeting and stood by their decision to decline the request and have a general policy not to waive the rental fee for non-charitable organizations.

YEAR END PLANNING

Board of Audit/Budget Meeting- We will schedule these meetings at the December meeting. The Board is tentatively looking at January 31st or February 7th.

TREASURER

Treasurer Pemble submitted her monthly reports. She stated there was nothing new to report this month with the CDs and accounts. Autrey said we need to check with the state on the payments. Last year we received two checks around November/December. It was noted that due to the shut down of the state during the summer, they may be running behind.

REVIEW VOUCHER/CLAIMS

The Board reviewed the vouchers and claims that were presented with the addition of Deb Tucks voucher and Vogt's Dirt Service's voucher.

CONSENT AGENDA:

- 1. Claims List for Approval/Net payroll list**
- 2. Minutes of October 25, 2011 Meeting.**
- 3. Treasurers Reports.**

The Board had been given the consent agenda items for review prior to the meeting. **Motion** made by Dave Christianson to approve the consent agenda. Seconded by Mike Sherwood, motion carried.

DECEMBER BOARD MEETING

The December meeting is currently scheduled for the 27th. The Board discussed the fact that it may be difficult for some to attend during that week. **Motion** made by Mike Smith to move the

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meeting to December 20th. Seconded by Dave Christianson, motion carried.

LUO Public Hearing

Clerk Skime asked the Board how many copies of the draft LUO to have prepared for the public hearing. It was decided on 25.

CORRESPONDENCES:

Copies of the various e-mails from the month were provided for the Boards review.

ANNOUNCEMENTS:

PC Public Hearing regarding LUO revisions Wed, Dec. 7 at 6:30pm

Planning Commission meeting Wed, Dec 7, 2011 7pm. following public hearing

Next Regular Board Meeting December 20, 7 pm

ADJOURNMENT

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

Meeting adjourned at 8:38pm.

Respectfully Submitted

Shannon Skime, Township Clerk

Mike Smith, Chairman