

HELGA TOWNSHIP
MINUTES OF
January 24, 2012
Regular Town Board Meeting

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

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

APPROVAL OF AGENDA

The Board reviewed the agenda adding the town hall furnace to the agenda. **Motion** to approve the agenda made by Dave Christianson, seconded by Jim Lyle, motion carried.

VACANT SUPERVISOR POSITION

The Board discussed the position formerly held by Jim Autrey. Steve Pemble had submitted a letter of interest in the position to the Board. Pemble is currently serving on the Planning Commission. This does not present a conflict of interest. The Board has not been approached by anyone else interested in the position. **Motion** made by Jim Lyle to appoint Steve Pemble to the vacant supervisor position, seconded by Dave Christianson, motion carried.

Steve Pemble took the oath of office and joined the Board for the rest of the meeting.

VICE CHAIR POSITION

Former Supervisor Jim Autrey was serving as Vice Chair. His recent resignation left that position vacant. **Motion** made by Mike Smith to appoint Mike Sherwood to the position of Vice Chair, seconded by Dave Christianson, motion carried. Mike Sherwood will be added as signatory to the Township accounts at TruStar Credit Union and Jim Autrey will be removed

RESIDENCY OF THE CLERK

Mike Smith discussed the fact that the Board has received several questions from residents as to the clerk's recent change in residency. Smith has consulted the township Attorney Troy Gilchrist. Gilchrist sent a letter in response, which will be made part of these minutes. Smith asked Skime her intent on residency. Skime acknowledged that she has taken a temporary residence outside of the township. Gilchrist letter stated that the Board needed to ask Skime her intention as to her residency. Smith asked her to state her intentions. Skime stated that due to personal reasons she did move out of the township temporarily. She has been a resident of Helga Township for over 23 years and intends to move back into the township. Sherwood asked Skime to clarify that her intent was to move back into the township. Skime stated that yes, it was her intent. **Motion** made by Mike Sherwood to accept Skime's statement that she has temporarily

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moved out of the township and her intent is to move back and therefore she retains her residency in Helga Township. Seconded by Steve Pemble, motion carried.

LUO/PLANNING COMMISSION UPDATE

LUO O-12-20-2011-1; the LUO that was approved at the December 20th 2011 Board meeting was filed with the Hubbard County Records office and has been returned to the clerk. It has been placed in the Book of Ordinances.

LUA UPDATE & CUP ISSUES

Sherri Donat; The Board members had all received a unsigned letter regarding the addition of a new building on Sherri Donat's property. Baruth stated that early last year Donat had submitted a land use permit application, which he denied because the land needed to be subdivided prior to the permit being issued. Baruth met with Donat again to follow up on the allegation in the letter. Donat has had the property surveyed but hasn't had it recorded with the county recorders office yet. In June Donat had the property surveyed and subdivided breaking off 5 acres. She has added a 24 x 36 log structure garage as well. She did have a record of a permit. In an effort to come into compliance Donat has given Baruth a land use permit application along with the appropriate after the fact fee. The Board reviewed the documents. **Motion** made by Mike Sherwood to approve the subdivision and the after the fact land use permit. Baruth is to make sure the subdivision is recorded with Hubbard County prior to issuing the final permit. Seconded by Dave Christianson, motion carried.

Doug Crosby; Baruth has been keeping an eye on Crosby's property. He reported that he has seen no current signs of truck hauling traffic. Dave Christianson added that when he was speaking to Dale Vogt regarding the township roads Vogt mentioned that Crosby had contacted him regarding the possibility of crushing rock on his property.

Wheelan; Wheelan's are still working on getting their subdivision through the county's process. Dirk Fisher; The Board discussed the fact that Fisher was still not in compliance with his CUP. The Board will send another letter to Fisher regarding this.

ROAD ISSUES/UPDATE

Snowplowing/Winter Maintenance. Dave Christianson had recently driven the township roads. He reported that the conditions of the roads were fairly good. Some salt and sanding was needed in a few areas.

Summer Maintenance. We received letter from Joe Hines Brushing announcing his retirement. In his letter he recommended the services of Ray Ball.

Billing for calcium chloride The billing to Tweeton and Conzamius was done last month after we received the actual charges from Hubbard County. Both payments were received and given to

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the treasurer.

Karvakko Road Report. The Board was provided with draft copies of Karvakko's Road Report. Smith suggested the members take it with them, review it and be prepared to discuss it at the February board meeting. The report needs to be worked into a road policy. Karvakko is recommending that we breakdown how we manage our roads by 3 components, safety, system improvements and maintenance improvements. And break our budget down to follow those components. The definitions are all in the report. He has also added some budgeting figures and suggested accrued budgets to prepare for larger expenditures. There are two additional items to complete the report, the Developers Agreement and the Resolution for Accepting New Roads. Dave will send out those items for the Board to review.

RURAL FIRE ASSOCIATION

An update was provide on the activity of subgroup that is working on the fire district. The December Fire Reports were also distributed.

CEMETERY ISSUES:

The Bell Tower Gate has been installed.

Jean Williams has sold one cemetery plot this past month and is in the process of selling four more.

TOWN HALL

Mike Sherwood had Zetah Construction go through the building with him. Zetah will provide us with a cost analysis. They did spot materials in the building which Zetah felt may contain asbestos both upstairs and downstairs. An asbestos analysis would need to be done. Sherwood asked Zetah to do a comparison using Heart Lake's town hall as an example.

FURNACE

The fuel oil furnace was not running properly during the month and Skime had Higgins heating come and repair it. The first repair didn't work and they come out again. Higgins has stated that the issue is in the electric plenum heater and the repair is expensive and recommends replacing that part of the furnace. They hadn't given us an estimate as to the cost to repair verses the cost to replace yet. They have the furnace currently set to bypass the electric plenum heater and run exclusively on the fuel oil.

ANNUAL MEETING

The Board discussed the reports to be prepared and presented for the annual town meeting. The meeting agenda will be discussed at the February regular board meeting.

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TREASURER

Marilyn Pemble has requested that TruStar provide the township with a new letter of guarantee. The Board requested that we begin to add the Treasurers reports to the meeting minutes on line.

REVIEW VOUCHER/CLAIMS

The Board reviewed the vouchers and claims presented for approval with the addition of Jim Baruth's voucher which was postmarked prior to the cut off day. **Motion** made by Dave Christianson to approve the claims and vouchers presented with the addition of Jim Baruth's. Seconded by Steve Pemble, motion carried.

CONSENT AGENDA:

- 1. Claims Lists for Approval/Net payroll list**
- 2. Minutes of December 20, 2011 Regular Board**
- 3. Treasurers Reports**

The consent agenda was sent out to the Board members for review prior to the meeting. **Motion** made by Mike Sherwood to approve the consent agenda, seconded by Jim Lyle, motion carried.

CORRESPONDENCES:

- * **MAT Workers Compensation Audit-** The clerk needs to complete this prior to month end.
- * **IRS Letters regarding W-4 2010-**The Clerk asked the Board's permission to consult Irene Bright on these issues in order to properly respond to the questions presented. Motion made by Mike Sherwood to give Skime the authority to contact Irene Bright regarding the letters from the IRS, seconded by Dave Christianson, motion carried.

Various e-mails from month

SPECIAL MEETINGS:

The Board discussed the need to take time outside of the regular monthly meeting to work on the road policies and budget. The meeting is scheduled for March 6th at 6:30pm.

In addition the Budget/Levy meeting had been scheduled for February 20, which is a legal holiday. The Board rescheduled the meeting for 8:00pm on March 6th.

The clerk will post and publish these meetings.

ANNOUNCEMENTS:

- Jan 25th, 2012 7pm Board of Audit
- Feb 1st, 2012 7 pm Planning Commission Meeting
- Feb 28, 2012 7 pm Next Regular Board Meeting.
- Mar 6, 6:30pm Road Policy Meeting
- Mar 6, 8pm, 2013 Budget/Levy Meeting

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March 13th, 2012 7pm Annual Township Meeting

April 4 (Wed) tentative time 8am MAT Spring Training, , Walker, Northern Lights Casino

ADJOURNMENT

Motion made by Mike Sherwood to adjourn, seconded by Dave Christianson, motion carried.

Meeting adjourned at 8:48pm.

Respectfully Submitted

Shannon Skime, Township Clerk

Mike Smith, Chairman

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**FUND ACTIVITY FOR DECEMBER 2011
CHECKING / MONEY MARKET**

BEGINNING				
ENDING BALANCE				
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<u>CHECKING</u>				
General Fund	\$ 9,538.50	\$ 21,771.82	\$ 7,064.46	\$
24,245.86				
Gas Tax Fund	\$ 16,185.90	\$ 0.00	\$ 0.00	\$
16,185.90				
Road & Bridge Fund	\$ 111,564.00	\$ 47,218.04	\$ 74,935.95	\$
83,846.09				
Fire Fund	(\$ 3,707.82)	\$ 11,754.51	\$ 13,718.13	(\$
5,671.44)				
Cemetery Fund	(\$ 977.54)	\$ 2,254.39	\$ 312.60	\$
964.25				
Town Hall Fund	\$ 1,586.34	\$ 145.00	\$ 0.00	\$
1,731.34				
Excess Funds (\$ Market)	\$ 96,028.38	\$ 156.12	\$ 0.00	\$
<u>96,184.50</u>				
TOTALS	\$ 230,217.76	+\$ 83,299.88	-\$	
96,031.14	\$217,486.50			

INVESTMENTS

BEGINNING				
ENDING BALANCE				
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<u>INVESTMENTS</u>				
General Fund	\$ 88,859.13	\$ 390.39	\$ 0.00	\$
89,249.52				
Gas Tax Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Road & Bridge Fund	\$ 52,740.44	\$ 211.37	\$ 0.00	\$
52,951.81				
Fire Fund	\$ 29,619.71	\$ 130.13	\$ 0.00	\$
29,749.84				
Cemetery Fund	\$ 8,770.42	\$ 37.60	\$ 0.00	\$
8,808.02				

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Town Hall Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Center Board (Savings)	\$ 2,826.73	\$ 1.07	\$ 0.00	\$
<u>2,827.80</u>				
TOTALS	\$182,816.43	+\$ 770.56	-\$ 0.00	
\$183,586.99				

**TOTAL OF HELGA TOWNSHIP
ACCOUNTS** **\$401,073.49**

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TREASURER'S REPORT
January 24, 2012

TruStar Bank Bank Balance December 1, 2011 to December 31, 2011

Bank Statement Business Checking 12/1/11	\$ 145,080.26	
25 Drafts Cleared in the Amount of	-\$ 105,454.77	
TruStar Fees (Check copy)	-\$ 10.00	
4 Hall Rentals	\$ 145.00	
2 Building Permits	\$ 350.00	
MN Dept of Revenue / Market Value credits	+\$ 10,662.07	
Hubbard County / Nov Settlement 2011	+\$ 70,513.12	
Floyd Tweeten / Magnesium Chlor 2011 Contract	+\$ 210.90	
3 plots purchased @ Cemetery	+\$ 300.00	
Checking Dividend Deposit	+\$ <u>35.99</u>	
Bank Statement Balance / Checking 12/31/11	\$ 121,832.57	
(Outstanding Checks	-\$ 530.57)	
Helga Twsp Checking Balance on 12/31/11		\$121,302.00
Money Market Savings		\$ 96,184.50
Savings Account		\$ 2,827.80
6 Certificates		<u>\$180,759.19</u>
TOTAL OF HELGA TOWNSHIP ACCOUNTS		\$401,073.49

Respectfully Submitted by:

Marilyn Pemble

Helga Township Treasurer