

Helga Township
Board of Supervisors
Minutes of Regular Town Board
February 28, 2012

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

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

APPROVAL OF AGENDA:

The Board reviewed the agenda and added Whelan, Fisher and Donat under LUA Update; and Road Policy under Road Issues.

TOWNHALL

Rental request by Mary Pierce for “A Matter of Balance” program. Mary Pierce addressed the Board concerning the program she volunteers for “A Matter of Balance”, which is an exercise and informative class for people 60 and older geared to helping them reduce the risk of falling. She would like the Board to consider waiving the rental fee of the hall for organizations like hers that are non-profit and a benefit to the community. The Board is in favor of helping to provide these services and would consider waiving the fee for such organizations.

Furnace-In January the electric plenum on the furnace had gone out and Higgins heating had attempted to repair it. They had estimated the additional cost to repair it would not be cost effective and had set the furnace to run off the fuel oil until a decision was made. They cost to replace the electric plenum was \$1595. Higgins offered to offset that cost with the repair bill the Township has already incurred of \$510.75, for a balance of \$1084.25. The estimated cost to finish repairing the furnace was \$1049.75. The Board members decided that since there was minimal difference in costs they would replace the electric plenum. **Motion** made by Dave Christianson to approve the replacing of the electric plenum furnace, seconded by Jim Lyle, motion carried.

LUA UPDATE & CUP ISSUES

Doug Crosby-Mr. Crosby showed up at Jim Baruth’s home this afternoon. He had an application for an interim use permit for aggregate along with the regular permit fee. Baruth explained to Crosby that since the Board was aware of his prior removal of the aggregate, he was applying for an after the fact permit and it would be subject to the penalty of five times the original fee. Crosby again threatened to take the Township to court regarding his claim that the Township road is on his property. In addition to the removal of the aggregate, Crosby is working on a proposed plan to have rodeo events on the property with vendors and overnight camping.

Becky Whelan-Division of property with the county has been delayed because they need to get additional information to the county.

Sherri Donat-The County has added to their requirements for the approval of subdivisions that the applicant provide written approval of the township. Skime will draft this letter and have Mike Smith sign and send it to the Environmental Services Office.

Dirk Fisher- We will be sending out a second letter regarding the fencing of the cemetery to Mr. Fisher in March.

ROAD ISSUES/UPDATE

Snowplowing Contract/Winter Maintenance-Dave Christianson had received some complaints regarding the roads and the plowing. He went out and reviewed the road and followed up with the

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residents.

Dave has prepared an annual report to present at the annual meeting.

Road Policy-Smith and Christianson created a spreadsheet with a recommended budget which ties into the report from Karvako. They are meeting again this week to make some adjustments to it.

RURAL FIRE ASSOCIATION

Mike Smith had sent out an email with the most recent reports from the Fire Association to the Board members.

The estimate for 2012 cost of the Rural Fire Association service is \$31,862.

CEMETERY ISSUES:

Jean Williams has proposed that we should consider raising the cost of the lots to offset some of the current expenses and future expenses. She also wanted direction from the Board as to how long she should “hold” a lot for someone without purchase. The Board members discussed the option of increasing the rate for residents to \$200 and nonresidents to \$400, and allowing for a period of time to give the residents the option to buy a lot prior to the price increase. They felt that there was a need to increase the rate to an amount comparable to other cemeteries in order to keep individuals from purchasing a lot solely based on price and also to help offset the expenses incurred by the township for upkeep. It was noted that once all the lots are sold there is essentially no revenue generated. Skime noted that the township does get money for the cemetery as part of the property tax revenue, but that is a very small amount of our budgeted income. The Board members felt it was important to give current residents a period of time to purchase lots at the current price of \$100.

Motion made by Dave Christianson to increase the price of a cemetery lot to \$200 for residents and \$400 for non residents, the nonresident’s price to increase as of March 1, 2012 and the resident’s price increase as of July 1, 2012. In addition the temporary holding of a lot shall be no longer than 60 days. Seconded by Jim Lyle, motion carried.

ANNUAL MEETING

Finalize Draft Agenda-The Board reviewed the agenda prepared by Skime. There were no additional recommended changes. The Board would like Smith to discuss the changes made to the assessor position this year.

CLERK

Website changes, admin & deputy clerk-Skime stated that the website had been updated to allow Bobbi, the deputy clerk access to add minutes to the site and the clerks privileges had been upgraded to administrative level to allow her to post notices and update the calendar as needed. Jim Autrey’s admin rights are still in place to allow him to train her in. Once this is completed his access rights will be removed completely. ■

During the past month Mike Smith discovered a website link which contains a lot of statistical information regarding Helga Township. The Board members had reviewed the site. Skime asked them to consider adding a link to the Helga Township website for the residents to access. The Board agreed and Skime will have Trust Technology add the link to www.city-data.com/township/helga-hubbard-MN.html ■

Board of Audit Report-While creating a spreadsheet comparing the figures from 2011 to 2010

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Skime discovered two sub-ledger posting errors. These have been corrected in her books and the Treasurers as well. The change will be noted in the final document.

TREASURER

Marilyn Pemble was not present, but had provided her reports prior to the meeting. The reports were made part of the consent agenda.

Sherwood noted that we need to follow up on the required letter of guarantee with TruStar Credit Union. Sherwood will check on this tomorrow.

REVIEW VOUCHER/CLAIMS

The Board took a brief recess and reviewed the vouchers and claims.

CONSENT AGENDA:

1. Claims Lists for Approval, claims/checks 7373 through 7386
2. Net payroll list for checks 7387 through 7392
3. Minutes of Jan 24, 2012 Regular Board Meeting
4. Minutes of Jan 25, 2012 Board of Audit
5. Treasurers Reports

Motion made by Mike Sherwood to approve the consent agenda with changes to the minutes of the January 24, adding under the Vice Chair Position. “Mike Sherwood will be added as signatory to the Township account at TruStar Credit Union and Jim Autrey will be removed” seconded by Jim Lyle, motion carried.

CORRESPONDENCES:

Land Stewardship Project letter-The Board reviewed the letter. No action was taken.

LTAP Gravel Road Maintenance and Design course on April 12. **Motion** made by Mike Sherwood to approve Dave Christianson to attend and to reimburse the fee, seconded by Jim Lyle, motion carried.

ANNOUNCEMENTS:

Mar 6th 6:30 pm Road Policy Meeting

Mar 6th, 8:00 pm, 2013 Budget/Levy Meeting

Mar 7th, 2012 7 pm Planning Commission Meeting

Mar 13th, 2012 7 pm Annual Township Meeting

Mar 27th , 2012 7 pm Next Regular Board Meeting.

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

May 3 (Thu) 9:30 am LBAE meeting

Motion made by Dave Christianson to authorize attendance and reimbursement of the MAT Spring Training on April 4, seconded by Jim Lyle, motion carried

ADJOURNMENT

Motion made by Dave Christianson to adjourn the meeting, seconded by Jim Lyle, motion carried. Meeting adjourned at 8:34pm.

Respectfully Submitted

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Shannon Skime, Township Clerk

Mike Sherwood, Vice Chair

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TREASURER'S REPORT

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TruStar Bank Bank Balance January 1, 2012 to January 31, 2012

Bank Statement Business Checking 1/1/12	\$ 121,832.57	
18 Drafts Cleared in the Amount of	-\$ 8,397.35	
TruStar Fees (Check copy)	-\$ 10.00	
1 Building Permit	+\$ 750.00	
Hubbard County / Jan Property Tax Settlement	+\$ 6,477.15	
Tom Conzemius / Magnesium Chlor 2011 Contract	+\$ 345.10	
1 plot purchased @ Cemetery	+\$ 100.00	
Checking Dividend Deposit	<u>+\$ 25.75</u>	
Bank Statement Balance / Checking 1/31/12	\$ 121,123.22	
(Outstanding Checks	-\$ 2,172.19)	
Helga Twsp Checking Balance on 1/31/12		\$118,951.03
Money Market Savings		\$ 96,184.50
Savings Account		\$ 2,827.80
6 Certificates		<u>\$180,759.19</u>
TOTAL OF HELGA TOWNSHIP ACCOUNTS		\$398,722.52

Respectfully Submitted by:

Marilyn Pemble

Helga Township Treasurer

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FUND ACTIVITY FOR JANUARY

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	\$ 24,245.86	\$ 2,381.53	\$ 8,691.30	\$
17,936.09				
Gas Tax Fund	\$ 16,185.90	\$ 0.00	\$ 0.00	\$
16,185.90				
Road & Bridge Fund	\$ 83,846.09	\$ 4,112.91	\$ 1,057.89	\$
86,901.11				
Fire Fund	(\$ 5,671.44)	\$ 945.88	\$ 0.00	(\$
4,725.56)				
Cemetery Fund	\$ 964.25	\$ 257.68	\$ 299.78	\$
922.15				
Town Hall Fund	\$ 1,731.34	\$ 0.00	\$ 0.00	\$
1,731.34				
<u>Excess Funds (\$ Market)</u>	<u>\$ 96,184.50</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$</u>
96,184.50				
TOTALS	\$ 217,486.50	+\$ 7,698.00	-\$	
10,048.97	\$215,135.53			

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	\$ 89,249.52	\$ 0.00	\$ 0.00	\$
89,249.52				
Gas Tax Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Road & Bridge Fund	\$ 52,951.81	\$ 0.00	\$ 0.00	\$
52,951.81				
Fire Fund	\$ 29,749.84	\$ 0.00	\$ 0.00	\$
29,749.84				
Cemetery Fund	\$ 8,808.02	\$ 0.00	\$ 0.00	\$
8,808.02				

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

**TOTAL OF HELGA TOWNSHIP
ACCOUNTS** **\$398,722.52**