

Helga Township  
Board of Supervisors  
Minutes  
March 27, 2012

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

Meeting was called to order at 7:04pm. The pledge of allegiance was recited.

**APPROVAL OF AGENDA:** The Board reviewed the agenda. Jim Baruth asked that the following additions be made under Land Use, Travis Gouida, Tim Jackson, and Becky Whelan. **Motion** made by Dave Christianson to approve the agenda with the additions, seconded by Steve Pemble, motion carried.

**LUA UPDATE & CUP ISSUES**

Travis Gouida, sign permit: Gouida has submitted a completed LU application for a sign to be placed on the property located at 46104 US Hwy 71. He has a lease agreement in place with the landowners. The described sign is to be viewable by the South bound traffic only. It meets all the requirements in the township land use ordinance. There is no request for lighting at this time. **Motion** made by Jim Lyle to approve the sign permit, seconded by Steve Pemble, motion carried.

Tim Jackson, land use permit-house: Jackson a completed LU application for the building of a house at 23443 Timber Trail Dr. The taxes are current and the building meets our setback requirements. **Motion** made by Mike Sherwood to approve the application, seconded by Dave Christianson, motion carried.

Becky Whelan, division of property: Baruth reported that Whelan's property division had been finalized with Hubbard County.

Doug Crosby, IUP application: By request of the Board Township Attorney Troy Gilchrist had prepared and mailed a letter to Crosby stating that his application was not complete and the Board would only begin to consider the application once the requirements were met for completing it. Mr Crosby was present at the meeting and asked to address the Board. He expressed his concerns regarding his application. The Board reinforced what Mr Crosby needed to do in order to move forward with his application. Prior to leaving Mr Crosby handed Chair Smith a letter.

Dirk Fisher CUP: Mr Fisher has still not come into compliance with his CUP. Mike Smith had drafted a letter to Fisher regarding the issue for the Board to review. **Motion** made by Steve Pemble to give Mike Smith the authority to send the letter as presented, seconded by Dave Christianson, motion carried.

**ROAD ISSUES/UPDATE**

Grading/Summer Maintenance: Dave Christianson, Bob Klienschmidt and Jim Autrey met with Dale Vogt regarding the issues that have come up since he began working for the township, last year. His report is attached and hereby made part of these minutes. Barb Geller was present and expressed some concerns with how Union Road had been graded and plowed in the past year. Christianson will look into this.

Road Policy: The Board discussed implementing the road policy as well and the need to build up a reserve to ensure funds available to deal with the deficiencies in some of the township roads. Christianson and Steve Pemble will work together on the annual road review to be done before the end of May.

Gravel and Magnesium Chloride: Christianson reviewed some of the recommendations from the road policy for gravel and magnesium chloride on some of the township roads this year referred to as the collector roads in the report. In addition 500 St East of County Rd 98 gravel is deficient. We need to let the county know as soon as possible, to ensure we get it done early. We should have the gravel and blading done prior to the chloride. The Motion was made by Mike Sherwood to approve chloride for the collector

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roads, seconded by Jim Lyle. Further discussion began. Christianson added the cost estimate was approximately 38 cents a lineal foot. He requested the motion be amended to add gravel in the areas that are deficient and also to including gravel and chloride on 500<sup>th</sup> St East of County Rd 98 and 219<sup>th</sup> and the intersection of 500<sup>th</sup> and North of 500<sup>th</sup>. Sherwood motion to amend his motion to include the gravel and chloride on the roads mention, seconded by Jim Lyle, motion carried.

**RURAL FIRE ASSOCIATION**

Smith asked the Board if they were ready to move forward with the resolution the Fire Association is requesting. The Board indicated that they were not at this time. Discussion was tabled until the next regular board meeting.

**CEMETERY ISSUES:**

Lawn Mowing Town Hall & Cemetery: The Board instructed the clerk to prepare and publish a Request for Quotes for the lawn maintenance at the town hall and cemetery grounds.

**ANNUAL MEETING**

Review of the Draft Minutes of the 2012 Annual Meeting/Approval to post on the website: The Board was provided copies of the Annual Meeting minutes which were prepared by deputy clerk Bobbi Fadness. They reviewed the minutes. These minutes will not be approved until next years annual meeting, by the residents. The Board discussed the option of putting the draft minutes out on the website for the residents to view.

**Motion** made by Dave Christianson to approve putting the draft minutes of the Annual Meeting of 2012 on the website, seconded by Steve Pemble, motion carried.

Newsletter/Township Update: The residents at the annual meeting had requested the Board send out a newsletter periodically to help keep the residents informed. Mike Smith has drafted a newsletter for the Board to review. They would like it to include the Township letterhead and be printed front and back. Skime will try to reformat the letter to include the letterhead and still fit on one page. **Motion** made by Steve Pemble to approve the contents of the newsletter and to have it mailed to the residents, seconded by Mike Sherwood, motion carried.

Donation recommended of \$500 to the North Country First Responders: The residents at the Annual meeting voted to donate \$500 to the North Country First Responders. The Board reminded the clerk of a special process were it may be necessary to fund the donation through the county auditor's office in order to comply with statute. Skime will contact the auditor's office for clarification prior to processing the requested donation.

**TOWN HALL**

Vandalism on 3/24/12: Skime reported that when she arrived at the Town Hall around 10 am on Sunday March 25<sup>th</sup> she found paintball spatters all over the hall door. There are a total of approximately 25 shots of paint all on the East side of the building and fence. She contacted Bobbi Fadness to find out the last time the hall was used. Bobbi told her she had been at the hall around 2pm on Saturday the 24<sup>th</sup>. Skime reported the incident to Hubbard County Sheriffs department and a formal report has been filed.

Remodel vs New Building: Mike Sherwood reported that he had found an error in the figures that were reported at the annual meeting. It was reported that the current utilities expense were averaging \$992 per month. Sherwood discovered the error after the meeting. The correct figures are an average of \$538 per month and 2011 and \$496 over two years. The Board went on to discuss how to move forward regarding

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the question of remodel verses building. It was decided at the annual meeting to put the question on the ballot in November. The residents also asked that the Board hold an informative meeting for the residents regarding the subject prior to the vote. The Board discussed if the idea of hiring an architect to design the building and provide specs that could be priced out for the residents to consider. This would probably cost \$2000-4000. They also discussed not spending the money as depending on the results of the vote it may not be used and simply providing general information prior to the vote. After some more discussion the Board tabled it until the next meeting. The Board went on to discuss the issue of possible asbestos in the building. Regardless of which direction we go, remodel or build, an environmental study of the building will need to be completed. **Motion** made by Mike Smith to conduct an environmental study of the building, seconded by Jim Lyle, motion carried.

### **WEBSITE**

*Design Change to add a page for other information:* The Board and residents have requested several items be added to the website that there currently isn't a proper place for. One current example is the news letter, annual book of audit and the draft minutes of the annual meeting. After some discussion the Board decided to add two new pages to the website, one titled "Bulletin Board" and one for future use.

### **TREASURER**

Treasurer Marilyn Pemble presented a new signature authorization form from TruStar Credit Union. Motion made by Mike Smith to authorize the Chair, Vice Chair, the Clerk and Treasurer as we have in the past as authorized signatures at TruStar and we update the records to reflect that, seconded by Dave Christianson, motion carried.

### **REVIEW VOUCHER/CLAIMS**

The Board reviewed the vouchers and claims presented by the clerk.

### **CONSENT AGENDA:**

- 1. Claims Lists for Approval Checks 7402-7419/Net payroll list Checks 7393-7401-**
- 2. Minutes of February 28, 2012 Regular Board Meeting**
- 3. Minutes of March 6, 2012 Road Policy Meeting**
- 4. Minutes of March 6, 2012 Budget/levy Meeting**
- 5. Treasurers Reports**

Skime had provided the Board with the consent agenda items for review prior to the meeting. **Motion** made by Mike Sherwood to approve the consent agenda items, seconded by Jim Lyle, motion carried.

### **CORRESPONDENCES:**

- 1.U.S. Department of Commerce - Post Card We will be receiving Census of Govt. Survey of Public Employment & Payroll in next few weeks**

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**2.Land Stewardship Project** - Reviews some legislation that could weaken townships rights and control (This one probably should make copies for the Board. Scanned letter is attached.

**3.Central Applicators Inc-** Advertisement.

**4.Bellefy Brushing-** Advertisement

**5.Karvakko Engineering-** Advertisement

**6.Urban Short Course-** Meeting April 19<sup>th</sup> Otsego, MN

**7.Rural Fire Association-** Levy Breakdown

**8.Various emails from the month**

**9.Doug Crosby Letter:** The letter presented by Mr Crosby requested the Board provide him with documentation of several different items which will take many hours to compile. We need to give an estimate of time and expenses that will be required to fulfill the request. We need to reply to him and let him know what the estimate is. That when he makes a deposit equal to that estimate, the work will begin. If goes over the estimate he will need to pay for any additional cost prior to the information being released. **Motion** made by Mike Sherwood to give Mike Smith the authority to have Troy Gilchrist respond to Doug Crosby's letter, seconded by Dave Christianson, motion carried.

**ANNOUNCEMENTS:**

Apr 3, 2012 7 pm Planning Commission Meeting--**CANCELED**

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

Apr 23, 2012 7 pm Next Regular Board Meeting.

Apr 26, 2012 7 pm Noxious Weed Training, Hubbard County Courthouse

May 3 (Thu) 9:30 am LBAE meeting

Schedule of Association Meetings: 7:30 pm

**2012**

May 21st-Arago Township

July 16th-Todd Township

Sept. 17th-Mantrap Township

Nov. 19th-Farden Township

**2013**

January 28th-Straight River Township (4th Monday)

March 18th-Hart Lake Township

**ADJOURNMENT**

Motion made by Mike Sherwood to adjourn, seconded by Jim Lyle, motion carried. Meeting adjourned at 9:07pm.

Respectfully Submitted

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*Shannon Skime, Township Clerk*

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*Mike Smith, Chairman*

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TREASURER'S REPORT

March 27, 2012

TruStar Bank Bank Balance February 1, 2012 to February 29, 2012

Bank Statement Business Checking 2/1/12	\$ 121,123.22	
8 Drafts Cleared in the Amount of	-\$ 1,191.33	
TruStar Fees (Check copy)	-\$ 10.00	
Hall Rental & Security Deposit	+\$ 145.00	
Hubbard County / Road Tax	+\$ 20,977.22	
Hubbard County / TFL Settlement	+\$ 1,044.91	
Checking Dividend Deposit	<u>+\$ 27.73</u>	
Bank Statement Balance / Checking 2/29/12	\$ 142,116.75	
(Outstanding Checks	-\$ 8,970.30)	
Helga Twsp Checking Balance on 2/29/12		\$133,146.45
Money Market Savings		\$ 96,184.50
Savings Account		\$ 2,827.80
6 Certificates		<u>\$180,759.19</u>
<b>TOTAL OF HELGA TOWNSHIP ACCOUNTS</b>		<b>\$412,917.94</b>

Respectfully Submitted by:

Marilyn Pemble

Helga Township Treasurer

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**FUND ACTIVITY FOR FEBRUARY**

**CHECKING / MONEY MARKET**

<u>ENDING BALANCE</u>	<u>BEGINNING</u>			
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<b>CHECKING</b>				
General Fund	\$ 17,936.09	\$ 1,172.64	\$ 4,260.02	\$
14,848.71				
Gas Tax Fund	\$ 16,185.90	\$ 20,977.22	\$ 0.00	\$
37,163.12				
Road & Bridge Fund	\$ 86,901.11	\$ 0.00	\$ 3,739.42	\$
83,161.69				
Fire Fund	(\$ 4,725.56)	\$ 0.00	\$ 0.00	(\$
4,725.56)				
Cemetery Fund	\$ 922.15	\$ 0.00	\$ 0.00	\$
922.15				
Town Hall Fund	\$ 1,731.34	\$ 45.00	\$ 0.00	\$
1,776.34				
Excess Funds (\$ Market)	\$ 96,184.50	\$ 0.00	\$ 0.00	\$
96,184.50				
<b>TOTALS</b>	\$ 217,486.50	+\$ 22,194.86	-\$	
7,999.44	<b>\$229,330.95</b>			

**INVESTMENTS**

<u>ENDING BALANCE</u>	<u>BEGINNING</u>			
<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<b>INVESTMENTS</b>				
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				
Town Hall Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Center Board (Savings)	\$ 2,827.80	\$ 0.00	\$ 0.00	\$
2,827.80				

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<b>TOTALS</b>	\$183,586.99	+\$	0.00	-\$	0.00
<b>\$183,586.99</b>					

<b>TOTAL OF HELGA TOWNSHIP ACCOUNTS</b>					<b>\$412,917.94</b>
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**Issues discussed with Dale Vogt:**

**March 24, 2012**

1. Scalping of 500<sup>th</sup> Street West of Cty Rd 98. Repaired
2. The corner of 219<sup>th</sup> Ave and 500<sup>th</sup> St is a foot low, needs to be filled in.
3. Expediency in getting the roads bladed.
4. 219<sup>th</sup> Ave on the North end close to 500<sup>th</sup> St. tips to the West. This area needs to be crowned.
5. Wash Boards on 219<sup>th</sup> and Union Road are the worst, address these especially.
6. Upper Necktie River Drive – left sod in the driving lane, about 100' long West end.

**Other Issues detected while inspecting township roads 03-24-2012**

1. **Union Road, 480<sup>th</sup> Street, 255<sup>th</sup> Avenue, Treebark, and 510 Street** all had wash boards and water standing at the end where they meet other roads and they were not bladed out to the other roads, meaning the blade operator is not blading all the way out to the intersecting road. Please make sure this gets done as it leaves the road very bumpy starting out on these roads.
2. **470<sup>th</sup> Street, 229<sup>th</sup> Avenue, and 219<sup>th</sup>** all have mild washboards thru-out.
3. **Vinewood Road** has a fairly large windrow on the East side of the road. Have the blade operator get this back on the road as there seems to be a lot of new gravel pushed off the road.

Meeting with Dale Vogt at Raphael's 12:00 PM Present: Dale Vogt, Jim Autrey, and Dave Christianson

1. Discussed all the issues listed above and indicated to Dale he discuss each issue with his blade operator and he assured us he would.
2. Discussed the corner of 219<sup>th</sup> Ave and 500<sup>th</sup> St. (South East corner) and Bob suggested the best way to deal with it was we add a load or two of gravel to that area to bring it up to the correct height. It dips now approximately 9-12" to the left.
3. The blade operator is not blading out to the end of each road where it meets the intersection, the last 25-40 feet. Dale assured us this would be corrected.
4. We brought Dale up to speed on putting down Magnesium Chloride this year on the collector roads and he had no problem with this. He said he would be there to blade the roads just prior to putting down the chloride and would not blade them until such time as required.
5. Bob presented Dale with a CD video that he said he would have his operator watch to be better informed of the blading process.
6. Dale discussed the process of producing good gravel and how he mixes it to come up with class six or modified class five. This was interesting and provided us with some insight on good gravel.
7. We appreciated the snowplowing job he did, especially winging it farther into the ditch and producing good visibility of the road edge.

Meeting adjourned at 1:30 PM March 24, 2012

Submitted by: Dave Christianson