

Helga Township
Board of Supervisors
Minutes
April 24, 2012

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

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

APPROVAL OF AGENDA:

The Board reviewed the agenda. Baruth asked that the Board add five land use permit applications to the agenda; Ken Cook, Brad & Lisa Takkunen, Brian Levin, Dirk Kubitz and Eric Johnson. He also asked to add the property formerly owned by Ron Mudge on County Road 9 and Mike Lyle's Auto Salvage.

LUO/PLANNING COMMISSION UPDATE

April 4th meeting was canceled due to lack of agenda items. Next scheduled meeting is May 2nd.

LUA UPDATE & CUP ISSUES

LUA Baruth presented five land use permit applications.

Eric Johnson at 23229 510th Street, for a single family house with attached garage.

Dirk Kubitz at 26880 County Road 9 for a 28x32 pole building.

Brian Levin 47093 229th Ave for a 30x50 single family house

Brad & Lisa Takkunen located on a new road off of Cty Rd 36, address application has been applied for, for a 58x73 single family house with attached garage.

Ken Cook at 51081 229th Ave for a 20x62 for a lean-to on a barn.

All permits were in order and real estate taxes were current. Motion made by Jim Lyle to approve the land use permits presented, seconded by Steve Pemble, motion carried.

Crosby: The last Planning Commission meeting was canceled since they did not have any new business to discuss. The Board had informed Doug Crosby that he would need to turn his completed paperwork over to LUA Jim Baruth at least a week prior to the regular Planning Commission meeting in order to be placed on the agenda. Having the material prior to the meeting allows for the Commission members to individually review the application and results in a more productive meeting. Sherwood asked Mr. Crosby if he had his paperwork in order and if he had given it to Baruth. Baruth was still missing some needed information. Crosby informed the Board that he has the rest of the information prepared but had not given it to Baruth. He will get it to Baruth this week. Jim Baruth and Steve Pemble explained that since the Commission currently had no scheduled business for the next meeting, holding the meeting was unnecessary and canceling the meeting would result in a cost savings to the township. Sherwood informed Crosby that his complete application must be turned into Baruth by this Wednesday in order to be put on the agenda. He also informed him that the Planning Commission may not be able to meet due to lack of a quorum. One of the members, Bruce VonHoldt, has recently resigned and others may be out of town. The Board will ensure that Crosby is informed if the meeting is canceled.

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Dirk Fisher CUP and Property Line: Dirk and Toni Fisher had asked to be placed on the agenda regarding the letter he received from the Board. The letter addresses the fencing of the cemetery property and closing off of the township road. The property is adjacent to the Fisher's property. The Fishers presented the Board with copies of the court case that involved the property line dispute and documents from his CUP in regards to the duplex. The Board and the Fishers discussed the documents and reviewed the events which have lead up to this decision made by the Board to fence in the cemetery property. The Board also discussed with the Fishers the approach that was required for the duplex property they own. The approach was put in, but is not been used. The Fishers don't believe that the use of the approach was a requirement of the CUP as it is only stated that an approach be built. After reviewing the documents and further discussion, the Board tabled both topics.

Harlan Lindquist: Harlan Lindquist purchased the building on county road 9, formerly owned by Ron and Mudge. The Board received a report that there may be some commercial activity being conducted at the property. Baruth followed up on the report with Lindquist. Baruth stated that Lindquist told him he had only sold a few personal items from the property. Baruth did not feel that there was any commercial activity on the property at this time. It is being used for personal use only.

Mike Lyle's Auto Salvage: Baruth had received a couple of complaints regarding Mike Lyle's Auto Salvage. Lyle's neighbor Silas Hooker reported a broken fence and work being conducted after hours. The fence has been repaired. Baruth explained that Lyle had the right to pull the salvage truck into the fenced in area after hours. But need to wait until regular business hours to unload. Baruth will be monitoring the situation.

ROAD ISSUES/UPDATE

April Road Review: Steve Pemble and Dave Christianson drove the township roads and prepared a report for the Board, which is attached and hereby part of these minutes.

Grading/Summer Maintenance: In accordance with the 5 year road plan 7.9 miles of township roads will receive calcium chloride this year. These miles are the roads with the highest traffic.

Road Plan-5 year budget: The Board reviewed the revised 5 year budget plan figures, which are attached and hereby part of these minutes.

RURAL FIRE ASSOCIATION

The March fire report was provided for the Board and residents to review.

There has been no new information provided regarding the resolution the association would like the Board to pass. The discussion was tabled.

CEMETERY ISSUES:

Lawn Mowing Town Hall & Cemetery: The Board published a request for quotes for the lawn maintenance of the Town Hall and Nary Cemetery grounds. Two quotes were received. Nutri-Lawn Lawn Service quoted \$205 per time and Due North Landscaping quoted \$180 per time for both properties. The Board discussed the fact that both quotes were very close, we used Nutri-Lawn last year and had no complaints and no one present was familiar with Due North

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Landscaping. Motion was made by Dave Christianson to accept Nutri-Lawn Lawn Services quote based on the fact that the quotes were close in price and we've used their service in the past and had no complaints, seconded by Steve Pemble, motion carried.

Policy & Procedures: The cemetery policies, procedures and pricing need to be updated. Once completed, they will be re-posted on the website. The current posting is out of date.

Fencing RFQ: Tabled

MURRAY'S SURVEYING

Dave Christianson had received a letter from Murray's Surveying. They are surveying the lot owned by Kusske next to the North Plantagenet Lake public access. They are inquiring as to if the township has easement to that property. The Board thought that possibly the DNR has claim to it. They directed Christianson to have Murray's check with the DNR.

TOWNHALL

Wayne Hoff: Wayne Hoff has expressed interest in assessing the building in an effort to preserve it. He would like to have a contractor inspect the building. The Board has set a policy for safety and liability concerns that no one is allowed in the upstairs or downstairs of the building without a member of the Board or approved staff present. Mike Sherwood has offered to work with Mr. Hoff and arrange a time to give them access to the building.

Status of environmental inspection – asbestos/lead paint: Tabled.

Informational meeting- remodel/new building: Tabled.

LBAE MEETING

The Local Board of Appeals and Equalization meeting is scheduled for May 3 (Thu) 9:30 am. Deputy Clerk Bobbi Fadness will be present to record the minutes. Jim Lyle, Mike Sherwood and Mike Smith will conduct the meeting. Dave Christianson has agreed to be available in the event that one of them can not be present.

ANNUAL MEETING FOLLOW UP

The newsletter went out to the township residents last week and will be placed on the website shortly. A copy is attached and hereby made part of these minutes.

Clerk Skime check into the process for granting the requested donation of \$500 to the North Country First Responders. The Hubbard County Auditors office informed her that the check needs to be made payable to the Hubbard County Sheriff with the notation of the group we are donating to. The sheriff's department then gets the donation approved by the County Board and payment is made to the designated group. **Motion** made by Dave Christianson to donate \$500 to the North Country First Responders, seconded by Jim Lyle, motion carried.

WEBSITE

There are several items that need to be updated and changed on the website. Jim Autrey has offered to help the Board with these changes.

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TREASURER

The Treasurer's reports were made part of the consent agenda. Copies were made available at the meeting, are attached and are hereby part of these minutes.

REVIEW VOUCHER/CLAIMS

The Board reviewed the documentation for the claims presented by the clerk.

CONSENT AGENDA:

The Board members were provided with the following items to review prior to the meeting.

- 1. Claims Lists for Approval Checks 7428-7438 /Net payroll list Checks 7420-7427**
- 2. Minutes of March 27, 2012 Regular Board Meeting**
- 3. Treasurers Reports**

Motion made by Steve Pemble to approve the consent agenda, seconded by Dave Christianson, motion carried.

CORRESPONDENCES:

- 1. Beltrami Electric-** Election ballot
- 2. U.S. Department of Commerce** – Census of Govt. Survey of Public Employment & Payroll (completed online by the clerk)
- 3. Hubbard County Abstract Co-** 2 special assessment search forms. (Both have been completed and faxed by the clerk.)
- 4. Paul Bunyan Communications-**Capital credits statement.
- 5. Ingalls Brushing-**advertisement
- 6. Couri & Ruppe, P.L.L.P-**letter of advertisement
- 7. American Pavement Solutions-**letter of advertisement.
- 8. Various emails from the month**

ANNOUNCEMENTS:

Apr 26, 2012 7 pm Noxious Weed Training, Hubbard Cnty Courthouse
Jim Lyle offered to attend the training. **Motion** made by Mike Sherwood to reimburse Lyle for expenses related to attending, seconded by Dave Christianson, motion carried.

May 2, 2012 7 pm Planning Commission Meeting

May 3 (Thu) 9:30 am LBAE meeting

May 22, 2012 7 pm Next Regular Board Meeting

Oct 10 8am-1pm training for LBAE at Hubbard County Courthouse

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

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January 28th-Straight River Township (4th Monday)
March 18th-Hart Lake Township

ADJOURNMENT

Motion made by Steve Pemble to adjourn, seconded by Jim Lyle, motion carried.

Meeting adjourned at 9:26 pm.

Respectfully Submitted

Shannon Skime, Township Clerk

Mike Sherwood, Vice Chair



215 Paul Bunyan Drive NW #162 * Bemidji, MN 56601 * 218-444-2227 * helgatownship.com

Helga Township Update

We will send out updates periodically in an attempt to keep Township Residents informed on what is going on in the Township. This as well as minutes & other information can always be found on the website at www.helgatownship.com.

Items 1 & 2 deal with questions that will be on the ballot in the November 2012 Election

1. **Building & Grounds** – The Board was given instructions at the 2011 annual meeting to research the costs to bring the current town hall building into a condition that would last 30 – 50 years compared to the costs estimates to build a new town hall. Below is a summary of the cost estimates:

Existing Town Hall – needs a new roof, siding, some windows. Not included; improvements to the 2nd floor, or dealing with any asbestoses or lead paint issues.

New Town Hall cost estimate was patterned after the existing Hart Lake Town Hall. Structure 38 X48 slab on grade single story with in slab heat. The assumption here was the existing well and septic could be used (this may not be valid).

Cost Estimate Monthly utility costs

Existing Town Hall	\$109,000	\$500	Only heat and electricity. There is no air conditioning
New Town Hall	\$140,000	<\$100	Costs presently at Hart Lake. No air conditioning

The residents moved to have the question on which direction to go put on the ballot for the election in Nov 2012. In addition the residents moved to have an informational meeting prior to the election date on this to review the options in more depth. Watch for the posting on this in the Bemidji Pioneer and on the website. We would appreciate as much input as we can on this. **If this process moves forward either direction actual costs would be done through a request for quote process.**

2. **Clerk** – We have discussed at the last two annual meetings the growth the township has experienced, the increasing importance of the township clerk position, their responsibilities and the qualifications required. Our current clerk has these qualifications; however that could change in the future affecting the townships ability to function as the board has no power to hold an elected official accountable. Your township board unanimously recommends that this be an appointed position insuring the person appointed has the qualifications to successfully serve.
3. **Roads** – The lack of moisture from early fall through freeze up has created a lot of challenges for the roads this winter. Hopefully spring will bring the much needed rain and help us with this. Spring is breading early and we are planning to start grading right away. Other highlights from 2011 & 2012.
 - There is just over 28 miles of Township Roads. Just over 1 mile is asphalt and the rest are gravel.
 - We sent out requests for quotes for doing the grading & snowplowing in 2011. Vogt’s Dirt Service was selected. Total cost for grading in 2011 \$25,259, snowplowing \$7509 (Snowplowing includes all of 2011 & the first 2 months of 2012). Remember not much snow in 2012.
 - The work on the roads and ditching was completed in Hidden Oaks. This was to improve the drainage and prevent the washouts that we had traditionally seen here. Project awarded to JD Hanson Cost \$50,066.
 - Graveling – Hubbard County did most of the graveling for Helga Township in 2011. Approximately 11 miles were done. Part of the County contract includes monitoring gravel to assure it is within

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specs. 3 areas were identified as deficient and adjustments were made to our bill. Total cost for gravel 2011 \$74,725. Voigt dirt service did the gravel on Vinewood Cost \$4200.

- Mowing Ditches – Done by Hines Mowing. Cost \$3,650.
- Developing a Road Policy for Helga Township. Hired Karvakko Engineering to assist (Cost \$3500). Draft is complete. We expect to have the final draft by May 1, 2012. This will be a “Living Document”, meaning it will be looked at least annually for any changes or revisions. The process breaks the road budget down into accounts established to rebuild, maintain and improve all of the roads in the township. As part of this the Board is also looking at the Road Budget and forecasting costs for a 5 year basis.
- Total Road Expenses for 2011 \$161,209

***** Important we need your help. It is the responsibility of the adjoining landowners to keep the ditches clean of debris and fallen trees. This has been a big issue when it comes to mowing the ditches. Please do your part and clean up any fallen branches or trees that have fallen into the road right of way.**

4. Rural Fire Association

- We are a member of the Bemidji Rural Fire Association. This includes the City of Bemidji, 15 townships and 2 cities outside of Bemidji.
- In Helga Township for 2011 there was 1 fire and a total of 8 calls the fire department responded to
- The present arrangement is a contract between the Rural Fire Assn and the City. In 2011 a consultant was retained to look at the possibility of replacing the current Agreement with a more viable structure such as a fire district or a joint planning board involving the City and the townships. There is still a lot of work to be done on this.
- Total Cost 2011 \$27,126 (Costs are based on taxable property, residents and 5 years of calls)

5. Land Use Ordinance

- Helga Township has a Planning Commission. Members are Steve Pemble, Todd Scofield, Bruce VonHolt, Brain Hughes and Robert Saxton. The land Use Administrator is Jim Baruth (218-335-368-4229 or 218-335-0172). Please call Jim for any questions on permits etc.
- The Commercial Update was completed in 2010 and became effective in early 2011.
- The remainder of the ordinance rewrite was completed with the Public Hearing on December 7 and approved at the Regular Town Board Meeting December 20, 2011.

This group has done a tremendous job on the ordinance rewrite.

- 6. Cemetery** – Jean Williams from Greenwood Cemetery handles all of the administration on the cemetery. She has done an excellent job. If you get a chance stop in to see her at Greenwood and she can show you the program the stores all of the data on the Helga Cemetery and individual plots is available for review. Jean Williams 218-751-1720. Cost \$275 Total.
- The roof on the bell tower was completed & installed. Bob Kleinschmidt donated the work and built the roof on the ground. The roof was then lifted into place by Diversified Builder. Cost of materials \$2,039.55. Cost to lift the roof in place \$282.50. A big thanks to Bob Kleinschmidt for all of his work.
 - The bell tower was also painted and sealed preserving the concrete work that was done. Cost \$1,500.
 - The Board reviewed the current pricing on plots in the cemetery (\$100 plot). We know that the plot price will never offset the long term costs to maintain the cemetery but felt we needed to be more in line with the market. The following changes were approved at the February Board Meeting. Effective March 1, 2012 all nonresident plots will be priced at \$400. The resident price will be

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increased to \$200 effective July 1, 2012. If you want a plot at the current price please contact Jean Williams (218-751-1720) before July 1.

7. **Website-** The website is an excellent source of information for the township www.helgatownship.com. You can find contact information for board members, clerk, planning commission and the land use administer. In addition Town Hall Rental Information is on the website.

**Thank you for taking the time to read through this.
Helga Township Board**

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HELGA TOWNSHIP
TREASURER'S REPORT
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TruStar Bank Balance March 1, 2012 to March 31, 21012

Bank Statement Business Checking 3/1/12	\$ 142,116.75	
29 Drafts Cleared in the Amount of	-\$ 9,596.60	
TruStar Fees (Check copy)	-\$ 10.00	
Hall Rentals	+\$ 165.00	
Cemetery Plot	+\$ 100.00	
Permits (Beer License / Sign / Land Use)	+\$ 235.00	
Checking Dividend Deposit	<u>+\$ 28.82</u>	
Bank Statement Balance / Checking 3/31/12	\$ 133,038.97	
(Outstanding Checks	-\$ 9,030.88)	
Helga Twsp Checking Balance on 3/31/12		\$124,008.09
Money Market Savings		\$ 96,291.22
Savings Account		\$ 2,828.83
6 Certificates		<u>\$181,524.50</u>
TOTAL OF HELGA TOWNSHIP ACCOUNTS		\$404,652.64

Respectfully Submitted by:

Marilyn Pemble

Helga Township Treasurer

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FUND ACTIVITY FOR MARCH

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>
CHECKING				
General Fund	\$ 14,848.71	\$ 759.41	\$ 9,997.78	\$
5,610.34				
Gas Tax Fund	\$ 37,163.12	\$ 0.00	\$ 0.00	\$
37,163.12				
Road & Bridge Fund	\$ 83,161.69	\$ 209.91	\$ 374.90	\$
82,996.70				
Fire Fund	(\$ 4,725.56)	\$ 129.28	\$ 129.28	(\$
4,725.56)				
Cemetery Fund	\$ 922.15	\$ 138.28	\$ 38.28	\$
1,022.15				
Town Hall Fund	\$ 1,776.34	\$ 165.00	\$ 0.00	\$
1,941.34				
Excess Funds (\$ Market)	\$ 96,184.50	\$ 106.72	\$ 0.00	\$
96,291.22				
TOTALS	\$ 229,330.95	+ \$ 1,508.60	-\$	
10,540.24	\$220,299.31			

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>
INVESTMENTS				
General Fund	\$ 89,249.52	\$ 387.84	\$ 0.00	\$
89,637.36				
Gas Tax Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Road & Bridge Fund	\$ 52,951.81	\$ 209.91	\$ 0.00	\$
53,161.72				
Fire Fund	\$ 29,749.84	\$ 129.28	\$ 0.00	\$
29,879.12				
Cemetery Fund	\$ 8,808.02	\$ 38.28	\$ 0.00	\$
8,846.30				
Town Hall Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Center Board (Savings)	\$ 2,827.80	\$ 1.03	\$ 0.00	\$
2,828.83				

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TOTALS	\$183,586.99	+\$ 766.34	-\$ 0.00
\$184,353.33			

TOTAL OF HELGA TOWNSHIP ACCOUNTS
\$404,652.64

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