

Helga Township
Board of Supervisors
Minutes
May 22, 2012

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

Meeting was called to order at 7:03pm. The pledge of allegiance was recited.

APPROVAL OF AGENDA:

The Board reviewed the agenda. LUA Baruth asked to add three LU permit applications and Chair Smith asked to add Doug Fenner under cemetery issues. Motion made by Mike Sherwood to approve the agenda with the requested additions. Seconded by Dave Christianson, motion carried.

RURAL FIRE ASSOCIATION

Bemidji Fire Chief, Dave Hoffer, addressed the Board regarding two resolutions the Rural Fire Association is requesting from the townships. One would be stating the townships support for the association to speak on behalf of the townships to the legislators encouraging them to look into additional funding options for fire protection. The other would be stating support for the association to seek alternate organizational options of going to a joint powers or a stand alone organization. Currently the Association is governed by the City of Bemidji and funded through real estate property taxes. Approximately 60% of the townships in the association have adopted resolutions of support.

April fire report was given to the Board members and copies were made available to the public.

Resolutions-Will be on the agenda for the June board meeting.

TOWN HALL/GROUNDS

Eagle Scout Project- Mark Lacey- Mark Lacey of Boy Scout Troop 25 returned to the Board with his finalized plans for the connection of the town hall parking lot to the Paul Bunyan Trail. If approved the group would begin the project on June 2nd and it would be complete by Aug 23, 2012. The Board reviewed the plan presented and suggested changes to the plan, which Lacey agreed would be acceptable. Motion made by Mike Smith to accept project with the amendments changing the width from 50 inches to 10 feet and crowning the connection up to the DNR property. Motion was seconded by Dave Christianson. Further discussion added the amendment to have a 4 inch top layer and require that all volunteers and leaders fill out a volunteer form, which will be provided by the clerk. Motion carried.

CEMETERY

Edith Lindgren: Edith Lindgren asked to address the Board regarding the recent changes in lot pricing and inquired as to who is responsible for the maintenance of the grounds. The Board reviewed the reasoning that led to the decision to increase the lot pricing. Part of the reasoning being that the township is responsible for most of the maintenance of the grounds. Lot sales help

Helga Township
Board of Supervisors
Minutes
May 22, 2012

to offset some of the expenses, but never all. Once all of the lots are sold the full burden will be bore by the residents of the township.

LUA UPDATE & CUP ISSUES

Dirk Fisher Triplex CUP violations- The Board discussed the fact that there are still concerns regarding the approach on the Fisher triplex property. Smith has spoken to several people who were on the town board at the time of the public hearing and granting of the CUP. The people he spoke to indicated that the intent of the addition of the requirement of the approach to the CUP was that it would be used as the driveway for the triplex residents. In addition to not complying with the approach requirement, Fisher was to have combined enough property to reach a minimum of 13.3 acres of land that the triplex would be on. He has combined some property, but according to Hubbard County records it only 12.53 acres. Township resident Jim Autrey addressed the Board with his concerns regarding the CUP violations. Autrey had attended the original public hearing regarding the triplex CUP. There was a lot of concern against the granting of a CUP for a triplex. It was turned down at first. Then accepted after the stipulations were added that the triplex would have a separate approach that the residents would use, it would be on a minimum of 13.3 acres. Fisher was also to purchase a bond ensuring that the terms of the CUP would be met. Autrey felt the Township should move forward with enforcing the terms of Fishers CUP.

Crosby IUP- The public hearing to discuss Doug Crosby's IUP application is scheduled for May 23rd at 7pm.

LU Permit Applications:

LUA Jim Baruth had 3 land use permit applications; Brad Olson 49841 229th Ave, Jack Geller 49662 229th Ave, and AJ Sheffeild 48544 Terrance Trail. All applications submitted were complete and meet the townships ordinance requirements. **Motion** made by Mike Sherwood to approve the three permits, seconded by Jim Lyle motion carried.

Other LU issues:

The Board discussed the idea of purchasing a digital recorder for the LUA to use to assist in documenting his conversations both on the phone and in the field. They discussed the fact that anyone being recorded should be informed of the fact. One should be able to be purchased for under \$100. **Motion** made by Mike Smith to approve the purchase of a digital recorder for the Township Land Use Administrator, seconded by Jim Lyle, motion carried.

PLANNING COMMISSION

Open position: Due to the resignation of Bruce VonHoldt there is a vacancy on the Planning Commission.

ROAD ISSUES/UPDATE

May Road Review: Dave Christianson drove the Township roads and reported to the Board. His report is attached and here by made part of these minutes. In addition Christianson spoke with Murray's Surveying and they are going to survey the public landing road to ensure the Township has 33 feet from the center of the road in both directs.

Helga Township
Board of Supervisors
Minutes
May 22, 2012

RESIGNATION LETTERS

Township Assessor Deb Tuck: Due to personal reasons Deb Tuck turned in her resignation to the Board effective June 15th. She is open to returning to the position at a later time if it reopens and she is able to resume the duties. **Motion** made by Mike Sherwood to accept Tuck's letter of resignation, seconded by Dave Christianson, motion carried. The Board wishes to thank Deb for her many years of service to the residents of Helga Township.

Supervisor Dave Christianson: Due to personal obligations Dave Christianson felt he could not fulfill the position of supervisor at this time and turned in his letter of resignation. **Motion** made by Mike Sherwood to accept Christianson's resignation, seconded by Jim Lyle, motion carried. The Board thanks Dave for his hard work and dedication he has given while serving on the Board.

REPLACEMENT OF POSITIONS

Supervisor: Bob Kleinschmidt has prepared a letter of interest and presented it to the Board. After some discussion a motion made by Mike Smith to replace Christianson's position with Bob Kleinschmidt, seconded by Mike Sherwood, motion carried. Bob Kleinschmidt took his oath of office and took his position on the Board.

CEMETERY ISSUES:

Available Plots: Jean Williams has noted some concern regarding the steep grade in two sections of the cemetery. She believes they are too steep for casket/vault burial. She has marked these areas to be sold for cremation burial only.

The Board discussed the matter of purchased unrecorded plots at the Nary Cemetery:

Doug Fenner: Fenner has produced cancelled check for the purchase of one plot at the price of \$200, not the \$100 that was to be charged at the time. We have no record of the purchase that we can find. They are not arguing about the price, just want the plot recorded.

Don & Celia Coffield: The Coffields contacted Jean Williams regarding the plots they purchased. Williams has no record of these purchases. From their description Williams believed the lots to be old section Block 1 Lot C 34 & 35. Skime asked Williams to hold these lots until the board could make a decision on the issue. The Coffields have submitted a letter regarding the purchased plots with a copy of their check register showing the paid price of \$400 for the two plots.

George Clay: Skime informed the Board that Jean Williams had mentioned to her that George Clay had also stated they had purchased a plot and she has no record of it.

The Board will seek out former board members for verification and make a decision based on what they find.

Lawn Mowing Town Hall & Cemetery: The Board will have the contractor mow the grounds prior to Memorial weekend.

Policy & procedures-updated: The website has been updated but still needs a few changes.

Fencing: Tabled

Helga Township
Board of Supervisors
Minutes
May 22, 2012

TOWN HALL/GROUNDS

Wayne Hoff: Wayne Hoff and a group of about 8 others toured the building with Mike Sherwood. They are interested in seeking options to preserve the building. They expressed concern regarding the possibility and amount of asbestos remaining in the building.

Status of environmental inspection: Previously the Board voted to have an asbestos and lead paint study of the building, since this must be done regardless of what direction the township takes. Sherwood will look into hiring a contractor to perform an asbestos and lead paint analysis on the building.

MAT property valuation program: MAT will provide a free property evaluation to the township. This will help ensure we are carrying the proper amount of insurance.

Informational meeting- remodel/new building: The Board will prepare for this meeting and is planning on holding it late September to early October.

ELECTION

Ballot questions regarding town hall and clerk position: These need to be prepared and approved soon as they will need to be provided to Hubbard County Auditors office in order to be placed on the ballot.

Appointing Election Judges/Setting pay scale: Skime explained to the board that she needs to begin to seek out election judges for the Primary in August and the November election. For the Primary she must first exhaust the list provided to her by the auditor's office. She asked that the Board authorize her to appoint judges as needed based on the state statute. Skime also asked the Board to consider returning to the higher pay scale for the judges as the decrease in pay scale made it harder to get individuals to commit to serving. **Motion** made by Mike Smith to authorize the clerk to appoint election judges as needed and to set the pay scale at \$18 per hour for Head Judges and at \$15 per hour for Election Judges, and to pay mileage for travel outside of the township at the federal rate. Motion seconded by Mike Sherwood, motion carried.

WEBSITE

The Board will continue to make changes as needed to keep the site up to date. The minutes are currently a month behind. Skime will correct this as soon as possible. It was suggested that the board begin to put the draft minutes of the meetings online. The board will consider this. They would need to come up with procedures to follow in order to ensure that the information posted would be correct since it would be prior to approval.

TREASURER

Marilyn Pemble reported that she continues to seek the collateral pledge from TruStar. She will personally meet with a representative of TruStar to discuss the matter this month. The treasurer reports were provided to the Board as part of the consent agenda and copies were available for the public at the meeting. The reports are attached and hereby made part of these minutes.

REVIEW VOUCHER/CLAIMS

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

Helga Township
Board of Supervisors
Minutes
May 22, 2012

CONSENT AGENDA:

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

1. Claims Lists for Approval Checks 7447-7458 /Net payroll list Checks 7439-7446
2. Minutes of April 24, 2012 Regular Board Meeting
3. Treasurers Reports

Having reviewed the items, **motion** made by Jim Lyle to approve the Consent Agenda, seconded by Mike Sherwood, motion carried.

CORRESPONDENCES:

1. Dearstyne: letter regarding donations to SWCD AIS program

2. Jun 27, 8 am Summer Short Course training at Northern Lights, Walker.

Motion made by Mike Sherwood to reimburse board members for expenses relating to attending the Summer Short Course training, seconded by Mike Smith, motion carried.

3. Various emails from the month

ANNOUNCEMENTS:

May 23, 2012 7 pm Public Hearing Crosby IUP

Jun 6, 2012 7 pm Planning Commission Meeting

Jun 6, 2012 7:30 pm Special meeting regarding Crosby IUP

Jun 26, 2012 7 pm Next Regular Board Meeting.

Jun 27, 8 am Summer Short Course training at Northern Lights, Walker

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

Schedule of Association Meetings: 7:30 pm

2012

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

Skime informed the Board that she would not be able to attend the regular scheduled meeting of the board in August and asked if they would like to reschedule. The Board felt that the deputy clerk could perform her duties in her absence. Skime will work out the details with the deputy.

ADJOURNMENT

Motion made by Mike Sherwood to adjourn the meeting, seconded by Jim Lyle, motion carried.

Meeting adjourned at 9:26 pm.

Helga Township
Board of Supervisors
Minutes
May 22, 2012

Respectfully Submitted

Shannon Skime, Township Clerk

Mike Smith, Chairman

Helga Township
Board of Supervisors
Minutes
May 22, 2012

TREASURER'S REPORT
May 22, 2012

TruStar Bank Bank Balance April 1, 2012 to April 30, 21012

Bank Statement Business Checking 4/1/12	\$ 133,038.97	
32 Drafts Cleared in the Amount of	-\$ 11,893.63	
TruStar Fees (Check copy)	-\$ 10.00	
TruStar Fee (Safe Deposit Box)	-\$ 25.00	
Refund of Higgins Heating Overpayment	+\$ 510.75	
Cemetery Plots	+\$ 800.00	
Permits (Land Use)	+\$ 550.00	
Checking Dividend Deposit	<u>+\$ 25.67</u>	
Bank Statement Balance / Checking 4/30/12	\$ 122,996.76	
(Outstanding Checks	-\$ 5,421.49)	
Helga Twsp Checking Balance on 4/30/12		\$117,575.27
Money Market Savings		\$ 96,291.22
Savings Account		\$ 2,828.83
6 Certificates		<u>\$181,524.50</u>
TOTAL OF HELGA TOWNSHIP ACCOUNTS		\$398,219.82

Respectfully Submitted by:

Marilyn Pemble

Helga Township Treasurer

Helga Township
Board of Supervisors
Minutes
May 22, 2012

Helga Township
Board of Supervisors
Minutes
May 22, 2012

**FUND ACTIVITY FOR APRIL
CHECKING / MONEY MARKET
BEGINNING**

<u>ENDING BALANCE</u> <u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<u>CHECKING</u>				
General Fund	\$ 5,610.34	\$ 1,086.42	\$ 3,348.52	\$
3,348.24				
Gas Tax Fund	\$ 37,163.12	\$ 0.00	\$ 0.00	\$
37,163.12				
Road & Bridge Fund	\$ 82,996.70	\$ 0.00	\$ 4,970.72	\$
78,025.98				
Fire Fund	(\$ 4,725.56)	\$ 0.00	\$ 0.00	(\$
4,725.56)				
Cemetery Fund	\$ 1,022.15	\$ 800.00	\$ 0.00	\$
1,822.15				
Town Hall Fund	\$ 1,941.34	\$ 0.00	\$ 0.00	\$
1,941.34				
Excess Funds (\$ Market)	\$ 96,291.22	\$ 0.00	\$ 0.00	\$
<u>96,291.22</u>				
TOTALS	\$ 220,299.31	+\$ 1,886.42	-\$	
8,319.24	\$213,866.49			

INVESTMENTS

BEGINNING

<u>ENDING BALANCE</u> <u>NAME OF FUND</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<u>INVESTMENTS</u>				
General Fund	\$ 89,637.36	\$ 0.00	\$ 0.00	\$
89,637.36				
Gas Tax Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Road & Bridge Fund	\$ 53,161.72	\$ 0.00	\$ 0.00	\$
53,161.72				
Fire Fund	\$ 29,879.12	\$ 0.00	\$ 0.00	\$
29,879.12				
Cemetery Fund	\$ 8,846.30	\$ 0.00	\$ 0.00	\$
8,846.30				
Town Hall Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				

Helga Township
Board of Supervisors
Minutes
May 22, 2012

Center Board (Savings)	\$ 2,828.83	\$ 000	\$ 0.00	\$
<u>2,828.83</u>				
TOTALS	\$184,353.33	+\$ 0.00	-\$ 0.00	
\$184,353.33				

TOTAL OF HELGA TOWNSHIP ACCOUNTS
\$398,219.82