

Helga Township
Board of Supervisors
Minutes
June 26, 2012

PRESENT: Vice Chair Mike Sherwood, Supervisors Jim Lyle and Bob Kleinschmidt, LUA Jim Baruth, Treasurer Marilyn Pemble and Clerk Shannon Skime.

Absent: Chairman Mike Smith and Supervisor Steve Pemble.

Meeting was called to order at 7:02pm. The pledge of allegiance was recited.

APPROVAL OF AGENDA:

The board reviewed the agenda. Motion made by Bob Kleinschmidt to approve the agenda, seconded by Jim Lyle, motion carried.

ASSESSOR POSITION

The Board had asked Sherwood to seek out those who may be interested in the open assessor's position. Sherwood had checked with assessors in the area and David Johnson has expressed interest in the position. Mr Johnson was present at the meeting. He provided the Board members with a resume and letter of interest. He is certified with the state of Minnesota. Sherwood and Johnson reviewed our current assessor contract and said that he would agree to sign a similar contract. He also agreed if hired that he would charge the township a fee of \$8.50 per record. Helga Township has approximately 1400 records. The Board reviewed the information given them by Mr. Johnson. **Motion** made by Bob Kleinschmidt to hire David Johnson as the Helga Township Assessor, seconded by Jim Lyle. Discussion: Skime asked if we were going to hire Mr. Johnson as an independent contractor or as an employee similar to the arrangement we had with Deb Tuck. Sherwood stated that Johnson was an independent contractor with the other townships he provides assessor services for and would be with Helga as well. Skime stated that the reason we hired Tuck as an employee was due to the liability factor and as an employee she would fall under the Township workers compensation policy. As an independent contractor she would have had to provide her own workers comp. Discussion ensued as to whether or not the assessor would legally need their own policy. The Board will get an opinion on the matter from their attorney. The Board also discussed the option of having the contract allow for annual extensions. **Motion** amended by Mike Sherwood to hire David Johnson as an independent contractor, to have him obtain workers compensation policy if we find that it is legally necessary, and to have the contract allow for annual extensions, seconded by Jim Lyle, motion carried.

RURAL FIRE ASSOCIATION

May fire report was distributed to the Board members and copies were available to those in attendance.

The Board reviewed the sample resolutions provide by the association again. They decided to table the issue and requested it be on the agenda for the July meeting.

LUA UPDATE & CUP ISSUES

Dirk Fisher CUP violations- Issue tabled.

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Seibel LU permit- Seibel submitted an application for a 12x20 detached garage. Baruth stated that all documentation was in order and it meets the setback requirements in the ordinance. The Board reviewed the application and the ordinance. It was determined that due to the size of the building that a permit was not required. They directed Baruth to return Seibel's check to him.

Crosby- Baruth informed the Board that under the direction of Chairman Mike Smith two cease and desists were issued and served today regarding Doug Crosby. One was served directly to Rieron Construction Inc. The other was served at the Doug Crosby residence. Baruth shares that Reirson Construction continued to haul material out from the property after being served. The material is being hauled to a jobsite for the City of Bemidji

Doug Crosby was present at the meeting. Mike Sherwood asks Crosby if he would like to explain. Crosby states that the topsoil is part of the excavation from the building of his driveway, the excavation for his house and for his riding area. Crosby states that if we want him to leave 1600 yards of material where his future yard is to be, he suggest we keep coming. Crosby approached Baruth and handed the cease and desist order to Baruth stating that it was not properly served. Baruth had requested a Hubbard County Sheriff go with him to Crosby's residence. Crosby was not home at the time. Baruth left the cease and desist order in the door of Crosby's house and photos were taken. Sherwood states to Crosby that he knows the regulations. Crosby states that he has a permit for the house excavation. Sherwood states that the house permit is not for the removal of the topsoil, rock, etc from the property. Crosby says that he doesn't need a permit for agricultural use. Crosby states that his permit is for the excavation for a 4000 square foot house. He states that he doesn't need a permit for the excavation of the area for his riding area or to improve the roads that were already there. He is not going to leave topsoil where he needs to put gravel down, or where his yard is going to be, nor leave manure on his property. He states let's be clear, that dirt will move, that manure will move without a permit. He also states that the Board would be in violation of the Constitution of the State of Minnesota and suggest the Board look up article 13, section 7.

Sherwood clarifies to Crosby that we have no problem with the excavation. It is with the excavation and removal. Sherwood reads the section of the ordinance which states the excavation and removal of mineral materials, top soil or gravel is not permitted within the Town unless done pursuant to an interim use permit. Sherwood states that it is pretty clear, Crosby has been told this since back in December the process and he's ignored it all the way through. As to the manure the Township has no concern with the removal of it. Sherwood suggests we continue to deal with the matter through the legal system. Sherwood also states that the requirement of a permit for the excavation of minerals was in the ordinance before the latest rewrite. The prior boards may not have enforced it, but the current Board intends to enforce the ordinance as uniformly as possible.

PLANNING COMMISSION

Open position—The Board tabled discussion of the open position until next regular meeting.

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ROAD ISSUES/UPDATE

June Road Report, Road Supervisor Bob Kleinschmidt presented the Board with his road report, which is attached and made part of these minutes. Kleinschmidt reports that he found some inventory of signs in the basement at the hall, but there were no sign posts. It was mentioned that the county engineers office may offer used posts for free. Kleinschmidt will look into this but questions if they are up to standard since they are used.

Bob Jackson asks the Board why chloride was placed on 510th street. Kleinschmidt explains that it was due the provisions of the county contract which provided for chloride on the sections of the road that were proven to have received deficient gravel last year. Jackson also asks what the Board plans are regarding Balsam Beach Road. The Board explains that there are several options and no final plans have been made concerning it.

CEMETERY ISSUES:

Don & Celia Coffield: unrecorded purchase of plots (old section: Block 1 Lot C 34 & 35) and Doug Fenner unrecorded plot purchase. The Board reviewed the issues that were presented at last months meeting. They acknowledged the fact that Jean Williams has organized and compiled all documents that were provided. They also acknowledge that we were aware that some of the cemetery documentation may have been missing and therefore her records may not be complete. The Board has also given refund in at least one instance were it was found that for whatever reason the purchaser was over charged for burial plots. **Motion** made by Mike Sherwood to allow the Coffields and the Fenners the plots they purchased or replacements if those are not available and to refund the difference of the paid price to the standard price at the time. Seconded by Bob Kleinschmidt, motion carried.

Buster Donat- plot purchase price. Donat was a resident/land owner of Helga Township for approximately 44years has recently moved to a nursing home. He is requesting the Board allow him to purchase a cemetery plot at the resident/land owner price. Motion made by Jim Lyle to allow Buster Donat to purchase a cemetery plot at the resident/land owner price, seconded by Mike Sherwood. Discussion: Bob Kleinschmidt asks what if any precedence we are setting. The Board discusses the fact that Donat moved directly from his Helga residence to the nursing home and has made the request in a timely manner. Call for vote was made. Motion carried.

Hillside grave sites There are several sites on the hillside which may be difficult for casket burial. Jean Williams has suggested we have these plots sold for cremation sites only. The discussion was tabled until board members have the opportunity to review the area. Board members should do this prior to the July meeting.

Headstones in need of repair Jim Lyle and Don Shuvey inspected the condition of monuments at the cemetery. Fourteen of the headstones are in need of repair. He has provided the board with an estimate of \$1800 to do the necessary repairs. The Board discussed the fact that the headstones are the responsibility of the plot owners. The Board will attempt to contact the families to have them either repair or to pay the fee for repairing them.

Lawn Mowing Town Hall & Cemetery, the Board will contact NutriLawn and ensure the

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lawn is mowed prior to the 4th of July.

Fencing, Tabled until next meeting.

TOWN HALL/GROUNDS

Wayne Hoff, Nothing new regarding Mr. Hoff's plight to save the building.

Status of environmental inspection – The asbestos study of the building has been completed. Asbestos was found in the tile though out the entryway under the carpeting and in the rear exit. It was also found above the old boiler in the basement and on the pipes. They didn't test for lead paint. If the building was to be remodeled sheetrock could be placed over the old and would contain any lead paint that may be there.

MATIT property valuation program, A representative from MATIT came to the hall to review the property and our current coverage. The property had been valued at \$105000. The picnic shelter and bell tower were not listed in the policy. They have been added. MATIT will follow up with a new valuation and adjusted premium.

Picnic shelter- clean up, The picnic shelter is in need of clean up. Bob Kleinschmidt explains to the Board that the pigeon debris carries multiple diseases and presents a health hazard. We can clean it up, but the problem will still be there unless we enclose the rafters. He priced out materials and figures it can be purchased for \$850. Once the roof is done we could hire someone to pressure wash the picnic tables and the area. **Motion** made by Mike Sherwood to have Bob Kleinschmidt move forward with the purchase and installation and pressure washing of the picnic shelter with a budget of up to \$2000. Seconded by Jim Lyle, motion carried

Clay Family Trust Property- the Board received a letter from Clay's attorney regarding the access to their land which is adjacent to the Town hall and the bike trail connection is crossing. The Board will research the issue further and tabled the discussion until next meeting

Eagle Scout Project- Mark Lacey, the project was temporarily stopped due to the questions and concerns presented by the Clay's.

Informational meeting- remodel/new building, tabled.

ELECTION

Ballot questions regarding town hall and clerk position, Sherwood will work on drafts for these questions. They will need to be finalized at the July meeting.

TREASURER

Treasurer Pemble provided her reports and they were made part of the consent agenda given to the Board prior to the meeting. Her reports are attached and are hereby made part of these minutes. Copies were made available to those in attendance. Pemble reported that TruStar provided us with a letter of financial position, noting that their performance rate is at 15%. The Board reviewed the letter. Pemble also noted that several CDs are coming due in August. She will research the rates prior to the renewal dates.

REVIEW VOUCHER/CLAIMS

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

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CONSENT AGENDA:

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

1. Claims Lists for Approval Checks 7468-7483/Net payroll list Checks 74597466 (Void CK7467)
2. Minutes of May22, 2012 Regular Board Meeting
3. Minutes of June 6, 2012 Special Meeting for Crosby IUP
4. Treasurers Reports

Having reviewed the items, **motion** made by Bob Kleinschmidt to approve the consent agenda, seconded by Jim Lyle, motion carried.

CORRESPONDENCES:

1. Property Tax Exemption applications for township owned property.
2. MPCA letter regarding Beltrami County Demolition Land fill
3. MAT Membership cards
4. Norbord wood ash sale
5. Certificate of Liability Insurance for Raymond Ball
6. Various emails from the month

ANNOUNCEMENTS:

Jun 27, 8 am Summer Short Course training at Northern Lights, Walker
Jul 24, 2012 7 pm Next Regular Board Meeting.
July 25, 2012 7pm Election Judge Training @ Helga Town Hall
Jul 31-Aug 14 Candidate filing period
Aug 8, 2012 7 pm Planning Commission Meeting
Aug 14, 2012 7:00am-8:00pm Primary Election
Oct 10, 2012 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

ADJOURNMENT

Motion made by Bob Kleinschmidt to adjourn the meeting, seconded by Jim Lyle, motion carried.

Meeting adjourned at 9:33pm.

Respectfully Submitted

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Shannon Skime, Township Clerk

Mike Sherwood, Vice Chairman

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Helga Township Road Review June 2012

6/26/12

I drove all roads throughout the last 2 weeks and ordered additional light blading on portions of the chloride roads. I discussed maintenance on these chloride sections with Hubbard County Highway Department Engineers. Received a complimentary email on chloride roads.

Union Road: I discussed this with Hubbard/Beltrami Counties and they put me contact with MN Limited Pipeline. In discussions with the pipeline on some remedial maintenance as they have used this road as a detour twice, they agreed to apply magnesium chloride. This should be applied in the near future.

I attended the Hubbard County 5 Year construction Meeting at the Lakeport Town Hall on Monday, June 4th. It appears that in 2015 there will be some bituminous overlay work on the North Plantagenet Co Rd and on the West side of Lake Plantagenet.

Traffic signs: Inventoried the signs located in the basement and requested the proper signing layout for a T Intersection.

Bob Kleinschmidt
Township Supervisor.

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TREASURER'S REPORT

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

Bank Statement Business Checking 5/1/12	\$ 122,996.76	
26 Drafts Cleared in the Amount of	-\$ 11,072.15	
Doug Crosby IUP	+\$ 475.00	
Checking Dividend Deposit	<u>+\$ 24.97</u>	
Bank Statement Balance / Checking 5/31/12	\$ 112,424.58	
(Outstanding Checks	-\$ 34.69)	
Helga Twsp Checking Balance on 5/31/12		\$112,389.89
Money Market Savings		\$ 96,291.22
Savings Account		\$ 2,828.83
6 Certificates		<u>\$181,524.50</u>
TOTAL OF HELGA TOWNSHIP ACCOUNTS		\$393,034.44

Respectfully Submitted by:

Marilyn Pemble
Helga Township Treasurer

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FUND ACTIVITY FOR MAY

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	\$ 3,348.24	\$ 499.97	\$ 5,614.03	(\$
1,765.82)				
Gas Tax Fund	\$ 37,163.12	\$ 0.00	\$ 0.00	\$
37,163.12				
Road & Bridge Fund	\$ 78,025.98	\$ 0.00	\$ 71.32	\$
77,954.66				
Fire Fund	(\$ 4,725.56)	\$ 0.00	\$ 0.00	(\$
4,725.56)				
Cemetery Fund	\$ 1,822.15	\$ 0.00	\$ 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	\$
96,291.22				
TOTALS	\$ 213,866.49	+\$ 499.97	-\$	
5,685.35	\$208,681.11			

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	\$ 89,637.36	\$ 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				
Center Board (Savings)	\$ 2,828.83	\$ 0.00	\$ 0.00	\$
2,828.83				

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TOTALS	\$184,353.33	+\$	0.00	-\$	0.00
\$184,353.33					

TOTAL OF HELGA TOWNSHIP ACCOUNTS					\$393,034.44
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