

Helga Township
Board of Supervisors
Minutes
October 23, 2012

PRESENT: Vice Chair Mike Sherwood, Supervisors Jim Lyle, Bob Kleinschmidt and Steve Pemble, LUA Jim Baruth, Treasurer Marilyn Pemble and Deputy Clerk Bobbi Fadness.

Absent: Chair Mike Smith, Clerk Shannon Skime.

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

APPROVAL OF AGENDA:

LUA Baruth would like to add five (5) LUP's: Weidner, Sherwood, Trepanier, Samuelson, and AJ Sheffield Construction. Sherwood would like to add the information request for Mona Dagestad, deposit was paid and refund due. **Motion** by Bob Kleinschmidt to approve the agenda with changes. Seconded by Steve Pemble, motion carried.

ADMINISTRATIVE RESOLUTION:

An outline of how meetings should be ran that was presented at the last meeting. Sherwood asks if board wants to move ahead with adapting the resolution or take more time to review as it is in draft form.

Motion made by Bob Kleinschmidt to table until next meeting. Seconded by Jim Lyle, motion carried.

CLERK:

Clerk Shannon Skime has submitted her resignation. Sherwood would have preferred to address her letter of resignation at the next meeting in order to have her assistance with the town business however issues with head judges for the general election have come up. There is a question on the ballot regarding the clerk position and would otherwise exclude Shannon from serving as an election judge. Her resignation is being addressed to allow for her to be appointed as a head judge for the election. **Motion** with regret made by Mike Sherwood to accept the clerk's resignation. Seconded by Steve Pemble, motion carried.

TREASURER REPORT:

Treasurer Pemble provided her reports. Her reports are attached and are hereby made part of these minutes. Copies were made available to those in attendance. Pemble noted a rate of .445 on a certificate that renewed on September 19th.

REVIEW VOUCHER/CLAIMS:

Motion made by Bob Kleinschmidt to review the vouchers. Seconded by Steve Pemble, motion carried. The Board reviewed the vouchers and claims prepared by the clerk.

CONSENT AGENDA:

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

1. **Claims Lists for Approval Checks 7560-7569 / Net payroll list Checks 7555-7559
Check #7564 replaces #7540 written in error to North Country Business Products
instead of North Country 1st Responders**
2. **Meeting Minutes of September 25, 2012**
3. **Treasurers Reports**

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After review, the meeting is called back to order. **Motion** to approve the consent agenda made by Bob Kleinschmidt. Seconded by Jim Lyle, motion carried.

Mona Dagestad had made a request for copies of claim lists of paid vouchers for March thru September and it was estimated to cost \$60. The actual cost was \$33.30 and she is owed a refund of \$26.70. **Motion** made by Steve Pemble to approve refund. Seconded by Jim Lyle, motion carried.

TOWN HALL/GROUNDS:

Wayne Hoff had a musical/arts recital on October 6 and it was very well attended. He was also at the special meeting on October 16 and presented on restoration of the town hall. The special meeting on October 16 was specific to the town hall ballot question and gave information on costs to refurbish the current town hall and building a new town hall.

Jim Lyle reports Don Schubbe is finished with the headstone project. He also reports there are no fall projects scheduled with the cemetery and that there is nothing to report on the fencing issue.

Bob Kleinschmidt did a rough estimate on the picnic shelter but no quotes from any contractors yet. Will carry the issue over to next month meeting when he has more information on the costs.

ROAD ISSUES/UPDATE:

Bob Kleinschmidt reports on road issues. He reviewed the Helga Township certified road mileage map and submitted it to Hubbard County with a copy to the town clerk. Cleared brush at the stop and stop ahead signs at the intersection of 470th and Co. Rd. 36 westbound. Replaced the W1-7(double headed arrow) and raised the stop sign at 255th and 470th intersection. Removed a minimum maintenance sign on 470th east of Co. Rd. 36 as it is now a regularly maintained road. Extended the snowplowing agreement with Vogt Dirt Service into 2013. Reviewed the picnic shelter bracing with a local contractor and there is a plan in place for that. Have developed a gravel plan for 2013 that will bill thru the county. Sherwood inquires if there has been any response to the storm damage assistance from the state. Kleinschmidt states he submitted \$7,600 in claims and hasn't heard anything back yet.

RURAL FIRE ASSOCIATION:

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

The fire report tells what the fire department has been doing for the last thirty days. Previously the Board had passed a resolution supporting a fire district which includes the city of Bemidji as well as the rural associations. It is now being asked for letter of support for legislature to allow the fire department to assess all properties whether vacant or non-vacant. Sherwood recommends to address the matter at next month meeting.

PLANNING COMMISSION:

Open position. No expressed interest as of yet. November meeting will be cancelled due to lack of agenda items or issues.

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LUA UPDATE & CUP ISSUES:

LUA Jim Baruth reports there are five items.

Mike and Tonya Sherwood – request to build 20x20 pole building. The paperwork is in order and the fee has been paid. Sherwood abstains from vote. **Motion** to approve request made by Jim Lyle. Seconded by Bob Kleinschmidt, motion carried.

John Sheffield/AJ Sheffield Construction – request to build 32x70 home with attached garage. The paperwork is in order and the fee has been paid. **Motion** to approve request made by Bob Kleinschmidt. Seconded by Steve Pemble, motion carried.

Tara and Marcus Weidner - request to build 64x68 home with attached garage. The paperwork is in order and the fee has been paid. **Motion** to approve request made by Steve Pemble. Seconded by Jim Lyle, motion carried.

Eric Samuelson – request to build 58x66 home with attached garage. The paperwork is in order and the fee has been paid. **Motion** to approve request made by Jim Lyle. Seconded by Steve Pemble, motion carried.

Thomas Trepanier – request to build 30x60 pole building. The paperwork is in order and the fee has been paid. **Motion** to approve request made by Steve Pemble. Seconded by Jim Lyle, motion carried.

Thomas Trepanier – is also requesting approval to subdivide family estate into 7.5 acre and 13.3 acre parcels to submit to county. **Motion** to approve request to subdivide made by Jim Lyle. Seconded by Bob Kleinschmidt, motion carried.

Kathleen and Bernie Berg – request to subdivide 5 acres from their 15 acres. **Motion** to approve request to subdivide made by Bob Kleinschmidt. Seconded by Steve Pemble, motion carried.

Baruth has one other application request he is working on. The resident on Union Rd presented a Hubbard County permit application and a check payable to Hubbard County and the foundation has already been started. The paperwork is in order but the permit and check have to be resubmitted.

Sherwood states he had gotten a call regarding Skime/Clay issue and some dirt removal. Baruth states he talked to Gary Skime and no work had been started. Don Clay in the audience states dirt was not removed from his place but dirt was brought in. Baruth to follow-up with Gary Skime. Baruth also to follow-up with Doug Crosby and offer an extension of the permit for the temporary trailer if the home is not done.

Fisher Violations - No report

Doug Crosby - In litigation, no report

ELECTION ISSUES:

Previously allegations made against clerk and deputy clerk during the primary election. A conversation from county attorney Don Dearstyne has cleared the deputy clerk to serve as a judge for the general election. It is anticipated any remaining issues will be resolved shortly. Fadness reports no other election news. With Shannon Skime's resignation as clerk, Mike Sherwood would like to appoint Shannon Skime and Bobbi Fadness as head judges. Silas Hooker asks who will serve as clerk with Shannon's resignation. Sherwood responds that it will be left open for now until after the election. There are four board member seats up for re-election and also the clerk position itself is on the ballot. Silas asks if the ballot question

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does not pass if there would be a special election. Sherwood responds no, someone would be appointed to fill out the term. It could be an option to appoint an office manager in the interim. **Motion** made by Mike Sherwood to appoint Shannon and Bobbi as head judges for November 6 general election. Seconded by Steve Pemble, motion carried.

OTHER:

Allegations were made against the Board for violating the open meeting law. Sargent Olson's report has been filed with the county attorney office and it is expected the matter will be resolved soon.

The Board of Canvas Meeting has been scheduled for November 13 to certify the election results. The elected officials will take office on January 7, 2013. Sherwood states whether there is special meeting on January 7 to swear in those officials or if it is held over until the Board meeting in January is not known yet. He will have that information for the next Board meeting.

Mona Dagestad asks about the clerk qualifications and what the difference is in qualifications of an elected position versus appointed position. Sherwood responds that the only qualification for an elected position is that the person be a township resident. An appointed position allows for qualifications of the job duties itself.

Sherwood reads thru Doug Crosby request to have items added to the agenda. The request is tabled until Mr. Crosby is present. **Motion** made by Steve Pemble to table request. Seconded by Jim Lyle, motion carried.

ADJOURNMENT:

Motion made by Steve Pemble to adjourn the meeting. Seconded by Jim Lyle, motion carried.

Meeting adjourned at 8:24pm.

Respectfully Submitted

Bobbi Fadness, Deputy Clerk

Mike Sherwood, Vice Chairman

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TREASURER'S REPORT
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TruStar Bank Bank Balance Sept 1, 2012 to Sept 30, 2012

Bank Statement Business Checking 9/1/12	\$ 201,683.67	
33 Drafts Cleared in the Amount of	-\$ 20,502.11	
6 Building Permits	+\$ 400.00	
Capital/Stock Credits /		
Paul Bunyan Communication & Bemidji Coop	+\$ 223.91	
Checking Dividend Deposit	<u>+\$ 7.09</u>	
Bank Statement Balance / Checking 9/30/12	\$ 181,812.56	
(Outstanding Checks	-\$ 24,845.48)	
Helga Twsp Checking Balance on 9/30/12		\$ 156,967.08
Money Market Savings		\$ 96,498.01
Savings Account		\$ 2,830.78
6 Certificates		<u>\$182,916.63</u>
TOTAL OF HELGA TOWNSHIP ACCOUNTS		\$439,212.50

Respectfully Submitted by:

Marilyn Pemble
Helga Township Treasurer

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FUND ACTIVITY FOR SEPTEMBER

CHECKING / MONEY MARKET

<u>ENDING BALANCE</u> <u>NAME OF FUND</u>	<u>BEGINNING</u>			
	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<u>CHECKING</u>				
General Fund	\$ 11,606.35	\$ 795.47	\$ 17,485.74	(\$
5,083.92)				
Gas Tax Fund	\$ 36,880.07	\$ 0.00	\$ 0.00	\$
36,880.07				
Road & Bridge Fund	\$ 129,864.18	\$ 193.84	\$ 8,789.94	
\$121,268.08				
Fire Fund	(\$ 17,760.85)	\$ 21.20	\$ 21.20	(\$
17,760.85)				
Cemetery Fund	\$ 19,927.27	\$ 6.28	\$ 296.19	\$
19,637.36				
Town Hall Fund	\$ 2,026.34	\$ 0.00	\$ 0.00	\$
2,026.34				
Excess Funds (\$ Market)	\$ 96,398.06	\$ 99.95	\$ 0.00	\$
<u>96,498.01</u>				
TOTALS	\$ 278,941.42	+\$ 1,116.74	-\$	
26,593.07	\$253,465.09			

INVESTMENTS

<u>ENDING BALANCE</u> <u>NAME OF FUND</u>	<u>BEGINNING</u>			
	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSED</u>	<u>OF</u>
<u>INVESTMENTS</u>				
General Fund	\$ 90,263.37	\$ 63.60	\$ 0.00	\$
90,326.97				
Gas Tax Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				
Road & Bridge Fund	\$ 53,372.46	\$ 193.84	\$ 0.00	\$
53,566.30				
Fire Fund	\$ 30,087.79	\$ 21.20	\$ 0.00	\$
30,108.99				
Cemetery Fund	\$ 8,908.09	\$ 6.28	\$ 0.00	\$
8,914.37				
Town Hall Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$
0.00				

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Center Board (Savings)	\$ 2,829.86	\$ 0.92	\$ 0.00	\$
<u>2,830.78</u>				
TOTALS	\$185,461.57	+\$ 285.84	-\$ 0.00	
\$185,747.41				

**TOTAL OF HELGA TOWNSHIP
ACCOUNTS** **\$439,212.50**