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Helga Township  
Regular Board Meeting  
Minutes  
December 18, 2012

**PRESENT:** Chairman Mike Sherwood, Supervisors Bob Kleinschmidt, Jim Lyle and Steve Pemble,  
Treasurer Marilyn Pemble, Clerk Sue Adkins-after appointment

**Absent:** Supervisor Mike Smith

Meeting was called to order at 7:10pm. The pledge of allegiance was recited.

**Clerk Position:**

A. The clerk position has become an appointed position after the past election and will report directly to the board. There was discussion of appointing Sue Adkins as the new clerk. The position would pay the same compensation as the previous clerk at a \$550 stipend per month, plus \$50 per meeting and \$25 per drafted minutes and an additional \$15 an hour if there is additional work outside the normal duties.

**Motion** made by Bob Kleinschmidt to appoint Sue Adkins as the new clerk. Seconded by Steve Pemble, motion carried.

B. Bank Accounts; A Letter of Authorization from the board was given to Sue Adkins for her to be added as signer on the account and the safety deposit box at TruStar. Safety deposit keys are at TruStar and Bob Kleinschmidt has one.

C. Irene Bright was hired to clean up the books and do year end. She has gone over the township books and brought them up to date. Bob Kleinschmidt commented that she has stated things seem to be in good order. One issue was found that the W2s were not filed electronically and the township has received notice of a \$700 fine. Bob will check into appealing the fine. It will need to be paid by January 28<sup>th</sup>. Also, there is a discrepancy between the IRS and Social security, Bob will follow up.

**Approval of Agenda**

Motion to accept agenda by Jim Lyle. Second Steve Pemble, motion carried.

**Consent Agenda:**

A. Treasurer's Report was presented by Marilyn Pemble. Board recessed to review vouchers.

B. Claims list was presented with voucher # 7605-7616 and payroll checks #7617-7619.

**Motion** by Jim Lyle to approve consent agenda with the exception of check #7607 for the \$700 fine to the IRS that Bob Kleinschmidt is following up on. Second by Steve Pemble, motion carried.

C. Prior Meeting Minutes reviewed

**Motion** by Jim Lyle to approve. Second by Steve Pemble, motion carried

D. Mike Smith has resigned as supervisor

**Motion** made by Steve Pemble to except the resignation. Seconded by Bob Kleinschmidt, motion carried

**LUA Update & CUP issues:**

A. The Crosby litigation has been pushed back 90 days – the new board will act

B. Fisher Violations- nothing to report

C. Jim Baruth's has turned in a letter of resignation effective today. He turned in files and there were no outstanding applications.

**Motion** made by Steve Pemble to except the resignation. Seconded by Jim Lyle, motion carried

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**Doug Miller/License Renewal**

Doug turned in application for Jan-Dec 2013 license

**Motion** made by Steve Pemble to approve. Seconded by Jim Lyle, motion carried

**Approval of Special Meeting Agenda:**

Discussion with the incoming board regarding any other items or changes to the draft agenda, Jan 7th. The appointment of the open supervisor position has been added to the agenda from the last discussion. Agreement that it can be posted as is.

**Motion** made by Steve Pemble to accept special meeting agenda, Jan 7<sup>th</sup>, 2013. Second by Jim Lyle, motion carried

Clerk will call the Special meeting to order before appoint of new board. Judge Melby will perform oath of office.

**New Clerk:**

A. A notary stamp will be needed by the new clerk.

**Motion** was made to authorize the purchase of the stamp by Steve Pemble. Second by Jim Lyle, motion carried

B. Irene is available to do training for the clerk and incoming treasurer.

**Motion** made by Steve Pemble to authorize Sue Adkins and Jeannie Porter to set up clerk and treasurer training with Irene with the township picking up the expense. Seconded by Bob Kleinschmidt, motion carried

**Road Report:**

Bob Kleinschmidt gave the report. Bob and Don Clay had driven the roads and discussed condition. Bob will be gone part of the winter and another person will be needed to take charge of the roads in his absence. Bob and Don will set up a meeting with Dale Vogt to discuss the winter maintenance. A new snowplow form was given to Dale. Dale's contract will be up in the spring at the township's discretion. Bob has contacted the county regarding dates for gravel and chloride and is waiting to hear back. We will need to get bids for grading. There is no new information on storm damage.▲

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**Rural Fire:**

There is a vacancy that will need to be filled. Mike Sherwood read a report from the Fire Association noting that our public protection rating has improved which should result in better insurance rates. They will be putting in a substation at a later date that should also help our rates

**Townhall:**

A. The recount came up with the same results as election night. The cost came in at 184.16 and we have received a refund for the difference in the \$300 check we sent them.

B. The picnic shelter is still being worked on.

C. The furnace needs to be cleaned. Mike Sherwood will contact Higgins to do the cleaning. We should be using propane now instead of electric.

D. Straw also needs to be put over the septic system. Jim Lyle will get some on there.

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**Cemetery:**

No report

**Township Website:**

Site is still down and Mike Sherwood has not heard back from Troy Glass regarding issues. He has not been authorized to do any rebuilding that would have a cost. The new board is considering finding someone else.

**Planning & Zoning:**

A. January 2<sup>nd</sup> meeting is cancelled. A notice will be posted of cancellation

B. Todd Scofield submitted his resignation from Planning and Zoning, leaving 2 open positions.

**Motion** by Mike Sherwood to accept the resignation. Second by Jim Lyle, motion carried.

**Correspondence:**

Embridge sent information on their plans for expansion to increase capacity

Christmas card from Karvakko Engineering

Next regular board meeting, January 22<sup>nd</sup>, 2013

**ADJOURNMENT:**

**Motion** made by Jim Lyle to adjourn the meeting. Seconded by Bob Kleinschmidt, motion carried. Meeting adjourned at 7:55pm.

Respectfully Submitted

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*Sue Adkins, Clerk*

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*Mike Sherwood, Chairman*