

Helga Township
Special Meeting for Township Board of Supervisors
Minutes of
January 7, 2013

PRESENT:

Supervisor Bob Kleinschmidt, Donald Clay, Mark Lawyer, Jeff Schussman, Clerk Susan Adkins, Treasurer Jeanie Porter
Judge Melby was present to swear in the new officers

OATH OF OFFICE NEW OFFICERS:

Judge Melby swore in Supervisor Bob Kleinschmidt.
Bob called the meeting to order at 7:02pm.

The Pledge of Allegiance was recited.

Judge Melby then swore in remaining new officers.
Supervisors; Donald Clay, Jeff Schussman, Dale Berglund
Treasurer Jeanie Porter

OPEN TOWNSHIP SUPERVISOR POSITION:

Motion made by Bob Kleinschmidt to appointment Mark Lawyer to the vacant supervisor position, Seconded by Don Clay, motion carried
Judge Melby swore in Supervisor Mark Lawyer

ELECTION OF OFFICERS:

Motion made by Jeff Schussman to appoint Don Clay as the Chair, Seconded by Dale Berglund, motion carried.

Motion made by Mark Lawyer to appoint Dale Berglund as Vice Chair, Seconded by Jeff Schussman, motion carried.

BOARD ASSIGNMENTS:

It was discussed that new members should attend the township association meets.

Road Supervisor; **Motion** made by Don Clay to appoint Bob Kleinschmidt to Road Supervisor, Seconded by Jeff Schussman, motion carried.

Cemetery Supervisor; **Motion** made by Don Clay to appoint Jeff Schussman to Cemetery Supervisor, Seconded by Dale Berglund, motion carried

Building Supervisors; **Motion** made by Bob Kleinschmidt to have a couple supervisors work on the townhall to check on it and to work with historical committee. Don Clay and Dale Berglund to be appointed, Seconded by Jeff Schussman, motion carried. **Motion** by Jeff for 150 gallons of Fuel to be ordered. Seconded by Dale Berglund, motion carried.

Equalization Supervisors; **Motion** made by Don Clay to appoint Bob Kleinschmidt and Mark Lawyer to attend equalization training, Seconded by Jeff Schussman, motion carried. Tentative meeting date April 11th, 2013.

MEETING DATES & TIMES:

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Annual Meeting: March 12th, 2013

Budget Meeting: March 5th, 2013

Board of Audit: February 19th, 2013

Regular Board Meetings will be held on the 4th Tuesday of the month, 7:00

Motion made by Don Clay to accept dates, Second by Bob Kleinschmidt, motion carried

COMPENSATION:

It was discussed to keep the same compensation as last year which is \$50 a meeting attended, mileage and \$15 an hour for additional work performed beyond normal duties for Supervisors, Treasurer and Clerk. Also the clerk will receive a \$550 a month stipend and \$25 for minutes produced.

Motion made by Dale Berglund to keep the same compensation, Second by Bob Kleinschmidt, motion carried

BANKING ARRANGEMENTS:

Motion made by Dale to keep Tru Star as the township bank, Seconded by Bob Kleinschmidt, motion carried.

Motion made by Jeff Schussman to have Don Clay, Bob Kleinschmidt, Jeanie Porter and Sue Adkins as signers on the accounts. Seconded by Dale Berglund, motion carried.

Clerk will draw up an authorization letter for the new signers to take with them to Tru Star

TOWNSHIP POSTING LOCATIONS:

It was discussed that the township has another glass case that could be set up in the southern section of the township for ease of people that live in that area. But it would need to be set up.

Motion made by Don Clay to keep the Town Hall and Fugates until a later date. Seconded by Jeff Schussman, motion carried.

TOWNSHIP NEWSPAPER:

It was discussed that the Pioneer is the current paper and maybe the Buyline could be utilized instead or use both. There would be additional cost to advertise in two.

Motion made by Bob Kleinschmidt to keep the Bemidji Pioneer as the township newspaper. Seconded by Don Clay, motion carried.

LAND USE ADMINISTRATOR:

Discussion to table the LUA for now but who would handle anything that comes up now. Since the next meeting is only two weeks it should be alright to wait.

Motion made by Don Clay to table. Seconded by Dale Berglund, motion carried

Tabled

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PLANNING & ZONING:

Motion made by Don Clay to table. Seconded by bob Kleinschmidt, motion carried.

ATTORNEY:

It was discussed that Kennedy and Graven is the current attorney. A letter was read by Don Clay from Steve Bolton Law Office, showing interest to become the new attorney and that his cost is \$185 hour. He was previously the Helga Township Attorney and he is out of Park Rapids instead of the cities.

Motion made by Bob Kleinschmidt to table, further discussion was held on needing to get someone on board. Discussion on making sure we have all of the records on current claims and obtaining it from current attorney.

Motion made by Don Clay to start the process to hire Bolton and have him obtain documents from Kennedy and Graven. Seconded by Mark Lawyer, motion carried. Don will call Steve Bolton regarding coming to a closed meeting on January 22nd, 2013 to discuss the position. Clerk will also send a letter of interest to Steve Bolton.

CEMETERY:

The Helga Cemetery is currently being handled by Jean Williams at Greenwood Cemetery. It would be a good idea to bring it back into the township to maybe have the clerk handle the lots. It was discussed as to what that would be involved in the duties and what format the current records are in. Jean is very reasonable and does meet the people at our cemetery. The township might have to purchase software if they took it over. Sue Adkins will contact Jean and see what it involves.

Motion made by Don Clay to table until there is more information. Seconded by Bob Kleinschmidt, motion carried.

TOWNSHIP WEBSITE:

The current website is still down and there has no contact from Trust Technology regarding it and there was no backup. Discussion regarding obtaining a new web administrator and that Russ Nickerson from Guthrie Township may have some information. Also Joanna Olson-Hammer has an administrator for their business that is good.

Motion made by Bob Kleinschmidt for Don Clay and Jeff Schussman to get information and quotes Seconded by Mark Lawyer, motion carried.

YEAR END WORK PLAN:

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- A. W2s: Bob sent a letter to the IRS to wave the \$700 fee, has not head back but will check into it.
Sue Adkins, clerk has started process to obtain online accounts to transmit this year's W2s and reports. Sue stated she may need a signed authorization form the board.
Motion made by Jeff Schussman to have a letter of authorization written and signed by the board if needed for Sue to obtain the accounts. Seconded by Bon Kleinschmidt, motion carried
- B. Board of Audit
Will be held on February 19th, 2013, 6:00 pm
- C. 2013 Budget
Will be held on March 5th, 2013, 7:00 pm
- D. Annual Meeting
Scheduled for March 12th the time will be determined at a later date

Keys:

Keys will be made for the new supervisors

Roads:

Conditions of roads and road contracts were discussed.

ADJOURN MEETING:

Motion to adjourn made by Jeff Schussman. Seconded by Mark Lawyer, motion carried.
Meeting adjourned at 8:05 pm.

Respectfully Submitted,

Susan Adkins, Deputy Clerk

Donald Clay, Chairman