



Minutes

Helga Township Special Meeting Board of Supervisors

Organizational Meeting January 7th, 2025

Present- Supervisors: Don Clay, Kip Reinarz, Harrison Hicks, Keith Kinnen, Joanna Olson- Hammerstrom (via Meets), Earl Dagestad

Clerk: Kathy Skinner, Treasurer: Alicia Mueller, Property Manager: Becky Reinarz

P and Z: Dana Gelately, Kurt Fenner

Pledge of Allegiance – 7pm

Earl Dagestad and Harrison Hicks sworn in.

Assign Duties for Supervisors

Keith Kinnen made a motion for Kip Reinarz to be board chair. Seconded by Harrison Hicks. Motion carried unanimously.

Harrison Hicks made a motion for Keith Kinnen to be vice board chair. Seconded by Kip Reinarz. Motion carried unanimously.

Kip Reinarz made a motion for Keith Kinnen to be Land Use Administrator. Seconded by Harrison Hicks. Motion carried unanimously.

Joanna Olson-Hammerstrom made a motion for Harrison Hicks to be the BRFA Representative. Seconded by Keith Kinnen. Motion carried unanimously.

Kip Reinarz made a motion for Keith Kinnen to be Road Supervisor. Seconded by Harrison Hicks. Motion carried unanimously.

Kip Reinarz made a motion for Earl Dagestad to be Assistant Road Supervisor. Seconded by Harrison Hicks. Motion carried unanimously.

Joanna Olson-Hammerstrom made a motion for Kip Reinarz to be the Nary Heritage Park Supervisor. Seconded by Keith Kinnen. Motion carried unanimously.

Harrison Hicks made a motion for Joanna Olson-Hammerstrom to be Town Hall Supervisor. Seconded by Earl Dagestad. Motion carried unanimously.



Joanna Olson-Hammerstrom made a motion for Kip Reinarz to be the Cemetery Supervisor. Seconded by Harrison Hicks. Motion carried unanimously.

Harrison Hicks made a motion to appoint Becky Reinarz as deputy clerk. Seconded by Keith Kinnen. Motion carried unanimously.

Assign Check signing authority

Kip Reinarz made a motion to give check signing authority to Kip Reinarz, Keith Kinnen, Kathy Skinner, and Alicia Mueller. Seconded by Harrison Hicks. Motion carried unanimously.

Set Pay for Township employees

❖ Treasurer Pay

Kip Reinarz made a motion to pay the treasurer \$35 per hour and \$65 per meeting. Seconded by Harrison Hicks. Motion carried unanimously.

❖ Clerk Pay

Kip Reinarz made a motion to pay the clerk \$1000 per month for the first 40 hours, then \$25 per hour. \$65 per meeting. Seconded by Harrison Hicks. Motion carried unanimously.

❖ Deputy Clerk

Kip Reinarz made a motion to pay the deputy clerk \$25 per hour and \$65 per meeting and \$50 for taking minutes. Seconded by Harrison Hicks. Motion carried unanimously.

❖ Election Worker

No motion. Will not need in 2025

❖ Ice Rink Attendant

Kip Reinarz made a motion to pay the rink attendant \$15 per hour. Seconded by Harrison Hicks. Motion carried unanimously.

❖ Permit fees and Land Use Administrator pay

Kip Reinarz made a motion to pay the Land Use Administrator \$30 per hour and compensation for clerical expenses. Seconded by Harrison Hicks. Motion carried unanimously.

Kip Reinarz made a motion to set fees for Conditional Use Permits at \$600. Seconded by Earl Dagestad. Motion carried unanimously.



Kip Reinarz amended the above motion to include Interim Use Fee, Road Petition Fee, Variance Fee and Zoning Amendment fee. All of these fees are \$600. Seconded by Keith Kinnen. Motion carried unanimously.

❖ **Property Manager**

Kip Reinarz made a motion to pay the property manager \$30 per hour and \$65 per meeting. Seconded by Harrison Hicks. Motion carried unanimously.

❖ **General Township Labor**

Kip Reinarz made a motion to pay general township labor and training pay at \$30 per hour.. Seconded by Keith Kinnen. Motion carried unanimously.

❖ **Supervisor meeting pay**

Kip Reinarz made a motion to pay Supervisors \$65 per meeting. Seconded by Harrison Hicks. Motion carried unanimously

❖ **Planning and zoning commission pay**

Kip Reinarz made a motion to pay the Planning and Zoning Commission, property manager, and Treasurer \$65 per meeting. Seconded by Harrison Hicks. Motion carried unanimously

Motion amended by Kip Reinarz to include BRFA Representative. Seconded by Earl Dagestad. Motion carried with 4 yays, Harrison Hicks abstained.

❖ **Mileage pay.**

Kip Reinarz made a motion to pay mileage at the federal rate(0.70 per mile). Seconded by Harrison Hicks. Motion carried unanimously

❖ **Grader Operator**

Kip Reinarz to pay the grader operator \$40 per hour. Seconded by Earl Dagestad. Motion carried unanimously.

Clarify meeting pay for Conditional Use Permits:

Kip Reinarz made a motion that each CUP application is a separate meeting and pay is per meeting.. Seconded by Harrison Hicks. Motion carried with 4 yay and 1 nay.

Set day/time for monthly

● **Board meetings**

Kip Reinarz made a motion that regular board meetings will occur on the fourth Tuesday of the month, except for December(December 16), at 7 pm. Seconded by Harrion Hicks. Motion carried unanimously.



Set date for Budget Meeting

Kip Reinarz made a motion that the Budget meeting will be Tuesday February 18, 2025 at 7 PM. Seconded by Keith Kinnen. Motion carried unanimously.

Set date for Annual Meeting

Kip Reinarz made a motion that the Annual Meeting will be Tuesday March 11, 2025 at 7 PM. Seconded by Keith Kinnen. Motion carried unanimously.

Legal Notice posting

Kip Reinarz made a motion that the Bemidji Pioneer and Helga Township Website and the Posting Board outside the Hall entrance will be the legal notice posting venues for 2025. Seconded by Keith Kinnen. Motion carried unanimously

Fire Rep Resolution

Kip Reinarz made a motion that Harrison Hicks will be the Helga Township BRFA Representative for 2025 and that Earl Dagestad will be the Alternate Representative. Seconded by Keith Kinnen. Motion carried unanimously

Discussion about the road tour.

No motion. All agreed that all board members should be on the tour in the spring.

Kip Reinarz made a motion to adjourn the meeting at 9:01 PM. Seconded by Harrison Hicks. Motion carried unanimously

A blue ink signature of Kathy Skinner, written in a cursive style, positioned above a horizontal line.

Kathy Skinner, Clerk

A blue ink signature of Kip Reinarz, written in a cursive style, positioned above a horizontal line.

Kip Reinarz, Chairman