

# Helena Township Board of Supervisors Regular Monthly Meeting Minutes

Minutes of December 8, 2022 | New Prague Fire Hall

- Call to Order** Regular Monthly Meeting was called to order by Chairman Nytes at 6:00 p.m. The Pledge of Allegiance was recited.
- Present** Chairman Edward Nytes, Supervisor Duane Deutsch, Supervisor John Wermerskirchen, Clerk Heather Taylor DuCharme, Deputy Clerk DeAnn Croatt, Treasurer Nathan Hutton, and Road Overseer Jeff Haag were present in person. Jeff Klehr was present for part of the meeting.
- Minutes** Nytes advised the agenda incorrectly stated October minutes would be reviewed and approved. The agenda should have stated November minutes to be reviewed and approved. On motion by Wermerskirchen/Deutsch, the November Regular Monthly Meeting Minutes and November Workshop Minutes were approved as presented; carried unanimously.
- Claims Paid** Deutsch advised he would bring a check for \$30 to the next meeting to reimburse the Township for the MAT Conference meal for his guest. Treasurer and Clerk to check records to make sure \$30 was billed by MAT and paid to MAT and follow up with Deutsch before next meeting. Wermerskirchen asked whether Art Johnson Trucking claim for WCLD was invoiced and paid. Treasurer advised \$4,440 was invoiced by Art Johnson Trucking and paid in November 2022. After review of invoices/claims and on motion by Wermerskirchen/Deutsch, claims were approved for payment; checks 6568-6606 and four ACHs totaling \$65,313.11 were approved for payment; carried unanimously. Roll call vote by Taylor DuCharme: Nytes – yes; Deutsch – yes; Wermerskirchen – yes.

Check#	Amount	Payee	Reason/Purpose
6568	\$259.74	Bryan Rock Products, Inc.	Gravel
6569	\$4,432.00	Klehr Grading & Excavating	Grading
6570	\$70.00	Laker's New Prague Sanitary	Sofas
6571	\$327.62	The Ettlins Café	Elections
6572	\$495.00	Maximus Marketing Mgmt	Website Maintenance
ACH	\$380.43	First Bank & Trust	CC - Clerk and RO expenses
ACH	\$613.00	MN Department of Revenue	State Taxes
ACH	\$1,335.00	PERA	DCP
ACH	\$3,852.93	US Treasury	Federal Taxes
6573	\$1,036.00	MATIT	Insurance
6574	\$86.52	SW Newsmedia	publication of notice
6575	\$3,695.00	Axeman Services LLC	Tree removal - St. Benedict/250 <sup>th</sup>
6576	\$400.00	Steve Rynda Const. & Landsc.	Mowing road ditches
6577	\$75.00	JAAC LLC	865SMD
6578	\$18,876.20	Gopher State Seal Coat	Seal coating

6579	\$6,624.38	Hakanson Anderson	MarDen & General Engineering
6580	\$295.00	Matt Freidrich	Overpayment of Assessment
6581	\$3,630.00	Art Johnson Trucking, Inc.	Snow Removal and Chipping
6582	\$1,700.00	Cedar Lake Township	Baseline Blvd Maintenance 2022
6583 – 6589	\$13,289.29	Officers and Employees	Salary, Mtg., Reimbursements
6590-6606	\$3,840.00	Election Judge Pay	Election

**Road  
Overseer  
Report**

1. Stop sign on Alton Avenue raised to specified height.
2. Tom Johnson contacted Haag and Nytes regarding Klehr completing additional grading on 270<sup>th</sup> Street. Nytes advised Johnson to grade if necessary. Klehr completed grading before Johnson. Effect of temperatures on road conditions for grading was discussed.
3. Resident on Naylor called Haag and Nytes regarding snowplow to appropriate area. Haag called Johnson regarding proper area to snowplow.
4. Resident called Haag regarding 240<sup>th</sup> Street concerned about snowplow blade making contact with driveway. Haag went to look at driveway but the snow was gone and there was no evidence of contact with snowplow blade. Haag confirmed with Johnson that blade not used on driveway.
5. Resident called Haag regarding snowplowing on WCLD. Resident concerned about slush remaining on after snowplowing. Haag went to look at the road several times over a couple of days and confirmed slush gone and no cars (rear wheel drive in particular) having trouble on hill.

**Old Business**

1. Taylor DuCharme and Croatt updated Board regarding 12/5/2022 Cedar Lake Township meeting discussion about camper cabins, Scott County Parks driveway permit, and road access issues (CR2, Juniper, and future driveway for camper cabins).

**New Business**

1. Nytes discussed call he received from Tom Johnson about resident in another township not knowing that using rock chips on icy/snowy roads has been a common practice for decades.
2. Taylor DuCharme updated Board regarding:
  - a. ROW permit by GMG for Camber,
  - b. Scott County assessment list and 2<sup>nd</sup> half property tax payments.
  - c. Resident contact to verify meeting for in person attendance for KLM project.
  - d. IRS notice confirming address change to PO Box.
  - e. SAM renewal issues and status.
  - f. Reports (sheriff, code enforcement information, building permits, ORI).
  - g. MAT-U classes and registration.
  - h. MAT Capitol Day (Taylor DuCharme approved to attend).
3. Supervisors advised Taylor DuCharme to schedule, post, and publish for annual audit meeting for 2/15/2023 at 5 p.m. at the New Prague Fire Hall followed by a workshop at 5:30 p.m.
4. Discussed posting board at ballfield.

- Other Business**
1. Jeff Klehr discussed road conditions, grading, and gravel with Supervisors as well as gravel quality at different gravel pits.
  2. Review of Township Insider fall edition. Haag asked about obtaining a copy. Taylor DuCharme advise Haag she would provide her copies to him after reviewing them.
  3. Review of Township Tuesday updates by Croatt including Capitol days, ARPA funds, and chainsaw certification.
  4. Update regarding MAT supervisor, clerk, and treasurer training availability. Hutton and Taylor DuCharme did not attend in person training in Rochester due to inclement weather. Taylor DuCharme obtained materials from MAT. Additional training opportunities may be available at a later date.
  5. Taylor DuCharme advised Board of MAT email regarding grant funding by partnership between Blue Cross Blue Shield and National Wellness Campaign for wellness and fitness.
  6. Wermerskirchen advised Board of for sale signs at AA Endeavors planned building sites. Board discussed that no county approval of any plats has been received to date. Also discussed lot fee amounts and that lot fees are due before Township signs off on plat approval.

**Treasurer Report**

1. Hutton reviewed bills paid, Treasurer’s Report, interest received year to date, and escrow account balances and payments for projects. Discussed escrow balance for Faithpoint for expected sealcoating costs.
2. Hutton advised of property tax deposit correction on report.
3. Hutton requested Supervisors approve transfer of \$35,000 from savings to checking. On motion by Wermerskirchen/Deutsch, transfer of \$35,000 from savings to checking was approved; carried unanimously.
4. On motion by Deutsch/Wermerskirchen, Treasurer’s Report was accepted as presented; unanimously carried.
5. Use of ARPA funds for projects and election costs discussed and approved. Hutton to reallocate payments for (a) election judge pay, website maintenance, and election costs/ expenses (credit card and other) from general fund to ARPA fund and (b) sealcoating from R&B fund to ARPA fund. Reallocation of the general fund amounts to the ARPA fund avoids any overspend from the general fund. ARPA funds remaining after reallocation approximately \$131,000.

**New Receipts**

Date	Amount	Payor	Purpose/Reason
11/1/2022	\$ 5,000.00	VonBank	MarDen Special Assess.
11/2/2022	\$ 4,705.00	Veit/Lee	MarDen Special Assess.
11/9/2022	\$ 5,000.00	Friedrich	MarDen Special Assess.
11/10/2022	\$ 210.30	State of Minnesota	ORI
11/21/2022	\$ 5,400.00	Northstar Title	WCLD Special Assmt.
11/30/2022	\$ 221.53	Riverland Bank	Optima Interest
11/30/2022	\$ 207.43	First Bank & Trust	Interest
12/1/2022	\$ 5,400.00	SC&T - Rynda	WCLD Special Assmt.
12/1/2022	\$ 228,247.51	Scott County	2nd half tax

**Continuation** At 7:50 p.m. on motion by Wermerskirchen/Deutsch, the meeting was continued to Wednesday 12/21/2022 for a Workshop at 5 p.m.; unanimously carried.

Respectfully submitted

Approved

  
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Heather Taylor DuCharme, Clerk

  
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John Wermerskirchen, Chairperson