

**Township of Helena Board of Supervisors | Regular Monthly Meeting**  
**New Prague Fire Conference Room | 7:00 PM • June 1, 2017**

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<b>Call to Order</b>	The Regular Monthly Meeting of the Helena Township Board of Supervisors was called to order at 7:00 PM by Chair Wermerskirchen at the New Prague Firemen's Conference Room. Pledge of Allegiance was said.
<b>Officers Present</b>	Chair John Wermerskirchen, Supervisor Duane Deutsch, Treasurer Pat Lambrecht and Clerk DeAnn Croatt.
<b>Others Present</b>	Jeff Klehr, Doug Johnson
<b>Minutes</b>	On a motion by Wermerskirchen/Deutsch the Minutes from the May Regular Monthly Meeting and Workshop were approved as presented; carried 2:0:1 (Nytes).
<b>Building Permit</b>	<p>The following building permits were processed by Scott County:</p> <ol style="list-style-type: none"><li>1. Larson/WCLD/Addition</li><li>2. Preusser/240<sup>th</sup> St. W./Furnace/Gas Line to Shed</li><li>3. Gesler/230<sup>th</sup> St. W./New Home</li><li>4. Ouverson/WCLD/New Home</li><li>5. Klingberg/Drexel/Pole Shed</li><li>6. Miller/240<sup>th</sup> St. W./Reside</li><li>7. Hauser/Raven/Septic</li><li>8. Schoenbauer/Helena Blvd./Windows</li></ol> <p>The following building permit was processed by the Clerk</p> <ol style="list-style-type: none"><li>1. Gesler/230<sup>th</sup> St. W./Pole Shed</li></ol>
<b>255<sup>th</sup> Street</b>	Seeding was completed by Klehr; MNDOT specifications were followed.
<b>Road Maintenance</b>	<ol style="list-style-type: none"><li>1. Recommend the township dustcoat later in the season, after the new gravel has been graded a few times. Clerk shared communication received from Ann Niedermayer expressing this same concern. Going forward after gravel is applied, dustcoating will be ordered only after road surfaces are thoroughly prepped.</li><li>2. Clerk will contact Design Engineer Sue Schultz with MVEC related to the transformer or pedestal at the southwest corner of the waterway easement and abutting the lot owned by John Love at 24555 WCLD; the ped fill is impeding the water flow.</li><li>3. Baseline riprap installed.</li><li>4. Deutsch will monitor fill removal area by 240<sup>th</sup> and follow up with seeding or mowing of the area as deemed necessary</li></ol>
<b>Road Overseer</b>	<p>Perkins via written report:</p> <ol style="list-style-type: none"><li>1. \$300 received for new driveway at 24165 WCLD</li><li>2. Invoice for Koepper Avenue approved to pay for crack seal</li></ol>
<b>St. Benedict</b>	The ditch work by the St. Benedict Ball Park (on the south side of 250 <sup>th</sup> by Clif Ebert) was completed satisfactorily.
<b>RSP2 Ravine Project</b>	Johnson presented final invoices and reported the project was complete; bituminous also patched following the culvert replacement.

## Old Business

**Deputy Treasurer** Officers reviewed a number of residents who the Clerk will contact to see who is interested in serving as Deputy Treasurer in anticipation of Lambrecht retiring December 2018. Interviews will be set for June 14<sup>th</sup> when possible, and on another date as needed to accommodate interested persons schedules.

## New Business

**Certificates of Insurance** Received from:  
1. Envirotech Services, Inc.

**Snow Removal** Subject tabled to the July meeting.

**RSP2 Trees** Trees need to be trimmed by the Orr and Flemming property. Will hire Enchanted Forest who has a valid Certificate of Insurance.

**Welch Unpaid Fire Call** Clerk reviewed communication from New Prague Rural Fire Protection related to an unpaid fire call from July 3, 2016.  
  
A hearing date was set on a motion by Deutsch/Wermerskirchen for July 6, 2017 at 8:00 PM; carried 2:0:1 (Nytes). Clerk will send hearing notice to Welch.

**SMBE SSD** Croatt shared Maas' update: GSOC was called for the two remaining homes, one new home construction will be completed with basement excavation, and Trnka intends to have the project wrapped up by the end of July.

**RSP2 Park** Croatt purchased the lumber for the swing and Steve Rynda has all materials to construct.

**Utility Permit** Greater MN Gas for work at 2962 West 230<sup>th</sup> Street

**Township Population** The population as determined by Med Council is now 1,795 people and 587 households with an average size household of 3.058 persons.

**Soderlund DRT** A Development Review Team meeting for a land division request by Patrick Soderlund will be attended by available officers.

**County Road 11** Work will commence on Delmar Avenue June 5<sup>th</sup>; new mail box posts will be installed. Contractor will not do private work on driveways.

**Receipts**

5/31/2017	\$	3.14	State Bank	Interest
5/31/2001	\$	41.29	State Bank	Optima Interest

**Payment of Bills** On a motion by Wermerskirchen/Deutsch bills #5632-5652 were paid and the Treasurer's Report was accepted; carried 2:0:1 (Nytes).

5632	\$	6,514.50	Klehr Grading	Grading/St.Ben/255th/Baseline
5633	\$	28,174.00	Art Johnson Trucking, Inc.	RSP2 Ravine
5634	\$	3,300.00	Art Johnson Trucking, Inc.	RSP2 Ravine
5635	\$	183.50	Quality Green LLC	RSP2 Park
5636	\$	20,600.00	Scott County Treasurer	Assessment Contract

5637	\$	3,154.00	Gopher State Sealcoat Inc.	Koepper Crack Seal
5638	\$	8,930.77	Union Trail Aggregates LLC	Class 5
5639	\$	22,879.38	M & J Trucking Co., LLC	Hauling gravel and redrock
5640	\$	125.90	SW Newsmedia	Legal Notice Publication
5641	\$	400.00	New Prague Rural Fire Protection	Unpaid Cody Welch Fire Call
5642	\$	14,731.60	Envirotech	Calcium Chloride Application
5643	\$	11,170.92	Bryan Rock Products, Inc.	1" with fines
5644-49	\$	11,019.40	Employee/Officers Quarterly Payroll	Meetings, Salary, Reimb., Labor
5650	\$	577.50	MN Dept. of Revenue	State withhold and match
5651	\$	3,065.58	US Treasury	Federal withhold and match
5652	\$	1,120.00	PERA	DCP

**Meeting  
Continued**

On a motion by Deutsch/Wermerskirchen the meeting was continued at 9:50 PM to the meetings as listed:

1. DRT Meeting June 7<sup>th</sup> at the Scott County Courthouse for Soderlund
2. Couri & Ruppe's Legal Seminar 7 AM – 5 PM at Albertville City Hall
3. June Workshop June 14, 2017 at 7:00 pm to discuss ongoing issues and projects for Alton, RSP2 park and ravine, WCLD, SMBE, cold patch, Legal Seminar follow up items, road maintenance and applicants for the Deputy Treasurer position at the New Prague Fire Conference Room; carried 2:0:1 (Nytes).

**Reconvened**

Chairman Wermerskirchen reconvened the June Regular Monthly Meeting at 7:00 PM.

**Present:**

Wermerskirchen, Nytes, Lambrecht, Croatt

**Workshop  
Projects to  
Discuss**

**Cold Patching** – completed except on St. Benedict Road; will schedule at the July Regular Monthly Meeting

**Alton Avenue** – Soderlund administrative subdivision conditions to consider when rezoned, i.e., if SWCD does not obtain an easement, township will stipulate water and beaver dam issues be noted during the rezoning as the property owners' responsibility

**Deputy Treasurer considerations** – two interviews will be conducted prior to the July 6<sup>th</sup> Regular Monthly Meeting. Questions will be revised by Clerk and available to the officers.

**SSD decommission update** – Clerk will ensure Project Manager Maas has the recent correspondence related the township still listed as the owners of the permit. Scott County will start system decommissioning August 2017.

**RSP2 park swing set** – in place and much safer than dismantled and removed set.

**RSP2 ravine project signage** – as Project Manager, Supervisor Nytes signed the Operations and Maintenance Plan

**Culvert and driveway issues**

1. **WCLD** – the water easement by the Love property was inspected by MVEC and the transformer appears to be set properly; Chair will discuss with Klehr for minor corrections needed along the shallow swale
2. **WCLD** – Perkins will follow up with driveway issue on WCLD; property owner wants to wait to correct height of road when it's paved; however, Supervisors are concerned if paving doesn't get done this year. The permit specifications were not followed during design and construction.
3. Culvert on **245<sup>th</sup> Street West** will be inspected after concerns raised by Victor Braith

**WCLD legal description vs. survey** – Clerk will gather information from the 1990 road construction and if there is not a survey of the road, officers will consider having it surveyed prior to any road work to ensure road work is within ROW easement.

**Road Maintenance Log** – 2017 and 2018 project identification

**Lucy Street** (Tower Estates) – there are safety concerns if the traveling public attempts to traverse the field road off the township cul de sac. Chair will discuss with Ruppe if signage or barriers are necessary.

**Spring mowing** – prior to July 31<sup>st</sup> mowing areas to be photographed prior to and after mowing for documentation and will only include the first 8 feet mowed to a length of 12 inches

- 1) Mowing Roadsides (Minn. Stat. § 160.232)
  - a) The sides of town roads may not be mowed or tilled by the township except as follows:
    - i) The first 8 feet from the road surface, or shoulder if one exists, may be mowed at any time.
    - ii) From July 31 to August 31 the entire ROW may be mowed.
    - iii) After August 31 to the next July 31, the entire ROW may only be mowed if necessary for safety reasons, and may not be mowed to a height of less than 12 inches.
    - iv) Mowing may be mowed to maintain sight distance for safety and at other times as provided by rules adopted by the commissioner of MnDOT or by local ordinance provided the ordinance does not conflict with the commissioner's rules.

**MAT's short course** – Deutsch registered for LOE recertification

**Clerk and Treasurer computers update** – Clerk got an estimate of \$750/laptop with MicroSoft Office package. On a motion by Wermerskirchen/Nytes the Clerk was authorized to proceed with the purchase; carried 2:0:1 (Deutsch).

**Couri Ruppe Legal Workshop** follow up:

1. **Open Meeting Law**
  - a. Project Manager role and responsibility and chain of command, i.e., the "what if" scenarios – if the Project Manager is not available to the contractor, the contractor will be instructed to contact the Chair
2. **Ordinances and Resolutions** – Clerk will update the Resolutions and Ordinance book for review and possible revisions as recommended by Ruppe, i.e., ATV Ordinance
3. **Traffic Control Manual**, e.g., how to mark a closed road for safety and/or obstructions legally. Perkins will be asked to bring the Traffic Control Manual to a meeting for review by Board
  - a. Naylor Avenue neighborhood witnessed three pickup trucks speeding and displaying exhibition driving dangerously along Naylor, especially between the hours of 4:30 and 6:30 PM. Owners are unknown; the city and county will be asked for extra patrol along their respective portions of the road. The neighborhood is very cyclical; presently there are a number of young children
4. **Fall Road Inspection** for hazards and road maintenance log – Ruppe recommends if the township is aware of hazards, they must be marked, i.e., culvert will be marked if the board believes they benefit the safety of the traveling public
5. **Snow removal specification** for quotes and the timing of request – Clerk will prepare quote specification form to be sent to interested contractors
6. **Bond vs Letter of Credit** – a Letter of Credit is always the preferred means to ensure financial responsibility by the contractor

7. **Certificate of Insurance** (utilities) – Clerk will request from Comcast, MVEC, Retka, BevComm and others as they request permits.

**Adjourn**

On a motion by Nytes/Wermerskirchen the meeting continued at 8:45 PM to inspect the 245<sup>th</sup> Street West culvert; and adjourned at 9:15 PM; carried 2:0:1 (Deutsch).

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Respectfully Submitted by Clerk DeAnn Croatt

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Chairman John Wermerskirchen