

# Helena Township Board of Supervisors Regular Monthly Meeting

Minutes of August 2, 2018 | New Prague Fire & Ambulance Conference Center

- Call to Order** Regular Monthly Meeting was called to order by Chairman Deutsch at 7:00 PM; Pledge of Allegiance said.
- Officers Present** Chairman Duane Deutsch, Supervisors John Wermerskirchen and Ed Nytes, Deputy Treasurer Nathan Hutton, Road Overseer Darryl Perkins and Clerk DeAnn Croatt.
- Other Present** Jeff Klehr, Barbara Droher Kline
- Minutes** On a motion by Nytes/Wermerskirchen the July Regular Monthly Meeting Minutes were approved as presented; carried unanimously.
- Droher Kline** Barbara Droher Kline introduced herself as a House 20A candidate and provided background on her efforts to bring broadband to rural areas in Minnesota. Maps were shared with the Clerk for distribution to the board.
- Bills Paid** Bills #5787 – 5789 were paid on a motion by Nytes/Wermerskirchen; carried unanimously.
- |      |    |          |                                  |                           |
|------|----|----------|----------------------------------|---------------------------|
| 5787 | \$ | 5,260.00 | Klehr Grading & Excavating, Inc. | Tree Clean Up and Grading |
| 5788 | \$ | 453.60   | Town & Country Turf              | Targeted Weed Spraying    |
| 5789 | \$ | 162.50   | Mary Lubinski                    | Website Maintenance       |
- Maintenance**
1. Klehr is removing broken tree limbs and brush from the cul-de-sac on Willow Lane
  2. The culvert on 245<sup>th</sup> was discussed. The road was reshaped and next spring gravel or red rock will be applied, noting the watershed is from the field.
  3. Rip rap was applied to 23111 Baseline (Seifert)
  4. The culvert on Pexa will be repaired in August; ditch will be reshaped after damaged culvert is removed
  5. Klehr will build a berm where the culvert is being replaced on Naylor; a new trench will be dug
- Willow Lane** Clerk will send balance notification letters to property owners on Willow Lane with unpaid balances on the special assessment.
- Road Overseer Report**
1. Perkins received a call for a resident on Lucy stating vehicles are being parked on a long-term basis at 360 Lucy Street; Clerk will send a letter notifying resident other than occasional short-term parking, parking is not allowed on township roads.
  2. Perkins will coordinate the county project on SMBE township roads
  3. Klehr will work on waterway issues in RSP2 (Blue)

## Old Business

- RSP2/3 Feasibility Study** Nelson's study was reviewed. Because an overlay is no longer appropriate for either plat, and a more extensive and costly reclamation and paving costs were recommended, the board asked the Clerk to invite both Ruppe and Nelson to the Work Shop on Monday August 13<sup>th</sup> at 4 PM at the NP Fire Hall.

Working cooperatively with Scott County (under their contract) could be a cost-efficient way to move forward. The Township has questions about how the special assessment process is handled if contracting with the county.

Deutsch will follow up with county staff.

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## New Business

**Filing Period** The following applications were accepted and will be submitted to county election staff:

Supervisor Seat 1 Edward Nytes  
Supervisor Seat 2 John Wermerskirchen  
Treasurer Nathan Hutton

Filings close August 14, 2018.

**Record Storage** Clerk provided information on storage units for township records, noting Best Practices no longer advise for home storage.

On a motion by Wermerskirchen/Nytes the Clerk was asked to proceed with finding a suitably sized unit and if shelving is needed, it will be purchased (not rented); carried unanimously. Clerk will meet with the owner to access the properly sized unit, and to ensure climate control is available.

**SCA&T** Scott County Abstract and Title Co., Inc. sent a check to Helena Township for PID 050580100. Clerk contacted SCA&T and found out the title company sent the check to Scott County who directed them to forward to Helena Township. Clerk will work to determine appropriate fund for the payment of \$106.67.

**Town Aid** Helena Township will receive \$1,700 in town aid in 2019.

**Receipts and Deputy Treasurer's Report** Funds will be deposited into the Hometown Bank in Jordan (DC and/or Money Market) the week of August 6<sup>th</sup>. Interest on Optima is currently 1%. The Treasurer's Report was accepted as presented by Hutton on a motion by Nytes/Wermerskirchen; carried unanimously.

7/20/2018	\$	400.00	Nicholas Hertaus	Driveway Permit
7/20/2018	\$	168.48	Joan Bohnsack	Extra Dustcoating
7/20/2018	\$	38.56	Shawn Hamilton	Extra Dustcoating
7/24/2018	\$	853.00	State of MN	LGA

**Building Permits** The following permits were approved by Scott County for Helena Township residents:

1. Gesme on Redwing for an addition
2. Breeggemann on Hunter Ridge Circle for a deck
3. Henning on Hunter Ridge Circle for a new home
4. Paul Hanzel Homes on Maple Court for a new home
5. Novak on Naylor for a pole building
6. James on Redwing for new exteriors
7. Weckman on WCLD for a new water conditioner
8. Wallerich on WCLD for a new water conditioner
9. Caselius on WCLD for new exterior
10. Pexa on Lucy for windows
11. Buxton on Bohnsack Way for a septic system
12. CTW Group on Lavonne for a septic system

**Junk Complaint** A resident along 229<sup>th</sup> Street West reported a number of vehicles, a semi, weeds and tires at 22864 Redwing Avenue. Deutsch will view property Friday August 3 and determine how to proceed.

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- Readopting Records Retention Schedule** After communication with the State of Minnesota's Historical Society, it was determined the "Notification of Adoption of Township General Retention Schedule" was not properly filed or recorded.  
Clerk resubmitted the application and on a motion by Wermerskirchen/Nytes Resolution 080218 was adopted; carried unanimously.
- PERA** After the 2018 Omnibus Pension Bill passed, DCP members are allows one distribution not to exceed \$5k annually after reaching age 65.
- Utility Permit** A permit was granted to GMG for work in Hunters Ridge.
- Temporary Driveways** The board discussed the need to set a timeframe for a temporary driveway permits and determined six months is reasonable. Perkins will track.
- Meeting Continued** The meeting was continued to Monday August 13<sup>th</sup> at 4:00 PM to set up the polls and meet with Attorney Ruppe and Engineer Nelson on RSP2/3 and to attend the District 4 Meeting in LeCenter at the American Legion at 6:00 PM.
- Work Shop 4:00 August 13, 2018 at NP Fire Hall** Present: Deutsch, Nytes, Wermerskirchen, Perkins, Lambrecht, Hutton and Croatt  
Also Present: Bot Ruppe, Shane Nelson  
Deutsch called the meeting to order. Nelson summarized the Feasibility Report and asked the officers to determine the percentage paid by residents and with township funds. With the scope of the project increasing the cost considerable, the board had concerns that the assessment not exceed the increase in market value in RSP2 and 3, noting the plats have differences which could result in a different formula. The original plan for an overlay is no longer feasible as the road has deteriorated to the point it needs to be milled and paved.  
It was decided to bid as one project, but assess as two projects, in fairness to both plats.  
On a motion by Deutsch/Wermerskirchen a Letter Appraisal will be ordered by Attorney Ruppe; carried unanimously.  
At the September Regular Monthly Meeting the Letter Appraisal will be available and at that time the board will be able to determine the not-to-exceed assessment amount for each of the lots. This information will be sent to Engineer Nelson so the report can be completed.  
A Hearing date was ordered for October 11, 2018 at 6:30 PM for RSP3 and for 8:00 PM for RSP2 on a motion by Deutsch/Nytes; carried unanimously.
- Adjournment** On a motion by Nytes/Wermerskirchen the meeting was adjourned 'Sine Dei'; carried unanimously.
- District 4 Meeting** Lambrecht, Deutsch and Croatt attended the District 4 Meeting in LeCenter at 6:30 PM.
- Deutsch and Croatt visited with Joe Lambrecht, Cedar Lake Township. He is obtaining another quote for Baseline trees.
  - LeSueur County Sheriff Mason said theft from rural mail boxes is increasing and recommended taking mail to town, and picking up mail from rural boxes immediately upon delivery. Drugs are increasing; meth is coming from Mexico.
  - The ED search is complete; employment agreement not finalized.
  - Agency Director search continues
  - Representative Bob Vogel (20A) summaries the last session and his focus over the next two years

# Helena Township Board of Supervisors Regular Monthly Meeting

- Barbara Klein was introduced as a candidate for 20A
- Ruth Simpson, MAT Attorney, presented five case law updates
- 111 officers present; 42 townships; 3 full board and 9 counties represented
- Julie (MAT) provided a detailed financial summary
- Officers were reminded to register by November 1<sup>st</sup> for Early Bird Registration
- Rules of conduct were distributed as a sample

**Riverland  
Bank,  
Jordan**

Hutton, Deutsch, Lambrecht and Croatt met at the Riverland Bank in Jordan at 3:15 PM to open a savings account. Clerk provided documentation needed to establish the account.

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Duane Deutsch, Chairman

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DeAnn Croatt, Clerk