

Helena Township Board of Supervisors Regular Monthly Meeting

Minutes of March 4, 2021 | Helena Teleconference Meeting

Until further notice Helena Township Meetings will be held via ZOOM. On March 13, 2020 Governor Walz declared a public health emergency related to the COVID-19 infectious disease. As of March 20, 2020, MN Department of Health guidelines allow teleconferencing. On March 23, 2020 Resolution 032320 "Establishing the Ability to Conduct Open Meetings by Telephone" was unanimously adopted. This is in alignment with COVID-19 CDC guidelines, Executive Order 20-01 "Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19", and in an effort to protect the safety of township officers, employees and citizens. Helena Township Meeting Agendas are found on the "Agenda/Minutes" tab at www.helena-township.com. To participate please refer to the login information provided at the top of the agenda.

Call to Order Regular Monthly Meeting was called to order by Chairman Deutsch at 7:00 PM and directed the Clerk to introduce the topics and take a Roll Call Vote for each motion.

Roll Call Chairman Duane Deutsch, Supervisor John Wermerskirchen (phone), Supervisor Ed Nytes, Treasurer Nathan Hutton, Deputy Clerk Jody Deutsch and Clerk DeAnn Croatt. Also present were Jake Skluzacek (ZOOM) and Dave Theis (phone).

Clerk Authorization On a motion by Deutsch/Nytes the Clerk is authorized to sign all documents related to this teleconference meeting so they may be duly executed; carried unanimously Wermerskirchen – yes, Deutsch – yes, Nytes – yes.

Check from Clerk

1. \$250 from Wawrzyniak for a Jordan Fire and Rescue call.
2. \$400 from Paul Hazel for a driveway permit at 941 Silver Maple Drive

Minutes On a motion by Nytes/Deutsch the February Regular Monthly Meeting and Workshop Minutes were approved as presented; carried as follows: Wermerskirchen – yes; Deutsch – yes; Nytes – yes.

Bills Paid On a motion by Deutsch/Wermerskirchen checks # 6306 — 6320 plus three ACH payments for a total of \$26,933.57 were approved for payment; carried unanimously Wermerskirchen – yes; Deutsch – yes; Nytes – yes.

6306	\$	4,162.50	Art Johnson Trucking, Inc.	Snow Plowing
6307	\$	920.38	Bryan Rock Products, Inc.	1/2" screened
6308	\$	137.50	Donald Rowe	Webmaster
6309	\$	2,128.75	Hakanson Anderson	WCLD
6310	\$	5,320.00	Haugo Technical Services LLC	Geo Report
6311	\$	50.00	Scott County Treasurer	Assmt Processing & Setup
6312	\$	556.00	Suel Printing Co.	Audit (\$92) Ordinances (\$464)
6313	\$	200.00	TJ Deutsch	Labor
6314-20	\$	8,874.95	Officers/Employees Qrtly Payroll	Wage/Mtg/Labor/Training/Reimb
ACH	\$	599.68	Dept. of Revenue	State withholding/match
ACH	\$	1,114.50	PERA	DCP
ACH	\$	2,869.31	US Treasury	Federal withholding/match

Jake Skluzacek Jacob and Gina Skluzacek received favorable township recommendation for a variance to 17' for the front setback for new home construction on Lots 7 & 8 in Block 2 of Raven Stream Plat Two on a motion by Deutsch/Nytes; carried unanimously: Deutsch – yes; Nytes – yes; Wermerskirchen – yes.

Dave Theis On a motion by Deutsch/Nytes, Dave Theis received favorable recommendation to rezone from A1 to A2 to allow an administrative subdivision to set aside 2+ acres of a total of 60 acres, to include the original farm site with adequate setbacks, and with the remaining acreage remaining in agricultural production in Section 12; carried unanimously: Deutsch – yes; Nytes – yes; Wermerskirchen – yes.

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Old Business

- WCLD** The project was let for bidding with a deadline of March 30, 2021 at 3:00 PM. Clerk will communicate with Vistad and Ruppe related to the Bid Opening and setting a date for the Special Assessment Hearing.
- LRIP** Helena's application was submitted and accepted. Awarded projects will be announced in May 2021.
- Delmar Estates** There is an escrow balance of \$936 remaining on Delmar Estates. Reimbursements will be made to Duane and Glen Bauer once the township is assured the dirt piles will not negatively impact the pond on the east side of the property.
- Road Overseer** Steve Fenske (MAT) provided the Clerk with an opinion that the township can have an employee who is also an independent contractor for the township. It is very important that the duties are clearly separated.
- Shed** After more discussion on placing a shed at the RSP2 Park as a place to store all road overseer equipment and supplies, the topic was tabled to the Work Shop. Clerk will obtain a quote for a basic building.

New Business

- Rental Properties** There are no county or township licenses or permits required to rent out properties; applies to both long term and short term i.e., VRBO, Airbnb.
- TH 19 Construction** To receive updates on New Prague's Main Street project, email jbrinkman@sehinc.com. Go To Meeting updates will be held throughout the construction process.
- Building Permits**
1. KA Witt for a new home for Sacco on Willow Lane
 2. KA Witt for a new home on 230th Street West (Jirek)
 3. Antennas added to tower for Vertical Bridge on Koepper
 4. Demo garage and front foyer for Bisek on 270th Street West
 5. Replace furnace for Wersal-LaVelle on Drexel
 6. Rooftop solar for Rutz on Helena Blvd.
- Audit Checklist** Clerk and Treasurer will prepare an Audit Checklist for use by the Supervisors at the Annual Audit. This was compiled by the state office. In light of the Vermillion Township Clerk's embezzlement charges, the township will use this checklist as a Best Practices measure to ensure records are in good order.
- Driveway Permits**
1. Ben Witt, KA Witt Construction, for the Sacco property on Willow Lane
 2. Paul Hanzel for Kulesza property on Silver Maple Drive
- SCTA** The Spring Meeting is set for Thursday March 18, 2021 at 7:00 pm via ZOOM. The agenda, minutes and treasurer's report were distributed ahead of time.
- MAT** It was announced that Jeff Krueger from New Market Township is the newly hired Executive Director at MAT. Krueger will continue as a township officer but will resign from the SCTA Executive Committee. Clerk sent a congratulatory card on behalf of the officers.

Notes from MAT Insider:

1. Registration is open for the Spring Short Courses; registration is free live and on-demand.
2. District 4 meeting is Wednesday August 11th at a location TBD or via ZOOM

Notes from MAT Township Tuesday:

1. LRIP awards - Steve Fenske (MAT) will be present while they are being discussed and awarded! There are more grants requested than money allotted.
2. Spring Short Courses are all online and free.

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3. MAT is asking for \$20M more for township roads; this would be distributed proportionately to townships – no application process.
4. CARES Act \$ is a possibility, but will very likely be a different process from 2020.
5. Discussed the Clerk embezzlement case from Dakota County.
6. Road Report at Annual Meeting follows Statute 164.03 subd. 3
7. Reorganizational Meetings are highly recommended annually.
8. Voters set the levy; they do not do the spending.
9. Government is supposed to move slowly in the best interest of the residents.
10. Project Managers is exactly what MAT recommends for townships to avoid Open Meeting Law violations and keep projects moving. When the PM is selected, specific limits need to be determined by board.

Board of Equalization Notice was published and posted for the Assessment Notice for Thursday April 15, 2021 at 5:00 PM via ZOOM. Link is on website.

Road Viewing Road viewing will be in person this year at a date TBD. During the inspection, they will note where gravel/redrock is needed, where ditches need work, will check signage, culverts and bituminous roads.

Other Business

Receipts New Receipts:

2/10/2021	\$	400.00	KA Witt Construction	Driveway Permit
2/16/2021	\$	106.66	State of Minnesota	ORI
2/23/2021	\$	250.00	Wawrzyniak	Jordan Fire & Rescue
3/4/2021	\$	400.00	Paul Hanzel Homes	Driveway Permit
2/28/2021	\$	19,551.20	Scott County	Gas Tax
2/28/2021	\$	10.97	First Bank & Trust	Interest
2/28/2021	\$	189.57	Riverland Bank	Interest

Treasurer's Report On a motion by Nytes/Wermerskirchen the Treasurer was authorized to transfer \$25,000 from savings to checking; carried unanimously Wermerskirchen – yes; Nytes – yes; Deutsch – yes.

On a motion by Deutsch/Nytes the Treasurer's Report was accepted as presented; carried unanimously Wermerskirchen – yes; Nytes – yes; Deutsch – yes.

Continuation At 8:32 PM on a motion by Deutsch/Nytes the meeting was continued to Thursday March 18, 2021 at 5:00 PM for the March Work Shop to discuss WCLD, LRIP, Snow Plow Costs, shed pricing, and any township business as required; then to 7:00 PM to attend the ZOOM Scott County Township Association Spring Meeting; then to March 31, 2021 at 5:00 PM to discuss bid results and determine a hearing date for WCLD if the bids come in favorably; carried 2:0:0 Deutsch – yes; Nytes – yes; Wermerskirchen - absent.

Duane Deutsch, Chairman

DeAnn Croatt, Clerk