

# Helena Township Board of Supervisors Regular Monthly Meeting

## Minutes of January 7, 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](http://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 Wermerskirchen at 7:00 PM and directed the Clerk to introduce the topics and take a Roll Call Vote for each motion.
- Roll Call** Chairman John Wermerskirchen, Supervisor Duane Deutsch, Supervisor Ed Nytes, Treasurer Nathan Hutton, Deputy Clerk Jody Deutsch and Clerk DeAnn Croatt.
- Oath of Office** The Oath of Office was administered by the Clerk for Supervisor Deutsch, and by Supervisors for Clerk Croatt.
- Clerk Authorization** On a motion by Wermerskirchen/Deutsch 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.
- Election of Chairman** On a motion by Wermerskirchen/Deutsch Supervisor Deutsch was elected as the 2021 Chair; carried unanimously: Deutsch – yes, Nytes – yes, Wermerskirchen – yes.
- Schedule of Charges** The Schedule of Charges was reviewed. The only changes are decreasing mileage to \$0.56/mile (IRS Standard) and increasing labor to \$25/hour; this was approved on a motion by Deutsch/Nytes and carried unanimously: Deutsch – yes, Nytes – yes, Wermerskirchen – yes.
- Asst. Road Overseer** Peter Croatt will help out while Road Overseer is on leave.
- Minutes** On a motion by Wermerskirchen/Nytes the December Regular Monthly Meeting Minutes and Workshop Minutes were approved as presented; carried as follows: Wermerskirchen – yes; Deutsch – yes; Nytes – yes.
- Guest** Scott County Commissioner Tom Wolf attended the meeting and updated the officers on the building construction and the broadband project.

### Old Business

- WCLD**
1. The board reviewed proposal from Haugo GeoTechnical Services for borings on WCLD. Clerk will sign and return.
  2. Mitch Jones, contractor from Shakopee asked for a bid packet; information was sent to Vistad.
  3. Clerk will update residents regarding borings and GSOC flags.
  4. Vistad assured the township that the chip seal will be included in the project, as are mailbox posts. The apron on Pexa Drive will be extended.
  5. There are questions related to how to ensure all failed private culverts are replaced during the project. Clerk will clarify with Ruppe and Vistad and have an answer for the January Work Shop on January 21, 2021 at 5:00 PM.
  6. Larry and Diane Smith combined their two lots on WCLD with a Quit Claim Deed.
- 265<sup>th</sup>** Nytes received a quote from Art Johnson's to construct a turnaround on 265<sup>th</sup>. There will be one steel replacement culvert and one new steel culvert at a cost of \$6,100. All work will be within the road ROW; property owners (Warren-Pandolfo, Hartman, Vochoska and Kubes) were notified by the Clerk. TJ will be asked to mow to end of 265<sup>th</sup>.
- NP Fire** The New Prague Rural Fire Department made a decision to not invoice 2021 fire calls.
- Stop Sign** The county reinstalled a stop sign at the corner of St. Benedict Road and 250<sup>th</sup> Street West.

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- Jordan Fire Calls** A second notice will be sent to Waurzynick and a third and final to Koenig.
- On a motion by Wermerskirchen/Nytes the hearing date is set for February 4, 2021 at 7:15PM; carried unanimously Deutsch – yes; Nytes – yes; Wermerskirchen – yes.
- LRIP** Three projects were submitted to Scott County for a Local Road Improvement Project Grant Application: Juniper, Alton and 250<sup>th</sup>. Communication to the Clerk indicates Juniper is a consideration and staff (Patty Freeman, Lisa Freese and Nathan Moe) will be working with the township once they have determined county priorities.
- Lano** Tabled until spring when the board will meet on site with Justin Lano.
- Mailbox Posts** The mailbox posts were installed for Silver Maple Bay Estates and for John Bisek. Payment has been received for both.
- Broadband** Perry Mulhane and Steve Herman provided an update to the Clerk and expressed appreciation for working with the townships and county to bring broadband to underserved township residents. Herman will provide information to be shared on the township website.
- Delmar Estates** Kubes Realty provided As Built drawings for the retention pond at Delmar Estates. Engineer Vistad has a copy.
- New Business**
- Cert of Ins** Knife River Corporation
- Green Acres** A 40-acre parcel in section 36 was removed from Green Acres.
- Building Permits** Chair Deutsch asked about a property where a hoop building is being erected in low land along Aberdeen Avenue. Deutsch indicated a landscaping business is going to be operated from this location. Clerk will research.
1. HVAC for FaithPoint on 270<sup>th</sup> Street West
  2. Furnace and plumbing for Moeding on WCLD
  3. Fireplace for Vogt on Willow Court
  4. Fireplace for Hagness on 230<sup>th</sup> Street West
  5. Furnace for Notch on Redwing
  6. AC for Halvorson on St. Benedict Road
  7. Shed and sewer line for Kabes on Redwing
  8. Holding tank for Gjerde on Marden Court
- Special Assessment Certification** After 2021 property taxes are paid, the outstanding balance for Willow Lane will be \$28,961.62, and \$74,246.69 for Raven Stream Plats Two and Three. All outstanding balances (\$1,071) for mailbox posts in RSP2/3 will be paid in full in 2021.
- Quotes** Kraemer Mining and Materials submitted price quotes for the 2021 season.
- MAT**
1. David Hann, MAT Executive Director resigned and a search is on for his replacement.
  2. Lobby Days will be virtual; all arrangements will be made by MAT staff.
- MMB** Clerk attended a Cares Act Wrap Up sponsored by MMB and League of Minnesota Cities. Helena does not expect an audit but is prepared if it happens. Reports were submitted to local media. Likely more funding in 2021 but TBD.
- County Committee Assignment** Tom Wolf is the Cedar Lake Water and Sanitary Sewer District Board Commissioner and is the County Representative on the New Prague – Helena Orderly Annexation Board. Commissioner Jon Ulrich is the Scott County Parks Advisory Commissioner.

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## Other Business

**Bills Paid** On a motion by Nytes/Deutsch checks # 6286 — 6298 for a total of \$35,712.62 were approved for payment; carried unanimously Wermerskirchen – yes; Deutsch – yes; Nytes – yes.

6286	\$	130.00	JAAK LLC	Bisek/Silver Maple Drive
6287	\$	6,774.75	Hakanson Anderson	FaithPoint/RSP2&3/WCLD/5-Year Study
6288	\$	20,733.79	Scott County Treasurer	TNT/Seal Coating
6289	\$	1,700.00	Cedar Lake Township	Baseline Avenue Maintenance
6290	\$	56.25	Laura Blue	Reissue for lost EJ wages check
6291	\$	157.50	Couri & Ruppe, PLLP	WCLD
6292	\$	161.00	Suel Printing Co.	WCLD
6293	\$	125.00	Donald Rowe	Webmaster
6294	\$	1,838.00	MATIT	Liability Insurance
6295	\$	3,045.20	Art Johnson Trucking	Snow Plowing
6296	\$	397.99	Darryl Perkins	Labor/Wage/Reimbursements
6297	\$	25.00	Donald Rowe	Webmaster
6298	\$	568.14	Bryan Rock Products	Redrock for chipping roads

**Receipts** New Receipts: Credit applied for lost check, reissued as check 6290.

12-31-20	\$	15.84	First Bank & Trust	Interest
12-31-20	\$	209.47	Riverland Bank	Interest
12-1-20	\$	213,290.29	Scott County	Tax Settlement
12-15-20	\$	601.94	State of Minnesota	ORI
12-23-20	\$	905.00	State of Minnesota	LGA
12-23-20	\$	4,080.31	State of Minnesota	Ag Credit
12-29-20	\$	5,000.00	Xcel Energy	Escrow

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

On a motion by Wermerskirchen/Nytes Treasurer Hutton's internal transfer of \$11,739.09 from the Road and Bridge Fund to the General Fund was corrected to \$178,847.71 for the end of the year; carried unanimously Wermerskirchen – yes; Nytes – yes; Deutsch – yes.

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

The consensus of the officers was to credit the entry for a lost check which was reissued to an election judge.

**Continuation** At 8:45 PM on a motion by Wermerskirchen/Deutsch the meeting was continued to Thursday January 21, 2021 at 5:00 PM for a January Work Shop to discuss WCLD, 265<sup>th</sup>, permits, project management, LRIP, and any other township business as needed; carried unanimously as follows: Deutsch – yes; Nytes – yes; Wermerskirchen - yes.