

# Helena Township Board of Supervisors Regular Monthly Meeting

## Minutes of July 7, 2022 | New Prague Fire Hall

- Call to Order** Regular Monthly Meeting was called to order by Chairman Nytes at 6:00 PM. The Pledge of Allegiance was recited.
- Present:** Chairman Edward Nytes, Supervisor Duane Deutsch, Supervisor John Wermerskirchen, Treasurer Nathan Hutton, Deputy Treasurer Heather Taylor DuCharme, Road Overseer Jeff Haag and Clerk DeAnn Croatt. Also present: TJ Deutsch, Jeff Klehr and daughter.
- Minutes** On a motion by Wermerskirchen/Deutsch the June Regular Monthly Meeting Minutes and June Work Shop Minutes were approved as presented; carried unanimously.
- Bills Paid** After a review of invoices, and on a motion by Deutsch/Wermerskirchen checks # 6411 — 6418 were approved for payment; carried unanimously.
- |      |    |          |                                   |                                   |
|------|----|----------|-----------------------------------|-----------------------------------|
| 6511 | \$ | 2,668.04 | Art Johnson Trucking, Inc.        | Koeper/RSP2                       |
| 6512 | \$ | 2,046.07 | Bryan Rock Products, Inc.         | Johnson's Koeper Project          |
| 6513 | \$ | 100.00   | Donald Rowe                       | Web Updates                       |
| 6514 | \$ | 4,544.32 | Klehr Grading & Excavating, Inc.  | Grading                           |
| 6515 | \$ | 35.00    | Laker's New Prague Sanitary, Inc. | Recliner                          |
| 6516 | \$ | 2,642.37 | Scott County Treasurer            | Salt \$2,065.40 patching \$576.94 |
| 6517 | \$ | 1,840.00 | TJ Deutsch                        | Mowing road ditches               |
| 6518 | \$ | 377.42   | Town & Country Turf               | Spot Spray ROW                    |
- Roll Call** Clerk will research the statute related to roll call votes on all money items and report back at the June Work Shop.
- Road Overseer Report**
1. Dorick concerns on WCLD were discussed. Haag contacted Vistad for an opinion. A number of options were discussed and it was the consensus of the board to continue to pursue the issue. Haag will meet with Johnson and further discussed at the July Work Shop.
  2. 270<sup>th</sup> turnaround will be constructed the week of July 11<sup>th</sup> by Klehr.
  3. 250<sup>th</sup> Street West is scheduled for late July/early August. 17 letters were mailed by Croatt notifying landowners of improvements being made.
  4. Brush spraying was completed by Town & Country Turf (RSP2 bank stabilization, 245<sup>th</sup> and 255<sup>th</sup>)
  5. RSP2 Ditch Stabilization work is completed and was reported to SWCD (Willie Peters) by Haag.
  6. Snow Plow Quotes will be accepted and awarded at the September 8<sup>th</sup> meeting.
  7. Dustcoating is done. Additional work may be needed after the 250<sup>th</sup> reclamation project.
  8. The stop sign at Alton/270<sup>th</sup> was stolen for the 3<sup>rd</sup> time. Haag will secure with lock-tight
  9. Johnson's ditch work in RSP2 turned out very well
  10. Haag will ask a second time for quotes for sealcoating Marden, Juniper and possibly 270<sup>th</sup> (FaithPoint)
  11. WCLD punch list remains open.
- Klehr** Klehr reported the roads are in good shape and will try to work the red rock away from the shoulders; however, red rock sets up firm and is difficult to move.
- Old Business**
- Legal Seminar** Attendees shared take-aways in addition to notes distributed earlier; provided a binder to those unable to attend.
- WCLD** Croatt brought plans and specifications from the 1990 WCLD project; Deutsch reviewed and found nothing helpful related to current drainage issues.
- Willow Lane** Clerk sent letters to property owners on Willow Lane reminding them of the road statute related to parking on the township road. There was favorable response.

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## New Business

**Cert of Ins** Klehr Grading

- Permits**
1. Pole shed for Glisczinski on 245<sup>th</sup>
  2. New roof for Hennes on Helena Blvd.
  3. Deck for Wann on WCLD
  4. Deck for Wolf on Vermont
  5. Deck for Hennen on 220<sup>th</sup>
  6. Bathroom fan for Bauer on Camber
  7. Furnace for Wolff on Naylor
  8. Water heater for Polson on Lucy
  9. Pole building for Larson on 230<sup>th</sup>
  10. Shower conversion for Walerius on Helena Blvd.
  11. New roof for Hopke in SMBE
  12. New roof for Rossi on 260<sup>th</sup>
  13. New roof for Anderson on WCLD
  14. New siding for Adamek on WCLD
  15. New roof and siding for Boushek on Lucy
  16. New roof for Eischens on Mark
  17. New siding for Wold on Vermont
  18. New roof for Drabant on Alton
  19. Septic update for Larson on 230<sup>th</sup>
  20. Window for Wolt on Vermont
  21. Demolish home/build new for Klem on 240<sup>th</sup>

**AA Endeavor** Randy and Chris Kubes, and Robb Schoenbauer are aware they need to meet with the board about driveways on 255<sup>th</sup> St. West prior to the DRT meeting.

**Election Judge** On a motion by Wermerskirchen/Deutsch Resolution 070722 Appointment of Election Judges for the Precinct of Helena Township for the August 9, 2022 and for the November 8, 2022 General Election was adopted; carried unanimously. Judges are: DeAnn Croatt, Heather Taylor DuCharme, Pat Lambrecht, Rhonda Sandey, Fran Barten, Rob Yost, Cathy Joubert, Jeff Haag, Lisa Wolf, Shirley Schoenbauer, Pam Caselius, Peter CRoatt, Connie Wersal LaVelle, Lori Bisek, Al Sticha, Jeff Wersal-LaVelle, Dave Minar, Florence Minar and Marty Bisek.

**Filings** Clerk provided paperwork for officers whose terms expire at the end of 2022 (Nytes, Wermerskirchen, Hutton); filings are open from August 2<sup>nd</sup> – 16<sup>th</sup>, 2022.

**County Building Official** Taylor DuCharme summarized the meeting related to options being considered now that the building official has terminated:

1. County hire replacement; continue as in the past
2. County contract with MNSPECT, who is filling the position on an interim basis
3. County contract for service in all townships; eliminate in-house staff except for an administrator
4. Townships individually contract with private party or neighboring city; townships and county have a joint powers agreement to provide code enforcement.

This will be further studied by county staff (Geis/Thompson), discussed with local builders, developers, county staff, leadership and the board. A meeting with SCTA will be held in September for updates and to further discuss options.

The Building Official's resignation was directly related to stress when not supported by townships, developers and county leaders. There were six townships present (Jackson, Louisville, St. Lawrence, Spring Lake, Helena and New Market). Residents in townships/counties that enforce the state building code receive a 10% discount on property insurance premiums.

**Code Officer** There are three open cases (business w/o IUP, building w/o permit, and violation of poultry ordinance. Two cases were closed they were resolved successfully.

**Sheriff's Report** The sheriff's report was distributed to the officers.

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## Other Business

- Property Line** There is a property line dispute in a development; Clerk recommended talking to the neighbor; if that does not resolve the issue, an attorney may need to be hired. The township has no authority for property line disputes.
- MAT**
1. No special session; townships came close to the 6% for auto part sales but didn't come up for a vote
  2. No LRIP funding for townships; townships got one representative on the board
  3. New automated phone system at MAT
  4. Chainsaw PPE includes helmet, face shield, leg protection, protective shoes, CPR training, hearing protection
  5. Retain emails is needed for "Official Record"; others may be removed once no longer germane; ok to delete junk
  6. Use Resolution, not motion, to appoint Election Judges
  7. Spending motion must be a Roll Call vote
  8. New Attorney at MAT is Graham Moberg
- Receipts**
- New Receipts:
- |           |    |            |                    |                         |
|-----------|----|------------|--------------------|-------------------------|
| 6/30/2022 | \$ | 336,831.34 | Scott County       | 1st Half Property Taxes |
| 6/30/2022 | \$ | 78.02      | First Bank & Trust | Optima Interest         |
| 6/30/2022 | \$ | 206.39     | Riverland Bank     | Interest                |
| 6/10/2022 | \$ | 26.65      | State of Minnesota | ORI                     |
| 7/1/2022  | \$ | 98,135.45  | State of Minnesota | ARPA                    |
- Treasurer's Report**
- Treasurer Hutton provided a detailed Treasurer's Report, especially related to property taxes and ARPA funds. Hutton is researching CTAS, specifically the timing, licensing and cost. A credit card was given to Deputy Clerk; the Road Overseer's card's spelling will be corrected and distributed upon receipt. Hutton will prepare a policy/agreement for the holders to review and accept. The ARPA funds were deposited into the checking account; therefore no transfer of funds is needed in July.
- On a motion by Wermerskirchen/Deutsch, the Treasurer's Report was accepted as presented; carried unanimously.
- Jordan Fire** The Jordan Fire Department is searching for a used ladder truck.
- Regional Park** Haag is unable to attend the Regional Park Meeting on July 26, 2022 at 6:00 PM at the Jordan Public Library; Deputy Clerk Taylor DuCharme will represent Helena Township.
- Performance Review** Clerk provided a form for the board in preparation for Haag's Performance Review, to be held in Executive Session, immediately following the July 20<sup>th</sup> Work Shop. Clerk provided a copy of the Workplace Accident and injury Reduction Program for an annual review at the same time.
- Continuation** At 7:55 PM on a motion by Wermerskirchen/Deutsch the meeting was continued to: 5:30 PM Thursday July 14, 2020 at Cedar Lake Farm Regional Park Lakeside Pavilion for an informational meeting; then to 4:00 PM Wednesday July 20, 2022 at 24401 WCLD; then to 5:00 PM Wednesday July 20, 2022 at the New Prague Fire Hall for the July Work Shop; carried unanimously.

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Edward Nytes, Chairman

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DeAnn Croatt, Clerk