

## Helena Township Board of Supervisors Regular Monthly Meeting Minutes

Minutes of September 8, 2022 | New Prague Fire Hall

**Call to Order** Regular Monthly Meeting was called to order by Chairman Nytes at 6:00 p.m. The Pledge of Allegiance was recited.

**Present** Chairman Edward Nytes, Supervisor Duane Deutsch, Supervisor John Wermerskirchen, Clerk Heather Taylor DuCharme, Deputy Clerk DeAnn Croatt, Treasurer Nathan Hutton, Road Overseer Jeff Haag. Haag left the meeting at approximately 6:45 p.m. Also present were Ally Klehr and Tom Johnson during the meeting.

**Minutes** On motion by Wermerskirchen/Deutsch, the August Regular Monthly Meeting Minutes and August Workshop Minutes were approved as presented; carried unanimously.

**Claims Paid** After review of invoices and on motion by Deutsch/Wermerskirchen claims were approved for payment and checks 6528-6551 (6550 void) and four ACHs totaling \$56,890.51 were approved for payment; carried unanimously by motion and roll call vote (Nytes – yes; Deutsch – yes; Wermerskirchen – yes).

Ck#	Amount	Payee	Purpose/Reason
6528	180.00	Lori Bisek	Election Judge Training & Hours
6529	\$225.00	Marty Bisek	Election Judge Training & Hours
6530	\$230.00	Pete Croatt	Election Judge Training & Hours
6531	\$200.00	Patricia Lambrecht	Election Judge Training & Hours
6532	\$180.00	Lisa Wolf	Election Judge Training & Hours
6533	\$1,580.00	TJ Deutsch	Mowing Ditches
6534	\$795.00	Hakanson Anderson	WCLD
6535	\$91.37	SW Newsmedia	Notices/Publication
6536	\$480.00	Steve Rynda Cons.	RSP2 Park
6537-6543	\$11,964.05	Officers/Employees	Salary/Mtg/Labor/Reimb
ACH	\$1,135.66	PERA	DCP
ACH	\$632.89	MN Dept. Revenue	State Taxes
ACH	\$3,461.65	US Treasury	Federal Taxes
ACH	\$203.92	First Bank & Trust	Credit Card Payment / Expenses
6544	\$4,365.76	Klehr Grading & Exc.	Road Grading
6545	\$5,841.41	Art Johnson Trucking	250 <sup>th</sup> /St Ben. Gravel and Culvert
6546	\$19,725.08	Allstate Pavement Inc.	250 <sup>th</sup> /St Ben. Replacement
6547	\$380.00	MAT	Taylor DuCharme/Haag Registr.
6548	\$100.00	Donald Rowe	Website Updates
6549	\$5,048.39	Bryan Rock Products	250 <sup>th</sup> Redrock
6550	Void	Void	Void
6551	\$70.00	Lakers NP	Mattress/Box Spring Disposal

### Road Overseer Report

1. Marden. Complete except for shoulders and mailboxes; mailboxes scheduled for 9/15/2022.
2. Crack Fill. Scott County advised Haag that Helena Township is still on the schedule but the supplier is behind and they don't know when it will get done yet.
3. 250<sup>th</sup>/St. Benedict. Reclaiming project complete. Johnson stated additional rock may

be needed in spring. Johnson said he flattened what was there but it was pretty hard and some might come loose over the winter. Culvert damaged by reclamation replaced; cost split with contractor.

4. Dust Coating. Supervisors advised Haag to set up dust coating for: (a) 270<sup>th</sup> from CR 15 to CR 89, (b) 250<sup>th</sup>, and (c) St. Benedict.
5. Ditches. Haag removed a mattress and box spring from the ditch on 270<sup>th</sup>.
6. Stop Sign Height – Alton. Haag advised MN Manual states recommendation (not requirement) of 60" from bottom of sign to road. This sign is in ditch on decline from road. Haag recommended Supervisors make determination at road review. If Supervisors determine height should be reset, Haag recommends completely replacing sign and post based on previous damage.
7. Johnson advised to snowplow Naylor up to spot determined at previous meetings.
8. WCLD. Culvert marker installed and punch list complete.
9. Snowplowing. Possible snowplow provider from Henderson not submitting quote this year.
10. Tree Services. Wermerskirchen provided Haag with information on Axeman Tree Service for additional tree service provider in addition to Skluzacek.
11. Willow Lane. Willow tree downed by storm removed by Skluzacek Tree Service.
12. Koeper ATV Damage. Koeper resident emailed Croatt about kids and adult from Lucy Lane doing donuts on Koeper and causing damage to newly laid gravel. Supervisors determined that Koeper resident already spoke with ATV riders. Supervisors will wait and see if problem resolved by residents, if not, may send letter.
13. Education Opportunity. Croatt provided information to Haag and Supervisors for U of M classes on gravel road maintenance and design (\$75).
14. Haag left for another meeting after report, pictures taken with Croatt for retirement, and road review scheduling.

**Croatt Retirement** Croatt presented with plaque and award for 36 years of outstanding service to Township. Pictures taken to commemorate.

**Old Business** Fall Road Review. Changed to 9/12/2022 starting at 3:30 p.m. at NP Fire Hall. Wermerskirchen, Nytes, Deutsch, Haag, and Taylor DuCharme to attend.

Koeper/Mark/Lucy Feasability study. Wermerskirchen requested Taylor DuCharme or Croatt obtain or create a document listing general requirements for notice publication and mailing for road projects, including how many days in advance of meetings different notices need to be done. Supervisors requested Taylor DuCharme: (a) obtain documents from attorney to move forward with project and (b) schedule attorney and engineer to attend 9/21/2022 workshop to discuss project and assessment options.

**New Business** Snowplow Quotes. Supervisors reviewed snowplow quotes from Art Johnson Trucking and Dakota Robinson Trucking. On motion by Deutsch/Wermerskirchen, selected Art Johnson Trucking for 2022-2023 snowplow season; carried unanimously. Winning quote was for: Grader with Wing and V-Plow \$181.50/hour; Loader with Plow, Wing and V-Plow \$181.50/hour; D6 Dozer \$195/hour; Truck with Wing and Plow and Sander \$149/hour; Pick-Up with Plow \$105/hour; 1% Fuel Surcharge for every 5 cents over \$4.75; \$5,000 guarantee pay for months of December, January, February, and March; service provided on Thanksgiving Day, Christmas Day, New Years Day, or Easter

additional \$30/hour charge; charge to haul chips to use to sand Township roads \$6.25/ton with no charge for reloading.

Levy. Nytes reconvened annual meeting for the purposes of setting the levy. Last year the levy increase was 3%. Due to inflation, levy increase for this year set at 5%. Levy amounts at 5% increase are: General \$105,000; Road and Bridge \$233,000; R&B Reconstruction \$113,400; New Prague Fire Department \$77,325; Jordan Fire Department \$30,000; Total \$558,825. On motion by Deutsch/Wermerskirchen to approve proposed levy, approval of levy was carried unanimously. On motion by Wermerskirchen/Deutsch to approve proposed resolution for levy, approval of resolution for levy was carried unanimously. On motion by Wermerskirchen/Deutsch, annual meeting adjourned; carried unanimously.

Naylor Gravel. Ally Klehr will let Jeff Klehr know about length of road to maintain.

Township Properties. Croatt advised she changed the mailing address for the four properties owned by the Township (500570400, 500570410, 50090040, 50100030) to the PO Box. Croatt advised the property by the St. Benedict ballfield is owned by St. Wens.

Certificates of Insurance. Croatt advised when she contacted contractors to tell them the new PO Box mailing address for Township, she received five updated certificates of insurance (Art Johnson Trucking Inc.; Enchanted Forest, Inc.; Gopher State Sealcoat, Inc.; Town & Country Turf; and Hakanson Anderson Associates, Inc.).

Parks. Taylor DuCharme advised that contractor (contact person Stacey Demmer) working with Scott County Parks on the camper cabins at Cedar Lake Farm Regional Park contacted her about permits. Croatt and Taylor DuCharme determined no Township permits were needed and advised Demmer to contact Scott County about possible permits.

Township Tuesday/Township Insider. Taylor DuCharme and Croatt provided recap of 9/6/2022 Township Tuesday call and Township Insider, including resignations at MAT, firehall bylaws, conflict of interest resolutions, scheduling, and training.

Code Enforcement. Taylor DuCharme advised board that Scott County emailed that it would post for a Building Official and continue to provide Building Official services to the townships.

#### **Treasurer Report**

1. Review of Treasurer's Report with the Board.
2. Showed the Supervisors how the credit card breaks down purchases by cardholder.
3. No transfer of funds from savings to checking needed at this time.
4. Xcel still hasn't cashed a check, so Hutton will continue to follow up with Xcel.
5. Informed Supervisors that the interest rates on loans and savings accounts.
6. ARPA. Discussed previously applied ARPA funds and using ARPA money on 250<sup>th</sup> reclamation and elections (except for Board Member wages for tax withholding purposes). Supervisors agreed that ARPA funds should be applied as suggested.
7. On motion by Wermerskirchen/Deutsch Treasurer's Report was accepted as read;


unanimously carried.


New Receipts	Date	Amount	Payor	Purpose/Reason
	8/3/2022	\$580.38	Scott County	DNR
	8/5/2022	\$2.00	Hutton	Election Fee
	8/5/2022	\$2.00	Nytes	Election Fee
	8/5/2022	\$2.00	Wermerskirchen	Election Fee
	8/5/2022	\$400.00	Paul Hanzel Homes	Driveway
	8/5/2022	\$5,400.00	Hartman	WCLD
	8/10/2022	\$296.66	State of MN	ORI
	8/17/2022	\$266.22	Quality Cutters	Dust Coating
	8/17/2022	\$3,033.87	Flemming	RS
	8/22/2022	\$26.85	Hamilton	Dust Coating
	8/31/2022	\$227.46	Riverland Bank	Interest
	8/31/2022	\$185.49	Optima Plus Savings	Interest

**Other  
Business**

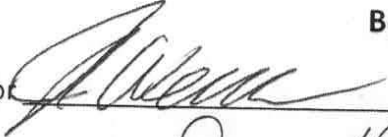

1. Verify MAT conference registrations.
2. Reviewed THC moratorium by Scott County Board.
3. Review additional cost to insure tabulator/ballot box (\$45 annually/\$250 deductible), computer equipment (\$8 annually/\$100 deductible), chainsaw (\$2 annually/\$250 deductible). On motion by Wermerskirchen/Deutsch, Taylor DuCharme to contact MATIT and add these items and poll pads to insured items, carried unanimously by motion and roll call vote (Nytes – yes; Wermerskirchen – yes; Deutsch – yes).
4. Review Code Enforcement Cases, Permit Report, Court Fees, and Sheriff's Report.
5. Based on Croatt's resignation as of 9/8/2022, a motion was made by Wermerskirchen/Deutsch to appoint Taylor DuCharme to complete Croatt's term through 12/31/2024 as Helena Township Clerk; motion unanimously carried. Taylor DuCharme accepted appointment and executed Official Oath of Office.
6. Taylor DuCharme appointed Croatt as Deputy Clerk. Croatt accepted appointment and executed Official Oath of Office.

**Continuation** At 8:30 p.m. on motion by Wermerskirchen/Deutsch, the meeting was continued to Monday 9/12/2022 at 3:30 p.m. for Fall Road Review and then to Wednesday 9/21/2022 for a Workshop at 5 p.m. followed immediately by Scott County Townships Association Fall Meeting at 7 p.m. at Spring Lake Town Hall; unanimously carried.

  
Edward Nytes, Chairperson

  
Heather Taylor DuCharme, Clerk

**Helena Township  
Board of Supervisors**

Supervisor  offered the following resolution and the motion was seconded by Supervisor  carried unanimously.

**Resolution 09082022**

WHEREAS, the Township of Helena Board of Supervisors and residents discussed the 2023 proposed levy at the March Annual Meeting and the at the September Regular Monthly Meeting; and

WHEREAS, the Township of Helena Board of Supervisors understands it is imperative to establish a levy at a level to best serve Helena Township needs while maintaining fiscal responsibility to the taxpayers of Helena Township.

NOW THEREFORE, the Township of Helena Board of Supervisors resolve the levy is set as documented on the "Levy Certification for Taxes Payable in 2023,"

AND DO FURTHER request the County of Scott to collect the assigned levy amounts with property taxes payable in the year 2022.

The vote was taken as follows:

Supervisor Duane Deutsch	Yes
Supervisor John Wermerskirchen	Yes
Chairperson Edward Nytes	Yes

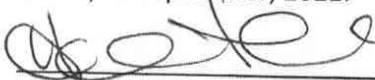
The resolution was adopted this 8<sup>th</sup> day of September, 2022.



Clerk Heather M. Taylor DuCharme

**Certificate of Clerk**

I, Heather M. Taylor DuCharme, Clerk of the Township of Helena, County of Scott, State of Minnesota, do hereby certify that the above is a true and correct excerpt from the Minutes of the meeting of the Board of Supervisors held on the 8<sup>th</sup> day of September, 2022, at which meeting a quorum was present and that the above portion of the Minutes have not been modified or rescinded. I have set my hand this 8<sup>th</sup> day of September, 2022.



Clerk Heather M. Taylor DuCharme