

# Helena Township Board of Supervisors Regular Monthly Meeting Minutes

Minutes of February 2, 2023 | New Prague Fire Hall

**Call to Order** Regular Monthly Meeting was called to order by Chairman Wermerskirchen at 5:00 p.m. The Pledge of Allegiance was recited.

**Present** Chairman John Wermerskirchen, Supervisor Duane Deutsch, Supervisor Edward Nytes, Clerk Heather Taylor DuCharme, Deputy Clerk DeAnn Croatt, Road Overseer Jeff Haag, and Treasurer Nathan Hutton. Also present for a short period of time were Doug Johnson and County Commissioner Barbara Weckman Brekke.

**AA Endeavors** Board continued discussion of AA Endeavors/Schoenbauer Farms proposed development.

1. Seven lots – each needs its own driveway permit even if there are shared driveways.
2. Developer’s agreement to stipulate to mailbox groupings by shared driveways.
3. Number of eligibilities. Unknown if these include all Schoenbauer family eligibilities or if Rob Schoenbauer and his wife have additional eligibilities. Unknown if existing homes on large farm parcels are included or excluded from eligibilities.
4. Review map.
5. Paving vs. not paving 255<sup>th</sup> or a portion of 255<sup>th</sup>.
6. Dustcoating.

**Minutes** On motion by Supervisor Nytes/Supervisor Deutsch, January Regular Monthly Meeting Minutes approved as presented; carried unanimously.

**Claims Paid** After review of invoices/claims and on motion by Supervisor Deutsch/Supervisor Nytes, all claims were approved for payment and checks 6617-6623 and one ACH totaling \$19,143.67 were approved for payment and \$10,000 was approved to be transferred from savings to checking; carried unanimously. Roll call vote by Clerk: Chairperson Wermerskirchen – yes; Supervisor Nytes – yes; Supervisor Deutsch – yes.

Check#	Amount	Payee	Reason/Purpose
ACH	\$85.25	First Bank & Trust	CC – Clerk Expenses
6617	\$12,725.44	Art Johnson Trucking, Inc.	Snowplowing
6618	\$675.52	Bryan Rock Products	Gravel
6619	\$1,552.50	Couri & Ruppe, PLLP	Legal Fees
6620	\$1,445.00	Minnesota Benefit Assoc.	Insurance Benefits
6621	\$25.76	Edward Nytes	Mailbox
6622	\$2,334.20	Scott County Treasurer	Salt
6623	\$300.00	Minnesota State Auditor	CTAS

**Treasurer’s Report** Treasurer advised the Board the January check to Couri & Ruppe, PLLP hasn’t been cashed yet. Discussion of annual meeting report. Treasurer presented Treasurer’s Report and reviewed with Board. On motion by Supervisor Nytes/Supervisor Deutsch, Treasurer’s Report accepted as presented; carried unanimously.

New Receipts

Date	Amount	Payor	Purpose/Reason
1/11/2023	\$69.99	State of MN	ORI
1/17/2023	\$2,000.00	City of New Prague	Alton Avenue
1/25/2023	\$12,285.03	Scott County	Tax Settlement
1/31/2023	\$293.62	Optima Plus Savings	Interest
1/31/2023	\$221.69	Riverland Bank	Interest

**Road Overseer Report**

Doug Johnson picked up Art Johnson Trucking, Inc. check and stayed for Road Overseer Report. Road Overseer advised the Board regarding:

1. Baseline – Resident call about slippery road. Tom Johnson advised to add more rock chip.
2. 270<sup>th</sup> – cars in the ditch. Tom Johnson had already put fresh rock chips but added more.
3. Additional grading/chipping on Pexa, Alton, 255<sup>th</sup>.
4. Raven Stream – mailbox door was down when Tom Johnson was plowing and door was knocked off. Tom Johnson stopped and reattached.
5. Willow Court – Blue car in cul de sac. Tom Johnson sent a picture. Road Overseer advised Clerk. Clerk mailed letter to resident regarding hazard. Road Overseer advised Board that school bus driver (or school) also advised resident to move car.
6. Regional trail meetings update.
7. Cedar Lake Township called Road Overseer to discuss snow removal and grading costs.
8. Emails with Joe Witta and engineer regarding county crack fill and sealcoating schedule and which roads need to be done.
  - a. Engineer advised against sealcoating/crack fill on Silver Maple Drive, Maple Court, Willow Court, 255<sup>th</sup>, Steven, Michelle, Hunters Ridge, and Raven Stream because they are on the five year plan for overlay and crack filling/sealcoating will not extend the life of the roads or mitigate the need for overlay.
  - b. Engineer recommended crack fill/sealcoat on MarDen, Juniper, and 270<sup>th</sup>.
  - c. Road Overseer will contact Witta regarding roads and work to complete as well as asking Witta for vendor quote for FaithPoint to compare to their vendor for sealcoating on 270<sup>th</sup>.

**Old Business**

1. Clerk letters to Willow Court, St. Benedict Road, and Pearl Street residents regarding snow removal impediments.
2. Board discussed possible parking ordinance and linking state rules on Township website. Clerk to check with attorney regarding parking ordinances and suggestions.
3. Board discussed reviewing ordinances at future meeting.
4. Review of Schedule of Charges.
5. Clerk advised to notify Randy and Chris Kubes regarding new lot fees and driveway fees for individual lots.

**New Business**

St. Benedict Ball Club malt liquor license. On motion by Supervisor Nytes/Supervisor Deutsch, Resolution Supporting Approval of 3.2 Malt Liquor License accepted as presented; carried unanimously.

- Other Business**
1. Website Update – website should be live within a week.
  2. Cloud Storage – Board discussed setting up cloud storage for backup. On motion by Supervisor Deutsch/Supervisor Nytes, Clerk approved to set up and incur costs for cloud storage; carried unanimously. Roll call vote by Clerk: Chairperson Wermerskirchen – yes; Supervisor Nytes – yes; Supervisor Deutsch – yes.
  3. Rural Fire Commission. Supervisor Nytes advised the Board regarding:
    - a. New Prague Fire Department wants a new pump truck
    - b. New Prague Fire Department will not change levy for 2023
    - c. Demonstration of the New Prague Fire Department drone
    - d. New Prague Fire Department needs 33 new radios at a cost of \$240,000 total – will replace three per year with the city paying for three and New Prague Fire Department paying for three
  4. Supervisor Nytes advised the Board that he was told that Cedar Lake Township will not be clearing brush and will instead leave it up to landowners.
  5. Clerk advised Board regarding recent emails received:
    - a. Kraemer Mining & Materials, Inc. fees
    - b. New Prague Planning and Community Development Director regarding annexation of approximately four acres
    - c. Krzmarcik Split/Combo
    - d. Publication (both newspapers required pursuant to 2022 annual meeting; can change at next annual meeting)
    - e. Permit Report
    - f. Code Enforcement Report
    - g. Sheriff's Report
    - h. Scott County 2022 Year End Settlement
    - i. Scott County 2023 Settlement Schedule
    - j. MATIT Workers Compensation Audit complete (completed by Treasurer)
    - k. Township Levy Certification 2023
  6. Clerk advised the Board regarding:
    - a. Recap of Township Day at the Capitol
    - b. Discussion of records retention and archiving
    - c. Discussion of new minutes book to replace old one
  7. Scheduling Local Board of Appeal. On motion by Supervisor Nytes/Supervisor Deutsch, Local Board of Appeal meeting scheduled for 4/19/2023 at 5 p.m.; carried unanimously.
  8. Deputy Clerk advised Board regarding mail from Census Bureau and waiting until after any new annexation to update.
  8. Discussion of news from Township Insider.

**County**

- Commissioner Barbara Weckman Brekke attended the end of the meeting and discussed with the Board:
1. Annexation
  2. Township vs. City Government
  3. Broadband
  4. Road Projects (Pueblo 2024; 282 2025; 59 2024; Jordan roundabout)
  5. ENM Water Bottling

**Adjourn**

At 8:00 p.m. on motion by Supervisor Nytes/Supervisor Deutsch, the meeting was continued to 2/15/2023 at 5 p.m. for the Board of Audit - Annual Audit Meeting to be followed immediately

by a Workshop; unanimously carried.

Respectfully submitted



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Heather M. Taylor DuCharme, Clerk

Approved



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John Wermerskirchen, Chairperson

Helena Township  
Resolution 02022023  
Resolution Supporting Approval of 3.2 Malt Liquor License

WHEREAS, the Town Board of Supervisors of Helena Township in the County of Scott, State of Minnesota, have considered the matter of an application for a 3.2 Malt Liquor License;

NOW, THEREFORE, BE IT RESOLVED, by the Helena Township Town Board of Supervisors that pursuant to M.S.A. 340.11, the Board supports the granting of a 3.2 Malt Liquor License by Scott County to the St. Benedict Ball Club.

BE IT FURTHER RESOLVED, that a copy of this resolution is transmitted to the applicant and the Scott County Customer Service Office.

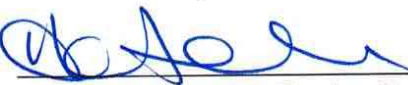
Adopted this 2<sup>nd</sup> day of February, 2023 by unanimous vote.

By the Helena Town Board

  
Chairperson John Wermerskirchen

  
Supervisor Duane Deutsch

Attested to by

  
Clerk Heather M. Taylor DuCharme

  
Supervisor Edward Nytes

I, Heather M. Taylor DuCharme, duly appointed Clerk for Helena Township, County of Scott, State of Minnesota, do hereby certify that I have compared the foregoing resolution with the original Minutes of the proceedings of the Town Board of Supervisors at their session held on the 2<sup>nd</sup> day of February, 2023, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand this 2nd day of February, 2023.

3 (Ayes)  
0 (Nays)

  
Heather M. Taylor DuCharme  
Clerk, Helena Township

