

## Helena Township Board of Supervisors Regular Monthly Meeting Minutes

Minutes of April 13, 2023 | New Prague Fire Hall

<b>Call to Order</b>	Regular Monthly Meeting was called to order by Chairman Wermerskirchen at 6 p.m. The Pledge of Allegiance was recited.																
<b>Present</b>	Chairman John Wermerskirchen, Supervisor Duane Deutsch, Supervisor Edward Nytes, Clerk Heather Taylor DuCharme, Road Overseer Jeff Haag, Treasurer Nathan Hutton, Jessica Cheney, Dave Krzmarcik, Jeff Svoboda, Tom Johnson, and Jeff Klehr																
<b>Not Present</b>	Deputy Clerk DeAnn Croatt																
<b>Minutes</b>	On motion by Nytes/Deutsch, March Regular Meeting Minutes (3/2/2023) and March Workshop Meeting Minutes (3/15/2023) were approved as presented.																
<b>New Construction</b>	Krzmarcik answered questions from the Supervisors regarding Krzmarcik's proposed new home construction. Krzmarcik requested the Supervisors execute a Township Recommendation Form for Krzmarcik to provide to Scott County. The Supervisors instructed Taylor DuCharme as to the completion of the form. On motion by Deutsch/Nytes, the form as completed by Taylor DuCharme was approved as presented after adding language regarding conditions; carried unanimously.																
<b>Ditch Quote</b>	Supervisors discussed the ditch mowing quote and information from TJ Deutsch. On motion by Wermerskirchen/Nytes, the quote was accepted for 2023; carried unanimously.																
<b>Treasurer Items</b>	<ol style="list-style-type: none"> <li>1. Hutton provided the Board with an update and review regarding CTAS use, training, and reports.</li> <li>2. Hutton presented the Treasurer's Report. On motion by Wermerskirchen/Deutsch, Treasurer's Report was approved as presented; carried unanimously.</li> </ol>																
<b>Claims Approved and Paid</b>	<p>After review of invoices/claims and on motion by Nytes/Deutsch, all claims were approved for payment and checks 6641 through 6649 and one ACH totaling \$30,670.98 were approved for payment; carried unanimously. Roll call vote by Clerk: Wermerskirchen – yes; Nytes – yes; Deutsch – yes. At request of Hutton and on motion by Deutsch/Nytes, \$29,757.63 was approved to be moved from savings to checking.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Check#</th> <th style="width: 20%;">Amount</th> <th style="width: 40%;">Payee</th> <th style="width: 30%;">Reason/Purpose</th> </tr> </thead> <tbody> <tr> <td>6641</td> <td>\$6,551.21</td> <td>Art Johnson Trucking Inc</td> <td>Snow Removal</td> </tr> <tr> <td>6642</td> <td>\$4,954.92</td> <td>Bryan Rock Products</td> <td>Chips for Gravel</td> </tr> <tr> <td>6643</td> <td>\$2,106.25</td> <td>Couri &amp; Ruppe PLLP</td> <td>Legal Services</td> </tr> </tbody> </table>	Check#	Amount	Payee	Reason/Purpose	6641	\$6,551.21	Art Johnson Trucking Inc	Snow Removal	6642	\$4,954.92	Bryan Rock Products	Chips for Gravel	6643	\$2,106.25	Couri & Ruppe PLLP	Legal Services
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	6644	\$3,824.00	Hakanson Anderson	Engineering Services																				
	6645	\$950.00	Scott County Treasurer	Scale																				
	6646	\$144.00	Suel Printing Company	Public Posting																				
	6647	\$82.53	SW Newsmedia	Public Posting																				
	6648	\$11,381.32	Klehr Grading & Excavating	Road Grading																				
	6649	\$75.00	Minnesota Assoc. Twps.	Short Course																				
	ACH	\$601.75	First Bank & Trust	Credit Card/Supplies																				
<b>New Receipts</b>	<table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> <th>Payor</th> <th>Purpose/Reason</th> </tr> </thead> <tbody> <tr> <td>3/1/2023</td> <td>\$22,052.67</td> <td>Scott County</td> <td>Gas Tax</td> </tr> <tr> <td>3/31/2023</td> <td>\$306.36</td> <td>Optima Plus</td> <td>Interest</td> </tr> <tr> <td>3/31/2023</td> <td>\$251.06</td> <td>Riverland Bank</td> <td>Interest</td> </tr> <tr> <td>3/15/2023</td> <td>\$2,010.00</td> <td>JBZ</td> <td>Annexation Fee</td> </tr> </tbody> </table>				Date	Amount	Payor	Purpose/Reason	3/1/2023	\$22,052.67	Scott County	Gas Tax	3/31/2023	\$306.36	Optima Plus	Interest	3/31/2023	\$251.06	Riverland Bank	Interest	3/15/2023	\$2,010.00	JBZ	Annexation Fee
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<b>Road Overseer Report/Items</b>	<p>Haag presented his report. Items discussed were:</p> <ol style="list-style-type: none"> <li>1. Schoenbauer Farms/AA Endeavors – add language to developer agreement regarding cost of additional gravel during and after construction.</li> <li>2. Status of Naylor on 3/16/2023.</li> <li>3. Additional grading by Klehr during the week of 4/10/2023.</li> <li>4. WCLD culverts, flow, ditches, and repair/maintenance.</li> <li>5. Mailboxes <ol style="list-style-type: none"> <li>a. Terwedo cost increasing to \$125/installation plus materials.</li> <li>b. Millard out of Belle Plaine cost is \$50/installation plus materials. Need to know if Millard has certificate of insurance. Obtaining insurance may increase cost.</li> <li>c. Safety Signs our of Lakeville cost is \$200/installation plus materials.</li> </ol> </li> <li>6. Mailboxes – Bohnsack Way. Discussed requiring residents to replace the three current mailboxes with swing away style to avoid damage by plows. Tabled until after road review.</li> <li>7. Two snow plow complaints on 4/1/2023 due to unusual snow event.</li> <li>8. Haag contacted Envirotech re: 2023 dust coating. Quote from Envirotech based on 2022 volume adjusted for additional cost of materials. Total paid in 2022 was approximately \$17,400. Quote for 2023 is \$19,000. On motion by Deutsch/Nytes, Haag approved to schedule Envirotech for 2023 dust coating; carried unanimously.</li> <li>9. 270<sup>th</sup> Street. Joe Witta advised Haag that Scott County would charge \$3,721.60 to sealcoat and \$64.32 to crack fill four cracks. Remaining amount in escrow is \$1,346.85. Haag requested Taylor DuCharme</li> </ol>																							

	<p>obtain from Croatt contact person at Faith Point so Haag can call to see what vendor(s) Faith Point has contacted and the amount of any quote received. Scott County needs to hear back from Haag before 4/18/2023.</p> <ol style="list-style-type: none"> <li>10. SWCD Update. Weed control costs after apportionment of grant received by SWCD is approximately \$5,700 for recommended services (admin, two noxious weed applications, and two other applications). Additional woody vegetation application would be \$1,700, but SWCD is not recommending that at this time. Supervisors discussed using ARPA money. On motion by Deutsch/Nytes, Haag approved to advise SWCD to move forward with SWCD recommended services (all except woody vegetation application).</li> <li>11. Road review was scheduled for 4/27/2023 to start by meeting at the New Prague Fire Hall at 3:30 p.m.</li> <li>12. Discussion of state requirement for weed inspector.</li> </ol>
<b>Gravel/Grading Quotes</b>	<p>The Supervisors opened the sealed envelopes from Klehr and Johnson for quotes for (a) grading and (b) gravel hauling. On motion by Deutsch/Nytes, gravel hauling quote from Johnson accepted for 2023; carried unanimously. On motion by Deutsch/Nytes, grading quote from Johnson accepted for 2023; carried (Deutsch – yes; Nytes – yes; Wermerskirchen – no).</p>
<b>Old Business</b>	<ol style="list-style-type: none"> <li>1. Tangen easement.</li> <li>2. SCTA and MAT meetings.</li> </ol>
<b>Other Business</b>	<p>Other business discussed was as follows:</p> <ol style="list-style-type: none"> <li>1. Deaths of board members from other townships.</li> <li>2. Deputy Clerk report.</li> <li>3. Review of gravel hauling/grading quote procedures with Svoboda.</li> <li>4. Pentagon Materials quote for 2023 costs. On motion by Deutsch/Wermerskirchen, quote was approved; carried unanimously.</li> <li>5. Discussion of emails forwarded by Taylor DuCharme about Scott County permits and other reports, round about on Highway 21, state approved annexation, elections equipment purchase/costs, bridge inspections, and SCALE update.</li> </ol>
<b>New Business</b>	<p>New business discussed was as follows:</p> <ol style="list-style-type: none"> <li>1. Taylor DuCharme advised the Supervisors about phone calls, emails, and information exchanged with the Minnesota Historical Society (MNHS) about turning over historical documents to the State Archives. Any documents given to the State Archives and MNHS would become their property but the public would have access through MNHS and State Archives. Discussed benefits of turning over historical documents for preservation and public access. On motion by Nytes/Deutsch, Taylor DuCharme approved to contact MNHS to proceed with turning over historical documents for preservation.</li> <li>2. Amount to authorize Haag to expend in case of emergency where Haag cannot contact any Supervisors. Issue tabled.</li> </ol>

<p><b>Continue</b></p>	<p>3. Issues of meeting decorum, recesses, and opening meeting rules. 4. Scott County Parks and potential future dog park.</p> <p>At 8 p.m. on motion by Nytes/Deutsch, the meeting was continued to 4/19/2023 at 5 p.m. for the Board of Equalization and Appeal meeting and workshop meeting; unanimously carried.</p>
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Respectfully submitted

  
Heather M. Taylor DuCharme, Clerk

Approved

  
John Wermerskirchen, Chairperson

TREASURER'S REPORT

DATE: April 13, 2023

FILE COPY

<b>GENERAL CHECKING</b>	\$	<b>10,805.36</b>
<b>OPTIMA PLUS SAVINGS</b>	\$	760,793.54
Transfer (to checking)	\$	(30,000.00)
Scott County (Gas Tax)	\$	22,052.67
Interest 3-31-2023	\$	306.36
	<b>\$</b>	<b>753,152.57</b>
<b>RIVERLAND BANK</b>	\$	211,143.31
Interest 3-31-2023	\$	251.06
	<b>\$</b>	<b>211,394.37</b>

**GRAND TOTAL \$ 975,352.30**

NOTE: THE AMOUNTS ABOVE INCLUDE ALL RECEIPTS SINCE THE LAST MEETING.

3/1/2023 Scott County (Gas Tax)	\$	22,052.67
3/15/2023 JBZ (annex fee)	\$	2,010.00
	<b>\$</b>	<b>24,062.67</b>

**Deposit received after month-end close**

**\$ -**

	2021	2022	2023	Total of Checks for Month
GENERAL	\$ 96,000.00	\$ 100,000.00	\$ 105,000.00	
JAN	\$ 2,234.54	\$ 2,070.24	\$ 309.64	\$ 28,271.20
FEB	\$ 1,520.00	\$ 1,445.00	\$ 1,830.25	\$ 19,143.67
MAR	\$ 14,171.50	\$ 13,049.15	\$ 19,686.80	\$ 33,771.06
APRIL	\$ 982.52	\$ 1,945.92		\$ -
MAY	\$ 87.50	\$ 24,668.00		\$ -
JUNE	\$ 42,924.84	\$ 18,898.94		\$ -
JULY	\$ 265.00	\$ -		\$ -
AUG	\$ 391.32	\$ 1,098.31		\$ -
SEPT	\$ 14,502.53	\$ 16,275.66		\$ -
OCT	\$ 906.95	\$ 703.45		\$ -
NOV	\$ 1,871.65	\$ 575.94		\$ -
DEC	\$ 16,285.63	\$ 19,052.55		\$ -
<b>TOTAL</b>	<b>\$ 96,143.98</b>	<b>\$ 99,783.16</b>	<b>\$ 21,826.69</b>	<b>\$ 81,185.93</b>
<b>Funds Remaining</b>	<b>\$ (143.98)</b>	<b>\$ 216.84</b>	<b>\$ 83,173.31</b>	
R & B	\$ 317,000.00	\$ 330,000.00	\$ 346,400.00	
JAN	\$ 26,430.83	\$ 9,897.52	\$ 17,006.63	
FEB	\$ 8,708.25	\$ 8,052.75	\$ 15,760.92	
MAR	\$ 5,313.32	\$ 4,162.03	\$ 10,019.26	
APRIL	\$ 13,786.00	\$ 10,313.60		
MAY	\$ 8,260.06	\$ 10,315.40		
JUNE	\$ 65,217.12	\$ 132,295.53		
JULY	\$ 32,641.50	\$ 14,153.22		
AUG	\$ 18,504.25	\$ 22,854.60		
SEPT	\$ 13,675.64	\$ 8,089.64		
OCT	\$ 6,573.09	\$ 6,106.49		
NOV	\$ 6,917.79	\$ 2,116.92		
DEC	\$ 7,322.66	\$ 19,121.93		
<b>TOTAL</b>	<b>\$ 213,350.51</b>	<b>\$ 247,479.63</b>	<b>\$ 42,786.81</b>	
<b>Funds Remaining</b>	<b>\$ 103,649.49</b>	<b>\$ 82,520.37</b>	<b>\$ 303,613.19</b>	
NEW PRAGUE FIRE	\$ 77,312.30	\$ 38,550.50		
JORDAN FIRE	\$ 30,896.59	\$ 32,386.42		
JF (new truck)				
SPECIAL				
JAN	KOLUMA 5454.93, WCLD 5500		\$ 10,954.93	
FEB	KOLUMA		\$ 1,552.50	
MAR	3965 Debt, 100 AA End		\$ 4,065.00	
APRIL				
MAY				
JUNE				
JULY				
AUG				
SEPT				
OCT				
NOV				
DEC				
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,572.43</b>	

Tally for Funds  
2023

Thursday, April 13, 2023		Receipts	Orders Paid	Totals	Monthly Notes
General Fund	\$ 111,499.82	\$ 11,469.13	\$ 21,826.69	\$ 101,142.26	
Road & Bridge	\$ 246,758.29	\$ 28,597.36	\$ 42,786.81	\$ 232,568.84	
Road & Bridge Reconstruction	\$ 425,946.64	\$ 2,216.92		\$ 428,163.56	
Jordan Fire	\$ 27,053.15	\$ 665.08		\$ 27,718.23	
New Prague Fire	\$ 38,262.39	\$ 1,551.84		\$ 39,814.23	
lot fee	\$ 127,802.77			\$ 127,802.77	
tax reimburse	\$ 12,777.50			\$ 12,777.50	
Interest	\$ 18,457.26	\$ 1,534.68		\$ 19,991.94	
Willow Lane	\$ (10,464.15)			\$ (10,464.15)	
Faith Point	\$ 1,346.85			\$ 1,346.85	
Soderlund	\$ (11,170.49)			\$ (11,170.49)	
Jaguar	\$ (600.00)			\$ (600.00)	
State of MN COVID-19	\$ 4,377.11			\$ 4,377.11	
American Recovery Plan (ARP)	\$ 131,001.19			\$ 131,001.19	
MarDen	\$ (58,423.59)			\$ (58,423.59)	
Koeper/Lucy/Mark	\$ (690.00)		\$ 7,007.43	\$ (7,697.43)	Added OCT-2022
AA Endeavor LLC	\$ 5,000.00		\$ 100.00	\$ 4,900.00	Added JUN-2022
West Cedar Lake Drive	\$ (204,148.61)	\$ 468.00	\$ 5,500.00	\$ (209,180.61)	Created for accounting reasons
Debt Service	\$ (9,574.37)		\$ 3,965.00	\$ (13,539.37)	
First Bank & Trust Road Loan	\$ 260,000.00			\$ 260,000.00	
<b>Project totals</b>	\$ 46,277.02			\$ 37,280.02	
Raven Stream	\$ (306,270.27)	\$ 1,093.73		\$ (305,176.54)	
Recon Funds to resolve Loan	\$ 178,847.71			\$ 178,847.71	Created for accounting reasons
Debt Service	\$ 31,354.30			\$ 31,354.30	
First Bank & Trust Road Loan	\$ (10,202.01)			\$ (10,202.01)	
<b>Project totals</b>	\$ (106,270.27)			\$ (105,176.54)	
	\$ 1,008,941.49	\$ 47,596.74	\$ 81,185.93	\$ 975,352.30	

ESCROW ACCTS

April 13, 2023

	TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE
<b>MISC PROJECTS</b>			
AA Endeavor LLC	\$ 5,000.00	\$ 100.00	\$ 4,900.00 Added June-2022
Faith Point	\$ 7,500.00	\$ 6,153.15	\$ 1,346.85 Sealing coating not done
<b>ROAD PROJECTS</b>			
Willow	\$ 224,094.94	\$ 240,628.79	\$ (16,533.85)
Raven Stream	\$ 129,756.46	\$ 439,060.60	\$ (309,304.14)
MarDen	\$ 14,705.00	\$ 73,128.12	\$ (58,423.12)
Koeper-Lucy-Mark	\$ -	\$ 7,697.43	\$ (7,697.43) Created OCT-2022
West Cedar Lake	\$ 297,238.00	\$ 501,018.61	\$ (203,780.61)
<b>POTENTIAL FOR ESCROW</b>			
Soderlund (Recurring Beaver Issues)	\$	\$ 12,620.49	\$ (12,620.49)
Jaguar (Franchise Agreement)	\$	\$ 600.00	\$ (600.00) Ruppe Expense
<b>ARPA Funds Tracking</b>	\$ 196,270.90	\$ 65,269.71	\$ 131,001.19