

Helena Township Board of Supervisors Regular Monthly Meeting Minutes

Minutes of April 19, 2023 | New Prague Fire Hall

Call to Order – BOAE	Board of Appeal and Equalization Meeting was called to order by Chairman Wermerskirchen at 5 p.m. The Pledge of Allegiance was recited.
Present	Chairman John Wermerskirchen, Supervisor Duane Deutsch, Supervisor Edward Nytes, Clerk Heather Taylor DuCharme, Road Overseer Jeff Haag, Deputy Clerk DeAnn Croatt, Mark Fritz (Scott County), Matt Malvin (Scott County), Laurie Hartman Green (Resident), Kevin Green (Resident).
Not Present	Treasurer Nathan Hutton
Motion to Open Board of Appeal and Equalization Meeting	Wermerskirchen asked for a motion to open the meeting. On motion by Deutsch/Nytes, the meeting was opened; carried unanimously.
Opening Statement	Taylor DuCharme read the opening statement for BOAE meeting.
Introductions	Fritz and Malvin introduced themselves as representatives of Scott County. Laurie Hartman Green and Kevin Green introduced themselves as residents.
Questions and Discussion	Laurie Hartman Green asked questions about the effects of zoning changes on property tax valuation/assessments to which Fritz, Malvin, and the Board responded. Discussion of the number of calls received by Scott County regarding annual tax assessment notices. Fritz and Malvin advised less than 10 calls total. Fritz and Malvin advised the Board that one resident called regarding changing tax assessment on lot determined by Scott County to be not buildable (property created in 1979 by contract for deed, house torn down in approximately 2007-2008 and not replaced immediately, property then no longer was buildable). Haag asked question about effect of planned bike trail on property values to which Fritz and Malvin responded.
Motion to Adjourn	At 5:25 p.m. on motion by Wermerskirchen/Deutsch, the meeting was adjourned; unanimously carried.
Call to Order – Workshop	Workshop meeting was called to order by Chairman Wermerskirchen at 5:30 p.m.
Present	Chairman John Wermerskirchen, Supervisor Duane Deutsch, Supervisor Edward Nytes, Clerk Heather Taylor DuCharme, Road Overseer Jeff Haag, Deputy Clerk DeAnn Croatt.
Not Present	Treasurer Nathan Hutton

<p>Treasurer Update</p>	<p>Hutton not present for update. Taylor DuCharme advised Board that Scott County contacted the Township regarding duplicate payment of invoices. Check 6645 paid invoices previously paid by Checks 6629 and 6631. Scott County to mail check back to Township.</p>
<p>Road Overseer Update</p>	<ol style="list-style-type: none"> 1. <u>WCLD</u> (boring and project regarding ditch). Pipeline, Johnson Trucking Inc., Deutsch, and Haag to meet at site next week to review site for project. Discussion regarding plans move forward with project after notice of costs. 2. <u>Dust Coating</u>: Township in queue. 3. <u>SWCD</u>. Updated estimate for noxious weed control approximately \$4,000. Haag to ride with contractor during spraying. 4. <u>Mailbox Posts</u>. Randy Millard does not currently have liability insurance. Supervisors asked Taylor DuCharme to (a) send copy of a certificate of liability insurance to Haag to advise Millard what is needed and (b) contact MAT re: recommended level of liability insurance. Taylor DuCharme asked about the cost to contract through Scott County and was advised that Township used to do that until Terwedo offered to provide service. 5. <u>Grading</u>. Tom Johnson contacted Haag to recommend disc shouldering gravel roads before the weeds grow too large. Supervisors discussed previous disc shouldering (including problems with rain after) and current need. Supervisors advised Haag to have Johnson disc shoulder one side of the roads at a time and the other side approximately a week later to avoid problems from last time. 6. <u>Bike Trail</u>. Haag provided update from zoom meeting: 15-25 years out and no budget approved; master plan to be complete summer 2023; final plan complete fall 2023.
<p>Clerk Update</p>	<ol style="list-style-type: none"> 1. <u>Sewer</u>. Email regarding sewer question from resident and messages with Barbara Weckman Brekke regarding the same. 2. <u>Utility Permit</u>. Xcel permit to replace equipment. 3. <u>Driveway Permits</u>. Review proposed changes to driveway permit and temporary driveway permit. Changes approved and Taylor DuCharme given go ahead to update forms on website. 4. <u>Seal Coating 270th/Faith Point</u>. Taylor DuCharme advised Board regarding email from Scott County and requirement for electronic execution of agreement for seal coating 270th. Haag advised Board he emailed Steve Trewartha about quote from Scott County for cost and to discuss whether Faith Point has a quote from a its own vendor but had no response yet. Haag called Trewartha during meeting and Trewartha said he would call Ben Scheffler then call Haag back. Scheffler called Haag back during the meeting and gave approval on behalf of Faith Point for Township to contract with Scott County for seal coating 270th for \$3,721.60 to which Faith Point's escrow balance of \$1,346.85 would be applied and Faith Point would be obligated to pay the balance due to the Township. On motion by Nytes/Deutsch, the Agreement for Participation in Bituminous Deal Coating was approved for electronic/email execution by Clerk, Supervisors, and Scott County; carried unanimously. Supervisors discussed that in the future

	<p>the Township would configure agreements for development so that the Township would control final seal coating to avoid delays such as have occurred with this development.</p> <ol style="list-style-type: none"> 5. <u>Schoenbauer Farms/AA Endeavors</u>. Supervisors discussed Taylor DuCharme's emails with Bob Ruppe regarding addition gravel costs in developer agreement (D/A) brought up by Haag at previous meeting. Supervisors agreed that D/A okay as already drafted regarding that issue. 6. <u>HWY 21 Roundabout</u>. Reminder provided regarding public meeting at Jordan City Council Chambers on 4/26/2023 from 4:30 p.m. to 6:30 p.m. 7. <u>Playground Equipment</u>. Taylor DuCharme advised Board regarding playground equipment catalogue received from GameTime.
Old Business	None
New Business	None
Other Business	<ol style="list-style-type: none"> 1. Deutsch and Croatt discussed when permits are required for utilities to replace and/or place equipment. 2. Supervisors discussed requiring escrow for future projects and developments to be replenished after specified amounts depleted (depending on project). This would help protect the Township from non-payment for necessarily incurred costs. 3. Discussion of CapX line (placement, escrow, ariel inspection). 4. Haag asked for Board's position on who maintains grassy areas in cul de sacs. Supervisors stated that those areas are ultimately Township responsibility if residents do not mow, maintain, or repair grass. Haag advised Board the grassy area in the cul de sac on Willow (near where car was parked during plowing) has some grass pushed up. Supervisors advised Haag to try and fix grass. 5. Nytes advised Board resident who previously thought Township was plowing his driveway called and asked Township to gravel it. Nytes advised resident that Township has not plowed or otherwise maintained the driveway and it is resident's responsibility. 6. Reminder provided regarding registration for legal seminar scheduled for 6/1/2023. 7. Discussion of mosquito control measures and timing for spring. 8. Discussion of workshop meeting times and whether to change from 5 p.m. to 6 p.m. Upon request by Taylor DuCharme, issue tabled until Hutton is present to participate in discussion. 9. Board discussed spring road review schedule at posting site.
Motion to Adjourn	<p>At approximately 6:30 p.m. on motion by Wermerskirchen/Nytes, the workshop meeting was adjourned; unanimously carried.</p>

Respectfully submitted


Heather M. Taylor DuCharme, Clerk

Approved


John Wermerskirchen, Chairperson