

Helena Township Board of Supervisors
Regular Monthly Meeting Minutes
Minutes of 2/8/2024 | New Prague Fire Hall

Call to Order	Regular monthly meeting was called to order by Chairperson Deutsch at 6 p.m. The Pledge of Allegiance was recited.																
Present	Chairperson Duane Deutsch, Supervisor John Wermerskirchen, Supervisor Edward Nytes, Treasurer Nathan Hutton, Clerk Heather Taylor DuCharme, Deputy Clerk DeAnn Croatt, Road Overseer Jeff Haag, Art Wann, Tom Johnon.																
Minutes	Review by Supervisors of proposed January 2023 Regular Meeting Minutes, January Workshop Meeting Minutes, and January Annual Board of Audit Meeting Minutes. On motion by Nytes/ Wermerskirchen, all of the minutes were approved as presented; carried unanimously.																
Discussion of Claims	Review of (1) claim submitted by Cedar Lake Township for annual division of maintenance costs for Baseline Avenue and Baseline Boulevard and (2) claim submitted by Cedar Lake Township for separate gravel costs followed by (3) discussion of the claims and related issues. Supervisors reviewed 11/20/2019 Agreement and terms and noted that any additional costs require prior agreement and approval by both Helena Township and Cedar Lake Township. Supervisors discussed that Cedar Lake Township did not contact Helena Township to come to prior mutual agreement for additional gravel costs. Supervisors noted that Helena Township has not requested contribution or reimbursement from Cedar Lake Township for gravel costs incurred that were not pre-approved by both Townships (most recently in 2022). Supervisors approved the \$1,700 claim for the annual division of maintenance costs agreement. Supervisors did not approve payment of the claim submitted for additional gravel costs that was not previously approved by mutual agreement of both Townships (total bill \$3,353.02; actual claim submitted \$1,676.51. Supervised advised the Clerk to email Cedar Lake Township regarding non-approval of \$1,676.51 claim.																
Claims Approved and Paid	<p>After review of claims and on original motion by Wermerskirchen/Nytes, all claims were approved as presented and approved for payment, and checks 6771-6786 and one ACH, all totaling \$13,124.78, were approved for payment; carried unanimously. Roll call votes on original motion and amendment: Deutsch – yes; Nytes – yes; Wermerskirchen – yes.</p> <table><tr><th>Check#</th><th>Amount</th><th>Payee</th><th>Reason/Purpose</th></tr><tr><td>ACH</td><td>\$79.20</td><td>First Bank & Trust</td><td>Credit Card</td></tr><tr><td>6771</td><td>\$5,000.00</td><td>Art Johnson Trucking, Inc.</td><td>Minimum Required – Snow Plow Contract</td></tr><tr><td>6772</td><td>\$1,700.00</td><td>Cedar Lake Township</td><td>Shared Maintenance Agreement - Baseline</td></tr></table>	Check#	Amount	Payee	Reason/Purpose	ACH	\$79.20	First Bank & Trust	Credit Card	6771	\$5,000.00	Art Johnson Trucking, Inc.	Minimum Required – Snow Plow Contract	6772	\$1,700.00	Cedar Lake Township	Shared Maintenance Agreement - Baseline
Check#	Amount	Payee	Reason/Purpose														
ACH	\$79.20	First Bank & Trust	Credit Card														
6771	\$5,000.00	Art Johnson Trucking, Inc.	Minimum Required – Snow Plow Contract														
6772	\$1,700.00	Cedar Lake Township	Shared Maintenance Agreement - Baseline														

	6773	\$198.75	Couri & Ruppe PLLP	Legal
	6774	\$1,445.00	Minnesota Benefit Association	Benefits
	6775	\$221.59	Quality Green LLC	Park Maintenance
	6776	\$90.00	Scott County Treasurer	Tax Assessment
	6777	\$496.00	Scott County Treasurer	Salt
	6778	\$39.08	SWNewsMedia	Legal Publication
	6779	\$64.00	Suel Printing Co	Legal Publication
	6780-6786	\$455.80	Board/Employees	Salary/Meeting Fees/Reimbursements
New Receipts	Date	Amount	Payor	Purpose/Reason
	1/4/2024	\$55.00	Duane Deutsch	MAT Meeting Cost reimbursement
	1/4/2024	\$200.04	Jon Hendricks	Hope Acres
	1/4/2024	\$49.99	State of Minnesota	ORI
	1/23/2024	\$6,348.33	BevComm	Francise Fees
	1/24/2024	\$7,939.02	Scott County	Tax Settlement
	1/29/2024	\$250.00	Stephanie Stevens	Jordan Fire Call
	1/29/2024	\$573.80	Comcast	Francise Fees
	1/31/2024	\$270.39	Riverland Bank	Interest
	1/31/2024	\$227.56	Optima Plus Savings	Interest
Cedar Lake Area Water and Sanitary Sewer District (Art Wann)				
<p>Art Wann was present again to discuss issues with the CLAWSSD and costs associated with the infrastructure on Silver Maple Drive. Discussion included issues Wann attempting to get itemized bills from the CLAWSSD accounting firm to show actual costs incurred. CLAWSSD's accounting firm sent Wann some information last week, but it was not the correct information. Wann plans to provide to Helena Township specific documentation of actual costs incurred by CLAWSSD due to infrastructure failure for infrastructure installed over ten years ago. No other CLAWSSD financial reports were provided. Supervisors noted that CLAWSSD has not adjusted the amount it bills CLAWSSD residents on a monthly basis for many years. There was discussion about (a) CLAWSSD being forced to take on the additional hookups for Silver Maple Bay without having been involved in the initial infrastructure installation, (b) what engineer(s) were involved with the installation, (c) what kind of accountability that original installers and engineers may have for contribution, and (d) that there are approximately 364 properties that are in the CLAWSSD, it is unknown how many of those are in Cedar Lake Township, and who/what other entities would benefit from contribution by Helena Township taxpayers. Treasurer asked if Supervisors wanted separate tracking</p>				

<p>Art Johnson Trucking, Inc.</p>	<p>for expenses related to Silver Maple Bay because of recent costs for calls with Clerk and Township attorney; it was decided not at this time.</p> <p>Tom Johnson advised the Board that Doug Johnson completed grading all Townships roads except St. Benedict. St. Benedict could not be graded due to rain but will be completed as soon as it is dry enough again. The recent grading of the road will be beneficial if there is snow and plowing needs to be done. Tom stated that Doug told him that all roads seem to be in good shape. The good condition of the road is due in part to the use of red rock by the Township. There was discussion with the Supervisors regarding the minimum \$5,000 payment requirement due based on the current snow plow contract and comparison with other town's contracts.</p>
<p>Road Overseer Items</p>	<p>Road Overseer presented the following items/report.</p> <ol style="list-style-type: none"> 1. Road Overseer has driven most of the roads twice in the last week or so to review conditions. 2. Alton Avenue and 270th (high traffic road) were getting bad before Johnson recently graded but are in good shape now. Low traffic roads seem to be holding up well this winter. 3. Scott County emailed regarding scheduling seal coating and crack filling for 2024. Road Overseer will complete form and submit to Scott County. <ol style="list-style-type: none"> a. Koeper, Mark, and Lucy are due for seal coating and crack filling. b. MarDen is due for seal coating and crack filling. c. Juniper is due for seal coating. d. Steven due for crack filling. 4. <u>Raven Stream</u>. The 100 or so feet of Raven Stream where it meets Highway 19 is deteriorating. That portion was not milled and overlayed when Raven Stream was done approximately five years ago. Road Overseer video called Township engineer to review and discuss options, which Road Overseer relayed to Supervisors at the meeting. Supervisors advised Road Overseer to contact Prior Lake Blacktop to obtain estimate for mill and overlay of just that portion of Raven Stream. Another option is to wait for next overlay projects in Township (2025 or 2026) and do the work as add on to those projects if contractor(s) not interested in completing this small of a project (engineer recommended). Another option is seal coating and crack filling, which is not recommended by engineer due to the rubber will be too new to properly mill and overlay within two years. 5. Road Overseer has training available online and in person through MAT. Supervisors approved Road Overseer to attend all upcoming training. 6. Scott County Soil and Water Conservation District (SWCD) requested quotes from six contractors for 2024 weed control. Contractor from 2023 did not submit quote. Only two of six contractors requested submitted quotes. Road Overseer reviewed contractors and quotes with Supervisors. Scott County will decide what contractor to hire for 2024.

	<ol style="list-style-type: none"> 7. There are small (less than six inch) trees along Alton Avenue. Road Overseer advised that SWCD weed control spray contract did not cover that stretch of road in 2023. The trees are small enough that if the additional length of road is included that weed control spray should take care of the tree and other overgrowth. Supervisors advised Road Overseer to add that length of road to weed control program for 2024. 8. Review of March meeting dates (regular meeting, workshop, and annual meeting) and Annual Meeting Road Overseer Road Report requirements. 9. Road Overseer talked to Robin from Cedar Lake Township Board. CLT has different contractors for gravel and paved roads.
Treasurer Items	<p>Hutton presented the following items for discussion.</p> <ol style="list-style-type: none"> 1. Review of Treasurer's Report. 2. Discussion of release of assets at bank because less than \$1 million in assets in accounts. 3. Summary of assets provided to bank. 4. No transfer needed from savings to checking this month. 5. After review of Treasurer's Report (including discussion of deposits, savings balance, project funds, payments, invoices, and escrow balances) and on motion by Nytes/Wermerskirchen, Treasurer's Report was accepted and approved as presented; carried unanimously.
Clerk Items	<p>Taylor DuCharme presented the following items/report.</p> <ol style="list-style-type: none"> 1. Election preparation update (PNP, primary, general) and election judge availability. Wermerskirchen stated he could be an election judge this year. Clerk to email information to Wermerskirchen. 2. Discussion of fire call bills/incident reports from Jordan, including payments on previously invoiced calls. Clerk to contact Jordan Fire Department regarding updated incident report. 3. Resident contact Clerk re: adopt-a-highway options in Township on 270th; Clerk to advise resident no such program exists at this time. 4. Information received by email by Clerk since last meeting: <ol style="list-style-type: none"> a. Scott County Road Tax amounts/property tax distribution. b. Levy Certification Form for 2024/2025. c. Bryan Rock 2024 pricing – pricing form signed by Chair. d. Board of Appeal and Equalization scheduling. Supervisors requested first choice 4/17 and second choice 5/15 to align with potential workshops; Clerk to contact Scott County to provide those dates. e. MNDOT response to unofficial detour reimbursement request. MNDOT adjusted amount requested to remove averaged dust coating costs from overall costs. Amount requested was either (1) \$15,468.60 averaging 2020-2022, (2) \$16,722.42 averaging 2019-2021, or (3) \$15,892.51 averaging 2019-2022. Amount approved by MNDOT is \$15,222.32. On motion by Wermerskirchen/Nytes, unofficial detour amount proposed was

	<p>accepted, agreement provided by MNDOT was approved as presented, Resolution attached to agreement was approved as presented; carried unanimously. Agreement and Resolution were executed and Clerk was advised to send to MNDOT.</p> <ol style="list-style-type: none"> Clerk prepared a form letter regarding mailboxes/snow removal for Supervisor approval. Supervisors reviewed and approved letter for future use as needed. MATIT changed its effective and policy dates. MAT Township Day at the Capitol scheduled for 4/8/2024-4/9/2024. SCALE meeting scheduled for 2/9/2024 from 7:30 a.m. – 9 a.m. Zoom subscription – documentation sent for tax exempt status on future bills; useful to have for meetings with attorney and engineer to save billed time by them to travel to Township. Discussion of protocol if Board member attends meeting(s) by Zoom. City of New Prague EDA and Planning Commission memorandum and correspondence. No additional communication received from City of New Prague regarding lease/rent. Review of ORI, permit, sheriff reports. Chris Kubes emailed Clerk and Road Overseer regarding driveway and mailbox permits for Schoenbauer Farms/AA Endeavors development. Clerk emailed Kubes regarding need for fees to be paid for those permits/mailbox posts.
Supervisor Items	<p>Supervisors raised the following items for discussion.</p> <ol style="list-style-type: none"> Nytes discussed the 2/3/2024 New Prague Rural Fire Annual Meeting. <ol style="list-style-type: none"> Fire Department will not bill residence for fire department calls except for illegal fires, structural fires, or excessive calls. Fire Department considering billing insurance companies for lift/assist calls. New equipment purchased including hammock style blanket with handles to carry people out of buildings and Louisville compression assistive device. Unlikely to raise levy. Cedar Lake Township asked what happens township does not levy or pay Fire Department. Resident contacted and had follow up with Nytes re: variance questions. Nytes called Clerk after initial contact and Clerk contacted resident (advised to contact Scott County). Deutsch provided update from Jordan Fire Department meeting held 2/7/2024 regarding levy discussions and increased costs for equipment, uniforms, and trucks.
Other Business	<p>Other business presented was as follows.</p> <ol style="list-style-type: none"> <u>Powerline</u>. Wermerskirchen advised the Board regarding the recent meeting about the proposed powerline move on Baseline. The meeting was well-attended and there was some contention. The

<p>Motion to Continue</p>	<p>need to request escrow money from the powerline company to ensure any damage to Baseline is paid for by the powerline company was discussed. Wermerskirchen stated that when the work begins that Road Overseer or Supervisor(s) should be present to make sure the road is not damaged and that any damage is noted if/when it occurs.</p> <p>2. <u>Emergency Management Meetings</u>. Discussion of upcoming (4) meetings at Scott County SCALE facility for emergency management training and who might attend.</p> <p>At 8 p.m. on motion by Wermerskirchen/Nytes, meeting continued to 2/21/2024 for the February Workshop at the New Prague Fire Department, 505 5th Avenue NW, New Prague, Minnesota 56071; carried unanimously.</p>
----------------------------------	---

Respectfully submitted



Heather M. Taylor DuCharme, Clerk

Approved



Duane Deutsch, Chairperson

TREASURER'S REPORT

DATE: February 8, 2024

FILE COPY

GENERAL CHECKING

\$ 61,713.89

OPTIMA PLUS SAVINGS

	\$	594,950.89
Transfer (to checking)	\$	-
Scott Co (Tax settlement)	\$	7,939.02
Interest 1-31-2024	\$	227.56
	\$	603,117.47

RIVERLAND BANK

	\$	213,618.25
Interest 1-31-2024	\$	270.39
	\$	213,888.64

GRAND TOTAL \$ 878,720.00

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

1/4/2024 Duane Deutsch	\$	55.00
1/4/2024 Jon Hendricks	\$	200.04
1/4/2023 State of Mn	\$	49.99
1/23/2024 BEVCOMM	\$	6,348.33
1/24/2024 Scott County	\$	7,939.02
1/29/2024 Stephanie Stevens	\$	250.00
1/29/2024 Comcast	\$	573.80
	\$	15,416.18

Deposit received after month-end close

\$ -

Breakdown of Tax Settlement

General	\$	1,508.42
Road & Bridge	\$	3,255.00
Reconstruction	\$	1,587.80
New Prague Fire	\$	1,111.46
Jordan Fire	\$	476.34
	\$	7,939.02

Tally for Funds
2024

Thursday, February 8, 2024									
			Receipts	Orders Paid	Totals				Monthly Notes
General Fund	\$	133,682.60	\$ 8,535.54	\$ 10,100.08	\$	132,118.06			
Road & Bridge	\$	365,874.28	\$ 3,255.00	\$ 5,869.73	\$	363,259.55			
Road & Bridge Reconstruction	\$	525,711.52	\$ 1,587.80		\$	527,299.32			
Jordan Fire	\$	22,315.73	\$ 726.34		\$	23,042.07			
New Prague Fire	\$	39,339.01	\$ 1,111.46		\$	40,450.47			
lot fee	\$	281,802.77			\$	281,802.77			
tax reimburse	\$	12,777.50			\$	12,777.50			Transfer to Genenal in CTA's
									Transfer beginning balance to
									Genenal in CTA's, however will
									continue to track here for rest of fiscal
Interest	\$	24,419.93	\$ 497.95		\$	24,917.88			year
Willow Lane	\$	170.99			\$	170.99			
Faith Point	\$	-			\$	-			
Soderlund	\$	(11,170.49)			\$	(11,170.49)			Transfer to R&B in CTA's
Jaguar	\$	(600.00)			\$	(600.00)			Transfer to Genenal in CTA's
State of MN COVID-19	\$	4,377.11			\$	4,377.11			Transfer to Genenal in CTA's
American Recovery Plan (ARP)	\$	25,176.09			\$	25,176.09			
MarDen	\$	(59,040.10)			\$	(59,040.10)			
Koeper/Lucy/Mark	\$	(186,909.84)			\$	(187,408.59)			Added OCT-2022
Hope Acres	\$	(200.04)	\$ 200.04	\$ 498.75	\$	-			Added OCT-2023
AA Endeavor LLC	\$	1,773.50			\$	1,773.50			Added JUN-2022
West Cedar Lake Drive	\$	(189,060.61)			\$	(189,060.61)			Created for accounting reasons
Debt Service	\$	(19,530.93)			\$	(19,530.93)			
First Bank & Trust Road Loan	\$	-			\$	-			
Project totals	\$	(208,591.54)			\$	(208,591.54)			
Raven Stream	\$	(291,634.59)			\$	(291,634.59)			
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)			
Project totals	\$	(91,634.59)			\$	(91,634.59)			
	\$	879,274.43	\$ 15,914.13	\$ 16,468.56	\$	878,720.00			

February 8, 2024

		TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE
MISC PROJECTS				
	Hope Acres	\$ 1,700.04	\$ 1,700.04	\$ - Added October-2023
	AA Endeavor LLC	\$ 15,000.00	\$ 13,226.50	\$ 1,773.50 Added June-2022
ROAD PROJECTS				
	Willow	\$ 224,094.94	\$ 240,628.79	\$ (16,533.85)
	Raven Stream	\$ 132,428.89	\$ 439,060.60	\$ (306,631.71)
	MarDen	\$ 14,705.00	\$ 76,301.67	\$ (61,596.67)
	Koeper-Lucy-Mark	\$ 122,617.91	\$ 310,026.50	\$ (187,408.59) Created OCT-2022
	West Cedar Lake	\$ 298,238.00	\$ 519,518.61	\$ (221,280.61)
POTENTIAL FOR ESCROW				
	Soderlund (Recurring Beaver Issues)	\$	\$ 12,620.49	\$ (12,620.49)
	Jaguar (Franchise Agreement)	\$	\$ 600.00	\$ (600.00) Ruppe Expense
ARPA Funds Tracking		\$ 196,270.90	\$ 170,934.81	\$ 25,336.09