



Helena Township Board of Supervisors
Regular Monthly Meeting Minutes
 Minutes of 9/5/2024 | 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, and Deputy Clerk DeAnn Croatt were present for entire meeting. Road Overseer Jeff Haag was not present. Conrad Anderson (CLA Construction), Bryn Thomas, and Jon Hendricks were present from 6 p.m. – 6:15 p.m. Jason Haugen and Tom Johnson were present from 6 p.m. – 7:05 p.m.																								
Minutes	Review by Supervisors of proposed 8/8/2024 and 8/21/2024 meeting minutes. On motion by Nytes/Wermerskirchen, minutes approved as presented; carried unanimously.																								
Discussion of Claims	Review of claims for approval and discussion. Discussion of correction for overpayment of Road Overseer claim in August and additional August claims due to primary election wages and costs. After review of claims and on motion by Nytes/Wermerskirchen, all claims were approved as presented for payment, including checks 6886-6914 and four ACHs totaling \$18,986.87; carried unanimously. Roll call votes: Deutsch – yes; Nytes – yes; Wermerskirchen – yes. Pursuant to request by Treasurer and on motion by Nytes/Wermerskirchen, transfer of \$18,986.87 from savings account to checking account approved; carried unanimously.																								
AMENDMENT TO MINUTES	AMENDMENT PURSUANT TO 9/18/2024 WORKSHOP MEETING: There was a rounding error for the amount to be paid to PERA at the 9/5/2024 meeting. The amount to be paid to PERA was stated as \$1,332.03 but should have been \$1,332.02, which changes the total checks and ACHs to \$18,986.86 (not \$18,896.87). On motion by Nytes/Deutsch at 9/18/2024 meeting, corrected amount of \$1,332.02 approved for payment, corrected total amount paid approved as \$18,896.86 , and 9/5/2024 minutes approved for amendment; carried by quorum.																								
P.D. EM  \$18,988.86	 \$18,988.86																								
Claims Approved and Paid	<table border="1"> <thead> <tr> <th>Check#</th> <th>Amount</th> <th>Payee</th> <th>Reason/Purpose</th> </tr> </thead> <tbody> <tr> <td>ACH</td> <td>\$537.52</td> <td>First State Bank & Trust</td> <td>Credit Card</td> </tr> <tr> <td>ACH</td> <td>\$592.89</td> <td>MN Dept. Revenue</td> <td>Taxes/Withholding</td> </tr> <tr> <td>ACH</td> <td>\$1,332.02</td> <td>PERA</td> <td>Pension</td> </tr> <tr> <td>ACH</td> <td>\$3,706.22</td> <td>Internal Revenue Service</td> <td>Taxes/Withholding</td> </tr> <tr> <td>6886</td> <td>\$3,465.00</td> <td>Art Johnson Trucking, Inc.</td> <td>Gravel/Grading</td> </tr> </tbody> </table>	Check#	Amount	Payee	Reason/Purpose	ACH	\$537.52	First State Bank & Trust	Credit Card	ACH	\$592.89	MN Dept. Revenue	Taxes/Withholding	ACH	\$1,332.02	PERA	Pension	ACH	\$3,706.22	Internal Revenue Service	Taxes/Withholding	6886	\$3,465.00	Art Johnson Trucking, Inc.	Gravel/Grading
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6887	\$290.00	Couri & Ruppe PLLP	Legal Fees
6888	\$400.00	Steve Rynda Construction and Landscape LLC	Park Maintenance
6889- 6895	\$3,797.57	Board/Employees	Salary/Meeting Fees/Reimbursements
6896- 6913	\$4,388.20 4,390.20	Election Judges	Primary Election Wages/Reimbursements
6914	\$477.44	Ettlin's Café	Primary Election

New Receipts

Date	Amount	Payor	Purpose/Reason
8/1/2024	\$2.00	Heather M. Taylor DuCharme	Filing Fee
8/9/2024	\$594.89	DNR	PILT
8/12/2024	\$73.31	State of Minnesota	ORI
8/12/2024	\$2.00	DeAnn Croatt	Filing Fee
8/13/2024	\$2.00	Duane Deutsch	Filing Fee
8/31/2024	\$312.06	Optima Plus	Interest
8/31/2024	247.84	Riverland Bank	Interest

**Township
Recommendation Form
Request**

Bryn Thomas, Jon Hendricks, and Conrad Anderson (CLA Construction) were present at the meeting to request a Township Recommendation Form. Thomas is building a home on the Hope Acres plat. Supervisors reviewed the plans and survey and asked Thomas, Hendricks, and Anderson relevant questions about easements and compliance with Township and County ordinances. On motion by Wermerskirchen/Nytes, execution of a township recommendation form was approved; carried unanimously. Clerk to email copy of executed form to Anderson for Anderson to provide to the County.

Clerk Items

Clerk presented the following items/report.

1. Scott Watershed Maintenance Office online meeting update.
2. Jeremy Tikalsky contacted Clerk and advised that the outstanding NP Fire Department invoice to a Township property owner (discussed a previous meeting) was paid by the property owner.
3. Election ballot for general election has been proofed and approved pursuant to County email/request.
4. Review of election tape from primary election (88 in person voters)

Deputy Clerk

Discussion of email from United Township Officers group regarding MAT/litigation and recent Court of Appeals Order.

Treasurer Items

Treasurer presented the following items/report.

1. Review of Treasurer's Report with Supervisors.
2. Discussion of escrow balances and policy regarding escrow

Supervisor Items	<p>requirements going forward.</p> <ol style="list-style-type: none"> 3. Review of fund balances and discussion of road/bridge fund compared to road/bridge reconstruction fund. 4. After review of Treasure’s Report and discussion and on motion by Wermerskirchen/Nytes, Treasurer’s Report approved and accepted as presented; carried unanimously <p>Wermerskirchen and Nytes both election judged at the primary in August. Wermerskirchen heard from Township residents while election judging at the primary regarding the condition of Raven Stream Park. Resident had concerns regarding weeds and playground equipment. Wermerskirchen contacted Steve Rynda Construction and Landscape LLC to provide additional park grounds maintenance to address weeds. Supervisors and Road Overseer will review condition of playground equipment during road review. Equipment was donated/loaned and at least some may not be the property of the Township.</p>
Snowplow Quotes	<p>The following occurred regarding snowplow quotes.</p> <ol style="list-style-type: none"> 1. Jason Haugen, Revolution Construction & Consulting, LLC, and Tom Johnson, Art Johnson Trucking, Inc., were present with quotes for snowplowing for the 2024/2025 winter season. 2. Klehr Grading & Excavating, Inc. emailed Clerk prior to meeting and advised they would not be presenting a quote this year. 3. Pharr & Away contacted Clerk regarding meeting time but did not attend meeting or provide a quote. 4. Supervisors reviewed the two quotes presented and asked questions about equipment, chipping, salt, and other snow removal related issues. Wermerskirchen reminded the Board that at the annual meeting residents complained about the \$5,000 guaranteed payment from the 2023/2024 quote by Johnson. Johnson’s 2024/2025 quote contained a provision for a \$2,500 guaranteed payment but Johnson stated that he was willing to remove any provision for any guarantee payment amount. 5. Motion by Wermerskirchen to accept Haugen quote. Following additional discussion by Supervisors, Deutsch called three times for a second and no second was made. 6. Motion by Nytes/Deutsch to accept Johnson quote. Following additional discussion by Supervisors, including regarding requirement for professionalism/attitude of vendors/contractors, on motion by Nytes/Deutsch, Johnson quote accepted with revision of zero guaranteed payment; carried unanimously. 7. Haugen discussed with Supervisors other work his company performs, including culverts, signs installation, emergency mailbox post installation in cold weather, and other work. Clerk advised Haugen to contact Road Overseer so that Township would have contact information and list of work if need arises for other work to be completed.

<p>Road Report</p>	<p>Clerk and Johnson presented the road report in the Road Overseer's absence.</p> <ol style="list-style-type: none"> 1. Johnson advised Board that gravel roads have been graded. 2. Clerk (using Road Overseer notes from email) and Johnson updated Board regarding property owner near Pleasant Lake who is concerned about not receiving same service as all other roads. Johnson advised Board that resident had seeded Township turnaround, which makes it difficult for grading/graveling access. 3. Clerk reviewed Road Overseer email regarding other updates for Board <ol style="list-style-type: none"> a. Report by resident of overspray of seal coat by County on Lucy. Road Overseer checked on the issue and stated that the issue easily corrected by rubbing foot over gravel/seal coat. No additional action recommended by Supervisors. b. Road Overseer trimmed/cut trees as needed on 250th/Drexel and 257th/Juniper and took trimmings to compost. 4. Johnson and Haugen advised the Board that Helena Township issues regarding graveling, grading, and resident comments are similar to other townships they work with. 5. Wermerskirchen asked whether enough is being done to save gravel/rock from ending up in the grass and ditches and if there is more that can be done. Johnson advised that they already pull back what they are able to when grading/graveling.
<p>Reconvene Annual Meeting</p>	<p>Chair reconvened the annual meeting (motion by Nytes/Wermerskirchen; carried unanimously) for the purpose of discussing and setting the levy.</p> <ol style="list-style-type: none"> 1. Discussion of budget, expected and previous costs, appropriate/necessary fund balances, and shifting amounts between funds, particularly from road/bridge, road/bridge reconstruction, and general, including: <ol style="list-style-type: none"> a. Currently, road/bridge approximately \$409K and road/bridge reconstruction approximately \$558K. b. ARPA money used for amounts that would have been general or road/bridge reconstruction the last couple of years. All ARPA money has been used as of 2024 and will not be available to offset future costs/expenses. c. Review of past levies and bills paid 2022/2023. 2. On motion by Nytes/Deutsch, levy approved for \$115,000 – General, \$249,310 – Road/Bridge, \$81,191 – New Prague Fire, \$31,500 – Jordan Fire, and \$0 for Road/Bridge Reconstruction; carried unanimously. 3. On motion by Wermerskirchen/Deutsch, Resolution 09052024 for levy certification approved as presented; carried unanimously. 4. On motion by Wermerskirchen/Deutsch, annual meeting adjourned; carried unanimously.
<p>Old/Other/New Items</p>	<p>The following old/other/new items were discussed.</p> <ol style="list-style-type: none"> 1. Deutch provided recap/review of Scott County Townships Chairs

<p>Motion to Continue</p>	<p>meeting with Scott County/Lezlie Vermillion, including regarding discussion of cannabis and minutes.</p> <ol style="list-style-type: none"> 2. Workshop scheduled for 9/18/2024 at 5 p.m. followed by Scott County Townships Association meeting at Spring Lake Town Hall at 7 p.m. Wermerskirchen will not be present for 9/18/2024 meetings. 3. Fall road review needs to be scheduled and completed. 4. TJ Deutsch has been doing a double pass mowing Township ditches for the fall mowing. 5. Discussion of previous year ditch work/maintenance, gravel, and costs. 6. Schoenbauer Farms, AA Endeavors, Kubes, Township Attorney, and Township Engineer plan to be at October regular meeting. Wermerskirchen requested Clerk contact Engineer to remind him to bring maps/surveys for review at meeting, obtain copies of DRT meeting minutes/notes and developer agreement, and make sure Attorney and Engineer are prepared for meeting. Deputy Clerk will check with Scott County for DRT minutes/notes and D/A and email Supervisors the same for review prior to October meeting. Board discussed content of previous meetings regarding this development. <p>At 8 p.m. on motion by Wermerskirchen/Nytes, meeting continued to 9/18/2024 Workshop at 5 p.m.; carried unanimously.</p>
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Dated: 10/3/2024

Respectfully submitted


 Heather M. Taylor DuCharme, Clerk

Dated: 10/3/2024

Approved


 Duane Deutsch, Chairperson

TREASURER'S REPORT

DATE: September 5, 2024

FILE COPY

GENERAL CHECKING	\$	17,610.05
OPTIMA PLUS SAVINGS	\$	780,283.70
Transfer (to checking)	\$	(15,262.52)
Scott County (DNR)	\$	594.89
Interest 8-31-2024	\$	312.06
	\$	765,928.13
RIVERLAND BANK	\$	215,386.10
Interest 8-31-2024	\$	247.84
	\$	215,633.94

GRAND TOTAL \$ 999,172.12

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

8/1/2024 Heather Taylor DuCharme (Filing Fee)	\$	2.00
8/9/2024 Scott County (DNR)	\$	594.89
8/12/2024 State of Mn (ORI)	\$	73.31
8/12/2024 Deann Croatt (Filing Fee)	\$	2.00
8/13/2024 Duane Deutsch (Filing Fee)	\$	2.00
	\$	674.20
Deposit received after month-end close		
None	\$	-
	\$	-

Tally for Funds
2024

Thursday, September 5, 2024						
	Receipts	Orders Paid	Totals	Monthly Notes		
General Fund	\$ 133,682.60	\$ 96,813.30	\$ 116,045.84			
Road & Bridge	\$ 365,874.28	\$ 144,891.49	\$ 409,102.96			
Road & Bridge Reconstruction	\$ 525,711.52	\$ 62,457.26	\$ 588,168.78			
Jordan Fire	\$ 22,315.73	\$ 16,744.62	\$ 39,060.35			
New Prague Fire	\$ 39,339.01	\$ 38,084.55	\$ 44,013.45			
lot fee	\$ 281,802.77		\$ 281,802.77			
tax reimburse	\$ 12,777.50		\$ 12,777.50	Transfer to General in CTA's		
				Transfer beginning balance to		
				General in CTA's, however will		
				continue to track here for rest of fiscal		
Interest	\$ 24,419.93	\$ 3,949.36	\$ 28,369.29	year		
Willow Lane	\$ 170.99	\$ 5,317.48	\$ 5,488.47			
Faith Point	\$ -		\$ -			
Soderlund	\$ (11,170.49)		\$ (11,170.49)	Transfer to R&B in CTA's		
Jaguar	\$ (600.00)		\$ (600.00)	Transfer to General in CTA's		
State of MN COVID-19	\$ 4,377.11		\$ 4,377.11	Transfer to General in CTA's		
American Recovery Plan (ARP)	\$ 25,176.09	\$ 25,336.09	\$ (160.00)			
MarDen	\$ (59,040.10)		\$ (57,761.58)			
Kooper/Lucy/Mark	\$ (186,909.84)	\$ 1,098.75	\$ (185,112.12)	Added OCT-2022		
Hope Acres	\$ (200.04)	\$ 200.04	\$ -	Added OCT-2023		
AA Endeavor LLC	\$ 1,773.50	\$ 424.00	\$ 3,399.50	Added JUN-2022		
West Cedar Lake Drive	\$ (189,060.61)		\$ (175,188.25)	Created for accounting reasons		
Debt Service	\$ (19,530.93)		\$ (19,530.93)			
First Bank & Trust Road Loan	\$ -		\$ -			
Project totals	\$ (208,591.54)		\$ (194,719.18)			
Raven Stream	\$ (291,634.59)	\$ 7,724.06	\$ (283,910.53)			
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)		\$ (83,910.53)			
	\$ 879,274.43	\$ 426,545.87	\$ 306,648.18	\$ 999,172.12		

ESCROW ACCTS

September 5, 2024

	TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE
MISC PROJECTS			
AA Endeavor LLC	\$ 15,000.00	\$ 13,650.50	\$ 1,349.50 Added June-2022
Schoenbauer (developer escrow)	\$ 50,000.00	\$ -	\$ 50,000.00 Added October-2023
ROAD PROJECTS			
Willow	\$ 224,094.94	\$ 240,628.79	\$ (16,533.85)
Raven Stream	\$ 134,718.20	\$ 439,060.60	\$ (304,342.40)
MarDen	\$ 14,705.00	\$ 76,301.67	\$ (61,596.67)
Koeper-Lucy-Mark	\$ 122,617.91	\$ 310,626.50	\$ (188,008.59) 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	\$ 196,270.90	\$ -

	2022		2023		2024		Total of Checks for Month	
GENERAL	\$	105,000.00	\$	105,000.00	\$	115,500.00		
JAN	\$	2,070.24	\$	309.64	\$	10,100.08	\$	16,468.56
FEB	\$	1,445.00	\$	1,830.25	\$	5,553.88	\$	13,124.78
MAR	\$	13,049.15	\$	19,686.80	\$	12,195.08	\$	23,774.96
APRIL	\$	1,945.92	\$	1,153.28	\$	5,190.64	\$	49,698.00
MAY	\$	24,668.00	\$	59.00	\$	31,670.23	\$	38,007.77
JUNE	\$	18,898.94	\$	46,835.74	\$	12,879.08	\$	112,855.67
JULY	\$	-	\$	2,460.70	\$	14,949.94	\$	37,446.28
AUG	\$	1,098.31	\$	784.15	\$	4,264.37	\$	15,262.16
SEPT	\$	16,275.66	\$	16,966.23			\$	-
OCT	\$	703.45	\$	3,793.67			\$	-
NOV	\$	575.94	\$	3,947.44			\$	-
DEC	\$	19,052.55	\$	10,621.26			\$	-
TOTAL	\$	99,783.16	\$	108,448.16	\$	96,803.30	\$	306,638.18
Funds Remaining	\$	216.84	\$	109.88	\$	22,254.74		
R & B	\$	330,000.00	\$	346,400.00	\$	362,710.00		
JAN	\$	9,897.52	\$	17,006.63	\$	5,869.73		
FEB	\$	8,052.75	\$	15,760.92	\$	7,570.90		
MAR	\$	4,162.03	\$	10,019.26	\$	8,114.16		
APRIL	\$	10,313.60	\$	23,007.45	\$	5,600.40		
MAY	\$	10,315.40	\$	3,677.50	\$	6,337.54		
JUNE	\$	132,295.53	\$	23,080.83	\$	77,904.63		
JULY	\$	14,153.22	\$	17,544.90	\$	22,496.34		
AUG	\$	22,854.60	\$	14,473.84	\$	10,997.79		
SEPT	\$	8,089.64	\$	8,757.58				
OCT	\$	6,106.49	\$	13,069.11				
NOV	\$	2,116.92	\$	3,525.03				
DEC	\$	19,121.93	\$	3,583.10				
TOTAL	\$	247,479.63	\$	153,506.15	\$	144,891.49		
Funds Remaining	\$	82,520.37	\$	192,893.85	\$	217,818.51		
NEW PRAGUE FIRE	\$	77,312.30	\$	38,550.50	\$	38,084.55		
JORDAN FIRE	\$	30,896.59	\$	32,386.42	\$	31,500.00		
JF (new truck)								
SPECIAL								
JAN			KOLUMA	\$	498.75			
FEB				\$	-			
MAR			APRA 2865.72, KOLUMA 600	\$	3,465.72			
APRIL			ARPA 532.41, AA End 290	\$	822.41			
MAY				\$	-			
JUNE			AA End 134, ARPA 21937.96	\$	22,071.96			
JULY				\$	-			
AUG				\$	-			
SEPT								
OCT								
NOV								
DEC								
TOTAL					\$26,858.84			

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	\$	674.20
Deposit received after month-end close		
None	\$	-
	\$	-

TOWNSHIP RECOMMENDATION FORM

On 9-5-2024, the Town Board of Helena Township in the State of Minnesota discussed with Bryn Thomas + Conrad Andersson (CLA construction) the request to construction plans for a home build. on Lot 2. Reviewed easements, driveways, and other considerations, including tile lines & drainage

After reviewing the request, the Town Board of Helena Township:

- Recommends approval with the following conditions: Property taxes current (and) that applicant is aware of Right to Farm Ordinance (and) follow guidelines for drainage easement.
- Recommends disapproval for the following reasons: _____
- Has no recommendation, but will forward the request to the Scott County Planning Commission or Board of Adjustment.

Signed:

[Signature] Clerk

[Signature] Supervisor

[Signature] Supervisor

[Signature] Supervisor

ART JOHNSON TRUCKING INC

BOX 772, Prior Lake, MN 55372

Phone: 952-447-2277 Fax: 952-447-2270

E-Mail: ARTJTRKG@aol.com

*E/D @
9/15/2024*

Barbara Kane Johnson,
President

To: Helena Town Board

Re: 2024-2025 Snow Plowing Bid

Following is our bid to plow snow and/or sand on Township roads for 2024-2025:

Grader with Wing and V-Plow	\$190.00 per hour
Loader with Plow, Wing and V-Plow	\$190.00 per hour
D6 Dozer	\$200.00 per hour
Truck with Wing, Underbody Scraper, Plow and Sander	\$160.00 per hour
Pick-Up with Plow	\$110.00 per hour

*Tom
agreed to
remove*

~~There will be a \$2500.00 guarantee pay for the months of December, January, February and March~~

If service is provided on Thanksgiving Day, Christmas Day, New Years Day or Easter there will be an additional \$30.00/hour charge

Charge for hauling Chips to be used to sand Township roads:

\$6.75 per ton

No Charge for re-loading

Please feel free to call if you have any questions.

Tom Johnson
952-567-4628

Doug Johnson
612-369-3782



Not accepted

Jason Haugen
 Phone: 612-221-7244
 Email: revoccmn@gmail.com
 4095 Kanabec Ave., New Prague MN 56071

**Revolution Construction & Consulting, LLC
 2024 Rate Sheet**

Road Maintance

143H Motorgrader	\$145/hr
143H Motorgrader w/ 10 Wheel Hydraulic Packer (can be run w/o for normal rate)	\$155/hr
160H Motorgrader	\$145/hr
650k Dozer	\$195/hr
Excavator (210 John Deere)	\$205/hr
Excavator (Mini Excavator)	\$125/hr
Vac Truck 13 yard	\$325/hr
Dump Truck (14 ton Capacity)	\$105/hr
Track Skid Steer	\$125/hr
Tractor Loader Backhoe	\$135/hr

Snow Removal - No Retainer Fee

143H Motorgrader w/ One-Way Blade & Wing	\$150/hr
143H Motorgrader w/ One-Way Blade & Wing	\$150/hr
160H Motorgrader w/ One-Way Blade & Wing	\$150/hr
Track Skid Steer	\$120/hr
Track Skid Steer w/ Snowblower	\$245/hr
1 ton Pickup 9' Vplow	\$100/hr
Front End Loader	\$180/hr
Tractor Loader Backhoe	\$150/hr
Single Axle Plow Truck w/ Plow, Wing & sander (Hourly + Material)	\$150/hr
Vac Truck Equipped w/ Hot Water Sewer Jetter	\$365/hr

2024/2025 Snowplow Quotes

2 messages

Heather Taylor DuCharme <clerk.helenatownship.mn@gmail.com>
To: wendy.klehrgrading@gmail.com

Fri, Aug 9, 2024 at 9:41 PM

Hi Wendy,

The Supervisors would like to have sealed snowplow quotes for the upcoming season submitted before the next regular meeting on 9/5/2024. The meeting is at 6 p.m.

Very truly yours,
Heather M. Taylor DuCharme
Clerk - Helena Township
P.O. Box 386
New Prague, Minnesota 56071
Email: clerk.helenatownship.mn@gmail.com.
Phone: 612.432.3832

wendy.klehrgrading@gmail.com <wendy.klehrgrading@gmail.com>
To: Heather Taylor DuCharme <clerk.helenatownship.mn@gmail.com>

Mon, Aug 12, 2024 at 2:39 PM

Heather,

Thank you for checking with us for snow plow quotes. We have a full plate as far as that goes, so we won't be able to submit a quote at this time.

Thanks again!

Thank you!

- Haugen

Klehr Grading & Excavating, Inc.

Wendy Klehr

612-756-0594

- Art Johnson



[Quoted text hidden]