

Helena Township Board of Supervisors
Workshop Meeting Minutes
Minutes of 10/16/2024 | New Prague Fire Hall

Call to Order	Workshop meeting was called to order by Chairperson Deutsch at 5 p.m. The Pledge of Allegiance was recited.
Present	Chairperson Duane Deutsch, Supervisor Edward Nytes, Supervisor John Wermerskirchen, Treasurer Nathan Hutton, Clerk Heather Taylor DuCharme, and Deputy Clerk DeAnn Croatt.
Treasurer Items	The Treasurer did not have any specific items to present. Clerk brought up that of the two fire calls that hadn't been paid as of last month both are now paid. One fire call was paid prior to the last meeting. The other fire call payment was received immediately follow the last meeting after the Supervisors voted to assess the unpaid fire call bill plus attorney's fees (\$250 + \$132.50 = \$382.50) to the property owner's property taxes but before the notice/assessment had been sent to the county. The second fire call payment was made by check for \$500 instead of \$250 or \$382.50 due to an error in the letter sent by the Township attorney which had inadvertently stated the amount owed per fire call bill as \$500. The \$500 check was deposited when received by the Clerk. The Clerk advised the Supervisors that they needed to decide on a refund amount for the overpayment of the second fire call billing/assessment. The Supervisors took the issue under advisement for a decision at the next regular meeting when bills/claims will be paid.
Supervisor Items	Supervisors presented the following items: <ol style="list-style-type: none"> 1. Wermerskirchen, Deutsch, and the Deputy Clerk attended the CLAWSSD meeting last week. They provided an update at the workshop from that CLAWSSD regarding resident issues brought to the attention of the CLAWSSD board regarding grinder backup. 2. Wermerskirchen updated the Board regarding the recent SCALE meeting he attended in person (the Clerk attended virtually). 3. Wermerskirchen asked to confirm the date and time that Schoenbauers, AA Endeavors, and Kubes will be attending a meeting to discuss drain tile issues, that the Township Engineer and Attorney will be present, and the Board will be prepared to address all outstanding issues, including the recently sold lots and what information was provided to the buyers. 4. Deutsch commented that he is receiving spam emails that say they are from the Deputy Clerk. Deutsch to block the spamming email addresses.
Road Overseer	Road Overseer presented the following items/report. <ol style="list-style-type: none"> 1. Road Review Update. Wermerskirchen, Deutsch, and R/O completed the fall road review on 10/7/2024. Nytes was not able to attend/participate due to work obligations. The following are items that need to be completed/addressed pursuant to the road review. <ol style="list-style-type: none"> a. Branch removal on Columbus.

- b. Tree removal on Alton.
 - c. Pallet removal on 270th/Baseline.
 - d. Owner of RV parked on island/center of cul de sac on Willow Lane needs to be identified and contacted to move RV.
 - e. Keep an eye on the tree canopy on Willow, Raven Stream II, and Raven Stream III. It shouldn't hit busses or plows but may need to be trimmed back in the spring. Recheck/review scheduled for April.
2. Deputy Clerk asked R/O to check out tree on Bohnsack.
 3. Joe Wiita from Scott County emailed Clerk and R/O about salt purchasing this winter. Supervisors instructed Clerk to advise Scott County that the Township will be buying salt from Scott County and that the contractor is Art Johnson Trucking, Inc.
 4. 2025 Road Improvement Project for 225th/Willow.
 - a. Township Engineer emailed a feasibility study to Clerk and R/O. Clerk forwarded it to the Supervisors, Treasurer, and Deputy Clerk.
 - b. Supervisors discussed the need for the work and the estimated costs. The feasibility study noted that there is only one residence/property on 255th that can be assessed that has a driveway on 255th.
 - c. The Supervisors asked why the park/Scott County was not being assessed. The Clerk texted the Township Engineer during the meeting and the Engineer replied that: "typically you don't assess parcels that don't access the road those park parcels have parking off juniper. Otherwise in the past Bob [Township Attorney] has recommended not to assess parks not sure the details." It was commented that the Township could request contribution by the park/Scott County even if a formal assessment were not planned.
 - d. The Treasurer asked about indirect benefit assessments. The Clerk advised the Board that in a phone call with the Township Engineer he stated that there would likely be assessments to the property on Willow Court for the indirect benefit of maintaining 255th.
 - e. Deutsch questioned whether the work was necessary in 2025 and the actual condition of the road. Deutsch commented that the road hasn't deteriorated enough to need an overlay. Deutsch also commented that the Board doesn't know what property owner finances are and whether they can afford assessments in 2025.
 - f. Wermerskirchen commented that he believes that the Township should trust its Township Engineer regarding the best practices and plan to maintain the roads. He stated that while there were some issues with presentation slides during the last project that the work product and advice provided by the Township Engineer is good and should be trusted.
 - g. Clerk commented that (i) 255th/Willow is part of the five year road study, (ii) the point of an overlay at this time is to have the road last longer and not needs a reconstruction, (iii) that the Township Engineer has advised that following the planned maintenance will save property owners and the Township money over time, and (iv) that the Board has repeatedly told property owners over the past

	<p>few years that it plans to follow the five year road study in part to avoid issues like the need for a reconstruction on Koeper and the additional costs associated with reconstruction. The Clerk commented that if the Board is not going to follow the five year plan that it should not tell residents and property owners that it is doing so.</p> <ul style="list-style-type: none"> h. R/O commented that when he and the Township Engineer reviewed the roads in the last month that the Township Engineer believes that the road does need an overlay in 2025 and that waiting would cause extra costs (for property owners and the Township) and future issues. i. There was additional discussion of the proposed project timeline, hearings, what happens if property owners appeal/object to the project, and responses to appeals/objections. j. On motion by Wermerskirchen/Nytes, feasibility study approved as presented with note that final assessment amounts have not been approved yet; carried by quorum (Wermerskirchn – aye/approve; Nytes – aye/approve; Deutsch – nay/oppose). k. On motion by Wermerskirchen/Nytes, approval by Supervisors for Clerk to work with Township Engineer and Township Attorney to choose and schedule a date for the first hearing; carried unanimously. <p>5. R/O called Tom Johnson at Art Johnson Trucking, Inc. to schedule the culvert installation on 245th, fix the dirt on Raven Stream, and clear the 245th bridge. R/O stated he advised Johnson that R/O needed to be present for the work on the day(s) such work is completed. R/O asked Supervisors for approval to have Johnson also clear logs and debris from bridge on 270th at the same time as debris and logs are cleared from 245th bridge. R/O commented that the log(s) and debris under the 270th bridge are more significant and creating more of a blockage than in past years, likely due to the heavy rains/flooding in the spring. In past years, R/O stated he could clear debris himself but that the current debris is too large and extensive. Wermerskirchen expressed concern about not having a quote prior to the debris removal from the 270th bridge. Deutsch commented that R/O should just have Johnson do the work. R/O stated he would verify that the cost would be under \$500 before asking Johnson to complete the work, which is the amount the Supervisors previously approved R/O to spend without special approval. Supervisors agreed to additional work if the cost is \$500 or less.</p> <p>Clerk Items</p> <p>Clerk presented the following items/report.</p> <ul style="list-style-type: none"> 1. Clerk received court order regarding the dismissal of the condemnation action by Great River Energy. 2. Discussion of updates regarding New Prague Comprehensive Plan. <ul style="list-style-type: none"> a. Deputy Clerk explained that part of the Ruehling's property is already in the current annexation area. However, that part of their property is not in the proposed future sewer extension area by the City of New Prague. Because of this, it may be better to not try to
--	--

	<p>change the annexation area now since there is no plan by the City of New Prague to run the sewer that way. Tabling the issue for now means that no new annexation agreement or area needs to be negotiated, which may best serve the Township and property owners in the long run.</p> <p>b. Supervisors asked when the City of New Prague has the meeting/hearing scheduled for the comp plan update. It is scheduled for 10/21/2024 at 6 p.m. at New Prague City Hall. Discussion of who, if anyone, should attend. Supervisors decided that any of them that are available will attend.</p> <p>3. Clerk received the recorded deed for the CH2 turnback.</p> <p>4. Clerk received phone for dedicated Township business use and it has been activated. Clerk is working on updating contact information on website and other places.</p> <p>5. MAT District 4 update that Gary Burgdorf resigned as D4 representative.</p> <p>6. MAT annual meeting is December 13/14 in St. Cloud. Clerk requested that anyone who wants to attend let her know so she can make the necessary reservations. Wermerskirchen and Treasurer stated they would not be available to attend.</p> <p>7. Elections update that everything is on track and judges are scheduled. Treasurer advised he will be out of town for work on 11/18, which is the random review date for Scott County. Clerk stated that she checked with Scott County and if the Township gets selected for review Scott County said the Clerk can be the person to do it because it is a hand count of federal and state races, not township races, but that they may have her count for a different precinct.</p> <p>8. Discussion of possible tax abatement by the New Prague School District in favor of the developer building apartment building on Chalupsky in New Prague. Clerk provided information she received from a call with the Superintendent.</p>
Deputy Clerk Items	Deputy Clerk presented an update regarding the Scott County Transportation Improvement Plan that was emailed to the Clerk on 10/11/2024, which she forwarded to the Board on 10/11/2024. There was discussion of the comment period and planned projects, including bridges to be repaired/replaced in Helena Township and the CH8 extension.
Motion to Adjourn	At 6 p.m. on motion by Nytes/Wermerskirchen, meeting adjourned; carried unanimously.

Dated: 11-7-2024

Respectfully submitted


Heather M. Taylor DuCharme, Clerk

Dated: 11-7-24

Approved


Duane Deutsch, Chairperson