

**Helena Township Board of Supervisors
Workshop Meeting Minutes**

Minutes of 1/22/2025 | New Prague Fire Hall

Call to Order	Workshop meeting was called to order by Chairperson Nytes at 5:25 p.m.																																												
Present	Chairperson Edward Nytes, Supervisor John Wermerskirchen, Supervisor DeAnn Croatt, Treasurer Nathan Hutton, Clerk Heather Taylor DuCharme, Deputy Clerk Kimberly Carlberg, and Road Overseer Jeff Haag. Duane Deutsch was present until 6:15 p.m.																																												
Claims/Receipts	<p>Review and discussion of vendor claims, verification of payroll/meeting fee amounts/claims, invoice attachments to credit card statement, and PERA and payments to Deutsch for 2024/2025.</p> <p>After review of claims and on motion by Wermerskirchen/Croatt, all claims were approved as presented for payment, including checks 6983-7000 and one ACH totaling \$66,957.67; carried unanimously. Roll call votes: Nytes – yes; Wermerskirchen – yes; Croatt – yes. Pursuant to request by Treasurer and on motion by Croatt/Wermerskirchen, transfer of \$66,957.67 from savings account to checking account approved; carried unanimously.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">CLAIMS</th> </tr> <tr> <th style="text-align: center;">Check#</th> <th style="text-align: center;">Amount</th> <th style="text-align: center;">Payee</th> <th style="text-align: center;">Reason/Purpose</th> </tr> </thead> <tbody> <tr> <td>ACH</td> <td style="text-align: right;">\$638.32</td> <td>First Bank & Trust</td> <td>Credit Card</td> </tr> <tr> <td>6983</td> <td style="text-align: right;">\$4,147.00</td> <td>Art Johnson Trucking, Inc.</td> <td>Snowplowing/Sand</td> </tr> <tr> <td>6984</td> <td style="text-align: right;">\$583.75</td> <td>Bryan Rock Products</td> <td>Gravel</td> </tr> <tr> <td>6985</td> <td style="text-align: right;">\$4,765.00</td> <td>Couri & Ruppe PLLP</td> <td>Legal Fees</td> </tr> <tr> <td>6986</td> <td style="text-align: right;">\$673.35</td> <td>Hakanson Anderson</td> <td>Engineer Fees</td> </tr> <tr> <td>6987</td> <td style="text-align: right;">\$1,021.84</td> <td>Minnesota Association of Townships</td> <td>Dues</td> </tr> <tr> <td>6988</td> <td style="text-align: right;">\$45,000.00</td> <td>AA Endeavors / Schoenbauer Farms</td> <td>Refund of Escrow</td> </tr> <tr> <td>6989</td> <td style="text-align: right;">\$3,200.00</td> <td>Scott County Soil & Water Conservation District</td> <td>Weed Control</td> </tr> <tr> <td>6990</td> <td style="text-align: right;">\$2,232.95</td> <td>Scott County Treasurer</td> <td>Salt/Seal Coating</td> </tr> </tbody> </table>	CLAIMS				Check#	Amount	Payee	Reason/Purpose	ACH	\$638.32	First Bank & Trust	Credit Card	6983	\$4,147.00	Art Johnson Trucking, Inc.	Snowplowing/Sand	6984	\$583.75	Bryan Rock Products	Gravel	6985	\$4,765.00	Couri & Ruppe PLLP	Legal Fees	6986	\$673.35	Hakanson Anderson	Engineer Fees	6987	\$1,021.84	Minnesota Association of Townships	Dues	6988	\$45,000.00	AA Endeavors / Schoenbauer Farms	Refund of Escrow	6989	\$3,200.00	Scott County Soil & Water Conservation District	Weed Control	6990	\$2,232.95	Scott County Treasurer	Salt/Seal Coating
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699	\$5.25	SPS Works	Shipping Fee/Stamp
6992	\$49.50	Suel Printing	Legal Publication
6993-7000	\$4,640.71	Board/Employees	Salary/Meeting Fees/Expenses

RECEIPTS			
Date	Amount	Payor	Purpose/Reason
12/3/2024	\$287,630.40	Scott County Treasurer	2 nd Half Tax
12/11/2024	\$109.98	State of Minnesota	ORI
12/16/2024	\$51.68	Manske	Refund
12/18/2024	\$637.50	Scott County Elections	Refund of Election Judge Wages
12/26/2024	\$5,176.00	State of Minnesota	AG/Town Aid
12/31/2024	\$330.31	Optima Plus Savings	Interest
12/31/2024	\$265.59	Riverland Bank	Interest

Workplace Safety Report

Review and discussion by Supervisors and Road Overseer of workplace safety policies. It was determined that no changes are needed to the policy. Road Overseer does not have any concerns about equipment or policy.

Treasurer Items

- Treasurer presented the following items.
1. Waiting for W4s from some election judges. After Treasurer receives those W4s, he will prepare W2s and distribute them. Treasurer also needs election judge W4s and W2s to complete PERA exclusion reporting for 2024 (due by 1/31/2025).
 2. Review of check not cashed by Couri & Ruppe PLLP before 12/31/2024.
 3. Discussion that Supervisor approved transfer in the amount of \$75,869.83 was not made as approved after the December 2024 regular meeting. The bank reached out to Treasurer regarding low balance in account and insufficient funds fees, at which time Treasurer instructed bank to transfer \$45,000 to cover outstanding items and fees (two overdraft fees of \$34 each (\$68 total)). Treasurer offered to cover the overdraft fees personally but Supervisors declined offer.
 4. Treasurer and Board addressed the need for a deputy treasurer and efforts to find and hire an appropriate person.
 5. Review of CTAS status.
 6. Review of Treasurer’s Report, funds, balances, year-end reports, and future review of necessary funds. After review of Treasurer’s Report and discussion and on motion by Croatt/Wermerskirchen, Treasurer’s Report approved and accepted as presented; carried unanimously.

Supervisor Items

- Supervisors discussed the following items:
1. Update on Schoenbauer Farms/AA Endeavors drawings, engineer communications, and escrow refund.

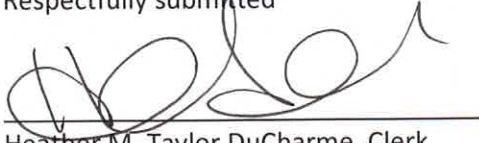
	<ol style="list-style-type: none"> 2. Review of back up procedures for Treasurer and Clerk files/data. 3. Review schedule of charges for additional revisions, including regarding driveway permits. Road Overseer to review and revise permits for approval at future meeting. 4. Update of status of Supervisors for Board of Equalization certifications and scheduling meeting. Clerk instructed to contacted Scott County regarding possible dates and the post and publish accordingly. 5. Croatt provided Clerk with additional certificates of insurance received in the mail. 6. Reviewed Cedar Lake Township shared road and cost calculations. Treasurer to review costs and prepare updated amount. 7. Croatt provided an update regarding information received from MAT on the proposed Code of Ethical Conduct. The Board signed the Code of Ethical Conduct. Discussion of reviewing this code annually when safety policy is reviewed. 8. Update on MAT Township Day at the Capitol status. Croatt and Nytes will carpool and Clerk, Deputy Clerk, and Diane Johnson will carpool. 9. Discussion of completing annual performance review for Road Overseer.
<p>Road Overseer Items</p>	<p>Road Overseer presented the following items:</p> <ol style="list-style-type: none"> 1. 255th/Willow mailboxes are all in clusters. Post office representative said she would talk to the postal drivers and let Road Overseer know whether they want the swing away posts in clusters or at individual houses. Bob Terwedo still does mailbox posts for Scott County and the cost is \$100 to install and \$175 for materials for each mailbox post (\$275 total/mailbox post). 2. Driveway permits without culvers have fees of \$400, which includes mailbox post installation and materials of \$275. Road Overseer will work on revisions to permits pursuant to Supervisor instructions. 3. Scott County emailed Road Overseer and Clerk regarding seal coating and crack filling for 2025. Road Overseer previously discussed needs with engineer. Road Overseer and engineer recommend no seal coating or crack filling for 2025 based on current conditions of road and planned/completed maintenance. 4. Replaced a sign on Camber that appeared to have been missing for some time. 5. Discussion of dust coating costs in relation to shared road maintenance agreement with Cedar Lake Township.
<p>Clerk/Deputy Clerk Items</p>	<p>Clerk and Deputy Clerk presented the following items.</p> <ol style="list-style-type: none"> 1. Letter received from a candidate for the MAT District 4 open seat. 2. CenterPoint Energy sent correspondence regarding geothermal pilot program. 3. February regular meeting may need to be held in smaller conference room instead of larger conference room. 4. Discussion of status and steps for 255th/Willow project.

Motion to Continue

At 6:50 p.m. on motion by Wermerskirchen/Croatt, meeting continued to 1/27/2025 MAT Township Day at the Capitol event where Croatt and Nytes will both be present with adjournment to follow; carried unanimously.

Dated: 2-5-2025

Respectfully submitted



Heather M. Taylor DuCharme, Clerk

Dated: 2-5-2025

Approved



Edward Nytes, Chairperson

TREASURER'S REPORT

DATE:

January 9, 2025

FILE COPY

GENERAL CHECKING	\$	4,384.06
Ck 6962 Couri & Ruppe	\$	1,085.00
OPTIMA PLUS SAVINGS	\$	634,704.13
Transfer (to checking)	\$	(45,000.00)
Scott County (2nd Half Settlement)	\$	287,630.40
Scott County (EJ reimbursement)	\$	637.50
Interest 12-31-2024	\$	330.31
	\$	878,302.34
RIVERLAND BANK	\$	216,387.47
Interest 12-31-2024	\$	265.59
	\$	216,653.06

GRAND TOTAL \$ 1,099,339.46

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

12/3/2024 Scott County (2nd half)	\$	287,630.40
12/11/2024 State of Mn (ORI)	\$	109.98
12/16/2024 Maske (Sales Tax Refund)	\$	51.68
12/18/2024 Scott County (recount refund)	\$	637.50
12/26/2024 State of Mn (Ag/Township Aid)	\$	5,176.00
	\$	293,605.56

Deposit received after month-end close		
None	\$	-

Breakdown of Tax Settlement

General	\$	52,146.06
Road & Bridge	\$	111,113.13
Reconstruction	\$	49,096.51
New Prague Fire	\$	33,592.35
Jordan Fire	\$	12,920.14
	\$	258,868.19
Willow	\$	5,317.39
RS	\$	6,249.88
WCLD	\$	13,020.00
Marden	\$	1,278.52
KOLUMA	\$	2,896.42
	\$	287,630.40

	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	\$ 14,969.90	\$ 18,988.86
OCT	\$ 703.45	\$ 3,793.67	\$ 3,448.22	\$ 7,603.52
NOV	\$ 575.94	\$ 3,947.44	\$ 10,427.69	\$ 105,816.15
DEC	\$ 19,052.55	\$ 10,621.26	\$ 12,462.07	\$ 75,933.83
TOTAL	\$ 99,783.16	\$ 108,448.16	\$ 138,111.18	\$ 514,980.54
Funds Remaining	\$ 216.84	\$ 109.88	\$ 2,388.82	Motion to transfer \$25K from RB to Gen
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	\$ 3,728.96	
OCT	\$ 6,106.49	\$ 13,069.11	\$ 4,155.30	
NOV	\$ 2,116.92	\$ 3,525.03	\$ 9,208.11	
DEC	\$ 19,121.93	\$ 3,583.10	\$ 59,234.01	
TOTAL	\$ 247,479.63	\$ 153,506.15	\$ 221,217.87	
Funds Remaining	\$ 82,520.37	\$ 192,893.85	\$ 116,492.13	Motion to transfer \$25K from RB to Gen
NEW PRAGUE FIRE	\$ 77,312.30	\$ 38,550.50	\$ 38,084.55	
JORDAN FIRE	\$ 30,896.59	\$ 32,386.42	\$ 42,587.45	
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		AA End 290	\$ 290.00	
OCT			\$ -	
NOV		KOLUMA 5240.35, AA End 268.00	\$ 5,508.35	
DEC		255th/Willow 3947.75, AA End 290	\$ 4,237.75	
TOTAL			\$36,894.94	

Tally for Funds
2024

Thursday, January 9, 2025		Receipts	Orders Paid	Totals	Monthly Notes
General Fund	\$ 133,682.60	\$ 142,564.89	\$ 138,832.16	\$ 137,415.33	
Road & Bridge	\$ 365,874.28	\$ 299,284.98	\$ 220,510.79	\$ 444,648.47	
Road & Bridge Reconstruction	\$ 525,711.52	\$ 111,553.77		\$ 637,265.29	
Jordan Fire	\$ 22,315.73	\$ 30,414.76	\$ 42,587.45	\$ 10,143.04	
New Prague Fire	\$ 39,339.01	\$ 76,351.34	\$ 76,169.10	\$ 39,521.25	
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 year
Interest	\$ 24,419.93	\$ 6,088.59		\$ 30,508.52	
Willow Lane	\$ 170.99	\$ 10,634.87		\$ 10,805.86	
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)	
255th/Willow	\$ (59,040.10)	\$ 2,557.04	\$ 3,947.75	\$ (3,947.75)	Added DEC-2024
MarDen	\$ (186,909.84)	\$ 5,792.89	\$ 6,339.10	\$ (56,483.06)	
Koeper/Lucy/Mark	\$ (200.04)	\$ 200.04		\$ (187,456.05)	Added OCT-2022
Hope Acres	\$ 1,773.50	\$ 4,550.00	\$ 1,272.00	\$ 5,051.50	Added OCT-2023
AA Endeavor LLC	\$ (189,060.61)	\$ 31,092.36		\$ (157,968.25)	Added JUN-2022
West Cedar Lake Drive	\$ (19,530.93)			\$ (19,530.93)	Created for accounting reasons
Debt Service	\$ -			\$ -	
First Bank & Trust Road Loan	\$ (208,591.54)			\$ (177,499.18)	
Project totals	\$ (291,634.59)	\$ 13,973.94		\$ (277,660.65)	
Raven Stream	\$ 178,847.71			\$ 178,847.71	Created for accounting reasons
Recon Funds to resolve Loan	\$ 31,354.30			\$ 31,354.30	
Debt Service	\$ (10,202.01)			\$ (10,202.01)	
First Bank & Trust Road Loan	\$ (91,634.59)			\$ (77,660.65)	
Project totals	\$ 879,274.43	\$ 735,059.47	\$ 514,994.44	\$ 1,099,339.46	

ESCROW ACCTS

January 9, 2025

	TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE
MISC PROJECTS			
AA Endeavor LLC	\$ 17,500.00	\$ 14,498.50	\$ 3,001.50 Added June-2022
Schoenbauer (developer escrow)	\$ 50,000.00	\$ -	\$ 50,000.00 Added October-2023
ROAD PROJECTS			
Willow	\$ 240,047.56	\$ 240,628.79	\$ (581.23)
255th-Willow	\$ -	\$ 3,947.75	\$ (3,947.75) Added December 2024
Raven Stream	\$ 58,295.47	\$ 439,060.60	\$ (380,765.13)
MarDen	\$ 18,540.56	\$ 76,301.67	\$ (57,761.11)
Kooper-Lucy-Mark	\$ 125,514.38	\$ 315,866.85	\$ (190,352.47)
West Cedar Lake	\$ 353,930.36	\$ 519,518.61	\$ (165,588.25)
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	\$ -

SCHEDULE OF CHARGES		
1/9/2025		
Miscellaneous Fees and Charges		
Annexation Fee/Acre	\$ 500.00	Landowner pays at Annexation Agreement signing
Annexation		City pays Township = 5 yrs property taxes at rate day of annexation
Driveway Permit - residential	\$ 400.00	Nonrefundable; includes installed post for mailbox
Driveway Permit - temporary	\$ 400.00	Refundable balance after costs deducted
Driveway Permit - field approach	\$ 150.00	Nonrefundable
		<i>One driveway is allowed/lot, except for corner lots, where a second driveway may be considered for approval by Town Board upon request.</i>
Lot fee - per each new lot	\$ 8,000.00	Due at Mylar signing - Township roads
Lot fee - per each new lot	\$ 4,000.00	Due at Mylar signing - County/State roads (non-Township roads)
Driveway Relocation	\$ 500.00	Existing home w/driveway relocation from State/County road to Township road
New Cul de sac	\$ 8,000.00	Due at Mylar signing and/or prior to construction
C & I Lot fee	\$ 8,000.00	Due at Mylar signing
Plats	\$ 500.00	(or actual cost) after 1 DRT Meeting and 1 Hearing
Replat	\$ 500.00	Fee is \$500 or escrow as determined necessary in Board's discretion
Turn lane on township road	20.00%	paid by Township
Turn lane on township road	80.00%	paid by developer
Wetland	Actual Cost	Simple Certificate of No Loss and or Exception (LGU)
Wetland	\$ 500.00	Escrow deposit and charged by the hour/refunded at completion. Additional escrow may be required if Township engineer and/or attorney involved.
Officers and Employees - Meeting Fees		
In Township	\$ 100.00	Single meeting less than 4 hours
In Township	\$ 120.00	Consecutive meetings/same day less than 4 hours
In or Out of Township	\$ 250.00	Any single meeting or consecutive meetings on the same day greater than 4 hours
In/Out of Township	\$ 100.00	District & SCTA Meetings per meeting
In Township	\$ 250.00	Annual Spring and Fall Road Review per review
Online meetings and education	\$ 30.00	Hourly (including but not limited to BOR/BOE, MAT, SCALE) plus reimbursement for registration fees
Mylar Signing	\$ 200.00	Fee incurred only if mylar signing is not completed at regularly scheduled meeting.
Officers and Employees - Salary, Fees, Charges, Wages		
Supervisor	\$ 450.00	Monthly
Treasurer	\$ 750.00	Monthly
Clerk	\$ 1,250.00	Monthly
Road Overseer	\$ 125.00	Monthly
Annual Meeting Moderator	\$ 80.00	Annually
Election Judge	\$ 25.00	Hourly
Head Election Judge	\$ 35.00	Hourly
Labor	\$ 30.00	Hourly
Mileage Fee	\$ 0.700	per mile
Road Overseer	\$ 30.00	Hourly
Deputy Treasurer	\$ 30.00	Hourly
Deputy Clerk	\$ 30.00	Hourly
Project Manager	TBD	Set when project manager appointed and determined by scope of project.