

Helena Township Board of Supervisors
Workshop Meeting Minutes
 Minutes of 4/16/2025 | New Prague Fire Hall

Call to Order	Workshop meeting was called to order by Chairperson Nytes at 5 p.m. The Pledge of Allegiance was recited.
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.
Supervisor Items	<ol style="list-style-type: none"> Supervisors discussed the improvements to the website and additional improvements that could be made. They noted that the Township website looks good in comparison to other websites. A request was made to make it easier to navigate to contact information and add Croatt's phone number. Taylor DuCharme to contact website company regarding updates. Scott County Sheriff emailed Wermerskirchen about whether the Township has a dangerous dog ordinance. Township has language in the nuisance ordinance about animals at large but no specific or separate dangerous dog ordinance. Taylor DuCharme to reply to Scott County Sheriff email regarding ordinances. Croatt contacted Myron Bartsch about having the Scott County Emergency Management director and deputy director at the fall Scott County Townships Association Meeting. Review of which Board members received the MAT fire contract survey email. Taylor DuCharme to complete survey on behalf of Township. Croatt attended an Amazon Business webinar provided by MAT. After reviewing information provided by Taylor DuCharme after last meeting, it is believed that the Township already has an Amazon Business account that includes its tax exempt status. The "prime" account proposed by MAT only has the subscription fee waived for a short time. Township will not at this time sign up for any accounts that will in the future charge fees likely to more than offset/outweigh any unknown/potential savings. In addition, Township will try to buy from local businesses when possible and try to save money by not having purchasing accounts that have fees.
Treasurer Items	<ol style="list-style-type: none"> There is likely to be news coverage of people involved with a Mexican drug cartel being arrested in the Township, though the news may report it as New Prague. Patty Peterson agreed to be Deputy Treasurer. Taylor DuCharme will prepare an oath of office for the next meeting when she is present. Hutton advised the Board to wait to add her to accounts for the time

Road Overseer Items	being while she makes sure it is a good fit.
	<ol style="list-style-type: none"> 1. Joe Sand contact Haag to say that his driveway needs gravel in part due to the snowplowing from the last couple of years. The Supervisors were not aware and did not approve snowplowing of Sand's driveway. Haag instructed to advise Sand that snowplowing will no longer be done and any maintenance required for his driveway is his responsibility and obligation, not the Township. 2. Bohnsack sign replacement is complete. 3. Haag followed up with Township engineer Vistad regarding information received by Haag at MNDOT education session. Vistad's comments are in step with the MNDOT recommendations, including considerations relating to fog sealing in place of or in addition to seal coating for road maintenance. 4. Safety Signs has sandbags available if the Township needs them. There was discussion of the need to have them on hand given they haven't been used previously. No action to take. 5. Road Review update: <ol style="list-style-type: none"> a. Haag will obtain a quote for removing saplings along Alton, 270th, 255th/Willow, SMD, and 257th. b. Haag will have 250th, 257th, and Lucy added to the road being sprayed by Scott County for weeds/brush. Will also remove trees in addition to spraying. c. Resident contacted Haag regarding thinking that there had been an additional "No Outlet" sign on Koeper but the Board does not believe there was. No action to take. d. Culvert markers on 270th need to be replaced. e. Vehicles/trailers parked in front of residence on Juniper again. It is possible that vehicles are temporary as work is done on reconstruction. Taylor DuCharme to contact Scott County regarding nuisance ordinance enforcement. f. 255th culver clean out should be completed as part of the road project scheduled for 2025. g. Baseline "Stop Ahead" sign missing and needs to be replaced. h. The ditch on Redwing Trail needs some correction work. i. 250th/257th – Haag to ask Art Johnson Trucking if they need more gravel at the turnaround for safe access to roads. j. There is a tipped chevron on Columbus, but Haag believes that is due to the slope of the ditch and that it may not be able to be straight up and down and still be seen. k. Haag to check the length of the culvert on 245th to see if it extends all the way across the right of way. Supervisors to revisit the issue of the need to mark that culver, and if so, where. l. <u>Gravel</u>. Haag met with Tom Johnson in addition to doing the road review. Pursuant to the review, the Supervisors made the following decisions. <ol style="list-style-type: none"> i. St. Benedict – gravel near the intersection with CR2 but not on

	<p>the rest or at 250th intersection.</p> <ul style="list-style-type: none"> ii. 255th – no gravel. iii. 245th – no gravel. iv. 225th – gravel from CR11 to CR61 no gravel. v. Pexa – gravel by houses to WCLD. vi. Bohnsack – no gravel. vii. Naylor – no gravel. viii. 225th at Harlow – add gravel. ix. Indian Avenue – add gravel at the north end by the houses. x. The Township is not adding gravel to all of the areas recommended by Tom Johnson pursuant to the Supervisors spring road review. <ul style="list-style-type: none"> m. Haag received an email just prior to the meeting regarding weed/brush spraying. n. Haag to remove (but keep) the sign at Raven Stream Park providing park hours that was not installed by the Township. The other sign should stay. Wermerskirchen instructed Haag to count the number of ash trees at the park. Haag at least annually checks the playground equipment and will do so when doing the rest of this work. o. The tree on Raven Street that is leaning was determined last year to be on the resident's property and not the Township's tree. p. There is a power box or cable box on Michelle that appears to be moving due to the proximity of a growing tree. Haag instructed to determine what utility owns the box and contact the utility. q. Supervisors and Haag drove the whole Township during the road review using two vehicles and being connected by cell phone during the review. The roads, right of ways, and ditches appear to all be in good shape. <ul style="list-style-type: none"> 6. Haag will keep in contact regarding the inspection for the culvert on Naylor at the new home construction site. 7. Baseline property owner finally cleaned up the ditch and culvert after washout it caused on the road last year that Art Johnson Trucking repaired at cost to the Township.
Clerk Items	<ul style="list-style-type: none"> 1. Taylor DuCharme contacted Minnesota Benefits Association regarding life insurance benefits for former supervisor Duane Deutch. Premiums were paid and benefits in effect through 3/31/2025 and he died on 3/24/2025. Taylor DuCharme coordinated with MBA and Karrie Deutsch to get them in contact with each other with the necessary information to proceed on this issue. 2. New Prague Fire Levy received in the mail. The amount hasn't changed for at least three years. 3. Short Course Update. Jeff Krueger advised the group that the MATIT \$50,000 cap relates only to pesticide damage and no other types of coverage, which is different information than was provided at the SCTA spring meeting. Krueger at the meeting reviewed MAT expenses and income, including the \$1.6 million that MATIT pays MAT annually for

	<p>managing MATIT business and the vote next year to set automatic MAT dues increases for member townships. Board discussed MAT staffing expenses, lobbying expense, income from township dues, other income, and education provided.</p> <ol style="list-style-type: none"> 4. Received the physical copies of the certificates of deposit in the mail and gave them to Hutton. 5. Received an emailed copies of Xcel Energy's bond. 6. Cedar Lake Township executed the shared road maintenance agreement and mailed the original to Helena Township to countersign. Nytes and Taylor DuCharme signed. Taylor DuCharme to email fully executed copy to Cedar Lake Township and check status of 2025 invoice. 7. Cedar Lake Township/Helena Township document shredding and tire collection event collaboration is moving forward smoothly. Art Johnson Trucking offered the use of a trailer to collect and transport tires at no cost as long as the Townships pay for the disposal fees. 8. Resident constructing a home at the Schoenbauer Farms development purchased two lots and is building a house on one and installing septic on the other. Residents' contractor/builder emailed stating Scott County needs approval from the Township because of Township easements. Taylor DuCharme contacted Township attorney, who drafted an Encroachment Agreement for review, approval, and execution by the Board. Supervisors reviewed Encroachment Agreement and attachment/exhibits as well as builder/contractor emails. Supervisors discussed separate escrow from contractor/builder/residents for legal fees and other costs related to this, including having Haag inspect easement after septic is installed. On motion by Wermerskirchen/Croatt, Encroachment Agreement approved with required escrow of \$1,000 for legal fees and other costs with required inspection and approval by Haag upon installation of septic; carried unanimously. Encroachment Agreement executed by Nytes at meeting and Nytes notarized by Taylor DuCharme. Taylor DuCharme to execute and be notarized later and provide copy to contractor/builder. 9. Received email from Vistad regarding bids received for 255th/Willow project. Vistad advised Taylor DuCharme to have the Board wait to award the bid/project until at or after the 4/30/2025 hearing in case the project does not move forward. Supervisors instructed Taylor DuCharme to contact Vistad and Ruppe to have all documents ready to be signed at the 4/30/2025 meeting if project is approved and a bid awarded. Board discussed differences between bids and how they may relate to mobilization costs. Also, discussion that fixing culvert on 255th is part of the project. <hr/> <ol style="list-style-type: none"> 1. Minnesota Mosquito Control District emailed regarding changes to tire recycling program. This event is on 6/4/2025 and will not conflict with the collaboration the Township has with Cedar Lake Township for a tire disposal event in the fall of 2025. Carlberg will add this event and the fall event to the Township website.
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Deputy Clerk Items

<p>Motion to Adjourn</p>	<ol style="list-style-type: none"> 2. Minnesota Mosquito Control District also emailed about updates for planned helicopter/drone work. Carlberg will add notification for this to the website. 3. Carlberg asked Croatt if Croatt had received any follow up or documents from the Scott County Emergency Management meeting for Carlberg to post to the Township website. Croatt has not yet but will follow up with Scott County and forward any information she receives to Carlberg. 4. Carlberg noted that the Township had not received a response from the City of New Prague or Scott County regarding the water runoff issues brought up by a resident at the 4/3/2025 meeting. Taylor DuCharme will contact City of New Prague and Scott County again.
	<p>At 7:05 p.m. on motion by Croatt/Wermerskirchen, meeting adjourned; carried unanimously.</p>

Dated: 5-1-2025

Respectfully submitted


 Heather Taylor DuCharme, Clerk

Dated: 5-1-25

Approved


 Edward Nytes, Chairperson