

Helena Township Board of Supervisors Regular Monthly Meeting

Minutes of February 3, 2022 | New Prague Fire Hall

- Call to Order** Regular Monthly Meeting was called to order by Chairman Nytes at 6:30 PM. The Pledge of Allegiance was recited.
- Present:** Chairman Edward Nytes, Supervisor Duane Deutsch, Supervisor John Wermerskirchen, Treasurer Nathan Hutton, Road Overseer Jeff Haag and Clerk DeAnn Croatt. Also present: Heather Taylor DuCharme, Jim Klem, Diane and Greg Kohlbeck, Andy Hingeveld, Commissioner Barb Weckman Brekke and Tom Johnson.
- Minutes** On a motion by Deutsch/Wermerskirchen the January Regular Monthly Meeting, the Work Shop, and the MarDen Hearing Minutes were approved as presented; carried unanimously.
- Road Overseer Report**
1. A mailbox on Lucy Street was reported damaged. Johnson did not think snowplowing caused the damage. Homeowner and Road Overseer were not able to determine who/what caused the damage. Haag will contact the homeowner and offer to cost share a new swing away post (\$75/\$75). This policy was adopted on a motion by Deutsch/Wermerskirchen; carried unanimously. Clerk will add to Schedule of Charges.
 2. The shed on the west side of Alton Avenue is at the edge of the ROW and therefore no further action is necessary.
 3. The street sign at the intersection of Baseline and Redwing will be replaced by the county.
 4. Deutsch noticed trees were damaged in RSP2 at Lavonne and Raven, and asked Haag to trim them as weather allowed. Johnson indicated his truck did the damage while treating icy streets.
- Variance** Diane and Greg Kohlbeck and Jim Klem were present to request a lot coverage variance for a property at 101 240th Street West. The present lot coverage is 39.6%.
- On a motion by Deutsch/Wermerskirchen the board gave a favorable township recommendation to replace the existing home with new construction within the current 39.6% lot coverage from the required 25%; carried unanimously.
- Introductions** Croatt introduced Heather Taylor DuCharme and shared that she is interested in being appointed Deputy Clerk, and in taking on the Clerk position at some point prior to YE 2024, at which time Croatt will retire.
- Taylor DuCharme is a resident of the township and a licensed attorney, who has an interest in community service.
- Cedar Lake Park** Andy Hingeveld, Project Manager for Scott County Public Infrastructure, was present to discuss plans for improvements to Cedar Lake Regional Park. ARPA funds are available for an improvement to the access from CR 2, trails, and to allow camping and camper cabin construction. The camper cabins would be very basic, with no cooking or restroom facilities. Hingeveld will present the plans to Cedar Lake Township at their March Meeting. Commissioner Brekke explained ARPA funds will be used for projects, which was in the county's long-range plans, along with several other regional park improvements. The park is managed by Three Rivers Park District.
- The consensus of the board was favorable for improvements to the park system.
- Comm. Barb W Brekke** Commissioner Weckman Brekke was present to update the officers and answer questions. Brekke discussed broadband, ½ cent sales tax, 41/169, 169/Pueblo/ and 169/59. The board expressed appreciation for her interest in Helena Township.
- Audit Meeting** The date of the Audit Meeting is February 9, 2022 at 6:30 PM at the New Prague Fire Hall. It will also be available via ZOOM with the link on the township's website. Following the audit, a short Work Shop will be conducted.

Old Business

- MarDen** The overlay project timeline was discussed. After the plans and specifications are approved in March, the request for quotes will go out. The Assessment Hearing will be after the Quote Opening in April.

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ARPA Deutsch indicated the officers need to continue to share ideas on how to best appropriate ARPA funds. This topic will be added to the March Work Shop.

Prior to spending ARPA money a resolution must be adopted. Therefore, on a motion by Wermerskirchen/Deutsch "Resolution to Spend ARPA Funds on Lost Revenue Replacement Category" was adopted; carried unanimously.

New Business

County Highway The officers discussed bituminous roadways which are in need of seal coating and/or crack filling. It was decided to submit Lucy and Mark at this time; after Deutsch drove Harvest Ridge on February 4, 2022, it was also added as directed by the board.

Polling Place As a result of redistricting, a new resolution was needed for designating the Fire Hall as Helena Precinct's polling location.

On a motion by Wermerskirchen/Deutsch the "Resolution Designating Annual Polling Place" was adopted; carried unanimously.

MATIT Croatt was asked by MAT to participate in a beta test for MATIT's new software program for township insurance claim filing. The new application process will be introduced in May or June 2022.

MAT ARPA reporting form is still being created; there will be training once available.

Sheriff Report The monthly report was typical.

Quote A quote from Bryan Rock was reviewed and filed for reference during road maintenance projects.

Board of Equalization The Board of Equalization will meet Wednesday April 20, 2022 at 5:00 PM at the New Prague Fire Hall.

Building Permits

1. D Bauer for water softener on Delmar Avenue
2. G Bauer for new home construction on Delmar Avenue
3. P Hanzel Homes for new home construction at 899 Silver Maple Drive

Annual Meeting Board reviewed the agenda for the Annual Meeting; Clerk made requested modifications.

Clerk will research options for moving the posting location to RSP2 Park prior to the Annual Meeting. Clerk will ask MAT to lobby so that websites may be a posting location, which would help townships without a town hall.

Dates to change from list of regular monthly meetings include September and December.

Other Business

Bills Paid On a motion by Deutsch/Wermerskirchen checks # 6446 — 6453, plus one ACH payment were approved for payment; carried unanimously.

6446	\$	5,667.00	Art Johnson Trucking, Inc.	Snow Removal and Chipping
6447	\$	495.00	Couri & Ruppe PLLP	MarDen
ACH	\$	5,609.37	First Bank & Trust	Interest
6448	\$	195.00	JAAK LLC	887SM/24443WCL/1666W245
6449	\$	1,445.00	MN Benefit Association	Group Life Insurance
6450	\$	2,190.75	Scott County Treasurer	Road Salt

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6451	\$	161.00	Suel Printing Company	MarDen
6452	\$	2,468.72	Hakanson Anderson	WCLD \$506 & MarDen \$1,962.72
6453	\$	62.50	Donald Rowe	Web Maintenance

Receipts

New Receipts:

1/31/2022	\$	55.86	First Bank & Trust	Optima Interest
1/31/2022	\$	212.21	Riverland Bank	Interest
1/12/2022	\$	50.00	State of Minnesota	ORI
1/25/2022	\$	4,617.75	Scott County	Tax Settlement
1/26/2022	\$	2,000.00	City of New Prague	Alton Extra Dust/Grading
1/31/2022	\$	5,857.32	Bevcomm	Franchise Fee

Treasurer's Report

Hutton reviewed January activity and answered officer's questions.

A transfer of \$20k from savings to checking was authorized on a motion by Wermerskirchen/Deutsch; carried unanimously.

On a motion by Wermerskirchen/Deutsch the Treasurer's Report was accepted as presented; carried unanimously.

Continuation

At 8:45 PM on a motion by Wermerskirchen/Nytes the meeting was continued to February 9, 2022 at 6:30 PM for the Audit Meeting and a short February Work Shop; carried unanimously.

Officers expressed appreciation to Heather Taylor DuCharme for her interest in serving on the township.

NOTE: Helena Township meetings have returned to in person. If you prefer to attend virtually, login/call in information available at www.helena-township.com on the Agenda/Minutes page. Unvaccinated people must wear masks; all attendees, officers and employees will Social Distance.

Edward Nytes, Chairman

DeAnn Croatt, Clerk