

Township of Helena Board of Supervisors
 Regular Monthly Meeting
 New Prague Ambulance/Fire Hall • 7:30 PM • September 1, 2011
www.helena-township.com

Present:

Supervisor Duane Deutsch
 Chairman Terry Maas
 Supervisor Ed Nytes

Treasurer Pat Lambrecht
 Road Overseer Darryl Perkins
 Clerk DeAnn Croatt

Also Present: Jeff Klehr, Greg Halling, Troy Karow

Chair Maas **called the Regular Monthly Meeting to order**; pledge of allegiance was said. On a motion by Deutsch/Nytes the reading of the Minutes was suspended; carried unanimously. The **Minutes** were approved as presented on a motion by Deutsch/Nytes; carried unanimously. Treasurer Lambrecht distributed the **Treasurer's Report** and it was accepted on a motion by Nytes/Deutsch; carried unanimously.

Receipts were:

7/31/2011	\$ 65.42	Riverland Bank	Interest
7/31/2011	\$ 63.86	Home Town Bank	Interest
8/2/2011	\$ 70.00	Scott County	Building Permits
8/11/2011	\$ 167.50	Scott County	Payment in lieu of taxes PILOT)
8/31/2011	\$ 126.39	State Bank	Interest
3/31/2011	\$ 1.35	State Bank	Interest

The payment of the following **bills (4746 – 4766) were approved** on a motion by Deutsch/Maas; carried unanimously:

4746	\$ 65,295.60	New Prague Rural Fire	2011 Contract
4747	\$ 3,953.95	Klehr Grading	Road Maintenance
4748	\$ 650.00	Busch Property Improvement	SSD SMBE
4749	\$ 51.74	Bevcomm	SSD SMBE
4750	\$ 261.00	Halling Engineering Inc.	SSD SMBE
4751	\$ 637.89	EcoCheck	SSD SMBE
4752	\$ 1,413.15	Town & Country Turf	Brush spraying
4753	\$ 437.50	Couri & Ruppe PLLP	SSD SMBE
4754	\$ 273.00	Suel Printing	SSD SMBE
4755	\$ 145.00	Lakers New Prague Sanitation	Road Ditches
4756	\$ 104.74	Earl F. Andersen	Signs
4757	\$ 1,351.24	DeAnn Croatt	Salary/Meetings/Reimbursement
4758	\$ 1,559.06	Duane Deutsch	Salary/Meetings/Reimbursement
4759	\$ 1,022.25	Patricia Lambrecht	Salary/Meetings/Reimbursement
4760	\$ 1,279.34	Terry Maas	Salary/Meetings/Reimbursement
4761	\$ 1,073.36	Ed Nytes	Salary/Meetings/Reimbursement
4762	\$ 1,181.31	Darryl Perkins	Labor/Meetings/Reimbursement
4763	\$ 2,158.40	US Treasury	Federal Withholding/Match
4764	\$ 425.19	MN Dept. of Revenue	State Withholding/Match
4765	\$ 835.00	PERA	DCP
4766	\$ 16,500.00	Clear Horizon	Sign Replacement Contract

At 8:00 PM Chair Maas received a motion by Deutsch/Nytes to call the public hearing for **Silver Maple Bay Estate's Subordinate Service District** to order; carried unanimously. The discussion included Township Engineer Greg Halling summarizing the purpose process involved in updating the Homeowner's Guide and Builder's Guide, reviewing Ordinance 2011-090111 and discussing fee structures (Schedule of Charges) for 2012. Noting no questions from the audience, a motion to close the Public Hearing was offered by Nytes/Deutsch; carried unanimously. The manuals were revised to include new contact information and to reflect on the change of reporting and inspecting after Scott County removed their role of responsibility; the documents were reviewed and modified by Engineer Halling, Maintenance Contractor Ryan Brandt, Supervisors Deutsch, Nytes and Maas and Clerk Croatt. After considerable discussion a motion to accept the revised manuals was made by Nytes/Deutsch; carried unanimously. Clerk will submit electronic version to Engineer Halling for compliance submittal and to the township's webmaster for inclusion on the Silver Maple page on the township website (www.helena-township.com). On a motion by Nytes/Deutsch Ordinance 2011-090111 "Ordinance Governing the "Silver Maple Bay Estates" Environmental Subordinate Service District Wastewater Collection System(s)" was adopted unanimously and will be published and posted on the township website. Annual fees and hook-up fees were evaluated and will continue to be studied carefully each September. The hook-up fee enables the monthly fees to remain stable. A systematic review of combining lots by homeowners and how the lots would be assessed fees was discussed. On a motion by Deutsch/Nytes the township will collect \$2,500 hook-up fee for each platted lot within Silver Maple Bay Estates Two and monthly SSD fees will remain at \$50 for each vacant lot and \$100 for each occupied lot, and a \$450 fee will be collected at the time of application for the installation and final inspection by the maintenance contractor, while the engineering fee for initial review of \$100 will be included in the hook-up fee, with special notation that if a property owner wishes to combine lots the property owner will pay the \$2,500 hook up fee for each lot and will pay monthly fees for one occupied lot; carried unanimously. It was reiterated and emphasized the fee schedules will be reviewed annually each September. [Amended/corrected in 10/4/11 Minutes dc 100411]

Road Maintenance Report by Klehr:

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| <ol style="list-style-type: none"> 1. 270th and Alton are better 2. Roads have areas of wash-boards 3. Pexa Drive will be rebuilt this fall; will work above force main, fix curve and install signage for culvert | <ol style="list-style-type: none"> 4. Klehr will research a guardrail for Camber 5. Columbus grading will be done each time grading is done 6. The township road by Menard Wolf needs gravel or conbit and grading |
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The Supervisors viewed current signage at night and determined the vast majority of signs qualify for replacement as they do not meet mandated standards. Troy Karon with **Clear Horizons** was present to discuss his quote for the sign retro-reflectivity program. Karon noted street signs are taxable purchases. Three-pound posts were bid because of snow plowing. Perkins will note any signs added or removed prior to the start of the replacement phase. A deposit of \$16,500 was authorized on the \$47,950 total and the contract was accepted on a motion by Deutsch/Nytes; carried unanimously.

The Annual Meeting of Helena Township was reconvened. After thorough review of fund balances and expense projections the Supervisors agreed to lower the township levy by \$24,217.46 or 7.58% for 2012. On a motion by Maas/Nytes the following levy was set at 295,202; carried unanimously:

General	\$ 76,000
Road and Bridge	\$125,255
New Prague Ambulance	\$ 5,000
New Prague Fire	\$ 65,296
<u>Jordan Fire</u>	<u>\$ 23,651</u>
Total	\$295,202

Clerk will submit levy to Scott County by September 15, 2011; with the levy the Clerk will submit SMBE SSD fee assessments for occupied and vacant lots in Phase Two.

Road Overseer Perkins reported:

- 1. Tiling complete on 270th and Baseline
- 2. Talked to county about signage and was told it's an engineering judgment
- 3. Perkins will supply county with a list of missing signs on county roads
- 4. Perkins will start removing signs that will not be included in the sign replacement project as determined by the Supervisors

Building Permit Applications:

- 1. Ed Nytes on 260th Street West for a grain bin
- 2. Lois and Lawrence Buxton on Bohnsack Way for a deck

Utility Permits:

- 1. Bevcomm for work on Michelle Street

Ed Nytes will represent Helena Township on the **New Prague Rural Fire Protection Board**.

The **Scott County Township Association** will hold the Annual Fall Meeting September 22, 2011 at 7:00 PM at the Spring Lake Hall; agenda TBD.

Clerk Croatt summarized recent conversations with **Greg Stepka** and Scott County Planners as the Stepkas desire to further divide their property once zoning allows; current building eligibilities have been used 3:120.

Meeting was continued to the National Association of Towns and Township's Annual Meeting in Washington DC September 6-9, 2011 on a motion by Maas/Deutsch; carried unanimously.

2011 Meeting Schedule | 7:30 PM at 505 5th Avenue NW, New Prague unless otherwise stated below:

9-5/8-11	NATAT, Washington DC	11-1-11	Regular Monthly Meeting
9-17-11	NP Rural Fire Meeting	11-17-11	Scott Equalization (1-4 PM)
10-4-11	Regular Monthly Meeting	11-17/18/19-11	MAT Conference
		12-6-11	Regular Monthly Meeting

Respectfully Submitted by Clerk DeAnn Croatt

Chairman Terry Maas