

**Helena Township Board of Supervisors**  
**Regular Monthly Meeting Minutes**  
 Minutes of 12/17/2025 | New Prague Fire Hall

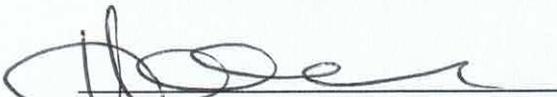
<b>Call to Order</b>	<p>Workshop meeting was called to order by Chairperson Nytes at 5 p.m. The Pledge of Allegiance was recited.</p> <hr/>
<b>Present</b>	<p>Chairperson Edward Nytes, Supervisor John Wermerskirchen, Supervisor DeAnn Croatt, Treasurer Nathan Hutton, Deputy Treasurer Patricia Peterson, Clerk Heather Taylor DuCharme, Deputy Clerk Kimberly Carlberg, Road Overseer Jeff Haag.</p> <hr/>
<b>Supervisor Items</b>	<p>Supervisors presented the following items/reports.</p> <ol style="list-style-type: none"> <li>1. Nytes and Haag updated the Board regarding a call received by Haag about a resident concern regarding salt used on roads near/around Cedar Lake. Art Johnson Trucking uses special salt provided by Scott County. Haag also received a call from a resident on Willow Court asking about plowing around mailboxes. Haag advised resident that clearing around mailboxes is property owner obligation, not Township.</li> <li>2. Wermerskirchen received a call from Benjamin Bus Company regarding adding chips on Camber Avenue by County Road 8. Haag contacted Art Johnson Trucking and it was handled. Wermerskirchen also received a call from a resident on Indian Avenue about it being slippery. Art Johnson Trucking was already grading and chipping. Wermerskirchen called the resident back and the resident was happy with the results.</li> <li>3. Supervisors discussed mailbox height for property on Naylor (seems unreasonably low).</li> <li>4. Croatt provided an update from the recent MAT conference, including new location next year, resolutions, MAT treasurer audit, legislative update, working to retain community college and tech school graduates in rural Minnesota after graduation, minute taking, state fire marshal update (add fact sheet to Township website), road session, ordinances vs resolutions, and mock meeting. Croatt also provided an update from recent MAT Township Tuesdays, including annexation and annual meetings (board of audit, financial report/summary, election judges, agenda, minutes).</li> <li>5. Wermerskirchen discussed retention pond project off of 255<sup>th</sup>/Willow with Andrew Vistad, including possible costs and timeline (not urgent). On motion by Croatt/Wermerskirchen, Wermerskirchen to provide Vistad approval to obtain quotes for review. After review of quotes, Board will determine whether or when to move forward with project. Additional discussion of asking Vistad to review other retention and storm water ponds in Township to perhaps set up maintenance plan</li> </ol>

	<p>similar to road maintenance plan. Any review by Vistad would likely be end of winter/spring. Croatt will compile list of ponds in the Township.</p> <ol style="list-style-type: none"> <li>6. Nytes provided additional update regarding fire marshal and related issues.</li> <li>7. John Mueller called Croatt regarding LRIP and Scott County resolution supporting Township application.</li> </ol>
<p><b>Road Overseer Items</b></p>	<p>Haag presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Resident called Croatt and Haag about a mailbox after last snow. Haag provided resident with Terwedo's information for swing away post.</li> <li>2. Tom Johnson called while grading because a mailbox was hit. Johnson repaired the mailbox that day. The post was already in bad shape.</li> <li>3. Resident called about a section of Naylor not being plowed. Haag advised resident that it is the City of New Prague's section of Naylor.</li> <li>4. There was a minivan recently stuck on a snowmobile trail while delivering packages (not within the Township).</li> <li>5. Discussion of past blizzards and road conditions/maintenance.</li> </ol>
<p><b>Treasurer Items</b></p>	<p>Hutton presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Formula for calculating payroll withholding was wrong and not tracking through the spreadsheets correctly for Carlberg's payroll. It has been corrected. After correcting payroll withholding calculations, the amount due for federal and state withholding for December changed. Hutton asked the Supervisors to approve a motion to change the total for orders for 12/4/2025. On motion by Wermerskirchen/Croatt, orders changed to \$64,927.62 from \$63,850.02; approved unanimously. Roll call: Nytes – yes; Wermerskirchen – yes; Croatt – yes.</li> <li>2. Hutton advised the Board that \$20,000 needed to be transferred from the Road and Bridge Fund to the General Fund, which would bring the year end General Fund balance to \$315.75. On motion by Wermerskirchen/Croatt, \$20,000 to be transferred from Road and Bridge Fund to General fund; approved unanimously.</li> <li>3. There have been ongoing issues with the New Prague Mini Storage payment. The purchase of the laptops and MAT conference expenses brought the credit card balance over the limit. Preapproved monthly expenses are not able to bill to the credit card at this time. Hutton requested that the limit be increased to \$3,500 at least temporarily. On motion by Croatt/Wermerskirchen, credit card limit to be increased from \$1,500 to \$3,500 to avoid future problems with necessary Township charges; approved unanimously.</li> <li>4. Peterson is trained/ready on 2 of the 4 necessary reports and ready to fill in for Hutton for the January regular meeting. Hutton unavailable through 1/20 but be available for 1/21 workshop. Hutton and Peterson will work on W2s and 1099s after Hutton available.</li> <li>5. Bank has everything they need to add Peterson as a signor on the</li> </ol>

<p><b>Clerk Items</b></p>	<p>accounts.</p> <p>6. Hutton and Peterson requested to and did leave the meeting at 6:15 p.m.</p> <hr/> <p>Taylor DuCharme presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Update on option selections for Paid Family Medical Leave by other townships in Scott County – most, if not all, selected Option A.</li> <li>2. Scott County townships will come to Helena Township workshop on 1/21 to discuss fire contract issues. Discussion of agenda preparation/items and having MAT sample contract available.</li> <li>3. There are six unpaid assessments from the 255<sup>th</sup>/Willow project that will be added to property owners' property taxes.</li> <li>4. Discussion of sample language for road hazards provided by Vistad.</li> <li>5. Salt training email received by Township and forwarded to Haag.</li> <li>6. SCALE meeting update.</li> <li>7. MVEC replaced one utility pole due to an accident and will be replacing other utility poles pursuant to a regular maintenance schedule.</li> <li>8. There was an auditor's combination completed for Advanced Seeding</li> <li>9. Additional MAT conference review, including treasurer report, retained assets, and dues.</li> </ol>
<p><b>Deputy Clerk Items</b></p>	<p>Carlberg presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Review of photos for website.</li> <li>2. Review of new .gov website. Discussion regarding mailbox resolution to website where it will be easily accessible for residents and tweaks to finalize website. Haag and Peterson still need to set up their .gov email addresses and forwarding. Supervisors approved .gov going live after minimal tweaks.</li> </ol>
<p><b>Motion to Adjourn</b></p>	<p>At 6:45 p.m. on motion by Croatt/Wermerskirchen, meeting adjourned; carried unanimously.</p>

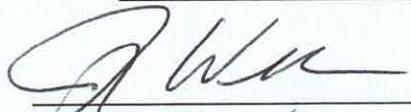
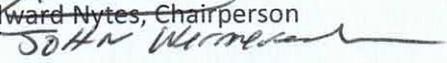
Respectfully submitted

Dated: 1-8-2026

  
 Heather Taylor DuCharme, Clerk

Approved

Dated: 1-8-24

  
 Edward Nytes, Chairperson  


Resolution 12172025  
Damaged Mailbox Post Policy

**WHEREAS**, the Board of Supervisors for the Township of Helena is the Local Road Authority, and

**WHEREAS**, mailboxes and mailbox posts are regulated by the United States Postal Service, and

**WHEREAS**, the Board of Supervisors have required uniform swing-away mailbox posts when a new mailbox location is being added at the time of new home construction and when a road construction, reconstruction projects are ordered within the Township, and when a mailbox post is being replaced, and

**WHEREAS**, the County of Scott requires uniform swing-away mailbox posts along county road construction and reconstruction projects, and

**WHEREAS**, it is very challenging and difficult for snowplow operators, road graders, ditch mowers, and other maintenance workers to work around non-conforming mailbox posts, which sometimes causes damage to the non-conforming mailbox posts and attached mailboxes,

**THEREFORE BE IT RESOLVED**, when a swing-away mailbox post is damaged by an action by the Township or its assigns, the repair or replacement will be made at the expense of the Township or its assigns, and

**BE IT FURTHER RESOLVED**, when a non-conforming mailbox post and/or mailbox is damaged by the Township or its assigns, the repair or replacement will be at the expense of the property owner, and

**FINALLY BE IT RESOLVED**, the standards for the conforming swing-away mailbox post is described within this Resolution in the illustration to the right.

Adopted this 17<sup>th</sup> day of December, 2025.

*Edward Nytes*  
Chairperson Edward Nytes

Attested by:

*Heather Taylor DuCharme*  
Clerk Heather Taylor DuCharme

