

**Helena Township Board of Supervisors**  
**Regular Monthly Meeting Minutes**  
 Minutes of 12/4/2025 | New Prague Fire Hall

<b>Call to Order</b>	Regular monthly meeting was called to order by Chairperson Nytes at 5 p.m. The Pledge of Allegiance was recited.																																																																								
<b>Present</b>	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, and Tom Johnson (arrived after meeting started and left before it ended).																																																																								
<b>Claims/Receipts</b>	Review and discussion of claims. After review of claims and on motion by Croatt/Wermerskirchen, all claims were approved as presented for payment, including checks 7151-7170 and four ACHs/EFTs totaling \$63,850.02; carried unanimously. Roll call vote: Nytes – yes; Wermerskirchen – yes; Croatt – yes.																																																																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">CLAIMS</th> </tr> <tr> <th>Check#</th> <th>Amount</th> <th>Payee</th> <th>Reason/Purpose</th> </tr> </thead> <tbody> <tr> <td>ACH</td> <td>\$677.60</td> <td>First Bank &amp; Trust</td> <td>Miscellaneous Twp Expenses</td> </tr> <tr> <td>ACH</td> <td>\$1,553.76</td> <td>PERA</td> <td>Pension</td> </tr> <tr> <td>ACH</td> <td>\$3,768.96</td> <td>US Treasury</td> <td>Taxes/Withholding</td> </tr> <tr> <td>ACH</td> <td>\$600.08</td> <td>Minnesota Revenue</td> <td>Taxes/Withholding</td> </tr> <tr> <td>7151</td> <td>\$7,657.50</td> <td>Art Johnson Trucking, Inc,</td> <td>Grading/Gravel</td> </tr> <tr> <td>7152</td> <td>\$350.00</td> <td>Cedar Lake Township</td> <td>Recycling Event</td> </tr> <tr> <td>7153</td> <td>\$40,532.17</td> <td>City of Jordan</td> <td>Fire Contract Costs</td> </tr> <tr> <td>7154</td> <td>\$275.00</td> <td>Couri &amp; Ruppe PLLP</td> <td>Legal Fees</td> </tr> <tr> <td>7155</td> <td>\$55.00</td> <td>Earl F Anderson - Safety Signs</td> <td>Signs</td> </tr> <tr> <td>7156</td> <td>\$145.00</td> <td>Hakanson Anderson</td> <td>Engineer Fees</td> </tr> <tr> <td>7157</td> <td>\$600.00</td> <td>Homes by Tradition</td> <td>Escrow Refund</td> </tr> <tr> <td>7158</td> <td>\$35.10</td> <td>Lakers New Prague Sanitary</td> <td>Trash Disposal</td> </tr> <tr> <td>7159</td> <td>\$370.00</td> <td>Minnesota Association of Townships</td> <td>Education/Training</td> </tr> <tr> <td>7160</td> <td>\$280.00</td> <td>Norad Services</td> <td>Computer Set Up</td> </tr> <tr> <td>7161</td> <td>\$324.49</td> <td>Scott County Treasurer</td> <td>County Expenses</td> </tr> <tr> <td>7162</td> <td>\$255.00</td> <td>Steve Rynda Construction and Landscape LLC</td> <td>Park Maintenance</td> </tr> </tbody> </table>	CLAIMS				Check#	Amount	Payee	Reason/Purpose	ACH	\$677.60	First Bank & Trust	Miscellaneous Twp Expenses	ACH	\$1,553.76	PERA	Pension	ACH	\$3,768.96	US Treasury	Taxes/Withholding	ACH	\$600.08	Minnesota Revenue	Taxes/Withholding	7151	\$7,657.50	Art Johnson Trucking, Inc,	Grading/Gravel	7152	\$350.00	Cedar Lake Township	Recycling Event	7153	\$40,532.17	City of Jordan	Fire Contract Costs	7154	\$275.00	Couri & Ruppe PLLP	Legal Fees	7155	\$55.00	Earl F Anderson - Safety Signs	Signs	7156	\$145.00	Hakanson Anderson	Engineer Fees	7157	\$600.00	Homes by Tradition	Escrow Refund	7158	\$35.10	Lakers New Prague Sanitary	Trash Disposal	7159	\$370.00	Minnesota Association of Townships	Education/Training	7160	\$280.00	Norad Services	Computer Set Up	7161	\$324.49	Scott County Treasurer	County Expenses	7162	\$255.00	Steve Rynda Construction and Landscape LLC	Park Maintenance
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7163-7170	\$6,370.36	Board Members/Employees	Salary/Meeting Fees/Mileage
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RECEIPTS			
Date	Amount	Payor	Purpose/Reason
11/3/2025	\$5,600.00	Nielson	255th/Willow Assessment
11/6/2025	\$5,600.00	Pieper	255th/Willow Assessment
11/6/2025	\$5,600.00	Dresow	255th/Willow Assessment
11/8/2025	\$5,600.00	Mortenson	255th/Willow Assessment
11/8/2025	\$5,600.00	Mortenson	255th/Willow Assessment
11/8/2025	\$5,600.00	Peterson	255th/Willow Assessment
11/12/2025	\$5,600.00	Dressen	255th/Willow Assessment
11/12/2025	\$5,600.00	Gillund	255th/Willow Assessment
11/12/2025	\$5,600.00	Eichelberger	255th/Willow Assessment
11/12/2025	\$250.00	Health Partners	Jordan Fire Call
11/17/2025	\$5,600.00	Schroeder	255th/Willow Assessment
11/18/2025	\$86.65	State of Minnesota	ORI
11/24/2025	\$5,600.00	Sacco	255th/Willow Assessment
11/25/2025	\$400.00	Sacco	Driveway Permit Escrow
11/26/2025	\$5,600.00	Dressen	255th/Willow Assessment
11/30/2025	\$133.32	Optima Plus	Interest - Sweep
11/30/2025	\$19.18	Optima Plus	Interest
11/30/2025	\$18.84	Riverland	Interest

**Supervisor Items**

Supervisors presented the following items/reports.

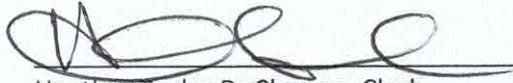
1. Nytes advised the Board that Croatt received an award from Scott County for her decades of work at the Community Development Agency and that the Scott County Board of Commissioners declared 12/4/2025 DeAnn Croatt Day.
2. Nytes provided an update from the Scott County Commissioners and Scott Township Chairpersons quarterly meeting, including issues related to compliance, costs, weed control, family leave laws, money, levies, meeting attendance, mailboxes along CR23, and other post office matters.
3. Croatt received a call from Chris Kubes about signs left on Baseline,

	<p>possibly from Great River Energy. Croatt called Cedar Lake Township and was advised that they would take care of the signs.</p> <ol style="list-style-type: none"> <li>4. Croatt updated the Board about a notice from Bevcomm.</li> <li>5. Croatt noted that 11 of the 28 properties in the Raven Stream development have sold or changed ownership since the 2019 project.</li> <li>6. Wermerskirchen brought up the issue of Township fire contracts with the City of Jordan.</li> </ol>
<p><b>Road Overseer Items</b></p>	<hr/> <p>Haag presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. The creek on 255<sup>th</sup> is cleared out.</li> <li>2. Logs, stumps, and a tire were cleaned up from 245<sup>th</sup>.</li> <li>3. There are signs that need to be straightened out, reset, or repaired. Some damage may be related to tractors. The work may need to wait until spring due to the cold and ground freezing.</li> <li>4. Johnson provided information requested by Taylor DuCharme for the LRIP application to Taylor DuCharme. Johnson also provided an update on snowplowing (frozen ground is helping), chipping on 270<sup>th</sup>/Alton, and possible mailbox issue at 270<sup>th</sup>/Naylor (can't plow around it).</li> <li>5. There was discussion about mailbox posts and Township policies.</li> </ol>
<p><b>Treasurer Items</b></p>	<hr/> <p>Hutton presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Review of Treasurer's Report, including deposits, 255<sup>th</sup>/Willow assessment payments, driveway permit reporting (AA Endeavors), transfers between funds, and general fund balance. There will need to be a transfer from other funds to the general fund before the end of the year. On motion by Croatt/ Wermerskirchen, Treasurer's Report accepted and approved as presented; carried unanimously.</li> <li>2. Update on additional training for Peterson. Peterson will handle Treasurer's Report and Treasurer duties for Hutton in January. Wermerskirchen brought up the option for Hutton to attend remotely, but Hutton is confident Peterson is ready.</li> <li>3. Update on DocuSign status for bank accounts.</li> </ol>
<p><b>Clerk Items</b></p>	<hr/> <p>Taylor DuCharme presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Update provided on LRIP application status, including review of proposed resolution required for application, ADT counts, and road hazards in ROW identified by engineer. On recommendation of engineer, Taylor DuCharme reached out to City of New Prague and Faith Point for letters of support. FP asked about possible assessments, which Taylor DuCharme advised she didn't have any information regarding. LRIP grant only covers construction costs and not engineering, landscaping, and some other costs. Engineer advised Taylor DuCharme that LRIP applications that are approved often include the entity agreeing to pay a portion of the construction costs. Engineer recommended including in the LRIP application that the Township</li> </ol>

	<p>would pay up to 5% of the estimated \$777,520 of construction costs (\$38,876) in addition to non-covered LRIP grant costs. On motion by Wermerskirchen/Croatt, Taylor DuCharme approved to include in application that Township agrees to pay up to 5%, or \$38,876, of construction costs; carried unanimously.</p> <ol style="list-style-type: none"> <li>2. On motion by Croatt/Wermerskirchen, Resolution 12042025 for LRIP application approved as presented for signature; carried unanimously.</li> <li>3. Discussed proposed website privacy policies. Taylor DuCharme requested Supervisor approval to contact Township attorney to review and received consensus of Supervisors to do so.</li> <li>4. Scott County Township Clerks have an email thread related to the family paid leave act. The Township needs to approve option A (all), B (split), or C (none) regarding percentage of withholding paid by Township. On motion by Croatt/ Wermerskirchen, Supervisors selected and approved Option A, which has the Township pay the full 0.88% (non-small employer) or 0.66% (small employer); carried unanimously.</li> <li>5. Updates on PID combos/assessments and assessment roll for 255<sup>th</sup>/Willow sent to Scott County (received additional payment after submission).</li> <li>6. Discussion of building permits received and ag land for sale.</li> <li>7. Discussion of correspondence and reports received by Township, including from Mosquito Control, Sheriff, Code Enforcement, and Permits.</li> <li>8. Review of proposed 11/6/2025, 11/19/2025, and 12/2/2025 minutes. On motion by Wermerskirchen/Croatt, minutes accepted and approved as presented; carried unanimously. Wermerskirchen requested that line item for minutes be added to future agendas.</li> <li>9. Review of revised Jordan Fire Contract. On motion by Croatt/Wermerskirchen, 2025 Jordan Fire Contract accepted and approved as presented for signature; carried unanimously.</li> <li>10. Taylor DuCharme updated Wermerskirchen that the engineer had emailed information about the proposed pond scraping project that afternoon.</li> </ol> <hr/> <p><b>Deputy Clerk Items</b></p> <p>Carlberg presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Update on fire call invoices. Review of proposed final notice and hearing letter.</li> <li>2. Website update. Carlberg will email link to Supervisors to review changes.</li> </ol> <hr/> <p><b>Motion to Continue</b></p> <p>At 6:45 p.m. on motion by Croatt/Wermerskirchen, meeting continued workshop on 12/17/2025; carried unanimously.</p>
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Respectfully submitted

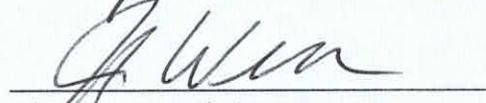
Dated: 1-8-2020



Heather Taylor DuCharme, Clerk

Approved

Dated: J. W. 1-8-20



Edward Nyles, Chairperson

JOHN CHAIRPERSON

TREASURER'S REPORT

DATE: December 4, 2025

FILE COPY

<b>GENERAL CHECKING</b>	\$	<b>93,311.58</b>
<b>OPTIMA PLUS SAVINGS</b>	\$	550,879.31
Transfer (to checking)	\$	-
Deposits (none)	\$	-
Interest 11-30-2025 (Sweep acct)	\$	133.32
Interest 11-30-2025 (Savings Acct)	\$	19.18
	\$	<b>551,031.81</b>
<b>RIVERLAND BANK MM</b>	\$	17,537.43
Interest 11-3-2025	\$	18.84
	\$	<b>17,556.27</b>
<b>RIVERLAND BANK CD's</b>	\$	-
6 month 9-30-2025	\$	102,005.48
12 month 3-31-2025	\$	100,000.00
	\$	<b>202,005.48</b>

**GRAND TOTAL \$ 863,905.14**

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

11/3/2025 Nielsen (255th)	\$	5,600.00
11/6/2025 Pieper (255th)	\$	5,600.00
11/6/2025 Dresow (255th)	\$	5,600.00
11/8/2025 Mortenson (255th)	\$	5,600.00
11/8/2025 Mortenson (255th)	\$	5,600.00
11/8/2025 Peterson (255th)	\$	5,600.00
11/12/2025 Dressen (255th)	\$	5,600.00
11/12/2025 Gillund (255th)	\$	5,600.00
11/12/2025 Eichelberger (255th)	\$	5,600.00
11/12/2025 Health Partners (JF)	\$	250.00
11/17/2025 Schroeder (255th)	\$	5,600.00
11/18/2025 State of Mn (ORI)	\$	86.65
11/24/2025 Sacco (255th)	\$	5,600.00
11/25/2025 Sacco (255th)	\$	400.00
11/26/2025 TBD (255th)	\$	5,600.00
<b>Total</b>	\$	<b>67,936.65</b>

**Deposit received after month-end close**

12/2/2025 Scott Co - 2nd half settlement	\$	209,114.07
	\$	<b>209,114.07</b>

**Breakdown of Township Aid**

General	\$	45,420.64
Road & Bridge	\$	98,411.39
New Prague Fire	\$	32,172.95
Jordan Fire	\$	13,247.69
	\$	<b>189,252.67</b>
RS	\$	4,619.46
WCLD	\$	11,340.00
Marden	\$	1,278.52
KOLUMA	\$	2,623.42
	\$	<b>209,114.07</b>

Tally for Funds  
2025

Thursday, December 4, 2025		Receipts	Orders Paid	Totals	Monthly Notes
General Fund	\$ 137,255.33	\$ 113,645.49	\$ 120,002.52	\$ 130,898.30	
Road & Bridge	\$ 444,648.47	\$ 838,143.32	\$ 151,963.62	\$ 1,130,828.17	
Road & Bridge Reconstruction	\$ 637,265.29	\$ 888.23	\$ 638,153.52	\$ -	Motion to move to RB 11-6-25
Jordan Fire	\$ 10,143.04	\$ 22,473.58	\$ 42,304.66	\$ (9,688.04)	
New Prague Fire	\$ 39,521.25	\$ 48,547.35	\$ 73,147.86	\$ 14,920.74	
lot fee	\$ 281,802.77		\$ 50,000.00	\$ 231,802.77	
tax reimburse	\$ 12,777.50		\$ 12,777.50	\$ -	Motion to move to RB 11-6-25
Interest	\$ 30,508.52	\$ 5,312.39	\$ 30,000.00	\$ 5,820.91	
Willow Lane	\$ 10,805.86			\$ 10,805.86	
Soderlund	\$ (11,170.49)			\$ (11,170.49)	
Jaguar	\$ (600.00)			\$ (600.00)	
State of MN COVID-19	\$ 4,377.11		\$ 4,377.11	\$ -	4377.11 Moved to Gen 2025
Schoenbauer Escrow	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	
American Recovery Plan (ARP)	\$ -			\$ -	
255th/Willow	\$ (3,947.75)	\$ 73,263.75	\$ 244,546.69	\$ (175,230.69)	
MarDen	\$ (56,483.06)	\$ 1,278.52		\$ (55,204.54)	
Koeper/Lucy/Mark	\$ (187,456.05)	\$ 2,623.42		\$ (184,832.63)	
AA Endeavor LLC	\$ 3,001.50	\$ 290.00	\$ 3,291.50	\$ -	
West Cedar Lake Drive	\$ (157,968.25)	\$ 20,970.00		\$ (136,998.25)	
Debt Service	\$ (19,530.93)			\$ (19,530.93)	
First Bank & Trust Road Loan	\$ -			\$ -	
<b>WCLD Project totals</b>	<b>\$ (177,499.18)</b>			<b>\$ (156,529.18)</b>	
Raven Stream	\$ (277,660.65)	\$ 9,744.61		\$ (267,916.04)	
Recon Funds to resolve Loan	\$ 178,847.71			\$ 178,847.71	
Debt Service	\$ 31,354.30			\$ 31,354.30	
First Bank & Trust Road Loan	\$ (10,202.01)			\$ (10,202.01)	
<b>RS2/3 Project totals</b>	<b>\$ (77,660.65)</b>			<b>\$ (67,916.04)</b>	
	\$ 1,097,289.46	\$ 1,187,180.66	\$ 1,420,564.98	\$ 863,905.14	

Issue was driveway deposit. Put to escrow instead of R&B. Fixed 12-1-25

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	\$ 1,097,289.46	\$ 1,187,180.66	\$ 1,420,564.98	\$ 863,905.14	

Issue was driveway deposit. Put to escrow instead of R&B. Fixed 12-1-25

ESCROW ACCTS

December 4, 2025

	TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE
<b>MISC PROJECTS</b>			
<b>ROAD PROJECTS</b>			
255th-Willow	\$ 72,800.00	\$ 196,864.48	\$ (124,064.48) Added December 2024
Raven Stream	\$ 68,040.07	\$ 439,060.60	\$ (371,020.53)
MarDen	\$ 19,819.08	\$ 76,301.67	\$ (56,482.59)
Koeper-Lucy-Mark	\$ 128,137.80	\$ 315,866.85	\$ (187,729.05)
West Cedar Lake	\$ 374,900.36	\$ 519,518.61	\$ (144,618.25)

	2023	2024	2025	Total of Checks for Month
GENERAL	\$ 105,000.00	\$ 115,500.00	\$ 115,500.00	
JAN	\$ 309.64	\$ 10,100.08	\$ 6,495.93	\$ 66,957.67
FEB	\$ 1,830.25	\$ 5,553.88	\$ 5,998.52	\$ 8,160.97
MAR	\$ 19,686.80	\$ 12,195.08	\$ 12,521.72	\$ 24,397.23
APRIL	\$ 1,153.28	\$ 5,190.64	\$ 7,293.24	\$ 58,979.02
MAY	\$ 59.00	\$ 31,670.23	\$ 7,037.15	\$ 59,963.72
JUNE	\$ 46,835.74	\$ 12,879.08	\$ 39,273.83	\$ 114,833.34
JULY	\$ 2,460.70	\$ 14,949.94	\$ 8,390.37	\$ 42,422.89
AUG	\$ 784.15	\$ 4,264.37	\$ 5,436.35	\$ 10,908.52
SEPT	\$ 16,966.23	\$ 14,969.90	\$ 14,329.89	\$ 99,642.34
OCT	\$ 3,793.67	\$ 3,448.22	\$ 5,495.24	\$ 216,685.68
NOV	\$ 3,947.44	\$ 10,427.69	\$ 7,730.38	\$ 18,879.50
DEC	\$ 10,621.26	\$ 12,462.07		\$ -
<b>TOTAL</b>	<b>\$ 108,448.16</b>	<b>\$ 138,111.18</b>	<b>\$ 120,002.62</b>	<b>\$ 721,830.88</b>
<b>Funds Remaining</b>	<b>\$ 109.88</b>	<b>\$ 2,388.82</b>	<b>\$ (4,502.62)</b>	
R & B	\$ 346,400.00	\$ 362,710.00	\$ 249,310.00	
JAN	\$ 17,006.63	\$ 5,869.73	\$ 10,157.39	
FEB	\$ 15,760.92	\$ 7,570.90	\$ 2,162.45	
MAR	\$ 10,019.26	\$ 8,114.16	\$ 5,518.51	
APRIL	\$ 23,007.45	\$ 5,600.40	\$ 5,959.85	
MAY	\$ 3,677.50	\$ 6,337.54	\$ 5,471.39	
JUNE	\$ 23,080.83	\$ 77,904.63	\$ 73,393.30	
JULY	\$ 17,544.90	\$ 22,496.34	\$ 32,227.52	
AUG	\$ 14,473.84	\$ 10,997.79	\$ 5,472.17	
SEPT	\$ 8,757.58	\$ 3,728.96	\$ 2,563.86	
OCT	\$ 13,069.11	\$ 4,155.30	\$ 54,323.21	
NOV	\$ 3,525.03	\$ 9,208.11	\$ 3,713.97	
DEC	\$ 3,583.10	\$ 59,234.01		
<b>TOTAL</b>	<b>\$ 153,506.15</b>	<b>\$ 221,217.87</b>	<b>\$ 200,963.62</b>	
<b>Funds Remaining</b>	<b>\$ 192,893.85</b>	<b>\$ 116,492.13</b>	<b>\$ 48,346.38</b>	
NEW PRAGUE FIRE	\$ 75,330.02	\$ 76,169.10	\$ 36,573.93	
JORDAN FIRE	\$ 32,386.42	\$ 42,587.45	\$ 42,304.66	
JF (new truck)				
SPECIAL				
JAN	47,496.85 AA End, 2807.50 255th/Willow		\$ 50,304.35	
FEB			\$ -	
MAR	150 AA End, 6207 255th/Willow		\$ 6,357.00	
APRIL	255th/Willow		\$ 9,152.00	
MAY	255th/Willow		\$ 10,881.25	
JUNE	255th/Willow		\$ 2,166.21	
JULY	255th/Willow		\$ 1,805.00	
AUG			\$ -	
SEPT	255th/Willow		\$ 3,870.00	
OCT	255th/Willow		\$ 156,867.23	
NOV	A 644.65, Schoenbauer 5000, 255th/Willow 1790.50		\$ 7,435.15	
DEC				
<b>TOTAL</b>			<b>\$248,838.19</b>	

**Helena Township  
Board of Supervisors**

**Resolution 12042025**

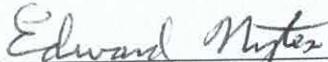
WHEREAS, the Town Board of Supervisors of Helena Township, which is the governing board of the Township, in the County of Scott, State of Minnesota, has considered the matter of an application for a Local Road Improvement Program Grant (LRIP);

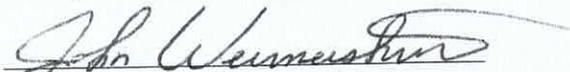
NOW THEREFORE BE IT RESOLVED by the Helena Township Board of Supervisors that the Board of Supervisors supports the application for a Local Road Improvement Grant, approves the project, and pledges support to fund engineering, right-of-way, inspection, and other non-LRIP eligible costs, as well as LRIP-eligible items in excess of the LRIP grant amount.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be transmitted as part of the application for the Local Road Improvement Grant.

The resolution was adopted this 4<sup>th</sup> day of December, 2025.

By the Helena Township Board:

  
Chairperson Edward Nytes

  
Supervisor John Wermerskirchen

  
Supervisor DeAnn Croatt

Attested to by:

  
Clerk Heather M. Taylor DuCharme