

**Helena Township  
Board of Supervisors  
Meeting Minutes  
1/21/2026 | New Prague Fire Hall**

<b>Call to Order</b>	Regular monthly meeting was called to order by Chairperson Wermerskirchen at 5 p.m. The Pledge of Allegiance was recited.
<b>Present</b>	Chairperson John Wermerskirchen, Supervisor Edward Nytes, Supervisor DeAnn Croatt, Treasurer Nathan Hutton, Deputy Treasurer Patricia Peterson, Clerk Heather Taylor DuCharme, Deputy Clerk Kimberly Carlberg, Road Overseer Jeff Haag, Ted Kornder (Supervisor St. Lawrence Township), Ron Symanitz (Supervisor St. Lawrence Township), Lee Kes (Supervisor Sand Creek Township), Chad Sandy (Supervisor Sand Creek Township), Bruce Hunstad (Supervisor Sand Creek Township), and Tony Kornder (Supervisor Belle Plaine Township).
<b>Fire Contract</b>	The Helena Township, St. Lawrence Township, Sand Creek Township, and Belle Plaine Township Supervisors met and discussed issues related to costs, levies, meetings, contract provisions, and options related to fire contracts with the City of Jordan. There was also discussion of mutual aid, regional fire and other matters discussed at SCALE meetings, and a comparison of Scott County/nearby fire districts and contracts. The Supervisors reviewed the most recent fire contract provisions relating to a Jordan Rural Fire Commission/Association, past bonding/purchases by the City of Jordan, and calculation methods to assess Township fire contract fees. Supervisors agreed to schedule a future meeting with Bob Ruppe (tentatively scheduled for 2/25/2026 at 5 p.m. at the New Prague Fire Hall). The next Jordan Fire meeting is scheduled for 2/4/2026 at 7 p.m. at the Jordan Fire Hall. Helena Township Supervisors may attend. There was also discussion between the Supervisors about charging for fire calls (and having some consistency between Townships for charges), size and use of equipment by cities versus townships, and fire permits.
<b>Road Overseer Items</b>	Haag presented the following items/report: <ol style="list-style-type: none"> <li>1. Tom Johnson contacted Haag regarding a mailbox damaged during plowing. Johnson went back to repair it but the property owner had already cleaned up the debris and appears to be repairing the mailbox themselves.</li> <li>2. The empty lot on Willow Lane has been cleaned up and the shack</li> </ol>

	<p>removed.</p> <ol style="list-style-type: none"> <li>3. The contractor (Carr) plans to complete the tree removal for Raven Stream Park and nearby trimming in mid-February.</li> <li>4. There is a gas tube very close to Alton Avenue that is within the Township right of way and getting hit during plowing. Taylor DuCharme instructed to contact Greater Minnesota Gas (or other gas company) to address the problem. Wermerskirchen will find out the gas company that services the City of New Prague in case it is that gas company and not GMG.</li> <li>5. PERA contacted Haag regarding his eligibility to participate early than he started (4/2022-12/2024). Hutton will contact PERA.</li> <li>6. Supervisors updated Haag regarding information provided by Johnson at the last meeting.</li> <li>7. Wermerskirchen asked when the Soil and Water Conservation District will reach out for weed control. Haag said in the spring.</li> </ol> <hr/> <p>Hutton presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Tax statements (1099s and W2s) will be ready by the end of the month.</li> <li>2. Hutton and Peterson are getting ready for the annual audit. Taylor DuCharme advised the Board that the annual audit needs to be rescheduled for more than 30-days before the annual meeting. Supervisors rescheduled annual audit for 2/5/2026 at 6 p.m.</li> <li>3. Discussion of updated Schedule of Charges and mileage rate.</li> </ol> <hr/> <p>Taylor DuCharme presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Update regarding status of MATIT reporting to Hutton.</li> <li>2. Review of updated Schedule of Charges.</li> <li>3. Review of resolution to assess unpaid fire call assessment. On motion by Croatt/Nytes, Resolution 01212026 approved as presented; carried unanimously.</li> <li>4. Local Board of Appeal and Equalization scheduled for 4/23/2026 at 5 p.m. at the New Prague Fire Hall.</li> <li>5. Review of Auditors Combo (Sibbet).</li> <li>6. Discussion of federal law changes and future ADA accessibility requirements for the website, including plan and schedule to implement changes.</li> <li>7. Contact received from Lennar regarding possible annexation and fee calculation request.</li> <li>8. MAT Short Course schedule review.</li> </ol> <hr/> <p>Carlberg presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Carlberg will post notice of quorum for Jordan Fire meeting on 2/4.</li> </ol>
<b>Treasurer Items</b>	
<b>Clerk Items</b>	
<b>Deputy Clerk Items</b>	

	<ol style="list-style-type: none"> <li>2. The new .gov website is live and running. Carlberg and Maximus Marketing Management are troubleshooting any continuing issues. There may be additional costs to MMM due to work necessary outside the scope of previous quote. Discussion by Supervisors of possible additional costs and approval for additional necessary work (including ADA compliance issues).</li> <li>3. MMM is working with Carlberg regarding website analytics.</li> </ol>
<p><b>Supervisor Items</b></p>	<p>Supervisors presented the following items/reports.</p> <ol style="list-style-type: none"> <li>1. Wermerskirchen stated the Board should expect a large bill for plowing and road maintenance due to the recent weather events.</li> <li>2. Nytes advised the Board regarding the recent New Prague Rural Fire Association meeting.</li> <li>3. Nytes received a call from a new resident regarding wanting to have a horse on 3.8 acres. Nytes advised him to contact Scott County regarding animal unit zoning.</li> <li>4. Wermerskirchen provided an update on the pond scraping project status and emails with the Township engineer.</li> <li>5. Croatt brought up the issue of making sure Township emails are being checked regularly.</li> </ol>
<p><b>Motion to Adjourn</b></p>	<p>At 6:57 p.m. on motion by Nytes/Croatt, meeting adjourned; carried unanimously.</p>

Respectfully submitted

Dated: 2-5-2026

  
Clerk

Approved

Dated: 2-5-26

  
Chairperson

**Helena Township  
Board of Supervisors**

Supervisor DeAnn Croatt offered the following resolution and the motion was seconded by Supervisor Edward Nytes; carried unanimously.

**Resolution 01212026**

WHEREAS, the Township of Helena mailed a first notice of an invoiced amount of \$250 for the service charge on 6/11/2025 for an emergency response call by the Jordan Fire Department on 6/12/2024; the Township of Helena mailed a second notice of the invoiced amount of \$250 for the service charge on 8/16/2025; the Township of Helena mailed a third notice of the invoiced amount of \$250 for the service charge on 10/12/2025; and the Township of Helena mailed a fourth and final notice of the invoiced amount of \$250 for the service charge on 12/4/2025.

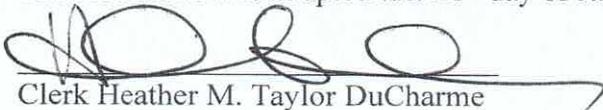
WHEREAS, the fourth and final notice mailed 12/4/2025 set a hearing date of 1/8/2026 at 5 p.m. at the New Prague Fire and Ambulance Hall located at 505 5<sup>th</sup> Avenue NW, New Prague, MN 56071 during the Helena Township regular monthly meeting; the fourth and final notice mailed 12/4/2025 stated that no interest would be charged on the invoiced amount if the amount was paid prior to the 1/8/2026 hearing; and the fourth and final notice mailed 12/4/2025 stated that any amount of the service charge unpaid after 1/8/2026 could be certified to Scott County Taxation for assessment on Property Identification Number (PID) 059040160.

WHEREAS, the hearing was held on 1/8/2026 and the Board of Supervisors reviewed the fire call invoice materials and discussed the nonpayment of the invoiced amount.

NOW THEREFORE, the Township of Helena Board of Supervisors resolve the amount of \$250 should be assessed on Property Identification Number (PID) 059040160.

AND DOES FURTHER request the County of Scott to collect the assigned assessment amounts with property taxes payable in the year 2027. The vote was taken as follows: Chairperson John Wermerskirchen – Yes; Supervisor Edward Nytes – Yes; Supervisor DeAnn Croatt – Yes.

The resolution was adopted this 21<sup>st</sup> day of January, 2026.

  
Clerk Heather M. Taylor DuCharme

**Certificate of Clerk**

I, Heather M. Taylor DuCharme, Clerk of the Township of Helena, County of Scott, State of Minnesota, do hereby certify that the above is a true and correct excerpt from the Minutes of the meeting of the Board of Supervisors held on the 21<sup>st</sup> day of January, 2026, at which meeting a quorum was present and that the above portion of the Minutes have not been modified or rescinded. I have set my hand this 21<sup>st</sup> day of January, 2026.

  
Clerk Heather M. Taylor DuCharme

PROJECT SPECIAL ASSESSMENT - IMPORT | PID 50560080  
0.00 0.00

TaxPayerName  
Austin Krautkremer and Laura Krautkremer

TaxAddress1  
3945 220th Street

TaxAddress2  
Jordan, MN 55352

Initial Assessment  
\$250.00

Amortization Type  
Simple

Amortization Years  
1

Interest Rate  
6%

Helena Township  
Board of Supervisors  
www.helena-township.com

Address: P.O. Box 386,  
New Prague, MN 56071  
Phone: 952.649.8421  
deputyclerk@helena-township.com

December 4, 2025

Austin Krautkremer  
Laura Krautkremer  
3945 220<sup>th</sup> Street  
Helena Township, MN 55352  
Incident Number:2400119

Re: Emergency Response by Jordan Fire for Gas Leak in Helena Township

### **FOURTH NOTICE**

Dear Austin Krautkremer and Laura Krautkremer;

The Township of Helena sent an invoice in the amount of \$250 on June 11, 2025, for an emergency response call on June 12<sup>th</sup>, 2024. A second notice was sent on August 16<sup>th</sup>, 2025, and a third notice was sent on October 12<sup>th</sup>, 2025. Payment has not been received; nor has the township received a request for any type of payment arrangement.

The Supervisors of the Township of Helena set a hearing date of January 8<sup>th</sup>, 2026, at 5 PM at the New Prague Fire and Ambulance Hall, located at 505 5<sup>th</sup> Avenue Northwest, New Prague. You may pay \$250 prior to January 8<sup>th</sup>, 2026 by sending a check payable to: Helena Township and mailed to: P.O. Box 386, New Prague MN 56071

At the hearing, the Board of Supervisors will review the material and determine if there are any unusual circumstances to factor into making a final decision on the amount due. If payment of \$250 is received prior to January 8<sup>th</sup>, 2026 the hearing will be cancelled. Payments made prior to January 8<sup>th</sup>, 2025 will have no interest charges added; however, after the January 8<sup>th</sup>, 2026 hearing, the unpaid service charge will be certified to Scott County on Property ID# 059040160 and interest will start to accrue.

Sincerely,

Kim Carlberg  
Deputy Clerk