

**Helena Township
Board of Supervisors
Meeting Minutes
1/9/2026 | New Prague Fire Hall**

Call to Order	Regular monthly meeting was called to order by Chairperson Nytes at 5 p.m. The Pledge of Allegiance was recited.																																				
Present	Chairperson Edward Nytes, Supervisor John Wermerskirchen, Supervisor DeAnn Croatt, Deputy Treasurer Patricia Peterson, Clerk Heather Taylor DuCharme, Deputy Clerk Kimberly Carlberg, Tom Johnson, and Doug Meyer. Not present: Treasurer Nathan Hutton and Road Overseer Jeff Haag.																																				
Election of Chair	On motion by Croatt/Nytes, Wermerskirchen elected Chairperson for 2026; carried unanimously.																																				
Minutes	Review of proposed 12/4/2025, 12/11/2025-12/13/2025, and 12/17/2025 minutes. On motion by Croatt/Nytes, minutes accepted and approved as presented; carried unanimously.																																				
Claims/Receipts	<p>Review and discussion of claims. After review of claims and on motion by Nytes/Croatt, all claims were approved as presented for payment, including checks 7171-7183 and one ACH/EFT totaling \$24,192.79; carried unanimously. Roll call vote: Wermerskirchen – yes; Croatt – yes; Nytes – yes.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="4" style="text-align: center;">CLAIMS</th> </tr> <tr> <th style="width: 10%;">Check#</th> <th style="width: 15%;">Amount</th> <th style="width: 35%;">Payee</th> <th style="width: 40%;">Reason/Purpose</th> </tr> </thead> <tbody> <tr> <td>ACH</td> <td>\$1,635.94</td> <td>First Bank & Trust</td> <td>Township Expenses</td> </tr> <tr> <td>7171</td> <td>\$12,884.37</td> <td>Art Johnson Trucking, Inc.</td> <td>Snowplowing</td> </tr> <tr> <td>7172</td> <td>\$137.50</td> <td>Couri & Ruppe, PLLP</td> <td>Attorney Fees</td> </tr> <tr> <td>7173</td> <td>\$200.00</td> <td>Minnesota Association of Townships</td> <td>Education</td> </tr> <tr> <td>7174</td> <td>\$1,700.00</td> <td>Cedar Lake Township</td> <td>Baseline Maintenance</td> </tr> <tr> <td>7175</td> <td>\$1,320.00</td> <td>Maximus Marketing Management</td> <td>Website</td> </tr> <tr> <td>7176-7183</td> <td>\$6,314.98</td> <td>Board Members/Employees</td> <td>Salary/Meeting Fees/Mileage</td> </tr> </tbody> </table>	CLAIMS				Check#	Amount	Payee	Reason/Purpose	ACH	\$1,635.94	First Bank & Trust	Township Expenses	7171	\$12,884.37	Art Johnson Trucking, Inc.	Snowplowing	7172	\$137.50	Couri & Ruppe, PLLP	Attorney Fees	7173	\$200.00	Minnesota Association of Townships	Education	7174	\$1,700.00	Cedar Lake Township	Baseline Maintenance	7175	\$1,320.00	Maximus Marketing Management	Website	7176-7183	\$6,314.98	Board Members/Employees	Salary/Meeting Fees/Mileage
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**Township
Recommendation
Form**

RECEIPTS			
Date	Amount	Payor	Purpose/Reason
12/2/2025	\$209,114.07	Scott County	2 nd Half Property Taxes
12/8/2025	\$65.65	State of Minnesota	ORI
12/31/2025	\$111.08	First Bank & Trust	Interest
12/31/2025	\$21.23	First Bank & Trust	Interest
12/31/2025	\$22.22	Riverland Bank	Interest

Doug Meyer attended the meeting to request a Township Recommendation Form for his mother Ann Meyer's property. The request is to subdivide (3.22 acres and 36.78 acres) and rezone (from A1 to A3) her 40-acre property for the sale of the land and retention of homestead. The Supervisors discussed the matter with Meyer. On motion by Croatt/Wermerskirchen, Township Recommendation Form as requested approved; carried unanimously. Taylor DuCharme to email fully executed form to Meyer for Meyer to provide to Scott County.

Road Overseer Items

Haag was not present at the meeting but emailed the following to Taylor DuCharme to be provided at the meeting:

Haag received an email that was forwarded to me from Scott County. Homeowner on Silver Maple Dr was requesting more salt in front of his house in the future. The homeowner lives on a cul de sac, and when the plow truck slows down to maneuver the turn, Art Johnson Trucking slows the salt sprayer in an effort to not oversalt the area. I discussed with Tom Johnson and he will allow the salt to spray at normal force in front of resident's home. Haag informed the homeowner of such. No further action required. Note that at our last meeting, we discussed a homeowner who didn't want salt.

**Art Johnson Trucking,
Inc.**

Tom Johnson provided an update regarding contacts from bus company and icy roads. There was additional discussion between Johnson and the Supervisors regarding procedure for early morning and emergency road maintenance calls. There was discussion of plowing and salting questions by residents. Johnson also brought up the issues of costs to maintain equipment for use to safely maintain and maintain safe roads for the Township. Nytes advised the Board that he drove some of the Township after the ice Tuesday and the roads

Treasurer Items	<p>seemed to be in good shape. Croatt stated that Art Johnson Trucking has always done a great job taking care of Township roads. There was discussion of contracts, minimums, and the residents at the annual meeting comments.</p> <hr/> <p>Peterson presented the Treasurer's Report and updates. Discussion with Supervisors of Treasurer's Report, including deposits, and claims. There is no need for a transfer from savings to checking to cover the approved claims. On motion by Croatt/Nytes, Treasurer's Report accepted and approved as presented; carried unanimously.</p>
Clerk Items	<p>Taylor DuCharme presented the following items/report.</p> <ol style="list-style-type: none"> 1. Provided updates from emails with Township engineer regarding future plans/schedule for 2027 road projects. 2. Review of schedule of charges. On motion by Croatt/Nytes, mileage reimbursement amount updated to new IRS amount of \$0.725/mile; approved unanimously. 3. Provided City of New Prague election location and Scott County absentee balloting updates. 4. Minnesota Association of Townships – Township Day at the Capitol scheduled for 3/2/2026. Carlberg to post notice of quorum at posting location and Taylor DuCharme to post to website. 5. Update on Auditor Combos. 6. Update on MVEC permit request. 7. Certification of assessment rolls completed. 8. Discussion of Alton Avenue meeting at Scott County Government Center. Carlberg to post notice of quorum at posting location and Taylor DuCharme to post to website. 9. Discussed Scott County Township Officials attending workshop.
Deputy Clerk Items	<p>Carlberg presented the following items/report.</p> <ol style="list-style-type: none"> 1. Website updates regarding .gov, spam, emails, and the great work Maximum Marketing Management is doing. Wermerskirchen and Nytes asked for statistics at next meeting on number of visits to website. 2. Review of 4th notice for fire call invoice. On motion by Croatt/Nytes, certification/assessment of invoice to property taxes approved; carried unanimously. Taylor DuCharme to prepare resolution and documents for certification of assessment.
Supervisor Items	<p>Supervisors presented the following items/reports.</p> <ol style="list-style-type: none"> 1. Wermerskirchen possible discussed agenda format changes. 2. Wermerskirchen provided update on conversation with Steve Rynda about

<p>Motion to Continue</p>	<p>fire department costs, equipment, budgeting, and burning permits. New Prague is using DNR permitting website while Jordan is continuing to not use DNR website.</p> <ol style="list-style-type: none"> 3. Supervisors discussed how New Prague Fire does a great job of including the rural fire associations and townships in decision making and giving advance notice of planned expenses. 4. Supervisors reviewed holiday cards from Hakanson Anderson and Sheriff's Department. 5. Croatt received an email from Coalition Against Bigger Trucks requesting a meeting. Supervisors agreed Croatt will respond and advise person they can attend a Township meeting or email information. 6. Croatt provided update from retention pond review. Croatt doesn't believe there are enough ponds to make a maintenance schedule necessary. Issue tabled. 7. Croatt advised Board regarding upcoming SCALE meeting. 8. Discussion of Hillman Township litigation.
	<p>At 6:25 p.m. on motion by Nytes/Croatt, meeting continued workshop on 1/21/2026; carried unanimously.</p>

Respectfully submitted

Dated: 2-5-2026


 Clerk

Approved

Dated: 2-5-26


 Chairperson

TREASURER'S REPORT

DATE: January 8, 2026

FILE COPY

GENERAL CHECKING	\$	73,147.97
OPTIMA PLUS SAVINGS	\$	550,879.31
Transfer (to checking)	\$	-
Deposits (none)	\$	-
Interest 12-31-2025 (Sweep acct)	\$	111.08
Interest 12-31-2025 (Savings Acct)	\$	21.23
	\$	551,011.62
RIVERLAND BANK MM	\$	17,556.27
Interest 12-31-2025	\$	22.22
	\$	17,578.49
RIVERLAND BANK CD's	\$	-
6 month 9-30-2025	\$	102,005.48
12 month 3-31-2025	\$	100,000.00
	\$	202,005.48

GRAND TOTAL \$ 843,743.56

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

12/2/2025 Scott County (2nd half)	\$	209,114.07
12/8/2025 State of MN (ORI)	\$	65.65
Total	\$	65.65

Deposit received after month-end close

1/1/2026	\$	-
	\$	-

Breakdown of Township Aid

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

Tally for Funds
2025

Thursday, January 8, 2026		Receipts		Orders Paid		Totals		Monthly Notes	
General Fund	\$	137,255.33	\$	117,877.33	\$	135,184.25	\$	119,948.41	
Road & Bridge	\$	444,648.47	\$	838,143.32	\$	160,757.34	\$	1,122,034.45	
Road & Bridge Reconstruction	\$	637,265.29	\$	888.23	\$	638,153.52	\$	-	
Jordan Fire	\$	10,143.04	\$	22,473.58	\$	82,836.83	\$	(50,220.21)	
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	\$	-	
Interest	\$	30,508.52	\$	5,444.70	\$	30,000.00	\$	5,953.22	
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	\$	-	
Schoenbauer Escrow	\$	-	\$	50,000.00	\$	50,000.00	\$	-	
American Recovery Plan (ARP)	\$	-			\$		\$	-	
255th/Willow	\$	(3,947.75)	\$	73,263.75	\$	244,966.69	\$	(175,650.69)	
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	\$	-					\$	-	
WCLD Project totals	\$	(177,499.18)			\$		\$	(156,529.18)	
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)	
RS2/3 Project totals	\$	(77,660.65)			\$		\$	(67,916.04)	
	\$	1,097,289.46	\$	1,191,544.81	\$	1,485,492.60	\$	803,341.67	

ESCROW ACCTS

January 8, 2026

TOTAL RECEIVED TOTAL DISTRIBUTED CURRENT BALANCE

MISC PROJECTS		TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE
ROAD PROJECTS				
255th-Willow	\$	72,800.00	\$ 197,284.48	\$ (124,484.48) 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	\$ 22,405.09
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	\$ 14,329.79	\$ 99,642.24
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	\$ 15,181.73	\$ 64,927.62
TOTAL	\$ 108,448.16	\$ 138,111.18	\$ 135,184.25	\$ 750,184.47
Funds Remaining	\$ 109.88	\$ 2,388.82	\$ 315.75	
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	\$ 8,793.72	
TOTAL	\$ 153,506.15	\$ 221,217.87	\$ 209,757.34	
Funds Remaining	\$ 192,893.85	\$ 116,492.13	\$ 19,552.66	
NEW PRAGUE FIRE	\$ 75,330.02	\$ 76,169.10	\$ 36,573.93	
JORDAN FIRE (ROOF)	\$ 32,386.42	\$ 42,587.45	\$ 42,304.66	
JF (Annual Contract)			\$ 40,532.17	
			\$ 36,573.93	
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		255th/Willow	\$ 420.00	
TOTAL			\$249,258.19	