

Helena Township
Annual Meeting of Helena Township

Minutes of March 10, 2026 | 8:00 PM

New Prague Fire Hall, 505 5th Ave. NW, New Prague, Minnesota 56071

Present: Heather M. Taylor DuCharme, Kimberly Carlberg, Nathan Hutton, Patricia Peterson, Jeff Haag, John Wermerskirchen, Edward Nytes, DeAnn Croatt, Peter Croatt, Bill Nytes, Martin Ruehling, John Ruehling, Scott County Sheriff's Sergeant John Kvasnicka. (Copy of sign in sheet attached)

1. Call to Order. The Annual Meeting was called to order by Clerk Heather M. Taylor DuCharme at 8 p.m. and the Pledge of Allegiance was recited
2. Moderator. On a motion by DeAnn Croatt/Peter Croatt, Nathan Hutton was unanimously elected Moderator and stated the Order of Business.
3. Agenda. Announcement of agenda by Moderator (copy attached).
4. Minutes. After review of the minutes by all present and on a motion by Bill Nytes/Peter Croatt, the Minutes of the 2025 Annual Meeting were approved; motion carried unanimously.
5. Annual Board of Audit. Motion by Peter Croatt/Martin Ruehling to approve reading summary of Treasurer's and Clerk's Combined Summary Report instead of reading all line items from both reports and all transactions for 2025; carried unanimously. Nathan Hutton presented, read, and reviewed a summary of the Clerk's and Treasurer's Reports (copy attached). There was discussion of the financial status of the Township, potential election costs, and polling location. On a motion by Jeff Haag/Kimberly Carlberg, the Clerk's and Treasurer's Combined Summary Report was accepted as presented; carried unanimously.
6. Sheriff's Department Report. Sheriff's Sergeant John Kvasnicka presented a report from the Scott County Sheriff's Department (attached) and answered questions from those present, including regarding calls in 2025, shotgun/rifle deer hunting, expungements related to marijuana convictions, other issues with drug use in the Township/Scott County, staffing at Sheriff's Department, impacts of family medical leave act, Sheriff's/Community Academy, riot team, immigration enforcement in Township/Scott County/Hennepin County, and new canine unit.
7. Road Report. Road Overseer Jeff Haag discussed the state of current road projects and maintenance and orally presented his written report (copy attached). There was discussion of trees needing trimming on Naylor – Township will contact City of New Prague regarding the issue because it is an area maintained by the City of New Prague. There was also discussion of the tree removal and planned replacement at Raven Stream Park.
8. Levy. The levy for 2026 was discussed. There was discussion of budget, expected and previous costs, appropriate/necessary fund balances, planned road maintenance, election costs, increased oil prices, and Jordan Fire and New Prague Fire costs and future levy needs to cover the Township share of Fire Department purchases. The Township's share of the roof replacement by Jordan Fire is \$8,460.93/year for five years and the new ladder truck purchase is \$13,844.60/year for ten years. Proposed levy is:

	<u>2025 for 2026</u>	<u>2026 for 2027</u>
General	\$127,050.00	\$127,050.00
Road & Bridge	\$249,310.00	\$267,000.00
New Prague Fire	\$ 81,191.00	\$ 81,192.00
Jordan Fire	\$ 31,500.00	\$ 64,400.00
Total Levy	<u>\$506,743.00</u>	<u>\$539,642.00</u>

Motion by Patricia Peterson/Bill Nytes to approve levy; carried unanimously. Resolution for levy will need to be drafted and approved at a regular or workshop meeting.

9. Meeting/Workshop Schedule. There was discussion of scheduling meetings through the March 2027 regular meeting. Motion by Patricia Peterson/John Wermerskirchen to set the meeting schedule for 2026-2027 through the March 2027 regular meeting; carried unanimously. Unless otherwise indicated, regular meetings are the first Thursday of each month, workshop meetings are the third Wednesday of each month, and all meetings take place at 5 p.m. at the New Prague Fire and Ambulance building, 505 5th Avenue NW, New Prague, Minnesota, 56071.

<u>Regular Meetings</u>	<u>Regular Meetings</u>	<u>Workshop Meetings</u>	<u>Workshop Meetings</u>
	09/3/2026	03/18/2026	09/16/2026
04/9/2026	10/8/2026	04/22/2026	10/21/2026
05/7/2026	11/5/2026	05/20/2026	11/18/2026
06/4/2026	12/3/2026	06/17/2026	12/16/2026
07/2/2026	01/7/2027	07/15/2026	01/20/2027
08/6/2026	02/4/2027	08/19/2026	02/17/2027
03/4/2027			

11. Depository. Discussion of current depository and Township needs. On a motion by Jeff Haag/Bill Nytes for the depository shall continue to be First Bank and Trust of New Prague; motion carried unanimously.
12. Posting and Publishing. On a motion by DeAnn Croatt/John Wermerskirchen, Helena Township will (i) post notices at Cedar Lake Farm Regional Park at the posting location set up for Helena Township, (ii) publish the New Prague Times as long as the New Prague Times is available as a legal publication, and (iii) publish notices on its .gov website; motion carried unanimously.
13. Park Expenditures. There was discussion of the removal of diseased ash trees at Raven Stream Park and replacement of the removed trees. Steve Rynda Construction and Landscape LLC provide good mowing and trimming services for the park. Quality Green provides weed control and fertilizing services for minimal cost. Motion by Kimberly Carlberg/DeAnn Croatt permitting Township to make expenditures for improvements and maintenance of Raven Stream Park; carried unanimously.
14. Memorial/Recognition. Motion by DeAnn Croatt/Jeff Haag to authorize and adopt a Memorial and Recognition Fund of \$200; carried unanimously.
15. General Discussion. There was discussion other motions that could be approved at the

Annual Meeting. Discussion of road maintenance scheduled in the engineer's most recent five year road improvement plan, including 2027 Silver Maple Drive, Maple Court, and Hunters Ridge overlays, crack filling, and seal coating. No other items of concern were brought up.

16. Business from the Floor. Discussion of guarantees in snowplowing contracts, Township mailbox/swing away post policy, and status of possible tire recycling event in 2026 or other event to use county allocated funds.
17. Next Annual Meeting. Motion by Martin Ruehling/Peter Croatt to convene and call to order the 2027 Annual Meeting on 3/9/2027 at 8 p.m. (with backup date of 3/16/2027 at 8 p.m.) at the New Prague Fire Hall, 505 5th Ave. NW, New Prague, Minnesota 56071; carried unanimously.
18. Adjourn Meeting. Motion by Bill Nytes/Jeff Haag at 9:35 p.m. adjourn meeting; carried unanimously.

Respectfully Submitted.

Moderator

Clerk

3-10-2026

Helena Township

Annual Meeting

Sign in Sheet

Heather Taylor-Du

Marty Ruchler

Dawn Croatt

Peter Croatt

JEFF HAAG

Kim Carlberg

NATHAN L. HURON

~~A. W. W.~~

Edward Nyles

~~Bill Nyles~~

(Bill Nyles)

John Ruelly

John Kvasnicka, Scott Co. S.O.

Patricia Belton

FOR POST
THANKS
MARTY
RUCHLER

**Helena Township
Annual Meeting**

---Agenda---

March 10, 2026 | 8:00 p.m. | New Prague Fire Hall

Act with courtesy and respect for differing views; limit debate to discussion of topic at hand.

1. **Call to order.** Call to order done by Clerk.
2. **Moderator.** Election of Moderator by Voters.
3. **Agenda.** Announcement of agenda for meeting by Moderator.
4. **Minutes.** Review and approve previous year annual meeting minutes by Clerk; motion to approve the 2025 Minutes as previously approved by Board.
5. **Annual Board of Audit** Read Board of Audit Report as posted prior to meeting or motion to read a summary of the Clerk's & Treasurer's Report by Treasurer.
6. **Road report.** Written report provided by Road Overseer.

7. **Discuss Levy**

Year Set	2025 for 2026	2026 for 2027
General	\$127,050.00	\$
Road and Bridge	\$249,310.00	\$
Road and Bridge Reconstruction	\$ 0.00	\$
Jordan Fire	\$ 81,192.00	\$
New Prague Fire	\$ 41,191.00	\$
TOTAL	\$506,743.00	\$

Total increase/decrease from 2024/2025 to 2025/2026 was +6.12%.

8. **Motions, if any, for the following:**

- a. Setting time, place, and location of regular meetings, workshops, and other meetings through March 2027.
 - i. Regular monthly meetings.
 - ii. Workshop meetings.
 - iii. Other meetings.
- b. Designating depository for Township checking account as First Bank & Trust of New Prague and savings account(s) at the discretion of the Board with a recommendation by Treasurer.
- c. Motion to designate location of posting and publishing of Public Notices:
 - i. Cedar Lake Farm Regional Park – posting.
 - ii. New Prague Times – publishing.
 - iii. www.helena-township.com – posting/publishing.
- d. Authorizing Town Board to initiate specific road opening, vacation, or alteration process
- e. Authorizing Board of Supervisors to adopt ordinance to allow permitting and regulation of manure lines in right of way.

- f. Authorizing any of the following:
 - i. New town hall site.
 - ii. Construction and maximum expenditure.
 - iii. Town cemetery.
 - iv. Town park expenditures.
 - v. Contributing to construction of community center.
 - vi. Expending funds on previously abandoned road.
 - vii. Expending funds for historical town celebration and/or general community celebration.
 - viii. Recognition of retirees, volunteers, and/or special service efforts (\$200 in the past).
 - ix. Expend up to \$10,000 for contracted health, social, or recreational services.
 - x. Passage of nuisance ordinances.
 - xi. Funding emergency services.
- g. To approve general levy and any dedicated levies

9. **General Discussion.**

- a. Road improvements projects 2026, 2027, and future years.
- b. Items of concern.
- c. Other matters

10. **Business from the Floor.**

11. **Next Annual Meeting.** Motion for place to convene, time to convene, and call to order for **2027 Annual Meeting** as Tuesday, March 9, 2026 at _____ at the New Prague Fire Hall, 505 5th Ave. NW, New Prague, MN 56071 with a backup bad weather date of Tuesday, March 16, 2026 at _____ at the New Prague Fire Hall, 505 5th Ave. NW, New Prague, MN 56071.

12. **Continue/Adjourn Meeting.** If levy not set, motion to recess and continue annual meeting to _____ (regular monthly meeting for September 2026) as scheduled during the annual meeting at the New Prague Fire Hall, 505 5th Ave. NW, New Prague, MN 56071. If levy set, motion to adjourn to next annual meeting scheduled for Tuesday, March 9, 2027 at _____ at the New Prague Fire Hall, 505 5th Ave. NW, New Prague, MN 56071 with a backup bad weather date of Tuesday, March 16, 2026 at _____ at the New Prague Fire Hall, 505 5th Ave. NW, New Prague, MN 56071.

Clerk's Summary of Orders and Claims Town of Helena, Scott County, Minnesota for Fiscal Year Beginning January 1, 2025 through December 31, 2025

Funds	Clerk's Balance Year Beginning	Receipts	Sale of Investments & Transfers from Savings to Checking	Total	Disbursements	Purchase of Investment (bank interest, State of MIN, property taxes)	Clerk's Year End	Orders Outstanding	Treasurer's Balance (Bank)
Clerk's Opening Balance	\$ 5,469.06								
Property Taxes	\$ -	\$ 546,237.41	\$ 666,797.57	\$ -	\$ -	\$ 5,466.92	Interest	\$ -	\$ -
Franchise Fees	\$ -	\$ 7,022.43	\$ -	\$ -	\$ -	1,919.88	ORI	\$ -	\$ -
Special Assessments	\$ -	\$ 83,766.40	\$ -	\$ -	\$ -	546,237.41	P/T	\$ -	\$ -
Licenses/Permits	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -			\$ -	\$ -
Town Aid	\$ -	\$ 4,873.69	\$ -	\$ -	\$ -			\$ -	\$ -
Ag Credit	\$ -	\$ 3,456.69	\$ -	\$ -	\$ -			\$ -	\$ -
Gas/Road Allotments	\$ -	\$ 119.00	\$ -	\$ -	\$ -			\$ -	\$ -
Other County	\$ -	\$ 1,919.88	\$ -	\$ -	\$ -			\$ -	\$ -
General Government	\$ -	\$ 4,475.55	\$ -	\$ -	\$ -			\$ -	\$ -
Fire Contract (Jordan)	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -			\$ -	\$ -
Interest	\$ -	\$ 5,466.92	\$ -	\$ -	\$ -			\$ -	\$ -
ORI	\$ -	\$ 1,919.88	\$ -	\$ -	\$ -			\$ -	\$ -
Chair & Supervisors	\$ -	\$ -	\$ -	\$ -	\$ 25,002.31			\$ -	\$ -
Clerk & Treasurer	\$ -	\$ -	\$ -	\$ -	\$ 27,570.60			\$ -	\$ -
General/Elections/Legal	\$ -	\$ -	\$ -	\$ -	\$ 111,482.67			\$ -	\$ -
Fire Contracts	\$ -	\$ -	\$ -	\$ -	\$ 156,306.13			\$ -	\$ -
R&B Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 164,578.82			\$ -	\$ -
R&B Snow/ice	\$ -	\$ -	\$ -	\$ -	\$ 11,885.75			\$ -	\$ -
R&B Engineer	\$ -	\$ -	\$ -	\$ -	\$ 49,288.60			\$ -	\$ -
R&B Construction	\$ -	\$ -	\$ -	\$ -	\$ 190,195.23			\$ -	\$ -
Parks/Recreation	\$ -	\$ -	\$ -	\$ -	\$ 2,591.10			\$ -	\$ -
Pension Contribution	\$ -	\$ -	\$ -	\$ -	\$ 6,434.26			\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ 4,849.00			\$ -	\$ -
Totals	\$ 5,469.06	\$ 664,157.85	\$ 666,797.57	\$ 1,336,424.48	\$ 750,184.47	\$ 553,624.21	\$ 32,615.80	\$ 40,532.17	\$ 32,615.80

Audit Date: 2/5/2025

[Signature] 2-18-26

John Wermerskirchen, Chair

[Signature] 2-18-26

Edward Nytes, Supervisor

[Signature]

Nathan Hutton, Treasurer

[Signature] 2/18/2026

Heather M. Taylor DuCharme, Clerk

[Signature] 2/18/26

DeAnn Croatt, Supervisor

Savings and Checking Balances

	Outstanding Checks
Optima	\$ 760,278.19
Riverland	\$ 219,583.97
Checking	\$ 73,147.97
Total	\$ 1,053,010.13

	Outstanding Checks
City of Jordan	\$ 40,532.17
12/4/2025	
Check # 7153	
Total	\$ 40,532.17

Clerk's Register of Receipts Town of Helena, Scott County MN Fiscal Year January 1, 2025 through December 31, 2025

Date	Payment Amount	Payor	Purpose	Property Tax & Other Investments	Franchise Fees	Special Assessments	License & Permits	Town Aid	Ag Credit	Gas Tax Twp Roads	ORI - General	General Government	Fire Contracts	Interest	Transfers From Savings (In)
1/9/2025	\$ 326.65	State of Minnesota	ORI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326.65	\$ -	\$ -	\$ -	\$ -
1/16/2025	\$ 389.84	City of New Prague	Annexation Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	389.84	\$ -	\$ -	\$ -
1/24/2025	\$ 4,902.92	Scott County Treasurer	YE Settlement Second Half	\$ 4,902.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1/22/2025	\$ 66,957.67	Savings to Checking	Savings to Checking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	66,957.67
1/27/2025	\$ 2,000.00	City of New Prague	Alton Avenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,000.00	\$ -	\$ -	\$ -
1/31/2025	\$ 347.26	Optima Plus	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 347.26	\$ -
1/31/2025	\$ 257.61	Riverland	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 257.61	\$ -
2/5/2025	\$ 8,160.97	Savings to Checking	Savings to Checking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,160.97
2/6/2025	\$ 639.81	Comcast	Franchise Fee	\$ -	\$ 639.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2/14/2025	\$ 6,382.62	Bevorin	Franchise Fee	\$ -	\$ 6,382.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2/28/2025	\$ 29,953.16	Scott County Treasurer	Road Tax	\$ 29,953.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2/28/2025	\$ 279.76	Optima Plus	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279.76	\$ -
2/28/2025	\$ 232.96	Riverland	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232.96	\$ -
3/6/2025	\$ 24,817.23	Savings to Checking	Savings to Checking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	24,817.23
3/12/2025	\$ 53.32	State of Minnesota	ORI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53.32	\$ -	\$ -	\$ -	\$ -
3/19/2025	\$ 3,600.00	Oxborough WCLD	Special Assessment	\$ -	\$ -	\$ 3,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/24/2025	\$ 3,600.00	Kurkowski WCLD	Special Assessment	\$ -	\$ -	\$ 3,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3/31/2025	\$ 86.06	Optima Plus	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86.06	\$ -
3/31/2025	\$ 250.52	Riverland	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.52	\$ -
4/3/2025	\$ 22,405.09	Savings to Checking	Savings to Checking	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	22,405.09
4/2/2025	\$ 1,000.00	Homes by Tradition	Driveway Permit Escrow	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4/10/2025	\$ 108.33	State of Minnesota	ORI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108.33	\$ -	\$ -	\$ -	\$ -
4/17/2025	\$ 1,883.20	Near North Title (Hauser)	Special Assessment	\$ -	\$ -	\$ 1,883.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4/21/2025	\$ 1,000.00	Cuddington Custom Builders	Escrow (double lot)	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4/30/2025	\$ 166.20	Optima Plus	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166.20	\$ -

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6/30/2025	\$	183.95	Optima Plus	Interest - Sweep	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	183.95	\$	-
6/30/2025	\$	19.86	Optima Plus	Interest	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	19.86	\$	-
6/30/2025	\$	20.73	Riverland	Interest	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20.73	\$	-
7/10/2025	\$	42,422.87	Savings to Checking	Savings to Checking	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	42,422.87
7/7/2025	\$	250.00	Schoenbauer (JF)	Jordan Fire Call	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	250.00	\$	-
7/7/2025	\$	65.10	Hamilton (DC)	Dust Coating Reimbursement	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	65.10	\$	-
7/7/2025	\$	910.70	Mehrkens (DC)	Dust Coating Reimbursement	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	910.70	\$	-
7/7/2025	\$	163.32	State of Minnesota	ORI	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	163.32	\$	-
7/18/2025	\$	708.50	State of Minnesota	Township Aid	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	708.50	\$	-
7/31/2025	\$	183.42	Optima Plus	Interest - Sweep	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	183.42	\$	-
7/31/2025	\$	21.24	Optima Plus	Interest	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	21.24	\$	-
7/31/2025	\$	20.75	Riverland	Interest	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20.75	\$	-
8/7/2025	\$	10,908.52	Savings to Checking	Savings to Checking	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,908.52
8/12/2025	\$	643.33	State of Minnesota	ORI	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	643.33	\$	-
8/15/2025	\$	521.85	Scoot County	DNR	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
8/20/2025	\$	140.00	Rasmussen	Dust Coating Reimbursement	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	140.00	\$	-
8/26/2025	\$	250.00	Cahill/VorBank	Jordan Fire Call	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	250.00	\$	-
8/31/2025	\$	244.18	Optima Plus	Interest - Sweep	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	244.18	\$	-
8/31/2025	\$	21.91	Optima Plus	Interest	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	21.91	\$	-
8/31/2025	\$	19.44	Riverland	Interest	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	19.44	\$	-
9/4/2025	\$	99,642.34	Savings to Checking	Savings to Checking	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	99,642.34
9/10/2025	\$	25.00	State of Minnesota	ORI	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	25.00	\$	-

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Clerk's Register of Orders Issued Town of Helena, Scott County, Minnesota for Fiscal Year Beginning January 1, 2025 through December 31, 2025

Order	Date	Amount	To	Purpose	Chair & Supervisors	Clerk & Treasurer	General	Fire Contracts	Road & Bridge Maintenance	Road & Bridge Snow & Ice	Road & Bridge Engineer	Road & Bridge Construction	Parks	Pension Contribution	Insurance
ACH	1/22/2025	\$ 638.32	First Bank & Trust	Miscellaneous Twp Expenses	\$ -	\$ -	\$ 638.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6983	1/22/2025	\$ 4,147.00	Art Johnson Trucking, Inc.	Snow Plow Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,147.00	\$ -	\$ -	\$ -	\$ -	\$ -
6984	1/22/2025	\$ 583.75	Byran Rock Products	Gravel/Rock/Sand	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 583.75	\$ -	\$ -	\$ -	\$ -	\$ -
6985	1/22/2025	\$ 4,765.00	Courr & Ruppel PLLP	Legal Fees	\$ -	\$ -	\$ 4,765.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6986	1/22/2025	\$ 673.35	Hakanson Anderson	Engineer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 673.35	\$ -	\$ -	\$ -	\$ -
6987	1/22/2025	\$ 1,021.84	Minnesota Association of Townships	Membership Dues	\$ -	\$ -	\$ 1,021.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6988	1/22/2025	\$ 45,000.00	AA Endeavors Schoenbauer Farms	Easement Refund	\$ -	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6989	1/22/2025	\$ 3,200.00	Scott Soil & Water Conservation District	Wired Control	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6990	1/22/2025	\$ 2,232.85	Scott County Treasurer	Salt/Seal Cost/Crank Fill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,232.85	\$ -	\$ -	\$ -	\$ -	\$ -
6991	1/22/2025	\$ 5.25	SPS Works	Clerk Salary	\$ -	\$ -	\$ 5.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6992	1/22/2025	\$ 40.50	Bual Printing	Legal Publication	\$ -	\$ -	\$ 40.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6993	1/22/2025	\$ 602.45	Duane Derleach	Salary/Meeting Fees/Mileage	\$ 602.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6994	1/22/2025	\$ 745.20	Edward Nyles	Salary/Meeting Fees/Mileage	\$ 745.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6995	1/22/2025	\$ 857.26	DeAnn Croall	Salary/Meeting Fees/Mileage	\$ 857.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6996	1/22/2025	\$ 455.80	John Wermerskirchen	Salary/Meeting Fees/Mileage	\$ 455.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6997	1/22/2025	\$ 542.62	Northan Hultin	Salary/Meeting Fees/Mileage	\$ -	\$ 542.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6998	1/22/2025	\$ 1,022.15	Heather Taylor DeCharmo	Salary/Meeting Fees/Mileage	\$ -	\$ 1,022.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6999	1/22/2025	\$ 274.59	Kimberly Carlberg	Salary/Meeting Fees/Mileage	\$ -	\$ -	\$ 274.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7000	1/22/2025	\$ 140.64	Jeff Haag	Salary/Meeting Fees/Mileage	\$ -	\$ -	\$ 140.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ACH	2/5/2025	\$ 294.29	First Bank & Trust	Miscellaneous Twp Expenses	\$ -	\$ -	\$ 294.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7001	2/5/2025	\$ 1,445.00	Minnesota Benefits Association	Board Member Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,445.00
7002	2/5/2025	\$ 226.10	Quality Green	Park Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226.10	\$ -	\$ -
7003	2/5/2025	\$ 90.00	Steve Pynda Construction and Landscaping	Park Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.00	\$ -	\$ -



SCOTT COUNTY SHERIFF'S OFFICE
County Townships
2025 ANNUAL REPORT



A MESSAGE FROM THE

SHERIFF

Welcome to the 2025 Annual Report of the Scott County Sheriff's Office. Our mission remains steadfast: to serve and protect our communities, property, and rights with dignity, compassion, respect, and integrity. Achieving this requires a strong partnership with the residents of Scott County.

OUR MISSION

To serve and protect our communities, property, and the rights of all; with dignity, compassion, respect, and integrity

OUR VALUES

- Respect
- Integrity
- Accountability
- Protective and innovation leadership
- Prepared
- Responsive
- Impartial
- Embrace growth, development, and change
- Professionalism
- Teamwork

Each year, we provide this report to inform and engage the community by sharing service data, key initiatives, and highlights of our ongoing efforts. Transparency and communication are essential in building trust, and we hope this report enhances your understanding of how we serve you.

At the Scott County Sheriff's Office, we are committed to professionalism, integrity, and excellence in service. Every interaction is an opportunity to make a positive impact, ensuring that every individual is treated with fairness and respect while maintaining fiscal responsibility.

It is an honor to work alongside the dedicated professionals of this office. Their commitment to public safety goes beyond duty—they serve with heart, ensuring dignity and respect in every aspect of their work.

I encourage you to explore this report and learn more about the efforts of the Sheriff's Office. If you have any questions, please don't hesitate to reach out.

Sincerely,

Luke W. Hennen, Scott County Sheriff

SCOTT COUNTY SHERIFF'S OFFICE

COMMAND STAFF



**Luke Hennen
COUNTY SHERIFF**



**Adam Pirri
CHIEF DEPUTY**



**Captain Scott Rettke
JAIL ADMINISTRATOR**



**Captain Phil Nawrocki
SUPPORT & SERVICES
DIVISION**



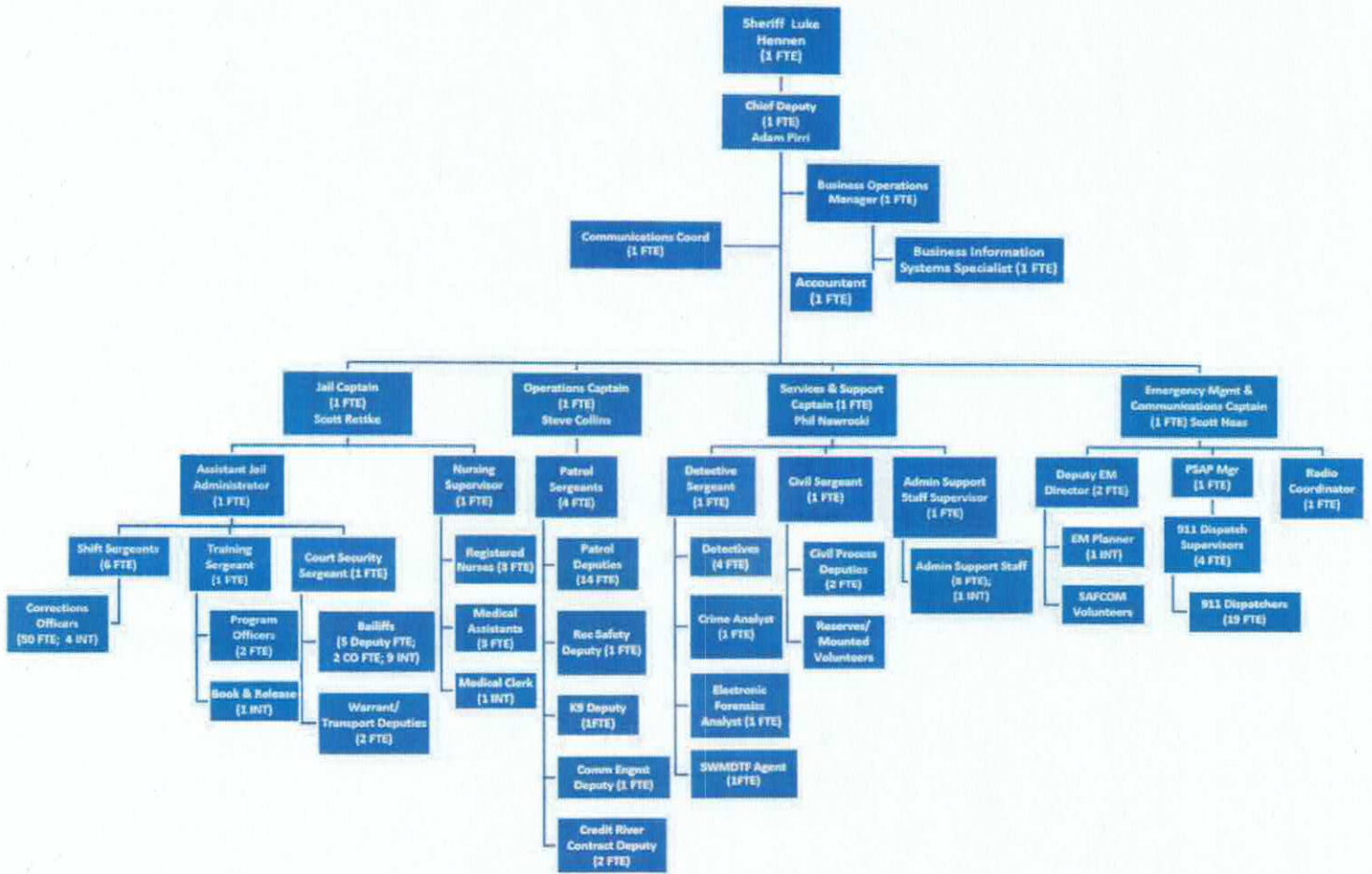
**Captain Scott Haas
911 COMMUNICATIONS
& EMERGENCY
MANAGEMENT**



**Captain Steve Collins
OPERATIONS DIVISION**

SCOTT COUNTY SHERIFF'S OFFICE

ORGANIZATIONAL CHART





The Scott County Sheriff's Office

MISSION

Our mission is to serve and protect our communities, property, and the rights of all; with dignity, compassion, respect, and integrity.

VISION

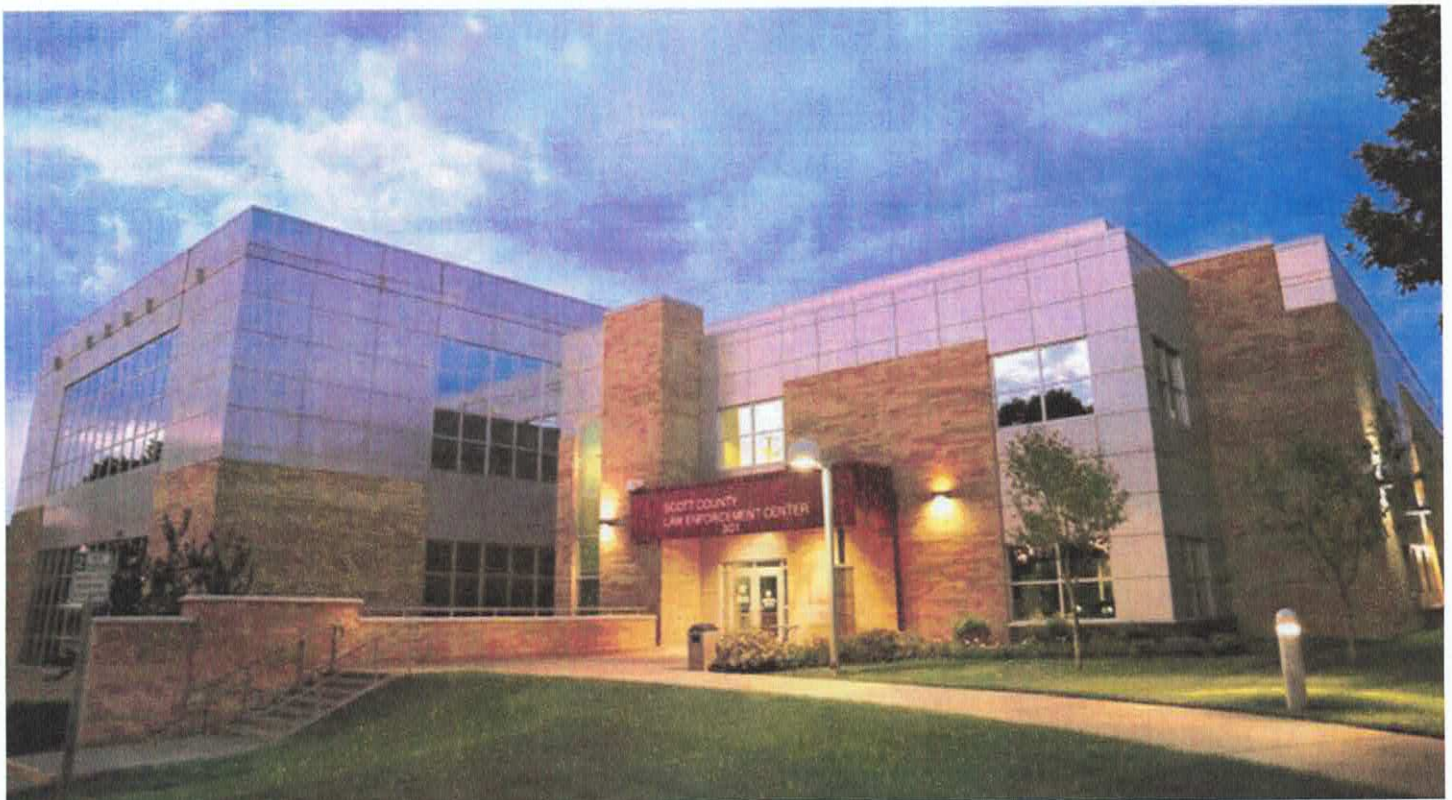
Our priority is the safety and wellbeing of the diverse communities we serve. We will achieve this through our continued professional partnerships, community collaboration, building trust through transparency, accountability, and strong leadership.

CORE VALUES

- Respect
- Integrity
- Accountability
- Proactive and Innovative Leadership
- Preparedness
- Responsiveness
- Impartiality
- Growth and Adaptability
- Professionalism
- Collaboration

GOALS

- Deliver exceptional service to the community.
- Build and maintain trust through engagement and transparent communication.
- Ensure public safety with effective crime prevention strategies.
- Stay responsive to the evolving needs and expectations of the community.
- Leverage technology to improve and enhance services.
- Attract, develop, and retain top talent.
- Cultivate a positive and supportive workplace culture.



SCOTT COUNTY SHERIFF'S OFFICE

OVERVIEW

387.03 POWERS, DUTIES.

The sheriff shall keep and **PRESERVE THE PEACE** of the county, for which purpose the sheriff may require the aid of such persons or power of the county as the sheriff deems necessary. The sheriff shall also pursue and apprehend all felons (MAKE ARRESTS), execute all processes, writs, precepts, and orders issued or made by lawful authority and to the



sheriff delivered (SERVE AND ENFORCE ORDERS OF THE COURT), attend upon the terms of the district court (COURT SECURITY), and perform all of the duties pertaining to the office, including investigating recreational vehicle accidents (SNOWMOBILE & LAKE PATROL) involving personal injury including investigating recreational vehicle accidents (SNOWMOBILE & LAKE PATROL) involving personal injury or death that occur outside the boundaries of a municipality, searching and dragging for drowned bodies, and searching and looking for lost persons. When authorized by the board of county commissioners of the county the sheriff may purchase boats and other equipment including the hiring of airplanes for search purposes.



387.11 County Jail

The sheriff shall have the charge and custody of the county jail and receive and safely keep therein all persons lawfully committed thereto and not release any person therefrom unless discharged by due course of law.

SCOTT COUNTY SHERIFF'S OFFICE

SERVICE AREA

The Scott County Sheriff's Office provides law enforcement services to the areas outside of city limits (10 townships) and to the city of Credit River. We also operate the county Jail and 911 Dispatch Center.

The estimated population of Scott County in 2024 was 157,576* with an area of 368 square miles (356 square miles is land and 12 square miles is water).

The Shakopee Mdewakanton Sioux Community (SMSC), a federally recognized sovereign Native American tribe, is also located entirely within Scott County and within the cities of Prior Lake and Shakopee. The SMSC maintains a full-time, professional fire and ambulance department—Mdewakanton Public Safety (MPS).



* Population estimates are from the Metropolitan Council for 2024

SCOTT COUNTY SHERIFF'S OFFICE

TOWNSHIPS

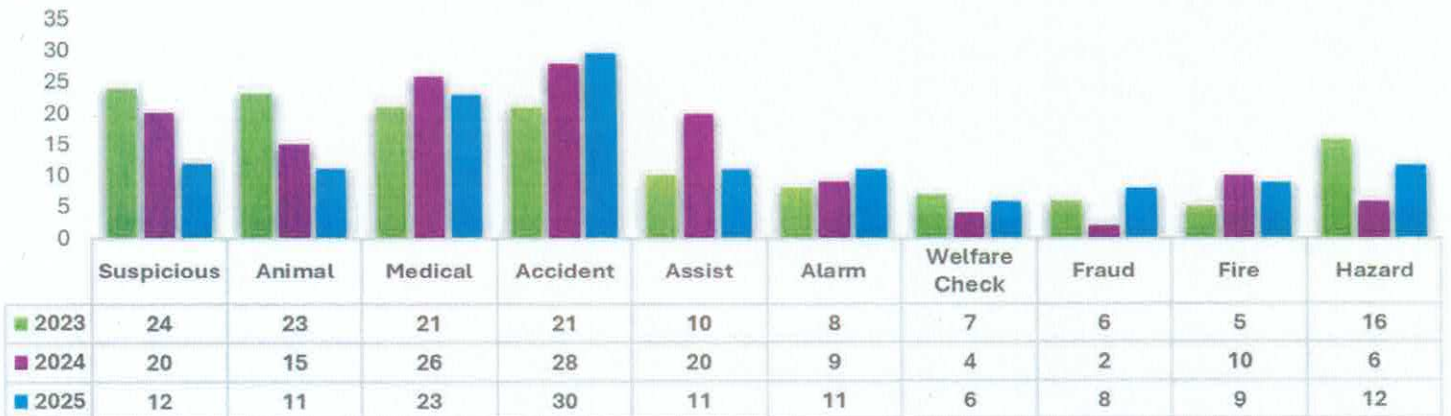
Belle Plaine



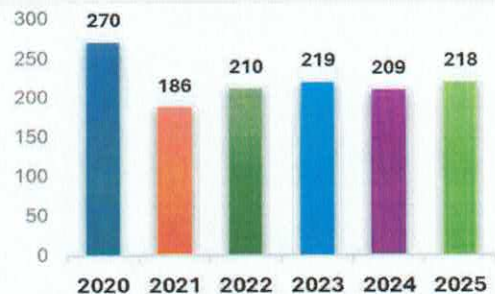
* Designed by TownMapUSA.com

Total Events in 2025: 218

Top Calls for Service:



Total Events in Belle Plaine Township 2020-2025



SCOTT COUNTY SHERIFF'S OFFICE

TOWNSHIPS

Blakeley



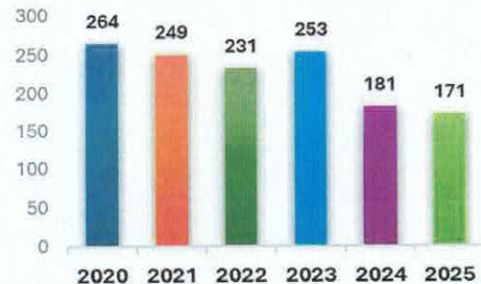
© Designed by TownMapsUSA.com

Total Events in 2025: 171

Top Calls for Service:



Total Events in Blakeley Township 2020-2025



SCOTT COUNTY SHERIFF'S OFFICE

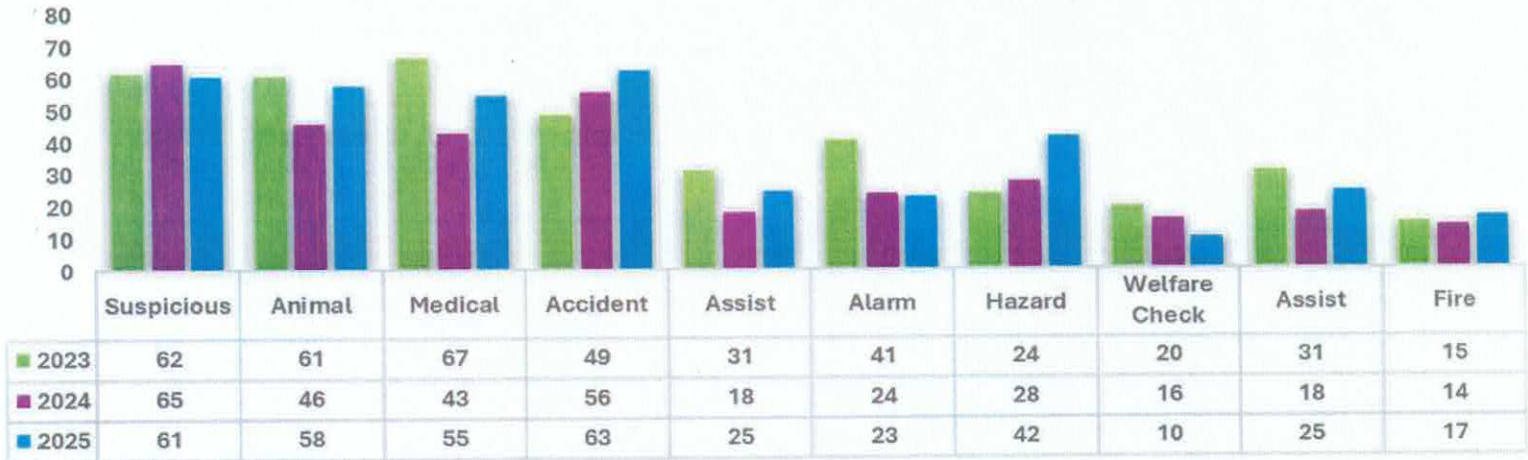
TOWNSHIPS

Cedar Lake



Total Events in 2025: 621

Top Calls for Service:



Total Events in Cedar Lake Township 2020-2025



SCOTT COUNTY SHERIFF'S OFFICE

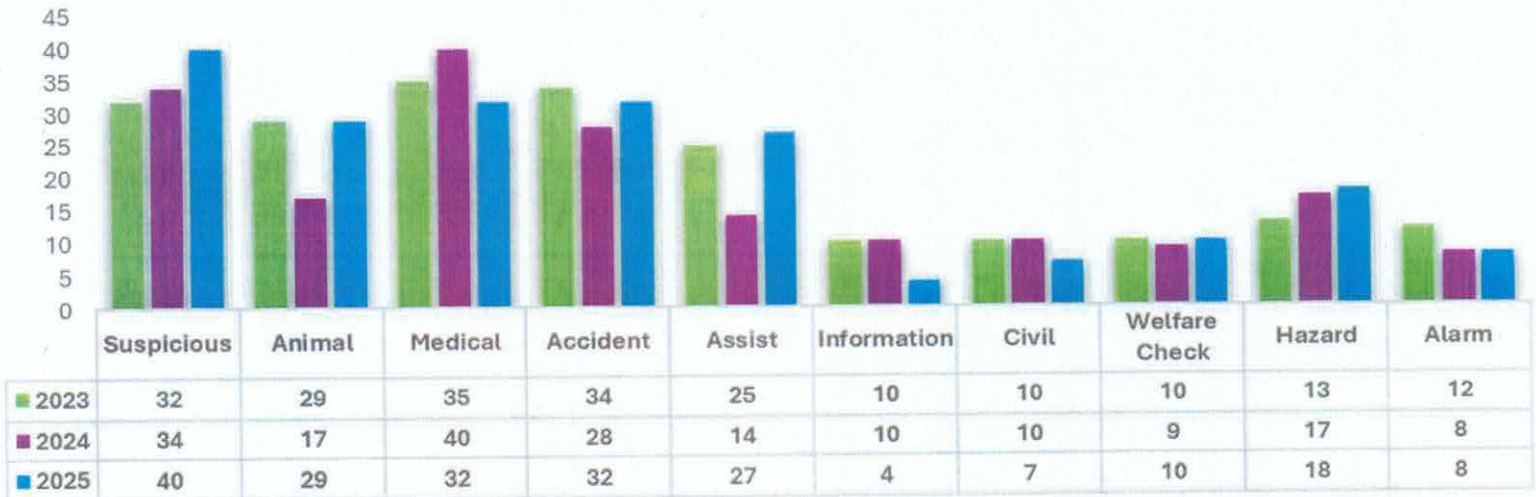
TOWNSHIPS

Helena

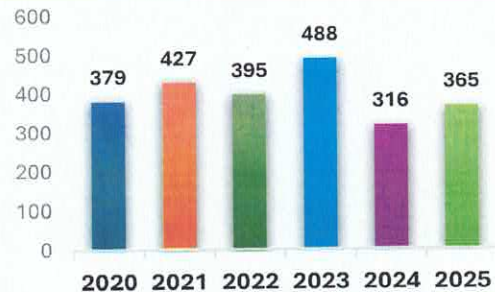


Total Events in 2025: 365

Top Calls for Service:



Total Events in Helena Township 2020-2025



SCOTT COUNTY SHERIFF'S OFFICE

TOWNSHIPS

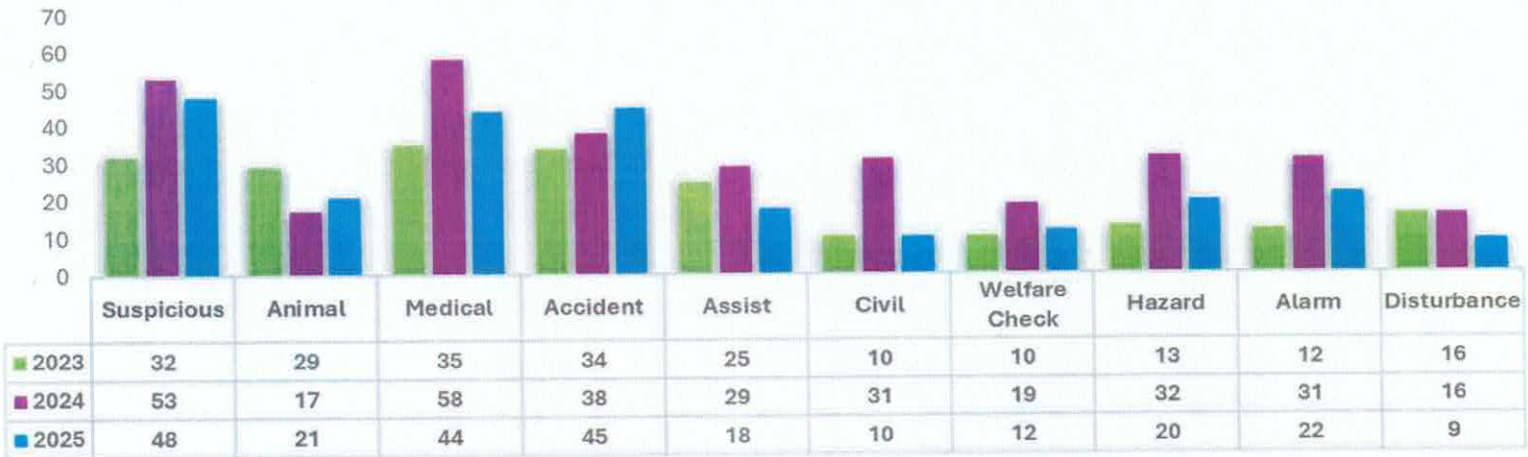
Jackson



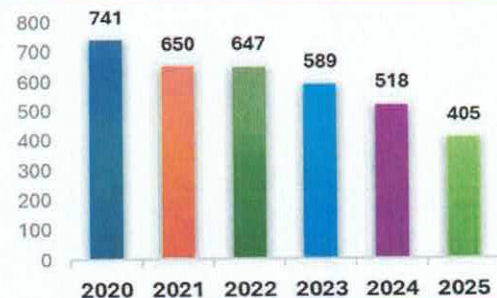
* Designed by ZoomMapUSA.com

Total Events in 2025: 405

Top Calls for Service:



Total Events in Jackson Township 2020-2025



SCOTT COUNTY SHERIFF'S OFFICE

TOWNSHIPS

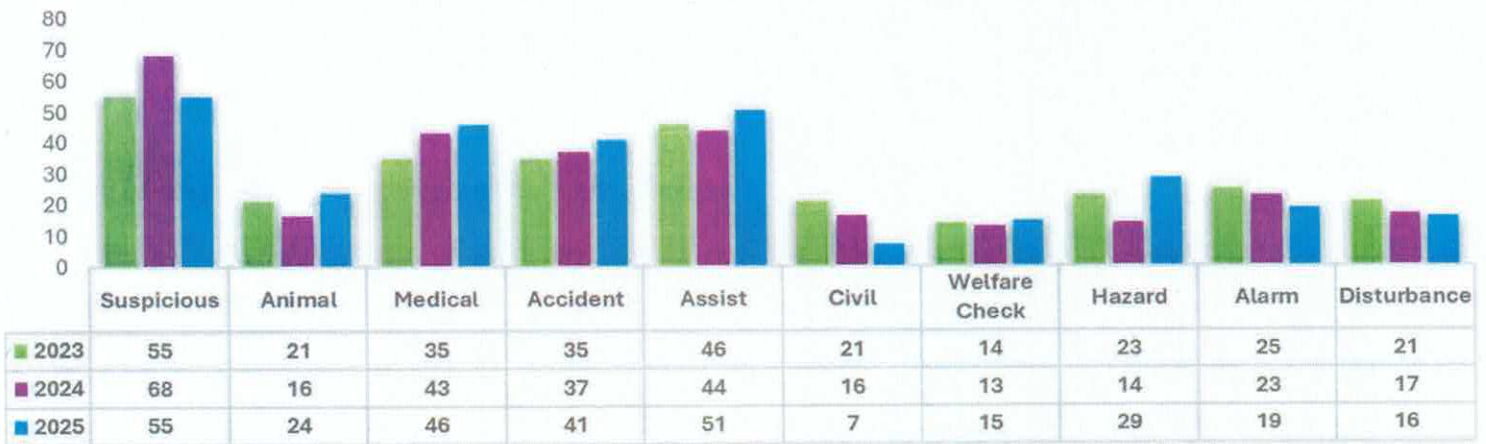
Louisville



Designed by DevStatsUSA.com

Total Events in 2025: 511

Top Calls for Service:



Total Events in Louisville Township 2020-2025



SCOTT COUNTY SHERIFF'S OFFICE

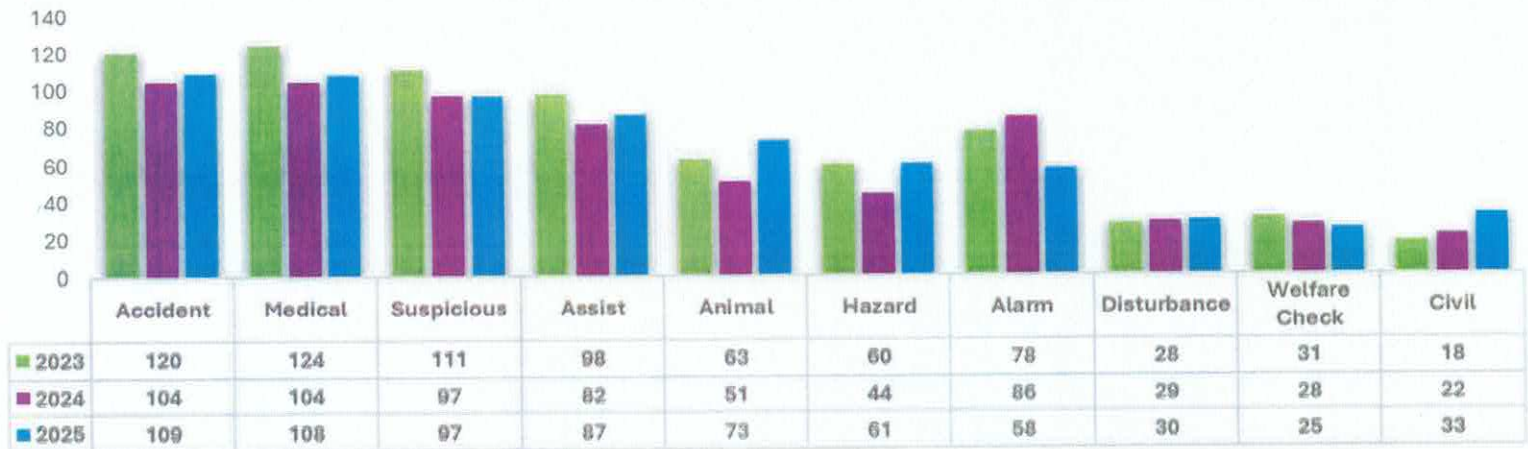
TOWNSHIPS

New Market



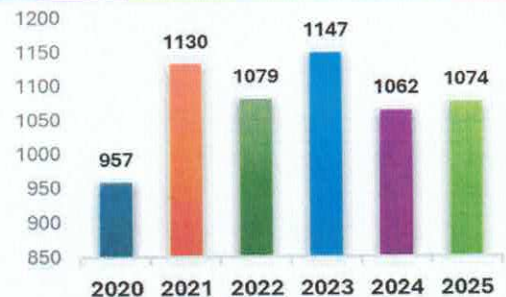
Total Events in 2025: 1074

Top Calls for Service:



Total Events in New Market Township

2020-2025



SCOTT COUNTY SHERIFF'S OFFICE

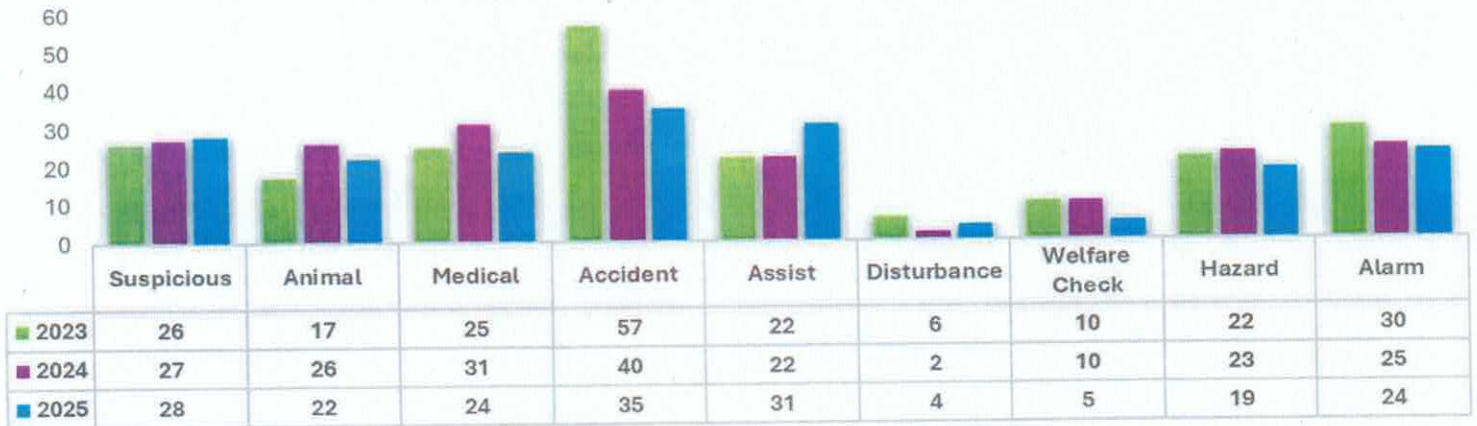
TOWNSHIPS

Saint Lawrence

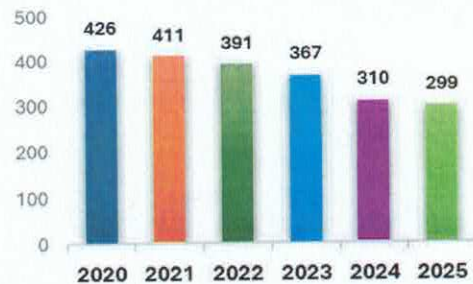


Total Events in 2025: 299

Top Calls for Service:



Total Events in St Lawrence Township 2020-2025



SCOTT COUNTY SHERIFF'S OFFICE

TOWNSHIPS

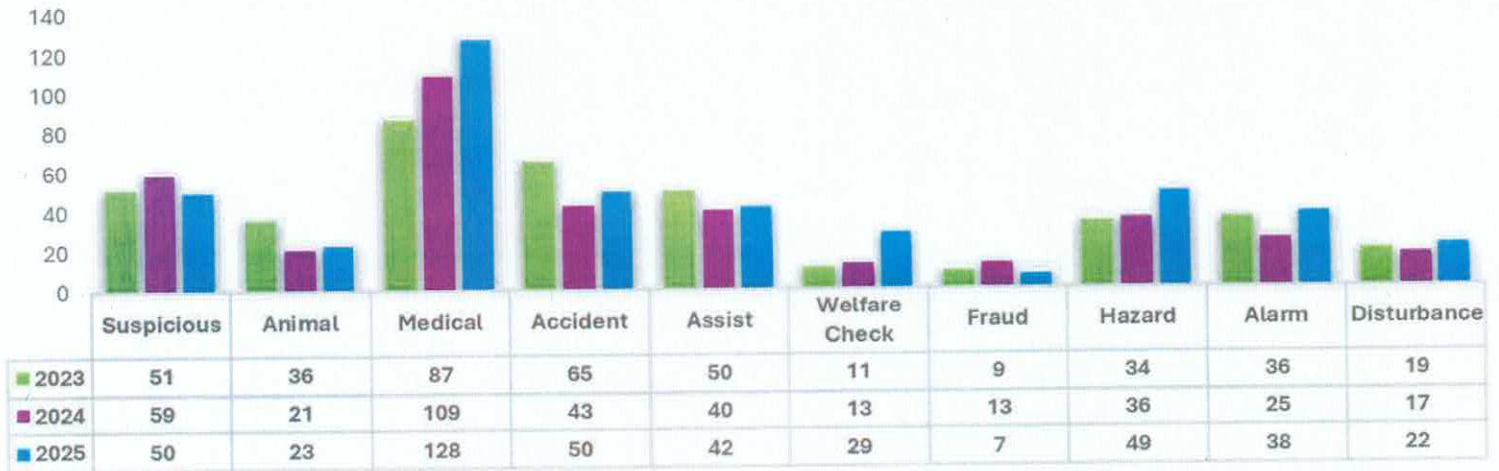
Sand Creek



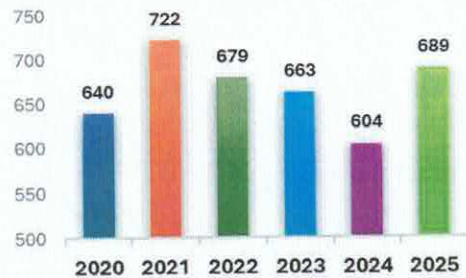
Designed by TownMapsUSA.com

Total Events in 2025: 689

Top Calls for Service:



Total Events in Sand Creek Township 2020-2025



SCOTT COUNTY SHERIFF'S OFFICE

TOWNSHIPS

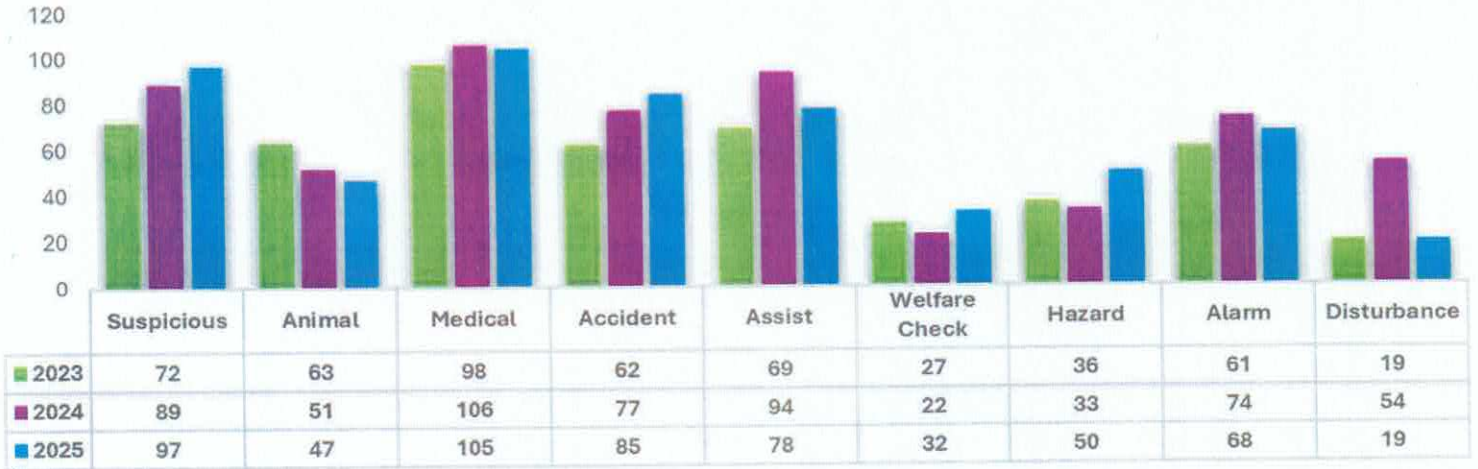
Spring Lake



© Designed by TownMapsUSA.com

Total Events in 2025: 965

Top Calls for Service:



Total Events in Spring Lake Township 2020-2025

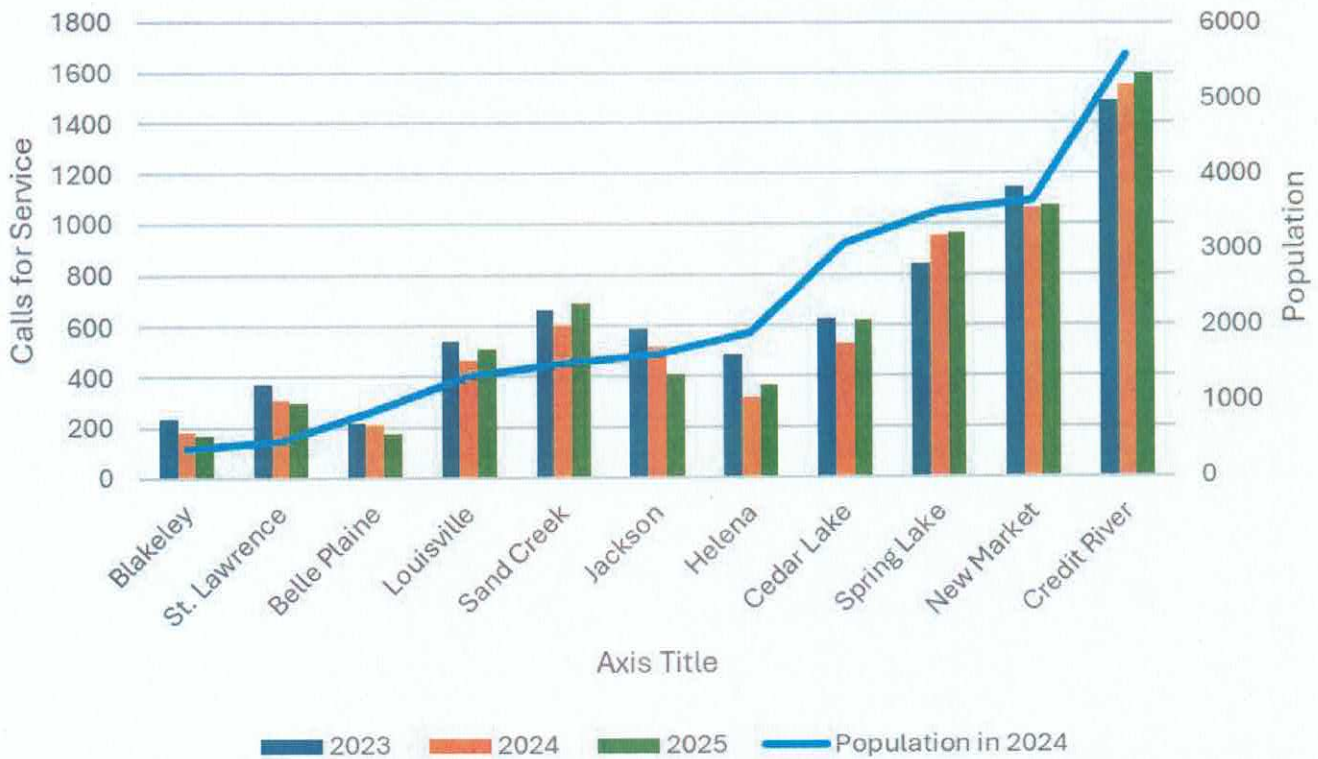


TOTAL INCIDENTS

Credit River & Townships

**Total Events Handled in Credit River & the Townships:
6,873**

In 2025, there were 6,873 incidents reported to the Scott County Sheriff's Office from the Townships and the City of Credit River. This number includes calls made by residents to the Scott County Sheriff's Office 911 dispatch, as well as deputy-initiated activities such as traffic stops, extra patrols, and motorist assists. It also accounts for spontaneous service calls, such as alarm activations.



Total Township Population: 18,394
Credit River Population: 5,575
 (Met Council 2024)

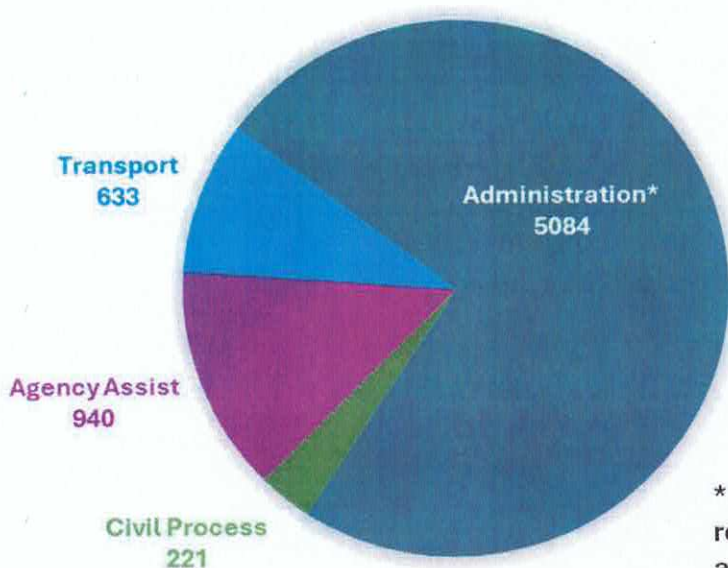
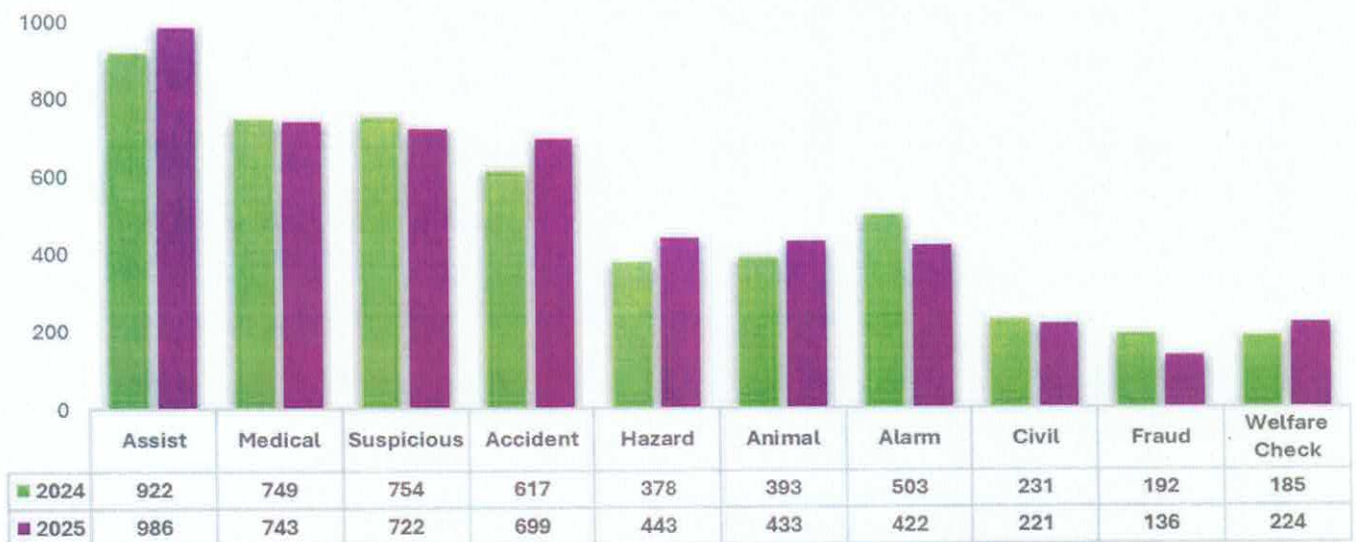


TOTAL INCIDENTS

Sheriff's Office County Wide

**Total Events Handled by the Sheriff's Office in 2025:
20,911**

Top Calls for Service:



**Scott County Total Population:
157, 228 (2024)**

* Administration includes processing data requests, background checks, gun permit applications, & warrants, civil processing, & court orders.



PROACTIVE POLICING

Sheriff's Office County Wide

Total Deputy Initiated Events in 2025: 7,174

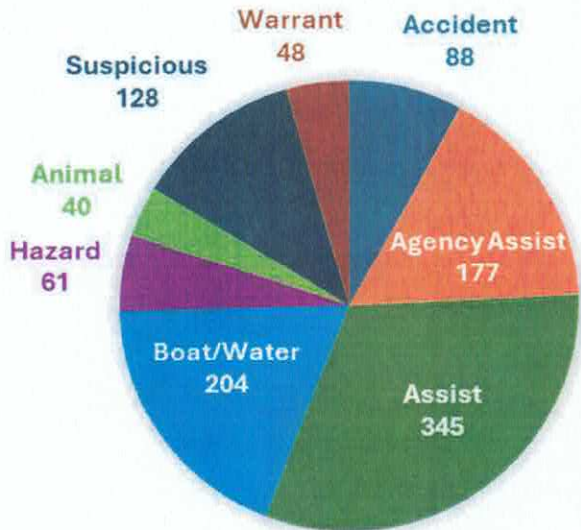
Just as important as our response to emergencies is the time our deputies spend on proactive policing - conducting traffic stops, checking local businesses or construction sites for suspicious activity, and educating the community about ways to prevent crime and protect themselves.

The goal of increased security checks is to reduce the number of property crimes, like vandalism and theft.

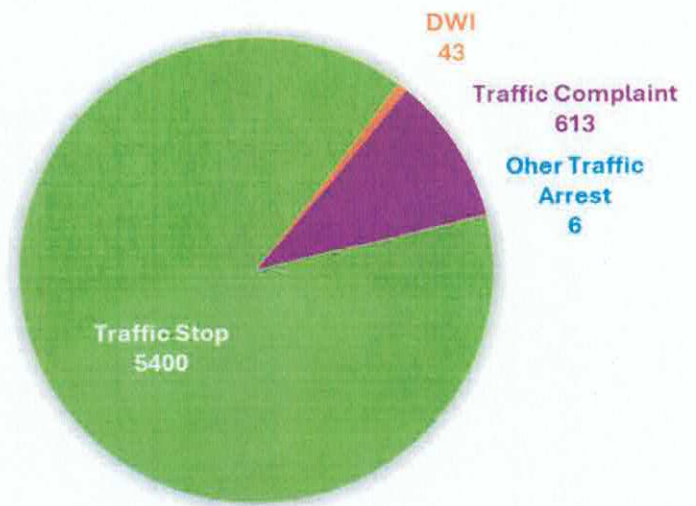
Common Proactive Policing Activities Include:

- Traffic Stops
- Suspicious Subject Checks
- Suspicious Vehicle Checks
- Abandoned Vehicles Checks
- Security Checks
- Business Security Checks
- Construction Site Checks
- Citizen Assists or Stops
- Community Education
- Extra Patrol Requests

Top Deputy Initiated Events:



Traffic:



SCOTT COUNTY SHERIFF'S OFFICE

SERVICES PROVIDED



SCOTT COUNTY SHERIFF'S OFFICE

SERVICES PROVIDED



SCOTT COUNTY SHERIFF'S OFFICE

COMMUNITY ENGAGEMENT





Scott County Sheriff's Office

301 Fuller Street South

Shakopee, MN 55379

Phone: (952) 496-8300

Fax: (952) 496-8715

www.scottcountymn.gov



@ScottCoSheriff



@ScottCoSheriffOffice

2025 Calendar Year – Road Work Overview

Significant Road Repairs:

Overall, minimal repairs were needed as we have been following our 5-year plan on all roads.

Overlay on 255th & Willow Court

Overlay on Raven Stream (100' entrance by M19)

Significant tree cutting/ditch cleanup & trimming after July storm

Conducted two road reviews (spring and fall) to determine repairs needed

Drove all blacktop roads with our Engineer to ensure our 5-year plan was still accurate

Maintenance:

Dustcoating was done early June – as usual

Two applications for Noxious weeds (joint cost savings program with Scott County & other nearby townships)

Creek culverts cleared of downed trees & sediment buildup

Numerous trees removed from ditches

Replaced stolen/damaged stop signs and repairs of several other road signs

Installed new larger “No Parking” signs on West Cedar Lake Drive near boat launch per homeowner’s request

Picked up trash along roads/ditches – April was banner month for discarded couches

Mowed road edges twice

On-going grading, graveling, & snow plowing as needed

Attended MNDOT trg on gravel & blacktop road maintenance – we are following best practices

Cleaned up Raven Stream Park (discarded branches) and repaired swing set

2026 Plans:

Crack filling & Sealcoating on 255th & Willow Ct – final step for overlay project done in 2025

Crack filling Marden Ct

Nothing significant planned for 2026 currently, but 2 large projects potentially in 2027