

Helena Township
Board of Supervisors – Meeting Minutes
3/18/2026 | New Prague Fire Hall

Call to Order	Workshop meeting was called to order by Chairperson Wermerskirchen at 5 p.m. The Pledge of Allegiance was recited.
Present	Chairperson John Wermerskirchen, Supervisor Edward Nytes, Supervisor DeAnn Croatt, Clerk Heather Taylor DuCharme, Deputy Clerk Kimberly Carlberg, Deputy Treasurer Patricia Peterson, and resident Roman Mueller. Not present: Treasurer Nathan Hutton and Road Overseer Jeff Haag.
Minutes & Claims	Check number 7203 to Maximus Marketing Management needs to be reissued to the business owner individually because their bank wouldn't deposit the check. On motion by Nytes/Croatt, check number 7203 voided and reissued for the same amount as check number 7212 to David Dumont; carried unanimously. Roll call: Wermerskirchen – yes, Nytes – yes; Croatt – yes. On motion by Nytes/Croatt, minutes from 3/5/2026 to be amended to reflect voided check and reissued check; carried unanimously.
Roman Mueller (5:15 p.m. – 5:30 p.m.)	Mueller attended the meeting to discuss with the Board issues related to the deeded access for non-lakeshore properties on Willow Lane. The neighborhood is working on formalizing a governing agreement for deeded access and was told by other agencies to contact the Township to see if the Township had any ordinances or requirements for such an agreement or deeded access use. There was also discussion of mailboxes
Clerk Items	<p>Taylor DuCharme presented the following items/report.</p> <ol style="list-style-type: none"> 1. There is an inaccuracy in the resolution passed for the special assessment for the 2025 Willow Court/255th road improvement project. The resolution provided to Scott County provides for interest to be calculated "per annum" (compound interest) rather than as simple interest as intended. Scott County needs the Board to provide Scott County with a cancellation/revocation of the current resolution and a new resolution to correct the problem. However, Scott County cannot change the special assessment as calculated and collected pursuant to the 2026 property tax statements. Supervisors instructed Taylor DuCharme to send a letter to the impacted property owners. The letter will include: <ol style="list-style-type: none"> a. Advising the property owners of the problem (with an apology); b. Advising the property owners that they can come to a meeting or call Taylor DuCharme with questions; c. Advising the property owners that because the full interest will be collected with the 2026 property tax payments that no additional interest will be charged with the principal payments after this first year;

	<ul style="list-style-type: none"> d. Advising the property owners the next nine years will be principal only payments; and e. Advising the property owners that if they pay off the principal early that they should submit an invoice to the Township requesting reimbursement of unearned interest. <ol style="list-style-type: none"> 2. In Haag's absence, Taylor DuCharme provided a Road Overseer Update regarding mailbox replacement, dust coating (Envirotech has been contacted), and the trees on Naylor (City of New Prague is taking care of this issue). 3. Scott County sent a proposed seal coating agreement and will send a final version for execution when they have the final required information. 4. Discussion of levy approved at Annual Meeting, proposed resolution, and issues related to reconvening the annual meeting. Discussion of levy concerns including levies and budgets for neighboring cities. Taylor DuCharme to email MAT attorneys re: levy/annual meeting questions. On motion by Nytes/Croatt, levy resolution was approved and accepted as presented; carried unanimously.
Deputy Clerk Items	<hr/> <p>Carlberg presented the following items for discussion.</p> <ol style="list-style-type: none"> 1. Website updates, including site visitor counts, and correcting historical supervisor data and other historical information. 2. Review of calendar, gravel/grading quotes deadlines, and gravel pit pricing, including updates and follow up.
Supervisor Items	<hr/> <p>Supervisors presented the following items for discussion.</p> <ol style="list-style-type: none"> 1. Additional discussion of gravel pit quotes, costs, and quality. 2. Croatt provided updates regarding the following: <ul style="list-style-type: none"> a. Scott County comprehensive plan meeting, including making sure to decline turnback of CR89; b. County Improvement Plan, including trails, Cedar Lake Farm Regional Park (saunas), and developments; c. Virtual Alton Avenue status meeting; and d. SCALE meeting, including changing to "open book" for local board of appeal and equalization (Taylor DuCharme instructed to email Scott County regarding how to make the change but keep up with resident contacts and questions). 3. Nytes provides updates regarding the following: <ul style="list-style-type: none"> a. Call from Marsha Tangen regarding snow removal concerns; b. Call from Charles Reilly about combining two of three lots and building a house on the old farmhouse site; c. Ruppe's legal conference on 6/25/2026 (needs to be posted in case two or three Supervisors attend); and d. Townships meeting regarding Jordan fire contract on 3/26/2026.
Motion to Adjourn	<hr/> <p>At 6:20 p.m. on motion by Croatt/Nytes, meeting adjourned; carried unanimously.</p>


Respectfully submitted

Dated: 4-9-2026


Clerk

Approved

Dated: 4-9-24


Chairperson