Helena Township
Board of Supervisors – Meeting Minutes
3/5/2026 | New Prague Fire Hall

Call to Order	Regular monthly 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, Treasurer Nathan Hutton, Clerk Heather Taylor DuCharme, Road Overseer Jeff Haag, and Tom Johnson. Not present: Deputy Clerk Kimberly Carlberg and Deputy Treasurer Patricia Peterson.
Minutes	Review of proposed 2/5/2026, 2/9/2026, and 2/18/2026 minutes. On motion by Croatt/Nytes, minutes accepted and approved as presented; carried unanimously.
Treasurer Items	Hutton presented the following items. 1. Review and discussion of Treasurer Report. On motion by Nytes/Croatt, Treasurer's Report accepted and approved as presented; carried unanimously. 2. PERA update regarding Haag. PERA thinks Haag should have always been enrolled and wants the Township to pay in approximately $860 then withhold from Haag, which would go back to the beginning of his employment. Hutton believes Haag (and Peterson and Carlberg) are exempt. Hutton will check with MAT attorneys and report back. 3. Hutton will not be at the workshop this month. 4. Paid leave update. There is no withholding payment with the State, Federal, and PERA payments this month. Hutton believes that the State will calculate the paid leave amount and wants to see if it is the same as his current calculations. The payment by the Township isn't due until the end of April, so the payment can be included in April claims.
Claims/Receipts	Review and discussion of claims. Bryan Rock sent a late claim because they had a typographical error in the email address they were sending the claim too. The interest is being waived and not paid. Hutton noted that the credit card bill has interest due to the issues with the bank last month. He advised paying the interest and requesting a refund. After review of claims and on motion by Croatt/Wermerskirchen, all claims were approved as presented for payment, including checks 7198-7211 and four ACH/EFT totaling $18,074.24; carried unanimously. Roll call vote: Wermerskirchen – yes; Croatt – yes; Nytes – yes. Hutton did not request a transfer from savings to checking.

RECEIPTS			
Date	Amount	Payor	Purpose/Reason
2/2/2026	$5,979.98	Bevcomm	Franchise Fees
2/6/2026	$879.48	Comcast	Franchise Fees
2/9/2026	$2,000.00	City of New Prague	Alton Avenue Maintenance
2/11/2026	$243.33	State of Minnesota	ORI
2/28/2026	$194.90	First Bank & Trust	Interest
2/28/2026	$19.18	First Bank & Trust	Interest
2/28/2026	$18.90	Riverland Bank	Interest

CLAIMS			
Check#	**Amount**	**Payee**	**Reason/Purpose**
ACH	$94.23	First Bank & Trust	Township Expenses
ACH	$4,294.54	Department of the Treasury	Withholding
ACH	$703.35	Minnesota Department of Revenue	Withholding
ACH	$1,659.50	PERA	Pension
7198	$3,586.00	Art Johnson Trucking, Inc.	Gravel/Grading
7199	$1,138.22	Bryan Rock Products, Inc.	Gravel
7200	$55.00	Laker's New Prague Sanitary Inc	Trash Disposal
7201	$240.00	Minnesota Benefits Association	Insurance/Employee
7203	$66.00	Suel Printing Company	Legal Publication
7204-7211	$5,244.90	Board Members/Employees	Salary/Meeting Fees/Mileage

Road Overseer Items

Haag presented the following items for discussion.

1. Email sent to Joe Wiita regarding seal coating/crack filling.
2. Annual meeting report ready.
3. Freezer picked up from Koeper.
4. Discussion of yard damage from plowing. Decided property owner responsibility for repairs.
5. Raven Stream tree removal and trimming complete except for stump grinding.
6. WCLD property owner /contractor requesting permit approval for 17'-18' driveway instead of 20'-28'. Supervisors approved Haag to sign off on permit as

	long as there is proper site review and culverts and installed correctly. property owner /contractor also requesting approval to fill in ditches – Supervisors declined approval.
Art Johnson Trucking, Inc.	Tom Johnson provided an update regarding the following issues. 1. Still no contact from Willow Lane resident with damaged mailbox. Johnson will pick up temporary mailbox as stated in Township letter mailed to property owner. 2. Grading had been planned for today but the truck broke down. Grading will now wait until weather permits. 3. The ice storm last week and snow impacted the roads. 4. Graveling and grading quotes due date discussion. Taylor DuCharme will email Kraemer and Bryan Rock for gravel quotes as well. 5. Hutton asked about what was happening on Koeper. City or cable (Comcast) utility work according to Wermerskirchen. Haag asked Johnson to have grade the cul de sac the next time they are out doing other grading.
Clerk Items	Taylor DuCharme presented the following items/report. 1. Discussion of recently forwarded emails, including regarding 2026 Town Road Distributions. 2. Couri & Ruppe Legal Seminar registration update. 3. Status report on Google Workspace. 4. Update from Township Day at the Capitol (Croatt and Taylor DuCharme attended).
Supervisor Items	Supervisors presented the following items for discussion. 1. Discussion of gravelling, grading, and plowing quotes and vendors. 2. Update on sewage issue on SMD. 3. Review and discussion of ditch mowing quote from TJ Deutsch. No other quotes received. After review of quote and on motion by Nytes/Croatt, quote approved; carried unanimously. 4. Review of upcoming meeting schedule. 5. Update by Wermerskirchen from Scott County Township Chair/Board of Commissioner's meeting, including no support for new local sewer systems, 2040 comprehensive plan, federal SNAP cuts impacts to County levy, rural fire issues, orderly annexation, SMSC incinerator complaints, approval for rifle hunting for deer season in Scott County this year, county budget, and turn-backs (CR 89 is on the 2040 comprehensive plan. 6. MAT Short Course dates review. 7. Supervisor claims procedure discussion. 8. Discussion of annual meeting topics, including Raven Stream trees/park, mailboxes, polling location.

Motion to Continue	At 6:15 p.m. on motion by Nytes/Croatt, meeting continued workshop on 3/18/2026, MAT Short Course on 3/25/2026, and Jordan Rural Fire Association Meeting on 3/26/2026; carried unanimously.

Respectfully submitted

Dated: 4-9-2026

Clerk

Approved

Dated: 4-9-26

Chairperson

TREASURER'S REPORT

DATE: March 5, 2026 **FILE COPY**

GENERAL CHECKING		$	**20,155.29**
	PP CK 7179	$	**152.77**
OPTIMA PLUS SAVINGS		$	763,803.82
	Transfer (to checking)	$	(28,386.36)
	Deposits (none)	$	-
	Interest 2-28-2026 (Sweep acct)	$	194.90
	Interest 2-28-2026 (Savings Acct)	$	19.18
		$	**735,631.54**
RIVERLAND BANK MM		$	17,598.72
	Interest 2-28-2026	$	18.90
		$	**17,617.62**
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	$	**975,409.93**

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

2/2/2026	Bevcomm	$	5,979.98
2/6/2026	Comcast	$	879.48
2/9/2026	City of New Prague	$	2,000.00
2/11/2026	State of Mn	$	243.33
	Total	$	**9,102.79**

Deposit received after month-end close

	$	-
	$	-

Tally for Funds
2026

Thursday, March 5, 2026					
		Receipts	Orders Paid	Totals	Monthly Notes
General Fund	$ 162,203.51	$ 8,711.82	$ 16,376.25	$ 154,539.08	
Road & Bridge	$ 1,222,611.74	$ 3,723.42	$ 36,202.90	$ 1,190,132.26	
Jordan Fire	$ (36,680.96)	$ 232.00		$ (36,448.96)	
New Prague Fire	$ 47,801.77	$ 563.43		$ 48,365.20	
Interest	$ 5,975.44	$ 464.57		$ 6,440.01	
lot fee	$ 231,802.77			$ 231,802.77	
Willow Lane	$ 10,805.86			$ 10,805.86	
Soderlund	$ (11,170.49)			$ (11,170.49)	
Jaguar	$ (600.00)			$ (600.00)	
255th/Willlow	$ (175,650.69)			$ (175,650.69)	
MarDen	$ (53,926.02)			$ (53,926.02)	
Koeper/Lucy/Mark	$ (182,209.21)			$ (182,209.21)	
WCLD	$ (145,189.18)			$ (145,189.18)	
PS 2/3	$ (63,296.58)	$ 1,815.88		$ (61,480.70)	
	$ 1,012,477.96	**$ 15,511.12**	**$ 52,579.15**	**$ 975,409.93**	

ESCROW ACCTS

March 5, 2026

	TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE	
MISC PROJECTS				
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)	