

Helena Township
Board of Supervisors – Meeting Minutes
4/9/2026 | 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, Deputy Clerk Kimberly Carlberg, Road Overseer Jeff Haag, Tom Johnson, and Gary Jaeger. Not present: Deputy Treasurer Patricia Peterson.																																												
Minutes	Review of proposed 3/5/2026, 3/10/2026 (Annual Meeting), 3/18/2026, 3/25/2026, and 3/26/2026 minutes. On motion by Nytes/Croatt, minutes accepted and approved as presented; carried unanimously.																																												
Claims/Receipts	<p>Review and discussion of claims. Discussion of Couri & Ruppe PLLC claim related to Jordan Rural Fire Association matter, including other townships payment toward second claim. After review of claims and on motion by Croatt/Nytes, all claims were approved as presented for payment, including checks 7213-7227 (check 7215 was voided) and one ACH/EFT totaling \$86,672.63; carried unanimously. Roll call vote: Wermerskirchen – yes; Croatt – yes; Nytes – yes. Hutton requested Supervisors approve a transfer from savings to checking for the total \$86,672.63 amount of claims and on motion by Nytes/Wermerskirchen, transfer of \$86,672.63 from savings to checking was approved; carried unanimously.</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>\$183.49</td> <td>First Bank & Trust</td> <td>Township Expenses</td> </tr> <tr> <td>7213</td> <td>\$7,503.00</td> <td>Art Johnson Trucking Inc</td> <td>Snowplowing, Grading, Gravel</td> </tr> <tr> <td>7214</td> <td>\$8,000.00</td> <td>Carr’s Tree Service</td> <td>Park Maintenance</td> </tr> <tr> <td>7215</td> <td>Void</td> <td>Void</td> <td>Void</td> </tr> <tr> <td>7216</td> <td>\$84.24</td> <td>Laker’s NP Sanitary</td> <td>Trash Disposal</td> </tr> <tr> <td>7217</td> <td>\$36,913.15</td> <td>NP Rural Fire Protection</td> <td>1st Half Fire Contract</td> </tr> <tr> <td>7218</td> <td>\$27,600</td> <td>Scott County</td> <td>Taxation and County Services</td> </tr> <tr> <td>7219-7226</td> <td>\$5,480.31</td> <td>Board Members/Employees</td> <td>Salary/Meeting Fees/Mileage</td> </tr> <tr> <td>7227</td> <td>\$908.44</td> <td>Couri & Ruppe PLLP</td> <td>Legal Services</td> </tr> </tbody> </table>	CLAIMS				Check#	Amount	Payee	Reason/Purpose	ACH	\$183.49	First Bank & Trust	Township Expenses	7213	\$7,503.00	Art Johnson Trucking Inc	Snowplowing, Grading, Gravel	7214	\$8,000.00	Carr’s Tree Service	Park Maintenance	7215	Void	Void	Void	7216	\$84.24	Laker’s NP Sanitary	Trash Disposal	7217	\$36,913.15	NP Rural Fire Protection	1 st Half Fire Contract	7218	\$27,600	Scott County	Taxation and County Services	7219-7226	\$5,480.31	Board Members/Employees	Salary/Meeting Fees/Mileage	7227	\$908.44	Couri & Ruppe PLLP	Legal Services
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RECEIPTS			
Date	Amount	Payor	Purpose/Reason
3/4/2026	\$27,571.91	Scott County	Town Road Aid
3/11/2026	\$456.64	State of MN	ORI
3/31/2026	\$4,000.00	Riverland Bank	CD Interest
3/31/2026	\$170.07	First Bank & Trust	Interest
3/31/2026	\$20.54	First Bank & Trust	Interest
3/31/2026	\$21.62	Riverland Bank	Interest

Gary Jaeger

Gary Jaeger came to the meeting to discussion questions about the 255th/Willow Court assessment as shown on his 2026 property tax statement. The main issue presented by Jaeger is that he believed interest would be calculated over ten years but interest on the property tax statement was calculated from the assessment resolution date in the fall of 2025, not starting 1/1/2026, and is thus a few months over ten years. Croatt read to Jaeger and the Board an email from the Township Attorney Bob Ruppe regarding the matter. Supervisors will investigate questions and update Jaeger by email. Taylor DuCharme to email copy of assessment letter to Board for review. There was also discussion construction at the fire and ambulance hall of the new police station.

Treasurer Items

Hutton presented the following items.

1. Review Treasurer Report, including certificate of deposit maturity and rollover, deposits, checking balances, funds, projects/payments, and year to date balance. On motion by Croatt/Nytes, Treasurer’s Report accepted and approved as presented; carried unanimously.
2. Hutton will not be at the workshop meeting this month.
3. Continued research on Family Paid Leave withholding and payment to State of Minnesota. Confirmed amount calculated was correct (approximately \$68). Issues getting payment to post to Q1 but it isn’t due until 4/30/2026. Hutton will work with Peterson to get payment posted.
4. Wermerskirchen asked about the PERA issue for Haag; it is still being worked on.

Gravel and Grading Quotes

Supervisors opened quotes from vendors for gravel, gravel hauling, grading, spraying, and ditch mowing. After reviewing and discussing gravel quotes and on motion by Croatt/Nytes, quote from Kraemer approved and accepted; carried unanimously. After reviewing and discussing gravel/rock hauling quotes and on motion by Croatt/Nytes, Art Johnson Trucking Inc quote approved and accepted; carried unanimously. After reviewing and discussing grading quotes and on motion by Wermerskirchen/Nytes, Art


Road Overseer Items	<p>Johnson Trucking Inc quote approved and accepted; carried unanimously. Taylor DuCharme to notice quotes not approved/selected. Spraying/mowing information provided to Haag; Scott County approved for 2026 spraying already and TJ Deutsch approved for 2026 ditch mowing already.</p> <hr/>
	<p>Haag presented the following items for discussion.</p> <ol style="list-style-type: none"> 5. Talked to Johnson about gravel roads. Johnson will provide his graveling recommendations before the spring road review. 6. Spring road review scheduling (scheduled for 4/27/2026 at 3:30 p.m. meeting at the fire hall to start). Carlberg will post notice as quorum/special meeting. 7. Resident on Stevens called Wermerskirchen regarding road condition. Will be reviewed during spring road review. 8. Update on mailbox repair on Willow Lane (resident replaced and placed parallel to road). 9. Separate resident called to report mailbox hit by plow and demanded replacement. Haag reviewed and determined unlikely plow hit it. Provided resident mailbox resolution. Resident replaced it themselves. 10. Sign fixed on Baseline. 11. Four tires picked up and disposed of from 270th. 12. Raven Stream tree line trimming completed. Raven Stream Park ash tree removal, stump grinding, and dirt filling completed. Wermerskirchen will talk to Rynda about seeding when new trees are installed and keeping trees watered after installation. 13. City of New Prague will trim trees along Naylor. 14. Dust coating update: waiting to hear back from Scott County on piggybacking on their scheduling; Envirotech cost is \$0.03/gallon higher this year; the cost will be approximately the same amount as last year (just over \$20,000); and property owners (more this year than last year) are contacting Haag to set up extra dust coating. Supervisors approved standard dust coating and using Envirotech. Haag confirmed that property owners will pay for any extra they request. 15. Property owner on St. Benedict called regarding wanting to install shrubs at end of driveway. Supervisors instructed Haag to advise property owner regarding damage/costs caused right of way use and snow plowing impacts are property owner responsibility. <hr/>
Art Johnson Trucking, Inc.	<p>Johnson provided an update regarding repair on the rut on Raven Stream and complimented the condition of our paved roads. Advised Board that 270th/Naylor could use gravel this spring. Discussion of business park and annexation.</p> <hr/>
Clerk Items	<p>Taylor DuCharme presented the following items/report.</p> <ol style="list-style-type: none"> 16. Scott County Townships 1st Round Comprehensive Plan meeting scheduled for

	<p>4/15/2026 at 6 p.m. at Belle Plaine Township Town Hall. Carlberg to post notice of special meeting/quorum.</p> <ol style="list-style-type: none"> 17. Update about annual meeting and levy question from Supervisors at last workshop. MAT attorney advised by email that levy set at annual meeting is a ceiling and not a floor; the Supervisors can lower the amount without a special meeting; however, to increase the levy, the Supervisors would need to hold a special meeting. Taylor DuCharme will hold off on submitting the levy form to Scott County until September (due 9/30/2026). 18. Update about process and option to transfer Local Board of Appeal and Equalization powers to Scott County. Can do for three years at a time or permanently. Special meeting and resolution required. Supervisors advised Carlberg to post special meeting for 4/23/2026 at 5:30 p.m. (immediately following the already scheduled LBOAE meeting on 4/23/2026 at 5 p.m.). 19. Google Workspace update. 20. MNDOT correspondence regarding planned spring construction. 21. Update on number and location for new construction, single family home building permits. 22. Additional discussion of assessment questions from 255th/Willow Court property owner. Taylor DuCharme to email Jaeger to make sure they know their property tax payment as provided on their 2026 property tax statement is due on 5/15/2026 regardless of outcome of Supervisor investigation of questions.
<p>Deputy Clerk Items</p>	<p>Carlberg presented the following items/report.</p> <ol style="list-style-type: none"> 1. Review of upcoming due dates, calendar, and schedule, including posting special meeting notices for SCTA/Scott County meeting, SCTA spring meeting, LBOAE meeting, special LBOAE transfer meeting, and road review. 2. Discussion of Jordan fire service contract revisions by Ruppe. Wermerskirchen advised that Chad Sandy from Sand Creek Township will take final townships' approved version to City of Jordan. Carlberg noted that the \$10,000 limit language was missing. Croatt will contact Ruppe regarding correcting the omission. 3. Google Analytics status and review. Wermerskirchen and Hutton complimented the new calendar on the website.
<p>Supervisor Items</p>	<p>Supervisors presented the following items for discussion.</p> <ol style="list-style-type: none"> 1. Discussion of Raven Stream Park tree replacement and cost. 2. Wermerskirchen is talking to Soil and Water about possible grants to offset the cost of pond scraping. 3. Recycling event discussion. Other tire recycling options in the area already scheduled this year, so Supervisors are passing on Cedar Lake Township request for CLT/HT joint tire recycling event. Taylor DuCharme to email CLT. 4. Review of proposed seal coating agreement for 2026 from Scott County. Haag to contact Scott County with questions before workshop. 5. Croatt provided an Alton Avenue update. Taylor DuCharme to email City of New Prague with questions.

<p>Motion to Continue</p>	<ol style="list-style-type: none"> 6. Property owner on Willow Lane contacted Croatt regarding who to notify about other property owner setting off fireworks at migrating birds. Croatt will advise property owner to contact Scott County Sheriff and DNR. 7. Croatt provided MAT Short Course update (presentations available at MAT website). 8. Croatt received letter from Soil and Water that the ravine monitoring period by Raven Stream is done. 9. Discussion of additional annexation issues and areas, including Ron's Cycling and industrial park. 10. Next SCALE meeting scheduled for 4/10/2026. <hr/> <p>At 7:10 p.m. on motion by Croatt/Nytes, meeting continued workshop on 4/22/2026; carried unanimously.</p>
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Respectfully submitted

Dated: 5-7-2026



 Clerk

Approved

Dated: 5-7-24



 Chairperson

TREASURER'S REPORT

DATE:

April 9, 2026

FILE COPY

GENERAL CHECKING	\$	2,537.69
OPTIMA PLUS SAVINGS		
Transfer (none)	\$	735,631.54
Deposits (Scott Co)	\$	-
Interest 3-31-2026 (Sweep acct)	\$	27,571.91
Interest 3-31-2026 (Savings Acct)	\$	170.07
	\$	20.54
	\$	763,394.06
RIVERLAND BANK MM		
Interest 2-28-2026	\$	17,617.62
	\$	21.62
	\$	17,639.24
RIVERLAND BANK CD's		
	\$	-
6 month 9-30-2025	\$	102,005.48
12 month 3-31-2026	\$	104,000.00
	\$	206,005.48

GRAND TOTAL \$ 989,576.47

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

3/4/2026 Scott County (Town Road Aid)	\$	27,571.91
3/11/2026 State of Mn (ORI)	\$	456.64
Total	\$	28,028.55
Deposit received after month-end close	\$	-
	\$	-

Tally for Funds
2026

Thursday, April 9, 2026					
	Receipts		Orders Paid	Totals	Monthly Notes
General Fund	\$ 162,203.51	\$ 9,168.46	\$ 29,053.06	\$ 142,318.91	
Road & Bridge	\$ 1,222,611.74	\$ 31,295.33	\$ 41,600.33	\$ 1,212,306.74	
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	\$ 4,676.80		\$ 10,652.24	
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/Willow	\$ (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)	
RS 2/3	\$ (63,296.58)	\$ 1,815.88		\$ (61,480.70)	
	\$ 1,012,477.96	\$ 47,751.90	\$ 70,653.39	\$ 989,576.47	

ESCROW ACCTS

April 9, 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)

	2024	2025	2026	Total of Checks for Month
GENERAL	\$ 115,500.00	\$ 115,500.00	\$ 127,050.00	
JAN	\$ 10,100.08	\$ 6,495.93	\$ 14,792.16	\$ 24,192.79
FEB	\$ 5,553.88	\$ 5,998.52	\$ 6,975.62	\$ 28,386.36
MAR	\$ 12,195.08	\$ 12,521.72	\$ 12,676.81	\$ 18,074.24
APRIL	\$ 5,190.64	\$ 7,293.24		\$ -
MAY	\$ 31,670.23	\$ 7,037.15		\$ -
JUNE	\$ 12,879.08	\$ 39,273.83		\$ -
JULY	\$ 14,949.94	\$ 8,390.37		\$ -
AUG	\$ 4,264.37	\$ 5,436.35		\$ -
SEPT	\$ 14,969.90	\$ 14,329.79		\$ -
OCT	\$ 3,448.22	\$ 5,495.24		\$ -
NOV	\$ 10,427.69	\$ 7,730.38		\$ -
DEC	\$ 12,462.07	\$ 14,104.13		\$ -
TOTAL	\$ 138,111.18	\$ 134,106.65	\$ 34,444.59	\$ 70,653.39
Funds Remaining	\$ 2,388.82	\$ 393.35	\$ 92,605.41	
R & B	\$ 362,710.00	\$ 249,310.00	\$ 249,310.00	
JAN	\$ 5,869.73	\$ 10,157.39	\$ 9,400.63	
FEB	\$ 7,570.90	\$ 2,162.45	\$ 21,410.74	
MAR	\$ 8,114.16	\$ 5,518.51	\$ 5,397.43	
APRIL	\$ 5,600.40	\$ 5,959.85		
MAY	\$ 6,337.54	\$ 5,471.39		
JUNE	\$ 77,904.63	\$ 73,393.30		
JULY	\$ 22,496.34	\$ 32,227.52		
AUG	\$ 10,997.79	\$ 5,472.17		
SEPT	\$ 3,728.96	\$ 2,563.86		
OCT	\$ 4,155.30	\$ 54,323.21		
NOV	\$ 9,208.11	\$ 3,713.97		
DEC	\$ 59,234.01	\$ 8,793.72		
TOTAL	\$ 221,217.87	\$ 209,757.34	\$ 36,208.80	
Funds Remaining	\$ 116,492.13	\$ 20,552.66	\$ 213,101.20	
NEW PRAGUE FIRE	\$ 76,169.10	\$ 81,191.00		
JORDAN FIRE (Annual)	\$ 42,587.45	\$ 42,587.45		
JF (Roof)				
JF (truck)				
SPECIAL				
JAN			\$ -	
FEB			\$ -	
MAR			\$ -	
APRIL				
MAY				
JUNE				
JULY				
AUG				
SEPT				
OCT				
NOV				
DEC				
TOTAL			\$0.00	