

Helena Township
Board of Supervisors – Meeting Minutes
5/7/2026 | 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, Deputy Treasurer Patricia Peterson, Clerk Heather Taylor DuCharme, Deputy Clerk Kimberly Carlberg, Road Overseer Jeff Haag, and Tom Johnson.																
Minutes	Review of proposed 4/9/2026, 4/15/2026, 4/21/2026, 4/22/2026, 4/23/2026 (LBAE), and 4/23/2026 (special meeting) minutes. On motion by Croatt/Nytes, minutes accepted and approved as presented; carried unanimously.																
Treasurer's Report	<p>Hutton presented the following items.</p> <ol style="list-style-type: none"> 1. Review Treasurer Report, cash positions, year to date payments and receipts, project costs, road and bridge costs, and fire contract costs. Asked how Supervisors want to track attorney's fees for Jordan Fire contract review and revisions. Discussed division of attorney's fees for the contract review and revision. On motion by Nytes/Croatt, Treasurer's Report accepted and approved as presented; carried unanimously. 2. Discussion of IRS issue with Township address. 																
Claims & Receipts	<p>Review and discussion of claims. After review of claims and on motion by Wermerskirchen/Croatt, all claims were approved as presented for payment, including checks 7228-7238 and two ACH/EFT totaling \$7,242.89; carried unanimously. Roll call vote: Wermerskirchen – yes; Croatt – yes; Nytes – yes. Hutton requested Supervisors approve a transfer from savings to checking for the total \$7,242.89 amount of claims and on motion by Wermerskirchen/Nytes, transfer of \$7,242.89 from savings to checking was approved; carried unanimously.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="4" style="text-align: center;">RECEIPTS</th> </tr> <tr> <th style="width: 15%;">Date</th> <th style="width: 15%;">Amount</th> <th style="width: 25%;">Payor</th> <th style="width: 45%;">Purpose/Reason</th> </tr> </thead> <tbody> <tr> <td>4/10/2026</td> <td>\$19.99</td> <td>State of MN</td> <td>ORI</td> </tr> <tr> <td>4/30/2026</td> <td>\$194.40</td> <td>First Bank & Trust</td> <td>Interest - Sweep</td> </tr> </tbody> </table>	RECEIPTS				Date	Amount	Payor	Purpose/Reason	4/10/2026	\$19.99	State of MN	ORI	4/30/2026	\$194.40	First Bank & Trust	Interest - Sweep
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4/30/2026	\$20.55	First Bank & Trust	Interest
4/30/2026	\$20.30	Riverland Bank	Interest

CLAIMS			
Check#	Amount	Payee	Reason/Purpose
ACH	\$183.47	First Bank & Trust	Township Expenses
ACH	\$129.89	State of Minnesota	FML Payment
7228	\$170.00	Minnesota Association of Townships	Education
7229-7236	\$6,003.85	Board Members/Employees	Salary/Meeting Fees/Mileage
7237	\$694.68	Couri & Ruppel, PLLP	Legal Services
7238	\$61.00	Earl F Anderson Division of Safety Signs	Signs

**Road
Overseer
Items
&
Tom
Johnson**

Haag presented the following items for discussion.


1. Discussion of road review items. On motion by Croatt/Nytes, Haag approved to complete items or contract for completion of items from road review list review.
2. Dust coating scheduling update.
3. WCLD property owner request to fill ditch. Taylor DuCharme to send letter (either property owners pay for Township engineer to review request and approve or denial of request).
4. Temporary driveway permit on 255th expiration. Taylor DuCharme to send letter (either remove driveway and close permit, submit new permit and fee, or Township to remove driveway and assess cost to property owner).
5. Haag to obtain quote from Johnson to repair washout issue on Bohnsack.
6. Doug Johnson will be out to grade after the next rain. It has been too dry.
7. Discussion of berm on Camber. Croatt reviewed original plans and it was determined that berm was placed by Soil and Water. Township cannot remove or adjust without Soil and Water approval. Croatt will contact Soil and Water and act as project manager.
8. Haag gave vendor go ahead for mowing park.


Clerk Items

Taylor DuCharme presented the following items/report.

1. Update on property owner communications regarding 255th/Willow assessment.
2. MAT Town Law Review scheduled for 6/5/2026 and signup instructions were emailed. If two or more Supervisors will attend, it will be posted as quorum/meeting. Not expected that two or more Supervisors will attend.
3. Election cycle and notices update.
4. Verified Scott County 2050 comp plan meeting materials were received by Supervisors.
5. Met Council Land Use Survey review.

Deputy Clerk Items	<p>6. Township Insider included photograph of officers at Township Day at the Capitol.</p> <hr/> <p>Carlberg presented the following items/report.</p> <ol style="list-style-type: none"> 1. Update on trees for Raven Stream Park. Wermerskirchen talked to Steve Rynda about tree variety and placement. Discussion and decision regarding number of trees, cost, and timing. Jordan Fire Relief Association is donating \$1,500 to the Township to offset the cost. Wermerskirchen will give Rynda the go ahead for three different varieties of trees for a total of nine trees. 2. Calendar review.
Supervisor Items	<p>Supervisors presented the following items for discussion.</p> <ol style="list-style-type: none"> 1. Croatt asked about an update regarding the LBAE open book resolution/status with Scott County. Taylor DuCharme advised the Board that everything should be in order. 2. Discussion regarding Township properties owned on Pleasant Lake. 3. Review status of PERA issue related to Haag. Township received a certification notice from PERA/Scott County Taxation. Hutton will contact PERA and Scott County Taxation next week to determine next steps and options for Supervisor review at workshop. 4. Chad Sandey from Sand Creek Township will present the proposed fire contract to the City of Jordan/Mayor when it is ready. 5. Andrew Vistad called Wermerskirchen about pond scraping and pond viewings. Wermerskirchen met with Vistad to view ponds in person. Vistad told Wermerskirchen that the pond off of 255th isn't as bad as previously thought. Next steps are soil samples and obtaining quotes. Supervisors agreed Wermerskirchen should tell Vistad to move forward with next steps. Vistad also viewed other ponds with Wermerskirchen and they looked okay at this time. 6. Nytes told the Board that the next New Prague Rural Fire Association meeting is next week. He will provide updates after the meeting, including changes in other townships fire district coverage. 7. Wermerskirchen advised the Board that Rynda told him that New Prague Fire may hold off on purchasing a new fire truck because the current equipment is in good working order.
Motion to Continue	<p>At 7:40 p.m. on motion by Nytes/Croatt, meeting continued workshop on 5/20/2026; carried unanimously.</p>

Respectfully submitted
Dated: 6-4-2026

Clerk

Approved
Dated: 6-4-24

Chairperson

Road Overview 4/27/26

1. Crack fill Lucy and Mark
2. Johnson to straighten two signs in Tower Estates
3. Ryan Holzer will put Helena ponds on the list for consideration for cost sharing; DeAnn will bring list of ponds to May's RMM
4. Culvert inconsistencies on WCLD i.e., north of 24415 and 24315 (Nathan Picha 651.503.0122; south of Picha is Tom W who lives in Lacrosse WI; DeAnn will bring road specifications to May RMM
5. Gravel on 250th's low maintenance road by Schoenbauer's
6. Chevrons on Camber; DeAnn will ask Heather about Camber reconstruction file (Box S)
7. Gravel on Bohnsack Way; also near Jo's driveway; washout in grove (fill/reshape?)
8. Steve Rynda will send Kim new tree recommendations for RSP2 Park
 1. Do we want to plant trees?
9. Crack fill for Michelle and Stevens
10. Sign on 226th needs straightening
11. Trim trees on south side of 270 near Baseline (in front of last house on the south east side)
12. Haag straighten sign (have to pound in new post) on 270th near Drexel
13. Haag to tell Jesse no issue on ditch on 255th near hwy 21
14. temporary driveway on 255th is now in its 7th month. Appears the project isn't done, although no usage of the driveway has been noticed for months now
15. Johnson – green light their gravel recommendations
16. Johnson to straighten sign on Bohnsack (on south side near Drexel)

TREASURER'S REPORT

DATE:

May 7, 2026

FILE COPY

GENERAL CHECKING		\$	2,557.68
OPTIMA PLUS SAVINGS		\$	
Transfer (none)		\$	763,394.06
Deposits (none)		\$	(86,672.63)
Interest 4-30-2026 (Sweep acct)		\$	-
Interest 4-30-2026 (Savings Acct)		\$	194.40
		\$	20.55
		\$	676,936.38
RIVERLAND BANK MM		\$	
Interest 4-30-2026		\$	17,639.24
		\$	20.30
		\$	17,659.54
RIVERLAND BANK CD's		\$	
6 month 9-30-2025		\$	-
12 month 3-31-2026		\$	102,005.48
		\$	104,000.00
		\$	206,005.48

GRAND TOTAL \$ 903,159.08

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

4/10/2026 State of Mn (ORI)		\$	19.99
Total		\$	19.99
Deposit received after month-end close		\$	-
		\$	-

Tally for Funds
2026

Thursday, May 7, 2026					
		Receipts	Orders Paid	Totals	Monthly Notes
General Fund	\$ 162,203.51	\$ 9,188.45	\$ 70,012.26	\$ 101,379.70	
Road & Bridge	\$ 1,222,611.74	\$ 31,295.33	\$ 49,563.42	\$ 1,204,343.65	
Jordan Fire	\$ (36,680.96)	\$ 232.00	\$ 837.19	\$ (37,286.15)	
New Prague Fire	\$ 47,801.77	\$ 563.43	\$ 36,913.15	\$ 11,452.05	
Interest	\$ 5,975.44	\$ 4,912.05		\$ 10,887.49	
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	\$ 48,007.14	\$ 157,326.02	\$ 903,159.08	

ESCROW ACCTS

May 7, 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	\$ 315,866.86	\$ (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	\$ 40,959.20	\$ 86,672.63
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		\$ 37,750.34
NOV	\$ 10,427.69	\$ 7,730.38		\$ -
DEC	\$ 12,462.07	\$ 14,104.13		\$ -
TOTAL	\$ 138,111.18	\$ 134,106.65	\$ 75,403.79	\$ 195,076.36
Funds Remaining	\$ 2,388.82	\$ 393.35	\$ 51,646.21	
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	\$ 7,963.09	
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	\$ 44,171.89	
Funds Remaining	\$ 116,492.13	\$ 20,552.66	\$ 205,138.11	
NEW PRAGUE FIRE	\$ 76,169.10	\$ 81,191.00	\$ 36,913.15	
JORDAN FIRE (Annual)	\$ 42,587.45	\$ 42,587.45	\$ 837.19	
JF (Roof)				
JF (truck)				
SPECIAL				
JAN			\$ -	
FEB			\$ -	
MAR			\$ -	
APRIL			\$ -	
MAY				
JUNE				
JULY				
AUG				
SEPT				
OCT				
NOV				
DEC				
TOTAL			\$0.00	