Helena Township
Board of Supervisors – Meeting Minutes
6/4/2026 | 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, Richard Schoenbauer, Krissy Schoenbauer, and Clayton Johnson. Engineer Andrew Vistad was present by telephone during the meeting. Road Overseer Jeff Haag was not present.
Four Roots Hilltop	Richard Schoenbauer and Krissy Schoenbauer were present to ask questions about and discuss the lot fee for their home construction. Supervisors answered questions and discussed the upcoming Scott County meeting, including whether the plat and rezoning would be on the consent agenda or not and if a Supervisor needed to be present. Taylor DuCharme instructed to contact Scott County about the consent agenda question and will advise the Supervisors about the same. Supervisors discussed that it appears Stockers did not pay the $4,000 lot fee last year in the rush to get their recommendation form completed. Taylor DuCharme to contact Stockers about remitting payment of the fee.
Minutes	Review of proposed May meeting minutes. On motion by Croatt/Wermerskirchen, minutes accepted and approved as presented; carried unanimously.
Treasurer's Report	Hutton presented the following items. 1. Review Treasurer Report and discussed Supervisor questions. On motion by Croatt/Nytes, Treasurer's Report accepted and approved as presented; carried unanimously. 2. Discussion of PERA issue for Peterson.
Engineer Andrew Vistad	3. <u>2027 Road Improvement Project</u>. Supervisors reviewed and discussed the proposed Feasibility Report completed by Vistad and WCLD issues. Taylor DuCharme called Vistad at 5:30 p.m. Vistad answered Supervisors and Board questions and discussed the proposed project (planning, scheduling, assessments, and report) with Supervisors. Discussion included comparisons with previous project costs and

	assessments. Proposed costs include replacing mailbox posts with swing away posts. On motion by Croatt/Nytes, Feasibility Report accepted and approved as presented and scheduling of public improvement hearing approved; carried unanimously. Taylor DuCharme to work with Vistad and Bob Ruppe to schedule hearing on a non-meeting night when Vistad and Ruppe are both available. 1. Driveway Abutments. Call included discussion included the issue of cement abutments at culverts and driveways in the 2027 road improvement project areas. Vistad will be in the area next week and will drive through the project areas to view the abutments and determine if they are potential safety hazards and provide feedback to the Board after his viewing. 2. WCLD. Vistad will meet with Bill Miller about Miller's request to fill in the ditch in the right of way and manage storm water some other way and to review the site in person with Miller. The adjacent property owner Joe Lambrecht will also be at the meeting/review. Miller is paying HAI directly for Vistad to come and review the area and provide the Board with a recommendation. 3. Pond Scraping. Vistad still needs to get quotes for sediment/soil sampling and testing. After he has quotes, he will send them to the Board for review and approval (hopefully by the 6/17/2026 meeting). The actual sampling and testing may take 30-45 days after a quote is approved. 4. Road Rating/CIP Review. When Vistad is in the area to meet Miller, he will also review the Township roads. Normally, Haag would go with but he is unavailable. Either Nytes or Wermerskirchen will ride along with Vistad for the review.
Art Johnson Trucking	Clayton Johnson was present to drop off the Art Johnson Trucking quote ($2,900) for the proposed project on Bohnsack Way. Johnson also picked up the payment on Art Johnson Trucking's current claim. On motion by Croatt/Nytes, quote accepted and approved as presented; carried unanimously. Croatt will contact Tom Johnson to discuss addition gravel placement on a driveway near the project.
Claims & Receipts	Review and discussion of claims. After review of claims and on motion by Nytes/Wermerskirchen, all claims were approved as presented for payment, including checks 7239-7252 and 7254 and five ACH/EFT totaling $97,483.29; carried unanimously. Check 7253 was voided. Check 7255 was written out inadvertently for the Bohnsack Way quote. Hutton will hold on to check 7255 for after work is completed and payment of a claim after presented is approved. Roll call vote: Wermerskirchen – yes; Croatt – yes; Nytes – yes. Hutton requested Supervisors approve a transfer from savings to checking for the total $100,392.29 amount of claims (plus check 7255 which is being held back and not approved) and on motion by Wermerskirchen/Nytes, transfer of $100,392.29 from savings to checking was approved; carried unanimously.

CLAIMS			
Check#	**Amount**	**Payee**	**Reason/Purpose**
ACH	$335.48	First Bank & Trust	Township Expenses
ACH	$138.54	State of Minnesota	FML Payment
ACH	$768.18	State of Minnesota	Withholding
ACH	$4,498.44	Department of Treasury/IRS	Withholding
ACH	$1,797.40	PERA	Pension
7239	$35,454.75	Art Johnson Trucking, Inc	Grading/Gravel Hauling
7240	$139.00	Electronic Connection	Computer Maintenance
7254	$21,938.50	Envirotech Services	Dust Coating
7241	$26,583.60	Kraemer Mining & Materials, Inc.	Gravel
7252	$52.65	Lakers New Prague Sanitary Inc	Trash Disposal
7242	$75.00	Minnesota Association of Townships	Education
7243	$750.00	Skluzacek Tree Movers	Right of Way Maintenance
7244-7251	$4,960.75	Board Members/Employees	Salary/Meeting Fees/Mileage

RECEIPTS			
Date	Amount	Payor	Purpose/Reason
5/12/2026	$153.31	State of MN	ORI
5/21/2026	$1,500	Jordan Fire Association	Tree Grant
5/31/2026	$167.15	First Bank & Trust	Interest - Sweep
5/31/2026	$21.23	First Bank & Trust	Interest
5/31/2026	$19.64	Riverland Bank	Interest

Supervisor Items

Supervisors presented the following items.

1. Nytes attended a New Prague Rural Fire Meeting and provided an updated, including changes to other township supervisors.
2. Croatt provided an update on Haag.
3. Discussion of the SWMO email/meetings.
4. Croatt road along for dust coating. Approximately $4,000 of dust coating cost was for Alton.
5. Wermerskirchen attended the Township Chair/County Commissioner meeting last week. Discussion included CDA updates and fraud issues. Chad Sandey from Sand

	Creek called Wermerskirchen after the meeting to discuss the Jordan Fire contract revision status. Upon Sandey's questioning, Wermerskirchen advised Sandey he should provide the proposed revised contract to the City of Jordan. Wermerskirchen communicate with Sandey for updates. 6. Wermerskirchen observed a lot of big equipment on 255th by the new houses. Unknown what the equipment was doing. 7. Discussion of including a running tally of ORI money received to the website. Issue tabled. 8. Wermerskirchen noticed a sign on Camber is very faded. When Haag is back to work, Taylor DuCharme will ask him to order a new one for Wermerskirchen or Haag to install. 9. Discussion of ¾" inch versus 1" rock being used. 10. Discussion of revision of township recommendation form to better avoid issues with missed lot fee payments.
Clerk Items	Taylor DuCharme presented the following items/report. 1. Update on Kraemer emails (needed tax exemption certificate & emailed claims). 2. Update on Met Council emails/letters. 3. Scott County Sheriff emailed about Night to Unite (8/4/2026). 4. Received email from Haag about Road Overseer items.
Deputy Clerk Items	Carlberg presented the following items/report. 1. Discussion of problems with entrance. 2. Jordan Fire 3rd notice update – RV fire (person to be assessed lives in Minneapolis). 3. Additional Jordan Fire update that Township has not received any new fire notices for billing. 4. Recycling events all added to website.
Motion to Continue	At 6:50 p.m. on motion by Nytes/Croatt, meeting continued workshop on 6/17/2026; carried unanimously.

Respectfully submitted
Dated: 7-2-2026

Clerk

Approved
Dated: 7-2-26

Chairperson

TREASURER'S REPORT

DATE: June 4, 2026 **FILE COPY**

GENERAL CHECKING		**$**	**4,210.99**
OPTIMA PLUS SAVINGS		$	676,936.38
	Transfer (none)	$	(10,206.18)
	Deposits (none)	$	-
	Interest 5-30-2026 (Sweep acct)	$	167.15
	Interest 5-30-2026 (Savings Acct)	$	21.23
		$	**666,918.58**
RIVERLAND BANK MM		$	17,659.54
	Interest 4-30-2026	$	19.64
		$	**17,679.18**
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	**$**	**894,814.23**

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

5/12/2026	State of Mn (ORI)	$	153.31
5/21/2026	Jordan Fire gambling account (TREES)	$	1,500.00
	Total	**$**	**1,653.31**

Deposit received after month-end close

	$	-
	$	**-**

Tally for Funds
2026

Thursday, June 4, 2026		Receipts	Orders Paid	Totals	Monthly Notes
General Fund	$ 162,203.51	$ 10,841.76	$ 78,854.01	$ 94,191.26	
Road & Bridge	$ 1,222,611.74	$ 31,295.33	$ 50,233.17	$ 1,203,673.90	
Jordan Fire	$ (36,680.96)	$ 232.00	$ 1,033.12	$ (37,482.08)	
New Prague Fire	$ 47,801.77	$ 563.43	$ 36,913.15	$ 11,452.05	
Interest	$ 5,975.44	$ 5,120.07		$ 11,095.51	
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)		$ 498.75	$ (176,149.44)	
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	**$ 49,868.47**	**$ 167,532.20**	**$ 894,814.23**	

ESCROW ACCTS

June 4, 2026

	TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE	
MISC PROJECTS				
ROAD PROJECTS				
255th-Willow	$ 72,800.00	$ 197,783.23	$ (124,983.23)	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	$ 40,959.20		$ 86,672.63
MAY	$ 31,670.23	$ 7,037.15	$ 8,841.75		$ 10,206.18
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	$ 84,245.54		$ 167,532.20
Funds Remaining	$ 2,388.82	$ 393.35	$ 42,804.46		
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	$ 669.75		
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	$ 44,841.64		
Funds Remaining	$ 116,492.13	$ 20,552.66	$ 204,468.36		
NEW PRAGUE FIRE	$ 76,169.10	$ 81,191.00	$ 36,913.15		
JORDAN FIRE (Annual)	$ 42,587.45	$ 42,587.45			
JF (Roof)					
JF (truck)					
SPECIAL					
JAN			$ -		
FEB			$ -		
MAR			$ -		
APRIL		JF - contract	$ 837.19		
MAY		255th/Willow 498.75, JF - contract 195.93	$ 694.68		
JUNE					
JULY					
AUG					
SEPT					
OCT					
NOV					
DEC					
TOTAL			$1,531.87		