

**Helena Township  
Board of Supervisors – Meeting Minutes  
7/15/2026 | 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, Deputy Treasurer Patricia Peterson, Clerk Heather Taylor DuCharme, Deputy Clerk Kimberly Carlberg, Road Overseer Jeff Haag, Krissy Schoenbauer, and Ricky Schoenbauer. Not present: Treasurer Nathan Hutton.

**MEETING DISCUSSION**

1. Ricky Schoenbauer and Krissy Schoenbauer were present regarding a construction update and to request a township approval form for building permits, which Taylor DuCharme signed.
2. Peterson provided an update regarding the PERA catchup payments.
3. Haag updated the Board on the sumac on Bohnsack Way, which is out of the right of way and of which Croatt advised the neighboring property owner who asked about it.
4. Resident on 270<sup>th</sup> called Haag and Nytes about grass on in the gravel and ditches. Haag and Nytes inspected. The ditches are properly cut. There is grass down the center of the gravel because of limited use of the road, but it isn't long. Haag called Doug Johnson, who will address the issue the next time grading is needed.
5. Wermerskirchen picked up a rocking chair, cushion, and bags from the ditch along Alton (Haag is still on medical restrictions).
6. A new mailbox post was installed at the second new house on 255<sup>th</sup> and the claim has been emailed to Taylor DuCharme and Hutton.
7. The two properties on WCLD who wanted to remove ditches have done so. It appears they filled the ditches before receiving formal approval from the Supervisors but may have received correspondence directly from the engineer. Supervisors instructed Taylor DuCharme to send a letter to the property owners.
8. Haag received a call from a property owner on 270<sup>th</sup> about possible thistle. Haag inspected and it appears to be wild bergamot, which is not a noxious weed. Haag will advise the property owner who made the report. If the property owner still questions the plant, SWCD said they could come out and look as well. There was discussion about noxious weed removal enforcement.
9. Taylor DuCharme updated the Board regarding a call on a fire call invoice for an incident in January of 2025.
10. Resolution 07152026A – Appointment of Election Judges for the Precinct of Helena Township for the Primary Election August 11, 2026 and General Election November 3, 2026 was presented to the Supervisors for review and approval. On motion by Croatt/Nytes, Resolution was approved as presented; carried unanimously.
11. Resolution 07152026b – Resolution Accepting Feasibility Study and Calling for a Hearing on the Improvements for the 2027 Road Improvement Project was presented to the Supervisors for review and approval. On motion by Nytes/Croatt, Resolution was approved as presented; carried unanimously.

12. Supervisors reviewed and approved changes to the Township Recommendation Form.
13. Discussion of the filing period and affidavits of candidacy received.
14. Taylor DuCharme ordered an ink cartridge for Carlberg with the Township credit card because Carlberg has been printing documents and postings on behalf of the Township. Supervisors approved the purchase.
15. Discussion of New Prague City Council meeting scheduled for 8/3/2026 at 6 p.m. and Planning Commission meeting scheduled for 7/22/2026 at 6:30 p.m. related to proposed housing development and annexation along Alton Avenue. Carlberg to post both meetings for possible quorum.
16. Supervisors instructed Taylor DuCharme to email out request for snowplow quotes so they can be reviewed prior to or by September.
17. Discussed employee handbook cost correction provided by Bob Ruppe (\$850 for template plus hourly for an estimated additional \$1,500-\$2,000 for a possible total of \$2,850). On motion by Nytes/Croatt, Taylor DuCharme approved to have Ruppe prepare an employee handbook for the Township; carried unanimously.
18. Discussion of 2027 planned road improvement project, including hearing scheduling, notices, and presentation. Supervisors instructed Taylor DuCharme to obtain a copy of the engineer presentation prior to the August workshop for review prior to the public hearing.
19. Carlberg updated the Board on upcoming deadlines and calendar items and quorum notice postings.
20. Carlberg reviewed the website analytics reports for the Board.
21. Wermerskirchen asked if there were any updates on the testing for the pond scraping project (none). Taylor DuCharme will contact the engineer for status.
22. Discussion of upcoming MAT D4 meeting at Spring Lake Township Hall. Carlberg will post this as well.
23. Nytes provided an update from the Fireman Fish Fry. Discussion of possible retirements, including on other township boards. Nytes updated the Board on his conversation with New Prague Mayor Chuck Nicolay at the fish fry about Alton Avenue and timing of a possible transfer of the road to the City of New Prague. Discussion regarding how much of the road might be transferred and related issues. Taylor DuCharme instructed to email Ruppe to ask about issues related to these kinds of transfers.

**ADJOURNMENT.** At 6:05 p.m. on motion by Croatt/Wermerskirchen, meeting adjourned; carried unanimously.

Respectfully submitted

Dated: 8-6-2026

  
Clerk

Approved

Dated: Aug-6-26

  
Chairperson

**TOWN OF HELENA  
SCOTT COUNTY  
STATE OF MINNESOTA**

**RESOLUTION NO. 07152026 B**

**RESOLUTION ACCEPTING FEASIBILITY STUDY  
AND CALLING FOR A HEARING ON THE IMPROVEMENTS  
FOR THE 2027 ROAD IMPROVEMENT PROJECT**

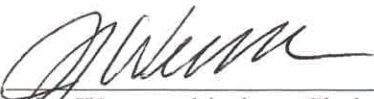
WHEREAS, the Town Board sought to determine the estimated costs of the 2027 Road Improvement Project for improving Silver Maple Drive, Maple Court and Hunter Ridge by commissioning a feasibility study of the proposed project from Hakanson Anderson, the Township's Engineers; and

WHEREAS, Helena Township has received a feasibility study prepared by Hakanson Anderson related to the estimated cost for the 2027 Road Improvement Project, all said improvements located within Helena Township, Scott County, State of Minnesota.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF HELENA TOWNSHIP, SCOTT COUNTY, MINNESOTA:**

1. Hakanson Anderson's feasibility study was received and accepted by the Town Board of Helena Township on June 4, 2026. The feasibility study for the 2026 Road Improvement Project is incorporated herein by reference.
2. A public hearing shall be held on said improvements on September 3, 2026 at 6:30 p.m. at the New Prague Ambulance Conference Room located at 505 5<sup>th</sup> Avenue NW, New Prague, Minnesota 56071.
3. The Town Clerk shall cause to have mailed and published notice of such public hearing as required by law.

*15 WA PC*  
Passed July 8, 2026.

  
John Wermerskirchen, Chairperson

  
Heather M. Taylor DuCharme, Clerk

**Helena Township – Board of Supervisors**

**Resolution 07152026 A**

**APPOINTMENT OF ELECTION JUDGES  
FOR THE PRECINCT OF HELENA TOWNSHIP  
FOR THE PRIMARY ELECTION AUGUST 11, 2026  
AND GENERAL ELECTION NOVEMBER 3, 2026**

WHEREAS, 8/11/2026 is the Primary Election Day and polls will be open from 7 a.m. through 8 p.m.; and

WHEREAS, 11/3/2026 is the General Election Day and polls will be open from 7 a.m. through 8 p.m.; and

WHEREAS, Election Judges shall perform all statutory duties pertaining to opening the polling location, ballot preparation, assisting voters, counting ballots, and preparation of summary statements, and closing the polling location.

NOW THEREFORE BE IT RESOLVED, by the Township of Helena, in the County of Scott, State of Minnesota, that the Board of Supervisors appoints the following individuals as Election Judges.

|                            |                     |                    |
|----------------------------|---------------------|--------------------|
| Ann Houghton*              | Jeff Haag           | Patricia Lambrecht |
| Allen Sticha               | Jodi Prip*          | Patricia Peterson  |
| Anthony Schepers           | Jon Hendricks*      | Peter Croatt       |
| Beth Johnson               | Kimberly Carlberg   | Rhonda Sandey      |
| DeAnn Croatt               | Lisa Wolf           | Robert Yost        |
| Diane Johnson              | Lori Bisek          | Travis Kabes*      |
| Douglas Devorak            | Marty Bisek         | Robin Smith        |
| Heather M. Taylor DuCharme | Pamela Kay Caselius | Larry Smith        |

*\*Still waiting for email confirmation of availability.*

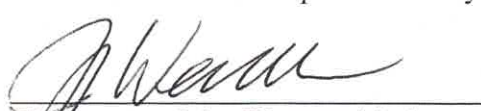
BE IT FURTHER RESOLVED that in case an appointed Election Judge is unable to serve, the Clerk is authorized to find a substitute for the Election Judge who cannot serve.

Chairperson John Wermerskirchen  
Supervisor Edward Nytes  
Supervisor DeAnn Croatt

Y  
Y  
Y

This Resolution is adopted by the Board of Supervisors of Helena Township this 15<sup>th</sup> day of July, 2026.

  
Clerk Heather M. Taylor DuCharme

  
Chairperson John Wermerskirchen



## Township Approval Form for Building Permits

Building Inspections 200 Fourth Avenue West · Shakopee, MN 55379-1220  
Building Codes: (952) 496-8160 · Zoning Ordinances: (952) 496-8653  
[www.scottcountymn.gov/933/Building-Inspections](http://www.scottcountymn.gov/933/Building-Inspections)  
Email: [buildinginspections@co.scott.mn.us](mailto:buildinginspections@co.scott.mn.us)

|                                                  |                                                                                    |                                                                                                                                                             |                  |
|--------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>SITE INFORMATION</b>   Township <u>Helena</u> |                                                                                    | PID#                                                                                                                                                        | Permit#          |
| Site Address: <u>XXXXX Drexel Ave</u>            |                                                                                    | City <u>New Prague</u>                                                                                                                                      | Zip <u>56071</u> |
| Project Description: <u>New Home Residential</u> |                                                                                    |                                                                                                                                                             |                  |
| <b>Township</b>                                  | Township approval/signature required to be submitted with application as indicated |                                                                                                                                                             |                  |
| Belle Plaine                                     | Residential                                                                        | new home, move house/structure                                                                                                                              |                  |
|                                                  | Commercial                                                                         | new building, move building/structure                                                                                                                       |                  |
| Blakeley                                         | Residential                                                                        | new home, demolition, move house/structure, addition, deck, garage, pole building, porch, shed, swimming pool, fence, Ag Building                           |                  |
|                                                  | Commercial                                                                         | new building, move building/structure                                                                                                                       |                  |
| Cedar Lake                                       | Residential                                                                        | new home, demolition, move house/structure                                                                                                                  |                  |
|                                                  | Commercial                                                                         | new building, move building/structure                                                                                                                       |                  |
| Helena                                           | Residential                                                                        | new home, demolition, move house/structure                                                                                                                  |                  |
|                                                  | Commercial                                                                         | new building, move building/structure                                                                                                                       |                  |
| Jackson                                          | Residential                                                                        | new home, demolition, move house/structure, addition, ag building, basement finish, deck, fence, garage, pole building, porch, remodel, shed, swimming pool |                  |
|                                                  | Commercial                                                                         | new building, move building/structure                                                                                                                       |                  |
| Louisville                                       | Residential                                                                        | new home, demolition, move house/structure                                                                                                                  |                  |
|                                                  | Commercial                                                                         | new building, move building/structure                                                                                                                       |                  |
| New Market                                       | Residential                                                                        | new home, demolition, move house/structure                                                                                                                  |                  |
|                                                  | Commercial                                                                         | new building, move building/structure                                                                                                                       |                  |
| Sand Creek                                       | Residential                                                                        | new home, demolition, move house/structure                                                                                                                  |                  |
|                                                  | Commercial                                                                         | new building, move building/structure                                                                                                                       |                  |
| Spring Lake                                      | Residential                                                                        | new home, move house, move a structure                                                                                                                      |                  |
|                                                  | Commercial                                                                         | new commercial building, commercial move a structure                                                                                                        |                  |
| St. Lawrence                                     | Residential                                                                        | new home, demolition, move house/structure, addition, ag building, fence, garage, pole building, shed                                                       |                  |
|                                                  | Commercial                                                                         | new building, move building/structure, reroof, new mechanical                                                                                               |                  |

|                                                |                                                                    |                          |
|------------------------------------------------|--------------------------------------------------------------------|--------------------------|
| Township Approval Signature<br>                | Township Printed Name<br><u>Heather Taylor Ducharme</u>            | Date<br><u>7-15-2026</u> |
| Permit Applicant<br><u>Richard Schoenbauer</u> | Applicant Address<br><u>24290 Drexel Ave, New Prague, MN 56071</u> |                          |
| Applicant Phone<br><u>952-465-1669</u>         | Applicant Email<br><u>rschoenbauer92@gmail.com</u>                 |                          |