

Helena Township
Board of Supervisors – Meeting Minutes
7/2/2026 | New Prague Fire Hall

CALL TO ORDER. Regular 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, Jason Stocker, and Holly Stocker.

MEETING DISCUSSION

RECEIPTS			
Date	Amount	Payor	Purpose/Reason
6/10/2026	\$366.66	State of MN	ORI
6/29/2026	\$142.40	Rasmussen	Dust Coating
6/30/2026	\$160.35	First Bank & Trust	Interest - Sweep
6/30/2026	\$20.55	First Bank & Trust	Interest
6/30/2026	\$21.20	Riverland Bank	Interest

CLAIMS			
Check#	Amount	Payee	Reason/Purpose
7255 & 7256	\$7,049.77	Art Johnson Trucking Inc.	Gravel/Grading/Ditch
7257	\$427.60	Couri & Ruppe PLLP	Legal Fees
7272	\$168.90	Earl F Anderson – Safety Signs	Road Signs/Materials
7258	\$320.40	Envirotech Services	Dust Coating
ACH	\$299.42	First Bank & Trust	Township Expenses
7259	\$175.75	Hakanson Anderson	Engineering Expenses
7260	\$1,576.46	Kraemer Mining & Materials, Inc.	Gravel
7261	\$1,916.00	Minnesota Association of Townships Insurance Trust	Insurance
7262	\$6,510.00	Steve Rynda Construction and Landscape LLC	Park Maintenance
7263	\$99.00	Suel Printing Company	Legal Publication
7264	\$2,591.16	TJ Deutsch	Ditch Mowing

ACH	\$2,738.66	PERA	Pension
7265-7271	\$5,022.80	Board Members/Employees	Salary/Meeting Fees/Mileage

1. Review of proposed June meeting minutes. On motion by Croatt/Nytes, minutes accepted and approved as presented; carried unanimously.
2. Stockers attended the meeting to discuss the lot fee. They objected to paying the lot fee because they were not told of the lot fee prior to the mylar signing. Wermerskirchen advised the Stockers that in part due to the rush at the time of the permit request and mylar the fee was missed but that steps were being taken to avoid such issues in the future. On motion by Wermerskirchen/Croatt, fee waived due to notice and collection being untimely; carried unanimously.
3. Hutton presented Treasurer Report for review and discussion as well as correspondence from PERA. On motion by Nytes/Croatt, Treasurer's Report accepted and approved as presented; carried unanimously.
4. Review and discussion of claims. After review of claims and on motion by Croatt/Wermerskirchen, all claims were approved as presented for payment, including checks 7255-7272 and two ACH/EFT totaling \$28,895.92; carried unanimously. Roll call vote: Wermerskirchen – yes; Croatt – yes; Nytes – yes. Hutton requested Supervisors approve a transfer from savings to checking for the total \$28,895.92 amount of claims and on motion by Nytes/Croatt, transfer of \$28,895.92 from savings to checking was approved; carried unanimously.
5. Wermerskirchen asked Hutton to compile information regarding the last few years gravel and grading costs. Hutton provided an overview during the meeting.
6. Haag provided an update regarding:
 - a. Update on sign replacement and repair.
 - b. Dead tree debris removal on Redwing and Drexel at 245th Street. Haag is still on medical restrictions, so Wermerskirchen will do the branch clean up. There was discussion of needing conflict of interest waivers/forms, but Wermerskirchen will not add the time to his claim based on the minimal time expected to be required. There was also discussion of workers compensation coverage.
 - c. Weed control at Raven Stream Park. Haag called Quality Green and confirmed that they are spraying as instructed by the Township. The Township changed from multiple applications every year to one application for preemergent weeds only. Discussion of additional treatments and costs associated with additional treatments tabled.
7. Croatt contacted by resident on Bohnsack regarding sumac in ROW. Croatt believes sumac is on resident's neighbor's property outside of ROW. Haag will drive out, review, and provide update at next meeting.
8. Taylor DuCharme provided updates on the following:
 - a. Website and ADA compliance requirements, including 2027 deadlines and photo descriptions.
 - b. 2027 road improvement project public hearing scheduling and posting (9/3/2026 at 6:30 p.m.). Supervisors instructed Taylor DuCharme to advise engineer to provide presentation materials for review prior to August workshop for review at workshop.

- c. Review of concept plan provided by City of New Prague.
 - d. Hakanson Anderson provided a memo regarding the WCLD ditch fill in request by WCLD residents. On motion by Croatt/Nytes, memo recommendations accepted as provided by engineer; carried unanimously.
 - e. Jordan Fire emails for meeting last week contained objectionable statements by City of Jordan employee, which Croatt responded to with professionalism and decorum.
9. Carlberg provided updates regarding the following:
- a. Dust coating payment received from resident. Invoices update.
 - b. No update on website analytics yet – still needs additional review before an update will be ready.
 - c. Website and posting location postings.
 - d. Website updates and photos. Wermerskirchen instructed Carlberg to include pictures from recent Bohnsack Way project and have them available to include at annual meeting.
 - e. Jordan Fire payments and invoices update. RV fire invoice mailed to RV owner's address in Minneapolis returned with no forwarding information available. No attempts to contact RV owner have been successful. On motion by Croatt/Nytes, invoice written off and collection efforts discontinued; carried unanimously.
10. Cedar Lake Township contacted Croatt regarding resolution and certificate of indebtedness issues they are having regarding a project CLT is planning. Couri & Ruppe advised CLT that CLT needs to contact a separate bonding attorney and municipal advisor because C&R no longer provides those services. CLT contacted some professionals and the costs quoted were high. CLT talked with Croatt about self-preparing the required documents. Helena Township discussed that whoever CLT uses for lending may be able to assist CLT with bonding paperwork issues.
11. Wermerskirchen asked Taylor DuCharme how quickly she forwards emails she receives to the Board for review. Taylor DuCharme advised the Board that she checks emails daily and forwards emails as soon as she is able to do so, which often is the same day or within a day of receipt.
12. Croatt (and Nytes) provided an update from the C&R Legal seminar, including regarding annexation agreements and employee handbooks. Taylor DuCharme contacted Croatt regarding employee handbooks after the MAT legal seminar and Croatt asked her to obtain a quote from C&R for cost. At C&R legal seminar, Ruppe stated a lower amount. On motion by Croatt/Nytes, Taylor DuCharme instructed to contact C&R to have employee handbook created for \$850; carried unanimously.
13. Supervisors discussed upcoming non-Township meetings. MAT District 4 Meeting is scheduled for 8/5/2026; Carlberg will post for possible quorum. Alton Avenue upcoming meeting 7/9/2026; only Croatt and Taylor DuCharme will attend; no posting needed. Scott County Fair breakfast is 7/22/2026 at 7:30 a.m.; no quorum of supervisors will attend.
14. Croatt provided an update from a Township Tuesday presentation about nuisance properties and legally allowable responses.
15. Wermerskirchen talked to Sheriff Hennen about fireworks permits and notice to the Township. Hennen did not know that the Township wasn't being notified of approved permits. Hennen will have his office forward the Township information when permits are approved so Supervisors can appropriately respond to residence complaints and contacts.

MEMORANDUM

TO: Helena Township Board

CC:

FROM: Andrew Vistad, P.E. Township Engineer

DATE: 6/15/2026

RE: 24951 West Cedar Lake Drive

Helena Township Board

A resident located at **24951 West Cedar Lake Drive** submitted a request to complete landscaping improvements on their property that would extend into the township right-of-way. On **June 12, 2026**, a site meeting was conducted with property owner **Bill Miller** and **Joe Lambrecht** to review and discuss the proposed changes.

During the meeting, the property owners expressed their intent to eliminate the existing roadway ditch and modify the drainage pattern to redirect runoff from the roadway and their front yards along their property lines, ultimately discharging directly into Cedar Lake. Based on the preliminary information provided, the proposed plans do not appear to contain any activities that will result in adverse impacts to township infrastructure.

Both property owners were clearly advised that drainage modifications must not result in the redirection of water onto adjacent properties. They acknowledged and understand that any alterations to drainage conveyance must comply with applicable regulations and that responsibility for these modifications will become binding for both current and future property owners.

Couri & Ruppe Legal Seminar | June 25, 2026 | Albertville City Hall 9 AM-4:15 PM

Attended by: Supervisors Ed Nytes and DeAnn Croatt (84 attendees)

In addition to the slide handouts, the following are notes of particular interest of this attendee 😊.

Road Vacations (Ruppe):

1. Must serve personally
2. When a road is closed, there is no time limit for closure

Road Drainage (Stordahl):

1. Should the township consider use of High-Density Polyethylene with metal ends for cost savings in areas where there's not sitting water?
2. Should the township consider redoing the west side of WCLD where drainage is still an issue?

Conflicts of Interest (Allseits):

1. When in doubt, recuse!
2. Ensure current Conflict of Interest Resolution is in the file (annually at the Reorganizational Meeting)
3. A township hat is always on
4. Sale of township property cannot be to a supervisor
5. Election Judges who are also an officer, needs a C of I Resolution
6. May want to discuss adding supervisors to the Worker Comp policy

Drones (Allseits):

1. Too many FAA regulations to make it practical for a township to own one
2. More efficient and less costly to contract drone work
3. When standing in ROW or any public land, you can take pictures and videos of private property
4. Can never include thermal imaging
5. Fun Fact: township may deputize people

Contract vs Employee (Couri):

1. Withholding may increase from .88 to 1.2
2. FMLA must be paid for EJ's; uniform coverall for all employees
3. May share employees with other townships

Personnel Policies (Allseits):

1. Whole lot of time and energy spent on WSST, which twps may never use
2. Document well
3. Reviews for employees
4. Policy is binding; procedures are guides
5. Handbooks have policy only
6. Just for employees
7. Job descriptions are essential
8. Mark created a handbook for a group of townships, and the shared cost was \$800-850/township; other townships may purchase for the same amount

Annexations (Ruppe):

1. 120-acre rule used to be a 60-acre rule
2. Payments to townships by annexing city is no longer by statute
3. OA older than ten years may be terminated by either party; state statute allows OA's up to ten years

Respectfully submitted by DeAnn Croatt, Supervisor

TREASURER'S REPORT

DATE:

July 2, 2026

FILE COPY

GENERAL CHECKING	\$	7,624.80
Uncleared Payments	\$	7,352.51
OPTIMA PLUS SAVINGS	\$	666,918.58
Transfer (none)	\$	(100,392.29)
Deposits (Scott County 1st half)	\$	318,094.97
Interest 6-30-2026 (Sweep acct)	\$	160.35
Interest 6-30-2026 (Savings Acct)	\$	20.55
	\$	884,802.16
RIVERLAND BANK MM	\$	17,679.18
Interest 6-30-2026	\$	21.70
	\$	17,700.88
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 \$ 1,116,133.32

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

6/10/2026 State of Mn (ORI)	\$	366.66
6/29/2026 Rasmussen (Dust Coating)	\$	142.40
Total	\$	509.06

Deposit received after month-end close

\$	-
\$	-

Breakdown: Tax Settlement

General	\$	74,080.23
Road & Bridge	\$	144,661.48
New Prague Fire	\$	48,103.89
Jordan Fire	\$	26,489.00
	\$	293,334.60
RS	\$	5,230.95
WCLD	\$	12,444.21
255th	\$	3,285.48
Marden	\$	1,278.52
KOLUMA	\$	2,521.21
	\$	318,094.97

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	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	\$ 12,234.95	\$ 97,487.54
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	\$ 96,480.49	\$ 265,019.74
Funds Remaining	\$ 2,388.82	\$ 393.35	\$ 30,569.51	
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	\$ 85,252.59	
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	\$ 130,094.23	
Funds Remaining	\$ 116,492.13	\$ 20,552.66	\$ 119,215.77	
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	

Tally for Funds
2026

Thursday, July 2, 2026					
		Receipts	Orders Paid	Totals	Monthly Notes
General Fund	\$ 162,203.51	\$ 85,288.65	\$ 91,088.96	\$ 156,403.20	
Road & Bridge	\$ 1,222,611.74	\$ 176,099.21	\$ 135,485.76	\$ 1,263,225.19	
Jordan Fire	\$ (36,680.96)	\$ 26,721.00	\$ 1,033.12	\$ (10,993.08)	
New Prague Fire	\$ 47,801.77	\$ 48,667.32	\$ 36,913.15	\$ 59,555.94	
Interest	\$ 5,975.44	\$ 5,322.67		\$ 11,298.11	
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)	\$ 3,285.48	\$ 498.75	\$ (172,863.96)	
MarDen	\$ (53,926.02)	\$ 1,278.52		\$ (52,647.50)	
Koeper/Lucy/Mark	\$ (182,209.21)	\$ 2,521.21		\$ (179,688.00)	
WCLD	\$ (145,189.18)	\$ 12,444.21		\$ (132,744.97)	
RS 2/3	\$ (63,296.58)	\$ 7,046.83		\$ (56,249.75)	
	\$ 1,012,477.96	\$ 368,675.10	\$ 265,019.74	\$ 1,116,133.32	

ESCROW ACCTS

July 2, 2026

		TOTAL RECEIVED		TOTAL DISTRIBUTED		CURRENT BALANCE	
MISC PROJECTS							
ROAD PROJECTS							
255th-Willow	\$	76,085.48	\$	197,783.23	\$	(121,697.75)	Added December 2024
Raven Stream	\$	77,890.48	\$	439,060.60	\$	(361,170.12)	
MarDen	\$	22,376.12	\$	76,301.67	\$	(53,925.55)	
Koeper-Lucy-Mark	\$	133,282.43	\$	315,866.85	\$	(182,584.42)	
West Cedar Lake	\$	398,684.57	\$	519,518.61	\$	(120,834.04)	