Helena Township
Board of Supervisors – Meeting Minutes
8/6/2026 | 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, and Tom Johnson.

MEETING DISCUSSION

CLAIMS			
Check#	**Amount**	**Payee**	**Reason/Purpose**
7273	$1,633.74	Couri & Ruppe PLLP	Legal Fees
ACH	$278.83	First Bank & Trust	Township Expenses
7274	$4,720.13	Hakanson Anderson	Engineering Expenses
7275	$275.00	JAAKLLC	Mailbox Post
7276	$2,755.76	Scott County	Salt
7277	$810.00	Steve Rynda Construction and Landscape LLC	Park Maintenance
7278-7285	$6,187.20	Board Members/Employees	Salary/Meeting Fees/Mileage

RECEIPTS			
Date	Amount	Payor	Purpose/Reason
7/3/2026	$926.31	Mehrkens	Dust Coating
7/6/2026	$544.68	Tasto	Dust Coating
7/10/2026	$93.33	State of Minnesota	ORI
7/14/2026	$66.22	Hamilton	Dust Coating
7/16/2026	$2.00	Hutton	Election Filing Fee
7/16/2026	$2.00	Nytes	Election Filing Fee
7/16/2026	$2.00	Wermerskirchen	Election Filing Fee
7/20/2026	$855.50	State of Minnesota	Town Aid
7/31/2026	$180.30	First Bank & Trust	Interest - Sweep
7/31/2026	$22.61	First Bank & Trust	Interest
7/31/2026	$21.05	Riverland Bank	Interest

1. Discussion and review of MAT District 4 meeting attended 8/5/2026, including issues related to contracts, accepting or denying bids/quotes, and weed control.

2. Review of proposed July meeting minutes and 8/5/2026 meeting minutes. On motion by Croatt/Nytes, minutes accepted and approved as presented; carried unanimously.

3. Review of deadline for snow plow quotes to be received for review at August workshop.

4. Hutton presented Treasurer Report for review and discussion, including deposits, 2027 project naming (SMH – Silver/Maple/Hunter), and historical contract costs (follow up from MAT D4 meeting information). On motion by Nytes/Croatt, Treasurer's Report accepted and approved as presented; carried unanimously.

5. Review and discussion of claims and orders, including increased IRS mileage reimbursement rate. Discussion of board members not needing to include addresses on claims for confidentiality pursuant to new state laws. After review of claims and on motion by Croatt/Wermerskirchen, all claims were approved as presented for payment, including checks 7273-7285 and one ACH/EFT totaling $16,678.67; carried unanimously. Roll call vote: Wermerskirchen – yes; Croatt – yes; Nytes – yes. Hutton requested Supervisors approve a transfer from savings to checking for the total $16,678.67 amount of claims and on motion by Nytes/Croatt, transfer of $16,678.67 from savings to checking was approved; carried unanimously.

6. Haag provided an update regarding:

    a. The empty lot on Willow Lane is for sale.
    b. Called property owner about thistle review from last meeting and advised property owner there was no thistle and discussed dust coating being missed this year.
    c. Haag's medical restrictions still in effect.
    d. There is a dead tree on Willow Lane that is outside the ROW but hanging over the street. Supervisors instructed Taylor DuCharme to send letter to property owner instructing property owner to remove tree.
    e. Property owner on 270th contacted Nytes about 270th needing to be bladed. Johnson said Doug will do it as soon as possible weather and schedule permitting.
    f. Wermerskirchen talked to a property owner blading the triangle shaped portion of the roads at the end of CR8 (Vermont and W 220th). Wermerskirchen advised the property owner that the roads are township roads and the property owner should not be blading them. Property owner told Wermerskirchen that they don't want and will not allow the township to grade the roads adjacent to their property in that location. Johnson advised the Board that the property owner does allow snow plowing without objection. Johnson also advised the Board that the property owner previously objected to Township maintenance of the road which caused deterioration to the road leading to having to repair it. Johnson also stated that when Duane Deutch was on the Board, Deutsch advised Johnson to not blade that portion of the road. A couple of years ago when Johnson tried to blade that portion of the road, a female property owner jumped in front of the grader to stop him. Discussion by Board regarding appropriate next steps and communications with property owner. Wermerskirchen will contact MAT staff attorneys first for direction, and if necessary, also Bob Ruppe.
    g. Johnson provided information regarding road projects in other townships.

7. Campaign finance reports showing unredacted candidate addresses were removed from the website. Croatt asked if redacted reports needed to be reuploaded to website. Taylor DuCharme will research.

8. Hutton provided updates regarding the following:

    a. Antivirus software purchased for Treasurer computer by Hutton on two-year subscription. Taylor DuCharme to check cost for additional Webroot licenses for Treasurer and Clerk computers.
    b. Riverland Bank changed its name to and/or merged with Eagle Rock Bank.
    c. Received notification from PERA that all past due amounts are paid and caught up. Peterson qualifies for PERA now and contributions will need to start with the next payment to PERA.
    d. Update on status of getting CTAS up and running. Planning for starting use in early 2027.
    e. Discussion of record retention policy. Hutton will research compliance questions.

9. Taylor DuCharme provided updates on the following:

    a. Update from New Prague City Council meeting on 8/3/2026 that Taylor DuCharme and Wermerskirchen attended. The agenda item relating to the Township was about the concept plan for the 63+ acres that a developer JP Brooks is planning to buy from the Bisek property adjacent to the City of New Prague and ask to have annexed. There are no Township minutes from that meeting because there was not a quorum of Supervisors present.
    b. Update on Bevcomm utility permits. Hutton advised the Board that there are noxious weeds growing around the Bevcomm tower on Koeper Avenue. Taylor DuCharme will email the person who submitted the recent permit requests (for a different area in the Township) to advise and request weed removal/spraying.
    c. Wermerskirchen forwarded an email from a property owner by Raven Stream neighborhood to Taylor DuCharme. The property owner had questions about a waterway that is becoming clogged and new/updated playground equipment for the park. Taylor DuCharme to forward the email to Haag. Haag and Wermerskirchen will review the waterway and report back to the Board. Wermerskirchen will research costs for replacement and installation of new playground equipment.
    d. Update regarding the planned 2027 SMH road improvement project. Notices for the public hearing were mailed to all property owners. Property owners have reached out to Board members and been advised to attend the meeting for information and questions. Board members received Andrew Vistad's proposed PowerPoint for review.

10. Carlberg provided updates regarding the following:

    a. Review of calendar for upcoming deadlines.
    b. Discussion of posting for possible quorum at MAT L&R meeting scheduled for 9/15/2026 and MAT annual meeting scheduled for December.

11. Croatt provided update relating to election law change for candidates.

12. Wermerskirchen advised the Board regarding information he received related to St. Lawrence Township and the Michels Foods construction near the St. Lawrence Township border with the City of Jordan.

13. Wermerskirchen asked Chad Sandey from Sand Creek Township for an update on the fire contract status. Sandey had been waiting for the City of Jordan to get back to him. Sandey advised Wermerskirchen that Sandey would reach out to the City of Jordan for an update. Supervisors asked Taylor DuCharme to email the township clerks from the impacted townships for updates as well.

MOTION TO ADJOURN/CONTINUE. At 6:10 p.m. on motion by Croatt/Nytes, meeting continued to 8/19/2026 workshop; carried unanimously.

Respectfully submitted

Dated: 10/8/26

Clerk

Approved

Dated: 10-8-26

Chairperson

TREASURER'S REPORT

DATE: August 6, 2026 **FILE COPY**

GENERAL CHECKING		$	**10,116.84**
	Uncleared Payments	$	-
OPTIMA PLUS SAVINGS		$	884,802.16
	Transfer (none)	$	(28,895.92)
	Deposits	$	-
	Interest 7-31-2026 (Sweep acct)	$	180.30
	Interest 7-31-2026 (Savings Acct)	$	22.61
		$	**856,109.15**
RIVERLAND BANK MM		$	17,700.88
	Interest 7-31-2026	$	21.05
		$	**17,721.93**
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	**$**	**1,089,953.40**

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

7/3/2026	Mehrkens (Dust coating)	$	926.31
7/6/2026	Tasto (Dust coating)	$	544.68
7/10/2026	State of Mn (ORI)	$	93.33
7/14/2026	Hamilton (Dust coating)	$	66.22
7/16/2026	Hutton (Fee)	$	2.00
7/16/2026	Nytes (Fee)	$	2.00
7/16/2026	Wermerskirchen (Fee)	$	2.00
7/20/2026	State of Mn (Aid)	$	855.50
	Total	**$**	**2,492.04**

Deposit received after month-end close

	$	-
	$	**-**

Tally for Funds
2026

Thursday, August 6, 2026				
		Receipts	Orders Paid	Totals	Monthly Notes
General Fund	$ 162,203.51	$ 86,243.48	$ 107,300.19	$ 141,146.80	
Road & Bridge	$ 1,222,611.74	$ 177,636.42	$ 147,742.95	$ 1,252,505.21	
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	$ 5,546.63		$ 11,522.07	
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)	$ 3,285.48	$ 926.25	$ (173,291.46)	
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	**$ 371,391.10**	**$ 293,915.66**	**$ 1,089,953.40**	

August 6, 2026

	TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE	
MISC PROJECTS				
ROAD PROJECTS				
255th-Willow	$ 76,085.48	$ 198,210.73	$ (122,125.25)	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)	

	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	$ 16,211.23	$ 28,895.92
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	$ 112,691.72	$ 293,915.66
Funds Remaining	$ 2,388.82	$ 393.35	$ 14,358.28	
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	$ 12,257.19	
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	$ 142,351.42	
Funds Remaining	$ 116,492.13	$ 20,552.66	$ 106,958.58	
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		255th / Willow	$ 427.50	
AUG				
SEPT				
OCT				
NOV				
DEC				
TOTAL			$1,959.37	

CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, August 03, 2026 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

Log in information for city councilmembers, staff and members of the public:
Please join my meeting from your computer, tablet or smartphone: https://meet.goto.com/626735045
You can also dial in using your phone: Access Code: 626-735-045 | United States: +1 (571) 317-3122
Get the app now and be ready when your first meeting starts: https://meet.goto.com/install

1. **CALL TO ORDER**
   a. Pledge of Allegiance

2. **APPROVAL OF REGULAR AGENDA**

3. **CONSENT AGENDA**
   The following agenda items are considered to be non-controversial and routine in nature. They will be handled with one motion of the City Council. Council members may request that specific items be removed from the Consent Agenda and be acted upon separately.
   a. Meeting Minutes
      i. July 20, 2026 City Council Meeting Minutes
      ii. July 20, 2026 Special City Council Meeting Minutes
   b. Claims for Payment: **$1,983,405.70**
   c. Premises Permit Extension Request for 1319 Woodfire Tavern
   d. Temporary (1-4 Day) On-Sale Liquor License for Giesenbrau Bier Co - Dollars for Deb Fundraiser on August 22, 2026
   e. LG220 Lawful Gambling Application for Exempt Permit - MN Deer Hunters Association
   f. LG220 MN Lawful Gambling Application for Exempt Permit for Scott Le Sueur Waterfowlers, Inc. on November 19, 2026, involving a raffle at the Park Ballroom, 300 Lexington Avenue South
   g. Approval of League of Minnesota Cities Liability Coverage Waiver Form
   h. Resolution #CC-26-08-03-01 - Appointing Election Judges for the Primary Election - Amended
   i. Resolution #CC-26-08-03-02 - Appointing Election Judges for the General Election - Amended

4. **GOVERNMENT AGENCY UPDATES**

5. **PUBLIC FORUM**
   The public forum is intended to afford the public an opportunity to address comments, questions and concerns with the City Council. Each presenter will have no more than five (5) minutes to speak.

6. **PUBLIC HEARING(S) – 6:00 PM**
   a. None

7. **2026A ELECTRIC UTILITY REVENUE BOND UPDATE**
   a. Sale Day Report - Ehlers to present

8. **CITY ENGINEER PROJECTS UPDATE**

9. **ORDINANCE(S) FOR INTRODUCTION**
   a. #366 - Vacating Certain Right of Ways in the Plat of the Syndicate Addition to New Prague
      Resolution #CC-26-08-03-03 - Setting a Public Hearing Date to Vacate Certain Right of Ways

10. **ORDINANCE(S) FOR ADOPTION**
   a. None

11. **RESOLUTIONS**
   a. None

12. **GENERAL BUSINESS**
   a. Pay Grid Update
   b. Concept Review for Harvest Fields - 185 Lots on 63.05 Acres

13. **MISCELLANEOUS**
   a. FAC July 2026 Update
   b. Discussion of Items not on the Agenda
   c. Meeting Minutes
      i. May 26, 2026 Golf Board Meeting Minutes
      ii. June 22, 2026 Utilities Commission Meeting Minutes
      iii. June 23, 2026 Golf Board Meeting Minutes
      iv. June 24, 2026 Planning Commission Meeting Minutes

14. **ADJOURNMENT**

UPCOMING MEETINGS AND NOTICES:

August 12	7:30 a.m. EDA Board
August 17	6:00 p.m. City Council
August 18	6:00 p.m. Park Board
August 25	6:30 p.m. Golf Board
August 26	6:30 p.m. Planning Commission
August 31	3:30 p.m. Utilities Commission

SPECIAL CITY COUNCIL MEETING - CLOSED AGENDA

City of New Prague

Monday, August 03, 2026 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

NOTICE IS HEREBY GIVEN that the City Council will hold a Special Closed Meeting pursuant to Minnesota Statutes Section 13D.05, subdivision 3(a) on Monday, August 3, 2026, commencing at 6:05 p.m., or immediately following the regularly scheduled City Council meeting, at City Hall, 118 Central Avenue North, New Prague, Minnesota, for the following purpose:

1. **CLOSED SESSION:** Pursuant to Minnesota Statutes Sections 13D.05, subdivision 3(a), to conduct a closed meeting (the meeting must be open at the request of the individual who is the subject of the meeting) to review annual performance of an individual subject to the City Council's authority, Joshua M. Tetzlaff, City Administrator.

2. **ADJOURNMENT**

Dated: July 29, 2026

/s/ Joshua Tetzlaff
Joshua Tetzlaff, City Administrator

SPECIAL CITY COUNCIL MEETING - CLOSED AGENDA

City of New Prague

Monday, August 03, 2026 at 5:30 PM

City Hall Council Chambers - 118 Central Ave N

NOTICE IS HEREBY GIVEN that the City Council will hold a Special Closed Meeting pursuant to Minnesota Statues Section 13D.04, subdivision 2 on Monday, August 3, 2026, commencing at 5:30 p.m., before the regularly scheduled City Council meeting at City Hall, 118 Central Avenue North, New Prague, Minnesota, for the following purpose:

1. **CLOSED SESSION:** Pursuant to Minnesota Statutes Section 13D.05, subdivision 3(a), to conduct a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments, or discussion and review of labor negotiation proposals, conducted pursuant to Sections 179A.01 to 179A.25.

2. **ADJOURNMENT**

Dated: July 29, 2026

/s/ Joshua Tetzlaff
Joshua Tetzlaff, City Administrator