

Helena Township
Board of Supervisors – Meeting Minutes
9/3/2026 | 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, and Road Overseer Jeff Haag were present. Also present were TJ Deutsch, Tom Johnson, Andrew Vistad, and Robert Ruppe.

MEETING DISCUSSION

CLAIMS			
Check#	Amount	Payee	Reason/Purpose
ACH/EFT	\$422.01	First Bank & Trust	Miscellaneous Township Expenses
ACH/EFT	\$2,045.08	PERA	Pension
ACH/EFT	\$4,145.22	US Treasury	Withholding
ACH/EFT	\$671.33	Minnesota Department of Revenue	UEI
ACH/EFT	\$125.61	Minnesota Department of Revenue	FPL
7286	\$2,010.00	Art Johnson Trucking Inc	Gravel/Grading
7287	\$213.75	Couri & Ruppe PLLP	Legal Fees
7288	\$424.14	The Ettlins Café	Election Meals
7289	\$837.50	Hakanson Anderson	Engineering
7290	\$1,017.68	Minnesota Association of Townships	Education
7291	\$36,913.15	New Prague Rural Fire Protection Association	Fire Contract
7292	\$6,872.38	Scott County	Crack Seal/Seal Coat
7293	\$166.25	Suel Printing	Legal Publication
7294-7301	\$5,264.86	Board Members/Employees	Salary/Meeting Fees/Mileage
7302-7316	\$4,222.65	Election Judges	Primary Election Wages
7317	\$29.25 21.95	Lakers New Prague Sanitary	Trash Disposal

RECEIPTS			
Date	Amount	Payor	Purpose/Reason
8/14/2026	\$963.59	Scott County	DNR
8/31/2026	\$237.90	First Bank & Trust	Interest - Sweep

8/31/2026	\$19.86	First Bank & Trust	Interest
8/31/2026	\$20.97	Riverland Bank	Interest

1. TJ Deutsch was present to discuss with the Board issues relating to ditch mowing and maintenance. Deutsch will do one swipe in the spring and two swipes in the fall moving forward. Fall mowing for this year is planned between now and road review so Supervisors and Haag can get a good look at the ditches.
2. There was also discussion of Deutsch using his Brush Hog next summer and as needed and requested by the Township to keep the ditches clear of obstructions/overgrowth. Haag will meet with Deutsch at Indian & 255th to get photos. Deutsch will send an official quote, however anticipates the quote to be approximately \$200/hour for Brush Hog use and work. Supervisor approved 2-3 hours per road where the Brush Hog is needed.
3. Haag advised the Board regarding the following:
 - a. the status of the waterway on Lavonne. Klehr originally did the work and it needs to be checked and cleaned out again. This is not a stream or creek, only a waterway for runoff.
 - b. All signs have been repaired except for one.
 - c. Picked up trash from 255th that appeared to be from someone cleaning out a house.
 - d. Met with Pearl property owner regarding driveway permit.
 - e. Update on condition of curbs for 2027 SMH project.
4. Johnson advised the Board that Art Johnson Trucking Inc. ordered some swing away mail box posts and has them on hand if there is a need for installation within the Township. Johnson quoted a similar cost as what the other vendor for this service charges.
5. Review and discussion of claims and orders, including second half NPRFPA claim. After review of claims and on motion by Croatt/Nytes, all claims were approved as presented for payment, including checks 7286-7317 and five ACHs/EFTs totaling \$65,390.46; carried unanimously. Roll call vote: Wermerskirchen – yes; Croatt – yes; Nytes – yes. Hutton requested Supervisors approve a transfer from savings to checking for the total \$65,390.46 amount of claims and on motion by Croatt/Nytes, transfer of \$65,390.46 from savings to checking was approved; carried unanimously. *+ 0.70 (leaves = 29.95 not 29.25)*
6. Hutton presented Treasurer Report for review and discussion, including deposits and 2027 project costs so far. On motion by Wermerskirchen/Croatt, Treasurer's Report accepted and approved as presented; carried unanimously. *29.25*
7. Hutton advised the Board about communications with MAT in house counsel Maddie Cash regarding record retention issues. MAT is working on an updated record retention schedule and policy for approval, adoption, and use by townships, but it isn't ready yet. As reported by Cash to Hutton, as long as records are kept at least as long as required in the current retention policy, it does not matter if the records are kept in paper or electronic format.
8. Peterson updated the Board on playground equipment options. Wermerskirchen also had updates regarding different options and costs. There was discussion about reaching out to local organizations for donations and contributions, including the New Prague Chamber and Duck Cup Memorial.

9. Taylor DuCharme provided updates on the following: (a) correspondence received from Couri & Ruppe PLLP for 2027 rate increases; (b) monthly maintenance costs for website maintenance; (c) Google analytics email forwarded to Board; (d) special assessment and levy certification due dates for Scott County, and (d) draft/proposed employee handbook received from Couri & Ruppe PLLP.
10. Carlberg provided updates regarding: (a) website accessibility deadline change; (b) fire call charges and notices update; and (c) new Jordan fire incident report. Carlberg will send final invoice with hearing notice for unpaid fire call charge. Supervisors approved not billing for the most recent fire call because it was cancelled within three minutes.
11. Croatt brought up for discussion planning for attending the MAT L&R meeting, planning for the public hearing following the regular meeting, and LRIP applications. Supervisors advised Taylor DuCharme that it is not necessary to apply again this year for 270th, particularly given all of the unknowns with the City of New Prague annexation and Scott County/City of New Prague/Township MOU.
12. Vistad provided an update regarding the status of the pond scraping project and asked for permission to add tree removal to the project, which the Supervisors approved. There was discussion about disposing of the materials removed from the pond and associated costs.
13. Wermerskirchen provided an update from the townships chair meeting with Scott County, including updates on taxes, ash trees, and the next meeting.
14. Ruppe and Vistad provided discussion regarding certificates of insurance particularly from Accord, and what they endorse and do not endorse. The Township may need additional direct endorsements from vendor insurance providers.
15. Discussion of 9/30/2026 fall meeting for the Scott County Township Association and posting quorum notice.

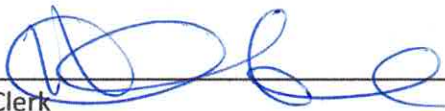
MOTION TO ADJOURN/CONTINUE. At 5:26 p.m. on motion by Croatt/Nytes, meeting continued to 9/16/2026 workshop; carried unanimously.

Respectfully submitted

Approved

Dated: 10/8/2020

Dated: 10-8-24


Clerk


Chairperson

TREASURER'S REPORT

DATE: September 3, 2026

FILE COPY

GENERAL CHECKING		\$	10,134.84
	Uncleared Payments	\$	-
OPTIMA PLUS SAVINGS		\$	856,109.15
	Transfer (none)	\$	(16,678.67)
	Deposits	\$	963.59
	Interest 8-31-2026 (Sweep acct)	\$	237.90
	Interest 8-31-2026 (Savings Acct)	\$	19.86
		\$	840,651.83
RIVERLAND BANK MM		\$	17,721.93
	Interest 8-31-2026	\$	20.97
		\$	17,742.90
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 \$ 1,074,535.05

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

8/14/2026	Scott County (DNR)	\$	963.59
	Total	\$	963.59
Deposit received after month-end close		\$	-
		\$	-

Tally for Funds
2026

Thursday, September 3, 2026					
	Receipts		Orders Paid	Totals	Monthly Notes
General Fund	\$ 162,203.51	\$ 87,207.07	\$ 115,293.29	\$ 134,117.29	
Road & Bridge	\$ 1,222,611.74	\$ 177,636.42	\$ 151,488.14	\$ 1,248,760.02	
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	\$ 5,825.36		\$ 11,800.80	
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)	
SMH			\$ 4,922.38	\$ (4,922.38)	Added 8-2026
255th/Willow	\$ (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	\$ 372,633.42	\$ 310,576.33	\$ 1,074,535.05	

ESCROW ACCTS

September 3, 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 (R2 & R3)	\$	77,890.48	\$	439,060.60	\$	(361,170.12)	
MarDen	\$	22,376.12	\$	76,301.67	\$	(53,925.55)	
Koeper-Lucy-Mark (KOLUMA)	\$	133,282.43	\$	315,866.85	\$	(182,584.42)	
Silver Maple Hunter (SMH)	\$	-	\$	4,922.38	\$	(4,922.38)	Added August 2026
West Cedar Lake (WCLD)	\$	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	\$ 7,993.10	\$ 16,660.67
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	\$ 120,684.82	\$ 310,576.33
Funds Remaining	\$ 2,388.82	\$ 393.35	\$ 6,365.18	
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	\$ 3,745.19	
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	\$ 146,096.61	
Funds Remaining	\$ 116,492.13	\$ 20,552.66	\$ 103,213.39	
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		Silver Maple Hunter	\$ 4,922.38	
SEPT				
OCT				
NOV				
DEC				
TOTAL			\$6,881.75	