Helena Township
Board of Supervisors – Meeting Minutes
10/21/2026 | New Prague Fire Hall

CALL TO ORDER. Workshop 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 Nate French, Max Redfarn, and Ken Ondich.

MEETING DISCUSSION

1. Discussion and review of request for proposed annexation by City of New Prague for industrial park, including review of resolution and annexation fee options. Discussion of current orderly annexation agreement; City of New Prague plans to provide a proposed updated agreement for review by the end of 2026. On motion by Wermerskirchen/Croatt, Joint Resolution of the City of New Prague, Minnesota and Town Board of Helena, Scott County, Minnesota in the Matter of Orderly Annexation under Minnesota Statutes Section 414.0325 (Helena Township Resolution No. 10212026) approved as presented with annexation fee of $36,500 payable by the City of New Prague to Helena Township on or before 1/31/2027; carried unanimously.

2. Hutton presented regarding:
   a. Review and discussion of certificates of deposit and options at current Town banks. Eagle Rock Bank unwilling or unable to offer other certificate of deposit rate options. Discussion of FDIC insured online only options with higher rates and local versus online banking options. Haag advised that GM Right Notes offers certificate of deposit rates in a savings account format. Hutton will check with other local banks regarding options.
   b. Advised Board regarding use of Microsoft CoPilot for review and editing of employee handbook.

3. Haag presented regarding:
   a. All road review items are complete.
   b. Dough Johnson graded the rest of the roads, including CR8 and Vermont where adjacent property owners watched the grading.
   c. Filled in potholes at CR21 and 255th. Croatt reported the potholes to MNDOT as well.
   d. Update on mowing at end of 270th. TJ Deutch's mower became entangled in livestock fencing that was in the ditch the property owner demanded to be mowed. Deutsch had to stop the mowing and take the mower back to his shop for repair. Taylor DuCharme instructed by Board to correspond to property owner that (1) mowing cannot be done because of obstructions in ditch, (2) that property owner is responsible for removing all obstructions and debris in ditch, (3) if Township has to remove debris and obstructions that the property owner will be billed for all associated costs, and (4) property owner will be billed for any costs of repair Deutsch bills to the Township.
   e. There was a tree down on Camber. Wermerskirchen advised that a farmer used a combine to push it off the road. Wermerskirchen filed a hole caused by the tree and finished cleanup of the tree.

4. Taylor DuCharme presented regarding:
   a. Verizon fiber work planned along CR21 corridor.

b. Check received from New Prague Fire Relief Association for playground equipment ($1,500). Carlberg will send a thank you to the Association.
c. Email received from Andrew Vistad regarding pond scraping. Wermerskirchen provided additional update from communications with Vistad. Only one quote received from Vistad's inquiries (BKJ Excavating $12,100), which was below what was anticipated. Supervisors discussed limiting tree removal for pond scraping to only that which is absolutely necessary to preserve the natural landscape as much as possible. Wermerskirchen advised that he told Tom Johnson to preserve as many trees as possible. On motion by Croatt/Nytes, pond scraping quote accepted and approved; carried unanimously. Taylor DuCharme instructed to email Vistad about approval. Wermerskirchen and Haag plan to be present during the project.
d. Sample ballots received from Scott County.

5. Carlberg presented regarding:
   a. Posting for general election canvas meeting posted.
   b. Posting of sample ballots will be completed as soon as possible.
   c. Review of calendar additions and deadlines, including election status and unemployment and paid leave reporting.

6. Supervisors presented regarding:
   a. Croatt provided an update about transportation improvement program dates.
   b. Croatt was contacted by Jack Stasney regarding the ballfield. It sounds like the ball team is on board with taking on the ballfield and intervention by the Township will not be needed.
   c. Croatt asked about MAT billing for annual meeting (no bill received yet).
   d. Croatt may not be at the at the regular December meeting.
   e. Wermerskirchen found a safety sign ("road closed") in the middle of 226th that was not authorized by the Township. It is not the Township's sign. Wermerskirchen removed it and will provide it to Haag for storage with other Township signs until the owner reaches out.
   f. Wermerskirchen and Peterson updated the Board regarding playground equipment issues.
   g. Discussion regarding employee handbook and code of contact.

MOTION TO ADJOURN/CONTINUE. At 6:00 p.m. on motion by Croatt/Nytes, meeting adjourned; carried unanimously.

Submitted: Date: 11-5-2026 _____ **Clerk**

Approved: Date: 11-5-26 _____ **Chairperson**

NEW PRAGUE
A Tradition of Progress

118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HELENA TOWNSHIP BOARD

CC: HEATHER TAYLOR DUCHARME, HELENA TOWNSHIP CLERK

FROM: KEN ONDICH, CITY OF NEW PRAGUE COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: JOINT RESOLUTION ANNEXING FUTURE INDUSTRIAL PARK LAND INTO THE CITY OF NEW PRAUGE

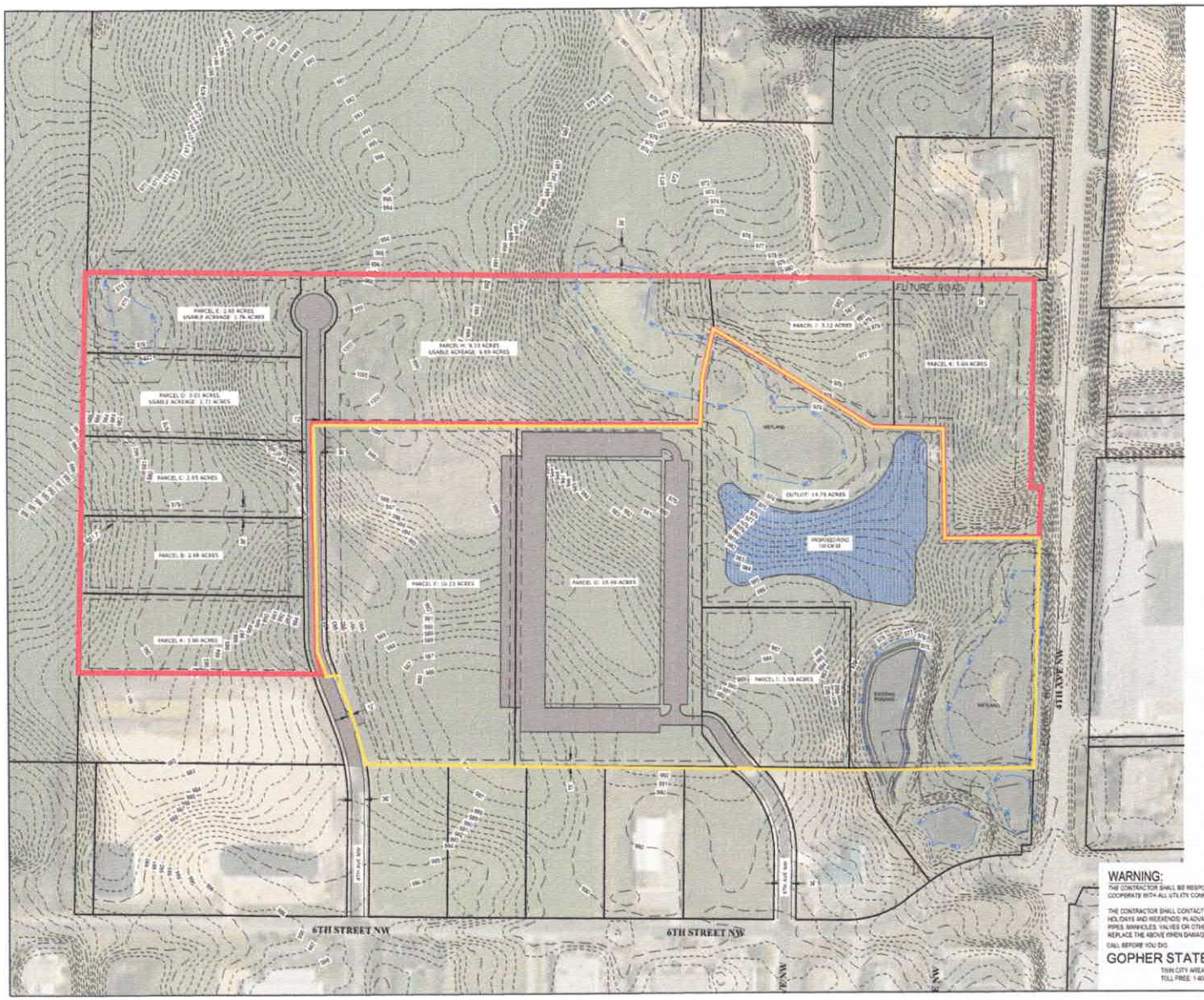
DATE: 10/16/2026

The City of New Prague/EDA and CVF Racing are working on a purchase agreement for approximately 73 acres of land located north of the existing industrial park. CVF Racing intends own approximately 39.75 acres and the City/EDA will own approximately 33.25 acres. (as shown on the attached map).

CVF Racing intends to construct an approximately 200,000 sq. ft. building on what is shown as Parcel G on the attached map, with construction starting in the spring of 2027. The project will retain and expand an existing business within the City.

In order to plat and develop the land outside of city limits, the land must first be annexed into the City so that the area can be serviced by City utilities. To complete the annexation process, a joint resolution for the annexation of 73 acres of land has been attached to this memo. The joint resolution follows the terms of the Orderly Annexation Agreement between the City and Township. New Prague planning staff would like to request this joint resolution be reviewed and acted upon at your board meeting on October 21st, 2026.

Should you have any questions regarding the annexation, or the joint resolution as drafted, please feel free to contact Ken Ondich at 952-758-1136 or via e-mail at kondich@newpraguemn.gov. I look forward to working with you on this annexation.



GRAPHIC SCALE
125 0 125 250
(IN FEET)
1 inch = 125 ft.

LEGEND

- PROPERTY BOUNDARY
- LOT LINE
- EASEMENT LINE
- SETBACK LINE
- RIGHT OF WAY LINE
- ROAD CENTERLINE
- 901 EXISTING MINOR CONTOUR
- 900 EXISTING MAJOR CONTOUR
- BITUMINOUS PAVEMENT

NOTES

1. PROPOSED DEVELOPMENT CONTAINS 1,410 LF OF PROPOSED PUBLIC ROAD.

*33.25 Gross Acres in Red
**Of the above total, 3.06 Acres are additional wetland area on Parcels D, E, and H and ROW for 8th Ave. NW)

Net Developable Acres: 30.19

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS (EXCLUDING HOLIDAYS AND WEEKENDS) IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG

GOPHER STATE ONE CALL

TWIN CITY AREA 651-454-0002
TOLL FREE 1-800-252-1166

Stantec

1 CARLSON PKWY
SUITE 100
PLYMOUTH, MN 55447
WWW.STANTEC.COM

CLIENT

PROJECT TITLE

NEW PRAGUE

NEW PRAGUE, SCOTT COUNTY, MN 56071

ISSUE NO	DESCRIPTION	DATE

CERTIFICATION

NOT FOR CONSTRUCTION

PROJECT NO:

DSN BY	CHK'D BY	APP'D BY
JAL	XXX	XXX

ISSUE DATE: 00/00/2025

ISSUE NO: 0

SHEET TITLE

OVERALL SITE PLAN

SHEET NO.

C-101

CITY OF NEW PRAGUE
(Resolution No. _____)

HELENA TOWNSHIP
(Resolution No. _____)

JOINT RESOLUTION OF THE CITY OF NEW PRAGUE, MINNESOTA AND TOWN BOARD OF HELENA, SCOTT COUNTY, MINNESOTA IN THE MATTER OF ORDERLY ANNEXATION UNDER MINNESOTA STATUTES SECTION 414.0325

WHEREAS, the Township of Helena (the "Township") and the City of New Prague (the "City") by joint resolution and agreement each dated June 19, 1978 (and amended on 12/20/2010) have established an orderly annexation area and the conditions for annexation within such area pursuant to Minnesota Statutes Section 414.0325; and

WHEREAS, all of Section 33, Township 113 North, Range 23 West is within the orderly annexation area; and

WHEREAS, the City and Township agree to provide for the immediate annexation of the proposed annexation area (as described in Exhibit A and hereinafter referred to as "Immediate Annexation Area") into the City pursuant to this resolution; and

WHEREAS, the parties find the Immediate Annexation Area is now or is about to become urban or suburban in character, is guided as future light industrial zoning for an expanded municipal industrial park that will require municipal services based on New Prague's Comprehensive Plan, and is appropriate for orderly annexation immediately; and

NOW THEREFORE IT IS JOINTLY RESOLVED by the City of New Prague, Minnesota and the Town of Helena, County of Scott, Minnesota:

1. **Conferring Jurisdiction.** Upon approval by the respective governing bodies of the City and Township, this Resolution shall confer jurisdiction upon the Chief Administrative Law Judge, as defined in Minnesota Statutes, section 414.011, subdivision 12 ("Chief Judge"), to accomplish the immediate annexation of the Immediate Annexation Area as provided in this Resolution.

2. **Review and Comment by the Chief Judge.** City and Township mutually agree and state that this Resolution sets forth all the conditions for annexation and that no consideration by the Chief Judge is necessary to accomplish the immediate annexation of the Immediate Annexation Area. Additionally, no alteration of the boundaries of the Immediate Annexation Area by the Chief Judge is appropriate. The Chief Judge may review and comment, but shall, within 30 days, order the annexation to the City of the property within the Immediate Annexation Area.

3. **Immediate Annexation.** The City and Town agree that all property within the Immediate Annexation Area, as described in Exhibit A and shown in Exhibit B and Exhibit C, shall immediately be annexed to the City pursuant to this Resolution. The Immediate Annexation Area consists of approximately 73 acres, the population is 0 and the current land use type is agricultural. The Immediate Annexation Area is now or about to become urban or suburban in character to be used for an expansion of the City's municipal industrial park and since the City of New Prague is capable of providing services to this area within a reasonable time, the annexation would be in the best interest of the area.

4. **Annexation Fees.** The City and Town agree to an annexation fee from the City to the Town of $36,500 in annexation fee payable by January 31, 2027. There are no special assessments assigned by the Town to the Property, nor is there any debt incurred by the Town attributable to the Property. The City shall not be obligated to make any annexation reimbursement payments beyond 2027.

5. **Effect of Annexation on Easements.** The City and Town agree, under Minnesota Statutes, section 414.039, that the Township's interest in all public easements annexed within the Immediate Annexation Area are transferred to and shall be held by the City.

6. **Complete Agreement.** This Resolution shall constitute the entire agreement between the City and Township with respect to immediate designation of the Immediate Annexation Area pursuant to Minnesota Statutes, section 414.0325 and shall amend, supersede and control over any other resolutions, agreements or understandings as may be needed in order to accomplish the annexation as provided herein. The exhibits attached hereto are incorporated in and made part of this Resolution.

7. **Filing.** That the City Administrator of the City is authorized and directed to submit this Resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings together with the applicable fees, which shall be paid by the City.

CITY OF NEW PRAGUE

The resolution offered by Council member _____ and moved for its adoption. Council member _____ seconded said resolution and upon roll call the following vote was recorded.

	Ayes	Nays
Nickolay	_____	_____
Ryan	_____	_____
Bass	_____	_____
Wolf	_____	_____
Seiler	_____	_____

Thereupon Mayor Nickolay declared said resolution adopted the 2nd day of November, 2026.

_____
Charles L. Nickolay
Mayor

Attest:

_____
Joshua M. Tetzlaff
City Administrator

TOWN OF HELENA

The resolution offered by Board member _____ and moved for its adoption. Board member _____ seconded said resolution and upon roll call the following vote was recorded.

	Ayes	Nays
Wermerskirchen	_____	_____
Nytes	_____	_____
Croatt	_____	_____

Thereupon Chairperson _____ declared said resolution adopted the _____ day of _____, 2026.

_____
John Wermerskirchen, Chairperson

Attest:

_____
Heather Taylor DuCharme
Clerk

EXHIBIT A

Legal Description of Proposed Annexation Area

The South Half of the Northeast Quarter of Section 33, Township 113 North, Range 23 West, Scott County, Minnesota, subject to existing highway right of way and excepting therefrom:

That part of the Southwest Quarter of the Northeast Quarter of Section 33, Township 113, Range 23, Scott County Minnesota, described as follows:

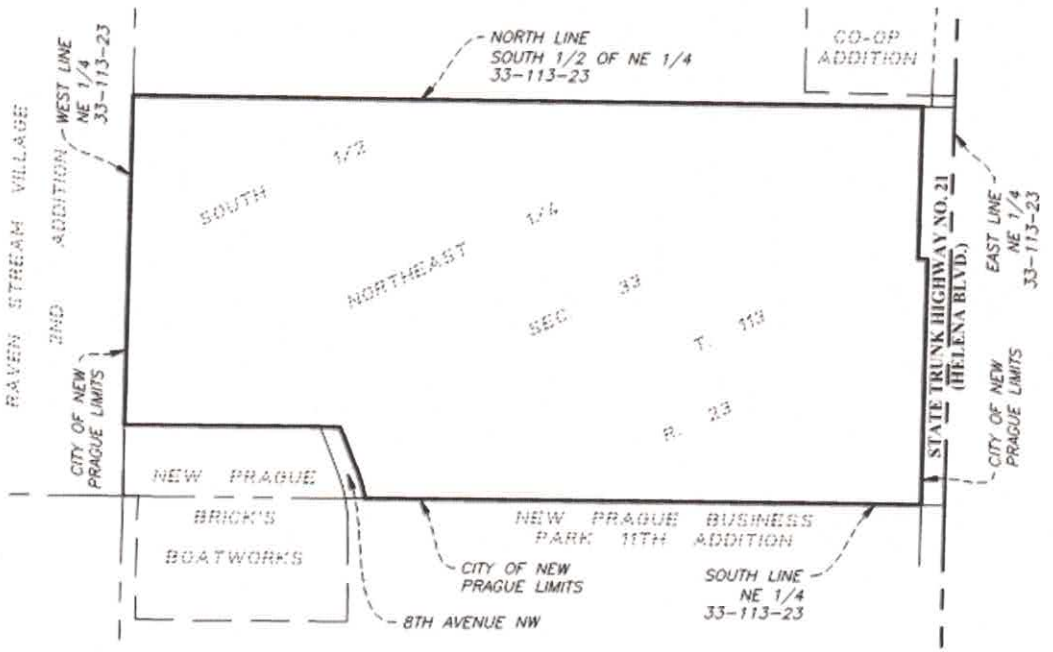
Beginning at the northwest corner of New Prague Business Park 11th Addition; thence South 89 degrees 18 minutes 29 seconds East, along the north line of said New Prague Business Park 11th Addition, a distance of 782.56 feet; thence Northerly a distance of 102.36 feet along a non-tangential curve, having a radius of 530.00 feet, an interior angle of 11 degrees 03 minutes 55 seconds and a chord bearing of North 14 degrees 59 minutes 00 seconds West; thence North 20 degrees 30 minutes 56 seconds West, a distance of 146.50 feet; thence North 89 degrees 18 minutes 29 seconds West, a distance of 698.64 feet to the west line of said Southwest Quarter of the Northeast Quarter; thence South 1 degree 29 minutes 51 seconds West, along last described line, a distance of 235.00 feet to the point of beginning and there terminating. Scott County, Minnesota.

Street Address: 27286 Helena Boulevard, New Prague, MN 56071
Property ID: 05-933021-0 and 05-933021-2

EXHIBIT B

DEPICTION OF PROPOSED ANNEXATION AREA

SCOTT COUNTY, MINNESOTA



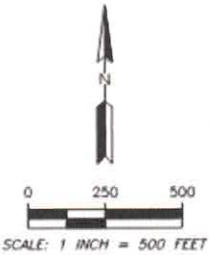
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Beginning at the northwest corner of New Prague Business Park 11th/ Addition; thence South 89 degrees 18 minutes 29 seconds East, along the north line of said New Prague Business Park 11th/ Addition, a distance of 782.56 feet; thence Northerly a distance of 102.36 feet along a non-tangential curve, having a radius of 530.00 feet, an interior angle of 11 degrees 03 minutes 55 seconds and a chord bearing of North 14 degrees 59 minutes 00 seconds West; thence North 20 degrees 30 minutes 56 seconds West, a distance of 146.50 feet; thence North 89 degrees 18 minutes 29 seconds West, a distance of 698.64 feet to the west line of said Southwest Quarter of the Northeast Quarter; thence South 1 degree 29 minutes 51 seconds West, along last described line, a distance of 235.00 feet to the point of beginning and there terminating. Scott County, Minnesota.

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SCALE: 1 INCH = 500 FEET

Stantec
2080 WOODDALE DRIVE, SUITE 100, WOODBURY, MN 55125
PH: 651-294-4580

CLIENT NAME: CVF RACING

PROJECT TITLE: DEPICTION OF PROPOSED ANNEXATION AREA

DWN BY	CHK'D	APP'D	DWG DATE
KAD	JRN	KAD	16-OCT-2026

SCALE: SEE SCALE

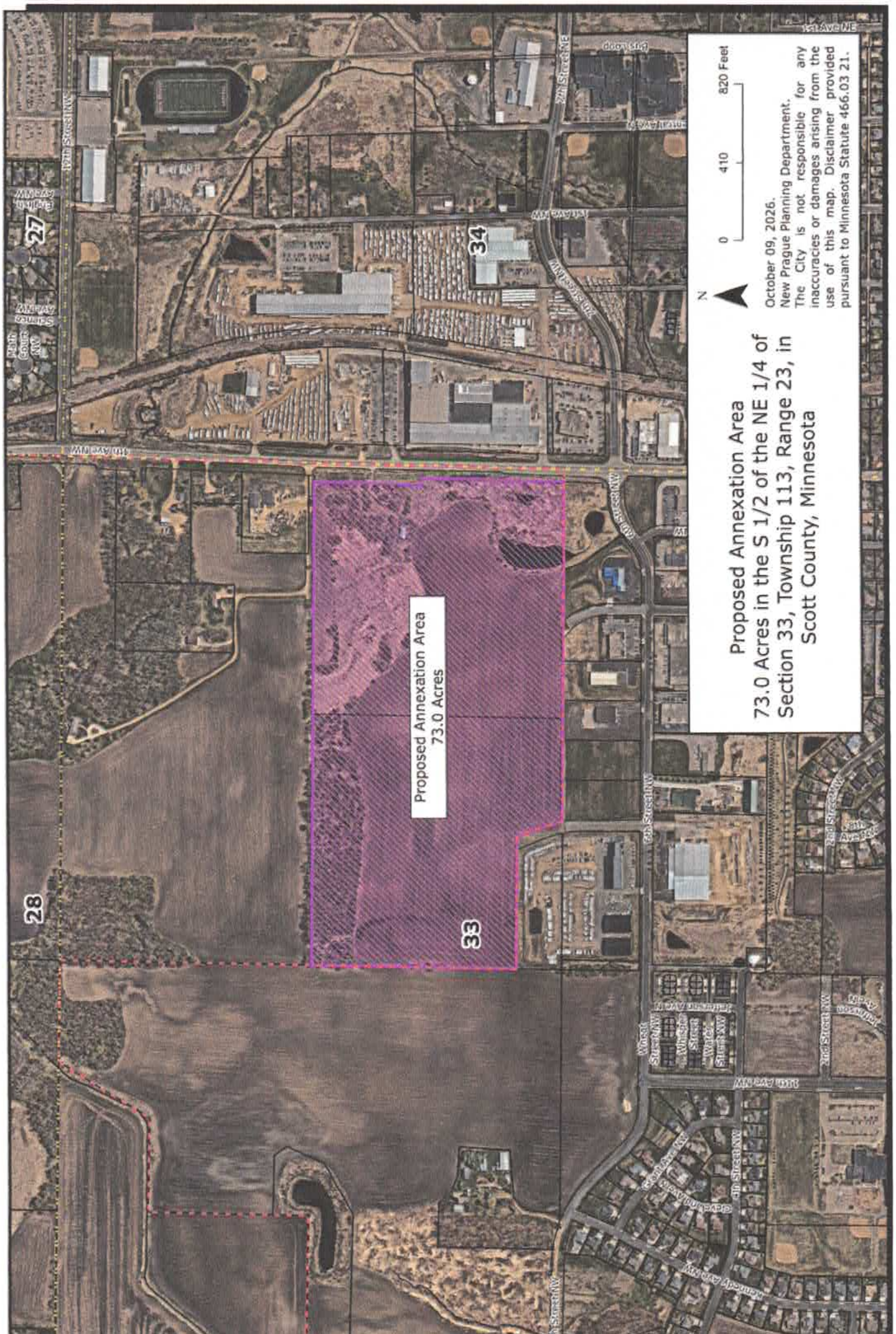
PROJECT NO.: 190300636

SHEET NO.: 1 OF 1

Plot Date & Time: 16 October 2026 12:32 PM

C:\Users\vdormak\Downloads\New Prague Annexation\190300636 - DEPICTION OF PROPOSED ANNEXATION AREA.dwg

EXHIBIT C


Proposed Annexation Area
73.0 Acres
27
28
33
34
Proposed Annexation Area
73.0 Acres in the S 1/2 of the NE 1/4 of
Section 33, Township 113, Range 23, in
Scott County, Minnesota
N
0
410
820 Feet
October 09, 2026.
New Prague Planning Department.
The City is not responsible for any
inaccuracies or damages arising from the
use of this map. Disclaimer provided
pursuant to Minnesota Statute 466.03 21.