

**Helena Township Board of Supervisors**  
**Regular Monthly Meeting Minutes**  
Minutes of 2/5/2025 | New Prague Fire Hall

<b>Call to Order</b>	Regular monthly meeting was called to order by Chairperson Nytes at 6 p.m. The Pledge of Allegiance was recited.
<b>Present</b>	Chairperson Edward Nytes, Supervisor John Wermerskirchen, Supervisor DeAnn Croatt, Treasurer Nathan Hutton, Clerk Heather Taylor DuCharme, Deputy Clerk Kimberly Carlberg, and Road Overseer Jeff Haag. Cedar Lake Township Supervisors Joe Lambrecht and Marlene Reineke present from 6:02 p.m. to 6:32 p.m.
<b>Minutes</b>	Review by Supervisors of proposed 1/9/2025 regular meeting, 1/22/2025 Annual Board of Audit minutes, 1/22/2025 workshop meeting minutes, and 1/27/2025 MAT Township Day at the Capitol. On motion by Croatt/Wermerskirchen, minutes approved; carried unanimously.
<b>Cedar Lake Township / Shared Road Agreement</b>	<p>Helena Township Board and Cedar Lake Township Supervisors discussed the 2019 shared maintenance agreement for Baseline Boulevard and Baseline Avenue.</p> <ol style="list-style-type: none"> <li>1. Review current agreement terms.</li> <li>2. Review calculations from 2019 agreement.</li> <li>3. Review calculations prepared by Hutton.</li> <li>4. Discussion of vendors, providers, gravel vs. paved road maintenance, mileage comparisons, crack filling and seal coating.</li> <li>5. Other matters discussed included: Cedar Lake Township clerk position is not currently filled. Discussion of board structure options, meetings, schedule of charges, developments, overlay and reconstruction costs (Helena Township has 80/20 and 50/50), five year road plan, cost sharing, ordinance/zoning issues, subordinate service districts, power line construction (tree removal, damage) on Baseline, and MAT D4 meeting scheduled for 2/6/2025.</li> <li>6. On motion by Croatt/Wermerskirchen, Helena Township supervisors approved renewing the shared maintenance agreement at \$1,400/year paid by Helena Township to Cedar Lake Township based on cost calculations by Hutton; carried unanimously. Lambrecht and Reineke to take information to Cedar Lake Township meeting and advise.</li> <li>7. After Cedar Lake Township Supervisors left, Helena Township Supervisors addressed that dust coating issues had not been discussed, cost differences between Klehr and Johnson, different rock options for roads and road upkeep schedules.</li> </ol>
<b>Claims/Receipts</b>	<p>Review and discussion of vendor claims, verification of payroll/meeting fee amounts/claims, and invoices attachments to claims.</p> <p>After review of claims and on motion by Wermerskirchen/Croatt, all claims</p>

were approved as presented for payment, including checks 7001-7011 and one ACH totaling \$8,160.97; carried unanimously. Roll call votes: Nytes – yes; Wermerskirchen – yes; Croatt – yes. Pursuant to request by Treasurer and on motion by Croatt/Wermerskirchen, transfer of \$8,160.97 from savings account to checking account approved; carried unanimously.

#### CLAIMS

Check#	Amount	Payee	Reason/Purpose
ACH	\$294.29	First Bank & Trust	Credit Card
7011	\$960.00	Art Johnson Trucking, Inc.	Snowplowing/Sand
7001	\$1,445.00	Minnesota Benefit Association	Board/Employee Benefits
7002	\$226.10	Quality Green	Park Maintenance
7003	\$90.00	Steve Rynda Construction and Landscape LLC	Park Maintenance
7004-7010	\$5,145.58	Board/Employees	Salary/Meeting Fees/Expenses

#### RECEIPTS

Date	Amount	Payor	Purpose/Reason
1/9/2025	\$326.65	State of Minnesota	ORI
1/16/2025	\$389.84	City of New Prague	Tax/Annexation
1/24/2025	\$4,902.92	Scott County	YE 2 <sup>nd</sup> Half Tax
1/27/2025	\$2,000	City of New Prague	Alton
1/31/2025	\$347.26	Optima Plus Savings	Interest
1/31/2025	\$257.61	Riverland Bank	Interest

#### Treasurer Items

Hutton presented the following items/reports.

1. Review of Minnesota Benefits Association claim and listed persons. Revise document for MBA to remove Duane Deutsch, add Croatt, and add Carlberg.
2. Bank accounts review of authorized signors. Need to verify Duane Deutsch and Patricia Lambrecht are removed as having access to financial accounts.
3. Hutton received correspondence regarding assessment verification. Taylor DuCharme received same requests from a different person. Taylor DuCharme to respond.
4. MATIT reporting for workers compensation resubmitted through online portal and should be complete now.
5. Certificate of indebtedness provided to Scott County.
6. Treasurer is actively seeking a deputy treasurer.
7. Treasurer Report.



<p><b>Supervisor Items</b></p>	<ul style="list-style-type: none"> <li>a. Outstanding checks/claim payment review. Couri &amp; Ruppe PLLC check hasn't cleared from December. Taylor DuCharme to contact Couri and Ruppe PLLC. Other outstanding checks reviewed from report (Haag, Scott County SW).</li> <li>b. Review deposits, including tax payment for previous annexation from New Prague and Alton Avenue maintenance sharing payment.</li> <li>c. Review escrow deposit and refund reporting on report and explain changes to fund names/balances.</li> <li>d. Interest fund that tracks interest deposits has a current balance of \$30,508.52. Pursuant to request by Hutton and on motion by Croatt/Wermerskirchen, transfer of \$30,000 from interest fund to general fund approved; carried unanimously.</li> <li>e. Tax reimbursement fund line item is from 2005 Raven Stream Village (near Naylor) and 2006 City of New Prague (near Alton). Hutton to apply fund balances to Raven Stream road project scheduled for 2025.</li> <li>f. Accounts review, including AA Endeavors escrow, currently \$504.65, and updates to Schoenbauer Farms escrow, currently \$5,000.</li> <li>g. There was no levy made/approved in 2025 for 2026 to increase the reconstruction fund.</li> <li>h. Some banks are not allowing lock ins for percentages for certificates of deposit.</li> <li>i. On motion by Wermerskirchen/Croatt, Treasurer's Report accepted and approved as presented; carried unanimously.</li> </ul> <p>Supervisors presented the following items/reports.</p> <ul style="list-style-type: none"> <li>1. Discussion of future annexation of a portion of the Bisek farm by the City of New Prague and planned development. <ul style="list-style-type: none"> <li>a. Taylor DuCharme received an email from the City of New Prague carbon copied to Scott County regarding the planned annexation and development.</li> <li>b. Board reviewed maps provided by City of New Prague and in the 2005/2006 Memorandum of Understanding. Taylor DuCharme advised the Board that the City New Prague called Scott County about updating the MOU but Scott County does not think it needs to be updated. MOU says City of New Prague and Scott County will cost share any changes to Alton/270<sup>th</sup>/CR15 by 85% (NP) and 15% (SC).</li> <li>c. Bisek talked to Croatt about annexation fee. Croatt advised that property owner ultimately responsible but that for Raven Stream the developer paid it. Keyland Homes has been negotiating with Bisek for additional land including the current homestead on CR15. Randy Kubes is working with Bisek.</li> <li>d. Discussion of wetlands removal and previous Keyland Homes developments in other places having similar things happen.</li> <li>e. Development appears to have three phases and plans for 157 houses with each house having a 7-foot distance from the property line.</li> </ul> </li> </ul>
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- f. Calculations will be needed for tax payments pursuant to any annexation agreement.
- 2. Nytes told Haag about a dead end/no outlet sign missing near Railroad Museum (253<sup>rd</sup>), which Haag has since already replaced.
- 3. Cable company franchise fees review. Bevcomm mailed a wrong check that had to be returned for them to mail the proper check. Taylor DuCharme is still waiting to receive the corrected check. Comcast fees payments are much lower than Bevcomm. Comcast continues to send correspondence to Croatt's residence. Taylor DuCharme to continue trying to update address with Comcast
- 4. MAT D4 meeting scheduled for 2/6/2025 near Faribault to select new D4 representative. Board members have received letters from two people running for the position.
- 5. MAT Township Day at the Capitol review, including discussion of handouts from MAT for talking points with Representatives and Senators. There was a message about zoning and ordinances on the tables but it wasn't from MAT.
  - a. Attendance was higher than the last three years or so and the event was free and only one day this year.
  - b. Rep. Pursell met with the Helena Township board members present by Zoom. Sen. Leiske was not available at any time during the event to meet. MAT advised Taylor DuCharme that Leiske has not been meeting with any constituents for any other "Day at the Capitol" types of events. Board members were able to have a photo taken with State Auditor Julie Blaha. There were speakers in the Vault.
  - c. Discussed March versus November elections. Also, there are EMT and fire grants from the state that are only available to cities and townships. However, the only townships that qualify are ones with populations of over 10,000 and White Bear Lake Township is the only township that qualifies.
- 6. The nearest to Helena Township MAT short courses and trainings will be in Mankato and Arlington this year.
- 7. Annual review for Haag scheduled for after the Workshop on 2/19/2025.
- 8. New Prague Rural Fire Meeting update provided by Nytes. The levy will remain the same this year (which is the same for approximately the past six years). NPFD applied for and was awarded two grants (one for \$12,500 for air packs and one for \$2,500 for radios). They are waiting to purchase a new ladder or pump truck until 2028 because the payments on the fire hall will complete then. NPFD was comprised of one chief, three captains, and two lieutenants; there was a vote to change the lieutenants to captains because they do the same work and it would improve fire calls with multiple fire departments present. Tikalsky was reelected. Scott County burn permits will be managed by the DNR starting in 2026 and likely be managed online.
- 9. Discussion of 2% over prime requirement for township assessments/credit.
- 10. Prices for lots for Schoenbauer development have decreased.



<p><b>Road Overseer Items</b></p>	<p>Haag presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Pexa drive resident communicated to Taylor DuCharme that Pexa is wash boarding.</li> <li>2. Haag emailed Joe Witta at Scott County to advise no seal coating or crack filling needed for 2025.</li> <li>3. Review and revisions to driveway permits. On motion by Croatt/Wermerskirchen, revised permits accepted and approved as presented; carried unanimously. Taylor DuCharme to complete revisions and upload new forms to website.</li> <li>4. No response yet from USPS regarding mail box posts for 255<sup>th</sup> and Willow project.</li> <li>5. Found a post with no sign on Baseline. Appears to be meant to indicate a side road. Haag will order and install.</li> <li>6. Recommends marking unmarked culverts on 270<sup>th</sup>/Baseline in the spring after the ground thaws. There are other unmarked culverts on 253<sup>rd</sup> and Camber, but there isn't room to mark and allow for access by farmers.</li> <li>7. Haag is obtaining a new phone which may impact access to him for a few days.</li> <li>8. Discussion of rock coming off the road on Alton and onto yards and other areas.</li> <li>9. Discussion of 1" versus ¾", red rock versus gravel, busy road should have ¾ red rock because it holds up better and saves money over time, and getting Johnson's input prior to the Spring Road Review.</li> <li>10. Review of road conditions and brush management in comparison to other townships.</li> <li>11. Likely to be a loss of trees over the next few years based on tree age and diseases. There were trees removed recently at the Cedar Lake boat launch on WCLD.</li> </ol>
<p><b>Clerk Items</b></p>	<p>Taylor DuCharme presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. An updated photo is needed for the website. Plan made to take updated photo at workshop.</li> <li>2. Quote from Pentagon Materials received. Nytes signed. Taylor DuCharme to send.</li> <li>3. Taylor DuCharme to contact vendors for grading/gravel quotes for March/April meetings.</li> <li>4. Final revisions to schedule of charges reviewed and approved.</li> <li>5. Agricultural building permit submitted and approved.</li> <li>6. Review of City of New Prague annual permit and growth statistics.</li> <li>7. Carlberg asked about the steps for the 255<sup>th</sup>/Willow Project. Supervisors asked that 255<sup>th</sup>/Willow project be included in all agendas until project is complete. Taylor DuCharme to contact Engineer/Attorney for plans and specs, resolution, and steps to stay on track for project.</li> </ol>
<p><b>Deputy Clerk Items</b></p>	<p>Deputy Clerk presented the following items/report.</p> <ol style="list-style-type: none"> <li>1. Discussion of scheduling, posting, and publishing for Board of Appeal and Equalization.</li> </ol>

<p><b>Motion to Continue</b></p>	<ol style="list-style-type: none"> <li>2. Annual Meeting scheduling, posting, and publishing. Verified dates on calendar as well as back up dates.</li> <li>3. Review regular and workshop meeting dates/times and plans for scheduling at Annual Meeting, including possible conflicts.</li> </ol> <p>At 8:20 p.m. on motion by Wermerskirchen/Nytes, meeting continued to 2/19/2025 workshop (do not need to continue to MAT D4 meeting because MAT meeting minutes will control); carried unanimously.</p>
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Dated: 3-6-2025

Respectfully submitted

  
Heather Taylor DuCharme, Clerk

Dated: 3-6-2025

Approved

  
Edward Nytes, Chairperson

# TREASURER'S REPORT

DATE: February 5, 2025

FILE COPY

<b>GENERAL CHECKING</b>	\$	7,100.55
Ck 6962 Couri & Ruppe	\$	1,085.00
Ck 6989 Scott Co SW	\$	3,200.00
Ck 7000 Haag	\$	140.64
<b>OPTIMA PLUS SAVINGS</b>	\$	878,302.34
Transfer (to checking)	\$	(66,957.67)
Scott County (YE Half Settlement)	\$	4,902.92
Interest 1-31-2025	\$	347.26
	\$	<b>816,594.85</b>
<b>RIVERLAND BANK</b>	\$	216,653.06
Interest 1-31-2025	\$	257.61
	\$	<b>216,910.67</b>

**GRAND TOTAL \$ 1,040,606.07**

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

1/9/2025 State of Mn (ORI)	\$	326.65
1/16/2025 City of New Prague (Alton)	\$	389.84
1/24/2025 Scott County (YE Settlement)	\$	4,902.92
1/27/2025 City of New Prague (Alton)	\$	2,000.00
	\$	<b>7,619.41</b>

**Deposit received after month-end close**  
None

\$ -

## Breakdown of Tax Settlement

General	\$	1,162.98
Road & Bridge	\$	2,010.22
Reconstruction	\$	888.23
New Prague Fire	\$	607.74
Jordan Fire	\$	233.75
	\$	<b>4,902.92</b>



[illegible]



ESCROW ACCTS

February 5, 2025

		TOTAL RECEIVED	TOTAL DISTRIBUTED	CURRENT BALANCE
<b>MISC PROJECTS</b>				
	AA Endeavor LLC	\$ 17,500.00	\$ 16,995.35	\$ 504.65 Added June-2022
	Schoenbauer (developer escrow)	\$ 50,000.00	\$ -	\$ 50,000.00 Added October-2023
<b>ROAD PROJECTS</b>				
	Willow	\$ 240,047.56	\$ 240,628.79	\$ (581.23)
	255th-Willow	\$ -	\$ 6,755.25	\$ (6,755.25) Added December 2024
	Raven Stream	\$ 58,295.47	\$ 439,060.60	\$ (380,765.13)
	MarDen	\$ 18,540.56	\$ 76,301.67	\$ (57,761.11)
	Koeper-Lucy-Mark	\$ 125,514.38	\$ 315,866.85	\$ (190,352.47)
	West Cedar Lake	\$ 353,930.36	\$ 519,518.61	\$ (165,588.25)
<b>POTENTIAL FOR ESCROW</b>				
	Soderlund (Recurring Beaver Issues)	\$	\$ 12,620.49	\$ (12,620.49)
	Jaguar (Franchise Agreement)	\$	\$ 600.00	\$ (600.00) Ruppe Expense
<b>ARPA Funds Tracking</b>		\$ 196,270.90	\$ 196,270.90	\$ -

	2023	2024	2025	Total of Checks for Month
GENERAL	\$ 105,000.00	\$ 115,500.00	\$ 115,500.00	
JAN	\$ 309.64	\$ 10,100.08	\$ 6,495.93	\$ 66,957.67
FEB	\$ 1,830.25	\$ 5,553.88		\$ -
MAR	\$ 19,686.80	\$ 12,195.08		\$ -
APRIL	\$ 1,153.28	\$ 5,190.64		\$ -
MAY	\$ 59.00	\$ 31,670.23		\$ -
JUNE	\$ 46,835.74	\$ 12,879.08		\$ -
JULY	\$ 2,460.70	\$ 14,949.94		\$ -
AUG	\$ 784.15	\$ 4,264.37		\$ -
SEPT	\$ 16,966.23	\$ 14,969.90		\$ -
OCT	\$ 3,793.67	\$ 3,448.22		\$ -
NOV	\$ 3,947.44	\$ 10,427.69		\$ -
DEC	\$ 10,621.26	\$ 12,462.07		\$ -
TOTAL	\$ 108,448.16	\$ 138,111.18	\$ 6,495.93	\$ 66,957.67
Funds Remaining	\$ 109.88	\$ 2,388.82	\$ 109,004.07	
R & B	\$ 346,400.00	\$ 362,710.00	\$ 249,310.00	
JAN	\$ 17,006.63	\$ 5,869.73	\$ 10,157.39	
FEB	\$ 15,760.92	\$ 7,570.90		
MAR	\$ 10,019.26	\$ 8,114.16		
APRIL	\$ 23,007.45	\$ 5,600.40		
MAY	\$ 3,677.50	\$ 6,337.54		
JUNE	\$ 23,080.83	\$ 77,904.63		
JULY	\$ 17,544.90	\$ 22,496.34		
AUG	\$ 14,473.84	\$ 10,997.79		
SEPT	\$ 8,757.58	\$ 3,728.96		
OCT	\$ 13,069.11	\$ 4,155.30		
NOV	\$ 3,525.03	\$ 9,208.11		
DEC	\$ 3,583.10	\$ 59,234.01		
TOTAL	\$ 153,506.15	\$ 221,217.87	\$ 10,157.39	
Funds Remaining	\$ 192,893.85	\$ 116,492.13	\$ 239,152.61	
NEW PRAGUE FIRE	\$ 75,330.02	\$ 76,169.10		
JORDAN FIRE	\$ 32,386.42	\$ 42,587.45		
JF (new truck)				
SPECIAL				
JAN	47,496.85 AA End, 2807.50 255th/Willow		\$ 50,304.35	
FEB				
MAR				
APRIL				
MAY				
JUNE				
JULY				
AUG				
SEPT				
OCT				
NOV				
DEC				
TOTAL			\$50,304.35	

SCHEDULE OF CHARGES		
1/22/2025		
Miscellaneous Fees and Charges		
Annexation Fee/Acre	\$ 500.00	Landowner pays at Annexation Agreement signing
Annexation	TBD	City pays Township = 5 yrs property taxes at rate day of annexation
Driveway Permit - residential	\$ 400.00	New or relocation; nonrefundable; includes installed post for mailbox
Driveway Permit - temporary	\$ 400.00	New or relocation; refundable balance after costs deducted
Driveway Permit - with culvert	\$ 1,000.00	New or relocation; \$600 refundable upon successful inspection and approval by Township Road Overseer or Supervisor; additional amounts due as invoiced by Town Board if Township incurs costs or expenses to repair or fix culvert, road, or driveway
Driveway Permit - field approach	\$ 150.00	New or relocation; nonrefundable
		<i>One driveway is allowed/lot, except for corner lots, where a second driveway may be considered for approval by Town Board upon request.</i>
Lot fee - per each new lot	\$ 8,000.00	Due at Mylar signing - Township roads
Lot fee - per each new lot	\$ 4,000.00	Due at Mylar signing - County/State roads (non-Township roads)
New Cul de sac	\$ 8,000.00	Due at Mylar signing and/or prior to construction
C & I Lot fee	\$ 8,000.00	Due at Mylar signing
Plats	\$ 500.00	(or actual cost) after 1 DRT Meeting and 1 Hearing
Replat	\$ 500.00	Fee is \$500 or escrow as determined necessary in Board's discretion
Turn lane on township road	20.00%	paid by Township
Turn lane on township road	80.00%	paid by developer
Wetland	Actual Cost	Simple Certificate of No Loss and or Exception (LGU)
Wetland	\$ 500.00	Escrow deposit and charged by the hour/refunded at completion. Additional escrow may be required if Township engineer and/or attorney involved.
Officers and Employees - Meeting Fees		
In Township	\$ 100.00	Single meeting less than 4 hours
In Township	\$ 120.00	Consecutive meetings/same day less than 4 hours
In or Out of Township	\$ 250.00	Any single meeting or consecutive meetings on the same day greater than 4 hours
In/Out of Township	\$ 100.00	District & SCTA Meetings per meeting
In Township	\$ 250.00	Annual Spring and Fall Road Review per review
Online meetings and education	\$ 30.00	Hourly (including but not limited to BOR/BOE, MAT, SCALE) plus reimbursement for registration fees
Mylar Signing	\$ 200.00	Fee incurred only if mylar signing is not completed at regularly scheduled meeting.
Officers and Employees - Salary, Fees, Charges, Wages		
Supervisor	\$ 450.00	Monthly
Treasurer	\$ 750.00	Monthly
Clerk	\$ 1,250.00	Monthly
Road Overseer	\$ 125.00	Monthly
Annual Meeting Moderator	\$ 80.00	Annually
Election Judge	\$ 25.00	Hourly
Head Election Judge	\$ 35.00	Hourly
Labor	\$ 30.00	Hourly
Mileage Fee	\$ 0.700	per mile
Road Overseer	\$ 30.00	Hourly
Deputy Treasurer	\$ 30.00	Hourly
Deputy Clerk	\$ 30.00	Hourly
Project Manager	TBD	Set when project manager appointed and determined by scope of project.