

Dead Lake Township

PO Box 54

Richville, MN 56576

Dead Lake Township Monthly Meeting Minutes

April 13, 2023

At 6:00 p.m., the meeting of Dead Lake Township Board of Supervisors was called to order by Supervisor Chairperson Kirchenwitz.

Present: Justin Kirchenwitz, Dave Ellingson, Duane Ard, Dawn Lueders and Cheryl Harris

There were three people in the audience. (Sheet attached)

The Pledge of Allegiance was recited by those present.

Monthly Meeting Minutes: Supervisors reviewed the March minutes. A motion was made by Ellingson and seconded by Ard to approve the March 2023 Meeting Minutes. Motion passed unanimously.

2023 Board of Canvass Minutes: Harris read the minutes from the Board of Canvass meeting. A motion was made by Kirchenwitz with Ellingson seconding to approve the minutes. Motion passed unanimously.

Financial Report: Harris reported the figures for March 2023 as follows:

General Fund	\$ 20,905.02
Road & Bridge Fund	\$ 29,944.86
Township Equipment Fund	\$ 30,000.00
Fire Fund	\$ 2,476.30
Verizon Lease Payment	<u>\$ 3,823.05</u>
Total	\$ 87,149.23

A motion was made by Kirchenwitz to approve the March 2023 Financial Report. A second was made by Ard. Motion passed unanimously. Harris reported that the numbers for March for CTAS agreed with the Bank Statements. Harris reported that a total of \$2,863.46 was received during March 2023.

Bills for March: Harris presented the bills for April 2023 to the Supervisors. After reviewing the bills, a motion was made by Kirchenwitz and seconded by Ellingson to approve the bills as presented. Motion passed unanimously.

Grader Operator: Randy Knaust was at the meeting to interview for the position of grader operator for the Township. Knaust has lived in the Township for 20 years. Knaust has been operating heavy equipment for about 40 years. Knaust stated that he has operated a grader like Dead Lake Township currently has. There was discussion about the cutting blades we use. Knaust said he prefers the carbide tip blades. Those blades have little finger type blades that are more expensive up front. Knaust said they do a better job of finishing and the tips can be replaced individually instead of having to replace the whole blade. Ellingson will check into the cost of the carbide tip blades. Kirchenwitz asked Knaust if grading when it rains would be a priority for him and if Knaust would just grade the roads without always having to be called. Knaust said yes, it would be a priority for him. A motion was made by Kirchenwitz to hire Randy Knaust as the grader operator for Dead Lake Township at a rate of \$35 per hour based on his extensive experience. Ard seconded the motion and it passed unanimously. Harris gave Randy Knaust the hiring paperwork he needs to fill out and return.

OLD BUSINESS

2022 Audit: Harris stated that the Audit is complete and turned in. There were no issues. Harris presented a copy of the letter and report to the Supervisors.

Reorganization of the Board: A motion was made by Ard and seconded by Ellingson to leave Kirchenwitz as the Chairperson. Motion passed unanimously. Kirchenwitz made a motion and Ard seconded to have Ellingson as the Vice-Chairperson. Motion carried unanimously. Compensation for the Town Officers will remain the same at \$80 per meeting and \$20 per hour plus mileage for business other than meetings. All expenses incurred during Township business need to have a properly signed claim form turned in to the Clerk for payment. Election judge wages are to remain at \$25 per hour.

Clerk and Treasurer division: Harris is ready to step back from the position as Clerk now that the ballot question has passed to split the position into two positions. Lueders would take over immediately as the Clerk. Harris would move into the Treasurer position until a new Treasurer is hired and trained. Kirchenwitz made a motion and Ellingson seconded to have Lueders become the Clerk at the hourly rate of \$30. Motion passed unanimously. Kirchenwitz made a motion for Harris to become the Treasurer until a new one can be hired and trained. Harris would stay at her current hourly rate of \$30. Ard seconded the motion and it carried unanimously. Kirchenwitz asked Harris about an approximate timeline for training a new Treasurer. Harris stated that she felt it would be a couple of months, depending on how quickly the new Treasurer can learn the CTAS program. At this time there will not be a Deputy Clerk or Treasurer. Those positions will be appointed at a later date.

Official depository will remain the same with United Community Bank. The official posting place in the Township will remain the posting board on the outside of the Town Hall and the Perham Focus newspaper. The monthly meeting dates will remain on the second Monday of the month at the Town Hall at 6:00pm.

Appointments:

Kirchenwitz made a motion and Ellingson seconded to have Ard as the noxious weed inspector. Motion carried unanimously. Kirchenwitz stated that he would continue being the liaison for the snow plow drivers. Kirchenwitz made a motion to have Ellingson and Ard act as co-liaisons for the road grader operators. The motion was seconded by Ard and carried unanimously. For chloride it was discussed and decided to leave the same as last year with a notice being posted prior to the dust control being done and also to send the dust control letter out to the people on the Chloride list from last year.

NEW BUSINESS

Bank letter for signatures: Harris presented a letter for the Supervisors to sign that would add Dawn Lueders as Clerk, and change Cheryl Harris to Treasurer. Also to remove Arnold Gietzen and add Duane Ard to the bank accounts.

Chloride Letters: The Supervisors went through the listing for chloride treatment and stated which ones should receive a letter. This letter will be included with the annual letter for the residents on the list.

Third Computer: Kirchenwitz brought up the need for a third computer for when we have a new Treasurer on board. This would allow Harris, Lueders and the new Treasurer to all be on the same page with the financials to ensure they are balancing. Kirchenwitz made a motion to purchase a third computer. Ellingson seconded and the motion passed unanimously.

Road Tour: The Supervisors discussed possible dates for the Road Tour. Kirchenwitz asked Ard if he thought Knaust would be willing to go on the road tour with the Supervisors. It was decided to set the road tour for Saturday, April 29th. They would meet at the Town Hall at 8:00am. May 6th at 8:00am will be the second date in case the 29th does not work. Lueders will get a notice for Kirchenwitz to post at the Town Hall.

Election Results: Harris reported that officially, Duane Ard won Seat B as Supervisor. The ballot question to split the Clerk and Treasurer also passed. Harris will get the paperwork to Lueders to send in to the County and MAT with the names of board members.

Road signs: Kirchenwitz brought the road closed signs in today and put them away. Kirchenwitz also looked at what the Township has on hand for signs. There are several of each sign so Kirchenwitz stated that we would only need to have signs installed as we need them. None would need to be purchased at this time.

Reclaiming Roads: Kirchenwitz stated that we have been too late with trying to reclaim the roads in the past years and haven't been able to get the job done nicely. Kirchenwitz reached out to Sonnenberg Excavation about their ability to do the reclaiming. Sonnenberg charges \$128.00 per hour. Sonnenberg said there is a window of a few days to get the reclaiming done to avoid making a mess of the shoulders. Sonnenberg told Kirchenwitz that they would have Dead Lake Township done in one day. Kirchenwitz made a motion to have Sonnenberg Excavation do the work to reclaim all of the Township roads. The motion was seconded by Ard and passed unanimously.

Township Website: Kirchenwitz stated that it was approved last year to have a website for the Township. Kirchenwitz tried to reach out to the company he contacted last year and they are no longer in business. Kirchenwitz has contacted several companies and gotten quotes. He talked with Boone Caughey from Turn 2 Creative about a website. Boone does work for Arvig Communications and also does several townships. Turn 2 Creative would charge \$150 a month for unlimited space. Turn 2 Creative requires a three year contract, but offers a buyout option for the Township. Many of the other companies have limited space for the website and when you run out of the space you need to pay more money for more space. Turn 2 Creative will take care of all the licensing and uploading everything to the website. The Township would send the items (minutes, agendas, resolutions, policies, etc.) and Turn 2 Creative would put the information on the website so the Township would have little maintenance necessary for the website. Ard brought up that there may not be a need to mail the annual letter and chloride letter if we could put the letters on the website. Kirchenwitz made the motion to have Turn 2 Creative create our website and administer it. Ard seconded the motion and it carried unanimously.

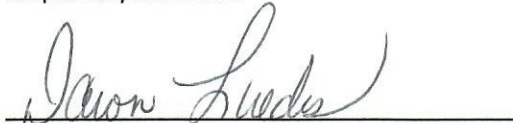
Housekeeping Items:

There were two housekeeping items.

The next regular Board Meeting will be held at 6:00 p.m. on May 8, 2023 at the Dead Lake Township Hall.

Having no further Township business to conduct, Kirchenwitz motioned to adjourn the meeting. Ellingson seconded. Motion carried unanimously. The meeting adjourned at 7:34 p.m.

Respectfully submitted:



Dawn Lueders, Clerk

Approved:



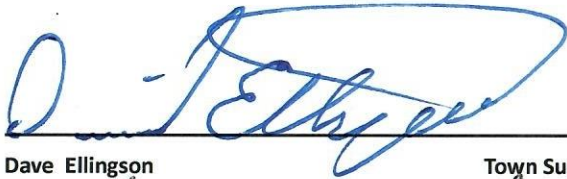
Justin Kirchenwitz, Chairperson

Date Range : 4/11/2023 To 5/8/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/08/2023	Justin Kirchenwitz	Moderator of annual meeting	9494	\$20.00			
					100-41901-113-	Other General Government	\$20.00
05/08/2023	City of Dent	First half of Fire Contract 2023	9495	\$7,750.00			
					225-42210-310-	Fire Administration	\$7,750.00
05/08/2023	Lakes Area Cooperative	Diesel for 4/5, \$177.79, \$133.97; 4/6, \$171.53; 5/2 bulk diesel \$3,246.88	9496	\$3,730.17			
					201-43126-212-38	Road and Bridge Equipment	\$483.29
					201-43126-212-45	Road and Bridge Equipment	\$3,246.88
05/08/2023	Forum Communications Company	Publish April 13th and 20th for request for chloride treatment	9497	\$121.15			
					201-41420-346-40	Recording and Reporting	\$121.15
05/08/2023	Arvig Comuncations	Internet monthly fee	9498	\$92.17			
					100-49141-325-36	General Gov't Building and Plant Parking Lots	\$92.17
05/08/2023	Lake Region Electric Coop	Electric Bill - April 2023	9499	\$116.38			
					100-41940-381-49	General Government Buildings and Plant	\$116.38
05/05/2023	United Community Bank	Loan Payment for May 2023	9500	\$1,000.00			
					285-41501-612-36	Financial Administration	\$177.99
					285-41501-602-36	Financial Administration	\$822.01
05/08/2023	Dawn Lueders	182 Miles - reimbursement	9501	\$119.21			
					100-41425-331-34	Clerk	\$119.21
05/08/2023	Sazama Road Maintenance, LLC	Blowing snow on Beaver Dam Rd; Remove grader wing	9502	\$635.00			
					201-43126-448-31	Road and Bridge Equipment	\$400.00
					201-43101-404-700	Highways, Streets & Roadways	\$235.00

Date Range : 4/11/2023 To 5/8/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/06/2023	Postmaster	3 rolls of stamps for doing annual mailing	9503	\$189.00			
					100-41901-204-	Other General Government	\$189.00
05/08/2023	Hawes Septic Tank Pumping	Pumped out holding tank at Hall	9504	\$120.00			
					100-43240-385-36	Waste (Refuse) Disposal	\$120.00
05/08/2023	PERA	Withholding for PERA May 2023	9505	\$474.90			
					100-41950-121-	Tax Payments	\$254.41
					100-41950-173-	Tax Payments	\$220.49
Total For Selected Claims				\$14,367.98			\$14,367.98



Dave Ellingson Town Supervisor

5/8/23
Date



Duane E Ard Town Supervisor

5/8/23
Date



Justin W Kirchenwitz Town Supervisor

5/8/23
Date

Date Range : 4/4/2023 To 5/4/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
04/14/2023	Postmaster	envelopes with postage on	9492	\$764.30	100-41901-204-	Other General Government	\$764.30
04/28/2023	Best Buy	HP Envy 16 inch Laptop Computer and Microsoft Office 365 Subscription	9493	\$1,268.48	100-41901-208-	Other General Government	\$1,268.48
Total For Selected Claims				\$2,032.78			\$2,032.78



Dave Ellingson Town Supervisor

5/8/23

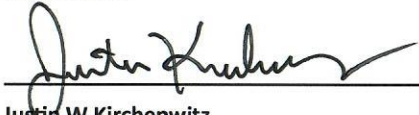
Date



Duane E Ard Town Supervisor

5/8/23

Date



Justin W Kirchenwitz Town Supervisor

5/8/23

Date