

*Dead Lake Township*  
*PO Box 54*  
*Richville, MN 56576*

Dead Lake Township Monthly Meeting Minutes  
March 11, 2024

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 Tammy Trosdahl.

There was one visitor in the audience. (See attached sheet)

The Pledge of Allegiance was recited by those present.

**Monthly Meeting Minutes:** Supervisors reviewed the February 2024 minutes. A motion was made by Ard and seconded by Ellingson to approve the February 2024 Meeting Minutes. Motion passed unanimously.

**Financial Report:** Trosdahl reported the figures for February 2024 as follows:

General Fund	\$ 19,801.36
Road & Bridge Fund	\$ 59,789.15
Township Equipment Fund	\$ 45,000.00
Fire Fund	\$ 2,831.21
Verizon Lease Payment	\$ <u>2,219.06</u>
Total	\$129,640.78

A motion was made by Kirchenwitz to approve the February 2024 Financial Report. A second was made by Ard. Motion passed unanimously. Trosdahl reported that the numbers for February for CTAS agreed with the Bank Statements. Trosdahl reported that a total of \$30,847.58 was received during February 2024.

**Bills for March:** Lueders presented the bills for March 2024 to the Supervisors. After reviewing the bills, a motion was made by Ard and seconded by Ellingson to approve the bills as presented. Motion passed unanimously.

**OLD BUSINESS**

**Grader Wing Stand:** The wing stand has been ordered. Snow Wing Cart is waiting for someone to contact them about a delivery day and time so the wing cart can be delivered. Snow Wing Cart will show how to and help remove the wing from the grader when it's delivered. Ard will contact Snow Wing Cart and set up a delivery date when Randy Knaust will be able to attend as well to learn how to take the wing of using the wing cart.

**EOT Township Association Meeting:** MAT made a payment to the previous director that claimed defamation. The \$800,000 that MATIT was scammed out of last year has been put into the hands of the FBI. Land & Resource talked about how many of the sewer systems in the County do not meet standards. The County currently has about 400 employees. The Commercial Development Association is still working on housing in the County. Someplace Safe reported that they are putting in a new house in Pelican Rapids. This will give Someplace Safe 16 houses. Someplace Safe served 200 people in 2023 Perham Health reported on a new program they have called "Elevate Connections". Elevate Connections partners with area organizations to both promote existing and create new opportunities for residents to improve their physical, mental, and social health. They meet at the Perham Area Community Center.

**EOT Township Association Meeting (cont):** Otter Tail County would like to initiate some program about setting up a fund to help Otter Tail County Ambulance and EMS services with expenses. There was discussion about the townships could potentially end up supporting the Ambulance services just like we support the local fire departments that service our township. The east side would be less because those Ambulance services mostly offer Basic EMS where the western side of the County offers more the Advanced Life Support Services. Most of the services are running a deficit. The EMS departments go on calls that they have to pay employees or volunteers for and can't always bill for the call. The average cost per EMS call is \$724 with reimbursement of \$542. The County is looking for members to be on the board for the EMS services. Patrick Walczko from Otter Tail County Emergency Management Services let everyone know they will have an event on April 18th in Perham to see Emergency Service demos.

### **NEW BUSINESS**

**EMS Information:** Kirchenwitz did some research on the Perham EMS situation with payments that Perham EMS is expecting from the townships in 2024. Kirchenwitz contacted Becca Huebsch, the head of the Perham EMS, about when the payments are due. Kirchenwitz told Huebsch that the Dead Lake Board was under the impression that we did not need to make any payments in 2024 because our Levy is set for the following year at the March Annual meeting, therefore our 2024 levy has been already set, and Dead Lake was not aware of any of the Perham EMS issues when the Levy was set. Huebsch stated that the Joint Powers Board voted in August for the 2024 amounts that would be due. Huebsch told Kirchenwitz that the 2025 formula to determine the amounts due in 2025 can be revisited. Dead Lake Township will owe \$34,000 in 2024 and \$39,000 in 2025. Huebsch will be attending the annual meeting.

**Dent Fire Department Fire Contract:** The Supervisors reviewed the Fire contract for 2024-2025. There was a motion by Kirchenwitz and a second by Ard to approve the fire contract with Dent Fire Department. Motion carried unanimously. Kirchenwitz signed the contract.

**Chloride list and letter:** The Supervisors looked over the chloride list for 2024. There was a motion by Kirchenwitz, seconded by Ellingson, to approve the chloride list. Motion carried. There was a motion by Kirchenwitz and seconded by Ard to approve the chloride letter, with the price being \$.44 per foot for residents requesting chloride. Lueders will place the chloride notice on the posting board, the township website, and in the Perham Focus for two weeks. The cutoff date for requests will be May 3<sup>rd</sup> so requests can be presented at the May meeting. Motion carried unanimously.

**Spraying Quote:** Kirchenwitz heard from Carr's Tree Service with a quote of \$365.00 per hour for a pickup and sprayer and \$195.00 per hour for an ATV and sprayer. Both costs would include the chemicals. Motion made by Kirchenwitz to have Carr's Tree Service do the right-of-way spraying in the township for 2024. Motion was seconded by Ellingson. Motion carried unanimously.

**Gravel Quote:** Kirchenwitz received a quote from North Central Inc with a quote of \$3.98 per ton for hauling gravel from the Dead Lake pit. There will be a fuel surcharge if diesel fuel exceeds \$4.50 per gallon. Motion made by Ard and seconded by Kirchenwitz to have North Central Inc haul gravel for the township for 2024. Motion carried unanimously.

**Mowing Quote:** A quote was received from Wells Construction MN with a quote of \$90.00 per hour for mowing the ditches within Dead Lake Township. Motion made by Kirchenwitz to have Wells Construction MN do the ditch mowing in the township for 2024. Motion was seconded by Ellingson. Motion carried unanimously.

**Brushing & Tree Trimming Quote:** Kirchenwitz received a quote from Wells Construction MN with a quote of \$220.00 per hour for Tree trimming and brushing within Dead Lake Township. This quote would include a 2-4 person crew and they would haul everything away. Motion made by Ard and seconded by Ellingson to have Wells Construction MN do the tree trimming and brushing in the township for 2024. Motion carried unanimously.

**Reclaiming Roads:** The Supervisors discussed reclaiming roads within Dead Lake Township. Randy Knaust told Ard in his opinion some of the roads should not be reclaimed. Kirchenwitz made a motion to have Sonnenberg Excavating reclaim the roads that need to be done in Dead Lake Township. Ard seconded the motion. Motion carried unanimously.

**Arvig Fiber Optic Installation:** Arvig is planning to do installation of fiber optic throughout Dead Lake Township during the spring and summer of 2024. Compass Consultants from Perham is the engineering firm handling the mapping and requesting approval from the Township board. The map was presented to the Supervisors for review. Kirchenwitz stated that he requested that Arvig bore under the roads and not cut through the roads. Kirchenwitz told Arvig that if they do cut through the township roads, they will be responsible for any costs for the township to repair the damage.

**Grader Repair:** Ellingson reported that the hydraulic cylinder that raises and lowers the blade on the grader is leaking. Kirchenwitz motioned to have Randy take the grader into Lakes Area Truck Repair, have the cylinder taken off and sent into CAT to have it fixed. Ard seconded the motion. Ellingson abstained.

**Board of Canvass:** Lueders reported that the Board of Canvass will be Justin Kirchenwitz, Duane Ard and Tammy Trosdahl. The Board of Canvass will meet immediately following the annual meeting to canvass the results of the annual election.

**395<sup>th</sup> Street:** Ellingson was asked if Dead Lake Township has taken over maintaining/plowing 395<sup>th</sup> Street south of Dent, west of Highway 35, and north of Bolton Lake. He received a call from a realtor out of Perham. Kirchenwitz received a call from the same realtor, Vaun Bruhn. Kirchenwitz told Bruhn that there was never a petition to Dead Lake Township to make that section a township road. Kirchenwitz said he also told Bruhn that for it to be a township road the residents would have to petition to the town board a request for the road to become a township road. Kirchenwitz also told Bruhn that the residents would have to have an engineer involved and build the road to the township specifications before a petition could be considered, which would be a rather large expense for the residents of the road.

**Levy Discussion:** Kirchenwitz has spoken with Deputy Clerk Harris about presenting the levy at the annual meeting on March 12<sup>th</sup>. Harris has presented the levy in the past. With both Lueders and Trosdahl being fairly new in their positions, they felt it was best if Harris presents the levy as she has the knowledge of the history of the past years of township spending.

**Calendar Items:** The calendar items were: Annual Township election and meeting on March 12<sup>th</sup> with voting from 5:00-8:00pm with the annual township meeting at 8:15. Board of Canvass will meet following the annual meeting. Spring Short Courses begin on March 18<sup>th</sup>. Noxious weed meeting on March 27<sup>th</sup> at 10:00am; Ard will attend. EMS Meeting on March 25<sup>th</sup> at 6:00pm; Ard will attend.

Page 4

Dead Lake Township Monthly Meeting Minutes

March 11, 2024

**Housekeeping Items:** Lueders handed out the new schedule for the monthly meetings for the next year. Lueders will get a new schedule posted in the box outside. Trosdahl handed out the financial report that she needs to give to Perry at United Community Bank for the loan at the bank.

The mail received was laid out for the Supervisors to look at if they wanted.

The next regular Board Meeting will be held at 6:00 p.m. on April 8<sup>th</sup>, 2024, 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 7:08p.m.

Respectfully submitted:

  
\_\_\_\_\_  
Dawn Lueders, Clerk

Approved:

  
\_\_\_\_\_  
Justin Kirchenwitz, Chairperson

Date Range : 3/1/2024 To 3/31/2024

<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>
03/25/2024	Dent Oasis	Diesel for snow plow #600	9678	\$24.60	201-43126-212-600	Road and Bridge Equipment	\$24.60
03/26/2024	Dent Oasis	Diesel for snow plow #600	9679	\$142.82	201-43126-212-600	Road and Bridge Equipment	\$142.82
03/27/2024	Dent Oasis	Diesel for snow plow #600	9680	\$146.68	201-43126-212-600	Road and Bridge Equipment	\$146.68
03/28/2024	Dent Oasis	Diesel for snow plow #600	9681	\$59.09	201-43126-212-600	Road and Bridge Equipment	\$59.09
<b>Total For Selected Claims</b>				<b>\$373.19</b>			<b>\$373.19</b>





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Dave Ellingson Town Supervisor

4/8/24

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Date




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Duane E Ard Town Supervisor

4/8/24

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Date




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Justin W Kirchenwitz Town Supervisor

4/8/24

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Date

Date Range : 3/12/2024 To 4/8/2024

<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>
04/03/2024	Minnesota Association of Townships	2024 Spring Short Course training - Treasurer	9682	\$75.00	100-41110-308-57	Council/Town Board	\$75.00
04/03/2024	Arvig	Internet monthly fee	9683	\$86.95	100-49141-325-36	General Gov't Building and Plant Parking Lots	\$86.95
04/05/2024	United Community Bank	April loan payment	9684	\$1,000.00	285-41501-602- 285-41501-612-	Financial Administration Financial Administration	\$858.31 \$141.69
04/08/2024	Lake Region Electric Coop	Electric Bill - March 2024	9685	\$125.27	100-41940-381-49	General Government Buildings and Plant	\$125.27
04/08/2024	Column Software PBC	publish Chloride request notice; 4/4, 4/11	9686	\$114.72	100-41420-346-40	Recording and Reporting	\$114.72
04/08/2024	Turn 2 Creative	website maintenance 4/12/24 - 4/11/25	9687	\$1,800.00	100-41421-316-	Township Website	\$1,800.00
04/06/2024	Amazon	toner for Canon 743 printer; 1 of each, black, cyan, magenta, yellow	9688	\$591.99	100-41901-202-	Other General Government	\$591.99
04/08/2024	Lakes Area Truck Repair Inc	Grader - dry graphite	9689	\$21.02	201-43126-213-31	Road and Bridge Equipment	\$21.02
04/08/2024	Otter Tail County Highway Dept	Mixed Sand/Salt Inv. 7671= 6.79 tons @ \$31.70/ton	9690	\$215.24	201-43101-224-42	Highways, Streets & Roadways	\$215.24
04/08/2024	Otter Tail County Treasurer	2024 Property Tax Settlement	9691	\$17.30			

Date Range : 3/12/2024 To 4/8/2024

<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>
					100-41950-812-	Tax Payments	\$16.00
					100-41950-814-	Tax Payments	\$1.30
04/08/2024	Diane Matejka-Lund	Election Judge mileage - 6.5 miles	9692*	\$4.36			
					100-41410-331-34	Elections	\$4.36
04/08/2024	Ervin Wickham	Election Judge mileage - 68.5 miles	9693*	\$45.90			
					100-41410-331-34	Elections	\$45.90
04/08/2024	Mildred Stang	Election judge mileage - 5 miles	9694*	\$3.35			
					100-41410-331-34	Elections	\$3.35
04/08/2024	David Stang	Election judge mileage - 73 miles	9695*	\$48.91			
					100-41410-331-34	Elections	\$48.91
04/08/2024	Joan Varholdt	Election Judge Mileage - 6.5 miles	9696*	\$4.36			
					100-41410-331-34	Elections	\$4.36
04/08/2024	Derene Johnsen	Election Judge mileage - 33 miles	9697*	\$22.11			
					100-41410-331-34	Elections	\$22.11
04/08/2024	Kathy Baker	Election judge mileage - 52 miles	9698*	\$34.84			
					100-41410-331-34	Elections	\$34.84
04/08/2024	Jocelyn Kerr	Election Judge mileage - 22 miles	9699*	\$14.74			
					100-41410-331-34	Elections	\$14.74
04/08/2024	Duane Ard	Mileage Reimbursement 80 miles @ .67	9700*	\$53.60			
					201-41110-331-34	Council/Town Board	\$53.60
04/08/2024	Tammy Trosdahl	mileage reimbursement; 186 miles @ .67	9701*	\$124.62			
					100-41510-331-34	Treasurer	\$124.62

Date Range : 3/12/2024 To 4/8/2024

<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>
04/08/2024	Dawn Lueders	mileage reimbursement for 222 miles @ .67	9702*	\$148.74	100-41425-331-34	Clerk	\$148.74
04/08/2024	PERA	Withholding for PERA April 2024	9703	\$587.78	100-41950-121- 100-41950-173-	Tax Payments Tax Payments	\$314.88 \$272.90
04/08/2024	Internal Revenue Service	Federal Withholding April 2024	9704	\$885.87	100-41950-127-	Tax Payments	\$885.87
04/08/2024	Minnesota Revenue	State Withholding tax 1st Quarter 2024	9705	\$138.76	100-41950-127-	Tax Payments	\$138.76
<b>Total For Selected Claims</b>				<b>\$6,165.43</b>			<b>\$6,165.43</b>



Dave Ellingson Town Supervisor

4/8/24

Date



Duane E Ard Town Supervisor

4/8/24

Date



Justin W Kirchenwitz Town Supervisor

4/8/24

Date