

Dead Lake Township
Town Board Meeting Minutes
January 10, 2022

At 5:00 p.m., The meeting was called to order.

Present: Justin Kirchenwitz, Duane Ard, Arnold Gietzen and Kim Wells.

Absent: Dave Ellingson

The Pledge of Allegiance was recited by those present.

Monthly Meeting Minutes: Kirchenwitz made a motion to approve the November & December 2021 meeting minutes with Gietzen seconding the motion. Motion approved unanimously.

Financial Report: K.Wells reported the figures for December as follows:

General Fund	\$ 18,331.61
Road/Bridge Fund	\$ 105,963.16
Township Equipment Fund	\$ 15,000.00
ARP Federal Fund	\$ 27,101.99
Verizon Lease Payment	\$ 3,854.86
Fire Fund	\$ <u>2,366.02</u>
Total	\$ 172,617.64

A motion was made by Kirchenwitz to approve the December 2021 Financial Report with Ard seconded. Motion passed.

K.Wells reported that a total of \$1,395.07 was received during the month of December 2021; and the accounts balanced with the bank statements.

Bills: K.Wells presented the January 2022 bills for approval. After discussion, a motion was made by Gietzen and seconded by Ard to approve the January bills. Motion passed.

OLD BUSINESS

Tow Truck Operators Lined Up: Daggett from Frazee has been called to be our tow truck operator.

Road Closed Signs: Supervisor Gietzen put the "Road Closed" signs out on the minimum maintenance roads.

NEW BUSINESS

Resolution for Annual Polling Place: Kirchenwitz made a motion to designate the Dead Lake Township Hall to be the polling place for all elections of 2022. Ard seconded. Motion passed unanimously.

Election Judges for Township Election: Kirchenwitz made a motion to accept the list of Election Judges for the Annual Township Election on March 8, 2022. The list of Election Judges are; Shelly Blauert, Megan Kirchenwitz, Kathy Baker, Joan Varholdt, Kim Wells, and Derene Johnsen will be a back up election judge if needed. Ard seconded. Motion passed unanimously.

Mailbox-Gietzen: Gietzen received a message on his phone from David Nagel on Dead Lake Road. He stated that our snowplow operator knocked down his mailbox and he will be sending a bill to Dead Lake Township for the mailbox he had to replace. After Supervisors discussion, it was noted that the Township has a Swing Arm Mailbox Policy that has been sent out to all the Dead Lake Township Residents. If the Township receives a bill, the Clerk will send Nagel the Townships Mailbox Policy as a reminder.

Road Projects/Levy: This will be put on the February Agenda

UCB Debit Card for Don Walz: The Supervisors discussed getting a debit card for Don Walz, the snowplow operator. The reason for this is when he needs to get fuel for the snowplow truck, a lot of times the gas stations are not open during the hours he is plowing. The Supervisors will put a daily limit on the debit card. After Supervisors discussion, Kirchenwitz made a motion to get Don Walz a debit card with a daily limit and the card to be turned back in to the Township at the end of the season. Ard seconded. Motion passed. The Clerk will go to the bank to set this up.

Snowplow Operator: The Supervisors discussed the need for a second snowplow operator for back up. Kirchenwitz will be talking to Chad Anderson and to see if he has his CDL license.

ARP Fund/Resolution: Kirchenwitz reported that the ARP Funding has been approved to be transferred to the Township Funds. There also will be another ARP Fund coming to the Township later on. Kirchenwitz reported that the Township falls into Category 4 and that a resolution will need to be made. After Supervisors discussion, Kirchenwitz made a motion to adopt the resolution for the ARP Funds to be split between Road & Bridge Fund and General Fund. Ard seconded. Motion carried unanimously.

Upcoming Items on Calendar: The candidacy last day of filing is January 11, 2022, by 5:00 pm. The EMS Semi-Annual Meeting is January 25th, 2022 at 6:00 pm at the Cactus in Perham. The EOT Association of Townships 2022 Spring Meeting is March 7th, at 1:30 pm at Thumper Pond in Ottertail. Our Annual Township Election will be on March 8th, from 5:00 pm until 8:00 pm at the Dead Lake Townhall. Our Annual Township Meeting will be on March 8, at 8:15 following our Election, at the Dead Lake Townhall.

Housekeeping Items: There was one advertising item. Signed checks.

Next Board Meeting: The next Board meeting will be held February 14, 2022 at 5:00 pm at the Dead Lake Town Hall. A motion was made by Kirchenwitz and seconded by Ard to adjourn the meeting. Meeting was adjourned at 5:42 pm.

Respectfully Submitted:



Kim Wells, Clerk/Treasurer

Approved:



Justin Kirchenwitz, Chairperson

Date Range: 1/1/2022 To 1/10/2022

<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>
01/10/2022	PERA	PERA deductions for Clerk December 2021 payroll	9160	\$98.71			
					100-41425-121-	Clerk	\$52.88
					100-41425-173-	Clerk	\$45.83
01/10/2022	Internal Revenue Service	Federal Withholding 4th Quarter 2021	9161	\$1,147.95			
					100-41950-127-	Tax Payments	\$1,147.95
01/10/2022	Minnesota Revenue	State Withholding 4th Quarter 2021	9162	\$67.21			
					100-41950-127-	Tax Payments	\$67.21
01/10/2022	Justin Kirchenwitz	Paycheck was short 10.00 when wrote out (Clerk Error)	9163	\$10.00			
					100-41110-100-	Council/Town Board	\$10.00
01/10/2022	Arnold Gietzen	Reimb: Mileage 55 miles @ .56	9164	\$30.80			
					201-41110-331-34	Council/Town Board	\$30.80
01/10/2022	Donald Walz	Reimbursed for Key/Button	9165	\$65.34			
					201-43126-221-600	Road and Bridge Equipment	\$65.34
01/10/2022	Farnams Genuine Parts	Snowplow Truck Parts	9166	\$9.96			
					201-43126-210-600	Road and Bridge Equipment	\$9.96
01/10/2022	Lakes Area Truck Repair	Fender Bracket/Mirror/Shop Supplies	9167	\$219.15			
					201-43126-220-600	Road and Bridge Equipment	\$113.15
					201-43126-210-	Road and Bridge Equipment	\$106.00
01/10/2022	Forum Communications Company	Notice of Annual Mtg/Election 2022	9168	\$179.25			
					100-41420-343-	Recording and Reporting	\$179.25

Date Range : 1/1/2022 To 1/10/2022

<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>
01/10/2022	Otter Tail County Highway Dept	Mixed Sand/Salt Inv. 7149 (Date:11/09/21) & Inv 6651 (Date:11/16/21)	9169	\$346.13			
					201-43101-224-42	Highways, Streets & Roadways	\$346.13
01/05/2022	United Community Bank	Payment on Loan	9170	\$1,000.00			
					285-41940-612-36	General Government Buildings and Plant	\$254.49
					285-41940-602-36	General Government Buildings and Plant	\$745.51
01/10/2022	Ron Kleinschmidt	9 pair gopher feet @ \$3.25 per pair	9171	\$29.25			
					201-43122-454-	Unpaved Streets	\$29.25
01/10/2022	Kimberlie Wells	Re-imbursed mileage 54 miles @ .56	9172	\$30.24			
					100-41425-331-34	Clerk	\$30.24
01/10/2022	Lakes Area Cooperative	Diesel Fuel for snowplow truck #600	9173	\$792.81			
					201-43126-212-600	Road and Bridge Equipment	\$792.81
01/10/2022	Lake Region Electric Coop	Electric Bill - 2021 December	9174	\$91.89			
					100-41940-381-49	General Government Buildings and Plant	\$91.89
01/10/2022	Otter Tail East Association of Town	2022 Membership Dues EOT;MAT	9175	\$601.20			
					100-41901-433-60	Other General Government	\$90.00
					100-41901-433-61	Other General Government	\$511.20
Total For Selected Claims				\$4,719.89			\$4,719.89

D/C Jan. Charges

Date Range : 1/1/2022 To 1/31/2022

<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>
01/14/2022	Lakes Area Cooperative	Diesel Fuel for snowplow truck #600	9176	\$105.16	201-43126-212-600	Road and Bridge Equipment	\$105.16
01/18/2022	Lakes Area Cooperative	Diesel Fuel for snowplow truck #600	9177	\$103.47	201-43126-212-600	Road and Bridge Equipment	\$103.47
01/18/2022	United Community Bank	Stop Pmt Fee on checks	9178	\$40.00	100-49301-115-	Other Financing Uses	\$40.00
01/21/2022	Lakes Area Cooperative	Diesel Fuel for snowplow truck #600	9179	\$126.05	201-43126-212-600	Road and Bridge Equipment	\$126.05
01/24/2022	Lakes Area Cooperative	Diesel Fuel for snowplow truck #600	9180	\$121.06	201-43126-212-600	Road and Bridge Equipment	\$121.06
01/24/2022	Lakes Area Cooperative	Diesel Fuel for snowplow truck #600	9181	\$133.68	201-43126-212-600	Road and Bridge Equipment	\$133.68
01/25/2022	Lakes Area Cooperative	Diesel Fuel for snowplow truck #600	9182	\$101.20	201-43126-212-600	Road and Bridge Equipment	\$101.20
01/28/2022	Lakes Area Cooperative	Diesel Fuel for snowplow truck #600	9183	\$95.29	201-43126-212-600	Road and Bridge Equipment	\$95.29
Total For Selected Claims				\$825.91			\$825.91