

*Dead Lake Township*  
*PO Box 54*  
*Richville, MN 56576*  
Dead Lake Township Monthly Meeting Minutes  
March 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, Arnold Gietzen, Dawn Lueders and Cheryl Harris

There were 7 people in the audience. (Sheet attached)

The Pledge of Allegiance was recited by those present.

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

**2023 Board of Audit Minutes:** Harris read the Board of Audit Meeting Minutes. A motion was made by Kirchenwitz with Ellingson seconding to approve the minutes. Motion approved unanimously.

**Financial Report:** Harris reported the figures for February 2023 as follows:

General Fund	\$ 23,218.29
Road & Bridge Fund	\$ 35,080.25
Township Equipment Fund	\$ 30,000.00
Fire Fund	\$ 2,476.30
Verizon Lease Payment	\$ <u>1,971.72</u>
Total	\$ 92,836.51

A motion was made by Kirchenwitz to approve the February 2023 Financial Report. A second was made by Ellingson. Motion passed unanimously. Harris reported that the Verizon payment was not received in February because they had a glitch in their system. The payment was received in March so two payments will be reflected in the March receipts. Harris reported that the numbers February for CTAS agreed with the Bank Statements. Harris reported that a total of \$26,765.21 was received during February 2023.

**Bills for March:** Harris presented the bills for March 2023 to the Supervisors. After reviewing the bills, a motion was made by Gietzen and seconded by Ellingson to approve the bills as presented. Kirchenwitz and Gietzen approved all bills except Kris Engineering at this time, with Ellingson abstaining on the bill for Lakes Area Truck Repair. Motion passed. Ellingson will sign the paperwork for Conflict of Interest for Lakes Area Truck Repair because he is an employee, and the paperwork will be on file with the Clerk.

**OLD BUSINESS**

**Verizon Lease Agreement:** Harris hasn't heard anything more from Kennedy-Grayson, the attorney used last time to negotiate the lease agreement with Verizon. She did receive a letter from a Betty Ramierez. Her company would like to negotiate the lease for Dead Lake Township with the Township paying a commission for their services. The Supervisors want to see what the previous law firm has to say. Our contract runs out in December of 2024.

**2022 Audit:** Harris stated that all the paperwork has been submitted and she is waiting to hear back from Carlson SV. There is nothing further to report at this time.

## **NEW BUSINESS**

**Cozy Cove Liquor License:** Sue Wagner, on behalf of Lynn Gribble from Cozy Cove Resort, was at the meeting to request Township approval for their On-Sale and Off-Sale of 3.2 Malt Liquor, and On-Sale Wine license. Sue Wagner stated that the license will have to be reviewed again in July because of the business name change. The request was looked over and Kirchenwitz motioned to approve Cozy Cove's Liquor License. Gietzen seconded the motion and it carried unanimously.

**Chloride Quotes:** Kirchenwitz presented the quotes from Fergus Power Pump and North Central Inc. Fergus Power Pump is \$.86 per foot and North Central Inc. is \$1.07 per foot. The roads to have the material applied to would be Lillis Drive; Dead Lake Road; Beaver Dam Road to 380<sup>th</sup> Street; 385<sup>th</sup> Street; and 355<sup>th</sup> Avenue. Kirchenwitz got a quote for 385<sup>th</sup> Street, which goes by the pit just to see what that would cost. That road is not ready for this year to have the chloride put on. There was a motion by Kirchenwitz and seconded by Ellingson to have Fergus Power Pump apply the chloride material for dust control in Dead Lake Township in 2023. Motion passed.

**Gravel Quotes:** Kirchenwitz received five quotes for gravel hauling for Dead Lake Township. Mr. D's Excavating gave a quote of \$5.50 a yard; Earl Strande Excavating was at \$6.00 a yard with a \$5.00 fuel surcharge if diesel fuel is over \$5.00 a gallon; North Central Inc. was \$5.01 per yard to haul from Dead Lake's pit, with a fuel surcharge if diesel prices go over \$4.50 a gallon; Egge Construction Inc quoted \$13.97 a yard, with a \$5.00 surcharge if diesel fuel goes over \$5.00; and Ben Wolden Landscaping was \$6.00 a yard. After looking over the quotes it was motioned by Kirchenwitz; seconded by Ellingson; and approved unanimously to approve North Central Inc. to do the gravel hauling for Dead Lake Township in 2023.

**Spraying Quotes:** Kirchenwitz stated that he only received one spraying quote from Carr's Tree Service. Carr's has been doing our spraying for the last three years. Carr's quote was \$365.00 per hour for a truck, with chemical included, and \$195.00 per hour for the wheeler, with chemical included. The bill is not to exceed \$6,400.00. Kirchenwitz made a motion, with Ellingson seconding; and carried to have Carr's Tree Service do the spraying for 2023.

**Tree Trimming & Brushing:** Kirchenwitz presented the two quotes received for tree trimming and brushing. Sazama Road Maintenance gave a quote of \$60.00 per hour for labor plus expenses, \$165.00 per hour for a bucket truck, and \$145.00 per hour for a wood chipper if any of this equipment is needed. Eager Beaver turned in a quote of \$225.00 per hour for two men, \$285.00 per hour for three men and a bucket truck, and \$2.75 per inch for stump grinding. Eager Beaver does not clean up the stumps. Motion was made by Kirchenwitz and seconded by Ellingson; carried unanimously to go with Sazama Road Maintenance for tree trimming and brushing for 2023.

**Ditch Mowing:** Kirchenwitz presented a quote from Adkins Equipment from Detroit Lakes on buying a new disc mower. Adkins quoted a New Holland 9' disc mower. The price is \$19,950 with a state program discount of \$4,300, which would bring the final cost down to \$15,650. There would be a possibility of Adkins allowing us to use one of their tractors if they have one available. They have two tractors, so the chances of availability when we would want to use it would be small. The cost for a tractor from Adkins would be \$40 per hour for the tractor without an operator. Valley Equipment from Wadena would deliver a John Deere tractor we could rent for \$60 per hour with a 16 hour minimum. It normally takes about 18 to 20 hours to mow. Darrell Hatlevig would operate a tractor for \$50 per hour labor. Mr. D's Excavating gave the Township a quote of \$60 per hour for labor to pull our mower. Mr. D's would supply the tractor. Last year we paid \$128.50 per hour for mowing. Ben Wolden Landscaping quoted \$95 per hour for both a John Deere 5425 tractor with the disc mower. Mowing the ditches usually takes two days. It was motioned by Kirchenwitz, seconded by Gietzen, and carried unanimously, to go with Ben Wolden Landscaping for the ditch mowing needs for 2023.

**Tree trimming on 360<sup>th</sup> Street:** Kirchenwitz brought up that there are trees on 360<sup>th</sup> Street that Wells Excavating was supposed to be cutting. They no longer need to cut those trees. Gietzen said he will get in touch with Wells Excavating and let them know that those trees do not need cut the trees on 360<sup>th</sup> Street.

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**Road Projects/Levy Discussion:** Harris stated that this is the lowest our accounts have ever been and barring any emergencies we should be okay until the first property tax payment comes through in June. For Road and Bridge, the levy has been \$155,000 with \$15,000 going towards the Equipment Fund. Kirchenwitz stated that we just spent roughly \$95,000 for gravel to be crushed and \$25,000 on snow plow truck repairs since November. Harris suggested that Road and Bridge get raised to \$185,000 with \$15,000 still going into the Equipment Fund if we want to remain solvent. The Road and Bridge levy amount can always be lowered in the future. The General Fund is set at \$45,000 and Harris feels we should stay at that amount. The Township currently pays \$5,000 to \$7,500 per year for an Audit. The Audit is required because the Clerk and Treasurer position is currently combined into one. If the question passes at the Annual Meeting to divide the Clerk/Treasurer position into two separate positions, then Harris feels we could consider going down to \$35,000 in the future. The cost of the Audit will be more than the cost of an additional person, especially when you consider all the extra hours that the Clerk/Treasurer puts into the Audit process. Harris stated that there can be another Town Meeting prior to September 15<sup>th</sup> to adjust any of the levy amounts. If the question passes to split the Clerk/Treasurer position, another Town Meeting would be an option to lower the General Fund levy amount. The levy amount for the Fire Fund is currently \$16,000 and Harris feels that could stay the same.

**Information Request:** Harris stated that a letter was received from Kim Wells requesting the approved meeting minutes and claims for each month.

**Supervisor Pay:** Harris asked if the Supervisors would consider doing a one-time quarterly pay for April through June with payment in July for all their meetings and hours for those months. Being the funds are low, this would get the Township through until the first property tax payment comes in June. After that payment comes in, then starting in July, we would go back to the regular monthly pay. All the Supervisors stated they are fine with that arrangement.

**Upcoming Items on the Calendar:**

Absentee ballots are available. There have been about 38 turned in already. The annual election is on March 14, 2023, with voting from 5:00pm to 8:00pm. The Annual Meeting will start at 8:15pm following the close of the election.

Harris handed out the schedule for the next year's meetings. Harris also stated that she did the boundary survey for the Census Bureau. Harris went online and completed the survey.

**Housekeeping Items:**

There were two housekeeping items.

The next regular Board Meeting will be held at 6:00 p.m. on April 10, 2023 at the Dead Lake Township Hall.

Having no further Township business to conduct, Kirchenwitz motioned to adjourn the meeting. Gietzen seconded. Motion carried unanimously. The meeting adjourned at 6:55 p.m.

Respectfully submitted:

  
\_\_\_\_\_  
Dawn Lueders, Deputy Clerk/Treasurer

Approved:

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

Date Range : 2/1/2023 To 3/13/2023

<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>
03/13/2023	Lakes Area Truck Repair Inc	Truck #600: Selenoid Mtr; batt cbl; heat shrink wire connect; mtr blwr; actuactoe; harness	9451	\$1,467.89	201-43126-221-600	Road and Bridge Equipment	\$1,467.89
03/13/2023	Lakes Area Cooperative	Diesel for the month of February 2023; 2/15 \$197.11; 2/21 \$96.40; & 2/21 \$195.09	9452	\$536.98	201-43126-212-38	Road and Bridge Equipment	\$536.98
03/05/2023	United Community Bank	Loan Payment for March 2023	9453	\$1,000.00	285-41501-612-36 285-41501-602-36	Financial Administration Financial Administration	\$170.53 \$829.47
03/13/2023	Minnesota Benefit Association	Group Term Life Insurance Annual Billing for Officers	9454	\$405.00	100-41901-133-56	Other General Government	\$405.00
03/13/2023	Otter Tail County Highway Dept	Mixed Sand/Salt Inv. 7242 = 9.01 tons @ \$28.90/ton	9455	\$260.39	201-43101-224-42	Highways, Streets & Roadways	\$260.39
03/13/2023	Arvig Communications	Internet monthly fee	9456	\$91.95	100-49141-325-36	General Gov't Building and Plant Parking Lots	\$91.95
03/13/2023	Sazama Road Maintenance, LLC	Blowing snow on 395th Av; 397th St; 385th Av; and replacing 45' cable on grader wing	9457	\$842.50	201-43101-404-908 201-43101-404-810 201-43101-404-906 201-43126-221-31	Highways, Streets & Roadways Highways, Streets & Roadways Highways, Streets & Roadways Road and Bridge Equipment	\$230.00 \$230.00 \$230.00 \$152.50
03/13/2023	Lake Region Electric Coop	Electric Bill - 2023 February	9458	\$192.41			

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<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>
					100-41940-381-49	General Government Buildings and Plant	\$192.41
03/13/2023	Cheryl Harris	Reimb - 56 miles and \$63.00 for roll of stamps	9459	\$99.68			
					100-41425-331-34	Clerk	\$36.68
					100-41425-322-	Clerk	\$63.00
03/13/2023	Forum Communications Company	Publish Saturday, March 11 for a/b voting in person; election date/hrs; annual mtg time	9460	\$44.14			
					100-41410-343-	Elections	\$44.14
03/13/2023	Kris Engineering, Inc	nuts/bolts; freight, 16 plow blades	9461	\$7,583.68			
					201-43126-221-38	Road and Bridge Equipment	\$3,791.84
					201-43126-221-600	Road and Bridge Equipment	\$3,791.84
03/13/2023	Justin Kirchenwitz	Reimburse for 150 miles	9462	\$98.25			
					201-43101-331-34	Highways, Streets & Roadways	\$98.25
03/13/2023	Dave Ellingson	Mileage Reimbursement 25 miles	9463	\$16.38			
					201-41110-331-34	Council/Town Board	\$16.38
03/13/2023	Donald Walz	Reimbursed for 192 miles	9464	\$125.76			
					201-43126-331-34	Road and Bridge Equipment	\$125.76
03/13/2023	Dawn Lueders	40 Miles - reimbursement	9465	\$26.20			
					100-41425-331-34	Clerk	\$26.20
03/13/2023	PERA	Withholding for PERA March 2023	9466	\$336.82			
					100-41950-121-	Tax Payments	\$180.44
					100-41950-173-	Tax Payments	\$156.38

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<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>
Total For Selected Claims				\$13,128.03			\$13,128.03

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Arnold M Gietzen

Town Supervisor

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Date

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Dave Ellingson

Town Supervisor

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Date

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Justin W Kirchenwitz

Town Supervisor

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Date