

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

Dead Lake Township Monthly Meeting Minutes

January 8, 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 nobody in the audience.

The Pledge of Allegiance was recited by those present.

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

**Financial Report:** Trosdahl reported the figures for December 2023 as follows:

General Fund	\$ 24,304.56
Road & Bridge Fund	\$ 48,682.56
Township Equipment Fund	\$ 37,500.00
Fire Fund	\$ 2,741.37
Verizon Lease Payment	<u>\$ 2,749.40</u>
Total	\$115,977.89

A motion was made by Kirchenwitz to approve the December 2023 Financial Report. A second was made by Ard. Motion passed unanimously. Trosdahl reported that the numbers for December for CTAS agreed with the Bank Statements. Trosdahl reported that a total of \$4,782.77 was received during December 2023.

**Bills for January:** Lueders presented the bills for January 2024 to the Supervisors. After reviewing the bills, a motion was made by Ellingson and seconded by Ard to approve the bills as presented. Motion passed unanimously. Kirchenwitz and Ard approved all bills, with Ellingson abstaining on the bills 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**

**Snowplow truck repairs:** All repairs have been done on the snowplow truck.

**NEW BUSINESS**

**Gravel road maintenance:** Kirchenwitz reported that there was some maintenance done to some of the gravel roads in the township due to the unseasonably warm weather we have been having. Al Sazama was out and repaired Egret road and most of the roads in the township were touched up with the grader.

**Road projects/Levy discussion:** This is a reminder that there will be discussion at the February meeting.

**Election Judge List:** Lueders requested a motion and second on who the election judges are for the Presidential Primary on March 5<sup>th</sup> and Annual election on March 12<sup>th</sup>. They are: Joan Varholdt, Erv Wickham, Megan Kirchenwitz, Cheryl Harris, Shelly Blauert, Becki Hexum, Craig & Diane Lund, Jocelyn Kerr, Derene Johnsen, Mark & Karen Seaton, Kathy Baker, Dave & Mildred Stang. Kirchenwitz motioned for approval with Ellingson seconding. Motion carried unanimously.

**Calendar Items:** There weren't any calendar items.

**Housekeeping Items:**


There were no housekeeping items at this time.

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 February 12<sup>th</sup>, 2024, at the Dead Lake Township Hall.

Having no further Township business to conduct, Kirchenwitz motioned to adjourn the meeting. Ard seconded. Motion carried unanimously. The meeting adjourned at 6:16p.m.

Respectfully submitted:

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

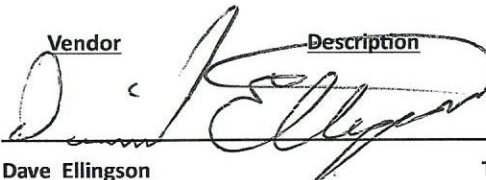

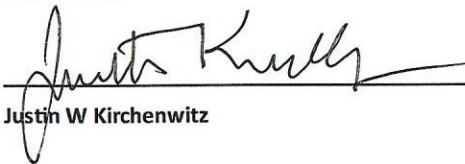
Approved:

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

Date Range : 1/9/2024 To 1/31/2024

<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>
01/10/2024	Lakes Community Cooperative	35.283 gallons of diesel @ \$3.749 for yellow truck	9638	\$132.28	201-43101-212-600	Highways, Streets & Roadways	\$132.28
01/23/2024	Tax1099	1099 & 1096 forms for 2023	9639	\$11.60	100-41901-203-	Other General Government	\$11.60
01/24/2024	Tax1099	1099 & 1096 forms for 2023	9640	\$5.80	100-41901-203-	Other General Government	\$5.80
01/23/2024	Lakes Community Cooperative	31.295 gallons of diesel @ \$3.649 for yellow truck	9641	\$114.20	201-43101-212-600	Highways, Streets & Roadways	\$114.20
01/24/2024	Lake Region Electric Coop	Electric Bill - January 2024	9642	\$117.64	100-41940-381-49	General Government Buildings and Plant	\$117.64
01/24/2024	Minnesota Revenue	State Withholding tax 4th Quarter 2023	9643	\$178.27	100-41950-127-	Tax Payments	\$178.27
<b>Total For Selected Claims</b>				<b>\$559.79</b>			<b>\$559.79</b>

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						2/12/24	
	Dave Ellingson					Date	
						2/12/24	
	Duane E Ard					Date	
						2/12/24	
	Justin W Kirchenwitz					Date	

Date Range : 1/9/2024 To 2/12/2024

<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>
02/01/2024	Amazon	binder and dividers	9644	\$24.77	100-41420-201-	Recording and Reporting	\$24.77
02/03/2024	Arvig	Internet monthly fee	9645	\$86.95	100-49141-325-36	General Gov't Building and Plant Parking Lots	\$86.95
02/05/2024	United Community Bank	February loan payment	9646	\$1,000.00	285-41501-602- 285-41501-612-	Financial Administration Financial Administration	\$853.20 \$146.80
02/09/2024	Lakes Community Cooperative	24.306 gallons of diesel @ \$3.649 for yellow truck	9647	\$88.69	201-43101-212-600	Highways, Streets & Roadways	\$88.69
02/12/2024	Lake Region Electric Coop	Electric Bill - January 2024	9648	\$94.91	100-41940-381-49	General Government Buildings and Plant	\$94.91
02/12/2024	Lakes Community Cooperative	39.751 gallons of diesel @ \$3.849 for grader	9649	\$153.00	201-43101-212-31	Highways, Streets & Roadways	\$153.00
02/12/2024	Minnesota Benefit Association	group term life insurance annual billing for Officers	9650	\$405.00	100-41901-133-56	Other General Government	\$405.00
02/12/2024	Hanson's Plumbing & Heating	repair toilet at town hall	9651	\$114.00	100-41940-409-36	General Government Buildings and Plant	\$114.00
02/12/2024	Otter Tail E. Cty Assoc of Township	2024 Membership Dues: EOT	9652	\$90.00	100-41901-433-61	Other General Government	\$90.00

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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>
02/12/2024	MATIT	Commercial Package Ins Coverage 07/01/2023-06/30/2024 - add'l premium	9653	\$116.00	100-49242-162-	Insurance: Commerical Package/Officer Bond	\$116.00
02/12/2024	Forum Communications Company	Publish annual election filing notice	9654	\$51.12	100-41410-343-	Elections	\$51.12
02/12/2024	Brian's Repair & Tire Service	replace tire on yellow snowplow truck #600	9655	\$689.73	201-43126-222-600	Road and Bridge Equipment	\$689.73
02/12/2024	Minnesota Unemployment Insurance Fu	Unemployment Benefit Paid to Randolph Knaust - Quarter 4 of 2023	9656	\$712.73	201-49241-142-	Insurance - Unemployment	\$712.73
02/12/2024	Tammy Trosdahl	mileage reimbursement; 56 miles @ .67	9657	\$37.52	100-41510-331-34	Treasurer	\$37.52
02/12/2024	Dawn Lueders	mileage reimbursement for 153 miles @ .67	9658	\$102.51	100-41425-331-34	Clerk	\$102.51
02/12/2024	PERA	Withholding for PERA February 2024	9659	\$446.75	100-41950-121- 100-41950-173-	Tax Payments Tax Payments	\$239.33 \$207.42
02/12/2024	Internal Revenue Service	Federal Withholding February 2024	9660	\$677.40	100-41950-127-	Tax Payments	\$677.40
02/12/2024	Amazon	toner for Canon 743 printer	9661	\$125.00	100-41901-202-	Other General Government	\$125.00
02/12/2024	Autumn Branchaud	338 gophers @ \$3.25	9662	\$1,098.50			

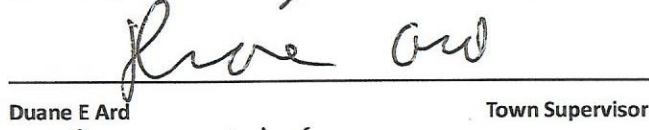
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					201-43101-454-	Highways, Streets & Roadways	\$1,098.50
<b>Total For Selected Claims</b>				<b>\$6,114.58</b>			<b>\$6,114.58</b>



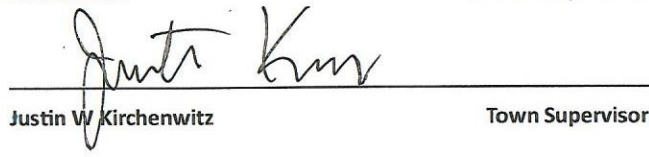
Dave Ellingson Town Supervisor

2/12/24  
Date



Duane E Ard Town Supervisor

2/12/24  
Date



Justin W Kirchenwitz Town Supervisor

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Date