

Dead Lake Township

Town Board Meeting Minutes

July 11, 2022

At 6:00 p.m., the meeting was called to order.

Present: Justin Kirchenwitz, Arnold Gietzen, and Cheryl Harris.

Absent: Dave Ellingson

There were four (4) people in the audience. Sign In sheet attached.

The Pledge of Allegiance was recited by those present.

June Monthly Meeting Minutes: Gietzen made a motion to approve the June 2022 meeting minutes. Kirchenwitz seconded the motion. Motion approved unanimously.

Financial Report: Harris reported the figures for June as follows:

General Fund	\$ 37,254.14
Road & Bridge Fund	\$ 167,819.96
Township Equipment Fund	\$ 15,000.00
Verizon Lease Payment	\$ 6,157.67
Fire Fund	\$ 3,965.96
Total	\$ 230,197.73

A motion was made by Kirchenwitz to approve the June 2022 Financial Report. Gietzen seconded. Motion passed unanimously. Harris reported that a total of \$3,133.14 was received during the month of June 2022. Harris reported that the accounts balanced with the bank statements.

Bills: Harris presented the July 2022 bills for approval. After discussion, a motion was made by Gietzen and seconded by Kirchenwitz to approve the July bills. Motion passed unanimously.

OLD BUSINESS

Quotes: Kirchenwitz and Gietzen will reach to obtain any additional quotes as needed determined by comments on the Road Tour (on separate document; copy attached to minutes). Kirchenwitz stated that he has attempted to contact John Christensen to obtain a finalized quote. This item will be pushed to the August agenda.

Road Tour: Supervisors continued discussing the 2022 Road Tour. (Separate document)

Rodel Drive: Lyle Hovde was present to discuss Rodel Drive and Rodel Trail. Discussion centered on the borings, whether or not a need for them, and there were approximately two areas that would need borings near a swamp area on both sides of the road. Hovde is contacting Christensen Construction to get a quote for the borings.
Lake Access: Wells Excavating, LLC removed the excess cement from the Lake Access. Complete.

Jennie O Turkey Trucks: Gietzen was not able to ascertain if the Jennie O trucks would be using the alternate route again or not. Complete.

Clerk/Treasurer Search: Kirchenwitz received one response to the ad placed looking for a Clerk/Treasurer for the Township. He arranged to interview this person on August 8th at 5:15 pm prior to the August meeting. All Supervisors are encouraged to attend if possible. This will be a closed meeting for employee interview and notice has been posted on the notification board outside the Town Hall.

2022 Township Annual Election: Kirchenwitz spoke to the Otter Tail County Attorney and received a letter from the Otter Tail Sheriff's department stating that the investigation is closed and no fault was found. This item is closed.

2021 Audit: The final report of the Audit for 2021 was received from Carlson SV. In essence, the Township could be doing more things, but with the limited resources of the Township, some of the items suggested cannot be done. The bottom line is that no funds are missing or mis-applied and no one has been found to be doing anything illegal or malicious. A final report was sent by Carlson SV to the State of Minnesota Auditor's office. This item is complete.

New Business.

First Mowing: Kirchenwitz asked Jeff Wells if he knew of any reason for the difference in price from last spring and this spring for mowing ditches. Last spring was more expensive than this spring. Wells said he could only assume it was because of a different tractor. This item is complete.

Ditch Spraying: Spraying is completed.

First Noxious Weed Report to Board: Gietzen stated he continues working on this.

State Demographics: The Township received a report of the Township Census for 2021. The report shows that Dead Lake Township population increased to 545 people from under 500 in 2020. Because of this, the Township must now open election polls at 7:00 a.m. instead of 10:00 a.m.

PERA Findings on late filing for employee: Harris received paperwork from PERA indicating what amount needs to be paid by the Township due to deductions not made back in February/March when employee reached the minimum amount of wages. The Township will send in the required amount, but then was directed in the paperwork that no reimbursement funds for the employee's portion can be collected from the employee. This item is complete.

Lake Region Coop Propane Program: Information was received regarding the propane program that Lake Region Coop has each year. After discussion, a motion was made by Kirchenwitz to purchase 1,000 gallons at a cost of \$2.00/gallon. Gietzen seconded. Motion carried. Harris will send the check prior to the cutoff date in August so the payment will be reflected in the CTAS August paperwork. Complete.

Election Judges for 2022/2023: Harris requested a motion to approve the following for training to be election judges for August Primary Election and November General Election due to the extended hours the polls must be open because of an increase to the Township population. Kirchenwitz motioned to approve Millie and Dave Stang as additional election judges. Gietzen seconded. Motion carried.

Upcoming Items on Calendar: Election Judge Training on July 18 at Thumper Pond. Election Judge Training on July 14th in Fergus Falls.

Housekeeping Items: Ads received were offered to Supervisors.


Comments from Audience: Steve Langlie said he would like to see the grading go out to the shoulders of the road rather than 1' from the shoulder.

Next Board Meeting: The next Board meeting will be held August 8, 2022 at 6:00 pm at the Dead Lake Town Hall.

A motion was made by Kirchenwitz and seconded by Gietzen to adjourn the meeting. Meeting was adjourned at 7:27 pm

Respectfully submitted:

Approved



Cheryl Harris, Clerk/Treasurer



Justin Kirchenwitz, Chairperson

2022 Dead Lake Township Road Tour

July Notes

Murray: Gravel from the corner to the turn-around. Supervisors noted that travel on this road has increased substantially. Motion by Kirchenwitz and second by Ellingson to add gravel. Motion carried unanimously. Gravel was applied thickly. A letter will be sent to the U.S. Fish and Wildlife and DNR requesting donations to upkeep of this road as it has become increasingly used due to the turn-around installed by DNR where the lake almost meets the road. Letters are being sent.

375th Ave: Add culvert by Baardson's to move water off road. Supervisors discussed the need to have culverts under 2 driveways have a culvert running from south to north. Gietzen motioned to approve doing this project and to get quotes. Kirchenwitz seconded. Motion carried unanimously. Quotes will be obtained for the July meeting. This project will be delayed to the August meeting.

380th Ave: Gravel the top of the hill, tree and brush in ditch. Kirchenwitz motioned with Ellingson seconding to hire Wells Excavating, LLC to do the tree and brush removal in the ditch. Motion carried unanimously. Kirchenwitz motioned and Ellingson seconded to add gravel to the top of the hill. Motion carried unanimously. This road has been graveled, but the trees still need to be cut. There are still some Poplar trees in the ditch.

Egret: Trees and limbs on first corner. Kirchenwitz motioned with Ellingson seconding to hire Wells Excavating, LLC to remove trees and limb on the first corner. Motion carried unanimously. Trees and limb still need to be removed. Complete.

360th St: Trees on south side of road between Egret and Govern. Kirchenwitz motioned with Gietzen seconding to hire Wells Excavating, LLC to remove trees as stated. Trees still need to be removed. Jeff Wells said he just received permission from owners to remove needed trees.

340th St: Trees and brush lying in ditch. Kirchenwitz moved and Gietzen seconded hiring Wells Excavating, LLC to remove the trees and brush as stated. Amor Township will be billed for ½ of the work. An invoice and letter will be sent to Amor Township regarding ½ the cost of tree removal. There is a pine tree by the highway still standing. All other trees designated for removal are gone. Mike Holstrom was present from Amor Township to discuss gravel needed on this road. Amor Township Clerk and grader-operator Al Sazama will be informed that Dead Lake Township takes care of this road during even numbered years. Continue. Amor Township has been billed for ½ of the cost.

395th Ave: Clean out ends of culverts. Gietzen volunteer to clear out the culverts with a weed whip and spray. Gietzen reported that rain washed debris out of Hexum's field into the culvert area. Wells Excavating, LLC will clean out the area with a skid steer for his rate of \$100/hr. Gietzen reported that there is about 2' of debris with cornstalks. Relocating or restructuring the culverts will be tabled until 2023. Gietzen and Wells said they could not get the culver cleaned out. Supervisors determined that the culvert should be replaced or repaired. Kirchenwitz motioned to approve the job up to \$4,000.00. Gietzen seconded. Motion carried.

400th Ave: Trees in ditch. Kirchenwitz moved and Gietzen seconded to hire Wells Excavating, LLC to remove the trees in the ditch. Motion carried unanimously. This item has not been completed. This item is now complete.

Cozy Cove Rd. Ditching by resort, finish trees from last year making turn around larger and sloping water to the back. Kirchenwitz motioned and Ellingson seconded hiring Wells Excavating, LLC to finish on the trees. Motion carried unanimously. Gietzen moved and Ellingson seconded getting a quote for the turn-around. Motion carried unanimously. Estimates for this work are coming. This project is still waiting for quotes.

385th Ave: Trees by lake and Palibicki's. Supervisors discussed the removal of trees by the lake too close to the road. After discussion, Gietzen offered to go tag the trees that need to be removed. Supervisors agreed. Gietzen marked the trees that Wells Excavating, LLC will remove. A letter will be sent to the resident running his water hose across the road to water grass on the other side of the road. This item is complete. A letter was sent to the property owner running the hose across the road.

397th St: Overhanging trees and brush in ROW, crack seal. Kirchenwitz moved and Gietzen seconded to hire Wells Excavating, LLC to do the overhanging trees and brush in ROW. Motion carried unanimously. Gietzen will contact SNL Crack sealing about the job they did last year. Gietzen reported that Lake Region Electric Coop is boring gas lines under the road currently. Trees and brush are not removed yet. Gietzen is looking into the crack-sealing. The tree in the road has been removed. Gietzen spoke to SNL Crack sealing and they won't do anything more. Complete.

395th Ave: Crack seal. Gietzen will speak with SNL on this item, too. This item will be incorporated with 397th Street. Gietzen spoke to SNL Crack sealing and they won't do anything more. Complete.

Marion Lodge Road and Trail: Crack seal. Gietzen will speak with SNL on this item, too. This item will also be incorporated with 397th Street and 395th Avenue. Gietzen spoke to SNL Crack sealing and they won't do anything more. Complete.

400th St: Trees and brush in ditch, work on turn around with Blauerts. Kirchenwitz motioned with Ellingson seconding to hire Wells Excavating, LLC to take care of the trees and turn-around. Tree work is ongoing at this time. This project is on-going. Edna will not be billed until we know how much cutting was done on the north side of the road.

Legend:

May

June

July

Date Range : 7/1/2022 To 7/31/2022

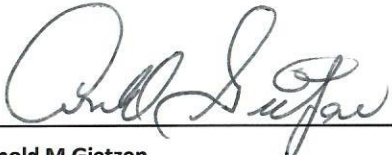


<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/06/2022	PERA	PERA deductions for Clerk May/June 2022 payroll	9272	\$206.86			
					100-41425-121- 100-41425-173-	Clerk Clerk	\$110.82 \$96.04
07/05/2022	United Community Bank	Payment on Loan July 2022	9274	\$1,000.00			
					285-41940-612-36 285-41940-602-36	General Government Buildings and Plant General Government Buildings and Plant	\$243.24 \$756.76
07/05/2022	Darrell Hatlevig	21 pr of gopher feet @ \$3.25/pr	9276	\$68.25			
					201-43101-454-	Highways, Streets & Roadways	\$68.25
07/05/2022	Arnold Gietzen	Reimb Red Post Puller	9278	\$103.54			
					201-43101-224-	Highways, Streets & Roadways	\$103.54
07/05/2022	Justin Kirchenwitz	Reimbursement: Pro Marking Paint Rd/Orn	9279	\$11.84			
					201-43101-491-	Highways, Streets & Roadways	\$11.84
07/05/2022	PERA	PERA deductions for Don Walz that were not taken out; Employers and Employees portions	9280	\$1,630.87			
					201-41501-121-	Financial Administration	\$1,630.87
07/11/2022	Cheryl Harris	Reimb - 32.00 mileage	9281	\$18.72			
					100-41425-331-34	Clerk	\$18.72
07/11/2022	Ziegler Cat	Grader: v-belt;filters; elements;seal	9282	\$622.95			
					201-43126-221-31	Road and Bridge Equipment	\$622.95
07/11/2022	Fergus Power Pump,Inc	Chloride on Dead Lake Rd 17,157 @ .86	9283	\$14,755.02			
					201-43122-216-40	Unpaved Streets	\$14,755.02
07/11/2022	Fergus Falls Daily Journal	Clerk/Treasurer ad	9284	\$222.00			

Date Range : 7/1/2022 To 7/31/2022

<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>
					100-41990-341-	Other General Government - COVID	\$222.00
07/11/2022	Fargo Communications Company	Ad for Clerk/Treasurer	9285	\$429.09			
					100-41901-341-	Other General Government	\$429.09
07/11/2022	North Central Inc	Remainder of Chloride on Township Roads	9286	\$10,162.46			
					201-43122-224-40	Unpaved Streets	\$10,162.46
07/11/2022	Summit Companies	Inspect Township-owned fire extinguishers;	9287	\$158.25			
					100-42210-314-	Fire Administration	\$158.25
07/11/2022	Wells Excavating LLC	Ditch mwng;remvd concrete-access; rmvd tree 397th St; 400th Str/Ave;360th/Egret;Czy Cv; 69	9288	\$13,532.00			
					201-43101-447-909	Highways, Streets & Roadways	\$1,232.50
					201-43101-447-811	Highways, Streets & Roadways	\$3,987.50
					201-43101-447-801	Highways, Streets & Roadways	\$688.75
					201-43101-447-703	Highways, Streets & Roadways	\$688.75
					201-43101-447-701	Highways, Streets & Roadways	\$3,407.50
					201-43101-408-	Highways, Streets & Roadways	\$2,827.00
					201-46101-384-117	Water Resources	\$350.00
					201-43101-447-810	Highways, Streets & Roadways	\$350.00
07/11/2022	Lake Region Electric Coop	Electric Bill - 2022 June	9289	\$36.58			
					100-41940-381-49	General Government Buildings and Plant	\$36.58
07/11/2022	Arnold Gietzen	Reimb Mileage 75 miles	9290	\$43.88			
					201-43101-331-34	Highways, Streets & Roadways	\$43.88
07/11/2022	Internal Revenue Service	Federal Withholding 2nd Quarter 2022	9291	\$1,996.12			
					100-41950-127-	Tax Payments	\$1,996.12
07/11/2022	Minnesota Revenue	State Withholding 2nd Quarter 2022	9292	\$152.85			

Date Range : 7/1/2022 To 7/31/2022

<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>
					100-41950-127-	Tax Payments	\$152.85
07/11/2022	Sazama Road Maintenance, LLC	Packing Gravel Rds:	9293	\$6,084.00			
					201-43122-465-702	Unpaved Streets	\$6,084.00
07/11/2022	PERA	PERA deductions for employees July 2022	9294	\$242.42			
					100-41950-121-111	Tax Payments	\$129.87
					100-41950-173-113	Tax Payments	\$112.55
Total For Selected Claims				\$51,477.70			\$51,477.70

	
Arnold M Gietzen	Town Supervisor
	Date
	
Dave Ellingson	Town Supervisor
	Date
	
Justin W Kirchenwitz	Town Supervisor
	Date

7-11-22

Date Range : 7/25/2022 To 7/31/2022

<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>
07/25/2022	Deluxe	Order for Payroll Checks for Township	9295	\$175.03	100-41501-203-	Financial Administration	\$175.03
Total For Selected Claims				\$175.03			\$175.03



Arnold M Gietzen Town Supervisor

8-8-22

Date



Dave Ellingson Town Supervisor

Date



Justin W Kirchenwitz Town Supervisor

Date