

Dead Lake Township
PO Box 54
Richville, MN 56576

Dead Lake Township Monthly Meeting Minutes
November 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, 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 October minutes. A motion was made by Ard and seconded by Ellingson to approve the October 2023 Meeting Minutes. Motion passed unanimously.

Financial Report: Trosdahl reported the figures for September 2023 as follows:

General Fund	\$ 22,733.76
Road & Bridge Fund	\$ 65,290.50
Township Equipment Fund	\$ 37,500.00
Fire Fund	\$ 2,250.66
Verizon Lease Payment	\$ 6,811.55
Total	\$134,586.47

A motion was made by Ard to approve the October 2023 Financial Report. A second was made by Kirchenwitz. Motion passed unanimously. Trosdahl reported that the numbers for October for CTAS agreed with the Bank Statements. Trosdahl reported that a total of \$77,525.80 was received during October 2023.

Bills for October: Lueders presented the bills for October 2023 to the Supervisors. After reviewing the bills, a motion was made by Kirchenwitz and seconded by Ellingson 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

Trees on 385th Avenue: Kirchenwitz stated that Sazama Road Maintenance has completed the removing of the two trees.

2nd Ditch Mowing: Kirchenwitz stated that the east side of the township has been completed. The rest of the township will be mowed this week.

Snowplow truck repairs: Ellingson stated that the correct cutting edges are on the yellow truck, and it is ready for the season. Kirchenwitz reported that the red truck has the box installed and the cement blocks in the box. There is some work to be done on the siring for the red truck. Al Sazama is working on the wiring issues. Ellingson said the hydraulic RAM on the red truck has a crack in it and is leaking. The supervisors decided that being there is not a meeting in December, if the hydraulic RAM cannot be fixed to get at least two bids on a new hydraulic RAM and make sure it gets fixed soon.

Line up tow trucks: Ellingson spoke with Daggett and they will be tow trucks for early am or late pm during the winter.

Snow Fences: Kirchenwitz said the snow fences are installed.

EMS Billing: Kirchenwitz stated that the board will hold off on any bill, if and when received to see what happens with the possible government monies to support EMS organizations in the County.

Extra Principal payment on Verizon loan: There was motioned by Kirchenwitz and seconded by Ellingson to make a \$5,000 extra principal payment on the Verizon loan at United Community Bank. Clerk Lueders will take care of it with the bank.

NEW BUSINESS

Road Grader: Kirchenwitz reported that the road grader is ready for the winter. Sazama Road Maintenance put the wing on and replaced the other cable on the wing. There was discussion about getting a cradle to store the wing in during the summer months. The cradle would help with the manpower needed to put the wing on and take it off. The cradle would offer a more mobile way of storing the wing. The Supervisors will investigate prices for one or the cost of getting someone to build one and revisit at the January meeting.

360th St. and Dead Lake Road: There is a portion by Dead Lake Road where it appears the muskrats are bothering the road. This area will probably need gravel in the spring after the thaw. The supervisors will keep watching the area.

Extra Snowplow Driver: Kirchenwitz brought up the question as to running an ad in the newspaper. There have not been any responses from newspaper ads in the past and they are expensive to put in the paper. It was decided to go with word of mouth for the position. Jake Rosenthal said he would be willing to operate a snowplow, however, it would be on his schedule, which doesn't always work for when the roads need to be plowed. Ellingson has someone that he has been trying to reach that may be interested. Kirchenwitz stated he could help on weekends. Ard stated that him and Ellingson should probably learn how to run the plows as well and they can help as they can. The biggest concern was if there was a large snowfall or if Don was unable to run the plow.

Designation of Polling Place for Dead Lake Township: There was a motion by Kirchenwitz to have the Town Hall as the polling place for elections for 2024. There was a second by Ard. Motion carried unanimously.

Absentee Ballots: Before December 6th we need to appoint where the absentee ballot voting will be on March 9th, 2024. There was a motion by Kirchenwitz and second by Ard to have the absentee ballot voting at the Town Hall from 10am-12pm on March 9th for the annual Township election. Motion carried unanimously.

Road closed signs: Kirchenwitz said he will get them up after December 15th.

Minnesota Earned Sick and Safe Time: In the last Legislature session it was voted on and signed into law that in the state of Minnesota, any employer in the state of Minnesota is required to offer and track sick and safe time for employees. The time is based on the requirement that the employee works 80 hours or more for the employer over the course of the year. Once the employee has reached the 80 hours, the employer must go back and grant the employee 1 hour of sick and safe time for every 30 hours worked. The maximum sick and safe hours an employee can earn in the year is 48 and the minimum carryover is 80 hours. The employer can grant more hours of carryover if they wish. Elected officials do not qualify for the sick and safe time. The township has three options to select from for the hours of sick and safe time they will allow. Option 1 allows the employee to carryover accrued sick and safe time into the following year, but the unused time shall never exceed 80 hours. Option 2 allows for immediately granting 48 hours of sick and safe time with any unused accrued time to be paid to the employee at the end of the year. Option 3 is to immediately grant 80 hours of sick and safe time annually and not have any unused accrued time paid out at the end of the year. The township needs to adopt a resolution and policy with one of the three options available. It was motioned by Kirchenwitz to adopt the resolution and policy for sick and safe time for township employees that permits employees to carryover sick and safe time each year but shall not exceed 80 hours maximum at any time. The motion was seconded by Ard. The motion carried unanimously.

Calendar Items: The annual Minnesota Township Association Educational Conference and Convention will be held December 7th – 9th in St. Cloud.

Housekeeping Items:

Dead Lake Township is responsible for maintenance on 340th Street in 2024.

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 January 8th, 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 6:47p.m.

Respectfully submitted:

Approved:



Dawn Lueders, Clerk



Justin Kirchenwitz, Chairperson

Date Range : 11/13/2023 To 11/13/2023

<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>
11/13/2023	United Community Bank	extra principal payment on loan	9607a	\$5,000.00			
					285-41501-602-	Financial Administration	\$5,000.00
Total For Selected Claims				\$5,000.00			\$5,000.00



Dave Ellingson Town Supervisor

1/8/24

Date



Duane E Ard Town Supervisor

1/8/24

Date



Justin W Kirchenwitz Town Supervisor

1/8/24

Date

Date Range : 11/14/2023 To 12/31/2023

<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>
12/03/2023	Arvig	Internet monthly fee	9608	\$86.95	100-49141-325-36	General Gov't Building and Plant Parking Lots	\$86.95
12/05/2023	United Community Bank	December loan payment	9609	\$1,000.00	285-41501-602- 285-41501-612-	Financial Administration Financial Administration	\$852.65 \$147.35
12/11/2023	Lake Region Electric Coop	Electric Bill - November 2023	9610	\$185.09	100-41940-381-49	General Government Buildings and Plant	\$185.09
12/11/2023	Lakes Community Cooperative	9.44 gallons of #1 diesel for grader @5.298/gallon	9611	\$50.01	201-43101-212-31	Highways, Streets & Roadways	\$50.01
12/11/2023	Otter Tail County Highway Dept	Mixed Sand/Salt Inv. 3576 = 8 tons @ \$31.70/ton	9612	\$253.60	201-43101-224-42	Highways, Streets & Roadways	\$253.60
12/11/2023	Sazama Road Maintenance, LLC	remove trees - Beaver Dam Rd; install plate; remove hyd cyl; and repair lights - 580 truck	9613	\$5,640.00	201-43122-447-700 201-43126-449-38	Unpaved Streets Road and Bridge Equipment	\$3,340.00 \$2,300.00
12/11/2023	Lakes Area Truck Repair Inc	Truck #580 full PM service and DOT inspection; Left side king pin bearing; see notes;	9614*	\$4,083.40	201-43126-221-38	Road and Bridge Equipment	\$4,083.40
12/31/2023	United Community Bank	safe deposit box rent	9615	\$35.00	100-41501-419-	Financial Administration	\$35.00
12/11/2023	Tammy Trosdahl	mileage reimbursement; 56 miles @ .655	9616	\$36.68	100-41510-331-34	Treasurer	\$36.68

Date Range : 11/14/2023 To 12/31/2023

<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>
12/11/2023	Dawn Lueders	mileage reimbursement for 157 miles @ .655	9617	\$102.83			
					100-41425-331-34	Clerk	\$102.83
12/11/2023	PERA	Withholding for PERA December 2023	9618	\$74.54			
					100-41950-121- 100-41950-173-	Tax Payments Tax Payments	\$39.93 \$34.61
12/11/2023	Wells Construction MN LLC	2nd township ditch mowing	9619	\$1,215.00			
					201-43101-408-	Highways, Streets & Roadways	\$1,215.00
12/11/2023	William Sazama	18 gophers @@ \$3.25 per pair	9620	\$58.50			
					201-43101-454-	Highways, Streets & Roadways	\$58.50
12/11/2023	Ronald Kleinschmidt	33 gophers @ \$3.25 per pair	9621	\$107.25			
					201-43101-454-	Highways, Streets & Roadways	\$107.25
12/14/2023	Internal Revenue Service	Federal Withholding October 2023	9622	\$573.31			
					100-41950-127-	Tax Payments	\$573.31
12/14/2023	Internal Revenue Service	Federal Withholding November 2023	9623	\$496.78			
					100-41950-127-	Tax Payments	\$496.78
12/14/2023	Internal Revenue Service	Federal Withholding December 2023	9624	\$156.36			
					100-41950-127-	Tax Payments	\$156.36
12/16/2023	Dent Oasis	Diesel for snow plow #600	9625	\$61.84			
					201-43126-212-600	Road and Bridge Equipment	\$61.84

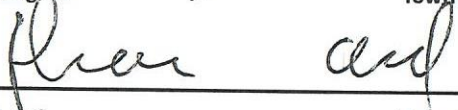
Date Range: 11/14/2023 To 12/31/2023

<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>
Total For Selected Claims				\$14,217.14			\$14,217.1



Dave Ellingson Town Supervisor

1/8/24
Date



Duane E Ard Town Supervisor

1/8/24
Date



Justin W Kirchenwitz Town Supervisor

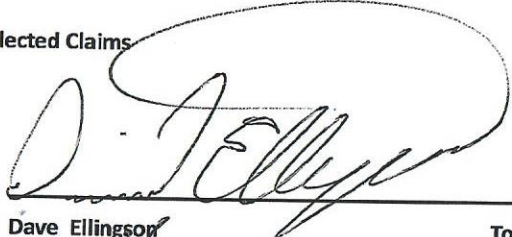
1/8/24
Date

Date Range : 12/31/2023 To 1/8/2024

<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>
01/08/2024	Arvig	Internet monthly fee	9626	\$86.95	100-49141-325-36	General Gov't Building and Plant Parking Lots	\$86.95
01/08/2024	United Community Bank	January loan payment	9627	\$1,000.00	285-41501-602- 285-41501-612-	Financial Administration Financial Administration	\$850.66 \$149.34
01/08/2024	Lakes Area Truck Repair Inc	Truck #580 hydraulic RAM cylinder, o-ring & fitting	9628	\$873.48	201-43126-221-38	Road and Bridge Equipment	\$873.48
01/08/2024	MATTI	Workers Compensation Insurance 1/1/2024-12/31/2024	9629	\$1,579.00	100-49242-151-	Insurance: Commerical Package/Officer Bond	\$1,579.00
01/08/2024	Minnesota Association of Townships	2024 township dues	9630	\$515.36	100-41901-433-60	Other General Government	\$515.36
01/08/2024	Driver & Vehicle Services	Renewal of license tabs for 1994 INTL20S - #580 & 2006 FRHT 999 - #600	9631	\$42.50	201-43126-218-38 201-43126-218-600	Road and Bridge Equipment Road and Bridge Equipment	\$21.25 \$21.25
01/05/2024	Amazon	wall calendar for town hall	9632	\$23.81	100-41420-201-	Recording and Reporting	\$23.81
01/08/2024	Duane Ard	Mileage Reimbursement 74 miles @ .655	9633	\$48.47	201-41110-331-34	Council/Town Board	\$48.47
01/08/2024	Dawn Lueders	mileage reimbursement for 140 miles @ .655	9634	\$91.70	100-41425-331-34	Clerk	\$91.70
01/08/2024	Sazama Road Maintenance, LLC	repair Egret road	9635	\$825.00			

Date Range : 12/31/2023 To 1/8/2024

<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>
01/08/2024	PERA	Withholding for PERA January 2024	9636	\$99.27	201-43122-443-703	Unpaved Streets	\$825.00
					100-41950-121- 100-41950-173-	Tax Payments Tax Payments	\$53.18 \$46.09
01/08/2024	Internal Revenue Service	Federal Withholding January 2024	9637	\$309.58			
					100-41950-127-	Tax Payments	\$309.58
Total For Selected Claims				\$5,495.12			\$5,495.12

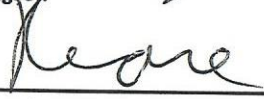


Dave Ellingson

Town Supervisor

1/8/24

Date



Duane E Ard

Town Supervisor

1/8/24

Date



Justin W Kirchenwitz

Town Supervisor

1/8/24

Date