

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

Dead Lake Township Monthly Meeting Minutes

May 8, 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 Cheryl Harris

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

The Pledge of Allegiance was recited by those present.

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

Financial Report: Harris reported the figures for April 2023 as follows:

General Fund	\$ 12,220.83
Road & Bridge Fund	\$ 16,576.47
Township Equipment Fund	\$ 30,000.00
Fire Fund	\$ 2,476.30
Verizon Lease Payment	\$ <u>4,249.33</u>
Total	\$ 65,522.93

Harris reported that if needed we could borrow funds from the equipment fund as long as the money is replaced to the equipment fund as soon as possible. Kirchenwitz asked about when we make a lump sum payment to the loan from the Verizon fund. Harris stated that when the balance gets to about \$6,500 then we make a lump sum payment of \$5,000. A motion was made by Kirchenwitz to approve the April 2023 Financial Report. A second was made by Ard. Motion passed unanimously. Harris reported that the numbers for April for CTAS agreed with the Bank Statements. Harris reported that a total of \$1,840.91 was received during April 2023.

Bills for May: Lueders presented the bills for May 2023 to the Supervisors. After reviewing the bills, a motion was made by Kirchenwitz and seconded by Ard to approve the bills as presented. Motion passed unanimously.

OLD BUSINESS

Southview Lane: Kirchenwitz stated that both Edna and Rush Lake Townships spoke with Kirchenwitz after looking over the new Town Line Road Agreements. In the proposed Town Line Road Agreements, Dead Lake Township would take over the plowing and grading of Southview Lane; Rush Lake Township would take over the plowing and grading of 400th Avenue and South Marion Drive; and Edna Township would be a one-third partner in payments of all expenditures of Southview Lane. Edna and Rush Lake Township said the 20th of May at 10:00am would work for them to have the hearing at the Dead Lake Town Hall and sign the new Town Line Agreements if that schedule works with the Dead Lake Supervisors. Kirchenwitz made a motion to set the special meeting with Edna, Rush Lake and Dead Like Townships for Saturday, May 20th at 10:00am for the purpose of accepting Southview Lane as a township road and sign the new Town Line Road Agreements with Edna and Rush Lake Townships. Ellingson seconded and the motion was carried unanimously. Harris will send out copies of the new Town Line Road Agreements for the board. Lueders will get the notice in the paper and posted.

Verizon: Harris received another letter from Verizon wanting to settle on a lease payment amount. The letter Harris received basically said that if Dead Lake Township does not agree to what Verizon wants to pay, Verizon may take the tower down. Harris told them to contact Kennedy Graven with any questions or correspondence. Kirchenwitz told Harris that if she receives any further correspondence from Verizon to pass it along to Kirchenwitz and he will take care of it.

NEW BUSINESS

Trees on 360th Street: Ard stated that Wells Excavating is contacting the landowners regarding the removal of the trees. Jeff Wells told Ard he should have the trees done in about two to three weeks.

Cozy Cove Liquor License: 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. This license will take effect on July 1st and will be renewed annually going forward. A previous request was made for a temporary license due to the name change of the business. The request was looked over and Kirchenwitz motioned to approve Cozy Cove's Liquor License. Ard seconded the motion and it carried unanimously.

Road Tour: Supervisors discussed the road tour (see attached sheet)

County Bridge Report: Lueders reported that the County Bridge Report received did not have any suggestions for any repairs.

Chloride petitions and payments: All the payments have been received from the residents on the 2023 Chloride list except one. Duane brought one new request that was received. Lueders added the new request to the list. Any new requests received will be considered if they are received before the chloride is applied. The Supervisors discussed when to put up the stakes to mark the roads for chloride treatment. It was decided that the Supervisors would go mark the roads right after the hearing on May 20th. Lueders will get the notice posted.

Shared town line road agreements: The agreement with Edna Township just needed some updating in the language. The agreement doesn't currently have whether it is a Street or Avenue. Harris will update the agreement and email it out to the Board. Rush Lake's agreement will include all the plowing and grading for 400th Avenue and South Marion Drive, since Dead Lake Township will be taking over all the plowing and grading for Southview Lane if it is accepted at the hearing on May 20th.

Beaver leveler on Beaver Dam Road: Kirchenwitz called Larime Barry about putting the leveler back in for the Township. Barry got back to Kirchenwitz and said within the next couple of weeks he would get the leveler and put it back in.

Deputy Treasurer: Lueders introduced Tammy Trosdahl to the Supervisors. Trosdahl was recommended for the position. Lueders felt that Trosdahl would be a good fit for the Board as she has a good work ethic and wants things done correctly with good attention to detail. Kirchenwitz made the motion to hire Trosdahl as the Deputy Treasurer at \$25 per hour plus mileage. After a training period of about two months Trosdahl will take over as the Treasurer. Ard seconded the motion and it passed unanimously.

Bank letter for signatures: Lueders presented a letter to the Supervisors to sign that would add Tammy Trosdahl as Deputy Treasurer to the bank accounts.

Matual Approach: Ellingson reported that he went and looked at the approach for Mark Matual, and it is complete. We can issue a letter approving the approach and return the deposit check.

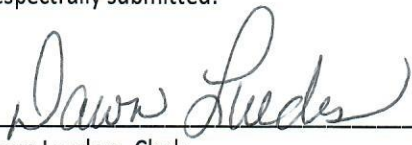
Housekeeping Items:

There were three housekeeping items.

The next regular Board Meeting will be held at 6:00 p.m. on June 12, 2023, 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 7:03 p.m.

Respectfully submitted:



Dawn Lueders, Clerk

Approved:



Justin Kirchenwitz, Chairperson

2023 Dead Lake Township Road Tour

May Notes

375th Ave: Add culvert by Baartson's to move water off the road. Kirchenwitz met with Ryan Fithen, from Mr. D's Excavating about getting a culvert in on the south side of the driveway. A culvert will help with most of the water but not all of it. The cost would be \$975.00 to install the culvert. Motion made by Ard and seconded by Ellingson to get the culvert put in. Motion carried unanimously.

Govern Rd: Asphalt patch. See notes for 360th Street below.

360th St: Asphalt patches. Kirchenwitz got a quote from Performance Paving to repair the areas needing patches. Dan Hendershot from Performance Paving gave a quote for four areas on 360th but there wasn't one for Govern Road. Kirchenwitz will reach out to Hendershot for clarification on his quote and revisit both 360th St. and Govern Road needs next month for patching. There was also discussion on options available since there is constant patching being done and the cost involved.

375th St, 390th Ave, 385th St: Gravel from 14 to just west of the of 385th Ave. It was motioned by Kirchenwitz and seconded by Ard to apply gravel to these roads. Motion carried unanimously.

385th Ave: 2 trees on the lakeside to be removed, owners need to be contacted. Gravel 385th. Being the trees are so close to the road, they are a hazard for the snowplow and grader. It was noted that when snow plowing, the road gets very narrow through this section and this past winter was only wide enough for one vehicle. There was a motion made by Ard and seconded by Ellingson to send a letter to the landowners letting them know the Township's intent to remove the trees. The landowners can request a hearing within 14 days of the letter date. The motion carried unanimously. It was decided to wait until next year, before the chloride is applied, to apply gravel to 385th Avenue.

397th St: Sign to be put back up, found sandbags and rebar blocking a culvert on road. We removed them and will keep an eye on it to see if the owner puts it back. Kirchenwitz noted that the sign has been put back up. Kirchenwitz also stated that the rebar and sandbags were back in the culvert. Kirchenwitz removed the rebar and sandbags again. Lueders was asked to send a letter to the landowners asking them to remove the items if the items belong to them.

Southview LN: Supervisors went down this road to check the road out as requested by residents. The resident's request is to have the 3 bordering townships take the road into a township road. Other than a couple of branches the road is in pretty good shape. Edna Township, who was also on their road tour, stopped and Jeff Guck from Rush Lake Township was there as well. While many other things would need to be completed it appears the 3 townships would work together to get this road taken care of. Refer to regular meeting minutes. The hearing is set for May 20th at 10:00am to meet with Edna and Rush Lake Township to decide if Southview Lane will be accepted as a Township Road.

Beaver Dam Road: There is a low spot North of Eric Hanson's that needs gravel. Motion by Kirchenwitz and seconded by Ard to add gravel to this area of Beaver Dam Road. Motion carried unanimously.

Notes: There were several trees and limbs down from the winter especially from the last heavy snow we got; tree trimmer will take care of these. Supervisors cleaned up 2 areas with excessive damage in yards from winter plowing. Al Sazama has some of the debris cleaned up and will finish the rest of the areas.

Legend:

May

Date Range : 5/11/2023 To 6/12/2023

<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>
06/05/2023	United Community Bank	Loan Payment for June 2023	9507	\$1,000.00			
					285-41501-612-36	Financial Administration	\$181.46
					285-41501-602-36	Financial Administration	\$818.54
06/12/2023	Carlson SV	2022 Township Audit as required by MN State Auditor	9508	\$5,900.00			
					100-41530-301-	Accounting	\$5,900.00
06/12/2023	Arvig	Internet monthly fee	9509	\$92.17			
					100-49141-325-36	General Gov't Building and Plant Parking Lots	\$92.17
06/12/2023	Forum Communications Company	Publish May 11th and 18th for Southview Lane Special Meeting	9510	\$50.12			
					201-41420-348-723	Recording and Reporting	\$50.12
06/12/2023	NAPA - Parts Supply	paint for chloride markers	9511	\$31.44			
					201-43122-224-40	Unpaved Streets	\$31.44
06/12/2023	Menards, Inc.	RUP W & G killer concentrate 64 ounce	9512	\$325.44			
					100-41940-405-36	General Government Buildings and Plant	\$325.44
06/12/2023	Lakes Area Truck Repair Inc	2 sets of wipers; 10 Delogrease for truck #600	9513	\$92.96			
					201-43126-221-600	Road and Bridge Equipment	\$92.96
06/12/2023	North Central Inc	hauling gravel on 385th St., 390th Ave., 375th st., and Beaver Dam Road	9514	\$10,109.63			
					201-43122-406-700	Unpaved Streets	\$890.45
					201-43122-406-803	Unpaved Streets	\$3,687.69
					201-43122-406-806	Unpaved Streets	\$1,843.80
					201-43122-406-907	Unpaved Streets	\$3,687.69

Date Range : 5/11/2023 To 6/12/2023

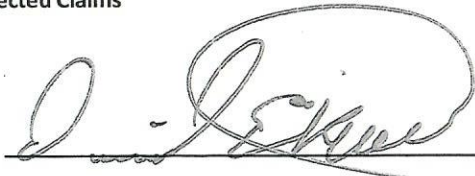
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/12/2023	Fergus Power Pump,Inc	Chloride payment in full	9515	\$48,068.84	201-43122-224-40	Unpaved Streets	\$48,068.84
06/12/2023	Andrew Smith	cleaning trucks and shop	9516	\$100.00	201-43126-404-	Road and Bridge Equipment	\$100.00
06/12/2023	Turn 2 Creative	website design, construction and maintenance 5/1/23 - 4/30-24	9517	\$1,800.00	100-41421-316-	Township Website	\$1,800.00
06/08/2023	Otter Tail County Recorder	\$46.00 recording fee for Southview Lane	9518	\$46.00	201-43122-462-723	Unpaved Streets	\$46.00
06/12/2023	Complete Yard Care	weed spraying at Town Hall	9519	\$86.00	100-41940-315-109	General Government Buildings and Plant	\$86.00
06/12/2023	Bubba's Pest Control, LLC	Pest control on outside of Township buidings	9520	\$105.00	100-41940-409-36	General Government Buildings and Plant	\$105.00
06/12/2023	Sazama Road Maintenance, LLC	tree removal; sign repair on 397th St; put teeth on grader and shop supplies (see notes)	9521*	\$2,361.83	201-43101-447-700	Highways, Streets & Roadways	\$336.00
					201-43101-447-810	Highways, Streets & Roadways	\$336.00
					201-43101-447-724	Highways, Streets & Roadways	\$169.00
					201-43101-447-701	Highways, Streets & Roadways	\$169.00
					201-43101-447-705	Highways, Streets & Roadways	\$118.00
					201-43101-447-801	Highways, Streets & Roadways	\$118.00
					201-43101-447-713	Highways, Streets & Roadways	\$190.00
					201-43101-447-905	Highways, Streets & Roadways	\$95.00
					201-43101-447-910	Highways, Streets & Roadways	\$141.50
					201-43101-447-904	Highways, Streets & Roadways	\$128.00
					201-43101-447-801	Highways, Streets & Roadways	\$128.00
					201-43101-447-803	Highways, Streets & Roadways	\$129.00

Date Range : 5/11/2023 To 6/12/2023

<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>
					201-43101-226-64	Highways, Streets & Roadways	\$60.00
					201-43126-448-31	Road and Bridge Equipment	\$244.33
06/12/2023	Lake Region Electric Coop	Electric Bill - May 2023	9522	\$32.99			
					100-41940-381-49	General Government Buildings and Plant	\$32.99
06/12/2023	Wells Excavating LLC	ditch clearing, tree removal brush removal on 360th Street	9523	\$2,610.00			
					201-43101-447-801	Highways, Streets & Roadways	\$2,610.00
06/12/2023	JH Signs & Designs, Inc	4 No parking signs for Lake Access Road	9524	\$360.00			
					201-43101-224-719	Highways, Streets & Roadways	\$360.00
06/12/2023	Duane Ard	Mileage Reimb 46 miles	9525	\$30.13			
					201-41110-331-34	Council/Town Board	\$30.13
06/12/2023	Cheryl Harris	Reimb - 48 miles	9526	\$31.44			
					100-41510-331-34	Treasurer	\$31.44
06/12/2023	Dave Ellingson	Mileage Reimbursement 110 miles	9527	\$72.05			
					201-41110-331-34	Council/Town Board	\$72.05
06/12/2023	Dawn Lueders	350 Miles - reimbursement	9528	\$229.25			
					100-41425-331-34	Clerk	\$229.25
06/12/2023	PERA	Withholding for PERA June 2023	9529	\$424.93			
					100-41950-121-	Tax Payments	\$227.64
					100-41950-173-	Tax Payments	\$197.29
06/12/2023	Darrell Hatelvig	49 pairs of gopher feet @ \$3.25 a pair	9530	\$159.25			
					201-43101-454-	Highways, Streets & Roadways	\$159.25

Date Range : 5/11/2023 To 6/12/2023

<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				\$74,119.47			\$74,119.47



Dave Ellingson Town Supervisor

6/12/23

Date



Duane E Ard Town Supervisor

6/12/23

Date



Justin W Kirchenwitz Town Supervisor

6/12/23

Date

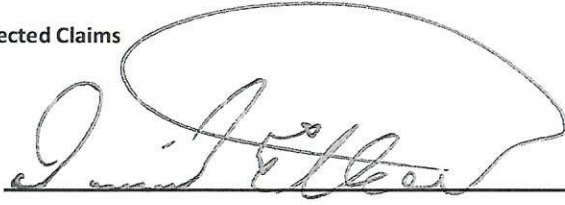
Date Range : 5/15/2023 To 5/15/2023

<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>
05/15/2023	Postmaster	mail 3 certified letters; Burns & Wenner, tree removal; Berg, items in culvert	9506	\$12.45			
					100-41901-204-906	Other General Government	\$8.30
					100-41901-204-810	Other General Government	\$4.15
Total For Selected Claims				\$12.45			\$12.45

Dave Ellingson	Town Supervisor	Date
Duane E Ard	Town Supervisor	Date
Justin W Kirchenwitz	Town Supervisor	Date

Date Range : 6/11/2023 To 6/11/2023

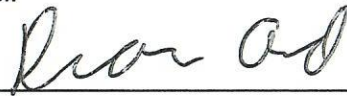
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
06/11/2023	Lakes Area Truck Repair Inc	2 dry graphite lubricant	9531	\$22.26			
					201-43126-213-31	Road and Bridge Equipment	\$22.26
Total For Selected Claims				\$22.26			\$22.26



Dave Ellingson Town Supervisor

6/12/23

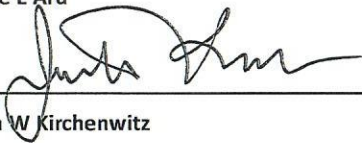
Date



Duane E Ard Town Supervisor

6/12/23

Date



Justin W Kirchenwitz Town Supervisor

6/12/23

Date