

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

**Dead Lake Township Monthly Meeting Minutes**  
**November 10, 2025**

At 7:00 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, Tammy Trosdahl and Dawn Lueders.

There were two visitors in the audience. (see attached sheet)

The Pledge of Allegiance was recited by those present.

**Monthly Meeting Minutes:** Supervisors reviewed the October 2025 minutes. A motion was made by Ard and seconded by Kirchenwitz to approve the October 2025 meeting minutes. Motion passed unanimously.

**Financial Report:** Trosdahl reported the figures for October 2025 as follows:

General Fund	\$ 79,271.71
Road & Bridge Fund	\$ 144,761.21
Township Equipment Fund	\$ 24,715.57
Fire Fund	\$ 3,210.11
EMS Fund	\$ 50,321.51
Verizon Lease Payment	\$ 3,590.28
Total	\$ 305,870.39

Kirchenwitz made a motion to approve the October 2025 Financial Report. The second was made by Ellingson. Motion passed unanimously. Trosdahl reported that a total of \$144,252.15 was received during October 2025.

**Bills for November:** Lueders presented the bills for November 2025 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**

**NEW BUSINESS**

**Road Grading:** Randy Knaust, the employee that operates the road grader, was at the meeting to discuss some issues. Knaust said he has heard comments that people are complaining that Knaust is not doing what he is supposed to for grading or is doing the grading wrong. Supposedly that Knaust is blading some roads too much or not enough. Ellingson asked which roads specifically Knaust was talking about. Ard stated that Ard had been told too much and Ard explained that in the spring the roads need more blading to get ready for chloride. Kirchenwitz stated that he has heard mostly good comments and the rest are coffee shop talk and ignore them. The Supervisors have heard good comments on the condition of the roads. Knaust brought up that in his opinion the chloride is being applied too soon this last spring and the frost was still coming out. Knaust explained that with chloride you get wheel rutting where everyone drives and the road loses the crown in the middle. Ellingson said that he has seen for himself that it can be caused by irrigators putting water on the road. Kirchenwitz asked Knaust what Knaust is suggesting. Knaust said with a non-chloride road, wheel rutting doesn't happen. Knaust suggested that the township wait until later to apply the chloride, like later in June. Knaust also said that Knaust would like to blade the chloride roads earlier in the fall. Rain is worse for the chloride roads for

**Road Grading (cont.)**: causing washboards. Kirchenwitz stated he is proud of the township roads that have chloride and the township has been experimenting with applying a  $\frac{1}{2}$  rate of chloride on some roads that have had chloride applied for many years to see how the chloride holds up. Kirchenwitz has been out and driven all the chloride roads a few times this summer and they have been in good shape Kirchenwitz felt. Knaust did say that he would like to reclaim some shoulders in the spring so there will be grass clumps on the road until Knaust can get them worked out. Knaust also stated that there was gravel hauled on 378<sup>th</sup> to fix an area and Knaust will need to work on fixing that spot a little bit more before winter. The Supervisors thanked Knaust for coming in with his concerns.

**County Commissioner Dan Bucholz**: Dan Bucholz was at the meeting with a couple of updates for the board. County wide single sort recycling will start in January 2026. The County received a grant to help pay for the single sort recycling pick up for the cities of Battle Lake and Henning. Anyone else that wants their single sort picked up will have to make arrangements with their sanitation hauler and pay an extra fee for that service. The County is starting in the southeast quadrant of the county. Henning, Battle Lake and more populated areas in that quadrant received single sort bins that they can use. If anyone else in that area would like to receive a bin they are to contact the County. Bucholz talked about the new County Highway Engineer, Jodi Teich that was recently hired. Bucholz said that Teich is willing to help townships with writing grants for major road projects with in the townships. Bucholz said RTech is a big supporter of townships.

**Designation of polling place**: Lueders asked the Supervisors to set the polling place for Dead Lake Township for 2026. Motion was made by Kirchenwitz and seconded by Ard to have the town hall as the polling place for 2026. Motion passed unanimously. Lueders will get the paperwork sent back to the County.

**Designation of absentee voting location**: Lueders asked the Supervisors to set the time and place for absentee voting for the annual Township election in March. The minimum hours are from 10am until noon on the Saturday before the annual election. It was motioned by Kirchenwitz and seconded by Ellingson to set the absentee voting place as the town hall on Saturday, March 7<sup>th</sup> and to use the minimum hours of 10am until noon. Motion carried unanimously.

**Road Closed Signs**: Kirchenwitz will get the signs put out.

**Calendar Items**: Township Board filing is December 31<sup>st</sup> through January 13<sup>th</sup>. Seat B is on the ballot for the election.

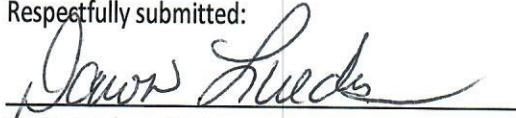
**Housekeeping Items**: There were no housekeeping items.

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 12<sup>th</sup>, 2025, 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 7:55p.m.

Respectfully submitted:



Dawn Lueders, Clerk

Approved:

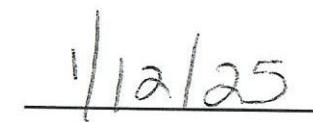


Justin Kirchenwitz, Chairperson

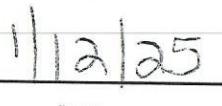
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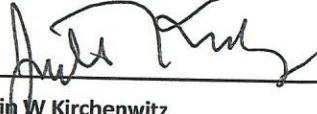
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/17/2025	Lakes Community Cooperative	5.045 gallons of diesel fuel red truck (580) @3.949 per gallon	10034	\$19.92			
11/17/2025	Lakes Community Cooperative	23.073 gallons of diesel fuel new truck (2022) @3.599 per gallon	10035	\$83.04	201-43101-212-38	Highways, Streets & Roadways	\$19.92
11/17/2025	Lakes Community Cooperative	1.662 gallons of DEF for new truck (2022) @ 2.999 per gallon	10036	\$4.98	201-43101-212-380	Highways, Streets & Roadways	\$83.04
11/26/2025	Lakes Community Cooperative	28.977 gallons of fuel for new truck (2022) @ 3.949 per gallon	10037	\$114.43	201-43101-212-380	Highways, Streets & Roadways	\$4.98
<b>Total For Selected Claims</b>				<b>\$222.37</b>			<b>\$222.37</b>

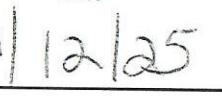
  
 Dave Ellingson  
 Town Supervisor

  
 1/12/25  
 Date

  
 Duane E Ard  
 Town Supervisor

  
 1/12/25  
 Date

  
 Justin W Kirchenwitz  
 Town Supervisor

  
 1/12/25  
 Date

Date Range : 12/1/2025 To 12/31/2025

<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>
12/03/2025	Arvig	Internet monthly fee	10040	\$86.95	100-49141-325-36	General Gov't Building and Plant Parking Lots	\$86.95
12/05/2025	United Community Bank	December loan payment	10041	\$1,000.00	285-41501-602- 285-41501-612-	Financial Administration Financial Administration	\$947.67 \$52.33
12/03/2025	Dent Oasis	31.722 gallons of fuel for new truck (2022) @ 3.949 per gallon	10042	\$125.27			
12/05/2025	OK Tire of Perham, Inc	replace truck tire on red truck #580	10043	\$1,181.66	201-43101-212-380	Highways, Streets & Roadways	\$125.27
12/10/2025	Lakes Community Cooperative	41.529 gallons of fuel for new truck (2022) @ 3.599 per gallon	10044	\$149.46	201-43126-222-	Road and Bridge Equipment	\$1,181.66
12/11/2025	Dent Oasis	38.151 gallons of fuel for new truck (2022) @ 3.949 per gallon	10045	\$150.66	201-43101-212-380	Highways, Streets & Roadways	\$149.46
12/10/2025	Lakes Community Cooperative	4.665 gallons of DEF for truck (2022) @ 2.999 per gallon	10046	\$13.99	201-43101-212-380	Highways, Streets & Roadways	\$150.66
12/17/2025	Costco	2 jugs of DEF for the plow truck #2022	10047	\$30.18	201-43101-212-380	Highways, Streets & Roadways	\$13.99
12/19/2025	Lakes Community Cooperative	23.961 gallons of fuel for truck (2022) @ 3.409 per gallon	10048	\$83.84	201-43101-212-380	Highways, Streets & Roadways	\$30.18
					201-43101-212-380	Highways, Streets & Roadways	\$83.84

Date Range : 12/1/2025 To 12/31/2025

<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>
12/23/2025	Column Software PBC	publish annual election candidate filing notice; 12/11; 12/18	10049	\$61.18			
12/23/2025	APEX Towing, Inc	Winch service for plow truck #2022 at intersection of County Rd 35 and White Haven Road	10050	\$1,065.12	100-41410-343-	Elections	\$61.18
12/26/2025	Lake Region Electric Coop	Electric Bill - November 2025	10051	\$169.45	201-43101-332-380	Highways, Streets & Roadways	\$1,065.12
12/29/2025	Dent Oasis	45.466 gallons of fuel for truck (2022) @ 3.849 per gallon	10052	\$175.00	100-41940-381-49	General Government Buildings and Plant	\$169.45
12/29/2025	Lakes Community Cooperative	4.371 gallons of DEF for truck (2022) @ 2.999 per gallon	10053	\$13.11	201-43101-212-380	Highways, Streets & Roadways	\$175.00
12/31/2025	Lakes Community Cooperative	2.115 gallons of DEF for truck (2022) @ 2.999 per gallon	10054	\$6.34	201-43101-212-380	Highways, Streets & Roadways	\$13.11
12/31/2025	Lakes Community Cooperative	21.634 gallons of fuel for truck (2022) @ 3.499 per gallon	10055	\$75.70	201-43101-212-380	Highways, Streets & Roadways	\$6.34
					201-43101-212-380	Highways, Streets & Roadways	\$75.70

Date Range : 12/1/2025 To 12/31/2025

Date Range : 1/1/2026 To 1/12/2026

<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>
01/12/2026	Driver & Vehicle Services	Renewal of license tabs for 1994 INTL20S - #580 & 2022 WSTR Conventional - #2022	10038	\$42.50	201-43126-218-38 201-43126-218-380	Road and Bridge Equipment Road and Bridge Equipment	\$21.25 \$21.25
01/03/2026	Arvig	Internet monthly fee	10057	\$86.95	100-49141-325-36	General Gov't Building and Plant Parking Lots	\$86.95
01/05/2026	United Community Bank	January loan payment	10058	\$1,000.00	285-41501-602- 285-41501-612-	Financial Administration Financial Administration	\$948.90 \$51.10
01/12/2026	Lakes Community Cooperative	28.512 gallons of fuel for Grader @ 3.949 per gallon	10059	\$112.59	201-43101-212-31	Highways, Streets & Roadways	\$112.59
01/12/2026	Summit Fire Protection	Inspect 7 Township-owned fire extinguishers;	10060	\$135.25	100-42210-314-	Fire Administration	\$135.25
01/12/2026	Lake Region Electric Coop	Electric Bill - December 2025	10061	\$347.30	100-41940-381-49	General Government Buildings and Plant	\$347.30
01/12/2026	Ronald Kleinschmidt	11 gophers @ \$5.00 per pair	10062	\$55.00	201-43101-454-	Highways, Streets & Roadways	\$55.00
01/12/2026	United Community Bank	2026 new snow plow truck loan payment	10063	\$60,000.00	204-41501-602- 204-41501-612- 201-41501-602-	Financial Administration Financial Administration Financial Administration	\$51,429.54 \$7,303.29 \$1,267.17

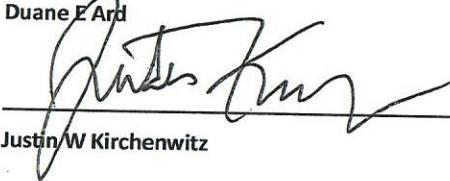
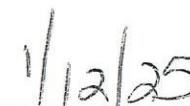
Date Range : 1/1/2026 To 1/12/2026

<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>
01/12/2026	All Seasons Heating & A/C LLC	seasonal maintenance of cooling system at the town hall; replace Utica Control board	10064	\$787.50	100-41940-409-	General Government Buildings and Plant	\$787.50
01/12/2026	Dawn M Lueders	Mileage reimbursement - 130 miles @ .725	10065	\$94.25	100-41425-331-34	Clerk	\$94.25
01/12/2026	United Community Bank	additional principal payment for town hall	10066	\$2,600.00	285-41501-602-	Financial Administration	\$2,600.00
01/12/2026	Tammy M Trosdahl	Mileage reimbursement - 56 miles @ .725	10067	\$40.60	100-41510-331-34	Treasurer	\$40.60
01/12/2026	Mike's Lock & Key	Re-programmed 2 Pushbutton Knob Locksets	10068	\$127.75	100-41940-223-	General Government Buildings and Plant	\$127.75
01/12/2026	Otter Tail County Highway Dept	Mixed Sand/Salt Inv. 7679 = 7.5 tons @ \$36.67/ton	10069	\$275.03	201-43101-224-42	Highways, Streets & Roadways	\$275.03
01/12/2026	Tax1099	W3 and W2 forms for 2025	10070	\$43.78	100-41901-203-	Other General Government	\$43.78
01/12/2026	Internal Revenue Service	Federal Withholding January 2026	10071	\$992.12	100-41950-174- 100-41950-175- 100-41950-122- 100-41950-135- 100-41950-171-	Tax Payments Tax Payments Tax Payments Tax Payments Tax Payments	\$300.91 \$70.39 \$300.91 \$70.39 \$249.52

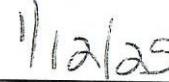
Date Range : 1/1/2026 To 1/12/2026

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
01/12/2026	Minnesota Revenue	State Withholding tax January 2026	10072	\$141.26			
01/12/2026	PERA	Withholding for January PERA 2026	10073	\$542.10	100-41950-172-	Tax Payments	\$141.26
					100-41950-121-	Tax Payments	\$290.41
					100-41950-173-	Tax Payments	\$251.69
<b>Total For Selected Claims</b>				<b>\$67,423.98</b>			<b>\$67,423.98</b>


Dave Ellingson  
Town Supervisor

Duane E Ard  
Town Supervisor

Justin W Kirchenwitz  
Town Supervisor


Date



Date



Date