

Dead Lake Township
PO Box 54
Richville, MN 56576

Dead Lake Township Monthly Meeting Minutes

October 13, 2025

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, Tammy Trosdahl and Dawn Lueders.

There were no visitors in the audience. (see attached sheet)

The Pledge of Allegiance was recited by those present.

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

Financial Report: Trosdahl reported the figures for September 2025 as follows:

General Fund	\$ 56,330.27
Road & Bridge Fund	\$ 72,970.37
Township Equipment Fund	\$ 24,643.41
Fire Fund	\$ (2,950.09)
EMS Fund	\$ 22,592.34
Verizon Lease Payment	\$ 42.48
2022 Western Star Plow Truck	\$ 0.00
Total	\$ 173,628.78

Kirchenwitz made a motion to approve the September 2025 Financial Report. The second was made by Ard. Motion passed unanimously. Trosdahl reported that a total of \$209.58 was received during September 2025.

Bills for October: Lueders presented the bills for October 2025 to the Supervisors. After reviewing the bills, a motion was made by Ard and seconded by Kirchenwitz to approve the bills as presented. Motion passed unanimously.

OLD BUSINESS

NEW BUSINESS

Right-Of-Way Alteration Requests: The Supervisors discussed the alterations that are in process plus one new request. The Supervisors inspected the approach and boring that was done at Snelgrove's on South Marion Drive. A motion was made by Kirchenwitz and seconded by Ellingson to accept the approach and boring as complete. Motion carried unanimously. The second approach the Supervisors inspected was the Hermann approach on Beaver Dam Road. Kirchenwitz made a motion, and Ard seconded the motion to accept Hermann's approach as complete. Motion carried unanimously. Dave Laske submitted an alteration application for an approach on Rodel Drive. The Supervisors inspected the sight and discussed if there was a need for a culvert. It was decided a culvert was needed. Kirchenwitz made a motion to approve the building of the culvert for Laske. Ellingson seconded the motion. Motion carried unanimously.

Winter Maintenance Agreement: Lueders received information from the County regarding our winter maintenance agreement. In 2024 we requested 30 tons of sand/salt. In the winter of 2024/2025 Dead Lake Township used 15 tons. It was motioned by Kirchenwitz and seconded by Ellingson to request 30 tons for the 2025/2026 winter. Motion passed unanimously. Lueders will get the agreement sent back to the County.

2026 Seal Coat/Traffic Markings: The Township will not be participating.

2026 Signs & Posts: The Township takes care of any needs we have ourselves so no need to participate.

VOTER Account: A letter was received from Otter Tail County about our VOTER Account. In the 2023 law session money was allocated to counties to be used for election administration purposes. This program stays in effect until it is changed by the State Legislature. Dead Lake has the option to accept our portion of this allocation, which would be \$93.67, or we can choose to sign this amount back to the County. Kirchenwitz made a motion that Dead Lake accept the amount to use towards our own election administration costs. Ard seconded the motion. Motion carried unanimously.

Tow Trucks for Winter: It was decided to stay with Daggett Truck Line from Frazee if there is a need for one during the winter snow plowing months.

Snow Fence: Kirchenwitz and Ellingson will get the snow fence put up.

November meeting time: Ard brought up the meeting time for November and that it falls on the first weekend of deer hunting. Ard was wondering about a different meeting time. The Supervisors decided to have the November meeting start at 7:00pm instead of 6:00pm. Lueders will put the notice on the board outside the town hall to inform people of the change.

Calendar Items: There is the Annual East Otter Tail Township Association meeting on October 28th in Deer Creek starting at 6:30pm.

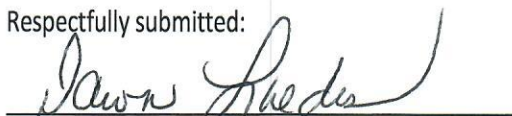
Housekeeping Items: There were no housekeeping items.

The mail received was laid out for the Supervisors to look at if they wanted.

The next regular Board Meeting will be held at 7:00 p.m. on November 10th, 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 6:29p.m.

Respectfully submitted:


Dawn Lueders, Clerk

Approved: 
Justin Kirchenwitz, Chairperson

Date Range : 10/14/2025 To 11/10/2025

<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>
11/05/2025	Lakes Community Cooperative	798.4 gallons of Fieldmaster diesel fuel for shop tank @3.19 per gallon	10016	\$2,467.06	201-43101-212-45	Highways, Streets & Roadways	\$2,467.06
11/03/2025	Arvig	Internet monthly fee	10017	\$86.95	100-49141-325-36	General Gov't Building and Plant Parking Lots	\$86.95
11/05/2025	United Community Bank	loan payment for November	10018	\$1,000.00	285-41501-602-285-41501-612-	Financial Administration Financial Administration	\$938.54 \$61.46
11/06/2025	United Community Bank	extra principal payment for loan	10019	\$1,600.00	285-41501-602-	Financial Administration	\$1,600.00
11/10/2025	Lake Region Electric Coop	Electric Bill - October 2025	10020	\$58.14	100-41940-381-49	General Government Buildings and Plant	\$58.14
11/10/2025	Lakes Area Truck Repair Inc	DOT Inspection; bulbs replaced; DOT Inspection on 1994 Plow Truck #580	10021	\$278.57	201-43126-221-38	Road and Bridge Equipment	\$278.57
11/10/2025	Rush Lake Township	2025 dust control on S Marion Drive (25%)	10022	\$768.00	201-43122-224-40	Unpaved Streets	\$768.00
11/10/2025	Menards, Inc.	bungee cords; cable ties to tie up snow fence	10023	\$76.28	201-43101-391-	Highways, Streets & Roadways	\$76.28
11/10/2025	MATIT	Workers Compensation Insurance for 1/1/2026 through 12/31/2026	10024	\$1,499.00	100-49242-151-	Insurance: Commerical Package/Officer Bond	\$1,499.00

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11/10/2025	Perham Area EMS	second half of 2025 financial contribution	10025	\$19,126.00			
					230-42153-317-	Ambulance Services	\$19,126.00
11/10/2025	Douglas Kugler	trapped 4 beaver at \$75.00 each. Trapped on Beaver Dam Road	10026	\$300.00			
					201-42701-453-	Animal Control Expenditures	\$300.00
11/10/2025	Justin W Kirchenwitz	air line hose for shop	10027	\$36.50			
					201-41940-221-	General Government Buildings and Plant	\$36.50
11/10/2025	Dawn M Lueders	wall calendar for town hall; Mileage reimbursement - 70 miles @.70	10028	\$63.53			
					100-41425-331-34	Clerk	\$49.00
					100-41901-201-	Other General Government	\$14.53
11/10/2025	Tammy M Trosdahl	Mileage reimbursement - 56 miles @.70	10029	\$39.20			
					100-41510-331-34	Treasurer	\$39.20
11/10/2025	Internal Revenue Service	Federal Withholding November 2025	10030	\$861.62			
					100-41950-174-	Tax Payments	\$274.03
					100-41950-175-	Tax Payments	\$64.09
					100-41950-122-	Tax Payments	\$274.03
					100-41950-135-	Tax Payments	\$64.09
					100-41950-171-	Tax Payments	\$185.38
11/10/2025	PERA	Withholding for November PERA 2025	10031	\$506.76			
					100-41950-121-	Tax Payments	\$271.48
					100-41950-173-	Tax Payments	\$235.28
11/10/2025	Minnesota Revenue	State Withholding tax November 2025	10032	\$120.56			
					100-41950-172-	Tax Payments	\$120.56

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11/10/2025	Jake's Welding LLC	lawn mowing \$80 & fall cleanup \$120 for town hall	10033	\$200.00	100-41940-409-46	General Government Buildings and Plant	\$200.00

Total For Selected Claims

\$29,088.17

\$29,088.17



Dave Ellingson

Town Supervisor

11/10/25

Date



Duane E Ard

Town Supervisor

11/10/25

Date



Justin W Kirchenwitz

Town Supervisor

11/16/25

Date