

**Dunn Township  
Meeting Minutes  
April 8, 2019 at 7:00pm  
Dunn Town Hall**

**Call to Order:** The meeting was called to order by Chairman Johnson at 7:00pm, Supervisors Herseth, Nyquist, Dalman and Seifert were present as well as Treasurer Pepelnjak, Clerk Winter. In the audience, Randy Arntson, Dave Slotten, (PVHD representative), Jer Nolte, Marlene Nolte, Richard Gabe, Jeff Stabnow (Township Engineer) and Janice Carlson.

**The Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Agenda – Approval:** After the addition under New Business, item 4. Spring Road Tour date, and item 5. East Lake Lizzie Road recording petition, were added. A motion to approve as amended was made by R. Herseth and seconded by D. Seifert, carried.

**Meeting Minutes- Approval: March 11, 2019 Regular Meeting:** A motion to approve the Minutes as presented was made by B. Dalman and seconded by R. Herseth, carried.

**Treasurers Report – Approval:** The Treasurer reviewed the Cash Control report with Beginning Balance of \$198,787.96, Receipts of \$914.06, Disbursements of \$65,563.95, Ending Balance of \$134,138.07, Investments of \$536,000 and interest in the investment account is \$2,740.86, R. Herseth made a motion to move investment interest to General Fund quarterly, seconded by D. Seifert, carried.

A motion to approve the Treasurers report as presented was made by D. Seifert and seconded by B. Dalman, carried.

**Claims List – Approval:** A motion to approve the Claims List with payroll totaling \$32,699.40 was made by R. Herseth and seconded by B. Dalman, carried.

**Citizen Comments/Questions/Agenda Requests:** R. Gabe commented on the increased interest potential with the new investment account. Good job. The board does a good job of watching the budget and keeping everything within the Budget.

J. Nolte spoke about his conversations with Chairman Johnson in regard to issues on Fish Lake Rd near Pelican Beach Resort. He thanked Mr. Johnson for his courteous handling of the problems for himself and his family who are new to the area. People have been going off the shoulder of the road and getting in the lawn area. David introduced Mr. Nolte to the Engineer who may have a solution to the problem. Jeff mentioned chevrons seem to work. R. Arntson mentioned the little yellow/green plastic image that says Slow Down, that seems to work for slowing people down. The engineer said they work if they are removed when no one is around and replaced when you are at the lake.

Dave Johnson had dinner with a new Supervisor from Lakeview Township who wanted to discuss township issues. Speed was discussed and he mentioned electronic speed signs. They can be put on stealth mode and he goes and reads them periodically to see what time of day speeding takes place. With a specific time frame, he has been able to contact the sheriff and they will put a car on the site and it helps slow the people down to a safe speed. Sue said the camera speed signs work well also. She paid \$110.00 in Louisiana. Ross suggested that the township look into getting some signs. David stated that they came from a company out of Canada. The

Supervisor from Lakeview Township turned out to be Phil Hansen, former professional football player.

**PVHD Report - Dave Slotten:** D. Slotten reviewed his recap of the monthly PVHD board meeting. Chairman Johnson commented on a recent visit to a friend at PVH during which his friend rang his help button three times to get assistance from the staff. He was unable to walk without assistance from the health care facility staff. After no response Mr. Johnson went to the front desk and they didn't have any idea that someone was ringing for their assistance. They said they would get down there.

**Township Engineer Report- Jeff Stabnow:** Jeff made a trip thru Dunn and reviewed many of the problem spots in various locations throughout the township, many problems still persist and others have not shown again. Gosselee need redoing. Ottoson still bad. Pelican Point trees have not been trimmed yet. Ross needs to line up brush trimming along Pelican Point Drive near Fair Hills Resort, he needs to get permission to trim that area. Gosslee needs repaving, Seifert Beach Rd has large cracks. The culvert cut at the Wertish property is in bad shape it needs to be paved. East Lake Lizzie Lane is breaking up badly. Johnson Lane is holding a large amount of water due to a frozen culvert. The issue is that the water will be soaking into the roadway and creating a problem area. Dalman stated that the culvert across Labrador Beach Rd should be marked. Jan Carlson asked if a "Slow Sign or Children at Play sign could be installed on Holbrook Road. Traffic is coming thru at a high rate of speed and it is a dead-end road.

**Correspondence- Clerk:** Reviewed the printed list of incoming correspondence. Nothing was requested for review. The auditors E-Update cautioned about Phishing where callers ask for financial information. CTAS 9 has been updated on both township computers. A list of donation requests was reviewed.

The Historical Society of Otter Tail County requested a donation. We usually gave them \$500.00. A motion to donate \$500.00 to the Otter Tail County Historical Society was made by R. Herseth, seconded by B. Dalman, carried.

Richard Gabe asked if the township had any concerns about a cabin removed and the owners request to landscape the property. He will appear before the planning commission in April.

### **New Business:**

- 1. Clerk statement on meeting recordings:** At the recent MAT Short Course, one of the instructors asked about Clerks who record their meetings for assistance in preparing their meeting minutes. They stated that if that is our purpose, we need to make a statement at a meeting in that regard. “The Dunn Township Clerk records meetings for the purpose of assisting in preparation of accurate minutes. They are destroyed after they are used for the minutes preparation.”
- 2. Townhall rental request by Dunvilla Homeowners Assoc.:** We will hold the damage deposit check and return it after their meeting. A motion to approve the rental request for May 11, 2019 was made by R. Herseth and seconded by D. Seifert, carried.
- 3. Computer Back up review. Carbonite? Arvig?:** A discussion as to how Carbonite is working for our backup needs took place. It was decided to consult with a local expert to get their input on how best to back up our files for CTAS and documents. Arvig offers hardware maintenance, backup assistance and any software issues for \$45.00 per month. They don’t want to work on a time and material basis.
- 4. Spring Road Tour date:** The Spring road tour discussion from B. Dalman was that we should have a list of areas of

reported problems. The tour was scheduled for Tuesday, April 16, 2019 at 8:00am. Meet at the town hall.

- 5. E. Lake Lizzie Rd recording petition:** We need to get a petition with 8 voting homestead residents requesting that the road be recorded. It will be prepared by the Clerk and sent to Jude Pare' to get the needed signatures. Ross asked if we would be doing any other road recording? It has not been decided at this time.

### **Old Business:**

- 1. Web site is up:** The new site is up and running. It looks good and still needs to have some issues worked on.
- 2. Maintenance on Ottoson Trail:** The question was asked if we could hold a hearing or informational hearing in regard to the problems and the needs on the roadway. Our attorney advised that we cut the concrete out where it encroaches on the right of way to allow the free movement of maintenance equipment. We will try to set up a hearing for a Saturday morning in June or July 2019 when most residents would be at their lake homes. At the very least the resident in question may have needed to obtain an approach permit as well as an encroachment permit to do what he has done.
- 3. Pelican Point Dr. Encroachment/Horn Trust:** Supervisors Herseth and Nyquist will stop at the residence of the Horn Trust people and talk to them when they return to the lake this spring.

### **Town Board Matters to be addressed:**

- 1. Services contract discussion:** The spray contractor asked that we hold off on mowing for three days after they have completed the spraying to allow the chemical to do its work.

2. **L&M has us on the list for spraying Mid to late June, don't mow until after application. Ross:** We are on the list to have the spraying done by L & M. They will be spraying in Dunn Township in late June.
3. **Quotes for: Snow Removal, Road Grading, Ditch Mowing, Road Gravel, Dust Guarding:**
  - a. **Class 5 Gravel:** One quote was received from Egge Construction at \$7.03 per ton in semi loads. Motion to approve was made by D. Seifert and seconded by B. Dalman, carried
  - b. **Ditch Mowing:** One quote was received from Arntson Construction. \$ .45 per mile at 8 feet, and special requests at \$80 per hour. Motion to approve was made by D. Seifert and seconded by M. Nyquist, carried.
  - c. **Snow Removal:** One quote was received from Arntson Construction. \$100.00 per hour on all equipment, Months with no snow during billable period are billed at \$1,500.00 per month. Motion to approve made by B. Dalman and seconded by D. Seifert, carried
  - d. **Road Grading:** One quote received from Arntson Construction, \$97.00 per hour. Motion to approve was made by R. Herseth and seconded by M. Nyquist, carried.
  - e. **Sunset Beach Rd:** Vic Haugrud requested an hourly rate of \$150.00 per hour for snow blowing. A motion was made to reject the quote by R. Herseth and seconded by D. Seifert, carried. Sunset Beach Rd snow removal will be added to the Arntson Contract.
  - f. **Dust Guard:** Stenger was not a part of the quotation process but was given the project since he has provided the service for a number of years. His rate is 95 cents per gallon for over 2500 gallons based on a mailed price list for the 2019 application season.

Motion to approve was made by R. Herseth and seconded by D. Seifert, carried.

**4. Review WOTTA Spring Meeting, Thursday, March 21:** A good presentation by the Director of the Otter Tail County Historical Society. Gave District Director Loren Engebretson a plaque for his many years of service to the Minnesota Association of Townships. He is retiring after 27 years.

**5. MAT Short Course April 1, Mahnomen:** Reviewed the subject matter of the various sessions. No new information was extended to the supervisors. The Clerk gained a lot of information in regard to contract work done in the township and a form IC-134 that is required to be sent to the state of Minnesota. The previous information in regard to recordings of meetings are not for public use but are for the sole use of the Clerk.

**Meetings:**

**Regular Monthly Meeting Date: May 13, 2019**

**Adjourn:** Motion was made by D. Seifert and seconded by R. Herseth.

Respectfully submitted,

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Douglas Winter, Clerk of Dunn Township

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David L. Johnson, Chairman of Dunn Township