

DUNN TOWNSHIP BOARD MEETING MINUTES-APPROVED

MONDAY, SEPTEMBER 11, 2023 7:00 PM

Board Members present: David Johnson, Mary Nyquist, Duane Seifert, Adrian Lund, Bob Dalman, Clerk Sandy Tingelstad, and Treasurer Sue Pepelnjak

The Board Meeting was called to order at 7:00 pm by Chairman David Johnson with the Pledge of Allegiance.

Agenda Approval: There was 1 addition to the agenda under Citizen's Requests – 1) Randy and Jodi Brown plat

Adrian Lund made a motion to approve the agenda with the one addition. Duane Seifert seconded the motion. Motion approved.

Citizen Requests: Randy and Jodi Brown purchased a tract of land on Fish Lake and requested town board assistance re: building permit and township road policies. The board referred the Browns to Ottertail County Shoreland Management as the land is within their jurisdiction.

Clerk Meeting Minutes: Minutes from the August 14, 2023 Board Meeting were presented. Adrian Lund made a motion to approve the Board Meeting minutes. Motion seconded by Mary Nyquist. Motion approved.

Treasurer's Report: Treasurer Sue Pepelnjak presented the August, 2023 financial report and the September, 2023 Claims List for Approval. Duane Seifert made a motion to approve the August, 2023 financial report. Bob Dalman seconded the motion. Motion approved. Mary Nyquist made a motion to approve the September, 2023 claims list. Duane Seifert seconded the motion. Motion approved.

Correspondence: No correspondence received.

PVHD Representative Report: Mr. Dave Sloten, PVHD Representative gave a report on the August 28, 2023 board meeting and the July, 2023 financial report.

Road Report: 1) 470th St – Engineer Jeff Stabnow reported that pipe and culverts will be delivered for the road construction. The road contractor is expecting that the road rebuild will take approximately two weeks to complete.

2) Scambler Brushing Tractor cost share – the board will put the matter on hold until brushing begins.

3) Dahl Road vacation and change of road right of way – the town board received the petition to vacate a portion of the town road right of way but the petition did not have a legal description of the property being vacated. The petition will be acted upon when all required information is received.

4) West Elbow Lake Road – a resident from West Elbow Lake Road inquired of the procedure required to make West Elbow Lake Road a township road. The residents will have to get the road to township specs and petition the town board to make it a township road. Engineer Jeff Stabnow reviewed the road and estimated the cost to get the road to township specs will be approximately \$10,000. Board will wait to hear from the residents before any further action.

5) Adelman First Addition preliminary plat and notice of public hearing – the board reviewed the plat and the public hearing notice from OTC Planning Commission.

- 6) Fall Road Tour – the town board set the fall township road tour for October 3, 2023 at 8:00 am.
- 7) Tee Lake Road needs to be graded.
- 8) Residents on Johnson Lane inquired about road vacation process. The board informed them of the legal process required to vacate a road.
- 9) L & M Services are coming to spray September 12, 2023.

Properties Report: 1) September 16 - Dunvilla Homeowners Assn town hall rental – David Johnson will open and close the town hall.

Zoning Report:

Other Reports: No report.

Old Business: 1) Fish Lake Road #s 50587 and 50591 violations – David Johnson and Duane Seifert met with the contractor and came to an agreement on repairing the approach to meet township road specs. The town board will monitor the approach repair progress. Discussion about possible township attorney involvement.

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New Business: 1) Allocation of Township Election Funds from MN Sec of State – Duane Seifert made a motion to accept the default plan and request the OTC Auditor/Treasurer to retain Dunn Township’s share and use for OTC related elections expenditures. Mary Nyquist seconded the motion. Motion approved.

2) Certification of 2024 Property Tax Levy – no changes. Sandy will submit them to the OTC Auditor.

The next Board meeting was scheduled for October 9, 2023, which is a holiday. Adrian Lund made a motion to reschedule the monthly town board meeting to October 10, 2023 at 7:00 pm. Mary Nyquist seconded the motion. Motion approved.

Duane Seifert made a motion to adjourn the meeting. Motion seconded by Bob Dalman.

The checks were signed and the meeting was adjourned at 8:11 pm.

Respectfully submitted by Sandy Tingelstad, Dunn Township Clerk

As on 8/31/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	73,917.98	44,176.98	0.00	0.00	47,785.56	0.00	0.00	70,309.40	0.00	70,309.40
Road and Bridge	254,067.52	296,865.49	0.00	0.00	312,085.61	150,000.00	0.00	88,847.40	453,800.00	542,647.40
Fire Fund	36,304.27	36,848.54	0.00	0.00	31,070.48	0.00	0.00	42,082.33	0.00	42,082.33
Emergency Road and Bridge Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00	110,000.00
Wetli Cartway Escrow Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Henry Cartway Escrow Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scherer Cartway Escrow Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CARE'S ACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ARPA - American Rescue Plan Act	98,463.30	0.00	0.00	0.00	98,463.30	0.00	0.00	0.00	0.00	0.00
Total:	462,753.07	377,891.01	0.00	0.00	489,404.95	150,000.00	0.00	201,239.13	563,800.00	765,039.13