

DUNN TOWNSHIP BOARD MEETING MINUTES-APPROVED

MONDAY, MAY 13, 2024 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 7:02 pm by Chairman David Johnson with the Pledge of Allegiance.

Agenda Approval: There was one 1 addition to the agenda. Dunvilla Inn liquor license approval as added under 1b.

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

1a. Lakeland General Store Liquor License – Mary Nyquist made a motion to approve the Lakeland General Store Liquor License. Duane Seifert seconded the motion. Motion approved. The license was signed by Chairman David Johnson and Clerk, Sandy Tingelstad

1b. Dunvilla Inn Liquor License – Bob Dalman made a motion to approve the liquor license for Dunvilla Inn. Adrian Lund seconded the motion. Motion approved. The license was signed by Chairman David Johnson and Clerk, Sandy Tingelstad.

Correspondence: No correspondence board actions.

PVHD Representative Report: Mr. Dave Sloten, PVHD Representative gave a report on the 4/22/2024 board meeting and March 31, 2024 financial statements.

Clerk Meeting Minutes: Minutes from the April 8, 2024 board meeting were reviewed. Duane Seifert made a motion to approve the meeting minutes. Mary Nyquist seconded the motion. Motion approved. Minutes from the April 8, 2024 public hearing were reviewed. Adrian Lund made a motion to approve the public hearing minutes. Bob Dalman seconded the motion. Motion approved.

Treasurer's Report: Treasurer Sue Pepelnjak presented the April, 2024 financial report and May, 2024 claims for approval. Mary Nyquist made a motion to approve the April, 2024 financial report. Duane Seifert seconded the motion. Motion approved.

Adrian Lund made a motion to approve the May, 2024 claims. Bob Dalman seconded the motion. Motion approved.

*Bell Bank note payment – the first real estate tax revenues will be deposited in May, 2024. Adrian Lund made a motion to make a \$100,000 Bell Bank note payment when the funds are deposited from Otter Tail County. Bob Dalman seconded the motion. Motion approved.

*Set up Ambulance Fund – board discussion on future ambulance contract and the need to set up an Ambulance Fund in the township accounting system. Adrian Lund made a motion to set up an Ambulance Fund in the township accounting system and move the 2024 township budget levy of \$11,600 for ambulance service from the General Fund to the Ambulance Fund. Duane Seifert seconded the motion. Motion approved.

Road Report: 1) Corbin Excavating quote for 2024 dust control – Corbin Excavating submitted a quote of \$1.23/gallon for dust control. Bob Dalman made a motion to accept the quote from Corbin Excavating for 2024 dust control. Adrian Lund seconded the motion. Motion approved.

2) Email from Keven Olson on Frieda Drive – Keven Olson inquired of the town board, via email, if Frieda Drive will have dust guard applied in 2024. The board confirmed that Frieda Drive is to have dust guard applied. Sandy will communicate that to Mr. Olson.

3) Spring Road Tour – Adrian Lund made a motion to approve the 2024 Spring Road Tour completed by the town board. Duane Seifert seconded the motion. Motion approved.

Bob Dalman reported a soft area on Labrador Beach Road. It only has a base coat at this time but will need another coat applied.

4) OTC Highway Dept Annual Bridge Safety Inspection Report - the board reviewed the annual OTC Highway Dept Bridge Safety Inspection Report

5) Email from Deb Haug – an email reporting speed on 470th St was received – the board commented that the citizen is in Candor Township not Dunn Township. No board action taken.

6) 470th St Report – Jeff Stabnow reported some ditches are rough and will contact Drews Const to fix the areas. Some residents on 470th St inquired of the board when pavement will be applied. The road will be allowed to settle for a period of time before pavement will be applied. The projected target date is fall of 2025.

7) Jeff Stabnow reported the cost to residents to build Elbow Lake Road up to township road specs.

Properties Report: 1) Town Hall rentals – May 18- Lake Lizzie Lake Assn (David); June 1- Dunvilla Homeowners Assn (David); June 8-graduation event (Sandy)

Zoning Report: No report

Other Reports: 1) Weed Report – weed notice will be in The Press May 22 and May 29 editions

Old Business: 1) Fish Lake Road violation – discussion by the board for further action by Dunn township. David Johnson, Adrian Lund, and Ross Herseth had a conference with attorney from Kennedy and Graven. If the approach is not corrected by July 1, the township will begin the legal process.

2) Ambulance Contract - a meeting was held April 24, 2024 at Ringdahl Ambulance in Fergus Falls. Seventeen townships were represented. Negotiations will continue with Otter Tail County and the townships.

New Business: 1) Approve resolutions authorizing contracts with interested officers under Minn. Stat. 471.88, subd 5.

- a. Adrian Lund made a motion to approve the resolution authorizing contract with David Johnson under Minn. Stat. 471.88, subd 5. Mary Nyquist seconded the motion. Motion approved. David Johnson abstained from the vote.
- b. Adrian Lund made a motion to approve the resolution authorizing a contract with Bob Dalman under Minn. Stat. 471.88, subd 5. Mary Nyquist seconded the motion. Bob Dalman abstained from the vote on the motion. Motion approved.
- c. Adrian Lund made a motion to approve the resolution authorizing a contract with Duane Seifert under Minn. Stat. 471.88, subd 5. Bob Dalman seconded the motion. Duane Seifert abstained from the vote on the motion. Motion approved.

2) Appoint Township Treasurer for the November General Election ballot – Discussion by the board to add a town question to the November election ballot allowing the town board to appoint the Township Treasurer. It is getting more difficult for smaller townships to find individuals to seek election for

township positions. The treasurer position is requiring more computer and accounting skills with the addition of the CTAs accounting software. Adrian Lund made a motion to submit the question to "Adopt Option B to the electors for the November General Election ballot, which would allow town supervisors to appoint a township treasurer and would eliminate elections for the township treasurer." Bob Dalman seconded the motion. Motion approved.

Note: The township treasurer position will remain on the November General Election ballot due to vote approval or disapproval by the electors on the Town Question.

The next Board meeting will be June 10, 2024 at 7:00 pm.

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

The checks were signed and the meeting was adjourned at 8:21pm.

Respectfully submitted by Sandy Tingelstad, Dunn Township Clerk

As on 5/31/2024

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	83,256.39	10,001.40	0.00	0.00	26,670.15	0.00	0.00	66,587.64	0.00	66,587.64
Road and Bridge	(76,759.44)	349,373.38	150,000.00	0.00	252,933.79	0.00	0.00	169,680.15	203,800.00	373,480.15
Fire Fund	31,162.30	36,039.71	0.00	0.00	36,251.71	0.00	0.00	30,950.30	0.00	30,950.30
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
ARPA - American Rescue Plan Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ambulance Fund	0.00	11,600.00	0.00	0.00	0.00	0.00	0.00	11,600.00	0.00	11,600.00
Total :	37,659.25	407,014.49	150,000.00	0.00	315,855.65	0.00	0.00	278,818.09	313,800.00	592,618.09