Minutes

Dovre Township Meeting

6/1/26

Call to Order: Chair, Sherry Jean Larson, called the meeting to order at 6:03 PM. The Pledge of Allegiance was recited.

Present: Sherry Jean Larson, Marie Otsby, Bruce Peterson (via phone), Robert Orsten, Jordan Albrecht, Amy Haugen, (Keith Quale will be absent for continued meeting)

Guests: Jerry Bahma, Doug Braithwaite, Ben Nelson, Randy Klein (6/1/26 & 6/15/26), Sandy Fernholz, Kristin Jacobsen

Sandy Fernholz- Inquiry on Vikse Park related to checks not being received for park assessments from the township and learned that the assessments had not been added since the county took over. The park is looking for help in getting back on the roll to have the assessments added to taxes and are also considering donating the park to the township. The township is a conduit and not an agent. The county stopped carrying over the park assessments from year to year two years ago. Supervisor Otsby printed out parcel numbers for Sandy to apply park assessments by October to be on next year's taxes (due November 15th). Dovre Township will need to pass a resolution if willing to continue being a conduit for the park. Treasurer will remit payment when funds are received minus $2 fee per parcel. Kristin Jacobsen later attended meeting to inquire about Vikse Park.

Jerry Bahma- Gravel question. Jerry live on the end of 21st St. on the NW side of Ringo Lake in Lake Andrew Township. Dovre Township has traded roads with Lake Andrew Township (11th St. NW) Concerned about gravel needed on the turnaround. Supervisor Otsby stated that there should be more communication with Andrew Township. Supervisor Quale will make contact with Lake Andrew Township as formalization of agreement may be needed.

Doug Braithwaite- To observe and interested in update on the completion of Long Lake Road.

Ben Nelson- To observe.

Randy Klein- To observe, interested in 15th St. project, and also the change of a yield to a stop sign at the corner of 15th St NW and 73rd Ave NW.

Kristin Jacobsen- Came to discuss Vikse Park and potential flooding of space.

Approval of Minutes 5/4/26: Motion made by Supervisor Peterson to approve May Minutes, seconded by Supervisor Quale, motion carried.

Fire Report: Supervisor Larson is still receiving checks for the Pennock Fire Department. Checks were brought to bank. Working on getting things switched over.

Old Business:

- CTAS Update: Clerk/Treasurer software/training: Upcoming in June in St. Michael. Treasurer and clerk both have access to software with passcodes.
- Long Lake Region Project (LL accessory roads and 15th St.): Project is scheduled for kickoff in early July. New site for project is online. Dunnick contract is ready to be signed. Kutak Rock LLC have requested legal documents in order t certify the bond. Clerk is in the process of meeting the request.
    1. Resolution 2026-002- Accepting bid and awarding contract to the Long Lake Region Improvement Project and the 15th St. NW Improvement Contract to Duininck Inc. as the lowest responsible bidder at $1,961,047.60. Supervisor Otsby made a motion to approve the Resolution 2026-002, Supervisor Quale seconded, and motion carried.
    2. Resolution 2026-003- Declaring the Official Intent of Dovre Township to Reimburse Certain Expenditures from the Proceeds of Improvement Bond to be Issued by the Township. Motion to approve Resolution 2026-003 made by Supervisor Otsby, seconded by Supervisor Peterson, and motion carried.
    3. Discussed change order with Andrew Vinstad regarding drainage issue on Kings Drive needing to be addressed. Instead of a drain tile a catch basin will be used in its place. Cost is estimated to be $6,000 to $10,000.
- Ehlers: In the process of getting the RFPs for the bond. Ehlers will solicit list of lenders for bid. Dovre Township Cover Letter to be sent with the request for bids. Supervisor Larson will be the contact person. Results should be in by June 12th. Todd Hagen from Ehlers will present the bids to Dovre Township at a continued meeting to be held on Monday, June 15th at 6 PM.
- Fostervold: Minor Subdivision /Rental Community Properties (Common Interest Community): Township not vested at this point. Supervisor Ostby will contact Eric Van Dyken and ask what the county's position is on CICs and later Bob Ruppe to consult.
- Crow River: Chloride Application Completion. Vreeman Construction completed addition of gravel prior to chloride.
- Continued Vikse Park discussion. Supervisor Ostby will consult with Township Attorney, Bob Ruppe.
- 2026 Road Micro Surfacing and Patching Bids: Bids reviewed.
    - Road Micro Surfacing: Asphalt Service Technology Corp. was the lowest bidder for $80,902.40. Motion made to accept bid for micro surfacing was made by Supervisor Peterson and seconded by Supervisor Quale, and motion carried.
    - Patching: Swenson and Sons were the lowest bidder at $85,250. Motion made to accept bid for patching was made by Supervisor Orsten, Seconded by Supervisor Quale, and motion carried.

- Petition to change yield sign to stop sign at the intersection of 73rd Ave NW and 15th ST NW. Petition received but did not meet requirements. Motion made by Supervisor Orsten to change the yield sign to a stop sign was made by Supervisor Orsten, seconded by Supervisor Quale, motion carried.
- A printer is now in use at the Town Hall. Supervisor Ostby has contacted Kevin with Federated to install broadband.

New Business:

- Feasibility Study for Chadwick Estates discussed. Motion made to move forward with Feasibility Study for Chadwick Estates with Dovre Township Engineer, Hakenson Anderson with potential project in 2027 made by Supervisor Ostby, seconded by Supervisor Quale, motion carried with opposition vote made by Supervisor Orsten.
- Permits: (Update address on ROW Application to new clerk)
    - ROW Centerpoint Energy- E Eagle Lake Road & 45th Ave.- Application received. Green Lake Township controls the Richt of Way. Clerk will notify applicant.
    - ROW TDS- Phase C Spicer, MN for fiberoptic- 105th Ave NW, 11 ST NE. Supervisor Ostby will have to calculate the lineal feet and let applicant know cost. Awaiting applicant as of 6/1/26.
    - Access Permit- Ely Rogers at 1855 48th Ave. NE, Willmar (New Driveway)
        - $25 report payment received
        - Supervisor Peterson will contact applicant
- American Recue Plan Act (ARPA)- Project and Expenditures (P&E): Supervisor Larson made contact and ARPA reported back that report was completed. Treasurer, Jordan Albrecht, will contact ARPA by phone to confirm and ensure they have the township's current contact information.
- Domain Name Expiration/ Renewal (expires 8/8/26)- dovretownship.com. Supervisor Ostby will contact sender to see if township could extend for 1 year instead of 5 while the process is completed to attain .gov compliance. Supervisor Ostby later discovered that letter was a solicitation and not an invoice.

Information:

- New emails: dovretreasurer@gmail.com and dovreclerk@gmail.com
- Minnesota Association of Townships (MAT): letter regarding appointment of Ellsburg Township Supervisor, John Upton, to represent District 10 on the MAT Board.
- Township Legal Seminar by Couri and Ruppe: June 25th 9-4 in Albertville (full); September 12th Glen-Kimberly Town Hall; September 18th in Sauk Center (new); October 3rd at Rutledge City Hall; October 24th at Cotton Town Hall.
- Noxious Weeds Inspection Book available to Supervisors- Austin Hilbrands, KC Public Drainage Manager/Ag Inspector. Clerk will request Book for each Supervisor. Supervisor will bring MN Noxious Weed Law to next meeting.

- Living Fence Request. Jamie Boonstra will be getting back to Supervisor Quale with areas of need.
- System for Awards Management (SAM) Renewal: Jordan Albrecht completed for Dovre Township.

Supervisor Reports on Activity:

Supervisor Orsten will follow up and inspect weed complaint made by resident.

Supervisor Osby stated that a date needs to be set for the Long Lake Region Project Assessment Hearing. Options are last Wednesday in August or first Wednesday in September. Also consider holding the Chadwick Estate Hearing the same night. Supervisor Ostby will check on availability for meeting location.

Supervisor Larson discussed tree in the right of way on the corner of Horseshoe and Long Lake Road. Friehl requesting tree to be removed. Supervisor Quale will measure and inspect the trees growing on the hill behind the lot.

Motion made to recess meeting made by Supervisor Orsten, seconded by Supervisor Quale, meeting recessed.

Meeting continued on Monday, June 15th, 2026, at 6 PM.

Todd Hagen from Ehlers (via phone) presents the 2026 Date of Sale Review bond offers. Two proposals were received. Lowest bidder was Lake Region Bank at 3.97%. Other bid came in from Citizen's Bank of Rosea.

Closing is scheduled for Tuesday, June 30th, 2026, with payment wire completion. Resolution to accept bid needed. Bond size reduced by $5,000 due to rounding. Signature forms need to be submitted.

Motion to approve the sale report for the Lake Region Bank $1,631,000 bond and the resolution accompaniment contingent on review and approval by Kutak and Rock and their return made by Supervisor Ostby seconded by Supervisor Peterson. Roll call vote "yes" by Supervisor Orsten, Supervisor Ostby, Supervisor Peterson, and Supervisor Larson. Supervisor Quale absent. Motion carried.

Proposal form will need to be updated to bond amount $1,631,000.

Reviewed Letterhead Preliminary Term Sheet, Extract of Minutes of Meeting, and Signature packets containing Tax Certificate, Certificate of Receipt and Delivery, Form 8038-G, General Certificate, Bond, and Bond Registration Page.

Treasurer's Report: presented by Jordan Albrecht. Supervisor Orsten made a motion to approve financials, Supervisor Peterson seconded, motion carried.

Access permit by Ely Rogers at 1855 48th St. Ave. NE, Willmar reviewed by Supervisor Peterson for a new driveway from 48th St. Ave NE to and access on 18th St. NE. 50 feet from intersection. Motion made by Supervisor Peterson to approve access for Ely Rogers subject to maintaining a 20-foot width through the Right of Way and removal of old driveway, seconded by Supervisor Orsten, motion carried. Clerk will send Ely Rogers a copy of approved permit and receipt.

ROW by TDS- Phase C Spicer, MN application received. Supervisor Ostby will notify applicant of cost. Motion made by Supervisor Ostby to approve ROW pending receipt of escrow, seconded by Supervisor Orsten, motion carried.

Resolution #2026-004 Calling for the Feasibility Study for Chadwick Estates. Motion made by Supervisor Peterson, seconded by Supervisor Ostby, motion carried with a "no" vote from Supervisor Orsten.

Hearing scheduled for Wednesday, August 26th, 2026, for hearings:

- 6 PM- Long Lake Region Assessment Hearing
- 7PM Improvement Hearing for Chadwick Estates

Adjourn Meeting: Supervisor Orsten made a motion to adjourn meeting, seconded by Supervisor Peterson, meeting adjourned at 7:13 PM.

Upcoming Meetings:

- Dovre Township Meeting 2026: Monday at 6 PM on 7/6/26, 8/3/26, 9/14/26, 10/5/26, 11/9/26, 12/7/26

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Sherry Jean Larson, Chair Amy Haugen, Clerk