

Girard Township
Regular Monthly Meeting -- MINUTES
Tuesday, November 18, 2025 – 6 p.m., Town Hall
Website: (www.girardtownship.us)

Chairman/Supervisor Blaine Larson opened the meeting at 6 p.m. with the pledge to the flag
Present: Supervisors Larson, Peter Christianson, and Larry Estes, Treasurer Kathy Trites, Road Worker Will Luhning, Clerk Debbie Irmen, and Road Engineer Jeff Stabnow.

Road Report – Luhning

Email correspondence from a property owner on Chippewa Way regarding grading was read. Luhning said he would get it done before the week ended. He noted that generally the road sees little use, and it had been a dry fall; rainfall makes the blading more effective. He usually only blades it once a year. It was also noted that the road had seen additional use this year so it would make sense to blade it again. The clerk received the Rahn's Fleet Card (which was approved at the March regular meeting) and talked about the PIN number and needing receipts monthly. Safety protocols are in place making which makes the card valid only with Plow Truck. Should additional vehicles need to be added, she can do that, as necessary. She also noted she will receive invoices by email and will add them to the monthly claims list. Luhning requested his final 2025 week of vacation for Dec. 22-26, 2025. The board accepted it.

Christianson moved to approved the MINUTES from the **regular monthly meeting** held **Tuesday, October 21, 2025**, at the Town Hall. Larson seconded. Motion carried unanimously.

Treasurer's report

October Financials: Treasurer Kathy Trites noted that the financials are now in balance with the Jacobson error corrected. The report will be filed for audit as presented. The treasurer also noted that the \$200,000.00 CD will automatically renew on Nov. 22, 2025. Any changes must be made within 10 days of the maturity date. The bank's new interest rate has not been determined but will be at maturity. The Treasurer will let the board know the new rate when it is available.

Christianson moved to approve the claims as presented/audited, totaling \$5,643.00; payroll for Estes, Irmen, Larson, Luhning (2), Christianson, and K. Trites, and any additional claims that may be presented at this meeting. Estes seconded. Motion carried unanimously.

Mail—LREC newsletter

Reports/Information

Clerk's report – Larson has completed the required Board of Equalization training in advance of the Feb. 1 deadline; The clerk and treasurer attended training offered by MAT and learned of end-of-year reporting deadlines, posting requirement deadlines to meet state statutes, and more. The clerk reported that she had registered the chairman and herself for the MAT Annual Conference in December. She also noted that the 2026 meeting dates were available and the supervisors should review the dates for accuracy. Action on the 2026 meeting dates will be taken at the December meeting. The clerk said that she will have a sample of the electronic newsletter available at the December meeting for approval. She expects to send out the first one by Jan. 5, and then quarterly on the 5th of the month. (Jan., April, July, and Oct.) She will

provide each newsletter for their review the month prior to its send day. The County Assessor set the Board of Audit meeting at 9:30 a.m. Friday, April 24, 2026, at the Town Hall. Larson had no Fire meeting report as last month's meeting was rescheduled to the same night as the township's regular meeting, so he wasn't able to attend.

New Business

A. FYI – Jay Christianson, owner of Big Fish Kayaks and Big Putt Mini Golf, is looking into a beer and wine license for its Mini Golf business. The clerk learned that unless the business fell within the borders of a municipality, which it doesn't, the owner must apply for the license with Otter Tail County. The owner was notified of the findings and will talk with OTC officials.

Old Business

Christianson moved to approve a RESOLUTION Extinguishing a portion of Navajo Trail ROAD that was originally surveyed but never built per a request by property owner Nathaniel Bertelsen on whose property the "paper road" existed. Estes seconded. Motion carried unanimously.

Estes moved to approve an ORDER VACATING A TOWN ROAD as requested by Nathaniel Bertelsen, as noted in the approved RESOLUTION above. Christianson seconded. Motion carried unanimously. (Documents are included with these approved minutes and available for public review with the clerk.)

The supervisors did not approve any sealcoating, traffic marking or signage projects which would have been ordered through the Otter Tail County Highway Department.

Dates to remember

Thursday-Saturday, Dec. 11-13, 2025 – MAT Annual Conference, St. Cloud's River Edge Convention Center

Tuesday, Dec. 16, 2025 – Regular Township Meeting, 6 p.m., at Girard Town Hall

Tuesday, Jan. 20, 2026 –Regular Township Meeting, 6 p.m., at Girard Town Hall

Tuesday, Feb. 17, 2026 – **Board of Audit, 5:30 p.m.**, followed by the Regular Township Meeting, 6 p.m., at Girard Town Hall

Tuesday, March 10, 2026 – Annual meeting, 2:30-4:30 p.m./Township Election 5 to 8 p.m./Board of Canvass at approximately 8:30 p.m., all at the Girard Town Hall

Tuesday, March 17, 2026 -- **Organizational meeting 6 p.m.**/Regular Township Meeting, 6 p.m., at Girard Town Hall

Tuesday, April 21, 2026: Regular Township Meeting, 6 p.m., at Girard Town Hall

Friday, April 24, 2026: Board of Equalization 9:30 a.m. at the Town Hall/Road Check Meeting to follow at approximately 10 a.m. (the first 4 hours are conducted on the road, with a review of planned action to follow at the town hall)

With no further business to discuss, Christianson moved to adjourn the meeting at 7 p.m. Larson seconded. Motion carried unanimously.

Signature on file _____
Blaine Larson
Supervisor

Signature on file _____
Debbie Irmen
Clerk