

Girard Township

Regular Monthly Meeting -- MINUTES

Tuesday, December 16, 2025 – 6 p.m., Town Hall

Website: (www.girardtownship.us)

Chairman 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, Clerk Debbie Irmen, and Road Worker Will Luhning

There was no public comment offered.

Road Report – Luhning

Luhning reported that all roads were in good shape after the recent snow. He did some maintenance on the plow truck but noted it was in good working order. A stop sign is missing at the corner of 430th and Highway 5/16. Clerk Irmen will call regarding its replacement. She also provided notice to Luhning and the board regarding Paid Leave as required by law.

An email correspondence was received from a property owner on Chippewa Way expressing gratitude for the grading job.

Christianson moved to approve the MINUTES from the **regular monthly meeting** held **Tuesday, Nov. 18, 2025**, at the Town Hall. Estes seconded. Motion carried unanimously.

Christianson moved to approve the MINUTES from the **Special meeting** held **Tuesday, Nov. 18, 2025**, at **23929 Navajo Trail in Henning**. Estes seconded. Motion carried unanimously.

Treasurer's report

The treasurer presented the November Financials, which showed ending balances in the General Fund: \$129,797.89; Road and Bridge: \$439,484.57; Special Revenue: \$31,676.15; Fire Fund: \$4,500.88; Ambulance Fund: \$56,857.23; Special Assessment: \$24,094.26; Capital Projects: \$152,868.80; and Equipment: \$267,547.98; for a total of \$1,106,827.76.

The report will be filed for audit. The Board of Audit will verify the 2025 financials in February.

Larson moved to approve claims as presented/audited, totaling \$6,823.68, with an additional claim of \$525 for two gopher bounties from R. Torgerson, bringing the final claims total to \$7348.68; payroll for Estes, Irmen, Larson, Luhning (2), Christianson, Jacobson, and K. Trites. Christianson seconded. Motion carried unanimously.

Mail was summarized which included the LREC newsletter and MN LTAP Exchange newsletter.

Reports/Information

Clerk Irmen reported on the MAT Annual Conference, which she and Supervisor Larson attended in early December. One of the trainings she attended was on the Paid Leave law taking effect Jan. 1, 2026. She noted that the Henning Fire and Rescue Annual Fireman's feed is planned at 6 p.m. with a social hour, followed by dinner at 7 p.m., Wednesday, Jan. 7, 2026, at

the Henning Community Center/Fire Hall and the Annual meeting will be at 7:30 p.m. Monday, Feb. 23, 2026, at the Henning Community Center; She presented information on election filings which are open from Tuesday, Dec. 30, 2025, through Tuesday, Jan. 13, 2026. She has put together packets with the necessary and required forms. Both Larson and Christianson, along with the Clerk's positions are up for election in 2026. She asked that anyone interested in filing, should take a folder, fill out the form and pay the \$2 filing fee by Jan. 13. She also noted that each candidate must fill out campaign spending report and provide a copy to the clerk before being certified and sworn in. She provided the 2025 Animal Control expenses, which she will send to Otter Tail County for partial reimbursement of township expenses. The final numbers were as follows: Five trappers turned in 905 pairs of feet for a total of \$4,525.00 paid out. The township will likely get reimbursed \$905.00. The clerk also noted that she had filed the road vacation with the Otter Tail County Recorder's office. The board will be asked to take action on the invoice created to collect the expenses from the property owner later in the agenda. The township received an annual credit of \$14.24 towards its statement from Lake Region Electric Cooperative.

Supervisor Larson reported there was little business at the Battle Lake Fire and Rescue meeting he attended last month. No action was taken on any items of business, so it was a short meeting, he said.

New Business

The clerk shared that townships are required to determine the amount it will pay of Paid Leave costs, which can be paid by both the covered individuals and township according to specific percentages, or the township may choose to pick up the entire cost. After a brief discussion, Christianson moved that the township cover 100% of the premium costs. Larson seconded. The motion carried with a majority vote. Estes voted against the motion.

The board was presented with the prototype of the new electronic newsletter and while no formal action was taken, approved its look and content with the understanding the version they liked would continue to be fine-tuned prior to distribution, which the clerk expected would happen by early January.

Christianson moved to approve the April Board of Equalization and Review meeting date as determined by the Otter Tail County Assessor's office for 9:30 a.m. Friday, April 24, 2026. Estes seconded. Motion carried unanimously.

Christianson moved to accept the 2026 township regular meeting dates and additional meeting dates for the year. Larson seconded. Motion carried unanimously.

Christianson moved to accept the slate of Election Judges for 2026 elections and other election details as provided on the County Election Form. Larson seconded. Motion carried unanimously.

Estes agreed to be the township noxious weed inspector primary contact and will attend the Weed Inspectors meeting in late March, usually held around the 24th and 25th month. Although

the person appointed is the primary contact, it is everyone's job to be alert for noxious weeds in the township.

Old Business

Christianson moved to approve the invoice to Nathaniel Bertelsen for township reimbursement of the Road Vacation Filing Fee and clerk's mileage to the OTC Government Services Center in Fergus Falls, totaling \$90.00. Estes seconded. Motion carried unanimously. The clerk will send the invoice to the property owner.

Christianson moved to approve the subscription fee to use the MailChimp program to create and send the township electronic newsletter. The cost is \$20 per month for users with 500 or less subscribers (\$60 quarterly—4 times a year; \$240.00 annually) to connect with and inform residents of the township. Analytics are also provided as part of the subscription, which may help the board determine the value of this method of communicating with residents and property owners in the future. Estes seconded. Motion carried unanimously.

Dates to remember

Wednesday, Jan. 7, 2026 – Henning Fire Dept Annual Fireman's Feed, 6 p.m. social hour, 7 p.m. dinner, Henning Community Center/Fire 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

Monday, Feb. 23, 2026 – Henning Fire Department annual meeting, 7:30 p.m., at the Henning Community Center/Fire 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, Larson moved to adjourn the meeting at 7:15 p.m. Christianson seconded. Motion carried unanimously.

Blaine Larson
Supervisor

Debbie Irmen
Clerk