

**Eastern Township August Meeting
December 8, 2025**

The meeting was called to order at 7 p.m. by Chairman Michael Lage. Present were Supervisors Michael Lage, Joey Rud and Jason Moller, Clerk Sue Ellwanger, and Treasurer Dana Guse. Tim Bowman from Bowman G & G and Tom Guse were also in attendance. The Pledge of Allegiance was recited.

Jason Moller made a motion to adopt the agenda with flexibility. Joey Rud seconded the motion. All voted in favor of the motion. The motion was approved.

The clerk read the minutes of the November 2025 meeting. Jason Moller made a motion to approve the minutes. Joey Rud seconded the motion. All voted in favor of the motion. The motion was approved.

Treasurer Dana Guse gave the financial report.

The checking account balance on November 30, 2025: \$204,219.34. The CD's had a balance of \$243,037.40. On November 30, 2025, the township balance in the bank was \$447,256.75. Jason Moller made a motion to accept the treasurers' report as presented. Joey Rud seconded the motion. All voted in favor of the motion. The motion was approved. Dana also reported that she submitted the Voting Operations, Technology, and Election Resources Account reporting form to the Otter Tail County Auditor-Treasurer office for the \$54.87 that Eastern township received in December 2024.

Jason Moller made a motion to pay the bills. Joey Rud seconded the motion. All voted in favor of the motion. The motion was approved.

December 2025 Claims					
Date	Check #	Vendor_Name	Description	Amount	Claim #
12/8/2025	7159	Payroll Period Ending 12/08/202	December Payroll	\$ 51.67	482
12/8/2025	7160	Payroll Period Ending 12/08/202	December Payroll	\$ 189.60	481
12/8/2025	7161	Payroll Period Ending 12/08/202	December Payroll	\$ 278.26	480
12/8/2025	7162	Payroll Period Ending 12/08/202	December Payroll	\$ 612.40	479
12/8/2025	7163	Payroll Period Ending 12/08/202	December Payroll	\$ 376.91	478
12/8/2025	7164	PERA	Monthly Contribution	\$ 122.52	490
12/8/2025	7165	Otter Tail Power Company	Electricity	\$ 29.64	489
12/8/2025	7166	Otter Tail County Auditor-Treasi	Drainage Assessment for Co Ditch #13/19	\$ 49.59	488
12/8/2025	7167	Computer Specialists Unlimited	Computers (2) for Clerk and Treasurer, Setup, and Micro	\$ 1,677.04	487
12/8/2025	7168	Bowman's Grading & Graveling	Blade, beaver dam, plow snow	\$ 3,176.00	486
12/8/2025	7169	Arvig	Internet	\$ 92.18	485
12/8/2025	7170	Curt Lahman	Gopher Bounty - 17	\$ 68.00	484
12/8/2025	7171	Tim Alsleben	Beaver Bounty - 2	\$ 200.00	483

Prairie Community Ambulance Report

Michael Lage gave the report from the Parkers Prairie Community Ambulance. The entire report is on file with the clerk.

Road Maintenance

Tim Bowman from Bowman G & G gave the monthly road maintenance report. 1 round of blading township roads. 1 round of snow plowing. Removed the beaver dam off County 69, near the Curt Lahman property.

Night Time Sign Inspection.

Mike Lage is going to look into the MN sign book and check out about the chevrons.

Old Business

Township Credit Card

Treasurer Dana Guse received a sample Credit Card Policy from the MN Association of Townships.

The sample policy was reviewed by the supervisors and the following recommendations to the policy.

Section 3 Authorized Users. All supervisors, the Treasurer and clerk are authorized users of the township credit card.

Section 4 Permitted Uses. 1. Fuel, Oil, lubricant and other necessities for a township vehicle to perform business. 2. Fuel, Oil, lubricant and other necessities for a township equipment to perform business. 3. Travel, lodging and meals for township business. Travel expenses must be preapproved by the board and compliant with township policy. 4. Emergency expenses necessary to ensure the safety of the town roads. "Emergency" means a threat to public health, welfare, or safety that threatens the functioning of government, the protection of property, or the health or safety of people

Section 4: Prohibited uses include: 1. Personal Expenses of any kind. 2. Cash advances. 3. Alcohol, marijuana, or other intoxicants. 4. Consulting or other professional services.

Section 5. Spending Limits and Debt Prohibition: 1. Any single purchase exceeding \$500.00 requires prior written approval from the Town Board 2. Aggregate purchases exceeding \$1,000.00 in one billing period require prior written approval for the Town Board.

Section 6. Review, Documentation, and Reporting 1. Receipts must be submitted for every transaction to the township treasurer 2 days prior to the monthly meeting. 2. In the event of a disputed charge, the town board hereby designates the Township Treasurer to handle the issue.

Jason made a motion to adopt the Credit Card Policy as updated from the sample policy. Joey Rud seconded the motion. All voted in favor of the motion. The motion was approved.

New Business

Snow Removal at Town Hall

Tim from Bowman G & G is doing the best he can with snow removal near the new pad, but he is also moving the new recycled asphalt. Mike Lage had a local person come in with a tractor/snowplow and ran into the same problem. Going forward, the snow removal on the pad will be handled on an individual snow event basis.

Filing for Township Office, 1 supervisor, 1 clerk

Filing Opens Dec. 30, 2025 through Tuesday January 13, 2026

Best practices for Communication

When emailing, use BCC: (blind copy) rather than To: . If possible, we should each have a separate email address strictly for township business, rather than a personal or work email.

There being no other business brought forward to the board, Jason Moller made a motion to adjourn the meeting. No second is needed. The December 2025 Board Meeting of Eastern Township adjourned at 7:35 pm.

Respectfully submitted,

Eastern Township Chairman

Sue Ellwanger Clerk