

**Eastern Township Board Meeting
January 12, 2026**

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 was 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.

Jason Moller made a motion to waive the reading of 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 December 31, 2025: \$205,774.82 The CD's had a balance of \$243,676.11. On December 31, 2025, the township balance in the bank was \$449,450.93. 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.

Finalize Credit Card Policy: The treasurer presented the most current copy of the Credit Card Policy for Eastern Township. After our Dec. 31, 2025 meeting, MAT came out with a formal proposal for a policy. Joey Rud made a motion to adopt the Updated Credit Card policy as written and presented. Jason Moller seconded the motion. All voted in favor of the motion. The motion was approved. Board Chairman Michael Lage and Clerk Sue Ellwanger signed the document.

Travel Policy: The treasurer presented a draft policy for the board to look over. Joey Rud made a motion to adopt the Draft Travel policy as written and presented. Jason Moller seconded the motion. All voted in favor of the motion. The motion was approved

Select Credit Card: The treasurer has looked into different credit cards and is recommending we get the cards from Midwest Bank. The bank personnel will assist her with signing up for the card. It is a reward card, and the rewards go directly into the checking account.

CTAS Update: the 2026 version of CTAS will include the deduction for MN Paid Leave. Both the treasurer and clerk have the most current copy of CTAS on their laptops.

MN Paid Leave Reporting: Election judge wages are subject to paid leave reporting. The treasurer has found the township has assigned 2 numbers for the township. The determination for each is different 1 is a large business and 1 is a small business. The treasurer has sent a letter and asked them to correct the determination to make them the same.

PERA Exclusion Report: The annual requirement to file the PERA wage exclusion report has been completed.

Workers Comp Report: The treasurer has completed the yearly report with MATIT.

Year End Reports: tabled to the February meeting.

Online Bill Paying (Will approve at the 2026 Reorganization Meeting)

- US Treasury starting in 2027
- Paid leave

- PERA
- Arvig
- Ottertail Power
- Credit Card

Set Audit Meeting – following the February 9, 2026 meeting

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.

January 2026 Claims					
Date	Check #	Vender Name	Description	Amount	Claim #
1/12/2026	7172	Payroll Period Ending 01/12/20	January Payroll	\$ 98.62	495
1/12/2026	7173	Payroll Period Ending 01/12/20	January Payroll	\$ 99.63	494
1/12/2026	7174	Payroll Period Ending 01/12/20	January Payroll	\$ 418.42	493
1/12/2026	7175	Payroll Period Ending 01/12/20	January Payroll	\$ 128.91	492
1/12/2026	7176	Payroll Period Ending 01/12/20	January Payroll	\$ 166.97	491
1/12/2026	7177	PERA	Monthly Contribution	\$ 78.76	500
1/12/2026	7178	United State Treasury	Medicare & FICA Withholding	\$1,267.94	499
1/12/2026	7179	Otter Tail Power Company	Electricity	\$ 28.00	498
1/12/2026	7180	Bowman's Grading & Graveling	Haul salt & sand, plow snow/drifts, and sand intersect	\$3,555.00	497
1/12/2026	7181	Arvig	Internet	\$ 92.18	496
				\$5,934.43	

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. 2 rounds of snow plowing. Hauled Sand/Salt 2 times from the county shed. Plowed drifts 3 times. Applied sand/salt to township roads twice.

No Old Business

New Business

- Appoint March township election absentee and/or mail ballot board members and also as election judges for the March township election: Jason Moller, Joey Rud, Connie Tarasek, Robert Lahman, Dana Guse

Restitution issue

Mike Lage was called as a witness. The township was awarded a very small monetary amount compared to what it actually cost to pick up the garbage.

There being no other business brought forward to the board, Jason Moller made a motion to adjourn the meeting. No second is needed. The January 2026 Board Meeting of Eastern Township adjourned at 7:45 pm.

Respectfully submitted,

Eastern Township Chairman

Sue Ellwanger Clerk

Michael Lage