

Holmes City Township Board Meeting Minutes 09/15/2025

Opening: The regular meeting of the Holmes City Township Board of Supervisors was called to order at 6:01p.m. on Monday, September 15th, 2025, in the Holmes City Township Hall by Chairman Gary Schuneman. The Pledge of Allegiance was recited.

Present: Gary Schuneman (Chairman), Darin Weisel (Supervisor), Matthew Robertson (Supervisor), Chelsey Robertson (Deputy Clerk/Treasurer),

Agenda: Darin Weisel moved to approve the agenda; Matthew Robertson seconded that motion. MCU.

Minutes: Gary Schuneman approved August minutes and September special meeting minutes; Darin Weisel seconded that motion. MCU.

Financials: Financial reports were presented indicating the following:

- Cash Balance on 09/01/2025- \$116,431.05
- Balanced Bank Statement on 09/01/2025- \$111,347.67
- Outstanding checks as of 09/01/2025- \$11,733.23
- Deposits in transit as of 09/01/2025- \$0
- Claims List for Approval (2025SEPT#1-2025SEPT#18)- \$130,461.89
- Payroll \$4000.76
- 11MO CD- \$104,508.74
- 7MO CD- \$51,978.15

Motion made to approve treasurer report by Matthew Robertson, seconded by Gary Schuneman.

Township Business

Inspections on Trucks & DOT Preparation:

Leonard Blank is coordinating DOT preparation for the township trucks. A maintenance technician from Fargo will be inspecting the vehicles. Leonard has been advised to approve any recommended repairs or maintenance if he agrees with the technician's assessment. Additionally, Leonard inquired whether the township would consider covering the cost of his recertification. This is not something the board will move forward with at this time.

CTA'S Correction- The Road & Bridge Account-

In January 2023, a \$100 check for road grading was mailed to Lowry State Bank for deposit. However, the check was never received by the bank and remained listed as a deposit in transit on the Cash Balance Statement. In March 2025, the check was voided in CTAS. Because this occurred in a new fiscal year, the system did not automatically update, and the \$100 continued to appear as an outstanding item. After speaking with Mark at the MN State Auditor's Office, it was determined that a manual adjustment of -\$100 is required in CTAS to reconcile the Road & Bridge account with the bank and cash balance statements. This correction was reviewed and approved by the board of supervisors. Motion carried unanimously (MCU)

Van Loon Shores-Septic System Installation

A letter was sent to Lundblad excavating last month regarding a new septic being placed at a property on Van Loon Shores. It stated it would be ok to move forward if the project stays within a flagged area. Darin Weisel spoke with Lundblad Brothers Excavating because the system will extend a few inches into the township ROW. Darin stated that this minor encroachment will not

interfere with snow removal or township maintenance, and that minor encroachment is acceptable. ☒

Road and Equipment Discussion

Road Grader- The board reviewed purchase agreement from Pope County for 2015 CAT grader. Approved the purchase for \$125,000 and will be taking ownership on Thursday. Will cash in the CD at Lowry State Bank in the amount of \$104,508 and the remainder from equipment fund.

Open/Other Business

Phone Messages: None

Emails- None

Adjournment: The meeting was adjourned by Supervisor Matthew Robertson at 7:04 p.m. The next regularly scheduled meeting is on Monday, October 20th @ 6PM at the Holmes City Township Town Hall.

Minutes submitted by: Deputy Clerk/Treasurer

Approved by: ☒ Supervisor
