

**Minutes**  
**Munson Township Board Meeting**  
**23857 County Road 23, Richmond, MN 56368**  
**August 18, 2025 7:00 PM**

August 2025 monthly meeting of the Munson Township Board of Supervisors was called to order at 7:00 PM by Chairman Butch Gertken

**Present:** Chairman: Butch Gertken; Supervisors: Matt Burg, Joe Willenbring; Clerk: Kathy Hemmesch; Treasurer: Robin Caufman; P&Z Administrator: Lynn Burg; P&Z Chairman: Dean Holthaus

**Approval of Agenda:** Added to the agenda was signing of the final plat for Cuffe Addition and a building constructed without a township building permit. Motion by Burg to approve the agenda as amended. Willenbring second. All in favor. Motion carried.

**Minutes read from the July 2025 meeting.** Motion to approve by Burg, second by Willenbring. All in favor. Motion carried.

**Public Hearing** for Drainage & Utility Easement Vacation: Buffalo Ridge Estates 2<sup>nd</sup> Addn. called to order by Chairman Gertken. No one present to comment on the proposed Easement Vacation. Motion by Burg to close the public meeting, seconded by Willenbring. All in favor. Motion carried.

Motion by Willenbring to adopt Resolution 2025-6 Drainage & Utility Easement Vacation: Buffalo Ridge Estates 2<sup>nd</sup> Addn., second by Burg. All in favor. Motion carried.

**Variance Request** from Todd & Veletta Gartner, 20466 Elkview Circle, Parcel #23.14070.0005 for a variance 18 feet 2 inch from center of the existing private road instead of the required 63 feet. Dean Holthaus, Planning & Zoning Board Chairman said they recommended approving the variance. Motion by Burg to approve the variance, second by Willenbring. Resolution #2025-7 is adopted for the variance. All in favor. Motion carried.

**Joint Powers Agreement** with State of Minnesota DPS & BCA was presented. The agreement is to utilize BCA systems and tools to access and/or submit Court Records as required or authorized by law or court rule. Motion by Burg, second by Willenbring to approve signing the 5-year agreement. Resolution #2025-8 is adopted. All in favor. Motion carried.

246<sup>th</sup> Avenue Culvert project is nearing completion. Invoice for \$51,023.32 minus 5% retainage, was received from Stearns County for the Township portion of the project. It is the understanding of the Board, when this project was initially presented, the Township would pay \$20,000 and the remaining would be paid by a grant from the State of Minnesota. Invoice was not paid until there is clarification on the difference.

Discussion on the upgrading of 213<sup>th</sup> Avenue. Proposing 20 feet wide so 2 trucks can pass, it will remain a Minimum Maintenance Road. Schedule a meeting with Gary Hemmesch on site to discuss.

Reviewed an email from Stearns County Environmental Services regarding work on the east side of Elmdale Road. The work may meet the requirements of the Local Government Road Wetlands Replacement Project. To move forward, a plan and application will need to be submitted for review by the Stearns County Technical Evaluation Panel.

Clerk will contact Bollig Engineering, Willmar and Stonebrooke Engineering, Burnsville as consultants for future Township needs.

Treasurer's report was reviewed. Motion by Burg to approve financial report as submitted, second by Willenbring. Motion carried. All in favor.

After paying for the tarring projects, there is a shortage in the Tarring Fund. Motion by Willenbring to transfer \$225,000 from Road & Bridge Fund to Tarring, seconded by Burg. Motion carried. All in favor.

Nick Keller Masonry will be removing the rocks and plants around the township building and pouring cement up to the parking lot asphalt. Price quote \$7,200. In mid-September, Hansen Paving would like to start with resurfacing the townhall parking lot. They will reclaim the existing asphalt and put down 3" new asphalt. Price quote \$49,000. SLFRF has \$40,000 allocated for tarring.

Final plat for Cuffe Lot was presented for signature. Motion by Burg to approve, seconded by Willenbring. Motion carried. All in favor.

Lynn Burg mentioned that Lee Kollar constructed a building on the property at 21340 State Hwy 23 without obtaining a building permit. Inspectron attempted to contact him several times with no response. Clerk will send a certified letter to Kollar as well.

Burg gave an update on the Chain of Lakes Fire Department. The Board is invited to the Departments next meeting at the training facility on September 8<sup>th</sup> at 7:00.

Motion by Burg, second by Willenbring to review and pay bills.

No further business. Motion by Burg, to extend the meeting to August 27<sup>th</sup> at 4:30 pm on 213<sup>th</sup> Avenue with Gary Hemmesch to discuss upgrading the road, second by Willenbring

Respectfully submitted:

Kathy Hemmesch, Clerk