

**Dovre Township Meeting**  
**January 5<sup>th</sup>, 2026**  
**Minutes**

**Call to Order:** Chair, Sherry Jean Larson called the meeting to order at 6:05 PM. The Pledge of Allegiance was recited.

**Present:** Sherry Jean Larson, Keith Quale, Marie Ostby (via phone), Robert Orsten, Bruce Peterson (via phone), Jordan Albrecht, Amy Haugen

**Guests:** David Runke, Ryan Albrecht, Pat Jacobs

**David Runke:** Discussed process of combining parcels for upcoming direct assessment for Horseshoe Drive Road Improvement Project.

**Ryan Albrecht:** Discussed proposal for lawn care, trimming, landscaping and indoor maintenance for Dovre Township Hall property. Discussed not being able to do parking lot snow removal at this time, but able to shovel up by building. Indoor responsibilities would be cleaning, meeting set up, recycling removal. Supervisor Larson discussed putting indoor and outdoor maintenance together. Discussed options of payment by occurrence or hourly and whether Mr. Albrecht will be an independent contractor or an employee regarding the now required Minnesota Paid Leave law. Discussed possible lawn maintenance to be paid at \$150 and occurrence and an hourly rate of \$20. Supervisors will discuss further and contact Mr. Albrecht.

**Approval of Minutes for December 1<sup>st</sup>, 2025, Township Meeting and HB Storage North Hearing:**

Supervisor Ostby requested amendment in the changing of the name to the correct spelling for Craig Zempel. [Change to correct spelling of Morrell and Larson in Hearing minutes](#) and change Kelly Morrell as having a purchaser (Dollar General) through his realtor, Doug Fenster. Supervisor Ostby moved to approve the minutes, Supervisor Peterson seconded, and via a unanimous roll call, motion carried.

**Minnesota Paid Leave requirement effective January 1<sup>st</sup>, 2026:**

Jordan Albrecht discussed new law and the need for board members signature for receipt of information. \$.66 per \$100 for small employers will be required with a

breakdown between employee and employer. A minimum of \$3,900 per year in earnings is required before an individual would qualify for payment of Paid Leave, but the deduction would still be required. Motion to approve employer (\$.44/\$100) to employee (\$.22/\$100) deduction by Supervisor Orsten, seconded by Supervisor Ostby, followed by a unanimous roll call vote, motion carried.

**Fire Report: (Pennock Fire Department):**

Joint Powers Meeting attended by Supervisor Larson and Supervisor Quale. Discussed need for community members to possibly volunteer to work at benefits to help raise funds that would help cover costs otherwise paid by the townships. Joint Powers will not be contributing \$5,000 to retirement account this year to offset costs. New budget will be presented at Pennock Fire Department Annual Meeting on January 17<sup>th</sup>.

**Treasurers Report:** Jordan Albrecht presented a balance sheet and profit and loss for November 2025 and the profit and loss review from January through November 2025. Supervisor Orsten moved to approve, Supervisor Quale seconded, via a unanimous roll call vote and motion carried.

**Approval of Orders** Supervisor Ostby moved to approve payment of orders, Supervisor Orsten seconded, and motion carried.

**New Business:**

- Board of Equalization to be held on April 10<sup>th</sup> from 9 AM to 12 PM at the Kandiyohi County Office Building.

**Old Business:**

- Notice sent to Hillenbrand regarding access placed without a permit 9/9/25—no response Bob Ruppe will send a letter.
- Easements have not been recorded- Couri & Ruppe- response?
- Discussion to move to CTAS record keeping effective January 2026 usage by both treasurer and clerk. Doing so would override need for audit expense. Jordan Albrecht will contact representative.
- Collaborative Planning Hourly rate is \$143.00 effective Jan. 1, 2026.
- Access Applications: Right of Way applications
  - Crown Underground at 4077 15<sup>th</sup> St. NE
  - Crown Underground at 7384 26<sup>th</sup> St. NE
  - Pending waiting for permit payment.

Motion made to pay pending applications once payment is received by Supervisor Ostby, seconded by Supervisor Quale, via a unanimous roll call vote, motion carried.

- Check on partial assessment payment: Treptau, Victor.
- Discussed access permit for lot 4, section 25, Tsp 120, Range 35 at Dovre 2<sup>nd</sup> St. NE/requesting access to 42<sup>nd</sup>: 4-acre lot may be over the allotment of land cover for impervious services. Supervisor Ostby will contact Eric regarding this issue.
- Set up signers for bank accounts for Clerk Amy Haugen, Deputy Clerk Pat Jacobs, Treasurer Jordan Albrecht, and Deputy Treasurer Teren Novotny, along with Chair Sherry Jean Larson: Current account at Heritage and new account at Kensington (contact person Dean Steinwand). Blank check stock needed from Kensington. Motion by Superintendent Orsten to open to account at Kensington bank (starting with \$1,000) with above signers to both Heritage and Kensington account, seconded by Superintendent Quale, via unanimous roll call vote, motion carried.
- Superintendent Ostby reported that computer and printer/scanner will soon be arriving for Clerk Amy Haugen and Teren Novotny's computer will be reset for Treasurer Jordan Albrecht. Both computers will be set up with CTAS software.

**Website:** Need to change domain name from .com to .gov by 2028.: Supervisor Ostby followed up with Dennis Benson regarding the domain name and the website. The fee is \$90 for 10 years. We will transfer the domain to Dovre township. Supervisor Ostby will research establishment of a Dovre Township email address for the clerk and the treasurer.

**Long Lake Road Project Update:** Ehlers reported that there is an estimate that the township may have a \$18,222 saving in interest on the 2025A bond. Supervisor Ostby discussed LRIP reimbursement. Pat Jacobs sent out Outstanding Assessment Report.

**Information:**

- Looked ahead for the schedule for 2026 Dovre Township Meetings. All meetings will be on the first Monday at 6 PM except for possible continuance of the August 1<sup>st</sup> meeting to August 31<sup>st</sup> avoiding the 35-billing day margin, September 14<sup>th</sup> (avoiding Labor Day), November 2<sup>nd</sup> meeting will be changed to November 9<sup>th</sup> avoiding preparations for election.
- Superintendent Larson will contact attorney regarding fire department issue.
- Superintendent Quale will look further into plowing snow removal.

- Superintendent Ostby will look into maintenance (mowing, trimming edging) and upkeep of town hall with Ryan Albrecht (i.e., hourly rate, stipend for equipment).

**Permission to dispose:** 11 misc. envelopes, Hearing notice for drainage authority, 12/19/25 (2) credit cards received. Supervisor Orsten moved to approve disposal, Supervisor Quale seconded, via a unanimous roll call vote, motion carried.

Supervisor Orsten moved to adjourn; Supervisor Ostby seconded. The meeting adjourned at 8:35 PM.

**Upcoming Meetings:**

2/2/26 February Town Meeting 6:00 PM

1/17/20 Pennock Joint Powers Fire Board Annual Meeting at 9 AM

---

Sherry Jean Larson, Chair

---

Amy Haugen, Clerk