

**Vermillion Township
Regular Meeting Minutes
December 4, 2025**

Attendance:

Chairman Jeramy Ladzun
Supervisor Jason Anderson
Supervisor Lyle Fritz
Clerk Cynthia Ladzun
Treasurer Janine McNamara
Attorney James J. Mongé III

Chairman Ladzun opened the meeting at 7:00 pm and the Pledge of Allegiance was recited.

The Board reviewed the November 6, 2025 meeting minutes and Anderson motioned to accept them as written. Fritz seconded the motion; all were in favor and the motion carried.

The Board reviewed the November 19, 2025 HAFA Public Hearing meeting minutes and Anderson motioned to accept them as written. Fritz seconded the motion; all were in favor and the motion carried.

The Board reviewed the November 19, 2025 Beissel Public Hearing meeting minutes and Anderson motioned to accept them as written. Fritz seconded the motion; all were in favor and the motion carried.

The Board reviewed the November 24, 2025 Pine Bend Paving EAW & Vote meeting minutes and Anderson motioned to accept them as written. Ladzun seconded the motion; all were in favor and the motion carried.

Treasurer Janine McNamara presented the claims to the Board. Ladzun motioned to accept the claims as presented. Anderson seconded the motion; all were in favor and the motion carried.

Treasurer Janine McNamara presented the disbursement and receipt registers from CTAS and provided a verbal summary of the treasurer's report, and it was noted that a restitution payment was received. Ladzun motioned to accept the treasurer's reports as presented. Anderson seconded the motion; all were in favor and the motion carried.

Road and Bridge Update - Random potholes were filled and snow plowing season has started.

Deputy Visit - An uptick in accidents due to the winter road conditions and mail thefts have increased due to the holidays.

Old Business:

- Building Inspector Increased Fees - Ladzun stated that Inspectron is not interested in sending a quote at this time due to multiple requests for bids over the years. **Clerk Cynthia Ladzun** will check on available dates to schedule a public hearing to review the Township's Fee Schedule and Applications.
- Fritz Minor Subdivision Resolution 25-15 was presented to the Board for approval. Ladzun motioned to adopt the resolution as presented. Anderson seconded the motion; all were in favor and the motion carried.
- Metropolitan Council SE Metro Long Term Wastewater Planning Study - The township does not use wastewater currently and has had no plans in the near future to change that.

New Business:

- Township Elections in November - **Clerk Cynthia Ladzun** explained that the county has notified townships that they can change the yearly March election to the November election ballot. Ladzun requested that the treasurer provide costs for last year's March election.
- Clerk Duties and Responsibilities - **Clerk Cynthia Ladzun** explained that the everyday tasks of the clerk keep increasing and it's becoming evident that most of the clerk's time is spent putting out fires and not preparing the township for future growth. The township residents are requesting more out of the clerk, and these residents need to think if the township clerk's position is evolving into more of a full-time appointed position rather than a part time elected position. For the time being, the clerk will work with the treasurer to see what items, if any, can be shifted from the clerk to the treasurer.

Other Business:

Resident, Craig Ohern was in attendance and Ladzun inquired about setting up a site visit in the near future.

Adjourn:

Anderson motioned to adjourn at 7:40 pm. Fritz seconded the motion; all were in favor and the motion carried.

Cynthia Ladzun
Vermillion Township Clerk

11/1/2025 thru 11/30/2025

Checking

| | |
|-------------------|----------------------|
| Beginning Balance | \$99,986.51 |
| Receipts | \$4,471.55 |
| Disbursements | (\$91,783.35) |
| Interest | \$121.32 |
| Ending Balance | \$12,796.03 |

Note: Receipts include \$699.94 in Stoffel restitution

Money Market

| | |
|-------------------|-----------------|
| Beginning Balance | \$649.71 |
| Interest | \$1.73 |
| Ending Balance | \$651.44 |

CD - 12 Month

| | |
|-------------------|---------------------|
| Beginning Balance | \$436,843.33 |
| Total Funds | \$450,290.80 |

Additional information can be provided as necessary.

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

| <u>Date</u> | <u>Remitter</u> | <u>Receipt #</u> | <u>Description</u> | <u>Deposit ID</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-P</u> | <u>Total</u> |
|------------------------------------|------------------------|------------------|--|-------------------|-------------|---|--------------|-----------------------------------|
| 11/04/2025 | Beaver Creek Companies | 140221-1 | Permits on Inv #VT-25-109 dated 10/29/25 | (11/04/2025) - | N | Building Permit with Surcharge | 100-34130- | \$ 2,939.61 |
| | | | | | | | | <u>\$ 2,939.61</u> |
| 11/04/2025 | US Treasury | 140222-1 | Stoffel Restitution | (11/04/2025) - | N | US Treasury vs Maryann Helen Stoffel | 100-35105- | \$ 699.94 |
| | | | | | | | | <u>\$ 699.94</u> |
| 11/04/2025 | Eternity Homes | 140223-1 | Permit | (11/04/2025) - | N | Building Permit with Surcharge | 100-34130- | \$ 832.00 |
| | | | | | | | | <u>\$ 832.00</u> |
| 11/06/2025 | General Fund | TRF10312025 | Transfer to Road & Bridge from General Fund | (11/06/2025) - | N | Transfer From General Fund | 201-39201- | \$ 44,385.30 |
| | | | | | | | | <u>\$ 44,385.30</u> |
| 11/30/2025 | Vermillion State Bank | 140224-1 | Interest - Checking | (11/30/2025) - | N | Interest Earning | 100-36210- | \$ 121.32 |
| | | | | | | | | <u>\$ 121.32</u> |
| 11/30/2025 | Vermillion State Bank | 140225-1 | Interest - Money Market | (11/30/2025) - | N | Interest Earning | 100-36210- | \$ 1.73 |
| | | | | | | | | <u>\$ 1.73</u> |
| Total for Selected Receipts | | | | | | | | <u><u>\$ 48,979.90</u></u> |

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

| <u>Date</u> | <u>Vendor</u> | <u>Check #</u> | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-O-P</u> | <u>Total</u> |
|-------------|---------------------|------------------------|---|-------------|-------------------------------|----------------|---------------------|
| 11/06/2025 | XCEL ENERGY | 2722 | Electric Svc-October 2025 | N | Excel Energy | 100-49033-381- | \$ 24.09 |
| | | Total For Check | 2722 | | | | \$ 24.09 |
| 11/06/2025 | CENTER POINT ENERGY | 2723 | October Gas Bill | N | Center Point Energy Gas Usage | 100-42409-383- | \$ 27.17 |
| | | Total For Check | 2723 | | | | \$ 27.17 |
| 11/06/2025 | PINE BEND PAVING | 2724 | 3/4" Minus Limestone 10/27/25 | N | Unpaved Streets | 201-43122-224- | \$ 1,887.24 |
| | | Total For Check | 2724 | | | | \$ 1,887.24 |
| 11/06/2025 | OTTE EXCAVATING INC | 2725 | Road Maintenance-October 2025 | N | Unpaved Streets | 201-43122-230- | \$ 10,368.65 |
| | | Total For Check | 2725 | | | | \$ 10,368.65 |
| 11/06/2025 | COLUMN SOFTWARE PBC | 2726 | Public Notice Nov 19 and Ordinance 25-004 | N | Publishing Ads | 100-49021-325- | \$ 47.80 |
| | | 2726 | | | | 100-49021-325- | \$ 47.80 |
| | | 2726 | | | | 100-49021-325- | \$ 45.82 |
| | | Total For Check | 2726 | | | | \$ 141.42 |
| 11/06/2025 | HRFA | 2727 | 2nd Payment 2025 Fire Protection | N | HRFA | 225-42205-317- | \$ 69,482.20 |
| | | Total For Check | 2727 | | | | \$ 69,482.20 |
| 11/06/2025 | ECM PUBLISHERS | 2728 | Dakota Cnty Trib, Ord No. 25-004 | N | Publishing Ads | 100-49021-325- | \$ 44.55 |
| | | Total For Check | 2728 | | | | \$ 44.55 |
| 11/06/2025 | Bruce Lohmann | 2729 | Fire Permits 11/8/24-10/31/25 | N | Permits | 100-41915-437- | \$ 1,130.00 |
| | | Total For Check | 2729 | | | | \$ 1,130.00 |
| 11/06/2025 | RWC TECH SOLUTIONS | 2730 | Office 365 G3-1 Year Subscription License. Removed \$22.16 Credit Card Conv Fee | N | Data Processing | 100-41920-309- | \$ 553.98 |
| | | 2730 | | | | 100-41920-309- | \$ 22.16 |
| | | 2730 | | | | 100-41920-309- | \$(22.16) |
| | | Total For Check | 2730 | | | | \$ 553.98 |
| 11/06/2025 | RWC TECH SOLUTIONS | 2731 | Monthly Managed Services | N | Data Processing | 100-41920-309- | \$ 260.00 |
| | | Total For Check | 2731 | | | | \$ 260.00 |

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

| <u>Date</u> | <u>Vendor</u> | <u>Check #</u> | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-O-P</u> | <u>Total</u> |
|----------------------------------|------------------------------|------------------------|--|-------------|-------------------------------------|----------------|----------------------|
| 11/06/2025 | WSB & ASSOCIATES, INC | 2732 | Planning Svcs from 9/1/25-9/30/25 dated 10/29/25 | N | Planning and Zoning | 100-41910-302- | \$ 3,152.00 |
| | | Total For Check | 2732 | | | | \$ 3,152.00 |
| 11/06/2025 | CAMPBELL KNUTSON | 2733 | General Legal Work for September 2025 | N | City/Town Attorney | 100-41610-304- | \$ 2,124.00 |
| | | Total For Check | 2733 | | | | \$ 2,124.00 |
| 11/06/2025 | VERIZON WIRELESS | 2734 | VT Cell Phone September 2025 | N | Budgeting and Planning | 100-41560-321- | \$ 50.41 |
| | | Total For Check | 2734 | | | | \$ 50.41 |
| 11/06/2025 | MN ASSOCIATION OF TOWNSHIPS | 2735 | Clerk-Treasurer Training for Scott & Dakota Cty for Cindy and Janine | N | Training | 100-49041-308- | \$ 60.00 |
| | | Total For Check | 2735 | | | | \$ 60.00 |
| 11/06/2025 | LEWIS, KISCH & ASSOCIATES | 2737 | Q3 2025 Payroll Tax Return Prep | N | Accounting | 100-41530-301- | \$ 275.00 |
| | | Total For Check | 2737 | | | | \$ 275.00 |
| 11/06/2025 | Beaver Creek Companies, Inc. | 2738 | Permits for October 2025 | N | Building Inspections Administration | 100-42401-310- | \$ 2,708.31 |
| | | Total For Check | 2738 | | | | \$ 2,708.31 |
| 11/06/2025 | U S TREASURY | EFT 11.6.25 | 941 Q3 2025 Tax Return | N | Accounting | 100-41530-301- | \$ 308.31 |
| | | Total For Check | EFT 11.6.25 | | | | \$ 308.31 |
| 11/06/2025 | Road & Bridge Fund | TRF10312025 | Transfer from General Fund to Road & Bridge Fund | N | Transfer to Road & Bridge Fund | 100-49363-720- | \$ 44,385.30 |
| | | Total For Check | TRF10312025 | | | | \$ 44,385.30 |
| Total For Selected Checks | | | | | | | |
| | | | | | | | \$ 136,982.63 |