

**Perham Township Agenda
December 1st, 2020**

CALL MEETING TO ORDER: Meeting was called to order by Shawn Sweere at 7:00pm

PLEDGE OF ALLEGIANCE

PRESENT: Shawn Sweere, Judy Haverland, Kelly Karsnia, Kelvin Rudolph, Marie Ashland, Stanley Moratz, DJ Altstadt, Chantal Tougas, Mike Tougas, Allan Sazama, Jeff Stabnow,

ROAD REPORT: Allan Sazama updated the Board on roads: 450th Ave, 441st Street, and 443rd Street were cut and sanded on 12/1/2020. They will be checked on 12/2/2020. A trailer at the end of Jack Pine Dr is blocking Sazama Road Maintenance from turning around. Shawn Sweere will reach out to the property owners and have it moved. Kelly Karsnia confirmed that if a road looks icy, that Sazama Road Maintenance can take care of it without being notified by the Township.

GOPHER FEET: none

Approve Meeting Minutes: November 3rd Board Meeting minutes submitted as DRAFT; posted publicly.

Motion: Kelly Karsnia **Second:** Kelvin Rudolph **Carried:** Yes

Approve Meeting Minutes: November 24th, Election Canvassing submitted as DRAFT; posted publicly.

Motion: Kelvin Rudolph **Second:** Kelly Karsnia **Carried:** Yes

LICENCES, PERMITS, FEES:

Building Permits:

Request has been made by Tyler Drewes to update the setbacks on building permit issued to Glen and Beverly Olson in October. Copies of permits provided

Motion: Shawn Sweere **Second:** Kelvin Rudolph **Carried:** Yes

Approach Permits:

Request made by Brian Mann for approach deposit to be refunded for approach install at 445 Ave, Parcel # 51000020035001. Motion made by Kelly Karsnia to approve upon inspection of Supervisor on 12/2/2020.

Second: Kelvin Rudolph **Carried:** Yes

Liquor Permits: none

Agriculture Permits: none

License: Supervisor Shawn Sweere reviewed and signed paperwork for Eric Ruther that is required by the State to verify he is in a Commercial Zone to sell trailers. Paperwork was notarized by Marie Ashland.

TREASURER'S REPORT: Read by Judy Haverland.

PERHAM TOWNSHIP MONTHLY TREASURERS REPORT

BALANCE ON HAND LAST MEETING

November 1, 2020

CHECKING \$181,830.44

TOTAL CASH ON HAND

\$181,830.44

CHECKS WRITTEN

15 checks 8411 – 8425 \$24,667.89

1 ACH \$45.00

Total disbursements \$24,712.89

DEPOSITS

Bldg permits: Poulson/Beach \$100.00

Approach Fee/ Deposit- Poulson/Beach \$600.00

Aerovilla Rd- Repaving share (8 owners) \$24,133.34

Ottertail Co – Oct settlement \$95595.04,

441st St Sp Assess \$1858.46, Pine crossing

Sp Assess \$1049.04 \$98,502.54

Ottertail Co- November settlement \$16,628.64

UCB interest \$47.54

Total Checking Deposits \$140,012.06

TOTAL CASH ON HAND

December 1, 2020

CHECKING \$297,129.61

Less outstanding check:

TOTAL CASH ON HAND 12/1/2020

\$297,129.61

Motion: Kelvin Rudolph

Second: Kelly Karsnia

Carried: Yes

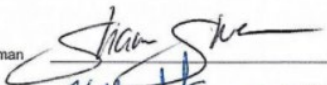
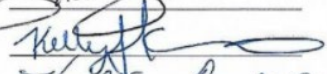
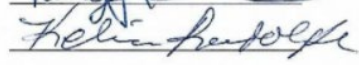
READ AND PAY BILLS: See Disbursement Tables by Marie Ashland, Clerk.

Disbursement List-General Election
Perham Township, Precinct 0365, Otter Tail County, MN
November 3, 2020

Check Dated:

Head Judge: \$16.00/hur
 Election Judge: \$14.00/hour

Payable to	Address	Invoice	For	Calculations	Amount:	Check #	Fund
Sharon Loerzel	42453 439th Ave		General election	see detail disbursement	\$240.00	8426	General/election
Teresa Ingebrand	42758 Fort Thunder Rd		General election	see detail disbursement	\$98.00	8427	General/election
Mary Schermerhorn	42180 Harvest Ave		General election	see detail disbursement	\$70.00	8428	General/election
Sue Loerzel	43929 MN St		General election	see detail disbursement	\$98.00	8429	General/election
Karen Hammers	41371 State Hwy 78		General election	see detail disbursement	\$119.00	8430	General/election
Andrea Hirschey	42297 439th Ave		General election	see detail disbursement	\$119.00	8431	General/election
Joyce Lachowitz	40285 450 Ave		General election	see detail disbursement	\$147.00	8432	General/election
Kathy Steinmetz	40211 Aerovilla Rd		General election	see detail disbursement	\$105.00	8433	General/election
PACC	620 3rd Ave SE		General election	rental fee is split with Pine Lake Twp			General/election
Total -					\$996.00		

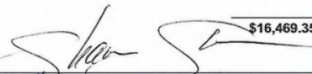
Signature/Chairman 
 Signature/Supervisor 
 Signature/Supervisor 


Disbursement List
12/1/2020

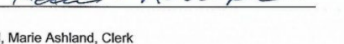
Payable	Address	Invoice	For	Calculations	Amount	Check#	Fund
Joe Wasche Trust	120th 2nd Ave, Perham PO Box 110, Perham		December rent \$675.00		\$675.00	8434	General/ CARES Act Fund
Arvig			11/22/22 Web & Email GSuite blade work Oct, blade work for Nov culvert for Brian Mann	\$1725.00 3,465.00	\$554.74	8435	General
North Central	PO Box 365, Perham	9549 9660 9679			\$5,744.74	8452	R&B
Sazama Rd Maintenance LLC	39787 CO Hwy 35 Perham	11-20-PT	sanding salt/sand plowing		\$2,695.50	void ck 8436- reissue ck 8453	R&B
M.R Sign CO	1706 1st Ave N Fergus Falls MN 56537		3 advisory speed sign 4 gm posts		\$202.18	8437	R&B
MATIT	PO Box 415 St Michael MN 55376-0415		workers comp renewal invoice and audit		\$309.00	8438	General
Marie Ashland	postage mileage		stamps, mileage	11.00 575/mile = 51.75	\$62.75	8439	General
Marie Ashland	Cares Act purchases	bby01-806368159325 bby01-806368147570 bby01-806368262687 Men-25371706	electronic, paper, office supplies		\$2,366.38	8440	General/ CARES Act fund
Shawn Sweere	Cares Act purchases	men-25347696	office furniture, paper supplies		\$2,270.83	8441	General/ CARES Act Fund
Judy Haverland	postage	11/16/2020	certified mail postage- Aerovilla		\$53.30	8442	General
Perham Office Supply	223 West Main St Perham MN 127 1st Ave S Perham MN	1020-1761	ream of paper, ink		\$28.99	8443	General
Callis Floral		11/7/2020	funeral arrangement/clerk		\$65.00	8444	General
Judy Haverland	Perham		Nov Salary \$200, Dec mtg \$75.00	275.00 less: SS \$17.05 Medi \$3.99	\$253.96	8445	General
Marie Ashland	Perham		Nov Salary \$300, Nov Sp Mtg \$75.00, Nov pick up election supplies \$75.00	\$525.00 Less: Pera \$26.25 Medi \$7.61	\$491.14	8446	General
Shawn Sweere	Perham		Nov Salary \$150 Nov Sp mtg \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$207.79	8447	General
Kelly Karsnia	Perham		Nov Salary \$150	\$150.00 less SS \$9.30 Medi \$2.18	\$138.52	8448	General
Kelvin Rudolph	Perham		Nov Salary \$150 Nov Sp mtg \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$207.79	8449	General
PERA			Marie & Employer contribution	(.05x pay)x2	\$52.50	ACH	General
Brian Mann	44509 Yellow Pine Dr Perham		Refund Approach deposit		\$500.00	8450	General
Perham Post Office	100 3rd Ave NW Perham	12/01/2020	post office box renewal		\$64.00	8451	General

Gopher Feet \$3/pr

\$16,469.35

Signature / chairman 

Signature / chairman 

Signature / chairman 

Respectfully submitted, Marie Ashland, Clerk

Motion made by Kelly Karsnia to approve General Election and Monthly Expenditures. Shawn Sweere abstained from motion.

Second: Kelvin Rudolph **Carried:** Yes

ROLL CALL: Kelvin Rudolph, Kelly Karsnia

OLD BUSINESS:

Final opportunity for residents of Aerovilla Rd to present Perham Township with payment of Assessment for the reclamation project of Aerovilla Rd. All unpaid balances of assessments on Aerovilla Rd will be submitted to Ottertail Auditor to be applied to 2021 tax statements. List of residents provided. Motion made by Kelly Karsnia to assess unpaid balances of residents living on Aerovilla Road to Ottertail County to be added to property taxes as determined at June 2020 Board Meeting.

Second: Kelvin Rudolph **Carried:** Yes

Discussion of next steps needed to vacate easement on Chantal Tougas property located at 45125 Red Pine Loop, Perham. MAT checklist from last month/updated emails between Chantal and DNR provided. There was further discussion on the process of vacating an easement. Supervisor Shawn Sweere will continue to look into MAT for guidance on procedure. Supervisor Kelly Karsnia will contact Land and Resource for additional information. Motion was made by Shawn Sweere to hold a special meeting for vacating the easement on the property of 45125 Pine Loop Dr on 1/19/2021. Letters will be sent to those who signed the petition.

Second: Kelly Karsnia **Carried:** Yes

Discussion and update on 450th Avenue road work and contract with the City of Perham. Perham Township received an invoice for work done in the total of \$42,698.65. There was discussion on the quality of the work. Supervisor inspection of road found crumbling subbase. The project is incomplete. Perham Township has not had an update from the City of Perham on the project since the September Township meeting. Civil Engineer confirmed that normal practice is to bill/pay at a prorate percentage based on amount of the job that is complete. Upon consultation with MAT attorney, it was advised that Perham Township should not enter into an agreement with the City of Perham. Perham Township was advised to enter into a loan agreement with a commercial entity ie) a bank. Perham Township was not given an itemized invoice of materials billed or work completed. Motion was made by Kelvin Rudolph to not include the payment invoice of \$42,698.65 to the City of Perham without an itemized invoice.

Second: Shawn Sweere **Carried:** Yes

Opportunity for Dave Niehaus to present Perham Township with payment of \$1860.00 for reimbursement of payment made by Perham Township to Perham Fire and Rescue at the November 3rd meeting. Any outstanding balance will be submitted to Ottertail County Auditor to be add to Niehaus 2021 tax statement. Niehaus was not present at the meeting. Motion made by Kelly Karsnia to add \$1860.00 for the payment to Perham Fire and Rescue to Dave Niehaus 2021 tax statement.

Second: Shawn Sweere **Carried:** Yes

Final CARES Grant expenditures were submitted to the State of Minnesota on November 15th, 2020.

Perham Township will attempt to host monthly Board meetings via Zoom starting in 2021. The Clerk will notify the Perham newspaper again with new location as well as new Board Members. To date the Township is still waiting for delivery of 2 desks, 48 conference chairs, and one floor mat.

NEW BUSINESS:

Swearing in of Shawn Sweere as Supervisor for Perham Township.

Motion: Kelly Karsnia **Second:** Kelvin Rudolph **Carried:** Yes

Swearing in of Stanley Marotz as Supervisor of Perham Township.

Motion: Kelly Karsnia **Second:** Shawn Sweere **Carried:** Yes

Swearing in of DJ Altstadt as Treasurer of Perham Township.

Motion: Shawn Sweere **Second:** Kelvin Rudolph **Carried:** Yes

Motion made by Shawn Sweere to add Duane Altstadt, Treasurer as of 01/04/2021 and Stanley Marotz, Supervisor as of 01/04/2021 to bank account at United Community Bank and remove Judy Haverland and Kelvin Rudolph from bank account at United Community Bank effective 01/04/2021.

Second: Kelly Karsnia **Carried:** Yes

Review and discussion of Aerovilla road survey and easement onto Arvig property. Civil Engineer, Jeff Stabnow, gave update on status of project, the paving portion of the project has been completed. There will be a bus turnaround at Richard Gill's driveway. At this time, nothing is needed for Jack Rosenthal on the easement.

Adaption of updated Approach Permit. Approach # is removed and date of issuance is added. Motion made by Shawn Sweere to accept updated Approach Permit.

Second: Kelly Karsnia **Carried:** Yes

Discussion on using internet through Wasche Estate and reimbursing \$35.00/month for service. Kelly Karsnia made motion to accept usage of landlord internet.

Second: Kelvin Rudolph **Carried:** Yes

Discussion on when and how to set up new Town Hall location. Shawn Sweere made motion to have the January 5th, 2021 Board meeting will begin at 4:00pm with the first part of the meeting designated to complete set up of the Town Hall. Residents of Perham Township are invited to meet new Supervisor and Treasurer.

Second: Kelly Karsnia **Carried:** Yes

CORRESPONDENCE:

3 assessment searches were completed and sent to Am. Title Co.

Request of Ottertail County for all Building Permits issued to date in 2020.

District 9 Director, Vance Bachmann, requesting work completed on LRIP grant. Mr. Bachmann will keep Township updated on progress of grant/work.

Census Bureau updated with building permits issued in Perham Township through November 2020.

Inquires on burning permit.

Minnesota Association of Townships electronic newsletter

ADJOURNMENT: at approximately 8:30pm

Next meeting will be January 5th at 4:00pm at 120 2nd ST SE, Perham.