

**Perham Township Minutes
October 6, 2020**

CALL MEETING TO ORDER: Shawn Sweere called the meeting to order at 7:00pm meeting held at 120 2nd St SE, Perham.

PLEDGE OF ALLEGIANCE

PRESENT: Shawn Sweere, Judy Haverland, Kelly Karsnia, Kelvin Rudolph, Marie Ashland, Scott Wilson, Chantal Tougas, Curt Osterfeld, Betsy Roder, Bob Dombeck, Jeff Stabnow

Betsy Roder introduction to residents/answer any questions.

Road Report:

Plugged culvert on 460th Avenue - shared with Pine Lake Township. Pine Lake needs to unplug on their side of the road. Curt Osterfeld will discuss with Pine Lake at their monthly Board meeting.

Mowing is half completed. Curt will order yellow Cautionary signs to be placed on 453rd Street in Fort Thunder Estates per August meeting.

GOPHER FEET: none

Approve Meeting Minutes:

September 1st, 2020. Make correction to Sharon Loerzel election payment. \$.02 error, 8382, written for \$80.50 instead of \$80.52 DRAFT posted publicly.

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

September 15th Special meeting. Draft posted publicly.

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

LICENCES, PERMITS, FEES:

Building Permits:

Glen & Beverly Olsen – 42830 Cty Hwy 125, Perham – 28’x50’ residential home, approximate value \$199,00, approximate value \$199,000. Permit fee of \$199.00 collected.

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

Richter’s Dock & Lift – 42525 Fort Thunder Rd, Perham – 24’x72’ commercial addition, approximate value \$38,000. Permit fee of \$50.00 collected

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

Todd Brown – 42683 450 St, Perham – 18’x80’ commercial building, approximate value \$24,000. Permit fee of \$50.00 collected.

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

Teresa Stoderl & Jon Ebersviller – 41233 Easy Lane, Perham – 34’x36’ storage building, approximate value \$10,000. Permit fee of \$50.00 collected.

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

Dwayne & Sue Nelson – 41805 State Hwy 108, Perham – 16’x32’ ag building, approximate value \$7000.00. Permit fee of \$50.00 collected (double fee for early build).

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

Approach Permits:

Brian E. Mann – 44509 Yellow Pine Dr/parcel 51000020035001- permit fee of \$100.00 and Deposit fee of \$500.00 collected.

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

Request made by Bradley Guck for approach deposit to be refunded. Inspections made by Shawn Sweere & Kelly Karsnia

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

Request made by Kathlyn Flatau Steinmetz for approach deposit to be refunded. Seeding will be done with final stages of Aerovilla Rd project.

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

Liquor Permits: none

Agriculture Permits: none

TREASURER’S REPORT: Read by Judy Haverland.

<u>PERHAM TOWNSHIP MONTHLY TREASURERS REPORT</u>		
BALANCE ON HAND LAST MEETING		
September 1, 2020		
CHECKING		\$282,713.48
TOTAL CASH ON HAND		<u><u>\$281,713.48</u></u>
CHECKS WRITTEN		
23 checks 8372 – 8394		\$10,748.99
1 ACH		<u>\$37.50</u>
Total disbursements		\$10,786.49
DEPOSITS		
Bldg permits: Murdock		\$360.00
Approach Fee/ Deposit- Murdock		\$600.00
Aerovilla Rd- Repaving share (2 owners)		\$5,140.75
State of MN – CARES Act Grant		\$21,525.00
UCB interest		<u>\$48.45</u>
Total Checking Deposits		\$27,674.20
TOTAL CASH ON HAND		
October 1, 2020		
CHECKING		\$299,218.80
Less outstanding check:		
8379		-\$41.80
8386		-\$175.00
8388		-\$350.81
8383		-\$50.00
TOTAL CASH ON HAND 10/1/2020		<u><u>\$298,601.19</u></u>

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

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

Disbursement List 10/6/2020							
Payable	Address	Invoice	For	Calculations	Amount	Check#	Fund
Joe Wasche	120th 2nd Ave, Perham		Sept special mtg room \$50.00		715.00	8409	General
	PO Box 110, Perham		6 October rent \$650.00		\$700.00	8395	General
Arvig	PO Box 365, Perham	9/22/20	Web & Email GSuite		\$80.00	8396	General
North Central Marie Ashland	Perham	9418	September blading		\$3,675.00	8397	R&B
Photo Magic	postage 102 W Main St	9/8/2020	stamps		\$22.00	8398	General
		8/31/2020	scan to email		\$8.40	8398	General
Judy Haverland	Perham		Sept Salary \$200 Sept Sp mtg \$75.00 Oct mtg \$75.00	\$350.00 less: SS \$21.7 Medi \$5.08	\$323.22	8400	General
Marie Ashland	Perham		Sept Salary \$300, Sept Sp Mtg \$75 Oct mtg \$75.00	\$450.00 Less: Pera \$22.5 Medi \$6.53	\$420.97	8401	General
Shawn Sweere	Perham		Sept Salary \$150 Sp mtg \$75.00 Fireman mtg \$75.00	\$300.00 less SS \$18.60 Medi \$4.35	\$277.05	8402	General
Kelly Karsnia	Perham		Sept Salary \$150 Sp mtg \$75.00	\$225.00 less: SS \$13.95 Medi \$3.26	\$207.79	8403	General
Kelvin Rudolph	Perham		Sept Salary \$150 Sp mtg \$75.00	\$225.00 less: SS \$13.95 Medi \$3.26	\$207.79	8404	General
PERA			Marie & Employer contribution	(.05x pay)x2	\$45.00	ACH	General
United States Treasury	PO Box 932100 Louisville, KY 3rd 40293-2100 quarter		3rd quarter withholding		\$379.18	8405	General
Ottertail City Hwy Dept	505 South Court St Suite 1 Fergus Falls MN 56537	2886	installation of stop signs on 460 Ave		\$170.78	8406	R&B
Bradley Guck	770 9th St NW Perham	2020-3	Approach deposit		\$500.00	8407	General
Howard's Driveway Paving Inc	56700 Co Hwy 40 Menahga MN 56464	10/6/2020	invoice 1/Howards Driveway Paving Aerovilla Rd project		\$162,174.55	8408	R&B

Gopher Feet \$3/pr

Kathy Steinmetz Perham Approach Deposit 500.00 8410 general

\$169,191.73
169,116.73

Signature / chairman

Signature / chairman

Signature / chairman

Respectfully submitted, Marie Ashland, Clerk

Motion: Kelly Karsnia

Second: Shawn Sweere

Carried: yes

ROLL CALL: Kelvin Rudolph, Kelly Karsnia, Shawn Sweere

OLD BUSINESS:

Discussion on Turtle Bay Circle inspection by Supervisors for November 3rd vote on adopting the road into Township. There was discussion among Supervisors on when new road ordinance was approved, snow removal, and blading. Supervisors will inspect road prior to November Board meeting for final vote on November 3rd.

LRIP grant follow up – currently there are not funds in this grant. Per correspondence via email with Marc Briese, if the legislature appropriates LRIP funds yet this year or next year, he will assemble the LRIP advisory committee to determine process and timing of solicitation. The advisory committee will consist of Mat representation.

Shawn Sweere, Chairperson of the Board, inquired if anyone on the Board has been notified by the City Manager, Johnathon Smith, to sign the contract with pending changes on the 450th Ave Rd project. No one has been notified or contacted by Jonathan since Jade Berube’s update at the September 1st Board meeting.

Jeff Stabnow presented an update on Aerovilla Rd. It will be sprayed and seeded in upcoming week. The invoice from Howard’s Driveway & Paving includes tonnage for additional turnaround. The specs were revised to include topsoil going up to lawns with the narrowing of the road. Two mailboxes were installed by residents and do not meet specifications. Jeff will contact owners and install correct posts. There was discussion among Supervisors on the timeframe of planning, execution of project, and notification to residents to ensure the project was done correctly. It was determined residents had ample notification as project has been ‘in the works’ for three years. It was voted on at the Annual Township Board meeting and discussed at each monthly Board meeting.

Shawn Sweere motioned to have easement on Richard Gill’s property at 40122 Aerovilla Rd for a school bus turnaround. Jeff Stabnow stated that Mr. Gill agreed to this.

Second: Kelvin Rudolph

Carried: yes

Scot Wilson presented Board Members with lease for rental of space at 120 2nd St SE for the months of October, November, and December. He also presented Board members with lease for rental of the above stated space for January 2021 through December 2021. Board members reviewed and signed both leases.

NEW BUSINESS:

Discussion on snow removal for 451st St. Upon review of the Township Road map it was verified that 451st St is not a Township Rd. Therefore, the township will not do snow removal.

Robert Dombek presented a Certificate of Completion of Approach to the Board. Kelvin Rudolph motioned to approve the Certificate upon his inspection of the approach.

Second: Kelly Karsnia

Carried: yes

Chantel Tougas approached the Board for discussion on vacating an easement that cuts through her property and two neighbors’ properties. To her knowledge, the easement has never been used. The Board reviewed documents presented – maps of road and property lines, aerial map of roads and buildings. Motion was made by Shawn Sweere to vacate the right of way on properties pending approval of Ottertail County and willingness of property owners of 45125 Red Pine Loop, 45143 Red Pine Loop, & 45187 Red Pine Loop.

Second: Kelly Karsnia

Carried: yes

Discussion on some new construction in the Township without building permits. Kelly Karsnia will follow up with residents.

Vote on options for office equipment per motion made at September 1st special meeting:

2 Office desk	2 office chairs	File cabinets
10 large folding tables	50 chairs	6 collapsible voting booths
3 surface pros	2 laptops	2 Flat monitors
Software	Internet option	Perham township window cling
COVID rated sanitizer	COVID rated disinfectant	

Estimates were presented and best options reviewed and decided on.

Motion made by Kelvin Rudolph to order items with estimated total cost under \$20,000.00 and tax exempt.

Second: Shawn Sweere

Carried: yes

Shawn Sweere motioned to move reserved unused funds from Pine Crossing road project to the Roads and Bridges fund.

Second: Kelly Karsnia

Carried: yes

CORRESPONDENCE:

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

Kari Bergland contacted Township on sale of at 40383 Aerovilla Rd to Daniel and Amy Beske

Invitation from Devil and Little Devil Lake Improvement District Annual Meeting

Notice from Assistant County Engineer, Matthew Yavarow, of Highway bid opening for 2021 Seal Coat and 2021 traffic Marking Projects

Multiple correspondence via email with Marc Briese, Steve Fenske on LRIP grant

ADJOURNMENT: approximately 9:20pm.

The next meeting will be held on November 3rd at 8:15pm at 120 2nd St SE.

Submitted by Marie Ashland, Clerk-Perham Township. Submitted as Draft