

**Perham Township  
Meeting Minutes  
July 6<sup>th</sup> 2021**

**CALL MEETING TO ORDER:** Shawn Sweere called the meeting to order at 7:00pm.

**PLEDGE OF ALLEGIANCE**

**PRESENT:** Shawn Sweere, Stanley Marotz, Kevin Keil, Duane Altstadt, Marie Ashland, Curt Osterfeld, Jeff Stabnow, Greg Guck, Colby Flatau, Al Sazama (zoom)

**GOPHER FEET:** Greg Guck turned in 150 gopher feet pair at \$3.00/pair for \$450.00

Colby Flatau turned in 16 gopher feet pair at \$3.00/pair for \$48.00

**MINUTES:** Approve meeting minutes from June 1<sup>st</sup> Monthly Board meeting. Shawn Sweere made a motion to accept meeting minutes with the following correction- motion being made by Shawn Sweere instead of Kelly Karsnia in discussion of adapting a 2<sup>nd</sup> amendment resolution and imposing penalties on building permits not completed within the 18 month timeframe.

**Second:** Stan Marotz                      **Carried:** yes

Approve meeting minutes from June 29<sup>th</sup> Special Meeting to approve liquor license for Silvermoon and Cactus.

**Motion:** Shawn Sweere   **Second:** Stan Marotz   **Carried:** yes

Approve meeting minutes from July 1<sup>st</sup> Special Meeting to swear in Kevin Keil as newly appointed Supervisor.

**Motion:** Shawn Sweere   **Second:** Stan Marotz   **Carried:** yes

**Road Report:** The following tasks were completed by North Central Inc in June: Some residents on 450<sup>th</sup> Ave and 450<sup>th</sup> Street requested and paid for chloride treatment to help with dust control, a wash out on 425<sup>th</sup> Street was fixed, brush was cut back at the intersection of 450<sup>th</sup> Ave and Mosquito Heights Rd, road blading was done throughout the month, an estimate was submitted to the Supervisors to complete work on Easy Lane. There was discussion on additional trimming of brush and trees at intersections and who would be responsible for the cost-land owner or Township. North Central Inc and a Supervisor will look at the intersection at 450<sup>th</sup> Avenue and 3<sup>rd</sup> Street to determine if trimming is needed. North Central will talk with a landowner that has a dead tree at the edge of the easement. The Town Board wants the tree cut before it falls onto the road. Supervisors determined that North Central will clean brush as needed at intersections to ensure proper visibility. Supervisors will communicate needs as they arise to North Central. Supervisors reviewed a list of signs to be replaced with the Civil Engineer and North Central. It was determined to replace railroad crossing signs at 450<sup>th</sup>

St and 425<sup>th</sup> St. Supervisors discussed dust control on roads, specifically on 429<sup>th</sup>. As this is an exceptionally dry season, the Township will not spray roads at this time. If residents wish to have roads sprayed for dust control, they can contact North Central and pay for the spraying themselves. There was discussion as to whether to blade roads as this can create dust. It is the Townships responsibility to keep roads safe and if blading is needed, they will be bladed.

**Civil Engineer report:** Hydo seeding Arerovilla will be done in the fall due to the dry conditions this spring/summer. Jeff Stabnow shared information from a study on the best time to apply sealcoat to newly tarred roads. Based on that study, a motion was made by Shawn Sweere to accept a bid from Morris Sealcoat and Trucking in the amount of \$22,352.73 to apply sealcoat to 450<sup>th</sup> Avenue from Cty Rd 80 to Mosquito Heights Rd. Shawn Sweere will present bid and study information to the City of Perham to see if they will share in the cost of sealcoating since this is a shared road.

**Second:** Stanley Marotz

**Carried:** yes

#### **LICENCES, PERMITS, FEES:**

**Building Permits:** Mac Stoll – 42711 Turtle Bay Circle/parcel # 51000040060011. Home constructed prior to obtaining permit. Estimated value \$355,000. Per Township Ordinance, permit fees are double if submitted to the Board after the building is constructed. Building Deposit of \$710.00 submitted (double the fee based on value of home)

**Motion:** Kevin Keil

**Second:** Stanley Marotz

**Carried:** yes

Stanley Marotz – 44185 460<sup>th</sup> Avenue. Storage building. Estimated value \$500.00. Building Deposit of \$50.00 collected.

**Motion:** Shawn Sweere

**Second:** Kevin Keil

**Carried:** yes

Cassie Disselbrett – 41282 Easy Lane, Perham. Storage building. Estimated value \$20,000. Property owner notified via email on 7/3 that deposit in the amount of \$200.00 was required prior to approval. This permit application was tabled until August due to the application fee not being submitted prior to the Board Meeting.

**Approach Permits:** David Pattison – Parcel # 510000200154028/427<sup>th</sup> St. Approach deposit of \$500.00 and Approach fee of \$100.00 was mailed on 7/6. This permit application was tabled until August due to the application fee and deposit not being submitted prior to the Board Meeting.

Discussion on Approach Permit required for Mac Stoll at 42711 Turtle Bay Circle/parcel # 51000040060011. Road has been built without Approach Permit/review by Perham Township Board. There was discussion among Supervisors and North Central Inc as to whether a culvert was needed at this approach. It was determined that no culvert was needed. Supervisors determined that Mac Stoll will need to apply for an Approach permit and bring the approach up to Township specifications.

Dereck Riepe is requesting his Approach Permit fee in amount of \$100.00 and Approach Deposit in the

amount of \$500.00 to be refunded as he is not putting in an approach.

**Motion:** Kevin Keil

**Second:** Shawn Sweere

**Carried:** yes

**Agriculture Permits:** none

**TREASURER'S REPORT:** Read by Duane Altstadt.

**PERHAM TOWNSHIP MONTHLY TREASURERS REPORT**

**BALANCE ON HAND LAST MEETING**

5/1/2021

CHECKING ..... \$429,691.24

**TOTAL CASH ON HAND**

**\$429,691.24**

**CHECKS WRITTEN**

11 checks 8511 – 8527 \$17,121.00

1 ACH \$37.50

Total disbursements ..... \$17,158.50

**DEPOSITS**

UCB Checking Acct Interest \$57.29

Rod Hayden \$500.00

Rod Hayden \$425.00

Josh and Shannon Zach \$500.00

Josh and Shannon Zach \$100.00

Otter Tail County \$147.00

Total Checking Deposits ..... \$1,729.29

**CHECKING CASH ON HAND**

6/1/2021

CHECKING ..... \$415,331.29

less outstanding checks: \$1,000.00

Outstanding check \$69.26

**TOTAL CASH ON HAND 6/1/21**

**\$414,262.03**

**Motion:** Shawn Sweere

**Second:** Stanley Marotz

**Carried:** yes

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

**Disbursement List  
07/06/2021**

Payable	Address	Invoice Details	Calculations	Amount	Check #	Fund
Joe Wasche Trust	PO Box 194 Perham	July rent \$675.00 monthly internet \$35.00		\$ 710.00	8540	General
Arvig	PO Box 110, Perham	6/22/21 Email		\$ 30.00	8541	General
North Central Inc	PO Box 365 Perham	10221 fix rd ditch/seed; 10363 repair stop sign/Ft 10381 Thunder; mow 10393 ditches; blade work- June	\$400.00 \$100.00 \$3537.50 \$7560.00	\$ 11,597.50	8542	R&B
Sazama Road Maintenance LLC	39787 CO HWY 35 Perham	05-21PT blading Yellow Pine 6/11 Dr per/Stanley M. recieved invoice on		\$ 159.75	8543	R&B
Perham Focus	PO Box 2020 Fargo ND 58107	2259811 posting of Sp Meetings - liquor license & swearing in of Supervisor		\$ 34.41	8544	General
City of Perham	PO Box 130 Perham	5121 fire contracts 22.61% of \$132,224.50		\$ 29,897.72	8545	Fire
Duane Altstadt Jr	Perham	June salary \$200.00 July meeting \$75	\$275.00 less SS \$17.05 Medi \$3.99	\$ 253.96	8546	General
Marie Ashland	Perham	June salary \$300.00 June Sp meeting liquor license renewals \$75.00	\$375.00 less PERA \$18.75 Medi \$5.44	\$ 350.81	8547	General
Shawn Sweere	Perham	June Salary \$150.00 June Sp meeting liquor license renewals \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$ 207.79	8548	General
Kelly Karsnia	Perham	June Salary \$150.00 June Sp meeting liquor license renewals \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$ 207.79	8549	General
Stanley Marotz	Perham	June Salary \$150.00 June Sp meeting liquor license renewals \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$ 207.79	8550	General
PERA		Marie & Employer contribution	(.05x pay)x2	\$ 37.50	ACH	General
Stanley Marotz	Perham	Reimbursement for UCB incorrect cashing		\$ 69.26	8551	General
US Treasury		Qtr 2 withholding		\$ 475.20	8552	General
Scott Wilson	107 Main Ave S Park Rapids MN 56470	assemble chairs/desks and mount TV. Recieved invoice mid June.		\$ 450.00	8553	General
				<b>\$ 44,689.48</b>		

Derick Riepe	Perham	refund of Approach permit fee and deposit - topic on agenda		\$ 600.00	8550	General
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<i>Greg Buck Colby Alatan</i>		Gopher Feet \$3/gr <i>gopher feet gopher feet</i>		450.00 48.00	8555 8554	
				<b>\$ 45,289.48</b>	<b>45,757.48</b>	

Signature / chairman *[Signature]*  
 Signature / Supervisor *[Signature]*  
 Signature / Supervisor *[Signature]*

Respectfully submitted, Marie Ashland, Clerk

**Motion:** Shawn Sweere

**Second:** Stanley Marotz

**Carried:** yes

**ROLL CALL:** Stanley Marotz, Shawn Sweere, Kevin Keil

**OLD BUSINESS:**

Line of indebtedness information/update. Discussion as to whether to move ahead to use as partial payment to City of Perham for 450<sup>th</sup> road project. DJ presented options from UCB to the Supervisors. Shawn Sweere made a motion to pay the City of Perham \$88,653.41 from Roads & Bridges and the remaining \$88,653.40 plus any fees incurred from UCB in initiating loan to be paid through a line of indebtedness from UCB for 3 years at 2.35% interest.

**Second:** Stanley Marotz

**Carried:** yes

**NEW BUSINESS:**

Perham Township will be applying for funds through the American Rescue Plan Act (ARPA). The application process needs to be completed by August. This was completed on 7/6/2021.

EMS Joint Powers meeting update – meeting will be hosted at Perham Township Hall on July 14<sup>th</sup> at 7:00pm. There was discussion by Supervisors as to the purpose of the meeting and intentional questions the Board will be asking.

**CORRESPONDENCE:**

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

U.S. Census Bureau, West-Central MN Partnership Specialist - update for month of June on state census self-response rate by County.

Invitation for open house to celebrate and finish campaign for Empowering Kids and Boys & Girls Club.

Announcement and invitation of Viola Manderud's retirement from Ottertail County. Vi will be done on July 31<sup>st</sup>, 2021 her retirement party will be July 30<sup>th</sup>, at the Otter Tail County Government Service Center.

**ADJOURNMENT:** Shawn Sweere adjourned the meeting at 8:30pm.

Perham Township will be hosting the EMS Joint Powers Special meeting on July 14<sup>th</sup> at 7:00pm at the Perham Township Hall.

Next meeting will be August 3<sup>rd</sup> at 7:00pm at Perham Township Hall.

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