

## Perham Township Meeting Minutes

June 1<sup>st</sup>, 2021

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

### PLEDGE OF ALLEGIANCE

**PRESENT:** Shawn Sweere, Kelly Karsnia, Stanley Marotz, Duane Altstadt Marie Ashland, Curt Osterfeld, Jeff Stabnow, Jade Berube

**GOPHER FEET:** none

**MINUTES:** Approve meeting minutes from May 4<sup>th</sup>, 2021

There was discussion on amending the motion to adapt a 2<sup>nd</sup> Amendment Resolution in the Perham Township until the July meeting to ensure residents have an opportunity to discuss the topic with the Board. There was also discussion to amend the motion to update the building ordinance and impose penalties to building constructions that are not completed within the 18 month timeframe to allow residents and opportunity to voice their opinions. A motion was made by ~~Kelly Karsnia~~ Shawn Sweere to amend the motions made at the May meeting to adapt an ordinance confirming Perham Township supports the 2<sup>nd</sup> Amendment and to impose a penalty on building permits not completed within the 18 month timeframe.

**Second:** Stanley Marotz

**Carried:** yes

**Road Report:** North Central INC submitted quotes to the Board for work on 410<sup>th</sup> Ave from Hwy 108 for one mile. One quote included pulling the road in to 20ft and applying class 5 material. He also included the option of reworking the backslope and removing trees to prevent drifting.

The Board discussed 450<sup>th</sup> needing reshaping. Curt Osterfeld stated the road/work should be engineered because of possible future work on the road.

Pine Lake Township asked Curt for a quote on a shared culvert shared with Perham Township. Pine Lake Township is thinking of waiting to replace the culvert and cleaning the ends for now.

Holes were patched on Fort Thunder Road and Red Pine Loop. Weeds were sprayed on Minnesota Ave.

Road blading was discussed as several roads have wash boarding and are needing blading. As dry as it, it was decided that at this time it would be worse for the roads to blade.

The Culvert on 425<sup>th</sup> Rd is washing out. Curt Osterfeld will look at it.

North Central will look at Easy Street and present a bid for the entire loop in July.

Shawn Sweere made a motion to rebuild 410<sup>th</sup> Avenue to include work in the estimate presented by North Central at \$35,358.00.

**Second:** Stanley Marotz

**Carried:** yes

**LICENCES, PERMITS, FEES:**

**Liquor Permits:** none

**Agriculture Permits:** none

**Building Permits:** Rod Hayden – 43099 Turtle Bay Circle/parcel # 51000040060006 estimated value \$325,000. Building permit fee of \$325.00 collected. Home is already constructed. Per Township Ordinance, permit fees are double if submitted to the Board after the building is constructed. Shawn made a motion to approve building permit upon collection of remaining fee of \$325.00

**Second:** Stanley Marotz

**Carried:** yes

Stoll - 42711 Turtle Bay Circle/parcel #51000040060011. Home under construction no permit application submitted to Perham Township. Perham Township Clerk will notify home owner and request Building Permit be submitted to the Board.

**Approach Permits:** Josh and Shannon Zach – lot 4 425<sup>th</sup> Ave Perham. Approach deposit of \$500.00 and Approach fee of \$100.00 collected.

**Motion:** Kelly Karsnia

**Second:** Stanley Marotz

**Carried:** yes

Rod Hayden - 43099 Turtle Bay Circle/parcel # 51000040060006. Approach deposit of \$500.00 and Approach fee of \$100.00 collected. Approach is already done. Per Township Ordinance, permit fees are double if submitted to the Board after the approach is constructed. Shawn made a motion to approve approach permit upon collection of remaining fee of \$100.00

**Second:** Stanley Marotz

**Carried:** yes

Jake and Nichole Huebsch – lot 7 Turtle Bay Development/parcel # 5075080004. Approach deposit and Approach fee were collected at last month's meeting.

**Motion:** Kelly Karsnia

**Second:** Stanley Marotz

**Carried:** yes

TREASURER'S REPORT: Read by Duane Altstadt.

**PERHAM TOWNSHIP MONTHLY TREASURERS REPORT**

**BALANCE ON HAND LAST MEETING**

5/1/2021

CHECKING ..... \$268,322.77

**TOTAL CASH ON HAND** \$268,322.77

**CHECKS WRITTEN**

17 checks 8511 – 8527 \$16,009.89

1 ACH \$45.00

1 outstanding ACH \$52.50

Total disbursements ..... \$16,107.39

**DEPOSITS**

Checking Acct Interest \$31.88

Dirk Currier \$95.00

Nicholas and Melissa Price \$60.00

Josh and Shannon Zach \$325.00

Hemmelgarn Builders \$600.00

Jacob and Nicole Huebsch \$600.00

Ottertail County Payment \$4,325.19

Ottertail County Payment \$171,438.79

Total Checking Deposits ..... \$177,475.86

**CHECKING CASH ON HAND**

6/1/2021

CHECKING ..... \$432,203.50

less outstanding checks: \$1,443.00

\$1,000.00

incorrect check \$69.26

**TOTAL CASH ON HAND 6/1/21** \$429,691.24

**Motion:** Kelly Karsnia

**Second:** Stanley Marotz

**Carried:** yes

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

Disbursement List 05/04/2021						
Payable	Address	Invoice	Details	Calculations	Amount	Check # Fund
Joe Wasche Trust	PO Box 194 Perham		June rent \$675.00 monthly internet \$35.00		\$ 710.00	8528 General
Arvig	PO Box 110, Perham	5/22/21	Web & Email GSuite		\$ 80.00	8529 General
North Central Inc	PO Box 365 Perham	10166	May blading, poison ivy spraying, Fort Thunder patching		\$ 3,415.00	8530 R&B
Compass Consultants	155 2nd St SW Perham	13584	surveying services	projects - SRV-20-0008 Aerovilla rd \$1420.71 SRV-20-0117 Devils lk \$129.79	<del>1,550.50</del>	<del>8531</del> R&B
S&N Sealcoating and Crackfilling	45339 390th St Perham	200819	crackseal, patching, and BDM on Fort Thunder Rd		\$ 6,020.50	8532 R&B
Forum Communications Co	PO Box 2020 Fargo ND 58107	2253913	posting of twp rd review meeting		\$ 33.90	8533 General
Head Trauma Mktng	45584 441 st Perham	13	website design, hosting of TWP website <del>2021</del>		\$ 5,772.00	8534 General
Duane Altstadt Jr	Perham		May salary \$200.00 meJunesting \$75	\$275.00 less SS \$17.05 Medi \$3.99	\$ 253.96	8535 General
Marie Ashland	Perham		May salary \$300.00 June meeting \$75.00	\$375.00 less PERA \$18.75 Medi 5.44	\$ 350.81	8536 General
Shawn Sweere	Perham		May Salary \$150	\$150.00 less SS \$9.30 Medi \$2.18	\$ 138.52	8537 General
Kelly Karsnia	Perham		May Salary \$150 City of Perham mting \$75.00	\$225.00 less SS \$13.95 Medi \$53.26	\$ 207.79	8538 General
Stanley Marotz	Perham		May Salary \$150	\$150.00 less SS \$9.30 Medi \$2.18	\$ 138.52	8539 General
PERA			Marie & Employer contribution	(.05x pay)x2	\$ 37.50	ACH General
			Gopher Feet \$3/pr		<del>16,709.00</del>	
					<del>19,222.00</del>	

Signature / chairman   
 Signature / chairman   
 Signature / chairman 

~~16,709.00~~ 17158.50

**ROLL CALL:** Shawn Sweere, Kelly Karsnia, Stanley Marotz

**OLD BUSINESS:**

Perham Township received an invoice from Compass Consultants for survey work with the Aerovilla Rd project. After discussion with the Engineer, Jeff Stabnow, the details of the bill were explained and it was determined by all parties that billed services fell under administrative costs and were the

responsibility of the Engineer.

Perham Township received the invoice from the City of Perham for the Townships portion of the 450<sup>th</sup> project in the amount of \$177,306,81. The project turned out nice, it is a 10 ton road. The remaining shoulder will be put on, there is some patching to do, and a manhole to replace. There was discussion if the road would be striped, Jade Berube stated the City usually does not stripe roads. When the road needs sealing, the City and Town

ship will work together After review of the Roads and Bridges fund and discussion, the Township will pay 50% of the bill from R&B fund and the remaining 50% will be paid through a line of indebtedness from UCB. Kelly Karsnia made a motion that the Township carries \$88,653,41 from the R&B fund and the remaining \$88,653.40 will be paid through a line of indebtedness from UCB.

**Second:** Shawn Sweere

**Carried:** yes

Inquiry from resident from Aerovilla Road on seeding this spring. Jeff Stabnow gave an update on seeding and sealcoating. They are waiting for some rain before seeding as it has been so dry. The product for sealcoating is being made and should be done soon.

#### **NEW BUSINESS:**

Fort Thunder Rd chloride treatment agreement with OTC follow up. North Central will take care of any chloride treatments if needed.

Discussion on how to ensure proper permits are obtained by residents building in Perham Township. Discussion at July meeting. Clerk will post notice of meeting with Perham Focus and on website.

Discussion on Perham EMS restructuring and budget shortfall. Perham Township sits on Joint Powers Board with EMS. The Joint Powers Board is looking into holding an emergency meeting to discuss the budget shortfall of EMS. After discussion, the Perham Township feels that further discussion into this matter will not make any changes. The Perham Township will make no movement at this time on issue.

Updates on the Local Fiscal Recovery Funds in the American Rescue plan. The Minnesota Association of Townships is currently working on trainings for Townships to inform, train, guide Townships in how to use this funding.

Kelly Karsnia will be stepping down from the Perham Township Board as of June 30<sup>th</sup> 2021 due to moving out of the township. Kevin Keil will be appointed and sworn into the Perham Township Board effective July 1<sup>st</sup>, 2021

#### **CORRESPONDENCE:**

The Perham Township Board was notified just prior to the Monthly meeting that Perham Township was not awarded the LRIP grant.

1 assessment search was completed and sent to Am. Title Co.

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

Thank you card from Perham Center for the Arts for donation

2020 Gopher feet disbursement sent to Otter Tail County for reimbursement for sum of \$882.00.

**ADJOURNMENT:**

Special Meeting to appoint and swear Kevin Keil as Supervisor to Township Board will be July 1<sup>st</sup> at 7:00pm at Perham Township Hall.

Next Monthly Board meeting July 6<sup>th</sup> 2021 at Perham Township Hall.

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