

**Perham Township Minutes**  
**May 4<sup>th</sup>, 2021 @ 7:00 pm**

**CALL MEETING TO ORDER:** The 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, Dirk Currier, Jake Huesch, Ken VanWatermulen, Jeff Stabnow, Phillip Toddter, Curt Osterfeld

**GOPHER FEET:** Ken VanWatermulen had 171 pair of gopher feet. He was reimbursed at \$3.00 a pair.

**MINUTES:** Approve meeting minutes from April 6<sup>th</sup> Board Meeting

**Motion:** Kelly Karsnia                      **Second:** Stanley Marotz **Carried:** yes

Approve meeting minutes from April 15<sup>th</sup> Board of Equalization meeting.

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

Approve minutes from April 27<sup>th</sup> Road Review meeting.

**Motion:** Kelly Karsnia                      **Second:** Stanley Marotz **Carried:** yes

**ROAD REPORT:** Presented by Curt Osterfeld. There are several pot holes on Fort Thunder Rd, Red Pine Land, and 125<sup>th</sup>. North Central Inc will pull shoulders where possible as part of maintenance. May be late on some roads due to grasses greening. Curt feels that 410<sup>th</sup> by Marion Lake and 450<sup>th</sup> by the golf course are top 2 candidates for needing gravel this year. If the Township is thinking of tarring 450<sup>th</sup>, perhaps make this road a priority. North Central will submit a quote for 450<sup>th</sup> and 410<sup>th</sup> to Perham Township. Perham Township will present the quote to Rush Lake Township for shared cost discussion.

**LICENCES, PERMITS, FEES:**

**Liquor Permits:** none

**Agriculture Permits:** none

**Building Permits:** Nick & Melissa Price – 40190 443RD ST/ Parcel # 51000070079004 Storage building. Estimated value \$60,000. Building deposit of \$60.00 collected.

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

Josh & Shannon Zach – 425<sup>th</sup> Ave Turtle Bay development, lot # 4 Residential home. Estimated value \$325,000. Building deposit of \$325.00 collected. Motion that permit be approved contingent with Approach Permit.

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

Dirk & Bobbie Currier – 44411 452 Ave/parcel 51000120107055 Residential home. Estimated value

\$95,000. Building deposit of \$95.00 collected.

**Motion:** Shawn Sweere

**Second:** Kelly Karsnia

**Carried:** yes

**Approach Permits:** Home for the Troops/Hemmelgarn bldrs – Lot 10 Turtle Bay Lane/parcel # 51000040060008. Approach deposit of \$500.00 and Approach fee of \$100.00 collected.

**Motion:** Kelly Karsnia

**Second:** Shawn Sweere

**Carried:** yes

Jake & Nichole Huebsch – Lot 7 Turtle Bay Development/parcel # 51000040060005. Approach deposit of \$500.00 and Approach fee of \$100.00 collected. Discussion on determination process the Township uses when deciding if an approach is needed. There were questions as to the previous approach process of a resident living in the development. Supervisors clarified that the approach in question was approved prior to Perham Township adding the road into the Township and updates made to the Road Ordinance. Mr Huebsch approached the Supervisors and requested his permit be tabled until next month. This will allow the approach area to be inspected. Mr Huebsch will also have a contractor inspect the approach area. Shawn Sweere motioned to table the application until the June meeting.

**Second:** Kelly Karsnia

**Carried:** yes

Mr Huebsch requested to the Clerk that his money order still be cashed, and deposit held for next month.

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

**PERHAM TOWNSHIP MONTHLY TREASURERS REPORT**

**BALANCE ON HAND LAST MEETING**

4/1/2021

CHECKING ..... \$275,091.71

**TOTAL CASH ON HAND** \$275,091.71

**CHECKS WRITTEN**

16 checks 8496 – 8510 \$8,002.35

1 ACH \$45.00

Total disbursements ..... \$8,047.35

**DEPOSITS**

Checking Acct Interest \$33.41

Bruce & Janet Johnson Bldg Permit \$50.00

Paul & Jody King Bldg Permit \$50.00

Hemmerlgarn Builder Bldg Permit \$450.00

Russ and Ramona Kadow Bldg Permit \$50.00

Derek Riepe Approach Fee \$100.00

Derek Riepe Approach Deposit \$500.00

Total Checking Deposits ..... \$1,233.41

**TOTAL CASH ON HAND**

5/1/2021

CHECKING ..... \$268,322.77

less outstanding checks:

PERA ACH -\$45.00

**TOTAL CASH ON HAND 5/1/21** \$268,277.77

**Motion:** Kelly Karsnia

**Second:** Stanley Marotz

**Carried:** yes

**READ AND PAY BILLS:** See Disbursement Table by Marie Ashland, Clerk. Addition of gopher feet payment and mileage reimbursement were added to disbursement at meeting.

Disbursement List 05/04/2021						
Payable	Address	Invoice Details	Calculations	Amount	Check #	Fund
Joe Wasche Trust	PO Box 194 Perham	May rent \$675.00 monthly internet \$35.00		\$ 710.00	8511	General
Arvig	PO Box 110, Perham	4/22/21 Web & Email GSuite		\$ 80.00	8512	General
North Central Inc	PO Box 365 Perham	9987 April blade work		\$ 6,352.50	8513	R&B
MATIT	po bOX 415 sT Michael MN 55376	32228102 insurance premium		\$ 1,443.00	8514	General
Perham Public Library	225 2nd Ave NE Perham	2021 donation		\$ 1,000.00	8515	General
Perham Center for the Arts	101 5th St NE Perham	2021 donation		\$ 1,000.00	8516	General
Otter Tail County Historic Soc.	230 1st Ave N Perham	2021 donation		\$ 1,000.00	8517	General
East Otter Tail Ag Society on behalf of EOTC fair	PO Box 152 Perham	2021 donation		\$ 1,000.00	8518	General
PACC	620 3rd Ave SE Perham	2021 donation		\$ 1,000.00	8519	General
Kelly Karsnia	Perham	mileage/road review meeting		<i>25.76</i>	8520	General
Duane Altstadt Jr	Perham	Apr salary \$200.00 May meeting \$75 Apr salary \$300.00 Board of Equalization meeting \$75.00 Rd review meeting \$75.00 May meeting \$75.00	275.00 less SS\$17.05 Medi \$3.99	\$ 253.96	8521	General
Marie Ashland	Perham	Apr Salary \$150 Mar Board of Equalization meeting \$75.00 Rd review meeting \$75.00 May meeting \$75.00	\$525.00 less Pera \$26.25 Medi \$7.61	\$ 491.14	8522	General
Shawn Sweere	Perham	Apr Salary \$150 Mar Board of Equalization meeting \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$ 207.79	8523	General
Kelly Karsnia	Perham	Apr Salary \$150 Rd Review meeting \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$ 207.79	8524	General
Stanley Marotz	Perham	Apr Salary \$150 Board of Equalization meeting \$75.00 Rd of Review meeting \$75.00	\$300.00 less SS \$18.60 Medi \$4.35	\$ 277.05	8525	General
United States Treasury		Qtr 1 withholding	TOTAL SS AND MEDICARE FOR QTR1	\$ 447.90	8526	General

PERA Marie & Employer contribution (.05x pay)x2 \$ 52.50 ACH General  
~~\$ 15,523.63~~ *1462.39*  
 Gopher Feet \$3/pr *Ken Van Watermolen \$513.00 8527 general*

*\$ 15,523.63* *1462.39*  
~~15,349.39~~

Signature / chairman *AS*  
 Signature / chairman *Marie Ashland*  
 Signature / chairman *Kelly Karsnia*  
 SUPERVISOR  
 Respectfully submitted, Marie Ashland, Clerk

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

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

**OLD BUSINESS:**

Discussion on adapting Resolution confirming Perham Township supports the Second Amendment. Sample Resolution from Carroll County Board of Supervisors was reviewed for consideration. Discussion was tabled at April meeting. Motion made to adapt the Resolution. Clerk will use Carroll County Resolution as a template and modify it for Perham Township. It will be presented at the June meeting.

**Motion:** Shawn Sweere

**Second:** Stanley Marotz

**Carried:** yes

**This motion was amended at June meeting. Topic will be on July agenda to allow for public input in discussion. Notice will be posted in Perham Focus of meeting.**

Update and discussion of the Coronavirus Local Fiscal Recovery Fund. Kelly Karsnia looked into what information is available with this fund. Supervisors will attend a webinar on 5/19 to learn more as there is not a lot of information released yet.

**NEW BUSINESS:**

Discussion on updating current building Ordinance and Permits. Currently Building Permits are valid for 18 months. Perham Township currently does not have anything in the Ordinance stating what happens if a building is not completed within the 18 month timeframe. Shawn Sweere made a motion to amend the Ordinance to impose the penalty of re applying for a new Building Permit if the building is not completed within 18 months.

**Second:** Kelly Karsnia

**Carried:** yes

**This motion was amended at June meeting. Topic will be on July agenda to allow for public input in discussion. Notice will be posted in Perham Focus of meeting.**

Discussion and review of services/fees to establish Couri & Ruppe Attorneys at Law for Perham Township legal services. After review of letter and proposal of legal services, Kelly Karsnia motioned to have Couri & Ruppe P.L.L.P. Attorneys at Law designated attorneys for Perham Township legal services.

**Second:** Shawn Sweere

**Carried:** yes

Nominations for Board Chairperson and Vice Chairperson. Kelly Karsnia motioned to have Shawn Sweere be the Chairperson for Perham Township.

**Second:** Stanley Morata

**Carried:** yes

Kelly Karsnia motioned to have Stanley Marotz be the Vice Chairperson for Perham Township.

**Second:** Shawn Sweere

**Carried:** yes

Discussion on website renewal with Arvig for 2021. Shawn Sweere presented to the Board on behalf of Head Trauma Marketing the services, support, and costs to set up a new website. If the Township uses Head Trauma Marketing, they will train the Clerk to be able to manage the website independently. The Township would own the website and have full control of it. The initial set up, web design, transfer, set up of links, and hosting this year would cost Perham Township \$5725.00. In 2022, Perham Township will pay a \$40.00 or \$50.00 monthly fee for hosting dependent on how this set up payment. Currently, Perham Township pays \$80.00 monthly to Arvig for hosting fees. Arvig does not provide any services such as updates, uploading Board Minutes, postings, support. Board Members are not able to make any changes to the website either. This has caused the website to be outdated since January of this year. Shawn Sweere abstained from discussion as a Board Member and abstained from vote because he previously worked with Arvig and presented on behalf of Head Trauma Marketing. Supervisors had the MN Association of Township Statute on *Statutory Conflicts of Interest* to reference to ensure there would be no conflict of interest with Shawn Sweere presenting on behalf of Head Trauma Marketing. Kelly Karsnia made a motion to move forward with contracting with Head Trauma Marketing to set up and host the website for Perham Township.

**Second:** Stanley Marotz

**Carried:** yes

Adjust mileage reimbursement rate to match IRS rate from .575 to .56.

**Motion:** Shawn Sweere

**Second:** Kelly Karsnia

**Carried:** yes

Discussion on relevance of having a Perham Township Board Member attend City Council meetings. The Supervisors will rotate attendance to the City Council meetings beginning in May. They will update the Board of any relevant City business at the next Board meeting.

#### **CORRESPONDENCE:**

Edna Township reached out and inquired about septic system policies

5 assessment searches were 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.

Notice from Mark Sand and Gravel for road construction start date on HWY 34.

**ADJOURNMENT:** Shawn Sweere made a motion to adjourn the meeting at 8:30.

**Second:** Kelly Karsnia

**Carried:** yes

Next meeting will be June 1<sup>st</sup> at 7:00 pm at Township Hall.

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

