



Motion: Karsnia      Second: Rudolph      Carried  
Budget comparison between 2019 and 2018 was presented.

OLD BUSINESS:

United Community Bank was sent letter for authorization of check signing.

List of authorized signers were:

Shawn A. Sweere  
Judy M. Haverland  
Teresa R. Ingebrand  
Jane Hofland  
Kathy Steinmetz  
Kelly J. Karsnia

List of names to be removed were:

Kevin G. Keil  
Crystal Fulford

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Kelvin Rudolph attended District 9 meeting. Discussion

NEW BUSINESS:

**Presidential Primary** : March 3, 2020 Polling location: PACC      Time: 7:00 a.m. to 8:00 p.m.  
Clerk/Deputy Clerk posted publicly  
Election Judges: Clerk /Deputy Clerk will contact needed judges and personnel  
to share polling machine with Pine Lake.

**Annual Special Meeting** will be held March 10, at 7:00 at PACC .  
Clerk has posted publicly.

**MATIT** requested topics for Spring Short Courses.

**MATIT** posted for search for trainers for clerk/treasurer positions

**MATIT Workers' Compensation Audit Report** to be sent by Deputy Clerk by January 31, 2020

ROAD REPORT:

Eric Ruther stated snow removal is going well. Discussion

Jeff Stabnow suggested preliminary work begin for Aerovilla road project

READ AND PAY BILLS: *See Dispersement Table by Kathy Steinmetz, Deputy Clerk.*

**Perham Township Disbursements**  
**Check Dated: 1/7/2020**

Payable to	Address	Invoice #	For	Calc	Amount	Check #	Fund
Gopher Feet							
U.S. Postal Service	100 3 <sup>rd</sup> Ave. NW Perham, MN	12 mo.	P.O. Box 96		\$64.00	8250	Gen
Arvig Telecom	150 2 <sup>nd</sup> St. SW Perham, MN	12/22/2019	Media Web Design & G-Suite		\$75.00	8251	Gen
PACC	620 3 <sup>rd</sup> Ave. SE Perham, MN	1/1/2020	Dec. Mtng.		\$22.50	8252	Gen
Judy Haverland	Perham	\$200 Dec. Salary \$ 75 Jan. mtng.	deduct \$17.05 SS \$ 3.99 medi		\$253.96	8253	Gen
Jane Hofland	Perham	\$150 Dec. Salary	deduct \$ 7.50 PERA \$ 2.18 medi		\$140.32	8254	Gen
Kathy Steinmetz	Perham	\$150 Dec. Salary \$ 75 Jan mtng	deduct \$ 13.95 SS \$ 3.26 medi		\$207.79	8255	Gen
Shawn Sweere	Perham	\$150 Dec. Salary	deduct \$9.30 SS \$ 2.18 medi		\$138.52	8256	Gen
Kelly Karsnia	Perham	\$ 150 Dec. Salary	deduct \$9.30 SS \$ 2.18 medi		\$138.52	8257	Gen
Kelvin Rudolph	Perham	\$150 Dec. Salary	deduct \$9.30 SS \$2.18 medi		\$138.52	8258	Gen
PERA		7.50 * 2			\$15.00	ACH	Gen
U. S. Treasury	Internal Revenue Service PO Box 932100, Louisville, KY		941 withholding 40293-2100		\$376.90	8259	Gen
North Central Inc.	Curt Osterfeld PO Box 365 Perham, MN	# 8134	misc. Oct. mow ditches & road work 31.25 @ \$125		\$3,906.25	8260	R & B
Ruther Excavating	Eric Ruther 37618 390 <sup>th</sup> Ave. Richville, MN 56576	#2799	Truck Plow/wing, Sand & Salt, & Misc.		10,576.00	8261	R & B

Total Disbursements: \$16,053.28

Signature/ Chairman   
 Signature/ Supervisor   
 Signature/ Supervisor 

Respectfully submitted, Kathy Steinmetz, Deputy Clerk

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**CORRESPONDENCE:**

Zoning verification copies from MN Dept. Public Safety sent to township by mail:

- R & T Rental LLC
- Nereson Automotive Inc.
- Marlo Motors Inc.

Agreement for Division of Maintenance Responsibilities for Town Line Road was signed and sent to Rush Lake Township.

- MATIT: Received Certificate of Workers' Compensation Insurance for 2020
- Borchure from Perham Natural Gas
- Historical Society requests donation
- Otter Tail County Historical Society Newsletter: Winter 2019
- PACC Summer Recreation requests donation

**Perham Fire & Rescue Dept.** invited board members to annual meeting: January 29, 2020 at Perham Fire Hall: meal served at 6:30 p.m. Meeting to follow: 7:00 p.m.

ROLL CALL: Rudolph, Karsnia, Sweere

ADJOURNMENT: Next meeting February 4, 2020 at 7:00 p.m. at PACC

<b>PERHAM TOWNSHIP 2019 BUDGET to Actual as of 12/31/19</b>			
		<b>Proposed 2019</b>	<b>2019 Actual</b>
<b>Beginning Cash Balance (Jan1, 2019</b>		\$225,609	
Less outstanding check		\$0	
<b>Net cash</b>		<b>\$225,609</b>	<b>\$225,608.81</b>
<b>Revenue and Income:</b>			
Town Road Allotment (gas tax)		\$30,000	\$30,969.38
Interest		\$200	\$330.40
Misc Income (liquor licenses,ect)		\$500	\$520.00
State Ag Credit		\$3,500	\$3,521.76
MN Town Aid		\$1,156	\$1,156.00
Property Tax- Levy		\$250,000	\$246,710.79
Mandt Special Assessments – 2019 final year		\$12,000	\$12,983.71
Mandt 441 <sup>st</sup> St Special Assessments (2019- 2 <sup>nd</sup> of 10yr)		\$4,000	\$4,826.15
453rd St/Pine Crossing/Assess 3 property owners-(2019 1 <sup>st</sup> of 5yrs		\$2,600	\$3,547.02
Pocket Gopher Reimbursement		\$246	\$246.50
Site Permits		\$2,000	\$2,799.00
City of Perham- annexed property		\$1,900	\$1,983.00
Approach deposits – refundable			\$5,000.00
<b>TOTAL EXPECTED RECEIPTS</b>		<b>\$308,102</b>	
<b>2019 TOTAL RECEIPTS</b>			<b>\$314,593.71</b>
<b>TOTAL CASH ON HAND</b>		<b>\$533,711</b>	<b>\$540,202.52</b>
<b>Expected Disbursements:</b>			
Fire Dept		\$26,710	\$26,710.30
Road grading, Mowing, Snow Plowing, Crack-seal tar – Mnt		\$120,000	\$146,837.73
Road Improvements		\$150,000	
- 420 <sup>th</sup> Ave Rebuild			\$2,747.50
- Hwy 10 Railroad apron twsp ½			\$5,625.00
- Harvest Ave, rebuild road, Class 5			\$9,105.20
- Ft.Thunder: rebuild road, Class 5			\$20,982.85
- 405 <sup>th</sup> Ave Reshape			\$3,465.00
- Chip & Fog Seal & stripe(441st , 450 <sup>th</sup> ,PineCrsg, 460 <sup>th</sup> Ave)			\$59,880.50
- 405th St – Class 5/ Blade			\$2,576.58
Pine Crossing – shouldering road (developers funds)		\$21,372	
Insurance, Dues & Work Comp		\$2,500	\$2,266.56
Professional Services		\$0	
Officers		\$8,500	\$10,058.60
Election Judges		n/a	
Gopher Feet		\$1,000	\$1,212.50
Publishing		\$200	\$193.34
Supplies and Misc (mileage,ect)		\$1,000	\$560.39
Donations		\$4,000	\$3,000.00
Hall Rent		\$250	\$451.00
Website/ email maintenance		\$1,000	\$450.00
Approach deposit Refunded			\$3,600.00
<b>TOTAL EXPECTED DISBURSEMENTS</b>		<b>\$336,532</b>	
<b>2019 TOTAL DISBURSEMENTS</b>			<b>\$299,723.05</b>
<b>PROJECTED BALANCE DECEMBER 31,2019</b>		<b>\$197,179</b>	
<b>CASH ON HAND 12/31/19</b>			<b>\$240,479.47</b>

Respectfully Submitted by: Kathy Steinmetz, Deputy Clerk