

**Perham Township Minutes April 7, 2020**

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

Due to COVID19/PACC closure, meeting was held at 120 2nd St SE, Perham

PLEDGE OF ALLEGIANCE

**PRESENT:** Shawn Sweere, Judy Haverland, Kelly Karsnia, Kelvin Rudolph, Marie Ashland, Jeff Stabnow, Curt Osterfeld, Brad Guck, Lee Omberg, and guest

GOPHER FEET: none

**MINUTES:** March 4, 2020, POSTED PUBLICLY as final.

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

Approve Special Meeting Minutes March 24, 2020 DRAFT posted publicly.

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

**LICENCES, PERMITS, FEES:**

**Building Permits:**

Fran and Kim Snelgrove-Turtle Bay Circle/address TBD. Building size 52'x83'. Approx value \$450,000  
Permit fee collected- \$450.00

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

Brad and Justine Guck-Parcel ID: 51000010001023. Building size 60'x84. Approx value \$280,000 Permit  
fee collected - \$280.00.

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

Tim and Becky Jackson-42831 450th St. Building size 24'x 24'. Approx value 178,000/Approve upon  
receipt of Permit Fee, Permit will be mailed.

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

Matt King-44136 452nd Ave. Building size 30x40 detached garage. Approx value \$50,000/Approve upon  
receipt of Permit Fee, Permit will be mailed.

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

Lee Omberg-Parcel ID: R51000060072005. Storage shed size 40' x 80'. Approx value \$80,000. Permit  
fee collected - \$80.00

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

Ryan Scmitz-After discussion Clerk will contact and refer him to website to fill out Permit.

**Approach Permits:**

Fran and Kim Snelgrove-Perham Township does not maintain Rd. Permit fee and deposit returned to  
Snelgrove.

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

Brad and Justine Guck-Approach on Parcel ID: 51000010001023 granted. Permit fee of \$100.00 and  
Deposit of \$500.00 collected. No culvert needed

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

**Liquor Permits:** None

**Agriculture Permits:** None

**TREASURER'S REPORT:** Read by Judy Haverland.  
PERHAM TOWNSHIP MONTHLY TREASURER'S REPORT

BALANCE ON HAND LAST MEETING

March 1, 2020 CHECKING .....

\$246,129.45 Less: outstanding ck #8242 -\$350.81 outstanding ck #8266 -\$140.32

TOTAL CASH ON HAND \$245,638.32

CHECKS WRITTEN 20 checks #8273 – 8292 \$6,684.26

1 ACH \$15.00

Total disbursements ..... \$6,699.26

DEPOSITS

Nelson – Variance & Bldg. Permits \$200.00 UCB interest \$21.21

Total Checking Deposits ..... \$221.21

TOTAL CASH ON HAND April 1, 2020 CHECKING ..... \$239,307.07 Less: outstanding ck #8291  
-\$146.80 TOTAL CASH ON HAND 4/1/2020 \$239,160.27

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

**OLD BUSINESS:**

**Report: Noxious Weed Inspectors meeting:** Was scheduled for March 25. This was cancelled due to COVID-19

**Board of Appeal and Equalization** will meet on Thursday, April 16, 2020 from 10:30 -11:30 with a conference call from residents. (Clerk will post phone number on web page and place a sign on the door at the P.A.C.C. and Township Notice Board at the Oasis C-Store with phone number.) It has been posted in the Perham Focus. The purpose: determine whether property in jurisdiction has been properly valued and classified by the County Assessor. Method of obtaining signature will be determined.

**MS Walk-** This has been cancelled due to COVID-19

**NEW BUSINESS:**

**Donation Requests to be disbursed**

Ottertail County Historical Society \$500.00

Perham Center of the Arts \$500.00 Perham

Library \$1000.00

Bridge Community Pantry \$500.00

Perham Arts & Cultural Center \$300.00

PACC \$1000.00

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

**Update the form for building permit on the web page.** The new Building Permit will include the following: Unit size options will be added to the Commercial building selection, phone or email will be added to bottom of Permit.

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

**Begin process for road work**

Due to COVID-19 Shelter in Place, Supervisors will tour roads within Township independently and compile report. Motion was made to have S&N do crack fill work to not exceed 225/hour bid by Shawn Sweere.

**Second:** Kelly Karsnia    **Carried**

**Aerovilla and Fort Thunder Road project**

Motion was made by Shawn Sweere to open and finalize bids by May 5th Township meeting.

**Second:** Kelvin Rudolph    **Carried**

**Website renewal with Arvig**

The fee for one year to have Arvig manage the Perham Township website and email is \$75.00

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

**New Clerk training**

Clerk and Deputy Clerk will attend Clerk training at end of the Month via Web Cast

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

**Review MAT responses for Township work during COVID-19** These were reviewed by Board Members.

**Board of Appeal and Equalization-meeting format** Board members were emailed information on process of meeting within COVID-19 guidelines.

**ROAD REPORT:** The sign replacement on 450 Ave and 420th will be done this month. All roads will be bladed in April. Recommendations for repairs will be sent to Board Members prior to May Township meeting.

**READ AND PAY BILLS:** See Disbursement Table by Marie Ashland, Clerk. (Arvig has added \$3 for paper statement fee.)

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

**CORRESPONDENCE:**

County reimbursement for Primary Election forms were completed and will be sent. Requested \$1603.81

Report of building and zoning permits issued were submitted online to U.S. Census.

Stenger's Dust Control list of prices for 2020. Carr's Tree Service

White Tails Unlimited Banquet, DL Chapter May 2, 2020 Tickets available

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

Form which updates township officers was completed and sent to the Auditor's Office

Clerk must update BAS contact information, U.S. Dept. of Commerce, U.S. Census Bureau  
Verification of donation for audit 2019 of Otter Tail Historical Society by Swenson, Saurer, Gerber,  
Anderson, & Co., Ltd. sent by Deputy Clerk  
President Trump's Coronavirus Guidelines for America was sent

**ROLL CALL:** Rudolph, Karsnia, Sweere

**NEXT MEETING:** May 5, 2020 at 7:00 p.m. at P.A.C.C. Clerk will update Website and Township board at  
Oasis C-Store if location is changed due to COVID-19.

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

**ADJOURNMENT:** Approximately 8:30 PM meeting adjourned by Shawn Sweere

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