

Perham Township Minutes
July 7th, 2020

CALL MEETING TO ORDER: 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, Bob Dombeck, Jeff Haverland, Jeff Stabnow, Nate Overland, Curt Osterfelt

GOPHER FEET: none

Approve Meeting Minutes June 2nd, 2020.

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

LICENCES, PERMITS, FEES:

Building Permits: Jeff Haverland – 429th St, parcel 51000200154007 – 30x40 shed, approx. value \$25,000. Permit fee of \$50.00 collected.

Approach Permits: Toad River Farms/ Bob Dombeck – 400th St - \$100.00 Permit fee and \$500.00 deposit collected.

Liquor Permits: none

Agriculture Permits: none

TREASURER’S REPORT: Read by Judy Haverland.

PERHAM TOWNSHIP MONTHLY TREASURERS REPORT

BALANCE ON HAND LAST MEETING

June 1, 2020	
CHECKING	\$220,653.13
Less:	
TOTAL CASH ON HAND	<u>\$220,653.13</u>

CHECKS WRITTEN

14 checks 8327 – 8340	\$30,398.10
1 ACH	\$37.50
Total disbursements	\$30,435.60

DEPOSITS

Bldg permits: Beganovic, Keil, D.Altstadt, Conlin	\$440.00
City of Perham – Annex Zorbaz (2 nd of 8 yr tax reimbursement)	\$1,983.00
Otter Tail County Auditor - 2020 May Settlement \$145,409.41	
441 st Street Special Assessment \$2779.63	
Pine Crossing Special Assessment \$2289.04	\$150,478.08
MN State – Reimbursement for presidential Primary expense	\$1,603.81
UCB interest	\$59.90
Total Checking Deposits	\$154,564.79

TOTAL CASH ON HAND

July 1, 2020	
CHECKING	\$344,782.32
TOTAL CASH ON HAND 7/1/2020	<u>\$344,782.32</u>

Motion: Kelly Karsnia Second: Kelvin Rudolph Carried yes

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

Disbursement List 7/7/2020	Payable	Address	Invoice	For	Calculations	Amount	Check#	Fund
	Joe Wasche	120th 2nd Ave, Perham		July meeting room		\$50.00	8341	General
	Arvig	PO Box 110, Perham	6/22/20	Web & Email GSuite	Arvig will credit \$15 city taxes billed in error on June billing.	\$75.73	8342	General
	North Central	PO Box 365, Perham	8724 8845 8870 8871	class 5/450 St Culvert (Beltz) June blading chair/seeding	\$6026.50 \$554.87 \$9555.00 \$1012.50	\$17,148.87	8343	R&B
	Perham Office Supply	223 West Main St Perham	0620-1421	printer ink		\$39.99	8344	General
	City of Perham	PO Box 130 Perham MN	4830	fire contracts- 22.53% of \$130,101.50		\$29,305.75	8345	Fire
	Charles Nord			Refund Approach Deposit		\$500.00	8346	General
	Brian Labs			refund Approach Deposit		\$500.00	8347	General
	Kyle Conlin	Perham		Ck 8339 error \$270 written as 200.70	Balance due	\$69.30	8348	General
	Kathy Steinmetz	Perham	6/24/2020	training	75 - Less 4.65 1.09	69.26	8356	General
	Judy Haverland	Perham		June Salary \$200 July mtg \$75.00	\$275.00 less: SS \$17.05 Medi \$3.99	\$253.96	8349	General
	Marie Ashland	Perham		June Salary \$300, July Mtg \$75	\$375.00 Less: Pera \$18.75 Medi \$5.44	420.97 \$350.81	8357	General
	Marie Ashland	Perham		reimbursement for postage	36 stamps @ \$.55	\$19.80	8350	General
	Marie Ashland	Perham	6/24/2020	Clerk Election training				General
	Marie Ashland	Perham	6/25/2020	mileage to Election training @ 925 Western Ave, FF	X.575/mile 88 miles	\$50.60	8358	General
	Shawn Sweere	Perham		June Salary \$150	\$150.00 Less: SS \$9.30 Medi \$2.18	\$138.52	8351	General
	Kelly Karsnia	Perham		June Salary \$150	\$150.00 Less: SS \$9.30, Medi \$2.18	\$138.52	8352	General
	Kelvin Rudolph	Perham		June Salary \$150	\$150.00 Less: SS \$9.30, Medi \$2.18	\$138.52	8353	General
	Jeff Haveland Peche			refund approach		500.00	8355	

	United States Treasury	IRS- PO box 932100, Louisville KY 40293-2100		2020 2nd qtr withholding - 941 form		\$460.38	8354	General
	PERA			Marie & Employer contribution Gopher Feet \$3/pr	22.50 (.05x pay)x2	45.00 \$37.50 ACH		General

\$49,278.25
49,925.17

Signature / chairman *Shawn Sweere*

Signature / chairman *Kelly Karsnia*

Signature / chairman *Kelvin Rudolph*

Respectfully submitted, Marie Ashland, Clerk

Motion: Kelly Karsnia Second: Kelvin Rudolph Carried yes

OLD BUSINESS:

Review of and update approach/culvert status of Permits. See Approach Deposit worksheet.
Approach deposits were refunded to Jeff & Pam Haverland, Charles Nord, and Brian Labs upon inspection by Supervisors of completed work.

Motion was made by Shawn Sweere to have residents approach the Board when approach is complete.

Second: Kelly Karsnia **Carried** yes

Adapt updated Ordinances for Township road specifications. See Edna Township specs and Perham Township current specs.

Motion was made by Shawn Sweere to adapt Edna Township road specs for Perham Township contingent upon authorization of Edna Township as they are better written and provides future regulation.

Second: Kelvin Rudolph **Carried** yes

Discussion to provide culvert to Francis Snelgrove per previous culvert decisions in Turtle Bay Development. Motion made by Shawn Sweere to provide culvert to Francis Snelgrove.

Second: Kelvin Rudolph **Carried** yes

Update of Kelvin Rudolph discussion with Rush Lake Township concerning shared cost of 400th. Tabled until August meeting.

NEW BUSINESS:

Determine assessments for residents on Aerovilla Rd. See map for determination of shares. Spread sheet for documentation. Board answered questions of resident of Aerovilla Road; Project is slated to begin in July. It is normal practice of the Contractor to not give exact start date of the project to residents. Bid was accepted with estimated product needs, when project is complete at the end of August, residents will receive a letter with their exact cost per share owned on road. Sealcoating the road is part of the contracted project and cost was included with an assessment estimate that was mailed to Residents in June. Term limits of assessment balances and interest rates for Residents was discussed.

Motion made by Shawn Sweere to set term limits for three years at 5% interest to be assessed on 2021 property taxes.

Motion amended by Kelvin Rudolph to set interest rate at 4%.

Second: Kelly Karsnia **Carried** yes

Present topic to a vote for Perham Township to take over Turtle Bay Development per determination of 8/06/2019 meeting.

Per adoption of Edna Township road specifications, Turtle Bay Development does not yet meet all road specifications. No refunds will be granted for any prior installed culverts and no further culvert purchases for Development until Perham Township takes over the road.

Shawn Sweere motioned to take on Turtle Bay Development per Developers request.

Motion: failed

CARES Act Funding for Townships discussion on Perham Township qualifying and application process. See materials – information, directions, application. Supervisors will review information for Discussion at the August meeting. Applications due in September.

EOT grant application available for Tansy and Wild Parsnip control discussion. Kelvin Rudolph will look into Tansy and Parsnip weed within Township to determine if it is a problem in Perham Township. Discussion in August.

Discussion on how to reimburse Clerk and Deputy Clerk for Election trainings, tasks, working election – hourly or as meeting. Meeting/trainings designated as ‘Clerk’ meetings/trainings will be reimbursed per meeting guideline. Meeting/trainings designated for ‘Election Judge’ and ‘Judge’ will be reimbursed hourly.

Election Judge training will be July 16th. Kathy Steinmetz, Sharon Lorzel will need to attend. Marie Ashland-optional per request of the Board.

Road Report: See Road Work Request Form

ROAD WORK REQUEST FORM:				
Month- June, 2020				
Road-	Work to be completed-	Completion date-	Invoice to be pd-	Date pd-
450th ST –	motion made Kelly Karsnia by to put ½ mile gravel overlay and complete some shoulder work to create crown.	June	8724	
405th St –.	motion made by Shawn Sweere to install Dead End road sign on 405 St. Lorzel property	Sign ordered		
Haul away couch by Brian Szama.		June	8871	
460th by Cavenaugh's place.	Clean out Culvert	North Central INC will discuss with Pine Lake Twp to determine responsibility.		
405 th -seed	Working on			
435 th – seed	Completed	June	8871	

Board Members approved holding future meetings at 120 2nd St South until further notice due to COVID meeting regulations.

CORRESPONDENCE:

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

PACC has been reserved for Primary and General elections.

Marie Ashland and Kathlyn Steinmetz attended Clerk Election training.

Information from MAT on grant submissions.

Information from County on grant submission.

Letter from Perham Fire Department.

Multiple correspondence with Ottertail County on elections.

ROLL CALL: Kelvin Rudolph, Kelly Karsnia, Shawn Sweere,

ADJOURNMENT: meeting adjourned at approximately at 8:45

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