

**Perham Township Agenda
November 3rd, 2020**

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

PLEDGE OF ALLEGIANCE

PRESENT: Shawn Sweere, Judy Haverland, Kelly Karsnia, Kelvin Rudolph, Marie Ashland, Stewart Hofland, Chantal Tougas, Allan Sazama, Curt Osterfeld, Jeff Stabnow

Cautionary signs have been ordered for 453rd Street in Fort Thunder Estates per October meeting. Discussion on adding Class 5 to 405th Street. Due to lateness in the season, motion was made by Shawn Sweere to re evaluate road at Road Review in May 2021.

Second: Kelly Karsnia

Carried: yes

GOPHER FEET: none

MINUTES:

Approve Meeting Minutes October 6th, 2020. Posted as draft

Motion: Shawn Sweere

Second: Kelly Karsnia

Carried: yes

Approve Special Meeting Minutes October 27th, 2020

Motion: Kelly Karsnia

Second: Kelvin Rudolph

Carried: yes

LICENCES, PERMITS, FEES:

Building Permits:

Rick Beach & Joshua Mellema- 427th Street/parcel # 51000200154029 -28'x40' residential home, approximate value \$100,00.00. Permit fee not collected at time of meeting. Motion made by Shawn Sweere to approve Building Permit pending payment of Permit fee.

Second: Kelly Karsnia

Carried: yes

Approach Permits:

Rick Beach & Joshua Mellema- 427th Street/parcel # 51000200154029 - Permit fee of \$100.00 and deposit fee of \$500.00 collected.

Motion: Shawn Sweere

Second: Kelly Karsnia

Carried: yes

Request made by Robert Dombeck for approach deposit to be refunded at October Board meeting upon approval of inspection. Inspections made by Kelvin Rudolph. Refund on November Disbursement.

Liquor Permits: none

Agriculture Permits: none

TREASURER’S REPORT: Read by Judy Haverland.

PERHAM TOWNSHIP MONTHLY TREASURERS REPORT

BALANCE ON HAND LAST MEETING

October 1, 2020

CHECKING \$299,218.80

TOTAL CASH ON HAND \$298,601.19

CHECKS WRITTEN

16 checks 8395 – 8410 \$169,671.73

Void ck 8395

1 ACH \$45.00

Total disbursements \$169,716.73

DEPOSITS

Bldg permits: Olson, Richters, Brown, Stoderl \$399.00

Approach Fee/ Deposit- Mann \$600.00

Aerovilla Rd- Repaving share (15 owners) \$50,122.24

State of MN – 2nd half Township Aid \$604.00 –
1st half Ag Credit \$1203.38 \$1,807.38

UCB interest \$17.36

Total Checking Deposits \$52,945.98

TOTAL CASH ON HAND

November 1, 2020

CHECKING \$181,830.44

Less outstanding check:

TOTAL CASH ON HAND 11/1/2020 \$181,830.44

Motion: Kelvin Rudolph

Second: Shawn Sweere

Carried: yes

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

Disbursement List
11/3/2020

Payable	Address	Invoice	For	Calculations	Amount	Check#	Fund
Joe Wasche Trust	120th 2nd Ave, Perham		November rent \$675.00		\$675.00	8411	General/ CARES Act Fund
Arvig	PO Box 110, Perham	10/22/20	Web & Email GSuite		\$80.00	8412	General
Jeff Stabnow	401 N Clitherall Lk Rd Clitherall, MN	11/02/2020	engineering services 5/1/2020 through 11/02/2020	Aerovilla Rd Paving Project 2020- E & A \$17011.20 2nd request @ 55%	\$9,356.16	8413	R&B
North Central	PO Box 365, Perham	9474 9499	mow rd ditches- October fix washout	9474 \$3612.50 9499 \$200.00	\$3,812.50	8414	R&B
Sazama Rd Maintenance LLC	39787 CO Hwy 35 Perham	10-20-PT	Oct. snow/ice work		\$1,592.00	8415	R&B
Marie Ashland	postage	9/8/2020	stamps		\$47.30	8416	General
Photo Magic	102 W Main St	8/31/2020	copies		\$7.75	81418	General
Best Buy	PO Box 731247 Dallas TX 75373-1247	4773916	electronic supplies	2 - 50" monitors, 2 laptops, 3 Surface Pros, 1 printer	\$5,438.88	8417	General/ CARES Act Fund
Judy Haverland	Perham		Oct Salary \$200 , Nov mtg \$75	\$275.00 less: SS \$17.05 Medi \$3.99	\$253.96	8419	General
Marie Ashland	Perham		Oct Salary \$300, Oct Sp Mtg \$75.00 Nov mtg \$75.00	\$450.00 Less: Pera \$22.5 Medi \$6.53	\$420.97	8420	General
Shawn Sweere	Perham		Oct Salary \$150 Oct Sp mtg \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$207.79	8421	General
Kelly Karsnia	Perham		Oct Salary \$150 Oct Sp mtg \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$207.79	8422	General
Kelvin Rudolph	Perham		Oct Salary \$150 Oct Sp mtg \$75.00	\$225.00 less SS \$13.95 Medi \$3.26	\$207.79	8423	General
PERA			Marie & Employer contribution	(.05x pay)x2	\$45.00	ACH	General
Robert Dombek	45898 Co Toad River Farms Perham	2020-3	Refund Approach deposit		\$500.00	8424	General
City of Perham			Top fix payment		\$1,800.00	8425	Fire
			Gopher Feet \$3/pr				

~~\$22,852.89~~
 20,712.89

Signature / chairman _____
 Signature / chairman _____
 Signature / chairman _____

Respectfully submitted, Marie Ashland, Clerk

Motion: Shawn Sweere

Second: Kelly Karsnia

Carried: yes

ROLL CALL: Kelvin Rudulph, Kelly Karsnia, Shawn Sweere

OLD BUSINESS:

Final discussion on Perham Township taking over Turtle Bay Circle Rd. Supervisors inspected road prior to meeting. Stewart Hofland updated Board Members; currently there are 8 lots sold, 5 homes in various stages of construction, and 2 contracts pending. Clarification was made that Perham Township will only take over Turtle Bay Circle and will not include Turtle Bay Lane. Discussion on future developments/lots needing to follow current Road and Approach Specifications. Perham Township will take over all road work to road. Motion made by Shawn Sweere for Perham Township to take over Turtle Bay Circle, excluding Turtle Bay Lane at this time.

Second: Kelly Karsnia

Carried: yes

Update of Aerovilla Road reclamation project presented by Jeff Stabnow. Nate Overland's mailbox is in. Seal Coating, Seeding and mulching will take place in the spring.

Trees that were planted in easements on B. Guck and B. This property. Letters were mailed on 10/12/2020 to residents stating they would need to move trees. Due to season, these can be moved in the spring.

Chantal Tougas presented on vacating an easement on her property at 45125 Red Pine Loop, Perham. This was discussed at the October meeting with a motion made to approve vacating the easement pending Ottertail County approval. Upon more research, this motion has to come back to the Township and further requirements are needed. Chantal presented Board Members with required petition signed by residents within vicinity of easement. Board members will review requirements needed to move forward with request and discuss at December meeting. Shawn Sweere will contact MAT lawyer to ensure proper steps are followed.

Motion: Shawn Sweere

Second: Kelvin Rudulph

Carried: yes

Discussion on 450th Avenue road work and contract with the City. To date, Supervisors have not been approached by City Manager to review/sign contract since amendment was requested at September Board meeting. Invoice from City of Perham will be based on completion of road. To date the project is not completed. Tarring was done on top of snow and water, quality will be monitored in the Spring. Board members discussed when 1-year warranty starts, it will be when road is completed. Perham Township will wait on payment and see what the City of Perham says.

NEW BUSINESS:

Discussion of assessment billed to Shirley Ruther and Nicholas Dehler for the reclamation of Aerovilla Road. Board Members reviewed map of Aerovilla Road and property in question. Aerovilla Road is the only road going to 40344, therefore, property owners are responsible for full assessment of one share. This is similar to property owners living at beginning of the road paying their portion based on total shares owned. Motion was made by Shawn Sweere to deny request of accepting \$1000.00 payment by Ruther/Dehler. They are responsible for full assessment of \$2570.37

Second: Kelvin Rudolph

Carried: yes

Payment collection notice from Perham Area Fire & Rescue for June 8th fire at 43165 County Hwy 125. Payment to be assessed against landowner's property taxes. Motion made by Shawn Sweere to add invoice # 4550 in the amount of \$1860.00 for fire at 43165 Cty Hwy 125, Dave Niehaus property, to Disbursement list today to Perham Fire and Rescue. A letter will be sent to Mr. Niehaus notifying him of this with the option to pay the total amount to Perham Township by December 1st or have the \$1860.00 added to hid 2021 taxes.

Second: Kelvin Rudolph

Carried: yes

Submission of Perham Township road mileage to Ottertail County Highway Department. To be submitted by November 12, 2020. Turtle Bay Circle Road will be added to bring Township road miles to 41.31.

Bid opening for Otter Tail County Hwy Dept 2021 Seal Coat and 2021 Traffic Marking Projects. Township resolution due by December 11, 2020. Board members passed on this.

2021 Sign & Post requests to Ottertail County. Ottertail County is requesting Resolution to participate in sign and signpost purchase. Resolution must be posted by December 11, 2020. Board Members passed on this. Township will do independently as needed.

Winter Maintenance Resolution. Review and submit winter Maintenance Agreement with Ottertail County. Board Members passed on this. Sazama Road Maintenance will get as needed.

Levy breakdown for 2021 was submitted to the County Auditor as follows - \$285,000 with 15% general, 73% Road & Bridges, and 12% Fire.

Update on CARES Act funding – beginning balance \$21,525.00, \$282.94 spent on COVID safety supplies for elections, \$5,438.88 spent on electronic equipment \$8,920.95 spent on office furniture. Internet options looked into, no decision to date.

Discussion on setting a day to set up office/Township meeting location. This will be discussed in December/January.

Discussion on City of Perham sending out survey to residents living in Lakeside Estates, Yellow Pine Drive, and Lilac Dr area seeking interest bringing in water and sewer. In response, Perham Township sent informational letter to same residents.

CORRESPONDENCE:

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

Township Residents election inquiries

East Ottertail Association of Townships 2020 annual meeting invitation

Invitation for Otter Tail County Historical Society's 93rd Annual Meeting

ADJOURNMENT: Meeting adjourned approximately at 9:30pm.

Next meeting will be December 1st, 2020 at 7:00pm at 120 2nd Street SE, Perham MN

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