

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
April 13, 2020**

The regular meeting of the Perham City Council held electronically via Zoom was called to order by Mayor Meehl at 5:16 pm with all members of the Council having been duly notified of the meeting and the business to be transacted. Council Members present were Meehl, Johnson, Lehmkuhl, Spencer, and Schmidt.

Staff present: City Manager Smith, Finance Officer Stokke, EDA Director Murdock, Police Chief Hoaby, Public Works Director Schossow and Administrative Assistant Hoeft.

Others present: City Engineer Berube

**CITIZENS CONCERNS**

Mayor Meehl stated Council will recognize citizens who may have items for the Council. There were no citizen concerns.

**APPROVAL OF AGENDA**

Mayor Meehl stated Council Members and Staff may add items to the Agenda which requires Council action. City Manager Smith noted the addition of item 7 (A) Aleshire Park Townhomes, Inc. Resolution.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the agenda as presented.

**CONSENT AGENDA**

Mayor Meehl stated all items listed with an asterisk (\*) will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event, the item will be removed from the general order of business and considered separately in its normal sequence on the agenda.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the consent agenda as presented.

**\*APPROVAL OF MINUTES**

Council approved the minutes of the Regular Meeting of the Council held on March 9, 2020 and Special Council Meeting held on March 25, 2020.

**APPROVAL FOR PAYMENT OF CITY CLAIMS**

Mayor Meehl stated Council may wish to approve payment of Prepaid and Unpaid City Claims.

On a motion by Council Member Spencer, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$1,888,737.83 for March 2020.

**\*SOLID WASTE COLLECTION/TRANSPORTATION LICENSE**

Council approved the renewal of Solid Waste Collection and Transportation Licenses for Waste Management of North Dakota and Steve’s Sanitation of Perham subject to receipt of applicable fees and required information by the City Office.

**\*2 AM LIQUOR LICENSE RENEWALS**

Council approved the renewal of a 2:00 AM closing time for Zorbaz of Little Pine Lake and Pat Honer dba Sud’s Tavern Inc. contingent upon all fees and legal requirements being met as required by the City and State of Minnesota’s Liquor Control Board.

**\*ARBOR DAY PROCLAMATION**

Council authorized the Mayor to sign the Arbor Day Proclamation and declare May 2, 2020 as Arbor Day in Perham, Minnesota.

**\*STARFISH FUND DONATIONS**

Council approved Resolution 2020 – 16 entitled “Resolution In The Matter Of Accepting Donations For The Perham Area Starfish Fund.” The Starfish Fund was created to provide relief to Perham area businesses that have been affected by the COVID-19 pandemic.

**\*ACCEPTANCE OF PERHAM AREA COMMUNITY CENTER’S FINANCIAL REPORTS**

Council accepted the PACC’s Financial Reports for February 2020.

**\*ACCEPTANCE OF THE CITY’S FINANCIAL REPORTS**

Council accepted the following reports: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report for March 2020.

## **ALESHIRE PARK TOWNHOMES, INC RESOLUTION**

Mayor Meehl stated Council may wish to approve a resolution authorizing the purchase of property by Aleshire Park Townhomes, Inc. in Clearwater Second Addition. City Manager Smith noted that Council approved the purchase agreement at the March Council Meeting, however, a resolution is required for the closing scheduled for April 14.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution 2020-18 authorizing the purchase of property in Clearwater Second Addition.

## **CITY ENGINEER MONTHLY UPDATE**

City Engineer Berube gave an update on various projects.

### *Second Avenue Southwest*

Preliminary review of the correction and completion list has started and a walk through with City staff is planned toward the end of the month. The correction and completion list will be sent to the contractor as soon as it is completed.

### *Prairie's Edge Phase 2*

Construction has started this spring with material being brought into the roadway to start the road construction. All utilities were completed last fall.

### *2021 Project*

Paperwork for the Clean Water Revolving Fund was submitted last month. The follow up paperwork for the Drinking Water Revolving Fund will be submitted this month. The funding lists are typically sent out in August, and at that time, an additional hearing on the project will be held.

### *Clearwater Second Addition – Phase 2*

Construction of the sanitary sewer improvements in Clearwater Addition are anticipated to start on Wednesday. Currently the contractor has started sub cutting and installing a temporary dewatering system in order to excavate down to the proposed sewer depth in excess of 25 feet deep. The contractor hopes to have all the sewer installed within the next few weeks.

### *Northeast Industrial Park*

Construction Bids were received at 2:00 p.m. on Thursday, April 9<sup>th</sup>. Six contractors submitted bids for the proposed improvements. The Bid Tabulation is attached. The final Engineer's Estimate for the construction phase of the project was \$2,790,000 for the base bid and \$550,000 for the Alternate No. 1 (11<sup>th</sup> Avenue/450<sup>th</sup> Street).

The low bidder for the project is R.L. Larson out of St. Cloud with a bid of \$2,244,395.46 for the Base Bid and \$454,390.67 for Alternate No. 1. The second alternate was for replacement of Bongards Forcemain. Discussion will take place over the next few weeks regarding whether Bongards will be replacing their forcemain as part of the project. R.L. Larson has completed various projects throughout the years with the City and can complete the work as specified.

The range of bidding from the six bidders was \$2.698 to 4.03 million dollars.

Financing for the project is being reviewed. The Minnesota Department of Transportation has approved the \$750,000 in funding through the Local Road Improvement Program, and the Business Development Public Infrastructure Grant Program is also begin finalized for funding from the Department of Employment and Economic Development.

Based on preliminary review of the project costs and financing, it appears as though the assessments to the Industrial Park lots will be reduced by roughly 20%. The rural roadway assessments have not been reduced by the same figures but are lower than the numbers presented in February by about 5-7%.

It is recommended that the City Council call for an Assessment Hearing on May 11<sup>th</sup> to provide updated information to the property owners along the project. A meeting with the township will also be held before the next Council Meeting to determine their involvement on the project.

#### **INDUSTRIAL PARK PROJECT/ACCEPT BIDS/CALL FOR ASSESSMENT HEARING**

Mayor Meehl stated Council may wish to consider accepting bids and schedule an Assessment Hearing for Monday, May 11, 2020 at 5:15 pm for the Industrial Park Improvement project. Options for the Assessment Hearing were discussed including the possibility of postponing the hearing until May 27 depending on the status of the COVID-19 pandemic. City Engineer Berube noted that the sixty (60) day bid hold would still apply if awarded on May 27.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2020-17 entitled "Resolution In The Matter Of Accepting Bids And Calling For A Public Hearing For Proposed Assessments For Industrial Park Improvements, Perham, Minnesota."

#### **\*2020 SEAL COAT**

Council approved the specifications for the 2020 Seal Coat Project and authorized staff to obtain quotes.

## **INFORMATION AND ANNOUNCEMENTS**

The Local Board of Review is scheduled for Thursday, April 16 from 1:00 to 2:00 pm; a Council quorum is required

The Committee of the Whole is scheduled for Wednesday, April 29 at 5:15 pm

The next Regular Council Meeting is scheduled for Monday, May 11 at 5:15 pm

The League of Minnesota Cities 2020 Annual Conference is scheduled for June 24-26 in St. Paul; registration preferred by May 1

The Household Hazardous Waste Day is scheduled for Wednesday, July 8 from 10:00 to 2:00 at the Public Works Garage

## **OTHER BUSINESS**

City Manager Smith stated that Nuisance properties are being addressed and work is being done to update the Nuisance Ordinance.

## **ADJOURNMENT**

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:34 pm.

Respectfully submitted by,



Heather Hoeft  
Administrative Assistant

ATTEST:

  
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Mayor

