

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
January 13, 2025**

The regular meeting of the Perham City Council held both in person in the Council Chambers at Perham City Hall, 125 Second Avenue NE, Perham, MN 56573 and electronically via Zoom was called to order by Mayor Meehl at 5:15 p.m. with all members of the Council having been duly notified of the meeting and the business to be transacted. Council Members present were Meehl, Lehmkuhl, Fresonke, Schmidt and Meyer.

Staff present: City Manager Smith, Finance Officer Stokke, Public Works Director Schossow, Police Chief Gritz, EDA Director Murdock, Fire Chief Johnson and Clerk Hoeft.

Others present: City Engineer Berube and Otter Tail County Commissioner Dan Bucholz

Others present via Zoom: Barbie Porter

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Meehl requested all in attendance rise for the Pledge of Allegiance.

OATH OF OFFICE

City Manager Smith administered the Oath of Office to re-elect Mayor Timothy Meehl and elect Council Members Brien Meyer and Tim Fresonke.

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.

On a motion by Council Member Schmidt, seconded by Council Member Meyer 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 after a request from Council Member Meyer to remove agenda item 9E, Approve Lift Station Pump Purchase, from the general order of business and consider separately on the agenda.

***APPROVAL OF MINUTES**

Council approved the minutes of the Regular Meeting of the Council held on December 9, 2024.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Mayor Meehl stated Council may wish to approve payment of Prepaid and Unpaid City Claims. Finance Officer Stokke noted the following additional claims: Demco for \$104.85; Linde Gas for \$665.17; League of MN Cities for \$350.00; Marco Technologies for \$145.37 and \$150.28; MN State Ire Chief's Association for \$285.00, \$235.00, and \$285.00; Minnesota UI for \$2,382.55; Network Service Co. for \$36.51; Perham Area Chamber for \$200.00; Perham Focus for \$114.00; Productive Alternatives for \$176.20; Christopher Sim for \$123.48 and \$32.72; Team Lab for \$7,277.50; Thein Well Co. for \$7,163.80; USDI for \$725.00 and \$28,308.99; Village Family Service Center for \$750.00 bringing the total Unpaid City Claims to \$3,174,446.90.

On a motion by Council Member Meyer, 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 \$3,337,553.67 for December 2024.

ORGANIZATIONAL RESOLUTION

Mayor Meehl stated Council may wish to approve the 2025 Organizational Resolution.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2025-1 entitled "2025 Organizational Resolution, City Of Perham, Minnesota."

***2024 AUDIT**

Council authorized the Mayor and Finance Officer to sign the terms of engagement letter authorizing Brady Martz to provide audit services for the year ending December 31, 2024.

***APPROVE REIMBURSEMENT RESOLUTION**

Council approved Resolution 2025-2 entitled "Resolution Establishing Procedures Relating To Compliance With Reimbursement Bond Regulations Under The Internal Revenue Code," an annual resolution to preserve the right to be reimbursed through tax -exempt bonding.

***TAPROOM ON-SALE/BREWER/SMALL BREWER OFF-SALE/SUNDAY LICENSE RENEWAL**

Council renewed the Taproom On-Sale/Brewer/Small Brewer Off-Sale/Sunday Licenses for Goose Group, Inc. DBA Disgruntled Brewing which expires January 31, 2025 contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***LOCAL BOARD OF REVIEW**

Council scheduled the Local Board of Review for Tuesday, April 8, 2025 at 1:00 pm in the Perham City Council Chambers.

***MEMBERSHIP AGREEMENT/LAKES COUNTRY SERVICE COOPERATIVE**

Council approved the renewal membership agreement for 2025 with Lakes Country Service Cooperative.

***SUPPLEMENT TO THE CODE OF ORDINANCES**

Council adopted Ordinance 439 entitled "An Ordinance Enacting And Adopting A Supplement To The Code Of Ordinances For The City Of Perham, Minnesota And Declaring An Emergency," a Supplemental Ordinance which includes Ordinances 435-438.

***ACCEPT DONATION**

Council approved Resolution 2025-3 entitled "Resolution In The Matter Of Accepting A Donation From The Perham Area Youth Hockey Association, Perham, MN," to accept an \$80,000 donation from Perham Area Youth Hockey Association.

***ACCEPT DONATION**

Council approved Resolution 2025-4 entitled "Resolution In The Matter Of Accepting A Donation For The Police Department, Perham, MN," to accept a donation of \$750.00 from St. Henry's for DARE books.

***2025 BUDGET/PERHAM AREA COMMUNITY CENTER**

Council approved the 2025 Budget for the Perham Area Community Center.

***ACCEPTANCE OF PERHAM AREA COMMUNITY CENTER'S FINANCIAL REPORTS**

Council accepted the PACC's Financial Reports for November 2024.

***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 December 2024.

***LIBRARY BOARD**

On the recommendation of the Library Board, the Council approved the appointment of Cindy Mollins to another three (3) Year term.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

Main Street Project

Roofing metal, fascia, and soffit were delivered to Crane Johnson late last week for the kiosk following the framing of the roof after Christmas. Andy Pettow Construction has indicated they will be placing the roof panels, fascia, and soffit this week when the weather warms up. Following placement of the panels, Parson's Electric will reset the photo eye for the lighting along Main Street and replace a relay that was bad on the lights along First Avenue.

Following review of the plans and specifications, the outlets on the new light poles on Main Street, used for decorations, was missed in the design. Alternatives are being considered for the installation of an outlet on the new lights where needed, as a circuit exists for the lights along all the new trees and the conduits exist to connect to the outlets prior to the next holiday season.

2022/2023 Project

Central Specialties continue to work through gathering the remaining closeout items for the 2022/2023 project. Following a discussion last week, they are compiling the remaining stormwater inspection reports and will submit the final paperwork as soon as the documents are ready. Following submission of the remaining paperwork, the project will be closed out.

Capital Improvement Plan

An update to the City's Capital Improvement Plan (CIP) has begun following review of recent projects. Since the last CIP in 2018, the City has completed nine projects, with Prairie's Edge also completed, which wasn't included on the plan. The next CIP will include projects that have been discussed over the course of the past few years and assist in outlining financing and budgeting over the course of the next five years.

City Manager Smith stated that Council would have the opportunity to discuss the CIP during the Committee of the Whole prior to Council approval. Smith noted that the updated CIP will include information regarding streets, trails, and building maintenance. Berube also noted that replacement of lead and galvanized water lines will be a hot button issue and he discussed the funding programs available for the identification and replacement of the affected lines, which have to be identified by 2027 and replaced by 2037.

APPROVE PURCHASE OF NATURAL GAS GENERATOR

Mayor Meehl stated Council may wish to approve the purchase of a new natural gas generator for the Emergency Services Building. City Manager Smith stated that three (3) quotes were received and after information received from Otter Tail Power, it was determined that a 100kw generator would be sufficient. Smith also explained that the cost of the generator would be split three (3) ways by the Police, Fire, and EMS departments and that public safety dollars would also be utilized.

On a motion by Council Member Lehmkuhl, seconded by Council Member Fresonke and carried without a dissenting vote, the Council approved the quote from Topline Electric for \$50,709.00 for a new 100kw natural gas generator for the Emergency Services Building.

***APPROVE LEAK DETECTOR PURCHASE**

Council approved the purchase of a new Gas-Trac LZ 30 natural gas leak detector for \$11,989.99 plus tax and shipping from Sensit.

***APPROVE TRUCK PURCHASE**

Council approved the purchase of two 2025 Ford F-150 pick-ups for the Streets and Natural Gas Departments for \$45,436.00 each.

APPROVE LIFT STATION PUMP PURCHASE

Mayor Meehl stated Council may wish to approve the purchase of two new pumps for the King Street and Main Street Lift Stations.

Council Member Meyer inquired if the new pumps would include grinders. Public Works Director Schossow and City Engineer Berube responded, and discussion ensued regarding the issue, both noting that the new pumps will not include grinders.

On a motion by Council Member Schmidt, seconded by Council Member Meyer and carried without a dissenting vote, the Council approved the purchase of two (2) new pumps, a Flygt 3102 pump for the King Street Lift Station for \$11,972.00 and a Flygt 3202 pump for the Main Street Lift Station for \$51,227.00, both from Electric Pump.

INFORMATION AND ANNOUNCEMENTS

The Perham Rural Fire Association Annual Meeting is scheduled for Wednesday, January 15 at the Perham Fire Hall. A meal will be served at 6:30 pm; the meeting will follow at 7:00 pm
The City Office will be closed on Monday, January 20 for Martin Luther King Jr. Day
The Committee of the Whole is scheduled for Wednesday, January 29 at 5:15 pm
The next Regular Council Meeting is scheduled for Monday, February 10 at 5:15 pm

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:52 pm.

Respectfully submitted by,



Heather Hoelt
Clerk

ATTEST:



Mayor