

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
June 8, 2020**

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 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, Lehmkuhl, Johnson, Spencer, and Schmidt.

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

Others present: City Engineer Berube

Others present electronically: Todd Hagen representing Ehlers, Elizabeth Fudge

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Meehl requested all in attendance rise for the pledge of allegiance.

CITIZENS CONCERNS

Mayor Meehl stated Council will recognize citizens who may have items for the Council. Citizens please state your name and address for the record. Elizabeth Fudge, 37894 County Highway 34, Perham, MN, was in attendance electronically via Zoom to inquire about the City's response to the Black Lives Matter movement and whether the City has a Diversity Board to address issues like race equity and police brutality. City Manager Smith responded that the City doesn't currently have a Diversity Board, however, the City can research what other area communities have done to address these issues and continue the conversation at the next Committee of the Whole meeting.

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 Johnson, seconded by Council Member Schmidt 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 Spencer 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 May 11, 2020 and Special Council Meeting held on May 27, 2020.

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: AAA Collections Inc. in the amount of \$19.56; Apex Engineering for the following amounts: \$11,925.33, \$1,025.00, \$1,722.50, \$6,440.65, and \$129.00; City of Perham in the amount of \$232.43; Ehlers for the following amounts: \$2,450.00 and \$3,920.00; Kinect Energy in the amount of \$230,878.38; MCFOA in the amount of \$45.00; Minnesota Fire Service Certif. in the amount of \$120.00; Northland Monument Co. in the amount of \$270.00; Otter Tail Power for the following amounts: \$1,193.41, \$48.70, and \$5.25; PACC in the amount of \$2,500.00; and Terracon in the amount of \$364.45 bringing the total Unpaid City Claims to \$735,357.09.

On a motion by Council Member Johnson, 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 \$904,641.85 for the month of May.

SALE OF GENERAL OBLIGATION BONDS, SERIES 2020A

Mayor Meehl stated Council may wish to consider awarding the sale of \$1,235,000 General Obligation Bonds, Series 2020A to finance the 2020 Industrial Park Project.

Todd Hagen, representing Ehlers, reviewed the Sale Day Report for the \$1,140,000 General Obligation Improvement Bonds, Series 2020A. The issue size was reduced by \$95,000 due to a reduction in the costs of issuance and underwriter's discount, and the receipt of a premium bid. Two (2) bids were received with the low bidder being Robert W. Baird & Co. from Milwaukee, Wisconsin at 1.5246%. The other bid, received from Northland Securities, Inc., was 1.5411%, an interest difference of only \$644.00. Hagen also congratulated the City on achieving a AA- rating. The fifteen (15) year bond will close on July 1, 2020.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2020 - 27 entitled "Resolution Authorizing Issuance, Awarding Sale, Prescribing The Form And Providing For The Payment Of \$1,140,000 General Obligation Improvement Bonds, Series 2020A" to finance the 2020 Industrial Park Project.

***TEMPORARY ON-SALE LIQUOR LICENSE**

Council approved a temporary on-sale liquor license request from Church of St. Henry for an event on August 16, 2020.

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

Council accepted the PACC's Financial Reports for April 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 May 2020.

HAMMER'S RENTAL PROPERTIES CONDITIONAL USE PERMIT

Mayor Meehl stated Council may wish to approve a Conditional Use Permit for Hammer's Rental Properties to allow for the construction of twin homes in an area zoned R-1. City Manager Smith stated the Planning Commission held a public hearing on the matter with no objections. The conditional use fits the neighborhood and the lot size is large enough to accommodate a twin home.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2020 - 28 entitled "Resolution In The Matter Of Granting A Conditional Use Permit To Hammer's Rental Properties, City Of Perham, Minnesota."

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

Second Avenue Southwest

Cleanup of punch list items has started. Concrete repair, turf re-establishment, and other minor items remain. Cleanup of the remaining items is anticipated to be completed over the next month.

Prairie's Edge Phase 2

Utilities are complete for the expansion of the development. Curb and gutter was installed last week, and the preparation for the paving has started. Paving is anticipated to be completed over the next two weeks.

2021 Project

All funding paperwork has been submitted to the Clean Water and Drinking Water Revolving Funds. The funding lists are typically sent out in August, and at that time, an additional hearing on the project will be held.

Clearwater 2nd Addition – Phase 2

Construction of the sanitary sewer and watermain improvements in Clearwater Addition are complete. Storm sewer and other items will be completed in the next few weeks, with road construction scheduled for later this summer.

Northeast Industrial Park

A preconstruction meeting was held earlier this month on the project. Topsoil stripping and sub-cutting of the new roadway north of the City Shop started last week. The underground construction will start in two weeks, but various road work will be occurring in areas that won't see underground improvements before that.

***YOGA IN THE PARK**

Council authorized the use of Paul Miller Park for the use of teaching outdoor yoga classes by Leona Cichy of Roots and Wings Yoga.

INFORMATION AND ANNOUNCEMENTS

Turtle Fest is scheduled for June 17-21

The Committee of the Whole is scheduled for Wednesday, June 24 @ 5:15 pm

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

The next regular Council Meeting is scheduled for Monday, July 13 @ 5:15 pm

ADJOURNMENT

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:40 pm.

Respectfully submitted by,


Heather Hoelt
Administrative Assistant

ATTEST:


Mayor

SPECIAL COUNCIL MEETING MINUTES

June 24, 2020

Council Member Johnson called the Special Council Meeting to order at 5:15 pm on June 24, 2020 in the Council Chambers located at 125 Second Avenue NE and via Zoom, all members of the Council having been duly notified of the meeting, and the business to be transacted. Council Members present were Johnson, Lehmkuhl, Spencer, and Schmidt.

Mayor Meehl was absent.

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

Others present: City Engineer Berube, PACC Director Leigh Shebeck, and Tony Stoll representing BHH Partners.

Staff and others present electronically: Librarian Ladwig

Approval of COVID-19 Preparedness Plan

Council Member Johnson stated Council may wish to approve a COVID-19 Preparedness Plan for the City of Perham as required by June 29, 2020.

City Manager Smith explained that essential businesses are now required to have a COVID-19 Preparedness Plan in place by June 29, 2020. The plan is a summary of policies the City already had in place in response to the pandemic. Council Member Schmidt inquired when City Hall will open to the public. Smith responded that for the health and safety of both staff and customers, plans to remodel the entrance to the City Office are underway. Once the remodel is completed, City Hall will again be open to the public.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the COVID-19 Preparedness Plan.

Industrial Park Grant Agreement

Council Member Johnson stated Council may wish to pass a resolution accepting a \$750,000 grant for the Industrial Park Improvement Project and agree to the terms and conditions as set forth.

City Manager Smith explained that this is the final step required for the Local Road Improvement Program grant before submitting to the State.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved resolution 2020 – 29 entitled “Grant Agreement To State Transportation Fund Local Road Improvement Program Grant Terms And Conditions SAP 056-594-001, Perham, Minnesota.”

Adjournment

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, Council Member Johnson adjourned the Special Council Meeting at 5:21 pm.

Respectfully submitted by,



Heather Hoelt
Administrative Assistant

ATTEST:



Mayor