

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES**

July 13, 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, Rebecca Lynn Petersen representing West Central Initiative, and PACC Director Leigh Shebeck

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. There were no citizen concerns.

West Central Initiative Presentation

Rebecca Lynn Petersen representing West Central Initiative (WCI) thanked the City Council and staff for their continued partnership. A video outlining the work WCI has done with the City of Battle Lake was emailed to Council prior to the meeting. WCI has become more focused on Resiliency in response to new challenges facing our health and economy. Petersen reviewed WCI's strategic plan of Reimagine Regional, Invest in Local, and Educate, Activate, and Celebrate. A Resiliency Fund has been set up in response to COVID-19. Fourteen emergency child care grants have been directed to home based child care centers around the City of Perham in the amount of \$1,000 each. Resiliency funds were also used to support requests by the Boys and Girls Club, St. Henry's Schools, and Empowering Kids of Perham. Petersen acknowledged the Council's agreement last year for continued support through a three-year pledge and asked that Council and staff reach out to WCI for their support and to let them know what resources are needed in Perham.

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 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 June 8, 2020 and Special Council Meeting held on June 24, 2020.

PUBLIC HEARING

Mayor Meehl stated Council may wish to hear comments regarding the amendment of the following three sections of the Perham City Code: Abandoned Motor Vehicles S91.02; Nuisances S 92.18; Weeds S 92.35. There were no comments from the public.

ABANDONED MOTOR VEHICLES

Mayor Meehl stated Council may wish to approve an amendment to City Code S91.02, Definitions, Junk Vehicle.

City Manager Smith explained that the amendment is to redefine what qualifies as a junk vehicle. A junk vehicle will now only have to meet two (2) of the following criteria instead of four (4):

- (1) Is not properly licensed in this State;
- (2) Is extensively damaged, with the damage including things as broken or missing wheels, motor, drive train or transmission;
- (3) Is apparently inoperable or incapable of legal movement on public roads;

(4) Is used for repair or a source of repair or replacement parts or kept for scrapping, dismantling, or salvage of any kind or;

(5) Has an approximate fair market value equal only to the approximate value of the scrap in it.

Police Chief Hoaby stated the violation of a City Ordinance is a misdemeanor and the amended ordinance will make it easier to enforce.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Ordinance 413 entitled "Ordinance Amending Chapter 91 Of The City Of Perham Code, Abandoned Motor Vehicles."

NUISANCES

Mayor Meehl stated Council may wish to approve an amendment to City Code S92.18, Public Nuisances Affecting Peace and Safety.

City Manager Smith explained that the amendment will include the accumulation of not only automobile bodies, but parts as well. Public Nuisances Affecting Peace and Safety is also amended to include the following criteria:

(U) Any piece of furniture which is manufactured and intended to be used exclusively indoors but is kept outdoors;

(V) Excessive storage of nonpermanent items in yards;

(W) No more than four (4) vehicles per lawful dwelling unit may be parked or stored anywhere outside on residential property, except as otherwise permitted or required by the city because of nonresidential characteristics of the property. The maximum number does not include vehicles of occasional guests who do not reside on the property;

Smith noted that the Planning Commission will address amending the Zoning Ordinance to reflect these changes in the near future.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Ordinance 414 entitled "An Ordinance Amending Chapter 92 Of The City Of Perham Code, Nuisances."

WEEDS

Mayor Meehl stated Council may wish to approve an amendment to Ordinance 238, City Code S92.35, Weeds.

City Manager Smith explained that the amendment will reduce the weed, grass or similar vegetative cover height from twelve (12) inches to eight (8) inches.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Ordinance 415 entitled “An Ordinance Amending Ordinance No. 238.”

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: Arvig in the amount of \$1,748.89; Bergseth Bros. in the amount of \$14.00 and \$18,364.05; Bond Trust Services twice in the amount of \$475.00; GMS in the amount of \$1,307.00; and KLJ Engineering in the amount of \$3,058.00 bringing the total Unpaid City Claims to \$1,290,748.43.

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 \$2,791,480.01.

GAMBLING PERMIT

This item should've been removed from the agenda. The Fire Department fundraiser for which the gambling was to be conducted has been cancelled.

APPROVE PRELIMINARY BUDGET AND CONCEPTUAL DRAWINGS FOR THE PACC/HUB PROJECT

Mayor Meehl stated Council may wish to consider approving the preliminary budget, financing plan and conceptual drawings presented at the June 24 Committee of the Whole for the PACC/HUB project.

City Manager Smith explained that it's important for the fundraising group to know the City is behind the project while they're out collecting pledges.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the preliminary budget, financing plan, and conceptual drawings for the PACC/HUB project.

APPROVE PURCHASE AGREEMENT

Mayor Meehl stated Council may wish to approve a purchase agreement for the old high school property.

City Manager Smith explained that the agreement is only for the property that the old high school sits on, north of Fox Street. The School Board will consider approving the agreement in the next week or two at a possible special meeting. The most notable part of the agreement is the acquisition cost of \$72,860.85, which is equal to the amount of outstanding special assessments on the property. Smith noted the acquisition cost is something that can be submitted to the State as part of the grant. Once approved and signed by the City and School Board, the agreement can be submitted to the State as one of the final steps in the grant process.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the purchase agreement for the old high school property.

***ACCEPT PACC/HUB DONATION**

Council approved Resolution 2020 - 30 entitled "Resolution In The Matter Of Accepting A Donation For The PACC/HUB Project, Perham, MN," to accept a donation in the amount of \$2,500 from the Bean Mill for the PACC/HUB project.

***ACCEPT FIRE DEPARTMENT DONATION**

Council approved Resolution 2020 – 31 entitled "Resolution In The Matter Of Accepting A Donation For The Perham Fire Department, Perham, Minnesota" to accept a \$100,000 donation from Kenny and Kim Nelson for the Fire Department.

***LAKES COUNTRY HEALTH & SAFETY CONTRACT**

Council approved a one-year Health & Safety Services contract with Lakes Country Service Cooperative.

***ANNUAL LIQUOR LICENSE RENEWAL/ON SALE AND SUNDAY LIQUOR**

Council renewed the Liquor License (including Sunday Liquor) for Pamela Honer d.b.a. Suds Tavern Inc., Brew LLC d.b.a. Brew Ale's and Eats, PBC, LLC d.b.a. Perham Lakeside Golf Club, Zorbaz of Little Pine Lake Inc., OZVentures, LLC d.b.a. 1894 and L.A. Hotel Enterprises LLC d.b.a. Grandstay Hotel & Suites (no Sunday liquor) contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***APPOINTING ADDITIONAL ELECTION JUDGES**

Council approved Resolution 2020 - 32 entitled "Resolution Appointing Additional Election Judges For The 2020 August Primary Election And November General Election, City Of Perham, Minnesota" to appoint Donald Olson, Kristi Werner, and Polly Solberg as additional Election Judges for the Primary and General Elections.

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

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

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

Second Avenue Southwest

The majority of punchlist items have been completed with minor items remaining, including final cleanup of the concrete.

Prairie's Edge Phase 2

The street and utilities are complete and the owner is cleaning up the site following the road construction. A few homes are intended to be built this summer on the newly extended roadway.

2021 Project

We are awaiting the funding components of the 2021 project. City water and sewer is intended to be financed through the Clean Water and Drinking Water Revolving Funds, which will be published in August. The other component of the funding will be the Otter Tail County Highway

Department's plans for the reconstruction of County 8 north of Main Street. With the current financing uncertainties at the State, and the combination of the proposed bridge replacement at the river crossing, the County's financing is in flux.

Clearwater 2nd Addition – Phase 2

Construction of the concrete curb and gutter started today for the extension of the City roadway. Internal water and sewer construction inside the development has not yet been completed but will be addressed by this fall.

Northeast Industrial Park

Construction is progressing on the Northeast Industrial Park Project. R.L. Larson started underground improvements last week, with the installation of storm sewer on Second Street Northeast. Ottetail Aggregate has cut down the roadway of Third Street Northeast, in preparation for the proposed utility improvements. The removals have also started on Seventh Avenue Northeast, to allow for the storm sewer to be constructed beneath the roadway.

With the sporadic underground utility improvements throughout the development, we have started an email correspondence listing of property owners along the roadway. When items will be changing, or traffic will be modified, we are trying to inform property owners as soon as possible of the changes.

***APPROVE PIONEER FEST CAMPING**

Council approved a request for overnight camping during Pioneer Fest.

INFORMATION AND ANNOUNCEMENTS

Committee of the Whole is scheduled for Wednesday, July 29 @ 5:15 pm

The next regular Council Meeting is scheduled for Monday, August 10 @ 5:15 pm

The Primary Election will be held on Tuesday, August 11. Polls open at 7:00 am and close at 8:00 pm

Tentative schedule for 2021 Budget Meetings:

Friday, August 28 @ 7am – Police, Public Works, Library and Fire Department

Friday, September 11 @ 7am – Capital Debt and Overview

Wednesday, September 30 following Committee of the Whole - Review

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 5:45 pm.

Respectfully submitted by,

Heather Hoefft

Administrative Assistant



ATTEST:



Mayor

SPECIAL COUNCIL MEETING MINUTES

July 29, 2020

Mayor Meehl called the Special Council Meeting to order at 5:16 pm on July 29, 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 Meehl, Johnson, Lehmkuhl, and Schmidt.

Council Members absent: Spencer

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

Others present: City Engineer Berube

Approval For Use Of County Road 80 (Main Street)

Mayor Meehl stated Council may wish to approve a request by the Perham Area Events Committee for use of County Road 80 (Main Street) from First Avenue to Second Avenue SW for Friday, August 7 – Sunday, August 9, 2020 pending approval by Otter Tail County. The road closure is for Crazy Days.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, Council approved the use of County Road 80 (Main Street) from First Avenue to Second Avenue SW for Friday, August 7 – Sunday, August 9, 2020 pending approval by Otter Tail County.

Adjournment

Mayor Meehl adjourned the Special Council Meeting at 5:21 pm.

Respectfully submitted by,



Heather Hoeft
Administrative Assistant

ATTEST:



Mayor

