

PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
August 10, 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 Gritz and Administrative Assistant Hoeft

Others present: City Engineer Berube

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. An email received by members of Council regarding blight properties was discussed. City Manager Smith had discussed the issue with Police Chief Hoaby and noted that contact has been made with both the landlord and tenants of the property. Council Member Johnson stated the Police Department should do monthly checks on these blight properties and note progress in the monthly Committee of the Whole report.

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 July 13 and Special Meeting minutes from July 29, 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: Arvig in the amount of \$1,903.20; City of Perham in the amount of \$6.76; Mark Ebeling in the amount of \$31.40; Graco Services in the amount of \$12,106.30; History Museum in the amount of \$791.67; Kinect Energy in the amount of \$185,580.93; Marco Technologies in the amount of \$310.75 and \$271.95; Perham Area Community Center in the amount of \$1,750.00 and \$3,542.00; Perham Lakeside in the amount of \$3,818.86; Ra-an Rentals in the amount of \$900.00 and West Central Initiative in the amount of \$1,264.24 bringing the total Unpaid City Claims to \$1,511,117.56.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$1,660,516.00 for July 2020.

RESOLUTION APPROVING AN INTERFUND LOAN

Mayor Meehl stated Council may wish to consider approving an interfund loan for advance of certain costs in connection with Tax Increment Financing District 2-42.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution 2020 – 33 entitled “Resolution Authorizing An Interfund Loan For Advance Of Certain Costs In Connection With A Tax Increment Financing District.”

APPROVAL OF EPIC COMPANIES PRELIMINARY DEVELOPMENT AGREEMENT

Mayor Meehl stated Council may wish to approve a Preliminary Development Agreement with Epic Companies. City Manager Smith stated the EDA will address the Development Agreement at their August meeting and the Planning Commission will address the variance and parking related issues in September. The Preliminary Agreement allows the City to begin conversations

about the Development Agreement, establishment of the TIF district and all things associated with the development including any expenses the developer incurs from the signing of this Agreement to the time of construction.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the Preliminary Development Agreement with Epic Companies.

APPROVE UPDATED BHH PROPOSALS

Mayor Meehl stated Council may wish to approve updated proposals for architectural and engineering services for the Hub and PACC Fit-up projects. City Manager Smith stated the updated proposals reflect increased costs associated with:

- Additional time involved to document and track the B3 process as required by the State. BHH has requested that the original maximum fee estimate of \$18,000 be removed from their proposal.
- Increased scope of work for the HUB project. The contract from last fall was based on a smaller scope of work with a total construction cost of \$3,365,250.00. The more recent estimate more clearly defines the increase in scope with an update to the hard construction cost and capital repair totaling \$4,676,322.00.
- Increased scope of work for the PACC Fit-Up Addition/Renovation. The contract from last summer was based on a smaller scope of work with a total hard construction cost of \$5,446,000.00. The more recent estimate clearly defines an increase in scope with an update to the hard construction cost and capital repair/improvements for a total of \$9,027,770.00.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the updated proposals for architectural and engineering services by BHH Partners for the Hub and PACC Fit-up projects.

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

Council accepted the PACC's Financial Reports for June 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 July 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 repair items remaining, including final cleanup of the concrete.

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 late 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.

Clearwater 2nd Addition – Phase 2

Shaping of gravel will continue over the next few weeks with paving scheduled before the end of the fall. 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 occurring at various locations around the Industrial Park Project. Removals and concrete construction are occurring near the schools, and utilities are being installed north of the City Shop. Roadway prep is occurring on Seventh Avenue and Second Street to prepare the roadway for upcoming concrete construction.

Email updates will continue weekly to property owners that signed up for the email listing. This should hopefully help with any communication concerns regarding shutdowns or other inconveniences on the project.

INFORMATION AND ANNOUNCEMENTS

The Primary Election is scheduled for Tuesday, August 11; polls open at 7:00 am and close at 8:00 pm

The Committee of the Whole is scheduled for Wednesday, August 26 @ 5:15

The Annual Fire Department/Township Meeting is scheduled for September 2 @ 5:00 pm at the Fire Hall

A 2021 Budget Meeting is tentatively scheduled for Friday, September 4 @ 7 am

The City Offices will be closed on Monday, September 7 in observance of Labor Day

The next regular Council Meeting is scheduled for Monday, September 14 @ 5:15

ADJOURNMENT

Mayor Meehl adjourned the meeting at 5:42 pm.

Respectfully submitted by,



Heather Hoelt
Administrative Assistant

ATTEST:



Mayor

SPECIAL COUNCIL MEETING MINUTES

August 26, 2020

Mayor Meehl called the Special Council Meeting to order at 5:15 pm on August 26, 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, Lehmkuhl, Spencer and Schmidt.

Council Members absent: Johnson

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

Others present: City Engineer Berube and PACC Director Leigh Shebeck

Approval of Temporary On-Sale Liquor Licenses

Mayor Meehl stated Council may wish to consider approving temporary on-sale liquor license requests from the History, Arts & Cultural Association for events to be held on September 12 and September 26, 2020.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, Council approved the temporary liquor license requests from the History, Arts & Cultural Association for events to be held on September 12 and September 26, 2020.

Adjournment

Mayor Meehl adjourned the Special Council Meeting at 5:16 pm.

Respectfully submitted by,



Heather Hoeft
Administrative Assistant

ATTEST:



Mayor