

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
November 9, 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 Hoefl

Others present: City Engineer Berube and 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.

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 October 12, 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: Amazon.com Online in the amount of \$3,240.94; American Bottling Company in the amount of \$123.70; Beverage Wholesalers in the amount of \$6,532.60 and (\$34.82); Copper Trail Brewing in the amount of \$172.00; Greg Hayes in the amount of \$600.00; Kinect Energy in the amount of \$332,047.00; Marco Technologies in the amount of \$296.67; Mid-Central Ice in the amount of \$240.00; and Service Food in the amount of \$46.81, bringing the total Unpaid City Claims to \$1,486,670.26.

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 \$1,737,795.58 for October 2020.

AUTHORIZE CITY ATTORNEY RFP

Mayor Meehl stated Council may wish to consider authorizing staff to proceed with a Request For Proposals for legal services.

City Manager Smith stated the City is requesting proposals for general municipal representation on civil matters only. The deadline to submit proposals is December 10, 2020. Current City Attorney, Dennis Happel, is retiring after serving the City for almost 44 years. Happel is only the third City Attorney in Perham history. Smith noted that based on a scoring matrix, staff will make a recommendation to the City Council for the December 14 Council meeting. The City Council may also choose to do interviews of those firms they deem fit. Smith anticipates receiving approximately six (6) proposals for legal services.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council authorized staff to proceed with a Request For Proposals for legal services.

AUTHORIZE INSURANCE AGENT RFP

Mayor Meehl stated Council may wish to consider authorizing staff to proceed with a Request For Proposals for an insurance agent.

City Manager Smith stated Overland Insurance is the City's current insurance agent. It is not known when the City last made a formal request for proposals (RFP) for an insurance agent. The RFP is an attempt to be transparent and give other insurance agencies the opportunity to submit a proposal to handle the City's property/casualty, Worker's Compensation, and other related insurance coverage. The insurance agent will be responsible for working with the League of Minnesota Cities Insurance Trust as the City's agent of record. December 10, 2020 is the deadline to submit proposals. Based on a scoring matrix, staff will make a recommendation to the City Council for the December 14 Council meeting. Smith anticipates approximately two (2) to five (5) proposals will be received.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council authorized staff to proceed with a Request For Proposals for an insurance agent.

AUTHORIZE ADVERTISING FOR BIDS/HUB PROJECT

Mayor Meehl stated Council may wish to consider authorizing advertising for bids for the HUB project.

City Manager Smith stated the authorization to advertise for bids is the next step in the process. Bids will be due December 3, 2020 after which a recommendation will be made to the City Council at the December 14 Council meeting. The City is still awaiting final grant documents from DEED. Bids are for the interior fit up and renovation of the existing building including mechanical, electrical, HVAC, and complete re-roof of the facility.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council authorized advertising for bids for the HUB project.

***LODGING TAX COMMITTEE DONATION**

On the recommendation of the Lodging Tax Committee, Council approved contributing \$45,000 to the 2021 Chamber Marketing Budget.

***LIABILITY COVERAGE**

Council accepted liability coverage limits of \$1,500,000 from the League of Minnesota Cities Insurance Trust for 2021 and will not waive the statutory tort limits.

***APPROVAL OF VARIOUS ASSESSMENTS**

Council approved Resolution 2020 – 42 entitled “Resolution In The Matter Of Assessing Various Charges For City Services, Perham, Minnesota,” authorizing various assessments be forwarded to Otter Tail County.

***LAKES COUNTRY TECHNOLOGY CONTRACT**

Council approved a one-year Technology and Network Services contract with Lakes Country Service Cooperative. Annual costs for managed IT services are \$8,309.64 and will be paid in twelve equal monthly payments.

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

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

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

Council may wish to accept the following City Financial Reports: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report for October 2020.

SMALL CITIES DEVELOPMENT PROGRAM SPONSORSHIP

Mayor Meehl stated Council may wish to consider approving a resolution to allow the City of Perham to act as the legal sponsor of the Small Cities Development Program.

City Manager Smith stated the application, due next week, will be submitted by EDA Director Murdock this week. The resolution, a final step in the process, states the City of Perham is a willing and legal participant in the Small Cities Development Program.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2020 – 43 entitled “Local Government Resolution, City Of Perham, Minnesota,” granting the City Manager and Economic Development Director the authority to execute agreements and amendments as necessary to implement the Small Cities Development Program.

DECLARING SLUM AND BLIGHTED AREA

Mayor Meehl stated Council may wish to consider approving a resolution to declare a Slum and Blighted Area.

City Manager Smith stated declaring a slum and blighted area is a final step in the Small Cities Development Program application process. The resolution states the City is aware of slum and blighted areas that would qualify for low income residential and commercial rehabilitation as part of the program.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution 2020 – 44 entitled “Declaring Slum and Blighted Area.”

APPROVE CLEARWATER PURCHASE AGREEMENT

Mayor Meehl stated Council may wish to consider approving a purchase agreement for the sale of Clearwater Estates Outlot B to Fred Bauck.

City Manager Smith stated the property is part of the original Clearwater plat. Smith noted full asking price was received including special assessments.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the purchase agreement for the sale of Clearwater Estates Outlot B to Fred Bauck.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

2021 Project

The proposed 2021 Project (First Avenue North and Fifth & Fourth Street Southwest) has been pushed back a year due to the delay of a bonding bill at the State level. A letter is being sent out to all property owners along the project informing them of the delay this week.

Northeast Industrial Park

Construction at the Northeast Industrial Park is nearing completion for the 2020 construction season. Various grading and excavation will still be completed on the stormwater holding basin north of the City Shop. Temporary mulching will also be completed around the site to limit the potential erosion through the winter and spring.

General site cleanup will also continue over the next few weeks until cleanup is limited by frozen ground. The various paving that occurred late in the season will continue to be reviewed throughout the winter and spring to determine the impact of the conditions on the paving. Next

spring/summer, significant cleanup will be necessary around the site, including turf establishment, grading on any incomplete areas and paving of the final lifts on various streets.

***APPROVE TRUCK PURCHASE**

Council approved the purchase of a Jetter/Vactor truck from MacQueen Equipment for \$278,080 for the Public Works Department.

INFORMATION AND ANNOUNCEMENTS

The City Offices will be closed Wednesday, November 11 in observance of Veteran's Day

A Special Council Meeting will be held on Thursday, November 12 @ 5:15 pm

The Committee of the Whole meeting is scheduled for Monday, November 23 @ 5:15 pm

The City Office will be closed on Thursday, November 26 and Friday November 27 for

Thanksgiving

The Parade of Lights is scheduled for Friday, November 27 at 5:30 pm

The next regular Council Meeting is scheduled for Monday, December 14

@ 5:15 pm

OTHER BUSINESS

Council Member Lehmkuhl reminded everyone to thank a veteran.

City Manager Smith stated the reason the Special Council meeting will be held on Thursday, November 12 is to canvass election results. Certified results have yet to be received from Otter Tail County.

ADJOURNMENT

Mayor Meehl adjourned the meeting at 5:41 p.m.

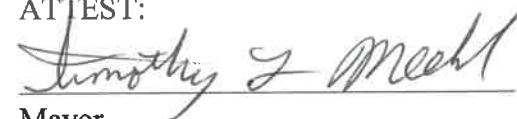
Respectfully submitted by,



Heather Hoeft

Administrative Assistant

ATTEST:



Mayor

SPECIAL COUNCIL MEETING MINUTES

November 12, 2020

Mayor Meehl called the Special Council Meeting to order at 5:15 pm on November 12, 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. All Council Members present were Meehl, Lehmkuhl, Spencer and Schmidt. Council Member Johnson was absent.

Staff members present were: City Manager Smith and Administrative Assistant Hoeft.

Canvass Election Results

Mayor Meehl stated Council may wish to consider approving a resolution canvassing the votes from the City Election and declare results.

Council Members Johnson and Spencer were re-elected to another four-year term and Mayor Meehl was re-elected to another two-year term.

On a motion by Council Member Spencer, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2020-45 entitled "Resolution Certifying Results Of The 2020 General Election, Perham, Minnesota."

Adjournment

Mayor Meehl adjourned the Special Council Meeting at 5:17 pm.

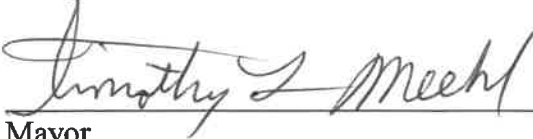
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ATTEST:



Mayor