

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
April 10, 2023**

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, Spencer and Schmidt. Council Member Johnson was absent.

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

Others present: City Engineer Berube, Brien Meyer, Elizabeth Vierkant, Otter Tail County Commissioner Dan Bucholz, City Building Official Ben Riewer, PACC Director Leigh Shebeck, Chad Bormann from BHH Partners, Shane Hendrickson and Kelly Karsnia from Hammers Construction

Others present via Zoom: City Attorney Tom Winters and Council Member Johnson

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.

PACC Update – Shane Hendrickson and Kelly Karsnia representing Hammers Construction and Chad Bormann representing BHH Partners were in attendance to update Council on the progress of construction at the Perham Area Community Center (PACC) as well as address concerns regarding roof leaking issues which recently required the closure of the new playland area.

There were no other 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 Spencer, 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 March 13, 2023 and Special Council Meeting held on March 29, 2023.

PUBLIC HEARING TO AMEND ORDINANCE 228

Mayor Meehl stated Council may wish to hear comments regarding amending Ordinance 228, an Ordinance creating administrative offenses and penalties.

There were no comments from the public.

AMEND ORDINANCE 228

Mayor Meehl stated Council may wish to amend Ordinance 228.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Ordinance 430 entitled "An Ordinance Amending Ordinance 228, An Ordinance Of The City Of Perham Creating Administrative Offenses And Penalties."

APPROVE RESOLUTION TO ADOPT ADMINISTRATIVE OFFENSE PENALTIES

Mayor Meehl stated Council may wish to approve a resolution to adopt administrative offense penalties.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2023-14 entitled "A Resolution Amending Resolution 2010-48 Adopting Administrative Offense Penalties."

PUBLIC HEARING TO AMEND ORDINANCE 286

Mayor Meehl stated Council may wish to hear comments regarding amending Zoning Ordinance 286 to add that properties developed prior to 1959 may increase impervious up to an additional 10% coverage if they meet additional drainage requirements.

There were no comments from the public.

AMEND ORDINANCE 286

Mayor Meehl stated Council may wish to amend Zoning Ordinance 286.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Ordinance 431 entitled "An Ordinance Amending Ordinance 286 Regulating Land Use (Zoning)," to allow properties developed prior to 1959 to increase impervious up to an additional 10% coverage if they meet additional drainage requirements.

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: Apex Engineering for \$2,210.98 and \$5,095.00; Artisan Beer for \$108.80; Auto Value for \$29.18, \$62.99, \$119.92, \$9.78, \$66.89, \$23.98, \$94.24, \$87.12, and \$62.99; Bergseth Bros. for \$9,600.60; Beverage Wholesalers for \$11,214.40 and \$(40.71); Brandon Communications for \$873.02; Disgruntled Brewing for \$126.00; Forum Communications for \$324.96; Granite Electronics for \$396.90; Johnson Brothers for \$2,235.72; Kinect Energy for \$989,286.39; Lakeland Veterinary for \$5,352.76; Marco Technologies for \$132.27; Otter Tail Power for \$38,898.93; Phillips Wine for \$1,729.33; Quadiant Leasing for \$953.64; Steve's Sanitation for \$186.08; and Verizon Wireless for \$200.07 bringing the total Unpaid City Claims to \$1,329,618.35.

On a motion by Council Member Spencer, 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 \$1,448,810.36 for March 2023.

***SOLID WASTE COLLECTION/TRANSPORTATION LICENSE**

Council approved Solid Waste Collection and Transportation Licenses for Waste Management of North Dakota, Steve's Sanitation of Perham, and Five Star Disposal LLC of New York Mills subject to receipt of applicable fees and required information by the City Office.

***2 AM LIQUOR LICENSE RENEWAL**

Council approved the renewal of a 2:00 AM closing time for Pat Honer dba Sud’s Tavern Inc. contingent upon all fees and legal requirements being met as required by the City and State of Minnesota’s Liquor Control Board.

***ARBOR DAY PROCLAMATION**

Council authorized the Mayor to sign the Arbor Day Proclamation and declare May 6, 2023 as Arbor Day in Perham, Minnesota.

***MOTORCYCLE AWARENESS MONTH PROCLAMATION**

Council authorized the Mayor to sign a Proclamation to declare May as Motorcycle Awareness Month in the City of Perham.

***TEMPORARY ON-SALE LIQUOR LICENSES**

Council approved Temporary On-Sale Liquor Licenses for the History, Arts & Cultural Association for events to be held on June 3, July 8, August 26, September 16, 23, and 30, 2023.

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

Council accepted the PACC’s Financial Reports for February 2023.

***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 March 2023.

APPROVE ASSIGNMENT OF PURCHASE AGREEMENT

Mayor Meehl stated Council may wish to approve an assignment of purchase agreement and resolution for the sale of properties from Dovetail Development, LLC to Prime Capital Holdings, LLP.

On a motion by Council Member Spencer, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved an Assignment of Purchase Agreement and Resolution 2023 – 15 entitled “Resolution By The City Of Perham, A Municipal Corporation, Approving The Sale Of Real Estate Legally Described Herein To Prime Capital Holdings LLP,”

for the purchase and sale of Parcel ID: 77000991514000, Parcel ID: 77000991516000, Parcel ID: 77000991517000, and Parcel ID: 77000991532000.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

2022/2023 Project

A meeting is scheduled for tomorrow afternoon (April 11) with Central Specialties, City Staff, and Otter Tail County Highway Staff to discuss the schedule for the remaining work on County 8 and the additional City Streets included in the project scope.

The remaining work is to be completed by September 1st. The following items still need to be completed under the contract:

- County State Aid Highway No. 8 Full Depth Reclamation and Paving
- First Avenue North (Main Street to Third Street)
- Pinewood Lane
- Southwest (Fourth and Fifth Streets and Avenues)

An open house will be scheduled following the updated information from Central Specialties. The open house will be set up to discuss the upcoming plans and impacts to property owners in the remaining project areas.

Main Street Project

Planning continues for the 2024 Main Street Project with the design agreement on the County Commission agenda tomorrow. Last week, Nick Murdock and City Engineer Berube walked downtown to complete visits with most of the remaining businesses. Murdock will be lining up meetings with a few owners that weren't available and will begin the compilation of the opinions expressed during the conversations.

Following review of the notes, the next step will include the depiction of various alternatives of streetscape options for consideration. These options will be reviewed internally and followed by an open house style meeting to gather opinions.

Prairie's Edge

Plans for the next phase of Prairie's Edge are beginning to materialize with the owner considering the layout of the next phase. The remaining phase will require a sanitary sewer pumping station, which will be located in an area that will provide future services to land outside of the Prairie's Edge Development. The remaining phase will also modify the existing stormwater holding area along the County Highway due to the changing rules from the State of Minnesota for treatment since the original development in 2005.

***2023 SEAL COAT**

Council approved the specifications for the 2023 Seal Coat Project and authorize staff to obtain quotes. Sealed quotes will be received by the City until 2:00 p.m. on Tuesday, May 2, 2023 for the following areas:

- Area #1 – City streets including Coney Street East to 11th Avenue SE, Market Street, Market Drive, and a portion of Fox Street
- Area #2 – City streets including 2nd Street SW from 3rd Avenue SW to 6th Avenue SW

INFORMATION AND ANNOUNCEMENTS

The Local Board of Review is scheduled for Thursday, April 13 from 1:00 to 2:00 pm; a Council quorum is required

The Committee of the Whole is scheduled for Wednesday, April 26 at 5:15 pm

The next Regular Council Meeting is scheduled for Monday, May 8 at 5:15 pm

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:53 pm.

Respectfully submitted by,



Heather Hoelt
Administrative Assistant

ATTEST:



Mayor

SPECIAL COUNCIL MEETING MINUTES

April 26, 2023

Mayor Meehl called the Special Council Meeting to order at 5:15 pm on April 26, 2023 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.

Staff members present: EDA Director Murdock, Liquor Store Manager Dreger, Librarian Ladwig, Public Works Director Schossow, Police Chief Gritz and Administrative Assistant Hoeft.

Others present: City Engineer Berube, PACC Director Leigh Shebeck, Brien Meyer, and Elizabeth Vierkant.

Approve Resolution to Elect Standard Allowance

Mayor Meehl stated Council may wish to approve a resolution to elect the standard allowance available under the revenue loss provision of the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act for the remaining amount of \$199,166.87.

Administrative Assistant Hoeft explained that a similar resolution was approved at this time last year for the first half of the funds received in 2021 and that the remaining amount was for funds received in 2022.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2023 – 16 entitled “A Resolution To Elect The Standard Allowance Available Under The Revenue Loss Provision Of The Coronavirus Local Fiscal Recovery Fund Established Under The American Rescue Plan Act.”

Adjournment

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

Respectfully submitted by,



Heather Hoeft
Administrative Assistant

ATTEST:



Mayor