

**PERHAM CITY COUNCIL**  
**REGULAR MEETING MINUTES**  
**August 9, 2021**

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, Johnson, Lehmkuhl, Spencer and Schmidt.

Staff present: City Manager Smith, Finance Officer Stokke, EDA Director Murdock, Police Chief Gritz and Administrative Assistant Hoefl.

Others present: City Engineer Berube, Shirley Davidson representing HACA, Julie and Jim Kempenich - 510 3<sup>rd</sup> Avenue SW, Cindy Schrupp – 340 4<sup>th</sup> Street SW, Tom Herme – 358 4<sup>th</sup> Avenue SW, County Commissioner Dan Bucholz, Kevin Keil representing Perham Township, Karla and John Bell – 433 5<sup>th</sup> Street SW, Mary Helen Zitzow – 412 5<sup>th</sup> Street SW, Kent Zitzow – 554 4<sup>th</sup> Street SW, Mark Sailer – 109 Lakeside, Mike and Beth Wasche – 710 Pinewood Lane NW, and Tom Mitchell – 355 5<sup>th</sup> Street SW.

**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.

*Shirley Davidson – Historic Preservation Project Update*

Shirley Davidson was in attendance to thank the City and Council for contributing to the restoration efforts at the cemetery and Pioneer Grounds. Davidson stated 82 headstones at the cemetery and two buildings at the Pioneer Grounds were restored.

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 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 12, 2021.

## **PUBLIC HEARING**

Mayor Meehl stated Council may wish to hear comments from the public regarding the 2022 Improvement Project.

Mayor Meehl stated the hearing was being held in accordance with Chapter 429 of the Minnesota State Statutes. The purpose of the hearing was to provide notification to the public regarding the proposed improvements, improvement schedules, and assessment procedures.

Jade Berube, of Apex Engineering Group presented information regarding the proposed project. Berube reviewed the background and area of the joint project with the Otter Tail County Highway Department. The project was delayed due to the bridge replacement on County 8. Berube also reviewed:

- Project needs
- Project area detail
- Project components and probable costs
- Funding and special assessments
- Estimated assessment rates
- Assessable footage
- Estimated assessments

Upon Council approval, the design phase will go from September 2021 – March 2022. Council may approve the plans in March 2022, receive bids in April 2022 and conduct an Assessment

Hearing and award the contract in May 2022. Construction would begin summer 2022 with substantial completion by fall 2022.

Following the presentation, Mayor Meehl opened the public hearing for questions relating to the proposed project.

Jim Kempenich, 510 3<sup>rd</sup> Avenue SW, requested clarification on the location of sidewalks in front of his property as there's only 18 feet between the house and road. Berube responded that there are no plans for a sidewalk on the south side of that street. Kempenich also inquired how the area will be landscaped once finished. Berube responded that the City is bound to accepting the low bid and have no control over who the contractor uses for turf management. Contractors are required to water until the grass seed is established and Berube noted that the City may try and offer incentives for homeowners to continue watering.

Tom Herme, 358 4<sup>th</sup> Avenue SW, stated he has two driveways and inquired if the approaches to both driveways will be replaced and how property owners will be accommodated so they are able to get in and out of their driveways. Herme also requested clarification on partial and full sidewalks as well as his estimated assessment. Berube responded that both approaches will be replaced and they will try and notify property owners a few days to a week in advance if access to their property will be affected. Berube also clarified the location of sidewalks and stated he would meet with Herme after the meeting to discuss his estimated assessment.

Cindy Schrupp, 340 4<sup>th</sup> Street SW, stated she would like the sidewalk gone in front of her property. Schrupp also inquired about how long the project would take, hours, and expressed concerns about weed control and saving trees in the established neighborhood. Berube responded that the location of sidewalks in that area will be addressed during the design phase of the project and decreasing the duration of the project could increase contractor bids. Typically, working hours are 7 am to 7 pm. Berube noted that they try and save as many trees as possible.

Karla Bell, 433 5<sup>th</sup> Street SW, asked that the City and Council once again consider installing yield or stop signs at the uncontrolled intersections in the project area.

Beth Wasche, 710 Pinewood LN NW, requested clarification on the assessable footage of their property as a section may belong to JC Electric and the industrial assessment rate. Wasche also inquired about truck traffic. City Manager Smith clarified how their assessments are calculated and Berube acknowledged that routing truck traffic will be a challenge that will be addressed.

Tom Mitchell, 355 5<sup>th</sup> Street SW, inquired about repayment options for senior citizens. Finance Officer Stokke stated she would send him an assessment deferral application.

#### **ORDER IMPROVEMENTS AND PREPARATION OF PLANS**

Mayor Meehl stated Council may wish to consider approving a resolution to order improvements and preparation of plans in coordination with Otter Tail County for the 2022 Improvement Project. Council Member Lehmkuhl and City Engineer Berube noted because of the large scope

of the project, larger contractors may submit bids and therefore lower potential costs of the project.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2021 – 36 entitled “Resolution Accepting Report And Ordering Improvements And Preparation Of Plans In Coordination With Otter Tail County For Improvements On First Avenue North (CSAH No. 8) From Main Street (CSAH No. 80) To Eighth Street Northeast (440<sup>th</sup> Street), Fourth Street Southwest From Third Avenue To Sixth Avenue, Fifth Street Southwest From Third Avenue To Sixth Avenue, Fourth Avenue Southwest From Third Street To Sixth Street, Fifth Avenue Southwest From Third Street To Sixth Street, Pinewood Lane From CSAH No. 51 To 400 Feet North Of Pinewood Circle And The Sanitary Sewer In The Alley Between Main Street And Second Southwest Between Seventh Avenue And CSAH No. 34, Perham, Minnesota.”

#### **APPROVE OTTER TAIL COUNTY AGREEMENT**

Mayor Meehl stated Council may wish to approve an agreement with Otter Tail County for repair and replacement of County State Aid Highway No. 8.

On a Motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the agreement with Otter Tail County for repair and replacement of County State Aid Highway No. 8.

#### **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: City of Perham for \$14.10; Mark Ebeling for \$825.00; Farnam’s NAPA for \$151.49 and \$87.39; Forum Communications for \$740.90; Frontier Energy for \$835.00; Hendrickx Electric for \$60.00; Ben Holzer Unlimited Water for \$21.00, \$14.00, and \$72.00; Hotsy Minnesota for \$470.60; Kinect Energy for \$239,914.52; Krekelberg Law Firm for \$56.00, \$462.00, \$336.00, \$224.00, \$490.00, \$210.00, \$182.00, \$70.00, \$938.00, \$812.00, and \$1,022.00; Lagmitz Paper for \$1,500.00; Leighton Broadcasting for \$500.00; Little Bear Towing for \$112.00; Marco Technologies for \$205.77, \$188.58, and \$200.79; Mike’s Lock & Key for \$112.50; Nardini Fire Equipment for \$411.25; Otter Tail Power for \$57,125.99; Ramstad Skoyles & Winters for \$150.00; Service Food for \$23.97 and \$73.11; Steve’s Sanitation for \$116.91; Swanson’s Repair for \$201.85; and Verizon Wireless for \$301.97 bringing the total Unpaid City Claims to \$2,451,272.39.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$2,658,199.65 for July 2021.

### **PERHAM TOWNSHIP SEALCOATING**

Mayor Meehl stated Council may wish to approve a request by Perham Township to cost share the expense of sealcoating 450<sup>th</sup> Avenue. Kevin Keil representing Perham Township noted the different philosophy regarding timing of sealcoating. Berube noted that the City has no stated policy but typically follow MNDOT's recommendation of seven years. Council Member Schmidt stated the issue should've been discussed prior to the sealcoating being done as the Township has yet to pay the City for their part of the reconstruction of 450<sup>th</sup> Avenue. Lehmkuhl and City Manger Smith also noted sealcoating voids the warranty on the roadway and miscommunication meant that sealcoating was not included in the bid documents.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council declined to pay Perham Township for the sealcoating of 450<sup>th</sup> Avenue.

### **AUTHORIZE WATER RESTRICTIONS**

Mayor Meehl stated Council may wish to approve a resolution to authorize water restrictions. City Manger Smith noted the public will be informed via the City website, Facebook, and radio.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2021 – 37 entitled "Watering Use Restrictions."

### **\*DISGRUNTLED BREWING REQUEST FOR USE OF CITY STREETS**

Council approved a request by Disgruntled Brewing for use of City streets during Disgruntled Daze on September 11, 2021 for the 6<sup>th</sup> Annual "Beer Run."

### **\*ACCEPT RIFLE RANGE DONATION**

Council approved Resolution 2021 – 38 entitled "Resolution In the Matter of Accepting A Donation For The Rifle Range, Perham, MN" to accept a donation from the MN Deer Hunters Association/EOT Chapter for \$9,000 for the Rifle Range.

### **\*ACCEPT RIFLE RANGE IN-KIND SERVICES DONATION**

Council approved Resolution 2021 – 39 entitled "Resolution In the Matter Of Accepting A Donation For The Rifle Range, Perham, MN" to accept an in-kind services donation valued at \$1,454.50 from Apex Engineering for the Rifle Range project.

**\*LODGING TAX BOARD APPOINTMENT**

Council approved the appointment of Jesse Krueger to the Lodging Tax Board to replace Arnie Thompson.

**\*FIRE DEPARTMENT**

Council authorized the use of alcohol at the Perham Emergency Services Building for August 25, 2021 in conjunction with the Fire Department summer picnic.

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

Council accepted the PACC's Financial Reports for June 2021.

**\*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 2021.

**APPROVE BONGARDS REZONING REQUEST**

Mayor Meehl stated Council may wish to approve a request from Bongards Creameries to rezone designated parcels in Newcomb's Second Addition from Residential to Industrial. Council Member Lehmkuhl stated the Planning Commission approved the request after holding a public hearing where representatives from Bongards answered concerns regarding truck traffic and parking issues.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Ordinance 420 entitled "Rezoning Of Parcels In Newcomb's 2<sup>nd</sup> Addition To The City Of Perham, Minnesota, An Ordinance Revising Ordinance 286 Entitled Land Use (Zoning) City Of Perham, Minnesota."

**APPROVE BONGARDS VACATION REQUEST**

Mayor Meehl stated Council may wish to approve a request from Bongards Creameries to vacate designated streets and/or alleys in Newcomb's Second Addition. Council Member Lehmkuhl stated the Planning Commission approved the request after holding a public hearing with no public dissent. Council Member Spencer inquired about utilities in the area. City Manger Smith stated the utilities in the area are minimal and gas lines have been relocated.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2021 – 40 entitled “Resolution In The Matter Of Granting The Vacation Of Streets And Alleys In Newcomb’s 2<sup>nd</sup> Addition. “

**ACCEPT LOW BID/630 THIRD AVENUE SE, PERHAM**

Mayor Meehl stated Council may wish to accept the low bid for the sale and removal of a house and outbuildings located at 630 Third Avenue SE, Perham.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the bid from Jeff Haverland for \$550.00 for the house and attached garage and \$160 for the south garage.

**KALINA DAYCARE PURCHASE AGREEMENT**

Mayor Meehl stated Council may wish to approve the purchase of a daycare facility located at 773/777 Fifth Street Northeast. City Manager Smith noted a Special EDA meeting had been held and the agreement was approved and recommended for Council approval as the loss of 22 daycare spots would be detrimental to the community. The agreement is contingent upon a lease agreement with MAHUBE-OTWA to lease the building to operate as a daycare facility.

On a motion by Council Member Spencer, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the purchase of a daycare facility located at 773 and 777 Fifth Street Northeast for \$190,000.00.

**\*HRA BOARD APPOINTMENT**

Council approved appointing Gordon Przybylski to the HRA Board.

**CITY ENGINEER MONTHLY UPDATE**

City Engineer Berube gave an update on various projects.

*Westwind Fourth Addition*

Lot grading is complete and turf establishment may occur this week depending on the weather. The wear course for the roadway has been pushed back to next week, to allow for cleanup and turf ahead of the paving.

*Ninth Street Southwest*

Timing for the mill and overlay of Ninth Street Southwest from Third to Fifth Avenue will also

occur next week, following the paving of Westwind. Howard's Driveway must complete the project by August 20, 2021.

*2022 Project*

Following the agreement execution for the replacement of County State Aid Highway No. 8, design will begin for the proposed improvements to the County Road and other City Streets. Design is expected to run through March of 2022 and will include various project areas as directed by the City Council.

**AUTHORIZE PARKS MASTER PLAN RFP**

Mayor Meehl stated Council may wish to consider authorizing staff to proceed with a Request For Proposals for a Parks Master Plan.

On a motion by Council Member Spencer, seconded by Council Member Johnson and carried without a dissenting vote, the Council authorized staff to proceed with a Request For Proposals for a Parks Master Plan.

**\*APPROVAL OF STREET CLOSURE**

Council approved a request by St. Henry's for the closure of Second Street SW from Second Avenue to Third Avenue SW on August 15 for their annual festival.

**\*APPROVAL OF STREET CLOSURE**

Council approved the street closure during the construction of St. Henry's school.

**\*ST. HENRY'S BACK TO SCHOOL BASH**

Council approved the use of Arvig Park on August 29 for the St. Henry's Back to School Bash.

**INFORMATION AND ANNOUNCEMENTS**

The EMS Joint Powers Board Semi-Annual Meeting will be held on Tuesday, August 17 @ 6:00 pm at the Fire Hall.

The Committee of the Whole is scheduled for Wednesday, August 25 @ 5:15

The City Offices will be closed on Monday, September 6 in observance of Labor Day



The Annual Fire Department/Township Meeting will be held on Wednesday, September 8 @ 5:00 pm at the Fire Hall

A 2022 Budget Meeting is tentatively scheduled for Friday, September 10 @ 7 am

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

**ADJOURNMENT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 6:21 pm.

Respectfully submitted by,



Heather Hoefft  
Administrative Assistant

ATTEST:

  
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Mayor

