

# CITY OF PERHAM

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## MEMORANDUM

DATE: August 20, 2020

TO: City Council Members  
- Tim Meehl - Jim Johnson  
- Fred Lehmkuhl - Brad Schmidt  
- Eric Spencer

RE: Meeting Notice

A Council Committee of the Whole Meeting is scheduled for **August 26, 2020** in the Council Chambers **immediately following a Special Council Meeting at 5:15 pm**. This meeting is for discussion purposes only. No Council action will be taken. This meeting can also be accessed via Zoom:

### Join Zoom Meeting

Meeting ID: 236 411 3749  
Password: 9cxj8T

Our Agenda will include:

1. Call To Order
2. Approval of Minutes from July 29, 2020. (Enclosure)
3. CARES Act Funds
4. Other Business
5. Council Comments/Reports

POSTED August 20, 2020

**DRAFT**

**COMMITTEE OF THE WHOLE MEETING MINUTES  
July 29, 2020**

Mayor Meehl called the Committee of the Whole Meeting to order at 5:21 p.m. on July 29, 2020 in the Perham City Hall Council Chambers located at 125 2<sup>nd</sup> 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, Liquor Store Manager Dreger, Police Chief Hoaby, EDA Director Murdock, Librarian Ladwig and Administrative Assistant Hoeft.

Others present: City Engineer Jade Berube

**CGMC Presentation/Elizabeth Wefel**

Elizabeth Wefel, representing the Coalition of Greater Minnesota Cities (CGMC), explained that CGMC is made up of 102 cities across the state working together on issues such as LGA/property taxes, economic development, annexation and land use, transportation, environment and energy, and labor and employment.

CGMC's goals pre-COVID were:

- A bonding bill of at least \$1.5 billion
- Advance inflation/population growth proposal for LGA
- Building on 2019 childcare progress, and;
- Advance strategy on PFAS chemicals

Goals after COVID are:

- A large bonding bill
- CARES Act support for local governments
- New childcare challenges
- Small business grants legislation, and;
- Working proactively to protect LGA

CGMC has helped cities navigate the pandemic by:

- Creating resources on their website
- Hosting four labor and employment webinars
- Sending multiple informational emails
- Hosting webinar on state budget
- Surveying city leaders to gauge top concerns
- Increasing production of newsletter, and;
- Hosting a Zoom meeting with Governor Walz

Wefel reviewed the CARES Act as well as the importance of the bonding bill. Wefel informed Council and staff about Per- and Polyfluoroalkyl substances (PFAS). PFAS are pervasive “forever” chemicals linked to health concerns and found in bodies of water across the state. CGMC has partnered with the League of Minnesota Cities on a three-pronged approach to:

- Identify main sources of PFAS in wastewater
- Identify source reduction strategies
- Educate wastewater professionals and public ways to prevent PFAS from entering waste stream.

\$500,000 has been sought for this initiative. Unfortunately, COVID-19 has killed most spending bills, including this one.

Wefel also reviewed the State’s response to the childcare crisis during COVID and State budget projections. Looking ahead to 2021:

- November elections could shift power dynamics
- Pandemic may continue to impact the economy and legislative process
- Protecting LGA will be a top priority
- Bonding bill push may be necessary
- Continue to lay groundwork for successful session

Upcoming CGMC events include the Fall Conference in Willmar November 19 – 20, 2020; Legislative Action Day in St. Paul January 27, 2021; and the Summer Conference in Red Wing July 28 – 30, 2021.

### **Approval of Minutes**

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the meeting minutes for June 24, 2020.

### **Council Comments/Reports**

Administrative Assistant Hoeft stated filing opened Tuesday for the Mayor and two Council seats. The filing period goes through August 11, the day of the Primary Election. Hoeft also stated that James Gritz was hired to replace Police Chief Hoaby beginning August 24 and applications are also being accepted until August 12 for a new Natural Gas Operator to replace Scott Wallace.

Finance Officer Stokke stated the annual TIF reports are due the end of this week.

EDA Director Murdock stated work continues on development agreements with Victory Estates, and the multi-use development. The EDA approved a GAP loan for the new buyer of the Gathering Grounds. A meeting is setup for mid-August to discuss the proposal for a digital billboard on the current EDA billboard site and thirty-five applications have been received for the Small Cities Development Program. The application deadline is November 17.

Librarian Ladwig stated the summer reading program will be ending this week. Online virtual programs will begin in August and September. The Library has received several good comments on the picture book parade along the walking path in Arvig Park.

Liquor Store Manager Dreger stated sales for the month of July should be over \$600,000, which is an increase of over \$500,000 for the year compared to last year. June Operating Income increased \$33,000 and year to date \$108,000.

Public Works Director Schossow stated it's been a busy summer with about thirty-five new gas customers installed and about fifteen yet to install. Mowing/trimming has been going well with a good group of seasonal employees.

Police Chief Hoaby stated it's been a busy summer with an average number of calls. As this was Hoaby's last Committee of the Whole meeting, he thanked Council and staff for their support of the Police Department.

City Engineer Berube stated he's been sending out a weekly update on the Industrial Park project. Contractors will be out of the main areas of the project this week and will move to the new extension of Sixth Street, north of the City Shop to install a new sewer main to provide service along the new roadway. Rebuilding of the road on Seventh Avenue and Second Street has started. Stripping for the trail along Coney has also begun.

Council Members Johnson and Schmidt both expressed thanks to Police Chief Hoaby for his years of service to the City.

City Manager Smith stated CARES Act funding has been received and remodeling of the City Office entrance will begin in the next week or two. Work is being done on the preliminary budget for end of September approval. Smith discussed the uncertainty of the State's budget forecasting. Smith is hopeful that demolition of the old high school will begin mid-August. DEED, who is administering the grant used to fund the HUB project, must authorize the grant agreement before work can begin.

### **Adjournment**

There being no further business to discuss, Mayor Meehl adjourned the meeting at 5:59 pm.

Respectfully submitted by:

Heather Hoeft  
Administrative Assistant

**Committee of the Whole  
Landmark Liquors  
August 2020**

**To: Mayor and Council Members**

**From: Bob Dreger**

**July was easily the highest volume month in the history of Landmark Liquors. The previous high sales month was July 2019, but we blew that one away by almost \$90,000! Sales this July were \$605,140 compared with \$515,387 last July.**

**Year to date, after July, we are up over half a million dollars in sales. The increase is \$543,191, which is 26.6%!**

**Department sales for July were as follows:**

**Beer +17.5%**

**Liquor +17.4%**

**Wine +13.8%**

**July customer count was up by 1,121 customers, a 6.6% increase. Dollars per transaction rose from \$30.20 last July to \$33.28 this year.**

**Our outside fences around our HVAC units and trash cans look good with a fresh coat of paint.**

8/17/20

## LIBRARIAN'S REPORT

For: August Committee of the Whole Meeting

### GENERAL OPERATIONS:

- During the month of July there were 3517 items checked out physically. This is a 37% decrease from July 2019 but an 50% increase over last month. There were 901 electronic items checked out in July.
- Traffic has picked up slightly as we've continued to be open.
- All staff and library users are required to wear masks inside the library building in adherence with the Governor's recent mandate. Previously, library staff were already wearing masks whenever working in the public areas of the building and we had signs up asking library users to wear masks as well. Now, however, it is required in all areas of the building. We really haven't had too many complaints. We do have disposable masks available for people who come in without a mask and we continue to offer curbside pickup for anyone who does not want to enter the building.
- It is budget time and I have been working on the 2021 budget proposal.

### PROGRAMMING:

- **Story Time:** Currently story time is a weekly display in our park-side window called "Window To Story Time." A craft and activity are included and are available in a plastic bin outside. We see families stop at the window and read the book together and do the activities. Typically, we use the number of craft supply bags that are taken each week as an indicator of the "use." Generally, there are between 10-15 craft bags taken each week.
- **Picture Book Parade** on the Arvig Trail will continue through the month of August. The display is out every Thursday, weather permitting.
- **Book Club:** The August book club was held at Krauss Park. We are planning for one last outdoor book club meeting in September and then we will return to online meetings. The September book club selection is The Moment of Lift by Melinda Gates.
- **Bookmark Design Contest:** Andrew developed a bookmark design contest originally as a part of the Summer Reading program. We decided to expand the activity and ask for teens and adults to submit entries, as well. The resulting entries are on display in the library for community-voting with the winners being professionally printed and distributed at the library. The winners will win the eternal gratitude of the library and bragging rights.
- **One Book One Minnesota** is a state-wide reading activity. They began earlier this spring by encouraging all Minnesotans to read the children's book Because of Winn Dixie by Kate DiCamillo. For the summer and fall the featured book is A Good Time for the Truth: Race in Minnesota edited by Sun Yung Shin. There are a variety of activities being done online for participants and we are co-hosting a local regional event on September 1 via Facebook Live.
- **Fall Programs:** We do have a couple of upcoming adult programs scheduled for mid-August and later October. These were originally intended to be in-person activities but they have been altered by their performers to be presented in an online environment. The first in August is musician Laura MacKenzie presenting a concert of Scottish music called "The Outlander Series and Traditional Scottish Music." This event will be on Monday August 17. This is actually the first virtual library Legacy-sponsored performance in the Viking region so Viking is watching this activity closely to see what works and what doesn't. The second program will be held in October in collaboration with Viking Library System and will be an author event based on the Minnesota Book Awards. We also have several virtual programs scheduled for later in November and January.

**EDA UPDATE**  
**Economic Development Authority**  
**August 25, 2020**  
**Nick Murdock, EDA Director**

## **HOUSING DEVELOPMENT**

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**Victory Estates** – The Kerns have inquired about changing the phases of development so that phase 1 will consist of 12 buildable lots. The TIF analysis for that option came back positive. They also asked if we could defer the assessments from the Coney Street project on the 10 or so lots that have frontage. We received confirmation from Ehlers that the Coney Street assessments would be a qualified TIF expense. The next steps on this project will be re-evaluating the development covenants and to start putting together the development agreement.

**Multi-Use Developers** – We’ve been talking with representatives from EPIC regularly. We had two approvals at this month’s council meeting, one being the interfund loan resolution and the other the preliminary development agreement. We are still waiting on getting the signed PDA back from EPIC. A variance application was sent to the developers to address the proposed building height; we haven’t received anything back from them. They are still working on securing property; we have made contact with the property owners. The current layout has a footprint of just under 10k sq./ft and the number of rental units available is approximately 44. We met with representatives from EPIC and Bongards to look at potential temporary spaces for the Bongards retail store; one option was clearly the favorite.

**Twin-homes** - The developers have finished with most of the infrastructure install and they have started foundation work. Things are moving very fast over there. Everything seems to be on schedule for them to have units available this year. I spoke with the rental manager and as of 8/14, 18 of the 40 new units were spoken for.

**Park Infrastructure Grant** – A grant opportunity we’ve been waiting for has opened. It would involve the updating of the wastewater lift station that services the trailer park.

## **COMMERCIAL DEVELOPEMNT**

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**Golf Course** - The golf course continues to stay busy. The Golf Board is working with PBC LLC and things are going well. Bylaws and financial review will be taking place in the coming months.

**Gathering Grounds** – The closing for the loan that was approved for Gathering Grounds last month has been delayed by some title issues. They have been closed for a couple weeks now and are not planning on opening back up until the closing has happened. Last I talked with Ashlea, the new owner, she thought it would be closer to the end of August before they could close on the loans and open back up.

**Bongards** - I’ve been in contact with one of their managers and talking about an ethanol generator that was pitched to me. This generator would take their waste cheese whey and convert it into ethanol and other useful products like cattle feed. Bongards has already started the process of testing a digester which could reduce the smell of their ponds and seemed interested in the generator idea but were already invested in the digester.

## PROJECTS

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**Digital Billboard** - We received a proposal from JH signs/Lakes Advertising to construct, manage, and maintain a digital billboard on the current EDA billboard site. A meeting was held with all stakeholders present. Discussion was centered around the cost and management of the digital sign. Three of the four initial partners in the project are still interested. Lakes Advertising was tasked with coming up with a more accurate price so that negotiations could move forward with the remaining partners.

**PACC/HUB Fit-Up** - The project is making progress. The DEED grant for the bonding money has been submitted and we are currently waiting on the state to give the green light for demo. The demo is slated to start in August, with the rest of the HUB being bid out in September/October. The PACC design and budget has been approved by the City Council and is expected to begin advertising for bids in late fall or early winter. The fundraising group is reconfirming pledges and we are working on updated Sales Tax data to get a better picture of revenues we can capture for the project. Things continue to move, just a little slower.

**Industrial Park Project** — Things continue to progress in the East Industrial Park. Construction managers have been communicating with residents and businesses regularly through email which has been great. Pretty much everyone involved gets updates on the project and when to expect detours to happen.

## PROGRAMS

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**OTC Housing Tax Abatement Program** - This was approved by the City Council at their March meeting. We are now an active participant in the program. We still have not seen any applications for this program.

**Small Cities Development Program** - We have started planning an application for the SCDP. The process involves gathering public interest in the program and submitting a preliminary application in November. If we are selected, the final application would be due in February. Homeowner interest surveys were mailed with the July and August utility bills. So far, we have received 46 homeowner surveys, one commercial and 6 rental rehab interest surveys. Commercial surveys will be distributed by the end of September.

**MIF/Down Payment Assistance Program** - The program is still working and has interest. To date, we have loaned out \$65,000 for 7 home purchases. The loan slated to be funded at the end of July was cancelled by the buyers. Another application came in shortly after that and is scheduled to close on September 14<sup>th</sup>. We have started the process of tracking down the old HRA DPA program funds that have been returned. The initial purpose of these funds was to create a revolving DPA loan fund. Once we have an accurate amount, we will want to look at this program and decide what it should look like in the future.

**COVID 19** - The States Small Business Relief Grant recipients have been contacted; I know of one Perham business that was selected for a \$10k grant. The County has 4 million dollars ear marked for business assistance and will have a meeting on August 18<sup>th</sup> to decide what their assistance programs will look like. Once we have that information, the City could decide to use a portion of their CARES money to fill in any gaps left by the County programs.



## Committee of the Whole Report

To: Mayor and Council Members  
From: Patti Stokke  
Date: 8/18/2020

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Our annual Tax Increment Financing (TIF) reports have been submitted to the State of Minnesota. Ehlers and Associates will be assisting us in the preparation of these reports.

Budget season is here. We have been working through the budget process in our upgraded software. Most department heads have submitted their budget requests. We are in the process of reviewing these requests and working on the 2021 tax levy.

We have slowly been implementing the miTime feature for each department. There seems to be a few more bugs with this module, but we are working through them. The miTime will allow for computerized timecards rather than handwritten. The computerized timecards will go directly into our system, so they do not have to be reentered.

Energy Insights continues to work with the industries and commercial customers on energy saving incentives. They will be in town Wednesday, August 19<sup>th</sup> to visit with the industries.

We are working on the semi-annual City Newsletter. This addition will be for the months of September 2020-March 2021. The newsletter will be included in the next utility bill.

Due to COVID-19 we continue to extend the Cold Weather Rule and are working with our customers if payment agreements are needed. We have seen very little effects on the utility payments regarding COVID-19. We have not been applying penalties to late payments during this time.

We have been shorthanded, so we are learning and remembering new things/tasks daily. We are staying very (overly) busy. We appreciate the great team we have and everyone's willingness to pitch in when needed. THANK YOU!!

All other business is as usual.

If you have questions please give me a call at 346-9797, stop in, or send an email to [pstokke@cityofperham.com](mailto:pstokke@cityofperham.com).

ICR #	DATE	TIME	Call Type	Description	Badge
20022338	20-Jul	9:25 AM	Theft/Fraud	Perham merchant reported gas drive-off	143
20022365	20-Jul	12:24 PM	Assist - Public	Responded to Perham address for noise complaint	143
20022427	20-Jul	6:55 PM	Accident - Property Damage	Car vs. bike accident at 3rd St SW/3rd Ave Sw; no injuries	143
20022442	20-Jul	10:09 PM	Assist - Public	Perham resident reported vehicle blocking garage	145
20022511	21-Jul	2:56 PM	Animal Bite	Responded to Perham Health for report of dog bite	143
20022531	21-Jul	4:53 PM	Suspicious Activity	Caller reported suspicious activity; all okay	143
20022537	21-Jul	5:19 PM	Animal Call	Perham resident found dog at large	143
20022539	21-Jul	6:30 PM	Accident - Property Damage	2 vehicle crash at SE 3rd Ave/SE 3rd St; no injuries	148
20022543	21-Jul	6:59 PM	Harassment/Stalking	Responded to Perham address for civil dispute; advice given	148
20022549	21-Jul	7:23 PM	Assist - Public	Perham resident requested a standby for personal paper service	148
20022617	22-Jul	10:12 AM	Traffic - Warning	Issued verbal warning for speed	143
20022636	22-Jul	1:03 PM	Traffic - Warning	Issued verbal warning for speed	143
20022639	22-Jul	1:22 PM	Animal Call	Perham resident found cockatiel on their property	143
20022654	22-Jul	3:59 PM	Child Neglect/Abuse	Complainant reported observing unattended child on private property	143
20022660	22-Jul	4:38 PM	Animal Call	Caller reported dog at large; unable to locate	143
20022672	22-Jul	5:51 PM	Suspicious Activity	Caller reported 2 adults camping on private property	143
20022706	22-Jul	9:44 PM	Animal Call	Transported stray kitten to Lakeland Vet Hospital	148
20022728	23-Jul	8:12 AM	Accident - Property Damage	2 vehicle crash at SW 2nd Ave/SW 2nd St; no injuries	149
20022756	23-Jul	11:15 AM	Nuisance	Follow up on nuisance property complaint	149
20022803	23-Jul	4:28 PM	Suspicious Activity	Perham resident reported suspicious activity; all okay	149
20022811	23-Jul	6:20 PM	Welfare Check	Caller requested welfare check on Perham resident; adult female transported for evaluation	148
20022901	24-Jul	11:10 AM	Business Check	Complainant reported businesses blocking sidewalk with merchandise	149
20022928	24-Jul	1:58 PM	Theft/Fraud	Perham merchant reported rented equipment not returned	149
20022972	24-Jul	6:45 PM	Suspicious Activity	Caller reported suspicious activity; all okay	148
20023011	24-Jul	10:11 PM	Alarm - Burglary	Responded to Perham address for burglary alarm; no signs of activity	148
20023052	25-Jul	7:16 AM	Welfare Check	Caller requested welfare check on Perham resident; all okay	149
20023054	25-Jul	7:19 AM	Weather Related Calls	Mainhole cover missing; cover replaced and area coned off	149
20023068	25-Jul	10:10 AM	Animal Call	Transported dog at large to Lakeland Vet Hospital	149
20023084	25-Jul	1:21 PM	Theft/Fraud	Perham resident reported theft of personal property	149
20023108	25-Jul	4:50 PM	Disturbance	Caller reported two adult males yelling loudly on public sidewalk; all okay	149
20023192	26-Jul	7:12 AM	Animal Call	Transported dog at large to Lakeland Vet Hospital	149
20023214	26-Jul	12:00 PM	Accident - Property Damage	Complainant reported vehicle backed into while in private parking lot; suspect vehicle left the scene	149

ICR #	DATE	TIME	Call Type	Description	Badge
20023419	27-Jul	8:59 PM	Domestic - Verbal	Complainant reported individuals yelling behind building; parties were separated	145
20023463	28-Jul	9:58 AM	Animal Call	Report of dog at large; owner arrived to retrieve animal	143
20023467	28-Jul	10:49 AM	Welfare Check	Referred to appropriate agency	143
20023510	28-Jul	3:24 PM	Juvenile	CONFIDENTIAL	143
20023530	28-Jul	5:02 PM	Theft/Fraud	Perham resident reported theft of personal property	143
20023575	29-Jul	3:42 AM	Suspicious Activity	Caller reported suspicious activity; all okay	147
20023636	29-Jul	4:21 PM	Assist - Public	Complainant reported businesses blocking sidewalk with merchandise	143
20023637	29-Jul	4:22 PM	Alarm - Burglary	Responded to Perham address for burglary alarm; all okay	143
20023676	29-Jul	9:50 PM	Traffic - Warning	Issued verbal warning for stop sign violation	145
20023683	29-Jul	10:54 PM	Suspicious Activity	Caller reported possible trespassing on private property; unable to locate	145
20023773	30-Jul	6:23 PM	Disturbance	Responded to Perham address for verbal dispute; parties were separated	148
20023783	30-Jul	7:49 PM	Traffic - Ticket	Citation issued for Driving After Revocation	148
20023804	30-Jul	11:06 PM	Nuisance	Caller requested extra patrol due to fireworks in residential neighborhood	148
20023817	31-Jul	2:02 AM	Domestic Assault	Responded to Perham address for report of domestic assault	148
20023833	31-Jul	8:07 AM	Handgun Applications	Processed Minnesota Uniform Firearm Application	140
20023874	31-Jul	1:15 PM	Parking Complaint	Complainant reported pontoon parked on residential street for prolonged time	149
20023983	31-Jul	9:36 PM	Welfare Check	Caller requested welfare check on unattended child; all okay	148
20023985	31-Jul	9:39 PM	Nuisance	Received report of Perham resident burning prohibited material in fire pit	148
20024012	31-Jul	11:10 PM	Traffic - Warning	Issued verbal warning for stop light violation	148
20024021	1-Aug	12:01 AM	Suspicious Activity	Perham resident reported suspicious vehicle; unable to locate	148
20024059	1-Aug	10:05 AM	Nuisance	Complainant reported neighbor playing loud music; offender agreed to turn music down	149
20024062	1-Aug	10:45 AM	Lost & Found	Party turned in wallet found near Perham business; wallet returned to owner	149
20024116	1-Aug	4:25 PM	ATV Complaint	Caller reported juveniles riding gokarts on residential street	149
20024132	1-Aug	6:14 PM	Traffic - Warning	Issued verbal warning for stop sign violation	148
20024158	1-Aug	8:12 PM	Alarm - Holdup	Responded to Perham business for silent holdup alarm; adult male was trespasssed from property	148
20024177	1-Aug	9:39 PM	Driving While Intoxicated	Adult female arrested for 4th Degree DWI and Driving After Revocation	148
20024195	2-Aug	12:35 AM	Suicide - Attempt/Threat	Caller requested welfare check on suicidal adult male; all okay	148
20024206	2-Aug	2:04 AM	Nuisance	Perham resident reported neighbor being loud; offender agreed to keep voices down	148
20024274	2-Aug	5:39 PM	Information for Officers	CONFIDENTIAL	149

ICR #	DATE	TIME	Call Type	Description	Badge
20024360	3-Aug	11:45 AM	Theft/Fraud	Perham merchant reported theft of merchandise	149
20024418	3-Aug	6:57 PM	Traffic - Warning	Issued verbal warning for failure to maintain lane; no signs of impairment	145
20024437	3-Aug	9:35 PM	Unlock	Unlock without incident	145
20024533	4-Aug	4:30 PM	Harassment/Stalking	Perham resident reported possible harassment	143
20024567	4-Aug	9:28 PM	Animal Call	Call of possibly maltreated dog; unfounded	147
20024619	5-Aug	10:58 AM	Assist - Public	Assisted adult living facility with uncooperative resident	143
20024643	5-Aug	2:19 PM	Animal Call	Issued City Ordinance Violation for Dog at Large	143
20024696	5-Aug	4:30 PM	Disturbance	Responded to Perham address for verbal dispute; parties were separated	143
20024739	5-Aug	10:10 PM	Disturbance	Responded to Perham address for verbal dispute; parties were separated	145
20024753	5-Aug	11:28 PM	Nuisance	Complainant reported large bonfire and loud party; unfounded	145
20024776	6-Aug	7:59 AM	Traffic - Warning	Issued verbal warning for speed	143
20024777	6-Aug	8:04 AM	Traffic - Warning	Issued verbal warning for speed	143
20024819	6-Aug	2:05 PM	Traffic - Warning	Issued verbal warning for speed	143
20024859	6-Aug	6:33 PM	Nuisance	Complainant reported loud music coming from vehicle for extended period of time; unfounded	145
20024860	6-Aug	6:35 PM	Suspicious Activity	Perham merchant reported suspicious activity; all okay	145
20024873	6-Aug	8:33 PM	Welfare Check	Referred to appropriate agency	145
20024914	7-Aug	8:48 AM	Road/Street Hazard	Caller reported adult male riding 3-wheel bike weaving into traffic	143
20024938	7-Aug	1:48 PM	Harassment/Stalking	Perham resident reported harassment and threats made via social media	143
20025005	7-Aug	10:13 PM	Suspicious Activity	Perham resident reported suspicious activity; all okay	145
20025048	8-Aug	1:53 AM	Disturbance	Responded to Perham residence for disturbance; all okay	145
20025173	8-Aug	9:37 PM	Assist - Public	Assisted party with disabled vehicle	145
20025182	8-Aug	10:17 PM	Traffic - Warning	Issued verbal warning for no headlights	145
20025192	8-Aug	11:46 PM	Drunk	Responded to Perham business for report of adult male who fell, possibly unconcious	145
20025230	9-Aug	10:17 AM	Alarm - Burglary	Responded to Perham address for burglary alarm; false alarm	149
20025238	9-Aug	11:00 AM	Assault Report	Caller reported an assault occurring the previous night at a Perham business	149
20025266	9-Aug	3:30 PM	Information for Officers	Received information regarding repossession of vehicle	149
20025278	9-Aug	5:22 PM	Child Custody Issued	Caller reported child custody issue; report for documentation	149
20025307	9-Aug	10:05 PM	Suspicious Activity	Caller reported suspicious party; unable to locate	148

ICR #	DATE	TIME	Call Type	Description	Badge
20025325	10-Aug	4:39 AM	Assistance	Assisted Otter Tail County Sheriff's Office with motorcycle accident	148
20025330	10-Aug	6:23 AM	Check - NSF	Perham merchant reported receiving check written on closed account	149
20025423	10-Aug	5:10 PM	Theft/Fraud	Perham resident reported theft of personal property	145
20025451	10-Aug	7:55 PM	Traffic - Warning	Issued verbal warning for stop sign violation	145
20025503	11-Aug	9:44 AM	Burglary Report	Perham resident reported possible burglary of residence	149
20025517	11-Aug	12:30 PM	Theft/Fraud	Perham resident reported theft of personal property	149
20025559	11-Aug	4:43 PM	Theft/Fraud	Perham merchant reported theft of employee personal property	149
20025613	11-Aug	11:54 PM	Welfare Check	Caller requested welfare check on Perham resident; all okay	147
20025626	12-Aug	7:27 AM	Traffic - Warning	Issued verbal warning for loud exhaust	143
20025655	12-Aug	12:46 PM	Traffic - Warning	Issued verbal warning for speed	143
20025665	12-Aug	1:45 PM	Theft/Fraud	Perham merchant reported gas drive-off	143
20025706	12-Aug	4:42 PM	Traffic - Warning	Issued verbal warning for speed	143
20025714	12-Aug	5:33 PM	Theft/Fraud	Perham resident reported theft of personal property	143
20025715	12-Aug	5:37 PM	Assist - Public	Assisted adult female with disable vehicle in roadway	143
20025719	12-Aug	6:49 PM	Assist - Public	Caller reported juveniles riding go-kart on residential street; unable to locate	147
20025795	13-Aug	2:36 PM	Traffic - Warning	Issued verbal warning for speed	143
20025820	13-Aug	5:39 PM	Domestic - Verbal	Responded to Perham residence for verbal dispute; all okay	143
20025824	13-Aug	6:49 PM	Assistance	Assisted Becker County Probation with probation violation	147
20025859	13-Aug	10:35 PM	Traffic - Ticket	Citation issued for Driving Without a License	147
20025927	14-Aug	10:10 AM	Theft/Fraud	Perham resident reported theft of personal property	143
20025985	14-Aug	6:52 PM	Theft/Fraud	Complainant reported possible identity theft	148
20025995	14-Aug	7:58 PM	Assistance	Assisted Minnesota State Patrol and Otter Tail County Sheriff's Office with car crash	148
20026014	14-Aug	9:54 PM	Assist - Public	Responded to Perham business for disturbance; all okay	148
20026085	15-Aug	3:05 PM	Traffic - Ticket	Citation issued for Speed	143
20026096	15-Aug	4:16 PM	Assist - Public	Report of adult male passed out in residential neighborhood; all okay	143
20026169	16-Aug	2:22 AM	Nuisance	Caller reported loud music and flashing lights; party agreed to turn it down	193
20026189	16-Aug	11:02 AM	Burglary Report	Property manager reported property missing from maintenance room at apartment building	149
20026194	16-Aug	11:54 AM	Lost & Found	Party turned in credit card found; returned to owner	149
20026210	16-Aug	2:12 PM	Theft/Fraud	Perham resident reported theft of personal property	149
20026222	16-Aug	4:58 PM	Assist - Public	Assisted Perham resident with property exchange	149
20026255	16-Aug	5:20 PM	Child Custody Issues	Assisted Perham resident with child custody issues; documentation only	149

## Public Works Committee of The Whole Report August 2020

Water usage for the month of July was **49.525 MG for an average of 1.599 MGD**. The usage is about 2 million gallons more than last year. The flows have increased over the last couple of months. The highest daily usage was 1.882 MG.

Wastewater flow for July was **24.622 MG for an average of 0.794 MGD**. The flow is up by 1,800,000 gallons compared to July 2019. There were **four (4)** Industries that were out of the agreement limits that they agreed to, which resulted in penalties being charged. The limits that were over came in the TSS loading, Flow, Oil & Grease and pH. 1 Industry was over on 3 of their limits. These violations will start causing issues at the ponds, if the industries do not get the discharges under control. The loading going to the ponds is still within the limits. Irrigation on the fields is going well. We have had to replace a pump motor and a few other small items so far this year.

The routine sweeping of Main Street on Mondays and then going into the neighborhoods on a schedule is happening. Downtown street painting is almost done. Potholes are being patched as they show up. The gravel streets are getting bladed on a routine basis.

The mowing has never slowed down this year but the crew we have has done a good job of keeping up with it. 2 of my seasonal workers have headed back to college and now down to 2.

The gas area has stayed busy. The leak survey for Battle Lake was completed. There have been a few meters upgraded in the downtown area. New installs scheduled to go in this month was around 20 at this time. The new VGB meter reading system has been working great. Our time before to read the out of town gas meters as a day and a half, but now has been cut down to ½ day. We are beginning to incorporate the meters that can be read electronically with the VGB and eventually the whole town will be read with this system in the future.

Jeremie Schossow  
Public Works Director

## **HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES, July 08, 2020 – 8:00 A.M.**

A meeting of the Housing and Redevelopment Authority was held July 08, 2020. Members present were Neil Wrangham, Lori Mattfeld, Brad Schmidt, Kitty Krueger, and Jaclyn Ziemke. Also present was Assistant Director Hope Williams.

### **Call to Order**

Wrangham called the meeting to order at 8:01 a.m.

### **Approval of the Agenda**

The agenda was approved as presented on a motion by Ziemke which was seconded by Mattfeld and passed without dissent.

### **Public Hearing - Approval of the 2020 Annual Plan, 2021 Operating Budget, and FY 2019-2023 Capital Fund Five Year Action Plan**

The annual plan, and five-year action plan, and operating budget were reviewed by Williams and were approved as presented on a motion by Schmidt which was seconded by Krueger and passed without dissent.

### **Approval of Minutes**

The June 10, 2020 meeting minutes were approved on a motion by Ziemke which was seconded by Mattfeld and passed without dissent.

### **Financials**

The Financials were reviewed by Williams and were approved by Schmidt which was seconded by Ziemke and passed without dissent.

### **Approval of Bills**

July payables, for Lakeland checks #12597 through #12619 and HRA check #2432, was approved on a motion by Ziemke which was seconded by Krueger and was passed without dissent.

### **Capitalization Policy**

Williams reviewed the Capitalization policy, which was approved on a motion by Krueger and was seconded by Mattfeld which was passed without dissent.

### **Public Comment**

There was no one from the public to comment.

### **Update Report**

Williams mentioned that the camera system will start to be installed within the following weeks. She also stated that cable has been turned off and tenants have been finding other options to watch TV. No new tenants have expressed concern regarding the cable. Williams also mentioned that there still is occasionally a urine smell on the third floor of Lakeland, but it is hard to find where it is coming from and it is still under investigation.

### **Adjournment**

There being no further business to discuss, the meeting was adjourned at 8:21 a.m.

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Neil Wrangham, Chair

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Hope Williams, Assistant Director

**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
July 20, 2020**

**MEMBERS PRESENT**

Board members present were Charlie Cavanagh, Chuck Hofius, Denise Schornack, Brad Schmidt, David Arvig, and Tim Meehl. Also present were City Manager Jonathan Smith, Financial Officer Patti Stokke, EDA Director Nick Murdock, and EDA Assistant Hope Williams. Curt Osterfeld was absent.

**CALL TO ORDER**

Cavanagh called the meeting to order at 7:00 a.m.

**APPROVAL OF MEETING MINUTES**

The June 23, 2020 meeting minutes were approved by, Schmidt seconded by Arvig, and passed without dissent.

**APPROVAL OF FINANCIAL STATEMENTS**

Stokke reviewed June's financials. Murdock reviewed the delinquent loans. The June financials were approved by Schornack, seconded by Meehl and passed without dissent.

**GATHERING GROUNDS LOAN**

Murdock discussed the Gathering Grounds loan. The board expressed a concern on loaning the full \$102,697.00, because the buyer does not have a lot of liquid assets. There was also some questioning of the valuation given to the business assets. The board sees the loan being a risk and would like to either finance 1/3 of the \$102,697.00 or \$50,000.00. The offer that the EDA will finance 1/3 of the \$102,697.00 or max of \$50,000.00 was approved by Schornack, which was seconded by Arvig and passed without dissent. Cavanagh abstained from the vote and discussion.

**UPDATE REPORT**

Murdock discussed that Victory Estates is still in the works, the Multi-Use Development is currently acquiring property, and the Roach development has already started construction and is working quickly. JH Signs has submitted a proposal for the digital billboard. Bongards is still trying to acquire property for future expansion. The City has promoted an application for the Small Cities Development Program and has had good feedback

**ADJOURNMENT**

With nothing further to discuss, the meeting adjourned at 7:41 a.m.

Respectfully submitted,

Hope Williams

City of Perham  
**PLANNING COMMISSION MINUTES**  
July 21, 2020  
City Hall

Commissioners present were Dale Tellinghuisen, Kevin Keil, Tony Stoll, Fred Lehmkuhl, Jen Hanson, and Mitch Anderson. Staff present were City Manager Jonathan Smith, EDA Assistant Hope Williams, and EDA Director Nick Murdock. Arnie Thompson was absent.

**Call to Order**

Chairman Tellinghuisen opened the regular meeting at 7:28 a.m.

**Approval of the Agenda**

Chairman Tellinghuisen reviewed the agenda, which was approved by Commissioner Keil, seconded by Commissioner Lehmkuhl, and passed without dissent.

**Approval of Meeting Minutes**

The May 19, 2020 meeting minutes were approved as presented on a motion by Commissioner Anderson, which was seconded by Commissioner Hanson, and passed without dissent.

**Review of Building Permits**

The May and June building permits were reviewed. The value of residential projects in May was \$3,382,319.00 and the value of commercial projects was \$50,000.00 for a May total of \$3,432,319.00. The value of residential projects in June was \$76,600.00 and the value of commercial projects was \$0.00 for a June total of \$76,600.00.

**Other**

Smith stated that the City may look at changing the percentage of impervious that is allowed on a property. It is currently 30% and that is strict compared to surrounding communities. Smith also mentioned that the Airport Master plan can be found on the City website. Perham Health and a Place 2 Belong bought a house in a residential area and are looking into how it could be used. A conditional use may be seen soon. Victory Estates are working on a development agreement, where they have four different floor plans. The Roach Development is going up quickly. Epic with the mixed-use development is still working hard, they are currently trying to acquire property and find a solution for the amount of parking spots needed.

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 7:53 a.m.

Respectfully submitted by,

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Hope Williams

**BUILDING PERMIT APPLICATIONS**

as of July 31, 2020

**RESIDENTIAL CONSTRUCTION**

PERMIT NUMBER	NAME	ADDRESS	DESCRIPTION	PARCEL NUMBER	VALUE
2020-075	Brenda Casellanoes	430 2nd St SW	remove wall install bins	77000990659000	4,500.00
2020-077	Steve Sweere	301 4th St NE	Cement Slab	77000990432000	2,500.00
2020-080	Jerome Kunza	335 5th ST NE	Fence	77000990437000	FENCE
2020-082	Darleen Griffin	603 W Main ST	replace shingles, chimney flashing	77000990609000	5,000.00
2020-083	Kelley Schwanke	437 2nd Ave NW	siding, window trim, soffit, fascia	77000990310000	5,000.00
2020-085	Taylor Altstadt	614 3rd St SE	concrete patio	77000990869001	700.00
2020-087	Charlie Nelson	202 17th ST NW	Pool	77000020001002	170,000.00
2020-088	Frank Holzer	137 3rd ST SW	replace 3 windows	77000990195000	2,500.00
2020-089	Joe Esser	1014 7th Ave NE	Build new single family home	77000991616000	205,000.00
2020-090	Hammers Rentals	504 Pine Needle Dr	build twin home		200,000.00
2020-091	Hammers Rentals	506 Pine Needle Dr	build twin home		200,000.00
2020-092	David Wiebe	549 3rd St SE	replace shingles on garage	77000990519000	1,100.00
2020-093	Justin Tweeton	825 8th Ave SW	build an attached deck	77000991413000	1,500.00
2020-094	Mitch Neitge	1010 7th Ave NE	Deck (12X16)	77000991617000	1,000.00
2020-095	Vaun Roy Bruhn	522 3rd ST SW	install new windows and door	77000990259001	6,000.00
					804,800.00

**COMMERCIAL CONSTRUCTION**

PERMIT NUMBER	NAME	ADDRESS	DESCRIPTION	PARCEL NUMBER	VALUE
2020-076	Bongards Creameries	220 5th Ave NE	Install Privacy Fence	77000140001900	9,000.00
2020-078	Grow Perham	508 Pinewood Lane	Replace decks	77000991018000	22,000.00
2020-079	City of Perham	200 5th St SE	DEMO	77000990769000	1,177,000.00
2020-081	Darren Kelderman	720 3rd Ave SE	Remodel Exterior	77000150011000	480,751.00
2020-084	Robin Hanson	646 3rd Ave SE	add shed roof over patio	77000991301000	5,200.00
2020-086	JoLo Enterprises	105 9th Ave NE	Fence	77000990968000	FENCE
					1,693,951.00
				JULY TOTAL	2,498,751.00