

# CITY OF PERHAM

125 Second Avenue N.E. • P.O. Box 130 • Perham, Minnesota 56573 • www.cityofperham.com  
Phone 218-346-4455 • Fax 218-346-9364 • Toll Free 877-864-7963 • MN Relay Service TDD 800-627-3529

## MEMORANDUM

DATE: September 24, 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 immediately following a Special Council Meeting on **September 30, 2020**. 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 August 26, 2020. (Enclosure)
3. Other Business
4. Council Comments/Reports

POSTED 9/24/20

**DRAFT**

**COMMITTEE OF THE WHOLE MEETING MINUTES**  
**August 26, 2020**

Mayor Meehl called the Committee of the Whole Meeting to order at 5:16 p.m. on August 26, 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, Lehmkuhl, Spencer and Schmidt.

Council Members absent: Johnson

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

Others present: City Engineer Jade Berube and PACC Director Leigh Shebeck

**Approval of Minutes**

On a motion by Council Member Spencer, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the meeting minutes for July 29, 2020.

**Cares Act Funding**

City Manager Smith stated the City received \$255,253 in Cares Act Funds. To qualify, expenses must satisfy three elements:

1. Necessary expenditures incurred due to the public health emergency with respect to COVID-19.
2. Costs not accounted for in the City's budget most recently approved as of March 27, 2020.
3. Performance or delivery must occur during the covered period, and payment of funds must be made during that time. For cities, the covered period is March 1, 2020 – November 15, 2020.

Funds not used will be returned to the County. Smith noted that Otter Tail County has also received \$7,000,000. Of that amount, \$4,000,000 will be dedicated to economic programming.

Of the \$255,253 received by the City, \$22,000 has been spent on personal protective equipment (PPE) and \$25,000 on the Starfish Grants. The remaining \$207,000 may be spent on:

1. Equipment for better cleaning of gear for the Fire Department - \$13,000 - \$15,000
2. Laptops for the Police Department - \$15,000
3. Safety improvements for the City Office - \$10,000
4. Upgrades to the City Council Chambers, including installation of monitors for Council and the public for improved hybrid/Zoom meetings - \$10,000 – \$20,000
5. Wages - \$35,000

The approximately \$100,000 leftover may be contributed to the County to be used for economic grants for Perham area businesses. The City may also look into the needs of the Perham Area Community Center and other local non-profits that could benefit from Cares Act Funds. The funds, however, cannot be used to refund the City for lost revenue.

### **Other Business**

There was no other business to discuss.

### **Council and Staff Comments/Reports**

Finance Officer Stokke stated work on the budgets continues and budget meetings will start in September.

Liquor Store Manager Dreger stated Busch Light Apple is selling out. Dreger noted that Operating Income for July was \$117,002.58, an increase of \$16,516.16 over July 2019 bringing the year-to-date total to \$405,502.03, an increase of \$124,711.53 over 2019.

PACC Director Leigh Shebeck stated the PACC is open to members over the age of thirteen (13). Shebeck reported that attendance in August has been around ninety (90) members a day, a decrease from around two hundred fifty (250) members a day in August 2019. Memberships, at seventy percent (70%), have been better than projected and better than other community centers in the area. Fitness trainers, now independent contractors, will be providing more classes beginning in September.

EDA Director Murdock stated housing projects continue with Victory Estates and the multi-use development, which is gaining speed. The Planning Commission will soon see the variance application regarding height for the project. Work on the twin homes near the hospital continues and title issues have delayed the closing of the Gathering Grounds sale to Monday of next week. Work also continues on the digital billboard as well as the Small Cities Development Loans. Murdock noted that fifty-four (54) interest surveys have been received. Surveys are due in November.

Police Chief Gritz stated the Police Department's been busy responding to calls and he's got a good team to work with.

Public Works Director Schossow stated two (2) openings in the department have been filled. One will start on Monday, August 31 and the other on September 21.

City Engineer Berube stated next year's street project on County Highway 8 and the SW side of town will more than likely be pushed back a year due to a lack of State funding. The current street project continues with impacts to the area near the schools. The curb along Second Street

and Seventh should be completed by the end of the week. Issues with BNSF have delayed the completion of curb along First Street, however, paving of the road will be done where possible. The underground crews plan on being done in two (2) weeks. Use of the scale was also discussed.

Council Member Spencer stated the Park Board will be making a presentation to Council either in September or October. Spencer noted the parks look really good this year.

Council Member Schmidt stated that Tony Stoll's seat on the PACC Board will be available beginning in January.

City Manager Smith stated he had a phone conference with DEED regarding the HUB project. An Advisory Board will need to meet to accept the by-laws and elect officers as a final step in the process. Closing on the school property will be in two (2) weeks. Demolition on the project should begin in early September. The House Ways and Means Committee and Senate Finance Committee will need to approve the project design.

Smith also informed Council that:

- Relay for Life has requested use of NP Park for another fundraising event on September 12.
- The Senior Center will be discussed during upcoming budget meetings.
- Pioneer Fest went well, however, issues regarding the storage of property will need to be resolved between the Pine to Prairie Tractor Group and HACA.
- There will be a budget meeting on September 4.

### **Adjournment**

There being no further business to discuss, Mayor Meehl adjourned the meeting at 5:57 pm.

Respectfully submitted by:

Heather Hoeft  
Administrative Assistant

**EDA UPDATE**  
**Economic Development Authority**  
**September 22, 2020**  
**Nick Murdock, EDA Director**

## **HOUSING DEVELOPMENT**

---

**Victory Estates** – We haven't heard much from the Kerns lately. They currently have copies of the covenants and we will be discussing a new development agreement soon. One of their questions has been if we can defer the assessments from the Coney Street project. We received confirmation from Ehlers that the Coney Street assessments would be a qualified TIF expense.

**Multi-Use Developers** – We've been talking with representatives from EPIC regularly. We received the variance application from the developers and the planning commission resolved to recommend approval to the City Council. They are still working on securing property; once a few more hurdles are overcome, we expect closings to start happening. We've started drafting the development agreement for this project in anticipation that the TIF district will be approved. The current layout has a footprint of just under 10k sq./ft and the number of rental units available is approximately 43. 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 development is currently about a month behind schedule. It appears they've gotten behind on framing. We aren't sure if it's a labor or supply deficiency that caused the delay, but they are still hopeful to have units available in early spring.

**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. We've started collecting information and items needed for the application which is due on September 30<sup>th</sup>. Jim Osterfeld, Jade Berube and myself are working closely to get a good application together.

## **COMMERCIAL DEVELOPEMNT**

---

**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** – We closed the Gathering Grounds loan on August 31<sup>st</sup>; their first payment is due on October 1<sup>st</sup>. They had a well-attended soft opening a few days before resuming normal hours on September 8<sup>th</sup>. I've made a couple visits to check up on Ashlea in the last few weeks and it seems to be busy and their coffee is good.

**New Business** – O'reilly Auto Parts has started construction on their facility next to the Super 8 Motel. L and L fabrication has sold their facility to a local company who intends to start a Diesel Mechanic shop of some sort out of that location. Michelle Beck from Farm Bureau Insurance is opening an office in the space vacated by Wildlife MN (fur store). I've received calls from a couple other individuals with questions about starting businesses in Perham; call volume is up from when I started.

## PROJECTS

---

**Digital Billboard** – Discussions about the digital billboard have halted. One of the original investors is still interested and exploring options to own and manage the digital sign themselves. Updates are coming slowly. In the meantime, the EDA should consider removing the billboard facing West or fixing the frame and replacing the skin.

**PACC/HUB Fit-Up** - The project is making progress. The DEED grant for the bonding money has been submitted and we are waiting on the state to give the green light for demo. Currently we are waiting for the closing on the property to be finalized, this should be the last step before getting the demo going. 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.

**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. Paving has started but can not be completed until the railroad provides the necessary personnel to allow the pavement machines close enough to the railroad tracks.

## PROGRAMS

---

**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. We have distributed the commercial interest surveys to downtown business.

**MIF/Down Payment Assistance Program** - The program is still working and has interest. To date, we have loaned out \$75,000 for 8 home purchases. We closed on the eighth loan on September 11th. 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 three Perham businesses that were selected for a \$10k grant. Otter Tail County has released the application and guidelines for their Small Business Relief and Recovery Fund. Perham has committed some CARES funds to the County program, so we are pushing for any Perham business that qualifies to apply for funding.

ICR #	DATE	TIME	Call Type	Description	Badge
20026283	17-Aug	11:19 AM	Lost & Found	Perham resident reported an abandoned bike on their property	149
20026318	17-Aug	3:06 PM	Domestic Assault	Arrested adult male for Domestic Assault by Strangulation	145
20026351	17-Aug	7:11 PM	Animal Call	Perham resident reported dog at large; returned to owner with verbal warning	145
20026365	17-Aug	8:59 PM	Disturbance	Responded to Perham residence for domestic disturbance; parties were separated	145
20026383	18-Aug	1:00 AM	Assistance	Assisted New York Mills Police Department with disturbance	148
20026397	18-Aug	8:08 AM	Theft/Fraud	Perham resident reported theft of personal property	149
20026425	18-Aug	11:39 AM	Animal Call	Transported dog at large to Lakeland Vet Hospital	149
20026442	18-Aug	1:47 PM	Assist - Public	Responded to Perham address for suspicious adult male; all okay	149
20026455	18-Aug	2:41 PM	Animal Call	Caller reported dog in distress at private residence; all okay	149
20026459	18-Aug	3:17 PM	Suspicious Activity	Responded to Perham address for suspicious adult male; referred to appropriate agency	149
20026512	18-Aug	9:12 PM	Nuisance	Caller reported loud music and revving engines; advised group to disperse	147
20026515	18-Aug	9:47 PM	Nuisance	Report of loud trucks racing on residential street; gone upon arrival	147
20026524	18-Aug	11:35 PM	Traffic - Warning	Stopped vehicle for erratic driving; driver was arrested on Becker County warrant	147
20026532	19-Aug	4:45 AM	Disturbance	Responded to Perham address for noise complaint; all okay	147
20026550	19-Aug	8:42 AM	Abandoned Vehicle	Complainant found abandoned 4-wheeler	149
20026555	19-Aug	9:43 AM	Lost & Found	Perham resident reported an abandoned bike on their property	149
20026565	19-Aug	10:20 AM	Nuisance	Complaint received in regard to garbage piled on trailer in residential backyard	149
20026569	19-Aug	10:45 AM	Suspicious Activity	Perham resident reported theft of personal property	149
20026646	19-Aug	7:13 PM	Traffic - Warning	Issued verbal warning for speed	147
20026654	19-Aug	9:33 PM	Theft/Fraud	Perham resident reported theft of personal property	147
20026687	20-Aug	8:56 AM	Animal Call	Perham resident reported neighbor's dog was not on leash on private property	143
20026701	20-Aug	10:21 AM	Theft/Fraud	Perham resident reported theft of personal property	140
20026709	20-Aug	10:55 AM	Nuisance	Complainant reported residential nuisance property	143
20026731	20-Aug	1:17 PM	Traffic - Warning	Issued verbal warning for speed	143
20026788	20-Aug	7:01 PM	Traffic - Warning	Issued verbal warning to juveniles riding golf cart on residential street	147
20026826	21-Aug	2:47 AM	Driving Complaint	Issued verbal warning for erratic driving	147
20026979	22-Aug	2:33 AM	Traffic - Warning	Issued verbal warning for speed	147
20026983	22-Aug	4:45 AM	Juvenile	CONFIDENTIAL	147
20026985	22-Aug	7:48 AM	Traffic - Warning	Issued verbal warning for speed	193
20027004	22-Aug	11:35 AM	Animal Call	Caller reported dog left unattended in vehicle; all okay	193
20027025	22-Aug	3:30 PM	Traffic - Warning	Issued verbal warning for speed	143
20027026	22-Aug	3:31 PM	Traffic - Warning	Issued verbal warning for speed	143
20027032	22-Aug	4:43 PM	Attempt to Locate	Assisted other agency with attempt to locate; party no longer resides in Perham	143
20027043	22-Aug	6:24 PM	Terroristic Threats	Caller reported verbal threats; all okay	145
20027055	22-Aug	7:17 PM	Disturbance	Responded to Perham residence for disturbance; all okay	145
20027131	23-Aug	11:48 AM	Assist - Public	Assisted adult female with printing off ticket for bus transportation	193
20027157	23-Aug	5:23 PM	Child Custody Issues	Assisted Perham resident with child custody issues; documentation only	143
20027195	23-Aug	10:18 PM	Assistance	Assisted Minnesota State Patrol with possible wrong-way driver	148

ICR #	DATE	TIME	Call Type	Description	Badge
20027225	24-Aug	9:49 AM	Driving Complaint	Caller reported juveniles driving mini dirt bikes on residential street	149
20027249	24-Aug	2:55 PM	Parking Complaint	Caller reported possible inhabited camper parked on residential street	145
20027252	24-Aug	3:08 PM	Welfare Check	Caller requested welfare check on Perham residents; all okay	145
20027268	24-Aug	3:57 PM	Accident - Property Damage	2 vehicle crash in private parking lot	145
20027277	24-Aug	5:08 PM	Theft/Fraud	Perham resident reported theft of personal property	145
20027282	24-Aug	5:33 PM	Theft/Fraud	Caller reported theft of laptop from unoccupied vehicle	145
20027326	25-Aug	4:22 AM	Driving Complaint	Caller reported 2 trucks racing on residential street; Citation issued for Driving After Revocation	148
20027333	25-Aug	8:01 AM	Handgun Applications	Processed Minnesota Uniform Firearm Application	140
20027334	25-Aug	8:03 AM	Handgun Applications	Processed Minnesota Uniform Firearm Application	140
20027335	25-Aug	8:08 AM	Nuisance Property	Issued verbal warning to Perham resident for nuisance property	149
20027345	25-Aug	9:24 AM	Fire-Hazardous Material	Caller reported Perham resident possibly burning disallowed materials	149
20027377	25-Aug	1:16 PM	Harassment/Stalking	Referred to appropriate agency	149
20027384	25-Aug	1:35 PM	Scam	Perham resident reported possible scam	149
20027386	25-Aug	1:49 PM	Disturbance	Responded to Perham address for disturbance; all okay	149
20027394	25-Aug	2:19 PM	Welfare Check	Caller reported vehicle running in private parking lot for extended period of time; all okay	144
20027446	25-Aug	6:58 PM	Suspicious Activity	Responded to Perham address for suspicious activity; all okay	148
20027458	25-Aug	8:30 PM	Mental Health	Responded to Perham address for disturbance; all okay	148
20027487	26-Aug	12:12 AM	Accident - Property Damage	Perham property manager reported vehicle hit and damaged property	148
20027545	26-Aug	1:54 PM	Accident - Property Damage	2 vehicle crash at Coney St/3rd Ave SE; no injuries	147
20027549	26-Aug	2:32 PM	Accident - Property Damage	2 vehicle crash at 5th St SW/6th Ave SW; no injuries	147
20027617	27-Aug	6:47 AM	ATL-Warrant	Arrested adult male on Otter Tail County warrant	147
20027670	27-Aug	1:14 PM	Driving Complaint	Caller reported vehicle driving erratically; unable to locate	143
20027745	28-Aug	6:12 AM	Driving Complaint	Caller reported vehicle driving erratically; unable to locate	143
20027750	28-Aug	7:11 AM	ATL-Warrant	Attempt warrant service on adult male; party no longer resides in Perham	148
20027761	28-Aug	8:55 AM	Disturbance	Responded to Perham residence for disturbance; all okay	143
20027913	29-Aug	10:53 AM	Fire Call - Other	Responded to Perham business for report of vehicle fire	143
20027932	29-Aug	2:13 PM	Assist - Public	Referred to appropriate agency	143
20027941	29-Aug	3:10 PM	Assist - Public	Caller requested assistance with uncooperative juvenile; all okay	143
20027966	29-Aug	6:26 PM	Animal Call	issued Ordinance Violation Notice for dog at large	147
20028043	30-Aug	12:37 PM	Traffic - Warning	Issued verbal warning for stop sign violation	143
20028065	30-Aug	5:31 PM	Child Custody Issues	Assisted Perham resident with child custody issues; documentation only	143
20028078	30-Aug	6:43 PM	Warrant	Collected cash bond and set court date for Otter Tail County warrant	148
20028085	30-Aug	7:39 PM	Vandalism	Perham resident reported vandalism to personal property	148
20028086	30-Aug	8:01 PM	Suspicious Activity	Caller reported possibly stolen bike abandoned on private party	148

ICR #	DATE	TIME	Call Type	Description	Badge
20028144	31-Aug	11:32 AM	Accident - Property Damage	2 vehicle crash at NE 3rd Ave/NE 3rd St; no injuries	143
20028158	31-Aug	1:31 PM	Check - NSF	Perham merchant reported receipt of check written on closed account	143
20028175	31-Aug	2:14 PM	Theft/Fraud	Perham resident reported possible identity theft	143
20028220	31-Aug	8:27 PM	Traffic - Ticket	Citation issued for Driving After Revocation	143
20028228	31-Aug	10:14 PM	Welfare Check	Caller requested welfare check on Perham resident; all okay	148
2002/240	1-Sep	7:33 AM	Burglary Report	Perham resident reported residential burglary	149
20028289	1-Sep	1:13 PM	Other	Perham merchant reported receipt of counterfeit fifty-dollar bill	149
20028394	2-Sep	9:17 AM	Assistance	Assisted Otter Tail County with welfare check on driver; all okay	149
20028396	2-Sep	9:52 AM	Theft/Fraud	Perham resident reported theft of personal property	149
20028401	2-Sep	10:26 AM	Vandalism	Perham resident reported vandalism to personal property	149
20028407	2-Sep	11:19 AM	Traffic - Warning	Issued verbal warning for stop sign violation	149
20028417	2-Sep	12:11 PM	Welfare Check	Caller requested welfare check on Perham resident; all okay	149
20028430	2-Sep	2:19 PM	Fire - Alarm	Responded to Perham business for general fire alarm; false alarm	149
20028494	2-Sep	11:49 PM	Mental Health	Responded to Perham residence for disturbance; all okay	148
20028496	3-Sep	12:21 AM	Mental Health	Responded to Perham residence for disturbance; all okay	148
20028511	3-Sep	7:30 AM	Burglary Report	Perham resident reported residential burglary	149
20028563	3-Sep	12:17 PM	Suspicious Activity	Perham resident reported suspicious package on residential sidewalk; all okay	149
20028582	3-Sep	2:25 PM	Welfare Check	Caller requested welfare check on Perham resident; all okay	149
20028638	3-Sep	8:54 PM	Burglary Report	Perham resident reported residential burglary	147
20028684	4-Sep	6:58 AM	Parking Complaint	Complainant reported semi tractor/trailer parked on residential street	149
20028688	4-Sep	8:08 AM	Handgun Applications	Processed Minnesota Uniform Firearm Application	140
20028689	4-Sep	8:09 AM	Handgun Applications	Processed Minnesota Uniform Firearm Application	140
20028692	4-Sep	8:16 AM	ATL-Warrant	Attempt warrant service on adult male; unable to locate	149
20028696	4-Sep	8:29 AM	ATL-Warrant	Attempt warrant service on adult male; party taken into custody without incident	145
20028726	4-Sep	1:51 PM	Lost & Found	Perham resident reported package in the bushes; all okay	149
20028742	4-Sep	3:56 PM	Vandalism	Caller reported vandalism to private property	149
20028930	5-Sep	6:28 PM	Suspicious Activity	Complainant reported adult female dancing in the street and acting strange; all okay	148
20028941	5-Sep	7:29 PM	Lost & Found	Perham resident reported bicycle abandoned on private property	148
20028977	5-Sep	10:11 PM	Suspicious Activity	Caller reported suspicious vehicle on private property; all okay	151
20029000	6-Sep	12:28 AM	Assistance	Assisted Otter Tail County with vehicle pursuit	148
20029001	6-Sep	12:35 AM	Disturbance	Complainant reported disturbance at Perham business; all okay	148
20029009	6-Sep	2:11 AM	Assault Report	Caller reported assault of two adult males	148
20029051	6-Sep	2:44 PM	Assist - Public	Caller reported vehicle damaged by golf ball while parked at Paul Miller Park	143
20029066	6-Sep	4:56 PM	Traffic - Warning	Issued verbal warning for speed	143

ICR #	DATE	TIME	Call Type	Description	Badge
20029125	7-Sep	8:29 AM	Disturbance	Responded to Perham address for disturbance; all okay	143
20029198	8-Sep	2:28 AM	Alarm - Burglary	Responded to Perham business for burglary alarm; building cleared and secured	148
20029216	8-Sep	8:24 AM	Traffic - Warning	Issued verbal warning for speed	143
20029228	8-Sep	10:55 AM	Abandoned Vehicle	Observed vehicle abandoned at residential intersection; vehicle moved off the road	143
20029233	8-Sep	1:12 PM	Traffic - Warning	Issued verbal warning for stop sign violation	143
20029284	8-Sep	8:47 PM	Assistance	Assisted Minnesota State Patrol with wrong way driver crash on Hwy 10	148
20029300	9-Sep	2:46 AM	Suspicious Activity	Caller reported possibly intoxicated adult male on private property	148
20029350	9-Sep	2:28 PM	Trespassing	Issued trespass warning to adult male on private property	149
20029352	9-Sep	2:39 PM	Fire Call - Other	Complainant reported fire possibly containing garbage	149
20029365	9-Sep	4:20 PM	Unlock	Unlock services unavailable; unlocked vehicle successfully	149
20029394	9-Sep	8:06 PM	Harassment/Stalking	Perham resident reported harassment via social media	148
20039397	9-Sep	8:28 PM	Traffic - Warning	Issued verbal warning for no headlights	148
20029401	9-Sep	8:40 PM	Harassment/Stalking	Referred to appropriate agency	148
20029429	10-Sep	9:45 AM	Vandalism	Caller reported vandalism to private property	149
20029483	10-Sep	5:29 PM	Fire - Alarm	Responded to Perham residence for fire alarm; fire chief on scene	149
20029631	11-Sep	3:52 PM	Handgun Applications	Processed Minnesota Uniform Firearm Application	140
20029639	11-Sep	4:33 PM	Suspicious Activity	Responded to Perham residence for suspicious activity; all okay	149
20029653	11-Sep	6:08 PM	Suspicious Activity	Caller reported suspicious vehicle; unable to locate	147
20029699	12-Sep	3:52 AM	Assist - Public	Responded to Perham residence for disturbance; all okay	147
20029763	12-Sep	6:48 PM	Open Door/Window	Caller reported possible trespass on private property; property cleared and secured	147
20029764	12-Sep	7:03 PM	Suicide - Attempt	Perham resident transported for evaluation	147
20029781	12-Sep	9:47 PM	911 Hangup Calls	Responded to Perham address for 911 hangup; all okay	147
20029798	13-Sep	1:18 AM	Warrant	Adult male arrested on Otter Tail County warrant	147
20029819	13-Sep	9:13 AM	Suicide - Attempt	Perham resident transported for evaluation	145
20029832	13-Sep	12:19 PM	Assist - Public	Civil dispute between landlord and tenant	145
20029840	13-Sep	1:37 PM	Lost & Found	Retrieve bicycle abandoned on private property	145
20029866	13-Sep	5:33 PM	Child Custody Issues	Assisted complainant with child custody issue	145



## Committee of the Whole Report

To: Mayor and Council Members

From: Patti Stokke

Date: 9/22/2020

---

We have reviewed the 2021 budgets for the levied funds. We will start to look at the enterprise fund budgets next.

We have submitted the first pay reimbursement requests for the BDPI and LRIP Grants for the Industrial Street Project.

We attended virtual training that our financial software offered last week. There were some good take-aways with this training.

We will be recalculating the natural gas budgets for the upcoming budget year. Budget letters will go out when this process has been completed.

We have ordered six (6) new laptops for City staff. These laptops will assist those that need them for virtual meetings and more mobile accessibility.

Clean up day has been cancelled for 2020. We hope to be able to continue this program in 2021.

Energy Insights continues to work with the industries and commercial customers on energy saving incentives.

We continue to extend the Cold Weather Rule and are working with our customers if payment agreements are needed. We have not been applying penalties to late payments during this time.

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).

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

**To: Mayor and Council Members**

**From: Bob Dreger**

**Sales for the month of August increased 13.6% over last year, which was just over \$56,000. Even with Labor Day weekend being included in August sales last year, we still had a very nice increase. Labor Day weekend sales are in September this year. That resulted in us having a 105.8% sales increase in the first week of September.**

**Year to date sales at the end of August are up 24.4%, \$598,600!**

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

**Beer: +15.3%**

**Liquor: +13.8%**

**Wine: +6.0%**

**Dollars per customer this year was \$31.34 compared with \$28.87 last August.**

**We have started to bring in some of our holiday displays and sales are still very strong.**

# Committee of The Whole Report

## September 2020

Water usage for August was **47.797MG for an average of 1.541**. The usage was the same as last year. The highest usage day was the August 7<sup>th</sup> at 2.141 MG. We should see water usage start to go down with irrigation systems starting to get turned off.

Wastewater flow for August was **24.257 MG for an Average of 0.782 MGD**. The flow is 1,000,000 gallons more than August and 2019 and 400,000 gallons less than July 2020. There were **Three (3)** industries that were out of agreement limits that they agreed to, which resulted in penalties being charged. One industry was over on 3 agreements. The loading to the ponds is still below the design limits. There will be some more repairs in the ponds on the diffusers this fall. Irrigation to the fields is almost finished for the year. If we don't get enough pumped out in September, we will finish in the first week of October.

The routine sweeping of Main St. is being done weekly. We will start tree trimming with some dead trees being removed and trimming around signs. Painting on the streets is done. Potholes are being patched.

The parks are starting to wrap up for the year. Mowing is still being required to be done and we still have a couple of part time on staff until the end of September. Draining of the irrigation systems has started and will continue until the last Cross-Country Meet is over at Arvig Park which is October 9<sup>th</sup>. The swimming docks have been removed. The Boat docks are still in, they will come out the November 1<sup>st</sup>.

The gas area is busy as always at this time of the year. New installs is going good. We have at least 60 new customers installed already this year. We still have the Roach Addition to go in. The leak survey has been finished. The Regulator and Relief survey had been started which will take about a month or a little longer to finish. They are working of rebuilding the TBS pilot valve and rebuilding the south run. This will not affect the City's gas follow they have told me.

Jeremie Schossow  
Public Works Director

9/22/20

## LIBRARIAN'S REPORT

For: September Committee of the Whole Meeting

### GENERAL OPERATIONS:

- During the month of August there were 3609 items checked out physically with an additional 973 electronic items retrieved.
- This year the Minnesota Library Association annual conference will be held as a 3-day virtual conference. Being able to access the sessions online allows all of the library staff to participate in sessions this year.
- We are in the process of cataloging and processing a large collection of materials on dementia and Alzheimer's Disease. These materials have been acquired through a federal grant applied for and administered by the Douglas County Library. The materials include informational items on the nature of dementia, items intended to offer support to care-givers, and materials intended to be used to stimulate cognitive function and to entertain those suffering from dementia. Most of the library staff have been working off and on with this collection for several months already and we hope to have them out and available for check-out within the next 2-3 weeks.

### 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. As the weather gets colder, this method of providing story time will be discontinued.
- **Book Club:** The book club will continue to meet using Zoom. Our October meeting will include the author of our selected title who will participate by Zoom with us! There are benefits to online meetings! The October book club selection is Evergreen Tidings from the Baumgartners by Gretchen Anthony.
- **Summer Reading** was completely different this year from previous years. Instead of an 8-week program with 5 weekly in-library activities, this year we planned a 7-week program with 6 ongoing activities geared toward various ages throughout the entire period. These activities could be done at various locations outside of the library within each family's selected time period. Keeping in mind that we had no way to actually count participation other than each child reporting on their own, we have a self-reported result of 320 points of participation in those activities over the 7-week program. I was able to track the usage of the virtual online program subscription that we used (Page Turner Adventures) and the number of interactions on that web page alone came to 178 or around 30 each week. We also know that 91 craft/activity bags were picked up during the Summer Reading period and that there were 18,277 minutes of reading were reported.
- **Fall Programs:** The Music of Outlander by Laura MacKenzie on August 17 actually went relatively well considering that we've never attempted to do an online program before. The program was live on YouTube Live on August 17 at 7pm. There were 28 people that viewed a portion or all of the event. Then the recording of the program was available on YouTube for one week after the event. There were another 60 views during that week. Unfortunately, we didn't receive many evaluations back from the program so we aren't sure how the program went from the end-users perspective. I participated from

home with my husband on a separate computer and it seemed to go well for both of us, but I knew what to expect. 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 two virtual programs planned for this winter with historian and photographer Doug Ohman. All of these programs are Legacy funded.

- **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. We had a number of entries and allowed the public to vote for their favorites. Based on those votes we have 5 winners in 4 separate categories. These winning bookmark designs will be printed for distribution at the library.

Perham Park and Recreation Board

July 28, 2020

City Council Chambers at City Hall

Present: Eric Spencer, Kent Zitzow, Darren Newville and Carol Rethemeier.

Also Present: Jeremie Schossow, Public Works Director

Absent: Ehren Zimmerman, Marni Moch, and Jeff Fritz

Meeting called to order at 7:03 p.m. without objection.

1. Rethemeier moved to approve the minutes of the June meeting. Zitzow seconded the motion. Motion passed unanimously.
2. The first item reviewed was the Park Board Financials.
  - The Karvonen Trust has a balance of \$11,238.00. The Board previously approved a request for approximately \$6,000.00. There is still a good balance remaining.
  - The Capital Reserve Account has \$45,969.58. Some of this year's park improvements were paid of this account which totaled \$8,442.95.
  - The General Fund is waiting for a few receipts from this year's projects as well.
3. Next reviewed the sledding hill. It was noted that the hill is continuing to grow. There may need to be some sort of barrier constructed until the hill is complete.
4. Reviewed thinning the trees at Arvig Park. Newville noted that he requested the Forester contact the City to proceed with the thinning project. The project will more than likely take place in the winter but we are on the list of projects to be completed with the Forester/Logger. Schossow will be in contact with the Forester regarding the project.
5. Old Business – Boy Scout Park Update: the toilet is ready for the above ground portion of the project.
6. New Business – The Public Works Crew is ready to start mowing Angel of Hope Park. This is due to a request by the current caretakers of the park. The City will be mowing and trimming in the park. The current shed will either be moved or replaced this spring.

There being no further business, the meeting was adjourned at 7:34 p.m.

Respectfully submitted,  
Eric Spencer

## **HOUSING AND REDEVELOPMENT AUTHORITY**

### **MEETING MINUTES, August 12, 2020 – 8:00 A.M.**

A meeting of the Housing and Redevelopment Authority was held August 12, 2020. Members present were Neil Wrangham, Lori Mattfeld, Brad Schmidt, and Kitty Krueger. Also present were City Manager Jonathan Smith, EDA Director Nick Murdock and Assistant Director Hope Williams. Jaclyn Ziemke was absent.

#### **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 Mattfeld which was seconded by Krueger and passed without dissent.

#### **Approval of Minutes**

The July 8, 2020 meeting minutes were approved on a motion by Schmidt which was seconded by Mattfeld and passed without dissent.

#### **Financials**

The Financials were reviewed by Williams and were approved by Mattfeld which was seconded by Krueger and passed without dissent.

#### **Approval of Bills**

August payables, for Lakeland checks #12620 through #12639 for a total of \$9,842.94 and HRA check #2433 and #2434 for a total of \$1500.00, was approved on a motion by Mattfeld which was seconded by Schmidt and was passed without dissent.

#### **Depreciation Report**

The Depreciation Report was reviewed by Williams and were approved by Krueger which was seconded by Mattfeld and passed without dissent.

#### **Public Comment**

There was no one from the public to comment.

#### **Update Report**

Williams discussed that the Security cameras will not be done at Lakeland until mid to late September, but what has been done looks good. She also discussed that the Lakeland parking lot continues being a problem, with tenants blocking other people in and getting upset when a maintenance truck is parked in their spot.

#### **Other**

Murdock discussed that we have been receiving funds back from the old employer down payment assistance program. He also discussed that the multi-use development is still in the works, they are currently acquiring property. The Roach Development should be done Spring 2021. Victory Estates continues to move forward. The boys and girls club and empowering kids will be going into the old high school after the demo is done.

#### **Adjournment**

There being no further business to discuss, the meeting was adjourned at 8:39 a.m.

---

Neil Wrangham, Chair

---

Hope Williams, Assistant Director

City of Perham  
**PLANNING COMMISSION MINUTES**  
August 18, 2020  
City Hall

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

**Public Hearing for Place 2 Belong Conditional Use Permit**

Chairman Tellinghuisen opened the public hearing at 7:30 a.m.

A Place 2 Belong would like to lease a home that is zoned R-1 to use as a social club facility. This kind of activity is not defined in the zoning ordinance. Carlson the Executive Director of a Place 2 Belong was present to speak about the programming. There are currently two other locations at Fergus Falls and Detroit Lakes. A Place 2 Belong is a social club for individuals diagnosed with a serious mental illness. To become a member of A Place 2 Belong you must be 18, have a mental illness, and have a mental health professional sign off. Every applicant undergoes a background check where they look for violent charges and sex offenders, which would not be accepted into the program. Each applicant must be a safe and correct fit for the social club. Hofius mentioned that mental health is a main priority at Perham Health, and he believes partnering with A Place 2 Belong is a great fit. A Place 2 Belong has been located in Perham at Lakeland Apartments, but would like to find a more permanent home. Normal operating hours are between 9-5 and members come and go throughout the day. There were a handful of calls wondering where the house was located as well as what the programming consists of. All questions were able to be answered.

With no further discussion the public hearing was closed at 7:52 a.m.

**Call to Order**

Chairman Tellinghuisen opened the regular meeting at 7:52 a.m.

**Approval of the Agenda**

Chairman Tellinghuisen reviewed the agenda, with no additions, it passed without dissent.

**Approval of Meeting Minutes**

The July 21, 2020 meeting minutes were approved as presented on a motion by Commissioner Stoll, which was seconded by Commissioner Lehmkuhl, and passed without dissent.

**Review of Building Permits**

The July building permits were reviewed. The value of residential projects in July was \$804,800.00 and the value of commercial projects was \$1,693,951.00 for a July total of \$2,498,751.00. Smith noted that the City got a permit for the demo of the old high school building, but it has not happened yet.

**Place 2 Belong Conditional Use Permit**

Smith discussed that Perham Health will be the landlord and there are no building code problems that are currently known about. The following conditions will apply to said conditional use:

- No overnight stays
- Operational hours between 8:00am-8:00pm
- If issues with on-street parking arise, additional off-street parking may be required.

The Conditional use Permit for A Place 2 Belong was approved with added conditions on a motion by Stoll, seconded by Hanson, and passed without dissent.

**Kenny's Candy Parking Agreement**

Smith discussed that KLN is looking at redoing a warehouse. They have separate parcels and owners. They made a shared parking agreement to make sure they had the required amount of parking stalls.

**Epic Mixed-Use Development Update**

Smith discussed that the board will see a variance for height at the next meeting. He also mentioned that since the building is zoned downtown commercial, they have the option to buy the parking spots that they need to be compliant for \$1500.00 a spot. They need about 102 stalls total, they will have 25 underground stall 30 above, and will need to find a solution for about 50 additional parking spots.

**Arvig Expansion Update**

Smith mentioned that the Arvig expansion will begin October 1<sup>st</sup>, 2020. They will be closing half a block of 2<sup>nd</sup> Ave SW and it will be closed for about a year. Arvig let all neighbors know and all were okay with it. The biggest change to the Arvig plans is that they are relocating the entrance towards Main St and they have decided to change the exterior. Everyone is working remotely, so no one will be in the Arvig building, speeding up the construction time.

**Other**

Smith discussed that Victory Estates are still in the works. The Roach development is going smoothly, and 18 units are already spoken for. He also mentioned that Joe Esser plans on building four more homes this year.

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 8:25 a.m.

Respectfully submitted by,

---

Hope Williams

**ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
August 25, 2020**

**MEMBERS PRESENT**

Board members present were Charlie Cavanagh, Chuck Hofius, Curt Osterfeld, 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. Denise Schornack was absent.

**CALL TO ORDER**

Cavanagh called the meeting to order at 6:58 a.m.

**APPROVAL OF MEETING MINUTES**

The July 20, 2020 and July 28, 2020 meeting minutes were approved by Arvig seconded by Hofius and passed without dissent.

**APPROVAL OF FINANCIAL STATEMENTS**

Stokke reviewed July's financials, she mentioned that taxes were normal and the budgeted item for personnel was off by about \$30,000, which was because there was no EDA director for 3-4 months. Murdock reviewed the delinquent loans and the board agreed to bring the delinquent loans up to date and to begin charging late fees again. The July financials were approved by Hofius, seconded by Meehl and passed without dissent.

**PRELIMINARY DA FOR EPIC PROJECT**

The council approved the Preliminary DA for the EPIC project at their August 2020 meeting. The process of setting up the TIF district for the multi-use development has started. The biggest obstacle going forward is parking.

**UPDATE REPORT**

Murdock discussed that the Victory Estates is still in the works and trying to figure out their covenants. The twin homes are still moving fast. The Gathering Grounds should be closing 8/31/2020. Bongards has been looking into turning their waste into Methanol. A contract for the digital billboard is still in the works. The Industrial project is underway, and they already have curbs down. The EDA has received about 50 small cities surveys. The HRA has also been receiving payments from old Down Payment Assistance Programs, so the EDA would like to come up with a plan to combine the HRA funds with the current EDA Down Payment Assistance Program. There was also some discussion on what to do with the CARES ACT funding that the city has received, and to see what our local businesses current and future need is.

**ADJOURNMENT**

With nothing further to discuss, the meeting adjourned at 7:56 a.m.

Respectfully submitted,

Hope Williams

**BUILDING PERMIT APPLICATIONS  
as of August 31, 2020**

**RESIDENTIAL CONSTRUCTION**

PERMIT NUMBER	NAME	ADDRESS	DESCRIPTION	PARCEL NUMBER	VALUE
2020-096	Stephen Stobie	424 5th ST SW	Fence	77000990211002	FENCE
2020-098	Robert Johnson	534 5th ST SW	Replace garage	77000990216000	9,000.00
2020-099	Robert Johnson	535 5th ST SW	Replace Shed	77000990216000	3,000.00
2020-100	Jessie Nash	713 6th ST NE	Finish Basement	77000991195000	10,000.00
2020-101	Cassandra Wike	520 1st AVE S	Fence	77000990746000	FENCE
SIGN	Mary's Mexican Store	805 W Main St	SIGN		SIGN
2020-102	Ben Omberg	158 5th ST NW	New Windows, siding, soffie/faccia	77000990363000	10,000.00
2020-103	Stephen Stobie	424 5th ST SW	replace roof	77000990211002	5,625.00
2020-104	Cassandra Wike	520 1st AVE S	2 stall garage	77000990746000	40,000.00
2020-106	Todd Murphy	645 9th DR NW	Pour concrete Patio and sidewalk	77000991153000	5,000.00
2020-107	Daniel Gleason	445 2nd AVE NW	Roofind & Siding	77000990310001	7,000.00
2020-108	Joe Esser	1118 7th AVE NE	NEW HOME	77000991321000	205,000.00
2020-109	Aaron Karvonen	1056 Lakeside Est E	Fence	77000991046000	FENCE
2020-110	Mitchel Januszewski	634 3rd AVE NE	Windows	77000990443000	2,800.00
2020-111	Donald Schmelz	1025 7th AVE NE	Patio	77000991347000	3,000.00
2020-112	Sam Esser	1101 7th AVE NE	DECK	77000991346000	10,000.00
2020-113	Lisa Nelson	701 3rd AVE SW	reshingle gazebo	77000990840000	1,000.00
2020-114	Lisa Nelson	701 3rd AVE SW	sidewalk and fence	77000990840000	FENCE
				<b>Residential Total</b>	<b>294,625.00</b>

**COMMERCIAL CONSTRUCTION**

PERMIT NUMBER	NAME	ADDRESS	DESCRIPTION	PARCEL NUMBER	VALUE
2020-097	Fourway Plus	715 1st ST NE	Build 48'*80' shed	77000990963000	120,000.00
2020-105	O'Reilly Auto Parts	104 Jake ST	Build Retail Store	77000991034000	1,128,747.59
				<b>Commercial Total</b>	<b>1,248,747.59</b>

DRAFT

**SAFETY COMMITTEE MEETING MINUTES**

**September 3, 2020**

**Perham City Hall Conference Room**

**Members Present:** Kyle Kingsley, Susan Heusser-Ladwig, Brad Schmidt, Heather Hoefl, James Gritz and Kathryn Breid. **Members Absent:** Mark Schmidt, Julie Kempenich, and Chris Arvidson. **Others Present:** Lakes Country Service Cooperative Representative Rick Brynildson.

**CALL TO ORDER:**

The meeting was called to order at 10:03 a.m. in the conference room of City Hall, 125 Second Ave NE, Perham, MN 56573.

**OLD BUSINESS:**

Rick Brynildson brought up reviewing the blood pathogen clean up information, and noted there should be a list of people with the proper vaccinations. Susan Heusser-Ladwig mentioned that there is a list, about one person per City department, and it is posted at all locations. Rick also mentioned that we need to get something in writing regarding a policy of who within the City is considered occupationally exposed. It was discussed that at least the Emergency Personnel are classified that way, and Brad Schmidt and Rick both noted that Public Works should also be included. Heather will touch base with Jon to verify the policy will be updated. It was suggested that Rick would sit with Heather and Jon to help write the policy, and then it would need to be submitted for approval at the Council meeting.

Rick also touched base on the PACC safety trainings & polices. He stated that we are all in agreement that the City does not have any connection with the safety trainings happening at the PACC, however he noted he would like to be able to visit the site and be able to verify trainings are happening.

**MINUTE APPROVAL:**

A motion was made by Heather Hoefl, seconded by Kathryn Breid, and carried without a dissenting vote to approve the meeting minutes from May 7, 2020.

**NEW BUSINESS:**

Kyle Kingsley questioned whether there would be another confined space training at the Public Works department. After discussion, Rick determined that he would go to the Public Works garage on October 8<sup>th</sup> to complete confined space, lockout/tagout, and trip/fall hazards trainings for that department.

The next training date for the City and next Safety Committee meeting was set for February 4<sup>th</sup>, 2021. The topic for the training will be determined before the training.

It was noted that all of the City buildings are now again open to the public, with the exception of City Hall which will open once the remodel has been completed.

**OTHER BUSINESS:**

There was no other business to discuss.

**ADJOURN:**

There being no further business to bring before the Safety Committee, the meeting was adjourned at 10:21 am.

Submitted By:  
Kathryne Breid