

# DRAFT

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
July 15, 2024**

The regular meeting of the Perham City Council held both in person in the Council Chambers at Perham City Hall, 125 Second Avenue NE, Perham, MN 56573 and electronically via Zoom was called to order by Mayor Meehl at 5:16 p.m. with all members of the Council having been duly notified of the meeting and the business to be transacted. Council Members present were Meehl, Lehmkuhl, Spencer, Schmidt and Meyer.

Staff present: City Manager Smith, Finance Officer Stokke, Public Works Director Schossow, Police Chief Gritz, EDA Director Murdock, Matt Johnson, and Clerk Hoeft.

Others present: City Engineer Berube and Robert Williams

Others present via Zoom: None

### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Meehl requested all in attendance rise for the Pledge of Allegiance.

### **CITIZENS CONCERNS**

Mayor Meehl stated Council will recognize citizens who may have items for the Council. Citizens, please state your name and address for the record. There were no citizen concerns.

### **APPROVAL OF AGENDA**

Mayor Meehl stated Council Members and Staff may add items to the agenda which requires Council action.

On a motion by Council Member Meyer, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the agenda as presented.

### **CONSENT AGENDA**

Mayor Meehl stated all items listed with an asterisk (\*) will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event, the item will be removed from the general order of business and considered separately in its normal sequence on the agenda.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the consent agenda as presented.

**\*APPROVAL OF MINUTES**

Council approved the minutes of the Regular Meeting of the Council held on June 10, 2024 and Special Council Meeting held on June 26, 2024.

**APPROVAL FOR PAYMENT OF CITY CLAIMS**

Mayor Meehl stated Council may wish to approve payment of Prepaid and Unpaid City Claims. Finance Officer Stokke noted the following additional claims: Central Specialties for \$151,426.02; MN PFA for \$655,400.31; RL Larson Excavating for \$1,097,046.89 and \$202,074.50; and Steve’s Sanitation for \$146.05 bringing the Total Unpaid City Claims to \$3,236,079,.73.

On a motion by Council Member Schmidt, seconded by Council Member Meyer and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$3,488,197.73 for June 2024.

**\*APPOINTING ELECTION JUDGES**

Council approved Resolution 2024-26 entitled “Resolution Appointing Election Judges For The 2024 August Primary Election And November General Election, City Of Perham, Minnesota,” to appoint Heather Hoeft, Head Judge, Kathyne Breid, Elaine Bistrum, Kristi Werner, Patti Stokke, Jonathan Smith, Joan Brandt, Jerlene Striebel, Ilene Harlicker, Polly Solberg, Carol Rethemeier, Carol Hexum, Sheri Sirra, Nick Murdock, Sandra Vandermay, Michael Johnson, and Charles Germolus as Election Judges for the 2024 Primary Election and General Election.

**\*ANNUAL LIQUOR LICENSE RENEWAL/ON SALE AND SUNDAY LIQUOR**

Council renewed the Liquor License (including Sunday Liquor) for Pamela Honer d.b.a. Suds Tavern Inc., Brew LLC d.b.a. Brew Ale’s and Eats, PBC, LLC d.b.a. Perham Lakeside Golf Club, Zorbaz of Little Pine Lake Inc., OZVentures, LLC d.b.a. 1894 and Perham Hotel Group, LLC d.b.a. Grandstay Hotel & Suites contingent upon all fees and legal requirements being met as required by the City and State of Minnesota’s Liquor Control Board.

**\*APPROVE TEMPORARY LIQUOR LICENSES**

Council approved temporary liquor licenses submitted by the History, Arts & Cultural Association for events to be held on August 3, 10, and 31, 2024 and September 7, 14, 21, and 28, 2024 at the Pioneer Grounds.

**\*APPROVE TEMPORARY LIQUOR LICENSE**

Council approved a temporary liquor license submitted by Pine to Prairie Tractor and Gas Engine Association for an event to be held on August 17 – 18, 2024 at the Pioneer Grounds.

**\*FIRE DEPARTMENT**

Council authorized the use of alcohol at the Perham Emergency Services Building for August 28, 2024 in conjunction with the Fire Department summer picnic.

**\*APPROVE FIRE DEPARTMENT PURCHASE**

Council approved the purchase of turnout gear for the Fire Department from MacQueen for \$25,784.40.

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

Council accepted the PACC's Financial Reports for May 2024.

**\*ACCEPTANCE OF THE CITY'S FINANCIAL REPORTS**

Council accepted the following reports: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report for June 2024.

**APPROVE OPPORTUNITY GRANT**

Mayor Meehl stated Council may wish to approve an Opportunity Grant between the City of Perham and E&H Enterprises, DBA Ellingson Plumbing, Heating, A/C and Electric. Mayor Meehl noted that the EDA had approved the Opportunity Grant.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the Opportunity Grant between the City of Perham and E&H Enterprises, DBA Ellingson Plumbing, Heating, A/C and Electric for \$75,000.00.

**CITY ENGINEER MONTHLY UPDATE**

City Engineer Berube gave an update on various projects.

*Main Street Project*

The detour on Phases 2 and 3 will be removed later this week opening up the roadway for normal traffic (with the exception of the phase connections) for approximately a month. The next portion of work within the schedule is for the street construction of Seventh Avenue Southeast near

Crane Johnson and Nyhus. The existing gravel roadway will be reconstructed to a paved roadway with curb and gutter to address drainage concerns and accommodate the new developments in the area.

The permit for the resurfacing of Second Avenue Northeast has been received from the Railroad and is being reviewed by RL Larson. With the resurfacing permit, the installation of concrete pavement similar to First Avenue near the tracks is no longer allowed. Instead, bituminous pavement will be constructed between the main tracks and spur, but the Railroad will be reconstructing the spur crossing with concrete planks, similar to those on the mainline.

Minor questions regarding the utility crossing permits were forwarded from BNSF today and responses have been sent in. BNSF has placed a rush on the permits for the utilities, which hopefully will align with RL Larson's schedule for the improvements in August.

#### *Prairie's Edge*

Final pavement and turf establishment has occurred over the past month. Last week, the new sanitary sewer pumping station startup occurred, with completion on Thursday. Minor touch up of turf is required, and street signage in the development will be installed later this week.

#### *2022/2023 Project*

The majority of the correction and completion items have been completed on the 2022/2023 project. Early last week, Sherbrooke Turf was back in town to review the turf establishment and will be working on restoration in various areas that have not produced turf. Final punchlist review will be checked over the course of the next two weeks and Central Specialties will be informed of any additional items that need to be addressed.

#### **\*APPROVE STREET CLOSURE REQUEST**

Council approved a request by Calvary Lutheran Church for permission to block the street between 6<sup>th</sup> Street SW and 7<sup>th</sup> Street SW from 4:00 pm to 8:00 pm on August 21, 2024 for a Community Wide Back to School Block Party.

#### **\*APPROVE LITTLE LEAGUE FIELD DEDICATION**

Council approved a request by the Perham Athletic Association, Perham Baseball, and The Home Run Club to dedicate Little League Field #1 to Howie Kangas.

#### **INFORMATION AND ANNOUNCEMENTS**

The filing period opens Tuesday, July 30 for the Mayor and two City Council positions. The filing period closes Tuesday, August 13.

The Committee of the Whole is scheduled for Wednesday, July 31 @ 5:15 pm

The next regular Council Meeting is scheduled for Monday, August 12 @ 5:15 pm

The Primary Election is scheduled for Tuesday, August 13. Polls open at 7:00 am and close at 8:00 pm

**ADJOURNMENT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:31 pm.

Respectfully submitted by,

Heather Hoefl  
Clerk

ATTEST:

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Mayor