

**PERHAM CITY COUNCIL
REGULAR MEETING MINTUES
February 8, 2021**

The regular meeting of the Perham City Council held both in person in the Council Chambers at Perham City Hall, 125 Second Avenue NE, Perham, MN 56573 and electronically via Zoom was called to order by Mayor Meehl at 5:15 pm with all members of the Council having been duly notified of the meeting and the business to be transacted. Council Members present were Meehl, Johnson, Lehmkuhl, and Schmidt. Council Member Spencer was present via Zoom.

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

Others present: City Engineer Berube, and Chamber representative Chad Gabrielson

Others present via Zoom: City Attorney Tom Winters, and Representative Jordan Rasmusson.

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.

Jordan Rasmusson, State Representative of District 8A, was in attendance via Zoom. Rasmusson is currently on the Capital Investments, Commerce, Human Services, and Pension Committees. Rasmusson is an enthusiastic advocate for the City of Perham and recently wrote a letter of support for the Cities Local Road Improvement Program (LRIP) application. Rasmusson answered questions posed by Mayor Meehl and City Manager Smith regarding Local Government Aid (LGA), ending the mask mandate and Peacetime Emergency, COVID-19 vaccine distribution, and passing the budget and a possible bonding bill.

APPROVAL OF AGENDA

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

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

CONSENT AGENDA

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

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt 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 and Special Council Meeting held on January 11 and January 27, 2021.

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: BHH Partners for the following amounts: \$3,556.21, \$1,128.77, and \$174,023.82; Kinect Energy in the amount of \$520,196.32; League of MN Cities Trust in the amount of \$177,269.00; Marco Technologies in the amount of \$201.57; Otter Tail Power for the following amounts: \$36,004.28, \$37.18, and \$5.80; Ramstad, Skoyles & Winters PA in the amount of \$303.00; and Tradesman Construction, Inc. in the amount of \$239,875.00 bringing the total Unpaid City Claims to \$2,194,616.65.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$2,587,288.96 for January 2021.

AUTHORIZE ADVERTISING FOR BIDS/PACC PROJECT

Mayor Meehl stated Council may wish to consider authorizing advertising for bids for the PACC project starting the week of February 15, with bids due March 11, 2021.

City Manager Smith noted that fundraising efforts are wrapping up and a report should be available soon.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council authorized advertising for bids for the PACC project.

BILLBOARD LAND LEASE AGREEMENT

Mayor Meehl stated Council may wish to approve a land lease agreement with Lakes Advertising, LLC for a new digital billboard.

City Manager Smith explained that the lease is for a triangle shaped piece of property on 450th Avenue where a substandard, stationary billboard currently sits. The lease with Lakes Advertising, LLC states that payment will be in the form of free ad space for City and Chamber events, as well as advertising for Landmark Liquors and Economic Development activities.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the land lease agreement with Lakes Advertising, LLC for a new digital billboard.

***HACA LEASE AGREEMENT**

Council approved a one-year lease agreement between the City of Perham and the History and Cultural Association of East Otter Tail County.

***P2P LEASE AGREEMENT**

Council approved a one-year lease agreement between the City of Perham and the Pine to Prairie Antique Tractor and gas Engine Association (P2P).

***2021 BUDGET/PERHAM AREA COMMUNITY CENTER**

Council approved the 2021 Budget for the Perham Area Community Center.

***SENIOR CENTER LEASE**

Council approved a one-year lease between the City of Perham and Mark and Barb Lenius for the Senior Center. The City of Perham agrees to pay rent in the amount of \$900/month.

***LOCAL BOARD OF REVIEW**

Council scheduled the Local Board of Review for Thursday, April 15, 2021 from 1:00 to 2:00.

***DISC GOLF COURSE DONATIONS**

Council approved Resolution 2021 – 5 entitled “Resolution In The Matter Of Accepting Donations For The Disc Golf Course, Perham, MN,” to accept \$500 donations from Steve’s Sanitation and Bremer Bank to assist the City in maintaining the Disc Golf Course.

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

Council accepted the PACC’s Financial Reports for December 2020.

***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 December 2020 and January 2021.

ADOPT CITIZENS PARTICIPATION PLAN

Mayor Meehl stated Council may wish to adopt the Citizen Participation Plan as part of the Small Cities Development Program Application.

City Manager Smith explained that adoption of the Citizens Participation Plan is a requirement of the Small Cities Development Program Application. The plan allows for citizen participation of owner occupied, rental rehabilitation, and commercial/business rehabilitation properties.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council adopted the Citizen Participation Plan as part of the Small Cities Development Program Application.

APPROVE LOCAL GOVERNMENT RESOLUTION

Mayor Meehl stated Council may wish to approve a local government resolution giving the City of Perham the authority to act as the legal sponsor for the Small Cities Development Program Application.

City Manager Smith explained that the resolution is also a requirement of the Small Cities Development Program Application. The resolution states that the City of Perham will act as a legal sponsor and will be responsible for the requirements of the application.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2021 – 6 entitled “Resolution In The Matter Of Submitting A Grant Application To The Department Of Employment And Economic Development, City Of Perham, Minnesota.”

***LIBRARY BOARD**

Council approved the appointments of Gail Pickett and Joann Winjum to three-year terms on the Library Board.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

Northeast Industrial Park

The railing next to Pizza Ranch was installed last month, and we have been in contact with both the Contractor and the City Public Works staff regarding updating and clarifying the Correction and Completion List. The project area will continue to be monitored over the next few months so that a final Correction and Completion List can be sent to the Contractor prior to next year’s construction activities.

Fox Street

Design is nearly complete on the PACC project which will include the re-opening of Fox Street between County 8 and First Avenue South. The proposed project will be reconstructed in the fall of 2021, following the HUB project.

LRIP Application

The application for the funding is nearly complete and will require a County sponsorship resolution later this month before it can be sent into the State. The proposed improvement areas are illustrated in green on the map on the back side of this update.

Westwind Fourth Addition

The design for the Westwind Fourth Addition improvements is progressing, which will include improvements to Ninth Street Northwest along with street and utilities for nearly thirty lots in the Westwind Development. The goal is to receive bids in April for the proposed improvements to allow for construction in the spring and early summer of this year.

LRIP APPLICATION

Mayor Meehl stated Council may wish to approve a resolution in support of a funding application through the Local Road Improvement Program (LRIP).

City Manager Smith explained that the LRIP application received regional support from area State Representatives and Senators. Otter Tail County still needs to pass a resolution to support the application. Council Member Lehmkuhl advised that the City also request support from area counties.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution 2021 – 7 entitled "Resolution In The Matter Of Applying For Funding For Local Road Improvement Program Funding, Perham, Minnesota."

NATURAL GAS SERVICES CONTRACT

Mayor Meehl stated Council may wish to approve a three (3) year contact with USDI for natural gas services.

Public Works Director Schossow stated that the City currently uses Minnesota Municipal Utilities Association (MMUA), however, MMUA is more focused on electrical utilities and the City is not receiving the support it needs for natural gas services. Schossow explained that USDI works only with natural gas utilities and therefore will provide improved services, including:

- GIS Mapping of the natural gas system
- Training twice a year
- Update of required manuals
- Recordkeeping

Schossow noted there will be an initial one-time fee of \$7,500.00 and then we will be billed \$1,700.00 monthly for a total of \$20,400.00 per year.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved a three (3) year natural gas services contract with USDI.

***SNOCROSS EVENT**

Council approved another Snocross event to be held February 13 and 14.

***HOUSEHOLD HAZARDOUS WASTE MOBILE COLLECTION**

Council authorized staff to host a Hazardous Waste Mobile Collection on Thursday, July 15, 2021 from 10:00 am to 2:00 pm at the Perham City Shop.

INFORMATION AND ANNOUNCEMENTS

City Offices will be closed on Monday, February 15 for President's Day
Committee of the Whole is scheduled for Wednesday, February 24 at 5:15 pm
The next Regular Council Meeting is scheduled for Monday, March 8 at 5:15 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 5:54 pm.

Respectfully submitted by,



Heather Hoelt
Administrative Assistant

ATTEST:


Mayor

SPECIAL COUNCIL MEETING MINUTES

February 24, 2021

Mayor Meehl called the Special Council Meeting to order at 5:15 pm on February 24, 2021 in the Council Chambers located at 125 Second Avenue NE and via Zoom, all members of the Council having been duly notified of the meeting, and the business to be transacted. Council Members present were Meehl, Johnson, Lehmkuhl, and Schmidt. Council Member Spencer was present via Zoom.

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

Others present: City Engineer Berube, Dave Schornack and City Attorney Winters

Public Hearing – Gathering Grounds 3.2%/Wine/Strong Beer License

Mayor Meehl stated Council may wish to hear comments regarding a request from Bad Bird Hospitality, DBA Gathering Grounds for a 3.2%/Wine/Strong Beer License. There were no comments from the public.

Approve Gathering Grounds 3.2%/Wine/Strong Beer License

Mayor Meehl stated Council may wish to approve a request from Bad Bird Hospitality, DBA Gathering Grounds for a 3.2%/Wine/Strong Beer License.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the request by Bad Bird Hospitality, DBA Gathering Grounds for a 3.2%/Wine/Strong Beer License.

Public Hearing – Small Cities Development Program

Mayor Meehl stated Council may wish to hear comments regarding the Small Cities Development Program. EDA Director Murdock explained that the public hearing is part of the Citizen Participation Plan. The Small Cities Development Program (SCDP) is funded by a Federal Community Block Grant. Murdock reviewed the application's three objectives:

1. Owner Occupied Rehabilitation – Benefits low to moderate income families within the City limits of Perham.
2. Rental Unit Rehabilitation – Benefits low to moderate income families and is available for single family rental and multi-family rental units within the City limits of Perham.
3. Commercial Rehabilitation – Target area is the core of the downtown commercial district.

The overall application budget is \$1,348,350. \$1,127,000 in SCDP funds will be applied for. \$221,350 will come from leveraged resources including:

- \$50,000 Perham HRA
- \$80,000 Commercial rehab property owners
- \$51,600 Multi-family rental unit owners
- \$32,250 Single-family rental unit owners

- \$7,500 City Administration costs

The final application is due March 12 and the City should be notified by DEED in April if chosen. Murdock noted that the City is not aware of any historic buildings in the project area under federal regulations for the “Protection of Historic Properties.”

Westwind 4 – Approve Plans & Specs

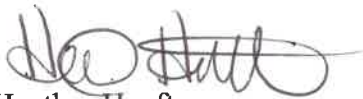
Mayor Meehl stated Council may wish to approve plans and specifications and authorize advertisement of bids for the Westwind 4 Development. City Engineer Berube explained that plans are ninety percent (90%) complete for the project which will include water, sewer, and street construction. The fifteen-acre development will include twenty-eight lots. Berube estimated the project will cost just under a million dollars and will have an approximate 2 ½ month construction timeline.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2021 – 8 entitled “Resolution In The Matter Of Approving Plans And Specifications And Ordering Advertisement For Bids For Westwind 4, Perham, Minnesota.”

Adjournment

Mayor Meehl adjourned the Special Council Meeting at 5:27 pm.

Respectfully submitted by,



Heather Hoeft
Administrative Assistant

ATTEST:



Mayor