

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
February 13, 2023**

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 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, Johnson, Lehmkuhl, Spencer and Schmidt.

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

Others present: City Engineer Berube, Brien Meyer, Elizabeth Vierkant, Dan Bucholz, and David Knudsen

Others present via Zoom: City Attorney Tom Winters

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. There were no citizen concerns.

David Knudsen, 346 3rd St SW, inquired about the status of an updated blight/nuisance ordinance. City Manager Smith responded that he along with the Building Official and Police Chief are currently working on a draft nuisance ordinance. Smith noted that a public hearing will be held in the next couple of months.

There were no other citizen concerns.

APPROVAL OF AGENDA

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

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

CONSENT AGENDA

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

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

***APPROVAL OF MINUTES**

Council approved the minutes of the Regular Meeting of the Council held on January 9, 2023.

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: Amazon Capital Services for \$81.85; American Bottling Company for \$240.84; Code 4 Services for \$3,430.79; Flow Measurement for \$231.99; Frank's Auto for \$8,063.88; Graco Services for \$19,859.20; Hometown Repair for \$67.33 and \$50.88; IFS for \$891.69; Lakes Area Truck Service for \$244.06; Mike's Lock and Key for \$95.00; Perham Office Supply for \$2.10; Perham Steel and Welding for \$120.00; RMB Laboratories for \$576.52; and Christopher Sim for \$710.66 bringing the total Unpaid City Claims to \$1,781,836.12.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$1,930,803.00 for January 2023.

APPROVE THC LICENSES

Mayor Meehl stated Council may wish to approve and authorize the Mayor and City Manager to sign THC License applications submitted by Goose Group Inc. DBA Disgruntled Brewing, Masterpiece Alternatives, and Olson Oil One Stop DBA Perham One Stop, contingent upon receipt of required paperwork and fees by the City Office. Police Chief Gritz noted no concerning background checks.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved and authorized the Mayor and City Manager to sign THC applications submitted by Goose Group Inc. DBA Disgruntled Brewing, Masterpiece Alternatives, and Olson Oil One Stop DBA Perham One Stop contingent upon receipt of fees by the City Office.

***SENIOR CENTER LEASE**

Council approved the annual lease between the City of Perham and Mark and Barb Lenius for the Senior Center.

***ACCEPT DONATION**

Council approved Resolution 2023-8 entitled “Resolution In The Matter Of Accepting A Donation For The HUB, Perham, MN,” to accept a donation of \$50,000.00 from the Boys and Girls Club of DL for the HUB.

***ACCEPT DONATION**

Council approved Resolution 2023-9 entitled “Resolution In The Matter Of Accepting A Donation For The Perham Fire Department, Perham, Minnesota,” to accept a donation of \$500.00 from Lake Region Electric Cooperative.

***APPROVE PURCHASING POLICY**

Council approved a new Purchasing Policy to establish procedures for purchases made on behalf of the City of Perham.

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

Council accepted the PACC’s Financial Reports for December 2022.

***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 January 2023.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

2022/2023 Project

Record drawings and updating of the City’s Utility Maps has been completed over the course of the past month. With construction on hold during the seasonal suspension, Central Specialties has been working on the railroad permitting and is awaiting updates on the road restrictions currently in place before determining the schedule for the remaining work on County 8.

The remaining work is to be completed by September 1st. the following items still need to be completed under the contract:

- County State Aid Highway No. 8 Full Depth Reclamation and Paving
- First Avenue North (Main Street to Third Street)
- Pinewood Lane
- Southwest (Fourth and Fifth Streets and Avenues)

Main Street Project

Over the course of the past month, meetings have been held with select members of the Chamber and various industries north of downtown. Based on the discussion held with industries, the scope of Second Street Northeast will be reduced to address concerns associated with traffic and needs on the roadway.

A Life Cycle Cost Analysis was completed in accordance with the Department of Transportation's process to review the concrete pavement alternative for the downtown portion of the project. Based on the analysis, at this time, concrete will not be a design consideration when the project moves forward due to the cost, timing, and other construction related requirements of the restoration.

A Public Hearing for funding purposes is the next Council Agenda item. This is necessary to allow the City to apply for PFA funding for the proposed utility improvements. This information, along with various supplemental components, will be submitted to the Minnesota Pollution Control Agency by the end of the month.

Lead Service Line Inventory

The United States Environmental Protection Agency has worked with the Federal Government to pass the Lead Copper Rule Revision (LCRR) which went into effect in December 2021. The goal of the LCRR is to reduce lead in drinking water, which can have adverse effects, especially with those that are young. Lead in drinking water has been shown to affect the brain, kidneys, and nervous systems. As part of the LCRR, all Community Water Systems are required to inventory the public and private water system and report the information to their State Department of Health. This inventory is required to be completed by October of 2024.

Currently, the state has indicated that there may be funding for the proposed inventory process, which is intended to be released yet this spring. Work will continue with staff following the release of these funding opportunities to determine the inventory process. By October of 2024, the City will have to submit information on both public and private water supply piping (before the water meter), including the location, type, and how the material was identified. Examples of various materials that may be encountered were shown including lead, galvanized, copper and plastic piping.

PUBLIC HEARING

Mayor Meehl stated Council may wish to hear comments from the public regarding 2024 Main Street Improvements.

The hearing was held to discuss the Facilities Plan for the proposed 2024 Street and Utility Improvements. The purpose of the hearing was to provide information to the public regarding the proposed improvements for funding purposes.

Jade Berube, of Apex Engineering Group presented information regarding the proposed project including the project background, area, and needs. Below is an Opinion of Probable Costs.

Main Street

Item	Cost
Water Infrastructure	\$401,000
Sanitary Sewer Improvements	\$755,000
Storm Sewer Improvements	\$214,000
Street and Surface Improvements	\$3,863,000
County Road Improvements	\$2,589,000
Total Project Cost	\$7,822,000

Second Avenue Northeast

Item	Cost
Water Infrastructure	\$304,000
Sanitary Sewer Improvements	\$253,000
Storm Sewer Improvements	\$300,000
Street and Surface Improvements	\$269,000
Total Project Cost	\$1,126,000

Funding will be pursued through multiple agencies for the improvements, but it is also anticipated that a portion of the project will be funded through Special Assessments. The table below shows preliminary estimates assuming no grant dollars are made available for the project.

Item	Assessable	City Funds	County Funds	Total Cost
Water Infrastructure	\$104,000	\$601,000	\$0	\$705,000
Sanitary Sewer Improvements	\$285,000	\$723,000	\$0	\$1,008,000
Storm Sewer and Drainage	\$0	\$364,000	\$150,000	\$514,000
Street and Surface Improvements	\$825,500	\$55,000	\$5,840,500	\$6,721,000
Total Project Cost	\$1,214,500	\$1,743,000	\$5,990,500	\$8,948,000

Estimated Assessment Rates are \$102.00 a Lineal Foot for street improvements, \$3,950 each for water services and \$4,450 each for sewer services.

Application to the State's Revolving Funding List for wastewater will be due in early March while the water application is due in early May. Application to Intended Use Plan is due in early June while stakeholder meetings will be taking place throughout the project. A public hearing for all property owners will be held followed by design, bidding and finally construction.

Following the presentation, time was provided for questions relating to the proposed project. Anyone asking any questions was instructed to provide their name and address prior to asking questions. Council Member Lehmkuhl inquired about additional funding options. There were no other questions from the public.

2024 MAIN STREET IMPROVEMENTS/APROVE AND ADOPT FACILITIES PLAN

Mayor Meehl stated Council may wish to consider approving and adopting the Facilities Plan for the 2024 Main Street Improvements.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2023-10 entitled "Resolution Approving And Adopting The Facilities Plan For 2024 Main Street Improvements, Perham, Minnesota."

***HOUSEHOLD HAZARDOUS WASTE MOBILE COLLECTION**

Council approved authorizing staff to host a Hazardous Waste Mobile Collection on Thursday, July 13, 2023 from 10:00 am to 2:00 pm at the Public Works Garage.

***APPROVE UTILITY LINE SHORT LOCATOR PURCHASE**

Council approved the purchase of a new utility line short locator from UtilityLogic for \$12,095.00 as budgeted. The locator will aid in locating shorts on the steel natural gas lines that are in need of attention.

***APPROVE TRAILER PURCHASE**

Council approved the purchase of a Midsota TB20 trailer from Cutting Edge of Perham for \$10,500.00 as budgeted. The trailer will be used for hauling skid steer, tractor, and lawnmowers.

***CHAMBER OF COMMERCE/PEC EVENTS**

Council granted permission to the Chamber of Commerce and Perham Events Committee the use of various streets for special events in 2023.

INFORMATION AND ANNOUNCEMENTS

The City Office will be closed on Monday, February 20 for President's Day

The Committee of the Whole is scheduled for Wednesday, February 22 at 5:15 pm
The next Regular Council Meeting is scheduled for Monday, March 13 at 5:15 pm

ADJOURNMENT

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:44 pm.

Respectfully submitted by,



Heather Hoeft
Administrative Assistant

ATTEST:



Mayor