

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
January 11, 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, Spencer and Schmidt.

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 City Attorney Tom Winters

Others present via Zoom: Charles Ramstad

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**OATH OF OFFICE**

City Manager Smith administered the Oath of Office to re-elect Mayor Timothy Meehl and re-elect Council Members James Johnson and Eric Spencer.

**CITIZENS CONCERNS**

Mayor Meehl stated Council will recognize citizens who may have items for the Council. Council Member Johnson recognized the Public Works Department for their efforts to keep the walking paths cleared at Arvig Park.

**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 December 14, 2020.

#### **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: Ace Hardware in the amount of \$7.45; BHH Partners in the amount of \$78,192.39, \$1,130.20, and \$3,035.36; City of Perham in the amount of \$294.99; Civic Systems in the amount of \$6,191.00; Kinect Energy in the amount of \$521,509.16; Marco Technologies in the amount of \$122.37, 125.00, and 201.57; Otter Tail Power in the amount of \$27,445.00, \$34.58, and \$6.11; Perham Health in the amount of \$131.00; Photo Magic in the amount of \$10.30; Time Communications in the amount of \$109.90 and Verizon Wireless in the amount of \$120.07 bringing the total Unpaid City Claims to \$2,497,430.01.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$2,631,945.84.

#### **ORGANIZATIONAL RESOLUTION**

Mayor Meehl stated Council may wish to approve the 2021 Organizational Resolution. There were no changes to Council assignments to the City Boards and Commissions.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2021 – 1 entitled “2021 Organizational Resolution, City Of Perham, Minnesota.”

#### **SALE OF GENERAL OBLIGATION BONDS, SERIES 2021A**

Mayor Meehl stated Council may wish to consider awarding the sale of \$1,500,000 General Obligation Bonds, Series 2021A to refund the City’s outstanding 2010A Taxable GO PIR Fund Bonds, 2011A GO Improvement Bonds, and 2013A GO Improvement Bonds for an interest cost savings.

City Manager Smith stated the bond sale today went well. After the bid opening, the issue size was decreased by \$145,000 due to a reduction in the costs of issuance and underwriter's discount, and the receipt of a premium bid by low bidder Northland Securities, Inc. Smith noted the City was able to keep their AA- bond rating. The closing date for the bonds is January 28, 2021.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2021 – 2 entitled “Resolution Authorizing Issuance, Awarding Sale, Prescribing The Form And Details And Providing For The Payment Of \$1,355,000 General Obligation Improvement Refunding Bonds, Series 2021A.”

#### **APPROVE LEGAL SERVICES CONTRACT**

Mayor Meehl stated Council may wish to approve a contract for legal services between the City of Perham and Ramstad, Skoyles & Winters, P.A.

City Attorney, Thomas P. Winters, in attendance, and Assistant City Attorney, Charles J. Ramstad, via Zoom introduced themselves to Council and noted their firm looks forward to working with the City. City Manager Smith noted that Winters will be the lead Attorney and plans to attend Committee of the Whole as well as other Board/Commission meetings and Council Meetings as needed.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the contract for legal services between the City of Perham and Ramstad, Skoyles, and Winters, P.A.

#### **\*CHAMBER OF COMMERCE EVENTS**

Council granted permission to the Chamber of Commerce the use of various streets and parks for special events in 2021.

#### **\*TAPROOM ON-SALE/BREWER OFF-SALE/SUNDAY LICENSE RENEWAL**

Council renewed the Taproom On-Sale/Brewer Off-Sale/Sunday Licenses for Disgruntled Brewing which expire January 31, 2021 contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

#### **\*MEMBERSHIP AGREEMENT/LAKES COUNTRY SERVICE COOPERATIVE**

Council approved the renewal membership agreement for 2021 with Lakes Country Service Cooperative.

#### **\*SUPPLEMENT TO THE CODE OF ORDINANCES**

Council adopted Ordinance 419 entitled “An Ordinance Enacting And Adopting A Supplement To The Code Of Ordinances For The City Of Perham, Minnesota And Declaring An Emergency,” a Supplemental Ordinance which includes Ordinances 410-416.

**\*ACCEPT DISC GOLF COURSE DONATIONS**

Council accepted \$500 donations from Central Minnesota Credit Union, Ottertail Aggregate and Perham Health and a \$100 donation from Arvig for the Disc Golf Course.

**\*PAY EQUITY REPORT**

Council approved the Pay Equity Report. The report, required every three (3) years, includes payroll information for 2020. 2017 was the last report to be submitted to the State.

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

Council accepted the PACC’s Financial Reports for November 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.

**\*LIBRARY BOARD**

Council approved the appointment of Dan Buchin to another three (3) year term and Patricia DuBord to serve a two (2) year term to complete John Krueger’s term.

**CITY ENGINEER MONTHLY UPDATE**

City Engineer Berube gave an update on various projects.

*Northeast Industrial Park*

Signage and other minor items around the site have been completed over the last month. A draft correction and completion list was sent to the contractor late in the fall, and some items have been addressed around the site. The project area will be continue to be monitored over the next few months so that a final correction list can be sent to the contractor prior to next year’s construction activities.

*Fox Street*

Design continues on the PACC project which will include the re-opening of Fox Street between County 8 and 1<sup>st</sup> Avenue South. The proposed project will more than likely be reconstructed in the fall of 2021, following the HUB project.

*LRIP Application*

The scope of the funding application through the Local Road Improvement Program funded by the Minnesota Department of Transportation has been finalized and will be submitted near the end of February. The Council will have a resolution supporting the application at their February meeting.

The proposed improvements funding application would consist of the reconstruction of Second Street and Sixth Avenue Northeast and Pinewood Lane from County 51 to Pinewood Circle.

*Westwind 4*

The Westwind 4 development will move along quickly in the next few months. Council will soon see the financing package consisting of the Development and TIF Agreements.

**INFORMATION AND ANNOUNCEMENTS**

The City Office will be closed on Monday, January 18 for Martin Luther King Day  
A Special Council Meeting and Committee of the Whole are scheduled for Wednesday, January 27 at 5:15 pm

The Perham Rural Fire Association Annual Meeting is scheduled for Wednesday, January 27 at 7:00 pm at the Perham Fire Hall has been cancelled.

The next Regular Council Meeting is scheduled for Monday, February 8 at 5:15 pm

The League of MN Cities Experienced Leaders Institute will be held virtually February 2-13

**OTHER BUSINESS**

City Manager Smith updated Council on the progress of the HUB project. Demolition will be starting soon.

**ADJOURNMENT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:38 pm.

Respectfully submitted by,



Heather Hoeft  
Administrative Assistant

ATTEST:

  
Mayor

## **SPECIAL COUNCIL MEETING MINUTES**

**January 27, 2021**

Mayor Meehl called the Special Council Meeting to order at 5:15 pm on January 27, 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, Spencer and Schmidt.

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, PACC Director Shebeck, Chamber Representative Chad Gabrielson and City Attorney Winters

### **Approve HUB Change Orders**

Mayor Meehl stated Council may wish to approve change orders for the HUB project.

City Manager Smith reviewed the four (4) proposed change orders which included:

- Removal of the two (2) new skylights that were proposed to bring in natural light to the Boys and Girls Club classrooms for a cost savings of \$76,307.00. There were concerns that skylights would be hard to maintain and may leak in the future.
- Removal of the two (2) new gym windows that were proposed to bring in natural light to the Empowering Kids Sensory Gym and Boys and Girls Club Motor Gym for a cost savings of \$7,201.00.
- Removal of the new playground fencing for a cost savings of \$65,700.00. Alternate fencing is still required to be purchased.
- Removal of the existing greenhouse which was to be relocated to a different location on the property. The greenhouse will need to be removed, either by demolition or sale.

Smith noted that work has already begun on the remodel and roofing will be done in the next few weeks.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the change orders as presented for the HUB project.

### **Adjournment**

Mayor Meehl adjourned the Special Council Meeting at 5:25 pm.

Respectfully submitted by,



Heather Hoeft  
Administrative Assistant

ATTEST:



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Mayor