

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
January 9, 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, and Dan Bucholz

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.

OATH OF OFFICE

City Manager Smith administered the Oath of Office to re-elect Mayor Timothy Meehl and re-elect Council Members Fred Lehmkuhl and Brad Schmidt.

CITIZENS CONCERNS

Mayor Meehl stated Council will recognize citizens who may have items for the Council. 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 Schmidt, seconded by Council Member Spencer 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 held on December 12, 2022.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Council may wish to approve payment of Prepaid and Unpaid City Claims. Finance Officer Stokke noted the following additional claims: Apex Engineering for \$7,723.00, \$5,732.00, and \$7,167.00; Artisan Beer for \$113.80; Arvig Answering Solutions for \$84.02; Auto Value for \$115.79, \$69.54, \$32.97, \$206.02, \$2.86, \$47.98, \$11.95, \$9.34, \$165.99, \$139.02, \$59.95, \$17.18, and \$2.73; Bergseth Brothers for \$8,304.25 and \$(184.00); Blue Cloud Distribution for \$619.00; Breakthru Beverage for \$3,087.09 and \$(82.96); Carlos Creek Winery for \$252.00; Core & Main for \$8,947.68; Energy Economics for \$1,293.13; Hammers Construction for \$32,446.67 and \$76,288.93; Kinect Energy for \$1,237,307.63; Lakes Country Service Coop for \$741.77; Minnesota Department of Public Safety for \$15.00; Otter Tail Power for \$30,204.10 and \$500.85; Perham Area Community Center for \$3,203.56; Perham Focus for \$85.50; Quadient Leasing for \$953.64; Southern Glazers for \$4,407.16 and Vinocopia for \$132.00 bringing the total Unpaid City Claims to \$3,525,592.55.

On a motion by Council Member Johnson, 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 \$3,652,630.03 for December 2022.

ORGANIZATIONAL RESOLUTION

Mayor Meehl stated Council may wish to approve the 2023 Organizational Resolution.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2023-1 entitled “2023 Organizational Resolution, City Of Perham, Minnesota.”

APPROVE PURCHASING GOODS FROM CITY OFFICIAL

Mayor Meehl stated Council may wish to approve an annual resolution to authorize purchasing goods from a City Official for 2023.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote with Council Member Spencer abstaining from the vote, the Council approved Resolution 2023-2 entitled “A Resolution To Authorize Purchasing Goods From A City Official.”

***APPROVE CHAMBER PURCHASE OF SERVICES CONTRACT**

Council approved extending a purchase of services contract with the Perham Chamber of Commerce through December 31, 2023.

***APPROVE REIMBURSEMENT RESOLUTION**

Council approved Resolution 2023-3 entitled "Resolution Establishing Procedures Relating To Compliance With Reimbursement Bond Regulations Under The Internal Revenue Code," an annual resolution to preserve the right to be reimbursed through tax -exempt bonding.

***APPROVE CLEANING CONTRACT**

Council approved a cleaning contract for City Hall and the Library with LeeAnn Felix.

***TAPROOM ON-SALE/BREWER/SMALL BREWER OFF-SALE/SUNDAY LICENSE RENEWAL**

Council approved renewing the Taproom On-Sale/Brewer/Small Brewer Off-Sale/Sunday Licenses for Goose Group, Inc. DBA Disgruntled Brewing which expires January 31, 2023 contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***LOCAL BOARD OF REVIEW**

Council approved scheduling the Local Board of Review for Thursday, April 13, 2023 from 1:00 to 2:00 pm in the Perham City Council Chambers.

***ACCEPT LIBRARY DONATIONS**

Council approved Resolution 2023-4 entitled "Resolution In The Matter Of Accepting Donations For The Perham Area Public Library," to accept donations from West Central Initiative in the amount of \$2,500.00 for the Picture Book Parade Trail and \$8,665.95 for the carpet replacement in the Library.

***GAMBLING PERMIT**

Council approved the Premise Permit Application and Resolution 2023-5 entitled "Resolution In The Matter Of Approving Premises Permit Application Turn In Poachers," to allow Turn in Poachers to conduct gambling at Perham Lakeside Golf Course for an event on April 1, 2023.

***2023 BUDGET/PERHAM AREA COMMUNITY CENTER**

Council approved the 2023 Budget for the Perham Area Community Center.

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

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

AMENDMENT TO DEVELOPMENT AGREEMENT

Mayor Meehl stated Council may wish to approve an amendment to a Development Agreement between the City of Perham and David and Denise Schornack.

City Manager Smith stated the amendment is to correct grammatical mistakes in the original agreement and clarify what gets assessed in Westwind Fourth Addition.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the amended Development Agreement between the City of Perham and David and Denise Schornack.

APPROVE EASEMENT VACATION

Mayor Meehl stated Council may wish to approve an easement vacation request by Mark and Courtney Runyan.

City Manager Smith stated Runyans purchased two (2) lots from the City as well as a triangle piece of property from Perham Health and wish to vacate the utility easements between the properties in order to build across the parcels. City utilities as well as Arvig and Otter Tail Power run on the backside of the properties, so utilities will not be affected.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2023-6 entitled “Resolution In The Matter Of Vacation Of Runyan Utility Easement To The City Of Perham,” to vacate six (6) foot utility easements between lots 1 and 2, Block 5 and lots 1 and 1, Block 4 and 5 of Clearwater First Addition.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

2022/2023 Project

Traffic control plans have been modified to address the change in phasing for County 8 construction next spring. Due to the timing of the proposed improvements prior to Memorial Day, the four-way stop that was temporarily used during the construction of Tuffy's Mill will be placed to allow for an in-town detour.

The remaining work is to be completed by September 1. 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

Following the report presentation in December, meetings have been held with various stakeholders to discuss the options for the reconstruction. A Public Hearing for funding purposes will be completed in February at the Council Meeting with Open Houses to follow to discuss the amenities in the downtown area.

Meetings have been held with industries and the County Highway Department over the past few weeks. These meetings have led to additional discussion regarding the project scope, including utility replacement limits, and intersection layouts which will further be analyzed over the course of the design process.

2024 MAIN STREET PROJECT/CALL FOR PUBLIC HEARING

Mayor Meehl stated Council may wish to approve a resolution calling for a public hearing for the 2024 Main Street Project. The Hearing will take place on February 13, 2023 during the regular City Council Meeting.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2023-7 entitled "Resolution Ordering A Public Hearing For 2024 Main Street Improvements, Perham, Minnesota."

***APPROVE LAWN TRACTOR PURCHASE**

Council approved the purchase of a new lawn tractor for the Public Works Department. The John Deere X584 will be purchased from RDO of Hawley, Minnesota for the amount of \$9,618.00 after sale of the 2017 John Deere X394.

INFORMATION AND ANNOUNCEMENTS

The City Office will be closed on Monday, January 16 for Martin Luther King Jr. Day
The Committee of the Whole is scheduled for Wednesday, January 25 at 5:15 pm
The Perham Rural Fire Association Annual Meeting is scheduled for Wednesday, January 25 at 7:00 pm
The next Regular Council Meeting is scheduled for Monday, February 13 at 5:15 pm

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 5:35 pm.

Respectfully submitted by,



Heather Hoelt
Administrative Assistant

ATTEST:


Mayor