

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
July 12, 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 absent.

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, Shawn Sweere, Jeff Stabnow, Elizabeth Wefel, and Karla Bell

Others present via Zoom: City Attorney 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. Citizens please state your name and address for the record.

Elizabeth Wefel – Coalition of Greater Minnesota Cities

Elizabeth Wefel representing the Coalition of Greater Minnesota Cities (CGMC) was in attendance to update Council on the final outcomes of the 2021 Legislative session and highlight priorities for next session including Local Government Aid (LGA), bonding, redistricting, and the impact of the 2022 elections on the Legislature.

Shawn Sweere – Perham Township

Shawn Sweere representing Perham Township was in attendance to request that Council consider cost sharing the sealcoating of 450th Avenue, since the roadway was paved as part of the Industrial Park project. Jeff Stabnow representing Morris Sealcoat & Trucking was also in attendance to attest to the benefits of sealcoating in the first year as is Perham Township's policy. City Engineer Berube stated there are several varying sealcoat studies. The City's policy is to sealcoat every five to ten years. Council agreed to discuss the matter during August committee meetings and revisit the issue at the August City Council meeting.

Karla Bell, 433 5th Street Southwest

Karla Bell was in attendance to request that stop or yield signs be installed at the uncontrolled intersections in town. Bell cited several car accidents at those intersections. Council stated that studies have shown that more accidents are reported at controlled intersections versus uncontrolled intersections. The need for stop or yield signs will be addressed during the 2022 Street Project which includes the Southwest Fourth and Fifth Streets and Avenues.

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 Lehmkuhl, 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 Johnson, 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 June 14, 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: Absolute Ice in the amount of \$160.80; American Bottling in the amount of \$203.00; BHH Partners for the following amounts: \$9,774.77 and \$11,935.17; Granite City Jobbing in the amount of \$1,645.80; Holzer Unlimited in the amount of \$19.50; Kinect Energy in the amount of \$230,410.69; Main Street Express in the amount of \$34.51; Nelson Techno in the amount of \$7,027.23; Otter Tail County for the following amounts: \$47.94 and \$32,270.00; Otter Tail Power for the following amounts: \$45,605.19, \$57.18, and \$6.64; Service Food in the amount of \$27.35; and Voyager Fleet in the amount of \$5,977.03 bringing the total Unpaid City Claims to \$2,582,866.89.

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 \$3,530,290.31 for June 2021.

RESCIND LOCAL EMERGENCY DECLARATION

Mayor Meehl stated Council may wish to approve a resolution to rescind Resolution 2020 – 15 declaring a local emergency.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2021 – 34 entitled “Rescinding Resolution 2020 – 15,” hereby ending the local emergency declaration.

AUTHORIZE SHOOTING RANGE DONATION

Mayor Meehl stated Council may wish to authorize the City to provide financial support for construction improvements to the Perham Shooting Range. City Manager Smith noted the City has already made in-kind donations including the removal of two irrigation lines no longer in use, and due to the dry weather, the Fire Department has been out there watering to get the turf established.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council authorized the City to provide financial support for construction improvements to the Perham Shooting Range in the amount of \$2,000.00.

***LAKES COUNTRY HEALTH & SAFETY CONTRACT**

Council approved a one-year Health & Safety Services contract with Lakes Country Service Cooperative for \$7,000.00.

***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.

***TEMPORARY ON-SALE LIQUOR LICENSES**

Council approved Temporary On-Sale Liquor Licenses for the History, Arts & Cultural Association for events to be held at the Pioneer Village on August 6, 27, and September 11, 18,

and 25, 2021.

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

Council accepted the PACC’s Financial Reports for May 2021.

***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 2021.

ALESHIRE PARK TOWNHOMES AGREEMENT AMENDMENT

Mayor Meehl stated Council may wish to make a motion to absorb the engineering and professional fees as part of the City’s direct cost of the project and not factored as part of the \$85,000 max contribution to the project/developer. City Manager Smith noted the additional cost will be paid with TIF proceeds so it will not be a burden to taxpayers.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the motion to absorb the engineering and professional fees as part of the City’s direct cost of the project and not factored as part of the \$85,000 max contribution to the project/developer.

APPROVE PURCHASE AGREEMENT

Mayor Meehl stated Council may wish to consider approving a purchase agreement for the sale of a parcel of land located in East Park Third Addition to Gabrielson Properties, LLC.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the sale of a parcel of land located in East Park Third Addition to Gabrielson Properties, LLC.

CITY ENGINEER MONTHLY UPDATE

City Engineer gave an update on various projects.

Westwind Fourth Addition

The bituminous base course was completed today on the project. The wear course may be completed later this week (weather dependent) and general cleanup of the topsoil on the new lots will follow. It is anticipated that the project will be completed by the end of July.

Ninth Street Southwest

Timing for the mill and overlay of Ninth Street Southwest from Third to Fifth Avenue is yet to be scheduled. Howard's must complete the project by August 20, 2021.

2022 Project

An updated report has been prepared and will be discussed during the following agenda item.

APPROVE PRELIMINARY ENGINEERING REPORT/CALL FOR PUBLIC HEARING

Mayor Meehl stated Council may wish to approve the Preliminary Engineering Report and Call for a Public Hearing for 2022 Street Improvements.

City Engineer Berube reviewed the Preliminary Engineering Report. The proposed project will consist of four areas within the City.

- First Avenue North or County State Aid Highway (CSAH) No. 8 from Main Street (CSAH No. 80) to Eighth Street Northeast. The County will be continuing the reconstruction from Eighth Street Northeast to CSAH 53 for an additional seven miles.
- Fourth and Fifth Avenues Southwest from Third Street to Sixth Street, along with Fourth and Fifth Streets Southwest from Third Avenue to Sixth Avenue.
- Sanitary sewer replacement in the alley between Main Street and Second Street Southwest from Eighth Avenue to CSAH 34.
- Pinewood Lane from CSAH 51 to a point approximately 1,800 feet north.

Berube reviewed the existing conditions, proposed improvements, design and construction considerations, estimated costs and financing of the proposed project.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2021 – 35 entitled “Resolution Receiving Report And Calling For A Public Hearing On 2022 Street Improvements, Perham, Minnesota.” A public hearing will be scheduled for the August City Council meeting.

***APPROVE CEMETERY EXPANSION SURVEYING**

Council approved a surveying proposal from Compass Consultants for the expansion of the cemetery.

INFORMATION AND ANNOUNCEMENTS

Hazardous Household Waste Day is scheduled for Thursday, July 15 from 10 – 2:00 at the City Shop.

The Committee of the Whole is scheduled for Wednesday, July 28 @ 5:15 pm

The next regular Council Meeting is scheduled for Monday, August 9 @ 5:15 pm

Tentative schedule for 2022 Budget Meetings:

Friday, September 10 @ 7am – Police, Public Works, Library and Fire Department

Friday, September 17 @ 7am – Capital Debt and Overview

Wednesday, September 29 following Committee of the Whole - Review

ADJOURNMENT

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 6:25 pm.

Respectfully submitted by,



Heather Hoelt

Administrative Assistant

ATTEST:



Mayor