

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
June 14, 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, Fire Chief Schmidt, Public Works Director Schossow and Administrative Assistant Hoeft.

Others present: City Engineer Berube, Jake Huebsch, Douglas Nielsen, and Patrick Honer

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. 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 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 May 10, 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 no additional claims bringing the total Unpaid City Claims to \$2,556,047.20.

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 \$2,874,742.65 for May 2021.

**AMERICAN RESCUE PLAN ACT FUNDS**

Mayor Meehl stated Council may wish to approve a resolution to authorize applying for American Rescue Plan Act funds.

City Manager Smith explained that the Federal Government enacted the American Rescue Plan Act. The City of Perham with 50,000 or less population is considered a Non-Entitlement City and will receive an estimated \$382,000 from the State. Half of the funds will be received in 2021 and the other half in 2022. The City has until December 31, 2024 to expend the funds. Smith reviewed the resolution and differences from the CARES Act funds received in 2020.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2021 - 27 entitled "A Resolution To Authorize Applying For The Coronavirus Local Fiscal Recovery Fund Established Under The American Rescue Plan Act."

**GAMBLING PERMIT**

Mayor Meehl stated Council may wish to consider approving the Premise Permit Application and resolution to allow Perham Area Youth Hockey Association to conduct gambling at Suds, 138 W Main St, Perham.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2021 - 28 entitled "Resolution In The Matter Of Approving Premises Permit Application Perham Area Youth Hockey Association."

**\*LAKES COUNTRY TECHNOLOGY CONTRACT**

Council approved a one-year Technology and Network Services contract with Lakes Country Service Cooperative for \$8,642.03.

**\*ACCEPT DISC GOLF COURSE DONATIONS**

Council approved Resolution 2021 - 29 entitled "Resolution In The Matter Of Accepting Donations For The Disc Golf Course, Perham, MN" to accept donations from Topline Electric and Reuter Family Dentistry for \$500 each, Lakeland Veterinary Clinic for \$250, and Esser Plumbing and Heating for \$150 for the Disc Golf Course.

**\*ACCEPT RIFLE RANGE DONATION**

Council approved Resolution 2021 - 30 entitled "Resolution In The Matter Of Accepting A Donation For The Rifle Range, Perham, MN" to accept a \$20,000 donation from the MN Deer Hunters Association/EOT Chapter for the Rifle Range.

**\*ACCEPT POLICE/FIRE DEPARTMENT DONATION**

Council approved Resolution 2021 - 31 entitled "Resolution In The Matter Of Accepting A Donation For The Police/Fire Department, Perham, MN" to accept a donation from St. Paul's Lutheran Church for the Police/Fire Department.

**\*ACCEPT GOLF COURSE DONATION**

Council approved Resolution 2021 - 32 entitled "Resolution In The Matter Of Accepting A Donation For The Golf Course, Perham, MN," to accept a donation from JP Morgan Chase for \$500.00 for the Golf Course.

**\*TEMPORARY ON-SALE LIQUOR LICENSE**

Council approved a Temporary On-Sale Liquor License for St. Henry's Catholic Church for an event to be held on August 15, 2021.

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

Council accepted the PACC's Financial Reports for April 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 May 2021.

## **APPROVE INCREASE TO FIRE RELIEF PENSION AMOUNT**

Mayor Meehl stated Council may wish to approve an increase to the Fire Relief Pension amount.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved an increase of \$300 for 2021 and provisional increases of \$200 in 2022, and \$100 for both 2023 and 2024 to the Fire Relief Pension amount.

## **AUTHORIZE AD FOR BIDS**

Mayor Meehl stated Council may wish to authorize City staff to advertise for sealed bids for the sale and removal of a house and outbuildings located at 630 Third Avenue SE, Perham.

City Manger Smith explained that advertising for the buildings which include the house and attached garage, another 12' x 20' garage, and L shaped back shed/s, will go through July 8 with bids due July 14. The winning bidders will be required to be insured or have an insured mover and buildings must be moved by September 10 or the 50% required deposit will be forfeited.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized City staff to advertise for sealed bids or the sale and removal of a house and outbuildings located at 630 Third Avenue SE, Perham.

## **CITY ENGINEER MONTHLY UPDATE**

City Engineer Berube gave an update on various projects.

### *Northeast Industrial Park*

Paving is complete, the establishment of turf has taken some time, with Eleventh Avenue and Sixth Street receiving new seed last week right before the rain. With the warm weather following the paving of the roadways, the shouldering along Eleventh Avenue has been delayed. The cooldown later this week may be enough to allow for the placement of the aggregate.

### *LRIP Application*

The grant application sent to the State in early 2021 was not successful. Of the 425 total applications, 75 projects were funded with only 16 grant awards made to cities under 5,000 people. A total of 23 projects of the 75 awarded were legislatively selected.

The application included the reconstruction of Pinewood Lane and Second Street and Sixth Avenue Northeast. Pinewood Lane may be included in next year's reconstruction project due to the current conditions. Second and Sixth will more than likely be delayed allowing for future funding opportunities.

### *Westwind Fourth Addition*

All underground utilities have been installed and road grading and class five aggregate is being installed. Curb and gutter is scheduled for the near future with paving to follow. It is anticipated that the project will be completed by the mid to end of July.

### *Ninth Street Southwest*

Quotes/Bids were received for a small paving project on Ninth Street Southwest from Second Avenue to Fifth Avenue last week. Howard's Driveway was the low bid at \$44,366.70. Howard's must complete the project by August 20, 2021.

### *2022 Project*

The project scope for the 2022 improvements is beginning to be defined. A Preliminary Engineering Report was completed early last year outlining Fourth and Fifth Streets and Avenues Southwest and First Avenue North. The project was delayed due to the County delaying the bridge replacement over the Otter Tail River on County State Aid Highway No. 8 north of the City.

The Council has a resolution calling for an updated Preliminary Engineering Report to review the cost and scope of changes from the prior report. The updated report will include the areas of Fourth and Fifth Southwest Streets and Avenues, First Avenue North, Pinewood Lane, and sanitary sewer improvements in the alleys between Main Street and Second Street Southwest.

### **MILL AND OVERLAY**

Mayor Meehl stated Council may wish to accept the apparent low bid received for the mill and overlay of Ninth Street SW from Second Avenue to Fifth Avenue.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the apparent low bid of \$44,366.70 from Howard's Driveway for the mill and overlay of Ninth Street SW from Second Avenue to Fifth Avenue.

### **2022 IMPROVEMENTS – PRELIMINARY ENGINEERING REPORT**

Mayor Meehl stated Council may wish to authorize the preparation of an updated Preliminary Engineering Report for the 2022 Improvements to include Fourth and Fifth Southwest Streets and Avenues, First Avenue North, Pinewood Lane, and sanitary sewer improvements in the alleys between Main Street and Second Street Southwest.

On a motion by Council Member Johnson, seconded by Council Member Lehmkühl and carried without a dissenting vote, the Council approved Resolution 2021 – 33 entitled “Resolution In The Matter Of Ordering An Updated Preliminary Engineering Report For 2022 Street Improvements, Perham, MN,” authorizing an updated Preliminary Engineering Report for the

2022 Improvements to include Fourth and Fifth Southwest Streets and Avenues, First Avenue North, Pinewood Lane, and sanitary sewer improvements in the alleys between Main Street and Second Street Southwest.

**\*APPROVE SQUAD CAR PURCHASE**

Council approved the purchase of a 2021 Ram SSV squad car for the Police Department from Nelson Auto Center of Fergus Falls for \$29,167.79 along with the purchase of equipment to upfit the vehicle for an additional \$19,191.72, keeping under the \$55,000 that was budgeted for a new patrol car.

**\*B STILL YOGA**

Council approved a request by Brittany Stramer of B Still Yoga, to offer a yoga class in Paul Miller Park on Monday, June 21 from 5:30 pm – 6:30 pm.

**INFORMATION AND ANNOUNCEMENTS**

Turtle Fest is scheduled for June 16-20

The Committee of the Whole is scheduled for Wednesday, June 30 @ 5:15 pm

The next regular Council Meeting is scheduled for Monday, July 12 @ 5:15 pm

The Household Hazardous Waste Day is scheduled for Thursday, July 15 from 10 – 2 at the Public Works Garage

**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 5:37 pm.

Respectfully submitted by,



Heather Hoeft  
Administrative Assistant

ATTEST:

  
Mayor