

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
June 12, 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, Lehmkuhl, Spencer, and Schmidt.

Staff present: City Manager Smith, Finance Officer Stokke, Public Works Director Schossow, and Administrative Assistant Hoeft

Others present: City Engineer Berube, Brien Meyer, Elizabeth Vierkant, Jeff Fritz, Representative Tom Murphy, and Otter Tail County Commissioner Dan Bucholz

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 Spencer, 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 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 May 8, 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: All Seasons Heating for \$327.85; Amazon for \$128.90 and \$183.63; Auto Value for \$76.87, \$47.88, \$43.86, \$62.46, \$7.26, \$15.17, \$139.99, \$47.88, \$84.26, and \$401.36; Beverage Wholesalers for \$14,347.55; Braun Intertec Corp for \$1,248.50; Brian's Repair for \$125.25; BSN Sports for \$55.00; Central Specialties for \$2,189,995.32; Copper Trail Brewing for \$183.24; Flow Measurement & Control for \$1,152.00; Frontier Energy for \$885.85; Irby Co. for \$175.84; Jake's Johns for \$750.00; Johnson Brothers for \$7,890.86; Marco Technologies for \$210.39; Northland Monument for \$330.00; Otter Tail Power for \$41,086.91; Perham Athletic Association for \$6,000.00; Perham Car Care Center for \$25.00; Phillips Wine for \$1,632.71; RMB Laboratories for \$26.14; Star Tribune for \$699.30; Steve's Sanitation for \$140.44; Tradesman Construction for \$80,500.00; Verizon Wireless for \$200.13; Vinocopia for \$2,746.51; and Visa for \$616.23 bringing the Total Unpaid City Claims to \$3,601,232.88.

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 \$4,112,609.96 for the month of May.

COUNCIL VACANCY

Mayor Meehl stated Council may wish to consider appointing a new Council Member based on the applications received. Meehl thanked everyone that applied and explained that after review of the applications and an anonymous rank choice vote, Brien Meyer received the highest ranking of votes.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution 2023-19 entitled "A Resolution For The Appointment Of Council Member," to appoint Brien Meyer to fill the term of Council Member until the term expires on December 31, 2024.

APPROVE SALES TAX AGREEMENT

Mayor Meehl stated Council may wish to consider approving an agreement between the Minnesota Department of Revenue and the City of Perham for collection of sales and use tax.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the agreement between the Minnesota Department of Revenue and the City of Perham for collection of sales and use tax.

***2022 AUDIT**

Council accepted the 2022 Audit as presented by Brady Martz at the Committee of the Whole meeting on May 31, 2023.

***LAKES COUNTRY TECHNOLOGY CONTRACT**

Council approved a one-year Technology and Network Services contract with Lakes Country Service Cooperative for \$2,967.10 to be paid upon signing of the contract, with the \$5,934.19 to be paid in twelve equal monthly payments.

***LAKES COUNTRY HEALTH & SAFETY SERVICES CONTRACT**

Council may wish to approve a one-year Health & Safety Services contract with Lakes Country Service Cooperative for \$7,380.00.

***AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

Council approved Resolution 2023-20 entitled "Authorization To Execute Minnesota Department Of Transportation Airport Maintenance And Operation Grant Contract," authorizing the Mayor and City Manager to enter into an Airport Maintenance and Operation Grant Contract with the State of Minnesota.

***APPROVE TEMPORARY LIQUOR LICENSE**

Council approved a temporary liquor license request by Rotary Club of Perham, Minnesota for an event on June 24, 2023 contingent upon the receipt of required paperwork and fees by the City Office.

***APPROVE TEMPORARY LIQUOR LICENSE**

Council approved a temporary liquor license request by Pine to Prairie Antique Tractor and Gas Engine Association for an event on August 19 and 20, 2023 contingent upon the receipt of required paperwork and fees by the City Office.

***ACCEPT PICKLEBALL DONATION**

Council approved Resolution 2023-21 entitled "Resolution In The Matter Of Accepting A Donation For The Pickleball Courts, Perham, MN," to accept a \$1,200.00 donation from Bradley and Tamara Neuerburg for the Pickleball Courts.

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

Council accept the PACC's Financial Reports for April 2023.

***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 2023.

APPROVE MUTAL AID AGREEMENT

Mayor Meehl stated Council may wish to approve an updated Otter Tail County Fire Departments Mutual Aid Agreement.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the updated Otter Tail County Fire Departments Mutual Aid Agreement.

APPROVE REZONING

Mayor Meehl stated Council may wish to consider approving a rezoning request by CJ Investments to rezone property from Open to Light Industrial(L-I) for growth of Crane Johnson Lumber Co, and a storage building. Council Member Lehmkuhl stated that the Planning Commission had held a public hearing and recommended Council approval of the rezoning.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Ordinance 432 entitled “Revising Land Use (Zoning) Ordinance No. 286 For Rezoning Certain Property To The City Of Perham, Minnesota,” to rezone property owned by CJ Investments from Open to Light Industrial for growth of Crane Johnson Co. and a storage building.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

2022/2023 Project

Paving on County Highway 8 was completed last week from Third Street North to County Highway 53. This morning, edge rumbles were constructed in some sections of the roadway that were located far enough away from residential properties and the pavement marking is scheduled for mid-week on the rural sections.

In town, underground utility replacement has been focused on Fourth Street Southwest with the water and sewer complete on the first two blocks. This week, the contractor will continue replacement on the 500 block of Fourth Street to the intersection of Sixth Avenue between Third and Fourth Street where the sanitary sewer and storm sewer will be replaced.

Underground utilities are anticipated to be complete in the Southwest area by the end of the month, with grading and aggregate placement starting within the next two weeks. Conversations with Central Specialties are ongoing regarding the schedules for the remaining three blocks of County 8 near Main Street and Pinewood Lane.

Main Street Project

The topographic survey is underway for the Main Street Project to gather information regarding the existing features downtown. Following the survey completion, design of utilities will start with surface features anticipated to be one of the last items designed.

Updated sketches for proposed replacement alternatives are currently being refined and reviewed internally with the data being collected from the topographic survey.

Prairie's Edge Phase 3

The topographic survey for the remaining phase of Prairie's Edge is complete and drafting of the plans is underway. The remaining phase will consist of twenty single family lots and thirteen twin home lots on the north side of the development on the remaining undeveloped land within the development.

Plans and specifications are anticipated to be complete by the July Council meeting, which will allow for bidding and underground utility improvements prior to the end of October of this year. Roadway improvements would not be completed until next spring, which will open the schedule up for potential bidders.

APPROVE COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS

Mayor Meehl stated Council may wish to consider approving a resolution approving the reconstruction or improvement of Otter Tail County State Aid Highway No. 51 within the limits of the City of Perham as a State Aid Project.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2023-22 entitled "Resolution Approving County Project Within Municipal Corporate Limits."

APPROVE PARALLEL PARKING ONLY

Mayor Meehl stated Council may wish to consider approving a resolution requiring parking of all vehicles within the corporate limits on County State Aid Highway No. 51 be parallel with the curb in accordance with the State Aid Standards.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution 2023-23 entitled "Resolution For Parallel Parking Only," to require that parking of all vehicles within the corporate limits on County State Aid Highway 51 be parallel with the curb in accordance with the State Aid Standards.

APPROVE PRAIRIE'S EDGE SOIL BORINGS PROPOSAL

Mayor Meehl stated Council may wish to approve a proposal from Braun for the soil borings for Prairie's Edge. Proposals were received from both Terracon and Braun Intertec Corporation. Braun's proposal was \$250.00 less than Terracon's. Berube noted that he's worked with both companies.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the proposal from Braun for soil borings for Prairie's Edge.

***APPROVE STREET CLOSURE REQUEST**

Council approved a request by Calvary Lutheran Church for permission to block the street between 6th Street SW and 7th Street SW from 4:00 pm to 7:30 pm on August 23, 2023 for a Community Block Party. (Enclosure)

INFORMATION AND ANNOUNCEMENTS

Turtle Fest is scheduled for June 14-18

The City Offices will be closed Monday, June 19 for the Juneteenth Holiday

The League of MN Cities Annual Conference will be held June 21-23 in Duluth

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

The City Offices will be closed on Tuesday, July 4 for Independence Day

The next regular Council Meeting is scheduled for Monday, July 10 @ 5:15 pm

The Household Hazardous Waste Day is scheduled for Thursday, July 13 from 10 – 2 at the Public Works Garage

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:34 pm.

Respectfully submitted by,



Heather Hoelt
Administrative Assistant

ATTEST:



Mayor