

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
March 9, 2020**

The regular meeting of the Perham City Council was called to order by Vice Mayor Johnson at 5:15 pm in the Council Chambers of the City Administration Building at 125 Second Avenue NE, Perham, Minnesota, all members of the Council having been duly notified of the meeting and the business to be transacted. Council Members present were Johnson, Lehmkuhl, Spencer, and Schmidt. Mayor Meehl was absent.

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

Others present: City Engineer Berube

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

CITIZENS CONCERNS

Vice Mayor Johnson stated Council will recognize citizens who may have items for the Council. There were no citizen concerns.

APPROVAL OF AGENDA

Vice Mayor Johnson 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

Vice Mayor Johnson 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 February 10, 2020 and Special Council Meeting held on February 26, 2020.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Vice Mayor Johnson stated Council may wish to approve payment of Prepaid and Unpaid City Claims. Finance Officer Stokke noted the following additional claims: City of Perham in the amount of \$172.55; Forum Communications in the amount of \$259.00; Kinect Energy in the amount of \$500,542.76; League of Minnesota Cities Insurance Trust in the amount of \$181,303.00; League of Minnesota Cities in the amount of \$545.00; Otter Tail Power in the amount of \$80.00; Otter Tail Power in the amount of \$5.12; and Otter Tail Power in the amount of \$1.152.02 bringing the total Unpaid City Claims to \$1,154,429.53.

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 \$1,288,133.07.

CENSUS 2020 PROCLAMATION

Vice Mayor Johnson stated Council may wish to authorize the Mayor to sign a proclamation supporting the 2020 Census.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized the Mayor to sign a proclamation supporting the 2020 Census.

***3.2 BEER LICENSE RENEWALS**

Council approved the renewal of 3.2 Beer Licenses contingent upon the receipt of applicable fees and required information by the City Office for Perham Pirates Baseball Club, East Otter Tail Agricultural Society, Momar Enterprises/Westside Services, Poulson/Beach Enterprises/Perham BP, Donald B Meyer/Main Street Express, Family Dollar Inc., Friends of the History Museum/HACA, and New Jin Hu Inc.

***WINE LICENSE RENEWAL**

Council approved the renewal of a Wine On-Sale/Strong Beer license for New Jin Hu Inc. contingent upon the receipt of applicable fees and required information by the City Office.

***2 AM LIQUOR LICENSE RENEWAL**

Council approved the renewal of a 2:00 AM closing time for Brew, LLC d.b.a. Brew Ales & Eats contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***2019 BUDGET AMENDMENTS**

Council approved Resolution 2020 – 11 entitled “Resolution In The Matter Of Amending The 2019 Budget” to amend the 2019 Budget due to the addition of approved projects during the 2019 budget year.

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

Council accepted the PACC's Financial Reports.

***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.

PERHAM TOWNHOMES, LLC PURCHASE AGREEMENT

Vice Mayor Johnson stated Council may wish to consider the sale of 15.554 acres in Clearwater Second Addition for the development of twenty (20) twin homes by Perham Townhomes, LLC. City Manager Smith noted the purchase agreement had been amended to reflect the name change from Perham Townhomes, LLC to Aleshire Park Townhomes LLC and Council will be asked to consider the vacation of a portion of three (3) streets pending approval by the Planning Commission on March 17, 2020. The closing date is set for April 3, 2020. Council Member Spencer inquired about a park requirement for the development. Smith explained that Clearwater Second was platted by the City years ago and the City contributed money in lieu of a park.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the sale of 15.554 acres in Clearwater Second Addition for the development of twenty (20) twin homes by Aleshire Park Townhomes, LLC.

PROPERTY TAX REBATE PROGRAM

Vice Mayor Johnson stated Council may wish to approve participation in the Property Tax Rebate Program for New Single and Two-Family Homes between January 1, 2020 and December 31, 2022. Amy Baldwin with Otter Tail Community Development had presented the

program at the February Council Meeting. City Manager Smith noted that there are only a handful of developable lots that aren't already in a TIF District and also noted that a public hearing will be required for each parcel. The County will conduct the application process. The school districts haven't been approached to participate in the program.

On a motion by Council Member Spencer, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2020 – 12 entitled “Resolution Approving Participation In A Property Tax Rebate Program For New Single And Two-Family Homes.”

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

Second Avenue Southwest

Work has been suspended for the winter. The remaining items on the correction and completion list along with other cleanup items will be addressed in the spring.

Prairie's Edge Phase 2

Construction has been suspended for the winter on the site. Additional utility and street work will commence in the spring.

Northeast Industrial Park

Plans have been completed and submitted to the Otter Tail County Highway Department for their review. In a meeting with the County late last week, they anticipated sending out comments this week. Following the review by the County, it will go to the Department of Transportation for their review.

Berube and Smith met with Perham Township last week to discuss the improvements to 11th Avenue/450th Avenue and the funding/financing from the Township. Their annual meeting is tomorrow night, in which they will discuss the budget, and proposed projects around the Township. During the discussion, they anticipate hearing more from residents regarding their involvement in the proposed project.

2021 Project

Paperwork for the Clean Water Revolving Fund was submitted last week. The follow up paperwork for the Drinking Water Revolving Fund will be submitted in April. The funding lists are typically sent out in August, and at that time, an additional hearing on the project will be held.

Clearwater 2nd Addition – Phase 2

An excavator is on site, and the developer is waiting for plans to be completed for the utility and street extensions to accommodate the proposed development. According to discussions with the developer, they anticipate starting the proposed extensions in April.

COUNTY PROJECT APPROVAL

Vice Mayor Johnson stated Council may wish to adopt a resolution to approve proposed construction work within CSAH 34 and US 10 RW within the city limits. It was noted that the City owns the triangle shaped incline of the overpass on CSAH 34 and US 10.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2020 – 13 entitled “Resolution Approving County Project Within Municipal Corporate Limits Perham, Minnesota.”

EAST PARK PLAYGROUND IMPROVEMENTS

Vice Mayor Johnson stated Council may wish to approve the purchase of playground equipment and an irrigation system for the East Park Playground. The total amount of the equipment and irrigation system is \$32,153.87.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the purchase of playground equipment and an irrigation system for the East Park playground.

***METER READING SYSTEM PURCHASE**

Council approved the purchase of a new gas and water meter reading system in the amount of \$22,625.00 plus tax and shipping if applicable.

***NATIONAL DAY OF PRAYER**

Council approved a request from St. Paul’s Lutheran Church for the use of the park next to the Chamber and City Hall for the National Day of Prayer on May 7, 2020.

***PERHAM MS EVENT**

Council authorized the use of various streets for the 2nd Annual Bike and Hike Perham MS event on Saturday, May 30, 2020.

***LADYSLIPPER GARDEN CLUB**

Council approved a request from the Ladyslipper Garden Club for the use of NP Park for their annual plant sale the first Saturday in June.

INFORMATION AND ANNOUNCEMENTS

The 2020 League of Minnesota Cities Legislative Conference will be held March 18 - 19 in St. Paul

A Special Council Meeting and Committee of the Whole are scheduled for Wednesday, March 25 at 5:15 pm

The next Regular Council Meeting is scheduled for Monday, April 13 at 5:15 pm

The Local Board of Review is scheduled for Thursday, April 16th from 1:00 to 2:00; a Council quorum is required

The Household Hazardous Waste Day is scheduled for Wednesday, July 8 from 10:00 to 2:00 at the Public Works Garage

ADJOURNMENT

On a motion by Council Member Spencer, seconded by Council Member Schmidt and carried without a dissenting vote, Vice Mayor Johnson adjourned the meeting at 5:33 pm.

Respectfully submitted by,



Heather Hoeft
Administrative Assistant

ATTEST:



Mayor

SPECIAL COUNCIL MEETING MINUTES

March 25, 2020

Mayor Meehl called the Special Council Meeting to order at 5:16 pm on March 25, 2020 in the Council Chambers located at 125 Second Avenue NE, all members of the Council having been duly notified of the meeting, and the business to be transacted. All Council Members were present.

Staff members present were: City Manager Smith, Public Works Director Schossow, and Administrative Assistant Hoeft.

Others present: City Engineer Jade Berube

Clearwater 2nd Addition Street Vacation

Mayor Meehl stated Council may wish to approve a Street Vacation request from Aleshire Park Townhomes, LLC.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2020-14 entitled "Resolution In The Matter Of Granting The Vacation Of That Part Of The Dedicated Right Of Way Of Fifth Street Southwest, Ninth Avenue Southwest, Sixth Street Southwest, Alley And Utility Easements As Dedicated On The Plat Of Clearwater Second Addition."

Aleshire Park Townhomes, LLC Development Agreement

Mayor Meehl stated Council may wish to approve a Development Agreement with Aleshire Park Townhomes, LLC.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the Development Agreement with Aleshire Park Townhomes, LLC.

Declaring A Local Emergency

Mayor Meehl stated Council may wish to support the Mayor's Declaration of a Local Emergency as a result of the COVID-19 pandemic. City Manager Smith noted the emergency declaration allows meetings of the City Council and its subcommittees, Planning Commission, and other advisory boards and commissions to conduct meetings by telephone or other electronic means, as well as impose further restrictions if needed. The declaration also allows City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, cities, counties, the State of Minnesota, and the Federal Government, as needed.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2020 - 15 entitled "Resolution Declaring A Local Emergency."

Cold Weather Rule Extension

Mayor Meehl stated Council may wish to extend the Cold Weather Rule for utility customers in response to the COVID-19 pandemic. City Manager Smith noted the Cold Weather Rule is typically in effect through April 15. The Council was asked to extend the Cold Weather Rule through May 31 based on a recommendation from the Minnesota Municipal Utilities Association.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved extending the Cold Weather Rule for utility customers until May 31, 2020.

Adjournment

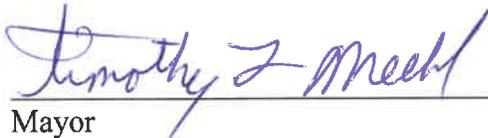
Mayor Meehl adjourned the Special Council Meeting at 5:23 pm.

Respectfully submitted by,



Heather Hoefft
Administrative Assistant

ATTEST:



Mayor