

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
March 13, 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 Hoefl

Others present: City Engineer Berube, Brien Meyer, Elizabeth Vierkant, Otter Tail County Commissioner Dan Bucholz, Brandon and Marlana Wenzel, Jeff Jahnke, Shirley Davidson, and Teresa Romann

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.

CITIZENS CONCERNS

Mayor Meehl stated Council will recognize citizens who may have items for the Council.

HACA and P2P Update

Jeff Jahnke, representing Pine to Prairie (P2P), was in attendance to update Council on upcoming projects and ask permission to build a new storage building to store equipment including a threshing machine and bulldozer that will be on display at the Western Minnesota Steam Threshers Reunion in Rollag, Minnesota this year. Other future projects include moving in a barn donated by KLN and a schoolhouse donated by Evergreen Township.

Shirley Davidson, representing HACA, was in attendance to update Council and also ask permission to move a 1930's cabin from Paul's Resort on Rush Lake to the Pioneer Grounds. The cabin is complete with 1930's era lake equipment. All moving and minor improvements will be paid by the donor.

Mayor Meehl stated that the groups should first meet with the Park Board and then the Board can recommend Council approval. Meehl also stated that he would like to see budgets from both groups before giving permission.

Both groups stressed that they're not asking for funding from the City and that new buildings and equipment are important to keep people coming to the Pioneer Grounds. City Manager Smith noted that the City is still responsible for insuring the property and paying the electrical costs and that electrical expansion for the new buildings hasn't been discussed. Smith also noted that he's met with both groups and explained that budgets and plans for the long-term care of the Pioneer Grounds has been requested.

To meet an April grant deadline, both groups were instructed to provide budgets/financials to City Manager Smith before Council can possibly take action on the matter at a Special Council Meeting on March 29 before the Committee of the Whole.

Otter Tail County Commissioner Dan Bucholz stated Otter Tail County has set aside funding for the Pioneer Grounds. Bucholz also stated that reconstruction of County Highway 51 has been moved up to this year. The project was originally supposed to be completed in 2025.

There were no other 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 Schmidt and carried without a dissenting vote, the Council approved the consent agenda as presented. Council Member Spencer abstained from the vote.

***APPROVAL OF MINUTES**

Council approved the minutes of the Regular Meeting of the Council held on February 13, 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: American Water Works

Association for \$79.00; Apex Engineering for \$2,577.61; Lakes Area Truck Repair for \$62.56; Lake Region Electric Coop for \$47.32, \$.07, \$25.77, and \$48.62; Lakes Country Landscaping for \$1,157.00; Minnesota Pollution Control Agency for \$400.00 and \$1,450.00; Verizon for \$200.09; and West Central Initiative for \$2,500.00 bringing the total Unpaid City Claims to \$2,073,196.99.

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 \$2,205,171.70.

APPROVE CONSUMPTION AND DISPLAY PERMIT

Mayor Meehl stated Council may wish to approve an application submitted by Luxe Events for a Consumption and Display Permit contingent upon the receipt of applicable fees and required information by the City Office.

City Manager Smith explained that due to a misunderstanding of the language in State Statute, businesses are allowed to apply for a Consumption and Display Permit to host events where consumers are allowed to bring in their own alcohol. The business is not allowed to sell the alcohol to the consumer. Luxe Events, located on First Avenue, is planning to host events such as bridal and baby showers where consumers will be allowed to bring in their own alcohol. Smith noted that Council may still amend the Liquor Ordinance in the future to be more restrictive.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the Consumption and Display Permit application submitted by Luxe Events.

***3.2 BEER LICENSE RENEWALS**

Council approved the renewal of 3.2 Beer Licenses for Perham Baseball Club, East Otter Tail County Agricultural Society, Momar Enterprises DBA Westside Services, Maric Ventures LLC DBA Central Station, Donald B Meyer DBA Main Street Express, Family Dollar, Inc., Friends of the History Museum DBA HACA, and Bad Bird Hospitality DBA Gathering Grounds contingent upon the receipt of applicable fees and required information by the City Office.

***WINE LICENSE RENEWAL**

Council approved the renewal of a Wine On-Sale/Strong Beer license for Bad Bird Hospitality DBA Gathering Grounds contingent upon the receipt of applicable fees and required information by the City Office.

***2022 BUDGET AMENDMENTS**

Council approved Resolution 2023 – 11 entitled “Resolution IN The Matter Of Amending The 2022 Budget,” to amend the 2022 Budget due to the addition of approved projects during the 2022 budget year.

***ACCEPT DONATION**

Council approved Resolution 2023 – 12 entitled “Resolution In the Matter Of Accepting A Donation For The Police Department, Perham, MN,” to accept a \$100.00 donation from PJ Lindberg for the Police Department.

***ACCEPT DONATION**

Council approved Resolution 2023 – 13 entitled “Resolution In The Matter of Accepting A Donation For The Police Department, Perham, MN,” to accept a \$500.00 donation from St. Henry’s Area School for Dare t-shirts.

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

Council accepted the PACC’s Financial Reports for January 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 February 2023.

***PLANNING COMMISSION APPOINTMENT**

Council approved the appointment of Josh Pfeffer to the Planning Commission.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

2022/2023 Project

Scheduling of remaining work is beginning to materialize, with the road restrictions currently the limiting factor on finalizing the schedule for the season. Central Specialties has indicated they are closing in on the permitting for the railroad crossing, and are working to schedule a meeting to discuss the schedule during the course of the next two weeks.

The remaining work is to be completed by September 1, 2023. 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

Final paperwork for funding the wastewater side of funding for the project was submitted in late February. Funding applications for water components will need to be submitted in late April.

Last week, EDA Director Nick Murdock and City Engineer Jade Berube went door to door at roughly half of the properties in the downtown core to review access, water and sewer needs, and opinion related questions for the 2024 Project. Over the course of the next week and a half, they intend to meet with the remaining properties to begin to quantify the responses prior to meeting with the public during a hearing.

A City/County Agreement is the next agenda item to outline the roles and responsibilities of the City and County during the 2024 Project. With the County having the majority of the costs associated with the 2024 Project, the County will be the contract holder for the project. This is different from the CSAH 8 project that is currently under construction as the City held the majority of the costs associated with the improvements.

Wastewater Treatment Facility

A Facility Plan outlining the planning for future improvements to the City's Wastewater System is in the works to research funding opportunities for a variety of alternatives in the system. The scope and scale of the project will be discussed over the course of the next few months with conversations internally and with stakeholders being the first step.

APPROVE CITY-COUNTY AGREEMENT

Mayor Meehl stated Council may wish to approve an agreement between Otter Tail County and the City of Perham for repair and replacement of County State Aid Highway No. 80.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the agreement between Otter Tail County and the City of Perham for the repair and replacement of County State Aid Highway No. 80.

APPROVE PARKS MASTER PLAN

Mayor Meehl stated Council may wish to approve the final Parks Master Plan.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the Parks Master Plan.

***APPROVE LAWN MOWER PURCHASE**

Council approved the purchase of a 2023 Bushhog TDC-1700 lawn mower for the Parks Department from RDO Equipment in Hawley for \$29,902.72.

INFORMATION AND ANNOUNCEMENTS

The Committee of the Whole is scheduled for Wednesday, March 29 at 5:15 pm
The next Regular Council Meeting is scheduled for Monday, April 10 at 5:15 pm
The Local Board of Review is scheduled for Thursday, April 13 from 1:00 to 2:00; a Council quorum is required

ADJOURNMENT

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:57 pm.

Respectfully submitted by,



Heather Hoelt
Administrative Assistant

ATTEST:



Mayor

SPECIAL COUNCIL MEETING MINUTES

March 29, 2023

Mayor Meehl called the Special Council Meeting to order at 5:15 pm on March 29, 2023 in the Council Chambers located at 125 Second Avenue NE and via Zoom, 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 members present: Finance Officer Stokke, EDA Director Murdock, Liquor Store Manager Dreger, Librarian Ladwig, Public Works Director Schossow, Police Chief Gritz and Administrative Assistant Hoeft.

Others present: City Engineer Berube, County Commissioner Bucholz, Shirley Davidson, Jeffrey Jahnke, Brien Meyer, and Elizabeth Vierkant.

Present via Zoom: City Attorney Winters

Approve HACA Projects

Mayor Meehl stated Council may wish to consider approving project requests by HACA.

Council Member Schmidt stated he would like these project requests to first be heard by the Park Board and then they can recommend Council approval. Council Member Lehmkuhl inquired about future funding for maintenance. Shirley Davidson representing HACA, stated that money is allocated a year in advance for maintenance and projects. Mayor Meehl stated he would like to see better financial reports.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved projects presented by HACA.

Approve P2P Projects

Mayor Meehl stated Council may wish to consider approving project requests by P2P.

Council Member Schmidt stated he would also like project requests by P2P to first be heard by the Park Board and then they can also recommend Council approval.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved projects presented by P2P.

Approve Opportunity Grant Program

Mayor Meehl stated Council may wish to consider approving the Opportunity Grant Program.

EDA Director Murdock stated the EDA met this week and recommended approval of the program.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the Opportunity Grant Program.

Adjournment

Mayor Meehl adjourned the Special Council Meeting at 5:20 pm.

Respectfully submitted by,


Heather Hoeft
Administrative Assistant

ATTEST:



Mayor