

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
May 8, 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, Police Chief Gritz, Public Works Director Schossow, and EDA Director Murdock

Others present: City Engineer Berube, Brien Meyer, Elizabeth Vierkant, and Pastor Brandon Wenzel.

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.

**COUNCIL VACANCY**

Mayor Meehl stated as a result of the death of Council Member James Johnson, Council may wish to declare a vacancy and begin the process of appointing a new Council Member.

City Manager Smith noted the applications are due May 26, 2023. Councilmember Lehmkuhl questioned extending the application period. Discussion ensued. The application due date will remain May 26<sup>th</sup>.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution 2023 – 17 entitled “A Resolution Declaring A Vacancy.”

**CITIZENS CONCERNS**

Mayor Meehl stated Council will recognize citizens who may have items for the Council. 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 Schmidt, seconded by Council Member Spencer 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 April 10, 2023, and Special Council Meeting held on April 26, 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: Auto Value for \$217.63, Beverage Wholesalers for \$7,684.89, D-S Beverage for \$14,791.60, Drastic Measures for \$649.00, Forum Communications for \$2,255.70, Frontier Energy for \$885.85, Hometown Repair for \$3,881.89, Johnson Brothers for \$3,628.90, Klockow Brewing for \$272.00, Lake Region Electric for \$122.11, Locators & Supplies for \$366.90, Ma's Little Red Barn for \$118.67, Marco Technologies for \$326.06, Otter Tail Power for \$37,826.83, Ottertail Aggregate for \$612.96, Phillips Wine for \$1,943.43, Security Bank for \$254,335.50, T-Mobile for \$57.40, USA Bluebook for \$37.00, Zabinski Business Services for \$240.00 bringing the Account Payable total to \$736,763.21. Finance Officer Stokke noted the Kinect billing for the Natural Gas has not been received. This bill will need to be prepaid during the month of May, it will be a larger prepaid.

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$923,748.04 for April 2023.

### **\*ACCEPT DONATION**

Council approved Resolution 2023 – 18 entitled “Resolution In The Matter Of Accepting A Parks And Recreation Fund Donation, Perham, MN,” to accept a donation from Edward Jones for the Parks & Recreation Fund in memory of James “Jim” Johnson.

**\*APPROVE TEMPORARY LIQUOR LICENSE**

Council approved a temporary liquor license for Church of St. Henry for an event on August 20, 2023.

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

Council accepted the PACC's Financial Reports for March 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 April 2023.

**PRIME CAPITAL HOLDINGS LLP VARIANCE**

Mayor Meehl stated Council may wish to approve a variance request by Prime Capital Holdings LLP to permit encroachment into the existing 5-foot streetside yard setback and to provide less than the required transitional yard to accommodate single-level affordable twin homes.

City Manager Smith noted based on no hardship being created the Planning Commission recommended denial of the variance. The Developer plans to move forward creating different plans that would not require a variance.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council denied the variance request by Prime Capital Holdings LLP as recommended by the Planning Commission.

**APPROVAL OF ESSER DEVELOPMENT PRELIMINARY DEVELOPMENT AGREEMENT**

Mayor Meehl stated Council may wish to approve a Preliminary Development Agreement with Esser Development.

Council Member Lehmkuhl noted the Housing Study exhibits a need for single family housing.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the Preliminary Development Agreement with Esser Development.

**APPROVAL OF JDS ENTERPRISES PRELIMINARY DEVELOPMENT AGREEMENT**

Mayor Meehl stated Council may wish to approve a Preliminary Development Agreement with JDS Enterprises.

Council Member Schmidt questioned if this development would be within the Esser Development. City Manager Smith noted yes, the Esser Development is working on phase three. Joe Esser will be selling the west side of the development to JDS for twin homes. Due to storm water retention not needing as much space as originally discussed there were 4 (four) lots gained in Outlot A.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the Preliminary Development Agreement with JDS Enterprises.

## **CITY ENGINEER MONTHLY UPDATE**

City Engineer Berube gave an update on various projects.

### *2022/2023 Project*

Construction started this morning on the rural section of the project with the milling of County Highway 8 north of town. Following milling, the Full Depth Reclamation will begin and grading for the roadway subgrade will begin. Paving is scheduled for later this month with the road open to traffic scheduled for the second week in June. Traffic in the project area will be maintained under moving operations with flaggers and pilot cars.

An open house for the in-town portion of the project will be held tonight at 6:30 pm to discuss the preliminary project schedules and plans. Tentatively, the Southwest section of the project is anticipated to start next week with Pinewood Lane and First Avenue North to follow. Construction will be occurring at various locations at the same time so the contractor and subcontractors can efficiently complete the remaining work.

The tentative timeline for all the remaining construction is anticipated to be completed by mid-August. The remaining work must be completed by September 1<sup>st</sup> per contract.

### *Main Street Project*

A topographic survey is about to begin 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.

Following the review of the door-to-door meetings with property owners, the survey answers were tabulated. The highest ranked current feature downtown is the existing greenery, which will be a focal point of the final mockups for the proposed reconstruction. The lowest ranked feature was the existing pavers, as maintenance and settling have plagued some owners in recent years.

Sketches for proposed replacement alternatives have been reviewed with the City staff and the number of alternatives are being prepared for additional review within the next few weeks. We are anticipating having a few alternatives to discuss at the May Committee of the Whole to get some additional input before meetings with the public.

### **2023 SEAL COAT PROJECT**

Mayor Meehl stated Council may wish to consider accepting the apparent low quote from Asphalt Preservation Company for the 2023 Seal Coat Project.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council accepted the apparent low quote from Asphalt Preservation Company not to exceed \$86,107.99.

### **\*DAIRY DAYS ROAD CLOSURE**

Council authorized the closure of a portion of Second Avenue SE from Second Street SE to the alley on the north edge of the Bongard's Retail Store from 8 am to 3 pm on June 22, 2023, for Dairy Days.

### **\*SAND VOLLEYBALL LEAGUE**

Council authorized the use of Arvig Park for a Sand Volleyball League on Wednesday evenings, June 7 – August 16.

### **\*PICKLEBALL TOURNAMENT**

Council authorized the use of the Arvig Park Pickleball Courts for a tournament on June 15.

## **INFORMATION AND ANNOUNCEMENTS**

Spring Clean-Up Day is scheduled for Saturday, May 20.

The City Offices will be closed on Monday, May 29 for Memorial Day.

The Committee of the Whole is scheduled for Wednesday, May 31 at 5:15.

The next Regular Council Meeting is scheduled for Monday, June 12 at 5:15.

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

The Household Hazardous Waste Day is scheduled for Thursday, July 13 from 10:00 – 2:00 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 5:34pm.

Respectfully submitted by,

Handwritten signature of Patti Stokke in blue ink.

Patti Stokke  
Finance Officer

ATTEST:

Handwritten signature of Timothy J. Meek in blue ink, written over a horizontal line.  
Mayor