

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
November 8, 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, Police Chief Gritz, Public Works Director Schossow and Administrative Assistant Hoeft.

Others present: City Engineer Berube

Others present via Zoom: Elizabeth Vierkant from the Perham Focus

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 agendas as presented.

***APPROVAL OF MINUTES**

Council approved the minutes of the Regular Meeting of the Council held on October 11, 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 the following additional claims: Arvig Construction for \$1,476.00; City of Perham for \$57.29; Coalition of Greater Minnesota Cities for \$170.00; F.I.R.E. for \$4,110.00; Forum Communications for \$59.00 and \$59.75; Frontier Energy for \$835.00; Independent Testing Technologies for \$2,795.00; J Squared/Jean's Plant Place for \$900.00; Jobs HQ for \$941.40; Kinect Energy for \$483,092.26; Lakes Country Service Cooperative for \$720.17; League of Minnesota Cities for \$2,125.00; Marco Technology Services for \$178.51, \$681.29, \$192.38 and \$205.77; Orca Coast Playground for \$57,875.00; Otter Tail Power for \$66.97, \$37,161.50, and \$6.07; Steve's Sanitation for \$116.91; Swanson's Repair for \$362.81, \$362.81, \$362.81, and \$728.07; United Community Bank for \$50.00; and Voyager Fleet for \$4,725.81 bringing the total Unpaid City Claims to \$1,620,291.09.

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 \$2,527,068.72 for October 2021.

APPROVE PURCHASE AGREEMENTS/RESOLUTION

Mayor Meehl stated Council may wish to approve two purchase agreements and a resolution for the sale of Lots 1 and 2, Block 2, Industrial Park Third Addition to Melgard Properties, LLC.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2021 – 52 entitled “Resolution By The City Of Perham, A Municipal Corporation, Approving The Sale of Real Estate Legally Described Herein To Melgard Properties, LLC,” for the purchase of Lots 1 and 2, Block 2, Perham Industrial Park Third Addition, Otter Tail County, Minnesota.

***APPROVAL OF JOINT POWERS AGREEMENT**

Council approved Resolution 2021 – 53 entitled “Resolution Approving State Of Minnesota Joint Powers Agreements With The City Of Perham On Behalf Of Its City Attorney And Police Department.”

***LODGING TAX COMMITTEE DONATIONS**

On the recommendation of the Lodging Tax Committee, Council approved contributing \$45,000 to the 2022 Chamber Marketing Budget and \$2,000 to the youth snowmobile races held by Shane and Becky Hoefs for the 2022 event.

***LIABILITY COVERAGE**

Council accepted liability coverage limits of \$1,500,000 from the League of Minnesota Cities Insurance Trust for 2022 and will not waive the statutory tort limits.

***APPROVAL OF VARIOUS ASSESSMENTS**

Council approved Resolution 2021 – 54 entitled “Resolution In the Matter Of Assessing Various Charges For City Services, Perham, Minnesota,” authorizing various assessments be forwarded to Otter Tail County.

***ACCEPT DONATIONS**

Council approved Resolution 2021 – 55 entitled “Resolution In The Matter Of Accepting Donations For The Pickleball Courts, Perham, MN,” to accept donations of \$20,000 each from the Perham Athletic Association and West Central Initiative for the Pickleball Courts.

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

Council accepted the PACC’s Financial Reports for September 2021.

***ACCEPTANCE OF THE CITY'S FINANCIAL REPORTS**

Council accepted the following City Financial Reports: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Reports for October 2021.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

Westwind Fourth Addition

Minor punchlist items remain, which include general site cleanup. When the items are addressed, the project will be closed out.

Fox Street

The pavement base course on Fox Street was constructed on Thursday, allowing for the opening of the roadway for the winter. The wear course of pavement will be completed in the spring of 2022, along with the striping of the parking lot north of the PACC. Additional striping modifications will also be completed in the spring on the easterly portions of Fox Street near County Highway 8.

2022 Project

Compass has completed the field work for the topographic survey and is working on the drawing preparation, which is anticipated to be complete early next week. Various property owners have completed sketches of their properties along the project area, which will also be added into the survey.

When the survey drawings are finalized, a meeting will be held this winter with property owners updating them on the design, including surface and other improvements.

Federal Infrastructure Bill

Congress passed the Federal Infrastructure Bill on Friday night and will be sending the revised bill back through the Senate and to the President for approval. Currently, the bill has various State Revolving Loan Programs as the primary funding program for water and sewer infrastructure.

The City has two projects on the 2021-2022 funding list, a new well, and the 2022 improvement project. It is anticipated that the new funding from the bill won't be available until the 2022 Fiscal Year and would allocate funds through the 2026 Fiscal Year.

When the bill is finalized, Apex and City staff will continue to review current and future projects to determine if additional projects should be applied for before the next funding deadline of March of 2022.

ACCEPT PARKS MASTER PLAN PROPOSAL

Mayor Meehl stated on the recommendation of the Park Board, Council may wish to accept a proposal from either Hagstrom Engineering or Widseth to provide the necessary planning services to create the City's 2021-2031 Parks Master Plan.

City Manager Smith stated six (6) proposals were received. The Park Board narrowed down the proposals to two (2), Hagstrom Engineering and Widseth, using the following criteria (not necessarily in this order):

- Cost
- Public engagement process and outline
- Schedule
 - Timeframe
 - Process layout
 - Park Board/Committee involvement
- Previous projects and staff qualifications

Smith and Council Member Spencer both noted that although more expensive, Hagstrom Engineering edged out Widseth based on their outline of the public engagement process.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the proposal from Hagstrom Engineering to provide the necessary planning services to create the City's 2021-2031 Parks Master Plan.

***AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

Council approved Resolution 2021 – 56 entitled “Authorization To Execute Minnesota Department Of Transportation Airport Maintenance And Operation Grant Contract,” to authorize the Mayor and City Manager to enter into an Airport Maintenance and Operations Grant Contract with the State of Minnesota.

INFORMATION AND ANNOUNCEMENTS

The City Offices will be closed Thursday, November 11 in observance of Veteran's Day
The City Office will be closed on Thursday, November 25 and Friday November 26 for Thanksgiving

The Parade of Lights is scheduled for Friday, November 26 at 5:30 pm

The next regular Council Meeting is scheduled for Monday, December 13

@ 5:15 pm

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 5:31 p.m.

Respectfully submitted by,



Heather Hoelt
Administrative Assistant

ATTEST:



Mayor