

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
November 13, 2017**

The regular meeting of the Perham City Council was called to order by Council Member Johnson on behalf of Mayor Meehl 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, Spencer, Lehmkuhl, and Schmidt.

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

Others present: City Engineer Berube and Building Official Neisen.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Council Member Johnson requested all in attendance rise for the Pledge of Allegiance.

CITIZENS CONCERNS

Council Member Johnson 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

Council Member Johnson 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

Council Member 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 October 9, 2017.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Council Member Johnson stated Council may wish to approve payment of Prepaid and Unpaid City Claims. Finance Officer Stokke noted a deduction of \$28.17 for unqualified expenses for Mike Christopherson, bringing the total unpaid claims to \$1,741,729.60.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of the Prepaid and Unpaid City Claims in the amount of \$1,987,272.65 for the month of October.

LOCAL ROAD IMPROVEMENT PROGRAM FUNDING

Council Member Johnson stated Council may wish to approve a resolution to support applying for local road improvement program funding. City Manager Smith explained that the City will submit an application along with the Council approved resolution to Otter Tail County for a \$750,000 grant for the Seventh Avenue Northeast project as well as mill and overlay for Coney West from Third Avenue to the Middle School. The project will complete the truck route. The total project cost will be \$1.28 million.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt, and carried without a dissenting vote, the Council approved Resolution No. 2017 – 37 entitled “ Resolution In The Matter Of Applying For Funding For Local Road Improvement Program Funding Perham, Minnesota.”

LODGING TAX COMMITTEE DONATION

Council Member Johnson stated on the recommendation of the Lodging Tax Committee, Council may wish to consider 2018 contributions in the amount of \$1000 to the 549 Foundation for the marketing of the Home Tour and \$4000 to the Backcourt Club for the marketing of the Holiday Tournament. In the past, \$5000 was contributed to the Backcourt Club. Johnson noted that there was considerable discussion about the purpose for lodging tax and to be fair, this year there was an application process and two (2) applications were received.

On a motion by Council Member Schmidt, seconded by Council Member Spencer, and carried without a dissenting vote, the Council approved the 2018 contributions to the 549 Foundation for the marketing of the Home Tour as well as the Backcourt Club for the marketing of the Holiday Tournament.

***ACCEPTANCE OF FIRE DEPARTMENT EQUIPMENT GRANT**

Council approved Resolution No. 2017 – 38 entitled “Resolution In The Matter Of Accepting A Grant From ONEOK Foundation For The Perham Fire Department Perham, Minnesota” to accept a grant in the amount of \$1,750 to assist the Perham Fire Department with the purchase of ten (10) Firedex Firehoods.

***GOBBLE WOBBLE 5K**

Council authorized the use of the Arvig Bike Path for the Gobble Wobble 5K fundraising event scheduled for Thanksgiving Day, November 23, 2017.

***LIABILITY COVERAGE**

Council accepted liability coverage limits of \$1,500,000 from the League of Minnesota Cities Insurance Trust for 2018 and will not waive the statutory tort limits.

***APPROVAL OF VARIOUS ASSESSMENTS**

Council approved Resolution No. 2017 – 39 entitled “Resolution In The Matter Of Assessing Various Charges For City Services, Perham, Minnesota” authorizing various assessments be forwarded to Otter Tail County.

***CHAMBER OF COMMERCE/2018 MARKETING BUDGET**

Council approved the Chamber of Commerce’s 2018 Marketing Budget.

***ACCEPTANCE OF PERHAM LAKESIDE GOLF CLUB INCOME STATEMENT**

Council accepted the PLGC’s Income Statement for September 2017.

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

Council accepted the PACC’s Financial Reports for September 2017.

***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 Report for October 2017.

BUILDING OFFICIAL REQUEST FOR PROPOSALS

Council Member Johnson stated Council may wish to consider authorizing a Request For Proposals (RFP) for a qualified Building Official. City Manager Smith noted that a Public Notice will be published for individuals or firms that are certified or intend to be certified Building Officials to submit a Request For Proposals (RFP) by December 4, 2017. Smith also noted that those interested are encouraged to contact him regarding the details of the position. Council Member Lehmkuhl stated that the Planning Commission is concerned about the effects of not having an in-house Building Official and having the timing issues of having the State enforce the building code.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt, and carried without a dissenting vote, the Council authorized the Request For Proposals for a certified Building Official.

MEADOW HOUSING LLLP TAX INCREMENT REVENUE NOTE

Council Member Johnson stated Council may wish to consider approving a Tax Increment Revenue Note for Meadow Housing LLLP in the amount of \$148,220.00. City Manager Smith explained that DW Jones had received funding from a MN Housing Finance Grant Program. The note states that the City will pay \$148,220.00 over the life of the TIF District.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl, and carried without a dissenting vote, the Council approved the Tax Increment Revenue Note for Meadow Housing LLLP in the amount of \$148,220.00.

CITY ENGINEER MONTHLY UPDATE

City Engineer gave an update on various projects.

2015 Improvement Project (3rd Ave Southeast)

Punchlist items have been addressed and the process for project closure is starting. It is anticipated that closure will be completed by early 2018.

Wellhead Protection Plan (Update)

No comments have been received as of yet for the Wellhead Protection Plan. The comment

period closes at the end of the month and a Public Hearing will be scheduled for the December Council Meeting.

Coney Street East

Paperwork has been sent to the Otter Tail County Highway Department for final approval. Payment to go along with the paperwork was approved in the payments of City Claims tonight, so closure of the project will be moving forward.

Third Street Northeast

The project is substantially complete and open for traffic. Sellin Brothers have been notified of various corrections and completion items that need to be addressed this fall and next spring, and are working to complete them.

There was a miscommunication between a subcontractor and the post office regarding mail delivery and mailbox placement. The contractor has been notified of the items and will have all mailboxes installed by end of day today.

Other correction and completion items that must be addressed this fall include fixing the light by the Library, installing the split rail fence at the Library and various other cleanup including sign installation. The contractor is currently working on addressing them by week's end.

INFORMATION AND ANNOUNCEMENTS

The CGMC Fall Conference is November 16 – 17 at Arrowwood Resort in Alexandria

The City Office will be closed on November 23 and 24 for Thanksgiving

The Parade of Lights is scheduled for Friday, November 24 at 5:30

The Committee of the Whole meeting is scheduled for Wednesday, November 29 @ 5:15. Budget Meeting to follow.

The Landmark Holiday Open House is scheduled for Thursday, December 7 from 4-7 pm

The next regular Council Meeting is scheduled for Monday, December 11

The City Holiday Pot Luck is scheduled for Wednesday, December 13 @ 11:30 in the Council Chambers

ADJOURNMENT

Council Member Johnson adjourned the meeting at 5:35 pm

Respectfully submitted by,



Heather Hoefft

Administrative Assistant