

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
March 12, 2018**

The regular meeting of the Perham City Council was called to order by Mayor Meehl at 5:18 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. All Council Members were present.

Staff present: City Manager Smith, Finance Officer Stokke, EDA Director Johnson, Police Chief Hoaby, Liquor Store Manager Dreger and Public Works Director Meece.

Others present: City Engineer Berube

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. City Manager Smith requested the approval of the new Landmark Liquors sign be added to the agenda as item I under Administration and Finance.

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 with the addition of the Landmark Liquors sign approval.

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 Johnson 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 12, 2018.

PUBLIC HEARING/3.2% LIQUOR AND WINE LICENSE

Mayor Meehl stated Council may wish to hear comments regarding a request from New Jin Hu Inc. for a new 3.2% Liquor and Wine License. There were no comments.

APPROVAL OF 3.2% LIQUOR AND WINE LICENSE

Mayor Meehl stated Council may wish to approve the request from New Jin Hu Inc. for the following liquor licenses: 3.2% License and Wine License contingent upon receipt of applicable fees and information by the City Office.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the 3.2% Liquor and Wine Licenses for New Jin Hu Inc.

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 there were no additions to the unpaid City claims.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved payment of the Prepaid and Unpaid City Claims in the amount of \$1,059,616.22 for the month of February.

***3.2 BEER LICENSE RENEWALS**

Council approved 3.2 Beer Licenses for Perham Pirates Baseball Club, East Otter Tail Agricultural Society, Westside Services, Perham BP, Services Foods, Main Street Express, Shopko Hometown #738, and Friends of the History Museum subject to 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.

***2017 BUDGET AMENDMENTS**

Council approved Resolution No. 2018 – 4 entitled “Resolution In The Matter Of Amending The 2017 Budget” amending the 2017 Budget due to the addition of approved projects during the 2017 budget year.

***ASCAP AGREEMENT**

Council approved an agreement between American Society of Composers, Authors and Publishers (ASCAP) and the City of Perham to enable the City to lawfully perform any of the millions of musical works represented by ASCAP at various City functions including Street Fairs, Concerts, Parades and Festivals.

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

Council accepted the PLGC’s Income Statement for January 2018.

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

Council accepted the PACC’s Financial Reports for January 2018.

***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 2018.

LANDMARK LIQUORS SIGN

City Manager Smith discussed the options available for the new Landmark Liquors sign to replace the previous sign which had blown down last fall. The options recommended by the Liquor Committee included a double sided 5’x 6”x 14’ non lighted sign with LED lighted Channel letters mounted to the face of the sign on 10’ poles using existing concrete footings for a cost of \$17,176.00 installed plus tax, a 5’x 12’x 16 MM full color message center with time and wireless communication for \$41,816.00 installed plus tax, and a 4’ tall by 13’ wide brick base with brick pole covers for \$12,100.00 bringing the total amount to \$71,092.00 plus tax. Insurance for the previous sign that had blown over will cover approximately \$38,000.00 of that cost.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the options recommended by the Liquor Committee for the new Landmark Liquors sign.

***TRAILER DONATION**

Council approved Resolution No. 2018 – 5 entitled “Resolution In The Matter Of Accepting A Trailer For The Perham Fire Department Perham, Minnesota” to accept the donation of a Bravo Scout 6x12 enclosed trailer valued at \$3,610 from the Perham Fire Relief Association for the Perham Fire Department.

***PICTOMETRY INTERNATIONAL CORP AGREEMENT**

Council approved an agreement between Pictometry International Corp. and the City of Perham for neighborhood imagery services.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

2015 Improvement Project (3rd Avenue Southeast)

Kuechle is reviewing the paperwork with subcontractors for final payment. It is anticipated that the project will be closed out in early 2018.

Wellhead Protection Plan Part II

The plan is currently at the Department of Health, their internal comment period ended last Tuesday and they have until April 4th to approve the document.

Third Street Northeast

Winter suspension is currently underway for the project. A walkthrough will be completed with City staff in the spring of 2018 to review any potential cleanup items for the project.

Sellin Brothers have informed City Engineer Berube that one of their subcontractors (Geyer Signal) has closed their doors, so Sellin will be working with other entities to verify the mailboxes and signage are completed.

County 8 Closure/Truck Route Improvements

The temporary traffic control layout has been reviewed internally and externally for the County 8 Closure and Truck Route Signage. Signage may be installed in April.

City Manager Smith noted that representatives from Tuffy’s may be in attendance at the March 28 Committee of the Whole meeting to present to Council their plans for the upcoming project and closure of County 8.

Coney Street Mill and Overlay

Preliminary estimates have been prepared for the proposed Coney Street Mill and Overlay from the Middle School entrance to County 8. It is anticipated that this project will be discussed over the next few Council meetings.

ACCEPTING SEALED BID FOR SALE OF VEHICLE

Mayor Meehl stated Council may wish to accept the high bid for the sale of the 2004 Ford F150 pickup. Sealed bids were accepted until Noon on March 6, 2018. Two sealed bids were received for \$825.33 and \$2,400.00. The high bid was received from Bob Wilson of Dent, MN.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the high bid of \$2,400 from Bob Wilson for the 2004 Ford F150.

PURCHASE OF VEHICLES

Mayor Meehl stated Council may wish to authorize the purchase of two 2018 Dodge Ram 1500 pickups for the Public Works Department for a total of \$56,540.00 from Nelson Auto Center in Fergus Falls, MN. There was \$57,000.00 combined budgeted in the General Fund and the Gas Fund for this purchase. Quotes were also received from Brandl Motors for \$28,207.00 each plus tax and license, Dan Welle GM & Chrysler for \$29,500.00 each plus tax and license.

On a motion by Council Member Spencer, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the purchase of two 2018 Dodge Ram 1500 pickups from Nelson Auto Center in the amount of \$56,540.00.

INFORMATION AND ANNOUNCEMENTS

The Coalition of Greater Minnesota Cities Legislative Action Day is scheduled for Wednesday, March 14 in St. Paul

The 2018 First Annual Walk for Hunger is scheduled for Sunday, March 18 at 1:00 beginning in the back of the Perham High School

The 2018 League of Minnesota Cities Legislative Conference for Cities is scheduled for March 21 – 22 in St. Paul

The Committee of the Whole is scheduled for Wednesday, March 28 at 5:15

The next Regular Council Meeting is scheduled for Monday, April 9 at 5:15 pm

The Local Board of Review is scheduled for Wednesday, April 25th from 1:00 to 2:00; a Council quorum is required

The Household Hazardous Waste Day is scheduled for Wednesday, June 27 from 10:00 to 2:00

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:41 pm.

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "Heather Hoelt", with a stylized flourish at the end.

Heather Hoelt
Administrative Assistant