

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
January 14, 2019**

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

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

Others present: City Engineer Berube

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Meehl requested all in attendance rise for the Pledge of Allegiance.

OATH OF OFFICE

City Manager Smith administered the Oath of Office to re-elect Mayor Timothy Meehl and re-elect Council Members Fred Lehmkuhl and Brad Schmidt.

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 Spencer, 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.

***APPROVAL OF MINUTES**

Council approved the minutes of the Regular Meeting of the Council held on December 10, 2018.

PUBLIC HEARING/ON-SALE, SUNDAY, 2 AM LICENSE

Mayor Meehl stated Council may wish to hear comments regarding a request from Zorbaz of Little Pine Lake, Inc. for an On-Sale Intoxicating Liquor License/Sunday/2 AM License. There were no comments in opposition to the Liquor Licenses.

APPROVAL OF LIQUOR LICENSES

Mayor Meehl stated Council may wish to approve the request from Zorbaz of Little Pine Lake, Inc. for the following liquor licenses: On-Sale Intoxicating Liquor License, Sunday License, and 2 AM License contingent on approval by the State on all Licenses.

On a motion by Council Member Schmidt, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the On-Sale Intoxicating Liquor License, Sunday License, and 2 AM License contingent on approval by the State on all Licenses.

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 two (2) additional claims: Ehlers, in the amount of \$1,500.00 and Otter Tail Power Company, in the amount of \$93.12 bringing the Unpaid City Claims total to \$2,544,285.06.

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 \$2,972,486.04 for December 2018.

ORGANIZATIONAL RESOLUTION

Mayor Meehl stated Council may wish to approve the 2019 Organizational Resolution. Meehl noted that there will be no change to Council committee assignments as Council Member Johnson will remain on the PACC Board another year during the PACC reconstruction project.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2019 – 1 entitled “2019 Organizational Resolution City of Perham, Minnesota.”

***CHAMBER OF COMMERCE REQUEST**

Council granted permission to the Chamber of Commerce the use of various streets and parks for special events in 2019.

***TAPROOM ON-SALE/BREWER OFF-SALE/SUNDAY LICENSE RENEWAL**

Council renewed the Taproom On-Sale/Brewer Off-Sale/Sunday Licenses for Disgruntled Brewing which expire January 31, 2019 contingent upon all fees and legal requirements being met as required by the City and State of Minnesota’s Liquor Control Board.

***ACCEPTANCE OF PERHAM LIONS CLUB DONATION**

Council approved Resolution 2019 – 2 entitled “Resolution In The Matter Of Accepting Donations From Perham Lions Club, Perham, MN” to accept donations in the amount of \$7,000 and \$9,978.42 from the Perham Lions Club for the Perham Park Board.

***ZORBAZ CIGARETTE LICENSE**

Council approved and authorized the Mayor and City Manager to sign a Cigarette License for an application submitted by Zorbaz of Little Pine Lake, Inc. contingent upon receipt of fees by the City Office.

***GAMBLING PERMIT**

Council approved Resolution 2019 – 3 entitled “Resolution In The Matter Of Approving Premises Permit Application Perham Area Youth Hockey Association” to allow the Perham Youth Hockey Association to conduct gambling at Zorbaz of Little Pine Lake, Inc.

***ACCEPTANCE OF K9 PROGRAM DONATION**

Council approved Resolution 2019 – 4 entitled “Resolution In The Matter Of Accepting A Donation For The K-9 Program For The Perham Police Department, Perham, MN” to accept a donation in the amount of \$100.00 from Tara Wilson to be used by the Perham Police Department for the K9 Program.

***MEMBERSHIP AGREEMENT/LAKES COUNTRY SERVICE COOPERATIVE**

Council approved the renewal membership agreement for 2019 with Lakes Country Service Cooperative.

***APPROVAL OF UPDATED EMPLOYEE HANDBOOK /SUPERVISOR MANUAL**

Council approved changes to the City Employee Handbook /Supervisor Manual which include Overtime/Compensatory Time, Cell Phone and Social Media Policies, Taxable Income Requirements, and Vacation Schedule.

***LOCAL BOARD OF REVIEW**

Council scheduled the Local Board of Review for Thursday, April 18, 2019 from 1:00 to 2:00 in the City Hall Council Chambers.

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

Council accepted the PLGC's Income Statement for November 2018.

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

Council accepted the PACC's Financial Reports for November 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 December 2018.

***LIBRARY BOARD VACANCIES**

Council approved the appointment of Marcia Nelson for another three (3) year term (2019, 2020, 2021) and also appoint Council Member Brad Schmidt to a three (3) year term (2019, 2020, 2021).

CITY ENGINEER MONTHLY UPDATE

City Engineer gave an update on various projects.

County 8 Closure

The detour is still planned to be in place until late May of 2019. Additional flashing beacons have been installed along the detour route to assist in notification to driving public.

Second Avenue Southwest

Design is progressing on the 2nd Avenue Southwest Rehabilitation Project. The goal is to bring the plans and specifications to the February Council Meeting so that bidding can occur in March.

Seventh Avenue Northeast

The preliminary scope of the Seventh Avenue Northeast Project along with the potential Industrial Park Expansion will be reviewed over the next couple of months. The project isn't anticipated to be constructed until 2020, but the design may start as soon as this summer/fall.

Zorbaz Lift Station

The pumps were installed at the Zorbaz lift station on January 2nd. The final pumps were able to be installed, so additional switch out wasn't necessary from the City's old pumps. The telemetry system is still not operating, but will be setup tomorrow when Preferred Controls returns to the site.

There will be various cleanup items that will be completed next spring when the weather changes.

***WIDE AREA MOWER PURCHASE**

Council authorized the purchase of a John Deere 1600 Wide Area Mower with four post canopy from RDO of Hawley, MN for \$49,530.06.

***WHEEL LOADER PURCHASE**

Council authorized the purchase of a 2019 Case 721G Wheel Loader from Titan Machinery Construction Division of Rogers, MN for \$183,927.00.

INFORMATION AND ANNOUNCEMENTS

The City Office will be closed on Monday, January 21 for Martin Luther King Day

The Perham Rural Fire Association Annual Meeting is scheduled for Wednesday, January 23 at the Perham Fire Hall. A meal will be served at 6:30 pm; the meeting will follow at 7:00 pm

The Minnesota Municipal Utilities Association Legislative Conference will be held January 29 – 30 in St. Paul

The Coalition of Greater Minnesota Cities Legislative Action Day will be held Wednesday, January 30 in St. Paul

The Committee of the Whole is scheduled for Wednesday, January 30 at 5:15 pm

The next Regular Council Meeting is scheduled for Monday, February 11 at 5:15 pm

The annual EDA Retreat is scheduled for Wednesday, February 13 at the Perham Lakeside Event Center beginning at 8:30 am

The 2019 League of Minnesota Cities Legislative Conference will be held February 20 – 21 in St. Paul

The 2019 Experienced Officials Leadership Conference will be held February 22-23 in Brainerd

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 5:30 pm.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Heather Hoeft". The signature is written in a cursive style with a large initial "H" and a long horizontal stroke at the end.

Heather Hoeft
Administrative Assistant

SPECIAL COUNCIL MEETING MINUTES

January 30, 2019

Council Member Johnson called the Special Council Meeting to order at 5:17 pm on January 30, 2019 in the Council Chambers located at 125 Second Avenue NE, all members of the Council having been duly notified of the meeting, and the business to be transacted. Council Members present were Johnson, Lehmkuhl, Spencer, and Schmidt. Mayor Meehl was absent.

Staff members present were: City Manager Smith, Finance Officer Stokke, Liquor Store Manager Dreger, Police Chief Hoaby, Public Works Director Meece, Fire Chief Schmidt and Administrative Assistant Hoeft.

Fire Truck Purchase

Council Member Johnson stated Council may wish to consider authorizing the purchase of a new Rescue Pumper. City Manager Smith explained that after the advertisement of bids, three (3) bids by two (2) companies had been received. The low bid of \$602,817 was received from Custom Fire Apparatus, Inc. of Osceola, Wisconsin. Smith noted that the truck schedule was reevaluated and presented to the townships at their Annual Meeting on January 23, 2019. After a \$261,500 down payment, the \$405,000 loan would be financed over five (5) years through an inter-fund loan from the liquor fund. The annual contribution to the truck fund would increase from \$55,000 to \$90,000 beginning in 2020 to meet the amortization schedule. The townships voted four (4) to two (2) to approve the new truck schedule. Discussion ensued regarding the sale of Engine #3.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council authorized the purchase of a new Rescue Pumper through the use of an inter-fund loan from the liquor fund.

Adjournment

On a motion by Council Member Schmidt, seconded by Council Member Spencer and carried without a dissenting vote, Council Member Johnson adjourned the Special Council Meeting at 5:28 pm.

Respectfully submitted by,



Heather Hoeft
Administrative Assistant