

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
January 9, 2017**

The regular meeting of the Perham City Council was called to order by Mayor Meehl at 5:17 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, Johnson, Spencer, and Lehmkuhl

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, Building Official Neisen and City Attorney Happel arrived at 5:25 pm

**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-elected Mayor Timothy Meehl and re-elected Council Members Jim Johnson and Eric Spencer.

**CITIZENS CONCERNS**

Mayor Meehl stated Council will recognize citizens who may have items for the Council. No one addressed the Council.

**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 Lehmkuhl 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**

The Council approved the minutes of the Regular Meeting of the Council held on December 12, 2016.

### **PUBLIC HEARING/ON-SALE, SUNDAY LICENSE**

Mayor Meehl stated Council may wish to hear comments regarding a request from Los Jalapenos Taqueria, LLC for an On-Sale Intoxicating License/Sunday License. Mayor Meehl stated our Liquor Ordinance requires a public hearing to be held prior to the issuance of a new liquor license.

The public hearing was closed. No one appeared for or against. No written or verbal comments were received prior to the hearing.

### **APPROVAL OF LIQUOR LICENSES**

Council may wish to approve the request from Los Jalapenos Taqueria, LLC for the following liquor licenses: On-Sale Intoxicating Liquor License and Sunday License contingent on approval by the State on all Licenses. Pat Strand, owner of Los Jalapenos Taqueria, LLC had no comment.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the following liquor licenses for Los Jalapenos Taqueria, LLC: On-Sale Intoxicating Liquor License and Sunday 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 requested the following additional claims be paid: Andy Pettow Construction in the amount of \$45,252.00, Hammers Construction in the amount of \$5,940.00, Mark's Electric in the amount of \$990.00, Ottertail Aggregate in the amount of \$11,429.10, Tichy Stone & Brick Inc. in the amount of \$6,300.00 and U.S. Energy in the amount of \$639,574.52 bringing the Unpaid City Claims total to \$2,855,739.68.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$3,233,063.92 for December, 2016.

### **ORGANIZATIONAL RESOLUTION**

Mayor Meehl stated Council may wish to approve the 2017 Organizational Resolution. It was noted that Council committee assignments will remain the same for 2017. City Attorney Happel questioned the Legal Advisors portion of the resolution. He mentioned that Jeff Skonseng will be

assisting with prosecuting responsibilities for the City. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution No. 2017 – 1 entitled “2017 Organizational Resolution, City of Perham, Minnesota”.

#### **PERHAM AREA COMMUNITY CENTER’S CAPITAL FUND EXPENDITURES**

Mayor Meehl stated Council may wish to approve a Capital Improvement funds request of \$111,800 as proposed at the December 14, 2016 Tri-Board meeting. Council Member Johnson noted that the ADA family changing room is the largest and most needed item on project list. All other items on the project list are for the replacement of equipment before failure.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the Capital Fund expenditures in the amount of \$111,800.

#### **\*LODGING TAX CONTRIBUTION**

Council approved increasing the Chamber’s Marketing Budget to \$45,000; a \$5,000 increase as recommended by the Lodging Tax Committee at their October 19, 2016 meeting.

#### **\*FIRE DEPARTMENT**

Council authorized the use of alcohol at the Perham Emergency Services Building for January 18 in conjunction with the annual meeting with City and Township Officials.

#### **\*CHAMBER OF COMMERCE REQUEST**

Council granted permission to the Chamber of Commerce the use of various streets and parks for special events in 2017.

#### **\*TRANSPORTATION AGREEMENT**

Council approved extending the Transportation Agreement with Productive Alternatives for two years, 2017 and 2018. The City agrees to pay \$10,450.00 in January 2017 and \$10,450 on January 1, 2018.

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

Council approved renewing the Taproom On-Sale/Brewer Off-Sale/Sunday Licenses for Disgruntled Brewing which expire January 31, 2017 contingent upon all fees and legal requirements being met as required by the City and State of Minnesota’s Liquor Control Board.

**\*ACCEPTANCE OF ENERGY CONSERVATION AGREEMENT WITH ENERGY INSIGHT INC.**

Council accepted the agreement for energy conservation services with Energy Insight Inc. through December 31, 2018.

**\*AGREEMENT TO INSURE CITY OWNED BUILDINGS AT PERHAM LAKESIDE GOLF COURSE**

Council approved Resolution No. 2017-2 entitled "Amendment to Golf Course Lease and Management Agreement" to carry property insurance on the buildings at Perham Lakeside Golf Course.

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

Council accepted PLGC's Income Statement for November 2016.

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

Council accepted PACC's Financial Reports for November 2016.

**\*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 2016.

**CITY ENGINEER MONTHLY UPDATE**

City Engineer gave an update on various projects

***Third Street Northeast***

Meetings have been held with the primary industries that will be affected by the proposed reconstruction to coordinate phasing, timing, and traffic. Soil borings have been completed and we are awaiting the Geotechnical Report. Design is progressing with the Utility Layout nearly complete.

A Utility Coordination meeting will be setup with affected utilities later this month to coordinate the potential relocation of poles or other facilities. The Council can expect to see the plans and specifications for approval during the February Council Meeting.

**ACCEPTANCE OF RECYCLING BIN GRANT**

Mayor Meehl stated Council may wish to consider accepting the recycling bin grant with Otter Tail County. The contribution from the City of Perham is \$7,500 contingent upon the bidding

process. Kelly Melgard with Steve's Sanitation commented that according to his calculations, the grant will run approximately \$12,000 to \$15,000 short with bins costing approximately \$58 each. Melgard figured there will be a bin shortage of approximately 1200 between the cities of Perham and Fergus Falls. City Manager Smith stated that the County is working with the bin distributor and is confident that the grant will be sufficient to implement the program. Discussion ensued.

On a motion by Council Member Lehmkhul, seconded by Council Member Johnson and carried without a dissenting vote to approve Resolution No. 2017-3 entitled "Resolution Accepting Recycling Bin Grant With Otter Tail County."

**\*UNDERGROUND PIPE LOCATING AGREEMENT 2017 - 2019**

Council approved extending the Underground Pipe Locating agreement for 2017, 2018 and 2019 with Citi Lites, Inc.

**INFORMATION AND ANNOUNCEMENTS**

City Office will be closed on Monday, January 16 for Martin Luther King Day  
Perham Rural Fire Association Annual Meeting is scheduled for Wednesday, January 18 at the Perham Fire Hall. A meal will be served at 6:30 pm; the meeting will follow at 7:00 pm  
The Committee of the Whole is scheduled for Wednesday, January 25 at 5:15 pm  
The next Regular Council Meeting is scheduled for Monday, February 13 at 5:15 pm  
The EDA retreat is scheduled for Wednesday, February 15 at the Cactus beginning at 8:00 am  
The Perham Area EMS semi-annual meeting is scheduled for Monday, February 20. Supper will be served at 6:30 pm; the meeting will follow at 7:00 pm

**ADJOURNMENT**

There being no further business to bring before the Council, Mayor Meehl adjourned the meeting at 5:53 pm.

Respectfully submitted by,

Heather Hoelt  
Administrative Assistant

ATTEST:

  
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Mayor