

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES**

July 8, 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. All Council Members were present.

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

Others present: City Engineer Berube, and Rebecca Petersen of West Central Initiative

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.

West Central Initiative Presentation – Rebecca Petersen

Rebecca Petersen representing West Central Initiative (WCI) presented Council and Staff with an overview of their new three-year strategic plan for fiscal years 2020 – 2022. The new strategic plan identifies WCI as both a philanthropic and a planning organization whose priorities for the next three years include Reimagine Regional, Invest in Local, Educate, Activate, and Celebrate. Progress will be determined through the Minnesota Association of Development Organizations' (MADO) DevelopMN cornerstones, and the United Nations' 17 sustainable development goals. Both focus in on what a region and community needs to accomplish in order to become strong and resilient for generations to come. Petersen asked Council to consider increasing the City of Perham's support to West Central Initiative to \$2,250 in the coming year, and to \$2,500 in the following two years of the strategic plan.

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 agenda as presented.

***APPROVAL OF MINUTES**

Council approved the minutes of the Regular Meeting of the Council held on June 10, 2019.

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: Brady Martz in the amount of \$6,200.00; LeeAnn Felix in the amount of \$1,150.00; Kinect Energy in the amount of \$225,224.36; Mailfinance in the amount of \$953.64; Marco Technologies in the amount of \$135.56; and Perham Linen in the amount of \$69.35 bringing the total Unpaid City Claims to \$1,528,256.49.

On a motion by Council Member Schmidt, 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 \$1,845,829.14 for the month of June 2019.

BOND PURCHASE AND PROJECT LOAN AGREEMENT

Mayor Meehl stated Council may wish to approve a Bond Purchase and Project Loan Agreement and Resolution for the Clean Water State Revolving Fund Loan to finance the 2019 Street and Utility Reconstruction Project.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the Bond Purchase and Project Loan Agreement and Resolution 2019 – 27 entitled “Resolution Relating To \$784,850 General Obligation Improvement Note, Series 2019C; Authorizing The Issuance And Sale, Fixing The Form And Details Thereof And Providing For The Security Therefor” to finance the 2019 Street and Utility Reconstruction Project.

***LAKES COUNTRY HEALTH & SAFETY CONTRACT**

Council approved a one-year Health & Safety Services contract for 2020 with Lakes Country Service Cooperative in the amount of \$7,000.

***ANNUAL LIQUOR LICENSE RENEWAL/ON SALE AND SUNDAY LIQUOR**

Council renewed the Liquor License (including Sunday Liquor) for Pamela Honer d.b.a. Suds Tavern Inc., Brew LLC d.b.a. Brew Ale's and Eats, Perham Lakeside Golf Club, Destination Dining (no Sunday Liquor), Zorbaz of Little Pine Lake Inc., OZVentures, LLC d.b.a. 1894 and L.A. Hotel Enterprises LLC d.b.a. Grandstay Hotel & Suites (no Sunday liquor) contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***ANNUAL CULINARY CLASS LIMITED ON-SALE LIQUOR LICENSE RENEWAL**

Council renewed the Culinary Class Limited On-Sale Liquor License for Goose Group, Inc. dba Wild Goose and Nest contingent upon all fees and legal requirements being met as required by the City and State of Minnesota.

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

Council accepted the PLGC's Income Statement for May 2019.

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

Council accepted the PACC's Financial Reports for May 2019.

***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 June 2019.

CITY ENGINEER MONTHLY UPDATE

City Engineer Berube gave an update on various projects.

County 8 Closure

The detour has been removed with County 8 open to traffic throughout the summer. It will have to go back for approximately a week in the fall, after Labor Day, in order to pave the final lift of pavement on the roadway.

Seventh Avenue Northeast/Industrial Park Expansion

The City was notified from the State of Minnesota of an additional grant for the improvements to the northeast Industrial Park. This grant, along with the previous grant for the Local Road Improvement Project will assist in financing next year's project. Due to the project not being entirely financed through the grants, and a portion of the improvements coming from assessments, the City will start the Minnesota 429 Statute process by calling for a report for the proposed improvements.

The intent of calling for the report early is to try to get the project out to bid earlier in 2020 so more contractors may be available for the proposed improvements and prices may be more favorable. The report will be heard either in late July or early August and will outline the financing, scope, and costs for properties along the improvement area.

Zorbaz Lift Station

Hough has completed nearly all of the items on the list with one minor exception. They intend to complete that item and the project will be closed out within the month.

Second Avenue Southwest

Concrete construction is nearing completion on the Second Avenue Southwest Project. There are a number of driveways that still need to be constructed, and the plan is to continue concrete construction this week.

Ottertail Aggregate will continue to prep the road for pavement in the next couple of weeks, with paving scheduled to follow. Following pavement, turf and yard grading will be completed and the project will be considered substantially complete.

PRELIMINARY ENGINEERING REPORT FOR INDUSTRIAL PARK IMPROVEMENTS

Mayor Meehl stated Council may wish to authorize the preparation of a Preliminary Engineering Report for Industrial Park Improvements.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2019 – 28 entitled “Resolution In The Matter Of Ordering A Preliminary Engineering Report For Industrial Park Improvements Perham, Minnesota.”

AGREEMENT FOR POLICE SERVICES

Mayor Meehl stated Council may wish to approve an Agreement for Police Services with the City of Ottertail. City Manager Smith stated the agreement is for limited police services to aid in enforcing local ordinances at a rate of \$75 per hour. Smith noted that the Otter Tail County Sheriff's Department is still the primary law enforcement and will handle the daily and emergency calls. Council Member Lehmkuhl inquired about how quickly the Perham Police Department will need to respond. Police Chief Hoaby reiterated that the Perham Police Department will be used to enforce local ordinances once the Ottertail City Council has deemed a property a nuisance by issuing letters and citations if not compliant. Perham Police will continue to assist the Otter Tail County Sheriff's Department with emergency calls.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the Agreement for Police Services with the City of Ottertail for the remainder of 2019 at which time an assessment of the agreement will be made to determine if the terms and conditions of the agreement remain satisfactory and mutually acceptable.

***AIRPORT IMPROVEMENT GRANT AGREEMENT**

Council approved Resolution 2019 – 29 entitled “Authorization To Execute Minnesota Department Of Transportation Grant Agreement For Airport Improvement Excluding Land Acquisition” authorizing the Mayor and City Manager to enter into an Airport Improvement Grant Agreement with the State of Minnesota.

***APPROVE SALE OF VEHICLES**

Council accepted the following high bids and approved the sale of a 1992 Ford LT9000 in the amount of \$4000; 2010 Ford F150 4x4 in the amount of \$2,500; 1998 Club Car Golf Cart in the amount of \$650; 1997 Arctic Cat Bear Cat in the amount of \$500; 1994 Ford Cube Van in the amount of \$505; and a 2002 Ford Crown Victoria Police Interceptor in the amount of \$1,005.

INFORMATION AND ANNOUNCEMENTS

The Hazardous Household Waste Day is scheduled for Wednesday, July 10 from 10 – 2 at the Perham City Garage

Committee of the Whole is scheduled for Wednesday, July 31 @ 5:15 pm

The next regular Council Meeting is scheduled for Monday, August 12 @ 5:15 pm

The annual City employee picnic is scheduled for Monday, August 26 @ 5:00 pm at Paul Miller Park

Tentative schedule for 2020 Budget Meetings:

Friday, August 30 @ 7am – Police, Public Works, Library and Fire Department

Friday, September 13 @ 7am – Capital Debt and Overview

Wednesday, September 25 following Committee of the Whole - Review

ADJOURNMENT

There being no further business to discuss, Mayor Meehl adjourned the meeting at 5:38 pm.

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "Heather Hoelt", with a long horizontal flourish extending to the right.

Heather Hoelt
Administrative Assistant

ATTEST:

A handwritten signature in blue ink, appearing to read "Timothy Meehl", written over a horizontal line.

Mayor

SPECIAL COUNCIL MEETING MINUTES

July 31, 2019

Mayor Meehl called the Special Council Meeting to order at 5:15 pm on July 31, 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. All Council Members were present.

Staff members present were: City Manager Smith, Finance Officer Stokke, Liquor Store Manager Dreger, Police Chief Hoaby, Public Works Director Meece, EDA Director Keil, Librarian Ladwig and Administrative Assistant Hoefl.

Others Present: City Engineer Berube

BHH Partners Proposal

Mayor Meehl stated Council may wish to consider approving a proposal from BHH Partners for Part B of the Hub/PACC Bonding Project.

City Manager Smith gave a brief overview of the proposal from BHH Partners to provide architectural/engineering services for the PACC Fit-Up Addition/Renovation. Smith explained that the Hub/PACC project is divided into four (4) separate phases and approval of Part B will begin the PACC fit-up design which has been requested to move forward from the PACC Board. Part A, the Pre-Design Completion/State Submittal phase, will begin soon. Upon State approval, Part C, the demolition of the former high school, and Part D, the Hub/Former PHS Redevelopment, can begin.

Smith noted that the \$490,000.00 cost to provide architectural/engineering services is a fixed fee regardless of the final construction costs. The estimated hard construction costs for the new PACC Fit-Up Addition/Renovation currently sits at \$5,446,000.00.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the proposal from BHH Partners to provide architectural/engineering services as Part B of the Hub/PACC Bonding Project.

Amend Fleet Safety Program

Mayor Meehl stated Council may wish to consider amending the Fleet Safety Program to include language regarding the “hands-free” cell phone bill which becomes law on August 1, 2019 and approve the purchase of “hands-free” equipment in the amount of \$293.09.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved amending the Fleet Safety Program to include language regarding the “hands-free” cell phone bill which becomes law on August 1, 2019 and approved the purchase of “hands-free” equipment in the amount of \$293.09.

Clarify Street Vacation Legal Description

Mayor Meehl stated Council may wish to consider approving a resolution to clarify the legal description for the vacation of public right of ways.

City Manager Smith explained that the map previously approved for the East Park Second Addition Street Vacation was accurate, however, a resolution to amend the previously approved resolution was needed to clarify the language in the legal description.

On a motion by Council Member Spencer, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2019 – 30 entitled “Resolution Amending Resolution 2019 – 25 Granting A Street Vacation For East Park 2nd Addition” to clarify the legal description with the appropriate language.

Approve Crazy Days Road Closure

Mayor Meehl stated Council may wish to approve a request to close a portion of CSAH No. 80 between 1st Avenue and 2nd Avenue SW on Friday, August 2 and Saturday, August 3 for Crazy Days.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the closure of a portion of CSAH No. 80 between 1st Avenue and 2nd Avenue SW on Friday, August 2 and Saturday, August 3 for Crazy Days.

Approve Use of Turtle Park

Mayor Meehl stated Council may wish to approve a request by the Perham Events Committee for the use of Turtle Park on August 2 and August 3 to station Crazy Days vendors.

City Manager Smith clarified the park requested to be used is Turtle Park next to City Hall and not NP Park near the Post Office.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the request by the Perham Events Committee for the use of either Turtle Park next to City Hall or NP Park on August 2 and 3 to station Crazy Days vendors.

Adjournment

Mayor Meehl adjourned the meeting at 5:29 pm.

Respectfully submitted by,


Heather Hoefft
Administrative Assistant

ATTEST:



Mayor