

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
July 9, 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. Council Members present were Mayor Meehl, Lehmkuhl, and Johnson. Council Members absent were Spencer and Schmidt.

Staff present: City Manager Smith, Finance Officer Stokke, Public Works Director Meece, EDA Director Johnson 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.

**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.

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 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 June 11, 2018.

**ON-SALE INTOXICATING LIQUOR LICENSE/SUNDAY LICENSE**

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

Mayor Meehl stated Council may wish to hear comments regarding a request from Destination Dining LLC for an On-Sale Intoxicating Liquor License/Sunday License. Kellie Smith, owner of Destination Dining LLC, was in attendance for the meeting. There were no comments from the public.

**APPROVAL OF LIQUOR LICENSES**

Mayor Meehl stated Council may wish to approve the request from Destination Dining LLC for the following liquor licenses: On-Sale Intoxicating Liquor License, and Sunday License contingent upon approval by the State on both licenses.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the request from Destination Dining LLC for an On-Sale Intoxicating Liquor License and Sunday License.

**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: Apex Engineering in the amount of \$3,029.00; Apex Engineering in the amount of \$6,744.20; Tiffany Burge in the amount of \$950.00; Domain Listings in the amount of (\$228.00); JH Signs & Designs in the amount of \$40,433.58; Kinect Energy in the amount of \$226,815.98; and David Sundheim in the amount of \$575.00 bringing the total unpaid City claims to \$1,655,373.40.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved payment of the Prepaid and Unpaid City Claims in the amount of \$1,825,505.98 for the month of June.

**\*LAKES COUNTRY HEALTH & SAFETY CONTRACT**

Council approved a one-year Health & Safety Services contract with Lakes Country Service Cooperative beginning July 1, 2018 and ending June 30, 2019 for \$7000.00.

**\*LAKES COUNTRY TECHNOLOGY CONTRACT**

Council approved a one-year Technology and Network Services contract with Lakes Country Service Cooperative beginning July 1, 2018 and ending June 30, 2019 for \$7,788.00.

**\*APPOINTING ELECTION JUDGES**

Council approved Resolution No. 2018 – 11 entitled “Resolution Appointing Election Judges For The 2018 Primary Election And General Election City Of Perham, Minnesota.”

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

Council renewed the Liquor License (including Sunday Liquor) for Pamela S. Honer d.b.a. SUDS, Brew LLC, Perham Lakeside Golf Club, and L.A. Hotel Enterprices LLC 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 LIQUOR LICENSE RENEWAL/2:00 AM LICENSE**

Council renewed the 2:00 AM License for Pamela S. Honer d.b.a. SUDS 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 LAKESIDE GOLF CLUB INCOME STATEMENT**

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

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

Council accepted the PACC’s Financial Reports for May 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 June 2018.

**CITY ENGINEER MONTHLY UPDATE**

City Engineer Berube gaive an update on various projects.

### *2015 Improvement Project (3<sup>rd</sup> Ave Southeast)*

The PFA loans have been finalized for the project, and final quantities are being reviewed by the Contractor, closeout of the project will be completed soon.

### *Wellhead Protection Plan Part II*

The last component of the plan was received this morning and the updated plan will be finalized and sent in to the State this week.

### *Third Street Northeast*

Sellin has been coordinating remaining work with select subcontractors. The concrete replacement was completed last month and the turf and washout areas are the only items remaining. Turf establishments still has not been paid past 50% of the contract price. The turf must be acceptable prior to contract closeout.

### *County 8 Closure/Truck Route Improvements*

The detour has been operational for a few months now, and appears to be operating as intended, the route will continue to be monitored throughout the rest of the summer. The control failure for the 1<sup>st</sup> Avenue signal have complicated the detour slightly, but traffic appears to be understanding with the traffic operations.

### *Capital Improvement Plan Update*

A draft of the Capital Improvement Plan has been reviewed by Public Works. The plan will be further updated, and reviewed from a financing side over the next few weeks. It is anticipated that a public hearing will be held prior to adoption of the plan, which will be completed this summer.

## **INFORMATION AND ANNOUNCEMENTS**

The City Staff Picnic is scheduled for Wednesday, July 11 @ 5:00 at Paul Miller Park

A Special Council Meeting and Committee of the Whole is scheduled for Wednesday, July 25 @ 5:15

Filing for Mayor and two (2) City Council seats begins on July 31 and ends on August 14

The next regular Council Meeting is scheduled for Monday, August 13 @ 5:15 pm

The 2018 Primary Election is scheduled for Tuesday, August 14

Tentative schedule for 2019 Budget Meetings:

Friday, August 31 @ 7am – Police, Public Works, and Fire Department

Friday, September 14 @ 7am – Capital Debt and Overview

Wednesday, September 26 following Committee of the Whole - Review

**ADJOURNMENT**

On a motion by Council Member Lemkuhl, seconded by Council Member Johnson and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:31 p.m.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Heather Hoeft", with a horizontal line extending to the right.

Heather Hoeft  
Administrative Assistant

## **SPECIAL COUNCIL MEETING MINUTES**

**July 25, 2018**

Mayor Meehl called the Special Council Meeting to order at 5:15 pm on July 25, 2018 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 Members were present.

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

### **Public Hearing/On-Sale, Sunday License**

Mayor Meehl stated Council may wish to hear comments regarding a request from Ortiz 3, LLC, DBA Las Ranitas 2 for an On-Sale Intoxicating Liquor License/Sunday License. Luis Ortiz was in attendance for the Public Hearing. There were no comments from the public in opposition to the Liquor Licenses.

### **Public Hearing/Public Nuisance Properties**

Mayor Meehl stated Council may wish to hear comments regarding public nuisance properties located at 220 5<sup>th</sup> Avenue NE and 632 2<sup>nd</sup> Avenue NW. Police Chief Hoaby noted that the Council was provided with photos of the two (2) properties.

Bill Rose, owner of the property at 220 5<sup>th</sup> Avenue NE, was in attendance for the Public Hearing. Rose noted that he was only recently notified by Chief Hoaby and didn't receive the notice in June. Hoaby responded that initial contact was made with the renter of the property. Rose requested that someone accompany him to the property to point out what needs to be done. Mayor Meehl stated that the property has been a nuisance for several years. Council Member Johnson recommended that the Mayor appoint a committee to oversee the clean-up of nuisance properties. Council Member Schmidt inquired how a property becomes a nuisance. Hoaby responded that nuisance properties are recognized while on routine patrols of the City as well as neighborhood complaints. Hoaby also noted that it's the Police Department's responsibility to enforce any ordinance that affects the health and public safety of the community. Rose reiterated that once someone accompanies him to the property, he will make sure the property is cleaned up to the City's standards. Hoaby responded that he would be willing to accompany the property owners and work with them to clean-up the properties to avoid having to bring the matters to court. Rose also noted that in the future, he would like to be notified earlier in the process.

Michael Hamann, 401 9<sup>th</sup> Street SW, stated that the City needs to set standards for all property owners. Hamann noted long grass and thistle issues around the hospital and new school. City

Manager Smith responded that the City has been in contact with the hospital in the past regarding thistles and will be in touch with the school once construction is completed.

Smith noted that only a Public Hearing is taking place. The property owners have until the August 13 City Council Meeting to clean-up the properties before the Council officially declares them a public nuisance. Once declared, Police Chief Hoaby has the authority to pursue legal action to get the properties cleaned-up.

#### **Approval of Liquor Licenses**

Mayor Meehl stated Council may wish to approve the request from Ortiz 3, LLC, DBA Las Ranitas 2 for the following liquor licenses: On-Sale Intoxicating Liquor License, and Sunday License contingent upon approval by the State on both licenses.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved both the On-Sale Intoxicating Liquor License as well as the Sunday License for Ortiz 3, LLC DBA Las Ranitas 2.

#### **Approval of Sunday License**

Mayor Meehl stated Council may wish to approve a request from LA Hotel Enterprises, LLC DBA Grandstay Hotel & Suites for a Sunday Liquor License. It was noted that L A Hotel Enterprises, LLC currently has an Intoxicating Liquor License.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the request by LA Hotel Enterprises, LLC DBA Grandstay Hotel & Suites for a Sunday Liquor License.

#### **Approval of Temporary Liquor License**

Mayor Meehl stated Council may wish to approve a temporary liquor license request from the History, Arts, & Cultural Association for an event to be held on August 18 & 19 at the Pioneer Grounds. It was noted that the temporary license was for the annual Pioneer Days event.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the temporary liquor license request by the History, Arts, & Cultural Association for the event to be held at the Pioneer Grounds on August 18 & 19.

#### **Approval of Crazy Days Road Closure**

Mayor Meehl stated that Council may wish to approve the closure of First Avenue North from Main to the Alley for Crazy Days, August 3 – 4, 2018. City Manager Smith demonstrated the

new pictometry capabilities to show Council where the proposed road closure will take place. Smith noted that inflatables, vendors and family friendly activities are planned for the event.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the road closure for Crazy Days.

### **Approval of Stuff the Bus Event**

Mayor Meehl stated Council may wish to approve the request by the United Way of Otter Tail and Wadena Counties for the use of NP Park on Thursday, August 9, 2018 for their Stuff the Bus event.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approve the use of NP Park by the United Way for the Stuff the Bus event on August 9, 2018.

### **Authorization to Call for an Election on a Sales and Use Tax**

Mayor Meehl stated Council may wish to approve a resolution authorizing a call for an election to impose a sales and use tax of one-half of one percent to finance the expansion and betterment of the Perham Area Community Center. Council Member Lehmkuhl inquired about the length of time for the sales tax. City Manager Smith responded that the sales and use tax will expire after twenty (20) years with an estimated revenue of \$5,200,000. Smith quoted the resolution containing the proposed ballot question “Shall the City of Perham, Minnesota (the “City”), be authorized to impose by ordinance a sales and use tax of one-half of one percent (1/2%) to finance the expansion and betterment of the Perham Area Community Center located at 620 Third Avenue Southeast in the City?.” Smith noted that the sales tax revenue can only be used for the Perham Area Community Center (PACC). Lehmkuhl also inquired about a capital campaign by the PACC. Smith responded that a capital campaign will be determined once the project is more defined. Council Member Johnson stated that the PACC Board is getting closer to a final plan and introduced Tony Stoll, BHH Partners and PACC Board Member, who also stated that at a minimum the PACC Board is considering a play land and splash pad. Stoll noted that a combination of sales tax and fundraising dollars would be used to complete the capital improvements as well as finance needed maintenance costs. Smith reiterated that the resolution authorizes the Council to allow the voters to decide on the sales and use tax and that any future improvements and expansions to the PACC will need to be approved by the Council. Smith explained that if passed by the voters, the Council will still have to pass an ordinance approving the tax and finally it will have to be approved by the Legislature.

Resident Mike Hamann inquired about the bonding dollars. Smith clarified that sales tax revenue can only be used for the PACC, however, it can be used as required cash matching dollars for the

bonding money. The bonding dollars can be used for both the PACC and the HUB project as both are public projects that were included in the bond application.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2018 - 12 entitled "Resolution Calling For An Election On A Sales And Use Tax For The Perham Area Community Center Project."

**Adjournment**

Mayor Meehl adjourned the Special Council Meeting at 6:06 pm.

Respectfully submitted by,



Heather Hoelt  
Administrative Assistant