

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
June 11, 2018**

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, 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 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 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 May 14, 2018.

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 one additional claim for Kinect Energy in the amount of \$250,837.25, bringing the total unpaid claims to \$731,856.17.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved payment of the Prepaid and Unpaid City Claims in the amount of \$918,613.69 for the month of May.

THIRD ST NE/ASSESSMENT REDUCTION

Mayor Meehl stated Council may wish to approve an assessment reduction of \$1325.00 for Shawn Anderson, 310 3rd Avenue NE, for not receiving a sewer service he was originally assessed for.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved an assessment reduction of \$1,325.00 for Shawn Anderson.

***2017 AUDIT**

Council accepted the 2017 Audit as presented by Brady Martz at the Committee of the Whole Meeting held on May 30, 2018.

***TEMPORARY ON-SALE LIQUOR LICENSE**

Council approved a Temporary On-Sale Liquor License for the Church of St. Henry for an event on the Parish Grounds on Sunday, August 19, 2018.

***TEMPORARY ON-SALE LIQUOR LICENSE**

Council approved a Temporary On-Sale Liquor License for the History, Arts & Cultural Association for an event to be held at the Pioneer Village on June 30, 2018.

***PERHAM TRIATHLON**

Council may wish to approve the use of Paul Miller Park for the 2018 15th Annual Perham Triathlon (formerly the Average Joe) on June 30, 2018.

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

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

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

Council accepted the PACC's Financial Reports for April 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 May 2018.

INTERIM USE PERMIT

Mayor Meehl stated Council may wish to approve a request from KLN for an Interim Use Permit to allow for temporary workforce housing. Council Member Lehmkuhl noted that the Planning Commission had held a public hearing and there was no one present in opposition to the permit. Lehmkuhl also noted that there was no issue with the intern program and that most of the discussion centered around the Productive Alternatives 180 Program. The permit will be reevaluated in the fall of 2019 before the December 31, 2019 expiration date. City Manager Smith reviewed the five (5) conditions of the permit as well as the rules that will be enforced including no pets, children under the age of eighteen (18), smoking in the apartments, illegal activities, firearms or alcohol use or possession.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution 2018 - 10 entitled "Resolution In The Matter Of Granting An Interim Use Permit To Allow For Work Force Housing, City Of Perham, Minnesota."

CITY ENGINEER MONTHLY UPDATE

City Engineer gave an update on various projects.

2015 Improvement Project (3rd Avenue Southeast)

An updated payment was sent to Kuechle to finalize the remaining items for the City's PFA Loan. In addition to the payment, various discussions have taken place with the crosswalk material supplier and MNDOT regarding issues on the pavement. To this point, a resolution has

not been reached regarding the failures, however, various deducts have been included in the most recent payments.

Wellhead Protection Plan Part II

Minor modifications remain on the wellhead plan per the request of the Minnesota Department of Health. The updated final version of the plan will be sent in by the middle of June.

Third Street Northeast

Sellin has been coordinating remaining work with select subcontractors. Correspondence has been sent to Sellin regarding the concrete replacement and this work must be completed by July 6th. Turf establishment still has not been paid past 50% of the contract price. The turf must be acceptable prior to contract closeout along with the concrete replacement.

County 8 Closure/Truck Route Improvements

The detour appears to be operating as intended, the route will continue to be monitored throughout the summer. BNSF has indicated that they would like to repair a portion of the crossing at 7th Avenue Northeast this summer as well. It was originally scheduled to start this Wednesday, but due to Turtlefest, will be pushed back to August/September.

Capital Improvement Plan Update

Merle, Jon and I will be reviewing the previous CIP this month and starting the process of updating the document. It is anticipated that Public Works may review the preliminary draft in July, with the full Council review at the Committee of the Whole in July. Hearings for the updated plan would be in August/September.

APPROVING FEDERAL EDA PRE-APPLICATION

Mayor Meehl stated Council may wish to consider approving a Federal EDA pre-application. City Manager Smith explained that EDA Director Johnson is in the process of submitting the pre-application for the Federal EDA grant to aid the expansion of the Industrial Park. Smith noted that Council will be asked to pass a resolution in the future when the full application is submitted.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the Federal EDA Pre-Application.

AMENDING RECYCLING CONTRACT

Mayor Meehl stated Council may wish to consider approving an amended recycling contract with Steve's Sanitation. City Manager Smith explained that the contract addendum to the recycling contract is to allow for monthly updates of new recycling customers through the City's utility billing system, instead of the annual update in the original contract. The addendum also addresses a fee of \$2.50 per unit per month for each unit added. This fee will be included in the City's 2019 fee schedule.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved the amended recycling contract with Steve's Sanitation.

INFORMATION AND ANNOUNCEMENTS

Turtle Fest is scheduled for June 13 - 16

City Manager Smith and Council Member Lehmkuhl will be attending the League of MN Cities Conference June 20-22

The Household Hazardous Waste Day is scheduled for Wednesday, June 27 from 10 – 2

Committee of the Whole is scheduled for Wednesday, June 27 @ 5:15

The next regular Council Meeting is scheduled for Monday, July 9 @ 5:15

ADJOURNMENT

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:37 p.m.

Respectfully submitted by,



Heather Hoelt
Administrative Assistant