

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
March 13, 2017**

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 Administrative 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 Johnson.

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

Others Present: City Engineer Berube and City Attorney Happel.

Mayor Meehl announced the death of Council Member Harriet Mattfeld and requested a moment of silence.

**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. 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 Spencer 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 February 13, 2017.

### **APPROVAL FOR PAYMENT OF CITY CLAIMS**

Mayor Meehl stated Council may wish to approve payment of Prepaid and Unpaid City Claims in the amount of \$2,305,490.84.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$2,305,490.84 for February 2017.

### **3.2 BEER/WINE LICENSE RENEWALS**

Council approved the 3.2 Beer/Wine Licenses subject to receipt of applicable fees and required information by the City Office for the following businesses: Perham Baseball Club, East Otter Tail County Agricultural Society, Dean's Country Market, Westside Services, Perham BP, Service Foods, Main Street Express, Shopko Hometown #738, Friends of the History Museum, and Whisk From Scratch.

### **2 AM LIQUOR LICENSE RENEWAL**

Council approved the renewal of a 2:00 AM closing time for Brew, LLC d.b.a. Brew Ales & Eats contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

### **2016 BUDGET AMENDMENTS**

Council approved amending the 2016 Budget due to the addition of approved projects during the 2016 budget year and Resolution 2017-7 entitled "Resolution In The Matter Of Amending The 2016 Budget."

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

Council accepted the PLGC's Income Statement for January 2017.

**ACCEPTANCE OF PERHAM AREA COMMUNITY CENTER'S FINANCIAL REPORTS**  
Council accepted the PACC's Financial Reports for January 2017.

**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 February 2017.

**LIBRARY BOARD VACANCY**

Council approved the appointment of Stephanie Winjum to the Library Board for a three year term (2017, 2018, 2019); she will be replacing Jim Szarke.

**ANNEXATION GREAT RIVER ENERGY**

Mayor Meehl stated Council may wish to consider approving an annexation of a parcel owned by Great River Energy located at the corner of 450<sup>th</sup> Street and County Highway 51 previously approved by Council on November 14, 2016. Due to an error in the process, Ordinance 391 needed to be rescinded. The proper procedure required serving notice of Perham's intent to annex this parcel and allowing Perham Township 90 days to object to this annexation. The notice of intent was mailed December 1, 2016. Perham Township did not file an objection with the Minnesota Office of Administrative Hearings thus Perham is now able to complete the annexation process of this parcel.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved rescinding Ordinance 391 and approved Ordinance 397 entitled "Annexation Of A Parcel Currently Identified As PID 51000110097001 Into The City Of Perham, County Of Otter Tail, State Of Minnesota An Ordinance Extending The Corporate Limits Of The City Of Perham To Include Certain Unincorporated Properties Abutting The City Of Perham."

**CITY ENGINEER MONTHLY UPDATE**

City Engineer Berube gave an update on the construction plans for the Third Street NE project. Pending Council approval, project plans and specification will be submitted this week to the Minnesota Department of Health and the Minnesota Pollution Control Agency. Berube explained the three phases/coordination for the project and also noted project modifications. Project costs are as follows: Water Infrastructure \$593,000, Sewer Infrastructure \$679,000, Storm Sewer and Drainage \$572,000, and Street & Surface Improvements \$1,518,000 for a project total of \$3,362,000. Pending City approval an order for advertisement for bids will also take place with a bid date of April 10<sup>th</sup>. The bids will be received in two ways. Bid Alternate A will include PFA funding, State wage rates, and reporting requirements. Bid Alternate B will be locally funded with a General Obligation Bond, no wage rates, and no reporting requirements.

### **THIRD STREET NE/APPROVING PLANS AND SPECS**

Mayor Meehl stated Council may wish to approve the plans and specifications and authorize advertisement of bids.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution 2017-8 entitled "Resolution In The Matter Of Approving Plans And Specifications And Ordering Advertisement For Bids For Improvements On Third Street NE From First Avenue North To Seventh Avenue NE, Second Avenue NE From Second Street NE To Third Street NE, Third Avenue NE From Second Street NE To Third Street NE, Fourth Avenue NE From Second Street NE To Third Street NE, Fifth Avenue NE From Second Street NE To Fourth Street NE, Fourth Street NE From Fifth Avenue NE To Perham Egg, Second Street From Fourth Avenue NE To Fifth Avenue NE, Perham, Minnesota. "

### **PARK GRANT RESOLUTION**

Mayor Meehl stated Council may wish to consider approving an Outdoor Recreation grant resolution. City Manager Smith explained this is a DNR matching grant for \$150,000. The grant would be matched by the Hockey Association. The funds would cover construction of a multi-use bathroom, concessions, locker room storage, and a hockey/skating/broomball rink. The Perham Cross Country team has also expressed interest in the use of storage facilities. The location would be south of the tennis courts at Arvig Park where facilities could also be accessed by the public using the bike path and disc golf course. City Manager Smith also noted that there will be a lot of competition for the grant, so it's not guaranteed that the City will receive the funds.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution 2017-9 resolving that the City of Perham act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on Thursday, March 30<sup>th</sup> and authorized City Manager Smith to execute such agreements as are necessary to implement the project on behalf of the applicant.

### **UNION AMENDMENT**

Mayor Meehl stated Council may wish to consider approving an amendment listing the salary for the position of investigator to the Law Enforcement Collective Bargaining Agreement. City Manager Smith explained the Memorandum of Agreement is an attachment to the current 2016-2017 Labor Agreement. The attachment lists Officer Michael Christopherson in the position of investigator with a 5% salary increase over the salary listed for Step 7 in the Collective Bargaining Agreement.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the attachment to the 2016-2017 Law Enforcement Labor Agreement stating the position and salary of investigator.

### **AIRPORT MASTER PLAN RFP**

Council approved submitting a Request for Proposals for an Airport Master Plan. In a memo to Council, City Manager Smith explained the City plans to request proposals by invite only, which will drastically reduce the amount of proposals to address and it will confirm that only qualified proposals will be submitted. A Master Plan is in the CIP at MNDOT for this year. MNDOT's year-end for 2017 is June 30. Smith also stated that the plan is to get the RFP's out to engineers by the end of March, have them submit proposals by mid-April, authorize the engineer, and submit documents to MNDOT for payment before the June 30<sup>th</sup> deadline.

### **TUFFY'S BOD EXEMPTION**

Council approved the BOD exemption request from Tuffy's. Tuffy's requested the City waive the fines associated with their load from January 2017 through June 2017. Tuffy's has invested in a \$300,000 system that will be installed by the end of June 2017. The system will treat all wastewater in the North Campus (new plant) prior to it being routed through the City water flow meter and sampling unit.

### **INFORMATION AND ANNOUNCEMENTS**

The Committee of the Whole is scheduled for Wednesday, March 29 at 5:15

The next Regular Council Meeting is scheduled for Monday, April 10 at 5:15 pm

The Local Board of Review is scheduled for Wednesday, April 26<sup>th</sup> from 1:00 to 2:00; a Council quorum is required

The Household Hazardous Waste Day is scheduled for Wednesday, June 28 from 10:00 to 2:00

### **ADJOURNMENT**

There being no further business to bring before the Council, Mayor Meehl adjourned the meeting at 5:43 pm.

Respectfully submitted by,



Heather Hoeft  
Administrative Assistant

## SPECIAL COUNCIL MEETING MINUTES

March 29, 2017

Mayor Meehl called the Special Council Meeting to order at 5:18 pm on March 29, 2017 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. Members present were Mayor Meehl, Council Members Lehmkuhl, Spencer, and Johnson.

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

Others present were: City Engineer Berube and Building Inspector Neisen.

### **Perham Lakeside Golf Board Short-Term Loan Request**

Mayor Meehl stated Council may wish to consider approving a request by the Perham Lakeside Golf Board for a \$30,000 short-term loan out of the construction account. City Manager Smith explained that the cash flow issue is a result of being closed for 2 months during remodeling and construction. \$1.3 million was raised for the project and there is a projected overage of over \$30,000. Smith stated a formal document for the advance of funds will be signed and he is comfortable with the loan request as they're not requesting more than the projected overage.

Council Member Johnson also explained that the advance is needed to order inventory for the upcoming season and that dates have already been booked for 2018.

Council Member Lehmkuhl voiced concerns regarding the wording of the request in regards to repayment of the loan if or when the construction account runs out to complete the addition.

Acoustic concerns and donations were also discussed.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the loan request by the Perham Lakeside Golf Board for \$30,000.

### **Adjournment**

Mayor Meehl adjourned the Special Council Meeting at 5:30 pm.

Respectfully submitted by,



Heather Hoeft  
Administrative Assistant