

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
January 8, 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, EDA Director Johnson, Police Chief Hoaby and Administrative Assistant Hoeft.

Others present: City Engineer Berube and Building Official Riewer.

**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 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 December 11, 2017.

### **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 additions: Carol Peeters in the amount of \$694.39 and Verizon Wireless in the amount of \$248.48, bringing the total unpaid City claims to \$1,584,002.75. Stokke also noted that the natural gas bill of approximately five hundred to six hundred thousand from Kinect Energy hadn't been received prior to Council and would need to be prepaid once received.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of the Prepaid and Unpaid City Claims in the amount of \$1,698,552.82 for the month of December.

### **ORGANIZATIONAL RESOLUTION**

Mayor Meehl stated Council may wish to approve the 2018 Organizational Resolution.

On a motion by Council Member Johnson, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved Resolution No. 2018-1 entitled "2018 Organizational Resolution, City Of Perham, Minnesota."

### **\*PERHAM AREA COMMUNITY CENTER'S CAPITAL FUND EXPENDITURES**

Council approved the 2018 Capital Improvement funds request as proposed at the November 30, 2017 Tri-Board meeting.

### **\*PAY EQUITY REPORT**

Council approved the Pay Equity Report. The report, required every three (3) years, includes payroll information for 2017. 2014 was the last report to be submitted to the State.

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

Council granted permission to the Chamber of Commerce the use of various streets and parks for special events in 2018.

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

Council approved the renewal of the Taproom On-Sale/Brewer Off-Sale/Sunday Licenses for Disgruntled Brewing which expire January 31, 2018 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 November 2017.

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

Council accepted the PACC’s Financial Reports for November 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 December 2017.

**BUILDING OFFICIAL CONTRACTS**

Mayor Meehl stated Council may wish to consider approving contracts designating Graco Services LLC, Ben Riewer as Building Official and Steven Schroeder as Building Official-Commercial/Industrial. Riewer was introduced to Council.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the contracts designating Graco Services LLC, Ben Riewer and Steven Schroeder as Building Official and Building Official – Commercial/Industrial for the City of Perham.

**\*LIBRARY BOARD VACANCIES**

Council approved the appointments of Dan Buchin (2018, 2019, 2020) – 2<sup>nd</sup> term; Lowell Vomhof (2018, 2019, 2020) – 3<sup>rd</sup> term; and Caitlin Dierkhising (2018, 2019, 2020) – 1<sup>st</sup> term, replacing Mary Schmidt whose term ended in 2017.

**CITY ENGINEER MONTHLY UPDATE**

City Engineer Berube gave an update on various projects.

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

Kuechle is reviewing the paperwork with subcontractors for final payment. It is anticipated that the project will be closed in early 2018.

*Wellhead Protection Plan Part II*

The Plan has been submitted to the Minnesota Department of Health for approval.

*Third Street Northeast*

Winter suspension is currently underway for the project, a walk through will be completed with City Staff in the Spring of 2018 to review any potential cleanup items for the project.

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

Public Works reviewed the preliminary County 8 Closure and Truck Route Signage last week at their monthly meeting. It is anticipated that the plan will have further review prior to installing new permanent signage along Coney Street and other various truck routes. Signage may be installed as soon as March of 2018. Discussion ensued regarding concerns with truck traffic and appropriate signage.

## **INFORMATION AND ANNOUNCEMENTS**

The City Office will be closed on Monday, January 15 for Martin Luther King Day

The Perham Rural Fire Association Annual Meeting is scheduled for Wednesday, January 17 at the Perham Fire Hall. A meal will be served at 6:30 pm; the meeting will follow at 7:00 pm

An open house is scheduled for Thursday, January 25 from 11-2 to welcome Ben Riewer and Steven Schroeder, who will be providing Building Official services for the City of Perham

The 2018 Newly Elected and Experienced Officials Conference will be held on Friday and Saturday, January 26-27 in Brooklyn Park

The Committee of the Whole is scheduled for Wednesday, January 31 at 4:30 pm due to Council members planning to attend the Perham Hospital District Annual Meeting

The 2018 Perham Hospital District Annual Meeting is scheduled for Wednesday, January 31 at Perham Lakeside. The meeting follows social hour beginning at 5:30 pm and dinner at 6:00 pm.

The next Regular Council Meeting is scheduled for Monday, February 12 at 5:15 pm

The EDA retreat is scheduled for Wednesday, February 28 at the Perham Lakeside Event Center beginning at 8:30 am

## **ADJOURNMENT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, Mayor Meehl adjourned the meeting at 5:33 pm.

Respectfully submitted by,



Heather Hoeft  
Administrative Assistant