

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
November 13, 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, Public Works Director Meece 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 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 October 8, 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 there were no additional claims.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the payment of Prepaid and Unpaid City Claims in the amount of \$1,270,217.53 for the month of October 2018.

### **LODGING TAX COMMITTEE DONATION**

Mayor Meehl stated on the recommendation of the Lodging Tax Committee, Council may wish to consider 2019 contributions in the amount of \$2,000 to HACA for the Pioneer Days/Heritage Celebration, \$2,000 to the Perham Economic Development Authority (EDA) if Perham becomes the hosting City for the “Connecting Entrepreneurial Communities” event, and \$500 to the Backcourt Club for marketing the Grand 8 Holiday Tournament.

Council Member Lehmkuhl inquired what would happen to the \$2,000 if Perham isn’t chosen as the hosting City for the “Connecting Entrepreneurial Communities” event. Council Member Johnson responded that the \$2,000 would go back into the special events fund for other 2019 or 2020 events. EDA Director Johnson was unaware when the City of Perham will be notified whether or not they’ve been chosen as the hosting City. Council Member Spencer inquired if the Backcourt Club is aware that they will only receive \$500 in 2019, a substantial decrease from 2018. Finance Officer Stokke responded that letters will be sent to all recipients after Council approval of the contributions.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the 2019 Lodging Tax Committee contributions.

### **APPROVAL OF GOLF COURSE LINE OF CREDIT AGREEMENT**

Mayor Meehl stated Council may wish to consider approving a Golf Course Line of Credit Agreement payable from the gas fund.

Council Member Lehmkuhl inquired about payback of the line of credit. Council Member Johnson noted that the line of credit is a necessity for the Golf Course. City Manager Smith stated that the line of credit is needed to alleviate cash flow concerns and allow the Golf Course to function through the winter while the Golf Course Board works on the organizational and operational structure of the business. Johnson inquired about the recent meeting with a consultant from the Minnesota Municipal Beverage Association. Smith responded that the meeting had gone well and Board Members and staff have been given a to-do list for the upcoming weeks and months. Mayor Meehl inquired whether Smith will be keeping a close eye on progress at the Golf Course. Smith responded that the City is receiving copies of all invoices and daily reports.

Lehmkuhl also inquired about the authorization of large purchases. Smith responded that a spending freeze is in effect for purchases other than day to day business expenses. Johnson also inquired about a timeline. Smith responded that several events are planned through early December and after that they will work to have a plan in place by January or February to prepare for spring and noted that several variables still need to be worked out.

On a motion by Council Member Schmidt, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the Golf Course Line of Credit Agreement.

**\*CANVASS VOTES FOR CITY ELECTION**

Council approved Resolution 2018-24 entitled “Resolution Certifying Results Of The 2018 General Election Perham, Minnesota” canvassing the votes for the City Election and declaring results. Council Members Lehmkuhl and Schmidt were reelected to another four year term and Mayor Meehl was reelected to another two year term. The City question to authorize the City of Perham to impose by ordinance a sales and use tax of one-half percent (1/2%) to finance the expansion and betterment of the Perham Area Community Center located at 620 Third Avenue Southeast in the City was also approved by voters.

**\*GOBBLE WOBBLE 5K**

Council authorized the use of the Arvig Bike Path for the Gobble Wobble 5k fundraising event scheduled for Thanksgiving Day, November 22, 2018.

**\*LIABILITY COVERAGE**

Council accepted liability coverage limits of \$1,500,000 from the League of Minnesota Cities Insurance Trust for 2019 and will not waive the statutory limits.

**\*APPROVAL OF UPDATED UTILITY POLICY**

Council approved an updated Utility Policy.

**\*CLEANING CONTRACT**

Council approved a cleaning contract with LeeAnn Felix for the City Hall and Library cleaning services.

**\*ACCEPTANCE OF LADY SLIPPER GARDEN CLUB DONATION**

Council approved Resolution 2018-25 entitled “Resolution In The Matter Of Accepting A Donation From Lady Slipper Garden Club, Perham, MN,” to accept a donation made to the Perham Park Board in the amount of \$75.00.

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

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

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

Council accepted the PACC's Financial Reports for September 2018.

**\*ACCEPTANCE OF THE CITY'S FINANCIAL REPORTS**

Council accepted the following City Financial Reports: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report for October 2018.

**CITY ENGINEER MONTHLY UPDATE**

City Engineer gave an update on various projects.

*County 8 Closure/Truck Route Improvements*

The detour will be in place until late May of 2019, we are currently working with JH Signs and Tuffy's to see if we can get flashing stop signs installed at Second and Sixth Avenue.

*Wellhead Protection Plan Part II*

The plan has been received by the Department of Health, they have to either approve or disapprove by November 15, 2018. City Manager Smith noted that a letter had been received today and the plan was approved.

*Second Avenue Southwest*

Survey is nearing completion with the property lines yet to be finalized. Following completion of the survey, design will start and will run through February of next year.

As previously discussed, the City is on the funding list for the Clean Water Revolving Fund, which provides low interest financing for the sanitary sewer components. It is anticipated that the project will be bid similarly to the Third Street Northeast project, where two packages will be bid to determine the cost difference between the financing with and without the wage rates associated with the with the funding packages.

*Seventh Avenue Northeast*

The City was notified two weeks ago that they will be receiving a \$750,000 grant for the reconstruction of Seventh Avenue Northeast. Other components of the project included the mill and overlay of Coney Street West of County 8 and a multi-use path along Coney Street. Berube noted that the mill and overlay of Coney Street West may become part of the Second Avenue Southwest project and the remaining Seventh Avenue Northeast project will be delayed until 2020 as the City has until 2022 to use the grant funds.

Berube also gave a Zorbaz utility installation update noting that drilling may begin mid-week and the project should be finalized by year-end.

### **INFORMATION AND ANNOUNCEMENTS**

The CGMC Fall Conference is November 15-16 at Arrowwood Resort in Alexandria. Mayor Meehl will be attending on November 15.

The City Office will be closed on November 22 for Thanksgiving.

The Parade of Lights is scheduled for Friday, November 23 at 5:30 pm.

The Committee of the Whole meeting is scheduled for Wednesday, November 28 @ 5:15 pm.

A Budget Meeting is scheduled for Friday, November 30 at 7:00 am.

The Landmark Holiday Open House is scheduled for Thursday, December 6 from 4-7 pm.

The next regular Council Meeting is scheduled for Monday, December 10 @ 5:15 pm.

The City Holiday Pot Luck is scheduled for Wednesday, December 12 @ 11:30 am in the Council Chambers.

### **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 5:33 pm.

Respectfully submitted by,



Heather Hoelt  
Administrative Assistant