

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
August 13th, 2012**

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. All Council Members were present.

Staff present: City Manager Klemm, Finance Officer Stokke, EDA Director Johnson, Police Chief Hoaby, Public Works Director Meece and Administrative Assistant Nundahl.

Others present: City Engineer Berube, City Attorney Happel and Building Official Neisen.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Meehl requested all in attendance to rise for the Pledge of Allegiance.

CITIZENS CONCERNS

Mayor Meehl requested those present to rise if they wanted to address 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. Mayor Meehl stated a Temporary Liquor License for the Friends of the History Museum would be added as Item 6. F., Item 8. C. Wellhead Protection would be moved up on the agenda to 8. A. and the City Engineer Monthly Update would be moved to 8. C. A short discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the agenda with the above noted items.

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 Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the Consent Agenda as presented.

***APPROVAL OF MINUTES**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the minutes of the Regular Meeting of the Council held on July 9th and Special Minutes of the Meeting held on July 25th, 2012.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Finance Officer Stokke requested Council consider paying two additional invoices: Kelcey Klemm in the amount of \$48.97 and Happel Law Office in the amount of \$2751.00.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved payment of claims in the amount of \$1,902,453.25 for July 2012.

***2012 CIGARETTE LICENSE**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized the Mayor and City Manager to sign a Cigarette License for the Family Dollar, Inc. contingent upon receipt of fees by the City Office.

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

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the PLGC's Income Statement for June 2012.

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

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the PACC's Financial Reports for June 2012.

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

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the following reports for July 2012: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report for July 2012.

TEMPORARY LIQUOR LICENSE

Mayor Meehl stated Council may wish to consider approving a temporary liquor license for the Friends of the History Museum for an event scheduled for August 31, 2012 to be held at the ITOW Museum. A short discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved a temporary Liquor License for the Friends of the History Museum subject to receipt of applicable fees and required information by the City Office.

ANNEXATION OF THE LAUER PROPERTY

Mayor Meehl stated Council may wish to consider annexing the Lauer property. City Manager Klemm stated in February, the City annexed property owned by the City near St. Paul's Lutheran Church. With that annexation, the Delbert Lauer property became surrounded by City property. This allows the City to annex the property by ordinance without a public hearing and provides ninety days for comments by the effected property owner and Perham Township. The ninety day

comment period ended on August 8th. No opposition or comments have been received by the Municipal Boundary Adjustment Board.

City Manager Klemm stated he received a couple of phone calls from the Lauers requesting information such as how annexation will affect their property taxes etc. Klemm stated they aren't overly enthused about the annexation but they understand why it is being done. Council Member Lehmkuhl stated the Planning Commission reviewed the annexation and recommended the Council approve the annexation. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the annexation and Ordinance No. 340 entitled "Annexation Of A Parcel Currently Owned By Delbert And Mildred Lauer Located At 950 3rd Street AW, 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".

***CREATING A TIF DISTRICT**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council scheduled a public hearing regarding creating a new TIF District and approved Resolution No. 2012 - 30 entitled "Resolution Calling For A Public Hearing By The City Council On The Proposed Modification To The Development Program For Development District No. 2, The Elimination Of Three Parcels From Tax Increment Financing District No. 2-2, The Elimination Of Twenty-Five Parcels From Tax Increment Financing District No. 2-32, The Elimination Of One Parcel From Tax Increment Financing District No. 2-34, And The Proposed Establishment Of Tax Increment Financing District No. 2-36 Therein And The Adoption Of The Tax Increment Financing Plan Therefor, And The Granting Of A Business Subsidy".

***ACCEPTANCE OF THE BUILDING PERMIT REPORT**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the Building Permit Report for July 2012.

WELLHEAD PROTECTION AREA

Mayor Meehl stated Council may wish to authorize the capping of two monitoring wells located on the Moenkedick farm which is located in the City's Wellhead Protection Area. MPCA Representative Molly Costin stated in June of 1998, MPCA installed four monitoring wells on the Moenkedick farm because of the liquid manure pit. The water has been sampled off and on since that time and test results show the amount of nitrogen in the water is at acceptable levels.

Ms. Costin stated Moenkedick requested the wells be capped, two wells are located in his field and he has to work around them. Two wells are located on his yard. MPCA Staff is recommending the City cap the four wells. City Manager Klemm stated the Wellhead Protection Board reviewed the matter and has also recommended capping the wells along with staff members from the Department of Health. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council authorized the sealing of four wells on the Moenkedick property.

QUIET ZONE

Mayor Meehl stated Council may wish to consider contracting with SRF Consulting to provide consultation services for consideration of a Quiet Zone. Richard Lane presented two options for Council to consider. The first option is diagnostic report at a cost of \$7,747. The second option is a full assessment at \$14,568.

The options were reviewed. Mr. Lane recommended the Council proceed with the full assessment. This report will provide all of the improvements and associated costs and will take approximately 120 days. The diagnostic report does not provide costs and will take approximately 90 days.

Mr. Lane stated cities can have crossings located within the Quiet Zone that may not need improvements. BNSF takes into account a risk factor when determining the improvements needed. It was noted, crossings with bells will still ring if the Quiet Zone is implemented. It was also noted that the Engineers will blow their horns when they feel it is necessary for safety reasons and when maintenance workers are working in the area.

Council Member Lehmkuhl stated he has not heard any negative comments regarding the proposed project. Council Member Mattfeld stated she firmly believes that the City must obtain firm costs and then take it to the residents to vote. Council Member Johnson stated he feels the City must move forward and recommended the Council authorize the first phase of the Diagnostic Report. Discussion ensued. City Manager Klemm stated once we receive the report, we can determine estimated costs and with their recommendations, what the improvements will do to traffic flow through the City. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council authorized contracting with the SRF Consulting Group to provide Phase 1 of the Diagnostic Report.

CITY ENGINEER MONTHLY UPDATE

Mayor Meehl stated the City Engineer will give an update on various projects.

City Engineer Berube stated final paperwork is completed for the 3rd Street NW Project and staff is working with the Public Facility Authority staff to complete paperwork for 5th Avenue SE.

City Manager Klemm stated Engineer Berube has been invited to attend a budget meeting to review projects scheduled for 2013 and assist with updating the Capital Improvement Program.

ADOPT A PARK PROGRAM

Mayor Meehl stated Council may wish to approve the Adopt A Park Program as recommended by the Park and Recreation Board.

Council Member Spencer stated members of the Park Board reviewed several programs established in other cities. Board Members drafted the enclosed program and requests Council approve it. Spencer stated they have a couple of interested businesses and organization that may be willing to donate time and money. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the "Adopt A Park Program".

***WOLF LAKE MUTUAL AID AGREEMENT**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved amending the Mutual Aid Agreement with Wolf Lake so that it is consistent with other Mutual Aid Agreements.

***ACCEPTANCE OF THE MONTHLY POLICE REPORT**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the Monthly Police Report for July 2012.

INFORMATION AND ANNOUNCEMENTS

The Primary Election is Tuesday, August 14th

Filing for Council positions closes Tuesday, August 14th at 5:00 pm

Budget Meetings are scheduled at 7:00 am on Friday, August 24 and Thursday, August 30

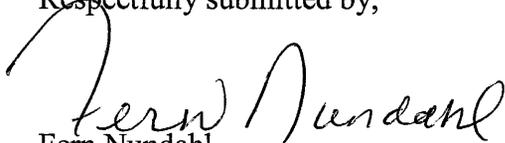
The next Regular Council Meeting is scheduled for September 10 at 5:15

LMC Regional Meeting is scheduled for September 20 at Mulligans

ADJOURNMENT

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the meeting was adjourned at 6:06 p.m.

Respectfully submitted by,



Fern Nundahl

Administrative Assistant