

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
January 14<sup>th</sup>, 2013**

The regular meeting of the Perham City Council was called to order by Mayor Meehl at 5:16 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. Council Members present were Mattfeld, Lehmkuhl, Spencer and Mayor Meehl.

Staff present: City Manager Klemm, Police Chief Hoaby, Public Works Director Meece, and Administrative Assistant Nundahl.

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**OATH OF OFFICE**

City Manager Klemm administered the Oath of Office to re-elected Mayor Timothy Meehl and Council Member Eric Spencer.

**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.

On a motion by Council Member Lehmkuhl, 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 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 December 10th, 2012.

## **PRELIMINARY ENGINEERING REPORT FOR THE 2013 STREET AND PARKING LOT IMPROVEMENT PROJECT**

Mayor Meehl stated Council may wish to accept the Preliminary Engineering Report and call for a public hearing for a project which includes Third Avenue SW between 2<sup>nd</sup> Street SW and 7<sup>th</sup> Street SW; Sixth Street SW between 3<sup>rd</sup> Avenue SW and 4<sup>th</sup> Avenue SW; and the parking lot between 1<sup>st</sup> Avenue North and 3<sup>rd</sup> Avenue NW running adjacent and parallel to the railroad tracks.

City Engineer Berube reviewed the Preliminary Engineering Report and noted Third Avenue SW improvements include sanitary sewer, water, storm sewer and street. The parking lot improvements include storm sewer and street.

City Engineer Berube stated Third Avenue SW is currently fifty feet wide. Due to the utilization of the parcels north of Third Street, it is recommended that this block remain at fifty feet. The Council may want to consider reducing the street to either forty-four foot wide or thirty-six foot wide. Estimates were reviewed for both options with and without sidewalks. City Engineer Berube stated in the Clearwater Additions, Westwind Additions and East Park, the streets are forty-four foot wide with no sidewalks. It was noted, this matter would be discussed further at the Committee of the Whole Meeting.

City Engineer Berube reviewed the estimated improvement costs. The Third Avenue SW project is estimated at \$1,055,00; assessable costs would be \$365,500. Parking lot project is estimated to be \$238,000; assessable costs would be \$109,000. The parking lot assessments would follow similar reconstruction projects such as Second Street and Main Street with benefitting properties separated into three tiers based on their proximity to the improvements.

The Project Schedule was reviewed. It was noted if the project proceeded, Third Avenue SW construction would begin in June and the parking lot improvements would begin in September. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution No. 2013 – 1 entitled “Resolution Receiving Report And Calling For A Public Hearing For Improvements On Third Avenue SW Between Second Street SW And Seventh Street SW And Sixth Street SW Between Third Avenue SW And Fourth Avenue SW And The Parking Lot Between First Avenue North And Third Avenue North Running Adjacent And Parallel To The Railroad Tracks, Perham, Minnesota”.

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

City Manager Klemm requested Council consider authorizing three additional claims: US Energy in the amount of \$594,747.09, Department of Public Safety in the amount of \$20.00 and an energy rebate in the amount of \$150.

On a motion by Council Member Mattfeld, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of City Claims in the amount of \$2,767,478.53 for December 2012.

### **REQUEST FOR FUNDING/EOT HISTORY MUSEUMS**

Mayor Meehl stated Council may wish to consider assisting the Friends of the History Museum of East Otter Tail County with funding. Marcia Davis, Karen Crabtree and Julie Listrom representing the museums were present.

Ms. Davis thanked the Council and staff for their support and assistance. Ms. Davis noted the following:

- The Board has met all of the requirements set forth by MMCDC.
- They are current on their utility bills.
- \$4,295 was raised in December.
- The Board is continuing work with fundraising events including contacting VFW's throughout Wisconsin, the Dakotas and Minnesota.
- Board Members are in the process of working with Stevelly's to host bingo.
- Board Members have met with local legislators and Kenny Nelson.
- Board Members are drafting a Marketing Plan for renting space in the facility and for tours.

Ms. Davis stated Home Depot funded a remodeling of the kitchen area. Volunteers are doing the work. It was also noted, they are continuing research in expanding services at the ITOW Museum to include cultural arts, education exhibits and veterans services. Ms. Davis stated they are searching for volunteers and Board Members.

City Manager Klemm reviewed the City's financial involvement with the facility. The recommendation of the Finance Committee was to donate \$21,518 which is the balance of the uncollectible pledges for the EDA escrow account. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved donating \$21,518, the balance of the uncollectible pledges for the EDA escrow account.

### **ORGANIZATIONAL RESOLUTION**

Mayor Meehl stated Council may wish to approve the 2013 Organizational Resolution. Board appointments and committees were reviewed.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution No. 2013 – 2 entitled "2013 Organizational Resolution".

### **GOLF COURSE MANAGEMENT AGREEMENT**

Mayor Meehl stated Council may wish to consider approving the Management Agreement between Perham Lakeside Golf Course, Steve and Shelly Lund and the City. The agreement was reviewed and discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the Management Services Agreement.

### **ON SALE LIQUOR/SUNDAY LIQUOR LICENSES**

Mayor Meehl stated Council may wish to consider approving On Sale Liquor Licenses for CJ's Garage & Tavern and Stevelly's contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board. It was noted, CJ's Garage & Tavern is located in the Station House and Stevelly's is the former Mulligan's. City Manager Klemm stated CJ's Garage & Tavern has not returned all of the required paper work.

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved On Sale Liquor Licenses for CJ's Garage & Tavern and Stevelly's contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

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

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council granted permission to the Chamber of Commerce the use of various streets and parks for special events in 2013.

### **\*FREEZE YOUR FACE, 5 K RACE**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council granted permission to the Perham Cross Country Team and PACC the use of City streets for a fundraising event on February 9<sup>th</sup>.

### **\*CATTLE BARNS/EOT COUNTY FAIR BOARD REQUEST**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized donating \$2500 to the EOT Fair Board for the construction of a new cattle barn; the donation would be taken out of the Liquor Fund.

### **\*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 November, 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 November 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 December 2012: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report

### **TUFFY'S VARIANCE REQUEST**

Mayor Meehl stated Council may wish to consider approving a variance request from Tuffy's Pet Foods. Jon Ebeling representing Tuffy's stated the Planning Commission had concerns regarding the treatment of storm water runoff from the proposed warehouse. City Engineer Berube researched options and recommended an underground storage system for storm water treatment.

Mr. Ebeling stated they have decided to proceed with StormTech system. The system resembles a drain field, the drainage flows into a half pipe and drains down through the existing soil. The system will be placed underground and will collect drainage from the proposed facility's roofing through multiple inlets along the warehouse. The current design will limit the discharge from the proposed warehouse to the City's storm sewer system by holding a two year storm event within the chambers of the StormTech System. This system has been installed in a number of cities including the Sanford's parking lot in Detroit Lakes. Engineer Anderson stated he is very familiar with this system and it is approved by MN DOT.

Mr. Ebeling stated they are working with Lakes Country Landscaping for their landscaping plan. Mr. Ebeling stated that they do not intend to pave their parking lots, but they will be paving employee entrances. City Manager Klemm stated that condition is directed to large areas such as along the building and/or parking lots, not employee entrances. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Resolution No. 2013 – 3 entitled "Resolution In The Matter Of Granting A Variance To Tuffy's Pet Foods".

### **\*PACC BONDING PROPOSAL RESOLUTION**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution No. 2013 - 4 entitled "Resolution In The Matter Of Applying For State Bonding For Perham Area Community Center".

### **\*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 December, 2012.

### **WASTEWATER TREATMENT FACILITY UPDATE**

Mayor Meehl stated Engineer Anderson will give an update on the Wastewater Treatment Facility Expansion Project. Engineer Anderson stated Magney Construction is working on the west pre-aeration pond and will soon be moving over to the east pre-aeration pond. Magney is on schedule and should be able to complete the first phase by March 31.

Engineer Anderson requested the Council consider a change order. Since there will be suitable biological seed in Holding Pond 4 via the water being transferred to the pond from Pre-aeration Pond 2, the transfer of bio solids from Holding Pond 1 is no longer required. If approved, this will result in a deduction of \$220,260. Engineer Anderson stated they may have another change order due to blower motors shorting out. The company providing the blowers recommend the installation of grounding ring, these rings are estimated to cost \$2,700 for a total of \$10,800 for the four blower motors. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Change Order 1; The Contractor shall not transfer 3 feet of bio solids from Holding Pond 1 and to Holding Pond 4 as specified in the specifications.

**\*SALE OF SURPLUS EQUIPMENT**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized staff to sell surplus equipment with sealed bids and a minimum bid amount.

**\*POLICY/OFFICER ASSIGNED POLICE VEHICLES**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved a policy assigning police vehicles to full-time Police Officers.

**\*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 December 2012.

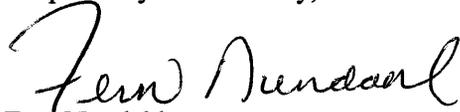
**INFORMATION AND ANNOUNCEMENTS**

The City Offices will be closed on Monday, January 21 for Martin Luther King Day  
The Committee of the Whole is scheduled for Wednesday, January 30<sup>th</sup> at 5:15  
The next regular Council Meeting is scheduled for Monday, February 11<sup>th</sup>

**ADJOURNMENT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the meeting was adjourned at 6:17 p.m.

Respectfully submitted by,



Fern Nundahl  
Administrative Assistant