

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
December 12, 2011**

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 Klemm, EDA Director Johnson, Public Works Director Meece, Finance Officer Stokke, Police Chief Hoaby and Administrative Assistant Nundahl.

Others present: City Engineer Berube 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.

Shawn Koplín, 970 2nd Street SW, requested Council consider changing plans to the proposed Bike Path adjacent to Paul Lake Road. The proposed path comes within twenty feet of his garage and within fifty feet from his house.

City Manager Klemm noted Otter Tail County Representatives met with the Koplíns to obtain a right-of-way easement for the proposed Bike Path. Public Works Director Meece stated the Bike Path is no different than sidewalks; we have sidewalks throughout the City within twenty feet of the front of the house. Shawn Koplín asked if the Bike Path could be routed down Second Street rather than going to Main. City Manager Klemm stated, the Bike Path will be going down Second, but staff felt that the Bike Path should also connect to Main Street.

It was noted, this matter would be referred to the Public Works and Safety Committee.

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

***APPROVAL OF MINUTES**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the minutes of the Regular Meeting of the Council held on November 14, 2011.

APPROVAL FOR PAYMENT OF CITY CLAIMS

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of City Claims in the amount of \$1,537,704.28 for November 2011.

BREW 2 AM CLOSING

Mayor Meehl stated Council may wish to consider approving a request from The Brew to close at 2 am. Police Chief Hoaby stated they are not aware of any incidents at The Brew to raise a concern regarding the approval of this request. It was noted, if a problem develops due to non-compliance, the City can address the issue at that time.

Council Member Johnson stated he is not in favor of 2:00 am closings, but it would not be fair to deny this request because the City previously approved a 2:00 am License to SUD's.

Finance Officer Stokke stated if approved, the license will be effective for one year. City Manager Klemm noted that when completing the application, the wrong box was checked noting the Brew was established within the last year. This will be corrected prior to submitting the application to the State. Discussion ensued.

On a motion by Council Member Mattfeld, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the 2:00 am License for Brew Pub and Wine Bar.

***COALITION OF GREATER MINNESOTA CITIES BYLAWS**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved amendments to the bylaws of the Coalition of Greater Minnesota Cities.

***DELINQUENT UTILITY ACCOUNTS**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Resolution No. 2011 – 63 entitled “Resolution In The Matter Of Writing Off Uncollectible Utility Account Balances, Perham, Minnesota”.

***2012 CITY COUNCIL MEETING SCHEDULE**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the schedule for Council Meetings to be held in 2012 as follows: January 9, February, 13, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 13 and December 10.

***2012 CIGARETTE LICENSE**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized the Mayor and City Manager to sign Cigarette Licenses contingent upon receipt of fees by the City Office for the following businesses: Service Food Market, Dean’s Country Market, Perham BP – Amoco, Westside Services, Main Street Express, Perham Tesoro, Landmark Liquors.

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

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the PLGC’s Income Statement for October 2011.

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

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the PACC’s Financial Reports for October, 2011

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

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the following reports for November 2011: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report.

***2012 OFFICERS**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the following as Officers for the Fire Department: Chief/Mark Schmidt, 1st Assistant/Mark Ebeling, 2nd Assistant/Kelly Melgard, 3rd Assistant/Duane Altstadt, 4th Assistant/Jon Ebeling, Head Engineer/Jeremie Schossow, Assistant Engineer/Matt Hendrickx, Assistant Engineer/Gary Koplin, Assistant Engineer/Clayton Trautman and Department Secretary/John Kostynick.

***FIRE TRUCK BIDS**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized the sale of the Fire Truck Engine 9 for a minimum sale price of \$32,500.

***DECERTIFICATION OF TIF DISTRICT 1-1**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized decertifying TIF District 1-1 which includes the current Perham Memorial Hospital and Home and approved Resolution No. 2011 – 64 entitled “City Of Perham, County Of Otter Tail, State Of Minnesota, Being A Resolution Approving The Decertification Of Tax Increment Financing District No. 1-1 Of The City Of Perham”.

***ACCEPTANCE OF THE BUILDING PERMIT REPORT**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the Building Permit Report for November 2011.

CITY ENGINEER MONTHLY UPDATE

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

Third Street NW and Lake Avenue Project

City Engineer Berube stated the construction of Third Street and Lake Avenue has been completed for 2011. Items remaining for next year include: curb and gutter replacement on County State Aid Highway No. 8, sidewalk construction on County State Aid Highway No. 8, driveway entrance on County State Aid Highway No. 8, final wear course paving, general cleanup, turf verification and Correction and Completion items. All items must be completed and ready for payment by June 30, 2012.

Fifth Avenue SE Project

City Engineer Berube stated the construction of Fifth Avenue Southeast has been completed for 2011. Items remaining for next year include the following: sod installation on Fifth Avenue Southeast, turf verification in the fairgrounds, final wear course paving, general cleanup and Correction and Completion items. All items must be completed and ready for payment by June 30, 2012.

ENERGY IMPROVEMENTS/CITY SHOP

Mayor Meehl stated Council may wish to consider authorizing the purchase of energy efficient lights for the City Shop. Public Works Director Meece stated he obtain two quotes to replace lights at the City Shop. Both quotes are for the same types of lights.

Public Works Director Meece stated the initial cost of the project is \$8,858.50 and Otter Tail Power offers a \$3,149.20 rebate. The total cost is estimated to be \$5,562.90 and the electric savings payback is estimated to be twenty-eight months. The quotes were reviewed and financing was discussed.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the low quote from Topline Electric in the amount of \$8,858.50 minus the Otter Tail Power rebate.

***JOINT POWERS AGREEMENT**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved amending the Resolution authorizing staff to enter into a Joint Powers Agreement with the Department of Public Safety; amendment would be designating the City Manager as the authorized representative, Resolution No. 2011 – 65 entitled “Resolution Amending Resolution No. 2011- 62 Resolution Approving State Of Minnesota Joint Powers Agreements With The City Of Perham On Behalf Of Its City Attorney And Police Department”.

***ACCEPTANCE OF THE MONTHLY POLICE REPORT**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the Monthly Police Report for November 2011.

RECESSED MEETING

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council recessed the meeting at 5:38. At 6:00, Mayor Meehl called the meeting to order.

6:00 PM PUBLIC COMMENT/TAX LEVY AND BUDGET

Mayor Meehl stated Council may wish to hear comments regarding the proposed Tax Levy and 2012 Budget. City Manager Klemm gave a power point presentation. The following items were reviewed: Fund types, 2011 Tax Levy compared to the Proposed 2012 Tax Levy, Levy Breakdown, General Fund Revenue Sources and Expenditures, Tax Capacity and examples of the 2012 Tax Payables. A discussion ensued regarding the elimination of the Market Value Homestead Credit and the implementation of the Homestead Market Value Exclusion. Discussion ensued. No one addressed the Council.

ADOPTION OF 2012 LEVY AND BUDGET

Mayor Meehl stated Council may wish to adopt the 2012 Budget and Levy. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the 2012 Budget, 2012 Levy and Resolution No. 2011 – 66 entitled “Resolution In The Matter Of Establishing The Tax Levy For Taxes To Be Collected In 2012 And Approving The 2012 Budget, Perham, Minnesota”.

2012 FEE SCHEDULE

Mayor Meehl stated Council may wish to approve the 2012 Fee Schedule. City Manager Klemm reviewed the proposed changes. Discussion ensued.

Council Member Lehmkuhl stated the Fee Schedule should include Fire Department fees for assisting communities out of the area. City Manager Klemm stated staff will survey communities to determine appropriate fees.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Ordinance No. 330 entitled "Ordinance Setting The 2012 Fee Schedule, City Of Perham, Minnesota".

INFORMATION AND ANNOUNCEMENTS

The Potluck Dinner is scheduled for Wednesday, December 21 at 11:30

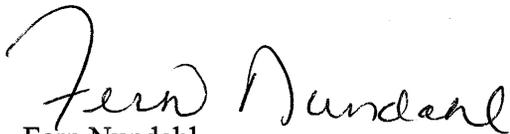
The City Offices will be closed Monday, December 26 and Monday, January 2

The Regular Council Meeting is scheduled for January 9, 2012 at 5:15 pm

ADJOURNMENT

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the meeting was adjourned at 6:25 p.m.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Fern Nundahl". The signature is written in dark ink and is positioned above the printed name and title.

Fern Nundahl
Administrative Assistant