

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
July 8, 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. All Council Members were present.

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

Others present: City Engineer Berube, City Engineer Anderson, Building Official Neisen

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

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 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 June 10th and Special Meeting on June 26 and July 2, 2013.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Mayor Meehl stated Council may wish to approve City claims. Finance Officer Stokke requested payment of three additional claims: Carol Peeters in the amount of \$601.44, Design Tree in the amount of \$17,165.75 and US Energy in the amount of \$327,646.35.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved payment of City claims in the amount of \$1,989,822.63 for June 2013.

BBQ RIB COOK OFF

Mayor Meehl stated Council may wish to authorize closing a portion of 2nd Avenue SE and the City Parking Lot to allow a BBQ Rib Cook Off on Saturday, August 10. Council Member Lehmkuhl stated Mark Schmidt attended the Public Works and Safety Meeting and shared plans for the event. Schmidt talked to various business owners in the vicinity of the event and they were in favor of closing the street and parking lot. A short discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved closing a portion of 2nd Avenue SE and the City Parking Lot to allow a BBQ Rib Cook Off on Saturday, August 10.

***HOUSING AND REDEVELOPMENT AUTHORITY LINE OF CREDIT**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved a line of credit to assist with financing of affordable housing for Housing and Redevelopment Authority.

***ANNUAL LIQUOR LICENSE RENEWAL/ON SALE/SUNDAY LIQUOR**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved renewing Liquor Licenses (including Sunday Liquor) for Pamela S. Honer d.b.a. SUDS, CJ's Garage and Tavern, Brew, LLC d.b.a. Brew Ales & Eats, Stevelli's, and Crossings Inn & Suites by Grandstay contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***ANNUAL LIQUOR LICENSE RENEWAL /WINE LICENSE**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved renewing a Wine License for Jin Hu Chinese Restaurant contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***ANNUAL LIQUOR LICENSE RENEWAL/ 2:00 AM LICENSE**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved a 2:00 AM closing time for Pamela S. Honer d.b.a. SUDS and Brew, LLC d.b.a. Brew Ales & Eats contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***TEMPORARY ON-SALE LICENSE**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved a Temporary On-Sale Liquor License for St. Henry's Church for a fundraising event on August 18, 2013.

***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 May 2013.

***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 May 2013.

***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 approved the following reports for June 2013: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report.

PERHAM TOWNHOME DEVELOPMENT AGREEMENT

Mayor Meehl stated Council may wish to consider approving a Development Agreement with Perham Townhome Development, LLC. City Manager Klemm stated the Agreement contains several items including the following: the purchase of property, infrastructure, the project, tax increment financing and the project schedule. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the Memorandum of Agreement between Perham Townhomes, LLC and the City of Perham.

SURVEYING PLAT CLEARWATER SECOND ADDITION

City Manager Klemm stated in order to proceed with the Perham Townhome Development Project, the City will need to plat Clearwater Second Addition. In anticipation of the project, three quotes were obtained. The low quote of \$5,200 was submitted by Meadowland Surveying. City Manager Klemm stated the preliminary plat will need to be ready for Council approval at the August Council Meeting in order to keep the project on track. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the low quote for platting of Clearwater Addition from Meadowland Surveying not to exceed \$5,200.

***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 June 2013.

CITY ENGINEER MONTHLY UPDATE

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

South Water Tower Resurfacing

Engineer Berube stated final contracts have been executed and will be sent to the Contractor this week. A preconstruction meeting is tentatively scheduled for Thursday, July 18th to review the requirements of the contract and outline the proposed project schedule. According to the contract, the tower must be substantially complete by August 30th with final completion by the end of September.

Wildflower and Wellness Trail

Engineer Berube stated construction on the Wildflower and Wellness Trails is complete with the exception of some minor Correction and Completion items. The list of items to be corrected and completed was sent last week and will be completed in the near future. One minor area of the trail at the south end will require some replacement of the bituminous material which will be completed this summer. Signage and benches will also be completed in the near future, along with planting of the wildflowers along the trail.

Third Avenue Southwest and Downtown Parking Lot

Engineer Berube stated the contractor has indicated that they will begin construction of the Third Avenue Southwest and Downtown Parking Improvements in August. Contracts will be fully executed and returned to the contractor this week. A preconstruction meeting will be held with the Contractor prior to commencing the work which is anticipated to occur in early August.

Wastewater Treatment Facility Expansion Project

Engineer Anderson stated he has been meeting with the Contractor regularly. The following items are in process:

- Piping and valves have been ordered and expect to be on- site next week. This installation will improve air to the pre-aeration ponds.
- Ventilators have been installed in the blower room which helps keep the room cooler so the blowers will run more efficiently.
- Sand is being applied to the new pond. Installation of the liner will start by the end of July.
- 18 inches of sludge will be removed from the pre-aeration pond to Pond #1.

***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 June 2013.

INFORMATION AND ANNOUNCEMENTS

The Household Hazardous Waste is scheduled for Friday, July 12 from 10:00 to 2:00

The Committee of the Whole is scheduled for July 31 at 5:15

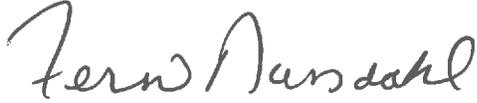
The next Regular Council Meeting is scheduled for August 12 at 5:15 pm

Tentative Schedule for Budget Meetings at 7:00 am: Tuesday, July 30, Friday, August 9, Friday, August 16, Friday, August 23 and Thursday, August 29

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the meeting was adjourned at 5:39 p.m.

Respectfully submitted by,

A handwritten signature in black ink that reads "Fern Nundahl". The signature is written in a cursive, flowing style.

Fern Nundahl
Administrative Assistant