

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
November 9, 2015**

The regular meeting of the Perham City Council was called to order by Mayor Meehl at 5:19 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, Finance Officer Stokke, Public Works Director Meece, Administrative Assistant Nundahl.

Others present: Building Official Neisen, 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 the Council will recognize citizens who may have items for the Council. No one addressed the Council.

Parade of Lights

Tyler Krumweide representing Perham Lions, spoke about the Parade of Lights which is scheduled for Friday, November 27th at 5:30. The parade route was reviewed. Krumweide stated that they have received approval from the County and are requesting approval from the City. Mayor Meehl stated this matter will be added to the agenda.

APPROVAL OF AGENDA

Mayor Meehl stated Council Members and Staff may add items to the Agenda which requires Council action. Mayor Meehl stated two items will be added to the agenda; 7.I. Refunding Bonds and 9.F. Parade of Lights.

On a motion by Council Member Johnson, seconded by Council Member Spencer 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. Council Member Lehmkuhl requested Item 7.D. Janitorial Position be removed from the Consent Agenda.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the Consent Agenda with the removal of the above noted item.

***APPROVAL OF MINUTES**

On a motion by Council Member Lehmkuhl, 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 October 12, 2015 and Special Minutes from October 28, 2015.

5:15 ASSESSMENT HEARING/2015 IMPROVEMENT PROJECT, PUBLIC HEARING

Mayor Meehl stated Council may wish to hear comments regarding amended assessments for the 2015 Improvement Project. City Engineer Berube stated the purpose of this hearing is to correct errors on the amended Assessment Worksheets. It was noted, select assessments have been amended due to additional or reduction of water/sewer service or an oversized water service.

City Engineer reviewed the project along with the amended Assessment Worksheets. No one appeared before the Council. No written or verbal comments were received prior to the meeting.

5:15 ASSESSMENT HEARING/2015 IMPROVEMENT PROJECT, ASSESSMENT ROLL

Mayor Meehl stated Council may wish to consider approving the assessment roll for the 2015 Improvement Project.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the Assessment Roll and approved Resolution No. 2015 – 51 entitled “Resolution In The Matter Of Adopting The Assessment Roll For Improvements For The 2015 Improvement Project Which Included Third Avenue SE From Main Street To Coney Street, Fox Street From Third Avenue SE To Second Avenue SE, Fourth Street SE From First Avenue To First Avenue SE, Second Avenue SE From Second Street SE To Fifth Street SE, Third Street SE From Second Avenue SE To Third Avenue SE, Third Street SW From Eight Avenue SW To Third Avenue SW, Perham, MN”.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Mayor Meehl stated Council may wish to approve payment of Prepaid and Unpaid City Claims. Finance Officer Stokke requested Council consider the following additional claims: Arvig Construction in the amount of \$135,270.50, Lakes Country Service Cooperative for \$96.00, U.S. Energy in the amount of \$381,151.53, W. Gohman Constructions for \$63,574.00 and W. Gohman Construction for \$50,884.00 for an add-on total of \$630,976.03.

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid claims in the amount of \$1,718,990.14.

SALE OF GOLF COURSE LOT

Mayor Meehl stated Council may wish to authorize the sale of property adjacent to the Golf Course. City Manager Klemm stated as previously reported, the Golf Course Board would like to sell some property adjacent to Lakeside Estates. Board Members discussed for several years, the possibility of shortening Maple #9 to make it a Par 4 instead of a Par 5. This would result in making the Maple Course a Par 36 instead of a Par 37.

City Manager Klemm stated that he reviewed three comparable sales and believes that the land is worth \$60,000 to \$70,000. The property would need a private well and sewer. City Manager Klemm stated he recommends that a 22' easement along the north property line so that adjacent lots have direct access to the golf course. City Manager Klemm recommended the land be sold using the competitive bid process, the process we used selling the Fairground property in 2013. City Manager Klemm stated the City Council could establish a date for bid opening of December 10th at 2:00, a minimum bid amount of \$60,000 and the top two bidders enter into a direct auction with the highest bidder receiving the right to enter into a purchase agreement. The Council could then authorize the sale at the December Council Meeting. Two stipulations should be included in the purchase agreement: the property would need to be rezoned and if the property is to be split or subdivided, it must be platted.

Council Member Lehmkuhl stated he does not want the proceeds to go into the general fund and would like to know what the funds will be used for. Council Member Lehmkuhl stated amenities like the Golf Course, brings people to town. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson, the Council approved advertising sale of property adjacent to the Golf Course by using the competitive bid process as described above; voting in favor were Council Members Johnson, Lehmkuhl, Mattfeld and Mayor Meehl, voting nay was Council Member Spencer.

***APPROVAL OF VARIOUS ASSESSMENTS**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized various assessments be forwarded to Otter Tail County and approved Resolution No. 2015 – 52 entitled “Resolution In The Matter Of Assessing Various Charges For City Services, Perham, Minnesota”.

JANITORIAL POSITION

Mayor Meehl stated Council may wish to consider adding a janitorial position for the cleaning of City owned buildings and approve the job description. Council Member Lehmkuhl stated if staff cannot fill the position, they should be authorized to contract for the work. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the hiring of a person to clean City owned buildings whether it be done with a part-time employee or be contracted out.

***PUBLIC ROAD/INDEPENDENT SCHOOL DISTRICT 549**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized amending legal descriptions in Clearwater to include two easements for Public Road Dedications, 2nd Avenue SW and Coney Street.

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

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

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

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

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

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

SALE OF BONDS

Mayor Meehl stated Council may wish to consider the sale of bonds. City Manager Klemm stated Ehlers is recommending refunding the 2009 Bonds in the amount of \$820,000. It was noted interest rates are increasing. A short discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Resolution No. 2015 – 51 entitled “Resolution Providing For The Sale Of \$820,000 General Obligation Improvement Refunding Bonds, Series 2016A, Perham, Minnesota”.

***RELEASE OF COLLATERAL ASSIGNMENT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized releasing collateral for the Perham Egg loan due to the loan being paid in full and approved Resolution No. 2015 – 53 entitled “Resolution In The Matter Of Release Of Collateral Assignment, Elam Baer, Perham Egg, Perham, Minnesota”.

CITY ENGINEER MONTHLY UPDATE

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

Third Avenue Southeast, Fox Street, Fourth Street SE, Second Avenue SE, Third Street SW

City Engineer Berube stated the project was substantially completed on October 30th, when the signals at Main Street were placed into operation. A partial correction and completion list outlining the manholes and valve covers that fail to meet the tolerance required per the contract has been sent to Kuechle for review. A complete correction and completion list is currently being compiled to address other items that must be completed prior to closeout.

Safe Routes To School

City Engineer Berube stated select correction and completion items have been addressed and additional items will be reviewed and addressed over the next month.

Perham Airport – Crack Seal and Seal Coat

City Engineer Berube stated painting of the resurface portions of the airport was completed by MnDOT which eliminated the painting portion of the City project. MnDOT has indicated they will come back in the spring to complete the final painting after snow removal processes clean up the micro-surfacing.

Victory Estates Phase 1 – Street and Utility Improvements

City Engineer Berube stated select correction and completion items have been completed, minor items remain and should be completed within the next month.

PRELIMINARY ENGINEERING REPORT FOR CONEY STREET EAST

Mayor Meehl stated Council may wish to accept the Preliminary Engineering Report for Coney Street East. City Engineer Berube stated this project which includes new construction of urban roadway and select utilities will be partially funded through the Local Road Improvement Program. City Engineer reviewed the proposed project.

City Engineer stated the projected cost for a 50' wide street is \$1,191,000; water infrastructure projected at \$75,000, storm sewer and drainage at \$150,000 and street/surface improvements at \$966,000. The City received grant funds in the amount of \$750,000; water service assessments are estimated at \$3,500 and deferred until hookup and street improvements are estimated at \$37 per front foot. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution No. 2015 – 55 entitled “Resolution Receiving Report And Calling For A Public Hearing For Improvements On Coney Street East From East Main Street To Market Street, Perham, Minnesota”.

TOBACCO ORDINANCES/CHAPTER 114: TOBACCO REGULATIONS

Mayor Meehl stated Council may wish to consider amending the City Code, Chapter 114 - Tobacco Regulations. City Manager reviewed the changes within the Code and the new penalty section. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved City Code, Chapter 114 entitled "Tobacco Regulations".

TOBACCO ORDINANCES/AN ORDINANCE REGULATING THE USE OF TOBACCO IN CITY PARKS

Mayor Meehl stated Council may wish to consider adopting an ordinance regulating the use of tobacco in City parks. City Manager reviewed the proposed ordinance. It was noted, organizations leasing certain parks will have the option of enforcing this ordinance if they so choose. Discussion ensued.

Jason McCoy representing PartnerShip4Health presented the Mayor with signs that can be displayed in City parks.

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Ordinance #376 entitled "An Ordinance Regulating The Use Of Tobacco In City Parks, City Of Perham, Minnesota".

TOBACCO ORDINANCES/AN ORDINANCE REGULATING THE USE OF ELECTRONIC DELIVERY DEVICES

Mayor Meehl stated Council may wish to consider adopting an ordinance regulating the use of electronic delivery devices. City Manager Klemm reviewed the ordinance. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Ordinance #377 entitled "An Ordinance Regulating The Use Of Electronic Delivery Devices Within The City Of Perham, Minnesota".

TRAP SHOOTING RANGE

Mayor Meehl stated Council may wish to authorize Minnesota Deer Hunters Association to add another Trap Range at the Rifle Range. Council Member Spencer stated the Park and Recreation Board are recommending the Council approve this request. Minnesota Deer Hunters are funding the project and will do all of the work. This range will be located westerly of the current range and a new berm will be constructed. Spencer noted that trap shooting has become more popular because it is being offered in schools. Discussion ensued.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved a second Trap Shooting Range at the Shooting Range.

PURCHASE OF DUMP TRUCK

Mayor Meehl stated Council may wish to consider purchasing a dump truck. Public Works Director Meece stated the 2015 budget included the purchase of a dump/snowplow truck. Staff has been working with Crysteel Truck Equipment and they had two used vehicles; one vehicle is a 1995 model with low mileage and in fair condition, the other is a 2001 model with low mileage and in good condition. After comparing both vehicles, staff felt the better deal would be the 2001 model.

Public Works Director Meece stated the unit price is \$74,870. Staff would like to add the liner for the dump box for an additional amount of \$2,150 for a total price of \$77,020. Delivery would be January 15, 2016. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the purchase of a 2001 Freightliner FL80 with the liner for \$77,020.00

PARADE OF LIGHTS

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council authorized use of City streets for the Parade of Lights scheduled for Friday, November 27.

INFORMATION AND ANNOUNCEMENTS

Wednesday, November 11 is Veteran's Day

Budget Meeting, November 20th at 7 am

Thanksgiving is November 26, City Office will be closed on November 27

The Parade of Lights is scheduled for Friday, November 27 at 5:30

The next regular Council Meeting is scheduled for Monday, December 14

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the meeting was adjourned at 6:11 pm.

Respectfully submitted by,


Fern Nundahl
Administrative Assistant