

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
April 9, 2012**

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

Others present: City Engineer Berube, 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.

Patrick Hollister representing Partnership 4 Health reviewed upcoming events. The Bike Rodeo is scheduled for Wednesday, May 9<sup>th</sup> after school in the former hospital parking lot by the Boys and Girls Club. The rodeo is a family event but will be targeting children grades K-8. The Bike Walk Week is scheduled for Saturday May 5 through Sunday May 13. There will be eight cities participating in this event in 2012. Community members are seeking a grant for Safe Routes to School Planning Assistance. The goal is to identify barriers and opportunities for youth to walk and bicycle to school. Hollister requested the Council assist in supporting the application for funding.

**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 Johnson, seconded by Council Member Mattfeld 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 Spencer, 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 Spencer, 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 March 12<sup>th</sup> and minutes of the Special Council Meeting held on March 28<sup>th</sup>, 2012.

**APPROVAL FOR PAYMENT OF CITY CLAIMS**

Mayor Meehl stated Council may wish to consider approving City Claims.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved payment of City Claims in the amount of \$3,241,675.02 for March, 2012.

**VETERAN'S MEMORIAL REQUEST**

Mayor Meehl stated Council may wish to consider a request for additional funds for the Veteran's Memorial. Darla Johnson representing Schoeneberger Funeral Home, stated the concrete slab and pavers were laid last year and came through the winter with no obvious faults. The committee is searching for a good quality flag and solar lighting.

Ms. Johnson stated a couple of items came in over-budget. The initial projected cost was \$10,000. Actual costs to date are \$11,551; this figure does not include the solar-powered lights estimated to cost \$1050. The committee is requesting Council consider donating an additional \$1,000. Financial contributions were reviewed.

Ms. Johnson stated when the Memorial is completed, they will have a flag raising ceremony and dedication. Two National Guard Members will be in attendance. It was noted, rather than having a 21 gun salute, they will be releasing 21 white doves. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved a \$1,000 donation for the Veteran's Memorial Project.

**HISTORICAL SOCIETY/PIONEER GROUNDS LEASE**

Mayor Meehl stated Council may wish to discuss the Lease Agreement of the Pioneer Grounds. City Manager Klemm stated Tish Jenson a Board Member of the East Otter Tail Historical Society attended the Finance Meeting last week. Ms. Jenson stated the Board is struggling but would like to continue maintaining the Pioneer Grounds. A new Board of Directors has been elected and they have several plans for the up-coming year. City Manager Klemm stated the lease under consideration is a one-year lease. It was noted, the current lease expired in 2009. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried

without a dissenting vote, the Council approved a one-year lease with the East Otter Tail County Historical Society to manage the Pioneer Grounds.

#### **KRUEGER FIELD GRANDSTAND REQUEST**

Mayor Meehl stated Council may wish to consider a request for funds for the Krueger Field Grandstand Project. City Manager Klemm stated several community members continue to meet to discuss fundraising and design for a new grandstand at Al Krueger Field. The total project is currently estimated at \$280,000. A fundraising goal of \$220,000 has been set, roughly \$70,000 has been committed. It was noted, this amount includes a verbal commitment of \$20,000 from the City.

City Manager Klemm recommended Council make a commitment of \$30,000 to the grandstand replacement project. Funds can come from the Capital Improvement Budget or a onetime contribution can be made from the Liquor Store. This is a City project and will be owned by the City and is located on City property. City Manager Klemm stated the City should make a substantial financial commitment to the project. Council Member Lehmkuhl requested a breakdown of proposed costs. City Manager Klemm stated the committee is working on the numbers. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved a \$30,000 donation to the Krueger Field Grandstand Project.

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

On a motion by Council Member Spencer, seconded by Council Member Mattfeld 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 2012.

#### **\*SOLID WASTE COLLECTION/TRANSPORTATION LICENSE**

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved renewing the Solid Waste Collection and Transportation License to Waste Management of Detroit Lakes and Steve's Sanitation of Perham subject to receipt of applicable fees and required information by the City Office.

#### **\*TEMPORARY ON-SALE LIQUOR LICENSE**

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved a temporary On-Sale Liquor License for the East Otter Tail County Historical Society subject to receipt of applicable fees and required information by the City Office.

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

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

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

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

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

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

### **NEW HOME CONSTRUCTION INCENTIVES**

Mayor Meehl stated Council may wish to consider giving newly constructed homes free water usage for twelve months. City Manager Klemm stated with home construction season beginning, staff is suggesting Council consider offering an incentive to new homeowners. As an incentive to keep the outside neighborhoods looking good, free water usage for one full year to any new construction residential housing unit would encourage property owners establish a nice looking lawn.

City Manager Klemm stated the average cost per house would be less than \$200 per year. The water base rate would remain on the utility bill; they would get free water usage only. Staff does not feel that the City would have a significant loss of revenue to the water fund. Discussion ensued.

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved giving newly constructed homes free water for one year, the free water would start upon the sale/purchase of the home.

### **\*ACCEPTANCE OF THE BUILDING PERMIT REPORT**

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

### **5:30 PUBLIC HEARING/FEMA GRANT**

Mayor Meehl stated Council may wish to hear comments regarding the City's application for funding of a 35 KW Natural Gas Generator to be installed at City Hall. Mayor Meehl opened the public hearing at 5:36 pm.

City Manager Klemm stated Council Member Lehmkuhl applied for a grant through FEMA to assist with funding of a generator to be located at the City Office. The City Office is designated as the back-up Emergency Operations Center. The generator would power the City Hall building only. The estimated project budget was reviewed. It was noted, the generator and materials is

estimated to cost \$22,972 and labor is estimated at \$7,482. The City will be providing in-kind labor. City Manager Klemm stated the Federal share of the grant would be \$25,105.50 and the City's share would be \$8,368.50. Discussion ensued.

It was noted, no written or verbal comments were received prior to the meeting. No one at the meeting requested to speak. The public hearing was closed. No action taken.

### **CITY ENGINEER MONTHLY UPDATE**

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

#### *Third Street Northwest and Lake Avenue*

City Engineer Berube stated the Correction and Completion List will be verified tomorrow when a walk-through of the project will take place. There will be some minor items that need to be addressed such as seeding and minor touch up work. The curb on the east and south side of the new Tuffy's Office will be replaced this spring and timing will be coordinated with the paving operations. This must be completed by June 30<sup>th</sup>.

#### *Fifth Avenue Southeast*

City Engineer Berube stated J & J Excavating has returned to the project site within the last month to post the required project documentation. J & J has also been working the soils along the curb line to reduce the amount of sediment leaving the site until the new sod can be installed. The Correction and Completion List will also be review tomorrow. The final paving must be completed by June 30<sup>th</sup>.

### **RAILROAD CROSSING IMPROVEMENTS**

Mayor Meehl stated Council may wish to discuss improvements to the crossings at 450<sup>th</sup> and 425<sup>th</sup> Avenue. City Manager Klemm stated MN DOT has proposed to use federal funds to pay 90% of the costs for the crossing arms and use state funds to pay the remaining 10% local match so there will be no required local match to pay for the crossing arms.

City Manager Klemm stated the City and Township will be required to pay the necessary road improvements. The frontage road at 425<sup>th</sup> Avenue will need to be removed. This road doesn't appear to serve any function. Perham Township will need to agree to its removal and pay the associated costs.

City Manager Klemm stated at the 450<sup>th</sup> crossing, there is a 50 foot wide approach coming off of County Highway 80 and then it narrows to roughly 24 feet at the railroad crossing. MN DOT's concern is that it would be easy for a driver to go around the crossing arms if they cut the corner. The less expensive way to correct this problem is to narrow the approach off of County Highway 80. This is estimated to cost \$8500. The more expensive way is to widen the railroad crossing. Klemm noted that he has requested true costs if the City and Township would proceed with this option.

City Manager Klemm noted Perham Township will be meeting this week to inspect their roads. Klemm stated he spoke with Perham Township Representative Rudolph who would like to see the road on the north side of the crossing raised so that vehicles approaching the crossing can see County Highway 80. It was also noted that a sign would need to be installed to direct trucks to 7<sup>th</sup> Avenue.

City Manager Klemm stated the City Council and Perham Township should meet later this month to discuss the matter. It was noted, the timeframe for the crossings is to have 450<sup>th</sup> completed this summer and 425<sup>th</sup> to occur next summer. Discussion ensued. No action taken.

**\*SAFE ROUTES TO SCHOOL**

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council agreed to support staff and the Perham/Dent School District in submitting an application for funding for the Safe Routes To School Program.

**\*BIKE OR WALK TO WORK/SCHOOL PROCLAMATION**

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized Mayor Meehl to sign the Bike Or Walk To Work Or School Week Proclamation for the City Of Perham; the event is scheduled for May 5 to May 13.

**\*ARBOR DAY PROCLAMATION**

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized Mayor Meehl to sign the Arbor Day Proclamation which declares May 5, 2012 as Arbor Day in Perham, Minnesota.

**\*ADMINISTRATIVE TRAFFIC CITATIONS**

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved appointing Denise Lillis as the neutral third party to hear and rule on challenges to the administrative traffic citations.

**\*NEW FIRE DEPARTMENT MEMBERS**

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Laura Nyhus, Nicholas Torgerson and Zachary Scofield as probationary members of the Fire Department.

**\*2012 SEAL COATING**

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Resolution 2012 – 19 entitled “Resolution In The Matter Of Approving Plans And Specifications And Ordering Advertisement For Bids, 2012 Seal Coat”.

**\*ACCEPTANCE OF THE MONTHLY POLICE REPORT**

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

**INFORMATION AND ANNOUNCEMENTS**

The Committee of the Whole is scheduled for Wednesday, April 25th at 5:15

The Local Board of Review is scheduled for Wednesday, May 2 at 1 pm, a Council quorum is required.

Arbor Day is Saturday May 5th

The next Regular Council Meeting is scheduled for May 14th at 5:15 pm

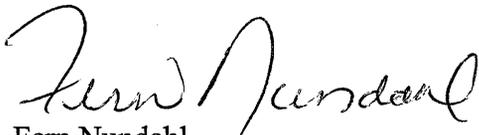
City Wide Clean-Up day is scheduled for May 19th

The Household Hazardous Waste is scheduled for Wednesday, July 25 from 10:00 to 2:00.

**ADJOURNMENT**

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the meeting was adjourned at 5:54 p.m.

Respectfully submitted by,



Fern Nundahl

Administrative Assistant