

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
April 8th, 2013**

The regular meeting of the Perham City Council was called to order by Mayor Meehl at 5:17 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, 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.

Karen Nitzkorski representing PartnerSHIP 4 Health requested Council consider proclaiming May 4 through May 12, 2013 as "Bike Or Walk To Work Or School Week". Ms. Nitzkorski stated fourteen cities throughout the region will be participating in this event. The third annual Bike Rodeo is scheduled for Wednesday, May 8, 2013. This year, fourteen new bikes will be given away.

Eugene Malikowski stated the two lots he owns adjacent to Lake Avenue does not have water and sewer services and questioned how can he receive those services. City Manager Klemm stated he should submit a petition for hook-up.

Eugene Malikowski stated 5th Street NW should be closed to truck traffic due to the poor condition that it is in. Public Works Director Meece stated it is closed.

Eugene Malikowski stated he wants the City to sell the Golf Course and that this issue should be on the ballot at the next General Election.

Marcia Davis, Board President for Friends of the History Museum of East Otter Tail County requested Council consider proclaiming the month of May as Museum Month. Ms. Davis stated they have three events scheduled in May; on May 11 they have a Genealogy Session, they will have a Vietnam Wall War Memorial Exhibit at ITOW and they will have an Open House/Grand Opening for the new Veteran's and Community Social Room.

APPROVAL OF AGENDA

Mayor Meehl stated Council Members and Staff may add items to the Agenda which requires Council action. Mayor Meehl stated the two proclamations will be added to the agenda under Administration And Finance.

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the agenda with the addition of the above 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.

On a motion by Council Member Spencer, seconded by Council Member Johnson 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 Johnson and carried without a dissenting vote, the Council approved the minutes of the Regular Meeting of the Council held on March 11 and Special Meeting held on March 27, 2013.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Finance Officer Stokke requested Council consider payment of ten additional claims for a total amount of \$630,281.83. Discussion ensued.

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved payment of City Claims in the amount of \$1,756,436.37.

SALE OF FAIRGROUND PROPERTY

Mayor Meehl stated Council may wish to consider selling a parcel of property adjacent to Third Avenue SE. City Manager Klemm stated bid opening took place on Wednesday, April 3 and two bids were received. Lakes Area Cooperative submitted the highest bid in the amount of \$161,100.00 and they have signed the Purchase Agreement. It was noted, City Attorney Happel is in the process of updating the abstract.

Council Member Lehmkuhl stated the Planning Commission recommended covenants for this parcel. City Manager Klemm stated the covenants are included in the Agreement. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the sale of the 1.14 acre tract of land to Lakes Area Cooperative.

GAMBLING PERMIT

Mayor Meehl stated Council may wish to consider approving a gambling permit for Perham Youth Hockey Association to establish gambling in the Brew Ales and Eats.

Council Member Mattfeld questioned if Perham Youth Hockey Association has an accountant in place? Kelly Melgard representing Perham Youth Hockey Association stated yes, they have enlisted Helmeke/DeConcini. Melgard stated they are still in the initial stages of setting up gambling. The Association is working with the Otter Tail County representative of the Gambling Division.

Council Member Mattfeld stated that each site can contract with one organization for gambling. Last month, the Council approved this site for Perham Athletic Association and prior to that, discussions were held with Perham Lions. Alex Belquist, owner of Brew Ales and Eats stated he understands that and wants to contract with the Hockey Association. He stated he has been in contact with Perham Athletic Association and will reimburse them for the \$150 filing fee.

Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the gambling Premises Permit Application to Perham Area Youth Hockey Association and Resolution No. 2013 – 11 entitled “Resolution In The Matter Of Approving Premises Permit Application, Perham Area Youth Hockey Association”.

***SOLID WASTE COLLECTION/TRANSPORTATION LICENSE**

On a motion by Council Member Spencer, seconded by Council Member Johnson 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.

***ARBOR DAY PROCLAMATION**

On a motion by Council Member Spencer, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the Arbor Day Proclamation and declared May 4th, 2013 as Arbor Day in Perham, Minnesota.

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

On a motion by Council Member Spencer, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the PACC’s Financial Reports for February 2013.

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

On a motion by Council Member Spencer, seconded by Council Member Johnson 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.

PROCLAMATION, BIKE OR WALK TO WORK OR SCHOOL WEEK

On a motion by Council Member Spencer, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved a proclamation declaring May 4 to May 12, 2013 as “Bike Or Walk To Work Or School Week In The City Of Perham, Minnesota”.

PROCLAMATION, MAY IS MUSEUM MONTH

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council designated May 2013 as Perham Museums Month.

VARIANCE/LAKES AREA COOPERATIVE

Mayor Meehl stated City Council may wish to consider a variance request from Lakes Area Cooperative to permit a structure higher than 50 feet. Council Member Lehmkuhl stated the Planning Commission held a public hearing regarding this request on March 19. Lehmkuhl stated the Coop is planning on removing two existing bins and replace them with a bin that would be 71 feet high. Current zoning allows structures up to 50 feet high. It was noted, following review of the proposed plans, the Planning Commission recommended approval of the request.

City Manager Klemm stated he met with Bob Schepper who lives in the area and had concerns about the trash that collects along the fence. Schepper also had concerns about reflection on the ball diamond. Following discussion, City Manager Klemm recommended a privacy fence be constructed along the property line. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the variance request for Lakes Area Cooperative and Resolution No. 2013 – 12 entitled “Resolution In The Matter Of Granting A Variance To Lakes Area Cooperative, Perham, Minnesota”.

FUNDING APPLICATION/INDUSTRIAL FINISHING SERVICES

Mayor Meehl stated Council may wish to consider authorizing staff to submit a funding application on behalf of Industrial Finishing Services to the Department of Employment and Economic Development. EDA Director Johnson stated the City is contemplating an application to the Minnesota Investment Fund for approximately \$210,000 that would be part of the \$9,000,000 financing package for an expansion of Industrial Finishing Services.

EDA Director Johnson stated the expansion is expected to extend to the south of the existing IFS Facility and would be approximately 83,000 square feet which would include approximately 30,000 sf warehouse and 53,000 sf production. The production area would be equipped with robotic painting equipment that would help speed up their finishing work.

EDA Director Johnson stated financing for the project would come from a variety of sources including a commercial bank loan, SBA, EDA Revolving Long Fund Loan and the MIF loan that is being contemplated. The company is expected to create a minimum of 22 new jobs with the prospect of additional jobs beyond that. These jobs will be available to persons of all income levels. The following items were also discussed; Residential Anti-displacement, Relocation Assistance and Displacement Minimization Plan, the Housing Study completed in 2007 by Maxfield Research and Perham's housing needs. Discussion ensued.

On a motion by Council Member Mattfeld, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution No. 2013 – 13 entitled “Resolution To Apply For Grant From The Department Of Employment And Economic Development, City Of Perham, Minnesota”.

***ACCEPTANCE OF THE BUILDING PERMIT REPORT**

On a motion by Council Member Spencer, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the Building Permit Report for March 2013.

CITY ENGINEER MONTHLY UPDATE

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

City Engineer Berube stated the Water Tower Project's plans and specifications are complete and at the State Department of Health for final review and approval. The bid date for the tower resurfacing is scheduled for May 7 at 2:00 pm.

2013 IMPROVEMENT PROJECT

Mayor Meehl stated Council may wish to consider approving the Plans and Specifications and calling for bids for 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.

City Engineer Berube stated design is approximately 90% complete with the final completion scheduled for next week. Estimated costs improvements were \$1,055,000 for Third Avenue and \$238,000 for the downtown parking lots in the Preliminary Engineering Report. Based on the most current design figures available, the estimate for the Third Avenue improvements has been reduced to \$1,005,000 and the parking lot is estimated at \$225,000. The costs were reduced due to fewer sidewalks included in the project and current projects being bid out are coming in somewhat lower. It was noted, due to the lower estimates, sidewalks from ITOW Museum to the Paul Lake Road will be included with this project. Construction of a sidewalk in the area will connect Wildflower Bike Trail to the sidewalks downtown on Main Street. 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 – 14 entitled “Resolution Approving Plans And Specifications And Calling For Bids For Third Avenue Southwest Between Second Street Southwest And Seventh Street Southwest And Sixth Street Southwest Between Third Avenue Southwest And Fourth Avenue Southwest And The Parking Lot Between First Avenue North And Third Avenue North Running Adjacent And Parallel To The Railroad Tracks, Perham, Minnesota”.

WILDFLOWER TRAIL

Mayor Meehl stated Council may wish to consider re-routing the Wildflower Trail in Clearwater Estates. City Manager Klemm stated the DNR will not reimburse the City for expenses for the bike path along Paul Lake Road because the expenses were incurred prior to the signing of the grant.

City Manager Klemm stated representatives from the school, hospital and City met to discuss improvements which would be eligible for reimbursement. They are recommending a bike path be constructed in the east right-of-way of Coney Street from the Paul Lake Road to 9th Street SW and tying into the Wellness Trail. Painted bike lanes would go down 9th Street SW to connect to the Cal Miller Bike Route. Wildflowers will be planted along the route on CSAH 34, Coney Street and the Wellness Trail. City Manager Klemm stated quotes will be available for the May Council Meeting and construction will need to be completed prior to June 30, 2013. Discussion ensued. Council Member Johnson stated he prefers this proposal over the previous, keeping the bike path off of the street. It was noted, Coney might be stripped down the middle.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the new plans for the Wildflower Trail.

***ON CALL POLICY**

On a motion by Council Member Spencer, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the On-Call Policy for the Public Works Department.

***ACCEPTANCE OF THE MONTHLY POLICE REPORT**

On a motion by Council Member Spencer, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the Monthly Police Report for March 2013.

INFORMATION AND ANNOUNCEMENTS

The Committee of the Whole is scheduled for Wednesday, April 24

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

Arbor Day is scheduled for May 4

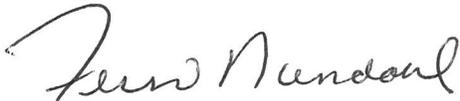
The next regular Council Meeting is scheduled for Monday, May 13

City Wide Clean-Up day is scheduled for May 18th

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the meeting was adjourned at 6:14 p.m.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Fern Nundahl".

Fern Nundahl

Administrative Assistant