

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
August 10, 2015**

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, 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.

APPROVAL OF AGENDA

Mayor Meehl stated Council Members and Staff may add items to the Agenda which requires Council action. Mayor Meehl stated Item 7D should read "Stop Sign At The Intersection Of Fourth Street And Fifth Avenue NW" and requested the Library Reconstruction Project be added as Item 7E. Council Member Johnson requested Truck Route Signage be added as Item 7F.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the agenda with the additional items noted above.

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

***APPROVAL OF MINUTES**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the minutes of the Regular Meeting of the Council held on July 13th, and Special Council Meeting on July 29, 2015.

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 to consider paying the following additional invoices: Carmen McCullough for \$337.50, Hometown Planning for \$120.00, Perham Focus for \$197.35, U. S. Energy for \$317,848.87, US Bank for \$450.00, W. Gohman Construction for \$9,583.00 and W. Gohman Construction for \$41,383.00.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$1,963,295.39 for the month of July 2015.

***TEMPORARY ON-SALE LIQUOR LICENSE**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved a Temporary On-Sale Liquor License for the Friends of the History Museum for an event at the Pioneer Grounds on Saturday, August 22, 2015.

***SUPPLEMENT ORDINANCE**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council adopted a supplement to the Code of Ordinances and Ordinance No. 374 entitled "An Ordinance Enacting And Adopting A Supplement To The Code Of Ordinances For The City Of Perham, Minnesota And Declaring An Emergency".

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

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the PLGC's Income Statement for June, 2015.

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

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the PACC's Financial Reports for June, 2015.

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

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the following reports for July, 2015: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report.

CITY ENGINEER MONTHLY UPDATE

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

Third Avenue Southeast (CSAH) No. 8), Fox Street, Fourth Street SE, Second Avenue SE, Third Street SW

City Engineer Berube stated paving of Phase 1 started late last week, issues with the bituminous plant led to the shutdown prior to completion on Thursday. Paving is to be completed today on the remaining portions of Phase 1. Manholes and valves on Third Street Southwest are being raised to grade today and wear course paving will occur tomorrow for the section of Third Street Southwest.

City Engineer Berube stated underground utilities on Phase 3 (Fox Street) were completed last week. Milling of Third Avenue from Fourth Street to Main Street was completed today and underground on this phase will start this week. Curb and gutter will start on Phase 3 by mid-week with road construction following the concrete construction. There will be a minor delay in switching the detour over to Fifth Street until the portion of Third Avenue from Fourth to Fox can be paved with a base course.

Safe Routes To School

City Engineer Berube stated sidewalk on 9th Street started this morning. Grading for the Bike Path and Bus One-Way will be started in the near future. The reconstruction of Second Avenue near the Middle and Elementary School will not start until the detour can be moved back to Third Avenue.

Perham Airport – Crack Seal and Seal Coat

City Engineer Berube stated the Crack Seal and Seal Coat will start on August 24th with the Crack Sealing portion of the improvements. The slurry seal or micro-surface will be completed in early September.

Victory Estates Phase 1 – Street and Utility Improvements

City Engineer Berube stated Feldt Plumbing started on Thursday of last week and will have all underground improvements completed by tomorrow. Road construction will follow soon after the curb has been staked which is schedule for Wednesday.

NLC SERVICE LINE WARRANTY PROGRAM

Mayor Meehl stated Council may wish to consider entering into an agreement with the National League of Cities to provide services to homeowners. This program will provide affordable utility line repair, educate homeowners about their service line responsibilities and will assist homeowners in finding a reliable reputable plumber. It was noted the cities of Hawley and Pelican Rapids have entered into an agreement with NLC. The program costs no money to the City. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved entering into a three-year agreement with Service Line Warranties of America to provide residents with a service line warranty.

WELLHEAD PROTECTION PLAN UPDATE

Council may wish to consider entering into an agreement with APEX to prepare Part II of the Wellhead Protection Plan. City Manager Klemm stated the City is required to update the Wellhead Protection Plan every ten years. The Minnesota Department of Health assisted with updating Part 1 of the City's Wellhead Protection Plan. Part II of the Wellhead Protection Plan includes documentation dealing with managing of the DWSMA.

City Manager Klemm stated APEX submitted a proposal to complete Part II of the Wellhead Protection Plan for a fee not to exceed \$12,000. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the proposal from APEX to complete Part II of the Wellhead Protection Plan for a fee not to exceed \$12,000.

STOP SIGN AT THE INTERSECTION OF FOURTH STREET AND FIFTH AVENUE NW

Council may wish to consider installing stop signs at the intersection of Fourth Street and Fifth Avenue NW. City Manager Klemm stated Barrel O Fun is once again requesting stop signs be installed at this intersection. It was noted, the Public Works and Safety Committee has reviewed this request a couple of times already. Police Chief Hoaby stated he is aware of at least one accident with injuries at this location. Mayor Meehl stated with the number of people coming and going during their shift changes, this intersection is busy. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Mayor Meehl, the Council approved installation of two stop signs at the intersection of Fourth Street NW and Fifth Avenue NW stopping the north/south traffic; Council Members voting aye were Meehl, Johnson, Lehmkuhl and Mattfeld, Council Member Spencer voted nay.

LIBRARY RECONSTRUCTION UPDATE

City Manager Klemm stated he has received information regarding the Parapet Cap for the Library Reconstruction Project. Three options were reviewed. The contractor has not received pricing for the various options so a decision could not be made at this meeting. Council Member Johnson stated he felt that the donor should also be contacted to get their opinion prior to making a decision.

TRUCK ROUTE SIGNAGE

Council Member Johnson stated recently, he has received a number of complaints regarding trucks driving on streets that are not designated as truck routes. Johnson stated it will help when Coney Street East is paved, but until then, maybe we need more signage. Mayor Meehl stated part of the problem is a majority of these drivers follow GPS, they are not looking at signs. Police Chief Hoaby stated he has been working with a company that is updating the GPS truck routes, hopefully when the updates are complete, the trucks will stay on the truck route. Discussion ensued. It was noted, this would be put on the Public Works and Safety agenda in September.

INFORMATION AND ANNOUNCEMENTS

Tentative schedule for 2016 Budget Meetings at 7:00 am Friday, August 14 and Friday, August 28

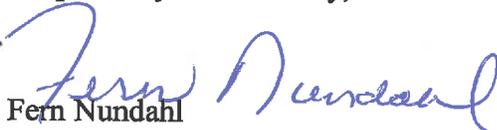
Labor Day is September 7th

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

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson, and carried without dissenting vote, the meeting adjourned at 6:09 p.m.

Respectfully submitted by,



Fern Nundahl
Administrative Assistant