

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
January 13, 2014**

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. Council Members present were Meehl, Lehmkuhl, Mattfeld and Spencer.

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

Others present: City Engineer Berube, Building Official Neisen, City Attorney Happel

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

CITIZENS CONCERNS

Mayor Meehl stated 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.

On a motion by Council Member Spencer, 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 Lehmkuhl, 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 Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the minutes of the Council Meeting held on December 9 and Special Meeting on December 30th, 2013.

APPROVAL FOR PAYMENT OF CITY CLAIMS

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved payment of City Claims in the amount of \$2,526,352.58 for December 2013.

PIONEER GROUNDS LEASE AGREEMENT

Mayor Meehl stated Council may wish to discuss the Pioneer Grounds Lease Agreement proposed for 2014. Mayor Meehl stated Ms. Ellingson, the Executive Director for The History and Cultural Association attended the Finance Meeting last week and reviewed their proposal to take over management of the Pioneer Grounds. The proposal was reviewed.

Mayor Meehl stated The History and Cultural Association has a number of volunteers that are willing to help whereby the East Otter Tail County Historical Society has very few volunteers. Utilization at the Pioneer Grounds needs to increase and in order to increase, you need the volunteers to run and maintain the grounds. Mayor Meehl stated the Finance Committee is recommending the Council give a one year lease to The History and Cultural Association. Mayor Meehl also stated the City currently assists the museums with \$9,500 for operations. The Finance Committee is recommending an additional donation in 2014 of \$18,500 for a total donation in 2014 of \$28,000. Discussion ensued.

On a motion by Mayor Meehl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved a one-year lease with the History and Cultural Association to operate and maintain the Pioneer Grounds and approved an additional donation of \$18,500 in 2014.

ORGANIZATIONAL RESOLUTION

Mayor Meehl stated Council may wish to approve the 2014 Organizational Resolution. City Manager Klemm reviewed the draft resolution. A short discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Resolution No. 2014 – 1 entitled “2014 Organizational Resolution”.

CHAMBER OF COMMERCE REQUEST

Mayor Meehl stated Council may wish to consider granting permission to the Chamber of Commerce the use of various streets and parks for special events in 2014. The events were reviewed. The following items were noted; the Triathlon is on Saturday, June 28, at this time, the Fair Grounds will not be used during Turtle Fest and they are requesting 2nd Avenue from Main to Second be blocked off for the Rib Cook Off. Businesses will have access to the alley. Discussion ensued.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council authorized the Chamber of Commerce use of various

streets and parks for various events throughout 2014.

***GOLF COURSE MANAGEMENT AGREEMENT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the Management Agreement between Perham Lakeside Golf Course and the City.

***ON SALE LIQUOR/SUNDAY LIQUOR LICENSE**

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved an On Sale Liquor License for Wild Oaks Grille at Perham Lakeside Golf Course contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***FREEZE YOUR FACE, 5 K RACE**

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council granted permission to the Perham Cross Country Team and PACC the use of City streets for a fundraising event on February 8, 2014.

***HAZARDOUS WASTE PICKUP**

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the date for the Hazardous Waste Pickup with Otter Tail County for July 11 from 10:00 to 2:00.

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

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the PLGC's Income Statement for November 2013.

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

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the PACC's Financial Reports for November 2013.

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

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the following Financial Reports for December 2013: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and Utility Aging Report.

***ACCEPTANCE OF THE BUILDING PERMIT REPORT**

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

CITY ENGINEER MONTHLY UPDATE

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

South Water Tower Resurfacing

City Engineer Berube stated closeout of the South Water Tower Resurfacing Project will be completed in the spring of 2014 with the final turf establishment, cleanup of the site and project closeout.

Third Avenue Southwest and Downtown Parking

City Engineer Berube stated driveways have been installed along with minor sidewalk construction on the north end of the project. Final sidewalk installation will be completed in the spring of 2014 along with construction of the bituminous wear course and turf establishment. Project cleanup and the correction and completion list will be completed in the spring along with the project closeout.

Clearwater Second Addition, Perham Townhomes, LLC

City Engineer Berube stated underground sewer and water have been installed by the Roach Development Group. Sanitary sewer televising, curb and gutter construction along with construction of the street and turf establishment will be completed in the spring of 2014. Following that, the project will be closed out.

Perham Airport – Hangar Apron Improvements

City Engineer Berube stated they are working with BHH Partners for the layout of the new hangar. Following approval of the design, the following items will need to be completed prior to construction of the hangar: site grading, drainage modifications, aggregate and pavement.

BOLTON MENK INVOICES/WASTEWATER TREATMENT EXPANSION PROJECT

Mayor Meehl stated Council may wish to consider approving payment of certain claims to Bolton Menk for engineering services for the Wastewater Treatment Expansion Project. City Manager Klemm stated Bolton Menk designed the Wastewater Treatment Facility System and Design Tree oversaw the construction and administration of the project. The design portion is over budget and Bolton Menk has submitted two additional invoices in the amount of approximately \$28,103.

City Manager Klemm reviewed the invoices in question. Invoices included work that was not included in the original scope of the project: RIB re-permitting and when we had a problem with heating issues, the City requested Bolton Menk to look at options to extend the building. City Manager Klemm recommended the Council consider an additional \$18,270 in engineering bills from Bolton Menk. Klemm noted that he received a voice mail from Steve Nelson indicating that they would accept the negotiated amount.

Council Member Spencer questioned if we had a set amount in the contract for design work. City Manager Klemm stated yes, but these invoices relate to additional work above and beyond what was stated in the contract. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved the negotiated amount of \$18,270 for the two invoices dated July 31 and December 13, 2013 submitted by Bolton Menk for design work with a guarantee from Bolton Menk they would not pursue further reimbursement.

SAFE ROUTES TO SCHOOL/ TRANSPORTATION ALTERNATIVES PROJECTS

Mayor Meehl stated Council may wish to consider authorizing staff to submit an application for funding to Safe Routes To School and Transportation Alternatives Projects. City Manager Klemm stated there are two grant applications being submitted. The Safe Routes To School is an 80%/20% split and includes all project costs. The Transportation Alternatives Project is also an 80%/20% split but eligible costs are the hard construction costs, it does not include engineering costs.

City Manager Klemm reviewed the Preliminary Opinion of Costs. The total project cost is \$270,933.45. It was noted, the City would be responsible for sidewalk costs only; Ninth Street project cost is \$102,135 and Third Avenue is \$18,782 for a total of \$120,917. Discussion ensued. It was noted, the Grant is due February 1, 2014 and if the grants are approved, the project is slated for 2015.

On a motion by Council Member Mattfeld, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution No. 2014 – 2 entitled “Resolution In The Matter Of Applying For Funding For Transportation Alternatives And/Or Safe Routes To School Funding”.

MAINTENANCE OF SAFE ROUTES TO SCHOOL FACILITIES

Mayor Meehl stated Council may wish to agree to operate and maintain the facilities constructed with federal transportation funds for the useful life of the improvements for the Safe Routes To School. Discussion ensued.

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution No. 2014 – 3 entitled “Resolution In The Matter Of Assuming Full Responsibility For Operation And Maintenance Of HOTL And PWMS Safety And Access Project”.

***SAFE ROUTES TO SCHOOL PLAN**

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council adopted the Safe Routes To School Plan as prepared by West Central Initiative Fund.

***ACCEPTANCE OF THE MONTHLY POLICE REPORT**

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

INFORMATION AND ANNOUNCEMENTS

The City Office will be closed on Martin Luther King Day, January 20

The Committee of the Whole is scheduled for Wednesday, January 29th

The next regular Council Meeting is scheduled for Monday, February 10th

The LMC's 2014 Leadership Conference for experienced officials is scheduled for January 31 and February 1 in Brooklyn Center

ADJOURNMENT

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

Respectfully submitted by,



Fern Nundahl
Administrative Assistant