

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
August 12, 2013**

The regular meeting of the Perham City Council was called to order by Mayor Meehl at 5:20 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, City Engineer Anderson, Building Official Neisen

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**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 Lehmkuhl, seconded by Council Member Johnson 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. Mayor Meehl requested Item 8 D, Lake Region Amateur Radio Club be removed from the Consent Agenda.

On a motion by Council Member Johnson, seconded by Council Member Spencer 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 Johnson, 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 8, 2013.

**APPROVAL FOR PAYMENT OF CITY CLAIMS**

Finance Officer Stokke requested the Council consider two additional claims: Champion Coating in the amount of \$32,300 and R & S Signs in the amount of \$900.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved payment of City Claims in the amount of \$1,503,029.15 for July 2013.

**\*2012 AUDIT**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the 2012 Audit as presented by Brady Martz at the Committee of the Whole Meeting held on July 31, 2013.

**\*CITY HALL RE-ROOF**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the low quote submitted by Andy Pettow Construction in the amount of \$25,250 for the City Hall Re-Roof Project.

**\*ADVERTISEMENT OF BONDS/ 2013 IMPROVEMENT PROJECT**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized advertising for bonds to assist with financing of the 2013 Improvement Project and approved Resolution No. 2013 – 27 entitled “Resolution Providing For The Sale Of \$1,130,000 General Obligation Improvement Bonds, Series 2013A”

**\*BIKE PATH/ST. HENRY’S SCHOOL**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized the use of the Bike Path on October 5, 2013 for a Fundraising Event for St. Henry’s and St. Paul’s Schools.

**\*ARVIG’S RELAY FOR LIFE**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized the use of the Bike Path on May 3, 2014 for the Arvig’s Relay for Life 5k run.

**\*HRA BOARD**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council appointed Courtney Vroman to the HRA Board replacing outgoing Dan Peterson.

**\*CIGARETTE LICENSE**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved a cigarette license for Patrick Honer at 138 West Main Street contingent upon receipt of fees by the City Office.

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

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the PLGC’s Income Statement for June 2013.

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

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

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

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

### **VARIANCE REQUEST/SUBDIVISION ORDINANCE**

Mayor Meehl stated Council may wish to consider granting a variance to the Subdivision Ordinance regarding the radius on curves from 400' to 120'. Council Member Lehmkuhl stated the Planning Commission held a public hearing regarding this matter and recommended the Council approve the request.

Building Official Neisen stated the variance is being requested to extend 8<sup>th</sup> Avenue SW into what will be Clearwater Second Addition without losing property. The current Subdivision Ordinance requires horizontal radii of the center line of collector streets' center line to be 400 feet. Keeping these radii, 400 feet would not be efficient use of the land. Council Member Johnson questioned if tighter corners would hinder with snow removal. Public Works Director Meece stated no, we have these same curves in the Westwind Developments. Discussion ensued. It was noted, no written or verbal comments were received.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved a the variance permitting the horizontal radii of the center line for the extension of 8<sup>th</sup> Avenue SW to 120 feet and approved Resolution No. 2013 – 28 entitled "Resolution in the matter of granting a variance from certain provisions of Ordinance #268, city of Perham, Minnesota".

### **CLEARWATER ESTATES, SECOND ADDITION PLAT**

Mayor Meehl stated Council may wish to consider approving a preliminary plat for Clearwater Estates, Second Addition. Council Member Lehmkuhl stated the Planning Commission held a public hearing regarding the preliminary plat. The Planning Commission is recommending Council approve the plat with several changes.

Building Official Neisen stated the proposed plat includes larger lots and when developed, these lots will have higher assessments. The following are recommendation from the Planning Commission:

- Block 2, change the front footage to 120 feet which will allow for 14 lots instead of 12.
- Block 3, change the front footage to 96 feet which will allow for 9 lots in this block.

- Proposed Dedicated Road, the north dedicated roadway be 38 feet. Future development could then dedicate 42 feet creating an 80 foot roadway which is consistent in the Clearwater Additions.
- Surveyor's Notes, remove the wording in #3 "20 feet wide utility easement along the road".

Discussion ensued. It was noted, one written comment was received expressing concern with the amount of traffic and the speed in this area.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution No. 2013 – 29 entitled "Resolution Of The City Of Perham, Minnesota Approving The Preliminary Plat Of Clearwater Estates Second Addition".

### **REZONING BONGARD'S PROPERTY**

Mayor Meehl stated Council may wish to consider rezoning Lots 1 – 6, Block 10, Original Plat from RM to LI to allow the construction of a parking lot. Council Member Lehmkuhl stated the Planning Commission held a public hearing regarding this issue and is recommending the Council approve the request.

Council Member Lehmkuhl stated Bongard's has issues with parking and traffic by the office area. Bongard's is proposing to construct a parking lot on this site which will provide 40 parking spaces. The existing training center has outside lights which will illuminate the area. A fence will be constructed on the west side of the parking lot adjacent to the apartment building. Proper drainage will be taken into consideration when the asphalt is laid.

Discussion ensued. It was noted, no verbal comments were received. Two written comments were received opposing the rezoning if it involved additional manufacturing space. Both comments were in support of a parking lot.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Ordinance No. 348 entitled "Rezoning Lots 1 Through 6, Block, 10, Original Plat, To The City Of Perham, Minnesota. An Ordinance Revising Ordinance No. 286 Entitled Land Us (Zoning) City Of Perham, Minnesota".

### **\*UTILITY EASEMENTS, INDUSTRIAL PARK THIRD ADDITION**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution No. 2013 – 30 entitled "Resolution In The Matter Of Amending Resolution No. 2005 – 13 And Vacating Utility Easements In Block 5, Industrial Park Third Addition, Perham, Minnesota".

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

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

## **CITY ENGINEER MONTHLY UPDATE**

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

### ***South Water Tower Resurfacing***

Engineer Berube stated the interior of the tower has been blasted and the first coat of Hydro-Zinc paint has been applied. The second and third coats consisting of epoxy paint will start later this week. The exterior has been pressure washed and the final colors have been selected. Champion Coating will be working on the exterior coating this week during days conducive to exterior coating.

### ***Third Avenue Southwest and Downtown Parking Lot***

Engineer Berube stated the preconstruction meeting for Third Avenue and the Downtown Parking Lot was held on Thursday, August 8<sup>th</sup>. The contractor has indicated that they will be starting the removal of the pavement, curb and select trees on August 26<sup>th</sup>. The contractor has indicated that the underground improvements will take about three weeks to complete, the aggregate, concrete, pavement and other cleanup will follow. A meeting will be held with the Downtown Businesses on August 28<sup>th</sup> to discuss the project schedule and any other concerns.

### ***Wastewater Expansion Project Update***

City Engineer Anderson noted the following:

- The liner should be installed by the end of this week.
- Air piping is being laid
- The dissolved oxygen levels have increased significantly which in turn, lowers the odors.
- A valve was installed redirecting air to the pre-aeration pond and it is making the diffusers work more efficiently.
- BOD loadings from the industries have not improved.
- MPCA will need to inspect the liner.

It was noted, the next Construction Meeting is scheduled for August 15<sup>th</sup> at 11:00.

## **OTTER TAIL COUNTY TRAIL MASTER PLAN**

Mayor Meehl stated the Council may wish to consider a proposal submitted by SRF Consulting Group to prepare a Trail Master Plan for a trail connecting the cities of Perham and Pelican Rapids. City Manager Klemm stated various members of the community are meeting to pursue a Bike Trail from Perham to Pelican Rapids via Maplewood State Park. A bonding request has been submitted.

City Manager Klemm stated the group would like to contract with SRF Consulting to provide a Master Plan for this project. The cost for development is \$66,363. Otter Tail County has agreed to invest \$30,000 and SHIP will invest \$10,000. The group would like the cities of Pelican Rapids and Perham to provide the balance of funding. City Manager Klemm stated SRF Consulting is currently drafting our Quiet Zone Study.

Discussion ensued. It was noted, if approved the funds would be transferred from the Liquor Fund.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved an allocation of \$13,181.50 from the Liquor Fund to contract with SFR Consulting to develop a Trail Master Plan connecting Perham and Pelican Rapids.

#### **AMENDING THE TRUCK ROUTE**

Mayor Meehl stated Council may wish to consider including 4<sup>th</sup> Street NW and 5<sup>th</sup> Avenue NW in the Truck Route. The proposed streets were reviewed. It was noted, these streets are gravel and are located adjacent to truck parking lots. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Ordinance #349 entitled “An Ordinance Amending Ordinance #322. An Ordinance Limiting The Use Of Certain Public Streets And Designating Certain Streets As Truck Routes In The City Of Perham, Minnesota”.

#### **LAKE REGION AMATEUR RADIO CLUB**

Mayor Meehl stated Council may wish to consider a lease with Lake Region Amateur Radio Club to allow their equipment to be located on the north water tower. City Manager Klemm stated the Radio Club provides public service in cases of emergencies. It was noted, there is a void in this area of the County with the lack of organized ham radio operators.

City Manager Klemm stated the Wi-Fly Water Tower Agreement was used as a template for this agreement. Differences include Lake Region Amateur Radio Club is non-profit and is requesting rent free and they do not carry commercial liability insurance. City Manager Klemm stated members of the Radio Club have contacted Wi-Fly and feel certain that they will not have frequency problems. The Radio Club understands that Wi-Fly is a paying customer and will have first priority if problems arise. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the Water Tower and Building Space Lease Agreement with Lake Region Amateur Radio Club.

#### **\*FEMA CLAIM/WADENA TORNADO**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized reimbursing \$944 to the City of Wadena, the amount not covered by FEMA following the tornado in June of 2010.

#### **\*MN DOT AIRPORT GRANT**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved an Agreement with the Minnesota Department of Transportation for annual maintenance and operations of the Perham Municipal Airport and Resolution No. 2013 – 31 entitled “Authorization To Execute Minnesota Department Of Transportation Grant Agreement For Airport Maintenance And Operation, Perham, Minnesota.

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

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

**INFORMATION AND ANNOUNCEMENTS**

The Summer Picnic is scheduled for Wednesday, August 14 at 5

Special Council Meeting and the Committee of the Whole is scheduled for August 28 at 5:15

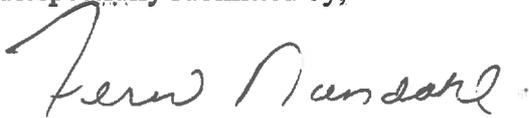
The next Regular Council Meeting is scheduled for September 9 at 5:15 pm

Schedule for 2014 Budget Meetings at 7:00 am: Friday, August 16, Friday, August 23 and Thursday, August 29

**ADJOURNMENT**

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the meeting was adjourned at 6:12 p.m.

Respectfully submitted by,



Fern Nundahl

Administrative Assistant