

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
October 9, 2017**

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 members of the Council were present.

Staff present: City Manager Smith, Police Chief Hoaby, Finance Officer Stokke, EDA Director Johnson, Public Works Director Meece and Administrative Assistant Hoeft.

Others present: City Engineer Berube and Building Official Neisen.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

CITIZENS CONCERNS

Mayor Meehl stated Council will recognize citizens who may have items for the Council. Citizens please state your name and address for the record. There were no citizen concerns.

Barb Felt and Maggie Fresonke from the Perham EMS presented the Heart Safe Community Award on behalf of the Minnesota Resuscitation Consortium to the City of Perham. Fresonke read a letter on behalf of Kim Harkins from the Minnesota Resuscitation Consortium, as she was not able to attend the meeting. Heart Safe Community signs and a Certificate of Recognition were presented to the Council. The Heart Safe Community designation was established in 2009 by Allina Health and then taken on by the Minnesota Resuscitation Consortium in 2011. There are currently more than a hundred communities in Minnesota that are designated as Heart Safe Communities or are working towards the designation. New York Mills and Richville were also designated as Heart Safe Communities. The Council thanked Felt and Fresonke for all of their hard work in attaining the designation.

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 Schmidt 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 Schmidt and carried without a dissenting vote, the Council approved the consent agenda as presented.

***APPROVAL OF MINUTES**

Council approved the minutes of the Regular Meeting of the Council held on September 11 and Special Meeting Minutes of September 27, 2017.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Mayor Meehl stated Council may wish to approve payment of Prepaid and Unpaid City Claims. Finance Officer Stokke noted the following additional claims: Kinect Energy in the amount of \$240,998.38; GTS Educational Events in the amount of \$60.00; and Johnson Brothers in the amount of \$536.72 bringing the total unpaid City claims to \$953,645.41.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of the Prepaid and Unpaid City Claims in the amount of \$1,108,672,76 for the month of September.

***SUPPLEMENT TO THE CODE OF ORDINANCES**

Council adopted Supplemental Ordinance #401 entitled "An Ordinance Enacting And Adopting A Supplement To The Code Of Ordinances For The City Of Perham, Minnesota And Declaring An Emergency," which includes Ordinances 389 to 399.

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

Council accepted the PLGC's Income Statement for August 2017.

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

Council accepted the PACC’s Financial Reports for August 2017.

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

Council accepted the following City Financial Reports: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report for September 2017.

INTERIM USE PERMIT/JOHN AND KAREN WILLIAMS

Mayor Meehl stated Council may wish to approve a request from John and Karen Williams for an Interim Use Permit. Council Member Lehmkuhl explained that the request was to move a twenty-nine (29) to thirty-two (32) foot travel trailer onto a lot located across from the Food Shelf and to hook up to City sewer and water. The Williams’ plan to live there from May to October. Lehmkuhl noted that the Planning Commission denied the request after a public hearing was held on September 19, 2017, based on the City Ordinance pertaining to trailers and not wanting to set a precedent for similar requests in the future. City Manager Smith also noted that the Williams’ are looking into other options. Building Official Neisen stated that the travel trailer was going to be permanent, and not removed after the summer.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council denied the request by John and Karen Williams for an Interim Use Permit.

CITY ENGINEER MONTHLY UPDATE

City Engineer gave an update on various projects.

2015 Improvement Project (3rd Ave Southeast)

Minor punchlist items have been completed over the past month. Kuechle Underground has been notified of the final items and is working on completing the various tasks. Once completed, the paperwork for the project closure will start.

Wellhead Protection Plan (Update)

The Wellhead Protection Plan has been submitted to all state agencies for review. The Council will be asked to approve the plan following the successful review, with a Public Hearing scheduled for the December Council Meeting.

Coney Street East

Project Closeout paperwork was sent to Ottertail Aggregate for signatures, when the paperwork is fully executed, it will be sent to the County and State.

Third Street Northeast

Sellin Brothers completed the final portions of the underground utilities last week. MaxPro Concrete has been on the project through the weekend working on curb and gutter and remaining driveways and sidewalk. Ottortail Aggregate will be continuing the preparation of the roadway for pavement by installing the last portions of gravel on the sections ready.

Howard's Driveway will be coming into town to work on paving the remaining sections of the roadway within the next two weeks. Pavement will be completed on the current gravel sections prior to paving the final lift of bituminous being completed on the easterly portions of the project.

RFQ FOR AIRPORT MASTER PLAN

Mayor Meehl stated Council may wish to consider approving a Request for Qualifications (RFQ) Statement for professional, technical, and advisory services for an Airport Master Plan Study for the Airport. City Manager Smith explained that the Airport Commission approved the RFQ at its September 29, 2017 meeting and if approved by Council, the City will go forward with mailing out the RFQ by invite only to three (3) or four (4) engineering firms that specialize in aeronautics and they will have until November 2, 2017 to submit their Statement of Qualifications. Once an engineering firm has been chosen by the Airport Commission, there will be a Request for Proposal (RFP), which will be forwarded to MNDOT and Council for approval. Smith noted that the Master Plan is a part of the Capital Improvement Plan for the Airport and therefore should qualify for 90% cost share from MNDOT. The cost of a Master Plan is approximately \$100,000. Smith also noted that the ultimate goal of the plan is to decide whether there is a necessity to move forward with the Federal designation of a NPIAS Airport. Federal designation would provide a constant flow of revenue for the Airport. The City has been denied Federal designation twice based on its proximity to nearby NPIAS airports in Wadena and Detroit Lakes.

On a motion by Council Member Lehmkuhl, seconded by Council Member Schmidt and carried without a dissenting vote, the Council approved going forward with the Request for Qualifications (RFQ).

INFORMATION AND ANNOUNCEMENTS

Hydrant Flushing will take place from October 29 – November 10

The Committee of the Whole is scheduled for Wednesday, October 25 @ 5:15

The City Offices will be closed Friday, November 10th in observance of Veteran's Day

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

The 2017 CGMC Fall Conference is scheduled for November 16 – 17 at Arrowwood Resort in Alexandria. Please let Heather know as soon as possible if you would like to attend.

ADJOURNMENT

Mayor Meehl adjourned the meeting at 5:45 pm.

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "Heather Hoeft", with a long horizontal flourish extending to the right.

Heather Hoeft
Administrative Assistant