

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
October 14, 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, 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.

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 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.

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 September 9 and Special Meeting on September 23, 2013.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Mayor Meehl stated Council Members may wish to consider approving payment of City Claims. Finance Officer Stokke requested Council consider approving the following additional claims:

Happel Law Office/\$3,054, Metro Fire/\$275, MN Department of Labor/\$3095.58, MN Employment Law/\$179, Perham HRA/\$14,628.13, Prairie Restorations/\$13,660.00 and a correction to R.L. Larson Excavating, payment should be \$264,219.32.

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 \$1,525,357.80.

***WEST CENTRAL INITIATIVE FUND PLEDGE**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved a \$10,000 pledge to West Central Initiative Fund; the five year pledge includes \$2,000 payment annually.

***2012 PREPAIDS**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved various prepaids totaling \$388,921.32 from 2012 which were noted in the Management Letter following the 2012 Audit completed by Brady Martz.

***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 August 2013.

***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 August 2013.

***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 September 2013: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report.

LAKES FAMILY EYE CARE CLINIC

Mayor Meehl stated Council may wish to consider approving a TIF Agreement between the City and Lakes Family Eye Care Clinic. EDA Director Johnson stated EDA held a special meeting to consider a request for Tax Increment Financing for a proposed building in the Happel Addition to house Lakes Family Eye Care. It was noted, Lakes Family Eye Care has rented in the Main Street Plaza for about twelve years. EDA recommended the Council approve the request.

EDA Director Johnson stated the lot in Happel Addition is located in TIF District 2-33 and has seven years remaining before it is decertified. The proposed building will be 40 X 60 feet and will have an estimated market value of \$343,800 and estimated taxes of \$10,648. Lakes Family

Eye Care would be eligible for TIF up to \$28,341. It was noted, if TIF is approved, Lakes Family Eye Care would be required to pay \$2,874 for half of the cost of forming TIF District 2-33 and \$500 for expenses for Ehlers to draft the Development Agreement. Discussion ensued.

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved a Development Agreement for TIF funding between the City and Lakes Family Eye Care Clinic

EDA/JOBS WEBSITE

Mayor Meehl stated Council may wish to consider accepting a proposal for web design of the EDA/JOBS website. City Manager Klemm stated staff has been discussing the need for a new EDA website since this last winter and when the Jobs Committee recently formed, they thought the two projects would tie together.

City Manager Klemm stated the Council discussed the need to be supportive of the worker shortage during budget meetings. Carmen McCullough has been developing a marketing strategy for the City and has been assisting in the search for a company to develop a new website with job listings, relocation information etc. The new website should provide the backbone of the employee recruitment effort. Last week, staff interviewed three companies and they are recommending contracting with Absolute Marketing. They would help create a complete marketing theme and brand for \$15,000. Absolute Marketing has prepared websites for Wahpeton, Ottertail and Barnesville and many others. Their websites are attractive and user-friendly. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved contracting with Absolute Marketing Group to create a new EDA/JOBS website not to exceed \$15,000.

***ACCEPTANCE OF THE BUILDING PERMIT REPORT**

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

CITY ENGINEER MONTHLY UPDATE

Wastewater Expansion Project

City Engineer Anderson stated both the Pre-aeration Pond #2 and Holding Pond #4 passed the water balance test. They are transferring liquids into the Holding Pond and we may experience some odor during this time. With the exception of a couple of minor items, the project will be complete by the end of the month. Anderson stated he is creating his punch list and relaying that information to the Contractor on a weekly basis.

South Water Tower Resurfacing

City Engineer Berube stated the tower has been back on-line for a month following successful testing. Minor work is still needed for cleanup and restoration around the tower. The Contractor will most likely complete the work in the spring.

Third Avenue Southwest and Downtown Parking

City Engineer Berube stated the contractor completed the underground improvements on Friday, October 4th. The grading has started on Third Avenue and the curb is complete from Seventh Street to Fifth Street and also on Sixth Street Southwest. The concrete contractor will be back in town when the rain stops to complete the remaining curb and gutter. Following the installation of the concrete, the grading will continue with the installation of aggregate for the roadway. The underground storm sewer installation in the Downtown Parking Lot is complete and the grading has started to prepare the area for the new curb and gutter. Curb and Gutter in the downtown lot will be installed following the curb on Third Avenue Southwest.

T-HANGAR/PERHAM MUNICIPAL AIRPORT

Mayor Meehl stated Council may wish to consider contracting with BHH Partners to provide architectural services for the proposed T-Hangar at the airport. City Manager Klemm stated the Airport Commission met last week and approved contracting with BHH Partners to provide architectural services for a 6-unit hangar. It was noted, MN DOT has notified the City that they have funds to assist with the site prep work which is estimated to cost less than \$100,000. City Manager Klemm stated City Engineer Berube will obtain quotes for the site work.

City Manager Klemm reviewed hangar options. If the City were to proceed without MnDOT contributions, the total hangar cost is approximately \$243,000. It was noted, hangars can be purchased in kits and a local contractor can be used to install the structure. It was also noted if MN DOT were to assist with financing of the hangar, prevailing wages would need to be paid and the loan would be for ten years. Discussion ensued regarding the hangar options.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council authorized contracting with BHH Partners to provide Architectural Services for a new Airport T Hangar not to exceed \$7,800.

***CLEAN-UP OF FIRE DAMAGED STRUCTURES**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved establishing procedures for clean-up of structures with fire damages according to MN Statute 65A.50 and Resolution No. 2013 – 38 entitled “Resolution In The Matter Of Establishing Procedures For Clean Up Of Structures With Fire Damages, Perham, Minnesota”.

***ACCEPTING SEALED BIDS FOR VARIOUS VEHICLES**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized advertising for the sale of vehicles using the Sealed Bid process.

***JOINT POWERS AGREEMENT/STATE OF MN**

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council authorized entering into a Joint Powers Agreement between the State of Minnesota, Bureau of Criminal Apprehension and the Perham Police Department regarding eCharging and approved Resolution No. 2013 – 39 entitled “Resolution

Approving State Of Minnesota Joint Powers Agreements With The City Of Perham On Behalf Of Its City Attorney And Police Department”.

***ACCEPTANCE OF THE MONTHLY POLICE REPORT**

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

INFORMATION AND ANNOUNCEMENTS

The Committee of the Whole is scheduled for October 30 at 5:15

Veterans Day is Monday, November 11

The next Regular Council Meeting is scheduled for Tuesday, November 12 at 5:15 pm

ADJOURNMENT

On a motion by Council Member Mattfeld, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the meeting was adjourned at 5:55 p.m.

Respectfully submitted by,



Fern Nundahl
Administrative Assistant