

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
July 13, 2015**

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 Council Members were present.

Staff present: City Manager Klemm, Police Chief Hoaby, EDA Director Johnson, Administrative Assistant Nundahl.

Others present: City Attorney Happel, 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.

On a motion by Council Member Johnson, seconded by Council Member Spencer 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 7. B Sale of Miscellaneous Equipment/Vehicles be removed from the Consent 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 with the removal of Item 7. B Sale of Miscellaneous Equipment/Vehicles.

***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 Regular Meeting of the Council held on June 8 and Special Minutes of June 17 and June 23, 2015.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Mayor Meehl stated Council may wish to approve payment of Prepaid and Unpaid City Claims. The following claims were added: Hamer's Construction in the amount of \$316,186.67, Hammer's Construction in the amount of \$274,531.04, Kuechle Underground, Inc. in the amount of \$699,157.49 and Brianna Moen in the amount of \$173.99 bringing the total Unpaid Claims to \$2,922,717.65.

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved payment of Prepaid and Unpaid City Claims in the amount of \$3,093,751.08 for June, 2015.

2014 AUDIT

Mayor Meehl stated Council may wish to consider accepting the 2014 Audit as presented by Brady Martz at the Committee of the Whole Meeting held on June 23, 2015.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the 2013 Audit as presented by Brady Martz.

***LOT PRICES FOR CLEARWATER ESTATES**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld, and carried without a dissenting vote, the Council approved increasing the price of lots in Clearwater Estates and Clearwater Estates First Addition.

***ACCEPTING DONATIONS FOR THE LIBRARY PROJECT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld, and carried without a dissenting vote, the Council approved Resolution No. 2015 – 45 entitled "Resolution In The Matter Of Accepting Donations For The Library Exterior Renovation Project, Perham, MN"

***PFA FUNDING FOR 2015 STREET PROJECT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld, and carried without a dissenting vote, the Council approved Resolution No. 2015 – 46 entitled "Resolution Relating To \$1,082,233 General Obligation Drinking Water Revenue Note, Series 2015C; Authorizing The Issuance And Sale, Fixing The Form And Details Thereof And Providing For The Security Therefor" and Resolution No. 2015 – 47 entitled "Resolution Relating To \$1,169,522 General Obligation Wastewater Revenue Note, Series 2015B; Authorizing The Issuance And Sale, Fixing The Form And Details Thereof And Providing For The Security Therefor".

***ANNUAL LIQUOR LICENSE RENEWAL/ON SALE/SUNDAY LIQUOR**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld, and carried without a dissenting vote, the Council renewed the Liquor License (including Sunday Liquor) for Pamela S. Honer d.b.a. SUDS, Brew, LLC d.b.a. Brew Ales & Eats, Wild Oaks, and Crossings Inn & Suites by Grandstay (no Sunday liquor) contingent upon all fees and

legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***ANNUAL LIQUOR LICENSE RENEWAL /WINE LICENSE**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld, and carried without a dissenting vote, the Council renewed a Wine License for Jin Hu Chinese Restaurant contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***ANNUAL LIQUOR LICENSE RENEWAL/2:00 AM LICENSE**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld, and carried without a dissenting vote, the Council approved a 2:00 AM closing time for Pamela S. Honer d.b.a. SUDS contingent upon all fees and legal requirements being met as required by the City and State of Minnesota's Liquor Control Board.

***TEMPORARY ON-SALE LIQUOR LICENSE**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld, 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, July 25, 2015.

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

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

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

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

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

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld, and carried without a dissenting vote, the Council accepted the following reports for June 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 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 the first lift of pavement is being constructed on Third Street Southwest. The second course will be completed in a few days after the manholes and valves can be raised to their final elevation in the new pavement section. Underground utilities on Phase 1 (Fourth Street/Second Avenue SE) will be completed by mid-week. Road preparation will follow with the construction of the curb, sidewalk, driveways, aggregate base and paving. Phase 3

(Third Avenue south of Fourth Street) has leapfrogged Phase 2 with removal of the pavement. The contractor has indicated that they will work on the phase in two separate segments to try to allow for traffic to return to Third Avenue as soon as possible. Weekly meetings are scheduled at 1:00 on Wednesdays to discuss any modifications to the schedules.

Safe Routes To School

City Engineer Berube stated contracts have been executed by the contractor and sent to the City for approval. A preconstruction meeting will be scheduled shortly.

Perham Airport – Crack Seal and Seal Coat

City Engineer Berube stated the contractor has been contacted to determine scheduling of the proposed improvements and a preconstruction meeting.

Victory Estates Phase 1 – Street and Utility Improvements

City Engineer Berube stated Feldt Plumbing has indicated that the construction for Victory Estates (Fourth Street SE) will start within the next two weeks. Construction is anticipated to take approximately a month to complete.

SALE OF MISCELLANEOUS EQUIPMENT//VEHICLES

Mayor Meehl stated Council may wish to approve selling misc. equipment and vehicles. City Manager Klemm stated staff contacted Bachmann Auctioneers earlier today to determine if auctioning the items would be a better solution rather than advertising for sealed bids. It was noted, either way the City would incur expenses. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council gave authorization to the City Manager to proceed with an efficient way to sell various equipment and vehicles in the time frame that we have.

***2016 COLOR DASH**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld, and carried without a dissenting vote, the Council authorized the use of Arvig Park for the Color Dash scheduled for June 11, 2016.

INFORMATION AND ANNOUNCEMENTS

A Special Council Meeting and the Committee of the Whole is scheduled for Wednesday, July 29 at 5:15

The 2015 Coalition of Greater MN Cities Summer Conference is scheduled for July 22 - 24 in Duluth

The next regular Council Meeting is scheduled for Monday, August 10

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

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson, and carried without dissenting vote, the meeting adjourned at 5:33 p.m.

Respectfully submitted by,

Fern Nundahl
Administrative Assistant

ATTEST:

Mayor Timothy Meehl

ADJOURNMENT

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson, and carried without dissenting vote, the meeting adjourned at 5:33 p.m.

Respectfully submitted by,



Fern Nundahl
Administrative Assistant

SPECIAL COUNCIL MEETING MINUTES

July 29, 2015

Mayor Meehl called the Special Council Meeting to order at 5:15 on July 29, 2015 in the Council Chambers located at 125 Second Avenue NE, all members of the Council having been duly notified of the meeting, and the business to be transacted. All Council Members were present.

Staff members present were: City Manager Klemm, EDA Director Johnson, Finance Officer Stokke, Librarian Ladwig, Public Works Director Meece, Liquor Store Manager Dreger, Police Chief Hoaby, and EDA Assistant Holzer.

Others present were: Building Official Neisen, City Engineer Berube Tim Grow of Bakken Housing and Investments, Perham Focus Editor Jackie Jenson, and Barb Lockhart.

REZONING OF LOTS 1 – 5, CLEARWATER FIRST ADDITION

Mayor Meehl stated Council may wish to consider approving a request to re-zone Lots 1 through 5 of Clearwater First Addition from Residential Two Family (R-2) to Residential Multi Family (RM). City Manager Klemm explained the purpose of the re-zoning to allow for the construction of twinhomes. The developer intends to split the lots which would not leave the required 75 foot lot width for R-2 construction. RM regulations require a 50 foot lot width. Building Official Neisen commented that these homes would be a good buffer between several rental properties and single family homes. Council Member Lehmkuhl commented that no one had appeared at the public hearing held by the Planning Commission on this request and that the Planning Commission had recommended Council approval of the request. A short discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Ordinance Number 373 entitled "Re-Zoning of Lots 1 through 5 of Clearwater First Addition". Klemm noted that the Planning Commission had made the approval contingent on the receipt of a signed purchase agreement from the Developer for those lots; which had been received.

PUBLIC HEARING/BDPI GANT APPLICATION

Mayor Meehl stated Council may wish to hear comments regarding an application for grant funds through DEED's Business Development Public Infrastructure (BDPI) program. EDA Director Johnson explained that several lots in the Industrial Park do not have full infrastructure. The purpose of the application is to seek funds from DEED to finish developing these lots thus being able to more easily attract potential developers. The estimated cost for phase one of development of more industrial lots is \$380,000; which if the grant application is approved would be split between the City and the State. Johnson noted that while he has not completed a full count of jobs in the developed portion of the Industrial Park there are currently approximately 30 businesses/industries located there with approximately 400 jobs. Discussion ensued.

On a motion Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote the Council approved Resolution Number 2015-48 entitled "Business Development Infrastructure Application", authorizing the Mayor and City Manager to apply to the Department of Employment and Economic Development for funding to complete infrastructure to undeveloped lots in the Perham Industrial Park.

PUBLIC WORKS FACILITY SITE PAVING

Mayor Meehl stated Council may wish to accept the apparent low quote for paving at the new Public Works Facility. City Engineer Berube stated that three quotes had been received for the project with the apparent low bid of \$83,480.10 received from North Central Inc. City Engineer Berube noted that North Central has completed various projects within the City and School District.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council accepted the low bid of \$83,480.10 from North Central Inc. for paving at the new Public Works Facility.

ADJOURNMENT

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the meeting was adjourned at 5:32.

Respectfully submitted by,



Mary Holzer
EDA Assistant