

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
November 13, 2012**

The regular meeting of the Perham City Council was called to order by Mayor Meehl at 5:16 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 Mattfeld, Lehmkuhl, Johnson and Mayor Meehl.

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

Others present: 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 requested those present to rise if they wanted to address the Council.

Marcia Davis, President of the Friends of the History Museum of East Otter Tail County requested to speak. Ms. Davis requested the Council to assist with the process of hiring a new Executive Director. It was noted, the current Executive Director Lina Belar, has submitted her resignation effective May, 2013. Ms. Davis requested the Council to set an example for the rest of the community and also help with monetary support. The current Director donates her time whereas the new Director will be a paid position. The Board anticipates the salary to be approximately \$60,000 plus benefits.

Council Member Johnson questioned how would this position be sustained? Ms. Davis stated a good director will be able to fund their own position. Discussion ensued. No action taken.

**APPROVAL OF AGENDA**

Mayor Meehl stated Council Members and Staff may add items to the Agenda which requires Council action. Council Member Lehmkuhl requested Item 6 C and 6 D be switched due to the length of time Item 6 C may take.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the agenda with the above noted change.

**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 Johnson, 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 Johnson, 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 October 8 and Special Meeting Minutes of October 23, 2012.

**APPROVAL FOR PAYMENT OF CITY CLAIMS**

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved payment of City Claims in the amount of \$1,354,797.69 for October, 2012.

**CANVASS VOTES FOR CITY ELECTION**

Mayor Meehl stated Council may wish to consider canvassing the votes for the City Election and declare results. City Manager Klemm reviewed the results noting Mayor Meehl received 1,137 votes, Council Member Johnson received 957 and Council Member Spencer received 817 votes. A short discussion ensued.

On a motion by Council Member Mattfeld, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution No. 2012 – 41 entitled “Resolution Certifying Results Of The 2012 General Election, Perham, Minnesota”.

City Manager Klemm distributed the Certificates of Election.

**HAPPEL ADDITION ASSESSMENTS**

Mayor Meehl stated Council may wish to consider deferring assessments for two years on the undeveloped properties in Happel Addition. City Manager Klemm stated the Development Agreement includes a schedule of activating assessments on the twenty-eight lots over a period of seven years. It was noted, two years ago, the Council deferred the assessments for two years. City Manager Klemm stated the 2005 Improvement Bonds currently cash flows and will be able to maintain a positive balance due to parcels being sold and those assessments being paid in full.

Developer Dean Simpson stated fourteen lots are on the tax rolls. The real estate market is tough right now although they may have potential buyers for a couple of lots. Simpson stated they have lowered the selling price on the lots and will continue to work with potential buyers. A discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved deferring assessments for two years on the undeveloped properties in Happel Addition.

## **ENGINEERING FIRMS**

Mayor Meehl stated Council may wish to consider selecting an engineering firm to work with the City on various improvement projects. City Manager Klemm stated seven proposals were received and the Public Works and Safety Committee interviewed three firms; Ulteig Engineers, Moore Engineering and Apex Engineering Group.

Council Member Lehmkuhl stated all three firms were well prepared for the interviews and all three firms are qualified. Their proposals included fees which were all similar, within one percent of each other. Lehmkuhl stated they discussed GIS mapping, all three firms have the capability of providing this, two firms stated they would pay the base costs in town and Moore Engineers stated it would be up to the City to pay for.

Mayor Meehl asked the representatives of the firms if they would like to comment. Ulteig Engineers stated they were pleased to be considered and stated they have a long history with Perham. They also maintain very experienced engineers to handle any project that Perham would be considering. Moore Engineers, Roger Moore, stated he had no comment. Apex Engineering, Jade Berube, stated he would love to continue working with the City. Berube noted he has a good working relationship with staff and Apex has many experienced engineers to provide excellent service to the City.

Council Member Lehmkuhl stated the Public Works and Safety Committee is recommending Council approved Apex Engineering Group. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Apex Engineering Group to provide engineering services to the City and the City Manager negotiate associated fees.

## **\*APPROVAL OF VARIOUS ASSESSMENTS**

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized various assessments be forwarded to Otter Tail County and approved Resolution No. 2012 – 42 entitled “Resolution In The Matter Of Assessing Mowing Service/Nuisance Property Cleanup Fees, City Of Perham” and Resolution No. 2012 – 43 entitled “Resolution In The Matter Of Assessing Sewer And Street Improvement, City Of Perham”.

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

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the PLGC’s Income Statement for September 2012.

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

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the PACC's Financial Reports for September 2012.

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

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the following reports for October 2012; Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report.

**TUFFY'S SETBACK VARIANCE**

Mayor Meehl stated the request from Tuffy's regarding a setback variance for their proposed warehouse expansion project has been tabled at this time.

**RESOURCE RECOVERY FACILITY CONDITIONAL USE PERMIT**

Mayor Meehl stated Council may wish to consider granting a Conditional Use Permit for the Resource Recovery Facility. Council Member Lehmkuhl stated garbage incineration facilities are allowed with a conditional use permit in Industrial zoned areas of the City. This facility was grandfathered in with the Zoning Ordinance and with the expansion, they are required to obtain a conditional use permit. Council Member Lehmkuhl stated the Planning Commission held a public hearing and is recommending the Council approve the Conditional Use Permit. It was noted, no written or verbal comments were received.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Resolution No. 2012 – 44 entitled "Resolution In The Matter Of Granting A Conditional Use Permit To The Prairie Lakes Municipal Solid Waste Facility To Allow For The Expansion Of The Perham Resource Recovery Facility".

**RESOURCE RECOVERY FACILITY VARIANCE**

Mayor Meehl stated Council may consider granting a variance for setbacks for the Resource Recovery Facility. Council Member Lehmkuhl stated the Planning Commission held a public hearing and is recommending the Council approve the variance request. It was noted Steve Melgard representing Steve's Sanitation attended the public hearing and voiced concerns regarding water runoff. Melgard stated during a heavy rainstorm, the ditch area comes close to over flowing now and he is concerned with more structures, this situation will be worse. City Manager Klemm stated grading of the lot will prevent or lessen the easterly runoff.

City Manager Klemm stated due to how the building sits on the parcel and with the expansion, the building will encroach the setback approximately 2 ½ feet. The fifteen foot boulevard would still exist along with approximately 17 ½ feet of setback.

City Manager Klemm stated the resolution includes two requirements: an easement from Bongards' Creameries to allow paving on an existing roadway up to and including property owned by Bongard's and an easement from Bongard's to allow storm water runoff onto property owned by Bongard's. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution No. 2012 – 45 entitled "Resolution In The Matter Of Granting A Variance To Prairie Lakes Municipal Solid Waste Facility, Perham, Minnesota".

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

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the Building Permit Report for October, 2012.

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

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council the Monthly Police Report for October 2012.

**INFORMATION AND ANNOUNCEMENTS**

City Offices will be closed on Friday, November 23.

The Parade of Lights is scheduled for Friday, November 23 at 5:30

A Committee of the Whole is scheduled for Wednesday, November 28 at 5:15

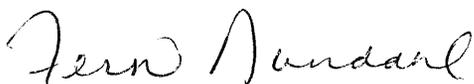
The next regular Council Meeting is scheduled for Monday, December 10

The Holiday Pot Luck Party is scheduled for Wednesday, December 19 at 11:30

**ADJOURNMENT**

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the meeting was adjourned at 5:51 p.m.

Respectfully submitted by,



Fern Nundahl  
Administrative Assistant