

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

The regular meeting of the Perham City Council was called to order by Mayor Meehl at 5:18 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, Public Works Director Meece, EDA Director Johnson, Finance Officer Stokke and Administrative Assistant Nundahl.

Others present: City Engineer Berube

**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 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.

On a motion by Council Member Lehmkuhl, 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 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 October 14, 2013.

**APPROVAL FOR PAYMENT OF CITY CLAIMS**

Mayor Meehl stated Council Members may wish to consider approving payment of City Claims.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved payment of City Claims in the amount of \$1,794,216.38 for October 2013.

**\*APPROVAL OF VARIOUS ASSESSMENTS**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Resolution No. 2013 – 40 entitled “Resolution In The Matter Of Assessing Water And Sewer Improvements, City Of Perham”.

**\*LIBRARY BONDING RESOLUTION**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved Resolution No. 2013 – 41 entitled “Resolution In The Matter Of Applying For State Bonding For Perham Area Public Library, Perham, Minnesota”.

**\*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 PLGC’s Income Statement for September, 2013.

**\*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 PACC’s Financial Reports for September 2013.

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

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

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

**CITY ENGINEER MONTHLY UPDATE**

***South Water Tower Resurfacing***

City Engineer Berube stated restoration remains surrounding the water tower. The contractor has indicated that they will be working on the restoration in the spring.

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

City Engineer Berube stated underground utility installation is complete, base course paving has been completed on Third Avenue and all pavement has been constructed in the Parking Lot. Additional concrete work is still needed on the project but is currently on hold due to the recent weather. Two driveways remain on the south end of Third Avenue and minor sidewalk

installation has been requested by one property owner. Weather permitting, these items will be completed this week. Final pavement, sidewalk installation and turf restoration is currently scheduled for the spring.

***Clearwater Second Addition, Perham Townhomes, LLC***

City Engineer Berube stated underground installation of the sanitary sewer is scheduled to begin tomorrow but will be determined by the current dewatering at the site. Sanitary sewer will be installed at a depth of approximately twenty-eight feet deep. Water main will be installed following the installation of the sanitary sewer with street installation scheduled for next year.

**VEHICLE PURCHASE/RECYCLING FUND**

Mayor Meehl stated Council may wish to authorize the purchase of a pick-up truck with a blade. Public Works Director Meece stated he obtained two quotes for a one ton that has a trailer tow package and snow plow prep. Using the State Bidding Process, Nelson Auto Center in Fergus Falls submitted two quotes: 2014 Dodge Ram 3500 for \$30,350.50 and a 2014 Ford F-350 for \$26,261.76. It was noted this is a budgeted item in the Recycling Fund.

Public Works Director Meece stated the also received two quotes for a Boss 8'2" V plow: Nelson Auto Center for \$5,538.00 and Perham Truck Service for \$5,638.68. A discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council authorized the purchase of a 2014 Ford F-350 for \$26,261.76 from Nelson Auto Center in Fergus Falls and authorized staff to negotiate the price with Perham Truck Service to obtain a best price for the plow.

**QUIET ZONE ASSESSMENT**

Mayor Meehl stated Council may wish to discuss the assessment completed by SRF Consulting Group regarding a Quiet Zone as presented at the Committee of the Whole. City Manager Klemm reviewed the process if the City were to proceed with a Quiet Zone. The City Council would need to determine which scenario drafted by SRF to proceed with or create a different scenario. The next step would be to submit a Letter of Intent. The Federal Railroad Administration would then start the notification process. The final step is the Federal Railroad Administration approving the plan.

Mayor Meehl asked each Council Member their thoughts on the proposed scenarios. All Council Members would not agree to close the crossing at 2<sup>nd</sup> Avenue NE and they all agreed if the cost is too high, they would want a referendum. Other comments included annual maintenance fees on the quad gate is high and possibly closing 6<sup>th</sup> Avenue NW. Discussion ensued.

City Manager Klemm stated he would prepare several options for Council to consider along with the costs and how it will affect taxes. This would be available at the December Council Meeting.

### **RESIDENT ONLY PARKING**

Mayor Meehl stated Council may wish to discuss "Resident Only" parking on 6<sup>th</sup> Street SW from 1<sup>st</sup> Avenue South to 2<sup>nd</sup> Avenue SW. Police Chief Hoaby stated 6<sup>th</sup> Street SW has become a popular hangout with certain High School Students. They have been known to smoke, litter lawns, damage trees and they have also gotten into physical altercations. Because this is a public street, School Authorities have no control over what is happening. Police can speak with the students, but it does no good and they can issue tickets, but because they are minors, they often go unpaid.

Police Chief Hoaby is recommending "Resident Only" signs on this block noting the school has ample parking in their lot. Detroit Lakes pushed their "Resident Only" parking one block further and that helped to reduce the problem. Discussion ensued.

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved "Resident Only" parking on 6<sup>th</sup> Street SW from 1<sup>st</sup> Avenue South to 2<sup>nd</sup> Avenue SW.

### **\*SOURCE WATER PROTECTION GRANT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized staff to enter into a Grant Agreement with the MN Department of Health to implement Nitrogen Best Management Practices to reduce the nitrate loading to the aquifer used by the City.

### **\*ACCEPTING SEALED BIDS FOR VARIOUS VEHICLES**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council accepted the high bids for the following vehicles and equipment: 1999 Jacobson for \$1,555, 2002 Jacobson for \$1,676, 1999 Smithco Super Star Groomer for \$80, 1998 John Deere Mower for \$450 and Smithco Easy Rider Groomer for \$105; Council rejected the bid for \$350 for the 2001 Mercury Grand Marquis; Council authorized staff to sell at auction the 2001 Mercury Grand Marquis and the 1995 Pontiac Sunfire; Council authorized donation of the 1992 Honda Accord to the Fire Department for use in training exercises.

### **\*VEHICLE PURCHASE/WASTEWATER FUND**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized the purchase of a 2014 Dodge Ram 1500 pick-

up from Nelson Auto Center in Fergus Falls for \$26,017.78; it was noted, the State Bidding Process was used and this was a budgeted item in the Wastewater Fund.

**\*CONTRACTING WITH COUNTY FOR TRAFFIC MARKING**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized contracting with the County for Traffic Marking and approved Resolution No. 2013 – 42 entitled “Resolution Approving Contracting With Otter Tail County For Traffic Marking, Perham, Minnesota”.

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

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

**CONTRACTING WITH COUNTY FOR TRAFFIC MARKING**

Mayor Meehl stated Council may wish to consider contracting with the County for Traffic Marking in the City. City Manager Klemm requested Council consider striping the Golf Course Road/450<sup>th</sup> Street from County Road 51 to Highway 13.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council authorized contracting with the County for Traffic Marking and approved Resolution No. 2013 – 43 entitled “Resolution Approving Contracting With Otter Tail County For Traffic Marking, Perham, Minnesota”.

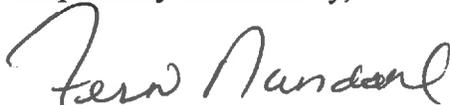
**INFORMATION AND ANNOUNCEMENTS**

A Budget Meeting is scheduled for Tuesday, November 19 at 5  
The City Office will be closed November 28<sup>th</sup> and 29<sup>th</sup> for Thanksgiving  
The Parade of Lights is scheduled for Friday, November 29 at 5:30  
The next Regular Council Meeting is scheduled for Monday, December 9 at 5:15 pm  
The Christmas Pot Luck Party is scheduled for Wednesday, December 18 at 11:30

**ADJOURNMENT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the meeting was adjourned at 5:59 p.m.

Respectfully submitted by,



Fern Nundahl  
Administrative Assistant