

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
October 8, 2012**

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, Finance Officer Stokke, EDA Director Johnson, Police Chief Hoaby, Public Works Director Meece and Administrative Assistant Nundahl.

Others present: Building Official Neisen, 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.

Tom McSparron from West Central Initiative Fund thanked the Council for their support over the years. West Central Initiative has generated support and cooperation within the nine counties served by the foundation. Many volunteers assist in determining the needs of the region and the development programs needed to meet the needs. In Otter Tail County, West Central Initiative gave 894 grants totaling \$7,163,181 and 197 loans totaling \$7,844,604.

Tom McSparron stated West Central Initiative has achieved success because of the close relationship between the organization and the people it serves. We will continue to build on this relationship and future programs will be directed not only by the economic needs of communities but also at empowering communities to address their problems and strengthening communities for families.

Tom McSparron reviewed several grants and loans that were given out during the last year. Mayor Meehl thanked Tom McSparron for attending the meeting.

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 September 10 and Special Meeting Minutes of September 26, 2012.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Mayor Meehl stated Council may wish to authorize the payment of City claims. Finance Officer Stokke requested Council consider one additional invoice from US Energy in the amount of \$267,724.78

On a motion by Council Member Johnson seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council authorized the payment of City claims in the amount of \$1,664,001.66.

***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 August 2012.

***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 August 2012.

***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 September 2012; Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report.

PUBLIC HEARING/SMALL CITIES DEVELOPMENT PROGRAM

Mayor Meehl stated Council may wish to hear comments regarding the Small Cities Grant Program and the process that it uses to administer the program. The public hearing opened at 5:24.

EDA Director Johnson stated the City was awarded a Small Cities Development Program grant in the amount of \$460,472 in May of 2010. The funds were used for rehabilitating ten single family housing units, ten rental housing units and eleven commercial buildings. Two commercial projects are almost complete and then the program can be closed out.

EDA Director Johnson stated single family housing projects were eligible for one-hundred percent of the project cost with a maximum of \$20,000 per home. Property owners at eighty percent of median income for Otter Tail County as set by Housing and Urban Development were required to provide ten percent of the project cost. Rental units were eligible for seventy percent of the project cost with a maximum of \$10,937 per unit and the property owner providing thirty percent of the project cost. Commercial projects could receive fifty percent of the cost up to \$20,000 maximum. The remaining fifty percent of the project cost was the owner's responsibility. The property owner could obtain a zero interest ten year EDA loan for half of that amount with a maximum loan of \$10,000.

Mayor Meehl closed the public hearing at 5:27. It was noted, no written or verbal comments were received prior to the meeting. No action taken.

HRA BOARD VACANCY

Mayor Meehl stated Council may wish to approve the appointment of Pastor Phil Holton to the Housing & Redevelopment Authority Board. It was noted: Jeana Nelson resigned.

Council Member Johnson personally knows Pastor Holten and stated one of his priorities is low income housing. Johnson stated he would be a good fit on the HRA Board. A short discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the appointment of Pastor Phil Holton to the Housing & Redevelopment Authority Board.

***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 September, 2012.

HELMEKE REQUEST FOR DIAGONAL PARKING

Mayor Meehl stated Council may wish to consider diagonal parking on Third Avenue SW adjacent to the former Title Services Building. City Manager Klemm stated diagonal parking is allowed on the northerly half of this block adjacent to Sorellas and the new United Community Bank location. Public Works Director Meece viewed the area and noted there are currently ten parallel parking spots on the southerly half of the block. With diagonal parking, you would gain

one, possibly two additional parking spots. It was noted, there are several driveways in the block and we need to make sure they have clearance for ingress/egress.

Brad Helmeke stated they will have one thousand plus customers in three and one-half months. It is essential that they have sufficient parking for their customers during this time. This year, because the bank will not be open for business, they should not have a problem with parking unless construction people tie up the spots, but in the future, these parking spaces will be in demand. The street is wide enough for diagonal parking and it would be consistent with the rest of the block.

City Manager Klemm stated this request typically would go to the Planning Commission for a recommendation but due to the time of year, the Council is hearing the request. Public Works Director Meece stated he is one man short and probably will not get the striping done yet this fall if the request is approved. Council Member Lehmkuhl stated considering the striping will probably not get done this fall, the request should go to the Planning Commission.

Discussion ensued. Police Chief Hoaby stated diagonal parking should not be a problem because of the four-way stop sign located at the intersection of Third Avenue SW and Second Street SW. Building Official Neisen stated that if construction equipment/vehicles are parking in this area, City Officials could have them relocate.

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the matter was tabled so that the Planning Commission can review the request and make a recommendation at their meeting scheduled for Tuesday, October 16 and Council will review the matter at a Special Council Meeting scheduled for Tuesday, October 23.

PICKUP TRUCK PURCHASE/RECYCLING

Mayor Meehl stated Council may wish to authorize the purchase of a pick-up truck and snow plow. Public Works Director Meece stated Nelson Auto Center of Fergus Falls has the contract for state bids for vehicle purchases.

Public Works Director Meece stated he obtained two quotes for a one ton pickup that has a trailer tow package and snow plow prep. A 2013 GMC Sierra 3500 sells for \$24,854.64 and a 2013 Ford F-350 sells for \$25,060.18. Two plow quotes were received: Perham Truck Service quoted \$5,570.53 and Nelson Auto Center quoted \$5,745. Both vehicles are standard, single cab with heavy duty cooling systems. It was noted, this vehicle would be a backup in the recycling area and funds would be taken from the Recycling Fund. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the purchase of a 2013 GMC Sierra 3500 pickup

from Nelson Auto Center in Fergus Falls for \$24,854.64 and authorized the purchase of a Boss 8'2" V plow from Perham Truck Service in the amount of \$5,745.

***PICKUP TRUCK PURCHASE/GAS**

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 2013 Ford F-150 from Nelson Auto Center of Fergus Falls not to exceed \$24,317.88; it was noted this is a budgeted item in the Gas Fund.

***FLEET SAFETY PROGRAM**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the amendments to the Fleet Safety Program.

***SECTION M OF THE EMERGENCY OPERATIONS MANUAL**

On a motion by Council Member Lehmkuhl, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved the revised Section M "Debris Clearance" of the Emergency Operations Manual.

***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 September 2012.

INFORMATION AND ANNOUNCEMENTS

A Budget Meeting is scheduled for Wednesday, October 17 at 7 am

A Special Council Meeting and the Committee of the Whole Meeting is scheduled for Tuesday, October 23 at 5:15

General Election is Tuesday, November 6, 2012 7:00 am – 8:00 pm

Veterans Day is Monday, November 12

The next Regular Council Meeting is scheduled for Tuesday, November 13 at 5:15

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

October is Fire Prevention Month

OTHER BUSINESS

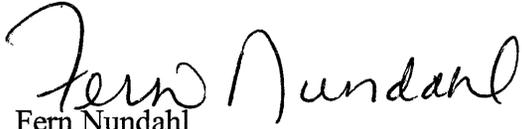
City Manager Klemm stated New Life Farms entered into an agreement to proceed with the demolition of the three houses and site work for a parking lot which enabled the City to use TIF funds to cover certain costs. It was noted; these parcels are located adjacent to Antiques and Compatibles.

City Manager Klemm stated staff will be soliciting engineering firms and should have information and/or recommendation for the Public Works and Safety Meeting in November.

ADJOURNMENT

On a motion by Council Member Mattfeld, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the meeting was adjourned at 5:43 p.m.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Fern Nundahl". The signature is written in black ink and is positioned above the printed name.

Fern Nundahl

Administrative Assistant