

**PERHAM CITY COUNCIL
REGULAR MEETING MINUTES
September 14, 2015**

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. All Council Members were present.

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

Others present: Building Official Neisen, City Engineer Berube, City Attorney Happel.

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. Mayor Meehl stated Item 6I should read "Temporary Liquor License for Center for the Arts. Item 8D will be SHIP Grant Agreement.

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

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 Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the Consent Agenda as presented.

***APPROVAL OF MINUTES**

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the minutes of the Regular Meeting of the Council held on August 10, 2015.

APPROVAL FOR PAYMENT OF CITY CLAIMS

Mayor Meehl stated Council may wish to approve payment of Prepaid and Unpaid 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 Prepaid and Unpaid City Claims in the amount of \$3,029,650.04 for the month of August 2015.

PROPOSED PROPERTY TAX LEVY

Mayor Meehl stated Council may wish to adopt the Preliminary 2016 Budget and Preliminary Levy for Taxes Payable in 2016 and may wish to schedule the date of Monday, December 14, 2015 at 6:00 pm for the public to comment prior to the adoption of the 2016 Budget and 2016 Tax Levy. City Manager reviewed the proposed tax levy and noted the proposed increase is 5%. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution No. 2015 – 49 entitled “Resolution In The Matter Of Establishing The Preliminary Tax Levy For Taxes To Be Collected In 2016, Perham, Minnesota” and set the date of Monday, December 14th, 2015 at 6:00 pm for the public to comment.

TEMPORARY ON-SALE LIQUOR LICENSE

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved a Temporary On-Sale Liquor License for the Friends of the History Museum for events at the ITOW on Saturday, Saturday, October 17, and Saturday, October 24, 2015.

LODGING TAX COMMITTEE DONATION

Mayor Meehl stated Council, on recommendation of the Lodging Tax Committee, may wish to enter into a two-year agreement to donate \$5,000 per year towards the Christmas Basketball Tournament.

Council Member Johnson reviewed the request; stating the BackCourt Club arranged for a basketball tournament featuring several out of town teams, boys and girls, to be held on December 28, 2015. This tournament will bring a number of visitors to Perham. Overnight lodging will be split by Super 8 and Crossings. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council agreed to enter into a two-year agreement to donate \$5,000 per year towards the Christmas Basket Ball Tournament.

PERHAM AREA COMMUNITY CENTER’S CAPITAL FUND EXPENDITURES

Mayor Meehl stated Council may wish to approve Capital Improvement funds request as proposed at the September Tri-Board meeting. It was noted that the funds will be utilized for an insulated shop/storage shed, purchase of a 2nd water-heater, and street improvement assessments. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the Capital Improvement funds request as presented.

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

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

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

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

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

On a motion by Council Member Spencer, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council accepted the following reports for August, 2015: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report.

TEMPORARY ON-SALE LIQUOR LICENSE

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, Council approved a Temporary On-Sale Liquor License for the Perham Center for the Arts for an event to be held on Saturday, September 26, 2015.

DEVELOPMENT AGREEMENT

Mayor Meehl stated Council may wish to approve a Development Agreement between the City and Simple K LLC. EDA Director Johnson summarized the request. Discussion ensued.

On a motion by Council Member Mattfeld, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the Development Agreement between the City and Simple K LLC as presented.

CITY ENGINEER MONTHLY UPDATE

Mayor Meehl stated City Engineer Berube 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 all underground utilities have been completed on the project. Various restoration activities are occurring around the project site. Currently concrete construction is occurring on Third Avenue SE (CSAH 8) from Fox Street toward Main Street.

Minor items remain on Third Street SW including select concrete repair and replacement and turf establishment. Wear course paving and turf establishment remain on 2nd Avenue, 3rd Street, 4th Street, and Fox Street Southeast.

On Third Avenue Southeast, concrete will be installed throughout the week. Following concrete construction, boulevard preparation will occur and turf establishment will follow. Paving of the 2nd and 3rd courses of pavement on Third Avenue will follow boulevard preparation.

Main Street demolition and construction will be completed when the intersection of 2nd Street can be reopened for traffic. This will reduce the detour segments and allow for improved traffic flow.

Safe Routes To School

City Engineer Berube stated construction activity is substantially complete as of last week. Within the next couple of weeks a walk through will be scheduled so that any correction or completion items can be addressed prior to the winter.

Perham Airport – Crack Seal and Seal Coat

City Engineer Berube stated the crack sealing at the airport was completed on August 24th for the runway and various other locations at the airport. The micro surface is scheduled for September 15th. Following completion of the micro surface, portions of the airport will be temporarily closed to allow for the painting of the newly surfaced areas.

Victory Estates Phase 1 – Street and Utility Improvements

City Engineer Berube stated construction activity is substantially complete as of last week. The project will be reviewed in the near future for any correction or completion related items and the project will be finalized following successful completion of those items.

City Shop Parking Lot Improvements

City Engineer Berube stated construction activity is substantially complete. The contractor and Berube reviewed the site last week to address some minor completion items. Following completion of the remaining items, the project will be finalized and closed out.

PURCHASE OF A SQUAD CAR

Mayor Meehl stated Council may wish to approve and authorize the purchase of a squad car for the Police Department. It was noted that the past several squads had been leased. Discussion ensued.

On a motion by Council Member Lehmkuhl, second by Council Member Johnson and carried without dissenting vote Council approved the purchase of a squad car as per the quote provided.

PRELIMINARY ENGINEERING REPORT FOR CONEY STREET EAST

Mayor Meehl stated Council may wish to authorize preparation of a Preliminary Engineering Report for improvements to be made on Coney Street East.

On a motion by Council Member Johnson, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved Resolution No. 2015 – 50 entitled “Resolution In The Matter Of Ordering Preliminary Engineering Report for Improvements for Coney Street East.

SHIP GRANT AGREEMENT

Mayor Meehl stated Council may wish authorize the City to enter into an agreement with Clay County Public Health (representing SHIP).

It was explained that an application had been made to SHIP requesting funds for two flashing pedestrian signs to be placed on County Hwy 51 to alert vehicle traffic to potential pedestrian traffic had been approved. Clay County Public Health is the entity authorized to execute such projects for SHIP.

On a motion by Council Member Lehmkuhl, seconded the Council Member Johnson, Council authorized entering into the agreement with Clay County Public Health.

INFORMATION AND ANNOUNCEMENTS

The Committee of the Whole is scheduled for Wednesday, September 30.

The next regular Council Meeting is scheduled for Monday, October 12.

League of MN Cities Regional Meeting is in Battle Lake on Wednesday, October 21.

ADJOURNMENT

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

Respectfully submitted by,



Mary Holzer
EDA Assistant