# REGULAR COUNCIL MEETING January 6, 2014

# CITY OF HENDRUM

308 Main St E.

PO Box 100

Hendrum, MN 56550

**PRESENT:** M. Alm, C. Johannsen, and M. Smart. Also present: Tom Knaknuhs, Norman County Engineer; Steve Jacobson, Norman County Commissioner; N. Kjersten, Clerk-Treasurer; Keri Plemmons, Clerk-Treasurer in training; Absent: K. Kjersten and S. Tommerdahl.

**CALL TO ORDER:** Mayor Johannsen called the meeting to order at 7:16 P.M.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

**CITIZENS’ FORUM:** T. Knaknuhs and S. Jacobson were invited to discuss the 2015 county resurfacing project of Highway 25. Efforts are being coordinated with Wild Rice Watershed District to pursue funding through the State of Minnesota Flood Hazard Mitigation Program for road raises to be incorporated as part of the project. Raising the roads to the current level of the levee will help to complete flood protection and help to get the levee certified. Discussion continued on if any future road work was planned for County Road 106 and if the county would assist in road raises on 106 if the state funding came through. The county will be coordinating with MNDOT’s plan 2017 Resurfacing of Highway 75 and with Steve Skeen concerning approaches to his future business located in the Evergreen Addition.

**CONSENT AGENDA:**

*MOTION*:M. Smart moved; seconded by M. Alm, to approve the minutes from the regularly scheduled council meeting on December 9, 2013.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

**APPROVAL OF AGENDA:**

*MOTION:*M. Alm moved; seconded by M. Smart, to approve the Agenda with the following additions: under New Business: EDA Financing; under Other Business: Railroad Contract.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

**REPORTS OF OFFICERS AND DEPARTMENT HEADS:**

**CLERK-TREASURER’S REPORT:**

***Monthly Financial Report and Claims:*** N. Kjersten presented the monthly financial report and claims in the amount of $11,421.73

*MOTION:*M. Smart moved; seconded by M. Alm, to approve the financial report and pay the claims in the amount of $11,421.73.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

***MCFOA Membership:***

*MOTION:*M. Alm moved; seconded by M. Smart, to approve payment for the $30 annual membership fee.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

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***Northwestern Bank Accounts:***

*MOTION:* M. Smart moved; seconded by M. Alm to remove Nicole Kjersten and add Keri Plemmons to the following checking and savings accounts for the City of Hendrum at Northwestern Bank: EDA Street Lights, Sinking Fund Go Bond Checking & Savings,
Hendrum EDA, Hendrum Recreation Club, General II, Hendrum General Account, P.D. Tahoe Replacement, and 3 safety deposit boxes.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

**LEVEE IMPROVEMENT PROJECT:** In order to be eligible for the Army Corps of Engineers Levee Safety Program, a row of trees along the north side of the north shelter belt east of Highway 75 will need to be removed due to the fact that the row of trees is too close to the levee. Options are being looked into for replacing and/or moving the trees if there is enough space between the levee and shelter belt to do so.

**ENGINEER’S REPORT:** No report.

**MAYOR’S REPORT:** Mayor Johannsen formally thanked Nicole Kjersten for her 3 ½ years of service and well wishes for her future endeavors.

**MAINTENANCE REPORT:** No report

**FIRE DEPARTMENT:** No report

**POLICE DEPARTMENT:**

***Tahoe:*** A new battery was purchased.

**PARK UPDATE:** Mayor Johannsen stated that a Park Board meeting is attempted to be scheduled before the township meeting. There are pending claims that need approval.

**OLD BUSINESS:**

**Zoning Ordinance/Outdoor Sales Lots:** No action taken – on agenda as a reminder.

**Nuisance Ordinance:** No action taken – on agenda as a reminder

**Nuisance Violations:** Discussion occurred on whether an inspection company could assist with any nuisance violations. M. Smart will be inviting an inspection company to the next meeting.

**Survey:** M. Alm gave an update. Further action is postponed until spring.

**Sale of New Holland Tractor:** Six sealed bids were received, opened and reported.

*MOTION:* M. Smart moved; seconded by M. Alm to accept the highest bid of $30,000 submitted by Jeremy Clark for the New Holland Tractor.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

*MOTION:* M. Smart moved; seconded by M. Alm to pay the loan balance of $10,709.50 for the New Holland Tractor.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

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*MOTION:* C. Johannsen moved; seconded by M. Alm to authorize an operating transfer of $5450.69 to the Tahoe savings account to replace previously transferred funds.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

***Civic Center Restroom Remodel:*** Mayor Johannsen stated the he would like to see a committee set up in order to ensure that the remodel project continues to move forward. Committee members are Curt Johannsen, Mike Smart, Jeff Johnson, John Kolness, and Keri Plemmons.

**NEW BUSINESS:**

***Annual Appointments and Fee Schedule:***

*MOTION:* M. Alm moved; seconded by M. Smart to adopt Resolution #2014-01 Annual Appointments and Designations.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

*MOTION:* M. Smart moved; seconded by M. Alm to adopt Resolution #2014-02 Master Fee Schedule 2014.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

***Employee Evaluations:*** Evaluations were passed out to be completed and returned by the next meeting.

***Ordinance Work Session:*** Mayor Johannsen and the council discussed updating the Nuisance ordinance and creating a Fire Pit ordinance. A work session is scheduled for January 29, 2014 at 7:00 P.M.

***2006 Flood FEMA Reimbursement:*** During a FEMA audit of 2006 Flood Reimbursement, it was determined that the city did not receive $2549.98 that was due and that FEMA will send a check to the city for this amount.

***EDA Financials*:** The EDA was advanced $2000 in December from the 2014 FY EDA Budget of $6000 to cover operating expenses.

*MOTION:* M. Smart moved; seconded by M. Alm to transfer the remaining $4000 to EDA checking for their 2014 budget.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

**OTHER BUSINESS**:

***Railroad Contract:*** The city has a rental lease agreement with BNSF with an annual payment of $546.36 for the city’s water and sewer line which passes under the rail bed. Discussion occurred on whether to pay a discounted lump sum of $5,963.60 for a 1-time lease payment effective until 2030.

*MOTION:* M. Smart moved; seconded by M. Alm to continue with yearly installments and to pay the 2013 contract for $546.36.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

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***Fire Department Remodel:***

*MOTION:* M. Alm moved; seconded by M. Smart to transfer $2550 from the general fund to the Hendrum remodel fund savings account.

Ayes: Alm, Johannsen, and Smart. Nays: None. Absent: Kjersten and Tommerdahl.

*MOTION DECLARED PASSED*

**ANNOUNCEMENTS:**

January 20, 2014 – Martin Luther King Jr. Day (All City Departments Closed)

February 10, 2014 – Regularly Scheduled Council Meeting

Having no further business, M. Smart moved; seconded by M. Alm to adjourn. Motion carried; the meeting adjourned at 10:25 P.M. The above minutes are unofficial until approved at the next regularly scheduled council meeting on February 10, 2014.

Respectfully Submitted,

Keri Plemmons

City Clerk-Treasurer