

**CITY OF HENDRUM**  
**Regular Council Meeting Minutes**

August 12, 2019

**CALL TO ORDER**

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:34 pm on August 12, 2019 in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota. The Pledge of Allegiance was recited.

**ROLL CALL**

The following council members were present: Curt Johannsen, Michael Smart, Paul Baukol, and Steven Jeffery.

The following city personnel were present: Keri Plemmons, Clerk-Treasurer and Mark Sundblad, Maintenance Superintendent.

**CONSENT AGENDA**

- a) 2019-07-08 Regular Council Meeting Minutes
- b) 2019-07-30 Special Council Meeting Minutes
- c) 2019-07 Maintenance Logs
- d) Arvig Construction Notification Letter
- e) Arvig Agreement

*MOTION: M. Smart moved; seconded by P. Baukol to approve the listed consent agenda items.*

*BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.*

**APPROVAL OF AGENDA**

- a) Add to Old Business: L. Arvig
- b) Add to New Business: I. Snow Removal

*MOTION: P. Baukol moved; seconded by S. Jeffery to approve the agenda with the listed additions.*

*BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.*

**REPORTS OF OFFICERS AND DEPARTMENT HEADS**

- a) **PUBLIC WORKS:** The City of Hendrum, Hendrum Community Park and the City of Perley have been sprayed for mosquito's five times since the last batch of mosquito spraying chemical was ordered. It takes approximately five gallons of chemical each time the areas are sprayed. Maintenance Superintendent Sundblad requested approval to order more mosquito spray since there is no more inventory available.

*MOTION: M. Smart moved; seconded by P. Baukol to authorize Maintenance Superintendent Sundblad to order twenty-five gallons of mosquito spray.*

*BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.*

Mr. Sundblad also reported that the fluoride pump in the water room is in need of servicing and that the inventory of chemical that chlorinates the water lines is running low.

*MOTION: P. Baukol* moved; seconded by *S. Jeffery* to authorize Maintenance Superintendent Sundblad to contact Hawkins, Inc. to repair the fluoride pump and to order more chemical for chlorinating the water lines.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED*.

- b) **CLERK-TREASURER:** The July financial report and August claims list totaling \$37,084.60 was presented for approval.

*MOTION: M. Smart* moved; seconded by *S. Jeffery* to approve the July financial report and pay the claims in the amount of \$37,084.60.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED*.

- c) **MAYOR:** No report.
- d) **FIRE DEPARTMENT:** The fire department has been keeping busy preparing for Hendrum Family Fun Night.

## UNFINISHED BUSINESS

- A. **City Ordinance Violations:** Open violations were reviewed and discussed by the council. However, property inspections will need to be done before any decisions can be made on the progress of the open violations. The council will review at the September meeting. Four new violations were reviewed. Council instructed Clerk-Treasurer Plemmons to send notification of ordinance violation letters to the property owners/occupants.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to notify all four identified property owners/occupants of their ordinance violations.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED*.

- B. **MnDOT Hwy 75 Reconstruction Project:**

- a) Janine Silverberg's Driveway: The request that was sent to MNDOT to restore or re-convey the access opening back to TH 75 for the driveway connected to the property located at 173 Highway 75 South has been denied.

- C. **City Street Paving Project:** No update.

- D. **Wellhead Protection:** No update.

- E. **City Pickup:** No update.

- F. **Lift Station Service Agreement:** No update.

- G. **Potentially Dangerous Dog Declaration:** It has been reported that a deputy plans to talk with the owner.

- H. **FEMA Correspondence:** The FIRM (Flood Insurance Rate Maps) panels in the Hendrum and Halstad levee areas will be effective December 20<sup>th</sup>, and the city must amend its floodplain management ordinance to adopt those new panels before this date. Ordinance adoption requires public notice, a public hearing, and publication of a summary in a local newspaper.

Council instructed Clerk-Treasurer Plemmons to proceed with the ordinance adoption process. Mayor Johannsen will be drafting a letter to the public about the steps to take that will save money on flood insurance and to be prepared for the flood insurance requirements.

*MOTION: P. Baukol moved; seconded by M. Smart to authorize Clerk-Treasurer Plemmons to proceed with the ordinance adoption process for amending the Flood Plain Management Ordinance*

*BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.*

- I. **Fence Permit Application:** Correspondence was sent to the applicants requesting additional information before approval. There has not been a response to date.
- J. **Attorney Opinion:** The city attorney will have a written opinion ready for the September meeting.
- K. **BCA Agreement:** The documentation has been sent to the Minnesota Bureau of Criminal Apprehension (BCA) that shows that the police department was disbanded and access to the database is no longer required. There has been no correspondence received back confirming the notification. However, there have not been any more invoices received from the BCA which would imply that they have made the necessary changes.
- L. **Arvig:** The plans for the proposed construction to bury fiber optic cable from an existing vault southeast of the water tower and setting a new vault near the south leg of the water tower to connect the wireless equipment that will provide internet to rural residents and farms on the North Dakota side of the Red River as well as approval to have the electric meter for the equipment attached to the same pole as the fire siren were submitted for approval.

*MOTION: M. Smart moved; seconded by P. Baukol to approve the proposed construction to bury fiber optic cable for the purposes of connecting Arvig's wireless internet equipment to the City of Hendrum water tower and to authorize the electric meter for the equipment to be attached to the fire siren pole.*

*BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.*

## **NEW BUSINESS**

- A. **Park: Brick Barbeque Grill:** The insurance company has accepted the approximately six-thousand dollar quote that was provided for replacement of the damaged barbeque grill located at the Hendrum Community Park. The deductible is one-thousand dollars. Mayor Johannsen requested authorization to move forward with replacing the damaged grill and cover the deductible until a park board meeting can be organized. At that time, Mayor Johannsen will submit a request to the Park Board to pay the deductible for the grill.

*MOTION: P. Baukol moved; seconded by M. Smart to proceed with replacement of the damaged barbeque grill at the Hendrum Community Park that is covered under the City of Hendrum's insurance*

policy and to authorize payment of the one-thousand dollar deductible and seek reimbursement from the Park Board.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED*.

- B. **Crushed Asphalt:** Mayor Johannsen provided cost estimates from RJ Zavoral for crushed asphalt in comparison to cost estimates for gravel. The council discussed the benefits versus the price difference between gravel and crushed asphalt. The expense to lay crushed asphalt in every location that needs gravel is considerably more than the city can finance, so discussion centered on what it would cost to cover Haylett Street, the alley between Hancock and Gordon Street and the worst area of the road to Nichol Park. Using crushed asphalt in these areas will reduce the amount of gravel that will need to be ordered. Mayor Johannsen requested authorization to spend approximately six-thousand-five-hundred dollars plus the cost of placement on road maintenance materials.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to reduce the gravel budget from four-thousand dollars to three-thousand dollars and approve a purchasing budget of two-thousand-five-hundred dollars for crushed asphalt for an overall road maintenance expense budget authorization of approximately six-thousand-five-hundred dollars for materials plus placement cost.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED*.

- C. **Employee Workload Management:** Councilmember Jeffery noted that comments from previous discussions have touched on the fact that the city employees have a lot more to do than there is time to get their tasks accomplished. Discussion centered on finding help with mowing the levee to allow better use of the Maintenance Superintendent's skill set and to better manage time for other priorities as well. It was also mentioned that it has been an exceptional year because of the increased mowing needed due to the above average precipitation and the reconstruction project has added quite a bit more interruptions which takes the time and attention of the Maintenance Superintendent away from normal city maintenance.
- D. **Budget Work Session:** A special meeting of the Hendrum City Council was scheduled for the purposes of working on the proposed budget for 2020.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to schedule a special meeting to work on the proposed budget for tax year 2020 for Wednesday, August 28, 2019, at 7:00 pm in the board room of the Professional Building.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED*.

- E. **Building Permit Application:** Two building permit applications were reviewed.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to issue a building permit to 336 Main Street West to repair exterior siding.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED*.

*MOTION: S. Jeffery* moved; seconded by *P. Baukol* to issue a building permit to 150 Hendrum Drive for new house construction when the setback measurements from the property lines have been provided to the city.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED.*

- F. **Adopt-a-Pot Donation:** A donation was received from Dustin Reinhart to use for the Adopt-a-Pot program.

*MOTION: M. Smart* moved; seconded by *S. Jeffery* to adopt Resolution No. 2019-15: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED.*

- G. **Internal Control Policy:** A sample copy of an Internal Control Policy was provided to the City by the City Auditor, Marit Knutson of Hoffman, Phillip, & Knutson, PLLC. Clerk-Treasurer Plemmons provided a draft of the Internal Control Policy with some recommended changes marked on the document. The council reviewed the draft and made some additional changes. Clerk-Treasurer Plemmons was instructed to incorporate the recommended changes and bring the cleaned-up copy to the next meeting for approval.

- H. **Road Closure Request:** A request to close sections of Main Street, Todd Street, and Herbert Street for the Hendrum Family Fun Night event scheduled for August 21<sup>st</sup> from noon until the event ends was reviewed. Due to the fact that Main Street is a county state aid road, a request was submitted to the Norman County Sheriff to authorization closing Main Street for the event. The city has received notification of authorization from the Sheriff's Department.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to authorize Main Street, Todd Street, and Herbert Street to be closed on August 21<sup>st</sup> from noon until the event ends for Hendrum Family Fun Night.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED.*

- I. **Snow Removal:** Discussion centered on possible options for snow removal if the current contractor decides not to continue providing snow removal services to the city.

## ADJOURNMENT

*P. Baukol* moved; seconded by *M. Smart* to adjourn the meeting at 9:49 pm. The next regular council meeting will be at 7:30 pm on September 9, 2019, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer