# COUNCIL MEETING CITY OF HENDRUM, MINNESOTA

**OCTOBER 14, 2013, 7:30 P.M. PO BOX 100, 308 MAIN STREET E.**

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**PRESENT:** M. Alm, C. Johannsen, K. Kjersten, M. Smart, and S. Tommerdahl. Also present: J. Johnson, Maintenance Supervisor; N. Kjersten, Clerk-Treasurer; and Mike and Echo Halstad, residents. Absent: None.

**CALL TO ORDER:** Mayor Johannsen called the meeting to order at 7:30 P.M.

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

**CITIZENS’ FORUM:** Mike Halstad addressed the council in regards to the truck box that has been placed in the alleyway between their residence and KLA and whether it is actually on KLA’s property. Mayor Johannsen stated that the City is planning on doing a survey in November to find out whether the truck box is on the alleyway or is on KLA’s property. Halstad also stated concerns with the tarps which are being used as screening on KLA’s fence. Halstad is worried that the tarps will not hold up in the wind. Mayor Johannsen said that the council is aware of and is monitoring the situation.

**CONSENT AGENDA: MOTION:** M. Smart moved, seconded by S. Tommerdahl, to approve the minutes from the regularly scheduled council meeting on September 9, 2013 and the minutes from the special council meeting on April 15, 2013.

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

Absent: None.

*MOTION DECLARED PASSED*

**APPROVAL OF AGENDA: MOTION:** K. Kjersten moved, seconded by M. Alm, to approve the Agenda with the following additions: under New Business: C. Audit Agreement, D. Bureau of Criminal Apprehension, E. REACH, F. Employee Resignation, and G. Drop Box.

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

Absent: None.

*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 $41,370.78.

**MOTION:** K. Kjersten moved, seconded by M. Alm, to approve the financial report and pay the claims in the amount of $41,370.78.

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

Absent: None.

*MOTION DECLARED PASSED*

***Six-Month Report:*** A revised copy of the six-month report was distributed for the council to review for the November meeting.

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**LEVEE IMPROVEMENT PROJECT:** Mayor Johannsen reported that areas in the levee project that need to be reseeded will be done as dormant seeding in November. Mayor Johannsen also stated that the Army Corps of Engineers, Houston Engineering, along with city officials would be meeting at the Fire Hall on October 22, 2013 at 9:00 a.m. for pre-inspection meeting to discuss the United States Army Corps Levee Safety Program Project, operation and maintenance responsibilities, and public law 84-99. Following the pre-inspection meeting, there will be a walk through to inspect the levee project to see if it meets the qualifications that are necessary to enter into the program.

**ENGINEER’S REPORT:** No report.

**MAYOR’S REPORT:** No report.

**MAINTENANCE REPORT:** ***Tractor:*** J. Johnson gave an update on the tractor repair. Titan Machinery is replacing the hydraulic pump and the fuel injector. Titan was unable to give an invoice for the repairs as they were still waiting on a part, but stated that the bill would be around $2,500.

**MOTION:** S. Tommerdahl moved, seconded by M. Smart to pay Titan for the New Holland tractor repairs.

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

Absent: None.

*MOTION DECLARED PASSED*

**FIRE DEPARTMENT:** ***Veteran’s Day Supper:*** J. Johnson reminded the council that the Fire Department will be putting on a Veteran’s Day Supper on November 11, 2013 from 5:30 to 8:00 p.m. The proceeds from the supper will go to the Wounded Warrior Project.

**POLICE DEPARTMENT:** ***Tahoe:*** No report.

**PARK UPDATE:** ***Restroom:*** J. Johnson reported that Herman Clark, Clark’s Excavating and Septic Pumping, pulled the toilet in the men’s room and vacuumed the line that was plugged. Clark ran a camera in the line to check for damage to the sewer line and found that there were a couple of joints that had cracks, but no major damage had occurred.

Discussion took place on getting Sentence to Serve to rake the leaves in the park.

**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.

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***Nuisance Violations:*** Discussion took place on nuisance violations. Letters will be sent to those in violation of the City Ordinances.

**NEW BUSINESS: *Street Light Proposal:*** Discussion took place on different street light proposals for Hendrum Drive, the Southwest corner of Hendrum, and for the new playground at Norman County West Elementary. The City will postpone placing streetlights on Hendrum Drive until a house is built there or until funds are budgeted for the project. The light post on the corner of County Road 106 and Gordon Street West will be upgraded from 100 watts to 150 watts, which is no cost for the upgrade, but the monthly rent will go from $9.50 per month to $11.50 per month. Discussion on how having a light near the playground at the school assists in safety and also helps eliminate vandalism took place. The proposals will be taken to the school to see if they are interested in sharing in the cost of placing a light near the playground.

***CTAS Request:*** Mayor Johannsen stated that the Office of the State Auditor (OSA) had sent out a letter stating that the state would like to rewrite CTAS program, which is the governmental accounting software that the City of Hendrum uses, due to how computer operating systems have changed. The rewrite will allow the software to function more efficiently, increase longevity and be easier to maintain. The cost of the rewrite is $250,000, and the OSA is collecting a one-tie user fee of $300 from the cities that would like to use the updated version of CTAS. Discussion took place on how the update would only happen if there is enough interest from the current users and how any extra funds would be used to maintain and upgrade CTAS in the future. If there is not enough interest in the rewrite, all one-time user fees would be refunded.

**MOTION:** S. Tommerdahl moved, seconded by M. Alm to pay $300 to the Office of the State Auditor as a one-time user fee to rewrite CTAS.

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

Absent: None.

*MOTION DECLARED PASSED*

***Audit Agreement:*** Mayor Johannsen stated that the 3-year contract with Hoffman, Dale, and Swenson, PLLC has ended and it is time to renew the contract for another 3-year term. The years covered would be 2014, 2015, and 2016. The cost of the annual audit has increased by $50 to $7,000 per year.

**MOTION:** M. Alm moved, seconded by M. Smart to enter into a 3-year auditing contract with Hoffman, Dale, and Swenson, PLLC, with a cost of $7,000 per year.

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

Absent: None.

*MOTION DECLARED PASSED*

***Bureau of Criminal Apprehension:*** Discussion took place on the City signing a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, and Bureau

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of Criminal Apprehension to use systems and tools available over the State’s criminal justice data communications network using a secure line.

**MOTION:** K. Kjersten moved, seconded by M. Alm to adopt Resolution #2013-09, approving State of Minnesota Joint Powers Agreements with the City of Hendrum on Behalf of its City Attorney and Police Department.

Voting Aye: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None

Absent: None.

*RESOLUTION DECLARED ADOPTED.*

***REACH:*** Discussion took place on the REACH program and how it provides food baskets for families in need during the holidays and also collects toys for children for Christmas. Discussion took place on how the Fire Department may want to be involved with the project instead of the City.

***Employee Resignation:*** Mayor Johannsen passed out a copy of a resignation letter submitted by N. Kjersten, who will be resigning from the Clerk-Treasurer position effective January 31, 2014.

**MOTION:** S. Tommerdahl moved, seconded by M. Alm to accept N. Kjersten’s letter of resignation.

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

Absent: None.

Abstain: Kjersten.

*MOTION DECLARED PASSED*

Discussion took place on placing advertisements in the newspapers and other items that needed to take place in hiring a new Clerk-Treasurer.

**MOTION:** M. Alm moved, seconded by M. Smart to place advertisements in the Valley Journal, Norman County Index, Red River Promoter, and the Saturday and Sunday issues of The Forum.

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

Absent: None.

*MOTION DECLARED PASSED*

**Other Business:** None.

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**ANNOUNCEMENTS:**

October 22, 2013 – Fall Clean-up Day

November 11, 2013 – Veteran’s Day (All City Departments Closed)

November 11, 2013 – Veteran’s Day Supper

November 12, 2013 – Regularly Scheduled City Council Meeting

Having no further business, M. Alm moved; seconded by M. Smart to adjourn. Motion carried; the meeting adjourned at 9:20 P.M. The above minutes are unofficial until approved at the next regularly scheduled council meeting on November 12, 2013.

Respectfully Submitted,

Nicole R. Kjersten

City Clerk-Treasurer