

# CITY OF HENDRUM

## Regular Council Meeting Minutes

January 9, 2017

### CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:03 p.m. on January 9, 2017 in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota. The Pledge of Allegiance was recited. The Oaths of Office were administered to Curt Johannsen, Wesley Magnell, and Michael Smart.

### ROLL CALL

The following council members were present: Milton Alm, Paul Baukol, Curt Johannsen, Wesley Magnell, and Michael Smart.

The following city personnel were present: Keri Plemmons, Clerk-Treasurer and Carl Woeck, Maintenance Supervisor.

The following members of the public were present: No members present.

### CONSENT AGENDA

- a) December 12, 2016 regular council meeting minutes
- b) December 2016 maintenance log
- c) December 8, 2016 property/casualty dividend letter
- d) GP-1 engagement letter

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

*ALM: aye; BAUKOL: aye; JOHANNSEN: aye; MAGNELL: aye; SMART: aye. MOTION PASSED.*

### APPROVAL OF AGENDA

- a) New Business: E. Police Contract Addendum & Sheriff's Report
- b) New Business: F. Cigarette License

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

*ALM: aye; BAUKOL: aye; JOHANNSEN: aye; MAGNELL: aye; SMART: aye. MOTION PASSED.*

### REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PUBLIC WORKS:** The MN DNR has a 1987 Bobcat available for two-thousand dollars which could be used to assist in snow removal in order to keep city streets open for emergency vehicles.

*MOTION: M. Alm moved; seconded by P. Baukol to approve obtaining the 1987 Bobcat from the MN DNR and authorizing the Fire Chief and City Clerk to sign all necessary documentation to facilitate the transaction.*

ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *aye*; SMART: *aye*. *MOTION PASSED.*

- b) **CLERK-TREASURER:** The financial report and claims list totaling \$27,049.19 was presented for approval.

*MOTION:* *M. Smart* moved; seconded by *M. Alm* to approve the financial report and claims list as presented.

ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *aye*; SMART: *aye*. *MOTION PASSED.*

- c) **MAYOR:** Mayor Johannsen provided an overview of the draft document of the Hendrum Levee Analysis and Mapping Plan (LAMP). The document presents the finding and conclusions of the LAMP program in order to document, coordinate and facilitate communication among stakeholders affected by the Hendrum Levee and to provide information to FEMA and the City of Hendrum regarding near-term options for designation of flood risk inside of the levee.
- d) **FIRE DEPARTMENT:** The new ambulance is in service. The annual meeting of the Hendrum Firefighter's Relief Association is scheduled for January 30<sup>th</sup> at 7:00 p.m. in the fire hall. The Pancake Brunch to be held in the elementary school cafeteria is scheduled for February 12<sup>th</sup>.

#### **UNFINISHED BUSINESS**

- a) **City Ordinance Violations:** The City Attorney has inquired if the documented nuisance properties are in compliance and if she has approval to file complaints for relief with the Court on the non-compliant properties. The seven properties were reviewed and have been determined to still be in violation of City Ordinance.

*MOTION:* *P. Baukol* moved; seconded by *M. Alm* to authorize the City Attorney to file complaints for relief with the Court on all seven properties.

ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *aye*; SMART: *aye*. *MOTION PASSED.*

- b) **Minnesota Basic Code:** Tabled.
- c) **MnDOT Hwy 75 Reconstruction Project:** No update.
- d) **Hwy 75 Parking:** The signs have arrived. They will be installed by MnDOT. The penalty portion of the parking ordinance will need to be updated to allow the County Sheriff's Department to issue citations and enforce the no parking zones.

*MOTION:* *M. Smart* moved; seconded by *W. Magnell* to send the parking ordinance to the City Attorney for updating.

ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *aye*; SMART: *aye*. *MOTION PASSED.*

#### **NEW BUSINESS**

- a) **Annual Appointments & Designations:** During the first meeting of the year, the Council must appoint an acting mayor (vice mayor) from among the councilmembers, designate an official newspaper, and select an official depository

for city funds. In addition, the Council also reviews appointments to City boards and commissions.

*MOTION: M. Alm* moved; seconded by *M. Smart* to adopt Resolution No. 2017-01: Resolution to Set Annual Appointments and Designations. By the following roll call vote the resolution was duly adopted and on file in the City Clerk's office.

ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *aye*; SMART: *aye*. *MOTION PASSED.*

b) **Fee Schedule:** The City Council sets fees annually for City services and licenses.

*MOTION: P. Baukol* moved; seconded by *M. Alm* to adopt Resolution No. 2017-02: Fee Schedules. By the following roll call vote the resolution was duly adopted and on file in the City Clerk's office.

ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *aye*; SMART: *aye*. *MOTION PASSED.*

c) **Pre-Authorization of Claim Payments:** Minnesota statute authorizes a City Council to delegate its authority to pay certain claims by adopting a resolution specifying the type of claims to be paid and the administrative official to whom this authority is granted.

*MOTION: M. Smart* moved; seconded by *W. Magnell* to adopt Resolution No. 2017-03: Pre-Authorization of Claim Payments. By the following roll call vote the resolution was duly adopted and on file in the City Clerk's office.

ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *aye*; SMART: *aye*. *MOTION PASSED.*

d) **Donation:** Nepstad Oil provided a one-hundred dollar donation to be applied to the Rescue Squad. Minnesota Statutes authorizes a city to accept a monetary donation by resolution of the Council by a two-thirds majority of its members.

*MOTION: P. Baukol* moved; seconded by *M. Alm* to adopt Resolution No. 2017-04: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and on file in the City Clerk's office.

ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *aye*; SMART: *aye*. *MOTION PASSED.*

e) **Police Contract Addendum & Sheriff's Report:** An agreement to contract with Norman County for patrolling services was approved in 2016. The agreement allows both parties to extend the contract with an addendum in writing which states the amount of compensation to be paid to Norman County and the period of extension.

*MOTION: M. Smart* moved; seconded by *M. Alm* to adopt Resolution No. 2017-05: Addendum to the City of Hendrum and Norman County Agreement Relating to Law Enforcement Services Dated January 1, 2016. By the following roll call vote the resolution was duly adopted and on file in the City Clerk's office.

ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *aye*; SMART: *aye*. *MOTION PASSED.*

f) **Cigarette License:** An application for a license to sell cigarettes in the City of Hendrum was received by Nepstad Oil.

*MOTION: M. Alm moved; seconded by W. Magnell to approve the application and issue a cigarette license to Nepstad Oil.*

*ALM: aye; BAUKOL: aye; JOHANNSEN: aye; MAGNELL: aye; SMART: aye. MOTION PASSED.*

#### **OTHER BUSINESS**

Discussion occurred concerning the need to work on an emergency action manual.

#### **ADJOURNMENT**

P. Baukol moved; seconded by M. Smart to adjourn the meeting at 9:32 p.m. The next regular council meeting will be at 7:00 p.m. on February 13, 2017, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer