

# CITY OF HENDRUM

## Regular Council Meeting Minutes

October 8, 2018

### CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:50 pm on October 8, 2018 in the Professional Building board room located at 308 Main Street East in Hendrum, Minnesota. The Pledge of Allegiance was recited.

### ROLL CALL

The following council members were present: Paul Baukol, Curt Johannsen and Michael Smart  
The following city personnel were present: Keri Plemmons, Clerk-Treasurer and Mark Sundblad, Maintenance Supervisor

### CONSENT AGENDA

- a) September 10, 2018 Regular Council Meeting Minutes
- b) September 26, 2018 Special Council Meeting Minutes
- c) September 2018 Maintenance Logs
- d) Public notice from MPCA concerning reissued Wastewater Pond General Permit comment period.

*MOTION: M. Smart moved; seconded by P. Baukol to approve the listed consent agenda items.*  
*ALM: absent; BAUKOL: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.*

### APPROVAL OF AGENDA

*MOTION: P. Baukol moved; seconded by M. Smart to approve the agenda.*  
*ALM: absent; BAUKOL: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.*

### REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PUBLIC WORKS:** All mechanical issues with the fire hydrants have been repaired. The mosquito sprayer has been winterized. The lagoon is being prepared for discharging. The requirements for placing rip rap at the lagoon will require more planning than was previously discussed and will require additional input from the MPCA. Maintenance Supervisor Sundblad requested to attend the Northwest District Water Operators School conducted by the Minnesota Department of Health October 23 to October 25, 2018 where he will have the opportunity to take the Water Supply System Operator Exam in order to become a licensed water operator.

*MOTION: M. Smart moved; seconded by P. Baukol to authorize Maintenance Supervisor Sundblad to register and attend the Water Operators School in Detroit Lakes October 23 to October 25, 2018.*

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

Maintenance Supervisor Sundblad also requested approval of vacation time from November 5 to November 9, 2018.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to approve Maintenance Supervisor Sundblad's request for vacation time off from November 5 to November 9, 2018.

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

- b) **CLERK-TREASURER:** The September financial report and October claims list totaling \$13,617.46 was presented for approval.

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

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

- c) **MAYOR:** The city has received notification from FEMA concerning the 90 day comment period of the proposed flood hazard determinations for certain locations in the City of Hendrum. A letter has been sent to FEMA requesting a deadline extension due to the TH 75 Reconstruction Project which will complete the final requirements needed to be able to proceed with certifying the levee.

- d) **FIRE DEPARTMENT:** Final changes were made to the draft copy of the Hendrum Civic Center/Fire Hall Rental Policy.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to approve the Hendrum Civic Center/Fire Hall Rental Policy as amended.

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

There is a four-wheel drive driveline in storage that was acquired for a vehicle no longer owned by the City.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to declare the four-wheel drive driveline as surplus property and authorize Maintenance Superintendent Sundblad to negotiate the deal to sell the property for no less than one-thousand-five-hundred dollars (\$1500.00).

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

Fire Chief Smart applied for the "Change Your Clock – Change Your Batteries" promotion through Energizer and was awarded with approximately four hundred batteries and promotional materials. Discussion ensued concerning advertising the promotion on the City website, Facebook page, and back of utility bill cards. The batteries will be available to pick up from the City Clerk's Office. The fire department will offer installation to those who need assistance.

## **UNFINISHED BUSINESS**

- a) **City Ordinance Violations:** Open ordinance violation files were reviewed and updated.

- b) MnDOT Hwy 75 Reconstruction Project:** The open house hosted by MnDOT was well attended. The 30% engineering plans were reviewed and discussed.
- c) Wellhead Protection:** No update.
- d) Employee Evaluations:** Clerk-Treasurer Plemmons has requested to shorten the posted office hours open to the public on Thursdays. This will allow the city clerk to use her accrued paid time off as needed with less disruption to the public.

*MOTION: P. Baukol moved; seconded by M. Smart to change the posted City Clerk's Office hours of operation from 9:00 am to 5:00 pm on Thursdays to 9:00 am to 1:00 pm on Thursdays.*

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

Clerk-Treasurer Plemmons also requested a merit increase in pay to reflect her qualifications, experience and position grade.

*MOTION: M. Smart moved; seconded by P. Baukol to increase Clerk-Treasurer Keri Plemmons wage an additional fifty cents per hour beginning January 1, 2019.*

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

- e) Lease Property:** An inspection of the lease property showed that the lessee had brought the condition of the property into compliance according to the contractual ending terms of the agreement. Proration of the lease payment was discussed. Discussion ensued concerning whether or not to consider leasing the property again. No action was taken.
- f) Sidewalk:** A quote to repair the public sidewalk in front of 312 Main Street East was reviewed. The property owner at 312 Main Street East also requested a quote from the same contractor to replace the private sidewalk to the front door.

*MOTION: P. Baukol moved; seconded by M. Smart to accept the quote from 2 Rivers Construction for one-thousand-six-hundred dollars (\$1,600.00) to repair both the county sidewalk and private sidewalk and to bill the property owners at 312 Main Street East eight-hundred dollars (\$800.00) for the portion leading to their front door and the other eight-hundred dollars (\$800.00) to Del Schnabel as part of the repair work required when the curb stop was damaged during snow removal on the sidewalk.*

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

## **NEW BUSINESS**

- a) Tax Forfeiture Property:** The Norman County Auditor/Treasurer's Office notified the city that two parcels were forfeited to the State of Minnesota for nonpayment of property taxes. A request was made to either approve the parcel(s) for public auction, auction to adjacent owners, or sale or conveyance to the city. After discussion it was decided to approve placing PID 29-4400000 up for public auction.

*MOTION: P. Baukol moved; seconded by M. Smart to adopt Resolution No. 2018-20: Tax Forfeited Property by the following roll call vote:*

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

It was decided by the council to request a sale to the city for PID 29-4420000 for the purpose of removing blighted conditions and making the site available for housing development.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to adopt Resolution No. 2018-21: Tax Forfeited Property by the following roll call vote:

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

*MOTION: P. Baukol* moved; seconded by *M. Smart* to request purchasing PID 29-4420000 for one thousand dollars (\$1,000.00).

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

**b) City Pickup:** Several pickups listed “for sale” which were under consideration to replace the current city pickup were reviewed. More research will be needed concerning one of the listed pickups. No action was taken.

## **ADJOURNMENT**

*M. Smart* moved; seconded by *P. Baukol* to adjourn the meeting at 10:55 pm. The next regular council meeting will be at 7:00 pm on November 14, 2018, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer