

CITY OF HENDRUM
Regular Council Meeting Minutes

March 11, 2019

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:05 pm on March 11, 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, Paul Baukol, Michael Smart, and Steven Jeffery.

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

The following member of the public was present: Jason Murray (David Drown Associates).

CONSENT AGENDA

- a) February 11, 2019 Regular Council Meeting Minutes
- b) February 27, 2019 Special Council Meeting Minutes
- c) February 2019 Maintenance Logs
- d) MPCA Notification to Nepstad Oil

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 New Business: D. Spring Flood Outlook
- b) Add to New Business: E. Obstructed Traffic Signs
- c) Add to Fire & Rescue Report: B. Retirement

MOTION: P. Baukol moved; seconded by S. Jeffery to approve the listed consent agenda items.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PUBLIC WORKS:** Maintenance Superintendent Sundblad has taken the Class D Wastewater Licensing test and will receive the results in approximately 3 weeks. Notification was received that Hendrum qualified for the Minnesota Pollution Control Agency's (MPCA) Wastewater Treatment Facility Operation Award due to the combined efforts of licensed operator Mike Kurkowski (N.W.S.) and Maintenance Superintendent Sundblad. The Phosphorus Management Plan was submitted for review by the council.

MOTION: M. Smart moved; seconded by *S. Jeffery* to approve the Phosphorus Management Plan as submitted.

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

- b) **CLERK-TREASURER:** The February financial report and March claims list totaling \$8,589.70 was presented for approval.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to approve the February financial report and March claims list in the amount of \$8,589.70.

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

- c) **MAYOR:** Mayor Johannsen updated the council that the request submitted to the Wild Rice Watershed District (WRWD) to acquire a computer from the district's surplus equipment was accepted. The computer has been installed in the board room and Mayor Johannsen thanked the WRWD for the equipment.

- d) **FIRE DEPARTMENT:** An application to join the fire department was reviewed.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to hire April Gill as an employee of the Hendrum Fire Department.

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

A letter of resignation was received from Tod Harrington.

MOTION: M. Smart moved; seconded by *S. Jeffery* to accept with regrets the resignation of Tod Harrington from the fire department.

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

UNFINISHED BUSINESS

- a) **City Ordinance Violations:** Open ordinance violation files were reviewed and updated.
- b) **MnDOT Hwy 75 Reconstruction Project:** Jason Murray provided an overview to the council of the two available bonding options authorized through statutory authority. The city has separate statutory authorities for the water/sewer work and lighting work involved in the MnDOT TH 75 project with the road work and possible city street paving project being included in a tax abatement bonding process. General numbers were also discussed on annual payments of the bond both including and not including paving the city streets and how this would affect property taxes. Council has decided to bring the option for the street overlay to the public. A timeline for the processes involved in bonding was provided by Jason Murray and reviewed by the council.
- c) **Wellhead Protection:** No update.

Lease Property: Two sealed bids were received, opened and read aloud. The City retains the right to reject any and all bids, therefore, rejected one bid construed as a conflict of interest.

MOTION: S. Jeffery moved; seconded by *M. Smart* to award the bid to lease parcel number 09-4141000 to Milton Alm for \$302.25 per year for a three year term.

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

- a) **City Pickup:** Mayor Johannsen contacted Roger Johnson with United Leasing to get proposed rate options to finance a city pickup on a lease-to-own schedule. General consensus was to pursue this financing option and bump up the top end of the purchase budget to sixteen-thousand-dollars (\$16,000).
- b) **Employee Evaluations:** Evaluations with the city employees were conducted.
- c) **Retention Pond/Haying Lease:** Sealed bids for an annual haying agreement of the City of Hendrum retention ponds are due by 5:00 pm on Monday, April 1st, 2019, to be opened and reviewed by the council at the April 8th regular meeting.
- d) **Arvig:** Arvig has expressed interest in placing an antenna on the city's water tower in order to provide internet services to western North Dakota. Mayor Johannsen has been in discussions with their representative concerning acceptable terms. The proposed agreement is currently being reviewed by the city attorney and will be brought to council to make a final determination.

NEW BUSINESS

- a) **Building Permit:** A building permit application to construct a fence was reviewed.

MOTION: P. Baukol moved; seconded by S. Jeffery to approve issuing a building permit to construct a fence at 215 Canning Street East.

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

- b) **Tax-Anticipation Certificate:** The city needs to issue certificates of indebtedness to pay claims exceeding current cash on hand until receipt of the payment of property taxes is received from Norman County.

MOTION: M. Smart moved; seconded by S. Jeffery to adopt Resolution No. 2019-07: Resolution Issuing Tax-Anticipation Certificates. 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.*

- c) **Seasonal Help:** Carl Woeck has committed to maintain his position as seasonal help for 2019. Council discussed a wage increase.

MOTION: P. Baukol moved; seconded by S. Jeffery to increase Carl Woeck's hourly wage to fifteen dollars (\$15.00) per hour.

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

- d) **Spring Flood Outlook:** The spring river levels forecast was reviewed concerning the potential for flooding. It is too early at this point to determine impact.
- e) **Obstructed Traffic Signs:** The yield sign east of the fire hall on Herbert Street has tree branches impacting visibility. Councilmember Baukol will contact the homeowner to discuss trimming.

ADJOURNMENT

M. Smart moved; seconded by *S. Jeffery* to adjourn the meeting at 10:04 pm. The next regular council meeting will be at 7:30 pm on April 8, 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