# REGULAR COUNCIL MEETING September 8, 2014

# CITY OF HENDRUM

Professional Building Board Room: 308 Main St E, Hendrum, MN 56550

**PRESENT:** M. Alm, P. Baukol, C. Johannsen, M. Smart and S. Tommerdahl. Also present: C. Woeck, Maintenance Supervisor; and K. Plemmons, Clerk-Treasurer. Absent: None.

**CALL TO ORDER:** Mayor Johannsen called the meeting to order at 7:50pm following the EDA meeting.

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

**CITIZENS’ FORUM:** None.

**CONSENT AGENDA:**

*MOTION*:M. Smart moved; seconded by P. Baukol to approve the minutes from the regularly scheduled council meeting on August 11, 2014.

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

*MOTION DECLARED PASSED*

**APPROVAL OF AGENDA:**

*MOTION:*S. Tommerdahl moved; seconded by M. Alm to approve the Agenda with the following additions: New Business: E. Wild Rice Addition; F. EDA Board Member; and G. Norman County Magazine. Other Business: A. Building Permits

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

*MOTION DECLARED PASSED*

**REPORTS OF OFFICERS AND DEPARTMENT HEADS:**

**MAINTENANCE REPORT:** The Minnesota Rural Water Association (MRWA) sponsored training class in Henning on August 20th was very informative. The ponds will be discharged within the next 2 weeks. The water will be chlorinated in October. Notices will be hung around town when exact dates are known. Vandalism has been occurring at the park: fireworks were set off in the bathrooms; picnic tables were carved into; and a camper had witnessed kids taking his watermelon and smashing it apart.

**CLERK-TREASURER’S REPORT:**

***Monthly Financial Report and Claims:*** K. Plemmons presented the monthly financial report and claims in the amount of $15,631.86.

*MOTION:*M. Alm moved; seconded by M. Smart to approve the financial report and pay the claims in the amount of $15,631.86.

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

*MOTION DECLARED PASSED*

***Voided Checks:*** *The following check numbers have been voided:* 13504, 13507

***Delinquent Utilities:*** Delinquent utilities were reviewed. Assessment notices will be mailed.

**LEVEE IMPROVEMENT PROJECT:** The storm sewer repair project and relocation of the manhole containing the storm sewer closure will be starting soon. Mowing is underway on the levee and the retention ponds could be cut for hay.

*MOTION:* P. Baukol moved; seconded by M. Alm to secure bids for haying of the retention pond.

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

*MOTION DECLARED PASSED*

**ENGINEER’S REPORT:** No report.

**MAYOR’S REPORT:** No report.

FIRE DEPARTMENT: No report.

POLICE DEPARTMENT: Discussion over new equipment for the Police Department occurred.

MOTION: S. Tommerdahl moved; seconded by P. Baukol to purchase a camera with a budget of $300 for the Police Department.

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

*MOTION DECLARED PASSED*

PARK UPDATE: Sentence-to-Serve completed priming and painting of the concession stand and the north and south sides of the old pavilion.

OLD BUSINESS:

Nuisance Violations: Ordinance violations were discussed and nuisance letters will be sent to the affected property owners.

Restroom Remodel: No report.

Ditch Cleaning: The ditch cleaning will be completed by freeze up.

6-month Financial Report: The financial report was handed out last month and reviewed by the council.

MOTION: P. Baukol moved; seconded by M. Smart to approve the 6-month financial report.

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

*MOTION DECLARED PASSED*

NEW BUSINESS:

***Special Garbage Pick Up:*** There have been several requests from the community concerning a fall clean-up day. Budgeting for this year allowed only for the spring clean-up. If residents have items that need to be discarded before next year’s spring clean-up, residents may arrange with Fuch’s Sanitation for a special garbage pick-up at the resident’s expense.

***Building Incentives:*** Discussion occurred over whether new building incentives were intended to belong to the first homeowner who lived in the property or if the incentives continue with the property for the length of the term regardless of ownership.

*MOTION:* S. Tommerdahl moved; seconded by P. Baukol to authorize the new building incentives to belong to the property for the term of the incentive regardless of ownership.

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

*MOTION DECLARED PASSED*

***Adopt Preliminary Budget & Certify 2015 Tax Levy:*** After working on a preliminary budget for 2015, it was determined to keep the levy at the same amount as 2014. The following sums of money are to be levied and collected in the year 2015, upon taxable property in the City of Hendrum for the following purposes:

 General Fund $ 99,871

 Fire Department $ 7,350

 Police Department $ 4,200

 Street Improvement Sinking Fund $ 9,450

**GROSS LEVY $120,871**

*MOTION:* M. Smart moved; seconded by S. Tommerdahl to adopt Resolution #2014-13: Adopting Preliminary 2015 Budget & Setting the 2014 Tax Levy Payable in 2015.

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

*MOTION DECLARED PASSED*

***Wild Rice Addition:*** The lots in the Wild Rice Addition have not been pinned. In order for future property owners to be able to accurately determine their property lines, one of the lots will need to be surveyed and a bench mark needs to be created in order to determine correct building elevations.

*MOTION:* M. Smart moved; seconded by P. Baukol to hire Moore Engineering to survey Lot 4 Block 4 of the Wild Rice Addition and put in a bench mark.

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

*MOTION DECLARED PASSED*

It has also been discovered that the Wild Rice Addition has not had the Letter of Map Revision (LOMAR) created and documented to remove it from the flood plain on the flood maps.

*MOTION:* C. Johannsen moved; seconded by M. Smart to hire Moore Engineering to create and document the Letter of Map Revision.

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

*MOTION DECLARED PASSED*

***EDA Board Member:*** Discussion occurred over the number of council members who are currently on the EDA Board and the need to replace one or two board members with interested community members who are not on the City Council. Research will be done to determine who is at the end of their term on the EDA board.

***Norman County Magazine:*** The Discover Norman County 2015 Edition will be printing at the end of October for distribution in 2015. 10,000 copies were printed and distributed during the 2013 edition and the city advertising provides a positive interest and impact with the community.

*MOTION:* P. Baukol moved; seconded by S. Tommerdahl to purchase a full page ad for $469 in the Discover Norman County magazine with half of the advertising expenses split with the Hendrum Economic Development Association (HEDA).

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

*MOTION DECLARED PASSED*

OTHER BUSINESS:

Building Permits: Two building permit applications were reviewed by the council.

MOTION: M. Smart moved; seconded by S. Tommerdahl to approve the building permit applications submitted.

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

*MOTION DECLARED PASSED*

ANNOUNCEMENTS:

October 13, 2014 – Regular Council Meeting.

Having no further business, P. Baukol moved; seconded by M. Smart to adjourn at 10:15 pm on September 8th. Motion carried. The above minutes are unofficial until approved at the next regularly scheduled council meeting on October 13, 2014.

Respectfully Submitted,

Keri Plemmons, City Clerk-Treasurer