

CITY OF HENDRUM
Regular Council Meeting Minutes
June 11, 2018

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:35 p.m. on June 11, 2018 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: Paul Baukol, Curt Johannsen, and Michael Smart.

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

The following members of the public were present: Marit Knutson, Auditor and Jeremy Bachmeier.

CITIZENS FORUM

- a) **Boulevard Trees:** Jeremy Bachmeier requested removal of one of the boulevard trees along his property due to concerns about the tree possibly being diseased. He also requested permission to plant a couple of trees along the same boulevard.

CONSENT AGENDA

- a) May 21, 2018 regular council meeting minutes
- b) May 2018 maintenance log

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

APPROVAL OF AGENDA

- a) Move from Consent Agenda to New Business: D. MPCA Permit
- b) Add to New Business: E. Seasonal Help
- c) Add to Fire Department: D. Storm Drains

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PUBLIC WORKS:** A number of hydrants were identified as needing repairs. The storm drain at the intersection of Canning Street and Rice Street is not draining well. Maintenance Superintendent Sundblad requested purchasing a telescoping valve wrench. Council instructed Maintenance Superintendent Sundblad to pick up branches and leaves on Mondays instead of daily.

MOTION: P. Baukol moved; seconded by M. Smart to approve purchasing a telescoping valve wrench.

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

MOTION: M. Smart moved; seconded by P. Baukol to contact Jet-Way to inspect and clear the storm drain at Canning and Rice Street.

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

- b) **CLERK-TREASURER:** The May financial report and June claims list totaling \$25,177.74 was presented for approval.

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

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

- c) **MAYOR:** Mayor Johannsen has been spending considerable time mowing the levee and other city properties in order to help get the mowing caught up and requested to be reimbursed for the extra time.

MOTION: M. Smart moved; seconded by P. Baukol to approve reimbursing Mayor Johannsen for the mowing at \$15.00 per hour.

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

- d) **FIRE DEPARTMENT:**

Township Contract: The changes to the fire protection contract with Hendrum Township were reviewed and approved.

MOTION: P. Baukol moved; seconded by M. Smart to approve the City of Hendrum – Hendrum Township fire protection contract to be signed by Curt Johannsen, Mayor, and Keri Plemmons, Clerk-Treasurer, on behalf of the City of Hendrum.

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

Applications: Two applications were received to join the Hendrum Fire Department for serving at the Perley-Lee Township fire building and equipment. Both applications were reviewed and approved.

MOTION: P. Baukol moved; seconded by M. Smart to hire Michelle Holm and Dennis Hanson as firefighters and/or first responders of the Hendrum Fire Department.

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

Fire Hydrants: Addressed in Public Works report.

Storm Drains: Addressed in Public Works report.

UNFINISHED BUSINESS

- a) **City Ordinance Violations:** There was not enough time to conduct the inspections on the ordinance violations from last winter before the June meeting. Council instructed Clerk-Treasurer Plemmons to send violation letters concerning rank growth of vegetation to 224 Quincy St N and 142 Great Northern St S. The shed located at 339 Main St W has not been moved to its approved location indicated on the building permit application. Council has determined that it is necessary for Mayor Johannsen to report the non-compliance to the city attorney. Council

discussed the findings reported on the inspection of the flood buyout property. A new lease has not been signed to date. Council instructed Clerk-Treasurer Plemmons to notify the lessor of the property that a deadline has been set to sign the lease and pay the rent or vacate the property by July 9, 2018.

- b) **MnDOT Hwy 75 Reconstruction Project:** Mayor Johannsen notified the resident at 173 Highway 75 South that if reinstatement of the driveway entrance back to Highway 75 was desired that the petition for reinstatement to MnDOT is required to come from the property owner.
- c) **Wellhead Protection:** No update.
- d) **Employee Evaluations:** The meeting was closed to discuss employee personnel matters.

MOTION: M. Smart moved; seconded by P. Baukol to close the council meeting located in the Professional Building board room at 9:48 pm in order to discuss personnel matters.

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

MOTION: P. Baukol moved; seconded by M. Smart to reopen the meeting at 10:07 pm.

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

- e) **Dangerous Dog:** The dog owner did not contact the city clerk's office to complete the registration. Council has determined that it is necessary for Mayor Johannsen to report the non-compliance to the city attorney.
- f) **USDA Tree Grant:** Council went over the requirements to apply and determined that along with the limited time frame to put together the application, the general intent of the grant is not geared toward the needs of the community at this time.
- g) **Camping at City Parks:** Several examples of camping policies from other Minnesota cities were provided to the council to help with development of a policy for Hendrum.

NEW BUSINESS

- a) **Rip Rap at Boat Landing:** Significant erosion is occurring near the boat ramp.

MOTION: M. Smart moved; seconded by P. Baukol to authorize the purchase of rip rap to repair the washout under the bridge at the boat landing.

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

- b) **Annual Audit Report:** Marit Knutson from Hoffman, Phillip and Knutson, PLLC, presented the audit report for 2017. The council will review the report and accept at the next meeting.
- c) **Sidewalk Removal Request at 339 Main St W:** A sidewalk removal request was received by the property owners at 339 Main St W. The council determined that the sidewalk is still in acceptable condition and has denied the request and instructed Clerk-Treasurer Plemmons to send a notification letter to the property owners.

MOTION: P. Baukol moved; seconded by M. Smart to deny the sidewalk removal request at 339 Main St W.

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

- d) **MPCA Permit:** Mayor Johannsen provided the council with background information concerning Governor Dayton's push to remove phosphorus and nitrogen from

Minnesota water sources. Notification was received from the Minnesota Pollution Control Agency (MPCA) that the Hendrum wastewater treatment facility will be immediately eligible for coverage upon issuance of the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Permit for the Wastewater Pond General Permit after a 60-day public notice.

- e) **Seasonal Help:** A two week notice was submitted by Kylie Wamstad, who was employed as the seasonal maintenance assistant. Council instructed Clerk-Treasurer Plemmons to advertise the available position in the Norman County Index for two weeks with applications due by noon on June 27, 2018. A special meeting was called for Thursday, June 28, 2018 at 7:00 pm to conduct interviews.

MOTION: M. Smart moved; seconded by P. Baukol to advertise for the seasonal maintenance assistant position in the official city newspaper for two weeks with applications due by noon on June 27, 2018.

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

OTHER BUSINESS

- a) **Boulevard trees:** Council discussed the removal request of one boulevard tree and determined that the elm tree is not diseased. Discussion also centered on purchasing two trees to be planted along the boulevard at 332 Main St W.

MOTION: P. Baukol moved; seconded by M. Smart to deny the boulevard elm tree removal request at 332 Main St W and to authorize Councilmember Smart to purchase two trees to be planted along the same boulevard.

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

ADJOURNMENT

M. Smart moved; seconded by P. Baukol to adjourn the meeting at 12:05 a.m. The next regular council meeting will be at 7:30 p.m. on July 9, 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