

# CITY OF HENDRUM

## Regular Council Meeting Minutes

June 10, 2019

### CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:30 pm on June 10, 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, Michael Smart, Paul Baukol, and Steven Jeffery.

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

The following members of the public were present: Marit Knutson, Hoffman, Philipp & Knutson, PLLC (city auditor) and Cynthia Julin, Julin Law Office (city attorney).

### CONSENT AGENDA

- a) 2019-05-08 Public Hearing Minutes
- b) 2019-05-08 Special Council Meeting Minutes
- c) 2019-05-13 Regular Council Meeting Minutes
- d) 2019-05 Maintenance Logs
- e) Notification from League of Minnesota Cities about dues increase

*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: E. Mayor Duties
- b) Add to New Business: F. Donations

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

*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 been working on discharging and transferring water between the lagoons. The hydrants will be getting scheduled to be flushed soon. Also, two hydrants will need repairs to work properly and Mr. Sundblad was requesting permission to purchase the replacement parts. The council agreed that it is important to keep the hydrants in good repair and to purchase the parts as necessary maintenance. The Hendrum Community Park's well is having trouble with the pressure

switch not operating as it should. There was also discussion centering on a camper who has settled in at the park but has not paid any fees.

- b) **CLERK-TREASURER:** The May financial report and June claims list totaling \$22,214.37 was presented for approval.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to approve the May financial report and pay the claims in the amount of \$22,214.37.

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

An internal fund transfer from the Sewer Fund to the Park Fund was recommended by the auditor to bring the Park Fund out of a negative balance for fiscal year 2018.

*MOTION: S. Jeffery* moved; seconded by *P. Baukol* to transfer \$3,959.00 from the Sewer Fund to the Park Fund.

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

Clerk-Treasurer Plemmons requested permission to charge-off a bad debt totaling \$56.60 from an unpaid utility bill of a property that has sold and of which there is no way to collect from the previous owner.

*MOTION: S. Jeffery* moved; seconded by *M. Smart* to authorize Clerk-Treasurer Plemmons to charge-off bad debt totaling \$56.60.

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

- c) **MAYOR:** No report.

- d) **FIRE DEPARTMENT:** An application for a firefighter position with the city was reviewed by the council.

*MOTION: P. Baukol* moved; seconded by *S. Jeffery* to hire Luis Lopez as an employee of the fire department.

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

## UNFINISHED BUSINESS

- A. **City Ordinance Violations:** The city attorney was available to provide an update on pending litigation.

*MOTION: P. Baukol* moved; seconded by *S. Jeffery* to close the meeting at 8:35 pm to discuss pending litigation matters.

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

*MOTION: M. Smart* moved; seconded by *P. Baukol* to reopen the meeting at 9:27 pm.

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

- B. **MnDOT Hwy 75 Reconstruction Project:** After the bid letting went significantly over budget, it was uncertain if the project was going to move forward this year. However, it does appear that MnDOT has accepted the bids and the project will continue. The City is unable to

proceed with the bonding process until the final numbers for the project have been received from MnDOT.

- A. **Potential City Street Paving Project:** No update.
- B. **Wellhead Protection:** No update.
- C. **City Pickup:** No update.
- D. **Arvig:** No update.
- E. **Lift Station Service Agreement:** There was an error in the number of pumps to be serviced on the agreement that was provided and the city is waiting on an amended version to review.
- F. **Potentially Dangerous Dog Declaration:** The city attorney is working on notifying the dog owner of the mandatory reporting requirements.

## NEW BUSINESS

- A. **Annual Audit Report:** Marit Knutson from Hoffman, Phillip and Knutson, PLLC, presented the audit report for 2018. The council will review the report and accept at the next meeting.
- B. **Hendrum Drive Street Lights:** Discussion centered on why the Hendrum Drive street lights were so much brighter when the lights were originally installed a number of years ago. Initially the Red River Valley Electric Cooperative did not have the LED lights in supply and installed the sodium halide lights until the LED lights arrived. The LED lights which are much more cost effective to operate were installed within the first couple of months of the light installation project.
- C. **Council Vacancy:** Concerns were raised regarding Councilmember Magnell's lack of attendance at the council meetings and if Mr. Magnell was still interested in serving in his elected role. Councilmember Baukol volunteered to inquire with Mr. Magnell concerning his position on the council.
- D. **Building Permit:** One building permit application was reviewed.

*MOTION: M. Smart moved; seconded by P. Baukol to issue a building permit to construct a porch at 354 Rice Street South.*

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

- E. **Mayor Duties:** Discussion took place concerning the roles and responsibilities of the Mayor and members of the Council.

- F. **Donations:** Donations were received by Gary Cares for fire and rescue services.

*MOTION: M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2019-12: Resolution Accepting Donations. 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.*

## ADJOURNMENT

*P. Baukol* moved; seconded by *S. Jeffery* to adjourn the meeting at 10:43 pm. The next regular council meeting will be at 7:30 pm on July 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