

# CITY OF HENDRUM

## Regular Council Meeting Minutes

October 9, 2017

### CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:32 pm on October 9, 2017 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, Michael Smart, Milton Alm, Curt Johannsen

The following city personnel were present: Mark Sundblad, Maintenance Superintendent; Keri Plemmons, Clerk-Treasurer

The following members of the public were present: Michael Kurkowski, N.W.S.; Tara Johnk; Jeremy Bachmeier

### CITIZEN'S FORUM

Tara Johnk addressed the council concerning the assessment letter received from the City. Jeremy Bachmeier addressed the council concerning the ordinance violation letter received from the City, and he requested more time to address the violations. The council agreed to give Mr. Bachmeier an extension until December 1<sup>st</sup> and will revisit the issue at the regularly scheduled December council meeting.

### CONSENT AGENDA

- a) 2017-09-05 Special Council Meeting Minutes
- b) 2017-09-11 Regular Council Meeting Minutes
- c) 2017-09 Maintenance Logs
- d) MPCA Notice of additional hearing
- e) Lead/Copper Tap Water Monitoring Report

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

### APPROVAL OF AGENDA

- a) CLERK-TREASURER: Delinquent Utilities
- b) CLERK-TREASURER: Fence Permit Application

*MOTION: M. Alm* moved; seconded by *P. Baukol* to approve the agenda with the listed additions.

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

## REPORTS OF OFFICERS AND DEPARTMENT HEADS

a) **PUBLIC WORKS:** M. Sundblad discussed correcting a culvert issue by extending the end an additional four feet. The culvert extension will cost \$180 for 10 foot section and \$24 per band. The gate valve capped enclosures are fixed. One more needs to be addressed at Great Northern and Main Street. Requested purchasing two more capped enclosures at \$52 apiece. Would like to get rid of an old exam table taking up valuable space in the shop. It was suggested to bring the table to the city storage building until Spring Clean-up. The grapple is fixed and no longer leaks hydraulic fluid. The fuel tank on the Ford F150 will need to be replaced as it is leaking fuel.

b) **CLERK-TREASURER:**

**Financial Report & Claims:** The September financial report and October claims list totaling \$25,327.85 was presented for approval.

*MOTION: P. Baukol* moved; seconded by *M. Alm* to approve the September financial report and October claims list totaling \$25,327.85.

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

**Delinquent Utilities:** Clerk-Treasurer Plemmons gave the council an update on city procedure for handling delinquent utility accounts.

**Fence Permit Packet:** A fence permit application and information packet was presented for review.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to approve the submitted fence permit application and information packet as an application form separate from the building permit application.

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

c) **MAYOR:**

**FM Diversion:** Mayor Johannsen reviewed the history of the Red River Flood Control Impact Group, upstream opposition groups, the Minnesota Department of Natural Resources, the recent injunction, and how they relate to the FM Diversion. In an effort to come up with a compromise that would satisfy all the affected parties and still provide certifiable flood protection for the Fargo-Moorhead region, Minnesota Governor Dayton and North Dakota Governor Burgum have created a sixteen member task force, eight from each state, who will be assigned the task to come up with a solution by mid-December.

d) **FIRE DEPARTMENT:**

**Joint Powers Agreement:** M. Smart talked to two Perley-Lee Township Fire Department board members that the City of Hendrum is interested in working with the board about the proposed joint venture and would like to

set up a committee to work on the agreement. The Perley-Lee Township Fire Department board has not as of yet scheduled a meeting to address the next steps. Mayor Johannsen appointed Mike Smart as Fire Chief and himself to the committee.

**Township Contract:** The contract with Hendrum Township concerning fire services was reviewed. Equipment improvements and training (which contributed to an improved ISO rating) along with increased expenditures with insurance, electricity, building and equipment maintenance, etc. has prompted a need to renegotiate the contract fee. Council instructed Clerk-Treasurer Plemmons to invite the Hendrum Township board to the regularly scheduled December meeting to start this conversation.

**Application:** An application to become a member of the Hendrum Fire Department was submitted to the City Clerk's office. Council reviewed the application.

*MOTION: P. Baukol moved; seconded by M. Alm to approve hiring Jordan Smart as a member of the fire department.*

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

## **UNFINISHED BUSINESS**

- A. City Ordinance Violations:** Ordinance violation letters were sent to eighteen properties. A review of each property was conducted by the council. Five properties were brought into compliance. Council instructed Clerk-Treasurer Plemmons to send an updated ordinance violation letter to one of the noncompliant properties which will also include a parking violation of a trailer and an additional unlicensed vehicle. Additional research will be conducted and presented at the November meeting concerning how to set and utilize the administrative fee portion of the new ordinance. This also provides the noncompliant property owners with additional time to bring their properties into compliance. The noncompliant properties will be reviewed at the November meeting.
- B. MNDot Hwy 75 Reconstruction Project:** No update.
- C. Hendrum Relief Association Pension Actuarial Study:** Clerk-Treasurer Plemmons is waiting to receive information from the Hendrum Relief Association in order to provide the data requested by the firm hired to complete the actuarial study.
- D. Wellhead Protection:** The Minnesota Department of Health (MDH) has approved the delineation of the wellhead protection area, the delineation of the drinking water supply management area, and assessments of well and aquifer vulnerability for both of the city public wells. The wellhead protection rule requires the city to send copies to the local units of government and for the city to hold a public

information meeting regarding this information. Council instructed Clerk-Treasurer Plemmons to mail the required notifications, schedule the public information meeting for November 13<sup>th</sup> to be incorporated into the regularly scheduled City Council meeting and to invite the MDH planner to attend.

- E. Lease Property Contract:** A copy of the restrictions and covenants regarding property acquired through the property acquisition/flood buyout programs which applies to the property whose lease was recently put up for bids was reviewed by the council. Discussion occurred on the updated changes to the lease agreement before it is signed. Mayor Johannsen will contact Mr. Hempeck, who was awarded the recent bid, regarding the changes and whether that will affect his decision to enter into the lease agreement.

## **NEW BUSINESS**

- A. Class D water/sewer licensed operator:** C. Woeck reported to the City Clerk's office on September 27<sup>th</sup> that he was resigning as the licensed water/wastewater operator on October 1<sup>st</sup>. After discussion with Mayor Johannsen, he agreed to stay until the end of October to give the management time to find a replacement. Michael Kurkowski from North West Services (N.W.S) brought a contract proposal for certified utility operation management services. Mr. Kurkowski went over the scope of his services provided per the contract with the council.

*MOTION: M. Alm moved; seconded by M. Smart to approve and enter into an agreement to perform training and operational services with N.W.S. for five hundred dollars (\$500) per month from November 1, 2017 to January 1, 2019.*

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

- B. EDA appointments:** Mayor Johannsen is working on finding community members who are interested in serving on the board.
- C. Workers' Comp options:** Council reviewed the information in the quote for workers' compensation coverage. No action was taken. The coverage will be automatically renewed with the coverage selection from last year.
- D. Election grant request:** Council reviewed the correspondence from the Norman County Auditor-Treasurer concerning grant opportunities for the purchase of election equipment and whether or not the city was interested in upgrading the election equipment for the 50% grant match or was considering becoming a mail ballot precinct. The council was not interested in pursuing switching to a mail ballot precinct and does not need to upgrade the election equipment. No action was taken.

## **ADJOURNMENT**

*M. Smart* moved; seconded by *P. Baukol* to adjourn the meeting at 10:37 pm. The next regular council meeting will be at 7:00 pm on November 13, 2017, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer