

CITY OF HENDRUM

Regular Council Meeting Minutes

January 23, 2019

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:17 pm on January 23, 2019 in the Professional Building boardroom 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, Michael Smart and Steven Jeffery

The following city personnel were present: Keri Plemmons, Clerk-Treasurer

The following members of the public were present: Mick Alm

CITIZEN'S FORUM

Mick Alm inquired about the land lease.

CONSENT AGENDA

- a) December 10, 2018, Regular Council Meeting Minutes
- b) January 2, 2019, Special Council Meeting Minutes
- c) January 7, 2019, Special Council Meeting Minutes
- d) Norman County 2019 Multi-Hazard Mitigation Plan update feedback invite
- e) Statement of Tax Collections and Other Income
- f) Notification of final issue of Wastewater Pond General Permit
- g) Statement of premium audit adjustment for Workers' Compensation plan
- h) MnDOT 10 year plan for State highway projects in Norman County
- i) Property/Casualty 2018 Dividend correspondence
- j) December 2018 Maintenance Logs

MOTION: M. Smart moved; seconded by S. Jeffery 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: H. K-Bid Online Auctions
- b) Add to New Business: I. Audit Engagement Letter
- c) Add to New Business: J. Demolition Permit
- d) Add to New Business: K. Property Address in West Acres Addition
- e) Add to New Business: L. Employee Evaluations

MOTION: P. Baukol moved; seconded by S. Jeffery 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:** A request to attend the Minnesota Rural Water Association (MRWA) Annual Water & Wastewater Conference in order to take the Wastewater Exam to become a Class D Licensed Wastewater Operator was submitted by Maintenance Supervisor Sundblad.

MOTION: M. Smart moved; seconded by P. Baukol to authorize Maintenance Supervisor Sundblad to attend the MRWA Water & Wastewater Conference.

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

b) CLERK-TREASURER:

1. The December financial report and January claims list totaling \$24,588.22 was presented for approval. The claim totaling \$107.20 from Crown Trophy had been approved at the December 10, 2018, council meeting and was removed from the claims list.

MOTION: S. Jeffery moved; seconded by M. Smart to approve the December financial report and January claims list in the amount of \$24,481.02.

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

2. The P.D. Tahoe Replacement Savings Account has had a zero balance for more than a year. Clerk-Treasurer Plemmons suggested that the council consider officially closing the account.

MOTION: P. Baukol moved; seconded by S. Jeffery to close the P.D. Tahoe Replacement Savings Account.

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

3. The 2018 Annual Financial Statement was provided to the council members to review for the February 11, 2019, regular council meeting.
4. Clerk-Treasurer Plemmons recommended two internal fund transfers for end of fiscal year 2018 in order to clear the negative balance for both funds.

MOTION: M. Smart moved; seconded by P. Baukol to authorize two fund transfers: \$2,614.81 from the Pest Control Fund into the General Fund and \$2,191.27 from the Pest Control Fund into the Fire Fund.

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

- c) MAYOR:** No report.

- d) FIRE DEPARTMENT:** Three employees are taking Firefighter I training; one employee is taking EMR training; and one employee is taking EMT training.

UNFINISHED BUSINESS

- a) **City Ordinance Violations:** Open ordinance violation files were reviewed and updated. Court dates have been scheduled for all but one of the violations of which the court date has yet to be determined. A tanker was dollied facing the wrong direction on the residential street near Quincy Street and Main Street. Clerk-Treasurer Plemmons was instructed to notify the owner of a number of violations of the Parking Ordinance.

MOTION: P. Baukol moved; seconded by *M. Smart* to notify the owner of the tanker of the parking violations.

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

- b) **MnDOT Hwy 75 Reconstruction Project:** MnDOT's engineering plans are at 90% completion. Council discussed some changes that were made to the drainage ditches and the height of the four lights at the intersection of TH 75 and Main Street. A temporary permit to construct along a section of city property was received from MnDOT.

MOTION: S. Jeffery moved; seconded by *P. Baukol* to approve the temporary permit to construct submitted by MnDOT and to authorize Mayor Johannsen and Clerk-Treasurer Plemmons sign the documentation effectuating the permit.

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

- c) **Wellhead Protection:** No update.

- d) **Lease Property:** Council decided to lease the Camp property for one year.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to advertise for bids on leasing city property, also known as the Camp property, on the week of February 5th and the week of February 19th in the official newspaper with sealed bids turned into the City Clerk's office no later than 5:00 pm on March 4, 2019.

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

- e) **City Pickup:** Discussion centered on the minimum requirements for a pickup purchase and a general consensus to stay within a ten to twelve thousand dollar price range. A final decision will be made when a suitable vehicle is located and the council agrees on the purchase.

- f) **Snow Removal Business:** The contractor has not sold his blades and has guaranteed snow removal services until summer.

NEW BUSINESS

- A. **Law Enforcement Services Addendum:** An addendum to the City of Hendrum and Norman County agreement relating to law enforcement services for the calendar year 2019 for the annual compensation of \$8,454.07 was reviewed and approved.

MOTION: M. Smart moved; seconded by *S. Jeffery* to adopt Resolution No. 2019-05: Resolution approving an addendum to the City of Hendrum and Norman County agreement relating to law enforcement services dated January 1, 2016. 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.*

- B. Cigarette License Application:** An application for a license to sell cigarettes at retail in the City of Hendrum was received by Nepstad Oil.

MOTION: P. Baukol moved; seconded by *M. Smart* to approve the application and issue a cigarette license for 2019 to Nepstad Oil.

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

- C. Northwest Regional Development Commission Nomination:** The Northwest Regional Development Commission is seeking nominations for a Norman County municipal representative to serve on the commission. Councilmember Jeffery is considering the nomination and will get back to Mayor Johannsen if interested.

- D. Pay Equity Compliance Report:** The pay equity compliance report which is due to be filed with the State of Minnesota was reviewed.

MOTION: S. Jeffery moved; seconded by *M. Smart* to approve and submit the Pay Equity Report to the State of Minnesota.

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

- E. Annual Appointments & Designations:** During the first meeting of the year, the Council must appoint an acting mayor (vice-mayor) from among the councilmembers, designate an official newspaper, and select an official depository for city funds. In addition, the Council also reviews appointments to city boards and commissions.

MOTION: M. Smart moved; seconded by *P. Baukol* to adopt Resolution No. 2019-02: Resolution to set annual appointments and designations. 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.*

- F. Fee Schedule:** The City Council sets fees annually for city services and licenses.

MOTION: S. Jeffery moved; seconded by *P. Baukol* to adopt Resolution No. 2019-04: Fee Schedules. 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.*

- G. Donation:** Two donations were received by David L. Rask. The intent of the first donation is to be used for the Hendrum Fire Department and the second donation is to be used for park maintenance. After deliberation, the council decided to use the park donation funds to purchase picnic tables for Rask Park.

MOTION: M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2019-03: 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.

MOTION: M. Smart moved; seconded by S. Jeffery to use the donation money received by David L. Rask to purchase picnic tables to be used at Rask Park.

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

H. K-Bid Online Auctions: A general discussion ensued about office equipment and other items of interest that were up for auction from the Twin Valley Nursing Home.

I. Audit Engagement Letter: Mayor Johannsen entertained a motion to consider approving the engagement letter provided by Hoffman, Philipp, & Knutson, PLLC (city auditor).

MOTION: P. Baukol moved; seconded by M. Smart to approve signing the auditor's engagement letter.

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

J. Demolition Permit: An application to remove the housing structure and fill in the crawl space was received from the owners of 312 Main St E.

MOTION: M. Smart moved; seconded by P. Baukol to approve the application to remove the housing structure and fill in the crawl space and issue a demolition permit for 312 Main St E.

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

K. Property Address in West Acres Addition: A request from Jill Murray, Norman County Assessor, to assign a site address due to new construction for two parcels in the West Acres Addition was reviewed.

MOTION: M. Smart moved; seconded by P. Baukol to assign parcel number 29-4457108 and 29-4457109 with the site address of 140 Park Avenue West.

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

L. Employee Evaluations: Discussion ensued about conducting annual employee evaluations as per the employee personnel policy. It was decided to use the evaluation system using Google Docs which was created last year to send out the employee evaluations to be completed by March 4, 2019.

ADJOURNMENT

S. Jeffery moved; seconded by P. Baukol to adjourn the meeting at 9:59 pm. The next regular council meeting will be at 7:00 pm on February 11, 2019, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer