

**CITY OF HENDRUM**  
**Regular Council Meeting Minutes**

July 10, 2017

**CALL TO ORDER**

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:33 pm on July 10, 2017 in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota. The Pledge of Allegiance was recited.

**CITIZEN'S FORUM**

Noah Leraas is working with the Ambassador's League where he has to complete some interviews and other projects and was looking for information on leaders in the area to shadow and interview. He was also looking for volunteer work in the community.

**ROLL CALL**

The following council members were present: Michael Smart, Milton Alm, Curt Johannsen, Paul Baukol

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

The following members of the public were present: Noah Leraas

**CONSENT AGENDA**

- a) 2017-06-12 Regular Council Meeting Minutes
- b) 2017-06 Maintenance Logs
- c) Official Notice of Formal Renewal Procedure under Cable Act from Arvig

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

**APPROVAL OF AGENDA**

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

- a) New Business: d. Shop Computer
- b) New Business: e. Gravelling
- c) New Business: f. Alley Surveying

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

**REPORTS OF OFFICERS AND DEPARTMENT HEADS**

- a) **PUBLIC WORKS:** M. Sundblad discussed his first month on the job.

- b) **CLERK-TREASURER:** The June financial report and July claims list totaling \$51,805.66 was presented for approval.

*MOTION: M. Smart moved; seconded by P. Baukol to approve the June financial report and July claims list totaling \$51,805.66.*

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

- c) **MAYOR:** The contribution for Hendrum from the Small Cities Assistance Account will be \$6371.00. A countywide EDA is being pursued by local city leaders and Mayor Johannsen has volunteered to be the advocate for the City of Hendrum. Mayor Johannsen mowed the levee in preparation of the levee inspection while the seasonal employee was on vacation and requested to be paid for the time commitment.

*MOTION: M. Smart moved; seconded by M. Alm to approve paying the mayor \$15.00 per hour for time spent mowing the levee.*

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

- d) **FIRE DEPARTMENT:** The fire relief association ran the concession stand for the Hendrum-Perley reunion and 135<sup>th</sup> celebration. The next training class will take place in Halstad with M State's propane unit. Council discussed the need for emergency lighting during power outages.

*MOTION: P. Baukol moved; seconded by M. Alm to install a light on the south side of the fire hall to be connected to the generator to run during times of power outages.*

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

## **UNFINISHED BUSINESS**

- a) **City Ordinance Violations:** Council reviewed the property with the pending court case. Additional nuisance properties to be addressed were also discussed.
- b) **MNDot Hwy 75 Reconstruction Project:** No update.
- c) **Hwy 75 Parking:** The requirements have been met for the state program which allows the Norman County Sheriff's police department to issue citations. The "No Parking" signs can be installed and enforced.
- d) **Hendrum Relief Association Pension Actuarial Study:** No update.
- e) **Wellhead Protection:** Part one has been completed and is waiting on the city to review and approve.
- f) **Lease Property Contract:** The council discussed adding language to the contract and doing an inspection.

## **NEW BUSINESS**

- a) **Audit Report:** Marit Knutson from Hoffman, Phillip and Knutson, PLLC, presented the audit report for 2016. The council will review the report and accept at the next meeting.
- b) **Lift Station Annual Service Contract:** ND Sewage Pump & Lift Station Service Co Inc. is the company that the city has used for many years to provide annual servicing of the lift station. They have notified the city that the service contract rate will increase from \$350.00 to \$425.00. The rate has not been raised in 10 years.

*MOTION: P. Baukol moved; seconded by M. Smart to continue using ND Sewage Pump & Lift Station Service Co Inc. to provide annual servicing of the lift station at the increased rate of \$425.00.*

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

- c) **Tree Removal:** One quote was presented to the council on removal of a boulevard tree located in town. The city is still waiting on a second quote.

- d) **Shop Computer:** The council discussed purchasing a laptop and allowing Councilmember Alm to conduct the research.

*MOTION: M. Smart moved; seconded by P. Baukol to authorize M. Alm to purchase a laptop for the city shop.*

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

- e) **Gravelling:** Several locations in the city which were determined to be in need of gravel.

*MOTION: P. Baukol moved; seconded by M. Smart to authorize Mayor Johannsen and Councilmember Alm to order sufficient gravel to cover the areas that were determined to be in need of gravel.*

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

- f) **Alley Surveying:** The alley between Haylett Street and Quincy Street south of Main Street is overgrown with trees. A survey will need to be conducted to locate the property lines before the trees can be cleared.

*MOTION: M. Alm moved; seconded by M. Smart to authorize the city engineer to survey the alley between Haylett Street and Quincy Street south of Main Street.*

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

## **ADJOURNMENT**

*P. Baukol moved; seconded by M. Smart to adjourn the meeting at 9:29 pm. The next regular council meeting will be at 7:30 pm on August 14, 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