

CITY OF HENDRUM

Regular Council Meeting Minutes

February 12, 2018

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:02 p.m. on February 12, 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, Michael Smart, Milton Alm and Wesley Magnell.

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

The following member of the public was present: Stash Hempeck.

CITIZENS FORUM

Stash Hempeck approached the council to let them know the temporary fencing in the alley has been removed and that he would like to put it back up on his property line. Council informed Mr. Hempeck that he has the option to request a variance since the ordinance would require the fence to be placed no closer than fifteen feet off the center of the alley.

CONSENT AGENDA

- a) January 8, 2018 regular council meeting minutes
- b) January 2018 maintenance log
- c) MnDOT notification of acquisition letter
- d) Police activity report for 2017
- e) ~~System review report of auditing firm for city financials~~
- f) ~~Hoffman, Phillip & Knutson, PLLC engagement letter.~~

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

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

APPROVAL OF AGENDA

- a) New Business: C. Engagement Letter

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PUBLIC WORKS:** Maintenance Supervisor Sundblad met with Minnesota Rural Water and received training on how to disassemble the seat of one of the fire hydrants that refused to close. The shop is in need of additional replacement parts to have on hand since three more hydrants will need similar fixes in the summer. The ceiling fan in the shop has been installed as well as a new fan in the well room. The walls in the well room have been painted and the broken ceiling tile replaced. The hot water heater in the shop needs to be replaced and several estimates were presented to the council.

MOTION: M. Smart moved; seconded by *P. Baukol* to purchase the hot water heater model from Home Depot.

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

Minnesota Rural Water Association's (MRWA) Annual Water & Wastewater Technical Conference is taking place March 6th-8th in St. Cloud, MN.

MOTION: M. Alm moved; seconded by *P. Baukol* to authorize Maintenance Supervisor Sundblad to register and attend the MRWA technical conference.

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

The exterior light above the shop door needs to be replaced. Two estimates were provided. The most cost efficient option is to purchase a new LED light through Red River Valley Coop (RRVC).

MOTION: M. Alm moved; seconded by *W. Magnell* to purchase a new exterior LED light from the RRVC for the front of the shop building.

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

- b) **CLERK-TREASURER:** The January financial report and February claims list totaling \$74,781.97 was presented for approval.

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

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

The Municipal Clerks and Finance Officers Association (MCFOA) Annual Conference is taking place March 20th-23rd in Bloomington, MN.

MOTION: M. Alm moved; seconded by *M. Smart* to authorize Clerk-Treasurer Plemmons to register and attend the MCFOA conference.

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

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

- d) **FIRE DEPARTMENT:**

Joint Powers Agreement: The city attorney is waiting to hear back from the League of Minnesota Cities attorney concerning the contract.

Township Contract: No members of the township were in attendance to discuss the contract. A committee was created to negotiate the fire contract. Mayor Johannsen appointed Councilmember Smart and himself to the committee.

UNFINISHED BUSINESS

- a) **City Ordinance Violations:** Council instructed Clerk-Treasurer Plemmons to notify KLA Truck & Trailer that their end dump trailer is violating the parking ordinance.
- b) **MnDOT Hwy 75 Reconstruction Project:** Mayor Johannsen updated the council on the meeting held in Hendrum by the Wild Rice Watershed District to lobby the state representatives for additional funding to coordinate the county road raises with the Highway 75 project. MnDOT representatives provided an update on the progress of the project. Public meetings should start in April.
- c) **Wellhead Protection:** No update.
- d) **Lease Property Contract:** The recommended changes were made to the contract and presented to the council to review. General consensus was to remove condition number two. A copy of the proposed lease was provided to Mr. Hempeck. More information is needed from the County and the DNR concerning the raised beds and grain bin rings being allowable in the floodplain before the contract is signed.
- e) **Employee Evaluations:** Mayor Johannsen has received employee evaluations from two council members. He reminded the other council members to turn in their evaluations by March 2nd in order to be included in the final summary evaluation.

NEW BUSINESS

- a) **Liquor License:** Tank's Barley House LLC liquor license period is ending March 1, 2018. The liquor liability has been received by the city clerk's office and the renewal application has been provided to the owners.

MOTION: P. Baukol moved; seconded by M. Alm to authorize Clerk-Treasurer Plemmons to approve renewing the liquor license for Tank's Barley House LLC for a period of one year pending receipt of the completed renewal application and payment of the fees.

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

- b) **Donations:** David Rask offered two donations for the following purposes: A \$200 donation was received to put toward maintenance of Rask Park and a \$200 donation was received to put toward the fire department's relief association fundraiser.

MOTION: M. Smart moved; seconded by W. Magnell to adopt Resolution No. 2018-03: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

c) **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. Alm* to approve signing the auditor's engagement letter.

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

ADJOURNMENT

M. Smart moved; seconded by P. Baukol to adjourn the meeting at 9:35 p.m. The next regular council meeting will be at 7:00 p.m. on March 12, 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