

CITY OF HENDRUM

Regular Council Meeting Minutes

February 15, 2017

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:02 pm on February 15, 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, Milton Alm, Michael Smart, Curt Johannsen

The following council member was absent: Wesley Magnell

The following city personnel were present: Keri Plemmons, Clerk/Treasurer; Carl Woeck, Maintenance Superintendent

The following members of the public were present: Ashley Stordahl, Ann Tommerdahl (NCW school board), Lucas Spaeth (NCW school board), Tony Guttormson (EDA board member), Stash Hempeck

CITIZEN'S FORUM

Ashley Stordahl approached the council concerning the delinquent bill tied to 441 Gordon Street and is looking for additional time and/or a payment arrangement to get the bill paid. Also, she discussed an abandoned vehicle located at 335 Main Street West that needs to be moved. Council offered to have her sign a release form to get the vehicle towed off the property and settle the court case.

Ann Tommerdahl and Lucas Spaeth were available from the Norman County West school board to answer questions concerning the options for the NCW school district.

Stash Hempeck came to discuss the snow pile near the intersection of Highway 75 and Main Street. Mr. Hempeck stated that the location of the pile blocks visibility near the intersection. Mr. Hempeck's lease on the camp property expires at the end of the year and he would like to know ahead of time whether or not the lease would get renewed. Mayor Johannsen stated that the property will have to be advertised for rent to allow the public an equal opportunity.

CONSENT AGENDA

- a) January 9, 2017 Regular Council Meeting Minutes
- b) January 2017 Maintenance Log

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

NEW BUSINESS

- e) Donation
- f) ACH Authorization

MOTION: P. Baukol moved; seconded by *M. Alm* 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

PUBLIC WORKS: Skidsteer has been offered to be picked up for the expense of the mileage for hauling.

MOTION: P. Baukol moved; seconded by *M. Alm* to authorize Brian Borgen to transport the skidsteer and to be reimbursed for the mileage.

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

The front end has been repaired on the white pickup. A search for replacement tires and a driver's mirror was discussed. The dump truck is getting its tires replaced. C. WoECK requested permission to attend the wastewater conference in March to fulfill the continuing education credits needed for his wastewater license.

MOTION: M. Smart moved; seconded by *P. Baukol* to approve attendance at the wastewater conference.

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

CLERK-TREASURER: The financial report and claims list were presented for approval.

MOTION: M. Smart moved; seconded by *M. Alm* to approve the financial report and claims list in the amount of \$81,895.87

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

MAYOR: No report.

FIRE DEPARTMENT: The old ambulance is no longer in service and is ready to be declared surplus property.

MOTION: P. Baukol moved; seconded by *M. Smart* to declare the old ambulance as surplus property.

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

The old ambulance is being put up for bids for a due date of March 9 at 5:00pm.

MOTION: M. Smart moved; seconded by *M. Alm* to advertise for sealed bids to be turned into the city clerk's office by March 9th at 5:00 pm.

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

UNFINISHED BUSINESS

- A. City Ordinance Violations:** The city attorney inquired if two of the blighted properties have been brought into compliance. After reviewing the properties, the council determined that one of the properties was in compliance and will be dismissed. However, the other property was not, and will continue to be prosecuted. The council will notify the responsible parties that the snow pile near the intersection of Highway 75 and Main Street is prohibited due to creating a traffic hazard.
- B. Minnesota Basic Code:** No update.
- C. MNDot Hwy 75 Reconstruction Project:** The project has been rescheduled to occur in 2019.
- D. Hwy 75 Parking:** MNDot has been contacted about the arrival of the signs. The signs will be put in when the ground thaws. The parking ordinance is getting worked on by the city attorney.

NEW BUSINESS

- A. Hendrum Relief Association Pension Actuarial Study:** The city auditor has suggested that the city have an actuarial study of its relief association. This is required by law and failure to do so could affect the city's ability to obtain a bond in the future. The proposal to perform an actuarial study was presented to the council.

MOTION: M. Smart moved; seconded by *M. Alm* to approve to hire Van I Waarden to have the actuarial study completed.

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

- B. Wellhead Protection:** The Minnesota Department of Health (MDH) pursuant to Minnesota Rule, part 4720.5130, sub part 3, has notified the city that it is required to prepare and submit to MDH a Wellhead Protection (WHP) Plan for the city's wells which must be initiated by February 15, 2017 and completed by August 15, 2019. MDH will provide the city with technical support. The following individuals were appointed by the council to serve on the Wellhead Protection committee to assist the MDH in creating a WHP plan for the City of Hendrum: Mayor Johannsen (Manager), Carl Woeck, Keri Plemmons, and Mike Smart.

- C. Liquor Licensing Application:** An application for On-sale, Off-sale, and Sunday Liquor Licenses were submitted by Tank's Barley House LLC for approval.

MOTION: M. Alm moved; seconded by *P. Baukol* to approve to issuing Tank's Barley House LLC an On-sale, Off-sale, and Sunday liquor license from March 1, 2017 to March 1, 2018, pending final state approval.

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

D. Extension Request: After discussing the extension request for the delinquent bill tied to 441 Gordon Street, the council decided to allow the property owner 90 days to come up with a payment or a payment plan proposal.

MOTION: M. Smart moved; seconded by M. Alm to approve a 90-day deadline extension for the delinquent bill for 441 Gordon Street to either make the complete payment or provide an acceptable payment plan proposal.

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

E. Donation: David Rask submitted \$200 donation for maintenance expenses for Rask Park and an additional \$200 donation for the Hendrum Firefighters Relief Association Fundraiser.

MOTION: P. Baukol moved; seconded by M. Smart to adopt Resolution 2017-06: Resolution Accepting Donations.

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

Laser Systems submitted a \$500 donation to the city to be used for unspecified public purpose expenditures.

MOTION: M. Alm moved; seconded by M. Smart to adopt Resolution 2017-07: Resolution Accepting Donations.

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

F. ACH Authorization: There have been an increasing number of requests to have city utilities automatically paid out of customer's bank accounts. There is a bank fee for every batch transaction. The council discussed charging a fee, in order to cover the expense, directly to the customers who choose to take advantage of ACH authorization. A resolution authorizing the ACH transactions and fee schedule will be drafted for consideration at the next regular council meeting.

ADJOURNMENT

M. Alm moved; seconded by M. Smart to adjourn the meeting at 9:31 pm. The next regular council meeting will be at 7:00 pm on March 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