

CITY OF HENDRUM

Regular Council Meeting Minutes

May 13, 2019

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:34 pm on May 13, 2019 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: Curt Johannsen, Paul Baukol, and Steven Jeffery.

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

The following members of the public were present: Dr. Hess, Superintendent of Norman County West, and David Nelson.

CONSENT AGENDA

- a) 2019-04-15 Regular Council Meeting Minutes
- b) 2019-05-02 Special Council Meeting Minutes
- c) 2019-05-02 Local Board of Appeal & Equalization Meeting Minutes
- d) 2019-04 Maintenance Logs
- e) Laser Systems acquisition agreement notification letter
- f) Minnesota Association of Small Cities (MAOSC) letter and brochure
- g) Norman County Multi-Hazard Mitigation Plan update – meeting invitation

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

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

APPROVAL OF AGENDA

- a) Add to New Business: C. Building Permit.

MOTION: P. Baukol moved; seconded by S. Jeffery to approve the agenda with the listed addition.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PUBLIC WORKS:** No report.
- b) **CLERK-TREASURER:** The April financial report and May claims list totaling \$17,400.51 was presented for approval. Claim number 2271 in the amount of \$247.44 was reviewed and determined to be a duplicate billing for a previously paid invoice. Check number 15679 was voided due to the duplication.

MOTION: P. Baukol moved; seconded by S. Jeffery to approve the April financial report and pay the claims in the amount of \$17,153.07.

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

- c) **MAYOR:** No report.
- d) **FIRE DEPARTMENT:** No report.

UNFINISHED BUSINESS

- A. **City Ordinance Violations:** Open files were discussed. One of the open files is in compliance and can be closed. Discussion ensued over developing a Chicken Ordinance. No action was taken at this time.
- B. **MnDOT Hwy 75 Reconstruction Project:** A public hearing was held on May 8th to hear concerns relating to the use of property tax abatement to finance up to \$150,000 in costs associated with constructing public improvements on the 2019 MNDOT Highway 75 Improvement Project. One citizen was in attendance. No voiced or written concerns were submitted from the public. The council will have to wait until MNDOT completes the bid letting on May 17th to get the final cost. After final numbers are received, a resolution will need to be approved by the council to execute the bond sale. A special meeting was called for Thursday, May 30th, at 7:00 pm to handle business concerning the bond.

MOTION: P. Baukol moved; seconded by S. Jeffery to call a special meeting of the Hendrum City Council to be held in the Professional Building board room on Thursday, May 30, 2019 at 7:00 pm to handle business concerning the bond associated with the MNDOT Highway 75 Improvement Project.

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

- C. **Potential City Street Paving Project:** No update.
- D. **Wellhead Protection:** No update.
- E. **City Pickup:** No update.
- F. **Retention Pond/Haying Lease:** Chris Aronson's annual bid for two-thousand-five-hundred dollars was accepted at the April 15th meeting. An agreement containing the terms and conditions to harvest and bale the grass/alfalfa on the retention ponds was completed by the city attorney and provided to the council to review.

MOTION: S. Jeffery moved; seconded by P. Baukol to enter into the Retention Pond Haying Agreement with Chris Aronson with the term to commence on May 1, 2019 and end November 1, 2021, unless terminated earlier pursuant to this Agreement and to authorize the Mayor and Clerk-Treasurer to sign any paperwork necessary to execute the Agreement.

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

- G. **Arvig:** An agreement has been put together by the city attorney and Arvig to lease space on the water tower for equipment that will provide an internet signal to rural residences on the western side of North Dakota. Arvig is in the process of sending their engineers to conduct a feasibility study to determine what equipment will be needed to provide the signal. The agreement will be ready to review for consideration once Arvig has identified the equipment they would like to attach to the water tower.

- H. **NCWE Summer Rec Program:** Dr. Hess provided an overview of the activities to be included in the Summer Rec Program, how these will benefit the kids, and how he envisions a partnership with the City will work. The school has budgeted approximately ten-thousand dollars to fund the program. The funding will be provided to the City as part of a leasing agreement for use of city facilities and in return the City of Hendrum would partner with the school as the fiscal agent for the program by administering the funds to pay the coaches and activity sponsors and reimbursing the school district for the transportation that will be provided by the school for the Summer Rec Program. All of the organizational needs of scheduling, staffing, transportation, etc. of the programs and activities will be managed by the school. Dr. Hess will have an agreement drawn up to formalize the partnership.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to authorize the City of Hendrum to enter into an agreement with the Norman County West School District for administering the fiscal responsibilities of the 2019 Summer Recreation Program with the funding provided by the school district to lease city facilities and to authorize the Mayor and Clerk-Treasurer to sign documentation necessary to effectuate the agreement.

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

- I. **Lift Station Service Agreement:** Mayor Johannsen contacted ND Sewage Pump & Lift Station Service Co. Inc. to include the storm sewer pump as part of the servicing agreement. The updated contract had the incorrect number of sewage pumps listed. The council will receive a copy to review with the updated terms when a corrected agreement has been provided.
- J. **Potentially Dangerous Dog Declaration:** An owner of a potentially dangerous dog must renew the registration of the dog annually until the dog is deceased. If the dog is removed from the jurisdiction, it must be registered as a potentially dangerous dog in its new jurisdiction. A person who transfers ownership of a potentially dangerous dog must notify the new owner that the City of Hendrum has identified the dog as potentially dangerous. The owner must also notify the City of Hendrum in writing of the transfer of ownership and provide the City of Hendrum with the new owner's name, address, and telephone number. Written correspondence had been received by the last known owner notifying the City that the dogs which were declared potentially dangerous in 2018 were no longer residing within the city limits. However the new owner's information was not provided. A letter was sent from the city requesting the new owner's information. There has been no response from the owner. After considering the information presented, the council concluded that this matter should now be turned over to the city attorney.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to turn the matter concerning the potentially dangerous dogs over to the city attorney for further action.

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

NEW BUSINESS

- A. **EDA Appointment:** The Hendrum Economic Development Authority (EDA) has a vacancy on the board for the term that expires on December 31, 2020. According to the EDA bylaws, a vacancy shall be filled by appointment by the Mayor and approval of the City Council for the balance of the term. Mayor Johannsen has nominated Stephanie Johnson to be appointed to the vacancy on the Hendrum Economic Development Authority board.

MOTION: P. Baukol moved; seconded by S. Jeffery to appoint Stephanie Johnson to fill the vacant position on the Hendrum Economic Development Authority board.

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

- B. **Pay Equity Compliance:** State law requires all public jurisdictions to eliminate any gender-based inequities in compensation. Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. According to the State Job Match System, which the City of Hendrum uses to assign job points, the position of City Clerk-Treasurer ranks at a higher position than Maintenance Superintendent. The Maintenance Superintendent recently completed his water and wastewater licensing certifications which fulfilled the conditions set by the council to receive a dollar an hour raise. This effectively increased the Maintenance Superintendent's wage to a higher hourly wage than the City Clerk-Treasurer. In order to maintain pay equity compliance and to acknowledge the level of job performance and longevity that Clerk-Treasurer Plemmons has provided the city, the council decided to provide a corresponding increase.

MOTION: P. Baukol moved; seconded by S. Jeffery to increase Keri Plemmons wage by one dollar an hour effective on May 15, 2019.

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

- C. **Building Permit:** One building permit application was reviewed.

MOTION: S. Jeffery moved; seconded by P. Baukol to issue a building permit to repair shingles at 258 Herbert Street South.

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

ADJOURNMENT

P. Baukol moved; seconded by S. Jeffery to adjourn the meeting at 9:08 pm. The next regular council meeting will be at 7:30 pm on June 10, 2019, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer