# REGULAR COUNCIL MEETING April 14, 2014

# CITY OF HENDRUM

308 Main St E.

PO Box 100

Hendrum, MN 56550

**PRESENT:** M. Alm, C. Johannsen, K. Kjersten, M. Smart, and S. Tommerdahl. Also present: Jeff Johnson, Maintenance Supervisor, and Keri Plemmons, Clerk-Treasurer; Absent: None.

**CALL TO ORDER:** Mayor Johannsen called the meeting to order at 7:43 P.M. following the Public Hearing meeting.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

**CITIZENS’ FORUM:** *None*

**CONSENT AGENDA:**

*MOTION*:S. Tommerdahl moved; seconded by M. Alm to approve the minutes from the regularly scheduled council meeting on March 17, 2014.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*MOTION DECLARED PASSED*

**APPROVAL OF AGENDA:**

*MOTION:*M. Alm moved; seconded by M. Smart to approve the Agenda with the following additions: Clerk-Treasurer’s Report: Utilities Due Date. Old Business: Slip Trip & Fall Survey. New Business: City Council Member Resignation.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*MOTION DECLARED PASSED*

**REPORTS OF OFFICERS AND DEPARTMENT HEADS:**

**CLERK-TREASURER’S REPORT:**

***Monthly Financial Report and Claims:*** K. Plemmons presented the monthly financial report and claims in the amount of $16,425.27.

*MOTION:*M. Alm moved; seconded by M. Smart to approve the financial report and pay the claims in the amount of $16,425.27.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*MOTION DECLARED PASSED*

***Voided Checks:*** *The following check numbers have been voided:* 12774

***Speedee Delivery Payments:*** The billing process is changing for sending wastewater samples. Discussion over setting up an account and how to pay the fee resulted in the decision to look into being able to purchase prepaid labels using a check rather than an automatic payment drawn from the checking account.

***Utilities Letters:*** Several letters were mailed concerning overdue accounts being brought current. The City Council discussed whether or not to enter into a payment arrangement with one resident who corresponded with the City. The rest of the residents who failed to communicate with the City are being scheduled for shut-off.

*MOTION:*C. Johannsen moved; seconded by M. Smart to approve entering into a payment arrangement with one resident for a pre-determined amount and due date in order to bring the resident’s account current. Failure to follow the agreement will immediately result in a scheduled shut-off.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*MOTION DECLARED PASSED*

***Utilities Due Date:*** Discussion occurred over the currently scheduled utilities due date of the 8th of each month. Changing the due date does not affect the billing cycle.

*MOTION:*M. Alm moved; seconded by M. Smart to change the utilities due date to the 15th of each month effective for the April 21, 2014 billing statement.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*MOTION DECLARED PASSED*

**LEVEE IMPROVEMENT PROJECT:** Mayor Johannsen gave an update on the proposed state bonding bill which includes the State of Minnesota Flood Damage Reduction Program that provides funding for community levee projects. The Wild Rice Watershed District is continuing to lobby for funding for Hendrum and Perley road raises. MNDot and Norman county are willing to coordinate with their scheduled resurfacing projects with the grades raise to the roadway elevations that pass through the Hendrum levee.

Discussion continued on the maintenance and mowing of the levee. The Watershed will be contacting the city for the mowing. The City has the jurisdiction over mowing of the levee as long as it complies with the Watershed’s rules and standards. The City will need to keep track of expenses including an hourly rate for mowing in order to submit monthly invoices to the Wild Rice Watershed District for reimbursement from the levee maintenance fund.

**ENGINEER’S REPORT:** No report.

**MAYOR’S REPORT:** No report.

**MAINTENANCE REPORT:** No report.

**FIRE DEPARTMENT:**

***Annual Steak Supper:*** This year’s Steak Supper was one of the most successfully attended and supported benefits for the Hendrum Fire Department.

**POLICE DEPARTMENT:** No report.

**PARK UPDATE:** No report.

**OLD BUSINESS:**

***Nuisance Violations:*** Violations were discussed and the determined actions will follow.

***Civic Center Restroom Remodel:*** Mayor Johannsen presented a rough draft of the blueprints for the new restrooms.

***Employee Evaluation:*** Council went into executive session at 9:35 pm after New Business for a scheduled employee evaluation. Mayor Johannsen called the regular council meeting back to order at 9:50 pm.

***Maintenance Assistant:*** Due to W. Wieppert’s resignation, the position of Maintenance Assistant needs to be filled. Applications were reviewed.

*MOTION:*M. Alm moved; seconded by S. Tommerdahl to accept W. Wieppert’s resignation.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*MOTION DECLARED PASSED*

*MOTION:*S. Tommerdahl moved; seconded by K. Kjersten to offer the position of Seasonal Maintenance Assistant to Carl Woeck for $12 per hour on an as needed basis.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*MOTION DECLARED PASSED*

***Slip, Trip, and Fall Survey:*** The safety recommendations were reviewed and LMCIT’s Safety & Loss department will be informed of one deficiency brought current and to continue keeping them updated as the rest occur.

**NEW BUSINESS:**

***Rask Park Donation Resolution:***

*MOTION:*M. Smart moved; seconded by S. Tommerdahl to adopt Resolution #2014-06, Monetary Donation, from David Rask in the amount of $200 for the upkeep of Rask Park.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*RESOLUTION DECLARED ADOPTED*

***Gary Cares Donation Resolution:***

*MOTION:*K. Kjersten moved; seconded by M. Alm to adopt Resolution #2014-07, Monetary Donation, from Gary Cares in the amount of $374 to be applied toward the operation of the Hendrum Rescue Squad.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*RESOLUTION DECLARED ADOPTED*

***Beautification Month:***

*MOTION:*M. Alm moved; seconded by K. Kjersten to adopt Resolution #2014-05, Proclaiming Hendrum Beautification Month and Tree Planting Month, for May 2014.

Ayes: Alm, Johannsen, Kjersten, Smart, and Tommerdahl. Nays: None. Absent: None.

*RESOLUTION DECLARED ADOPTED*

***City Council Member Resignation:*** K. Kjersten announced his resignation from the Council effective May 12, 2014.

*MOTION:*S. Tommerdahl moved; seconded by M. Smart to accept K. Kjersten’s resignation from the Hendrum City Council.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: None.

Abstained: K. Kjersten.

*MOTION DECLARED PASSED*

**OTHER BUSINESS**: None.

**ANNOUNCEMENTS:**

April 15, 2014 – Town Hall Meeting held by Sen. Paul Marquart & Rep. Kent Eken

May 6, 2014 – Board of Appeal and Equalization Meeting at 6pm in Professional Building Boardroom

May 8, 2014 – Pet Clinic from 5-7:00 pm at the Civic Center

May 12, 2014 – Regular Council Meeting

May 13, 2014 – Clean-up Day

Having no further business, K. Kjersten moved; seconded by S. Tommerdahl to adjourn at 9:55 PM. Motion carried. The above minutes are unofficial until approved at the next regularly scheduled council meeting on May 12, 2014.

Respectfully Submitted,

Keri Plemmons

City Clerk-Treasurer