

CITY OF HENDRUM

Regular Council Meeting Minutes

January 22, 2020

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:00 pm on January 22, 2020 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, Michael Smart, Steve Jeffery, and Paul Baukol.

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

The following members of the public were present: FireFrost ATV Club members: Jake Aakre, Jessica Spaeth, Lucas Spaeth, Jay DeLong and Ed Bergseid; and Tyson Hajicek (Moore Engineering).

CITIZEN'S FORUM

- a) **FireFrost ATV Club:** The FireFrost ATV Club recently purchased approximately twenty-five miles of railway from just south of Perley to Main Street in Nielsville with the intent to create a multipurpose recreational trail for hiking, biking, ATVs, snowmobiles, etc. Norman County has agreed to sponsor the club as a flow-through for grants. In collaboration with Northwest Regional development Commission, MnDOT, and MnDNR, the Club is seeking members to help develop the railway as a trail that will connect local communities, promote attractions for visitors, including off-road parks, primitive camping, disc golf, multiple boat landings and more. Informational brochures were provided and will be available at the City Clerk's office. Discussion occurred regarding concern as well as action items that would need to be addressed in order to accommodate the trail running through the City of Hendrum and near adjacent parks.

CONSENT AGENDA

- a) 2019-12-16 Regular Council Meeting Minutes (amended to include under the Public Works report that property owners along Highway 75 are also not expected to keep the sidewalk cleared of snow)
- b) 2019-12 Maintenance Logs
- c) 2019 Patrolling Logs
- d) Slides from NCWE School Board special meeting

MOTION: M. Smart moved; seconded by P. Baukol to approve the minutes as amended in addition to the listed consent agenda items.

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

APPROVAL OF AGENDA

A. Add to New Business: H. K-Bid NCW online auction

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS: A water leak at the curb stop for the Professional Building resulted in digging up a portion of the street, curb and sidewalk. While excavating the location, the electric conduit for the Main Street lights was damaged. The hole will get filled in when the wiring is completed. In the meantime, barricades and caution tape are marking the damaged area. Chlorinating the water system has begun and will continue for seven days. After discussion, it was determined to order one hundred gallons of diesel for the fuel storage tank.

B. CLERK-TREASURER:

1. Financial Report & Claims List: The December financial report and January claims lists totaling \$47,910.91 were presented for approval.

MOTION: S. Jeffery moved; seconded by *M. Smart* to approve the December financial report and pay the claims in the amount of \$47,910.91.

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

2. Fund Transfers: Clerk-Treasurer Plemmons recommended transferring funds to bring the ending balance of the General Fund from a negative balance to zero and to correct the fund balance for the Hendrum Economic Development Authority Fund.

MOTION: P. Baukol moved; seconded by *M. Smart* to authorize an interfund transfer of one-thousand six-hundred eighty dollars and sixteen cents (\$1,680.16) from the Pest Control Fund to the General Fund and one-thousand sixty-three dollars and sixty-two cents (\$1,063.62) from the Pest Control Fund to the Hendrum Economic Development Authority Fund.

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

C. MAYOR: Mayor Johannsen provided an overview of the options presented to the school board concerning their special meeting regarding the future of the elementary school.

D. FIRE DEPARTMENT: A repair was made to the fire truck. The annual meeting of the Relief Association will be held on January 27th.

UNFINISHED BUSINESS

A. City Ordinance Violations: Open violations were discussed. No action was taken.

B. MnDOT Hwy 75 Reconstruction Project: No update.

- C. City Street Paving Project:** Mr. Hajicek from Moore Engineering provided an overview of the preliminary street recommendations and approximate construction costs per block of the following options: chip seal, mill & overlay, and full street replacement. A map highlighted which streets in the City may need mill & overlay versus a full reconstruct based on the surveying that was completed before winter. Moore Engineering would recommend getting asphalt cores and soil borings to determine the subgrade condition which will give a much better idea of the total construction costs.

MOTION: M. Smart moved; seconded by *P. Baukol* to authorize Moore Engineering to get sample borings in order to provide a more accurate expense report for repaving streets within the city.

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

- D. Wellhead Protection:** A meeting took place with Mr. Disrud, the new planner from the Minnesota Department of Health (MDH), and Clerk-Treasurer Plemmons on January 8th regarding the impending Wellhead Protection Plan process. Due to personnel changes at MDH, the Hendrum plan had not been assigned to Mr. Disrud until a few months ago. According to State regulations the plan is supposed to be completed within two years. The completion date was originally scheduled in February 2020 and there are four more steps before the plan is completed. Mr. Disrud asked if the City would request an extension for the project which will give him two more years to complete. A new work plan was provided with tentative completion dates for each part listed. A Wellhead Protection Plan Extension Request Form was completed and returned to the State which requested an extension due to inadequate resources at the MDH to provide technical assistance to cities with less than 500 in population of the public water supply system which has resulted in delayed completion of the wellhead protection plan.

- E. City Pickup:** Cost estimates were provided and discussed regarding a spray-in bedliner and also to cover and repair the paint chipping near the wheel wells of the new city pickup. The most affordable paint chip repair option which would provide quality results was to apply a high impact coating in a solid panel along the bottom edge of the pickup.

MOTION: P. Baukol moved; seconded by *M. Smart* to authorize Randy's Body Shop to install a spray-in bedliner and also to authorize Ada Body Shop & Glass to install a high impact coating on the 2015 Chevy Silverado.

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

The old green 1997 Ford city pickup was declared surplus property of which it was considered to be in too poor of condition and unsafe to sell as is. It was decided to sell the pickup to a scrap yard.

MOTION: S. Jeffery moved; seconded by *P. Baukol* to declare the green 1997 Ford pickup surplus property and to sell the pickup to a scrap yard.

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

Extended warranty options for the 2015 Chevy Silverado were also reviewed. Council decided not to pursue a warranty.

F. Fence Permit Applications:

- a. **BJM Land (Tabled):** No action was taken.

G. Snow Removal:

- a. **Contract:** No update.

H. Conditional Use Permit (Tabled): No action was taken.

I. Variance (Tabled): No action was taken.

NEW BUSINESS

- A. Cigarette License Application:** An application for a license to sell cigarettes at retail in the City of Hendrum was received by Nepstad Oil.

MOTION: P. Baukol moved; seconded by M. Smart to approve the application and issue a cigarette license for 2020 to Nepstad Oil.

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

- B. Annual Appointments & Designations:** During the first meeting of the year, the Council must appoint an acting mayor from among the councilmembers, designate an official newspaper, and select an official depository for City funds. In addition, the Council also reviews appointments to City boards and commissions.

MOTION: M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2020-01: Resolution to Set Annual Appointments and Designations. On the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

- C. Fee Schedule:** The Council sets fees annually for City services and licenses.

MOTION: S. Jeffery moved; seconded by P. Baukol to adopt Resolution No. 2020-02: Fee Schedules. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

- D. Donations:** Two donations were received by David L. Rask. The intent of the first donation is to be used for the Hendrum Fire Department and the second donation is to be used for maintaining the Rask park. One donation was received from Moore Engineering to be used for purchasing a town clock.

MOTION: M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2020-04: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

A land donation was received by Kelly and Nicole Kjersten for 312 Main Street East.

MOTION: S. Jeffery moved; seconded by *M. Smart* to adopt Resolution No. 2020-03: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

- E. Public Alert System:** Last year the City chose to enroll in a Public Alert System through the City utility's billing software company for a one year trial run. A decision was made to continue for one more year.

MOTION: M. Smart moved; seconded by *S. Jeffery* to enroll in the Public Alert System for 2020.

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

- F. Patrolling Contract:** An addendum to the City of Hendrum and Norman County agreement relating to law enforcement services for the calendar year 2020 for the annual compensation of eight-thousand five-hundred forty-nine dollars and twenty-eight cents (\$8,549.28) was reviewed and approved.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to adopt Resolution No. 2020-05: Resolution Approving an Addendum to the City of Hendrum and Norman County Agreement Relating to Law Enforcement Services Dated January 1, 2016. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

- G. Haying Lease:** Chris Aronsen notified the City on January 7th that he would like to terminate the Haying Lease. It was decided to advertise for sealed bids for haying the retention ponds.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to advertise for sealed bids for haying the retention ponds for two alternating weeks in the official city newspaper and for the bids to be turned into the City Clerk's office by noon on March 9th.

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

- H. K-Bid NCW online auction:** A general discussion ensued about office equipment and other items of interest that were up for auction from the liquidation of the contents of the Norman County West High School.

ADJOURNMENT

M. Smart moved; seconded by *S. Jeffery* to adjourn the meeting at 9:59 pm. The next regular council meeting will be at 7:00 pm on February 10, 2020, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer