

CITY OF HENDRUM
Regular Council Meeting Minutes
August 10, 2020

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:30 pm on August 10, 2020 in the Hendrum Civic Center located at 309 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, and Steven Jeffery.

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

CONSENT AGENDA

- a) 2020-07-13 Regular Council Meeting Minutes
- b) 2020-07 Maintenance Logs

MOTION: M. Smart moved; seconded by P. Baukol to approve the consent agenda as presented. BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.

APPROVAL OF AGENDA

- a) Add to New Business: **F. Building Permit**

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: Maintenance Superintendent Sundblad provided an update on the repaired fire hydrants and addressed the missing quarterly bacteriological monitoring violation from the Minnesota Department of Health.

B. CLERK-TREASURER:

- 1. Financial Report & Claims List:** The July financial report and August claims list totaling \$17,218.11 were presented for approval.

MOTION: M. Smart moved; seconded by S. Jeffery to approve the July financial report and pay the claims in the amount of \$17,218.11.

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

- 2. 6-month financial report:** The 6-month financial report was provided to the council at the July 13th meeting for review. There were no questions regarding the report.

MOTION: M. Smart moved; seconded by S. Jeffery to accept the 6-month financial report as presented. BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.

C. MAYOR: No update.

D. FIRE DEPARTMENT: Pump certification has been scheduled to be completed on two trucks. Training has resumed to the normal twice a month schedule.

UNFINISHED BUSINESS

A. City Ordinance Violations: A complaint was filed with the city regarding long weeds on a private property. Council instructed Clerk-Treasurer Plemmons to send notification to the property owner regarding the weeds and plans for the property.

MOTION: M. Smart moved; seconded by S. Jeffery to send an ordinance violation notice regarding the weeds and request a timetable on the plans for the property at 171 Highway 75 South.

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

B. MnDOT Hwy 75 Reconstruction Project: The landscaping has been completed, the gutters swept and the project is mostly wrapped up.

C. City Street Paving Project: Council reviewed the engineer's preliminary opinion of probable cost. A few additional suggestions were made regarding the estimates. The engineer will attend the next meeting with the updates and to answer any council questions.

D. Wellhead Protection: Clerk-Treasurer Plemmons provided an overview of the meeting with Mr. Disrud from the Minnesota Department of Health regarding the next phase of the Wellhead Protection Plan. A copy of the meeting materials was provided to the council. The next meeting with Mr. Disrud will take place in September to review and revise data, approve maps, and discuss plan goals.

E. COVID-19 Funding: The city has received funding through the CARES Act to be used for COVID-19 related expenses. Council discussed eligible expenses incurred since March 1st and the future purchase of hand sanitizing stations, cleaning supplies, goggles for fire and rescue employees, equipment and software for remote working and meetings, and small business grants for businesses affected by COVID-19. The grant will be administered by the Hendrum EDA. Estimates for some of the expenses will be brought to the September meeting for consideration of approval. Two motions passed authorizing some items for immediate purchase and to advertise the small business grants.

MOTION: S. Jeffery moved; seconded by P. Baukol to purchase two thermal thermometers for the fire and rescue department, two hand sanitizing stations, and a one year stockpile of cleaning supplies.

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

MOTION: S. Jeffery moved; seconded by P. Baukol to publicize the small business grants opportunity in the Norman County Index, Facebook, and post a notice on bulletin boards around town.

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

NEW BUSINESS

- A. Donation:** One donation was offered to the city. A resolution to accept the following donation was introduced: Northwestern Bank for \$100.00 to be used for flag replacement. The council accepted the donation with gratitude.

MOTION: M. Smart moved; seconded by *S. Jeffery* to adopt Resolution No. 2020-15: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

- B. County Street Improvements:** Norman County will be completing street, sidewalk and gutter improvements this fall.

- C. Budget Work Session:** A special meeting was scheduled for Wednesday, September 9th at 7:00 pm in the Hendrum Civic Center to work on the 2021 budget.

MOTION: P. Baukol moved; seconded by *M. Smart* to schedule a budget work session for Wednesday, September 9th at 7:00 pm to be held in the Hendrum Civic Center.

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

- D. Ditch Cleaning:** Council discussed the need to have an interior ditch along the levee cleaned out.

MOTION: P. Baukol moved; seconded by *M. Smart* to authorize Mayor Johannsen to complete a request for ditch cleaning by the Wild Rice Watershed District using funds from the levee maintenance assessment.

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

- E. Norman County Mitigation Plan:** A resolution to adopt the Norman County All-Hazard Mitigation Plan was introduced and passed. The plan includes a hazard mitigation strategy, a maintenance process, and will make the county and the city eligible to receive FEMA hazard mitigation assistance grants.

MOTION: S. Jeffery moved; seconded by *M. Smart* to adopt the Resolution of the City of Hendrum for the Adoption of the Norman County All-Hazard Mitigation Plan. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

- F. Building Permit:** One building permit application was reviewed for approval.

MOTION: M. Smart moved; seconded by *P. Baukol* to issue a building permit for a variety of repairs listed on the application which will be on file with the permit to the property owners at 339 Main Street West.

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

ADJOURNMENT

M. Smart moved; seconded by *P. Baukol* to adjourn the meeting at 9:20 pm. The next regular council meeting will be at 7:30 pm on September 14, 2020, in the Hendrum Civic Center located at 309 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer