

CITY OF HENDRUM
Regular Council Meeting Minutes
July 9, 2018

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:52 p.m. on July 9, 2018, 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: Milton Alm, Paul Baukol, Curt Johannsen, and Michael Smart.

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

The following members of the public were present: Donna Lee, Kristy Underlee, and Wayne Underlee.

CITIZENS FORUM

- a) **Dangerous Dog:** Donna Lee discussed the steps taken to bring the dog into compliance with the state regulations, but was not sure how to find information concerning the bond requirements.
- b) **171 Highway 75 S:** Kristy and Wayne Underlee addressed the council about the damaged structure and yard maintenance concerns of the property located at 171 Highway 75 S.

CONSENT AGENDA

- a) June 11, 2018, regular council meeting minutes
- b) June 27, 2018, special council meeting minutes
- c) 2017 TIF report & summary and management letter
- d) Jan-Mar 2018 police activity report
- e) June 2018 maintenance logs

MOTION: M. Smart moved; seconded by M. Alm to approve the listed consent agenda items.

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

APPROVAL OF AGENDA

- a) Add to New Business: C. Sidewalk
- b) Add to New Business: D. Land Lease
- c) Add to New Business: E. Shut-off Request
- d) Add to New Business: F. Election Judges
- e) Add to New Business: G. Traffic Signs

MOTION: M. Alm moved; seconded by P. Baukol to approve the agenda with the listed changes.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PUBLIC WORKS:** No report.

- b) **CLERK-TREASURER:** The June financial report and July claims list totaling \$54,691.58 was presented for approval. The six month financial report was included in the June financial report documents. Fund transfers suggested by the auditor were discussed. Council instructed Clerk-Treasurer Plemmons to have transfer recommendations ready to review for the August meeting. Council also discussed paying off the lease on the old copier. A lease payoff amount was deposited last year from the company who provided the city with the currently leased copier and at the time had decided to continue to pay off the old lease on a monthly basis.

MOTION: P. Baukol moved; seconded by *M. Smart* to review the six month financial report and approve the claims list as presented.

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

MOTION: M. Alm moved; seconded by *M. Smart* to pay off the lease contract on the Lanier after the LGA (local government aid) funds have been deposited into the general account.

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

- c) **MAYOR:** Mayor Johannsen reported that Hendrum did not receive funding from the 2018 bonding bill. While the Governor's bill was fully funded, other priority projects used up the resources. A request was brought before the Wild Rice Watershed District (WRWD) board for help with financial funding to complete the flood protection for the city. The WRWD approved a 12.5 percent contribution. A similar request was brought to the Red River Watershed Management Board (RRWMB) where it was sent to a committee for review and to report back with recommendations at the next board meeting. If the RRWMB agrees to contribute funding then all the necessary funding will be secured for the grade raises. However, it is the intent of the Mayor and the WRWD to lobby for funding from the 2019 supplemental state bonding bill so that if funds are received from the state then the WRWD and RRWMB contributions can be returned.

d) **FIRE DEPARTMENT:**

Applications: Two applications were received to join the Hendrum Fire Department to staff the Perley-Lee Township fire building and equipment. Both applications were reviewed.

MOTION: M. Alm moved; seconded by *P. Baukol* to offer a position as firefighter of the Hendrum Fire Department to Scott Mangum.

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

MOTION: P. Baukol moved; seconded by *M. Alm* to decline offering a position as firefighter of the Hendrum Fire Department to Kasey Hegreberg.

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

Fire Hall Rental Policy: An incident concerning tampering with the fire department equipment the last time the fire hall was rented and the repercussions associated with the tampering were discussed. The fire hall rental policy last amended in 1998 was reviewed. Council instructed Clerk-Treasurer

Plemmons to make the recommended changes and bring back an updated copy for review at the August meeting.

UNFINISHED BUSINESS

- a) **City Ordinance Violations:** City-wide inspections were conducted and photos from seventeen properties were reviewed. Council instructed Clerk-Treasurer Plemmons to send ordinance violation notification letters to the affected property owners.
- b) **MOTION:** *M. Smart* moved; seconded by *P. Baukol* to send ordinance violation notification letters to the owners of the properties who are in violation of city ordinances.
ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. **MOTION PASSED.**
 - c) **MnDOT Hwy 75 Reconstruction Project:** The meeting with the MnDOT engineer has been rescheduled for August 13th.
 - d) **Wellhead Protection:** No update.
 - e) **Employee Evaluations:** A request was made for evaluations to be turned in to Mayor Johannsen by August 3rd. Clerk-Treasurer Plemmons was instructed to send out an email containing the evaluation form to all council members.
 - f) **Dangerous Dog:** The dog owner has completed two of the final three remaining requirements to comply with state regulations to own a dog which has been declared dangerous. The council discussed with the dog owner the necessity of completing the state requirements by obtaining a surety bond or policy of liability insurance from an insurance company authorized to conduct business in Minnesota and providing the city with the documentation. According to council discussion with the dog owner, it is considered in the best interest of the city and its residents to fulfill all the state requirements of the dangerous dog designation. Mayor Johannsen suggested to the dog owner to contact their homeowner's insurance agent concerning the bond.
 - g) **Annual Audit Report:** The audit report handed out at the June meeting was accepted.

MOTION: *P. Baukol* moved; seconded by *M. Smart* to accept the 2017 annual audit report as presented by the city auditor.

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

NEW BUSINESS

- a) **Building Permits:** Two building permit applications were reviewed.

MOTION: *M. Alm* moved; seconded by *M. Smart* to issue a building permit to install new flooring at 112 Park Ave E and a building permit to construct a new covered porch at 220 Canning St E.

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

- b) **Law Enforcement Service Agreement:** An addendum to the City of Hendrum and Norman County agreement relating to law enforcement services for the calendar year 2018 for the annual compensation of \$8,128.80 was reviewed and approved.

MOTION: M. Alm moved; seconded by *P. Baukol* to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign the law enforcement services agreement between the City of Hendrum and Norman County and to pay the first half (\$4,064.40) of the annual compensation. ALM: *aye*; BAUKOL: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED*.

- c) **Sidewalk:** The missing section of sidewalk in front of 312 Main St E needs to be replaced. There is an opportunity to get the cement poured for the sidewalk while another cement project in town is getting poured, which should make the replacement expense less costly.

MOTION: M. Smart moved; seconded by *P. Baukol* to approve getting the sidewalk in front of 312 Main St E replaced.

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

- d) **Land Lease:** The lease agreement for the city property known as the Camp property has been signed and the lease amount for 2018 has been paid.
- e) **Shut-off Request:** The curb stop located in the front yard at 262 Herbert St S has been reported to stick up quite a ways and the property owner is inquiring if there is any way to get the curb stop lowered. Council will look into the issue and get back to the property owner.
- f) **Election Judges:** State primary election day is scheduled to take place on Tuesday, August 14, 2018, and Minnesota Statutes authorizes the governing body to appoint election judges when no party lists are received.

MOTION: M. Alm moved; seconded by *M. Smart* to adopt Resolution No. 2018-08: Appoint Election Judges for the 2018 Primary Election by the following roll call vote:

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

- g) **Traffic Signs:** Councilmember Baukol reported on three intersections where branches are obscuring the traffic signs and council discussed getting the branches trimmed to make the signs more visible. Councilmember Alm will contact Norman County to see if one of the yield signs could be replaced with a stop sign.

ADJOURNMENT

P. Baukol moved; seconded by M. Smart to adjourn the meeting at 10:45 p.m. The next regular council meeting will be at 7:30 p.m. on August 13, 2018, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer