# COUNCIL MEETING CITY OF HENDRUM, MINNESOTA

**DECEMBER 9, 2013, 7:00 P.M. PO BOX 100, 308 MAIN STREET E.**

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**PRESENT:** M. Alm, C. Johannsen, M. Smart, and S. Tommerdahl. Also present: Garry Johanson, Norman County ESO; J. Johnson, Maintenance Supervisor; and N. Kjersten, Clerk-Treasurer. Absent: K. Kjersten.

**CALL TO ORDER:** Mayor Johannsen called the meeting to order at 7:00 P.M.

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

**CITIZENS’ FORUM:** Garry Johanson, Norman County Environmental Services, addressed the council regarding the Norman County All Hazard Mitigation Plan. G. Johanson read into record the Norman County All Hazard Mitigation Plan Resolution that the City needs to adopt in order to be eligible for future FEMA assistance if needed.

**CONSENT AGENDA: MOTION:** M. Smart moved; seconded by S. Tommerdahl, to approve the minutes from the regularly scheduled council meeting on November 12, 2013 and the special meeting minutes from November 20, 2013 and December 2, 2013.

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

Absent: Kjersten.

*MOTION DECLARED PASSED*

**APPROVAL OF AGENDA: MOTION:** M. Alm moved; seconded by M. Smart, to approve the Agenda with the following additions: under New Business: D. Resilience Plan; E. Norman County All Hazard Mitigation Plan; F. Tool Budget; G. January Meeting; H. Sales Tax Exemption; and I. Parking.

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

Absent: Kjersten.

*MOTION DECLARED PASSED*

**REPORTS OF OFFICERS AND DEPARTMENT HEADS:**

**CLERK-TREASURER’S REPORT:** ***Monthly Financial Report and Claims:*** N. Kjersten presented the monthly financial report and claims in the amount of $6,016.25.

**MOTION:** S. Tommerdahl moved; seconded by M. Alm, to approve the financial report and pay the claims in the amount of $6,016.25.

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

Absent: Kjersten.

*MOTION DECLARED PASSED*

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***Gary Cares:*** S. Tommerdahl moved; seconded by M. Smart, to solicit community support for the Gary Cares One-Fund Drive (formally known as Norman County One Fund Drive) through the City newsletter.

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

Absent: Kjersten.

*MOTION DECLARED PASSED*

**LEVEE IMPROVEMENT PROJECT:** No report.

**ENGINEER’S REPORT:** Mayor Johannsen stated that Moore Engineering will be hosting their holiday open house on December 18, 2013 from 4:00 PM to 7:00 PM.

**MAYOR’S REPORT:** No report.

**MAINTENANCE REPORT:** ***Tractor:*** J. Johnson stated that the new John Deere tractor, which the City is leasing, has arrived and that all the attachments from the New Holland fit the tractor. Discussion took place on the need for a beacon light for safety reasons on the new tractor for when the tractor is moving snow and backing up.

***MCPA Violation Update:*** J. Johnson stated that a response letter along with pictures of improvements to the lagoon had been sent to MCPA to show that the City is now in compliance with their code.

**FIRE DEPARTMENT:** ***Santa Days:*** M. Smart stated that Santa Days will be held from 11:00 AM to 12:30 PM on December 14, 2013 at the Hendrum Fire Hall.

***Wounded Warrior Project:*** M. Smart stated that the Fire Department mailed a check for $300.00, of which $240 was profit from the Veteran’s Day Supper, to the Wounded Warrior Project.

**POLICE DEPARTMENT:** No report.

**PARK UPDATE:** Mayor Johannsen stated that a Park Board meeting would be set up before year-end and that he would check with the Township to see if the meeting could be held before the next Township meeting.

**OLD BUSINESS:** ***Zoning Ordinance/Outdoor Sales Lots:***No action taken – on agenda as a reminder.

***Nuisance Ordinance:***No action taken – on agenda as a reminder

***Nuisance Violations:*** No report.

***Clerk-Treasurer Position:*** Discussion took place on having a probation period for the new clerk-treasurer.

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**MOTION:** M. Smart moved; seconded by M. Alm, to instate a six-month probationary period for the new clerk-treasurer.

Ayes: Alm, Johannsen, and Smart. Nays: Tommerdahl.

Absent: Kjersten.

*MOTION DECLARED PASSED*

***Approve Final 2014 Levy and Budget:*** **MOTION:** S. Tommerdahl moved; seconded by M. Alm, to adopt Resolution #2013-13, with no increase to the Levy for 2014, with budget amounts as follows: General Fund: $99,871.00; Fire: $7,350.00; Police: $4,200.00; and Sinking Fund: $9,450.00; for a total gross levy of $120,871.00.

Voting Aye: Alm, Johannsen, Smart, and Tommerdahl. Nays: None.

Absent: Kjersten.

*RESOLUTION DECLARED ADOPTED.*

***Survey:*** M. Alm gave an update and stated he is working on getting more information.

**NEW BUSINESS: *Sale of New Holland Tractor:*** Discussion took place on the value of the New Holland tractor and the process needed in order to sell the tractor as surplus property.

**MOTION:** C. Johannsen moved; seconded by M. Smart, to declare the New Hollandetractor as surplus property and to advertise in the Valley Journal, Norman County Index; the Farmer’s Forum, and on any free websites for quotes that need to be submitted by 5:00 pm on January 6, 2014 for the sale of the City’s surplus New Holland tractor and loader.

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

Absent: Kjersten.

*MOTION DECLARED PASSED.*

***Fargo Home and Garden Show:*** Mayor Johannsen stated that there had not been any funds budgeted for marketing, so the Home and Garden Show was a moot point.

***Civic Center Restroom Remodel:*** Mayor Johannsen stated that he had applied for the Election Assistance for Individuals with Disabilities (EAID) Grant and that the City will find out if they received the grant in January. Discussion took place on how the 125th committee has pledged $3,563.44 to the cause. Discussion continued on how the City had received an overage check from the Homeland Security grant for the new fire truck in the amount of $2,374.80 and the possibility of using those funds to help with the project.

**MOTION:** M. Smart moved; seconded by S. Tommerdahl, to use the $2,374.80 from the overage check for the Homeland Security grant for the new fire truck to open a savings account for the Civic Center restroom remodel; signers will be the Mayor, Vice-Mayor, and Clerk-Treasurer.

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

Absent: Kjersten.

*MOTION DECLARED PASSED.*

***Resilience Report:*** Mayor Johannsen stated that he had previously submitted information to FEMA and a final report has been issued that will be used to promote community resilience to flooding and other natural hazards. The report was used by FEMA to create a program that provides tools, resources, and discussions that foster local action to mitigate risk.

***Norman County All Hazard Mitigation Plan*: MOTION:** M. Alm moved; seconded by M. Smart, to adopt Resolution #2013-13, Norman County All Hazard Mitigation Plan.

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

Absent: Kjersten.

*RESOLUTION DECLARED ADOPTED*

***Tool Budget:*** Discussion took place on the maintenance department’s tool budget, which is over budget for the year, and how City departments need to abide by the $100 spending limit. Mayor Johannsen said he is going to be monitoring the budget closely and stressed the importance of how City departments need to operate within their budget.

***January Meeting:*** Mayor Johannsen asked council to move the regularly scheduled council meeting from January 13, 2014 to January 6, 2014, as he has scheduling conflicts.

**MOTION:** M. Smart moved; seconded by M. Alm, to move the January council meeting to January 6, 2014 at 7:00 PM.

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

Absent: Kjersten.

*MOTION DECLARED PASSED.*

***Sales Tax Exemption:*** Mayor Johannsen stated that since 2002, statewide property taxes have increased over 80% as state aid to cities was cut eight times. The Governor and Legislature provided tools to rebuild the state-local fiscal partnership, including: (1) a $129 million sales tax exemption; (2) a $140 million increase in direct property tax refunds to homeowners and renters; (3) a $130 million increase in local government aid to townships, cities, and counties; and (4) an increase in local school aid. Discussion took place on how the City would be tax exempt on most purchases starting in 2014.

***Parking:*** Discussion took place on a bus tour that would be picking up individuals in Hendrum and where the individuals could park their vehicles December 12 through December 14, 2013.

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**Other Business:** None.

**ANNOUNCEMENTS:**

December 18, 2013 – Holiday Open House

December 24, 2013 – Christmas Eve (All City Departments close at 12:00 PM)

December 25, 2013 – Christmas Day (All City Departments closed)

January 1, 2014 – New Year’s Day (All City Departments closed)

January 6, 2014 – Regularly Scheduled Council Meeting (7:00 PM)

Having no further business, M. Smart moved; seconded by S. Tommerdahl to adjourn. Motion carried; the meeting adjourned at 8:34 P.M. The above minutes are unofficial until approved at the next regularly scheduled council meeting on January 6, 2014.

Respectfully Submitted,

Nicole R. Kjersten

City Clerk-Treasurer