# REGULAR COUNCIL MEETING January 26, 2016

# CITY OF HENDRUM Professional Building Board Room:

# 308 Main St E, Hendrum, MN 56550

**COUNCIL PRESENT:** M. Alm, C. Johannsen, M. Smart and S. Tommerdahl **ABSENT:** P. Baukol

**CITY PERSONNEL**: C. Woeck, Maintenance Supervisor; and K. Plemmons, Clerk-Treasurer

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

**PLEDGE OF ALLEGIANCE**

**CITIZENS’ FORUM:** None.

**CONSENT AGENDA:**

*MOTION*:M. Smart moved; seconded by M. Alm to approve the minutes from the regularly scheduled meeting held on December 14, 2015 as amended.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

**APPROVAL OF AGENDA:**

*MOTION:*M. Alm moved; seconded by S. Tommerdahl to approve the agenda with the following additions: Clerk-Treasurer’s Report: c. Pay Equity; Police Department: b. 2015 Contract Report, and c. 2016 Contract; NEW BUSINESS: D. Internet Infrastructure, and E. Maintenance Truck.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

**REPORTS OF OFFICERS AND DEPARTMENT HEADS:**

**PUBLIC WORKS REPORT:** Discussion occurred over the need for a trailer to transport the mowers to and from the parks. Expense estimates will be brought to the next meeting for further discussion.

**CLERK/TREASURER’S REPORT:**

***Financial Report/Claims:*** K. Plemmons presented the financial report and claims in the amount of $26,685.16.

*MOTION:*S. Tommerdahl moved; seconded by M. Smart to approve the financial report and pay $26,685.16 in claims.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

***Reschedule October meeting:*** The regularly scheduled 2016 October meeting falls on a holiday and will need to be held on a different date.

*MOTION:* S. Tommerdahl moved; seconded by M. Alm to change the October 10, 2016 regularly scheduled council meeting to the following Monday, October 17, 2016.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

***Pay Equity***: The pay equity report which is due to be filed with the State of Minnesota was reviewed.

*MOTION:* M. Alm moved; seconded by M. Smart to approve and submit the Pay Equity Report to the State of Minnesota.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

**MAYOR’S REPORT:**

***Updating Conflict of Interest Policy:*** The current Conflict of Interest Policy requires the Mayor and Council Members to disclose conflicts of interest. It does not require the appointed board members of the Hendrum Economic Development Authority (EDA) to disclose conflict of interest. The mayor suggested that the policy be amended to include the EDA board members.

*MOTION:* S. Tommerdahl moved; seconded by M. Smart to amend the City of Hendrum Conflict of Interest Policy to include requiring board members of the Hendrum EDA to fill out disclosure forms and file them with the City on an annual basis.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

FIRE DEPARTMENT: The Rescue Squad brunch is scheduled to be held on February 14th, 2016, from 10:00 a.m. to 1:00 p.m. at the elementary cafeteria. The Steak Supper has been scheduled for April 2, 2016 in the Fire Hall. A grant has been approved by Shock and Awe for replacing two sets of turnout gear. An ISO inspection was conducted in 2015 and due to improvements in training records and equipment since the last inspection, the rating improved from 8 to 7. Once this rating is published it potentially reduces the fire insurance premium that is paid by residents within the Hendrum Fire Department district.

*Donation Resolution:* A donation was received from the Grandin Rural Fire District for provided assistance.

*MOTION:* M. Smart moved; seconded by M. Alm to adopt Resolution No. 2016-03: Monetary Donation.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

POLICE DEPARTMENT:

*Sale of Surplus Equipment:* An offer in writing was submitted to purchase the 1999 Tahoe for $3,200. A motion was made and seconded and after much discussion, it was unanimously voted to accept the offer.

*MOTION:* S. Tommerdahl moved; seconded by C. Johannsen to sell the 1999 Tahoe for the offered price of $3,200.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

*2015 Contract Report:* Mayor Johannsen asked the council if there were any questions concerning the 2015 Sheriff’s report for the City of Hendrum. No concerns were brought up.

*2016 Contract:* Mayor Johannsen discussed concerns with the proposed contract for law enforcement services from the Norman County Sheriff’s Department. The Mayor will discuss the concerns with the Sheriff and forward the contract to the City attorney for review.

UNFINISHED BUSINESS:

*Nuisance Violations:* Discussion occurred regarding the hay/straw stack located within the city limits and the future of the West Acres commercial development. Consensus of the council was to continue to work with the appropriate parties to come up with solutions.

*Minnesota Basic Code:* Tabled.

*EDA Appointments:* Tabled.

NEW BUSINESS:

*Annual Appointments and Fee Schedule:*

*MOTION:* M. Smart moved; seconded by S. Tommerdahl to adopt Resolution No. 2016-01: Annual Appointments and Designations.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

*MOTION:* M. Alm moved; seconded by S. Tommerdahl to adopt Resolution No. 2016-02: Fee Schedules.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

*Employee Benefits:* Discussion occurred about the consultation with attorneys from the League of MN Cities concerning the options a small city with two employees can offer in terms of health benefits. Since it is not feasible to offer benefits at this time, the City will offer an additional compensation in order to retain employees.

*MOTION:* M. Alm moved; seconded by M. Smart to approve an employee retention incentive in the amount of $200 per month per full-time employee.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

*EDA & Park Operating Budget Transfers:*

*MOTION:* S. Tommerdahl moved; seconded by M. Smart to transfer $3000.00 to the Hendrum EDA and $1500.00 to the Hendrum Community Park operating budgets for 2016.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Baukol. *MOTION DECLARED PASSED.*

*Internet Infrastructure:* Mayor Johannsen contacted Arvig about fiber optic line upgrades. There is no plan to replace the current lines with fiber optics. A price proposal is being put together for the expense of upgrading the Professional Building to fiber optic line. This will be presented to the Hendrum EDA for discussion.

*Maintenance Truck:* A price proposal and photos of a used pickup to replace the current city’s maintenance pickup were reviewed. The general consensus was that the council was not ready to make a purchase at this time.

Having no further business, M. Smart moved; seconded by S. Tommerdahl to adjourn at 9:02 p.m. Motion carried. The above minutes are unofficial until approved at the next regularly scheduled council meeting on February 8, 2016.

Keri Plemmons, City Clerk-Treasurer