

CITY OF HENDRUM

Regular Council Meeting Minutes

January 8, 2018

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:07 p.m. on January 8, 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: Paul Baukol, Curt Johannsen, and Michael Smart.

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

CONSENT AGENDA

- a) December 11, 2017 regular council meeting minutes
- b) December 2017 maintenance log
- c) David Drown & Associates engagement letter
- d) Sanitary survey report

MOTION: M. Smart moved; seconded by P. Baukol to approve the listed consent agenda items. ALM: absent; BAUKOL: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.

APPROVAL OF AGENDA

- a) New Business: D. Cigarette License
- b) New Business: E. Building Permit
- c) New Business: F. Ice Skating Rink
- d) Fire Department: C. Storage Building

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PUBLIC WORKS:** Maintenance Superintendent Sundblad discussed upcoming projects such as improvements to well room, cleaning the city shed and trimming up the alleys. Pole saw prices between several stores were reviewed. The ceiling fan in the shop does not work.

MOTION: M. Smart moved; seconded by P. Baukol to approve allowing Maintenance Superintendent Sundblad to purchase a ceiling fan with a spending limit of one hundred dollars.

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

- b) **CLERK-TREASURER:** The December financial report and January claims list totaling \$15,231.72 was presented for approval.

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

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

- c) **MAYOR:** Mayor Johannsen provided an update concerning the Hendrum Levee Analysis and Mapping Plan (LAMP) conclusions. The FIRM (Final Insurance Rate Map) has been scheduled to be issued in September 2019. The updated map will place Hendrum in the floodplain. Mayor Johannsen will be providing as much updated information concerning the Highway 75 reconstruction project which includes the road raises to the Minnesota DNR (Department of Natural Resources) in hopes that enough progress will allow Hendrum to receive an alternative designation by the time the FIRM is released.

- d) **FIRE DEPARTMENT:**

Joint Powers Agreement: A meeting with the Perley-Lee Township Fire Board will need to be scheduled to finalize the agreement.

Township Contract: Council instructed Clerk-Treasurer Plemmons to invite the township board members to the February meeting.

Storage Building: A request has been made to consider using a storage container with a roof added as temporary storage next to the fire hall. The idea was discussed. No action was taken.

UNFINISHED BUSINESS

- a) **City Ordinance Violations:** The city attorney mailed a cease and desist letter concerning the unpermitted construction occurring at 339 Main Street West. Mayor Johannsen updated the council on the communication with the property owners and the city attorney. The recommended course of action is to provide two weeks for the property owners to bring the situation into compliance before proceeding with additional actions. The council agreed with the city attorney's recommendations.
- b) **MnDOT Hwy 75 Reconstruction Project:** Notification letters have been received by property owners adjacent to the reconstruction project.
- c) **Hendrum Relief Association Pension Actuarial Study:** The actuarial study was completed and provided to the council for review.
- d) **Wellhead Protection:** No update.

- e) **Lease Property Contract:** Council instructed Clerk-Treasurer Plemmons to send a letter of inquiry and intent to Mr. Hempeck.
- f) **EDA Appointments:** Mayor Johannsen volunteered himself to be nominated to fill the remaining one year term of the available board member position on the Hendrum EDA.

MOTION: P. Baukol moved; seconded by *M. Smart* to appoint Curt Johannsen to a one-year term ending December 31, 2018, as a board member of the Hendrum Economic Development Authority.

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

MOTION PASSED.

- g) **Pull-Tabs:** The Hendrum Fire Relief Association does not wish to pursue running a pull-tab operation. The request to allow the Halstad Fire Relief Association to operate a pull-tab operation in Hendrum was brought back into consideration.

MOTION: M. Smart moved; seconded by *P. Baukol* to authorize the Halstad Fire Relief Association to establish a pull-tab operation at Tank's Barley House.

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

- h) **Pole Saw:** Multiple pricing options were reviewed.

MOTION: P. Baukol moved; seconded by *M. Smart* to approve purchasing a pole saw for \$669.95.

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

NEW BUSINESS

- a) **Annual Appointments & Designations:** During the first meeting of the year, the Council must appoint an acting mayor (vice mayor) from among the council members, 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: P. Baukol moved; seconded by *M. Smart* to adopt Resolution No. 2018-01: Resolution to Set Annual Appointments and Designations. By the following roll call vote the resolution was duly adopted and on file in the City Clerk's office.

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

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

MOTION: P. Baukol moved; seconded by *M. Smart* to adopt Resolution No. 2018-02: Fee Schedules. By the following roll call vote the resolution was duly adopted and on file in the City Clerk's office.

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

- c) **Employee Evaluations:** Evaluation forms were passed out to be returned by Feb 1st.

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

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

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

- e) **Building Permit:** A building permit application was received by 339 Main Street East and presented to the council for review. Considerable discussion occurred over the completeness of the drawing/plan provided.

MOTION: M. Alm moved; seconded by P. Baukol to approve issuing a building permit to 339 Main Street East on the condition that the setback measurements provided for the accessory building are accurate when moved into position and that the front porch and back deck also follow all setback requirements.

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

- f) **Ice Skating Rink:** A request was made to have a city employee make the connection to a fire hydrant and fill an ice skating rink. The general consensus of the council was to agree to the request under the condition that the volume of water needed to fill the rink will be calculated and billed to the requesting resident.

ADJOURNMENT

P. Baukol moved; seconded by M. Smart to adjourn the meeting at 9:50 p.m. The next regular council meeting will be at 7:00 p.m. on February 12, 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