

**CITY OF HENDRUM**  
**Regular Council Meeting Minutes**

April 15, 2019

**CALL TO ORDER**

Mayor Johannsen called to order the regular meeting of the City of Hendrum council at 7:34 pm on April 15, 2019 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: Michael Smart, Curt Johannsen, Paul Baukol, and Steven Jeffery.

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

The following member of the public was present: Jeremy Hadrava, MnDOT.

**CONSENT AGENDA**

- a) 2019-03-11 Regular Council Meeting Minutes
- b) 2019-03-21 Special Council Meeting Minutes
- c) 2019-04-03 Special Council Meeting Minutes
- d) 2019-03 Maintenance Logs
- e) January – March 2019 Officer Activity Logs
- f) Monitoring Results of Groundwater Virus Study
- g) Wild Rice Watershed District Proposed Permit Application & Notice of Comprehensive Watershed Management Plan
- h) NPDES Permit Compliance Summary

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

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

**APPROVAL OF AGENDA**

- a) Add to Public Works : B. Vacation
- b) Add to New Business: F. House Demolition
- c) Add to New Business: G. Flowers
- d) Add to New Business: H. Tree Program
- e) Add to New Business: I. Beautification Program

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

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

## REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PUBLIC WORKS:** Maintenance Superintendent Sundblad has achieved certification as a Class D licensed sewer operator. Clerk-Treasurer Plemmons was instructed to provide a 30-day notification to Mike Kurkowski of N.W.S. in order to cancel the licensed water and sewer operator and mentoring services his company has been providing the city. As per the hiring agreement with Mr. Sundblad, his wage will be increased one dollar an hour for successfully achieving certifications as a licensed water and wastewater operator. Mr. Sundblad has also requested vacation approval for Friday, April 19<sup>th</sup> and Monday, April 22<sup>nd</sup>.

*MOTION: M. Smart moved; seconded by P. Baukol to provide a 30-day notification as per the agreement to cancel services with N.W.S.*

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

*MOTION: S. Jeffery moved; seconded by M. Smart to increase Maintenance Superintendent Mark Sundblad's wage by one dollar an hour effective April 16, 2019.*

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

*MOTION: S. Jeffery moved; seconded by P. Baukol to approve Maintenance Superintendent Sundblad's vacation request for Friday, April 19<sup>th</sup> and Monday, April 22<sup>nd</sup>.*

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

- b) **CLERK-TREASURER:** The March financial report and April claims list totaling \$25,851.07 was presented for approval

*MOTION: P. Baukol moved; seconded by S. Jeffery to approve the March financial report and pay the claims in the amount of \$25,851.07.*

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

- c) **MAYOR:** No report.

- d) **FIRE DEPARTMENT:** The Steak Supper Fundraiser hosted by the fire and rescue employees and sponsored by the Hendrum Firemen's Relief Association received the greatest amount of support from the community to date. The net proceeds will be used to purchase air packs and turnout gear.

## UNFINISHED BUSINESS

- A. **City Ordinance Violations:** Open files were discussed. No action taken.
- B. **MnDOT Hwy 75 Reconstruction Project:** Council discussed city inspections, maintenance, street lights salvage, signs, sidewalk, bump-outs, culverts, and drainage with Jeremy Hadrava (MnDOT). Further discussion ensued concerning the community aesthetics of

installing stamped concrete within the entire boulevard of the new sidewalks to be constructed along TH 75 as well as the added value versus the additional expense.

*MOTION: M. Smart* moved; seconded by *S. Jeffery* to authorize MnDOT to include stamped concrete within the entire boulevard of sidewalk from Hendrum Drive to Park Avenue (CSAH 25) along the east side of TH 75.

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

The cooperative agreement between the State of Minnesota Department of Transportation and the City of Hendrum was discussed at the special meeting held on April 3, 2019.

Council had the opportunity to review the agreement for corrections and errors. A resolution to enter into MnDOT Agreement No. 1033216 was introduced.

*MOTION: P. Baukol* moved; seconded by *S. Jeffery* to resolve to enter into MnDOT Agreement No. 1033216 with the State of Minnesota, Department of Transportation for the following purposes:

- 1) To provide for payment by the City to the State of the City's share of the costs of the utility, lighting, parking lane construction, and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 75 from 269 feet south of 175<sup>th</sup> Ave to 853 feet north of County State Aid Highway No. 25 within the corporate limits of the City of Hendrum under State Project No. 5406-18 (T.H. 75=006).
- 2) That the Mayor and the Clerk-Treasurer are authorized to execute the Agreement and any amendments to the Agreement.

By the following roll call vote the resolution was duly adopted.

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

Jason Murray (David Drown Associates) joined the meeting via speakerphone to finalize a public hearing schedule for the Tax Abatement Project and to discuss the borrowing schedules of the project broken down by the potential Street Overlay project, MnDOT, and Water and Sewer portions. A special meeting was called to take place at 5:30 pm on May 8, 2019, in the board room of the Professional Building in order to meet with Mr. Murray concerning the bond issuance. The public hearing was also set for May 8, 2019, at 7:00 pm in the Hendrum Civic Center.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to adopt Resolution No. 2019-10: Resolution Setting Date for a Public Hearing on the Approval of a Tax Abatement Resolution for the Purpose of Financing Public Infrastructure. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

- a. **Potential City Street Paving Project:** After hearing from Mr. Murray that it will cost the city less in capitalized interest to separate the funding for the potential Street Overlay project from the MnDOT and Water and Sewer projects, the council decided to wait on pursuing the street overlay project for another year in order to take more time to

develop the plan since there wasn't any cost savings by combining both projects into one bond.

- b. **Hendrum Drive Street Lights:** Four decorative street lights will be taken down from Main Street due to the TH 75 Reconstruction Project. The council and EDA board discussed repurposing the lights and installing them along Hendrum Drive. However, it was determined that the estimated expense of installing the lights is not feasible at this time.
- c. **Fire Hall Power Line:** The main power line along the alley south of Main Street will be buried as part of the TH 75 Reconstruction project. Whether or not to take the opportunity to also bury the portion of the power line leading to the fire hall was discussed. Council reviewed a quote for one-thousand-one-hundred-and-twenty dollars to bury the line from the main line in the alley to the fire hall.

*MOTION: M. Smart* moved; seconded by *S. Jeffery* to approve getting the power line leading to the fire hall buried and to accept the quote for one-thousand-one-hundred-and-twenty dollars.

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

C. **Wellhead Protection:** No update.

D. **City Pickup:** No update.

E. **Retention Pond/Haying Lease:** After publishing and posting notification to accept sealed bids for an annual haying agreement of the City of Hendrum retention ponds, two sealed bids were received by the deadline. Mayor Johannsen opened the bids and read them aloud. The council deliberated and came to a decision.

*MOTION: S. Jeffery* moved; seconded by *P. Baukol* to accept the bid received from Chris Aronson for two-thousand-five-hundred dollars to hay the retention ponds.

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

A. **Arvig:** Mayor Johannsen provided the council with an update on the terms of the agreement which have been conveyed to the representative from Arvig. As the final agreement is not yet available to approve or disapprove, no action was taken.

B. **Spring Flood Outlook:** This year was the first flood to test the new levee system since its construction. Council discussed what was learned from this flood. The main areas to address for the next potential flood event is to shut the gates and start pumping earlier to force the ditches to open quicker.

C. **Obstructed Traffic Signs:** Councilmember Baukol talked to the affected homeowner concerning their tree needing to be trimmed to reveal the traffic sign.

## NEW BUSINESS

- A. **NCWE Summer Rec Program:** Mayor Johannsen met with Norman County West Elementary (NCWE) Superintendent Dr. Hess who would like to expand on the summer rec program which would involve some services to be provided by the City. Dr. Hess wasn't able to attend the

tonight's rescheduled meeting. Mayor Johannsen will invite Dr. Hess to the next meeting to explain further.

- B. **Waterline Complaint:** A complaint to address plans concerning an ongoing issue with frozen water lines was submitted. Mayor Johannsen has discussed the proposed plans with the property owner.
- C. **Donations:** Donations were received by Elm River Township and Lee Township for fire and rescue services.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to adopt Resolution No. 2019-09: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

- D. **Building Permit:** A building permit application submitted to the City was reviewed.

*MOTION: S. Jeffery* moved; seconded by *P. Baukol* to issue a residential building permit for proposed work at 265 Herbert Street South.

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

- E. **Lift Station Service Agreement:** ND Sewage Pump & Lift Station Service Co Inc. has been providing annual servicing of the lift station pumps. The Service Contract is up for renewal and was provided to the council to review. The board would like to add the storm sewer pump to the servicing agreement. Mayor Johannsen will contact the company to inquire if this is a possibility before the council decides on whether or not to accept and sign the agreement.
- F. **House Demolition:** The Hendrum Economic Development Authority (EDA) board accepted the bid from Visser Trenching, Inc. to demolish the structure at 261 Herbert Street South contingent upon the approval of the city council to split the expense. The request to split the expense with the City is because the lowest cost bid is more than what the EDA has available in its budget.

*MOTION: S. Jeffery* moved; seconded by *P. Baukol* to approve splitting the demolition expense with the Hendrum EDA to remove the structure at 261 Herbert Street South.

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

- G. **Flowers:** The Hendrum EDA will be continuing the Adopt-a-Pot program to help fund the planting of the barrels of flowers along Main Street. A request was made by the EDA to split the expense of the flowers and soil not covered by the sponsorships.

*MOTION: P. Baukol* moved; seconded by *S. Jeffery* to authorize paying half of the expense of the soil and flowers not covered by the public sponsorships through the Adopt-a-Pot program for the barrels of flowers to be placed along Main Street.

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

- H. **Tree Program:** The City has allocated funds to reimburse residents for one-half of the purchase price up to twenty dollars per tree for up to two trees per property to be planted within the limits of the City of Hendrum.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to approve the 2019 Hendrum Tree Planting Program.

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

- I. **Beautification Program:** Mayor Johannsen proclaimed the month of May to be Beautification and Tree Planting Month.

#### **ADJOURNMENT**

*P. Baukol* moved; seconded by *M. Smart* to adjourn the meeting at 10:21 pm. The next regular council meeting will take place at 7:30 pm on May 13, 2019, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer