# REGULAR COUNCIL MEETING December 12, 2016

# CITY OF HENDRUM Professional Building Board Room:

#  308 Main St E, Hendrum, MN 56550

**COUNCIL PRESENT:** Paul Baukol, Curt Johannsen & Michael Smart

**COUNCIL** **ABSENT:** Milton Alm & Sarah Tommerdahl

**CITY PERSONNEL**: Keri Plemmons, Clerk-Treasurer & Carl Woeck, Maintenance Supervisor.

**CALL TO ORDER:** Mayor Johannsen called the meeting to order at 7:13 P.M.

**PLEDGE OF ALLEGIANCE:** Recited.

**CONSENT AGENDA:**

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

1. November 14, 2016 regular council meeting minutes
2. November 2016 maintenance log

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

**APPROVAL OF AGENDA:**

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

New Business:

1. MRWA Assistance Request (moved from consent agenda)

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

**REPORTS OF OFFICERS AND DEPARTMENT HEADS:**

**PUBLIC WORKS REPORT:** No report.

**CLERK/TREASURER’S REPORT:**

***Financial Report/Claims:*** The monthly financial report was presented and the claims list totaled $27,030.94.

*MOTION:*M. Smart moved; seconded by P. Baukol to accept the monthly financial report and approve paying $27,030.94 in claims.

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

***Color Copier Proposal:*** A lease proposal of a new color copier for the city office was reviewed.

*MOTION:* P. Baukol moved; seconded by M. Smart to accept the lease agreement with LaserSystems.

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

**MAYOR’S REPORT:** No report.

FIRE DEPARTMENT: Santa Days had a large turnout. The new ambulance is getting the old wrap removed and the new wrap installed. The radios & light bar are getting scheduled to be removed from the old ambulance and installed in the new.

UNFINISHED BUSINESS:

*City Ordinance Violations:* No update.

*Minnesota Basic Code:* Tabled.

*MnDOT Hwy 75 Reconstruction Project:* No update.

*Hwy 75 Parking:* The signs have been ordered and MNDot will be installing them along T.H. 75 when they are ready.

NEW BUSINESS:

*Utility Rates:* The rates for city utilities are set annually by resolution.

*MOTION:* P. Baukol moved; seconded by M. Smart to adopt Resolution No. 2016-26: Resolution Setting Utility Billing Rates for 2017.

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

*2017 Budget & Tax Levy:* MN State Statutes Section 6.745 requires cities to provide summary budget information to the Office of the State Auditor after adoption of the city budget.

*MOTION:* M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2016-24: Resolution Adopting 2017 Budget.

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

The preliminary tax levy was set at the September 12th meeting. No changes were made and the final levy was certified by resolution.

*MOTION:* P. Baukol moved; seconded by M. Smart to adopt Resolution No. 2016-23: Resolution Approving 2016 Tax Levy, Collectible in 2017.

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

*Certify Delinquent Charges for Assessment:* Property owners with delinquent utility accounts received a notification letter in October concerning the intent of the City of Hendrum to certify the specified amount to property taxes if not paid by November 28th. The letter informed the recipients of their right to request a hearing in front of the city council. The final assessment roll has been prepared and presented to the council.

*MOTION:* M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2016-27: Resolution to Certify Delinquent Utility Charges to the Norman County Auditor for Assessment on Parcels within the City of Hendrum.

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

*Fire Department Applicants:* Two applications have been received from individuals interested in serving on the city fire department.

*MOTION:* P. Baukol moved; seconded by M. Smart to close the meeting in order to review private data as the hiring authority.

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

*MOTION:* M. Smart moved; seconded by Paul Baukol to reopen the meeting.

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

The city council determined that both applicants are eligible for employment on the city fire department.

*MOTION:* P. Baukol moved; seconded by M. Smart to offer the position of city firefighter to Timothy Wheeler and Austin Olheiser.

Ayes: Baukol, Johannsen & Smart. Nays: None. *MOTION DECLARED PASSED.*

***MRWA Assistance Request:*** Minnesota Rural Water Association has programs funded through USDA Rural Development, Farm Services Agency and EPA to bring on-site technical assistance and training to rural communities. MRWA has provided assistance and training to the City of Hendrum and is requesting a letter of support for the programs the city uses in order to help MRWA inform federal legislators of how important these programs are and how important it is to continue to fund these programs. Mayor Johannsen will draft a letter from the city explaining all of the assistance this agency has provided the City of Hendrum as members of the association.

Having no further business, P. Baukol moved; seconded by M. Smart to adjourn at 9:12 P.M. MOTION CARRIED. The above minutes are unofficial until approved at the next council meeting scheduled for January 9, 2017.

Respectfully submitted,

Keri Plemmons, City Clerk-Treasurer