

CITY OF HENDRUM
Regular Council Meeting Minutes
October 12, 2020

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:36 pm on October 12, 2020 in the Hendrum Civic Center located at 309 Main Street East in Hendrum, Minnesota. The Pledge of Allegiance was recited.

ROLL CALL

The following council members were present: Paul Baukol, Curt Johannsen, Michael Smart(via teleconference), and Steven Jeffery.

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

The following member of the public was present: Cavin Berube, Moore Engineering.

CONSENT AGENDA

- a) 2020-09-14 Regular Council Meeting Minutes
- b) 2020-09-29 Special Budget Meeting Minutes
- c) 2020-09 Maintenance Logs

MOTION: P. Baukol moved; seconded by *S. Jeffery* to approve the consent agenda with the following correction to the 2020-09-14 Regular Council Meeting Minutes: under the motion to approve the Clerk-Treasurer’s August Financial report and pay the claims totaling \$37,186.74, the vote from Councilmember Jeffery is to read as “nay”.

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

APPROVAL OF AGENDA

- a) Add to Clerk-Treasurer: **C. Payment Arrangement**
- b) Add to Unfinished Business: **F. Drainage Ditch**
- c) Add to New Business: **D. Sidewalk**

MOTION: M. Smart moved; seconded by *S. Jeffery* 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 reported that millings from the county road construction project appear to have filled the valve cover gaskets at Quincy and Main Street. Mayor Johannsen stated that he will discuss the concern with the county engineer. Mr. Sundblad also addressed the notice from the Minnesota Pollution Control

Agency (MPCA) regarding the missing reports. He has received additional training from Minnesota Rural Water on how to create and submit the reports to the MPCA and to date has three more reports to file which will bring the city into compliance with the reporting standards. Mayor Johannsen and Mr. Sundblad will also be sending a letter to the MPCA stating the new measures that will be put into place to ensure that the reports are filed in a timely manner.

B. CLERK-TREASURER:

- 1. Financial Report & Claims List:** The September financial report and October claims list totaling \$17,773.51 were presented for approval. Additional claims totaling \$12,186.11 were also presented for payment.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to approve the September financial report and pay the claims in the amount of \$29,959.62.

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

- 2. Voided Checks:** The following checks were voided due to duplication: 4080,16223 & 16234.
- 3. Payment Arrangement:** The property owner at 441 Gordon St W requested a payment arrangement for the utility charges that were left unpaid by their renters.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to approve the payment arrangement request submitted by the property owner at 441 Gordon St W.

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

C. MAYOR: No update.

- D. FIRE DEPARTMENT:** The elementary third graders were given a tour of the fire hall and equipment in honor of Fire Prevention Week.

UNFINISHED BUSINESS

- A. City Ordinance Violations:** The review hearings for both properties in litigation resulted in being dismissed without prejudice since both properties were basically in compliance by the dates of their signed agreements. A resolution to declare a potentially dangerous dog was introduced. Based on the incident report received from the Norman County Sheriff's Department and the victim's statement and injuries, the council declared the resolution adopted.

MOTION: P. Baukol moved; seconded by *M. Smart* to adopt Resolution No. 2020-16: Resolution to Declare Potentially Dangerous Dogs. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

- B. MnDOT Hwy 75 Reconstruction Project:** No update.

- C. City Street Paving Project:** Engineer Cavin Berube presented estimates on several options for reconstruction and mill and overlay. Discussion occurred on the different options and

the financial implications of each options. Further research will need to be done on the affordability of each option regarding how the cost will affect individual property owners. Once all the research has been done, the council will present the information regarding the different options to the public to gather feedback on what direction the council should take.

- D. Wellhead Protection:** A meeting was held on September 17th with Mr. Disrud (Minnesota Department of Health) to review draft Chapters 1-8 of the Wellhead Protection Plan, approve maps and the table listing potential contaminant sources, and discuss strategies for Chapter 9. The proposed draft of the chapters, maps and table were provided to the council for review.
- E. COVID-19 Funding:** Current expenditures were tallied and estimates of potential expenses were reviewed. Agreed upon expenses included sanitation stations, remote work equipment and software, teleconferencing equipment, automatic door opener and installation, carpet removal and replacement laminate, small business emergency grants, donation to the local food shelf and donation to REACH for the local Thanksgiving and Christmas dinner distributions.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to spend the CARES Act funding by authorizing the purchase of supplies and equipment necessary to help mitigate the spread of COVID-19 and to provide funding to the Hendrum Economic Development Authority for the purpose of distribution of small business emergency grants for Hendrum business affected by the pandemic.

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

- F. Drainage Ditch:** It was recommended by the Wild Rice Watershed District to spray for cattails in the drainage ditch as a more affordable first option since cleaning the ditch would only provide a short term solution at a much larger expense that would have to be repeated every year or so.

NEW BUSINESS

- A. Tax Forfeited Properties:** Two parcels were forfeited to the State of Minnesota for nonpayment of property taxes. The council reviewed the EDA board recommendation to purchase one of the properties prior to public sale for the purpose of blight removal. A resolution was introduced to make recommendations to the county regarding the tax forfeited properties.

MOTION: M. Smart moved; seconded by *P. Baukol* to adopt Resolution No. 2020-18: Tax Forfeiture Property. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

- B. Assessment Resolution:** Property owners and tenants with delinquent utilities were notified of nonpayment and given sixty days to request a hearing concerning the charges. A

resolution was introduced to certify the remaining delinquent utility charges to the Norman County Auditor for assessment.

MOTION: S. Jeffery moved; seconded by *P. Baukol* to adopt Resolution No. 2020-17: Resolution to Certify Delinquent Utility Charges to the Norman County Auditor for Assessment on Parcels within the City of Hendrum. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

C. Building Permits: An application to construct a shed at 258 Herbert Street South was received. The application was approved.

MOTION: S. Jeffery moved; seconded by *P. Baukol* to approve a building permit for a new shed at 258 Herbert Street South.

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

An application to install drain tile at 332 Rice Street North was received. The application was approved.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to approve a building permit to install drain tile at 332 Rice Street North.

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

D. Sidewalk: Discussion took place regarding covering a portion of sidewalk in front of 262 Herbert Street South.

MOTION: P. Baukol moved; seconded by *M. Smart* to authorize a portion of sidewalk in front of 262 Herbert Street South to be covered.

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

ADJOURNMENT

S. Jeffery moved; seconded by *M. Smart* to adjourn the meeting at 9:30 pm. The next regular council meeting will be at 7:00 pm on November 9, 2020, in the Hendrum Civic Center located at 309 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer