

**CITY OF HENDRUM**  
**Regular Council Meeting Minutes**  
December 14, 2020

**CALL TO ORDER**

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:01 pm on December 14, 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: Curt Johannsen, Michael Smart, 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: Brian Schlapkohl.

**CONSENT AGENDA**

- a) 2020-11-09 Regular Council Meeting Minutes
- b) 2020-11-16 Emergency Council Meeting Minutes
- c) 2020-11 Maintenance Logs
- d) 2020 Pension Accounting Report for the Relief Association
- e) 2020-12-2 Dividend Announcement from LMC
- f) 2020-12-2 Norman County Auditor regarding Mail Ballot process

*MOTION: M. Smart moved; seconded by S. Jeffery to approve the consent agenda.*

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

**APPROVAL OF AGENDA**

*MOTION: S. Jeffery moved; seconded by M. Smart to approve the agenda as presented.*

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

**REPORTS OF OFFICERS AND DEPARTMENT HEADS**

- A. PUBLIC WORKS:** Maintenance Superintendent Sundblad requested approval to purchase a differential for the 1997 pickup for \$250.00.

*MOTION: S. Jeffery moved; seconded by M. Smart to authorize the purchase of a differential for the 1997 pickup for \$250.00.*

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

**B. CLERK-TREASURER:**

**Financial Report & Claims List:** The November financial report and December claims list totaling \$32,330.73 were presented for approval.

*MOTION: M. Smart moved; seconded by S. Jeffery to approve the November financial report and pay the claims in the amount of \$32,330.73.*

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

**Voided Checks:** The following checks were voided as duplicates: 16210, 16287, 16288, 16297.

**Tax Forfeited Properties Outstanding Utilities:** The two properties that were forfeited to the state due to nonpayment of taxes have outstanding utility charges that require approval to charge-off the balances.

*MOTION: S. Jeffery moved; seconded by M. Smart to authorize Clerk-Treasurer Plemmons to charge-off \$630.24 from the utility account for 100 Park Ave E and \$527.46 from the utility account for 436 Gordon St W.*

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

**C. MAYOR:** No update.

**D. FIRE DEPARTMENT:** Three applications to join the fire and rescue department were reviewed.

*MOTION: M. Smart moved; seconded by S. Jeffery to hire Sandra Masche, Barry Carlson and Wyatt Rudnik as members of the fire department.*

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

## **UNFINISHED BUSINESS**

- A. City Ordinance Violations:** Council discussed the need to approve a permanent variance to be filed with the county regarding 154 Highway 75 South. It was determined to contact the city attorney to draft the appropriate language for the resolution.
- B. City Street Paving Project:** Due to the governor's orders which limit public gatherings, a public hearing regarding options for the city street paving project will be scheduled on a later date. Mayor Johannsen will be working with the engineer to adapt a sample assessment policy to meet the specific needs of Hendrum.
- C. Wellhead Protection:** A meeting was held on December 11<sup>th</sup> with Mr. Disrud (Minnesota Department of Health) to review the draft report of the entire Wellhead Protection Plan. Modifications were discussed and some revisions were suggested. There will be one more internal review with another employee at the Minnesota Department of Health before setting a public hearing date, LGU notice and submittal for state approval. The next meeting to review the final draft is scheduled for January 13<sup>th</sup> at 9:30 am in the Hendrum Civic Center.
- D. Levee Certification (LOMR):** The next step in adopting the letter of map amendment (LOMR) which will effectively remove the City of Hendrum from the flood insurance requirements is to schedule a public hearing.

*MOTION: S. Jeffery* moved; seconded by *M. Smart* to schedule a public hearing regarding the adoption of the amendment to the City of Hendrum flood ordinance which will be restricted to Section 2.3. to add reference to “Letter of Map Revision Case Number 20-05-2263P, with an effective date of March 3, 2021.”

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

## **NEW BUSINESS**

- A. Well Maintenance Contract:** Their Well’s current rate schedule for their Preventive Maintenance Inspection Program was reviewed and the council discussed whether to enter into a contract for well maintenance services from the company.

*MOTION: M. Smart* moved; seconded by *S. Jeffery* to enter into a well maintenance contract with Their Well and authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign the contract to effectuate the agreement.

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

- B. Proposed Water Supply Project:** Council reviewed the notice of intent to local government units including the City of Hendrum regarding a joint powers municipal water district. Halstad Municipal Utilities is notifying its neighbors of its intent to develop a Joint Powers entity for future water supply. A request to submit additional information from interested entities was submitted as well.

*MOTION: S. Jeffery* moved to let the Halstad Municipal Utilities know that the city will be interested in more information. The motion died due to lack of a second.

*MOTION: M. Smart* moved; seconded by *C. Johannsen* to table the discussion until the January meeting.

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

- C. Boulevard Trees – South Side of 269 Herbert St S:** It was reported that two trees along the south side of 269 Herbert St S are probably dead and will need to be removed. The property owners expressed interest cutting up the trees for wood.

*MOTION: M. Smart* moved; seconded by *S. Jeffery* to assist with the removal of the boulevard trees.

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

- D. 2021 Budget and Tax Levy:** No changes were made to the proposed budget for 2021.

*MOTION: S. Jeffery* moved; seconded by *M. Smart* to adopt Resolution No. 2020-19: Resolution Adopting 2021 Budget. By the following roll call vote the resolution was duly adopted and on file at the City Clerk’s office.

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

No changes were made to the preliminary 2021 property tax levy certified in September.

*MOTION: M. Smart* moved; seconded by *S. Jeffery* to adopt Resolution No. 2020-20: Resolution Approving 2020 Tax Levy Payable in 2021. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

**E. 2021 Utility Rates:** A resolution to set the utility billing rates for 2021 with no increases from 2020 was introduced.

*MOTION: M. Smart* moved; seconded by *S. Jeffery* to adopt Resolution No. 2020-21: Resolution Setting Utility Billing Rates for 2021. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

## **ADJOURNMENT**

*M. Smart* moved; seconded by *S. Jeffery* to adjourn the meeting at 8:28 pm. The next regular council meeting will be at 7:00 pm on January 11, 2021, in the Hendrum Civic Center located at 309 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer