# REGULAR COUNCIL MEETING June 8, 2015

# CITY OF HENDRUM

Professional Building Board Room: 308 Main St E, Hendrum, MN 56550

**PRESENT:** M. Alm,P. Baukol, C. Johannsen, M. Smart and S. Tommerdahl. Also present: J. Kolness; T. Hajicek, Engineer; C. Woeck, Maintenance Supervisor; and K. Plemmons, Clerk-Treasurer. Absent: None.

**CALL TO ORDER:** Mayor Johannsen called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

**CITIZENS’ FORUM:** None.

**CONSENT AGENDA:**

*MOTION*:S. Tommerdahl moved; seconded by P. Baukol to approve the minutes from the regularly scheduled council meeting held on May 18, 2015.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

**APPROVAL OF AGENDA:**

*MOTION:*M. Smart moved; seconded by M. Alm to approve the agenda with the following additions: Old Business: F. Graveling Alleys; New Business: E. Water/Wastewater Contract, F. Garbage Contract, and G. Street Light. Also a correction under New Business: C. Levee Maintenance, b. Mowing Rights corrected to Mowing Rates.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

**REPORTS OF OFFICERS AND DEPARTMENT HEADS:**

**PUBLIC WORKS REPORT:** The wastewater ponds have not been able to be discharged due to equipment and testing difficulties. Options are being pursued. Mosquito spraying equipment is ready to go and spraying will begin tonight. The dandelion population on city property was discussed and it was determined to spray around Labor Day when it would be most effective.

**CLERK-TREASURER’S REPORT:**

***Financial Report/Claims:*** K. Plemmons presented the monthly financial report and claims in the amount of $33,796.97.

*MOTION:*S. Tommerdahl moved; seconded by M. Smart to approve the financial report and pay the claims in the amount of $33,796.97.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

***Voided Checks:*** The following check number has been voided: 13863.

***Revenue Recapture Program Agreement:*** The Revenue Recapture Program through the State of Minnesota authorizes the Minnesota Department of Revenue to intercept-or recapture-taxpayer refunds and apply them to debts the taxpayers owe to other agencies and certain local governmental units. This provides the City another resource for recapturing owed debts. An agreement between the City of Hendrum and the Minnesota Department of Revenue (MDOR) needs to be approved by the council to authorize the MDOR to carry out the functions of the Revenue Recapture Act.

*MOTION:* M. Alm moved; seconded by P. Baukol to enter into an agreement with the Minnesota Department of Revenue in order for the City of Hendrum to participate in the Revenue Recapture Program.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

**ENGINEER’S REPORT:** T. Hajicek updated the council on where the engineers are at concerning the letter of map revision for the Wild Rice Addition. One bill was submitted for the lot pinning and setting the benchmark elevations for the Wild Rice Addition in the amount of $935.95. A second bill was submitted in the amount of $780.00 for the work done on the renewal application for the City of Hendrum wastewater permit.

*MOTION:* M. Alm moved; seconded by S. Tommerdahl to approve payment of $1,733.95 to Moore Engineering.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

***Flood Insurance Rate Maps (FIRM)*** The Minnesota Department of Natural Resources has provided a sample ordinance for the City of Hendrum. T. Hajicek provided information on how the ordinance process would be handled by the engineering firm and the estimated expenses. Discussion occurred over whether or not it is necessary for the City to engage an engineer for the ordinance process. More information is needed before a decision can be made.

**MAYOR’S REPORT:** None.

FIRE DEPARTMENT: County wide propane training has been scheduled for July 23, 2015.

POLICE DEPARTMENT: Jeremy Thornton, Norman County Sheriff, was unable to attend the meeting, therefore , a special meeting is scheduled for June 16th at 7:00 pm in board room of the Professional Building to discuss the patrolling options and the possibility of the city contracting with the sheriff’s department for police services.

PARK UPDATE:

*Donation Resolution:* A donation from Jay and Ann Tommerdahl was received for the Hendrum Community Park.

*MOTION:* S. Tommerdahl moved; seconded by M. Smart to adopt Resolution No. 2015-12: Monetary Donation.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

*NCW/Park Lease Agreement:* The lease agreement between the City of Hendrum and the Norman County West School District for use of the city ball field for March 1, 2016 through July 31, 2016 was reviewed.

*MOTION:* M. Alm moved; seconded by P. Baukol to enter into the proposed lease agreement between the City of Hendrum and the Norman County West School District.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

OLD BUSINESS:

*Nuisance Violations:* Mayor Johannsen stated that he contacted Brian Halos, a licensed building rental inspector and ordinance enforcer, to see what options were available to the city for addressing blighted properties. Mr. Halos will be invited to the special meeting on June 16th to discuss options and pricing.

*Personnel Policy/Sick Pay:* Tabled.

*EDA Bylaws:* Tabled.

*Audit:* The 2014 audit report presented at the May 18, 2015 meeting has been reviewed by the council.

*MOTION:* M. Smart moved; seconded by M. Alm to approve the 2014 City of Hendrum financial audit report.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

*Seasonal Public Water Systems:* Tabled.

*Graveling Alleys:* M. Alm provided an estimate for graveling one of the alleys in town. Mayor Johannsen and M. Alm will survey all city alleys to determine if other areas need to be graveled as well.

NEW BUSINESS:

*Building Permit:* One building permit was reviewed.

*MOTION:* P. Baukol moved; seconded by M. Smart to approve the building permit for 352 Rice St. S.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED*.

*Spectrum Lease Agreement:* The water meter reader uses a radio frequency that the FCC requires to be registered. The agreement between Spectrum and the City of Hendrum contains the FCC Notification for Spectrum Manager Lease, to be filed with the FCC by Sensus on behalf of the City, along with the Lease Agreement between Sensus and the City.

*MOTION:* S. Tommerdahl moved; seconded by M. Alm to enter into the FCC Notification for Spectrum Manager Lease Ownership Disclosure Information and Spectrum Lease Agreement.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

*Levee Maintenance:*

*Inspection:* There were no major violations reported during the levee inspection by the Army Corps of Engineers. *Mowing Rates:* The mowing expenses for the levee were reevaluated.

*MOTION:* M. Smart moved; seconded by P. Baukol to raise the levee mowing rates to $80.00 per hour.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

Hay Leases: Bids for haying the retention ponds were requested and one bid was received.

*MOTION:* M. Alm moved; seconded by M. Smart to accept the bid submitted by Howard Tommerdahl.

Ayes: Alm, Baukol, Johannsen and Smart. Nays: None. Abstain: Tommerdahl. Absent: None. *MOTION DECLARED PASSED.*

*Clean-up Nights:* Community Clean-up Nights will begin July 8th.

*Water/Wastewater Contract:* An agreement has been reached with the City of Halstad to provide licensed water/wastewater services until C. Woeck qualifies for his licenses. The current company will need a 30 day notice to end their contract with the City of Hendrum.

*MOTION:* S. Tommerdahl moved; seconded by P. Baukol to end the contract with People Service and enter into an agreement with the City of Halstad for licensed water/wastewater services until C. Woeck receives his licenses.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

*Garbage Contract:* The five year contract with Fuch’s Sanitation ends on July 31, 2015. A request for proposals will be mailed to Fuch’s Sanitation and other area sanitation services companies.

*MOTION:* M. Alm moved; seconded by M. Smart to mail request for proposals to local sanitation services companies.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

*Street Light:* Reimbursement for the damaged street light has been received and with the inventory depleted, a new light needs to be ordered.

*MOTION:* S. Tommerdahl moved; seconded by M. Smart to order one replacement street light.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

OTHER BUSINESS: Due to scheduling conflicts, the regularly scheduled July 13, 2015, meeting date will need to be rescheduled.

*MOTION:* P. Baukol moved; seconded by M. Smart to reschedule the next council meeting date to July 14, 2015.

Ayes: Alm, Baukol, Johannsen, Smart and Tommerdahl. Nays: None. Absent: None. *MOTION DECLARED PASSED.*

ANNOUNCEMENTS:

July 3, 2015 – Independence Day Holiday – All City Offices Closed

July 14, 2015 – Regular Council Meeting

July 24-26, 2015 – All-School Reunion

August 4, 2015 – National Night Out

September 12, 2015 – King of Trails Market Day

Having no further business, M. Alm moved; seconded by S. Tommerdahl to adjourn at 10:25 p.m. Motion carried. The above minutes are unofficial until approved at the next regularly scheduled council meeting on July 14, 2015.

Keri Plemmons, City Clerk-Treasurer