# REGULAR COUNCIL MEETING September 12, 2016

# CITY OF HENDRUM Professional Building Board Room:

# 308 Main St E, Hendrum, MN 56550

**COUNCIL PRESENT:** Milton Alm, Paul Baukol, Curt Johannsen, and Michael Smart

**COUNCIL** **ABSENT:** Sarah Tommerdahl

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

**PUBLIC:** Tyson Hajicek, Moore Engineering; Jim, Red River Valley Coop; Jerry Bents, Wild Rice Watershed District engineer; Ray, MnDOT; and Rachel Miller, MnDOT

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

**PLEDGE OF ALLEGIANCE:** Recited.

**CITIZEN’S FORUM:** None.

**CONSENT AGENDA:**

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

1. August 8, 2016 – Regular council meeting
2. August 8, 2016 – Public hearing
3. August 31, 2016 – Budget meeting

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

**APPROVAL OF AGENDA:**

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

1. Flood Emergency Action Plan Workshops
2. Patty & Joy Request

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

**REPORTS OF OFFICERS AND DEPARTMENT HEADS:**

**PUBLIC WORKS REPORT:** The mosquito sprayer had the pump and wiring replaced and is once again functioning. The front end of the white pickup needs to be repaired and shop time is being scheduled. Transportation for the generator is getting lined up. LED replacement bulbs for the street lights will need to be ordered. The levee inspection is scheduled for Wednesday, September 14th. The shop chimney has been repaired and painted.

**CLERK/TREASURER’S REPORT:**

***Financial Report/Claims:*** The monthly financial report was presented and the claims list totaled $17,662.81. Check number 14426 was voided as a duplicate print.

*MOTION:*M. Alm moved; seconded by M. Smart to accept the monthly financial report and approve paying $17,662.81 in claims.

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

**MAYOR’S REPORT:**

***Shock & Awe Grant:*** The city was awarded a grant from SHOCK & AWE youth philanthropy local chapter to be used for the Civic Center. It has been recommended to apply for a grant with the Dekko Foundation for possible funding since the request was larger than the local budget allowed. Mayor Johannsen and K. Plemmons will work on the grant application.

***Hendrum/Perley Community Road Raises meeting:*** Kevin Ruud, administrator, and Jerry Bents, engineer, from the Wild Rice Watershed District, held a meeting in Perley to give an update which included possible funding scenarios for the road raise efforts for the City of Hendrum and the City of Perley. Senator Kent Eken, Commissioner Steve Jacobson, and Bob Ramstad, County Highway Department, were in attendance.

FIRE DEPARTMENT: The fire department was awarded a grant from SHOCK & AWE as well to help purchase new turnout gear.

POLICE DEPARTMENT:

*2016 Contract:* The contract came back from the county attorney. The city attorney is still recommending some changes and will contact the county attorney in order to reach a resolution.

UNFINISHED BUSINESS:

*City Ordinance Violations:* All unabated nuisance files have been forwarded to the city attorney.

*Minnesota Basic Code:* Tabled.

NEW BUSINESS:

*MnDOT Hwy 75 Reconstruction Project:* Representatives from MnDOT, Wild Rice Watershed District, Red River Valley Coop, and Moore Engineering along with the Hendrum City Council came together to discuss the Highway 75 reconstruction project and the practicalities of constructing the road raises within the city limits. Flood elevations, drainage, city infrastructure, lighting, storm sewers, electric lines, signage and cost distribution were discussed.

*Certified Preliminary Levy:* The results from the budget meeting were discussed and the preliminary levy was set.

*MOTION:* M. Alm moved; seconded by P. Baukol to certify the levy for the City of Hendrum for the year 2017 at the following amounts: Revenue ($92,000), Fire ($12,000), Police ($10,250) and Sinking Fund ($9742) for a gross levy totaling $123,992.

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

*Building Permits:* Four building permit applications were submitted for approval. The city council determined that one application needed to provide setback information before approval could be granted.

*MOTION:* M. Smart moved; seconded by P. Baukol to approve issuing building permits for the following properties:

1. 216 Canning Street East
2. 300 Main Street East
3. 254 Herbert Street South

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

*Audit Contract Proposals:* The contract for annual auditing services is up for renewal and two options were reviewed.

*MOTION:* M. Alm moved; seconded by M. Smart to enter into a five year audit agreement with Hoffman, Philipp, & Knutson, PLLC with the maximum annual fee for the audit to remain at $7,300 per year.

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

*Workers Compensation Insurance Options:* Renewal coverage for workers’ compensation has two premium options to consider. It was recommended by the insurance agent to elect the regular premium option over the deductible premium option due to the minimal cost savings of the deductible premium option.

*MOTION:* P. Baukol moved; seconded by M. Alm to select the regular premium option ($4553) for workers’ compensation insurance for the agreement period from 10/01/2016 to 10/01/2017.

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

*Donations:* Donations were contributed by Gary Cares, Norman County Soybean & Corn Growers Association, and SHOCK & AWE to assist the city in the operation of the fire department and updating the civic center.

*MOTION:* P. Baukol moved; seconded by M. Alm to adopt Resolution No. 2016-18: Resolution Accepting Donations.

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

*Arvig Phone Proposals:* The phone line that rings at the city office and the fire hall will need to be assigned to just the city office location and a separate line will need to be installed at the fire hall due to E-911 requirements. Several options for phone lines and installation along with upgraded internet services were reviewed. It was determined to use the phone number and line from the old police department for the entire fire hall eliminating all the extra features and to enter into a three year commitment to Arvig service for high speed internet.

*MOTION:* M. Smart moved; seconded by M. Alm to sign an agreement for a three year commitment to Arvig service.

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

*NWRegional Development Commission:* Northwest Regional Development Commission is seeking nominations for a Norman County municipal representative to serve on the Commission. The Commission serves the seven counties of Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau. M. Alm was nominated to be added to the ballot.

*Levee Mowing Rates:* The 2016 levee mowing rate was discussed and it was determined to lower the rate.

*MOTION:* M. Smart moved; seconded by M. Alm to amend the 2016 levee mowing rate to fifty (50) dollars per hour.

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

*Flood Emergency Action Plan Workshops:* Flood emergency action plan workshops sponsored by Silver Jackets Program and U.S. Army Corps of Engineers are being offered in the area for no charge. The workshop schedule will include time to work in groups with council and staff. It was tentatively determined to have the clerk and as many council members that can make it to attend the September 28th workshop in Grand Forks.

*Patty & Joy Request:* A large celebration has been scheduled and permission was requested to allow parking on the vacant city lots of the Evergreen Addition for this event.

*MOTION:* M. Alm moved; seconded by P. Baukol to allow parking on the vacant city lots of the Evergreen Addition for the scheduled event.

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

Having no further business, M. Smart moved; seconded by P. Baukol to adjourn at 10:02 P.M. Motion carried. The above minutes are unofficial until approved at the next council meeting scheduled for October 17, 2016.

Respectfully submitted,

Keri Plemmons, City Clerk-Treasurer