# REGULAR COUNCIL MEETING March 17, 2014

# CITY OF HENDRUM

308 Main St E.

PO Box 100

Hendrum, MN 56550

**PRESENT:** M. Alm, C. Johannsen, M. Smart, and S. Tommerdahl. Also present: Keri Plemmons, Clerk-Treasurer; Absent: K. Kjersten.

**CALL TO ORDER:** Mayor Johannsen called the meeting to order at 8:07 P.M. following the Park Board meeting.

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

**CITIZENS’ FORUM:** *None*

**CONSENT AGENDA:**

*MOTION*:S. Tommerdahl moved; seconded by M. Alm, to approve the minutes from the regularly scheduled council meeting on February 10, 2014.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Kjersten.

*MOTION DECLARED PASSED*

**APPROVAL OF AGENDA:**

*MOTION:*M. Alm moved; seconded by M. Smart, to approve the Agenda with the following additions: Clerk-Treasurer’s Report: Water Utilities; Sunset Addition, Blk 1, Lots 1&2; 2014 LMC Conference; Building Permits. New Business: Safety & Loss Control Issues.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Kjersten.

*MOTION DECLARED PASSED*

**REPORTS OF OFFICERS AND DEPARTMENT HEADS:**

**CLERK-TREASURER’S REPORT:**

***Monthly Financial Report and Claims:*** K. Plemmons presented the monthly financial report and claims in the amount of $16,758.38.

*MOTION:*M. Alm moved; seconded by M. Smart, to approve the financial report and pay the claims in the amount of $16,758.38.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Kjersten.

*MOTION DECLARED PASSED*

***Voided Checks:*** *The following check numbers have been voided:* 13300, 13305

***Close GO bond savings & transfer funds to GO bond checking :*** Discussion occurred over the requirements for having both a savings and checking account. It was determined that more research is needed.

***Tax Equalization Meeting:*** The Board of Appeal and Equalization for City of Hendrum shall meet on May 6th, 2014; 6:00 PM, in the boardroom at the Professional Building.

***Water Utilities:*** Due to an unseasonably cold winter that is causing numerous water lines around town to freeze, it is recommended to keep a pencil-sized stream of water flowing through the water lines.

*MOTION:* C. Johannsen moved; seconded by M. Smart to average the water rates from the Feb 1 – May 1 2013 billing and apply this to the corresponding 2014 billing due to the necessity for many to have to keep their water running to avoid freezing. In addition, water fees will be removed for those whose water lines have proven unable to thaw until the water has started flowing again.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Kjersten.

*MOTION DECLARED PASSED*

***Sunset Addition, Blk 1, Lots 1&2:*** Research was conducted into what needs to be done to provide the owner with a clear deed to the property that was purchased in 2005. The city attorney will be contacted to draw up a warranty deed.

***2014 LMC Conference:***

*MOTION:* S. Tommerdahl moved; seconded by M. Alm to send the City Clerk to the 2014 LMC Conference June 18-20 in St. Cloud with the travel, lodging, and registration expenses split 50/50 with the City of Perley.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Kjersten.

*MOTION DECLARED PASSED*

***Building Permits:***

*MOTON:* M. Alm moved; seconded by M. Smart to approve the building permits submitted to the city.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Kjersten.

*MOTION DECLARED PASSED*

**LEVEE IMPROVEMENT PROJECT:** Mayor Johannsen introduced RESOLUTION #2014-03 REQUESTING FUNDING FROM THE STATE OF MINNESOTA FLOOD DAMAGE REDUCTION PROGRAM TO ASSIST THE COOPERATIVE PROJECT BETWEEN THE CITY OF HENDRUM, NORMAN COUNTY, MNDOT, AND THE WILD RICE WATERSHED DISTRICT TO PROVIDE GRADES RAISE TO THE ROADWAY ELEVATIONS THAT PASS THROUGH THE CITY’S LEVEE IN ORDER TO ELIMINATE THE NEED FOR EMERGENCY CLOSURES AND COMPLETE FLOOD PROTECTION FOR THE CITY OF HENDRUM.

*MOTON:* M. Smart moved; seconded by M. Alm to adopt RESOLUTION #2014-03.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Kjersten.

*MOTION DECLARED PASSED*

**ENGINEER’S REPORT:** No report.

**MAYOR’S REPORT:** No report.

**MAINTENANCE REPORT:** No report.

**FIRE DEPARTMENT:**

***Donation Resolution:***

*MOTION:* M. Smart moved; seconded by S. Tommerdahl to adopt RESOLUTION #2014-04 Monetary Donation.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Kjersten.

*MOTION DECLARED PASSED*

**POLICE DEPARTMENT:**

***Tahoe:*** The power steering pump needs to be replaced.

**PARK UPDATE:** The community of Hendrum Park Board met prior to the council meeting.

**OLD BUSINESS:**

***Nuisance Violations:*** Violations were discussed and the Clerk-Treasurer will be sending notices to those property owners who are in violation of City Ordinances.

***Civic Center Restroom Remodel:*** A quote of $2896.62 was received from Fargo Glass & Paint Company for the installation for a handicapped accessible automatic door and Ada Electric Incorporated submitted a quote of $300 for the wiring.

*MOTION:* M. Alm moved; seconded by M. Smart to accept the EAID grant funding in the amount of $2744.27 for the automatic door with the expenses above and beyond the grant coverage coming out of the Civic Center Restroom Remodel savings account.

***Employee Evaluation:*** On hold until the regularly scheduled April meeting.

***Survey:*** On hold until spring.

***Business Tax Abatement:*** No report.

***Updating Ordinances:*** No report.

**NEW BUSINESS:**

***Maintenance Assistant:*** W. Wieppert has resigned as the City’s Maintenance Assistant. The City of Hendrum thanks him for his many years of service to the community.

*MOTION:* M. Smart moved; seconded by S. Tommerdahl to place an ad for 2 weeks in the Valley Journal for the Maintenance Assistant position.

Ayes: Alm, Johannsen, Smart, and Tommerdahl. Nays: None. Absent: Kjersten.

*MOTION DECLARED PASSED*

***Safety & Loss Control Issues:*** Several LMCIT Loss Control recommendations from the 11/21/2013 visit are still needing attention. A status report regarding the recommendations will be sent to Loss Control Services.

**OTHER BUSINESS**: None.

**ANNOUNCEMENTS:**

April 5, 2014 – Steak supper

April 14, 2014 – Regular council meeting

April 15, 2014 – Town Hall Meeting held by Paul Marquart & Kent Eken

Having no further business, M. Smart moved; seconded by M. Alm to adjourn. Motion carried; the meeting adjourned at 10:00 P.M. The above minutes are unofficial until approved at the next regularly scheduled council meeting on April 14th, 2014.

Respectfully Submitted,

Keri Plemmons

City Clerk-Treasurer