

# CITY OF HENDRUM

## Regular Council Meeting Minutes

April 11, 2022

### CALL TO ORDER

Mayor Johannsen called to order via telephone the regular meeting of the City of Hendrum Council at 7:30 pm on April 11, 2022, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

### ROLL CALL

The following council members were present: Paul Baukol, Curt Johannsen (via telephone), Brian Schlapkohl and Mike Smart.

The following city personnel was present: Keri Plemmons, Clerk-Treasurer.

The following members of the public were present: John Kolness and Marit Knutson, CPA.

### CITIZEN'S FORUM

Mr. Kolness was in attendance to ask if the REACH board would be able to use the Professional Building boardroom in Hendrum on May 24<sup>th</sup>. John also provided the board with a copy of a request from a Minnesota company in the west central area who is planning to expand and are looking for an existing building that they could start using in 2023. The company contacted DEED with their specifications. The final item was a general inquiry into expanding the commercial building along Highway 75 and adding water and sewer.

### CONSENT AGENDA

- a) 2022-03-31 Special Council Meeting Minutes
- b) 2022-03-14 Regular Council Meeting Minutes
- c) 2022-03 Maintenance Logs

*MOTION: B. Schlapkohl moved; seconded by M. Smart to approve the consent agenda items as listed.*

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

### APPROVAL OF AGENDA

- a) **Add to New Business: E. Resignation**
- b) **Add to New Business: F. Audit**
- c) **Add to New Business: G. Flowers**

*MOTION: P. Baukol moved; seconded by M. Smart to approve the agenda with the listed additions.*

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

**REPORTS OF OFFICERS AND DEPARTMENT HEADS**

**A. PUBLIC WORKS:** No report.

**B. CLERK-TREASURER:**

- 1. Financial Report & Claims List:** The March financial report and April claims list totaling \$13,982.05 were presented for approval.

*MOTION:* B. Schlapkohl moved; seconded by P. Baukol to approve the March financial report and pay the following claims totaling \$13,982.05:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3615	Hendrum EDA	\$242.00
3616	Hendrum Firemen’s Relief Association	\$1,583.00
3617	The Red River Promoter	\$75.00
3618	Loffler Companies Inc.	\$169.93
3619	The Red River Promoter	\$69.00
3620	Auto Value Parts Stores	\$176.97
3621	Office Supplies Plus	\$18.06
3622	Postmaster	\$80.00
3623	Verizon Wireless	\$64.70
3624	City of Hendrum	\$102.41
3625	Northwestern Bank	\$10.00
3626	Hoffman, Philipp, & Martell, PLLC	\$7,500.00
3627	Northwest Iron Fireman, Inc	\$238.70
3628	PERA	\$442.33
3629	MSCTC	\$110.00
3630	Amazon.com	\$106.86
3631	Edward Bergseid	\$500.00
3632	Internal Revenue Service	\$1,348.40
3633	Norman County Index	\$70.00
3634	Nepstad Oil	\$247.78
3635	Afixia	\$25.00
3636	Minnesota Fire Service Certification	\$120.00
3637	Valley United Co-op	\$156.88
3638	Valley General Store	\$133.78
3639	Julin Law Office, PLLC	\$391.25

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

**C. MAYOR:** No report.

**D. FIRE DEPARTMENT:** The 24<sup>th</sup> Annual Steak Supper had nearly 400 persons in attendance. The gymnasium was full. Future ticket sales will be limited to no more than 400 as there is no more room to expand.

- 1. Simplot Building Donation:** No update.

## UNFINISHED BUSINESS

- A. City Ordinance Violations:** There was an inquiry regarding the upcoming expiration date of a demolition permit and whether to send a letter. No action was taken. The demolition permit will be reviewed at the May meeting.
- B. City Street Paving Project:** No update.
- C. Proposed Water Supply Project:** No update.
- D. Elementary School:** Red River Valley Co-op has moved into the elementary school building for temporary headquarters while their facility in Halstad is being constructed. There is a problem with some of the automatic flushers in the bathrooms. A plumber will be contacted for assistance. The council meeting was closed to review applications for the school building custodial position and the summer maintenance assistant position.

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to close the meeting to the public at 8:14 pm pursuant to Minnesota Statute 13.43, subdivision 3, to review the applications for the school building custodial and summer maintenance assistant positions.

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

*MOTION: M. Smart* moved; seconded by *P. Baukol* to open the meeting to the public at 8:23 pm.

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

- 1. Lease Agreements:** No update.
- 2. Fitness Center/Gym Usage:** The usage policy is still getting drafted.
- 3. Custodian:** After reviewing the applications, the council decided to offer the school building custodial position to Sonia Trinidad for fifteen dollars per hour.

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to offer the school building custodial position to Sonia Trinidad for fifteen dollars per hour.

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

- E. Seasonal Help:** After reviewing the applications, the council decided to offer the summer maintenance assistant position to Karen Anderson for fifteen dollars per hour.

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to offer the summer maintenance assistant position to Karen Anderson for fifteen dollars per hour.

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

## NEW BUSINESS

- A. Haying Lease:** The previous lessee has submitted verbal notice to end the agreement to hay the retention ponds. Council moved to advertise for public bids for a three-year haying agreement of the retention ponds.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to advertise on two alternating weeks in the Norman County Index a request for sealed bids on an annual lease agreement to hay the retention

ponds for a three-year term to be submitted to the city clerk's office no later than noon on Monday, May 9<sup>th</sup>.

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

**B. Tree Removal Request:** Mr. Rondorf submitted a written request to remove two trees along the city boulevard.

*MOTION:* *B. Schlapkohl* moved; seconded by *P. Baukol* to permit Mr. Rondorf to remove the two trees along Hancock Street that flank his residence at 360 Rice Street South.

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

**C. Building Permit:** Two building permit applications were submitted for approval.

*MOTION:* *B. Schlapkohl* moved; seconded by *P. Baukol* to approve issuing a building permit to the property owner at 360 Rice Street South to install a sixteen-foot-by-ten-foot prebuilt shed on a gravel base in the location indicated on the site plan.

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

*MOTION:* *M. Smart* moved; seconded by *B. Schlapkohl* approve issuing a building permit to the property owners at 437 Gordon Street West to construct a thirty-foot-by-thirty-foot garage with the correction to the site plan to move the structure over one additional foot east to abide by the five-foot setback requirements.

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

**D. Fundraising Event/Gym Request:** A request was submitted to use the gymnasium to provide information regarding the offices that will be on the ballot during the elections. A policy to administer public use of the gymnasium is in the process of getting drafted. The event was declined for the requested date. Once a policy is in place, the event may be reconsidered.

*MOTION:* *P. Baukol* moved; seconded by *B. Schlapkohl* to deny the request to use the gymnasium.

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

**E. Resignation:** Maintenance Superintendent Sundblad submitted written notice to resign his position with an April 30<sup>th</sup> end date. The council accepted Mr. Sundblad's resignation, thanked him for his years of service and wished him the best of luck. A motion to advertise for two consecutive weeks for the Maintenance Superintendent position was passed. A special meeting was scheduled to review the applications and make any other decisions related to the position.

*MOTION:* *M. Smart* moved; seconded by *P. Baukol* to accept the resignation of Mark Sundblad, Maintenance Superintendent.

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

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to advertise for two consecutive weeks the position of Maintenance Superintendent in the Norman County Index and to have applications turned into the city clerk's office no later than noon on April 28, 2022.

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

*MOTION: B. Schlapkohl* moved; seconded by *P. Baukol* to schedule a special council meeting for April 28, 2022, at 6:30 pm for the purpose of reviewing applications and making any other decisions relating to the Maintenance Superintendent position.

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

**F. Audit:** Marit Martell, CPA from Hoffman, Philipp, and Martell, PLLC, presented the audit report for 2021 and was available to answer any questions from the council. The audit report was provided to each council member to be reviewed before acceptance at the May meeting.

**G. Flowers:** The Hendrum Economic Development Authority (EDA) has approved spending five-hundred dollars for the flowers, soil, and replacement barrels for the flower barrels traditionally planted along Main Street and Highway 75. The total expense is expected to be approximately one-thousand dollars and donations will be sought through the Adopt-a-Pot program. However, the EDA is requesting the city council approve covering five-hundred dollars of the expected expense.

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to approve splitting the approximately one-thousand-dollar expense for soil, flowers and replacement barrels with the Hendrum EDA.

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

## **ADJOURNMENT**

*B. Schlapkohl* moved; seconded by *P. Baukol* to adjourn the meeting at 8:49 pm. The next regular council meeting will be held at 7:30 pm on May 9, 2022, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer