

# CITY OF HENDRUM

## Regular Council Meeting Minutes

January 8, 2024

### CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:03 P.M. on January 8, 2024, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota. The Pledge of Allegiance was recited.

### ROLL CALL

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

The following city personnel were present: Keri Plemmons, Clerk-Treasurer and Carl Woeck, Maintenance Supervisor.

The following members of the public were present: Sarah Anderson and Norman County Sheriff Ben Fall.

### CONSENT AGENDA

- a) 2023-12-11 Regular Council Meeting Minutes
- b) 2023-12 Maintenance Logs
- c) League of Minnesota Cities Dividend Announcement

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

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

### APPROVAL OF AGENDA

- a) Add to New Business: **D. Building Permit; E. Donation**

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

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

### REPORTS OF OFFICERS AND DEPARTMENT HEADS

**A. PUBLIC WORKS:** Shut-off valves and a new toilet have been installed at 304 Main St E. The shop furnace had some parts replaced and is working again. Christmas lights have been taken down. The lagoons were inspected by the Minnesota Department of Health and there are some paperwork resubmissions to complete and additional riprap will need to be placed around the lagoons.

**B. CLERK-TREASURER:**

- 1. Financial Report & Claims List:** The December financial report and January claims list totaling \$30,483.46 were presented for approval. Claim number 4490 for vehicle

registration was voided since the city no longer owns two out of the four vehicles listed in two separate claims.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to approve the December financial report and pay the following claims totaling \$30,440.96:

Claim #	Vendor	Total
4463	The Red River Promoter	\$69.00
4464	arvig	\$4.95
4465	Red River Valley Cooperative Power	\$293.82
4466	gWorks	\$628.00
4467	MN Dept of Labor & Industry	\$55.00
4468	Red River Valley Cooperative Power	\$33.28
4469	Northern Fire Equipment	\$326.45
4470	Norman County Index	\$328.00
4471	Valley United Co-op	\$237.42
4472	McCollum Hardware, Inc	\$214.41
4473	Valley General Store	\$74.90
4474	Kotaco Fuels	\$100.21
4475	Gopher State One-Call	\$9.45
4476	Paul Luoma	\$117.90
4477	Sandra Masche	\$131.00
4478	Curt Johannsen	\$39.30
4479	Postmaster	\$66.00
4480	Loffler Companies Inc.	\$186.03
4481	Northwestern Bank	\$10.00
4482	Johnson Controls	\$736.09
4483	Emergency Apparatus Maintenance Inc	\$4593.59
4484	Kotaco Fuels	\$102.71
4485	Bitker, Inc.	\$201.00
4486	Verizon Wireless	\$41.44
4487	Menards	\$242.24
4488	RHI Supply	\$124.98
4489	Amazon.com	\$103.04
4490	<del>DVS Renewal</del>	<del>\$42.50</del>
4491	Hendrum Firemen's Relief Association	\$3,028.73
4492	RMB Environmental Laboratories, Inc	\$20.00
4493	Internal Revenue Service	\$3,655.78
4494	PERA	\$673.72
4495	Minnesota Revenue	\$999.99
4496	Minnesota Revenue	\$781.00
4497	City of Hendrum	\$112.41
4498	City of Hendrum	\$114.41

4499	PERA	\$633.27
4500	DVS Renewal	\$40.50
4501	Northwest Iron Fireman, Inc	\$78.00
4502	Amazon.com	\$27.28
4503	Northwest Iron Fireman, Inc	\$1,738.70
4504	Red River Valley Cooperative Power	\$5,403.06
4505	Red River Valley Cooperative Power	\$48.51
4506	Valley United Co-op	\$68.36
4507	Northwest Iron Fireman, Inc	\$3,947.03

BAUKOL: *aye*; JOHANNEN: *aye*; LOPEZ: *absent*; SCHLAPKOHL: *aye*; SMART: *aye*. **MOTION PASSED.**

**C. MAYOR:** No update.

**D. FIRE DEPARTMENT:** The master cylinder was replaced on one of the department vehicles. The grass rig still has water in the gas tank after draining the lines. However, it has been getting to be less water in the tank every time it is filled. Santa Days took place during the Deck the Halls event. Santa was able to visit with and provide gifts to approximately 80 children. The annual Steak Supper is scheduled for April 6<sup>th</sup>.

#### UNFINISHED BUSINESS

**A. City Ordinance Violations:** No update.

**B. City Street Paving Project:** No update.

**C. Proposed Water Supply Project:** No update.

**D. Elementary School:** The bus garage property was purchased and as part of the conditions of purchase, the City will straighten the alley access and go through the process to dual zone the property as both residential and commercial. The City received a quote for total replacement of the gymnasium roof, however the construction company is struggling to get information from the company who supplied the current liner on the gymnasium roof in order to submit a repair quote.

**E. Wellhead Protection Grant:** The generator through Acme Tools is expected to be available soon. The deadline for completing this grant is in December 2024.

#### NEW BUSINESS

**A. Annual Appointments and Designations:** During the first meeting of the year, the Council must appoint an acting mayor from among the council members, designate, and official newspaper and select an official depository for City funds. In addition, the Council also reviews appointments to City boards and commissions.

**MOTION:** *M. Smart* moved; seconded by *P. Baukol* to adopt Resolution No. 2024-01: Resolution to Set Annual Appointments and Designations. On the following roll call vote, the resolution was duly adopted and is on file at the City Clerk's office.

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

**B. Fee Schedule:** The Council sets fees annually for city services and licenses.

*MOTION:* P. *Baukol* moved; seconded by B. *Schlapkohl* to adopt Resolution No. 2024-02: Fee Schedules. On the following roll call vote, the resolution was duly adopted and is on file at the City Clerk's office.

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

**C. Sheriff's Report and Addendum:** Norman County Sheriff Ben Fall provided a summary of the 2023 service calls for Hendrum and discussed the addendum to the contract which sets the fee for 2023. Sheriff Fall would also like to simplify the agreement for 2024. The Council approved the 2023 addendum and will review the simplified agreement when Sheriff Fall has it ready.

*MOTION:* P. *Baukol* moved; seconded by B. *Schlapkohl* to approve the addendum for policing services which sets the fee for 2023 at \$9,244.97.

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

**D. Building Permit:** A building permit application to replace windows was received from the property owner at 336 Main Street West.

*MOTION:* P. *Baukol* moved; seconded by M. *Smart* to approve a building permit to replace windows at 336 Main Street West.

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

**E. Donations:** Two donations were offered by the Rask family to be used for the fire department and park maintenance. The City Council was appreciative of the donors' intent and finds that it is appropriate to accept the donations offered.

*MOTION:* M. *Smart* moved; seconded by P. *Baukol* to adopt Resolution No. 2024-03: Resolution Accepting Donations. On the following roll call vote, the resolution was duly adopted and is on file at the City Clerk's office.

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

## **ADJOURNMENT**

B. *Schlapkohl* moved; seconded by P. *Baukol* to adjourn the meeting at 8:50 P.M. The next regular council meeting will be held at 7:00 P.M. on February 21, 2024, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer