

CITY OF HENDRUM
Regular Council Meeting Minutes
January 20, 2021

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:25 pm on January 20, 2021 in the Hendrum Civic Center located at 309 Main Street East in Hendrum, Minnesota. The Pledge of Allegiance was recited.

OATH OF OFFICE

Clerk-Treasurer Plemmons administered the oaths of office to Curt Johannsen, Mike Smart and Brian Schlapkohl.

ROLL CALL

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

The following city personnel were present: Keri Plemmons, Clerk-Treasurer and Mark Sundblad, Maintenance Superintendent.

CONSENT AGENDA

- a) 2020-12-14 Regular Council Meeting Minutes
- b) 2020-12 Maintenance Logs
- c) 2020 Patrolling Logs
- d) Letter regarding unemployment benefit charges for COVID-19

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

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

APPROVAL OF AGENDA

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to approve the agenda as presented.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** Maintenance Superintendent Sundblad requested approval to purchase ten gallons of fluoride for the water system and five gallons of Root-B-Gone for the sewer lines.

MOTION: M. Smart moved; seconded by *P. Baukol* to approve purchasing ten gallons of flouride.

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

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve purchasing five gallons of Root-B-Gone.

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

B. CLERK-TREASURER:

- 1. Financial Report & Claims List:** The December financial report and January claims lists totaling \$30,829.92 were presented for approval.

MOTION: M. Smart moved; seconded by P. Baukol to approve the December financial report and pay the claims in the amount of \$30,829.92.

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

- 2. Audit Engagement Letter:** An audit engagement letter from Hoffman, Philipp, and Martell, PLLC which defines the auditing services that will be provided to the City of Hendrum was presented for approval.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign and return the audit engagement letter from Hoffman, Philipp, and Martell, PLLC.

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

- 3. Public Alert Renewal:** Renewal of the public alert system provided through the same software company as the utility billing software was discussed. The city has only used the system four times in the last two years and therefore it was recommended to the council to consider discontinuing the service.

MOTION: M. Smart moved; seconded by B. Schlapkohl to discontinue the renewal of the public alert system through UBMax.

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

- C. MAYOR:** Mayor Johannsen provided an overview of the discussion with school board members Brad Merkens and Ann Tommerdahl regarding the future of the elementary school property and the consolidation plan with the Ada-Borup school board. The EDA and other members of the public would very much like to see the property returned to the city and put to good use.
- D. FIRE DEPARTMENT:** Meetings and trainings have gone back to normal. Discussion took place regarding a possible controlled burn of a structure within the city. Security cameras have been installed inside of the fire hall.

UNFINISHED BUSINESS

- A. City Ordinance Violations:** No action was taken.
- B. City Street Paving Project:** The estimate for option 6 was provided to the council members. A chart with calculations of potential tax increases for each of the six options based on home market values in Hendrum was also provided to the council. This data was for informational purposes only. No action was taken.

C. Wellhead Protection: No update.

D. Levee Certification: Clerk-Treasurer Plemmons requested the date to be rescheduled for the public hearing regarding the ordinance change.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to reschedule the public hearing to February 8th at 7:15 pm to be held in the Hendrum Civic Center.

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

E. Proposed Water Supply Project: Mayor Johannsen contacted a long-time employee of the rural water district and updated the council with more information regarding the water supply project. An informational meeting will be scheduled sometime soon and pre-authorization was requested for anyone from the council to be able to attend with the understanding that if there were more than three council members in attendance that no discussion between the members will take place until the next scheduled city council meeting.

MOTION: P. Baukol moved; seconded by *M. Smart* to authorize attendance of all council members who are interested in attending the informational meeting to be set up regarding the proposed water supply project.

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

NEW BUSINESS

A. Annual Appointments & Designations: During the first meeting of the year, the Council must appoint an acting mayor from among the councilmembers, designate an 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. 2021-01: Resolution to Set Annual Appointments and Designations. On the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

BAUKOL: *aye*; JEFFERY: *absent*; JOHANNSEN: *aye*; 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 *M. Smart* to adopt Resolution No. 2021-02: Fee Schedules. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

C. Benches: A request was submitted to purchase materials needed to build two more cedar benches.

MOTION: M. Smart moved; seconded by *P. Baukol* to authorize the purchase of materials for two cedar benches with an approximately \$750.00 budget.

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

D. Patrolling Contract: An addendum to the City of Hendrum and Norman County agreement relating to law enforcement services for the calendar year 2021 for the annual

compensation of eight-thousand seven-hundred ninety-eight dollars and forty cents (\$8,798.40) was reviewed and approved.

MOTION: P. Baukol moved; seconded by *M. Smart* to adopt Resolution No. 2021-03: Resolution Approving an Addendum to the City of Hendrum and Norman County Agreement Relating to Law Enforcement Services Dated January 1, 2016. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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 8:58 pm. The next regular council meeting will be at 7:00 pm on February 8, 2021, in the Hendrum Civic Center located at 309 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer