

CITY OF HENDRUM
Regular Council Meeting Minutes
November 13, 2023

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:00 P.M. on November 13, 2023, 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, Lues Lopez, Curt Johannsen, Brian Schlapkohl, and Mike Smart.

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

The following members of the public were present: Sarah Anderson and Krista Timm.

CITIZEN'S FORUM

- Krista Timm was in attendance to address concerns with a lack of communication concerning emergency contacts, welcome packets, events, and activities.
- Sarah Anderson inquired about open gym.
- Dustin Reinhart offered to volunteer his time to help with open gym.

CONSENT AGENDA

- a) 2023-10-16 Regular Council Meeting Minutes
- b) 2023-10 Maintenance Logs
- c) Wild Rice River Survey Crews notification letter
- d) MDH Investigate Sample Analysis Results

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

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

APPROVAL OF AGENDA

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS: The park and other areas have been winterized. Snow removal equipment is ready to go. Christmas lights have been put up and numerous branches have been trimmed around the city. A request was made to install a water heater in the shop.

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to authorize Maintenance Superintendent Woeck to purchase and install a water heater in the shop.

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

B. CLERK-TREASURER:

1. Financial Report & Claims List: The October financial report and November claims list totaling \$27,550.44 were presented for approval.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to approve the October financial report and pay the following claims totaling \$27,550.44:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
4380	Postmaster	\$102.00
4381	Hutman Inc.	\$270.00
4382	Agassiz Chemical & Equipment, Inc	\$661.13
4383	League of MN Cities	\$6,737.00
4384	City of Hendrum	\$112.41
4385	Valley Plains Equipment	\$22.45
4386	Minnesota State Fire Department Association	\$130.00
4387	Auto Value Parts Stores	\$76.21
4388	Amazon.com	\$29.55
4389	Verizon Wireless	\$41.41
4390	Kotaco Fuels	\$1,124.52
4391	arvig	\$4.95
4392	Menards	\$192.94
4393	Victor Lundeen Company	\$425.77
4394	Menards	\$288.91
4395	Loffler Companies Inc.	\$186.03
4396	PERA	\$528.12
4397	Ada Electric, Inc.	\$100.00
4398	Hendrum EDA	\$242.00
4399	Burleys Tree Service	\$3,500.00
4400	Clark’s Excavating & Septic Pumping	\$225.00
4401	Minnesota UI Fund	\$45.63
4402	Grainger	\$66.47
4403	Red River Valley Cooperative Power	\$2,600.53
4404	Red River Valley Cooperative Power	\$159.95
4405	Menards	\$457.13
4406	Curt’s Lock and Key Service	\$278.85

4407	Menards	\$133.23
4408	Internal Revenue Service	\$1,489.32
4409	PERA	\$747.36
4410	Storey Kenworthy	\$92.26
4411	Northwestern Bank	\$10.00
4412	Fuch's Sanitation	\$2,173.10
4413	VOIDED DUPLICATE CLAIM	\$0.00
4414	Gopher State One-Call	\$2.70
4415	Microsoft 365	\$161.06
4416	Burnn Boiler & Mechanical	\$2,144.76
4417	McCollum Hardware, Inc	\$45.96
4418	Norman County Index	\$118.75
4419	Valley United Co-op	\$270.11
4420	Valley General Store	\$178.83
4421	Verizon Wireless	\$41.44
4422	Hendrum EDA	\$242.00
4423	Johnson Controls	\$1,090.60

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

- 2. Liability Coverage Waiver Form:** Every year members who obtain liability coverage from LMCIT must decide to waive or not waive the statutory tort limits to the extent of the coverage purchased. The council chose not to waive the monetary limits for the City of Hendrum.

MOTION: M. Smart moved; seconded by *P. Baukol* to choose not to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

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

- 3. VOTER allocation funds:** Norman County received state funding for county and municipal election administration. The funds received were allocated based on a percentage of voters in each city/township. Hendrum is entitled to receive \$45.73. To receive these funds, an agreement must be made on the distribution plan, along with specific use of the funds and reporting requirements. The city will need to enter into an agreement with the county to receive the funds.

MOTION: P. Baukol moved; seconded by *M. Smart* to enter into the agreement with Norman County to receive its portion of the Voting Operations, Technology, & Election Resources (VOTER) Allocation Funds and to authorize Clerk-Treasurer Plemmons to execute the agreement.

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

C. MAYOR: No update.

- D. FIRE DEPARTMENT:** An auto extrication training class will be held in Hendrum on November 21st. Santa Days is scheduled for December 9th in conjunction with "Deck the Halls" taking place at the school building.

UNFINISHED BUSINESS

A. City Ordinance Violations: Two parking violation notices were issued on November 11th.

One vehicle has been moved. The other vehicle is still in violation and will be scheduled to be towed. The same property has another vehicle maintaining a parking violation and a basketball hoop on the right-of-way that needs to be removed.

MOTION: P. Baukol moved; seconded by *L. Lopez* to issue a parking violation notice after the plate number is provided to the city clerk and to include the basketball hoop in the notice.

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

B. City Street Paving Project: No update.

C. Proposed Water Supply Project: No update.

D. Elementary School: The meeting was closed to the public to consider an offer for the purchase of the bus garage property.

MOTION: P. Baukol moved; seconded by *M. Smart* to close the meeting to the public at 8:10 p.m. as permitted by MN Stat. 13.D05, subd. 3(c), to consider an offer for the purchase of the bus garage property (PID: 29-4376000).

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

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to reopen the meeting to the public at 8:29 p.m.

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

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to counter the purchase offer with terms discussed during the closed session.

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

The claim for the damage to the gymnasium roof is waiting on repair quotes before moving forward.

Open gym will begin on November 15th. Council members signed up to cover Wednesday evenings and Sunday afternoons between November 15th and December 10th. The schedule will be posted on the city website, Facebook and posters at the post office, bank, and city hall. The December schedule will be created at the December 11th city council meeting.

E. Wellhead Protection Grant: The generator has been ordered.

F. Ztrack Lawn Mower: Two quotes were reviewed for lawn mower replacement. The lowest bid came from Valley Plains Equipment and was accepted by the council.

MOTION: P. Baukol moved; seconded by *M. Smart* to purchase the John Deere Z970R ZTrak from Valley Plains Equipment for \$16,600.00 to be financed through United Lease and Finance, Inc. on a five-year program, structured with the first semi-annual payment and documentation fee due at

signing and to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign any documentation necessary to effectuate the transaction.

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

NEW BUSINESS

There was no new business on the agenda.

ADJOURNMENT

B. Schlapkohl moved; seconded by *M. Smart* to adjourn the meeting at 8:43 p.m. The next regular council meeting will be held at 7:00 P.M. on December 11, 2023, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer