

CITY OF HENDRUM

Regular Council Meeting Minutes

June 14, 2021

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:35 pm on June 14, 2021, in the Hendrum Civic Center located at 309 Main Street East in Hendrum, Minnesota. The Pledge of Allegiance was recited.

ROLL CALL

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

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

The following members of the public were present: Jeff Slick, AE2S; Neil Breidenbach, East Central Regional Water; Kurt Haakenson, MRWA; and Tyson Hajicek, Moore Engineering.

CONSENT AGENDA

- a) 2021-05-10 Regular Council Meeting Minutes
- b) 2021-05 Maintenance Logs

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

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

APPROVAL OF AGENDA

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** The compressor for the air conditioning on the tractor is getting replaced. The spare gravel pile needs to be replenished. A minor water leak has been detected near 314 Main Street East.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to purchase one load of gravel from Visser Trenching.

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

B. CLERK-TREASURER:

- 1. Financial Report & Claims List:** The May financial report and June claims list totaling \$34,671.02 were presented for approval. Clerk-Treasurer Plemmons noted that check 16385 dated February 24, 2021, for the 2019A General Obligation Bond payment to Northwestern Bank originally had \$8,836.20 of the payment distributed from the General Fund. This disbursement was corrected to distribute the remaining balance of \$6,420.15 from the 2019A General Obligation Bond Fund. An adjustment was made which increased the beginning balance of the General Fund by \$6,420.15 and decreased the beginning balance of the 2019A General Obligation Bond Fund by \$6,420.15. The

beginning balances of the funds in the May financial report correctly reflect the adjustments.

MOTION: B. Schlapkohl moved; seconded by *S. Jeffery* to approve the May financial report and pay the following claims totaling \$34,671.02:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3234	Hendrum EDA	\$242.00
3235	Hoffman, Philipp, \$ Martell, PLLC	\$7,300.00
3236	MCFOA	\$45.00
3237	Red River Valley Cooperative Power	\$242.39
3238	Norman County Implement, Inc.	\$333.43
3239	PERA	\$425.94
3240	Internal Revenue Service	\$1,624.90
3241	Norman County Auditor-Treasurer	\$360.00
3242	Red River Valley Cooperative Power	\$2,184.21
3243	Red River Valley Cooperative Power	\$46.42
3244	Valley General Store	\$68.04
3245	RMB Environmental Laboratories, Inc.	\$88.00
3246	Keri Plemmons	\$112.66
3247	GreatAmerica Financial Services	\$108.00
3248	Norman County Auditor-Treasurer	\$1,295.00
3249	ND Sewage Pump & Lift Station	\$650.00
3250	Menards	\$98.97
3251	Clark's Excavating & Septic Pumping	\$125.00
3252	Minnesota Department of Health	\$313.00
3253	PERA	\$423.90
3254	United Lease and Finance, Inc.	\$1,885.00
3255	Menards	\$85.96
3256	Postmaster	\$72.00
3257	Brenda Dobmeyer	\$1,630.00
3258	Verizon Wireless	\$64.24
3259	City of Hendrum	\$102.41
3260	Industrial Chem Labs	\$166.88
3261	RDO Equipment Co	\$466.03
3262	The Red River Promoter	\$75.00
3263	Gopher State One-Call	\$5.40
3264	Nepstad Oil	\$209.10
3265	Northwestern Bank	\$10.00
3266	Fuch's Sanitation, Inc.	\$2,222.90

3267	Hendrum Firemen's Relief Association	\$11,445.15
3268	Loffler	\$52.21
3269	United Power Equipment	\$6.08
3270	Dakota Fence Company	\$70.00
3271	Postmaster	\$15.80

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

C. MAYOR: No update.

D. FIRE DEPARTMENT: (*Update provided on Thursday, June 17th, when the council reconvened.*) Fire Chief Smart discussed the possibility of the Simplot buildings on the west side of TH 75 being donated to the fire relief association. One concern discussed was whether or not possible soil contamination could become a clean-up issue for any new owner of the property. Another concern was the cost of insurance, taxes, and electricity and how that would be paid. The relief association discussed possibly renting out space in the warehouse for cold storage to bring in enough income to pay for the other maintenance expenses. Expense estimates and potential income estimates will be researched and discussed at future meetings. The land under the Simplot buildings belongs to Burlington Northern Santa Fe (BNSF). BNSF is considering a request to donate the land as well. A \$300.00 property usage survey fee has been approved to be paid by the relief association to continue progress with the BNSF land donation. The relief association is requesting the city to pay for half of the fee.

MOTION: *P. Baukol* moved; seconded by *B. Schlapkohl* to approve paying \$150.00 towards the BNSF property usage survey.

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

The fire department is seeking approval to purchase a trash rake and a New York hook. The cost is approximately \$200.00. There are still budgeted funds available.

MOTION: *B. Schlapkohl* moved; seconded by *P. Baukol* to approve purchasing a trash rake and a New York hook for the fire department.

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

UNFINISHED BUSINESS

A. City Ordinance Violations: No update.

B. City Street Paving Project: No update.

C. Wellhead Protection: The Minnesota Department of Health has until July 12, 2021, to review and comment on the Wellhead Protection Plan for the City of Hendrum.

D. Proposed Water Supply Project: Mr. Breidenbach from East Central Regional Water provided a PowerPoint presentation to the council regarding the proposed water pipeline project and what the water district provides its members. The purpose of the presentation was to allow the council to hear more information regarding what the water district

provides to its connected cities. Mr. Slick from AE2S Engineering was on hand to provide answers to any engineering questions regarding the proposed pipeline. Mr. Haakinson from MRWA and Mr. Hajicek from Moore Engineering were available to answer any other questions regarding possible project funding and discuss the cost benefit analysis for the city.

- E. NCW Elementary School:** After reviewing the attorney recommendations, the council approved entering into the purchase agreement with the school district authorizing a quit claim deed as acceptable conveyance of the property.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to approve the purchase agreement to be submitted to the school allowing a quit claim deed as acceptable conveyance of the property.

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

The meeting was recessed until Thursday, June 17th, to review the items for bid after the auction is available online and to decide on a list of needed items. A purchasing budget will also be set once a list has been determined.

(UPDATE: Thursday, June 17th) The online auction was halted and there are currently no items available to review.

(UPDATE: Thursday, June 17th) The school board accepted the purchase agreement as presented.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to enter into the purchase agreement with Norman County West School District No. 2527 for the land and buildings and to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign any documents necessary to effectuate the transaction.

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

- B. Surplus Items – Online Auction:** No update.

- C. Auditor’s Report:** The audit report was handed out by Marit Martell, CPA from Hoffman, Philipp, and Martell, PLLC, to all the council members in attendance at the May 10th meeting. These council members have had an opportunity to review the audit report. Councilmember Jeffery will pick up his copy from the city clerk’s office at the conclusion of the June 14th meeting.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to accept the 2020 audit report as presented.

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

NEW BUSINESS

- A. Workers’ Compensation Premium Option:** A quotation for workers’ compensation deposit premium options from the League of Minnesota Cities Insurance Trust (LMCIT) was

presented for consideration. After discussing the available options, the council selected the regular premium option.

MOTION: S. Jeffery moved; seconded by *B. Schlapkohl* to select the regular premium option for workers' compensation coverage and authorize Clerk-Treasurer Plemmons to sign and return the document to the LMCIT.

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

B. Building Permit Application:

A building permit application was received from Window World of Fargo to install window inserts and wrap the exterior trim at 222 Herbert Street South.

MOTION: B. Schlapkohl moved; seconded by *S. Jeffery* to issue a building permit for 222 Herbert Street South.

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

C. Donations: A resolution was introduced regarding two cash donations for the Adopt-a-Pot program offered by individuals from the community and one cash donation from Northwestern Bank to be used for purchasing items from the school auction.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to adopt Resolution No. 2021-09: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

RECESSED

B. Schlapkohl moved; seconded by *P. Baukol* to recess the meeting until Thursday, July 17th at 7:30 pm in the Hendrum Civic Center at 309 Main Street East.

MEETING REOPENED

The meeting was reconvened at 7:38 pm on June 17th in the Hendrum Civic Center at 309 Main Street East.

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.

DISCUSSION

The council addressed the following agenda items: Fire Department report and NCW Elementary School. Updates are provided in the above minutes.

ADJOURNMENT

P. Baukol moved; seconded by *B. Schlapkohl* to adjourn the meeting at 8:50 pm on Thursday, June 17th. The next regular council meeting will be at 7:30 pm on July 12, 2021, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer