

CITY OF HENDRUM
Regular Council Meeting Minutes
December 11, 2023

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council 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. 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 and Carl Woeck, Maintenance Supervisor.

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

CITIZEN'S FORUM

- Randy Berggren was in attendance to discuss a timeline to accomplish the building plans for his property.

CONSENT AGENDA

- a) 2023-11-13 Regular Council Meeting Minutes
- b) 2023-11-20 Special Meeting Minutes
- c) 2023-11 Maintenance Logs

MOTION: P. Baukol 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

- a) Add to New Business: **D. Scrap Iron**

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to approve the agenda with the listed addition.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** Unworking lights have been changed out in the school with ballast bypass bulbs. Maintenance Superintendent Woeck requested approval to purchase additional LED bulbs.

MOTION: M. Smart moved; seconded by *P. Baukol* to authorize Maintenance Superintendent Woeck to purchase additional LED bulbs.

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

B. CLERK-TREASURER:

1. Financial Report & Claims List: The November financial report and December claims list totaling \$46,943.38 were presented for approval.

MOTION: P. *Baukol* moved; seconded by M. *Smart* to approve the November financial report and pay the following claims totaling \$46,943.38:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
4424	Lee Bros. Sales, Inc	\$412.09
4425	City of Halstad	\$466.17
4426	Red River Valley Cooperative Power	\$217.43
4427	Red River Valley Cooperative Power	\$253.73
4428	Northwestern Bank	\$10.00
4429	Red River Valley Cooperative Power	\$4,581.71
4430	Grainger	\$308.29
4431	Agassiz Chemical & Equipment, Inc	\$536.43
4432	arvig	\$4.95
4433	RMB Environmental Laboratories, Inc	\$208.00
4434	Postmaster	\$66.00
4435	Postmaster	\$5.55
4436	Gopher State One-Call	\$8.10
4437	The Red River Promoter	\$39.00
4438	The Red River Promoter	\$89.00
4439	PERA	\$720.20
4440	Loffler Companies Inc.	\$213.95
4441	Active911, Inc.	\$225.00
4442	Menards	\$233.13
4443	Minnesota Department of Health	\$313.00
4444	Government Payments	\$218.86
4445	Hendrum EDA	\$242.00
4446	Mike Smart	\$178.98
4447	Verizon Wireless	\$41.44
4448	United Lease and Finance, Inc	\$4,529.44
4449	United Lease and Finance, Inc	\$2,881.39
4450	PERA	\$627.80
4451	Internal Revenue Service	\$2,092.42
4452	Fuch's Sanitation, Inc.	\$2,160.52
4453	VIA Actuarial Solutions	\$2,000.00
4454	M State	\$725.00
4455	Menards	\$143.87
4456	Red Wing Store	\$250.00
4457	Kotaco Fuels	\$20,287.10

4458	Minnesota Department of Health	\$590.00
4459	Edward Bergseid	\$500.00
4460	Edward Bergseid	\$500.00
4461	Amazon.com	\$62.83
4462	VOIDED CLAIM DUPLICATE CLAIM	\$0.00

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

2. Voided Checks: 17375, 17432, 4275, 4277

C. MAYOR: No update.

D. FIRE DEPARTMENT: An ejector stopped working on the pumper tanker and is getting repaired. Emergency Apparatus Maintenance will be completing the repairs identified during the summer inspection. This year saw the highest number of fire and rescue calls on record.

UNFINISHED BUSINESS

A. City Ordinance Violations: The property maintaining a parking violation and a basketball hoop on the right-of-way has moved the vehicle and basketball hoop. Norman County Sheriff's Department provided the city with three incident reports involving dogs running at large and one dog having bitten a child. Letters had been sent to the property owner prior to the incident reports which notified the owner that it is unlawful to allow the dogs to run at large in the city. Therefore, the City Council has declared the dogs identified in the incident reports as potentially dangerous dogs as defined in Minnesota Statutes Section 347.50, subdivision 3.

MOTION: P. Baukol moved; seconded by *L. Lopez* to adopt Resolution No. 2023-13: Declaring a Potentially Dangerous Dog. 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: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

B. City Street Paving Project: No update.

C. Proposed Water Supply Project: The city is in the process of applying for a search grant.

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 should receive a quote by the end of the week from one company pertaining to the repairs of the gymnasium roof and Mayor Johannsen is working on obtaining a second quote.

E. Wellhead Protection Grant: The Source Water Implementation grant closing paperwork has been filed and the city has been reimbursed for \$10,000 towards the purchase of a propane generator. The Source Water Protection grant will cover 50% of the additional costs associated with purchasing and installing the propane generator up to \$20,000. The deadline for completing this grant is in December 2024.

NEW BUSINESS

- A. 2024 Budget:** The final 2024 budget was approved with a 3.6% increase from the 2023 budget.

MOTION: *B. Schlapkohl* moved; seconded by *P. Baukol* to adopt Resolution No. 2023-10: Resolution Adopting 2024 Budget. 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: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

- B. 2024 Tax Levy:** No changes were made to the preliminary 2024 property tax levy certified in September.

MOTION: *M. Smart* moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2023-11: Resolution Approving 2023 Tax Levy Payable in 2024. 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: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

- C. 2024 Utility Billing Rates:** A resolution to set the utility bill rates for 2024 included changes to several rates with the total bill equivalent to the 2023 utility bill rates.

MOTION: *P. Baukol* moved; seconded by *M. Smart* to adopt Resolution No. 2023-12: Resolution Setting Utility Billing Rates for 2024. 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: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

- D. Scrap Iron:** The council discussed the request to place a roll-off in the city that will accept scrap iron and appliances at no charge to the city or its residents. The request was approved, and the council chose the location of the roll-off to be on the south side of the city storage building.

MOTION: *M. Smart* moved; seconded by *B. Schlapkohl* to allow K & K Towing to place a roll-off dumpster on the south side of the storage building for the purpose of collecting appliances and scrap iron.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by *P. Baukol* to adjourn the meeting at 8:17 P.M. The next regular council meeting will be held at 7:00 P.M. on January 8, 2024, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer