

CITY OF HENDRUM

Regular Council Meeting Minutes

February 13, 2023

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:00 pm on February 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, Curt Johannsen, Lues Lopez, Brian Schlapkohl and Mike Smart.

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

The following members of the public were present: Sarah Anderson, Josh Anderson, and Abby Harthun.

CONSENT AGENDA

- a) 2023-01-09 Regular Council Meeting Minutes
- b) 2023-01-23 Special Combined City Council & EDA Minutes
- c) 2023-01 Maintenance Logs

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

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

APPROVAL OF AGENDA

- a) Add to New Business: **E. Employee Evaluations**

MOTION: M. Smart 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:** The backflow valve was repaired. The pump has been shut off on Well #2 while the city waits to receive a second repair quote.

- B. CLERK-TREASURER:**

- a) Financial Report & Claims List:** The January financial report and February claims list totaling \$131,120.89 were presented for approval.

MOTION: M. Smart moved; seconded by P. Baukol to approve the January financial report and pay the following claims totaling \$131,120.89:

Claim #	Vendor	Total
4025	MN Public Facilities Authority	\$1,785.22
4026	Amazon.com	\$42.06
4027	Amazon.com	\$405.54
4028	Red River Valley Cooperative Power	\$343.90
4029	PERA	\$470.05
4030	Bernie's Water Conditioning	\$1,395.00
4031	API Garage Door, Inc.	\$1,222.50
4032	Loffler Companies Inc.	\$206.14
4033	MSCTC	\$1,200.00
4034	arvig	\$4.95
4035	Hendrum EDA	\$242.00
4036	Visser Trenching Inc.	\$2,462.50
4037	Nepstad Oil	\$869.26
4038	Perley Community Co-op	\$2.79
4039	McCollum Hardware, Inc	\$241.36
4040	Regions	\$51,643.13
4041	League of MN Cities	\$19,080.00
4042	Gopher State One-Call	\$50.00
4043	Fuch's Sanitation, Inc.	\$2,118.54
4044	Red River Valley Cooperative Power	\$5,016.41
4045	Red River Valley Cooperative Power	\$52.14
4046	Titan Machinery-Ada	\$161.25
4047	MidStates Wireless	\$116.50
4048	Minnesota Bureau of Criminal Apprehension	\$30.00
4049	Jeff's Plumbing, Inc.	\$372.00
4050	Northwest Iron Fireman, Inc	\$19.95
4051	City of Hendrum	\$112.41
4052	Nepstad Oil	\$138.85
4053	Postmaster	\$96.00
4054	Titan Machinery-Ada	\$89.00
4055	Hendrum EDA	\$242.00
4056	Nepstad Oil	\$21,080.02
4057	PERA	\$593.36
4058	Internal Revenue Service	\$1,576.63
4059	Minnesota DNR – OMB	\$199.05
4060	City of Halstad	\$300.00
4061	Northwestern Bank	\$10.00
4062	Edward Bergseid	\$500.00
4063	Northwestern Bank	\$15,958.36
4064	Valley United Co-op	\$140.82
4065	Valley General Store	\$186.34

4066	McCollum Hardware, Inc	\$49.85
4067	Nepstad Oil	\$253.66
4068	Verizon Wireless	\$41.35

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

b) 2022 Financial Statement: Minnesota Statute 471.698 requires the city clerk or chief financial officer to prepare a detailed statement of financial affairs of the city in the style and form prescribed by the state auditor for the preceding fiscal year and to present it to the city council within 45 days after the close of the fiscal year. A copy of the detailed 2022 statement was provided to the council at the meeting and has also been made available for public inspection in the city clerk’s office.

C. MAYOR: No report.

D. FIRE DEPARTMENT: The Hendrum Firefighter’s Relief Association ordered five new air tanks to donate to the fire department. They donated five in 2022 and plan to donate five more in 2024 to replace all the expiring air tanks. Three new firefighters are taking Firefighter I courses. Countywide training on grain bin rescue took place in Ada on Saturday, February 11th. CPR training is scheduled to take place in Halstad. The annual steak supper is set for March 25th.

a) Applications: The meeting was closed to the public to review two submitted firefighter applications.

MOTION: *B. Schlapkohl* moved; seconded by *P. Baukol* to close the meeting to the public at 7:10 pm pursuant to Minnesota Statute 13.43, subdivision 3, to review the firefighter applications.

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

After reviewing the first application, Councilmember Lopez left the meeting to allow the remainder of the council to review his application.

MOTION: *P. Baukol* moved; seconded by *B. Schlapkohl* to reopen the meeting to the public at 7:19 pm.

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

MOTION: *P. Baukol* moved; seconded by *B. Schlapkohl* to hire Austin Olheiser as a member of the Hendrum Fire Department.

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

MOTION: *M. Smart* moved; seconded by *P. Baukol* not to rehire Lues Lopez as a member of the Hendrum Fire Department.

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

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 baking and catering business is still waiting on the license from the state and plans to open April 1st. The developer is working with contacts from the USDA and MNDEED to apply for funding sources to move forward with the project. A business expo and talent show is in the works for April.
- E. **Wellhead Protection Grant:** The quotes for the cement slab were reviewed. A 10' x 10' cement slab is estimated to cost \$5000.00. The wiring quotes are also needed before a final decision is made on which generator to order.
- F. **Snowblower:** The purchase agreement for the Lorenz tractor powered snowblower was reviewed and approved.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to declare the 1978 F100 Ford pickup with topper as surplus property.

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

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to enter into a purchase agreement with Brandon Borgen to sell the city-owned 1978 F100 Ford pickup with topper for \$2,500.00 and purchase the Lorenz tractor powered snowblower for the sum of \$4,000.00 with the difference of \$1,500.00 being paid by the City of Hendrum to Mr. Borgen.

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

NEW BUSINESS

- A. **Tax Anticipation Certificate Resolution:** A resolution to issue certificates of indebtedness pursuant to Minnesota Statutes Section 412.261 in anticipation of the collection of taxes levied was submitted for consideration.

MOTION: M. Smart moved; seconded by *P. Baukol* to adopt Resolution No. 2023-03: Resolution Issuing Tax-Anticipation Certificates. 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. **Donation Resolution:** 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: B. Schlapkohl moved; seconded by *P. Baukol* to adopt Resolution No. 2023-04: 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: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

- C. Wetland Conservation Act:** Norman County Soil & Water Conservation District provided information regarding the Wetland Conservation Act, which was passed in 1991, and recommended the City of Hendrum consider passing a resolution delegating decision making authority for the Minnesota Wetland Conservation Act to the District on the city's behalf without charge. The matter was tabled until more information is obtained.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to table any consideration of delegating authority of the Wetland Conservation Act until more information is obtained.

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

- D. Wild Rice Addition Covenants:** Council discussed whether to consider amending the covenants to include twin homes. The covenants currently allow for developers to apply for variance which will allow the council to consider each request on a case-by-case basis. No action was taken.
- E. Employee Evaluations:** Employee reviews were schedule to take place during the March 13th meeting. Maintenance Superintendent Woeck's review was set for 7:15 pm and Clerk-Treasurer Plemmons' review was set for 7:30 pm. A compiled report will be provided to the council for reference during the reviews and included in the employee's personnel files.

ADJOURNMENT

M. Smart moved; seconded by *B. Schlapkohl* to adjourn the meeting at 8:16 pm. The next regular council meeting will be held at 7:00 pm on March 13, 2023, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer