

CITY OF HENDRUM
Regular Council Meeting Minutes
March 21, 2022

CALL TO ORDER

Mayor Johannsen called to order the rescheduled regular meeting of the City of Hendrum Council at 7:00 pm on March 21, 2022, 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, Steve Jeffery, Curt Johannsen, Brian Schlapkohl and Mike Smart.

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

The following members of the public were present: Jessica Spaeth, Howard Tommerdahl and Stefan Horn.

CITIZEN'S FORUM

- A. Western Norman County Community Fund:** Jessica Spaeth was in attendance on behalf of the Western Norman County Community Fund Advisory Committee to introduce the purpose of the fund. The community fund was set up to establish and grow an endowment fund that will sustain itself. As this fund grows, it will make available a source to provide grants to support charitable, educational and public purpose projects and programs, activities or services that improve the quality of life of the residents and visitors of the western Norman County communities of Halstad, Hendrum, Perley, and Shelly.

CONSENT AGENDA

- a) 2022-02-14 Regular Council Meeting Minutes
- b) 2022-02 Maintenance Logs
- c) Local Board of Appeal & Equalization meeting notice
- d) Assessor billing increase in 2023 notice
- e) NPDES Permit Compliance Summary: 10/1/2020 – 09/30/2021

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

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

APPROVAL OF AGENDA

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS:

1. Continuing Education Credits: Education credits will need to be acquired before the April deadline to maintain Class D water and wastewater licensures.

B. CLERK-TREASURER:

1. Financial Report & Claims List: The February financial report and March claims list totaling \$32,180.75 were presented for approval.

MOTION: P. Baukol moved; seconded by *M. Smart* to approve the February financial report and pay the following claims totaling \$32,180.75:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3585	Hendrum EDA	\$242.00
3586	Sam’s Club	\$56.94
3587	PERA	\$471.24
3588	Red River Valley Cooperative Power	\$314.17
3589	MN Dept. of Labor & Industry	\$30.00
3590	Red River Valley Cooperative Power	\$4,380.03
3591	City of Hendrum	\$102.41
3592	Red River Valley Cooperative Power	\$47.90
3593	The Red River Promoter	\$233.00
3594	Loffler Companies Inc.	\$169.93
3595	The Red River Promoter	\$75.00
3596	Minnesota DNR – OMB	\$172.01
3597	Overhead Door Company of Fargo	\$227.00
3598	Berkley Risk Administrators Company	\$14,509.00
3599	Visser Trenching Inc.	\$2,247.00
3600	City of Halstad	\$300.00
3601	Verizon Wireless	\$64.70
3602	Julin Law Office, PLLC	\$321.75
3603	Norman County Auditor-Treasurer	\$150.00
3604	Valley United Co-op	\$35.41
3605	Valley General Store	\$57.08
3606	Edward Bergseid	\$500.00
3607	Northwest Iron Fireman, Inc.	\$629.50
3608	Red River Valley Cooperative Power	\$296.00
3609	Red River Valley Cooperative Power	\$3,908.23
3610	Red River Valley Cooperative Power	\$47.42
3611	Nepstad Oil	\$309.95
3612	Minnesota Department of Health	\$313.00
3613	PERA	\$396.28
3614	Internal Revenue Service	\$1,573.80

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

- C. **MAYOR:** Mayor Johannsen updated the council on the flood forecast from the National Weather Service. At this time only minor flooding is expected to occur.
- D. **FIRE DEPARTMENT:** The 24th Annual Steak Supper will take place on Saturday, March 26th.
 - 1. **Simplot Building Donation:** No update.

UNFINISHED BUSINESS

- A. **City Ordinance Violations:** One violation has been abated and the court case was dismissed. A second violation remains unabated but due to the property changing ownership the court case was dismissed. The Council instructed Clerk-Treasurer Plemmons to send a letter to the new property owners requesting their proposed plans for the property.
- B. **City Street Paving Project:** No update.
- C. **Proposed Water Supply Project:** No update.

Elementary School: The owner of the baking and catering business has decided that leasing the kitchen facilities at the school is no longer viable at this time.

Mr. Hutchens is interested in providing services to the school building as an assistant boiler operator but does not want to contract out his services as a custodian.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to contract with Mel Hutchens at the current rate of \$15.00 per hour to provide assistant boiler operator services to the boiler system at the Hendrum elementary school building.

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

The city needs to hire a part-time custodian to maintain the common areas of the school building.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to place a help wanted ad in the official city newspaper for two consecutive weeks for a part-time as-needed custodian with an application deadline of noon on April 11th.

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

- 1. **Lease Agreement:** Red River Valley Co-op is scheduled to move into the building beginning March 28th. They have agreed to an increased graduated rental rate and utilities payment based on the number of tenants leasing the facility.

The private school has proposed a rental rate. The rate for leasing rooms to the private school were discussed and the consensus was to counter with a higher rental rate but continue to move forward with temporarily subsidizing the building maintenance expenses in hopes of assisting the new private school with getting established. The owner of the business needs a signed contract to be able to apply for grants. The city attorney will be contacted to put together the agreement.

- 2. Fitness Center/Gym Usage:** The general liability waiver form that includes gym usage guidelines that can be signed by the users each time they attend open gym was presented for approval. It was decided to hold open gym on Wednesday evenings and Sunday afternoons. A sign-up sheet was passed around to the council members to volunteer to supervise the opening and closing of the gymnasium on the established open gym times.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to adopt the City of Hendrum Open Gym Policy as presented.

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

NEW BUSINESS

- A. COLA:** A cost of living increase for the city employees was discussed.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to approve a three-percent cost of living increase for the Maintenance Superintendent and Clerk-Treasurer effective immediately.

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

- B. 130 Park Avenue West:** There has been interest in using the commercial office building at 130 Park Avenue West as a residential residence. The building is located on a commercially zoned property which does not allow for residential housing. There is a process spelled out in the Zoning Ordinance where the property owner can apply to have the city consider rezoning the location, but the city has not yet received this request. There have been some questions posed over the estimated expense to hook-up the property to the sewer system. The estimated expense is still being researched.

- C. Seasonal Help:** A part-time employee will need to be hired to assist with mowing and maintenance over the summer season.

MOTION: M. Smart moved; seconded by *P. Baukol* to place a help wanted ad in the Norman County Index and The Red River Promoter for two consecutive weeks seeking applicants to work part-time during the summer season with an application deadline by noon on April 11th.

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

- D. Tobacco License:** Kotaco Fuels doing business as Nepstad Oil has submitted a license application to make retail sales of cigarette and other tobacco products.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to approve the application submitted by Kotaco Fuels and issue a tobacco license to Nepstad Oil from 01/01/2022 through 12/31/2022.

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

- E. Liquor License:** Tank's Barley House applied to renew their liquor license.

MOTION: P. Baukol moved; seconded by *M. Smart* to approve renewal of the liquor license for Off Sale, On Sale and Saturday liquor sales in the City of Hendrum for the period beginning 03/01/2022 through 03/01/2023.

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

F. Donation: Lee Township and Harley & Bonnie Scholl offered donations to the fire and rescue department. A resolution to accept the donations was presented for approval.

MOTION: *B. Schlapkohl* moved; seconded by *M. Smart* to adopt Resolution No. 2022-07: Resolution Accepting Donations. On 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: *aye*. *MOTION PASSED.*

G. Demolition Permit: An application was submitted to demolish the house and two sheds at 363 Rice Street South.

MOTION: *B. Schlapkohl* moved; seconded by *P. Baukol* to issue a demolition permit to the property owners at 363 Rice Street South.

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

ADJOURNMENT

M. Smart moved; seconded by *P. Baukol* to adjourn the meeting at 8:28 pm. The next regular council meeting will be held at 7:30 pm on April 11, 2022, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer