

CITY OF HENDRUM
Regular Council Meeting Minutes
August 15, 2022

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:30 pm on August 15, 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: Steve Jeffery, Curt Johannsen, Brian Schlapkohl, and Mike Smart.

The following city personnel were present: Keri Plemmons, Clerk-Treasurer, and Carl Woeck, Maintenance Superintendent.

The following member of the public was present: Duncan Hempeck.

CITIZEN'S FORUM

Mr. Hempeck was in attendance to ask if the city would be able to get involved in promoting the cultivation of milkweed to support the monarch butterfly population now that it has been placed on the endangered species list.

CONSENT AGENDA

- a) 2022-07-11 Regular Council Meeting Minutes
- b) 2022-07 Maintenance Logs

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

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

APPROVAL OF AGENDA

- a) Add to Clerk-Treasurer's Report: f) Safety Deposit Boxes

MOTION: M. Smart moved; seconded by B. Schlapkohl to approve the agenda with the listed addition.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** The water tower has been cleaned. Maintenance Superintendent Woeck reported that the new pump on the 1978 well won't stay running. He has contacted Thein Well to schedule a time to inspect. The wellhouse generator is dead and beyond repair. Mr. Woeck will be burning the debris pile at the lagoon before the burn permit expires.

- a) **Pickup:** Councilmember Smart contacted an area scrap company to get a price on picking up the green '97 Ford pickup and the white '94 Chevy pickup. The company offered to pay \$250.00 each for the surplus vehicles and \$10.00 each for any extra vehicle batteries that are no longer in use.

MOTION: B. Schlapkohl moved; seconded by M. Smart to authorize selling the '97 Ford pickup and the '94 Chevy pickup to be scrapped for \$250.00 each and to sell any extra batteries for \$10.00 each.

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

B. CLERK-TREASURER:

- a) **Financial Report & Claims List:** The July financial report and August claims lists totaling \$65,955.84 were presented for approval.

MOTION: B. Schlapkohl moved; seconded by M. Smart to approve July financial report and pay the following claims totaling \$65,955.84:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3775	Nepstad Oil	\$905.05
3776	RMB Environmental Laboratories, Inc	\$272.00
3777	Valley General Store	\$143.91
3778	McCollum Hardware, Inc	\$135.01
3779	Office Supplies Plus	\$81.17
3780	Sam's Club	\$78.66
3781	Karen Smart	\$664.22
3782	Red River Valley Cooperative Power	\$118.81
3783	Red River Valley Cooperative Power	\$3,185.90
3784	Hendrum EDA	\$242.00
3785	Regions	\$6,993.13
3786	Bitker, Inc.	\$60.00
3787	Valley United Co-op	\$112.44
3788	Mark Jossund	\$2,000.00
3789	Minnesota Unemployment Insurance	\$128.61
3790	Minnesota Bureau of Criminal Apprehension	\$15.00
3791	arvig	\$4.95
3792	Loffler Companies Inc.	\$338.00
3793	Airgas USA, LLC	\$69.57
3794	Dakota Supply Group	\$42.89
3795	PERA	\$483.11
3796	West Central Ag Services	\$173.19
3797	MN Public Facilities Authority	\$39,081.41
3798	Jay Tommerdahl	\$12.89
3799	Red River Valley Cooperative Power	\$160.43
3800	RDO Equipment Co	\$92.22
3801	USABlueBook	\$37.13

3802	Norman County License Center	\$141.25
3803	City of Hendrum	\$102.41
3804	Amazon.com	\$33.25
3805	Amazon.com	\$6.45
3806	John Kolness	\$10.73
3807	Norman County Implement, Inc.	\$51.27
3808	Northwestern Bank	\$16.00
3809	Verizon Wireless	\$64.84
3810	Northwestern Bank	\$4,997.00
3811	Heritage Publications	\$200.00
3812	Heritage Publications	\$550.00
3813	PERA	\$465.44
3814	Internal Revenue Service	\$1,273.04
3815	Office Supplies Plus	\$83.87
3816	Northwestern Bank	\$10.00
3817	Interstate Power Systems, Inc	\$1,444.68
3818	Gopher State One-Call	\$1.35
3819	Sun-Flowers	\$75.77
3820	Norman County Index	\$50.00
3821	Railroad Management Company	\$746.79

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

b) Voided Check: Check number 16866 was voided.

c) Election Judges: A resolution appointing election judges for the 2022 elections was introduced for consideration.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to adopt Resolution No. 2022-13: A Resolution Appointing Election Judges for the August 9th, 2022 Primary Election and November 8th, 2022 General Election. On the following roll call vote the resolution was duly adopted and on file at the city clerk's office.

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

d) Terms of Office & Affidavits of Candidacy: Councilmember Baukol and Councilmember Jeffery's terms of office end December 31, 2022. Those two positions will be on the November election ballot. The filing dates for Affidavits of Candidacy are August 2nd – August 16th.

e) Pay Equity: An adjustment to the Clerk-Treasurer's pay rate will need to be made to maintain compliance with pay equity requirements.

MOTION: B. Schlapkohl moved; seconded by *S. Jeffery* to increase Clerk-Treasurer Plemmons' pay rate to twenty-one dollars per hour retroactive to July 1, 2022.

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

f) Safety Deposit Boxes: The city no longer has a need for the safety deposit box rentals at Northwestern Bank.

MOTION: M. Smart moved; seconded by B. Schlapkohl to discontinue renting the three safety deposit boxes at Northwestern Bank in Hendrum.

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

C. MAYOR: No update.

D. FIRE DEPARTMENT: The fire department will be getting new radios from a county grant. The Hendrum fire department did not get approved for the DNR grant request for the 50/50 match to purchase new air bottles to replace the expiring bottles. The Hendrum Firefighter's Relief Association has discussed purchasing the air bottles to donate to the fire department. The Relief Association has also discussed purchasing chairs for the school building to replace the old chairs with worn out leg caps that no longer protect floor surfaces. Forty-one chairs were purchased at auction recently.

a) Simplot Building Donation: No update.

b) Application: An application to join the fire department as a firefighter was reviewed and approved.

MOTION: M. Smart moved; seconded by B. Schlapkohl to hire Andy Best as a firefighter as a new member of the Hendrum Fire Department.

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

UNFINISHED BUSINESS

A. City Ordinance Violations: Seven properties were discussed. Council instructed Clerk-Treasurer Plemmons to send ordinance violation notices to three properties. The other four properties will be inspected, and pictures will be taken of the areas of concern.

MOTION: M. Smart moved; seconded by B. Schlapkohl to send ordinance violation notices to 125 Park Ave E, 126 Park Ave E and 171 Hwy 75 S.

BAUKOL: absent; JEFFERY: aye; JOHANNSEN: 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 "Save the Building" committee will be reorganized soon.

E. Levee Inspection: Some items from the recent levee inspection may have recommended action items but the city will not know the details until the Wild Rice Watershed District receives the report from the Army Corps of Engineers.

NEW BUSINESS

A. Building Permit: Two applications for residential building permits were reviewed and approved.

MOTION: M. Smart moved; seconded by S. Jeffery to issue a building permit to construct a carport at 436 Gordon Street West.

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

MOTION: B. Schlapkohl moved; seconded by S. Jeffery to issue a building permit to construct a deck at 258 Herbert Street South.

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

- B. 2023 Preliminary Budget:** A special meeting was scheduled for the purpose of working on the preliminary budget for 2023.

MOTION: B. Schlapkohl moved; seconded by M. Smart to schedule a special meeting to work on the preliminary 2023 budget for Wednesday, August 31, 2022, at 7:30 pm in the boardroom of the Professional Building.

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

- C. Conditional Use Permit_130 Park Ave W:** The Hendrum Economic Development Authority (EDA) held a public hearing on issuing a conditional use permit to operate a used car sales lot at 130 Park Avenue West. Section 5, Subdivision 5, Ordinance No. 74: Planning & Zoning (Land Use) requires the city to issue conditional use permits for outdoor sales lots. There was no written or verbal commentary submitted to the EDA before or during the public hearing. The Authority remitted a conditional use permit approval recommendation to the Council.

MOTION: B. Schlapkohl moved; seconded by M. Smart to approve issuing a conditional use permit to operate a used car sales lot at 130 Park Avenue West.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by S. Jeffery to adjourn the meeting at 8:36 pm. The next regular council meeting will be held at 7:30 pm on September 12, 2022, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer