

CITY OF HENDRUM
Regular Council Meeting Minutes
January 10, 2022

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:00 pm on January 10, 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 were present: Keri Plemmons, Clerk-Treasurer and Mark Sundblad, Maintenance Superintendent.

The following member of the public was present: John Kolness.

CITIZEN'S FORUM

Mr. Kolness addressed the council as a member of the Hendrum-Perley reunion committee to request approval to use the Hendrum school gymnasium to host "Hendrum-Perley Homecoming 2022." The plan is to have the reunion July 15th – 17th with all the events taking place in Hendrum for the first time in many years.

CONSENT AGENDA

- a) 2021-12-13 Regular Council Meeting Minutes
- b) 2021-12 Maintenance Logs
- c) October – December 2021 Patrolling Logs

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

- a) Add to Consent Agenda: October – December 2021 Patrolling Logs
- b) Add to Unfinished Business: F. Well Inspection
- c) Add to New Business: E. Audit Engagement Letter

MOTION: B. Schlapkohl moved; seconded by S. Jeffery to approve the agenda with the listed additions.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** Maintenance Superintendent Sundblad answered questions regarding the failure to submit water samples for the lead and copper analysis and some data reported missing on the monthly DMR's (discharge monitoring reports). There were some keying-in errors on the reports which have been corrected and Mr. Sundblad will be contacting the

MPCA to find out if the overdue tap water samples can still be provided for the lead and copper analysis.

B. CLERK-TREASURER:

1. Financial Report & Claims List: The December financial report and January claims list totaling \$16,521.79 were presented for approval.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve the December financial report and pay the following claims totaling \$16,521.79:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3522	Hendrum EDA	\$242.00
3523	Stein's, Inc	\$165.71
3524	Brenda Dobmeyer	\$186.00
3525	Menards	\$24.11
3526	Valley General Store	\$309.13
3527	Red River Valley Cooperative Power	\$275.72
3528	Bernie's Water Conditioning	\$304.59
3529	Red River Valley Cooperative Power	\$3,333.05
3530	Red River Valley Cooperative Power	\$53.56
3531	Titan Machiery-Ada	\$211.00
3532	Industrial Chem Labs	\$165.81
3533	Loffler Companies Inc.	\$169.93
3534	Postmaster	\$98.00
3535	PERA	\$487.13
3536	Northwest Iron Fireman, Inc	\$1,050.70
3537	Verizon Wireless	\$64.75
3538	Northern Fire Equipment	\$394.80
3539	Runnings	\$27.91
3540	City of Hendrum	\$102.41
3541	Ada Auto Value	\$63.98
3542	S&S Landscaping	\$55.15
3543	Ada Electric, Inc.	\$1337.50
3544	PERA	\$533.19
3545	Internal Revenue Service	\$3366.18
3546	Minnesota Revenue	\$744.00
3547	Minnesota Revenue	\$795.60
3548	Fuch's Sanitation, Inc.	\$1949.88
3549	Northwestern Bank	\$10.00

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

2. Tax Collections Statement: The statement of tax collections for the last three years was provided to the city council as required by Minnesota Statute 471.69.

- 3. Tax Anticipation Certificates:** Minnesota Statute 412.261 allows a city council to issue certificates of indebtedness in anticipation of the collection of taxes levied for any fund and not yet collected. Resolution No. 2022-01 was introduced to authorize Northwestern Bank to purchase any certificates of indebtedness as may be necessary to be issued in 2022.

MOTION: M. Smart moved; seconded by *P. Baukol* to adopt Resolution No. 2022-01: Resolution Issuing Tax-Anticipation Certificates. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

C. MAYOR: No report.

D. FIRE DEPARTMENT: The Steak Supper has been scheduled to take place in the Hendrum school gymnasium on March 26th.

UNFINISHED BUSINESS

A. City Ordinance Violations: The city attorney was requested by the city council to move forward with enforcement procedures on three properties following the December meeting. One of the property owners has contacted the mayor with their plans to rectify the ordinance violation by spring. The council agreed to allow this property owner more time as requested, and to review the property in the spring for compliance. The other two property owners have not been in contact with the city or the city attorney regarding their violations and the hearings will proceed to be scheduled with the county court.

B. City Street Paving Project: No update.

C. Proposed Water Supply Project: No update.

D. Elementary School: A copy of the commercial lease for use of the kitchen in the school building for Sugar Mama Bakery and Catering, LLC was included in the agenda packet for council review. Dena Bishop, the business owner, has a copy that her attorney is reviewing before signing. Mayor Johannsen requested approval to finalize the contract as soon as possible if only minor changes are requested by the business owner. Major changes will require a review by the council before approval.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to enter into a commercial lease agreement with Sugar Mama Bakery and Catering, LLC, to use the kitchen, cafeteria, cafeteria lobby, and bathrooms located in the school building at 320 Main Street East in the operation of a baking and catering business and to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign any documents necessary to effectuate the agreement if only minor or no changes are suggested by the business owner.

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

A copy of the boiler services agreement between Hendrum and Edward Bergseid was included in the agenda packet for council review.

MOTION: M. Smart moved; seconded by *P. Baukol* to contract with Edward Bergseid for boiler preventative maintenance and repair services in compliance with Mr. Bergseid's boiler license for the school building at 320 Main Street East and to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign any documents necessary to effectuate the agreement.

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

An estimate was requested from Fargo Glass and Paint Co. to furnish and install four fire doors in the school building. The quote was included in the council agenda packets for review. The council agreed that the installation of the fire doors was too cost prohibitive.

The request submitted by Mr. Kolness to use the school gymnasium for the Hendrum-Perley reunion was discussed and approved. The reunion committee has agreed to pay for any clean-up necessary following the event.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to authorize the Hendrum-Perley reunion committee to hold their event in the school gymnasium from July 15, 2022, through July 18, 2022.

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

The heating fuel level at the school is low and will need to be filled soon. Mayor Johannsen requested approval to request spot quotes and have the tank filled with the lowest quote.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to authorize Mayor Johannsen to get the tank filled with heating fuel for the school building as soon as possible with the lowest obtained quote.

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

- E. Building Permit:** The building permit application for Lot 3, Block 4 of the Wild Rice Addition was submitted to the city before the violation was forwarded to the attorney. The city council reviewed the application and approved issuing a building permit for the property.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to issue a building permit for a new house to be constructed at 430 Todd Street South.

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

- F. Well Inspection:** It had been approved by the city council at the November 8, 2021, meeting to contact Thein Well to make the recommended repairs included in their inspection report. Mayor Johannsen contacted Thein Well to schedule the repairs and after discussing the possible switch to the rural water district's proposed pipeline which would negate the need for the city wells, it was concluded that it isn't critical to pull the pump from Well #3 for general servicing. However Well #2 has a leak and will need to be pulled and repaired. Mayor Johannsen requested approval from the board to amend the previous motion and remove Well #3 from the repairs to be scheduled in the spring.

MOTION: P. Baukol moved; seconded by *M. Smart* to amend the motion made at the November 8, 2021, meeting to remove the recommended general maintenance on Well #3.

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

NEW BUSINESS

A. Employee Evaluations: Employee reviews were scheduled to take place during the February 14th meeting. Maintenance Superintendent Sundblad's review was set for 7:15 pm and Clerk-Treasurer Plemmons review was set for 7:30 pm. An email was sent to each council member providing a link to the employee evaluation documents to be completed by February 13th. A compiled report will be provided to the council for reference during the reviews and included in the employee's personnel files.

B. Annual Appointments & Designations: During the first meeting of the year, the Council must appoint an acting mayor from among the councilmembers, designate an official newspaper, and select an official depository for City funds. In addition, the Council also reviews appointments to City boards and commissions.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2022-02: Resolution to Set Annual Appointments and Designations. 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.

C. Fee Schedule: The Council sets fees annually for city services and licenses. It was recommended to add the fence permit fee to the schedule and remove the rental license fee and graduated zoning permit fees that have been included on the annual fee schedule but are noted that fees do not apply unless the city hires a building inspector. There are currently no plans to hire a building inspector. Councilmember Jeffery questioned whether the ordinance was clear regarding the enforcement of the fees and if the graduated zoning permit fee list should be removed from the fee schedule.

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2022-03: Fee Schedules. On the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

D. New EPA Lead and Copper Rule: The U.S. Environmental Protection Agency (EPA) has released the final version of the Lead and Copper Rule Revision (LCRR) resulting in additional future requirements for our water system. All community public water systems must develop a Lead Service Line (LSL) inventory or demonstrate the absence of LSLs within 3 years of the rule publication. Service lines of unknown material type are considered LSLs under the new rule. The Minnesota Department of Health (MDH) and Minnesota Rural Water Association (MRWA) will be providing more information regarding the final rule and

will let us know what to expect as far as funding availability, specific requirements, implementation resources, etc. as a water system in Minnesota.

- E. Audit Engagement Letter:** An audit engagement letter from Hoffman, Philipp, and Martell, PLLC which defines the auditing services that will be provided to the City of Hendrum was presented for approval.

MOTION: S. Jeffery moved; seconded by P. Baukol to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign and return the audit engagement letter from Hoffman, Philipp, and Martell, PLLC.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by P. Baukol to adjourn the meeting at 8:45 pm. The next regular council meeting will be held at 7:00 pm on February 14, 2022, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer