

CITY OF HENDRUM
Regular Council Meeting Minutes
January 22, 2025

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:02 P.M. on January 22, 2025, 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, Stephanie Kaasa, and Mike Smart.

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

The following members of the public were present: Dennis Hanson; Ben Fall, Norman County Sheriff; and Matt Wagner, Norman County Deputy.

CONSENT AGENDA

- a) 2024-12-18 Regular Council Meeting Minutes
- b) 2024-12 Maintenance Logs

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

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

APPROVAL OF AGENDA

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS:

- North Dakota Sewage Pump & Lift Station inspected and calibrated the lift station pumps. During the inspection, it was noted that the heater in the south lift station's electrical box is out of order and needs replacement. Maintenance Superintendent Reinhart will obtain two estimates for the heater replacement and get the heater fixed based on the lowest quote.

MOTION: P. Baukol moved; seconded by M. Smart to authorize Maintenance Superintendent Reinhart to obtain and proceed with the replacement of the heater in the south lift station's electrical box based on the lowest quote received from the two estimates.

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

- Mr. Reinhart requested approval to attend the Minnesota Rural Water Association (MRWA) Wastewater Conference, scheduled for March 4th through 6th in St. Cloud. The conference

will provide valuable training and networking opportunities, as well as the opportunity to take the Class D Wastewater license certification test.

MOTION: M. Smart moved; seconded by P. Baukol to authorize Maintenance Superintendent Reinhart to attend the MRWA Wastewater Conference, covering the registration fee, hotel accommodation, and mileage reimbursement.

BAUKOL: aye; JOHANNSEN: aye; KAASA: aye; LOPEZ: absent; SMART: aye. MOTION PASSED.

B. CLERK-TREASURER:

- 1. Financial Report & Claims List:** The December financial report and January claims list totaling \$29,965.41 were presented for approval.

MOTION: M. Smart moved; seconded by P. Baukol to approve the December financial report and pay the following claims totaling \$29,965.41:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
4987	Red River Valley Cooperative Power	\$313.28
4988	Agassiz Chemical & Equipment, Inc	\$163.15
4989	Grainger	\$55.02
4990	Northern Fire Equipment	\$576.00
4991	McCollum Hardware, Inc	\$364.26
4992	Valley General Store	\$479.81
4993	Norman County Index	\$85.50
4994	League of MN Cities Insurance Trust	\$3,031.00
4995	Walmart	\$45.55
4996	Red River Valley Cooperative Power	\$56.97
4997	Red River Valley Cooperative Power	\$4,876.54
4998	Ed Bergseid	\$221.40
4999	PERA	\$715.48
5000	Zippy Rents	\$50.00
5001	arvig	\$4.95
5002	Bernie's Water Conditioning	\$288.30
5003	Loffler Companies Inc.	\$188.82
5004	Northwestern Bank	\$10.00
5005	PERA	\$783.44
5006	Internal Revenue Service	\$3,517.32
5007	Kotaco Fuels	\$804.86
5008	Fuch's Sanitation, Inc.	\$2,198.26
5009	State of Minnesota Department of Public Safety	\$25.00
5010	Minnesota Revenue	\$1,095.87
5011	Minnesota Revenue	\$879.00
5012	Grainger	\$27.48
5013	League of MN Cities	\$523.00
5014	League of MN Cities	\$30.00
5015	Norman County Index	\$76.00

5016	Valley General Store	\$159.92
5017	Verizon Wireless	\$41.62
5018	City of Hendrum	\$110.73
5019	Red River Valley Cooperative Power	\$453.71
5020	Red River Valley Cooperative Power	\$4,785.17
5021	Pye Barker	\$428.00
5022	Edward Bergseid	\$2,500.00

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

- C. MAYOR:** No update as there is nothing new to report beyond what was already on the agenda.

FIRE DEPARTMENT:

- Planning is underway for the annual steak supper, scheduled for the last Saturday in March.
- The annual relief association meeting is set for Monday, January 27th at 7 PM.

UNFINISHED BUSINESS

A. City Ordinance Violations:

- Current ongoing violations were tabled due to winter conditions and will be revisited in the spring.
- Two notices were sent out last month for snow removal obstructions and both violations have been addressed and resolved by the property owners.

MOTION: *P. Baukol* moved; seconded by *M. Smart* to dismiss the two snow removal violation notices as the issues have been resolved.

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

B. City Street Paving Project: No update.

C. Rural Water Supply Project: Awaiting feasibility study results.

D. Infinity Center:

- **Gymnasium Roof Repair:** The grant application to the Dekko Foundation is in progress.
- **Proposed Daycare:** No recent updates.
- **Yoga Classes:** No recent updates.

NEW BUSINESS

- A. Donation Resolution:** The council accepted five donations: \$250 donation from the Borup Community Club to the gaming account, \$500 donation from the Borup Community Club to the fire department, \$1,000 donation from the Hendrum Firefighter's Relief Association for the generator, \$200 donation from David L. Rask for park maintenance, and \$200 donation from David L. Rask for the fire department.

MOTION: *M. Smart* moved; seconded by *P. Baukol* to adopt Resolution No. 2025-01: 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*; KAASA: *aye*; LOPEZ: *absent*; SMART: *aye*. **MOTION PASSED.**

B. Fee Schedule: Fees are set annually for city services and licenses.

MOTION: P. Baukol moved; seconded by S. Kaasa to adopt Resolution No. 2025-02: Fee Schedules. 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; KAASA: aye; LOPEZ: absent; SMART: aye. MOTION PASSED.

C. Annual Appointments & Designations: At the first meeting of the year, the council is responsible for appointing an acting mayor from its members, designating an official newspaper, and selecting an official depository for city funds. Additionally, the council reviews and confirms appointments to various city boards and commissions.

MOTION: M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2025-03: Resolution to Set Annual Appointments and Designations. 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; KAASA: aye; LOPEZ: absent; SMART: aye. MOTION PASSED.

D. Patrolling Contract: The council reviewed the proposed patrolling contract with the sheriff's department, which includes a two-year agreement for law enforcement services. The contract outlines the scope of services, including patrol hours, call responses, and community engagement. Council members were asked to review the contract and bring any suggested changes for approval at the next meeting.

E. Pay Equity: The council reviewed and approved the pay equity report, which ensures compliance with Minnesota statutes regarding equitable pay for city employees. The report confirms that the city's pay structure is fair and meets all legal requirements.

MOTION: P. Baukol moved; seconded by S. Kaasa to approve the pay equity report, ensuring compliance with Minnesota statutes regarding equitable pay for city employees.

BAUKOL: aye; JOHANNSEN: aye; KAASA: aye; LOPEZ: absent; SMART: aye. MOTION PASSED.

F. February Meeting Date: The February meeting date was moved to February 26th at 7:00 P.M.

MOTION: P. Baukol moved; seconded by S. Kaasa to schedule the next meeting for Wednesday, February 26th at 7:00 P.M.

BAUKOL: aye; JOHANNSEN: aye; KAASA: aye; LOPEZ: absent; SMART: aye. MOTION PASSED.

G. Debit Card Authorization: The council authorized the issuance of a debit card to Dustin Reinhart, the new Maintenance Superintendent, and the removal of Carl Woeck from the General Fund checking account.

MOTION: M. Smart moved; seconded by P. Baukol to authorize a debit card for Dustin Reinhart and remove Carl Woeck from the General Fund checking account.

BAUKOL: aye; JOHANNSEN: aye; KAASA: aye; LOPEZ: absent; SMART: aye. MOTION PASSED.

ADJOURNMENT

S. Kaasa moved; seconded by *M. Smart* to adjourn the meeting at 8:51 P.M. The next regular council meeting will be held at 7:00 P.M. on February 26, 2025, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer