

CITY OF HENDRUM

Regular Council Meeting Minutes

December 13, 2021

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:00 pm on December 13, 2021, 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.

CONSENT AGENDA

- a) 2021-11-18 Regular Council Meeting Minutes
- b) 2021-11 Maintenance Logs
- c) Pension Accounting Report

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

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

APPROVAL OF AGENDA

MOTION: P. Baukol moved; seconded by B. Schlapkohl 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: No report.

B. CLERK-TREASURER:

- 1. Financial Report & Claims List:** The November financial report and December claims list totaling \$34,587.52 were presented for approval.

MOTION: M. Smart moved; seconded by S. Jeffery to approve the November financial report and pay the following claims totaling \$34,587.52:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3465	Hendrum EDA	\$242.00
3466	Amazon.com	\$319.77
3467	Stone's Mobile Radio Incorporated	\$150.00
3469	Postmaster	\$92.80
3470	Julin Law Office, PLLC	\$537.83
3471	Julin Law Office, PLLC	\$348.75
3472	Nardini Fire Equipment	\$350.00
3473	Northwest Iron Fireman, Inc	\$47.84

3474	Arvig	\$171.56
3475	Grand Forks Fire Equipment	\$445.23
3476	Home Depot	\$267.68
3477	Menards	\$94.56
3478	Valley General Store	\$264.92
3479	Stein's, Inc	\$165.74
3480	Red River Valley Cooperative Power	\$180.93
3481	Nepstad Oil	\$939.43
3482	Red River Valley Cooperative Power	\$2,539.81
3483	Red River Valley Cooperative Power	\$221.63
3484	Amazon.com	\$34.38
3485	Loffler Companies, Inc.	\$169.93
3486	Gopher State One-Call	\$4.05
3487	League of Minnesota Cities Insurance Trust	\$1151.00
3488	Northwest Iron Fireman, Inc	\$2804.71
3489	PERA	\$484.58
3490	Home Depot	\$213.93
3491	Nepstad Oil	\$823.54
3492	Minnesota Department of Labor & Industry	\$55.00
3493	Northwestern Bank	\$41.00
3494	City of Hendrum	\$102.41
3495	Postmaster	\$80.00
3496	Comfort Point, Inc.	\$379.50
3497	Minnesota Department of Health	\$313.00
3498	United Lease and Finance, Inv	\$1885.00
3499	Verizon Wireless	\$64.75
3500	Menards	\$42.84
3501	Fuch's Sanitation, Inc	\$1962.46
3502	Norman County Auditor-Treasurer	\$4399.20
3503	United Lease and Finance, Inc	\$3648.16
3504	Menards	\$97.09
3505	PERA	\$458.83
3506	Internal Revenue Service	\$1493.58
3507	Internal Revenue Service	\$1479.56
3508	Gopher State One-Call	\$4.05
3509	Van Iwaarden Associates	\$2000.00
3510	Nepstad Oil	\$157.30
3511	Norman County Index	\$40.00
3512	Stein's, Inc	\$121.62
3513	Julin Law Office, PLLC	\$611.06
3514	Julin Law Office, PLLC	\$15.00
3515	Northwest Iron Fireman, Inc	\$390.00

3516	Walmart	\$46.15
3517	Hornbachers	\$20.97
3518	Sam's Club	\$18.16
3519	Lenovo.com	\$19.23
3520	Edward Bergseid	\$1000.00
3521	Northwest Iron Fireman, Inc	\$575.00

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

- C. MAYOR:** Mayor Johannsen was contacted by Rich Whitcolm, CEO of Red River Valley Co-op Power, inquiring about potential development sites in the City of Hendrum. A promotional booklet of available lots for housing and commercial development was put together for marketing purposes and provided to Mr. Whitcolm. Additional copies were also made available to the City Clerk's office to be used for inquiries from other interested individuals.
- D. FIRE DEPARTMENT:** Fire Chief Smart reported on the general attendance at the Veteran's Day Supper and Santa Days that were hosted by the fire department.

UNFINISHED BUSINESS

- A. City Ordinance Violations:** Seven properties with outstanding ordinance violations which have been forwarded to the attorney were reviewed. Two property owners have abated their violations and their files will be closed. Two property owners have arranged for additional time with the city to bring their properties into compliance and are being monitored. Three property owners have not communicated with the city and have not abated the violations after receiving notices from the city and the city attorney. The council decided to move forward with these violations and have the attorney file a complaint for relief and/or motion for summary enforcement with the District Court of Norman County.

MOTION: P. Baukol moved; seconded by *M. Smart* to move forward with enforcement procedures on 171 Highway 75 South, 216 Canning Street East and 218 Herbert Street North.

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

A camper trailer has been identified as having been parked on the street for a length of time that is in violation of the parking ordinance. The council instructed Clerk-Treasurer Plemmons to send a notice to the property owner.

- B. City Street Paving Project:** A public information meeting took place in the gymnasium of the elementary school on Monday, November 15th to provide information regarding the street rehabilitation project, proposed water supply project, and repurposing efforts for the former NCW elementary school.
- C. Proposed Water Supply Project:** Clay, Polk and Norman County Commissioners will be contacted regarding the proposed water supply project to request funding assistance with the engineering costs of the project. The Hendrum City Council has reviewed the proposed project and had determined the objectives of the project will provide the community with long-term health, safety, economic, and sustainability benefits through a high-quality,

adequate regional supply of potable water. A resolution was introduced for consideration in support of the project for the rural water service.

MOTION: S. Jeffery moved; seconded by *P. Baukol* to adopt Resolution No. 2021-25: Resolution Regarding Support of Project for Rural Water Service from East Central Regional Water District to Portions of Clay, Polk, & Norman Counties in Minnesota. 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.*

D. Elementary School: Councilmember Smart provided an update on the repairs and other issues that have been addressed with the heating system at the elementary school. Mayor Johannsen is working on getting a quote to replace the missing fire rated doors. A draft of the contract for the baking and catering business is ready to be reviewed and revised. After the finalized copy is ready, the contract will be provided to the business owner for review before signing.

E. Winter Help: Two applications were submitted and reviewed by the council.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to close the meeting at 7:56 pm to review the applications.

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

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to reopen the meeting at 7:58 pm.

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

MOTION: P. Baukol moved; seconded by *S. Jeffery* to hire Curt Gunderson as the seasonal help for the 2021-2022 winter season to be paid fifteen dollars (\$15.00) per hour on an as needed basis.

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

NEW BUSINESS

A. Building Permit: Unpermitted construction has started on Lot 3, Block 4 of the Wild Rice Addition. Several requests have been communicated to the property owner that the city has not received the building permit application and site plan necessary to commence construction activities. Conditions of the purchase agreement for the sale of the lot in the Wild Rice Addition include applying for a building permit and receiving approval before construction begins. After discussing the matter, Council instructed Clerk-Treasurer Plemmons to forward the violation to the attorney for further action.

MOTION: P. Baukol moved; seconded by *S. Jeffery* to contact the city attorney to take action regarding the violation of the terms of the purchase agreement in regard to the unpermitted construction on Lot 3, Block 4 of the Wild Rice Addition.

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

B. Audit Contract: The contract for the city's annual audit is up for renewal. Two options were provided by the governmental auditing firm with the annual prices quoted to include all audit costs. The council accepted the five-year audit agreement.

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to enter into a five-year audit agreement for audit services between the City of Hendrum and the auditing firm of Hoffman, Philipp, & Martell, PLLC for the maximum annual fee of \$7,500 per year.

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

C. Liability Coverage Waiver Form: Members who obtain liability coverage from LMCIT must decide annually whether to waive the statutory tort liability limits to the extent of the coverage purchased.

MOTION: P. Baukol moved; seconded by *S. Jeffery* not to waive the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

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

D. 2022 Utility Billing Rates: A resolution to set the utility billing rates for 2022 with no increases from 2021 was introduced.

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2021-22: Resolution Setting Utility Billing Rates for 2022. 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.*

E. 2022 Budget: No changes were made to the proposed budget for 2022 addressed at the September meeting.

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2021-23: Resolution Adopting 2022 Budget. 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.*

F. 2022 Tax Levy: No changes were made to the preliminary 2022 property tax levy certified in September.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to adopt Resolution No. 2021-24: Resolution Approving 2021 Tax Levy Payable in 2022. 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.*

ADJOURNMENT

B. Schlapkohl moved; seconded by *P. Baukol* to adjourn the meeting at 8:13 pm. The next regular council meeting will be held at 7:00 pm on January 10, 2022, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer