

CITY OF HENDRUM

Regular Council Meeting Minutes

June 12, 2023

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:33 pm on June 12, 2023, 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, Brian Schlapkohl, and Mike Smart.

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

The following member of the public was present: Matt Nelson.

CITIZEN'S FORUM

Mr. Nelson attended the meeting to discuss the driveway access width standards that were set by motion at the December 12, 2022, regular city council meeting. He asked the council to consider increasing the width maximum from 25 feet to 36 feet to accommodate most modern garages. He believes that requiring driveways to hold to a 25-foot maximum will hurt development specifically in the Wild Rice Addition because of the narrow depth of the lots.

CONSENT AGENDA

- a) 2023-05-08 Regular Council Meeting Minutes
- b) 2023-05-15 Special Council Meeting Minutes
- c) 2023-05 Maintenance Logs
- d) Resolution from Norman County Soil & Water Conservation District to administer the Minnesota Wetland Conservation Act for Hendrum
- e) Dues increase notice from the League of Minnesota Cities
- f) NOTICE: New Juneteenth holiday will be effective this year

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

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

APPROVAL OF AGENDA

- a) Add to New Business: A. Approach Sizing
- b) Add to New Business: B. Councilmember Conduct

MOTION: P. Baukol moved; seconded by *M. Smart* to approve the agenda with the listed additions.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS: Varmint trapping procedures were reviewed. Consensus of the council was that property owners are responsible for trapping varmints on their own property, however the city will provide them with a live trap. The sewer vault is still waiting on Key Contracting to repair the leak. Two quotes for the dump truck tires were reviewed and the quote from Perley Cenex was accepted.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to accept the bid for new dump truck tires from Perley Cenex for \$1,404.16.

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

B. CLERK-TREASURER:

1. Financial Report & Claims List: The May financial report and June claims list totaling \$27,019.97 were presented for approval.

MOTION: P. Baukol moved; seconded by *M. Smart* to approve the May financial report and pay the following claims totaling \$27,019.97:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
4177	Petty Cash	\$60.00
4178	Valley General Store	\$70.26
4179	Ada Building Center	\$37.99
4180	Valley United Co-op	\$198.10
4181	Edward Bergseid	\$500.00
4182	Fuch’s Sanitation	\$2105.96
4183	Norman County Auditor-Treasurer	\$1850.00
4184	PERA	\$536.31
4185	arvig	\$4.95
4186	Norman County Auditor-Treasurer	\$360.00
4187	Red River Valley Cooperative Power	\$187.00
4188	Norman County Index	\$50.00
4189	Jet-Way Multiple Services, Inc.	\$605.00
4190	Thrifty White Pharmacy	\$274.10
4191	Nepstad Oil	\$214.28
4192	Loffler Companies Inc.	\$183.59
4193	Postmaster	\$11.70
4194	Ada Auto Value	\$18.99
4195	Nepstad Oil	\$673.71
4196	Red River Valley Cooperative Power	\$4021.60
4197	Red River Valley Cooperative Power	\$47.54
4198	City of Hendrum	\$112.41
4199	Postmaster	\$96.00
4200	Jared & Carrie Walz	\$66.00

4201	Clark's Excavating & Septic Pumping	\$225.00
4202	Minnesota Department of Health	\$313.00
4203	Jamie Trautner	\$20.00
4204	United Lease and Finance, Inc	\$1885.00
4205	gWorks	\$259.00
4206	Display Sales	\$435.00
4207	Amazon.com	\$25.74
4208	Kral Auto Parts	\$53.15
4209	Menards	\$370.98
4210	Titan Machinery-Ada	\$720.00
4211	Verizon Wireless	\$41.32
4212	Hendrum EDA	\$242.00
4213	Curt's Lock and Key Service	\$44.00
4214	Amazon.com	\$66.60
4215	Curt's Lock and Key Service	\$98.94
4216	PERA	\$590.50
4217	Internal Revenue Service	\$1523.17
4218	RDO Equipment Co	\$37.34
4219	RMB Environmental Laboratories, Inc	\$208.00
4220	Mike Smart	\$382.95
4221	Hendrum Firemen's Relief Association	\$462.84
4222	Heritage Publications	\$99.00
4223	United Lease and Finance, Inc	\$4529.44
4224	Valley United Co-op	\$716.15
4225	McCollum Hardware, Inc	\$24.99
4226	Valley General Store	\$236.92
4227	Burley's Tree Service	\$650.00
4228	Gopher State One-Call	\$6.75
4229	RMB Environmental Laboratories, Inc	\$208.00
4230	MAOSC	\$248.70
4231	Northwestern Bank	\$10.00

BAUKOL: *aye*; JOHANNEN: *aye*; LOPEZ: *absent*; SCHLAPKOHL: *aye*; SMART: *aye*. **MOTION PASSED.**

C. MAYOR: Mayor Johannsen reviewed some of the laws that passed during the 2023 Minnesota legislative session that will affect Hendrum such as an increase in LGA and dedicated funding for the Small Cities Assistance Account.

D. FIRE DEPARTMENT: The rescue vehicle has been repaired and is back in action. Andy Best completed his Firefighter I certification. Family Fun Night has been scheduled for August 23rd.

UNFINISHED BUSINESS

- A. City Ordinance Violations:** The draft copy of a nuisance policy was reviewed. Some additions were suggested. The updates will be added to the draft and a copy will be provided for review at the July meeting.

Notices were mailed to the owners of two properties identified as maintaining ordinance violations during the May meeting. The violation was abated at 403 Gordon Street East. The second property has contacted the city and is in the process of taking measures to abate the violation. The city will continue to monitor the progress at 125 Park Avenue East. The council was notified that a third notice regarding a dog running at large was sent to the property owner at 358 Rice Street South. During the meeting two new violations were reported and the council ordered notices sent to both property owners.

MOTION: M. Smart moved; seconded by P. Baukol to send an ordinance violation notice to 126 Park Avenue East.

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

MOTION: B. Schlapkohl moved; seconded by M. Smart to send an ordinance violation notice to 351 Rice Street South.

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

- B. City Street Paving Project:** No update.

- C. Proposed Water Supply Project:** The West Central Regional Water District is continuing to work on setting itself up as a legal entity, and Mayor Johannsen has been asked to serve on the steering committee. The city has sent all the requested data for the high-level cost analysis to Steven Slick of AE2S and is waiting for the results.

- D. Elementary School:** Sugar Mama Bakery & Catering has moved into the kitchen and cafeteria as of June 1st. Red River Valley Co-op has decided to occupy their rental spaces at the school for the entire month of June. REACH has set its goal to bring counseling services to Hendrum and is hoping to use space in the school if approval to use the old Simplot office building does not move forward. The Ron Ohren benefit is scheduled to take place at the school building on June 29th. The storage shed by the basketball court has been broken into several times and the structure has been repeatedly damaged. The equipment has been found left scattered around the grounds several times as well.

- E. Wellhead Protection Grant:** The quotes for two different kilowatt sized Generac generators with AutoStart came back over \$30,000 which is more than the entire grant to purchase and install a propane generator on a concrete pad. The consensus was to get updated quotes on generators without AutoStart. There are two electric panels that run the wells and the building. One panel is 100 amp, and the other panel is 200 amp. If only one well is set up to operate at a time the generator can be sized between 25 – 28 kilowatts.

- F. Well #2:** No update.

G. Audit Report: After having an opportunity to review the 2022 audit report provided by Marit Martell, CPA from Hoffman, Philipp, and Martell, PLLC, the council officially accepted the report.

MOTION: P. Baukol moved; seconded by M. Smart to accept the 2022 audit report as presented.

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

H. Tractor: The new tractor arrived and has been used for 30 hours already. Copies of the warranties were provided to every council member.

NEW BUSINESS

A. Approach Sizing: After discussing the recommendations made by Mr. Nelson and considering different width sizes and how they would affect driveway installation throughout the city, the council approved changing the maximum width allowed for driveway installation from 25 feet to 36 feet. A motion was passed to notify the property owners at 430 Todd Street South of the changes to the driveway approach which will allow for a wider driveway and that the existing culvert will be approved as long as the rest of the ditch is restored to its original condition. The notice will include a 60-day completion period.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to amend maximum driveway access width along city-owned streets from 25 feet to 36 feet.

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

MOTION: P. Baukol moved; seconded by M. Smart to notify the property owners at 430 Todd Street South that they have 60 days to make the changes to their unpermitted driveway and drainage ditch situation by (1) applying for the driveway permit with the updated standards to allow for a wider driveway access, (2) cut out and restore the rest of the drainage ditch along their property to its original condition, and (3) the currently installed rubber culvert will be acceptable under the driveway access.

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

B. Councilmember Conduct: Mayor Johannsen reminded all council members that the employees work for the city under the supervision of the entire council, not individual members of the council. One council member has been assigned as the supervisory contact for the Maintenance Superintendent and one council member has been assigned as the supervisory contact for the City Clerk. Any questions or concerns regarding any changes in procedures for these departments are to be discussed and decided at council meetings and any concerns between meetings are to be brought to the supervisor. Employee interactions are to be treated with professionalism and employees should not be brought into any disagreements or discussions of conflicting opinions by any individual on the council. These types of unprofessional interactions create an uncomfortable and stressful work environment for the city employees.

ADJOURNMENT

M. Smart moved; seconded by *P. Baukol* to adjourn the meeting at 9:57 pm. The next regular council meeting will be held at 7:30 pm on July 10, 2023, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer