

# CITY OF HENDRUM

## Regular Council Meeting Minutes

July 16, 2025

### CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:32 PM on July 16, 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, Dustin Reinhart, Maintenance Superintendent.

The following member of the public was present: Ed Bergseid.

### CITIZEN'S FORUM

Ed Bergseid announced he will not be continuing as the licensed boiler operator at the Infinity Center due to the high demands and stress of maintaining it alongside his full-time job. He plans to hand over responsibilities to Maintenance Superintendent Dustin Reinhart. Mr. Bergseid has signed the necessary paperwork and provided study materials to help Dustin prepare for the required certification test. The council thanked him for his service.

### CONSENT AGENDA

- a) 2025-06-18 Regular Council Meeting Minutes
- b) 2025-06-21 Emergency Council Meeting Minutes
- c) 2025-06 Maintenance Logs

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

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

### APPROVAL OF AGENDA

- a) Add to New Business: **B. Community Club; C. Building Permit.**
- b) Add to Public Works Report: **Storm Recovery, Mosquito Spraying, and Campground.**

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

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

### REPORTS OF OFFICERS AND DEPARTMENT HEADS

#### A. PUBLIC WORKS:

- **Storm Recovery:** Storm recovery efforts, including tree cleanup, damage to the tractor, and coordination with insurance and HSEM (Homeland Security and Emergency Management) were discussed.

- **225 Park Avenue East Storm Damage:** The property at 225 Park Avenue East had significant tree damage from the recent storm. The property is now under county control and is being prepared for auction to recover nursing home care costs. The city was asked to clean up the property and submit an itemized invoice to the estate administrator for reimbursement once the property is sold. The property cleanup took 22 hours using 2 city employees, the dump truck and the tractor. Initially the council moved to set the cleanup rate at \$500 per hour. Following further discussion regarding established rates for dump truck and tractor use at \$100 per hour apiece, the council amended the motion to approve setting the billing rate to \$320 per hour to align with the city rates.

*MOTION: M. Smart moved; seconded by S. Kaasa to set the billing rate for storm damage cleanup at 225 Park Avenue East at \$500 per hour.*

*AMENDED MOTION: After further discussion, M. Smart moved; seconded by S. Kaasa to revise the billing rate for storm damage cleanup at 225 Park Avenue East to \$320 per hour, based on the city's established internal rates.*

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

- **Mosquito spraying:** Due to increased mosquito activity following recent moisture and storm conditions, the council discussed the need to start mosquito spraying in Hendrum. It was agreed that spraying should begin once a week to proactively manage the mosquito population.
- **Campground:** A camper has been occupying a site at the community park campground without paying the required fees. The council requested Clerk-Treasurer Plemmons to create a formal written notice requiring the camper to vacate within one week of delivery. Councilmember Mike Smart volunteered to deliver the notice, and the council agreed to have a deputy accompany him to underscore the importance of compliance. If the camper does not leave voluntarily, the city will involve the sheriff's department and tow the camper if necessary.

#### **B. CLERK-TREASURER:**

1. **Financial Report & Claims List:** The June financial report and July claims list totaling \$81,426.51 were presented for approval.

*MOTION: P. Baukol moved; seconded by M. Smart to approve the June financial report and pay the following claims totaling \$81,426.51:*

Claim #	Vendor	Total
5186	Auto Value Parts Store	\$10.99
5187	Visser Trenching Inc.	\$448.10
5188	RMB Environmental Laboratories, Inc	\$209.00
5189	Minnesota Department of Health	\$313.00
5190	Kotaco Fuels	\$140.00

5191	McCollum Hardware, Inc	\$60.75
5192	Valley General Store	\$36.21
5193	Gopher State One-Call	\$39.15
5194	Kotaco Fuels	\$283.18
5195	Hawkins, Inc.	\$268.60
5196	MidStates Wireless	\$1,749.40
5197	Grand Forks Fire Equipment LLC	\$1,132.41
5198	Red River Valley Cooperative Power	\$225.72
5199	Jake Radermacher	\$350.00
5200	Hoffman Philipp, & Martell, PLLC	\$7,500.00
5201	Loffler Companies Inc.	\$188.82
5202	arvig	\$4.95
5203	PERA	\$613.96
5204	City of Hendrum	\$113.99
5205	Red River Valley Cooperative Power	\$3,659.04
5206	Justin Aguirre	\$154.00
5207	Minnesota Rural Water Association	\$450.00
5208	Red River Valley Cooperative Power	\$180.13
5209	City of Hendrum	\$111.44
5210	Kotaco Fuels	\$2,389.71
5211	Norman County License Center	\$39.00
5212	Norman County Auditor-Treasurer	\$4,975.64
5213	David Drown Associates, Inc.	\$500.00
5214	Julin Law Office, PLLC	\$512.30
5215	Julin Law Office, PLLC	\$472.15
5216	Kotaco Fuels	\$47.88
5217	Burley's Tree Service	\$6,600.00
5218	Verizon Wireless	\$41.62
5219	Northwestern Bank	\$10.00
5220	Sugar Mama Baking and Catering	\$200.00
5221	Hendrum EDA	\$242.00
5222	Gopher State One-Call	\$5.40
5223	MAOSC	\$262.50
5224	MN Public Facilities Authority	\$40,154.75
5225	Keri Plemmons	\$23.10
5226	Regions	\$3,845.05
5227	Zippy Rents	\$241.59
5228	Messicks	\$1,638.30
5229	Acme Tools	\$42.64
5230	Amazon.com	\$115.37

5231	Amazon.com	\$37.98
5232	Amazon.com	\$581.17
5233	Cenex C-Store	\$87.00
5234	Cenex C-Store	\$118.42

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

**C. MAYOR:** Mayor Johannsen reported that he had no new items to present beyond those already covered in the meeting agenda.

**D. FIRE DEPARTMENT:**

- **Training and Scheduled Burn:** The fire department is planning five training sessions at a rural property site, tentatively scheduled for a controlled burn on September 6<sup>th</sup>. Fire departments from Halstad, Hendrum, Perley, and Ada will be invited, and the tech school will oversee the training setup. The cost is expected to be covered externally, not from the department's training fund.
- **Equipment Updates:** The new fire truck is awaiting delivery of nozzles before it can be put into service. Hendrum decals are scheduled to be applied next week, and the truck title has been received. A request was made to Audubon for a training officer to provide instruction on the truck's operation.
- **Main Truck Transmission Issue:** The department's main truck is experiencing a recurring transmission issue where it remains stuck in gear after pump use. A technician is being consulted to install a manual override kit to resolve the problem, which has intermittently affected the truck's drivability.
- **Grant Funding:** The department received a \$10,000 grant from Northwestern Bank, facilitated through a financial institution connected to a bank employee. The funds will help cover costs related to the fire truck and other departmental needs.

**UNFINISHED BUSINESS**

- A. City Ordinance Violations:** The council reviewed the status of ordinance violation notices sent to property owners. This meeting served as the appeal opportunity for those who received violation letters. The council will revisit the status of each property at the next meeting to determine if compliance has been achieved. If no progress is observed, the city will consider escalating enforcement actions. Additionally, the city attorney has sent formal notices to certain property owners, indicating that further communication must go through legal channels. The council noted the absence of any attendees and will continue monitoring compliance.
- B. Street Improvement Project:** No new information.
- C. Rural Water Supply Project:** The council had planned to receive an update on the Rural Water Supply Project from representatives of the project and AE2S, but the presentation

was postponed due to scheduling conflicts. The update has been rescheduled for the August 20<sup>th</sup> council meeting.

**D. Infinity Center:**

- **Gymnasium Roof Repair:** No new information.
- **Rentals:** The council addressed an outstanding rental balance owed by Emerald Goose, who previously rented space at the Infinity Center. The business owner has indicated she no longer needs the space and plans to vacate when time allows. To resolve the balance, the council voted to offer a 50% reduction to the outstanding balance if paid within 30 days. If she cannot pay upfront, she may enter a payment arrangement for the full amount, with no added penalties or fees.

*MOTION: P. Baukol moved; seconded by S. Kaasa to offer the owner of Emerald Goose 50% forgiveness of her rental balance if paid within 30 days, or allow a payment arrangement for the full amount with no added fees.*

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

- **Realtor:** No update.

- E. Audit Report:** The council reviewed the annual audit report, which included financial statements and findings for the previous fiscal year. No discrepancies or concerns were noted by council members, and the report was accepted without objection.

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

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

**NEW BUSINESS**

- A. Donation Resolution:** The council accepted one donation for \$300 from the Borup Community Club to the gaming account.

*MOTION: M. Smart moved; seconded by S. Kaasa to adopt Resolution No. 2025-14: 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. Community Club:** The council discussed a proposal from the Community Club regarding a barrel train. The train is intended to be rented out for community events as a fundraising tool. While the idea was well received, concerns were raised about insurance liability. The city's insurance agent will be contacted to determine whether the train is covered under the city's liability policy and whether a hold harmless agreement is needed for renters. The Community Club provided an update on its efforts to establish 501(c)(3) nonprofit status, noting that both the required paperwork and organizational bylaws are currently in development.

- C. Building Permit:** A building permit was approved to replace the shingles on the roof at 352 Rice Street South.

*MOTION: P. Baukol moved; seconded by S. Kaasa to approve issuing a building permit to replace shingles at 352 Rice Street South.*

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

#### **ADJOURNMENT**

*M. Smart moved; seconded by P. Baukol to adjourn the meeting at 8:57 PM. The next regular council meeting will be held at 7:30 PM on August 20, 2025, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.*

Minutes submitted by: Keri Plemmons, Clerk-Treasurer