

# CITY OF HENDRUM

## Regular Council Meeting Minutes

March 20, 2023

### CALL TO ORDER

Mayor Johannsen called to order the rescheduled regular meeting of the City of Hendrum Council at 7:01 pm on March 20, 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 (7:03 PM), Curt Johannsen, Lues Lopez, Brian Schlapkohl and Mike Smart.

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

The following members of the public were present: Heather Luoma and Abby Harthun.

### CONSENT AGENDA

- a) 2023-02-13 Regular Council Meeting Minutes
- b) 2023-02 Maintenance Logs

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to approve the consent agenda items as listed.  
BAUKOL: *absent*; JOHANNSEN: *aye*; LOPEZ: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

### APPROVAL OF AGENDA

*MOTION: M. Smart* moved; seconded by *B. Schlapkohl* to approve the agenda as presented.  
BAUKOL: *absent*; JOHANNSEN: *aye*; LOPEZ: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

### REPORTS OF OFFICERS AND DEPARTMENT HEADS

**A. PUBLIC WORKS:** A second estimate was reviewed to replace Well #2 pitless unit. The council is going to send the information to the engineer and get a recommendation before making a final decision regarding the well.

**B. CLERK-TREASURER:**

- 1. Financial Report & Claims List:** The February financial report and March claims list totaling \$38,325.60 were presented for approval.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to approve the February financial report and pay the following claims totaling \$38,325.60:

Claim #	Vendor	Total
4069	M State	\$550.00
4070	Loffler Companies Inc.	\$178.22
4071	Red River Valley Cooperative Power	\$367.68

4072	Red River Valley Cooperative Power	\$5,308.74
4073	Red River Valley Cooperative Power	\$48.75
4074	Gopher State One-Call	\$8.10
4075	Fuch's Sanitation, Inc.	\$2,118.54
4076	USABlueBook	\$149.04
4077	USABlueBook	\$898.08
4078	Minnesota Department of Commerce	\$37.94
4079	Northwestern Bank	\$18.64
4080	City of Hendrum	\$112.41
4081	Thein Well	\$4,080.64
4082	Amazon.com	\$49.76
4083	AriensCo	\$128.35
4084	Minnesota Department of Health	\$313.00
4085	Norman County Auditor-Treasurer	\$1.80
4086	arvig	\$4.95
4087	PERA	\$490.82
4088	Johnson Controls	\$1,008.96
4089	Northwestern Bank	\$10.00
4090	Hendrum EDA	\$242.00
4091	Department of Public Safety	\$25.54
4092	Verizon Wireless	\$41.35
4093	Minnesota Bureau of Criminal Apprehension	\$15.00
4094	Fuch's Sanitation, Inc.	\$2,105.96
4095	Edward Bergseid	\$500.00
4096	PERA	\$475.20
4097	Internal Revenue Service	\$2,483.44
4098	Northwest Iron Fireman, Inc	\$238.50
4099	Valley General Store	\$21.49
4100	McCollum Hardware, Inc	\$42.45
4101	Nepstad Oil	\$650.99
4102	Norman County Auditor-Treasurer	\$150.00
4103	Amazon.com	\$42.50
4104	Postmaster	\$5.55
4105	Edward Bergseid	\$1,675.75
4106	RMB Environmental Laboratories, Inc	\$208.00
4107	Nepstad Oil	\$161.77
4108	Loffler Companies Inc	\$206.14
4109	The Red River Promoter	\$248.00
4110	RMB Environmental Laboratories, Inc	\$20.00
4111	Industrial Chem Labs	\$695.78
4112	Minnesota Pollution Control Agency	\$345.00
4113	arvig	\$4.95

4114	Red River Valley Cooperative Power	\$48.03
4115	Red River Valley Cooperative Power	\$291.70
4116	Red River Valley Cooperative Power	\$4,849.84
4117	Amazon.com	\$47.69
4118	Amazon.com	\$98.73
4119	Brandon Borgen	\$1,500.00
4120	PERA	\$582.87
4121	Alex Air Apparatus, Inc.	\$3,198.84
4122	Peter Jacobson Construction LLC	\$285.00
4123	Nepstad Oil	\$33.51
4124	Nepstad Oil	\$899.61

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

**C. MAYOR:** Mayor Johannsen updated the council on the flood forecast from the National Weather Service. Moderate flooding is expected to occur as of the March 9<sup>th</sup> forecast.

**D. FIRE DEPARTMENT:** The 25<sup>th</sup> Annual Steak Supper will take place on Saturday, March 25<sup>th</sup>.

**1. Applications:** The meeting was closed to the public to review two applications to join the fire department.

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to close the meeting to the public at 8:01 pm pursuant to Minnesota Statute 13.43, subdivision 3, to review the firefighter applications.

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

*MOTION: M. Smart* moved; seconded by *P. Baukol* to reopen the meeting to the public at 8:06 pm.

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

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to hire Justin Aguirre and Ann Tommerdahl as members of the Hendrum Fire Department.

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

## UNFINISHED BUSINESS

**A. City Ordinance Violations:** Councilmember Lopez asked about winter parking regulations and what would be considered a parking violation.

**B. City Street Paving Project:** There is an opportunity for Hendrum’s city street paving project to be included in the Minnesota delegation’s request for congressionally directed spending. The engineer is preparing the city street paving project proposal and will forward the information to Congresswoman Michelle Fishbach’s office.

**Proposed Water Supply Project:** The proposed water supply district, West Central Regional Water District, has created a website (<https://wcrwd-ae2s.hub.arcgis.com/>) with ongoing information and updates as they continue to pursue funding. A representative has been invited to the April meeting to provide an update to the council.

- C. Elementary School:** The owner of the baking and catering business is planning to open by Easter weekend. The developer is continuing to pursue funding sources. Red River Valley Co-op has requested to amend the rental agreement to only be charged for half of the heating expenses as they are not occupying the entire building with the effective date of January 1, 2023.

*MOTION: M. Smart moved; seconded by B. Schlapkohl to amend the original rental agreement with Red River Valley Co-op to bill half of the heating expenses effective January 1, 2023.*

*BAUKOL: abstain; JOHANNSEN: aye; LOPEZ: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.*

- D. Wellhead Protection Grant:** Councilmember Smart provided quotes for the electrical work to connect the generator. The council concluded that the electrician should be consulted about the two generator options before a final purchase decision is made.

- E. Wetland Conservation Act:** A Resolution to delegate administrative responsibility to implement the Minnesota Wetland Conservation Act within the legal boundaries of the City of Hendrum to the Norman County Soil and Water Conservation District was introduced for approval.

*MOTION: M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2023-05: A Resolution Regarding the Administration of the Minnesota Wetland Conservation Act. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.*

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

- F. Employee Evaluations:** The meeting was closed to the public to conduct employee evaluations. All council members had an opportunity to complete an evaluation form for each employee and the compiled report was reviewed during each employee's evaluation.

*MOTION: P. Baukol moved; seconded by B. Schlapkohl to close the meeting to the public at 7:24 pm pursuant to Minnesota Statute 13D.05, Subd., 3(a), to evaluate the performances of Carl Woeck, Maintenance Superintendent and Keri Plemmons, Clerk-Treasurer.*

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

*MOTION: M. Smart moved; seconded by P. Baukol to reopen the meeting to the public at 8:00 pm.*

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

## **NEW BUSINESS**

- A. Summer Seasonal Help:** A part-time employee will need to be hired to assist with mowing and maintenance during the summer season.

*MOTION: B. Schlapkohl moved; seconded by P. Baukol to place a help wanted ad in the Norman County Index and The Red River Promoter for two consecutive weeks seeking applicants to work part-time during the summer season with an application deadline by noon on April 10<sup>th</sup>.*

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

## **ADJOURNMENT**

*B. Schlapkohl* moved; seconded by *P. Baukol* to adjourn the meeting at 9:02 pm. The next regular council meeting will be held at 7:30 pm on April 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