

CITY OF HENDRUM
Regular Council Meeting Minutes
October 10, 2022

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:30 pm on October 10, 2022, 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, and Carl Woeck, Maintenance Superintendent.

The following members of the public were present: John Kolness (REACH), Beverly Kolness, Darlene Gunderson, and Dena Bishop (Sugar Mama Bakery).

CITIZEN'S FORUM

Mr. John Kolness was in attendance to inquire on renting a space in the school building for REACH to provide counseling services and to advance other mission goals.

Mrs. Beverly Kolness and Mrs. Darlene Gunderson were in attendance to request access to the gym on Mondays and Wednesdays from 9:00 am to 10:00 am for a Senior Wellness Group.

Mrs. Dena Bishop provided an overview of her plans to expand her baking and catering business and how she would like to utilize the cafeteria and kitchen space in the school building. She proposed an offer to rent the space for five-hundred dollars per month to be re-evaluated after six months. She would also cover the expense of propane for the stove.

CONSENT AGENDA

- a) 2022-09-12 Regular Council Meeting Minutes
- b) 2022-09 Maintenance Logs
- c) July – September Patrolling Logs

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

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

APPROVAL OF AGENDA

- a) Add to Unfinished Business under D: Elementary School: Exercise Class, Marketing Plan, Pest Control, and REACH.

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** The Lead/Tap Water Monitoring Report which states the city water tested well below the limits was provided in the agenda packets as general information to the council. Maintenance Superintendent Woeck reported that the generators to be purchased through the DNR have enough kilowatts to run the lift stations and just enough kilowatts to keep the well operating utilizing specific equipment. The back reporting on the DMR's has been completed. The park bathroom has been closed for the season. The public water fill station has also been closed.

B. CLERK-TREASURER:

- a) **Financial Report & Claims List:** The September financial report and October claims lists totaling \$11,834.10 were presented for approval.

MOTION: M. Smart moved; seconded by *P. Baukol* to approve the September financial report and pay the following claims totaling \$11,834.10:

Claim #	Vendor	Total
3883	Runnings	\$30.05
3884	Lee Bros. Sales, Inc	\$120.72
3885	Red River Valley Cooperative Power	\$190.33
3886	Loffler Companies Inc.	\$178.22
3887	arvig	\$4.95
3888	M State	\$550.00
3889	PERA	\$503.48
3890	City of Hendrum	\$102.41
3891	Steve Jeffery	\$76.00
3892	Curt Johannsen	\$325.53
3893	Acme Tools	\$92.08
3894	The Red River Promoter	\$75.00
3895	Hendrum EDA	\$242.00
3896	Northwestern Bank	\$10.00
3897	Internal Revenue Service	\$1,729.85
3898	PERA	\$491.72
3899	Minnesota Revenue	\$815.70
3900	Minnesota Revenue	\$773.00
3901	Norman County Auditor-Treasurer	\$1,438.55

3902	Fuch's Sanitation, Inc.	\$2,131.12
3903	Edward Bergseid	\$500.00
3904	Gopher State One-Call	\$5.40
3905	MN Dept of Labor & Industry	\$125.00
3906	Valley General Store	\$67.40
3907	Nepstad Oil	\$1,030.59
3908	Clark's Excavating & Septic Pumping	\$225.00

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

- b) Liability Coverage Waiver Form:** Every year members who obtain liability coverage from LMCIT must decide to waive or not waive the statutory tort limits to the extent of the coverage purchased. The council chose not to waive the monetary limits for the City of Hendrum.

MOTION: *B. Schlappkohl* moved; seconded by *M. Smart* to choose not to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

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

C. MAYOR: No update.

- D. FIRE DEPARTMENT:** The Hendrum Fire Relief Association plans to purchase five air bottles for the Hendrum Fire Department to replace expired air bottles.

- a) Simplot Building Donation:** Simplot has withdrawn its offer to donate the building but may still consider leasing the property.

- b) Generator Agreements:** The Council will need to authorize entering into a Department of Defense Firefighter Program agreement to purchase the generators through the Minnesota Department of Natural Resources (DNR).

MOTION: *P. Baukol* moved; seconded by *B. Schlappkohl* to approve purchasing two generators from the Minnesota DNR by entering into an agreement between the State of Minnesota and the Hendrum Fire Department and authorizing Fire Chief Smart to sign any documentation necessary to effectuate the agreement.

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

UNFINISHED BUSINESS

- A. City Ordinance Violations:** Violations on two properties were discussed and Clerk-Treasurer Plemmons was instructed to notify the property owners.

MOTION: *P. Baukol* moved; seconded by *M. Smart* to notify the property owners at 430 Todd Street that the drainage ditch on their property was filled in without approval and that they will need to apply for a permit through the Wild Rice Watershed District to ensure that the installation of the culvert is appropriately sized, placed, and authorized.

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

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to notify the property owner at 125 Park Avenue East to trim and mow the lawn, to remove the burned structure from the property and fill in and grade the foundation hole and cap the sewer line.

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

B. City Street Paving Project: The project cannot move forward until the state legislature provides a dedicated source of funding for the Small Cities State Aid for Streets.

C. Proposed Water Supply Project: No update.

D. Elementary School: The start date for open gym was changed from November 2nd to November 16th.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to change the open gym start date to November 16, 2022.

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

a. Kitchen Rental: Several category and fee options were presented to get the elementary school kitchen licensed through the Minnesota Department of Health.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to apply to license the kitchen as a Category 3 establishment and to pay the \$590.00 application fee to the Minnesota Department of Health.

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

Council decided to accept the rental terms offered by Dena Bishop to operate a baking and catering business using the kitchen and cafeteria space.

MOTION: P. Baukol moved; seconded by *M. Smart* to enter into a lease agreement with Dena Bishop to rent the kitchen and cafeteria at the elementary school, once the kitchen is licensed, for five hundred dollars a month with the rental fee to be re-evaluated after six months.

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

b. Exercise Class: Approval was granted to the Senior Wellness Group to use the gymnasium at the elementary school on Mondays and Wednesdays

MOTION: B. Schlapkohl moved; seconded by *M. Smart* authorize the Senior Wellness Group to use the gymnasium on Mondays and Wednesdays from 9:00 am to 10:00 am once the Gymnasium Usage Agreement and Liability Waiver has been completed and signed.

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

c. Marketing Plan: The school building committee is having discussions with several realtors to explore whether the best option is to market a portion of the school building for sale or as rental space.

d. Pest Control: The plan is to get a proposal for pest control services for a few of the city-owned buildings.

e. REACH: Representatives from REACH will be invited to take a tour of the available spaces in the elementary school building to determine if one will be appropriate for their needs.

E. Levee Inspection: No update.

F. Wellhead Protection Grant: No update.

NEW BUSINESS

A. Building & Fence Permit Applications: One fence permit application and two building permit applications were presented for review.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to issue a permit to dismantle a barn-type building closest to the south fence at 220 Canning Street East.

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

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to issue a permit to construct a new fence at 171 Highway 75 South.

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

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to issue a permit to fill-in the basement cavity and extend the water and sewer connections, to construct a greenhouse shed and a firewood storage shed, and to remodel the existing garage.

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

B. Notification of Permit Application for Culvert Installation: There were no concerns voiced by any of the councilmembers after reviewing the permit application for the culvert installation at 140 Park Avenue West.

C. Unpaid Utility Assessments: A resolution to certify delinquent utility charges was introduced for consideration.

MOTION: M. Smart moved; seconded by *P. Baukol* to adopt Resolution No. 2022-15: Resolution to Certify Delinquent Utility Charges to the Norman County Auditor for Assessment on Parcels Within the City of Hendrum. By the following roll call vote the resolution was duly adopted and is on file at the city clerk's office.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by *M. Smart* to adjourn the meeting at 9:57 pm. The next regular council meeting will be held at 7:00 pm on November 14, 2022, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer