

CITY OF HENDRUM

Regular Council Meeting Minutes

June 13, 2022

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:30 pm on June 13, 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, licensed water and sewer operator.

CONSENT AGENDA

- a) 2022-05-09 Regular Council Meeting Minutes
- b) 2022-05-23 Special Council Meeting Minutes
- c) MDH Request for Comments on Wellhead Protection Rules Amendment

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 New Business: **E. REACH Sign**
- b) Add to New Business: **F. All-School Reunion Request**
- c) Add to Public Works: **d) Generator**

MOTION: B. Schlapkohl moved; seconded by P. Baukol 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:** An estimate from Dakota Supply Group (DSG) was reviewed regarding the replacement of the broken well meter. The council approved the replacement expense.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to authorize purchasing a new well meter from DSG and to have the meter installed.

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

Council approved renting a zero-turn mower from Zippy Rents for \$78.00 per day when needed to help catch up on mowing.

MOTION: M. Smart moved; seconded by B. Schlapkohl to authorize renting a zero-turn mower from Zippy Rents on an as needed basis.

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

Members of the council have been assisting in mowing and other activities as needed until the Maintenance Superintendent position is filled.

MOTION: B. Schlapkohl moved; seconded by M. Smart to authorize paying the members of the council fifteen dollars per hour for time spent on city maintenance activities.

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

- 1. Maintenance Superintendent Application:** The meeting was closed to review the information provided by four new applicants for the Maintenance Superintendent position.

MOTION: M. Smart moved; seconded by B. Schlapkohl to close the meeting to the public at 8:16 pm pursuant to Minnesota Statute 13.43, subdivision 3, to review the applicants for the Maintenance Superintendent position.

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

MOTION: M. Smart moved; seconded by P. Baukol to open the meeting to the public at 8:36 pm.

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

An offer will be presented to Mr. Carl Woek to be hired for the Maintenance Superintendent position.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to offer the Maintenance Superintendent position to Carl Woek for twenty dollars per hour.

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

- 2. 1995 Pickup:** Mr. Woek reported that the 1995 pickup needs some repairs to be able to be used. It was decided to get a quote on the repairs and make a determination once the estimated expenses are known.
- 3. Shop Bathroom:** The shop bathroom requires some maintenance and freshening up. Mr. Woek was instructed to go ahead with his recommendations and that repairs to the shop were already included in the budget.
- 4. Generator:** Council agreed to contact Interstate Diesel to service the generator since it has been a few years from the last time it was done.

B. CLERK-TREASURER:

- 1. Financial Report & Claims List:** The May financial report and June claims lists totaling \$14,850.49 were presented for approval. Clerk-Treasurer Plemmons reported a correction to the ending fund balances on the April financial report. A purchase from Amazon.com for \$37.34 had been applied to the EDA fund and should have been applied to the General Fund. This changed the April ending balance of the EDA fund to \$2,112.16 and the General Fund to -\$11,647.82.

MOTION: M. Smart moved; seconded by B. Schlapkohl to approve the corrections to the April financial report, the May financial report and pay the following claims totaling \$14,850.49:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3689	Norman County Implement, Inc.	\$685.84
3690	Amazon.com	\$50.86
3691	Red River Valley Cooperative Power	\$264.04
3692	Andi Haug	\$20.00
3693	Office Supplies Plus	\$6.59
3694	Fuch's Sanitation, Inc.	\$1949.88
3695	The Red River Promoter	\$89.00
3696	Red River Valley Cooperative Power	\$4338.92
3697	Red River Valley Cooperative Power	\$46.94
3698	Norman County Auditor-Treasurer	\$1267.00
3699	Loffler Companies Inc.	\$175.27
3700	PERA	\$203.93
3701	Office Supplies Plus	\$18.06
3702	Postmaster	\$80.00
3703	City of Hendrum	\$102.41
3704	Softline Data, Inc.	\$195.00
3705	RMB Environmental Laboratories, Inc	\$122.00
3706	Paul Baukol	\$161.24
3707	USABlueBook	\$199.89
3708	Carl Woeck	\$800.00
3709	Carl Woeck	\$1278.00
3710	JobsHQ	\$199.00
3711	Northwestern Bank	\$10.00
3712	Fuch's Sanitation, Inc.	\$1962.46
3713	Edward Bergseid	\$500.00
3714	Verizon Wireless	\$64.68
3715	Amazon.com	\$59.48

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

C. MAYOR: Mayor Johannsen announced that he filed an affidavit of candidacy for the County Commissioner seat.

D. FIRE DEPARTMENT: Hendrum, Perley-Lee, Halstad and Shelly have been training together for the last four months. The cooperation has been going well and the fire departments plan to continue the cooperative training sessions.

1. Simplot Building Donation: Burlington Northern has signed off on the land lease transfer and sent the appropriate paperwork to Simplot.

UNFINISHED BUSINESS

- A. City Ordinance Violations:** Five properties were identified as maintaining violations. Mowing notices will be sent to three properties and the other two properties will receive notices after photos of the violations have been documented.

MOTION: P. Baukol moved; seconded by *M. Smart* to send violation notices to the identified properties.

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

- B. City Street Paving Project:** No update.
- C. Proposed Water Supply Project:** No update.
- D. Elementary School:** The plumbing issues have been repaired. There is an electrical breaker issue that will need to be addressed.
- 1. Lease Agreements:** The lease agreement with Red River Valley Co-op will be signed soon. The private school has notified the city that they will not be moving forward with their plans to open the school this year.
 - 2. Fitness Center/Gym Usage:** The recommended changes to the policy are getting worked on.
 - 3. Custodial Position:** The person initially hired to clean at the school has decided not to take on the position.

NEW BUSINESS

- A. Donation Resolution:** Three donations were received to be used for the Adopt-a-Pot program administered by the Hendrum Economic Development Authority and two donations were received by Gary Cares to be used for fire and rescue services.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to adopt Resolution No. 2022-09: Resolution Accepting Donations: On the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

- B. Tax Abatement Application:** An application for tax abatement for new house construction was received for the property located at 360 Rice Street South. A public hearing was scheduled on the proposed abatement.

MOTION: P. Baukol moved; seconded by *M. Smart* to schedule a public hearing on the proposed tax abatement for 360 Rice Street South on July 11, 2022, at 7:45 pm.

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

- C. Variance:** The Hendrum Economic Development Authority (EDA) held a public hearing on a proposed variance at Lot Five (5), Block Five (5), Wild Rice Addition which is located at 110 Hendrum Drive to construct a 60'x60'x16' personal storage building with workshop on a residential lot in the Wild Rice Addition. The Wild Rice Addition Covenants require a variance if the property is to be used for some purpose other than housing. The covenants specify Lot Five (5), Block Five (5) as one of two lots in the Wild Rice Addition that can be

developed as such. There was no written or verbal commentary submitted to the EDA before or during the public hearing. The Authority remitted a variance approval recommendation to the Council. The Council made affirmative findings on the four criteria listed in the variance application.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to approve issuing a variance on Lot Five (5), Block Five (5), Wild Rice Addition of the City of Hendrum to construct a personal storage and workshop as the "Principal" structure in a residential district.

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

D. Building Permits: Two building permit applications were submitted for approval.

MOTION: M. Smart moved; seconded by B. Schlapkohl to issue a building permit to construct a new stick-built insulated shop/storage building with concrete floor, sheet steel exterior roof and walls at 110 Hendrum Drive.

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

MOTION: P. Baukol moved; seconded by B. Schlapkohl to issue a building permit to complete the siding, soffit, and fascia on the home, level and add siding to the shed, and install screen doors at 339 Main Street West.

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

E. REACH Sign: A request was submitted by the REACH board to erect a sign on the southwest corner of Main Street and TH 75. It was the consensus of the council to allow the sign to be erected.

F. All-School Reunion Request: A request was made by the All-School Reunion committee to use the electricity off outlets on the streetlights and to use the empty space next to the city shop.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to authorize the All-School Reunion committee to use the outlets on the streetlights and the empty space next to the city shop for the event to be held July 15-17, 2022.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by P. Baukol to adjourn the meeting at 9:20 pm. The next regular council meeting will be held at 7:30 pm on July 11, 2022, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer