

CITY OF HENDRUM

Regular Council Meeting Minutes

August 21, 2023

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:30 p.m. on August 21, 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, Lues Lopez, Curt Johannsen, Brian Schlapkohl, and Mike Smart.

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

The following members of the public were present: Dena Bishop (Sugar Mama Bakery) and Ed Bergseid.

CITIZEN'S FORUM

Dena Bishop was in attendance to request using the first preschool room as a celebration/party room with a rental fee paid per use.

Ed Bergseid was in attendance to let the council know that the 2023-2024 heating season will be his last as the licensed boiler operator at the school building. Mr. Bergseid also informed the council that he will be gone for a week during April and that the council will need a licensed operator available to cover during his absence.

CONSENT AGENDA

- a) 2023-07-10 Regular Council Meeting Minutes
- b) 2023-07 Maintenance Logs
- c) Public Safety Aid Estimate

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

APPROVAL OF AGENDA

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve the agenda as presented. BAUKOL: aye; JOHANNSEN: aye; LOPEZ: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS: Maintenance Superintendent Carl Woeck informed the council that he is planning to retire October 31st. The council thanked Mr. Woeck for his hard work and dedication to the city during his employment. A motion passed to advertise for the available position.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to publish a Maintenance Superintendent help wanted ad for three weeks in the Norman County Index, The Promoter, and Facebook; and to post signs around Hendrum with an application acceptance deadline at noon on Monday, September 18, 2023.

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

It was also decided to reschedule the city council meeting from September 11th to September 18th to review the submitted applications as soon as possible.

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to reschedule the regular city council meeting from Monday, September 11, 2023, to Monday, September 18, 2023, at 7:30 p.m.

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

B. CLERK-TREASURER:

1. Financial Report & Claims List: The July financial report and August claims list totaling \$72,468.94 were presented for approval.

MOTION: M. Smart moved; seconded by *P. Baukol* to approve the July financial report and pay the following claims totaling \$72,468.94:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
4262	MN Public Facilities Authority	\$40,785.22
4263	McCollum Hardware, Inc	\$44.98
4264	Perley Community Co-op	\$84.92
4265	Dakota Supply Group	\$779.42
4266	Fuch’s Sanitation, Inc.	\$2,185.68
4267	RMB Environmental Laboratories, Inc	\$416.00
4268	Regions	\$6,081.88
4269	Nepstad Oil	\$564.09
4270	Titan Machinery-Ada	\$219.25
4271	Valley General Store	\$207.79
4272	Norman County Index	\$142.50
4273	Valley United Co-op	\$321.23
4274	Internal Revenue Service	\$1,918.61
4275	Minnesota Revenue	\$879.52
4276	PERA	\$509.92
4277	Minnesota Revenue	\$779.00
4278	Runnings	\$75.49
4279	Amazon.com	\$36.43
4280	Hendrum Firemen’s Relief Association	\$2,953.29

4281	Nepstad Oil	\$59.34
4282	Gopher State One-Call	\$2.70
4283	RMB Environmental Laboratories, Inc	\$208.00
4284	Red River Valley Cooperative Power	\$217.21
4285	Red River Valley Cooperative Power	\$58.31
4286	Red River Valley Cooperative Power	\$3,290.58
4287	Ada Electric, Inc.	\$125.00
4288	PERA	\$469.32
4289	Bitker, Inc.	\$170.92
4290	Loffler Companies Inc.	\$382.43
4291	Minnesota UI Fund	\$28.08
4292	Airgas USA, LLC	\$72.13
4293	arvig	\$4.95
4294	Verizon Wireless	\$41.33
4295	Hendrum EDA	\$242.00
4296	Postmaster	\$20.40
4297	Postmaster	\$38.60
4298	City of Hendrum	\$112.41
4299	Northwestern Bank	\$10.00
4300	Ziegler, Inc	\$213.15
4301	Northwestern Bank	\$4,759.75
4302	Nepstad Oil	\$24.69
4303	Internal Revenue Service	\$2,413.13
4304	PERA	\$515.24
4305	Gopher State One-Call	\$4.05

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

C. MAYOR: Hendrum Family Fun Night is taking place on Wednesday, August 23rd.

D. FIRE DEPARTMENT: Hendrum was awarded the Volunteer Fire Assistant grant for the fiscal year 2024 from the Minnesota Department of Natural Resources. An application to join the fire department was received. The city is still waiting for the background check form to be completed before proceeding. The fire trucks recently went through testing and inspection. The council reviewed the recommended repair items from the report and concluded that the government aid from the Local Public Safety Plan that the city will be receiving in December will be used to make the necessary repairs and keep the fire trucks in top working order.

UNFINISHED BUSINESS

A. City Ordinance Violations: A draft copy of the nuisance policy updated with the previously recommended edits was presented for approval.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to adopt The Public Nuisance and Dangerous Properties Policies and Procedures as presented.

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

One new property violation was discussed. Councilmember Lopez will bring photos of the violations to the September meeting as per the new policy procedures and the council will consider the violation at that time. There was also a question regarding the pet ordinance and whether the nuisance barking was defined by a length of time. The ordinance was reviewed and does not currently define how long habitual and continuous barking can take place before becoming a nuisance. The council agreed that fifteen (15) minutes should be the defined time in the ordinance. A draft copy of the updated ordinance will be presented for consideration at the September meeting with the recommended time frame.

B. City Street Paving Project: No update.

C. Proposed Water Supply Project: The high-level cost analysis to be presented by Steven Slick of AE2S has been rescheduled to take place at the September meeting to coordinate with the city engineer's availability.

D. Elementary School: Sugar Mama Bakery & Catering has started dine-in meals and vendor shows are taking place on Saturdays. The sign for Sugar Mama Bakery & Catering has been installed on the school building. Dena's grand opening will be taking place during Hendrum Family Fun Night. The bus garage was cleaned out and is ready to be listed for sale. On the final day for submission the city was informed of an energy improvement grant that may be applicable for upgrading the heating system at the school building. Rich Whitcomb, CEO of Red River Valley Power Co-op, offered his expertise in writing to complete the grant application in such a shortened timeline. The application is requesting \$550,000 for a geothermal system to replace the 1950's era boiler which is estimated to significantly increase the energy efficiency of the heating system and to offer cooling in the summer. Joey Jensen attended the Economic Development Authority meeting to discuss what he can offer for drone video services in promoting the school building and for planned updates of the city website. Mr. Jensen proposed several great ideas for the drone video footage and offered his services to the EDA at a reduced rate. The listing agreement from Eric Smart of Home Crown Realty for selling the bus garage property was reviewed and approved.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to enter into the listing agreement with Eric Smart to sell the bus garage property and to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign any necessary documentation.

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

E. Wellhead Protection Grant: The city is waiting on an invoice for the 26-kilowatt three phase Generac propane generator. The slab location has been selected and a building permit application will need to be completed for approval.

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

- F. **Well #2:** Mayor Johannsen updated the council on the city engineer's recommendations regarding the leaking pitless unit and how it affects the well performance.

NEW BUSINESS

- A. **Demolition Permit:** A structural demolition permit application was reviewed and approved.

MOTION: M. Smart moved; seconded by P. Baukol to issue a structural demolition permit for the burned structure and foundation at 327 Rice Street North.

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

- B. **1 Day Temporary Consumption and Display Permit:** An application for a 1-day temporary consumption and display permit was reviewed and approved.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to issue a permit for a 1-day temporary consumption and display to Immanuel Lutheran Church for Hendrum Family Fun Night on August 23rd.

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

- C. **Driveway Permit:** An application for consideration of a driveway permit was reviewed and approved.

MOTION: P. Baukol moved; seconded by M. Smart to issue a driveway permit for 430 Todd Street South.

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

- D. **Budget Work Session:** A special meeting was scheduled for the purpose of working on the preliminary 2024 budget proposal.

MOTION: M. Smart moved; seconded by P. Baukol to schedule a special meeting of the Hendrum City Council to be held on Monday, September 11, 2023, at 7:30 p.m. in the boardroom of the Professional Building for the purpose of working on the preliminary 2024 budget proposal.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by M. Smart to adjourn the meeting at 9:07 p.m. The next regular council meeting will be held at 7:30 p.m. on September 18, 2023, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer