

CITY OF HENDRUM

Regular Council Meeting Minutes

December 12, 2022

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:03 pm on December 12, 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: Sarah Anderson, Brian Borgen, and Matt Nelson.

CITIZEN'S FORUM

- A. Brian Borgen:** Mr. Borgen expressed concern about the value increase on his proposed 2023 property taxes.
- B. Sarah Anderson:** Mrs. Anderson also had concerns about the increase in property values and inquired about plans for the school building.
- C. Matt Nelson:** Mr. Nelson had some questions and concerns regarding drainage in Hendrum and culvert permits and regulations.

CONSENT AGENDA

- a) 2022-11-14 Regular Council Meeting Minutes
- b) 2022-11 Maintenance Logs
- c) Proposed Property Tax Statement_School Property
- d) Cost Valuation Breakdown

MOTION: P. Baukol moved; seconded by M. Smart 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: D. Snowblower and E. Polling Place Resolution

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:** LED bulbs for the streetlights have been purchased. The old #2 well has a leaking check valve. Replacement estimates will be requested from Thein Well and Lako Drilling. Maintenance Superintendent Woeck requested approval to purchase a new locator. The wastewater pond permit will need to be renewed in 2023.

MOTION: P. Baukol moved; seconded by *M. Smart* to purchase a new locator with an estimated purchase price between \$900 and \$1000.

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

- a) Seasonal Help:** One application was received for the advertised position. The meeting was closed to the public to review the application.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to close the meeting to the public at 8:10 pm pursuant to Minnesota Statute 13.43, subdivision 3, to review the applicant for the Seasonal Help position.

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

MOTION: P. Baukol moved; seconded by *M. Smart* to reopen the meeting to the public at 8:13 pm.

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

An offer will be presented to Mr. Brady Thompson to be hired as Seasonal Help for the winter months.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to offer the Seasonal Help position to Brady Thompson for fifteen dollars per hour.

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

B. CLERK-TREASURER:

- a) Financial Report & Claims List:** The November financial report and December claims list totaling \$21,372.05 were presented for approval.

MOTION: M. Smart moved; seconded by *P. Baukol* to approve the November financial report and pay the following claims totaling \$21,372.05:

Claim #	Vendor	Total
3953	McCollum Hardware, Inc	\$54.60
3954	Valley General Store	\$59.02
3955	Ada Electric, Inc.	\$477.85
3956	Lorenz Manufacturing Company	\$125.45
3957	PERA	\$536.74
3958	Loffler Companies Inc.	\$178.22
3959	Postmaster	\$18.40
3960	Hutman Inc.	\$270.00
3961	Red River Valley Cooperative Power	\$204.57
3962	Nepstad Oil	\$252.18
3963	Valley United Co-op	\$91.53

3964	Jet-Way Multiple Services, Inc.	\$605.00
3965	Active911, Inc.	\$225.00
3966	arvig	\$4.95
3967	Hendrum EDA	\$242.00
3968	The Red River Promoter	\$94.00
3969	Bitker, Inc.	\$74.75
3970	Ziegler, Inc	\$712.98
3971	Sam's Club	\$9.92
3972	Postmaster	\$104.00
3973	City of Hendrum	\$102.41
3974	Nepstad Oil	\$50.94
3975	PERA	\$515.24
3976	Keri Plemmons	\$67.50
3977	Perley Community Co-op	\$186.27
3978	Valley United Co-op	\$81.66
3979	Ada Building Center	\$152.83
3980	McCollum Hardware, Inc	\$375.90
3981	Valley General Store	\$443.19
3982	Norman County Index	\$102.75
3983	United Lease and Finance, Inc	\$3648.16
3984	Northwest Iron Fireman, Inc	\$1173.55
3985	M State	\$725.00
3986	MCFOA	\$50.00
3987	United Lease and Finance, Inc	\$1885.00
3988	Minnesota Department of Health	\$313.00
3989	Verizon Wireless	\$41.40
3990	Northwestern Bank	\$10.00
3991	Edward Bergseid	\$500.00
3992	Norman County Auditor-Treasurer	\$4487.24
3993	Fuch's Sanitation, Inc.	\$2118.24

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

b) Voided Checks: Check number 17071 was voided due to a misprint.

C. MAYOR: Mayor Johannsen spoke with the Norman County Assessor concerning the proposed tax statement for 2023 on the school building property. Adjustments to the tax statement will be made if the current tenant is a qualifying non-profit organization.

D. FIRE DEPARTMENT: Santa Days had a large crowd in attendance. The next training will be a county-wide session on grain bin rescue.

UNFINISHED BUSINESS

A. City Ordinance Violations: Several objects were reported to be located on the right-of-way that are causing problems with snow removal.

MOTION: M. Smart moved; seconded by *P. Baukol* to send violation notice letters to the property owners with items located on the right-of-way.

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

Concerns regarding development of new driveway approaches and changes to the ditches that were constructed to provide drainage in the Wild Rice Addition were addressed at the meeting. As concerns have been raised while the addition has been gaining new development, it has become necessary to have a set of standards for driveway entrances approved and on file at the city clerk's office to provide to builders when they apply for a building permit. The recommended standard for approaches and entrances which was created by the state design engineer and is the standard used by MNDOT was reviewed and adopted by the council.

MOTION: M. Smart moved; seconded by *P. Baukol* to use the State of Minnesota Department of Transportation Approaches and Entrances recommended standards for new driveway development and to set the approved type of culvert to be used in Hendrum for new driveway approaches that cross rural ditches within the city to be 18-inches and made of corrugated steel.

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

Council instructed Clerk-Treasurer Plemmons to send a letter to the affected property owners notifying them of the changes that will need to be addressed regarding their property.

MOTION: P. Baukol moved; seconded by *M. Smart* to send a letter to the property owners at 430 Todd Street South to let them know that they will need their developer to apply for the official driveway permit through the Wild Rice Watershed District using the standards approved by the city council and to have the work completed by June 1, 2023.

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

B. City Street Paving Project: No update.

C. Proposed Water Supply Project: Norman, Clay and Polk counties have set up the West Central Rural Water District to manage the proposed water supply project. The District is now waiting for potential funding from the State of Minnesota after the legislature passes their bonding bill.

D. Elementary School:

- The Minnesota Department of Health conducted their inspection of the school kitchen and has approved full licensure. Sugar Mama Bakery will start renting the kitchen beginning in the new year.
- Sarah Ramsey is interested in renting room 26B on the lowest classroom level of the school for craft space.

MOTION: P. Baukol moved; seconded by *M. Smart* to approve renting room 26B in the school building to Sarah Ramsey for \$150.00 per month.

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

- The water softener that is used for the boiler system stopped working and will need to be replaced.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to authorize spending \$1095.00 to purchase a new water softener for the boiler system in the school building.

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

- The recommendations for pest control of the various city-owned buildings were reviewed and approved. The estimated quarterly expense is \$430.00.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to approve hiring Midwest Pest Control for all city-owned buildings.

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

E. Levee Inspection: No update.

F. Wellhead Protection Grant: The application for the Minnesota Department of Health (MDH) Source Water Protection Competitive Grant also received the points needed to qualify for funding and was approved. The city has been approved for two MDH grants to purchase and install a new propane generator for the wellhouse. Both contracts have been signed by all parties and project expenses and development are authorized to begin no sooner than January 1, 2023.

NEW BUSINESS

A. 2023 Budget: The final 2023 budget was approved with a 1.1% increase from the 2022 budget.

MOTION: P. Baukol moved; seconded by M. Smart to adopt Resolution No. 2022-18: Resolution Adopting 2023 Budget. On 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.*

B. 2023 Tax Levy: No changes were made to the preliminary 2023 property tax levy certified in September.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to adopt Resolution No. 2022-19: Resolution Approving 2022 Tax Levy Payable in 2023. On 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.*

C. 2023 Utility Billing Rates: A resolution to set the utility bill rates for 2023 with one new additional ten-dollar charge for the Community Center fund was introduced for consideration.

MOTION: M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2022-20: Resolution Setting Utility Billing Rates for 2023. On 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.*

D. Snowblower: There is a possibility of purchasing a 2010 PTO tractor snowblower to replace the 1985 PTO tractor snowblower. Consensus of the council was to continue researching the snowblower and see if it will work for what the city needs.

E. Polling Place Resolution: Minnesota Statutes requires the governing body of each municipality to designate a polling place for each election precinct by December 31st of each year. The polling place for 2023 will remain at the Hendrum Civic Center.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to adopt Resolution No. 2022-21: Resolution Designating the Polling Place for Election Year 2023. On 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

M. Smart moved; seconded by *P. Baukol* to adjourn the meeting at 9:29 pm. The next regular council meeting will be held at 7:00 pm on January 9, 2023, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer