

CITY OF HENDRUM

Regular Council Meeting Minutes

February 14, 2022

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:00 pm on February 14, 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, Steve Jeffery, Curt Johannsen, Brian Schlapkohl and Mike Smart.

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

The following members of the public were present: John Kolness, Maria Prussia, Carla Torgerson, Darrell Torgerson, Angie Nelson, Dustin Reinhart, Angie Larson, Angie Trautner, and Dena Bishop.

CITIZEN'S FORUM

- A. Mr. Reinhart approached the council regarding the notice of violation received due to expired vehicle registration. Discussion took place on how to abate the violation by providing a copy of current registration to the city clerk's office. Once received the attorney's office will be notified that the violation has been abated and the pending court case will be dismissed. There were additional questions on the process of identifying ordinance violations.
- B. Mrs. Trautner was in attendance to find out when the public will have access to the school gymnasium.
- C. Mr. Kolness also expressed an interest in seeing the gym open to the public and wanted to know about using the kitchen for the reunion schedules for this summer.
- D. Ms. Prussia inquired about the expense to heat the school building and provided ideas on some possible income sources to help alleviate the expenses. She would also like to see the gymnasium open to the public.
- E. Mr. and Mrs. Torgerson were in attendance to promote the benefit to the community of getting the gymnasium open to the public.
- F. Mrs. Nelson expressed concern regarding how long it is taking to make the gym space available to the public.
- G. Mrs. Bishop provided an update regarding the baking and catering business that will be leasing the kitchen and cafeteria space in the elementary school building. She has not been able to secure insurance for the catering portion of her business. Since COVID-19 has taken a huge toll on the restaurant industry, it has become extremely difficult to get insurance. The kitchen will also need to be licensed for baking through the Minnesota Department of Agriculture.

CONSENT AGENDA

a) 2022-01-10 Regular Council Meeting Minutes: Councilmember Jeffery requested the minutes be amended under New Business, C: Fee Schedule, from “Councilmember Jeffery questioned whether these fees were listed in the ordinances and should still be included on the fee schedule” to “Councilmember Jeffery questioned whether the ordinance was clear regarding the enforcement of the fees and if the graduated zoning permit fee list should be removed from the fee schedule.” Clerk-Treasurer Plemmons had no objection to the suggested amendment to the minutes.

b) 2022-01 Maintenance Logs

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

APPROVAL OF AGENDA

MOTION: B. Schlapkohl moved; seconded by S. Jeffery to approve the agenda as presented. BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS: Maintenance Superintendent Sundblad reported on an incident involving the tractor and snowblower sliding on the ice and bumping into the privately-owned storage building. There was some damage to the building which has been reported to the building owner and the city’s insurance company. The snowblower did not sustain any damage. It was also reported that the snow bucket will need to be welded again.

B. CLERK-TREASURER:

1. Financial Report & Claims List: The January financial report and February claims list totaling \$118,121.68 were presented for approval.

MOTION: P. Baukol moved; seconded by S. Jeffery to approve the January financial report and pay the following claims totaling \$118,121.68:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3550	Ada Electric, Inc.	\$126.01
3551	MN Public Facilities Authority	\$2,081.41
3552	Nepstad Oil	\$337.81
3553	Julin Law Office, PLLC	\$2,246.75
3554	Valley General Store	\$207.59
3555	Nepstad Oil	\$302.63
3556	Hendrum EDA	\$242.00
3557	MN Dept of Labor & Industry	\$55.00
3558	Gopher State One-Call	\$50.00
3559	PERA	\$445.63
3560	Nepstad Oil	\$598.83
3561	Red River Valley Cooperative Power	\$3,946.08

3562	Red River Valley Cooperative Power	\$46.90
3563	Red River Valley Cooperative Power	\$340.89
3564	Loffler Companies Inc.	\$169.93
3565	Perley Community Co-op	\$14,364.00
3566	Postmaster	\$80.00
3567	City of Hendrum	\$102.41
3568	DVS Renewal	\$57.75
3569	Northwestern Bank	\$15,232.52
3570	Verizon Wireless	\$64.70
3571	Hendrum Firemen's Relief Association	\$11,673.26
3572	DVS Renewal	\$19.25
3573	Bound Tree Medical, LLC	\$263.99
3574	Visser Trenching Inc.	\$7,573.69
3575	MSCTC	\$1,085.00
3576	Norman County Auditor-Treasurer	\$1.80
3577	PERA	\$481.47
3578	Internal Revenue Service	\$1,633.79
3579	Regions	\$52,554.38
3580	Edward Bergseid	\$500.00
3581	Nepstad Oil	\$346.46
3582	Visser Grading	\$585.00
3583	Bitker, Inc.	\$294.75
3584	Northwestern Bank	\$10.00

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

2. 2021 Financial Statement: Minnesota Statute 471.698 requires the city clerk or chief financial officer to prepare a detailed statement of financial affairs of the city in the style and form prescribed by the state auditor for the preceding fiscal year and to present it to the city council within 45 days after the close of the fiscal year. A copy of the detailed 2021 statement was provided to the council in the agenda packet and has also been made available for public inspection in the city clerk's office.

C. MAYOR: Mayor Johannsen reported on the some of the budgeting updates relevant to the city that are being presented for consideration to the Minnesota legislature this year. Also, the House Local Government Division will have a hearing on a proposed zoning preemption bill entitled the "Legalizing Affordable Housing Act." A number of provisions in the bill are of concern because they generally preempt city land use and zoning authority. The Minnesota Association of Small Cities along with the League of Minnesota Cities are asking cities to consider passing a resolution to be presented to the legislators showing support of local decision-making authority and opposing legislation that restricts the ability for local elected officials to respond to the needs of their communities. The proposed resolution was read aloud and presented for consideration.

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2022-09: Resolution Supporting Housing and Local Decision-making Authority. On the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.
BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

D. FIRE DEPARTMENT: The appointed officers of the fire department for 2022 are as follows: Assistant Fire Chief: Tom Brownlee; Rescue Captain: Craig Balvik; Secretary: Tim Wheeler; and Treasurer of the General Fund of the Hendrum Firefighters Relief Association: Jordan Smart.

- 1. Service Pension Benefit Level:** At the January 31st annual meeting of the Hendrum Firefighters Relief Association an amendment to the bylaws was made to increase the service pension from \$700 per year to \$800 per year. The increase will not affect the contribution amount that would be required of the city. Currently the contribution amount is zero dollars. The amendment to the bylaws will not be effective until they have been ratified by the City Council.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to ratify the amendment to the fire relief association bylaws to increase the service pension contribution to eight hundred dollars per year.
BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: abstain. MOTION PASSED.

- 2. Joint Powers Agreement:** The term of the Hendrum-Perley-Lee Township Fire Department Joint Powers Agreement will end at 11:59 p.m. on December 31, 2022. According to all reports the joint powers agreement has been a positive arrangement that has benefited both departments. Renewing the agreement for another five-year term was recommended.

MOTION: B. Schlapkohl moved; seconded by *S. Jeffery* to present a new five-year joint powers agreement to the Perley-Lee Township fire board for consideration and if approved authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign any documents necessary to effectuate the agreement.

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

- 3. Simplot Building Donation:** In order to transfer the land lease through BNSF from Simplot to the Fire Relief Association a DUNS number will need to be provided. Clerk-Treasurer Plemmons will research whether or not the relief association has a DUNS number and apply to obtain one if necessary.

UNFINISHED BUSINESS

- A. City Ordinance Violations:** An update was given regarding the unabated violations.
- B. City Street Paving Project:** No update.

- C. Proposed Water Supply Project:** Public Information meetings regarding the proposed water supply project have been scheduled to take place in Halstad on February 19th at 2:00 pm and February 23rd at 7:00 pm.
- D. Elementary School:** Discussion took place regarding licensing the kitchen for commercial use. The consensus of the board was to move ahead with contacting the appropriate organizations to get the space licensed.
- 1. Budget:** Budget and financial reports for the school building were reviewed. The reported figures will be used to calculate the rental rates for space in the building.
 - 2. Lease Agreement:** Red River Valley Co-op proposed a change in the monthly rental and utility rates to address the different possible lease scenarios sharing the facility. The consensus of the board was to offer a counterproposal to the graduated rental rates.
 - 3. Custodial/Assistant Boiler Operator:** Mr. Hutchens was contacted to gauge interest in providing assistant boiler operator and custodial services at the elementary school building. He has the necessary certifications necessary for working with a boiler system.

MOTION: S. Jeffery moved; seconded by P. Baukol to move forward with obtaining the services of Mr. Hutchens to perform the assistant boiler operator and custodial services at the elementary school building.

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

- 4. Fitness Center/Gym Usage:** Discussion took place regarding how to quickly provide open gym availability to the public. Clerk-Treasurer Plemmons was instructed to create a general liability waiver form that includes gym usage guidelines that can be signed by the users each time they attend open gym. The form will be reviewed by the mayor before sending on to the attorney for final review. It was decided to schedule available open gym times to be managed by council members as free to the public. This will be a temporary solution until the procedures, policies, and an agreed upon fee schedule is finalized for the city staff to follow that makes the space available for gym usage as well as scheduled activities and events.

MOTION: P. Baukol moved; seconded by M. Smart to open the gym to the public at scheduled times to be managed by the council members once the general liability waiver form has been created and reviewed.

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

- E. Employee Evaluations:** The meeting was closed to the public while conducting 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.
- 1. 7:15 Maintenance Superintendent:**

MOTION: P. Baukol moved; seconded by B. Schlapkohl to close the meeting at 7:31 pm pursuant to Minnesota Statutes 13D.05, Subd., 3(a) to evaluate the performance of Mark Sundblad, Maintenance Superintendent.

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

MOTION: M. Smart moved; seconded by *P. Baukol* to reopen the meeting at 7:56 pm.

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

2. 7:30 Clerk Treasurer:

MOTION: P. Baukol moved; seconded by *M. Smart* to close the meeting at 8:05 pm pursuant to Minnesota Statutes 13D.05, Subd., 3(a) to evaluate the performance of Keri Plemmons, Clerk-Treasurer.

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

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to reopen the meeting at 8:12 pm.

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

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to approve a fifty-cent merit increase to Clerk-Treasurer Plemmons hourly wage effective immediately.

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

NEW BUSINESS

- A. Donation:** A donation was offered by the Rask family to be used for park maintenance. The city council was appreciative of the donors' intent and finds that it is appropriate to accept the donation offered.

MOTION: S. Jeffery moved; seconded by *P. Baukol* to adopt Resolution No. 2022-04: 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: *aye*; JOHANNSEN: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

- B. Patrolling Services:** An addendum to the City of Hendrum and Norman County agreement relating to law enforcement services that establishes the 2022 annual compensation was presented for approval.

MOTION: M. Smart moved; seconded by *P. Baukol* to adopt Resolution No. 2022-05: Resolution Approving an Addendum to the City of Hendrum and Norman County Agreement relating to Law Enforcement Services Dated January 1, 2016. On the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

- C. Engagement Letter:** An engagement letter from David Drown Associates, Inc. which provides a written description of their advisory relationship as an independent registered municipal advisor to the City of Hendrum was presented for approval.

MOTION: S. Jeffery moved; seconded by *P. Baukol* to authorize Clerk-Treasurer Plemmons to sign and return the engagement letter from David Drown Associates, Inc.

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

D. Lift Station Service Agreement: A Wastewater Pumping Station Service Agreement with ND Sewage Pump Company for annual maintenance inspection for the lift stations was reviewed and approved.

MOTION: M. Smart moved; seconded by *P. Baukol* to enter into the 2022 service and maintenance agreement with ND Sewage Pump & Lift Station Service Co., Inc. and to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign the document necessary to effectuate the agreement.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by *P. Baukol* to adjourn the meeting at 10:45 pm. The next regular council meeting will be held at 7:00 pm on March 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