

CITY OF HENDRUM
Regular Council Meeting Minutes
July 10, 2023

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:32 pm on July 10, 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.

CITIZEN'S FORUM

No members of the public were in attendance.

CONSENT AGENDA

- a) 2023-06-12 Regular Council Meeting Minutes
- b) 2023-06 Maintenance Logs

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:** Vandalism has been noted at Hendrum Community Park. The concession stand and the maintenance room of the park shelter were broken into. Both buildings were locked. The handles on the bathroom doors were also damaged. The mosquito spray is scheduled to be calibrated and the plan is to start spraying once a week starting this Thursday or Friday, depending on weather conditions.
- B. CLERK-TREASURER:**
 - 1. Financial Report & Claims List:** The June financial report and July claims list totaling \$15,365.36 were presented for approval.

MOTION: P. Baukol moved; seconded by *M. Smart* to approve the June financial report and pay the following claims totaling \$15,365.36:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
4232	arvig	\$4.95
4233	Red River Valley Cooperative Power	\$3,081.54
4234	Red River Valley Cooperative Power	\$62.67
4235	Loffler Companies Inc.	\$183.59
4236	Nepstad Oil	\$854.52
4237	LTP Well Drilling Enterprises, Inc.	\$440.00
4238	Fuch’s Sanitation	\$2,868.14
4239	PERA	\$523.64
4240	Eggen Heating and Air Conditioning	\$755.00
4241	Red River Valley Cooperative Power	\$186.62
4242	Fuch’s Sanitation, Inc.	\$2,153.32
4243	David Drown Associates, Inc.	\$500.00
4244	Nepstad Oil	\$150.39
4245	Mike’s Custom Truck, Inc.	VOIDED
4246	Nepstad Oil	\$34.53
4247	Grand Forks Fire Equipment LLC	\$80.28
4248	Amazon.com	\$20.39
4249	Fuch’s Sanitation, Inc.	\$925.00
4250	Northwestern Bank	\$704.18
4251	Amazon.com	\$20.39
4252	Amazon.com	\$169.66
4253	Verizon Wireless	\$41.32
4254	Menards	\$398.47
4255	Sam’s Club	\$102.85
4256	Hendrum EDA	\$242.00
4257	Curt’s Lock and Key Service	\$241.77
4258	City of Hendrum	\$112.41
4259	RMB Environmental Laboratories, Inc	\$208.00
4260	Northwestern Bank	\$10.00
4261	Acme Tools	\$289.73

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

2. 6-month Financial Report: The six-month financial report was provided to the council to review in preparation for working on the 2024 budget.

3. Voided Checks: Check numbers 17316 and 17326 were voided.

C. MAYOR: The first planning meeting for Hendrum Family Fun Night is July 11th at 5:30 pm at Sugar Mama’s Bakery in the school building. The event is scheduled for August 23rd.

- D. FIRE DEPARTMENT:** The Hendrum Fire Department responded to a large fire that took place at the potato processing plant in Nielsville. Ten fire departments were called in to assist. Testing and inspection will be scheduled soon for the fire trucks.

UNFINISHED BUSINESS

City Ordinance Violations: An updated draft copy of the nuisance policy was not ready for the July meeting. An updated copy should be ready for the August meeting. Notices were mailed to the owners of two properties identified as maintaining ordinance violations during the June meeting. The violation was abated at 126 Park Avenue East. The second property owner has contacted the city and is in the process of taking measures to abate the violation at 351 Rice Street South. The following locations are being monitored for known ordinance violations where the property owners were notified, have discussed their plans with the city, and were given additional time to correct the violations: 125 Park Avenue East, 351 Rice Street South and 430 Todd Street South. No new violations were reported.

- B. City Street Paving Project:** No update.

- C. Proposed Water Supply Project:** The steering committee is continuing to meet regularly. The high-level cost analysis has been completed and will be presented by Steven Slick of AE2S at the August meeting.

- D. Elementary School:** Sugar Mama Bakery & Catering will soon be offering dine-in meals. Dena is also planning to host some vendor shows and a farmer's market. Red River Valley Co-op plans to vacate their rental spaces at the school in 7-10 days. The council discussed sending out a request for proposal for the 1990 addition. In order to heat the school building for the upcoming winter season, the city will need to consider selling the bus garage. Eric Smart of Home Crown Realty will be contacted to get an estimated market value for the property. Mayor Johannsen requested authorization to contact local fuel oil vendors for spot quotes and to use the vendor with the lowest quote.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to authorize Mayor Johannsen to gather summer fill quotes and to order fuel oil from the vendor with the lowest quote.

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

- E. Wellhead Protection Grant:** The quote for a 4" 4000 psi concrete pad came in at approximately \$2,300. A 26-kilowatt three phase Generac propane generator will cost between \$13,000 and \$15,000. The council approved moving forward with the purchase of the generator and installation of the concrete pad.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to authorize Councilmember Smart to order the generator.

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

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to authorize 2 Rivers Construction to install the concrete slab.

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

- F. Well #2:** The pitless unit on the well is leaking water back down the well pipe while the motor is pumping water up the well pipe, which is causing the pump motor to work longer and harder to bring water up from the reservoir. The leaking has likely been gradually getting worse over a long period of time and the last inspection recommended replacement of the pitless unit. The lowest cost estimate to replace the pitless unit is \$14,150.00. It was decided at a prior meeting to pump water from Well #3 instead of alternating between Well #2 and Well #3 while the city waits on news for funding of the proposed water supply project. The council discussed turning the pump on periodically in Well #2 to keep things operational as a backup well and to not spend money on replacing the pitless unit if the city will not be using the well within a few years. Councilmember Smart is concerned that holding off on replacing the pitless unit could have serious repercussions if there was a major fire event and the pump on Well #3 stopped working. The consensus of the council was to try to find out how many gallons per minute are currently getting pumped up Well #2 and if that would be sufficient if the pump on Well #3 stopped working during a major fire event.

NEW BUSINESS

- A. Donation Resolution:** One donation was offered to the city by Curt Johannsen for the adopt-a-pot program. The city council was appreciative of the donors' intent and finds that it is appropriate to accept the donation offered.

MOTION: P. Baukol moved; seconded by *M. Smart* to adopt Resolution No. 2023-08: Resolution Accepting Donations. On the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

- B. Building Permit:** Two building permit applications were submitted for approval.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to approve issuing a building permit to the property owners at 325 Main Street East to install powerbraces, geo lock anchors, concrete foundation replacement and a vapor barrier.

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

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to approve issuing a building permit to the property owners at 350 Rice Street South to reshingle the house.

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

ADJOURNMENT

M. Smart moved; seconded by *B. Schlapkohl* to adjourn the meeting at 8:53 pm. The next regular council meeting will be held at 7:30 pm on August 14, 2023, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer