

**CITY OF HENDRUM**  
**Regular Council Meeting Minutes**  
September 13, 2021

**CALL TO ORDER**

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:32 pm on September 13, 2021, 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 was present: Keri Plemmons, Clerk-Treasurer.

The following members of the public were present: Angie Trautner and Jamie Trautner.

**CITIZEN'S FORUM**

Mr. and Mrs. Trautner were in attendance to discuss plans for developing their lot. They provided the council with an example of the building they are in the preliminary stages of planning to have constructed. The main discussion centered around the steps in the approval process including submitting building plans when they have finalized their decision regarding the dimensions, lot placement and exterior construction materials. Applications for a conditional use permit and variance will also need to be submitted. A minimum of sixty days is recommended for submission and approval of the various permits. Mr. and Mrs. Trautner would like to submit their documentation much earlier than sixty days and inquired as to whether an early submission would affect the deadline for construction. They were informed that it would not affect the deadline.

**CONSENT AGENDA**

- a) 2021-08-09 Regular Council Meeting Minutes
- b) 2021-09-01 Special Council Meeting Minutes
- c) 2021-08 Maintenance Logs
- d) April – June 2021 Patrolling Logs

*MOTION: B. Schlapkohl 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: **Fence Permit.**

*MOTION: P. Baukol moved; seconded by M. Smart to approve the agenda with the listed addition.*

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

**REPORTS OF OFFICERS AND DEPARTMENT HEADS**

**A. PUBLIC WORKS:** The Seasonal Maintenance Assistant has informed the City that he will be stepping down from the position. Mayor Johannsen thanked Mr. Welch on behalf of the City for his hard work and dedication.

**B. CLERK-TREASURER:**

**1. Financial Report & Claims List:** The August financial report and September claims list totaling \$54,218.80 were presented for approval.

*MOTION:* *M. Smart* moved; seconded by *B. Schlapkohl* to approve the August financial report and pay the following claims totaling \$54,218.80:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3357	O-Reilly Auto Parts	\$5.99
3358	The Red River Promoter	\$233.00
3359	Daniel Dearborn	\$195.00
3360	Red River Valley Cooperative Power	\$4,329.22
3361	Red River Valley Cooperative Power	\$204.81
3362	Ada Auto Value	\$339.98
3363	Red River Valley Cooperative Power	\$228.04
3364	Bitker, Inc.	\$470.92
3365	Grand Forks Fire Equipment LLC	\$164.04
3366	Norman County Implement, Inc.	\$290.67
3367	Burley's Tree Service	\$550.00
3368	Gopher State Once-Call	\$2.70
3369	Valley General Store	\$194.67
3370	Core & Main	\$141.99
3371	Nepstad Oil	\$13,764.00
3372	RMB Environmental Laboratories, Inc.	\$50.00
3373	PERA	\$430.34
3374	Minnesota Bureau of Criminal Apprehension	\$15.00
3375	Clark's Excavating & Septic Pumping	\$225.00
3376	Minnesota Department of Health	\$313.00
3377	Regions	\$7,904.38
3378	Hendrum EDA	\$242.00
3379	Norman County Auditor-Treasurer	\$1.65
3380	Norman County Recorder	\$46.00
3381	Dakota Supply Group	\$762.18
3382	Norman County Auditor-Treasurer	\$250.29
3383	Norman County Auditor-Treasurer	\$1,580.62
3384	City of Hendrum	\$102.41

3385	Norman County Auditor-Treasurer	\$4,399.20
3386	Phone.com	\$133.16
3387	Verizon Wireless	\$65.03
3388	Northwestern Bank	\$20.00
3389	Clark's Excavating & Septic Pumping	\$225.00
3390	Fuch's Sanitation	\$2105.96
3391	Internal Revenue Service	\$1,516.92
3392	PERA	\$505.66
3393	Postmaster	\$8.55
3394	Postmaster	\$9.65
3395	Gopher State One-Call	\$1.35
3396	Valley General Store	\$530.87
3397	RMB Environmental Laboratories, Inc.	\$50.00
3398	Julin Law Office, PLLC	\$1,468.98
3399	Julin Law Office, PLLC	\$348.75
3400	Norman County Index	\$40.00
3401	Berkley Risk Administrators Company	\$5,732.00
3402	Nepstad Oil	\$569.46
3403	Core & Main	\$679.38
3404	Red River Valley Cooperative Power	\$206.83
3405	Red River Valley Cooperative Power	\$2,331.15
3406	Red River Valley Cooperative Power	\$233.00

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

**C. MAYOR:** No report.

**D. FIRE DEPARTMENT:** An application to become a member of the fire department was reviewed and approved.

*MOTION: B. Schlapkohl moved; seconded by P. Baukol to hire Eugene Rehborg as a firefighter on the Hendrum-Perley-Lee Township joint fire department.*

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

## UNFINISHED BUSINESS

**A. City Ordinance Violations:** Fourteen properties with outstanding ordinance violations were reviewed. The council instructed the city clerk to send out the notification to the property owner for the violation that was put on hold last month. Five properties had abated the ordinance violations and their files were dismissed. Two violations involving unregistered vehicles only are getting sent a final notice before their files get forwarded to the attorney. Two properties have been placed on hold. One property owner has submitted an application for a conditional use permit and determination will wait until a decision is made

regarding the conditional use. The other property owner requested additional time to comply and will be reviewed again next month. The final four properties are still maintaining violations and have not contacted the city regarding their notices. These four properties will be forwarded to the city attorney.

*MOTION: P. Baukol moved; seconded by M. Smart to adopt Resolution No. 2021-11: Order to Find Public Nuisance at 216 Canning Street East under City of Hendrum Ordinance No. 80. By 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.*

*MOTION: M. Smart moved; seconded by B. Schlapkohl to adopt Resolution No. 2021-12: Order to Find Public Nuisance at 433 Count Road 106 North under City of Hendrum Ordinance No. 80. By 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.*

*MOTION: B. Schlapkohl moved; seconded by P. Baukol to adopt Resolution No. 2021-13: Order to Find Public Nuisance at 332 Main Street West under City of Hendrum Ordinance No. 80. By 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.*

*MOTION: M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2021-14: Order to Find Public Nuisance at 171 Highway 75 South under City of Hendrum Ordinance No. 80. By 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. City Street Paving Project:** No update.

**C. Wellhead Protection:** The City of Hendrum has completed the wellhead protection planning process and received notice from the Minnesota Department of Health (MDH) that the submitted plan was approved on August 4, 2021. With this approval, the city must begin implementation of the plan within 60 days after approval. Notice has been sent out to all the local units of government regarding the approval and implementation intent. Four persons were assigned to be members of the City of Hendrum Wellhead Protection Team. An implementation meeting with Dan Disrud, Principal Planner (MDH) has been scheduled to take place on September 28<sup>th</sup>.

*MOTION: P. Baukol moved; seconded by B. Schlapkohl to implement the City of Hendrum Wellhead Protection Plan and assign Mark Sundblad, Maintenance Superintendent; Keri Plemmons, Clerk-Treasurer; Curt Johannsen, Mayor; and Mike Smart, Vice-Mayor to the Wellhead Protection Team.*

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

**D. Proposed Water Supply Project:** No update.

- E. NCW Elementary School:** An additional request was submitted by Mrs. Blotsky to acquire the bass drum, mouthpiece puller and other equipment yet to be identified to be used for the music program at Ada-Borup-West. The council had approved donating the music instruction booklets at the August meeting but felt that the equipment should remain in Hendrum.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to deny the request for the music equipment.

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

## **NEW BUSINESS**

- A. 2022 Preliminary Budget:** The preliminary levy was set with a 3.1% tax levy increase for 2022.

*MOTION: B. Schlapkohl* moved; seconded by *P. Baukol* to certify the levy for the City of Hendrum for the year 2022 at the following amounts: Revenue (\$113,320), Fire (\$13,228), and Police (\$9,055) for a gross levy totaling \$135,603.

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

- B. Fence Permit:** An application to construct a wood and metal fence was reviewed and approved.

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to approve issuing a building permit to construct a fence at 262 Herbert Street South.

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

## **ADJOURNMENT**

*M. Smart* moved; seconded by *B. Schlapkohl* to adjourn the meeting at 8:57 pm. The next regular council meeting will be held at 7:30 pm on October 11, 2021, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer