

**CITY OF HENDRUM**  
**Regular Council Meeting Minutes**  
September 18, 2023

**CALL TO ORDER**

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council 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. 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 Woeck, Maintenance Superintendent.

The following members of the public were present: Wendy Bennefeld (Gary Cares), Abby (Gary Cares), Ed Bergseid, Steven Slick (AE2S), Neil Bradenbach (East Central Rural Water District), and Tyson Hajjcek (Moore Engineering).

**CITIZEN'S FORUM**

Wendy and Abby from Gary Cares were in attendance to introduce the council to the Dolly Parton Imagination Library and how it benefits the children in Norman County. They were requesting a financial commitment from the city to give them time to grow the program to self-sustain its expenses. Since Hendrum does not have a source of income such as pull-tabs, etc. and the city cannot donate property tax dollars, we are unable to help financially for the program. Other people and programs were suggested that may have the ability to help.

Ed Bergseid was in attendance to provide the estimate for \$2,000.00 to replace the leaky tube in the boiler system.

**CONSENT AGENDA**

- a) 2023-08-21 Regular Council Meeting Minutes
- b) 2023-09-11 Special Council Meeting Minutes
- c) 2023-08 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**

Add to New Business: **D. Building Permit**

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to approve the agenda with the listed addition. *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 notified the council that he is willing to stay on for another year to help train-in his replacement. The generator is not powering the lift station pumps and they will need an electrician to look at the connection. The lift station needs a new heater. The tower will be chlorinated in the next few days and the hydrants will be flushed after the chlorination.

**B. CLERK-TREASURER:**

**1. Financial Report & Claims List:** The August financial report and September claims list totaling \$23,475.52 were presented for approval. The council voided Claim #4311 to the Railroad Management Company and approved payment of the remaining claims presented.

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to approve the August financial report, void claim #4311 from the claims list, and pay the following claims totaling \$22,682.43:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
4306	Justin Rondorf	\$500.00
4307	West Central Ag Services	\$162.99
4308	Ada Auto Value	\$117.19
4309	Valley United Co-op	\$639.25
4310	Valley General Store	\$96.60
4312	Red River Valley Cooperative Power	\$261.00
4313	Bitker, Inc.	\$1,300.00
4314	Red River Valley Cooperative Power	\$3,264.72
4315	Red River Valley Cooperative Power	\$80.33
4316	USABlueBook	\$199.83
4317	Key Contracting, Inc.	\$4,500.00
4318	Postmaster	\$168.00
4319	Northwest Iron Fireman, Inc	\$675.00
4320	Minnesota Fire Service Certification	\$126.00
4321	arvig	\$4.95
4322	Nardini Fire Equipment	\$368.00
4323	Emergency Apparatus Maintenance Inc	\$1,411.15
4324	Runnings	\$62.54
4325	PERA	\$515.24
4326	Minnesota Rural Water Association	\$400.00
4327	Loffer Companies Inc.	\$186.03

4328	City of Hendrum	\$112.41
4329	Fuch's Sanitation, Inc.	\$2,173.10
4330	Hendrum EDA	\$242.00
4331	Minnesota Department of Health	\$313.00
4332	RMB Environmental Laboratories, Inc	\$208.00
4333	Verizon Wireless	\$41.33
4334	PERA	\$561.16
4335	Internal Revenue Service	\$833.37
4336	Fuch's Sanitation, Inc.	\$2,173.10
4337	Gopher State One-Call	\$6.75
4338	League of MN Cities	\$30.00
4339	League of MN Cities	\$501.00
4340	RDO Equipment Co	\$67.21
4341	Kotaco Fuels	\$73.93
4342	Norman County Index	\$120.00
4343	Valley United Co-op	\$187.25

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

**C. MAYOR:** No update.

**D. FIRE DEPARTMENT:** The next training session will be instructor led on Water Rescue. There were two fire calls in the last 30 days. Two fire department members are planning to take the Firefighter I certification course.

## UNFINISHED BUSINESS

**A. City Ordinance Violations:** The draft copy of the update to the animal control ordinance will be presented for consideration at the October meeting to provide for the ten-day minimum posting notice to the public.

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

**C. Proposed Water Supply Project:** The high-level cost analysis was presented by Steven Slick of AE2S and Neil Bradenbach of East Central Watershed District. Tyson Hajicek of Moore Engineering was in attendance to provide Hendrum specific recommendations based on the information presented. Mr. Slick stated that the proposed rural water project boundaries have expanded significantly since the last update to include all of Norman and Clay County and the portion of Polk County that is not already served by a rural water district. Many cities in these counties are actively pursuing funding for their city's infrastructure and as much as possible for the pooled resources of installing the main water pipelines to all the participating cities. The expenses presented were the expected price points per water service in Hendrum for the following scenarios: Do not connect to rural water (\$41.19); Install a 6" main water pipeline (\$28.05); Install an 8" main water pipeline (\$29.25); Install a 12" main water pipeline (\$33.17). The water pipeline estimated costs per service connection were based on receiving grants that will cover 75% of the installation costs.

After the presentation and discussion with the city engineer, the council approved engaging Moore Engineering to move forward on a grant application. Mr. Hajicek will bring the proposal to the October meeting.

*MOTION: M. Smart moved; seconded by B. Schlapkohl to engage Tyson Hajicek of Moore Engineering to move forward on the grant application for the city infrastructure requirements to connect to the proposed rural water installation.*

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

**D. Elementary School:** The grant application to the Department of Energy requesting \$550,000 for a geothermal system to replace the 1950's era boiler which was estimated to significantly increase the energy efficiency of the heating system and to offer cooling in the summer did not advance to the next round. The council has decided to wait until December to purchase the fuel oil for the elementary school building. A motion to purchase the replacement piece for the boiler system for \$2000.00 was approved.

*MOTION: B. Schlapkohl moved; seconded by M. Smart to authorize the purchase of the replacement piece for the leaky tube in the boiler system.*

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

Emerald Goose has agreed to relocate from room #26B of the lower level of the old school building to room #41 near the kitchen. Shelly Petrik would like to rent room #40 for six months with the option to extend the lease to run a sewing business that focuses on teaching sewing classes. Another interested party has inquired about renting a space to display their business products. A tour of the available spaces is scheduled to take place. An update will be provided at the next meeting.

*MOTION: M. Smart moved; seconded by P. Baukol to lease room #40 to Shelly Petrik for six months at a rate of three hundred dollars a month with a three-hundred-dollar deposit for the purpose of operating a sewing business and to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign the lease agreement.*

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

Dena Bishop who is leasing the kitchen to operate Sugar Mama Baking and Catering has inquired about removing the kitchen from the event policy for the public to be able to use while she is occupying the space.

*MOTION: B. Schlapkohl moved; seconded by M. Smart to remove kitchen use from the event policy for the public while the kitchen is being leased by a private entity.*

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

The bus garage property has an offer pending.

Three applications were received for the Maintenance Superintendent position.

*MOTION: P. Baukol moved; seconded by B. Schlapkohl to close the meeting to the public at 9:34 p.m. as permitted by MN Stat. 13D.05, subd. (3)c, to consider an offer for the purchase of PID 29-4376000*

and as permitted by MN Stat. 13.43, subd. 3, to review the applications for the Maintenance Superintendent position.

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

*MOTION: P. Baukol* moved; seconded by *M. Smart* to reopen the meeting to the public at 9:55 p.m.

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

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to send a counteroffer to the interested buyer of the bus garage property.

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

As a condition of the possible sale of the bus garage property, the interested buyer will need the property to allow a private heliport. This will require an amendment to the zoning ordinance to included private heliports as acceptable under certain quantifiable conditions after which a conditional use permit will need to be applied for and considered for approval by the City Council after a public hearing and recommendations from the Economic Development Authority board.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to go through the necessary steps to consider a private heliport for the bus garage property and to waive the application fee for the conditional use permit.

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

The October meeting was rescheduled to October 16<sup>th</sup> at 7:30 p.m. to provide enough time to provide notification to the public of the zoning amendment and conditional use permit application.

*MOTION: B. Schlapkohl* moved; seconded by *P. Baukol* to reschedule the regular meeting of the Hendrum City Council for Monday, October 16<sup>th</sup> at 7:30 p.m. in the boardroom of the Professional Building.

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

**E. Wellhead Protection Grant:** A building permit application to install a new concrete slab at 309 Main Street East was reviewed and approved.

*MOTION: M. Smart* moved; seconded by *B. Schlapkohl* to issue a building permit to install a new concrete slab at 309 Main Street East.

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

**F. Well #2:** Tyson advised the council that they do not need to make the repairs on well #2 at this time. The well has likely been developing the leak for quite a long time. He does recommend turning on the pump on Well #2 approximately once a quarter to ensure that the pump remains operational.

## NEW BUSINESS

- A. Maintenance Superintendent Position:** A special meeting was scheduled to conduct interviews for the Maintenance Superintendent position and to discuss the sale of the bus garage property.

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to schedule a special meeting for Tuesday, September 26<sup>th</sup> at 7:00 p.m. to conduct interviews for three of interested individuals who have applied for the Maintenance Superintendent position and to discuss any updates on the sale of the bus garage property.

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

- B. 2024 Preliminary Budget Levy:** The preliminary levy was set with a 3.6% tax levy increase for 2024.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to certify the levy for the City of Hendrum for the year 2024 at the following amounts: Revenue (\$121,124.25), Fire (\$12,995), and Police (\$9,245) for a gross levy totaling \$143,291.25.

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

- C. Ztrack Lawn Mower:** The need to replace the city's aging lawn mower was discussed. Quotes for the Ztrack lawnmower will be reviewed at the October meeting.

- D. Building Permit:** A building permit application to construct a replacement front porch entry at 325 Main Street East was reviewed and approved.

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to issue a building permit to construct a front porch entry at 325 Main Street East.

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

## ADJOURNMENT

*B. Schlapkohl* moved; seconded by *P. Baukol* to adjourn the meeting at 10:16 p.m. The next regular council meeting will be held at 7:30 p.m. on October 16, 2023, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer