

# CITY OF HENDRUM

## Regular Council Meeting Minutes

April 12, 2021

### CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:33 pm on April 12, 2021, in the Hendrum Civic Center located at 309 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, Mike Smart, and Brian Schlapkohl.

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

The following members of the public were present: Jeannette Wenshau, John Kolness and Tom Brownlee.

### CITIZEN'S FORUM

Mr. Brownlee approached the council regarding concerns over the poor condition of the alley that provides access to his garage. The second concern was to report a reoccurring incident regarding dog feces getting left on the boulevard of his property. And the third concern was with kids operating motorized vehicles along the sidewalk in a repetitive and dangerous manner.

### CONSENT AGENDA

- a) 2021-03-15 Regular Council Meeting Minutes
- b) 2021-03 Maintenance Logs
- c) January through March Patrolling Logs

*MOTION: B. Schlapkohl moved; seconded by P. Baukol to approve the consent agenda as listed.*

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

### APPROVAL OF AGENDA

- a) Unfinished Business: H. American Rescue Plan
- b) New Business: Tree Program

*MOTION: M. Smart moved; seconded by B. Schlapkohl to approve the agenda with the listed additions.*

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

**REPORTS OF OFFICERS AND DEPARTMENT HEADS**

**A. PUBLIC WORKS:** The mowers have been prepped for the upcoming season. The benches will be completed this week.

**B. CLERK-TREASURER:**

**1. Financial Report & Claims List:** The March financial report and April claims list totaling \$17,896.81 were presented for approval.

*MOTION:* *S. Jeffery* moved; seconded by *M. Smart* to approve the March financial report and pay the following claims totaling \$17,896.81:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3162	Red River Valley Cooperative Power	\$2,241.98
3163	Red River Valley Cooperative Power	\$47.03
3164	Norman County Auditor-Treasurer	\$4,274.64
3165	Hendrum EDA	\$242.00
3166	PERA	\$463.70
3167	Norman County Recorder	\$46.00
3168	Norman County Auditor-Treasurer	\$13.20
3169	Lowes	\$26.58
3170	GreatAmerica Financial Services	\$160.00
3171	Verizon Wireless	\$64.21
3172	City of Hendrum	\$102.41
3173	Northwestern Bank	\$10.00
3174	Norman County Index	\$197.50
3175	PERA	\$501.24
3176	Minnesota Revenue	\$626.72
3177	Minnesota Revenue	\$282.00
3178	Internal Revenue Service	\$1,303.87
3179	Fuch’s Sanitation, Inc.	\$2,248.06
3180	Valley General Store	\$322.74
3181	Nepstad Oil	\$310.95
3182	Afixia	\$25.00
3183	Loffler	\$11.59
3184	Amazon.com	\$33.40
3185	Norman County Auditor-Treasurer	\$229.28
3186	RDO Equipment Co.	\$220.81
3187	M State	\$950.00
3188	Norman County Auditor-Treasurer	\$1,727.08
3189	United States Postal Service	\$15.55
3190	United States Postal Service	\$57.00

3191	Sun-Flowers	\$89.99
3192	The Red River Promoter	\$114.00
3193	Julin Law Office, PLLC	\$396.75
3194	United States Postal Service	\$15.80
3195	United States Postal Service	\$70.00
3196	Minnesota Pollution Control Agency	\$345.00
3197	Amazon.com	\$42.06
3198	Menards	\$68.67

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

- C. MAYOR:** Mayor Johannsen proclaimed May to be Beautification and Tree Planting Month in the City of Hendrum.
- D. FIRE DEPARTMENT:** The fire department used one of the Hendrum Economic Development Authority owned houses that will be scheduled for destruction to conduct search and rescue training.

**UNFINISHED BUSINESS**

- A. City Ordinance Violations:** It has been reported to the city that a violation has occurred regarding Ordinance No. 67 (Animal Control), Section 7b. (Animal Wastes on Public and Private Property). Clerk-Treasurer Plemmons was instructed by the city council to send a violation notice to the dog owners.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to send a notice of ordinance violation to the property owners at 252 Herbert Street South regarding animal waste being deposited on private property.

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

- B. City Street Paving Project:** No update.
- C. Wellhead Protection:** No update.
- D. Proposed Water Supply Project:** A rural water district representative is tentatively scheduled for the June meeting to present more information regarding the proposed project to the council.
- E. NCW Elementary School:** The “Save the Building” committee has submitted a property acquisition proposal to the city council for consideration. The proposal for property acquisition includes all the Norman County West Elementary School property within the City of Hendrum including all the buildings and grounds, bus shed, football field, basketball courts, and playground equipment. The request also includes all the kitchen, food service, and cafeteria equipment; all the gymnasium equipment including the wood floor, basketball backboards, scoreboards, PA sound system, stage lights and curtains, bleachers, folding chairs and tables, composite pictures, trophies and plaques; any structurally attached equipment including lockers, storage cabinets in the cafeteria lobby, trophy cases, phones,

intercom, cameras and security system, an automatic floor scrubber for building maintenance, and; financial assistance to help maintain the building and grounds for a reasonable amount of time to allow for repurposing. John Kolness and Jeannette Wenshau who served as members of the “Save the Building” committee were in attendance to provide input and feedback regarding the proposal. Discussion also took place on usage scenarios for the property including alternatives to consider if a feasible usage cannot be found.

*MOTION: B. Schlapkohl* moved; seconded by *P. Baukol* to submit the property acquisition proposal as presented for consideration to the Norman County West school board.

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

- F. Seasonal Help:** Six applications were received for the Seasonal Maintenance Assistant position. The council discussed that they would only need to hire one assistant for the summer position.

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to close the meeting to the public at 8:48 pm as permitted by Minnesota Statute 13.43 to discuss information regarding the job applications which contain private data.

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

*MOTION: P. Baukol* moved; seconded by *S. Jeffery* to reopen the meeting to the public at 8:53 pm.

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

After reviewing the applications, the council discussed hiring an individual who has previous work experience and a proven reliable track record as a seasonal employee with the city and who also has experience operating large equipment such as the batwing mower.

*MOTION: B. Schlapkohl* moved; seconded by *P. Baukol* to rehire Leslie Welch to be the summer Seasonal Maintenance Assistant for 2021.

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

- G. Surplus Items – Online Auction:** A date was set by members of the EDA to view and finalize a list of items from the EDA-owned properties to be brought to the council as potential surplus property for an online auction. Some city-owned items will also be added to the list.
- H. American Rescue Plan:** The estimated allocation from the American Rescue Plan to the City of Hendrum is approximately thirty-two thousand dollars. The funds will be released in two payments to local governments, with half following enactment and half paid 12 months following receipt of first payment.

## NEW BUSINESS

- A. Sidewalk Flowers:** The Hendrum EDA is requesting an increase to the budgeted expenditure for flowers since there are additional barrel planters to fill and has also requested that the proposed expenditure of one thousand dollars be split between the EDA and the city.

*MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve splitting the approximately one-thousand-dollar expense for soil and flowers to fill the barrel planters with the EDA.*

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

**B. Building Permits:** A building permit application was received from American Waterworks to install draintile, sump, vapor barrier, and GeoLock earth anchors at 403 Gordon Street East.

*MOTION: S. Jeffery moved; seconded by B. Schlapkohl to issue a building permit for 403 Gordon Street East.*

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

A building permit application was received from Dan Hart to construct a porch on an existing cement slab.

*MOTION: M. Smart moved; seconded by P. Baukol to issue a building permit for 354 Rice Street South.*

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

**C. Donation:** One donation was received from Lee Township to be used for Hendrum Rescue Squad expenses.

*MOTION: M. Smart moved; seconded by B. Schlapkohl to adopt Resolution No. 2021-07: 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.*

**D. Tree Program:** The City has allocated funds to reimburse residents for one-half of the purchase price up to twenty dollars per tree for up to two trees per property to be planted within the limits of the City of Hendrum.

*MOTION: B. Schlapkohl moved; seconded by M. Smart to continue the Hendrum Tree Planting Program for 2021.*

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

## **ADJOURNMENT**

*B. Schlapkohl moved; seconded by M. Smart to adjourn the meeting at 9:03 pm. The next regular council meeting will be at 7:30 pm on May 10, 2021, in the Hendrum Civic Center located at 309 Main Street East in Hendrum, Minnesota.*

Minutes submitted by: Keri Plemmons, Clerk-Treasurer