

# **CITY OF HENDRUM**

## **Regular Council Meeting Minutes**

January 9, 2023

### **CALL TO ORDER**

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:00 pm on January 9, 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, Curt Johannsen, Lues Lopez, Brian Schlapkohl and Mike Smart.

The following city personnel was present: Keri Plemmons, Clerk-Treasurer.

The following members of the public were present: Abby Harthun; Dena Bishop; Karen Jacobson; Darlene Gunderson; Tom Brownlee; Jeremy Bachmeier; Dale Gammon; Paul Luoma; Josh Kaasa; Stephanie Kaasa; and Steve Dalen, Pifer Realty (via telephone).

### **OATH OF OFFICE**

Clerk-Treasurer Plemmons administered the oath of office to Paul Baukol and Lues Lopez.

### **CITIZEN'S FORUM**

1. Dena Bishop provided an update on the status of her licensing paperwork for her baking and catering business. She is hoping to move her business into the school building by March 1<sup>st</sup>.
2. Dale Gammon expressed concerns regarding the monthly ten-dollar Community Center fee that will be getting added to the bill cards. He feels that the expenses continue to go up while the services continue to go down.
3. Jeremy Bachmeier was concerned with how difficult it is on a family budget to come up with the additional \$120 for the year.
4. Tom Brownlee didn't feel that there was enough information on the bill card that explained what the Community Center fee was funding.
5. Paul Luoma felt that the communication regarding the fee was insufficient and that there should have been more information presented earlier that allowed for community input.
6. Darlene Gunderson agreed with Paul Luoma about the lack of communication and information and was also concerned about people who are on limited budgets.
7. Karen Jacobson shared the same sentiment with Darlene Gunderson and Paul Luoma. She also came with concerns about how the snow pile in the alley behind Jacobson Enterprises is blocking access to the door.

## CONSENT AGENDA

- a) 2022-12-12 Regular Council Meeting Minutes
- b) 2022-12 Maintenance Logs
- c) Pension Accounting Report
- d) Dividend Announcement
- e) Well Inspection Report

*MOTION: P. Baukol* moved; seconded by *M. Smart* to approve the consent agenda items as listed.

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

## APPROVAL OF AGENDA

*MOTION: B. Schlapkohl* moved; seconded by *P. Baukol* 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:

- a) **Seasonal Help:** The meeting was closed to the public to review the submitted application for the seasonal help position.

*MOTION: B. Schlapkohl* moved; seconded by *P. Baukol* to close the meeting to the public at 7:44 pm pursuant to Minnesota Statute 13.43, subdivision 3, to review the application for the seasonal help position.

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

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to reopen the meeting to the public at 7:48 pm.

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

An offer will be presented to Tom Brownlee to be hired for the seasonal help position.

*MOTION: B. Schlapkohl* moved; seconded by *P. Baukol* to hire Tom Brownlee for the seasonal help position for eighteen dollars per hour.

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

- b) **Well #2 Check Valve:** One estimate was received from Thein Well to replace the check valve on the water main in the pump house.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to authorize Thein Well to replace the check valve on the water main in the pump house.

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

### B. CLERK-TREASURER:

- 1. **Financial Report & Claims List:** The December financial report and January claims list totaling \$19,392.29 were presented for approval.

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to approve the December financial report and pay the following claims totaling \$19,392.29:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3994	Hendrum EDA	\$212.00
3995	PERA	\$508.24
3996	Thein Well	\$275.00
3997	Bound Tree Medical, LLC	\$967.27
3998	Verizon Wireless	\$41.33
3999	Van Iwaarden Associates	\$1000.00
4000	Titan Machinery-Ada	\$7.85
4001	City of Hendrum	\$102.41
4002	Gopher State One-Call	\$1.35
4003	Minnesota Department of Health	\$590.00
4004	KRJB	\$224.00
4005	gWorks	\$592.00
4006	Jeff's Plumbing Inc.	\$371.00
4007	Internal Revenue Service	\$3266.07
4008	Internal Revenue Service	\$1715.60
4009	Edward Bergseid	\$500.00
4010	Northwestern Bank	\$10.00
4011	Minnesota Revenue	\$770.00
4012	Minnesota Revenue	\$827.71
4013	PERA	\$516.92
4014	Ada Electric, Inc.	\$132.86
4015	Postmaster	\$164.00
4016	Loffler Companies Inc.	\$178.22
4017	arvig	\$4.95
4018	Red River Valley Cooperative Power	\$66.05
4019	Red River Valley Cooperative Power	\$4176.87
4020	Walmart	\$45.33
4021	Northern Fire Equipment	\$661.85
4022	Red River Valley Cooperative Power	\$309.51
4023	ND Sewage Pump & Lift Station	\$650.00
4024	Nepstad Oil	\$473.90

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

**2. Voided Checks:** 4230, 4231 & 4232 were voided due to misprints.

**C. MAYOR:** Mayor Johannsen expressed condolences on the passing of Norman County Sheriff Jeremy Thornton.

- D. FIRE DEPARTMENT:** Training is scheduled for January 17<sup>th</sup>. County-wide training will be taking place on the second weekend in February.

## **UNFINISHED BUSINESS**

- A. City Ordinance Violations:** There were no new violations reported.
- B. City Street Paving Project:** No update.
- C. Proposed Water Supply Project:** No update.
- D. Elementary School:**
- a) The council heard from Steve Dalen of Pifer Realty via conference call about what his company can offer as an option for selling the school property by auction. He recommended exhausting all other avenues of use for the building and to consider the auction process as a safety net option.
  - b) A special meeting was scheduled for Monday, January 23<sup>rd</sup> at 6:00 pm to meet with a developer regarding potential use of the building and other possibilities within the city.

*MOTION: M. Smart moved; seconded by B. Schlapkohl to schedule a special combined meeting of the Hendrum City Council and Economic Development Authority for Monday, January 23<sup>rd</sup> at 6:00 pm to hear ideas from a developer regarding community projects.*

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

- c) Councilmember Smart requested permission to open the gymnasium for unorganized basketball practices for area students. The general consensus was to okay the practices as long as Councilmember Smart would be the primary contact and set up for the gymnasium.
  - d) The Sensophone 400 in the boiler room has stopped working and will need to be replaced.
- E. Wellhead Protection Grant:** Two quotes for the propane generator were reviewed. No decisions were made as additional information is needed.
- F. Snowblower:** The snowblower tractor attachment will be utilized for a one-month trial once the PTO knuckle has been replaced.

## **NEW BUSINESS**

- A. Annual Appointments & Designations:** During the first meeting of the year, the Council must appoint an acting mayor from among the councilmembers, designate an official newspaper, and select an official depository for City funds. In addition, the Council also reviews appointments to City boards and commissions.

*MOTION: B. Schlapkohl moved; seconded by P. Baukol to adopt Resolution No. 2023-01: Resolution to Set Annual Appointments and Designations. 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. Fee Schedule:** The Council sets fees annually for city services and licenses.

*MOTION: M. Smart* moved; seconded by *P. Baukol* to adopt Resolution No. 2023-02: Fee Schedules. 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.*

#### **ADJOURNMENT**

*M. Smart* moved; seconded by *B. Schlapkohl* to adjourn the meeting at 8:47 pm. The next regular council meeting will be held at 7:00 pm on February 13, 2023, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer