

**CITY OF HENDRUM**  
**Regular Council Meeting Minutes**  
May 8, 2023

**CALL TO ORDER**

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:35 pm on May 8, 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: 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: Jessica Spaeth and Paul Luoma.

**CITIZEN'S FORUM**

Jessica Spaeth attended the meeting to provide an update on the Western Norman Community Fund which includes the communities of Halstad, Hendrum, Perley and Shelly. The purpose and mission of this fund is to support charitable, educational, and public purpose projects and programs, activities or services that improve the quality of life of the residents and visitors of the western Norman County communities. The advisory committee has also decided to fundraise for a demonstration project to install park benches and apple trees in each community. Ms. Spaeth also noted that they are also looking for additional advisory committee members. Display boards for the demonstration project and the endowment fund were also provided and requested to be set up in the community.

**CONSENT AGENDA**

- a) 2023-04-10 Regular Council Meeting Minutes
- b) 2023-04-17 Emergency Council Meeting Minutes
- c) 2023-04-27 Local Board of Appeal & Equalization Meeting Minutes
- d) 2023-04 Maintenance Logs

*MOTION: M. Smart* moved; seconded by *B. Schlapkohl* to approve the consent agenda items as listed. *BAUKOL: absent; JOHANNSEN: aye; LOPEZ: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.*

**APPROVAL OF AGENDA**

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to approve the agenda as presented. *BAUKOL: absent; JOHANNSEN: aye; LOPEZ: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.*

## REPORTS OF OFFICERS AND DEPARTMENT HEADS

**A. PUBLIC WORKS:** Three new toilets are getting installed at the park. The dump truck tires need to be replaced. The City Council instructed Maintenance Superintendent Woeck to bring quotes from a few places to the June meeting. A new lift station heater will also need quotes brought to the June meeting. Mr. Woeck requested approval to purchase an electronic ignition for the bobcat. Key Contracting will be coming soon to repair the leaking sewer vault.

**B. CLERK-TREASURER:**

**1. Financial Report & Claims List:** The April financial report and May claims list totaling \$39,516.08 were presented for approval.

*MOTION: M. Smart* moved; seconded by *L. Lopez* to approve the April financial report and pay the following claims totaling \$39,516.08:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
4136	Internal Revenue Service	\$1005.07
4137	Red River Valley Cooperative Power	\$4692.10
4138	Red River Valley Cooperative Power	\$47.90
4139	arvig	\$4.95
4140	The Red River Promoter	\$49.00
4141	Postmaster	\$130.80
4142	City of Halstad	\$44.00
4143	McCollum Hardware, Inc	\$10.98
4144	Red River Valley Cooperative Power	\$255.52
4145	Nepstad Oil	\$367.89
4146	Valley General Store	\$337.97
4147	The Red River Promoter	\$99.00
4148	Minnesota Revenue	\$853.02
4149	PERA	\$477.72
4150	Minnesota Revenue	\$766.00
4151	Fuch's Sanitation, Inc.	\$2105.96
4152	Ed's Towing Service Co	\$707.18
4153	Edward Bergseid	\$500.00
4154	Hutman, Inc.	\$25.00
4155	Loffler Companies Inc.	\$178.22
4156	Stein's Inc	\$550.12
4157	Northwest Iron Fireman, Inc	\$1916.00
4158	Visser Trenching, Inc.	\$5252.00
4159	Norman County Auditor-Treasurer	\$1260.37
4160	Norman County Auditor-Treasurer	\$6695.31
4161	Auto Value Parts Stores	\$83.77

4162	Hoffman, Philipp, & Martell, PLLC	\$7,500.00
4163	City of Hendrum	\$112.41
4164	Postmaster	\$96.00
4165	PERA	\$469.32
4166	Internal Revenue Service	\$1734.65
4167	RDO Equipment Co	\$163.11
4168	Auto Value Parts Stores	\$87.62
4169	Berkely Risk Administrators Company	\$281.00
4170	Amazon.com	\$9.65
4171	Amazon.com	\$37.58
4172	Amazon.com	\$12.87
4173	Hendrum EDA	\$242.00
4174	Verizon Wireless	\$41.32
4175	MSCTC	\$310.00
4176	Gopher State One-Call	\$2.70

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

**C. MAYOR:** No report.

**D. FIRE DEPARTMENT:** The rescue vehicle is still in the shop for repairs.

#### UNFINISHED BUSINESS

**A. City Ordinance Violations:** Three properties were reported to be maintaining ordinance violations and were discussed by the council. Notices will be sent after photos of the violations have been documented.

*MOTION: M. Smart* moved; seconded by *B. Schlapkohl* to send an ordinance violation notice to 403 Gordon Street East.

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

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to send an ordinance violation notice to 125 Park Avenue East.

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

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to send an ordinance violation notice to 340 Main Street West, if needed, after inspection.

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

**B. City Street Paving Project:** The city street paving project proposal that had been sent to Congresswoman Michelle Fishbach’s office for possible inclusion of the Minnesota delegation’s request for congressionally directed spending to be used for community project funding did not make the final cut. However, Mayor Johannsen will continue to reach out regularly to congressional leaders for community spending projects.

- C. Proposed Water Supply Project:** The city is working with Steven Slick of AE2S on the information needed for the high-level cost analysis.
- D. Elementary School:** Hendrum School Repurposing committee is continuing to meet and recently met on May 4<sup>th</sup>. Good conversation and brainstorming of ideas is occurring. The next meeting is scheduled for June. The Ron Ohren benefit is planned for June 29<sup>th</sup> at the gymnasium. Red River Valley Cooperative Power (RRVCP) will be vacating the building mid-June and have requested to have their rent payment pro-rated.

*MOTION: M. Smart* moved; seconded by *B. Schlapkohl* to authorize pro-rating the rental rate for the month of June for RRVCP.

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

The council decided to discontinue open gym until September.

*MOTION: L. Lopez* moved; seconded by *M. Smart* to discontinue open gym until the September meeting.

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

- E. Wellhead Protection Grant:** The quote for the Generac generator is waiting on electrical switch and panel information. Mayor Johannsen will contact 2 Rivers Construction for a concrete slab quote.
- F. Well #2:** No update.

## NEW BUSINESS

- A. Audit Report:** Marit Martell, CPA from Hoffman, Philipp, and Martell, PLLC, presented the audit report for 2022 and was available to answer questions from the council. Printed copies of the audit report were provided to the council members to be reviewed before acceptance at the June meeting.
- B. Building Permit:** One building permit application was submitted for approval.

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* to approve issuing a building permit to the property owners at 613 Southview Drive to install two smart jacks to lift and level the crawl space.

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

- C. Tractor:** The lease agreement on the current tractor ends in June. A decision will need to be made whether to continue with the current tractor, which is undergoing a \$15,000 transmission repair and is no longer covered under warranty, or to trade in the tractor and get a new one that will be covered under warranty during the entire duration of its lease. Cost estimates are being gathered and a special meeting will be called when the necessary information is ready.
- D. Donation Resolution:** Eight donations were offered to the city. The Norman County Expo offered a donation to be used for school building expenses. Virgil and Lois Sholtz, Gary Cares, and Lee Township offered donations for rescue squad expenses. Gary Cares also offered a donation for fire department expenses. Paul and Ann Baukol, Curt and Darlene

Gunderson and Rebecca Kolness offered donations for the adopt-a-pot program. The city council was appreciative of the donors' intent and finds that it is appropriate to accept the donations offered.

*MOTION: M. Smart* moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2023-07: 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: *absent*; JOHANNSEN: *aye*; LOPEZ: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

## **ADJOURNMENT**

*B. Schlapkohl* moved; seconded by *L. Lopez* to adjourn the meeting at 9:42 pm. The next regular council meeting will be held at 7:30 pm on June 12, 2023, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer