

CITY OF HENDRUM
Regular Council Meeting Minutes
August 9, 2021

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:33 pm on August 9, 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 were present: Keri Plemmons, Clerk-Treasurer, Mark Sundblad, Maintenance Superintendent and Cynthia Julin, Attorney.

The following members of the public were present: Dena Bishop, Angie Trautner, Jamie Trautner, Mark Trautner, and Brian Borgen.

CITIZEN'S FORUM

All members of the public were in attendance for items already listed on the agenda.

CONSENT AGENDA

- a) 2021-07-12 Regular Council Meeting Minutes
- b) 2021-07 Maintenance 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

MOTION: M. Smart moved; seconded by P. Baukol to approve the agenda as presented. BAUKOL: aye; JEFFERY: absent; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** Maintenance Superintendent Sundblad reported that he has been working on gopher control along the levee, low branch removal along an alley, and repairing and servicing hydrants.

- B. CLERK-TREASURER:**
 - 1. Financial Report & Claims List:** The July financial report and August claims list totaling \$62,545.64 were presented for approval.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to approve the July financial report and pay the following claims totaling \$62,545.64:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3313	PERA	\$463.38
3314	Internal Revenue Service	\$1,671.29
3315	Minnesota Revenue	\$812.55
3316	Fuch's Sanitation, Inc.	\$2,222.90
3317	Minnesota Revenue	\$838.00
3318	Grand Forks Fire Equipment LLC	\$56.25
3319	Northwestern Bank	\$10.00
3320	MN Public Facilities Authority	\$39,377.60
3321	Nepstad Oil	\$971.50
3322	Clark's Excavating & Septic Pumping	\$225.00
3323	Airgas USA, LLC	\$63.06
3324	Valley General Store	\$43.73
3325	Industrial Chem Labs	\$165.93
3326	Red River Valley Cooperative Power	\$180.83
3327	American Waterworks	\$25.00
3328	PERA	\$497.24
3329	Titan Machinery-Ada	\$236.43
3330	MidStates Wireless	\$137.00
3331	Runnings	\$32.00
3332	Postmaster	\$72.00
3333	Loffler Companies Inc.	\$456.46
3334	Northwestern Bank	\$16.00
3335	Ada Electric, Inc.	\$902.50
3336	City of Hendrum	\$102.41
3337	Office Supplies Plus	\$47.82
3338	Northwestern Bank	\$5,118.15
3339	Verizon Wireless	\$65.03
3340	Clark's Excavating & Septic Pumping	\$225.00
3341	David Drown Associates, Inc.	\$500.00
3342	Railroad Management Company	\$692.11
3343	Norman County Index	\$142.50
3344	Julin Law Office, PLLC	\$257.00
3345	Julin Law Office, PLLC	\$300.00
3346	Internal Revenue Service	\$1,781.02
3347	Northwestern Bank	\$10.00

3348	PERA	\$420.11
3349	Nepstad Oil	\$380.29
3350	Sam's Club	\$100.00
3351	Fuch's Sanitation	\$2,222.90
3352	Runnings	\$663.45
3353	Autozone	\$9.12
3354	Runnings	\$32.08

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

C. MAYOR: Although Mr. Jeffery was not in attendance, Mayor Johannsen offered congratulations on behalf of the council to Councilmember Jeffery and his wife on the birth of their baby.

D. FIRE DEPARTMENT: No report.

UNFINISHED BUSINESS

A. City Ordinance Violations: Mark Trautner attended the meeting to address his violation notice regarding parking and storage of his truck and trailer on a residential street. Mr. Trautner notified the council that he moved the truck and trailer onto the graveled road located on Jamie and Angie Trautner's property (110 Hendrum Drive). The road across 110 Hendrum Drive provides the only access to the private residence located north of said property. Following a brief conversation with the council regarding Quincy Street which is zoned to allow parking of commercial vehicles, Mark Trautner requested to move off the parking violation discussion and enter into a new discussion with the council regarding the unrecorded easement of the gravel road located on 110 Hendrum Drive. At this time the city attorney entered the conversation and explained that the discussion regarding the easement would take place with the property owners, Jamie and Angie Trautner. The history behind the gravel accessway was presented by Mayor Johannsen. The attorney explained that the clerical error made in 2007 which failed to include the legal description of the driveway easement with the plat map recorded at the County doesn't preclude the easement from being legal. Several options were presented by the attorney to the property owners and the council that would address the situation regarding the unrecorded easement. The attorney recommended that the city offer \$500.00 (five hundred dollars) and a 2 (two) year extension on the construction deadline in the purchase agreement to develop the lot at 110 Hendrum Drive to Mr. and Mrs. Trautner in exchange for their agreement to sign an easement which would be recorded and documented at the county and ultimately put the situation to rest. After a period of discussion, Mr. and Mrs. Trautner agreed to the suggested arrangement.

MOTION: M. Smart moved; seconded by *P. Baukol* to amend the purchase agreement to extend the construction deadline for two years at 110 Hendrum Drive and pay Jamie and Angie Trautner \$500.00 (five hundred dollars) for a signed easement addressing the gravel access road and to authorize Cynthia Julin as city attorney to record the easement with the county.

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

Council continued reviewing the other eight violation letters sent prior to the August meeting. Two properties were found in compliance and their violations were dismissed. Five properties were showing progress and will be reviewed again before the September meeting. One property was ordered to be mowed. In addition, one of the violation notices scheduled to be sent was temporarily put on hold by consensus of the board due to reported hospitalization of the property owner. The rest of the notices will get sent out prior to the September meeting.

MOTION: P. Baukol moved; seconded by *M. Smart* to authorize staff to mow and trim the grass and rank vegetation at 403 Gordon Street East and bill the property owner the established mowing fee.

BAUKOL: *aye*; JEFFERY: *absent*; 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: No update.

E. NCW Elementary School:

a) Proposed Baking & Catering Business: Dena Bishop is interested in renting the professional kitchen space located in the school building for the purposes of expanding her baking and catering business. She presented an overview of her plans and how her business will provide additional services to the community.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to proceed with contract negotiations for rental of the professional kitchen space in the school building with Dena Bishop.

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

b) Request for Instructional Music Books: Dorinda Blotsky has been hired by the Ada-Borup-West school district to continue her music education program and she is requesting permission to take the old instructional music books for use.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to declare the music instructional books as surplus property and to donate them to Dorinda Blotsky to use in the new school district.

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

c) Request to Use Kitchen: Debbie Borgen has requested permission to use the large fryer in the school kitchen to brown ground beef for the meal to be served by Immanuel Lutheran on Hendrum Family Fun Night.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to authorize Debbie Borgen to use the large fryer in the school kitchen for Hendrum Family Fun Night.

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

- d) Fuel Oil Quotes:** Spot quotes for summer fill rates to fill the fuel oil tank at the school building were reviewed. The first quote was for \$2.22 per gallon and the second quote was for \$2.25 per gallon.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to accept the quote for \$2.22 per gallon from Nepstad Oil and authorize them to fill the tank.

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

NEW BUSINESS

- A. Permit Applications:** An application to replace an existing fence at 361 Rice Street South was reviewed and approved.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to issue a building permit to construct a fence at 361 Rice Street South.

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

In preparation for a possible land sale, an application was received requesting a permit to set a new manufactured home on frost piers and to excavate for the purpose of making a connection to the city water and sewer mains at 360 Rice Street South. The property has a public hearing scheduled to take place on August 16th after which the Hendrum EDA will determine whether or not the sale of the property for the purpose of moving in a new manufactured home is advisable.

MOTION: P. Baukol moved; seconded by *M. Smart* to issue a building and excavation permit for 360 Rice Street South contingent on the approved sale of the property.

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

- B. 2022 Proposed Budget:** A special meeting was scheduled to work on the 2022 proposed budget.

MOTION: M. Smart moved; seconded by *P. Baukol* to schedule a special meeting on Wednesday, September 1st at 7:00 pm in the boardroom of the Professional Building for the purpose of working on the 2022 budget.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by *M. Smart* to adjourn the meeting at 9:31 pm. The next regular council meeting will be held at 7:30 pm on September 13, 2021, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer