

CITY OF HENDRUM
Regular Council Meeting Minutes
October 11, 2021

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:32 pm on October 11, 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, Steve Jeffery, Curt Johannsen, Brian Schlapkohl and Mike Smart (via telephone).

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

The following members of the public were present: Dorinda Blotsky, Lues Lopez and Cavin Berube, Moore Engineering.

CITIZEN'S FORUM

Mrs. Dorinda Blotsky was in attendance to discuss her request for the bass drum to be used as part of her elementary school music program at Ada-Borup-West. Mr. Lues Lopez was in attendance to inquire about the proposed land sale at 363 Rice Street South and the construction at 360 Rice Street South.

CONSENT AGENDA

- a) 2021-09-13 Regular Council Meeting Minutes
- b) 2021-09 Maintenance Logs

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve the consent agenda items as listed. BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

APPROVAL OF AGENDA

- a) Add to New Business: **E. Discover Norman County Magazine**

MOTION: B. Schlapkohl moved; seconded by P. Baukol to approve the agenda with the listed addition. BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** Maintenance Superintendent Sunblad requested approval to take vacation November 8th – 12th.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve Mr. Sunblad's vacation request for November 8th through November 12th.

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

B. CLERK-TREASURER:

- 1. Financial Report & Claims List:** The September financial report and October claims list totaling \$10,093.92 were presented for approval.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to approve the September financial report and pay the following claims totaling \$10,093.92:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3407	Loffler Companies Inc.	\$169.93
3408	Hendrum EDA	\$242.00
3409	Grand Forks Fire Equipment LLC	\$96.00
3410	arvig	\$350.32
3411	Loffler Companies Inc.	\$169.93
3412	The Red River Promoter	\$69.00
3413	Minnesota Bureau of Criminal Apprehension	\$15.00
3414	League of Minnesota Cities	\$467.00
3415	League of Minnesota Cities	\$30.00
3416	PERA	\$461.63
3417	Ronald Jacobson	\$196.00
3418	Postmaster	\$84.00
3419	City of Hendrum	\$102.41
3420	Bound Tree Medical, LLC	\$442.94
3421	Verizon Wireless	\$64.96
3422	Postmaster	\$58.00
3423	Active911, Inc.	\$4.68
3424	Northwestern Bank	\$10.00
3425	Gopher State One-Call	\$1.35
3426	Afixia	\$270.00
3427	Gopher State One-Call	\$18.90
3428	Norman County Implement, Inc.	\$75.00
3429	Office Supplies Plus	\$28.26
3430	Fuch's Sanitation	\$2,131.12
3431	Internal Revenue Service	\$1,596.42
3432	Minnesota Revenue	\$844.57
3433	Minnesota Revenue	\$762.00
3434	Hendrum EDA	\$242.00
3435	Valley General Store	\$5.99
3436	Julin Law Office, PLLC	\$263.00
3437	PERA	\$470.44
3438	Nepstad Oil	\$351.07

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

C. MAYOR: No report.

D. FIRE DEPARTMENT: Fire Chief Smart reported that holding the annual steak supper in the gymnasium worked out very well. An application to become a member of the fire department was reviewed and approved.

MOTION: P. *Baukol* moved; seconded by B. *Schlapkohl* to hire Brian Snyder as a firefighter on the Hendrum-Perley-Lee Township joint fire department.

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

UNFINISHED BUSINESS

A. City Ordinance Violations: Four properties with outstanding ordinance violations were reviewed. One property owner was in contact with the city and has abated one of the violations and will receive more time to bring the rest of the property into compliance. The final three properties are still maintaining violations and have not contacted the city regarding their notices. These three properties will be forwarded to the city attorney.

MOTION: P. *Baukol* moved; seconded by B. *Schlapkohl* to adopt Resolution No. 2021-18: Order to Find Public Nuisance at 130 Park Avenue West under City of Hendrum Ordinance No. 80. By 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.*

MOTION: B. *Schlapkohl* moved; seconded by P. *Baukol* to adopt Resolution No. 2021-19: Order to Find Public Nuisance at Lots 1-4, Block 1, West Acres Addition under City of Hendrum Ordinance No. 80. By 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.*

MOTION: P. *Baukol* moved; seconded by B. *Schlapkohl* to adopt Resolution No. 2021-20: Order to Find Public Nuisance at 218 Herbert Street North under City of Hendrum Ordinance No. 80. By 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.*

B. City Street Paving Project: Cavin Berube, Moore Engineering, was on hand to discuss the options that were put together for the street paving project. The next step is to schedule a public information meeting and get feedback from the public regarding interest and support in moving forward with the project.

MOTION: P. *Baukol* moved; seconded by B. *Schlapkohl* to schedule a public information meeting to be held in the elementary school gymnasium for November 15th at 7:00 pm.

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

C. Wellhead Protection: Clerk-Treasurer Plemmons provided an overview of the Wellhead Protection 2021-2030 Annual Work plan that came out of the implementation meeting with Dan Disrud, Principal Planner (MDH) on September 28th. The city will need to document all source water protection (SWP) activities and maintain a file containing the SWP log. A line

item for Wellhead Protection Plan expenses will also need to be added to the budget. Copies of the agenda packet from the implementation meeting will be provided to the other members of the Wellhead Protection team.

D. Proposed Water Supply Project: No update.

E. NCW Elementary School: The request from Mrs. Blotsky to acquire the bass drum to be used for the elementary music program at Ada-Borup-West was discussed and approved.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to approve the request to donate the bass drum to the elementary music program at Ada-Borup-West.

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

Clerk-Treasurer Plemmons requested clarification on use of the gymnasium as a community center. Due to several factors the council decided that the gymnasium is not ready to hold scheduled public events.

NEW BUSINESS

A. Building Permits: A building permit application to tear out and replace an existing driveway and cement patio was reviewed and approved.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to issue a building permit to tear out and replace an existing driveway and cement patio at 266 Herbert Street South.

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

One fence permit application was reviewed. The site plan did not include the setback measurements and will require those measurements to be submitted before the council will approve issuing the permit.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to table the fence permit application for 625 Southview Drive until the setback measurements have been submitted.

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

B. Unpaid Utility Assessments: Property owners and tenants with delinquent utilities were notified of nonpayment and given sixty days to request a hearing concerning the charges. A resolution was introduced to certify the remaining delinquent utility charges to the Norman County Auditor for assessment.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2021-15: Resolution to Certify Delinquent Utility Charges to the Norman County Auditor for Assessment on Parcels within the City of Hendrum. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

C. Donation: Tom and Christine Strand donated a portion of the proceeds from their estate sale to the Hendrum Fire Department. A resolution was introduced to accept the donation.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to adopt Resolution No. 2021-16: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

- D. Polling Place:** Minnesota Statutes requires the governing body of each municipality to designate a polling place for each election precinct by December 31st of each year. Last year the council switched to mail-in ballots due to the pandemic. Next year the polling place will be reinstated in-person at the Hendrum Civic Center.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2021-17: Resolution Designating the Polling Place for Election Year 2022. By the following roll call vote the resolution was duly adopted and is on file at the City Clerk's office.

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

- E. Discover Norman County Magazine:** The Hendrum Economic Development Authority has requested splitting the expense of a full-page advertisement in the Discover Norman County magazine. Discover Norman County is a full color magazine that focuses on all the positive aspects of our communities throughout Norman County, MN. The publication is directed toward newcomers to the area, visitors, potential new business and industry, as well as current residents. For the first time, the upcoming print of the magazine will be available at all the Minnesota Tourism rest areas.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to authorize paying half of the expense for a full-page advertisement in the Discover Norman County magazine.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by *P. Baukol* to adjourn the meeting at 8:58 pm. The next regular council meeting will be held at 7:00 pm on November 8, 2021, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer