

CITY OF HENDRUM

Regular Council Meeting Minutes

May 10, 2021

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:49 pm on May 10, 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, Curt Johannsen, Brian Schlapkohl, and Mike Smart.

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

The following members of the public were present: Mick Alm; Dan Disrud, Planner, Minnesota Department of Health (MDH); and Marit Martell, CPA (Hoffman, Philipp, & Martell, PLLC).

PUBLIC HEARING

Notice was given that the City of Hendrum is in the process of developing a wellhead protection plan for its drinking water supply wells. Consistent with the Wellhead Protection Rule (part 4720.5350, subpart 4), a Public Hearing was scheduled to discuss issues and address all comments related to Part II of the plan. The hearing was opened at 7:50 pm. Dan Disrud, Planner (MDH) was available to answer any questions or comments regarding the plan. No members of the public were in attendance and no written commentary was received by the city. The public hearing was closed at 7:51 pm.

CITIZEN'S FORUM

Mr. Alm approached the council regarding his interest in renewing his property lease with the city.

CONSENT AGENDA

- a) 2021-04-12 Regular Council Meeting Minutes
- b) 2021-04 Maintenance Logs

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** Hendrum Community Park has been opened and all city-owned properties have been prepped and are ready to be mowed.
- B. CLERK-TREASURER:**

1. Financial Report & Claims List: The April financial report and May claims list totaling \$11,902.55 were presented for approval.

MOTION: P. *Baukol* moved; seconded by M. *Smart* to approve the April financial report and pay the following claims totaling \$11,902.55:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3199	Hendrum EDA	\$242.00
3200	Visser Trenching Inc.	\$450.00
3201	GreatAmerica Financial Services	\$108.00
3202	Bound Tree Medical, LLC	\$84.48
3203	The Red River Promoter	\$75.00
3204	Red River Valley Cooperative Power	\$280.15
3205	Industrial Chem Labs	\$300.81
3206	Menards	\$10.74
3207	Amazon.com	\$24.23
3208	City of Hendrum	\$102.41
3209	PERA	\$479.86
3210	Randy Bauers	\$20.00
3211	Amazon.com	\$85.83
3212	Minnesota Bureau of Criminal Apprehension	\$30.00
3213	Postmaster	\$55.00
3214	Norman County Auditor-Treasurer	\$1.80
3215	Red River Valley Cooperative Power	\$2,172.95
3216	Red River Valley Cooperative Power	\$46.90
3217	Softline Data, Inc.	\$112.50
3218	Amazon.com	\$22.22
3219	Amazon.com	\$66.40
3220	Verizon Wireless	\$64.24
3221	Fuch's Sanitation, Inc.	\$2,510.34
3222	Alex Air Apparatus, Inc.	\$3,105.00
3223	Northwestern Bank	\$10.00
3224	Julin Law Office, PLLC	\$60.00
3225	Norman County Index	\$55.00
3226	Softline Data, Inc.	\$175.00
3227	Amazon.com	\$59.64
3228	Amazon.com	\$34.60
3229	RDO Equipment Co.	\$68.61
3230	Nepstad Oil	\$766.15
3231	Menards	\$73.78

3232	Menards	\$11.53
3233	Amazon.com	\$137.38

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

C. MAYOR: Mayor Johannsen provided an overview of Governor Walz announcement regarding the timeline to end nearly all state COVID-19 restrictions by May 28 and to end the statewide masking requirement by July 1.

D. FIRE DEPARTMENT: The fire department trained with ladders in May. Two applications to join the fire and rescue department were reviewed.

MOTION: *P. Baukol* moved; seconded by *B. Schlapkohl* hire Sarah Ramsey and Anthony Burnside as members of the rescue squad.

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

UNFINISHED BUSINESS

A. City Ordinance Violations: No update.

B. City Street Paving Project: No update.

C. Wellhead Protection: Following the public hearing the council approved the Wellhead Protection Plan for its drinking water supply wells. The City of Hendrum formally requests that the Minnesota Department of Health review the Wellhead Protection Plan, Part II, for approval as required by the Minnesota Wellhead Protection Rule (part 4720.5360).

MOTION: *M. Smart* moved; seconded by *B. Schlapkohl* to approve the City of Hendrum Wellhead Protection Plan as developed and formally request the Minnesota Department of Health to review the plan for approval as required by the Minnesota Wellhead Protection Rule.

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

D. Proposed Water Supply Project: A letter of support regarding the proposed water pipeline project was presented to the council for approval. The letter does not commit the city to the project but offers support to the water district in seeking grants and other financial assistance for the development of the pipeline.

MOTION: *B. Schlapkohl* moved; seconded by *P. Baukol* to authorize providing the letter of support for the long-term water supply project proposed to be developed by the East Central Regional Water District.

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

E. NCW Elementary School: The property acquisition proposal was submitted to and approved by the Norman County West school board. The proposal will now be sent to the school attorney for review.

F. Surplus Items – Online Auction: No update.

NEW BUSINESS

A. Building Permits: A building permit application was received from Dan Hart for an addition to the existing garage at 354 Rice Street South.

MOTION: M. Smart moved; seconded by *P. Baukol* to issue a building permit for 354 Rice St. S.
BAUKOL: aye; JEFFERY: absent; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

A building permit application was received from Dan Hart to construct a garage on an existing cement slab at 261 Herbert Street South.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to issue a building permit for 261 Herbert St. S.
BAUKOL: aye; JEFFERY: absent; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

A fence permit application was received from Dan Hart to construct a wooden fence on the property line between 354 Rice Street South and 352 Rice Street South. A signed property line fence location agreement between both property owners was submitted with the application and is on file at the city clerk's office.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to issue a fence permit for 354 Rice St. S.
BAUKOL: aye; JEFFERY: absent; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

- B. Auditor's Report:** Marit Martell, CPA from Hoffman, Philipp, and Martell, PLLC, presented the audit report for 2020 and was available to answer any questions from the council. The audit report will be reviewed by the council for acceptance at the June meeting.
- C. Copy Lease:** The company that the current copier is being leased through has submitted an offer for a new copier lease agreement. The offer will cancel the previous lease agreement. In the new agreement, there will be no additional charge for the servicing and toner for the lease term, and the lease payment will include 10,800 black and 600 color copies per year.

MOTION: P. Baukol moved; seconded by *M. Smart* to enter in to a 63-month lease for a Canon Digital Copy/Print/Scan/Fax machine with Loffler Managed Business Technology & Services.

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

- D. Donations:** A resolution was introduced regarding cash donations for the Adopt-a-Pot program offered by individuals from the community.

MOTION: M. Smart moved; seconded by *P. Baukol* to adopt Resolution No. 2021-08: Resolution Accepting Donations. By the following roll call vote the resolution was duly adopted and on file at the City Clerk's office.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by *P. Baukol* to adjourn the meeting at 9:45 pm. The next regular council meeting will be at 7:30 pm on June 14, 2021, in the Hendrum Civic Center located at 309 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer