

**CITY OF HENDRUM**  
**Regular Council Meeting Minutes**  
November 14, 2022

**CALL TO ORDER**

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:00 pm on November 14, 2022, 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, and Carl Woeck, Maintenance Superintendent.

**CITIZEN'S FORUM**

There were no members of the public in attendance.

**CONSENT AGENDA**

- a) 2022-10-10 Regular Council Meeting Minutes
- b) 2022-10 Maintenance Logs
- c) Pay Equity Compliance Results

*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: P. Baukol moved; seconded by B. Schlapkohl 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:** Preparations for winter have been completed. The dump truck will need new tires and the PTO coupler on the snowblower attachment for the tractor is cracked.

- a) Seasonal Help:** The seasonal maintenance assistant position for winter will need to be filled.

*MOTION: M. Smart moved; seconded by P. Baukol to publish a help wanted ad in the Norman County Index for three weeks requesting applicants for the winter seasonal, part-time, as-needed maintenance assistant position with a set wage of \$15.00 per hour.*

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

**B. CLERK-TREASURER:**

- a) Financial Report & Claims List:** The October financial report and November claims lists totaling \$31,949.88 were presented for approval.

*MOTION:* *M. Smart* moved; seconded by *P. Baukol* to approve the October financial report and pay the following claims totaling \$31,949.88:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3909	Berkley Risk Administrators Company	\$5,952.00
3910	Hendrum EDA	\$242.00
3911	MN Dept of Labor & Industry	\$30.00
3912	Northwest Iron Fireman, Inc	\$1,025.10
3913	Red River Valley Cooperative Power	\$163.91
3914	Minnesota Fire Service Certification	\$50.00
3915	Valley United Co-op	\$92.74
3916	Nepstad Oil	\$290.58
3917	Department of Natural Resources	\$3,500.00
3918	Minnesota Department of Health	\$590.00
3919	arvig	\$4.95
3920	Stein's, Inc	\$499.69
3921	PERA	\$469.32
3922	Microsoft	\$161.06
3923	Loffler Companies Inc.	\$178.22
3924	The Red River Promoter	\$75.00
3925	Stein's, Inc	\$863.00
3926	Hawkins, Inc.	\$314.73
3927	Northwest Iron Fireman, Inc	\$136.00
3928	Red River Valley Cooperative Power	\$2,574.82
3929	Red River Valley Cooperative Power	\$187.54
3930	Postmaster	\$88.00
3931	Minnesota State Fire Department Association	\$130.00
3932	Northwestern Bank	\$10.00
3933	Peter Jacobson Construction LLC	\$900.00
3934	Northwest Iron Fireman, Inc	\$2,573.15
3935	City of Hendrum	\$102.41
3936	Nepstad Oil	\$1,272.12
3937	Amazon.com	\$75.15
3938	RMB Environmental Laboratories, Inc	\$112.17
3939	Verizon Wireless	\$41.69
3940	Titan Machinery-Ada	\$495.55
3941	Internal Revenue Service	\$1,463.03
3942	PERA	\$515.24
3943	Fuch's Sanitation, Inc.	\$2,131.12

3944	Edward Bergseid	\$500.00
3945	USABlueBook	\$58.70
3946	Amazon.com	\$9.55
3947	Amazon.com	\$5.65
3948	Amazon.com	\$17.16
3949	Julin Law Office, PLLC	\$45.00
3950	Ada Electric, Inc.	\$575.50
3951	Red River Valley Cooperative Power	\$257.60
3952	Red River Valley Cooperative Power	\$3170.43

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

**b) Voided Checks:** Check numbers 17040 and 17041 were voided due to misprints.

**C. MAYOR:** No update.

**D. FIRE DEPARTMENT:** Propane burn training is scheduled to take place in Hendrum on November 15<sup>th</sup>. The Veteran's Day Supper & Bingo was very well attended. Santa Days is scheduled for December 10<sup>th</sup>.

## UNFINISHED BUSINESS

**A. City Ordinance Violations:** In response to the notice regarding the unpermitted culvert and filled-in drainage ditch at 430 Todd Street, a permit application was submitted to the Wild Rice Watershed District. The City of Hendrum received notice of the proposed permit application being considered for action by the Watershed Board of Managers on Wednesday, November 16<sup>th</sup>. Council action listed under New Business: B. Proposed Permit Application for Culvert (already installed).

The property at 125 Park Avenue East responded to the violation notice by calling the city clerk's office to let the city know where to send ongoing correspondence and to inform the city they will get the property trimmed and mowed but do not yet have a plan in place for the additional requirements. The council instructed Clerk-Treasurer Plemmons to notify the property owners to secure the building by boarding up the windows and doors.

**B. City Street Paving Project:** No update.

**C. Proposed Water Supply Project:** No update.

**D. Elementary School:** The paperwork and payment were sent into the state to have the kitchen certified, but there has not been any return correspondence to date. Mayor Johannsen will touch base with his Department of Health contact for an update. The company that was contacted to provide a pest control estimate will be in later this week to tour the buildings.

**E. Levee Inspection:** No update.

**F. Wellhead Protection Grant:** The application for the Minnesota Department of Health (MDH) Source Water Protection Implementation Grant received the points needed to

qualify for funding and was approved. The city has not yet received a response from MDH regarding the application for the Source Water Protection Competitive grant which was applied for to also assist in funding a new propane generator for the wellhouse.

## **NEW BUSINESS**

- A. Canvass Election Results:** On Election Day November 8<sup>th</sup>, there were 176 registered voters at the time the polls were opened, and 13 new persons were registered. At the polling site a total of 105 votes were cast and 13 absentee ballots were received by Norman County. A total of 118 votes were recorded on Election Day. The total votes cast for the municipal offices voted upon are as follow:

**For Council Member (2 elected for 4-year terms):**

Paul Baukol	(58 votes)
Lues Lopez	(55 votes)
Thomas G Brownlee Jr	(35 votes)
Terry Torgerson	(22 votes)
Write In	(13 votes)

The city council having canvassed the election returns declared the totals listed above were deemed to be correct, the election was deemed to be valid, and the winners of the election were declared to be as follows:

**For Council Members:** Paul Baukol and Lues Lopez.

*MOTION: B. Schlapkohl* moved; seconded by *M. Smart* adopt Resolution No. 2022-17: Canvassing Election Returns and Declaring Results of the 2022 General Election for City of Hendrum Council Member Offices. On the following roll call vote, the resolution was duly adopted and is on file at the City Clerk's office.

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

- B. Proposed Permit Application for Culvert (already installed):** After reviewing the permit application for work already done regarding an installed culvert at 430 Todd Street South and prior consultation with the city engineer, concerns were raised about the size and type of the culvert material and how it was constructed when the entire ditch in front of the new home at 430 Todd Street South was filled in. The hydraulics related to the development should be evaluated to ensure that the flow is not impeded or creates consequences for landowners upstream or downstream.

*MOTION: P. Baukol* moved; seconded by *B. Schlapkohl* to write a letter to the Wild Rice Watershed District requesting that the driveway access at 430 Todd Street South have a width not exceeding twenty-five feet and the drainage ditch that was filled in to extend the yard restored to its original specifications.

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

**C. Donation:** Gary Cares announced that the Hendrum-Perley-Lee Fire Department was awarded a grant from SHOCK & AWE youth philanthropy.

*MOTION: P. Baukol moved; seconded by B. Schlapkohl to forgo the verbal reading of the resolution.*

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

*MOTION: P. Baukol moved; seconded by B. Schlapkohl to adopt Resolution No. 2022-16: 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: aye; JEFFERY: absent; JOHANNSEN: aye; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.*

**D. Building Permit Application:** An application for a building permit for work at 122 Park Ave E was reviewed and approved.

*MOTION: B. Schlapkohl moved; seconded by P. Baukol to issue a building permit to 122 Park Avenue East for basement repair work and installation of drain tile and a sump.*

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

**E. Brush Clean-up:** The branch and leaf pick-up service that has been provided to the residents has become overburdened with some residents expecting entire trees to be hauled away. The service is provided for fallen branches and leaves and small amounts of branches and brush trimmings. The council decided to change the informal policy regarding pick-up and to charge fees for equipment use and manpower.

*MOTION: M. Smart moved; seconded by B. Schlapkohl to state that the city will not pick up or dispose of trees or large branches that have been contracted to be taken down and any branches that require use of the dump truck or tractor in order to remove them from the property will be charged one hundred dollars (\$100) per hour per piece of equipment with a minimum fee of one hundred dollars (\$100).*

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

**F. Sewer Backup Request:** On September 30, 2022, the City of Hendrum was notified by the building manager at Rose Manor Apartments that they were experiencing sewer backup. Maintenance Superintendent Woeck and Councilmember Smart responded on the same day to inspect the main sewer for obstructions. All sewer access points around 340 Rice Street South were visually inspected and were flowing normally. Two weeks later the owner of Rose Manor Apartments called the city clerk's office to discuss the sewer backup and the plumbing and carpet expenses. At that time Clerk-Treasurer Plemmons stated that someone from Rose Manor Apartments had contacted Maintenance Superintendent Woeck regarding the backup and that their inspection did not find a plugged sewer main but that I would talk with him to confirm. The owner of the facility was told that if she had information to the contrary that she would need to provide evidence in writing to the council for consideration. A letter from Rose Management was received on October 24, 2022 and was included in the council packet for the next regularly scheduled meeting on

Monday, November 14, 2022. The letter stated that the plumber had to push through the end of the service line into the main line before the plug was opened. The owner requested that the plumbing and carpet cleaning expenses be turned into the city's insurance company. After reviewing the letter and getting clarification from Clerk-Treasurer Plemmons on who else had contacted the city regarding the sewer, the council instructed the city clerk to write a letter in response to Rose Management.

*MOTION: P. Baukol* moved; seconded by *M. Smart* to notify Rose Management in writing that visual inspection of the main sewer line indicated that it was not blocked, the only reported backup was from their apartment building, and that the city is not responsible for sewer backup expenses from plugged service lines.

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 8:23 pm. The next regular council meeting will be held at 7:00 pm on December 12, 2022, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer