

CITY OF HENDRUM

Regular Council Meeting Minutes

October 16, 2024

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:32 P.M. on October 16, 2024, 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.

CONSENT AGENDA

- a) 2024-09-18 Regular Council Meeting Minutes
- b) 2024-09 Maintenance Logs
- c) Water Tank Inspection Report

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

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

APPROVAL OF AGENDA

- a) Add to New Business: **C. Cannabis Ordinance; D. Special Meeting**
- b) Add to Clerk-Treasurer Report: **C. Assessment Resolution**

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS DEPARTMENT:

- The city is still waiting on the revised repair quote for the lift station that focuses only on the necessary discharge line and fittings.
- The park has been winterized, with water shut off and bathrooms locked.
- Repairs were made at the Infinity Center to prevent water leaks in the boiler room and adjustments were also made to the sump pump to prevent discharge issues.
- The council discussed hiring Maintenance Superintendent Carl Woeck as an independent contractor for licensed water and sewer management services at \$800 per month, with Mr. Woeck mentoring Maintenance Assistant Dustin Reinhart until he can fully take over as a licensed water and sewer operator. A motion was passed to approve this arrangement starting January 1st following Mr. Woeck's retirement.

MOTION: P. Baukol moved; seconded by *M. Smart* to hire Carl Woeck as an independent contractor for water and sewer management at a rate of \$800 per month, starting January 1st, 2025.

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

B. CLERK-TREASURER:

- a) Financial Report & Claims List:** The September financial report and October claims list totaling \$24,881.39 were presented for approval.

MOTION: P. Baukol moved; seconded by *M. Smart* to approve the September financial report and pay the following claims totaling \$24,881.39:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
4821	Jeff's Plumbing, Inc.	\$2,840.50
4867	Red River Valley Cooperative Power	\$211.12
4868	Red River Valley Cooperative Power	\$209.04
4869	Red River Valley Cooperative Power	\$3,576.49
4870	League of MN Cities Insurance Trust	\$1,000.00
4871	PERA	\$686.02
4872	Loffler Companies Inc.	\$188.82
4873	Red River Valley Cooperative Power	\$193.62
4874	arvig	\$4.95
4875	Sam's Club	\$70.66
4876	League of MN Cities	\$174.00
4877	Auto Value Parts Stores	\$193.26
4878	Ada Building Center	\$882.36
4879	Moore Engineering, Inc.	\$1,304.00
4880	Valley General Store	\$229.80
4881	McCollum Hardware	\$46.68
4882	Display Sales	\$417.20
4883	Sam's Club	\$53.94
4884	USPS	\$73.00
4885	City of Hendrum	\$110.73
4886	Gopher State One-Call	\$6.75
4887	Northwestern Bank	\$10.00
4888	Sarah Ramsey	\$20.00
4889	Hendrum EDA	\$242.00
4890	Verizon Wireless	\$41.61
4891	USPS	\$112.00
4892	Internal Revenue Service	\$2,011.02
4893	Minnesota Revenue	\$880.00
4894	Minnesota Revenue	\$1,159.96

4895	PERA	\$646.65
4896	Maguire Iron, Inc.	\$1,600.00
4897	Fuch's Sanitation, Inc.	\$2,185.68
4898	MN Dept of Labor & Industry	\$30.00
4899	Valley United Co-op	\$102.87
4900	Valley General Store	\$207.17
4901	McCollum Hardware, Inc	\$207.17
4902	Moore Engineering, Inc.	\$2,591.45
4903	Kotaco Fuels	\$220.74
4904	Ziegler, Inc	\$222.20
4905	Office Supplies Plus	\$79.05

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

b) Voided Check: 17878

c) Assessment Resolution: Property owners were billed, notified of nonpayment, and given the opportunity to request a hearing regarding delinquent utility charges. The council passed a resolution to certify these charges for thirteen properties, totaling \$12,234.59, to be assessed on property taxes payable in 2025.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2024-09: 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*; JOHANNSEN: *aye*; LOPEZ: *absent*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

C. MAYOR: Mayor Johannsen reported the Ada-Borup-West School District is interested in starting a school forest on a property north of the park, which could be a significant educational and community opportunity. The project is moving forward with discussions between the school district and the current owner of the property which is the Wild Rice Watershed District.

D. FIRE DEPARTMENT:

- The Fire Department will host a Veterans Day supper on November 11th at the fire hall, in collaboration with the American Legion.
- Training with other west side departments continues, with the next session on forcible entry scheduled for the third Tuesday in November at the Hendrum fire hall.
- The awaited fire truck part has not yet arrived, but recent calls, including combine fires, have been managed without issues.
- The department will participate in the Deck the Halls event on December 14th.

UNFINISHED BUSINESS

A. City Ordinance Violations: Council reviewed five unresolved city ordinance violations and ten new city ordinance violations where notices were sent to property owners, including properties with accumulated debris, exterior storage of business equipment, unlicensed vehicles, deteriorating exterior surfaces, fire pit in front yard, and overgrown vegetation.

1. The property owners at 444 Gordon St W registered their vehicle and trimmed the overgrown vegetation. The violation was dismissed.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to dismiss the ordinance violations at 444 Gordon St W.

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

2. The property owners at 339 Main St W removed the discarded items and addressed exterior deterioration. The violation was dismissed.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to dismiss the ordinance violation at 339 Main St W.

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

3. An extension request by the property owner to abate the violations identified at 332 Main St W was approved.

MOTION: M. Smart moved; seconded by B. Schlapkohl to approve a time extension request to abate the violations at 332 Main St W.

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

4. A review of the property at 514 Hancock St E showed that the property owners hung their shutter and trimmed the rank growth of vegetation. The violation was dismissed.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to dismiss the ordinance violation at 514 Hancock St E.

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

5. A review of the property at 104 Park Ave E showed that the property owners removed the fire pit from the front yard. The violation was dismissed.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to dismiss the violation at 104 Park Ave E.

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

6. The property owners at 362 Rice St S and 352 Rice St S reported that they have addressed the violations. No communication was received by the following property owners: 340 Main St W, 257 Herbert St S, 359 Rice St S, 366 Rice St S, 358 Rice St S, 265 Herbert St S, 403 Gordon St E, and 142 Great Northern St. All the above-listed properties will be reviewed prior to the November 20th city council meeting.

B. City Street Paving Project: The city is in the process of securing a microloan through Minnesota Rural Water Association to fund the feasibility study for the rural water supply

project. This loan will also cover the cost of the street feasibility study completed by Moore Engineering.

- C. Rural Water Supply Project:** The proposed amount of the microloan through the Minnesota Rural Water Association is \$50,000, to be repaid over 10 years. The repayment will be managed through a fee that will be added to the utility bills. The finalization of the microloan is scheduled to be discussed and approved during a special meeting on November 4th. This meeting will include the necessary steps to complete the loan process and any other related business.

D. Infinity Center:

- **Gymnasium Roof Repair:** The EDA is pursuing a grant from the Dekko Foundation to cover the additional \$37,000 needed to replace the entire roof and operational costs to continue offering programs that benefit the youth in the community.
- **Proposed Daycare:** No new updates.
- **Boiler:** The crack in the boiler has been welded. The city is actively looking for a licensed boiler operator for the building.
- **Open Gym:** The city plans to restart the open gym program, potentially managed by the Community Club, with sessions on weekends and Wednesdays.

- E. Tree Request:** The tree request involved removing three dead ash trees and a large limb from a fourth tree along Canning Street right-of-way. The city received a quote of \$1,400 from Burley's Tree Service for the removal. The council approved the quote, and the work is expected to be completed this fall. Additionally, trees on Rice Street will be removed by Burley's Tree Service at the county's expense.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve moving forward with the quote of \$1,400 from Burley's Tree Service for the removal of three dead ash trees and a large limb from a fourth tree on Canning Street.

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

NEW BUSINESS

- A. Building Permits:** An application was filed requesting a building permit to build an addition to the shop building at 222 Canning St E.

MOTION: M. Smart moved; seconded by P. Baukol to approve issuing a building permit to construct an addition to the shop building at 222 Canning St E.

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

An application was filed requesting a building permit to install a new egress window and window well and replace 4 windows and window wells at 112 Park Ave E.

MOTION: M. Smart moved; seconded by B. Schlapkohl to approve issuing a building permit to install a new egress window and window well and replace 4 windows and window wells at 112 Park Ave E. BAUKOL: abstain; JOHANNSEN: aye; LOPEZ: absent; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

- B. Donation Resolution:** A donation from the Borup Community Club was received and approved.

MOTION: P. Baukol moved; seconded by M. Smart to adopt Resolution No. 2024-08: 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; JOHANNSEN: aye; LOPEZ: absent; SCHLAPKOHL: aye; SMART: aye. MOTION PASSED.

- C. Cannabis Ordinance:** The state of Minnesota legalized adult-use cannabis, prompting local governments to establish regulations. The council discussed whether to adopt its own cannabis ordinance or fall under the county's ordinance, ultimately deciding to rely on the county's regulations. They considered the enforcement challenges and potential future adjustments if the county's ordinance proved problematic. Additionally, this approach aligns with the actions of most other cities in Norman County. The motion to be included under the county's ordinance was approved.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve regulation under the cannabis ordinance being drafted and enforced by Norman County.

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

- D. Special Meeting:** A special meeting was scheduled to address any business related to finalizing the microloan for financing the water feasibility study and the street reconstruction feasibility study, as well to discuss any available information regarding open gym.

MOTION: M. Smart moved; seconded by P. Baukol to schedule a special meeting to be held on Monday, November 4th at 7:00 P.M. for the purpose of finalizing the microloan through the Minnesota Rural Water Association for the feasibility study, to address any other related business, and to handle information available regarding open gym.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by P. Baukol to adjourn the meeting at 8:53 P.M. The next regular council meeting will be held at 7:00 P.M. on November 20, 2024, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer