

CITY OF HENDRUM
Regular Council Meeting Minutes
July 12, 2021

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:36 pm on July 12, 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.

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

The following member of the public was present: Anita Torkelson.

CITIZEN'S FORUM

Anita Torkelson addressed the council regarding the burned home on her property and her plans moving forward with demolition and building.

CONSENT AGENDA

- a) 2021-06-14 Regular Council Meeting Minutes
- b) 2021-06 Maintenance Logs
- c) 2021-06-11 LMCIT dues increase notice

MOTION: M. Smart moved; seconded by *P. Baukol* to remove the correspondence dated 2021-06-09 regarding the insurance company ownership change notification from the consent agenda and approve the remaining items as listed.

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

APPROVAL OF AGENDA

- a) Add to New Business: **B. 312 Main St E**
- b) Add to New Business: **C. Tree Request**
- c) Add to New Business: **D. Building/Demo Permits**

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to approve the agenda with the listed additions.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS: The water leak on Main Street will be getting repaired on Wednesday, July 14th. The air compressor used in the shop needs to be replaced. A request was submitted to approve the purchase of an air compressor which was found on sale at Runnings.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to approve the purchase of the air compressor from Runnings.

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

B. CLERK-TREASURER:

1. Financial Report & Claims List: The June financial report and July claims list totaling \$16,405.86 were presented for approval. Clerk-Treasurer Plemmons also provided the council with a six-month financial report to review in preparation for working on the 2022 budget.

MOTION: P. Baukol moved; seconded by *M. Smart* to approve the June financial report and pay the following claims totaling \$16,405.86:

<u>Claim #</u>	<u>Vendor</u>	<u>Total</u>
3272	Internal Revenue Service	\$1,367.47
3273	PERA	\$478.63
3274	Loffler	\$24.26
3275	Minnesota Rural Water Association	\$300.00
3276	MAOSC	\$247.80
3277	Red River Valley Cooperative Power	\$64.21
3278	Red River Valley Cooperative Power	\$1,729.22
3279	Red River Valley Cooperative Power	\$178.73
3280	Fuch’s Sanitation, Inc.	\$2,194.99
3281	United Lease and Finance, Inc.	\$3,648.16
3282	Valley General Store	\$145.03
3283	Bitker, Inc.	\$40.04
3284	Airgas USA, LLC	\$298.18
3285	Burley’s Tree Service	\$800.00
3286	Hendrum EDA	\$242.00
3287	Postmaster	\$110.00
3288	PERA	\$472.57
3289	Clark’s Excavating & Septic Pumping	\$225.00
3290	GreatAmerica Financial Services	\$108.00
3291	Display Sales	\$32.50
3292	Lues Lopez	\$11.73
3293	RMB Environmental Laboratories, Inc.	\$61.00

3294	Minnesota Bureau of Criminal Apprehension	\$15.00
3295	Karen Smart	\$491.54
3296	The Red River Promoter	\$75.00
3297	Postmaster	\$36.00
3298	Office Supplies Plus	\$27.66
3299	Hendrum EDA	\$242.00
3300	City of Hendrum	\$102.41
3301	Amazon.com	\$23.92
3302	Amazon.com	\$7.47
3303	Norman County West Elementary	\$1.00
3304	Norman County Auditor-Treasurer	\$1.65
3305	Norman County Recorder	\$46.00
3306	Verizon Wireless	\$65.04
3307	RDO Equipment Co	\$126.69
3308	Titan Machinery-Ada	\$1,345.84
3309	Julin Law Office, PLLC	\$725.25
3310	Julin Law Office, PLLC	\$60.00
3311	Norman County Index	\$80.00
3312	Norman County Implement, Inc.	\$153.87

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

C. MAYOR: The Minnesota State legislature approved funding this year for the Small Cities Assistance Program. The program was created in 2015 to provide funding for construction and maintenance of roadways in cities with a population less than 5,000. There was no funding appropriated in 2019 and 2020, however the City of Hendrum will receive \$14,289.00 for 2021.

D. FIRE DEPARTMENT: The board reviewed the known expenses and potential income for storage space in the Simplot warehouse buildings if they were to be donated to the relief association. The Steak Supper has been scheduled to take place on September 25th in the gymnasium. An application to join the fire department was submitted for review.

MOTION: *P. Baukol* moved; seconded by *M. Smart* to approve hiring Renee Anderson as a member of the Hendrum Fire Department.

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

UNFINISHED BUSINESS

- A. City Ordinance Violations:** Twenty-one properties were identified as containing possible ordinance violations following a city-wide property inspection. The city council reviewed the inspection photos. It was reported that one of the violations had already been abated. Clerk-Treasurer Plemmons was instructed to send violation notification letters to the owners of twenty of the twenty-one identified properties.

MOTION: P. Baukol moved; seconded by *M. Smart* to send violation notification letters to twenty property owners.

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

- B. City Street Paving Project:** Discussion took place regarding a public informational meeting. No action was taken.
- C. Wellhead Protection:** No update.
- D. Proposed Water Supply Project:** No update.
- E. NCW Elementary School:** The city has taken ownership of the buildings and grounds as of July 1st. The reunion committee has requested availability for tours of the building on Saturday, July 24th. The "Save the Building Committee" is continuing to work on efforts to repurpose the building. The Fire Protection Service Agreement with NOVA Fire Protection for testing and inspection services for the fire sprinkler system in the school building has expired. The city council reviewed the agreement previously held by the Hendrum Elementary School.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to enter into a service agreement with NOVA Fire Protection for testing and inspection services for the fire sprinkler system in the school building and to authorize Mayor Johannsen and Clerk-Treasurer Plemmons to sign any documents necessary to effectuate the agreement.

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

NEW BUSINESS

- A. Donation Resolution:** A resolution was introduced regarding one cash donation for the Adopt-a-Pot program and two cash donations from Gary Cares to be used for the fire department and rescue squad.

MOTION: B. Schlapkohl moved; seconded by *S. Jeffery* to adopt Resolution No. 2021-10: 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: *aye*; JOHANNSEN: *aye*; SCHLAPKOHL: *aye*; SMART: *aye*. *MOTION PASSED.*

- B. 312 Main St E:** The vacant property at 312 Main Street East is scheduled to have the foundation removed and the hole filled and graded on Wednesday, July 14th.

C. Tree Request: A boulevard tree along 358 Rice Street South is cracked in half in a way that poses a safety hazard and will need to be removed.

MOTION: M. Smart moved; seconded by *P. Baukol* to approve scheduling the boulevard tree along 358 Rice Street South to be removed.

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

D. Building/Demo Permits:

A demolition permit application was received from the property owner to remove the burned home, trailer home and semi-trailer from 327 Rice Street North and 125 Park Avenue East.

MOTION: P. Baukol moved; seconded by *B. Schlapkohl* to issue a demolition permit for 327 Rice Street North and 125 Park Avenue East.

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

A building permit application was received from the property owner to convert the existing garage at 125 Park Avenue East into a residential living space.

MOTION: M. Smart moved; seconded by *P. Baukol* to issue a building permit for 125 Park Avenue East.

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

A building permit application was received from the property owner to construct a chicken coop with a fenced-in run for four chickens at 441 Gordon Street West.

MOTION: S. Jeffery moved; seconded by *M. Smart* to issue a building permit for 441 Gordon Street West.

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

ADJOURNMENT

M. Smart moved; seconded by *B. Schlapkohl* to adjourn the meeting at 9:16 pm. The next regular council meeting will be at 7:30 pm on August 9, 2021, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer