

CITY OF HENDRUM

Regular Council Meeting Minutes

December 10, 2025

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:00 PM on December 10, 2025, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota. The Pledge of Allegiance was recited.

OATH OF OFFICE

Brian Schlapkohl was officially sworn in as a council member after reciting the oath of office and signing the document to confirm his appointment; filling vacancy left by Lues Lopez.

ROLL CALL

The following council members were present: Paul Baukol, Curt Johannsen, Stephanie Kaasa, Brian Schlapkohl and Mike Smart.

The following city personnel were present: Keri Plemmons, Clerk-Treasurer.

The following members of the public were present: Ed Bergseid.

CITIZEN'S FORUM

Mr. Bergseid was in attendance to discuss his responsibilities regarding the boiler system and to request permission for the ATV Club to expand trail access through two city parks along Highway 75. He proposed installing signage to clearly mark routes and highlighted the economic and recreational benefits of the project, referencing similar agreements in nearby communities and the positive impact of trail systems in other regions. The council agreed to review a draft agreement and proceed from there.

CONSENT AGENDA

- a) 2025-11-19 Regular Council Meeting Minutes
- b) 2025-11 Maintenance Logs
- c) Resolution No. 2025-23: Donation Resolution to accept \$300 from the Borup Community Club for the gaming account and another \$300 donation for the fire department.

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

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

APPROVAL OF AGENDA

Add to New Business: **D. Employee Evaluations; E. Off Street Parking.**

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

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS: The public works report was not presented as staff was unavailable due to extended snow removal operations earlier in the day.

B. CLERK-TREASURER:

1. Financial Report & Claims List: The November financial report and December claims list totaling \$44,583.51 were presented for approval.

MOTION: P. Baukol moved; seconded by S. Kaasa to approve the November financial report and pay the following claims totaling \$44,583.51:

Claim #	Vendor	Total
5365	City of Hendrum	\$121.01
5366	Julin Law Office, PLLC	\$469.74
5367	Valley United Co-op	\$232.66
5368	Kotaco Fuels	\$74.55
5369	Norman County Index	\$85.50
5370	gWorks	\$2,120.00
5371	Red River Valley Cooperative Power	\$215.95
5372	PERA	\$527.31
5373	Internal Revenue Service	\$1,434.26
5374	PERA	\$563.00
5375	RMB Environmental Laboratories, Inc	\$209.00
5376	USPS	\$156.00
5377	Active911, Inc.	\$243.00
5378	Main Street Checks	\$105.78
5379	O'Reilly	\$90.55
5380	Northwestern Bank	\$10.00
5381	USPS	\$78.00
5382	Loffler Companies Inc	\$219.97
5383	Arvig	\$4.95
5384	Kotaco Fuels	\$148.33
5385	Visser Trenching Inc.	\$499.05
5386	MSCTC	\$950.00
5387	United Lease and Finance, Inc	\$4,529.44
5388	United Lease and Finance, Inc	\$1,906.00
5389	City of Hendrum	\$121.01
5390	Minnesota Department of Health	\$301.00
5391	Fuch's Sanitation, Inc.	\$2,784.04
5392	Hendrum EDA	\$242.00
5393	Verizon Wireless	\$38.62
5394	Northwest Iron Fireman, Inc	\$8.00

5395	Red River Valley Cooperative Power	\$4,686.28
5396	Red River Valley Cooperative Power	\$374.50
5397	USPS	\$7.85
5398	Fuch's Sanitation, Inc.	\$2,784.04
5399	Hendrum Firemen's Relief Association	\$15,955.14
5400	PERA	\$509.47
5401	Internal Revenue Service	\$1,456.97
5402	Acme Tools	\$320.99

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

- C. **MAYOR:** Mayor Johannsen reported that the Holiday Open House was well attended and successful, and expressed appreciation to everyone who contributed to the event.
- D. **FIRE & RESCUE:** Fire Chief Smart reported on preparations for the upcoming community Christmas event. An application to join the fire department has been received and will be reviewed once all state required information is received.

UNFINISHED BUSINESS

- A. **City Ordinance Violations:** Letters for unresolved ordinance violations are pending; and other open cases are being addressed.
- B. **Street Improvement Project:** No new updates.
- C. **Rural Water Supply Project:** No new updates.
- D. **Infinity Center:**
 - **Gymnasium Roof Repair:** The city is awaiting confirmation on a grant application for roof repairs.
 - **Rentals:** Past due rental payments are being addressed.
 - **Realtor:** No new update.
 - **Riverview Dairy:** Discussions continue with Riverview Dairy about potential building use, with plans to bring in an architect after the first of the year.
 - **Industrial Arts Building:** The council discussed selling the Industrial Arts building and the football field, noting that surveys and legal descriptions are required before proceeding. A new estimate from Moore Engineering was obtained for a maximum of \$3,500, which is \$1,500 lower than the estimate from Neset Land Surveys presented at the November meeting, and the council approved moving forward with Moore Engineering.

MOTION: P. Baukol moved; seconded by *S. Kaasa* to engage Moore Engineering to complete surveys and legal descriptions for two parcels at a cost not to exceed \$3,500.

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

- **Football Field:** The council noted that the football field must be replatted and surveyed before sale, and confirmed that this property is included in the new estimate from Moore Engineering.

- **Building Closure Plan:** In light of ongoing negotiations with Riverview Dairy, the council approved by majority vote to keep the building heated to prevent damage and maintain its viability for potential redevelopment, authorizing a partial fuel oil purchase as an interim measure.

MOTION: B. Schlapkohl moved; seconded by *M. Smart* to purchase approximately 4,000 gallons of fuel oil for the Infinity Center at an estimated cost of \$9,200.

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

NEW BUSINESS

- A. Insurance:** The council reviewed options to reduce insurance costs by increasing the property insurance deductible. It was noted that raising the deductible from \$1,000 to \$5,000 would save approximately \$5,096 annually. The council approved increasing the deductible to \$5,000.

MOTION: B. Schlapkohl moved; seconded by *P. Baukol* to increase its property and liability insurance deductible from \$1,000 to \$5,000, effective with the upcoming policy renewal, in order to reduce annual premium costs.

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

- B. 2026 Utility Billing Rates:** The council reviewed and adopted Resolution No. 2025-24 setting monthly utility billing rates effective January 1 – December 31, 2026.

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2025-24: Resolution Setting Utility Billing Rates for 2026. On the following roll call vote, the resolution was duly adopted and is on file at the city clerk's office.

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

- C. 2026 Budget & Tax Levy:** The council reviewed and adopted Resolution No. 2025-25 approving the 2026 property tax levy setting the total levy at \$168,661 which is approximately 7% over the previous year. The city clerk will transmit a certified copy of the resolution to the Norman County Auditor.

MOTION: M. Smart moved; seconded by *B. Schlapkohl* to adopt Resolution No. 2025-25: Resolution Approving 2025 Tax Levy Payable in 2026. On the following roll call vote, the resolution was duly adopted and is on file at the city clerk's office.

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

- D. Employee Evaluations:** The council agreed to conduct employee evaluations at the January meeting using the existing Google-based form. Council Member Baukol will review the current questions with the clerk for any updates, and the finalized form will be sent to members for completion by noon on the meeting day.

- E. Off Street Parking:** The council reviewed winter parking compliance following recent snowfall. Most residents were in compliance, but violations were noted at two locations.

Notices will be issued to the residents in violation of winter off-street parking regulations that are obstructing snow removal operations.

MOTION: B. Schlapkohl moved; seconded by *S. Kaasa* to issue a winter parking violation notice to the resident at 355 Rice St S for three vehicles parked on Rice Street.

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

MOTION: B. Schlapkohl moved; seconded by *S. Kaasa* to issue a winter parking violation notice to the resident at 358 Rice St S for one vehicle parked on Rice Street and a trailer parked on Hancock Street.

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

ADJOURNMENT

B. Schlapkohl moved; seconded by *P. Baukol* to adjourn the meeting at 8:12 PM. The next regular council meeting will be held at 7:00 PM on January 21, 2026, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer