CITY OF HENDRUM

REGULAR COUNCIL MEETING MINUTES

August 19, 2026 – 7:30 PM

Professional Building Boardroom – 308 Main Street East, Hendrum, Minnesota

CALL TO ORDER

Mayor Johannsen called the meeting to order at 7:30 PM. The Pledge of Allegiance was recited.

ROLL CALL

Council members present: Paul Baukol, Curt Johannsen, Brian Schlapkohl, and Mike Smart.
Council member absent: Stephanie Kaasa.
City staff present: Keri Plemmons, Clerk-Treasurer.
Members of the public present: Sarah Anderson, Krista Timm, Lucas Spaeth, Steve Jacobson, Ann Baukol, Angie Nelson, Carl Woeck, Sara Ramsey and Kristi Beyl.

APOLOGY FROM COUNCIL MEMBER

Councilmember Baukol apologized to Hendrum residents for his behavior at the previous meeting and requested that meeting order be maintained during council meetings.

CITIZEN'S FORUM

- **Lucas Spaeth of the West Central Regional Water District and Norman County Commissioner Stephen Jacobson**: Presented an update on the West Central Regional Water Project. They reported on the formation and approval of the regional water district, funding secured to date, ongoing engineering and permitting efforts, and plans to provide a regional water supply to participating communities and rural users. Hendrum was identified as a Phase One community, with future participation contingent upon securing local funding and execution of a water purchase agreement. The presenters noted that additional state and federal funding opportunities continue to be pursued and that transmission line construction could begin as early as spring 2027. The Council received the report and thanked the presenters for the update.
- **Sarah Anderson:** Inquired about the anticipated vacant council seat, costs associated with closing the school building, and corrective actions related to recent audit findings. Council provided information regarding the status of those matters.
- **Krista Timm:** Raised questions regarding closed meeting recordings, open meeting law compliance, records retention, and communications regarding the school property. Council indicated the concerns would be reviewed with the City Attorney.
- **Ann Baukol:** expressed concerns regarding the appearance and maintenance of the city following a recent community event. She asked whether the City currently had a maintenance employee and what maintenance activities were being performed. She also raised concerns regarding overgrown weeds and general upkeep of city property and requested an update on the school building. Council acknowledged the concerns and noted the school would be discussed later on the agenda.

No further public comments were offered, and the Citizen's Forum was closed.

CONSENT AGENDA

The Consent Agenda included the Regular Council Meeting Minutes from July 15, 2026; Resolution No. 2026-13, accepting a $350.00 donation from the Borup Community Club for the gaming account, a $350.00 donation from the Borup Community Club for the Fire Department, a $50.00 donation from Curt Johannsen for the Adopt-a-Pot program and a $100.00 donation from Northwestern Bank for the Adopt-a-Pot program.

MOTION: M. Smart moved; seconded by Paul to approve the consent agenda consisting of the minutes of July 15, 2026, City Council meeting and Donation Resolution No. 2026-13. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

APPROVAL OF AGENDA

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve the agenda with the following additions: NEW BUSINESS: D. Demolition Permit; E. Copier Lease; F. Street Light Repair; and G. Citizen's Forum Policy. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

REPORTS OF OFFICERS AND DEPARTMENT HEADS

A. PUBLIC WORKS & MAINTENANCE REPORT:

The Council received a maintenance report regarding a possible water system issue resulting in excessive pump run times. A contractor has been contacted to inspect the system and determine the cause. General maintenance activities, including weed control and city cleanup efforts, were discussed. The Council also received an update regarding an abandoned vehicle located at the park. M. Smart reported that the City's batwing mower was currently inoperable due to a failed spindle and worn components. Following discussion, the council authorized the purchase of the necessary repair parts for the mower.

MOTION: B. Schlapkohl moved; seconded by M. Smart to authorize the purchase of the necessary repair parts, including spindles, belts, and blades, for the City's batwing mower. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

Councilmember Baukol requested copies of Maintenance Superintendent Dustin Reinhardt's timesheets for 2025 and 2026 and requested copies of any complaints or charges that had been brought to the City regarding Reinhardt during his employment.

Councilmember Baukol raised concerns regarding Maintenance Superintendent Dustin Reinhardt's non-payment of camping fees associated with use of the Community Park and occupancy within the city-owned school building. The matter was discussed, and no action was taken by the Council.

B. CLERK-TREASURER'S REPORT:

The Clerk-Treasurer reported on activities completed since the previous meeting, including administration of the August 11, 2026 Primary Election; coordination of election judge recruitment and training; election equipment testing; and submission of election results to Norman County. Updates were provided on the June storm damage insurance claim and ongoing code enforcement matters. The Clerk-Treasurer also processed a TIF eligibility application and building permit applications, completed workers' compensation renewal paperwork, coordinated fire department membership and background check documentation, responded to data requests, and issued lease termination notices for the Infinity Center. Routine duties, including records management, resident inquiries, utility locates, financial administration, and general office operations, were also performed.

- **Financial Report & Claims:** The July financial report and August claims list, totaling $16,434.58, were presented for approval.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve the July financial report and payment of the following claims totaling $16,434.58. Upon a voice vote, all members present voted in favor. MOTION CARRIED.

Claim #	Vendor	Total
5653	Arvig	$14.95
5654	PERA	$262.14
5655	City of Hendrum	$120.98
5656	Valley Plains Equipment	$201.16
5657	Northwestern Bank	$1,012.50
5658	Laney's Inc	$951.00
5659	USPS	$513.60
5660	Railroad Management Company	$868.31
5661	USPS	$18.35
5662	Burley's Tree Service	$1,350.00
5663	Verizon Wireless	$38.62
5664	David Drown Associates, Inc.	$500.00
5665	Carl Woeck	$800.00
5666	Hendrum EDA	$242.00
5667	Fuch's Sanitation, Inc.	$2,764.71
5668	PERA	$262.14
5669	Internal Revenue Service	$866.70
5670	Red River Valley Cooperative Power	$365.33
5671	Valley United Co-op	$74.78
5672	Kotaco Fuels	$48.17
5673	Norman County Index	$199.50
5674	Julin Law Office, PLLC	$805.95

5675	Pye Barker	$368.00
5676	Red River Valley Cooperative Power	$457.99
5677	Red River Valley Cooperative Power	$2,377.69
5678	Minnesota Revenue	$912.08

- **Voided Checks:** The following checks were voided: 18469-18475 and 4422.
- **Audit Contract Renewal:** The Council reviewed the audit engagement letter from Hoffman, Philipp & Martell following completion of the City's previous audit contract. Because the City is required to continue annual audits while the Public Facilities Authority loan remains outstanding, the Council considered a new three-year agreement for audit services covering fiscal years 2026 through 2028 at a cost of $8,200 annually.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to approve a three-year audit agreement with Hoffman, Philipp & Martell for auditing services for fiscal years 2026, 2027, and 2028 at a cost of $8,200 per year. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

- **Election Judge Resolution:** The Council considered Resolution No. 2026-14 appointing election judges for the August 11, 2026 Primary Election and the November 3, 2026 General Election. The resolution authorized the appointment of election judges for the combined Hendrum City and Hendrum Township polling place in accordance with Minnesota election law.

MOTION: M. Smart moved; seconded by B. Schlapkohl to adopt Resolution No. 2026-14 appointing election judges for the 2026 Primary and General Elections. Roll call vote: M. Smart – Aye; P. Baukol – Aye; B. Schlapkohl – Aye; C. Johannsen – Aye; and S. Kaasa – Absent.
RESOLUTION ADOPTED

C. MAYOR'S REPORT:

The Mayor reported that there was no formal report beyond items already included elsewhere on the agenda.

D. FIRE & RESCUE REPORT:

The Council reviewed the proposed Ordinance No. 86 relating to fire call billing. Fire Chief Smart also reported on joint training activities with neighboring departments.

MOTION: P. Baukol moved; seconded by B. Schlapkohl to proceed with adoption of Ordinance No. 86 and direct staff to prepare the necessary adoption resolution and publications requirements. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

UNFINISHED BUSINESS

A. City Ordinance Violations: The Council reviewed several pending ordinance violation matters. The property located at 216 Canning Street East was discussed, and because progress had been made toward correcting the violations, the Council directed staff to continue monitoring the property. The Council also reviewed a mowing violation at 359 Rice Street South and agreed to continue monitoring the property while allowing additional time for compliance. Violations at

403 Gordon Street East and 514 Hancock Street East were dismissed after the cited conditions had been corrected. The Council also dismissed a fence permit violation at 357 Rice Street South after determining the issue had been adequately addressed. In addition, the Council discussed an unlicensed and inoperable vehicle located on a city right-of-way and directed that a notice be issued to the property owner. Concerns regarding overgrown vegetation on a boulevard area were also discussed, and informal contact with the property owner was authorized before pursuing further enforcement action.

MOTION: B. Schlapkohl moved; seconded by M. Smart to continue monitoring the ordinance violation at 216 Canning Street East due to progress being made toward correction of the identified violations. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to continue monitoring and table further enforcement action regarding the mowing violation at 359 Rice Street South to allow additional time for compliance. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

MOTION: B. Schlapkohl moved; seconded by M. Smart to dismiss the ordinance violation at 403 Gordon Street East after determining the storm-related debris has been removed and the violation corrected. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to dismiss the fence permit violation at 357 Rice Street South after determining the fence had been modified to comply with ordinance requirements. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

MOTION: B. Schlapkohl moved; seconded by M. Smart to dismiss the mowing violation at 514 Hancock Street East following cleanup of the property and transfer of ownership. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to issue a notice regarding the unlicensed and inoperable vehicle located on the city right-of-way at 358 Rice Street South and proceed with enforcement as necessary. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

- **B. City Street Paving Project:** No updates were reported.
- **C. Rural Water Supply Project:** The presentation regarding the rural water supply project took place on Citizen’s Forum.
- **D. Infinity Center:**
  - **Gymnasium Roof Repair:** No update was available regarding the gymnasium roof. The matter remains pending.

- **Rentals:** The Clerk-Treasurer reported that lease termination notices had been sent to tenants occupying space within the Infinity Center. The Council reaffirmed its plan to close the building on October 31, 2026.
- **Request for Proposal:** The Mayor reported that work on a formal Request for Proposal had been placed on hold due to new redevelopment opportunities that had recently emerged. One opportunity involves a proposed cooperative educational program being explored by area school districts.
  The Council reviewed a proposed marketing agreement presented by a real estate professional who had toured the Infinity Center and expressed interest in marketing the facility for potential redevelopment opportunities, including senior housing. The agreement would allow the property to be marketed at no cost to the City unless a sale is completed. Following discussion, the Council agreed to have the proposed agreement reviewed by the City Attorney and authorized the Mayor and Clerk-Treasurer to execute the agreement upon attorney approval.

MOTION: B. Schlapkohl moved; seconded by M. Smart to approve the one-year realtor marketing agreement for the Infinity Center, contingent upon review and approval by the City Attorney, and to authorize the Mayor and Clerk-Treasurer to execute the agreement upon attorney approval. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

- **Riverview Dairy:** The Mayor reported that he had attempted to contact representatives of Riverview Dairy regarding potential interest in the facility but had not received a response. No additional updates were available at this time.
- **Industrial Arts Building/Football Field:** The Council discussed the future disposition and redevelopment potential of the former school property, including the Industrial Arts Building and a portion of the former football field. The Mayor reported that survey work had been completed to create separate parcels and discussed preliminary valuation information, potential interest in the properties, and the need to research the proper procedures for the sale of city-owned property. No action was taken regarding the sale of either parcel, and staff was directed to continue gathering information and evaluation options for future consideration.
- **Building Closure Plan:** The Council discussed utility costs associated with the Infinity Center and reviewed the feasibility of disconnecting three-phase electrical service. After consultation with Red River Valley Cooperative Power, it was determined that converting the building to single-phase service would require significant electrical modifications and expense. The Council agreed that maintaining the existing service was the most practical option while redevelopment opportunities continue to be explored.

E. **Closed Session Pursuant to Minn. Stat. § 13D.05, Subd. 3(a), to Discuss Employee Personnel Matters:** The Council entered into closed session pursuant to Minn. Stat. § 13D.05, Subd. 3(a) to evaluate the performance and ability of Maintenance Superintendent Dustin Reinhardt to fulfill the duties of the position. The closed session was electronically recorded as required by law. No final action was taken during the closed session. The Council reconvened in open session following completion of the evaluation.

MOTION: M. Smart moved; seconded by B. Schlapkohl to close the meeting pursuant to Minn. Stat. § 13D.05, subd. 3(a) to evaluate whether an employee's conduct affects employment status under the City's personnel policy. MOTION PASSED UNANIMOUSLY.

MOTION: B. Schlapkohl moved; seconded by M. Smart to reopen the meeting. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

NEW BUSINESS

A. **Budget Work Session:** The Council discussed scheduling a budget work session to begin preparation of the 2027 budget. Following discussion, the Council agreed to hold the work session prior to the next regular council meeting to review anticipated revenues, expenditures, and budget priorities for the upcoming year.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to schedule a Budget Work Session for September 9, 2026, at 7:00 pm. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

B. **Approval of Certificates of Survey and Authorization for Recording:** The Council reviewed the Certificates of Survey prepared by Moore Engineering to subdivide portions of the former school property into separate parcels, including the Industrial Art Building tract and a portion of the former football field. Following discussion, the Council adopted Resolution No. 2026-15 approving the Certificates of Survey and authorizing the Clerk-Treasurer to record the documents with the Norman County Recorder and submit them to the Norman County Assessor for assignment of new parcel identification numbers.

MOTION: M. Smart moved; seconded by P. Baukol to adopt Resolution No. 2026-15 approving the Certificates of Survey prepared by Moore Engineering subdividing portions of Parcel ID No. 29-4394000 and authorizing the Clerk-Treasurer to execute and record all documents necessary to complete the subdivision process. Roll call vote: M. Smart – Aye; P. Baukol – Aye; B. Schlapkohl – Aye; C. Johannsen – Aye; and S. Kaasa – Absent.
RESOLUTION ADOPTED.

C. **Building Permit Applications:** The Council reviewed two building permit applications. The first application was submitted for 458 Todd Street South for the replacement of six windows. The second application was submitted by JST Holdings for construction of a 100' x 60' commercial building at 130 Park Avenue West, contingent upon completion of the property sale. Following review, the Council approved both applications.

MOTION: B. Schlapkohl moved; seconded by M. Smart to approve the building permit application for replacement of six windows at 458 Todd Street South. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

MOTION: M. Smart moved; seconded by P. Baukol to approve the building permit application submitted by JST Holdings for construction of a 100' x 60' commercial building at 130 Park Avenue West, contingent upon completion of the property sale. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

D. **Demolition Permit:** The Council reviewed the demolition permit application for 344 Main Street West to remove an existing garage and shed on the property. The structures will be demolished and the site backfilled, with the existing concrete pad remaining in place. Following discussion, the Council approved the demolition permit.

MOTION: B. Schlapkohl moved; seconded by P. Baukol to approve the demolition permit application for removal of a garage and shed at 344 Main Street West. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

E. **Copier Lease:** The Clerk-Treasurer presented proposals for replacement of the City's copier lease, noting that the current lease expires in September 2026. The Council reviewed proposals from Loffler and Toshiba Business Solutions and compared equipment capabilities, service agreements, lease costs, and overage charges. Following discussion the Council determined that the Toshiba Business Solutions proposal provided the most cost-effective option and authorized entering into a new lease agreement upon expiration of the current lease.

MOTION: M. Smart moved; seconded by B. Schlapkohl to approve the Toshiba Business Solutions copier lease proposal through the Minnesota State Contract upon expiration of the City's current copier lease in September 2026 and to authorize the Clerk-Treasurer to execute the necessary agreement documents. Upon a voice vote, all members present voted in favor.
MOTION CARRIED.

F. **Street Light Repair:** The Council discussed the status of several damaged streetlights, including decorative lights and a tall streetlight along Highway 75. The Mayor reported that efforts are ongoing to obtain equipment specifications needed to secure replacement fixtures and complete repairs.

G. **Citizen's Forum Policy:** Council discussed public comment procedures during Citizen's Forum, including speaker time limits, maintaining orderly meetings, and avoiding debate during public comment. Council members discussed the City's current practices and the importance of balancing public participation with efficient meeting management. No action was taken.

ADJOURNMENT

Having no further business, M. Smart moved; seconded by B. Schlapkohl to adjourn the meeting at 9:53 pm. *MOTION PASSED UNANIMOUSLY.* The next regular council meeting will take place at 7:30 pm on Wednesday, September 16, 2026, in the boardroom of the Professional Building, 308 Main Street East, Hendrum.