

CITY OF HENDRUM
Regular Council Meeting Minutes
November 19, 2025

CALL TO ORDER

Mayor Johannsen called to order the regular meeting of the City of Hendrum Council at 7:01 PM on November 19, 2025, 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, Stephanie Kaasa, and Mike Smart.

The following city personnel were present: Keri Plemmons, Clerk-Treasurer; Dustin Reinhart, Maintenance Superintendent.

The following members of the public were present: Brandon Reber, Moore Engineering; Mike Halstad; and Echo Halstad.

CITIZEN'S FORUM

Mike and Echo Halstad attended the meeting to report ongoing issues with a neighbor's five dogs running at large, creating safety concerns and property damage. Additionally, a snow fence was installed directly on the property line, which violates the ordinance requiring fences to be set back at least two feet unless written consent is obtained from the adjoining property owner. The council acknowledged these violations and agreed to send a notice to the property owner addressing both the animal ordinance and fence compliance issues.

CONSENT AGENDA

- a) 2025-10-15 Regular Council Meeting Minutes
- b) 2025-10 Maintenance Logs
- c) Resolution No. 2025-22: Donation Resolution to accept \$300 from the Borup Community Club for the gaming account.

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

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

APPROVAL OF AGENDA

MOTION: P. Baukol moved; seconded by M. Smart to approve the agenda as presented.

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

REPORTS OF OFFICERS AND DEPARTMENT HEADS

- A. PUBLIC WORKS:** The Maintenance Superintendent Reinhart completed hydrant flushing, winterized the park facilities, and pumped the lift station. A new portable water pump was purchased to improve efficiency for winterizing tasks. Streetlight maintenance was performed, replacing 13 bulbs, and preparations for snow fence installation and Christmas

lights are underway. The boiler inspection for the Infinity Center is scheduled for January, and startup chemicals have been ordered.

a) MDH Notice of Violation: The Minnesota Department of Health issued a warning because the city failed to submit required lead and copper sampling reports for the June-September monitoring period. Five samples should have been collected and reported, but this was missed. The council directed staff to work with the licensed water operator to complete the sampling and submit the report promptly to avoid further enforcement or fines.

B. CLERK-TREASURER:

1. Financial Report & Claims List: The October financial report and November claims list totaling \$8,842.10 were presented for approval.

MOTION: M. Smart moved; seconded by *P. Baukol* to approve the October financial report and pay the following claims totaling \$8,842.10:

Claim #	Vendor	Total
5348	Red River Valley Cooperative Power	\$2,885.35
5349	Red River Valley Cooperative Power	\$339.38
5350	Red River Valley Cooperative Power	\$211.67
5351	Minnesota Fire Service Certification	\$52.50
5352	Loffler Companies Inc.	\$192.05
5353	Microsoft	\$322.12
5354	PERA	\$446.92
5355	USPS	\$78.00
5356	Hutman Inc.	\$270.00
5357	Kotaco Fuels	\$736.36
5358	Hendrum EDA	\$242.00
5359	Visser Grading	\$499.05
5360	Verizon Wireless	\$38.62
5361	Kotaco Fuels	\$127.62
5362	Arvig	\$4.95
5363	Emergency Apparatus Maintenance Inc	\$2,267.22
5364	Perley Community Co-op	\$128.29

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

2. Annual Audit: The council discussed the possibility of moving to a five-year audit cycle; however, the city’s PFA bond requires annual audits until the final payment in 2030. The clerk confirmed with Minnesota Public Facilities Authority (PFA) that the city must continue with yearly audits for compliance.

3. State Minimum Wage: The clerk reported that Minnesota’s minimum wage increased to \$11.13 per hour effective January 1, 2025, and will rise to \$11.41 in 2026. This change

affects pay for election judges and fire department personnel, requiring adjustments to ensure compliance with state law.

- 4. Delinquent Utility Assessments:** The clerk reported that delinquent utility balances are being recovered effectively through property tax assessments. For example, of \$14,320 assessed in 2023, only \$1,662 remains outstanding, and additional interest charges of 8-10% apply until paid. Given this recovery rate and added interest, the clerk advised that continuing with tax assessments is more cost-effective than reinstating shutoffs.
- C. MAYOR:** Mayor Johannsen reported that he had no new items to present beyond those already covered in the meeting agenda.
- D. FIRE & RESCUE:** The Veterans Day supper fundraiser brought in approximately \$550 to support department needs. Training sessions continue, including propane burn exercises, and recruitment efforts are underway to bolster membership, with several new individuals expressing interest. Equipment issues persist with the fire truck's transmission, which may require recalibration or electronic repairs, and further troubleshooting is planned. Upcoming activities include Santa Days and continued firefighter certification training.

UNFINISHED BUSINESS

A. City Ordinance Violations:

- 1. 332 Main St W:** The council noted significant improvement in cleanup efforts and agreed that further legal action is not warranted at this time. However, fence and animal ordinance violations remain, including dogs running at large and licensing issues.

MOTION: M. Smart moved; seconded by P. Baukol to discontinue legal action regarding nuisance violations at 332 Main St W and continue monitoring for compliance.

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

MOTION: M. Smart moved; seconded by P. Baukol to send a notice to the property owners at 332 Main St W regarding animal ordinance violations and fence compliance, including requirements for setbacks and licensing.

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

- 2. 257 Herbert St S:** The reported violation has not been resolved, and a motion was passed to proceed with legal action.

MOTION: P. Baukol moved; seconded by S. Kaasa to direct the city attorney to proceed with legal action for nuisance violations related to an unlicensed vehicle at 257 Herbert St S.

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

- 3. 433 Gordon St W:** The reported violations have not been resolved, and a motion was passed to proceed with legal action.

MOTION: P. Baukol moved; seconded by *S. Kaasa* to direct the city attorney to proceed with legal action for nuisance violations related to unlicensed and excessive vehicles at 433 Gordon St W.

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

B. Street Improvement Project: No updates.

C. Rural Water Supply Project: Brandon Reber from Moore Engineering presented a preliminary report evaluating Hendrum’s water system and outlined four options: (1) maintain current system, (2) rehabilitate the water tower and well, (3) connect to rural water while keeping the tower, or (4) connect to rural water and remove the tower. All estimates include the \$600,000 grant already secured. The council discussed long-term maintenance, fire protection, and funding challenges, and agreed to submit the report to USDA Rural Development to pursue additional funding while delaying any final decision until more financial support or rural water infrastructure becomes available.

D. Infinity Center:

- **Gymnasium Roof Repair:** The city is awaiting confirmation on a grant application for roof repairs.
- **Rentals:** Sugar Mama’s will be vacating the kitchen by the end of November.
- **Realtor:** Engagement with a realtor has been delayed pending Riverview Dairy’s decision. The mayor intends to schedule a walk through with the realtor as a backup plan.
- **Riverview Dairy:** The dairy recently toured the property and is exploring housing options for its upcoming project, but the developer has not committed to a timeline and continues to keep all possibilities open. The mayor will continue monitoring developments and maintain communication with project representatives.
- **Industrial Arts Building:** Plans to sell these parcels require a property survey and updated legal descriptions. A quote of \$2,500 per parcel was received, and the council will seek additional quotes before proceeding.
- **Football Field:** The council explored selling part of the football field to a local business for expansion. Measurements and legal steps to separate the parcel will be researched before any action is taken.
- **Building Closure Plan:** The council agreed to keep the building heated for now to prevent damage and maintain marketability, while exploring cost-saving options such as installing propane furnaces for the gymnasium. No final decision was made; the approach will be reviewed monthly.

E. Tree Request: The council reviewed a request to remove two boulevard trees: one partially uprooted during a summer storm and another ash tree that is deteriorating internally. Both pose safety risks, including potential damage to a nearby power line. Maintenance Superintendent Reinhart confirmed that he can remove the trees safely.

MOTION: P. Baukol moved; seconded by *M. Smart* to remove two boulevard trees near 335 Main St W identified as hazardous by the Maintenance Superintendent and Councilmember Smart.

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

- F. Flood Buyout Property Lease:** The city opened sealed bids for leasing the flood buyout property and received six proposals. The highest bid was \$800 per year from Armanda Spitzer and Austen Schnieder. The council voted unanimously to award the lease to these bidders.

MOTION: P. Baukol moved; seconded by *M. Smart* to award the lease of the flood buyout property to Armanda Spitzer and Austen Schneider for \$800 per year for a three-year term.

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

NEW BUSINESS

- A. Councilmember Vacancy:** Councilmember Lues Lopez confirmed that he has moved out of town and verbally confirmed vacating his position. The council adopted a resolution declaring the seat vacant effective November 19, 2025. Because less than two years remain in the term, the council may appoint a replacement without a special election. The council agreed the fairest approach is to appoint the candidate with the next highest votes from the last election.

MOTION: M. Smart moved; seconded by *P. Baukol* to adopt Resolution No. 2025-21: A Resolution Accepting Resignation and Declaring a Vacancy. On the following roll call vote, the resolution was duly adopted and is on file at the clerk's office.

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

MOTION: P. Baukol moved; seconded by *S. Kaasa* to appoint Brian Schlapkohl to fill the remainder of Lues Lopez's term, effective at the December meeting.

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

- B. Building Permit:** The council reviewed a building permit application submitted by the contractor for the property at 116 Park Avenue East to remove and replace 2 entry doors and 21 windows of the same size with no structural changes. The council unanimously approved the permit.

MOTION: P. Baukol moved; seconded by *S. Kaasa* to approve the building permit application as submitted for 116 Park Avenue East.

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

- C. December Meeting Date:** The December meeting date was rescheduled to December 10, 2025, at 7:00 pm.

MOTION: P. Baukol moved; seconded by *M. Smart* to reschedule the December council meeting to December 10, 2025, at 7:00 pm.

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

ADJOURNMENT

P. Baukol moved; seconded by *S. Kaasa* to adjourn the meeting at 9:27 PM. The next regular council meeting will be held at 7:00 PM on December 10, 2025, in the boardroom of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer