

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, JANUARY 3, 2022**

**CALL TO ORDER**

Mayor Dave Treumer called the regular meeting of the Hallock City Council to order at 5:37 pm on January 3, 2022. Those Present: Mayor Dave Treumer, Mike Totleben, Jen Peterson and Kevin Waller.

Also present: City Clerk-Administrator Aimee Sugden, Maintenance Supervisor Dan Larson, Police Chief Mike Docken, Fire Chief Kevin Klein, Fire Department Member Seth Preble, Airport Manager Jeremy Seng and Kittson County Enterprise Reporter Anna Jauhola.

**APPROVE AGENDA**

**Councilor Waller motioned to approve the agenda.** The motion was seconded by Councilor Totleben and carried unanimously.

**APPROVAL OF MINUTES**

**Councilor Totleben moved to approve the minutes of the regular Hallock City Council Meeting on December 6, 2021.** The motion was seconded by Councilor Waller and carried unanimously.

**Councilor Waller moved to approve the minutes of the special Hallock City Council Meeting on December 13, 2021.** The motion was seconded by Councilor Larson and carried unanimously.

**FISCAL & ADMINISTRATIVE ISSUES**

**Approval of Bills**

Mayor Treumer and Councilor Totleben reviewed bills.

**Motion by Councilor Waller to authorize payment of City bills in the amount of \$187,521.89, General fund, checks #12312 to #12335, which includes a transfer of \$52,900.00 to the payroll account to cover wages, taxes and benefits.** The motion was seconded by Councilor Peterson and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the February 2022 meeting.

***Financial Reporting***

Administrator Sugden presented the council with a 'Budget to Actual' report for the month of December 2021.

***2022 Appointments, Committees, Commissions & Boards***

**Motion by Councilor Totleben to approve the listing of appointment, committees, commissions and boards.** The motion was seconded by Councilor Totleben and carried unanimously.

See Appendix A for full listing of Appointments, Committees, Commissions and Boards.

***2022 Fee Schedule***

**Motion by Councilor Larson to approve the presented fee schedule.** The motion was seconded by Councilor Peterson and carried unanimously.

See Appendix B for full fee schedule.

***2022 Water Rates***

**Motion by Councilor Waller to increase water rates for 2022 3%.** The motion was seconded by Councilor Totleben and carried unanimously.

### Police Report

Police Chief Mike Docken reported to the council, including;

- A dilapidated residence at 921 Birch St AVE SE was torn down.
- Completed annual mandated training for post credits.
- Applying for a grant from TC Energy for the baby pool.

### Utility & Parks Department Report

Utility Superintendent Dan Larson reported to the council, including;

- Just completed cleanup from the latest winter storm. Hauled 102 truckloads of snow from the downtown area.
- Received the rest of the parts for the baby pool project.
- Working on equipment repair as needed.
- Completing end-of-year gas reporting.
- Beginning inventory for the audit.

### Fire Department Report

Fire Chief Kevin Klein reported to the council, including;

- Went on 60+ runs in 2021, about double what they had the year prior.
- 3 of the 6 new firemen are fully trained and able to enter buildings.
- Township contracts are up for renewal in 2022. These are three-year contracts.
- Reported on the positive outcomes of the change in fire department bylaws regarding attendance. 27 of the 28 members were compliant.
- Received a \$10,000 grant from Ottertail Electric.

### *Election of Officers*

**Motion by Councilor Waller to approve the following slate of officers; Chief Kevin Klein, Assistant Chiefs Scott Slusar and Corey Younggren and Lieutenants Guy Gustafson, Rodney Bakken, Tim Soliah and Jordan Lofstrom.** The motion was seconded by Councilor Larson and carried unanimously.

### Airport Report

Airport Manager Jeremy Seng reported to the council, including;

- Increased funding from the FAA over the next 5 years.
- Hangar Leases and rental invoices will be sent in January.

### New Business

#### *Resolution 2022-01; Johnson-Brooks Wedding*

**Motion by Councilor Waller to approve Resolution 2022-01; Authorizing the Two River Golf Club to serve alcohol at city hall.** The motion was seconded by Councilor Peterson and carried unanimously.

### Other Business/Announcements

#### *Upcoming Meetings*

Next Meeting; February 7, 2022 @ 5:30 p.m.

Offices Closed Monday, January 17 in observance of Martin Luther King Jr. Day.

### Council Roundtable & Public Comment

None

### Adjournment

There being no further business, Councilor Larson moved to adjourn the Regular Meeting of the Hallock City Council on January 3, 2022. The motion was seconded by Councilor Totleben and carried unanimously. The meeting adjourned at 6:32 p.m.

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Dave Treumer, Mayor

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Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden

APPENDIX A

Council and Mayor Appointments

<u>Position</u>	<u>Appointee</u>
Acting Mayor	Mike Totleben*
Airport	
Assistant Weed Inspector	Mike Docken
City Forester	Mike Docken
City Hall	Kevin Waller
City Representative to Arena	Jen Peterson
Emergency Service	Mike Docken
Flood Plain/Zoning	Aimee Sugden
North West Regional Library Rep	Deland Swanson
Police	Dave Treumer
Parks	Jen Peterson
Streets	Kevin Waller
Water, Sewer, Gas	Mike Totleben
City Attorney	Brink Lawyers
City Engineer	Moore Engineering
Airport Engineer	KLJ Engineering
Depository	United Valley Bank
Depository	American Federal Bank
Official Newspaper	Kittson County Enterprise

Airport Commission

John Fowler  
 John Vold  
 Jim Younggren  
 Jerod Hanson  
 Darrel Johnson  
 Kenny Hultgren\*  
 Mike Totleben, City Council  
 Ex Officio; Aimee Sugden, City Administrator

City Board of Health

Mike Docken  
 Kevin Klein  


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 Jen Peterson, City Council

Flood Committee

Mike Docken  
 Dan Money  
 Dan Younggren  
 Dale Hanson  
 Kerry Costin  
 Kevin Klein  
 Dan Larson  
 Dave Treumer, Mayor  
 Aimee Sugden, City Administrator

Fire Relief Members

Dave Treumer, Mayor  
 Aimee Sugden, City Administrator

## Hallock Economic Development Association

Dave Treumer, Mayor  
Jennifer Peterson, City Council  
Guy Gustafson  
Rodney Bakken  
Dan Younggren  
Ex Officio; Aimee Sugden, City Administrator

## Housing and Redevelopment Authority

Kevin Waller, City Council  
Todd Johnson  
Bob Jaszczak  
Jay Friedt  
Loren Younggren/County Rep  
Aimee Sugden, City Administrator

## Library Board

Susan Cadieux  
Kalli Peterson  
Shannon Christianson  
Shirley Rydberg  
Betty Younggren  
Diana Vagle  
Sharlene Klegstad  
Kristin Eggerling, Chair  
Virginia Johnson  
Nancy Severson  
Cheri Reese  
Jennifer Ristad

## Personnel Committee

Dave Treumer  
Kevin Waller\*  
Aimee Sugden, City Administrator

## Parks and Recreation

Naomi Larson, City Council  
Emily Kuzel

Mike Docken  
Kathy Johnson  
Dan Money  
Dan Younggren  
Molly Sobolik\*  
Ex Officio; Aimee Sugden, City Administrator

## Planning and Zoning

Chair; Aimee Sugden, City Administrator  
Robert Carr\*  
Jim Johnson  
Joe Nigg  
Laura Reese  
Mike Totleben, City Council

APPENDIX B

<b>Baseball</b>	
Baseball; \$35.00	T-Ball; \$10.00

<b>Camping</b>	
Daily	\$20
Weekly	\$100
Monthly	\$250
3-Months	\$750 \$600 (if paid before 6/15/20)
4-Months	\$1,000 \$800 (if paid before 6/15/20)
5-Months	\$1,250 \$1,000 (if paid before 6/15/20)
6-Months	\$1,500 \$1,200 (if paid before 6/15/20)
Pre-paid camping must be paid in the fall to reserve site.	

<b>City Hall Rental</b>	
Full Hall Fri, Sat, Sun	\$300
Full Hall Additional Day	\$25
Full Hall One Day	\$50
Room	\$20
Circus & Shows	\$25/day

<b>Liquor License</b>	
On/Off Sale, 3.2 Beer	\$275/year
On Sale, Private Liquor	\$900/year
On Sale, Private Liquor Sunday	\$200/year
Off-Sale, Private Liquor	\$100/year
On Sale, Seasonal Club 3.2 Beer	\$125/year
On Sale, Club Liquor	\$300/year
Temporary On-Sale, Club 3.2 Beer	\$25/day
Wine License	\$50/year
Off-Sale, Malt Liquor	\$100/year
Brewer Tap Room	\$275/year

<b>Utility Fees</b>	
Water Meter Turn On	\$15
Gas Meter Turn On	\$15
Gas Deposit	\$100

<b>Pool</b>	
Family Pass; 5 People or Less	\$175/season
Family Pass; 6 People or More	\$200/season
Single Pass	\$75/season
Swimming Lessons	Regular; \$25 Private; \$50
Daily Pool Rate	\$5/day
Water Aerobics	\$5/session

<b>Fire</b>	
Residential Structure	\$1,000
MVA	\$500
All other facilities; DNR Rates	

<b>Miscellaneous</b>	
Golf Cart/Mini Truck/4-Wheeler Permit	\$20/year
Peddler's License	\$15/day
Food Wagon License	\$30/daily \$250/year
Zoning Permit	\$25

<b>Airport</b>	
Hangars 42' Doors	\$100/month
Hangar 50' Door	\$150/month
Hangar 60' Door	\$200/month
Old Hangar & Carousel	\$75/month