

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, JANUARY 9, 2023**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:34 pm on January 9, 2023. Those Present: David Treumer, Kevin Waller, Mike Totleben and Naomi Larson. Jen Peterson was absent.

Also present: City Administrator Aimee Sugden, Police Chief Mike Docken, Utility Superintendent Dan Larson, Fire Chief Kevin Klein, Assistant Fire Chief Seth Preble, Kittson County Enterprise Reporter Anna Jauhola and Northwest Community Action representatives John Wynne and Diane Hayes.

**APPROVE AGENDA**

**Councilor Waller motioned to approve the agenda after moving item #11C directly after item #5A.** The motion was seconded by Councilor Totleben and carried unanimously.

**APPROVAL OF MINUTES**

**Councilor Waller moved to approve the minutes of the Special City Council meeting on December 19, 2022.** The motion was seconded by Councilor Larson and carried unanimously.

**FISCAL & ADMINISTRATIVE ISSUES**

**Motion by Councilor Totleben to authorize payment of City bills as listed;**

General Fund Amount; \$63,986.81

Total Check Amount; \$476,584.27 (AF), \$5,312.07 (UVB)

Check Numbers; 12839-12863 (AF), 15906-15911(UVB)

EChecks; 11541E-11543E (AF), 503E-522E, 500979E-501005E(UVB)

Payroll Transfer (covers wages, taxes and benefits); \$49,050.00

The motion was seconded by Councilor Waller and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the February 2023 meeting.

***Budget to Actual Report***

Administrator Sugden presented the final Budget to Actual Report for 2022 to the council. She noted that the City likely finished the year about \$30,000 below the budget. Considering the high rate of inflation, this is very positive. These numbers are un-audited.

***2023 Appointments, Committees, Commissions and Boards***

Motion by Councilor Totleben to approve the proposed slate as discussed. The motion was seconded by Councilor Waller and carries unanimously.

See "Attachment A" for full slate of Appointments, Committees, Commissions and Boards.

***2023 Fee Schedule***

Motion by Councilor Totleben to approve the 2023 Fee Schedule. The motion was seconded by Councilor Larson and carries unanimously.

The council did discuss adding fees for those using City Hall for walking and/or pickleball. The council felt that this was a community service and they did not want to charge for it.

See "Attachment B" for full fee schedule.

### ***Resolution 2023-01; Writing Off Delinquent Utility Accounts Aged 7+ Years***

To clean off bad debt from the City's utility accounting system, Administrator Sugden presented the council with a list of utility accounts that were closed between 2011 and 2016 that are now outside the statute of limitations for collection. She recommended writing off these closed accounts.

Councilor Waller asked how these accounts got so high and why they were not shut-off. Sugden noted that each of these accounts were closed prior to her and Deputy Clerk Kroening's employment with the city. Attempts had been made in 2019, 2020, 2021 and 2022 to collect upon these accounts.

Administrator Sugden explained that safeguards have been put into place to prevent this from happening again. New customers are asked to sign an account agreement, provide their social security number and work out a payment plan for any past debt with the city prior to setting up an account at a new property. In addition, Deputy Clerk Kroening frequently sends out delinquent bill notices and works with customers to setup payment plans. The city assessed large utility bills to customer's taxes in 2021, but didn't have any large bills in 2022.

The council asked Sugden to table the resolution and confer with City Attorney Jeff Hane regarding the statute of limitations on collection of city bills.

### ***Employee Step & Review***

Mayor Treumer and Administrator Sugden conducted an annual personnel review with Deputy Clerk Kroening on Thursday, January 5, 2022. The review was positive and Treumer and Sugden recommend moving Johnson from Step 6 to Step 7 on the pay scale.

**Motion by Mayor Treumer to move Deputy Clerk Kroening from Step 6 to Step 7 on the Deputy Clerk pay scale.** The motion was seconded by Councilor Totleben and carried unanimously.

### ***Employee Handbook; Compensatory Time***

Administrator Sugden presented the council with a study of area cities and their Compensatory Time policies. Sugden noted that employees have accrued a substantial amount of compensatory time due to short staffing, snow events, on-call, etc. and that it would be in the best interest of the City of Hallock to put a policy in place to cap the allowable accrual and offer a one-time buyout of excessive hours.

Motion by Councilor Larson to approve the proposed handbook revision capping compensatory time banks at 80-hours per employee and a one-time buyout of hours in excess of 80-hours with the first payroll of December 2023 (at the rate of pay on 2/1/23).

### **Police Report**

Hallock Police Chief Mike Docken, reported;

- Three deer taken during the in-town deer hunt this season.
- Completed training for annual POST credits.
- Requested a Toughbook for squad vehicle so that he can have the ability to write tickets directly from the squad. This is the same equipment the county uses. More information regarding subscriptions and connectivity was needed. The council asked that Docken bring those details to the next meeting for review.

### **Utility & Parks Report**

Utility Superintendent Dan Larson, reported;

- December was a busy month with mid and end-of-year snow events.
- Caught up on blowing snow at the airport today. The airport has faced substantial drifting from the year's snow and wind events.
- New tires have been installed on the loader. Larson reports that he notices substantially less slippage.
- The lift station at the airport needs repair. Larson has contacted area contractors but has yet to secure one for the project.

## **Fire Report**

Fire Chief Kevin Klein, reported;

- Seven members are starting Firefighter 1 & 2 today. This class is taken through Minnesota State Community & Technical College and paid for through the state.
- 2023 Officers;
  - Lieutenants; Guy Gustafson, Tim Soliah, Jordan Lofstrom & Rodney Bakken.
  - Assistant Chiefs; Seth Preble & Corey Younggren
  - Chief; Kevin Klein

## ***DNR Contract***

Chief Klein and Assistant Chiefs Preble and Younggren met with the DNR regarding the renewal of their five-year contract.

**Motion by Councilor Totleben to accept the DNR's contract for \$5,000 annually for the next five years (2023-2027).** The motion was seconded by Councilor Larson and Carried unanimously.

## ***LG214 Premises Permit***

**Motion by Councilor Waller to approve lawful gambling at the Hallock Curling Club.** The motion was seconded by Councilor Totleben and Carried unanimously.

## **New Business**

### ***MNDOT Change Order 0001***

**Motion by Councilor Waller to approve MNDOT Change Order 0001 to replace 28 halogen lighting fixtures with LED so that all overhead lights in the city match.** The cost to the city is \$1,540.00. The motion was seconded by Councilor Larson and carries unanimously.

### ***Land Sale; Ottertail Power Company***

**Motion by Councilor Totleben to approve the sale of 7.13 acres of land (directly south of the Kittson County Fairgrounds) in the Hallock Industrial Park at \$4,500/acre to Ottertail Power Company, pending a review of the purchase agreement by the City Attorney.** The motion was seconded by Councilor Waller and carried unanimously.

The sale is expected to close no later than January 31, 2023.

### ***Small Cities Grant***

Northwest Community Action representatives John Wynne and Diane Hayes attended the council meeting to present the council with information regarding the Small Cities Grant from DEED. If the grant is approved by the state, it will allow for rehabilitation of 15 homes throughout the city with the grant totaling \$414,000. The previous Small Cities Grant (2016) was only available for downtown businesses and homes in the southeast portion of the city.

**Motion by Councilor Larson to approve the application for the Small Cities Grant.** The motion was seconded by Councilor Totleben and carried unanimously.

**Motion by Councilor Totleben to approve the Citizen Participation Plan for the Small Cities Grant.** The motion was seconded by Councilor Waller and carried unanimously.

### ***Street Closure Application***

**Motion by Councilor Totleben to approve an application for a street closure permit for Saturday, September 9, 2023.** The motion was seconded by Councilor Larson and carried unanimously. The application will go to the County Highway Department for final approval.

The application is for a wedding. City hall is booked as a backup venue. City-owned tables and chairs are not allowed outside of the venue.

**Council Roundtable & Public Comment**

None

**Other Business/Announcements**

***Upcoming Meetings***

Next Meeting; February 6, 2023

Office Closed; Monday, January 16, 2023

Council provided full regular meeting schedule for 2023.

**Adjournment**

There being no further business, Councilor Larson moved to adjourn the Regular Meeting of the Hallock City Council on January 9, 2023. The motion was seconded by Councilor Waller and carried unanimously. The meeting adjourned at 7:32 p.m.

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Dave Treumer, Mayor

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Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden

## Council and Mayor Appointments

<b>Position</b>	<b>Appointee</b>
Vice-Mayor/Acting Mayor	Jen Peterson
Airport	Mike Totleben
Assistant Weed Inspector	Mike Docken
City Forester	Mike Docken
City Hall	Naomi Larson
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	Naomi Larson
Streets	Kevin Waller & Jen Peterson
Water, Sewer, Gas	Mike Totleben
City Attorney	Jeff Hane, Brink Law Office
City Engineer	Moore Engineering
Airport Engineer	KLJ Engineering
Depository	United Valley Bank
Depository	American Federal Bank
Official Newspaper	Kittson County Enterprise

### Airport Commission

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  
 Jeanna Kujava  
 Jen Peterson, City Council

### Flood Committee

Mike Docken  
 Dan Money  
 Dan Younggren  
 Dale Hanson  
 Kevin Klein  
 Dan Larson  
 Corey Younggren  
 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, Chair  
Ex Officio; 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

## Housing and Redevelopment Authority

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

## Planning and Zoning

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

## 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

Kevin Waller  
Naomi Larson  
Aimee Sugden, City Administrator

Exhibit B

<b>Camping</b>		
	<b>Gilbert Olson</b>	<b>Horseshoe</b>
Daily	\$25	\$30
Weekly	\$110	\$120
Monthly	\$275	\$300
3-Months	\$750	\$800
4-Months	\$1,025	\$1,100
5-Months	\$1,300	\$1,375
6-Months	\$1,575	\$1,650
20% discount for 3/4/5/6-month reservations booked and paid for before June 15.		

<b>City Hall Rental</b>	
<b>Full Hall</b> Fri, Sat, Sun	\$300
<b>Full Hall</b> Additional Day	\$25
<b>Full Hall</b> 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>Summer Recreation</b>	
Daily Pool Pass	\$5
Single Season Pool	\$75
Family Season Pool	\$200
Nanny Pool Pass	\$50
Swimming Lessons	Regular; \$30 Private; \$75
Private Pool Rental Base (2-hours)	\$125
Additional Private Rental Time	\$60/hour
Baseball	\$40
T-Ball	\$10
Baseball Transportation	\$5/trip

<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