

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, FEBRUARY 6, 2023**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:37 pm on February 6, 2023. Those Present: David Treumer, Jen Peterson, Mike Totleben and Naomi Larson. Kevin Waller was absent but phoned in to observe the meeting.

Also present: City Administrator Aimee Sugden, Police Chief Mike Docken, Utility Superintendent Dan Larson, Assistant Fire Chief Seth Preble, Airport Manager Jeremy Seng, City Attorney Jeff Hane and Kittson County Enterprise Reporter Anna Jauhola.

**APPROVE AGENDA**

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

**SPECIAL GUEST: JEFF HANE, CITY ATTORNEY**

City Attorney Jeff Hane addressed the council.

**AGENDA AMENDMENT**

Councilor Larson motioned to move agenda item #12 (Old Business) to follow agenda item #6. The motion was seconded by Councilor Peterson and carried unanimously.

**OLD BUSINESS**

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

City Attorney Jeff Hane clarified the state statute regarding the collection of bills aged over seven years.

*541.053 LIMITATION OF ACTIONS BASED ON CONSUMER DEBT.*

*Notwithstanding section 541.31, subdivision 1, actions upon an obligation arising out of a consumer debt primarily for personal, family, or household purposes shall be commenced within six years. After its expiration, the statute of limitations is not revived by the collection of a payment on an account, a discharge in a bankruptcy proceeding, or an oral or written reaffirmation of the debt.*

**Motion by Councilor Peterson to approve Resolution 2023-01; Writing Off Delinquent Utility Accounts Aged 7+ Years.** The motion was seconded by Councilor Larson and carried by a vote of 3-1-0. Totleben voted nay.

**APPROVAL OF MINUTES**

**Councilor Larson moved to approve the minutes of the Regular City Council meeting on January 9, 2023.** The motion was seconded by Councilor Totleben and carried unanimously.

**FISCAL & ADMINISTRATIVE ISSUES**

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

General Fund Amount; \$127,634.87

Total Check Amount; \$146,884.76 (AF), \$6,932.33 (UVB)

Check Numbers; 12864-12906

EChecks; 11547E-11548E (AF), 523E-529E, 501006E-501023E (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$50,000.00

The motion was seconded by Councilor Larson and carried unanimously.

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

### ***Budget to Actual Report***

Administrator Sugden presented the Budget to Actual Report.

### ***Project Status Report***

Administrator Sugden presented a Project Status Report.

### ***Employee Handbook Review; Purpose + Scope***

Administrator Sugden outlined the process of completing and approving a revised employee handbook. The council will review, edit (if needed) and approve a section or two each meeting throughout 2023.

**Motion by Councilor Peterson to approve the Purpose, Scope, Equal Opportunity Policy and Data Practices Advisory (pages 1 and 2) in the Employee Handbook.** The motion was seconded by Councilor Totleben and carried unanimously.

### ***Pay Equity Report***

Administrator Sugden presented the council with the data required for the state's pay equity reporting system. State statute requires the council to approve the report prior to submission.

**Motion by Councilor Peterson to approve the Pay Equity Report as presented.** The motion was seconded by Councilor Larson and carried unanimously.

### ***Mock OSHA Report***

As part of a regional safety consortium, the contracted safety trainer provides 'value added time' to further review safety issues and prescribe corrections. The trainer completed a mock OSHA inspection at city facilities and compiled a report for the council.

Sugden, along with other city employees, will work to remedy known issues.

### **Police Report**

Hallock Police Chief Mike Docken, reported;

- 14 total incidents within the city in the month of January.

### ***Toughbook Purchase***

**Motion by Councilor Larson to approve the purchase of a Microsoft Toughbook with necessary local law enforcement software.** The motion was seconded by Mayor Treumer and carried unanimously.

### **Utility & Parks Report**

Utility Superintendent Dan Larson, reported;

- January has been quieter than December when it comes to snow removal. The crew has faced five wind events that have required snow removal on the weekends.
- The plow truck sustained damage in an accident in January. An insurance claim has been submitted.
- Worked with Spruce Valley Construction to make repairs to the lift station at the airport.
- Thanked the council for the purchase of the loader snow tires. Says they make a big difference.
- J. Turner is now certified for on-call gas service.
- Repaired a gas line after it was hit by a snow removal company. The crew will be installing concrete barriers in front of the line this spring.

### **Fire Report**

Assistant Fire Chief Seth Prevle, reported;

- Overall, January was a quiet month, but started February with three call-outs in one week.

***LG230: Raffle Permit***

Motion by Councilor Totleben to approve form LG230, a raffle permit for the Hallock Fire Department. The motion was seconded by Councilor Peterson and carried unanimously.

**Airport Report**

Airport Manager, Jeremy Seng, reported;

- Added another hangar renter (carousel hangar).
- Snow removal has gone well. Asked if the crew could do an extra pathway.
- There is a collapsed culvert that will need to be repaired in the spring.
- Will be pursuing a consultant search this spring.

**New Business**

***Kittson County; Forfeited Land***

Motion by Councilor Peterson to approve the CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY CHAPTER 396, LAWS 1935 AS AMENDED. Three properties within the city will be on the sale. The motion was seconded by Councilor Larson and carries unanimously.

**Council Roundtable & Public Comment**

None

**Other Business/Announcements**

***Upcoming Meetings***

Next Meeting; March 6, 2023

Office Closed; Monday, February 20, 2023

**Adjournment**

There being no further business, Councilor Totleben moved to adjourn the Regular Meeting of the Hallock City Council on February 6, 2023. The motion was seconded by Councilor Larson and carried unanimously. The meeting adjourned at 6:55 p.m.

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Dave Treumer, Mayor

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Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden