

MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, MAY 2, 2022

CALL TO ORDER

Vice-Mayor Totleben called the regular meeting of the Hallock City Council to order at 5:33 pm on May 2, 2022. Those Present: Mike Totleben, Naomi Larson, Kevin Waller and Jennifer Peterson.

Also present: City Clerk-Administrator Aimee Sugden, Utility Superintendent Dan Larson, Police Chief Mike Docken, Fire Chief Kevin Klein, Fire Department Member Seth Preble 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.

APPROVAL OF MINUTES

Councilor Peterson moved to approve the minutes of the special City Council meeting on April 25, 2022. The motion was seconded by Councilor Waller and carried unanimously.

FISCAL & ADMINISTRATIVE ISSUES

Approval of Bills

Vice Mayor Totleben reviewed bills.

Motion by Councilor Waller to authorize payment of City bills in the amount of \$147,427.54, General fund, checks #12470 to #12505, which includes a transfer of \$43,500.00 to the payroll account to cover wages, taxes and benefits. The motion was seconded by Councilor Larson and carried unanimously.

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

Financial Reporting

Administrator Sugden presented the council with a 'Budget to Actual' report for the month of April 2022 and a Q1 YOY comparison report. The city is right on target to meet their budget for the year.

Assistant Baseball Coach

Current Baseball Coach, Nick Johnson, will be serving his last year with our Parks & Rec department. Nick has done an excellent job, and the city would like him to begin to train a replacement. **Motion by Councilor Waller to advertise for an Assistant Baseball Coach for the 2022 season (position will be on the same pay scale as lifeguards/summer maintenance).** The motion was seconded by Councilor Peterson and carried unanimously.

Seasonal Help Pay Scale

The personnel committee met on Wednesday, April 27 and reviewed the seasonal help pay scale. They recommend a 3.5% adjustment to the pay scale for cost-of-living. **Motion by Councilor Larson to raise the seasonal pay scale wages by 3.5%.** The motion was seconded by Councilor Peterson and carries unanimously.

Summer Recreation Fees

After a review of wages and area parks and recreation fees, Administrator Sugden presented the council with a proposal for updated summer recreation fees. **Motion by Councilor Peterson to adopt the proposed summer recreation fees.** The motion was seconded by Councilor Waller and carried unanimously.

See Appendix A for rates.

Hire Returning Workers

Motion by Councilor Waller to hire returning workers (N. Johnson, J. Davis, M. Larson, K. Amb, C. Scalese, S. Stenmark, and E. Hillman). The motion was seconded by Councilor Larson and carried unanimously.

EDA Transfer

Motion by Councilor Waller to transfer \$20,800 (as requested by the EDA) from the Gas Fund to the EDA Fund. The motion was seconded by Councilor Peterson and carried unanimously.

EDA Loan; Costin, LLC

Motion by Councilor Larson to approve a \$1,200 EDA Loan at 2% interest over 24-months to Costin, LLC. The motion was seconded by Councilor Waller and carried unanimously.

EDA Grant; Costin, LLC

Motion by Councilor Peterson to approve an EDA Grant in the amount of \$2,300 for Costin, LLC. This grant is forgivable after 60-months of operation. The motion was seconded by Councilor Waller and carried unanimously.

EDA Grant; Northern Air

Motion by Councilor Waller to approve an EDA Grant in the amount of \$3,500 for Northern Air. The grant is forgivable after 60-months of operation. The motion was seconded by Councilor Peterson and carried unanimously.

Street/Utility/Parks Report

Utility Superintendent Dan Larson reported to the council, including;

- April came in with wet, heavy snow and left with flooding.
- Much of the month has been taken up by flood control and closely monitoring activities at various water levels. The new dam has affected the flooding protocols.
- Began pumping the pool down today.
- Repairing winter equipment before putting it away for the season.
- Started extended schedule today.
- The late spring will make for a very busy May.

Police Department

Police Chief Mike Docken reported to the council, including;

- Month included; 4 off-duty calls, 3 traffic stops, 3 speeding warnings and more, totaling 17 active calls.
- Registered for deer hunt.
- Monitoring flood.

Fire Department Report

Fire Chief Kevin Klein reported to the council, including;

- Three firemen left the department this month; two retirements and one moved out-of-the-area.
- Responded to 9 calls in April, including one during the Hospital Gala that was taking place at the Fire Hall.
- Will be purchasing three new sets of turnout gear for the department. The department will be reimbursed from the state's SAFER Grant for the purchase.
- Will be using a CHS grant to purchase a new air pack.

Motion by Councilor Larson to approve Jackson Soliah and Adam Wojciechowski as new members of the department. The motion was seconded by Councilor Waller and carries unanimously.

Airport Report

Airport Manager Jeremy Seng was absent from the meeting due to flooding. No report was given.

Old Business

Campground Rates

Campground rates were last evaluated in 2016. Since then cost-of-living and operation has increased roughly 20%. Administrator Sugden studied area rates and the city's financials and proposed a rate change to the council. Motion by **Councilor Waller to approve the proposed campground rates**. The motion was seconded by Councilor Peterson and carried unanimously.

See Appendix B for rates.

New Business

Building Permit 2022-01, K. Costin

Motion by Councilor Waller to approve building permit 2022-01, a fence for K. Costin. The motion was seconded by Councilor Peterson and carried unanimously.

Building Permit 2022-02, T. Ogorek

Motion by Councilor Larson to approve building permit 2022-02, an addition for T. Ogorek. The motion was seconded by Councilor Waller and carried unanimously.

Downtown Trees

Administrator Sugden presented on behalf of D. Lindgren. The council asked her to follow-up with Mr. Lindgren for additional information.

Council Roundtable & Public Comment

None

Other Business/Announcements

Upcoming Meetings

Next Meeting; May 23, 2022 @ 5:30 p.m.

Aimee @ Clerk's Institute, May 9-13, 2022

City Cleanup Days; Tuesday, May 17 and Thursday, May 19. 9:00 a.m.-7:00 p.m.

Community Rummage Sale; Saturday, June 4, 2022

Adjournment

There being no further business, Councilor Waller moved to adjourn the Regular Meeting of the Hallock City Council on May 2, 2022. The motion was seconded by Councilor Peterson and carried unanimously. The meeting adjourned at 6:50 p.m.

Dave Treumer, Mayor

Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden

Appendix A

| Summer Recreation Rates | |
|------------------------------------|-----------|
| Daily Pool Pass | \$5 |
| Single Pool Pass, Annual | \$75 |
| Family Pool Pass, Annual | \$200 |
| Nanny Pass (add-on only) | \$50 |
| Lessons (2-Weeks, Express) | \$30 |
| Private Lessons | \$75 |
| Private Pool Rental Base (2-Hours) | \$125 |
| Additional Rental Time | \$60/hour |
| Baseball | \$40 |

Appendix B

| Campground Rates | | |
|------------------|---------------|-----------|
| | Gilbert Olson | Horseshoe |
| Daily | \$25 | \$30 |
| Weekly | \$110 | \$120 |
| Monthly | \$275 | \$300 |
| 3-Month | \$750 | \$800 |
| 4-Month | \$1,025 | \$1,100 |
| 5-Month | \$1,300 | \$1,375 |
| 6-Month | \$1,575 | \$1,650 |

*20% off 3/4/5/6 month stays if book and paid for by June 1

**\$2/reservation booking fee