

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, DECEMBER 5, 2022**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:31 pm on December 5, 2022. Those Present: David Treumer, Kevin Waller, Mike Totleben, Naomi Larson and Jen Peterson.

Also present: City Administrator Aimee Sugden, Police Chief Mike Docken, Utility Superintendent Dan Larson and Kittson County Enterprise Reporter Anna Jauhola.

**APPROVE AGENDA**

Administrator Sugden asked the council to add item #5 (Red Barn Liquors) under Liquor License Renewals in New Business.

**Councilor Larson motioned to approve the agenda with the addition of item #5.** The motion was seconded by Councilor Totleben and carried unanimously.

**APPROVAL OF MINUTES**

**Councilor Waller moved to approve the minutes of the City Council meeting on November 7, 2022.** The motion was seconded by Councilor Totleben and carried unanimously.

**FISCAL & ADMINISTRATIVE ISSUES**

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

General Fund Amount; \$79,922.30

Total Check Amount; \$91,113.09 (AF), \$42,755.22 (UVB)

Check Numbers; 12775-12805 (AF), 15905 (UVB)

EChecks; 11539E (AF), 496E-502E, 500963E-500978E(UVB)

Payroll Transfer (covers wages, taxes and benefits); \$29,700.00

The motion was seconded by Councilor Larson and carried unanimously.

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

***Budget to Actual Report***

Administrator Sugden presented the Budget to Actual Report to the council. She noted that they were on track to stay within or under budget for the fiscal year ending December 31, 2022. The un-audited report shows a remaining balance of \$127,352.03 heading into December.

***2023 COLA***

The council discussed a Cost-of-Living Adjustment for employees. Sugden noted the new rates typically begin with the first pay period in December as that is when new insurance rates begin.

**Motion by Councilor Totleben to increase pay 5%.** The motion was not seconded and failed.

Council members agree to send the topic back to the personnel committee for further review and discussion. Adjustments to the first pay check in December will be made when a rate is determined.

**Truth-In-Taxation**

Motion by Councilor Totleben to close the regular meeting and open the annual Truth-In-Taxation meeting. The motion was seconded by Councilor Peterson and carried unanimously.

The council was provided a copy of the approved budget and levy form for 2023. The 2023 budget totals \$1,029,617.53 of which \$248,915 will be general levied. Residents will likely see their taxes go down despite an increase in home valuations.

Sugden pointed out the important distinction between assessed value and taxes. No one from the general public attended the meeting.

**Motion by Councilor Larson to adjourn the Truth-In-Taxation meeting and resume the regular city council meeting.** The motion was seconded by Councilor Totleben and carried unanimously.

### Police Report

Hallock Police Chief Mike Docken, reported;

- Interest in the in-town deer hunt was lower than normal this year.
- The house located at 210 6<sup>th</sup> St SE will likely not be torn down this year as expected. Twamley's anticipates removing the house in the spring.
- A new radar has been installed in the squad pickup.
- Noted that more nuisance trees need to be taken down in town.
- Completing POST requirements.
- November was a busy month.

### Utility & Parks Report

Utility Superintendent Dan Larson, reported;

- Completed final discharge at city ponds. Happy with current levels.
- Completed their fourth, and final, gas line installation for the year.
- Quickly changed over to snow plow equipment in early November for a handful of snow events.
- Christmas lights are up.
- J. Turner started last week. Working on training him in.
- Councilor Larson asked if Superintendent Larson could put additional sand at stop signs throughout town.

### New Business

#### ***Certify 2022 Election Results***

Administrator Sugden presented the Council with the County-reported election abstract for the 2022 general election. In-person voting surpassed 2020 general election turnout. **Motion by Councilor Waller to approve the 2022 election results.** The motion was seconded by Councilor Larson and carried unanimously.

#### ***Resolution 2022-13; Establishing a 2023 Polling Place***

**Motion by Councilor Totleben to approve resolution 2022-13 establishing a polling place for 2023.** The motion was seconded by Councilor Peterson and carried unanimously.

#### ***Elementary Hill Addition***

The Planning & Zoning committee met on Tuesday, November 29, 2022 to review the proposed division of the Elementary School Hill. They unanimously approved the proposal and have forwarded it to the council for approval.

**Motion by Councilor Waller to approve the proposed Elementary Hill Addition platting.** The motion was seconded by Councilor Peterson and carried unanimously.

### ***Water Rates***

Administrator Sugden presented the council with a notice received by North Kittson Rural water informing the city that they will be increasing rates by 5% in 2023. The standard increase is 3%. Sugden proposed to the council a 5% increase in base water rates and overages, a 10% increase in bulk water rates and no change to sewer rates.

#### **Proposed Water Rates**

Sewer	\$16.18
Water (Base)	\$32.53
Water-Trailer 1	\$42.26
Water-Trailer 2	\$45.99

Water-Trailer 3	\$49.64
Water Overage	\$1.65/unit
Bulk Water	\$8.53/1,000 gallons

**Motion by Councilor Totleben to approve the water rates as proposed by Administrator Sugden** The motion was seconded by Councilor Waller and carried unanimously.

***Kittson Memorial Sewer Agreement***

**Motion by Councilor Peterson to approve an Agreement of Understanding with Kittson Memorial Hospital.** The motion was seconded by Councilor Larson and carried unanimously.

***Liquor License Renewals***

**Motion by Councilor Peterson to vote on the applicants collectively rather than individually.** The motion was seconded by Councilor Larson and carried unanimously.

**Motion by Councilor Waller to approve liquor license renewals for the Hallock Curling Club, Hallock Eagles Club, Last Chance Trading Post, Red Barn Liquor and Revelation Ale.** The motion was seconded by Councilor Peterson and carried unanimously.

***Caribou Inn Request***

Caribou Inn owner, Nick Patel, sent a letter to the council asking for a liquor license for the Caribou Inn. Administrator Sugden conferred with legal counsel and the league of Minnesota cities.

Minn. Stat. 340A, 404, subd. 1 states “Hotels where food and lodging are regularly furnished to guests. The facility must contain a dining room serving the general public, with tables for seating at least 30 guests at one time.”

The Caribou Inn does not meet state requirements. No council action was taken.

***Small Cities Grant***

**Motion by Councilor Larson to approve moving forward with an application for the Small Cities Grant in 2023.** The motion was seconded by Councilor Totleben and carried unanimously.

**Council Roundtable & Public Comment**

***Council Raise***

***Motion by Councilor Waller to set the 2022 council pay raise at the same rate as regular, full-time city employees COLA.***

The motion was seconded by Councilor Larson and carried unanimously.

**Other Business/Announcements**

***Upcoming Meetings***

Next Meeting; January 9, 2023

Office Closed; Monday, December 26, 2022 & Monday, January 2, 2023

**Adjournment**

There being no further business, Councilor Peterson moved to adjourn the Regular Meeting of the Hallock City Council on December 5, 2022. The motion was seconded by Councilor Waller and carried unanimously. The meeting adjourned at 7:00 p.m.

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Dave Treumer, Mayor

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Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden