

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

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:34 pm on March 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, Fire Chief Kevin Klein, Airport Manager Jeremy Seng and Kittson County Enterprise Reporter Anna Jauhola.

APPROVE AGENDA

Councilor Totleben motioned to approve the agenda with the removal of item 6-E ('Employee Handbook Review'). The motion was seconded by Councilor Peterson and carried unanimously.

APPROVAL OF MINUTES

Councilor Larson moved to approve the minutes of the Regular City Council meeting on February 6, 2023. The motion was seconded by Councilor Peterson and carried unanimously.

CLOSED SESSION: KENDRA OLSON, PEMBERTON LAW

Councilor Larson moved to close the regular council meeting for a closed session with attorney Kendra Olson. The motion was seconded by Councilor Peterson and carried unanimously.

Councilor Peterson moved to close the closed session and resume the regular city council meeting. 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; \$126,750.01

Total Check Amount; \$98,424.00 (AF), \$47,775.01 (UVB)

Check Numbers; 12907-12938

EChecks; 11561E, 11564E(AF), 527E-538E, 501015E-501032E(UVB)

Payroll Transfer (covers wages, taxes and benefits); \$50,050.00

The motion was seconded by Councilor Larson and carried unanimously.

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

Budget to Actual Report

Administrator Sugden presented the Budget to Actual Report.

Project Status Report

Administrator Sugden presented a Project Status Report.

Summer Recreation Pay Scale

Motion by Mayor Treumer to increase summer recreation pay 5% for calendar year 2023. The motion was seconded by Councilor Larson and carried unanimously.

Police Report

Hallock Police Chief Mike Docken, reported;

- Ordered Toughbook and accessories. Will arrive in approximately 2-3 weeks.
- The council asked Chief Docken to investigate city ordinances regarding blighted houses and add them to his program for ticketing.

Utility & Parks Report

Utility Superintendent Dan Larson, reported;

- First water line freeze-up of the year occurred the day of the meeting. A temporary line has been installed and water has been restored for the customer.
- The crew has been working through annual training this month. Dan and Joel have completed their annual requirements. Justin continues to work on training for certifications.
- One major snow event and several wind events in February kept the crew busy.
- Awaiting an estimate for repairs on the damaged snow plow truck from Burt's Truck Repair in East Grand Forks.
- Worked with the state health department to confirm an inspection for the baby pool in early June.

Fire Report

Fire Chief Kevin Klein reported;

- The seven firemen enrolled in the Firefighter 1 course are almost done with training.
- Six firemen will attend a regional training in Moorhead in March.
- Working on coordinating an inspection for the ladder truck.
- February was a busy month with several callout.

Airport Report

Airport Manager Jeremy Seng reported;

- The furnace in the lobby went out this month. ProGas recommended upgrading it as it is quite dated.
- Seng and Sugden spoke about a timeline for engineer selection.

New Business

Utility Customer Policy

Motion by Councilor Totleben to approve a Utility Customer Policy. The motion was seconded by Councilor Larson and carried unanimously.

Council Roundtable & Public Comment

None

Other Business/Announcements

Upcoming Meetings

Next Meeting; April 3, 2023

Adjournment

There being no further business, Councilor Peterson moved to adjourn the Regular Meeting of the Hallock City Council on March 6, 2023. The motion was seconded by Councilor Totleben and carried unanimously. The meeting adjourned at 6:36 p.m.

Dave Treumer, Mayor

Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden