

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, MAY 1, 2023**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 6:02 pm on May 1, 2023. Those Present: David Treumer, Mike Totleben and Naomi Larson. Kevin Waller and Jennifer Peterson were absent.

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

**APPROVE AGENDA**

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

**PUBLIC COMMENT: DAN YOUNGGREN, GREENWOOD CEMETERY ASSOCIATION**

Dan Younggren, a member of the Greenwood Cemetery governing board, approached the council to begin a discussion around the City's interest and ability to become owners of the cemetery. The cemetery is currently owned by the Greenwood Cemetery Association.

The Greenwood Cemetery currently has major sloughing issues along the riverbank and has graves that need to be moved. The Greenwood Cemetery Association is asking the City of Hallock to become owners as they believe it may open them up to additional grants and funds not made available to small cemetery associations.

Younggren made clear that he is asking the city only to own the property, not to operate or maintain it.

City Administrator Sugden will research the legality, processes, and benefits to the cemetery if the City of Hallock were to take over ownership.

**APPROVAL OF MINUTES**

**Councilor Larson moved to approve the minutes of the Regular City Council meeting on April 3, 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; \$110,761.79

Total Check Amount; \$144,284.52 (AF), \$23,692.28 (UVB)

Check Numbers; 12980-13010 (AF), 15928 (UVB)

EChecks; 1565E-1566E(AF), 563E-571E (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 June 2023 meeting.

***Budget to Actual Report***

Administrator Sugden presented the Budget to Actual Report. Sugden noted that a payment was made to a pool engineer from 2021 in this month's Parks and Recreation 'Repairs and Maintenance'. This item was budgeted for in 2021 but the city was never billed for it until now.

***Project Status Report***

Administrator Sugden presented a Project Status Report. The report included current projects along with projects that will be prioritized in May 2023. Project highlights include further review of the employee handbook, a June 30, 2023 deadline with FEMA, All-School Reunion logistics, a security camera policy and work on the baby pool.

### ***Employee Handbook Review***

The council reviewed the Compensation, Uniforms, Performance Reviews, Benefits and Holidays sections. The Council asked Sugden to remove a mention of uniforms “to be worn exclusively for city work purposes” as they felt it was not necessary.

The Council briefly discussed an approach to the Juneteenth holiday. They tabled the discussion until the next meeting when more Council members would be present.

The full handbook will be voted on and approved once the council has reviewed all sections.

### ***Economic Development Association Meeting***

The Hallock Economic Development Association met on Thursday, April 27 to review applications from four new businesses. Their recommendations for the Council were included in the Council Packet.

**Motion by Councilor Larson to approve the motion as submitted by the Economic Development Association.** The motion was seconded by Councilor Totleben and carried unanimously. See Appendix A for full motion.

### ***NSF Checks***

**Motion by Councilor Totleben to approve assessing a \$30 fee for Non-Sufficient Funds (NSF) checks returned to the City.** The motion was seconded by Councilor Larson and carried unanimously.

### ***Pool Policy/Handbook for Lifeguards***

Administrator Sugden presented the council with updates from the Pool Policy/Handbook for Lifeguards. Updates include a ‘Three Strike Policy’ for unacceptable behavior. The Council asked that cell phone violations on the pool deck be limited to two strikes before termination.

**Motion by Councilor Larson to approve the revised Pool Policy/Handbook for Lifeguards.** The motion was seconded by Councilor Totleben and carried unanimously.

### ***Seasonal Workers***

**Motion by Councilor Totleben to approve Dylon Warnke, Tyler Hennen, Morgan Muir, Katie Maaninga, Megan Larson, Cheyanne Scalese, Siri Stenmark, Ellen Hillman, Kelli Amb, Joie Stenmark, Annika Johnson, Berlyn Strege and Hanna Warnke as Seasonal Workers for the summer 2023 season.** The motion was seconded by Councilor Larson and carried unanimously.

### ***Temporary Workers***

Administrator Sugden asked the Council for authorization to hire Megan Larson as a temporary data entry worker (to complete a data retention project prior to the pool opening) and to post for a temporary worker to start early to mid-July 2023 through the end of October 2023.

**Motion by Councilor Larson to hire Megan Larson as a temporary Data Entry Worker and post for a temporary worker (July-October).** The motion was seconded by Councilor Totleben and carried unanimously.

### **Utilities, Streets + Parks Department**

Utility Superintendent Larson reported;

- Poor April weather has already contributed to delays in regular spring maintenance work.
- Crews will be pumping down the pool and preparing for painting.
- This year’s spring flood was the 15<sup>th</sup> highest on record. The temporary dike (installed after last year’s flood) has caused significant water backup into a handful of camp sites.
- Water will be turned on at the golf course on Wednesday, 5/3/23.
- Larson is working on paperwork to renew the city’s wastewater permit.
- City Maintenance workers will begin their 9-hour days today, 5/1/23. Maintenance workers will work 7:00 a.m.-4:30 p.m. Monday through Thursday and 7:00-11:00 a.m. on Fridays.

## Police Department

Police Chief Mike Docken reported;

- April was a busy month, reporting over 32 incidents.
- Sending letters for junk and excessive refuse.
- Will be doing hazardous home inspections with the Public Health committee in May.
- Ordered more street signs totaling \$1,500. They should be mostly replaced after this batch.

## Fire Department

Fire Chief Kevin Klein reported;

- That he will be presenting the Council with an amendment to Section 5 of the Fire Relief Bylaws at this meeting. The department has approved the change after two readings at Fire Business Meetings. The change is to bring the department's bylaws in line with PERA.
- 8 firemen took their Firefighter 1 exam the prior week. They have not yet received results.

**Motion by Councilor Totleben to approve the Amendment to Section 5 of the Fire Relief Bylaws (changing the vested amount for years of service).** The motion was seconded by Councilor Larson and carried unanimously.

## New Business

### *Resolution 2023-02; Cancelling Assessment*

**Motion by Councilor Totleben to approve Resolution 2023-02; Cancelling Assessment Imposed on 323 S Forest Ave.** The motion was seconded by Councilor Larson and carried unanimously.

### *Building/Zoning Permit 2023-01; D. Bergeron Screened Patio*

**Motion by Councilor Totleben to approve Building/Zoning Permit 2023-01 for D. Bergeron.** The motion was seconded by Councilor Larson and carried unanimously.

### *Building/Zoning Permit 2023-02; Verizon Wireless Tower*

**Motion by Councilor Larson to approve Building/Zoning Permit 2023-02 for Verizon Wireless.** The motion was seconded by Councilor Totleben and carried unanimously.

## Council Roundtable & Public Comment

None

## Other Business/Announcements

### *Upcoming Meetings*

Next Meeting; June 5, 2023 (location TBD)

## Adjournment

There being no further business, Councilor Larson moved to adjourn the Regular Meeting of the Hallock City Council on May 1, 2023. The motion was seconded by Councilor Totleben and carried unanimously. The meeting adjourned at 7:13 p.m.

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Dave Treumer, Mayor

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Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden

## APPENDIX A

### Hallock Economic Development Association Recommendations

1. Award Brita Swenson State Farm a \$5,000 EDA grant (forgivable after 60-months of operation).
2. Award Brita Swenson State Farm a \$10,000 loan (2% interest, 60-months) from the revolving loan fund.
3. Award Kroening Concrete a \$15,000 loan (2% interest, 60-months) from the revolving loan fund.
4. Award Red River Doodles a \$3,500 EDA grant (forgiveable after 60-months of operation). The motion was seconded by Gustafson and carried unanimously.