

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, JUNE 5, 2023**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:35 pm on June 5, 2023. Those Present: David Treumer, Mike Totleben, Naomi Larson. Kevin Waller and Jennifer Peterson.

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 Peterson and carried unanimously.

**APPROVAL OF MINUTES**

**Councilor Totleben moved to approve the minutes of the Regular City Council meeting on May 1, 2023.** 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; \$113,949.11

Total Check Amount; \$178,202.59 (AF), \$22,472.38 (UVB)

Check Numbers; 13011-13056 (AF), 15930 (UVB)

EChecks; 11567E (AF), 573E-580E (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$45,700.00

The motion was seconded by Councilor Waller and carried unanimously.

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

***Budget to Actual Report***

Administrator Sugden presented the Budget to Actual Report.

***Juneteenth***

Juneteenth was declared an official state holiday during the 2023 legislative session. No public business may be conducted on June 19 (of any calendar year). According to the League of Minnesota Cities, no council action is required to approve the holiday.

The council will revisit the holidays employees receive when they approve the final version of the handbook.

***Employee Handbook Review***

The council reviewed the sections regarding Sexual Harassment and Respectful Workplace Policy. They had no changes to offer for those sections.

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

***Hiring; Summer Maintenance I***

**Motion by Councilor Waller to approve hiring Jameson Turner as a Summer Maintenance I worker at Step 1 on the pay schedule.** The motion was seconded by Councilor Larson and carried unanimously.

**Fire Department**

Fire Chief Kevin Klein reported;

- Seven firemen passed the interior burn portion of the Firefighter Training course and are officially firemen.

- The department will be reviewing their ISO rating this week. The rating affects fire insurance for homeowners within a 5-mile radius. The department is currently rated a 4, a rating very few volunteer fire departments achieve. Klein credits their success to their work with NFPA compliance.

### Police Department

Police Chief Mike Docken reported;

- A blighted house located at 210 6<sup>th</sup> St SE has been torn down.
- Several trees were cut down over the weekend.
- Received his new computer and hardware. Wiktel will be assisting with setup in the next few weeks.

### Utilities, Streets + Parks Department

Utility Superintendent Larson reported;

- As anticipated, May was a very busy month. The crew kept busy with preparing the pool to open, mowing, street sweeping and more.
- Repaired a seam at the pool, fixed a furnace issue that arose upon startup and painted the pool.
- Justin spent time sweeping streets and will do an extra pass through downtown and the parade route this week (in anticipation of the All-School Reunion).
- Dan completed his online wastewater training.
- Dan and Aimee are working with Bakken Construction on utilities in the Elementary Hill addition.
- Cleaned out the boat landing, there was a lot of silt from flooding.
- The crew is preparing for next week's gas inspection.

### ***Road Repair Estimates***

Larson presented the council with road repair estimates from Zavarol Construction and Aggasiz Asphalt. Each contained estimates for several areas in town. Sugden suggested they ask each contractor to provide a few additional quotes and the council make a final determination at a council meeting later this month. The council budgeted \$75,000 for road repairs in the 2023 budget.

### ***MMUA Welding Contact***

**Motion by Councilor Peterson to approve a group welding contract from Minnesota Municipal Utilities Association.** The motion was seconded by Councilor Totleben and carried unanimously.

### Airport Department

#### ***Resolution 2023-03; Airport Maintenance + Operations***

**Motion by Councilor Totleben to approve Resolution 2023-03, AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT.** The motion was seconded by Councilor Waller and carried unanimously.

#### ***Resolution 2023-04; Fund Transfer***

**Motion by Councilor Peterson to approve Resolution 2023-04, APPROVING AN AGREEMENT FOR TRANSFER OF FEDERAL AIRPORT ENTITLEMENT FUNDING TO THE CITY OF MOORHEAD.** The motion was seconded by Councilor Waller and carried unanimously.

### New Business

#### ***Elementary Hill Infrastructure***

Appointed Mayor Treumer and Councilor Larson were appointed to a committee to work with Administrator Sugden and Superintendent Larson to make plans for utility installation in the Elementary Hill addition.

#### ***County Road Closure Fees***

Kittson County has implemented fees for closing county-owned roads and using barricades in 2023. While the city does maintenance and snow removal on these roads, Kittson County owns Birch Ave and 2<sup>nd</sup> Street (main street). Main Street is occasionally shut down for community events and activities. Fees are \$25/day or \$100 annually for street closures and \$4/day for each barricade rented.

Motion by Councilor Totleben to pay the fees associated with closing 2<sup>nd</sup> Street for the upcoming Celebrate Hallock/All-School Reunion and annual closure fee. The motion was seconded by Councilor Larson and carried unanimously.

*Temporary Liquor License; Kittson County Ag Society*

Motion by Councilor Peterson to approve a temporary liquor license for the Kittson County Ag Society for July 26 and July 27-30, 2023. The motion was seconded by Councilor Waller and carried unanimously.

*Gaming Permits; Kittson County Ag Society + Kittson Memorial Foundation*

Motion by Councilor Larson to approve an application for a gaming permit for the Kittson County Ag Society. The motion was seconded by Councilor Peterson and carried unanimously.

Motion by Councilor Totleben to approve an application for a gaming permit for the Kittson Memorial Foundation. The motion was seconded by Councilor Waller and carried unanimously.

*Building/Zoning Permit 2023-03; Muir Garage*

Motion by Mayor Treumer to approve Building/Zoning Permit 2023-03 (with a variance for larger size) for J. Muir. The motion was seconded by Councilor Larson and carried unanimously.

*Building/Zoning Permit 2023-04; Denney Fence*

Motion by Councilor Peterson to approve Building/Zoning Permit 2023-04 for T. Denney. The motion was seconded by Councilor Totleben and carried unanimously.

Council Roundtable & Public Comment

None

Other Business/Announcements

*Upcoming Meetings/Events*

Next Meeting; July 10, 2023 (Hallock Senior Center)  
Celebrate Hallock/All-School Reunion: June 8-10, 2023  
Office Closed; Tuesday, July 4, 2023

Adjournment

There being no further business, Councilor Peterson moved to adjourn the Regular Meeting of the Hallock City Council on June 5, 2023. The motion was seconded by Councilor Totleben and carried unanimously. The meeting adjourned at 7:16 p.m.

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Dave Treumer, Mayor

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Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden