

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, JULY 10, 2023**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:32 pm on July 10, 2023. Those Present: David Treumer, Mike Totleben, Naomi Larson and Jennifer Peterson. Kevin Waller was absent.

Also present: City Administrator Aimee Sugden, Assistant Fire Chief Seth Preble, Airport Manager Jeremy Seng, 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.

**PUBLIC COMMENT**

There were no members of the public present for comment.

**APPROVAL OF MINUTES**

**Councilor Totleben moved to approve the minutes of the Regular City Council meeting on June 5, 2023.** The motion was seconded by Councilor Larson and carried unanimously.

**Councilor Larson moved to approve the minutes of the Special City Council meeting on June 20, 2023.** The motion was seconded by Councilor Totleben and carried unanimously.

**SPECIAL GUEST; TRENT BERG, HOUSTON ENGINEERING**

Trent Berg of Houston Engineering presented an update to the dam project to the council. He noted that the temporary dike was removed on June 29, 2023. He and Sugden had attempted to appeal the DNR's ruling that it had to be removed as it is the city's standpoint that by removing the dam, it leaves the area exposed for future flooding and damage.

The city is expected to be reimbursed by FEMA for the construction and removal of the temporary dike. In addition, he and Sugden anticipate receiving an update from FEMA in regards to repair and mitigation funding.

Sit plans have been submitted to FEMA and to the MN DNR for further review and permitting.

Mayor Treumer asked that the damaged concrete in the spillway be replaced. Berg explained that it may be replaced with rock and rip/rap.

**FISCAL & ADMINISTRATIVE ISSUES**

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

General Fund Amount; \$166,931.54 (AF), \$29,018.40 (UVB)

Total Check Amount; \$230,992.37 (AF), \$29,018.40 (UVB)

Check Numbers; 13057-13119 (AF), 15939 (UVB)

EChecks; 11568E (AF), 581E-595E (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$97,800.00

The motion was seconded by Councilor Peterson and carried unanimously.

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

***Budget to Actual Report***

Administrator Sugden presented the Budget to Actual Report.

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

The council reviewed the sections regarding Separation of Service, Discipline, Grievance Procedure, Personnel Records, Employee Education + Training and Outside Employment. They asked that the handbook clarify that the city will pay for work-related training.

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

### ***2024 Budget Committee***

The council nominated Councilor Peterson and Councilor Waller to serve on the 2024 Budget Committee. Final budgets and levies are due to the county/state by September 30, 2024.

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

Utility Superintendent Larson submitted a written report;

- Main pool was opened at the beginning of June. The crew has had to do some repairs to the furnace since getting it going this season. It was purchased in 1994 and likely due to be updated.
- Baby pool has had concrete poured and been painted. The fence has been put back up. The crew is confident with a first week of August opening.
- The annual gas inspection was held over a four-day period in June. The inspection went well and the city was only cited for one small infraction caused by an out-of-date odorator.
- The street repairs approved by the council at the special meeting in June are underway. Already, the crew has completed the piece at the hospital/emergency room.

### **Police Department**

Police Chief Mike Docken reported;

- He is working with several citizens to remove dead and diseased trees from their properties.
- Treumer asked Chief Docken to contact a property owner about removal of debris on their property.
- Sugden asked Chief Docken to make a priority of following-up with inspections of blighted properties in July.

### **Fire Department**

Assistant Fire Chief Seth Preble reported;

- The department is looking to downsize the number of vehicles in their fleet and replace them with a Quick Attack vehicle. They anticipate this will be solely funded with fire relief donations.

**Motion by Councilor Totleben to accept the resignation of Fireman Jeffrey Englund.** The motion was seconded by Councilor Larson and carried unanimously.

**Motion by Councilor Larson to appoint Robbie Funaiole to the Hallock Fire Department.** The motion was seconded by Councilor Peterson and carried unanimously.

### **Airport**

Airport Manager Jeremy Seng reported;

- He and Sugden will prioritize putting together an RFP for an Airport Engineer in July. Would like a consultant in place this fall.
- The runway lights damaged by snow removal have been repaired.
- The facility is still awaiting state funding for a fuel card terminal update. Sugden will follow-up with contacts at MNDOT Aeronautics.

### **New Business**

#### ***Resolution 2023-05; United Valley Bank***

**Motion by Councilor Peterson to approve Resolution 2023-05 delegating banking responsibilities.** The motion was seconded by Councilor Larson and carried unanimously.

***Resolution 2023-06; Accepting Donations***

Motion by Councilor Totleben to accept donations totaling \$8,000 for improvements at the Horseshoe Park Bandstand and the Hallock Pool. The motion was seconded by Councilor Peterson and carried unanimously.

***Resolution 2023-07; Allowing Two River Golf Club to Serve Liquor at Gilbert Olson Park***

Motion by Councilor Totleben to approve the Two River Golf Club serving intoxicating liquor at Gilbert Olson Park on Monday, July 17. The motion was seconded by Councilor Peterson and carried unanimously.

***Building/Zoning Permit 2023-05; J. Deere Storage Shed***

The council asked Sugden to follow-up with J. Deere to confirm the location and setbacks for the shed.

**Council Roundtable & Public Comment**

None

**Other Business/Announcements**

***Upcoming Meetings/Events***

Next Meeting; August 7, 2023

Monday in the Park; July 17, 2023

**Adjournment**

There being no further business, Councilor Peterson moved to adjourn the Regular Meeting of the Hallock City Council on July 10, 2023. The motion was seconded by Councilor Larson and carried unanimously. The meeting adjourned at 6:39 p.m.

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Dave Treumer, Mayor

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Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden