

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, AUGUST 7, 2023**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:31 pm on August 7, 2023. Those Present: David Treumer, Naomi Larson, Kevin Waller and Jennifer Peterson. Mike Totleben was absent.

Also present: City Administrator Aimee Sugden, Airport Manager Jeremy Seng, Jim Trojanowski of Northwest Regional Library, Tracee Bruggeman of Brady Martz and Kittson County Enterprise Reporter Anna Jauhola.

APPROVE AGENDA

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

Mayor Treumer noted that the meeting will pause for a closed session with Attorney Kendra Olson of Pemberton Law.

APPROVAL OF MINUTES

Councilor Peterson moved to approve the minutes of the Regular City Council meeting on July 10, 2023. The motion was seconded by Councilor Larson and carried unanimously.

SPECIAL GUEST; JIM TROJANOWSKI, NORTHWEST REGIONAL LIBRARY

Mr. Trojanowski presented the council with a request from the Northwest Regional Library system to increase the city's commitment to the library in 2024 by 3%. The request would increase the city's commitment from \$15,917 to \$16,395 in 2024.

Trojanowski also highlighted the services the library has to offer, its programming and our wonderful librarian, Peggy.

Councilor Waller moved to approve a 3% increase in funding for the Northwest Regional Library for FY 2024. The motion was seconded by Councilor Larson and carried unanimously.

SPECIAL GUEST; TRACEE BRUGGEMAN, BRADY MARTZ

Tracee Bruggeman, CPA, of Brady Martz attend the council meeting to present the findings of the 2022 financial audit. Overall, Bruggeman complimented the city on their work and stated that she believes we are in a sound financial position.

The audit cited two findings. Bruggeman and Sugden have already discussed a plan to remedy some administrative findings.

CLOSED SESSION; KENDRA OLSON, PEMBERTON LAW

Closed session with Attorney Kendra Olson pursuant to Minn. Stat. 13D.5, subd. 3(b) to discuss ongoing litigation.

Motion by Councilor Peterson to adjourn the Regular Meeting of the Hallock City Council at 5:58 p.m. for a closed session with attorney Kendra Olson. The motion was seconded by Councilor Waller and carried unanimously.

Motion by Councilor Waller to return to the Regular Meeting of the Hallock City Council at 6:49 p.m. The motion was seconded by Councilor Larson and carried unanimously.

FISCAL & ADMINISTRATIVE ISSUES

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

General Fund Amount; \$200,836.08 (AF), \$25,917.45 (UVB)

Total Check Amount; \$234,652.53 (AF), \$25,917.45 (UVB)

Check Numbers; 13120-13163 (AF), 15950 (UVB)

EChecks; 11569E-11570E (AF), 596E-603E (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$69,700.00

The motion was seconded by Councilor Peterson and carried unanimously.

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

Budget to Actual Report

Administrator Sugden presented the Budget to Actual Report.

Employee Handbook Review

The council reviewed the sections regarding a Drug Free Workplace, City Driving Policy, Cell Phone Policy, Computer Use Policy, Safety and Definitions. Sugden asked the council to consider a revision to the cell phone policy to include an on-call cell phone for on-call maintenance employees. She will follow-up after more research.

The full handbook will be voted on and approved at the September 2023 council meeting.

MARCO Contract

Sugden presented the council with a new printer lease agreement from Marco. The new, 60-month lease will cost the city \$98.81/month (previous lease was \$99.40).

Motion by Councilor Peterson to accept the 60-month printer contract with Marco. The motion was seconded by Councilor Waller and carried unanimously.

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.

Airport Report

Airport Manager Jeremy Seng reported;

- He spoke with the Kittson County Highway Department about utilizing their machine/service to do some crack sealing at the airport this summer. The council asked him to work with Utility Superintendent Larson on coordinating. Sugden will look into potential funding sources.

New Business

NW Regional Library Council

Motion by Councilor Peterson to appoint Charlie Lindberg to the NW Regional Library Council. The motion was seconded by Councilor Larson and carried unanimously.

Barricades

Sugden presented the council with an estimate to purchase barricades to use for street closures. The city has rented from the Kittson County Highway Department, but with the cost increase from \$4/barricade/day to \$10/barricade/day, it has become cost prohibitive. No action is needed today, Sugden will be doing some additional research.

Gaming Permit, KIDSON Cares

Motion by Councilor Waller to approve a gaming permit for KIDSON Cares for their annual golf tournament. The motion was seconded by Councilor Peterson and carried unanimously.

Resolution 2023-08; Declaring Ribfest a Community Festival

Motion by Councilor Waller to approve Resolution 2023-08, Declaring Ribfest a Community Festival and allowing the Hallock Eagles Club to serve intoxicating liquor off-site. The motion was seconded by Councilor Peterson and carried unanimously.

Building/Zoning Permit 2023-06; G. Gustafson Garage

Motion by Councilor Peterson to approve Building/Zoning Permit 2023-06 for a garage and breezeway addition at 614 Grove Ave SE. The motion was seconded by Councilor Larson and carried unanimously.

Building/Zoning Permit 2023-07; T. Osowski Patio

Motion by Councilor Larson to approve Building/Zoning Permit 2023-07 for a concrete patio and landscape addition. The motion was seconded by Councilor Peterson and carried unanimously.

Building/Zoning Permit 2023-08; A. Gustafson Fence

Motion by Councilor Peterson to approve Building/Zoning Permit 2023-08 for a fence. The motion was seconded by Councilor Larson and carried unanimously.

The council asked Sugden to follow-up with Gustafson to confirm lot lines will be adhered to prior to extending the permit.

Council Roundtable & Public Comment

None

Other Business/Announcements

Upcoming Meetings/Events

Next Meeting; September 11, 2023

Housing Committee Meeting; August 14, 2023

Baby and Toddler Swim; August 12 + 13, 2023

Saturday Swim; August 19, 2023

Office Closed, Labor Day, September 4, 2023

Adjournment

There being no further business, Councilor Peterson moved to adjourn the Regular Meeting of the Hallock City Council on August 7, 2023. The motion was seconded by Councilor Larson and carried unanimously. The meeting adjourned at 7:39 p.m.

Dave Treumer, Mayor

Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden