

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, SEPTEMBER 11, 2023**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:31 pm on September 11, 2023. Those Present: David Treumer, Kevin Waller, Jennifer Peterson and Mike Totleben. Naomi Larson was absent.

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

**APPROVE AGENDA**

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

**APPROVAL OF MINUTES**

**Councilor Peterson moved to approve the minutes of the Regular City Council meeting on August 7, 2023.** The motion was seconded by Councilor Waller and carried unanimously.

**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 Waller to adjourn the Regular Meeting of the Hallock City Council at 5:35 p.m. for a closed session with attorney Kendra Olson.** The motion was seconded by Councilor Totleben and carried unanimously.

**Motion by Councilor Totleben to return to the Regular Meeting of the Hallock City Council at 6:05 p.m.** The motion was seconded by Councilor Waller and carried unanimously.

**FISCAL & ADMINISTRATIVE ISSUES**

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

General Fund Amount; \$123,489.33 (AF), \$57,806.64 (UVB)

Total Check Amount; \$182,795.03(AF), \$57,806.64 (UVB)

Check Numbers; 13165-13217 (AF), 15954 (UVB)

EChecks; 11572E (AF), 604E-611E (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$51,000.00

The motion was seconded by Councilor Peterson and carried unanimously.

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

***Budget to Actual Report***

Administrator Sugden presented the Budget to Actual Report.

**Utilities, Streets + Parks Department**

Utility Superintendent Larson reported;

- The baby pool work completed and the pool opened to the public in early August. The MN Department of Health inspection was successful and the pool passed.
- Both pools are now drained and shut-down for the season.
- Larson reported that the aging furnace for the large pool was quite problematic throughout the summer. He noted that the equipment is over 33 years old and overdue for replacement.
- Completed utility line removals for five properties demolished (or soon-to-be demolished).
- Completed three annual gas surveys.
- Ordered and received parts to install utilities to all properties in the Elementary Hill addition of Hallock.

- Totleben asked Larson and crew to grade the firehall road and the road around the nursing home slough.
- Waller asked Larson about the status of the damage snowplow truck. Waller urged that the repairs be made by a different repair group and that it be prioritized in September.

### **Police Department Report**

Police Chief Docken reported;

- Mobile laptop station has been installed in the squad pickup.
- Sirens located at City Hall and Auto Value aren't working. A representative from Stone's Equipment will be up later in the month to do some work for the county and will also look at the City's equipment.
- Chief Docken is currently working with a property owner on the west side of town to acquire the property for teardown.

### **Fire Department Report**

Fire Chief Klein reported;

- Every member of the department is now a certified fire fighter.
- The department is looking into replacing two vehicles for one new (used) one. Confident that the vehicle can be paid for with funds from the sale, fundraising, etc. without any further city contribution.

### **Airport Report**

Airport Manager Jeremy Seng reported;

- The RFP approved by the council at the August meeting was sent to six agencies and posted on the city's website. The city has received responses from all six recipients.

### **New Business**

#### ***Anderson Sanitation; Delinquent Garbage Bills***

**Motion by Councilor Totleben to approve the assessment of delinquent garbage bills from Anderson Sanitation for the 2024 tax rolls.** The motion was seconded by Councilor Peterson and carried unanimously.

#### ***Land Sale; SE Addition***

**Motion by Councilor Peterson to approve the sale of Lots 4-7, Block 8, Southeast Addition to Tage and Connie Johnson.** The motion was seconded by Councilor Totleben and carried unanimously.

#### ***Building/Zoning Permit 2023-09; Erickson Garage***

**Motion by Councilor Totleben to Building/Zoning Permit 2023-09 for the addition of a garage at 418 S Gove Ave.** The motion was seconded by Councilor Waller and carried unanimously.

#### ***Building/Zoning Permit 2023-10; 6211 Concord LLC Garage***

**Motion by Councilor Peterson to approve Building/Zoning Permit 2023-10 for a garage at 208 2<sup>nd</sup> St SE.** The motion was seconded by Councilor Waller and carried unanimously.

#### ***Building/Zoning Permit 2023-11; C. Engstrom Deck***

**Motion by Councilor Waller to approve Building/Zoning Permit 2023-11 for a deck at 837 8<sup>th</sup> St SE.** The motion was seconded by Councilor Peterson and carried unanimously.

#### ***MN Public Safety Aide***

The City of Hallock will be receiving \$39,033 in one-time public safety aide approved in the 2023 omnibus tax bill. Because there has been interest from multiple public service agencies, Sugden asked the council if she could create an application that the council can then review and award the funds appropriately. The council approved and Sugden will create and disseminate the application to the eligible departments.

## **Council Roundtable & Public Comment**

### ***Strategic Plan***

Councilor Waller asked the council if they would be interested in working to develop a new strategic plan as the previous one has been completed. The council feels that it would benefit the city to explore this. Sugden will research firms/options/opportunities/etc. for the council meeting on 10/2/23.

## **Other Business/Announcements**

### ***Upcoming Meetings/Events***

Next Special Meeting; September 25, 2023

Next Regular Meeting; October 2, 2023

Trunk-Or-Treat; October 28, 2023

## **Adjournment**

There being no further business, Councilor Totleben moved to adjourn the Regular Meeting of the Hallock City Council on September 11, 2023. The motion was seconded by Councilor Peterson and carried unanimously. The meeting adjourned at 7:15 p.m.

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Dave Treumer, Mayor

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Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden