

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, OCTOBER 2, 2023**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:34 pm on October 2, 2023. Those Present: David Treumer, Kevin Waller, Mike Totleben and Naomi Larson. Jennifer Peterson arrived at 6:21 p.m.

Also present: City Administrator Aimee Sugden, Utility Superintendent Dan Larson, City Engineer Jon Pauna and Kittson County Enterprise Reporter Anna Jauhola.

APPROVE AGENDA

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

APPROVAL OF MINUTES

Councilor Totleben moved to approve a corrected version of the minutes of the Regular City Council meeting on August 7, 2023. The motion was seconded by Councilor Larson and carried unanimously. Correction includes revised figures from the Northwest Regional Library presentation and the inclusion of Minn. Stat. 13D.5, subd. 3(b).

Councilor Waller moved to approve the minutes of the Regular City Council meeting on September 11, 2023. The motion was seconded by Councilor Totleben and carried unanimously.

Councilor Waller moved to approve the minutes of the Special City Council meeting on September 25, 2023 with the addition of Councilor Jennifer Peterson as present. The motion was seconded by Councilor Totleben and carried unanimously.

SPECIAL PRESENTATION; JON PAUNA, MOORE ENGINEERING

City Engineer, Jon Pauna, attended the meeting to update the council on discussions regarding street repairs. Pauna met with Mayor Treumer, Administrator Sugden and Street/Utility Superintendent Larson in September to continue conversations about street repairs. Moore Engineering employees had previously surveyed the City's streets and utility infrastructure and ranked them based on needs. Based on street and utility conditions, the group indicated the priorities should be North Douglas Ave, 4th Street, 5th Street, Holly Ave and 3rd Street West.

The council agreed that these should be the priority and would like to move forward with the process of repairs and special assessments as dictated by Chapter 429 of Minnesota Statutory Code. Pauna will start the process of compiling a preliminary engineering report and calculate the potential cost impacts to residents. He expects to present this report to the council at the November 6, 2023 meeting. Public meetings will follow, construction would take place in summer 2024 and property tax impacts would be on the 2025 tax assessments.

The council indicated that their priority is to ensure the public is informed and heard throughout the process.

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 6:02 p.m. for a closed session with attorney Kendra Olson. The motion was seconded by Councilor Larson and carried unanimously.

Motion by Councilor Waller to return to the Regular Meeting of the Hallock City Council at 6:14 p.m. 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; \$123,489.33 (AF), \$57,806.64 (UVB)

Total Check Amount; \$199,134.07(AF), \$23,563.93 (UVB)
Check Numbers; 13218-13267 (AF), 15957 (UVB)
EChecks; 11582E (AF), 613E-621E (UVB)
Payroll Transfer (covers wages, taxes and benefits); \$49,550.00
The motion was seconded by Councilor Waller and carried unanimously.

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

Budget to Actual Report

Administrator Sugden presented the Budget to Actual Report.

Utilities, Streets + Parks Department

Utility Superintendent Larson reported;

- Currently working on new gas line installations. They will complete 8 total before the end of the season.
- Work will begin to install utilities to the Elementary Hill development this week. Olson Underground will be boring sewer and water.
- The sweeper is tuned up and ready for fall cleanup. It will be out in the next few weeks as leaves continue to fall.
- The plow truck was delivered to Burt's Truck Repair in Grand Forks last week.
- Graveled 3 alleys, bladed gravel roads and filled several potholes. More graveling and blading will take place before the end of the season.

Fire Department Report

No members of the fire department were present to submit a report.

Resolution 2023-10; Resolution to Join the Statewide Volunteer Firefighter Plan

Motion by Councilor Totleben to approve Resolution 2023-10; A Resolution to Join the Statewide Volunteer Firefighter Plan.

The motion was seconded by Councilor Peterson and carried unanimously.

Airport Report

Airport Manager Jeremy Seng was absent, Sugden reported;

- The city has continued to receive responses from the RFP for an Airport Engineer. The Airport Commission will review RFPs and interview agencies prior to making a recommendation to the council.

New Business

Motion by Councilor Larson to move item 13.a.i to item 12.a.i. The motion was seconded by Councilor Totleben and carried unanimously.

Hallock Development Group

A group of are investors is looking to help alleviate the housing shortage in Hallock by developing 20 lots in the Southeast Addition. The group is interested in purchasing 20 lots between the Hallock Fire Hall and Carr Construction's Duplex and north. Their plan is to put 10 homes on the lots over the next five years. The goal is to have houses priced around \$250,000 that include 2-bedrooms, 1-2 bathroom and about 1200 square feet. The group was represented by Robert Carr and Jay Friedt.

The group is currently working on terms for the purchase of the lots that the council will review.

Resolution 2023-11; Sale of Parcels in SE Addition to Tage & Connie Johnson

The Council asked that Administrator Sugden do some additional research into initial agreement for land purchases. The council feels it would be beneficial to set standards and guidelines for purchases within the SE Addition.

Resolution 2023-12; Sale of Parcels in SE Addition to Terry & Joan Osowski

The Council will refer this sale of this parcel to the Hallock Development Group.

Council Roundtable & Public Comment

None

Other Business/Announcements

Upcoming Meetings/Events

Next Regular Meeting; November 6, 2023

Trunk-Or-Treat; October 28, 2023

Adjournment

There being no further business, Councilor Larson moved to adjourn the Regular Meeting of the Hallock City Council on October 2, 2023. The motion was seconded by Councilor Peterson and carried unanimously. The meeting adjourned at 7:17 p.m.

Dave Treumer, Mayor

Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden