

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, NOVEMBER 6, 2023**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:33 pm on November 6, 2023. Those Present: David Treumer, Mike Totleben and Jennifer Peterson. Kevin Waller and Naomi Larson were absent.

Also present: City Administrator Aimee Sugden, Utility Superintendent Dan Larson, Assistant Fire Chief Seth Preble, City Engineer Jon Pauna and Kittson County Enterprise Reporter Margie Holmgren.

APPROVE AGENDA

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

APPROVAL OF MINUTES

Councilor Peterson moved to approve the minutes of the Regular City Council meeting on October 2, 2023. The motion was seconded by Councilor Totleben and carried unanimously.

SPECIAL PRESENTATION; JON PAUNA, MOORE ENGINEERING

City Engineer, Jon Pauna, attended the meeting to present preliminary assessment impacts for potential road construction projects in 2024. Projects included street and utility work for portions of North Douglas Ave, 3rd Street SW, 4th Street SE, 5th Street SE and Holly Avenue.

The preliminary figures represented a 50/50 split between the City of Hallock and adjacent property owners. Mayor Treumer stated that previous project had been a 60/40 split between the City of Hallock and property owners and all utility work was paid by the City of Hallock. He would like to follow precedent set by those previous projects.

Pauna emphasized that these were preliminary figures and the council will ultimately vote on the final assessments. Sugden asked what the council needs to do next to keep the project on track. Pauna suggested the council have discussions about how they would like to go about assessing the project and then schedule the first public meeting.

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 Totleben to adjourn the Regular Meeting of the Hallock City Council at 6:01 p.m. for a closed session with attorney Kendra Olson. The motion was seconded by Councilor Peterson and carried unanimously.

Motion by Councilor Peterson to return to the Regular Meeting of the Hallock City Council at 6:18 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; \$133,539.80 (AF), \$24,228.13 (UVB)

Total Check Amount; \$195,728.09(AF), \$24,228.13 (UVB)

Check Numbers; 13268-13310 (AF), 15958-15961 (UVB)

EChecks; 11587E-11588E (AF), 622E-630E (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$48,250.00

The motion was seconded by Councilor Peterson and carried unanimously.

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

Budget to Actual Report

Administrator Sugden presented the Budget to Actual Report. With less than 60-days left in the year, she's confident the city will stay on track with its overall annual budget.

Utilities, Streets + Parks Department

Utility Superintendent Larson reported;

- Had several utility service line installations, including the Elementary Hill Addition.
- Started street sweeping but were stopped due to a breakdown. The team is currently working on repairs.
- Plowed and hauled snow for the first time ever in October (the earliest the department can recall).
- Removed gas lines for two house teardowns.

Fire Department Report

Assistant Fire Chief Seth Preble reported;

- October was a busy month with 12 calls.
- The department has spoken with Sugden about using their remaining budget for replacing out-of-date gear for department members. The council agreed that they should do this.
- One member resigned and the personnel committee has made their recommendation for his replacement.

Motion by Councilor Peterson to accept the resignation of Scot Olson from the Hallock Fire Department. The motion was seconded by Councilor Totleben and carried unanimously.

Motion by Councilor Totleben to hire Caleb Novak as a fireman with the Hallock Fire Department. The motion was seconded by Councilor Peterson and carried unanimously.

New Business

Building/Zoning Permit 2023-12; M. Olson Deck

Motion by Councilor Totleben to approve Building/Zoning Permit 2023-12 for a deck addition. The motion was seconded by Councilor Peterson and carried unanimously.

Building/Zoning Permit 2023-13; Bakken Construction House

Motion by Councilor Totleben to approve Building/Zoning Permit 2023-13 for the construction of a new home. The motion was seconded by Councilor Peterson and carried unanimously.

Building/Zoning Permit 2023-14; Bakken Construction House

Motion by Councilor Peterson to approve Building/Zoning Permit 2023-14 for the construction of a new, 2-story home. The motion was seconded by Councilor Totleben and carried unanimously.

Council Roundtable & Public Comment

None

Other Business/Announcements

Upcoming Meetings/Events

Next Regular Meeting; December 4, 2023 (Truth-In-Taxation)

Office Closed Friday, November 10, 2023 (observance of Veteran's Day)

Office Closed Thursday, November 23, 2023 (Thanksgiving)

Light Up Hallock; Friday, December 8, 2023

Adjournment

There being no further business, Councilor Peterson moved to adjourn the Regular Meeting of the Hallock City Council on November 6, 2023. The motion was seconded by Councilor Totleben and carried unanimously. The meeting adjourned at 6:40 p.m.

Dave Treumer, Mayor

Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden