

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, DECEMBER 4, 2023**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:34 pm on December 4, 2023. Those Present: David Treumer, Mike Totleben, Jennifer Peterson, Kevin Waller and Naomi Larson.

Also present: City Administrator Aimee Sugden, Utility Superintendent Dan Larson, Fire Chief Kevin Klein, Airport Manager Jeremy Seng, City Engineer Jon Pauna and Kittson County Enterprise Reporter Anna Jahoula.

**APPROVE AGENDA**

**Councilor Peterson 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 November 6, 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 continue the discussion regarding the 2024 street improvement project. Sugden noted that she had been working on gathering information on past projects from a previous City Administrator. Pauna gave a timeline of the notification, public meeting and bidding processes. The council will take up the issue again at a future meeting.

**Motion by Councilor Waller to instruct Moore Engineering to proceed with engineering and design of the 2024 street improvement project.** The motion was seconded by Councilor Peterson and carried unanimously.

**Truth-In-Taxation**

Motion by Councilor Totleben to close the regular meeting and open the annual Truth-In-Taxation meeting. The motion was seconded by Councilor Larson and carried unanimously.

The council was provided a copy of the 2024 Proposed Levy Form and a spreadsheet containing previous levies and tax capacity rates. The 2024 budget totals \$1,111,925 of which \$411,544.00 will be general levied. Residents will see a decrease in their city share of taxes.

No one from the public attended the meeting.

Motion by Councilor Totleben to adjourn the Truth-In-Taxation meeting and resume the regular city council meeting. The motion was seconded by Councilor Totleben and carried unanimously.

**FISCAL & ADMINISTRATIVE ISSUES**

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

General Fund Amount; \$106,704.04 (AF), \$25,548.98 (UVB)

Total Check Amount; \$121,695.75 (AF), \$25,548.98 (UVB)

Check Numbers; 13311-13336 (AF), 16003 (UVB)

EChecks; 11593E (AF), 631E-638E (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$70,824.40 (included one-time Comp Time payout and annual Fire Department payroll)

The motion was seconded by Councilor Totleben and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the January 2024 meeting.

### ***Budget to Actual Report***

Administrator Sugden presented the Budget to Actual Report. With less than 30-days left in the year, she's confident the city will stay on track with its overall annual budget. Most major bills have been paid for the year.

### ***2024 Cost-of-Living Adjustment (COLA)***

The Personnel Committee met on November 29 to discuss the Cost-of-Living Adjustment. Sugden compiled data from previous years and various cities around Minnesota. The Personnel Committee recommended a 3% increase to the Council.

**Motion by Councilor Totleben to approve a 3% Cost-of-Living Adjustment to the 2024 pay scale.** The motion was seconded by Councilor Larson and passed with a vote of 4-0-1. Councilor Peterson abstained.

### ***Earned Sick and Safe Leave (ESSL) Policy***

In accordance with new state laws, Sugden presented the Council with a proposed Earned Sick and Safe Leave policy. The policy would put the City in compliance with required sick and safe leave.

**Motion by Councilor Totleben to approve the proposed Earned Sick and Safe Leave policy.** The motion was seconded by Councilor Larson and passed with a vote of 4-1. Mayor Treumer was the dissenting vote.

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

Utility Superintendent Larson reported;

- He and Sugden have made several calls to Burt's Truck Repair and have received no response.
- Crews bladed the gravel roads and alleys with the grader. Larson noted that they turned out quite nice.
- The October snow followed by a November thaw wreaked havoc on the city's alleys.
- Crews hung Christmas lights the previous week and are working with Ottertail Power to repair electrical issues on the poles. Council members noted that the new candy canes look nice.

### **Police Department**

Police Chief Docken was absent, no report was given.

### ***Trinity Church Handicap Parking***

Administrator Sugden updated the Council on progress for installing handicap parking signs along 3<sup>rd</sup> Street by Trinity Church. Docken has spoken with the County about acquiring signs and installing them. He hopes to have them installed by the end of December.

### **Fire Department Report**

Fire Chief Kevin Klein reported;

- He intends to use his remaining budget to purchase new turnout gear. This will begin a years-long process of upgrading all 28 sets. The current equipment is nearing its end-of-life and are beginning to become out-of-date. Each set costs approximately \$3,300.
- Klein asked the Council if he could replace two vehicles with one 'quick attach'/personnel carrier vehicle. This will be paid for by the sale of the 1991 Pumper Truck and 1990 International Personnel Van along with donations and funds raised by the department.

**Motion by Councilor Larson to allow the Fire Department to purchase up to five new sets of turnout gear with remaining 2023 budget.** The motion was seconded by Councilor Totleben and carried unanimously.

**Motion by Councilor Waller to move forward with the purchase of a new vehicle.** The motion was seconded by Councilor Totleben and carried unanimously.

### **Airport Report**

Airport Manager, Jeremy Seng had no report for the council.

**Motion by Councilor Larson to approve the 2024 Airport Manager contract with Jeremy Seng.** The motion was seconded by Councilor Totleben and carried unanimously.

**Motion by Councilor Waller to approve the 2024 Fixed Based Operator contract with Jeremy Seng.** The motion was seconded by Councilor Peterson and carried unanimously.

#### New Business

##### *Resolution 2023-13; Establishing a 2024 Polling Place*

**Motion by Councilor Waller to approve Resolution 2023-13, Establishing a 2024 Polling Place.** The motion was seconded by Councilor Peterson and carried unanimously.

##### *Kittson Memorial Sewer Agreement*

**Motion by Councilor Peterson to approve the Kittson Memorial Sewer Usage Agreement.** The motion was seconded by Councilor Larson and carried unanimously.

##### *Liquor License Renewals*

**Motion by Councilor Peterson to approve a 2024 Liquor License for the Hallock Curling Club.** The motion was seconded by Councilor Totleben and carried unanimously.

**Motion by Councilor Larson to approve a 2024 Liquor License for the Hallock Eagles.** The Eagles did not provide proper insurance coverage prior to the meeting. The motion was seconded by Councilor Peterson and failed by a vote of 0-5.

**Motion by Councilor Totleben to approve a 2024 Liquor License for the Last Chance Trading Post.** The motion was seconded by Councilor Waller and carried unanimously.

**Motion by Councilor Totleben to approve a 2024 Liquor License for the Revelation Ale.** The motion was seconded by Councilor Waller and carried unanimously.

**Motion by Councilor Larson to approve a 2024 Liquor License for the Red Barn Liquor.** The motion was seconded by Councilor Peterson 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 Totleben to adjourn the Regular Meeting of the Hallock City Council at 7:11 p.m. for a closed session with attorney Kendra Olson.** The motion was seconded by Councilor Waller and carried unanimously.

**Motion by Councilor Peterson to return to the Regular Meeting of the Hallock City Council at 7:22 p.m.** The motion was seconded by Councilor Waller and carried unanimously.

#### New Business, continued

##### *Airport Settlement*

**Motion by Councilor Waller to authorize Mayor Treumer to sign the settlement agreement documents to conclude the litigation with MAK Construction and KLJ Engineering.** The motion was seconded by Councilor Peterson and carried unanimously.

#### Council Roundtable & Public Comment

Sugden noted that because of the outstanding liquor license and desire to keep the street project on track, a second meeting would be necessary this month. The meeting will be held on Monday, December 18, 2023 at 5:30 p.m.

**Other Business/Announcements**

***Upcoming Meetings/Events***

Next Special Meeting; December 18, 2023

Next Regular Meeting; January 8, 2024 (Annual Meeting)

Office Closed; Monday, December 25, 2023 (Christmas Day)

Office Closed; Monday, January 1, 2024 (New Year's Day)

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 December 4, 2023. The motion was seconded by Councilor Larson and carried unanimously. The meeting adjourned at 7:29 p.m.

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Dave Treumer, Mayor

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Aimee Sugden, City Administrator

Minutes prepared by Aimee Sugden