

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, March 4, 2024**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:35 pm on March 4, 2024. Those Present: David Treumer, Mike Totleben, Jennifer Peterson, Naomi Larson and Kevin Waller called in.

Also present: Administrator Kendra Kroening, Utility Superintendent Dan Larson, Fire Chief Seth Preble, Airport Manager Jeremy Seng, residents Joe Nigg, Robert Carr, Tim Shulte, Tom Lipinski and Kittson County Enterprise Reporter Anna Jahoula.

**APPROVE AGENDA**

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

**APPROVAL OF MINUTES**

**Councilor Totleben motioned to approve the minutes of the Regular City Council meeting on February 5, 2024.** The motion was seconded by Councilor Larson and carried unanimously.

**Councilor Larson motioned to approve the minutes of the Special City Council meeting February 20, 2024.** The motion was seconded by Councilor Peterson and carried unanimously.

**FISCAL & ADMINISTRATIVE ISSUES**

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

General Fund Amount; \$ 110,544.49 (AF), \$33,452.93 (UVB)

Total Check Amount; \$ 62,794.20(AF), \$ 47,779.19 (UVB)

Check Numbers; 13431- 13465(AF), 16019-16021 (UVB)

EChecks; 11610e-11612e

Payroll Transfer (covers wages, taxes and benefits); \$ 42,700.00

The motion was seconded by Councilor Totleben and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the April 1, 2024 meeting.

**Budget to Actual Report**

Mayor Treumer presented the Budget to Actual Report.

**Hire Clerk/Administrator**

**Councilor Totleben made a motion to officially hire Kendra Kroening as City Administrator.** The motion was seconded by Councilor Larson and carried unanimously.

**Banking Update**

**American Federal Bank**

The City of Hallock would like to update the account resolution to see the account resolution to see the following people listed: Kendra Kroening, City Clerk with authority to open any deposit or share accounts in the name of The City of Hallock and endorsed checks and orders for the payment of money or otherwise withdraw or transfer funds on deposits. David Treumer, Mayor. Michael Totleben, Council member.

With the authority to endorse checks and order for payment of money or otherwise withdraw or transfer funds on deposits in the name of the City of Hallock.

Kendra Kroening will also be listed as secretary/City Clerk and sign meeting minutes.

**Councilor Peterson made a motion to adopt resolution 2024-11.** The resolution was seconded by Councilor Larson.

### **United Valley**

**Councilor Peterson made a motion to adopt resolution 2024-12 to update the United Valley banking to City Administrator Kendra Kroening.** The resolution was seconded by Councilor Larson.

Administrator Kroening is authorized to open any deposit or share accounts in the name of The City of Hallock and endorsed checks and orders for the payment of money or otherwise withdraw or transfer funds on deposits.

### **SPECIAL PRESENTATION; JON PAUNA, MOORE ENGINEERING**

City Engineer, Jon Pauna, attended the meeting to discuss moving forward to order the improvement and move forward on getting bids for the 2024 Street Improvement Project.

Mayor Treumer felt there were too many questions unanswered to comfortably move forward with the project. Pauna said if you pause just wait to go for the next bidding season. No final numbers will be available until bids have come back and been accepted by the city.

Mayor Treumer opened the meeting for public comment for questions regarding the project. Council addressed the concerns of inflation the future may hold.

The council decided it would be best to table Resolution 2024-10 Resolution ordering improvement and preparation of Plans and Advertisement for bids. This will push the project into 2025 with the hopes of starting public hearing in the spring/early summer and bids in November 2024.

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

Utility Superintendent Larson reported; Dan ordered the heater and should take around 4-6 weeks to be delivered. The community fund said there are funds available to pay for a new pool heater.

There is a water leak on the north end that was leaking then stopped, is now leaking again. Dan hoped to fix that if N. Douglas is repaired summer of 2024.

### **Security Updates**

Police Chief Docken was absent for the meeting but Administrator Kroening had spoken with Chief Docken about the security quotes received from Wikstrom's for the installation of security cameras for city hall, fire hall, city shop and the pool. Mayor Treumer asked how much was budgeted for this he thinks it was talked about this last fall to budget for this. Administrator Kroening was unsure and will check into it.

### **Airport Report**

Airport Manager, Jeremy Seng reported; Replaced some PAPI lights. A new board is \$1000 – they are currently working but if the box moves it will shut the lights off.

The road is failing to drain water is standing by the hangar it may need to be repaired this spring.

Meeting Friday March 8, with the new engineer Angela from Bollig.

### **Fire Department Report**

Fire Chief Seth Preble reported; Fire department received a check from the seller of the truck that was purchased. There was an agreement between the seller and buyers that whatever repairs that needed to be made the seller of the truck will cover those costs. The check was \$14,071.00 the remainder will be covered by the fire relief.

### **New Business**

#### **Locking in Physical Basis**

**Mayor Treumer made a motion to lock in the physical basis at -.14 for 17 months from our gas supplier.** The motion was seconded by Councilor Totleben and carried unanimously.

**Resolution 2024-08; Appointing Election Judges for 2024 Presidential Primary Election**  
**Motion by Councilor Peterson to approve Resolution 2024-08 Appointing Election Judges for 2024 Presidential Primary Election.** The motion was seconded by Councilor Larson and carried unanimously.

**Resolution 2024-09; Authorizing the Two River Golf Club to dispense alcohol at the Hallock City Hall. Motion by Councilor Larson to approve Resolution 2024-09.** The motion was seconded by Councilor Peterson and carried unanimously.

**Building/Zoning Permit 2024-03; K&T Dor**  
**Motion by Councilor Totleben to approve building permit 2024-03 to K & T Dorian for the addition to their house.** The motion was seconded by Larson and carried unanimously.

**Motion by Councilor Peterson to grant permission for the painting of the basketball court at Gilbert Olson Park for use of a pickleball court.** The motion was seconded by Larson and carried unanimously. This will convert basketball court into a pickleball court at Gilbert Olson Park. The court will be painted with a nonslip paint and have removeable nets put in so the court is still able to be used to play basketball.

**Training for Administrator Kroening by MCFOA a 3-year course that is highly recommended. Council all agreed any trainings Administrator Kroening is interested in taking would be great.**

#### **Council Roundtable & Public Comment**

Still advertising Deputy Clerk with no applicants. If no applicants by the deadline to rerun the ad.

#### **Other Business/Announcements**

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

Next Regular Meeting; April 1, 2024

Office Closed; Monday, March 29, 2024 (Good Friday)

#### **Adjournment**

There being no further business, Councilor Peterson moved to adjourn the Regular Meeting of the Hallock City Council on March 4, 2024. The motion was seconded by Councilor Larson and carried unanimously. The meeting adjourned at 7:45p.m.

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Dave Treumer, Mayor

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Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening