

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, JULY 1, 2024**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:39 pm on July 1, 2024. Those Present: David Treumer, Naomi Larson, Mike Totleben and Kevin Waller. Absent Jen Peterson.

Also present: Administrator Kendra Kroening, Chief of Police Mike Docken, Seth Preble, Hallock Residents Jay Friedt, Robert Carr, Rodney Bakken and Kittson County Enterprise Reporter Anna Jauhola.

APPROVE AGENDA

Addition to the agenda under item 10, E for two building permits that came in at the last second. 2024-10 and 2024-11 Councilor Waller motioned to approve the agenda. The motion was seconded by Councilor Totleben and carried unanimously.

APPROVAL OF MINUTES

Councilor Waller motioned to approve the minutes of the Regular City Council meeting on June 6, 2024. The motion was seconded by Mayor Totleben and carried unanimously.

FISCAL & ADMINISTRATIVE ISSUES

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

Total Check Amount; \$156,555.66 (AF), (UVB) \$ 23,535.06
Check Numbers; 13585-13632 (AF), 16028-16029 (UVB)
EChecks; 11622e-11624e (AF), 703e-711e (UV)
Payroll Transfer (covers wages, taxes and benefits); \$ 56,518.57

The motion was seconded by Councilor Larson and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the August 5, 2024 meeting.

Budget to Actual Report

Administrator Kroening went over budget to actual; Operating expenses is a lot for parks & rec but guesses that may be typical. That is the only thing that sticks out. The pool is very expensive to run. Councilor Waller stated that the pool is a service that we provide for the city that we don't expect the cost to offset. Mayor Treumer asked how the summer camping is going. Administrator Kroening stated our seasonals are back, we are really trying to get people to pay online when they book the reservation so we are not trying to track down payments over the weekend.

Update Banking

Resolution 2024-18- Add Deputy Clerk Ericka Swanson to the American Federal Bank account. Swanson may open any deposit or share accounts in the name of the Association, Endorse checks and orders for the payment of money or transfer funds on deposit with this Financial Institution. Councilor Larson motioned to adopt resolution 2024-18. Motion was seconded by Councilor Waller.

Resolution 2024-19- Add Deputy Clerk Ericka Swanson to the United Valley Bank account. Councilor Waller motioned to adopt resolution 2024-19. Motion was seconded by Councilor Waller.

Police Department Report

Chief Docken gave an update on the security updates. The certified letter sent for the Martin House has been returned unopened, they did not try to retrieve their mail. Street signs have come in and the summer help will help get them up. Treumer asked about the egress windows for the office. Chief Docken reached out to American Waterworks in Fargo they will give us a bid. Councilor Waller questioned if we had to have someone like that come as he is worried about the mileage being expensive. Chief Docken said they would do it all at one time but if we hire local contractors, we will have to line up 3 different people to do the work. The City Hall is leaking water into the kitchen and the office every time it rains.

Fire Department Report

Fire Chief Seth Preble reported; A few firemen just finished up on their fireman II testing. Pump checks are happening now and should be done by July 2.

Councilor Larson motioned to approve former Chief Kevin Klein resignation from the Hallock Fire Department. The motion was seconded by Councilor Waller and carried unanimously. Mayor Treumer wanted to thank him for all of his years. Kevin Klein was on the Hallock Fire Department for 23 years.

Airport Department Report

Administrator Kroening Reported: The City has \$5000 of entitlements from 2021 that are expiring and would be lost but our engineers have found a city that will accept the transfer of entitlements. The City of Orr has accepted the entitlements.

Councilor Waller motioned to approve FAA Form 5100-110 to transfer \$5000 to the City of Orr. The motion was seconded by Councilor Totleben and carried unanimously.

Carousel Hanger has had water seeping into the Hangar, we don't want water standing in there. Darrel Johnson on the airport commission has been out there and pumping the water out with a skimmer pump off the floor. Mayor Treumer suggested to talk to the airport commission to see what needs to be done out there.

The windsock had fallen over in the high winds. Airport manager Jeremy Seng said we need a new windsock. Darrel Johnson and Brandon Johnson took the base of the windsock pole apart, hauled it to Grand Forks to Tri-Steel and had it repaired for \$421.90 instead of replacing for \$6000.

Parks & Rec

Administrator Kroening gave an update on the 3rd party swim lessons. I looked through minutes and could not find anything in minutes. I found notes from previous Administrator Sugden, the City of Lambertton had told her they would not allow it if it is taking away a service that our employees can provide. Councilor Larson mentioned she thought the original agreement was she was to rent the pool. Legal said we should have an agreement stating it will go after her insurance first then the City. Councilor Waller would like to table this while we get better clarification. Waller suggested to start with Sugden to get what was decided.

Hire Summer Employees

Councilor Larson motioned to hire Elijah Muir and Isaac Gustafson for part time fill in baseball coaches at \$13.43. Motion was seconded by Councilor Waller and carried unanimously.

Update Campground Policy

Councilor Waller motioned to adopt our new campground policies. Motion was seconded by councilor Totleben and carried unanimously.

Addition of a cancellation policy Cancellations made more than 7 days before the scheduled arrival date will be refunded reservation fee and the deposit (if applicable) minus a \$20.00 cancellation fee. No refunds will be given for cancellations made 7 days or less before the scheduled arrival date and forfeit any deposit. Addition of Lock Fee on the fee schedule- Locking Fee: If the party wishes to lock in a particular campsite using our online reservation software there is a \$5 lock fee.

New Business

Rodney Bakken Letter to council;

Rodney Bakken addressed the council in regards to a letter that he had sent to the council. Rodney said he is just going off what he has heard in the community and what was in the paper is very limited he isn't sure if there is any contract or what the lots are being sold for. He asked if they had any questions for him.

Rodney expressed his concerns about a private entity purchasing 20 lots. Councilor Waller mentioned the city isn't in the market for selling the lots to make money, it is to provide housing to people in town with the most reasonable way we can. Mayor Treumer said we will discuss the details next, thanked him for the feedback.

Councilor Waller put together this agreement if we move forward with this agreement since the city and the other party is represented by Brink Law Office. This allows us to move forward having Hane help us.

Councilor Totleben motioned to approve the Waiver of Conflict of Interest and Scrivener's Agreement. The motion was seconded by Councilor Waller.

Subdivision Development and Lot Reservation Agreement.

Councilor Waller mentioned we had Friedt and Carr at the June meeting but had some questions after so we decided we needed to have those questions answered by talking by Carr and Friedt. Additionally, Waller went in and met with Jeff Hane at Brink and then again with Mayor Treumer. Jay Friedt and Robert Carr are present if there were any questions to ask now or later. This agreement talks about the specifics. It will be a two-phase agreement. So many homes will have to be built in a specific amount of time. Councilor Waller said the road will be built as the houses are built. Mayor Treumer said Moore Engineering is working on the lot layout and the elevation for this area.

They will table this topic for now and set a special meeting in the very near future.

Building Permit 2024-09; K. Loftberg

Motion by Councilor Waller to approve the construction of an outbuilding/garden shed. The motion was seconded by Councilor Totleben and carried unanimously.

Building Permit 2024-10; Stacy's Kitchen to put in a drive thru window.

Councilor Larson asked if they owned the building. Stacy Kobel said she is working on it and will get that approval from the owners. Mayor Treumer said if you are not changing the square footage of the building, they will not need a permit. A railing along the concrete would not need a permit either.

Building Permit 2024-11; Stacy's Kitchen to raise the sign. Stacy said the sign might be made a foot or two bigger. It would be a replacement for what is already there. No motion needed/ no building permit needed until we know the exact size. There is a powerline nearby that Otter Tail was concerned about. We cannot give a permit until we have approval from Otter Tail too.

Council Roundtable & Public Comment

Councilor Waller asked about plans to repair streets. Administrator Kroening said Larson had received a call from a contractor that was going to be in the area the next day but we wouldn't have enough time to get a second bid. Council agreed pot holes need to be filled around the old elementary school.

Other Business/Announcements

Upcoming Meetings/Events

Next Special Meeting; July 8, 2024

Next Regular Meeting; August 5, 2024

Office Closed; Wednesday, July 4, 2024

Adjournment

There being no further business, Councilor Totleben moved to adjourn the Regular Meeting of the Hallock City Council on July 1, 2024. The motion was seconded by Councilor Waller and carried unanimously. The meeting adjourned at 7:23 PM

Dave Treumer, Mayor

Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening