

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
TUESDAY AUGUST 6, 2024**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:32 pm on August 6, 2024. Those Present: David Treumer, Naomi Larson, Mike Totleben, Kevin Waller and Jen Peterson.

Also present: Administrator Kendra Kroening, Seth Preble, Dan Larson, Kittson County Enterprise Reporter Anna Jauhola, Alicia and Ronald Anderson.

APPROVE AGENDA

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

APPROVAL OF MINUTES

Councilor Larson motioned to approve the minutes of the Regular City Council meeting on July 1, 2024. The motion was seconded by Mayor Totleben and carried unanimously.

Councilor Larson motioned to approve the minutes of the Special City Council meeting on July 8, 2024. The motion was seconded by Mayor Waller and carried unanimously.

FISCAL & ADMINISTRATIVE ISSUES

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

Total Check Amount; \$250519.93 (AF), (UVB) 19,755.01
Check Numbers; 13633-13700 (AF), 116032 (UVB)
EChecks; 11625e-11626e (AF), 713e-720e (UV)
Payroll Transfer (covers wages, taxes and benefits); \$ 68,922.07

The motion was seconded by Councilor Totleben and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the September 9, 2024 meeting.

Budget to Actual Report

Administrator Kroening went over budget to actual; Looked into why Parks & Rec was higher, it was for the purchase of chemicals for the operation of the pool. The pool heater did not get entered into the budget to actual since we are being reimbursed 100%. Mayor Treumer was wondering if we would be over budget by the end of the year. Mayor Treumer was questioning why the engineering was not budgeted for. Administrator Kroening asked about who is on the budget committee and when we should meet to start going over the budget. Councilor Peterson and Councilor Waller have been appointed for budget committee this year but typically set that at the September meeting. Councilor Waller stated he would like to find out what the engineering costs will be so we can help forecast what they will be for next year.

VISA CommUNITY card- Update City Credit Card

Administrator Kroening would like to get a different credit card after so many discrepancies with the current card the city uses. The mail has been a major issue with getting the payments there on time. If we have issues with the card American Federal can call our behalf and get it all straightened out. Kroening asked about the annual fee of \$99 per year but we would be able to use the rewards to pay for the bill. Councilor Waller stated to look at we are currently spending and go ahead with what makes sense.

Councilor Waller motioned to update our City Credit Card to Visa Community Card. The motion was seconded by Councilor Peterson and carried unanimously.

Police Department Report

No report given.

Fire Department Report

Fire Chief Seth Preble reported; The truck committee met and they tried word of mouth to see if there was a local interest. They decided to go with an online auction on next months sale. There is currently one open spot on the fire department.

Airport Department Report

Administrator Kroening Reported: Ditzler Electric was repairing the wiring on the new hangar.

Utility / Maintenance Department

Larson reported; There is a leak on the lift station by the airport. Weleske was there digging to fix the leak on the sewer at the airport. The gas circuit rider is through MMUA it is who helps our compliance for gas. It is a great program that many cities are part of and Larson stated we would not be able to process our paperwork without them. Our storm pit has been repaired. July 13 there was an odorant issue, we had a few leaks detected. The odorizer had quit pumping so it needed to be rebuilt so there was a tech here and more odorant was put into the system. 2 pallets of cold road patch has been put down, the county said they would be able to get to our roads by the end of August. The pool will remain open until August 31 as the weather looks favorable.

KorTerra is a dashboard for receiving and doing positive response for clearing tickets. For many years Gopher State One and KorTerra had an agreement so this service was free for cities for the use of the dashboard. This will allow us to clear a ticket for the person who submitted the ticket it has been completed.

Motion by Councilor Peterson to enter into an agreement with KorTerra. The motion was seconded by Councilor Larson and carried unanimously.

Councilor Waller thinks we should drive around town and get an inventory of holes that would be county involvement, cold patch, or just filled with gravel.

New Business

Donations

Motion by Councilor Totleben to approve Resolution 2024-20 to accept \$500 and \$100 donations. Motion was seconded by Councilor Waller and carried unanimously.

Resolution 2024-21; Appointing Election Judges for 2024 Primary Elections

Motion by Councilor Peterson to approve Resolution 2024-21 Appointing Election Judges for 2024 Presidential Elections. The motion was seconded by Councilor Larson and carried unanimously.

Administrator Kroening updated what area cities who have in-person voting are currently paying for election judges. We are currently paying \$10.50 for election judges and \$11.70 for head judges. Baudette is currently paying \$18/hr. for head election judge and \$16/hr. election judge. Karlstad is \$16/hr.

Councilor Totleben made a motioned to give \$2 an hour more. Motion failed.

Motion by Councilor Larson to pay the head judge \$18 an hour and regular judge \$16 an hour. Motion was seconded by Councilor Peterson and carried unanimously.

Parcel- 32.0008300

Ronald & Alicia Anderson are interested in possibly purchasing this lot to build a house. Mayor Treumer noted he is very leery to give up any land in the flood plain because we do not have control if we need to change river elevations. The whole lot is not in the flood plain, Administrator Kroening showed maps to Andersons.

Ron Anderson said the flood plain of this parcel is quite small. Councilor Waller stated we could split the parcel. Mayor Treumer said you can split the lot and sell the high ground but keep the flood plain. We would have to have the parcel staked out.

Motion by Mayor Treumer to survey and stake out the flood plain on this parcel so we can see where the lines are. The motion was seconded by councilor Waller and carried unanimously.

Two Rivers Plus JPB Conservation Practice Cost Share Assistance Contract

Motion by Councilor Peterson to approve Two Rivers Plus JPB Conservation Practice Cost Share Assistance Contract. The motion was seconded by Councilor Waller and carried unanimously.

Building Permit 2024-10; 6211 Concord LLC

Motion by Councilor Peterson to approve the construction of steps. The motion was seconded by Councilor Totleben and carried unanimously.

Building Permit 2024-11; CHS Ag Services

Motion by Councilor Totleben to approve concrete slab. The motion was seconded by Councilor Peterson and carried unanimously.

Building Permit 2024-12; R&D Lindegard

Motion by Councilor Larson to build a fence. The motion was seconded by Councilor Peterson and carried unanimously.

NW Regional Library Budget Request

The Northwest Regional Library system is requesting to increase the city's commitment to the library in 2025 by 3%. The request would increase the city's commitment from \$16,395 to \$16,886.85 in 2025.

Councilor Totleben motioned to approve a 3% increase in funding for the Northwest Regional Library for FY 2025 in the amount of \$16,886.85. The motion was seconded by Councilor Larson and carried unanimously.

Kittson Healthcare Update Emergency Operations Plan

Mayor Treumer motioned to update the agreement with Kittson Healthcare. The motioned was seconded by Councilor Totleben and carried unanimously.

Council Roundtable & Public Comment

Mayor Treumer would really like to do a workshop to go over the street project. Councilor Waller would like to do the workshop before the budget meeting. Mayor Treumer would like to have the workshop before the end of August.

Other Business/Announcements

Upcoming Meetings/Events

Next Special Meeting; July 8, 2024

Next Regular Meeting; September 9, 2024

Office Closed; Wednesday, July 4, 2024

Adjournment

There being no further business, Councilor Waller moved to adjourn the Regular Meeting of the Hallock City Council on August 6, 2024. The motion was seconded by Councilor Larson and carried unanimously. The meeting adjourned at 6:44 PM

Dave Treumer, Mayor

Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening