

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY SEPTEMBER 9, 2024**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:38 pm on September 9, 2024. Those Present: David Treumer, Naomi Larson, Mike Totleben and Kevin Waller. Absent was Jen Peterson.

Also present: Administrator Kendra Kroening, Utility Superintendent Dan Larson, Chief of Police Mike Docken, Kittson County Enterprise Reporter Anna Jauhola and David Drown Associates- Jason Murray.

APPROVE AGENDA

Councilor Larson 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 August 6, 2024. The motion was seconded by Councilor Larson and carried unanimously.

Councilor Waller motioned to approve the minutes of the Special Workshop on August 26, 2024. The motion was seconded by Mayor Totleben and carried unanimously.

Guest Presentation; Jason Murray, David Drown Associates

Mr. Murray presented projections to the council of what futures will look like for the tax levy process and how to budget adequately going forward for our upcoming street projects. Murray presented a power point to the council; he gave a background of where we were for the total levy. He wants us to stay consistent going forward- he shows a 3% tax increase going forward. Murray stated if there is anything you take away from this; Don't let these last two tax levies expire. You want to stabilize that tax rate- FLAT IS GOOD. Lowering is great but how do you start paying for projects? How do you start planning for the future? If you don't have anymore debt, if you decide not to do a big project and want to do small projects. Keep that debt levy, move it into a capital project fund, street fund- keep that levy. Don't let that expire.

At the end of the day, you have to be comfortable with the direction you are setting if you're not; don't do that project. If you are and can live with those impacts; perfect, lets plan and move forward.

Councilor Waller asked if we started summer 2025 when would bond payments be due? Murray said the earliest it would be would be Feb 1, 2026. 2026 we start collecting our levies and special assessments.

FISCAL & ADMINISTRATIVE ISSUES

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

Total Check Amount; \$214,610.02 (AF), (UVB) \$11,868.45
Check Numbers; 13701-13754 (AF), 16041 (UVB)
EChecks; 11631e-11641e (AF), 722e – 726e (UV)
Payroll Transfer (covers wages, taxes and benefits); \$ 56,290.65

The motion was seconded by Councilor Totleben and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the October 7, 2024 meeting.

Review Economic Development Recommendation

The Hallock Economic Development Association met on Thursday, August 29 to review applications from two new businesses. Their recommendations for the Council were included in the Council Packet.

Councilor Totleben motioned to approve a \$3500 EDA grant for SHE AESTHETICS. The motion was seconded by Councilor Larson. Motion carried. Councilor Waller abstained due to conflict.

Councilor Larson motioned to approve \$5000 EDA grant to SF Properties. The motion was seconded by Councilor Totleben and carried unanimously.

City Administrator Review

Administrator Kroening 6-month anniversary date as the Administrator was August 22, 2024. The personnel committee met with her; Councilor Larson reported her review well she is doing a good job, learning new things- she plans to continue her education through yearly classes.

Mayor Treumer noted Kendra has put a lot of time in, I know it's new to her but I know she gives 100% effort and learning like a sponge. Councilor Larson also commented she has been doing a good job and putting in a lot of time.

Personnel recommendation is to raise Administrator Kroening on the pay scale from step 4 to between step 5 and 6.

Councilor Waller motioned to follow the recommendation of personnel committee increase Administrator Kroening pay to step 5.5 on the pay scale. The motion was seconded by Councilor Larson and carried unanimously.

David Drown Associates: Proposal for Job Classification and Compensation Services

Mayor Treumer shared with council how we do not really have a point system for everyone. This is needed for accurate pay equity study to eliminate any gender-based wage inequities in compensation. Mayor Treumer asked administrator Kroening where is the Deputy Clerk compared to the utility department? That's the question is that the same? Are they rated the same? Kroening said she has seen a past pay equity study done from a past administrator that the points are different, but does not feel comfortable going with that since she did not perform that study. Larson asked if we have money left over from the Otter Tail reimbursement we set aside for safety updates. Kroening says there should be money left over and could be paid for with that. Mayor Treumer said he would like to do this because the pay equity study has always been in question to get the point system. Councilor Waller asked how does the point system work? Councilor Waller said he doesn't understand why we need that when we have a pay scale? We don't care who the person is, we have a pay scale. Mayor Treumer said the pay scale is beside the point I want the points rating to make sure we have it set up right. We may have to adjust the rating system to keep things correct. Councilor Waller would like to send this to the personnel committee for them to make a recommendation. Mayor Treumer asked, everyone study up and direct questions to Kendra. The personnel committee will come back next meeting with a recommendation.

Police Department Report

Docken reported; The Hallock Police Department is very happy with having the cameras to help with cases. Docken will get yearly testing done online to keep his license. Docken had 34 calls over the last month, it has been busy.

Airport Department Report

Administrator Kroening Reported; Included in the packet is a proposal from Bakken for the arrival departure building remodel to start construction. This includes interior and exterior numbers; we have grant money coming back to help cover the local share. Project cost for local share was - \$64,027.83 but there was a \$32,000 CRSSA reimbursement and \$13,000 ARPA reimbursement so the actual local share will be around \$15,427.83.

Councilor Waller motioned to accept Bakkens proposal for the construction on the remodel on the arrival departure building and municipal hangar. The motion was seconded by Councilor Totleben and carried unanimously.

Capital Improvement Plan; We need to budget extra money to do an ALP/Master plan. Councilor Waller asked Kroening to put this in for a line item for 2025 budget. BIL money if we do not use it we lose it, it is not treated the same as entitlements. Mayor filled the council in that we need to have readvertise our consulting company since our CIP did not show the ALP update. Coming up is an AWAS replacement and crack sealing. We will have expenses coming up to keep the airport compliance up to date. Our Engineer was wondering if our council is comfortable to do these upcoming projects. Councilor Larson spoke up that the lighting is very poor for the life flight area. She stated you can't see anything! Mayor Treumer asked Administrator Kroening to look into the lighting outside the AD building/ fueling area for the airport commission.

Utility / Maintenance Department

Larson reported; At the start of August we finished our gas survey. Had a leak at the lift station. The pool ran great during August there were no issues- the heater was a great purchase even on a 65-degree day the water temp was at 83 degrees. Graveled and graded some alleys we will touch up a few more we did this spring. Three gas installs to do, the gas parts prices have gone up significantly. We may need to raise our install rates but he does not want to make that be cost prohibitive. Larson questioned if we should increase this rate now or at the beginning of the year?

Nelson Technology Quote; This is a yearly rebuild contract, this must be done for maintenance. Just the odorizer pump takes 6 hours to rebuild. The regulators need to have preventative maintenance to ensure they are operating correctly and this will be a complete rebuild.

Councilor Totleben motioned to go ahead with Nelson Technologies quote. The motion was seconded by Councilor Waller and carried unanimously.

New Business

Anderson Sanitation; Assess Delinquent Garbage Bills

Motion by Councilor Totleben to approve the delinquent garbage bills as listed. The motion was seconded by Councilor Waller and carried unanimously.

Building Permit 2024-13; Verizon Wireless

Motion by Councilor Totleben to approve the construction of Verizon wireless tower. The motion was seconded by Councilor Waller and carried unanimously.

Building Permit 2024-14; Elevated Plains

Motion by Councilor Larson to approve new construction in the south end of town. The motion was seconded by Councilor Totleben and carried unanimously.

Building Permit 2024-15; A&T Kukowski

Motion by Councilor Larson to approve shed. The motion was seconded by Mayor Treumer. Councilor Waller abstained due to conflict of interest. Carried.

Building Permit 2024-16; W&K Arrowood

Motion by Councilor Totleben to approve a fence. The motion was seconded by councilor Larson and carried unanimously.

Council Roundtable & Public Comment

Councilor Totleben would like to add to the rental agreement for the city hall rental to put the ceiling tiles back into place. Mayor Treumer said it may be past the point of putting the tiles back they may need to be replaced. Administrator Kroening commented maybe the city needs to invest in magnetic clips for decorating the ceiling. Councilor Larson asked about splitting the Public Safety Aid between the fire department and the Kittson County Ambulance. Administrator will add to the next council meeting agenda for official motions.

Other Business/Announcements

Upcoming Meetings/Events

Next Regular Meeting; October 7, 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 8:00 PM

Dave Treumer, Mayor

Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening