

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY OCTOBER 7, 2024**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order at 5:33 pm on October 7, 2024. Those Present: David Treumer, Naomi Larson, Jen Peterson and Mike Totleben. Absent was Kevin Waller.

Also present: Administrator Kendra Kroening, Utility Superintendent Dan Larson, Fire Chief Seth Preble, Kittson County Enterprise Reporter Anna Jauhola, Ron Anderson, Ryan & Kimberly Soberaski.

**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 September 9, 2024.** The motion was seconded by Councilor Totleben and carried unanimously.

**Councilor Peterson motioned to approve the minutes of the Special Council meeting on September 25, 2024.** The motion was seconded by Mayor Treumer and carried unanimously.

**FISCAL & ADMINISTRATIVE ISSUES**

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

Total Check Amount; \$ 179,620.19 (AF), (UVB) \$ 20,594.61  
Check Numbers; 13633-13700 (AF), 16043 (UVB)  
EChecks; 11642e-11650e (AF), 738e-748e (UV)  
Payroll Transfer (covers wages, taxes and benefits); \$ 54,646.78

The motion was seconded by Councilor Larson and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the November 4, 2024 meeting.

**Deputy Clerk Resignation**

**Motion by Councilor Larson to accept the resignation of Deputy Clerk Ericka Swanson, effective 09/27/2024.** The motion was seconded by Councilor Peterson and carried unanimously.

**Update Banking**

**Motion by Mayor Treumer to adopt resolution 2024-22 For American Federal Bank and United Valley Bank**

í City of Hallock would like to update the account resolution to see the following people listed:

- Kendra Kroening with the authority to open any deposit or share account in the name of City of Hallock
- Kendra Kroening, David Treumer, and Michael Totleben with the authority to endorse checks and orders for the payment of money, withdraw, or transfer funds on deposits.

Motion was seconded by Councilor Totleben and carried unanimously.

**David Drown Associates; Proposal for Job Classification and Compensation Services**

This topic was tabled at the last regular meeting as the council wanted to get more information to make a better informed decision. Kroening filled the council in with a little information for the council since last meeting. Included in the packet are benchmarks for what cities we want to be compared to. Councilor Totleben asked if these are cities who also used this plan. Kroening stated no these benchmarks are those communities that surround you, look like you, act like you or have similar indicators. The council will need to approve “benchmarks” the cities or counties you want to use to do the market analysis.

Mayor Treumer asked if we need to decide anything tonight? Kroening stated if you would like to get it started sooner as we will be advertising for a Deputy Clerk position. If we are comfortable with moving forward, David Drown can start with the Deputy Clerk position so we can have a more accurate pay scale for when we do advertise the Deputy Clerk position.

This could help with our pay equity study; which is reported every 3 years. This would look over the job descriptions and ensure the points are correct for the compensation. Totleben stated "I know we need to change the way we have it now." The council felt best to start with option 1 but if needed could go up to option 2 to amend or establish compensation study.

**Councilor Larson motioned to go ahead with Job Classification and Compensation Study with David Drown option 1.** The motion was seconded by Councilor Peterson and carried unanimously.

#### Utility / Maintenance Department

Larson reported; Performed 4 new gas installs. More street patching, using up road patch and gravel on 4<sup>th</sup> street by the elementary hill. We are mowing still and currently have an employee out with a back injury. Thinking he will be back mid-November.

Nelson Technologies were here at the regulation station for the natural gas, they rebuilt 4 of the valves. They will be coming back in a week to rebuild our relief valve. In the next few weeks, we will need to get started with sewer flushing and street flushing. Councilor Larson asked about the airport crossing. They are replacing the crossing and will be out of service until Wednesday.

Locators and supply gave us a quote for speed bumps for Gilbert Olson Park. They will install them in the spring and remove in the fall before snow. This will help the cars slow down to increase the safety of our park since there are many families that use the park.

**Motion by Councilor Totleben to approve the purchase of speed bumps from Locators & Supply.** Motion was seconded by Councilor Larson and carried unanimously.

#### Police Department Report

No report given.

#### Fire Department Report

Preble Update; The department sold both trucks at auction- 1990 International was sold for \$7,900 the 1990 GMC pumper truck sold for \$3,550. The ladder truck is in Fergus Falls being repaired; it will be in compliance for 5 years. The maintenance needs to be done every 5 years because the ladder needs to be taken off and inspected.

#### Airport Department Report

Administrator Kroening Reported; Airport commission met last month with the Angela from Bollig Engineering. We need to do a master plan/ALP update. Since that was not part of the CIP when Bollig was selected we must readvertise for our airport Engineers. A legal ad has been put into the KCE for 3 weeks for Airport Consultants. It has also been advertised on the League of MN Cities website. A check has been sent to Pro Gas to install a new air conditioner and furnace for the arrival departure building. We have a couple bids waiting for ceiling liner panels in the new hangar.

**Motion by Councilor Totleben to proceed with the airport commission recommendation to move forward with an ALP/MASTER PLAN UPDATE.** Motion was seconded by Mayor Treumer and carried unanimously.

#### Old Business

##### **Dam Project Construction**

Mayor Treumer updated the council; Houston Engineering has bids for the Dam project. This needs to be completed by the end of 2024 as the money from the watershed will expire at year end. Mayor Treumer felt we need more than just him giving the go ahead. Anderson Construction needs the go ahead to proceed.

**Motion by Councilor Peterson to proceed with accepted bids on the Dam Project construction.** The motion was seconded by Councilor Larson and carried unanimously.

##### **Certified Public Safety Aid**

**Motion by Councilor Peterson to pay out the \$39,034 Certified Public Safety Aid money, split 50% to Hallock Fire Department and 50% to the Kittson County Ambulance.** The motion was seconded by Councilor Larson and carried unanimously.

### **Parcel 32.0008300**

Andersons have approached the council to purchase this parcel with the intention to build a new home on this site. Moore Engineering was contacted to survey the flood plain with the intention for the city to keep the flood plain and sell the non-flood ground for development. This survey has been completed by Moore Engineering; a map was included in the council packet.

Ron Anderson addressed the council; he gave a survey map of the property on 9<sup>th</sup> street. They felt the survey indicates ample room to construct a new home. He feels it is a diamond in the rough to clean up and would really like to move forward. Anderson said they would really like to move forward to build a house creating more tax base. He asked the council if do decide to put it out on bid just consider

Councilor Peterson asked Superintendent Larson about the utilities. Larson thought the biggest hurdle may be the sewer, to be hooked to our sanitary sewer, a lift station would most likely need to be installed. It is doable there may be some boring. Mayor Treumer said to proceed with getting all the final details and answers to questions. Get a price before the next meeting in November. Mayor Treumer is not real pleased with the cost of the survey performed by the City Engineer but he had not talked to him about why it was so much when the whole south end was done for not much more.

Anderson asked the Mayor and council if it is okay if Administrator Kroening and I getting some of the leg work done? The assessed value and how the sewer system works. Mayor Treumer thought a private lift station didn't sound cheap. Larson reminded that there is a house in town with their own lift station, they pay for their own pump and power. Mattsons old house, there isn't enough elevation to get to Douglas street.

Mayor Treumer tabled this topic until next meeting, Ron Anderson to work with Administrator Kroening to get it ready to vote on at the November 4 meeting.

### **New Business**

#### **Building Permit 2024-17; R. Quanbeck**

**Motion by Councilor Totleben to approve the addition of a garden shed.** The motion was seconded by Councilor Peterson and carried unanimously.

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

Public Comment; Kimberly Soberaski voiced her opposition to the sale of parcel 32.0008300 she mentioned if the city would sell the parcel they would be interested in purchasing the lot.

Councilor Peterson asked about the status of the street signs as they had not been put up yet by Chief Docken.

### **Other Business/Announcements**

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

Next Regular Meeting; November 4, 2024

### **Adjournment**

There being no further business, Councilor Larson moved to adjourn the Regular Meeting of the Hallock City Council on October 7, 2024. The motion was seconded by Councilor Peterson and carried unanimously. The meeting adjourned at 6:38 PM

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Dave Treumer, Mayor

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Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening