

MINUTES OF THE SPECIAL MEETING
OF THE HALLOCK CITY COUNCIL
Monday, December 16, 2024

The Hallock City council met for a Special Meeting on Monday, December 16, 2024 at 5:33 PM.
Those Present: David Treumer, Mike Totleben, Kevin Waller, Naomi Larson and Jen Peterson.
Also present: City Administrator Kendra Kroening, Jeremy Seng and Kittson County Enterprise Reporter Anna Jauhola.

APPROVE AGENDA

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

New Business

Hiring Deputy Clerk

Councilor Larson from the personnel committee gave an update for the interviews, the first round of interviews was completed by Councilor Totleben, Councilor Larson and Administrator Kendra Kroening. Second interviews were completed by Mayor Treumer, Councilor Larson and Administrator Kendra Kroening. Councilor Larson made the recommendation to hire Kara Johnson at step 3- \$21.36 because we started the last Deputy Clerk at step 2 and this applicant has more experience coming into the position. Councilor Waller noted there would be a standard 6-month probationary period.

Councilor Larson motioned to approve Kara Johnson at step 3, \$21.36 per hour. The motion was seconded by Councilor Waller.

Airport Manager & FBO Agreements

The original contracts were updated Administrator Kroening reported; The airport is currently being remodeled and there will no longer be living quarters on site, flowage fees will be paid once per year in January, qtPod Service agreement was added to the agreement; 25% of the fee will be paid by the FBO if the flowage fees are less than that amount.

Manager Seng asked that the heat be paid in the lobby considering it is all public space. Councilor Totleben said with construction the city could maybe help him out.

Administrator Kroening noted all the electricity at the airport is paid for by the City but now while under construction we could split off the main hangar that is attached to the Arrival/Departure building and have its own power meter, now is the time. Councilor Waller asked what would be the reason for splitting for this off? Kroening said so Seng is paying for his own electricity in the shop and the City could take back heating the lobby space in the future now it is public space, except an office.

Seng asked about parking overnight, Seng mentioned he has put people in his hangar overnight, sometimes that space is occupied. He is looking for permission to utilize unrented hangar space to put people inside.

Administrator Kroening mentioned area cities do have a daily fee on their fee schedule for overnight rental and is currently an addition for the (2025) fee schedule. Councilor Peterson said that would likely need to be an addition to the fee schedule being that the city would be liable if something happened.

Councilor Totleben motioned to approve the updated Manager and FBO agreements approve Jeremy Seng as Airport Manager and FBO. Motion was seconded by councilor Waller and carried unanimously.

Mayor Treumer asked Administrator Kroening to add it to the fee schedule that it is not an addition to the agreement. Seng asked what would that fee be? Seng mentioned it happens after business hours so he has to come over, making a special trip, for that specific reason to let them in. Seng said he doesn't want to be collecting fees, just leave it the way it is. Waller said but you're wanting to be paid to come over here and do it. Seng said typically if my hangar has a space open I will put them in there and whatever I get out of it I get out if it- then I don't have to deal with them later with weather coming or de-ice them later. Waller questioned Seng about being compensated to drive over to put someone inside Waller said he doesn't want it to cost the City to put someone in overnight. Councilor Peterson said the City office deals with camping already. Kroening said we can add details to our website.

Adjournment

There being no further business, Councilor Peterson moved to adjourn the Special Meeting of the Hallock City Council on December 16, 2024. The motion was seconded by Councilor Larson and carried unanimously. The meeting adjourned at 5:56 p.m.

Dave Treumer, Mayor

Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening