

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, DECEMBER 2, 2024**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order on December 2, 2024 at 5:34 pm.

Those Present: David Treumer, Mike Totleben, Jennifer Peterson, Kevin Waller and Naomi Larson.

Also present: City Administrator Kendra Kroening, Utility Superintendent Dan Larson, Fire Chief Seth Preble and Kittson County Enterprise Reporter Anna Jahoula.

APPROVE AGENDA

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

APPROVAL OF MINUTES

Councilor Waller moved to approve the minutes of the Regular City Council meeting on November 4, 2024. The motion was seconded by Councilor Peterson and carried unanimously.

Councilor Larson moved to approve the summary of the City Council Open House on November 6, 2024. The motion was seconded by Councilor Peterson and carried unanimously.

Truth-In-Taxation

Motion by Councilor Waller to close the regular meeting at 6:00 p.m. and open the annual Truth-In-Taxation meeting. The motion was seconded by Councilor Totleben and carried unanimously.

The council was provided a copy of the 2025 Proposed Levy Form and a spreadsheet containing previous levies and tax capacity rates. The 2025 budget totals \$1,202,681.00 of which \$458,507.00 will be general levied. Residents will see an increase in their city share of taxes.

No one from the public attended the meeting.

Motion by Councilor Totleben to adjourn the Truth-In-Taxation meeting and resume the regular city council meeting. The motion was seconded by Councilor Waller and carried unanimously.

FISCAL & ADMINISTRATIVE ISSUES

Administrator Kroening noted the Anderson Excavating is shown again being it had to rewrite the check again and was approved last month. Phase 2 had been partially completed according to Trent Berg so that is also included this month.

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

Total Check Amount; \$200710.38 (AF), \$20,074.15 (UVB)

Check Numbers; 13836-13875 (AF), 16045 (UVB)

EChecks; 11660e-11661e (AF), 753e-758e & 11657e-11659e(UVB)

Payroll Transfer (covers wages, taxes and benefits); \$39,954.97

The motion was seconded by Councilor Waller and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the January 2025 meeting.

Budget to Actual Report

Administrator Kroening presented the Budget to Actual Report. With less than 30-days left in the year, she's confident the city will stay on track with its overall annual budget. Most major bills have been paid for the year.

2025 Cost-of-Living Adjustment (COLA)

The Personnel Committee met to discuss the Cost-of-Living Adjustment. Kroening compiled data from previous years and various cities around Minnesota. The Personnel Committee recommended a 4% increase to the Council.

Motion by Councilor Waller to approve a 3% Cost-of-Living Adjustment to the 2025 pay scale. The motion was seconded by Councilor Totleben and passed with a vote of 4-0-1. Councilor Peterson abstained.

Christmas Eve Holiday

Mayor Treumer motioned to give the employees the afternoon off December 24, 2024. The motion was seconded by Councilor Waller and passed unanimously.

Utilities, Streets + Parks Department

Utility Superintendent Larson reported;

- The employee out should be back next week there has only been 2 maintenance guys again this month.
- Crews will hang Christmas lights tomorrow and are working to repair the current holiday lights and need to look into where to get incandescent lights. It would be beneficial to hire someone to replace the outlets on the power poles. Mayor Treumer agreed to hire electricians to replace them.
- Councilor Totleben asked if we could have a new sign made for the dumpsite, something like Hallock thanks you, you're on candid camera. Larson agreed we should place a camera to cut down on garbage being left. Larson noted they will be picking up the pumpkins that someone threw out in horseshoe park and bring to the dump.

Police Department

Police Chief Docken was absent, no report was given.

Fire Department Report

Fire Chief Seth Preble reported;

- 5 runs for the month of November.
- In the process of holding elections for officers.
- Johnson Oil will put new tires for the ladder truck.
- Resignation of Justin TerWee after 19 years of service.
- There are 2 spots open on the fire department.
- Updating some sets of gear.

Councilor Waller motioned to accept the resignation of Justin TerWee from the Hallock Volunteer Fire Department. The motion was seconded by Councilor Totleben and carried unanimously. The City thanks Justin TerWee for his service.

Airport Report

Airport Manager, Jeremy Seng had no report for the council. Administrator Kroening mentioned there will be a special meeting to appoint the Airport Manager and FBO as there needs to be updates made to those contracts. Angela Holm, Bollig Engineer will be here tomorrow for the airport commission meeting.

Todds Electric submitted a quote for LED wall packs outside of the main hangar to ensure proper lighting for LifeFlight.

Councilor Totleben motioned approved the quote for \$701.57 to install LED light wall packs. The motion was seconded by Councilor Waller and carried.

New Business

Liquor License Renewals

Motion by Councilor Larson to vote on the applicants collectively rather than individually-to approve liquor license renewals for the Hallock Curling Club, Hallock Eagles Club, Last Chance Trading Post, Craft Brewhaus and Red Barn Liquor. The motion was seconded by Councilor Peterson and carried.

Resolution 2024-25; Establishing a 2025 Polling Place

Motion by Councilor Waller to approve Resolution 2024-25, Designating a 2025 Polling Place. The motion was seconded by Councilor Peterson and carried.

Resolution 2024-26; Two River Golf Club Dispensing Alcohol

Motion by Councilor Larson to approve Resolution 2024-26, authorizing Two River Golf Club to dispense alcohol. The motion was seconded by Councilor Waller and carried.

Council Roundtable & Public Comment

Councilor Waller asked about digitalizing the meeting packets. Administrator Kroening stated currently we put the minutes and agendas on the city website however it would take another person in the office to take on that task.

Other Business/Announcements

- a. Public Hearing; December 18, 2024
- b. Next Regular Meeting; Monday, January 6, 2025
- c. Office Closed; Afternoon Tuesday, December 24, 2024 (Christmas Eve)
- d. Office Closed; Wednesday, December 25, 2024 (Christmas Day)
- e. Office Closed; Wednesday, January 1, 2025 (New Year's Day)

Adjournment

There being no further business, Councilor Peterson moved to adjourn the Regular Meeting of the Hallock City Council on December 4, 2023. The motion was seconded by Councilor Larson and carried unanimously. The meeting adjourned at 7:29 p.m.

Dave Treumer, Mayor

Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening