

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, JANUARY 6, 2025**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order on January 6, 2025 at 5:36 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, Airport Manager Jeremy Seng and Kittson County Enterprise Reporter Anna Jahoula.

APPROVE AGENDA

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

APPROVAL OF MINUTES

Councilor Larson moved to approve the minutes of the Regular City Council meeting on December 2, 2024. The motion was seconded by Councilor Peterson and carried unanimously.

Councilor Totleben moved to approve the minutes of the Special City Council meeting on December 16, 2024 with the correction of December. The motion was seconded by Councilor Waller and carried unanimously.

FISCAL & ADMINISTRATIVE ISSUES

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

Total Check Amount; \$404,210.75 (AF), \$22,964.23 (UVB)

Check Numbers; 13876-13922 (AF), 16078 (UVB)

EChecks; 11662e-11663e (AF), 759e-767e(UVB)

Payroll Transfer (covers wages, taxes and benefits); \$42,687.80

The motion was seconded by Councilor Totleben and carried unanimously.

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

Budget to Actual Report

Administrator Kroening presented the Budget to Actual Report, the city came in slightly underbudget overall \$127,000. Mayor Treumer noted it will be nice to have that little surplus with the street project coming up. Kroening also reminded council there is money set aside for trainings for the upcoming year. Treumer would like to attend the Mayors conference.

Compensation Study Committee

Administrator Kroening, Councilor Waller and Councilor Peterson met last week to look over David Drown study to establish a pay philosophy for the City of Hallock. The pay philosophy is where the City of Hallock wants to be for paying its employees. Administrator Kroening said we may need to look closer at job descriptions to add certifications that the maintenance department currently holds as the deputy clerk is graded the same as public works but the pay is currently different. Kroening noted there are discrepancies currently with how the points are vs to current scales for a pay equity standpoint.

Councilor Waller motioned to proceed at 90% market analysis provided by David Drown compensation study. The motion was seconded by Councilor Larson. Motion carried 3-2 Totleben and Treumer voting no.

Councilor Peterson left the meeting.

2025 Appointments and Commissions

Councilor Waller motioned to approve commitments and appointments as listed with the addition of Brianna Klegstad to the Housing authority. Councilor Larson seconded the motion and carried unanimously.

2025 Fee Schedule

Update and addition to the fee schedule for pickleball for \$100. Addition of nonpayment reinstatement fees, slight increase on the monthly camping rates for 2025.

Councilor Larson to approve 2025 fee schedule, motion was seconded by Councilor Totleben and carried unanimously.

2025 Water & Sewer

Councilor Totleben motioned to approve the proposed rates 5% for 2025 and increase the bulkwater rate to \$15 per 1000 gallons. The motion was seconded by councilor Waller and carried unanimously.

2025 Meeting Schedule

Councilor Waller motioned to approve 2025 meeting schedule as written. The motion was seconded by councilor Larson and carried.

Banking Resolutions

Resolution 2025-02: Update American Federal Banking

Councilor Totleben motioned to add Deputy Clerk Kara Johnson to the American Federal Bank account. Johnson may open any deposit or share accounts in the name of the Association, Endorse checks and orders for the payment of money or transfer funds on deposit with this Financial Institution. Motion seconded by Councilor Waller. Carried.

Resolution 2025-03: Update United Valley Banking

Councilor Larson motioned to Add Deputy Clerk Kara Johnson to the United Valley Bank account. Johnson may open any deposit or share accounts in the name of the Association, Endorse checks and orders for the payment of money or transfer funds on deposit with this Financial Institution. Motion was seconded by Councilor Totleben. Carried.

Utilities, Streets + Parks Department

Utility Superintendent Larson reported;

- Currently working on updating agreements for road maintenance.
- Serviced the loader, wore down cutting edge at the Airport.
- Minor leak at the hydrant and it may be the valve needs to be capped. Larson wants to avoid digging up to fix twice as this will be able to be repaired during the street project.
- Watching another leak by Nordines but waiting for warmer weather to dig.

Mayor Treumer asked about putting down sand at the airport. Seng noted you don't want sand because it makes a mess and it will get blown around. The sand gets picked up by the prop and erodes away the prop.

Police Department

Police Chief Docken was absent, no report was given.

Airport Report

Airport Manager, Jeremy Seng reported; Remodel has started at the airport. Windows have been installed they are aluminum commercial windows instead of the vinyl residential windows. Seng talked about opening the ceiling as Bakken Construction brought up opening the ceiling for an open look. Administrator Kroening noted the 2nd electrical quote received was much higher and the open ceiling was talked about. The phone lines may need to be redone as there are Frontier and Wiktel lines coming in.

Fire Department Report

Fire Chief Seth Preble reported;

2025 officers – Fire Chief- Seth Preble, Assistant Chief- Corey Younggren, Tim Soliah- Assistant Chief, Jordan Lofstrom- Lieutenant, Guy Gustafson- Lieutenant, Rodney Bakken- Lieutenant and Robby Funaiole- Lieutenant.

Councilor Larson motioned to approve the 2025 Fire Department officers. Motion was seconded by Councilor Totleben and carried unanimously.

Fire Department will continue ordering gear on this new year budget as no gear was placed in 2024 being the gear ordered in 2023 did not arrive until 2024. The grass rig is an early 2000 model may need to be replaced. Hoping to use some of the funds from the sales of the fire trucks recently. There are 2 open spots for firemen, there will be interviews soon now the holidays are done.

Resolution 2025-01- Ordering Bids

Councilor Totleben motioned to approve resolution 2025-01. Motion was seconded by Councilor Waller and carried unanimously.

Mayor Treumer noted for the record it is not official until we accept the bids and decide to proceed.

New Business

Kittson County AgSociety liquor permits 1 & 2 for the Kittson County Fair. Motion seconded by Councilor Totleben and carried unanimously.

Zoning/Building Permit 2025-01 T. Denney; Shed

Councilor Waller motioned to approve building permit for a shed for Tim Denney. Motion was seconded by Councilor Larson and carried unanimously.

Kittson County Cannabis; This is a survey at this time, no action needs to be taken at this time. The county is curious if the City would like to adopt its own ordinance or if the City would like to delegate to the County. Council agreed they would rather adopt our own ordinance.

Sale of Real Estate

Councilor Waller motioned to adopt Resolution 2025-04 Sale of Real Estate to Ronald & Alicia Anderson. The motion was seconded by Councilor Totleben and carried unanimously.

Council Roundtable & Public Comment

Stacy Kobel owner of Stacy's Kitchen asked the council to renew a liquor license for the bowling alley. Kobel explained her fines and fees by not filing the correct paperwork. Mayor Treumer mentioned the city received a letter from the state to revoke the liquor license unless we receive a clearance certificate from the Department of Revenue. Administrator Kroening noted nothing has been received by our office from the Department of Revenue at this time. The council agreed until the City receives a certificate of Clearance we cannot approve anything. Kobel asked the council about holding a special meeting. Mayor Treumer said it depends we get the clearance we can either hold a special meeting or add to the agenda at the next meeting depending on the timeline. Kobel mentioned she was meeting with Northwest on Thursday to get their loan done and questioned if there would be an issue getting a renewal from the City.

Other Business/Announcements

- a. Next Regular Meeting; Monday, February 3, 2025
- b. Office Closed; Monday, January 20, 2025 (Martin Luther King Jr. Day)
- c. Administrator Kroening out of office; January 21-Feb 4, 2025

Adjournment

There being no further business, Councilor Waller moved to adjourn the Regular Meeting of the Hallock City Council on January 6, 2025. 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