

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, FEBRUARY 3, 2025**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order on February 3, 2025 at 5:34 pm. Those Present: David Treumer, Jennifer Peterson, Kevin Waller and Naomi Larson. Absent Michael Totleben.

Also present: City Administrator Kendra Kroening, Fire Chief Seth Preble, Airport Manager Jeremy Seng and Kittson County Enterprise Reporter Anna Jahoula.

APPROVE AGENDA

Councilor Waller motioned to approve the agenda with the addition to the Fire department – Resolution 2025-05. The motion was seconded by Councilor Peterson and carried.

APPROVAL OF MINUTES

Councilor Larson moved to approve the minutes of the Regular City Council meeting on January 6, 2025. The motion was seconded by Councilor Waller and carried.

FISCAL & ADMINISTRATIVE ISSUES

Councilor Waller questioned the amount for engineering fees. Waller asked what all this covers is this for the bid for the streets or is this over an above the overall price. Treumer pulled the invoice in question to view it. Treumer stated this is part of the design services for the project. Waller asked if this is part of our overall bid or what will be the total for the project for engineering costs.

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

Total Check Amount; \$167,700.55 (AF), \$24,250.73 (UVB)

Check Numbers; 13923-13952 (AF), 16079 (UVB)

EChecks; 11667e-11668e (AF), 772e-782e (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$45,675.04

The motion was seconded by Councilor Peterson and carried unanimously.

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

Budget to Actual Report

Administrator Kroening presented the Budget to Actual Report; new year so starting over.

Waller commented that there is money in the budget this year for the engineering fees it could come from the budget.

Personnel Committee

Councilor Larson reported on behalf of the personnel committee; Justin Turner met with the personnel committee and Administrator Kroening. Turner had a satisfactory review, reports he enjoys his job and currently holds a pool certification. Mayor Treumer asked if we have a certification list, what our employees have and what do we need.

Kroening mentioned she is currently looking into this for our compensation study. Kroening will compile a list of what employees already have and what they are able to receive. Turner is eligible for a step in pay as it was his anniversary date 12/01/2022. Turner is currently at year 4 at \$26.32. The personnel recommended increase a full step from 4, \$26.32 to step 5, \$27.52 retroactive to his anniversary date.

Councilor Larson asked why we need to do retroactive pay? Mayor Treumer stated because the review was not completed before his anniversary. Kroening stated she had it in her calendar to complete in November but it was not possible to complete it. Treumer agreed, he stated I think that will be a goal Kendra will do fine with getting them done. Everyone should have their reviews completed in November so its ready for December for the first of the year. Kroening stated we need to finish the handbook so we have something to reference to that is in black and white. Treumer asked if retro pay was something council wanted to do. Kroening reminded that is what is what is done historically that is what has been done.

Larson questioned at what point do you stop doing that? Waller stated historically we haven't always given a raise because we did a review. Kroening stated when an employee has a good review and is doing a good job at their job. Peterson reminded once employees reach the 7 year step employees are no longer eligible for a step they are only eligible for the COLA. What is the point of a review if we are not giving a raise. Waller stated that the review process was started to bring the city to the 21st century. This gave the employee an opportunity to sit down with their supervisor and access to the council. This was started 9 or 10 years ago after Hank left.

Larson motioned to motioned to increase Justin Turner wage from step 4 to step 5, \$27.52 retroactive to anniversary date December 2, seconded by Waller motion carried.

Utilities, Streets + Parks Department

Utility Superintendent Larson was absent but left a quote for approval. Kroening reported our previous odorator was sent in for calibration and was deemed non-calibratable. We are required by MNOPS to do a monthly odorant sniff test. The quote is \$5,600.

Peterson motioned to purchase the odorator from Heath, seconded by Larson and carried.

Councilor Waller asked where from our budget this come from. Mayor Treumer noted it will come out of the gas fund.

Police Department

Police Chief Docken was absent, no report was given.

Airport Report

Airport Manager, Jeremy Seng reported; The arrival departure has been sheet rocked and primed ready for paint. Siding has been removed ready for new steel siding. Mayor Treumer asked if we are still on budget. Seng believes we are. Kroening stated no bills have come in yet. Seng asked for the maintenance department to come out and move snow from around the building, it filled in a bit. Kroening said he had spoken to maintenance and they were out there at 1:15.

Fire Department Report

Fire Chief Seth Preble reported; They have closed their gambling fund so needs to have the council accept as a donation.

Two new firemen need to be approved to hire after going through the interview process. Trent Peterson and Landon Sugden this puts the fire department back to 28.

Larson motioned to accept Trent Peterson and Landon Sugden as firemen, Waller seconded the motion and carried.

Resolution 2025-05; Accepting Donation of \$11,410.45 to the Fire Department to purchase airpack, 2 bottles and boots. Peterson motioned to accept resolution 2025-05, seconded by Larson and carried.

New Business

Demolition of Buildings Greater than 2 stories and/or commercial buildings; The elevator south house was demolished in January. There was a bit of a safety concern with the dust cloud that was a result. Council agreed that in the future the street may need to be shut down for safety reasons when buildings are being torn down. The elevator has plans of taking down the north end this spring. Mayor Treumer asked for communication with the city/public in the future to ensure proper notices are published to inform the public.

Council Roundtable & Public Comment

Administrator Kroening mentioned the pipeline public awareness meeting is currently scheduled at 6pm March 3. This is attended by city staff, fire and first responders. We need to move the meeting to a different date. Many cities have gone away from the first week of the month for meetings because it is easier to get most bills paid with approval. Monday March 10 at 5:30 will be the next meeting.

Councilor Totleben has entered the council meeting.

Councilor Waller asked if there is anything in the ordinance about shipping containers used as sheds in residential areas. Kroening noted our office has received calls from upset residents over this concern and residents have been told no in the past for the use of a shipping container for a shed. Treumer stated we do not give permits for shipping containers. Kroening has been corresponding with Katilyn at the law office for the legal process for adding to the city code.

Councilor Totleben has asked about the LED lights around town as a few have gone out. According to otter tail we own the lights so now it is our responsibility to do so, otter tail will only do lights they own not the city's LED lights. Larson noted the lights should not be out already they should last longer.

Other Business/Announcements

- a. Next Regular Meeting; Monday, March 10, 2025
- b. Office Closed; Monday, February 17, 2025 (President's Day)

Adjournment

There being no further business, Councilor Peterson moved to adjourn the Regular Meeting of the Hallock City Council on February 3, 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