

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, May 12, 2025**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order on May 12, 2025 at 5:35 pm.

Those Present: David Treumer, Mike Totleben, Kevin Waller and Naomi Larson. Jen Peterson was absent.

Also present: City Administrator Kendra Kroening, Utility Superintendent Dan Larson, Fire Chief Seth Preble, Pool Manager Katie Maaninga and Kittson County Enterprise Reporter Anna Jahoula. Members of public; Paul & Theresa Clay, Dave Meshefski, Kristi Nigg, Karen Gubbels, Ben Boutin, Don Schuler, Dana Lofstrom, Breanna Wallenberg, Skyler Younggren, Amanda Younggren, Leanna Lindegard, Tiffenie Larson, Marili Ecksteen, Tori Younggren, Brittany Kraska and Priscilla Kramer.

APPROVE AGENDA

Councilor Waller motioned to amend the agenda with the addition item 12 (f). for council participation. The motion was seconded by Councilor Totleben and carried unanimously.

APPROVAL OF MINUTES

Councilor Larson moved to approve the minutes of the Regular City Council meeting on April 7, 2025. The motion was seconded by Councilor Totleben and carried unanimously.

Councilor Waller motioned to approve the minutes of the special City Council meeting on April 22, 2025. The motion was seconded by Councilor Larson and carried unanimously.

Special Guest

Marili Eksteen, Eksteen Enterprises, LLC; Councilor Waller noted how the last meeting we talked about having 3rd party swimming lessons. We were unsure of the details so we invited Marili to come and expand on what that looks like. Waller said he would like to further the discussion so we are able to understand what that looks like. Marili filled council in what that looks like. Marili starts out with water safety. She offers 20 minutes at a time. 2 lessons per week 4 weeks so typically 8-10 lessons per child. She currently has 97 kids in lessons. Marili noted she pays for her own certifications, pass, insurance. Councilor Waller noted that is a business expense for you, I guess where I'm going with it is you have a venue that is being provided to you. We have fixed expenses, overhead. Councilor Waller asked her if there should be some remuneration for the use of your business in our venue. Marili questioned what was included in the agreement. Marili asked if she could use the pool before noon if she has extra kids she cannot fit in between noon-8. Councilor Larson noted the problem is Marili is not an employee of the City so if something happened during those hours because we don't have our lifeguards present. Regardless if you have certifications or not, it will still fall on the City. Councilor Waller noted the costs of the pool, maybe there is a synergy that we are missing out on.

Karen Gubbels addressed the council in support of lessons with Marili and the City lessons.

Don Schuler voiced his support to council for Marili doing lessons.

Councilor Waller said to get together with pool manager, Parks & Rec committee to see if we can come to an agreement.

Mayor Treumer noted he would like Marili to work for the City.

Pool will open Friday, May 30.

Council suggested Parks & Rec meet this week to come to an agreement.

FISCAL & ADMINISTRATIVE ISSUES

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

Total Check Amount; \$202,044.13 (AF), \$22,088.82 (UVB)

Check Numbers; 14034-14082 (AF), (UVB)

EChecks; 11686e-11688e (AF), 829e-842e (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$49,479.83

The motion was seconded by Councilor Totleben and carried unanimously.

Mayor Treumer and Councilor Tottleben will review bills for the June 2025 meeting.

Budget to Actual Report

Administrator Kroening presented the Budget to Actual Report; The general government portion was a bit higher this month due to a portion of the audit bill being in the bills.

Summer Hires

Kroening went through the list of new hires and returning employees, all contingent to passing the background check.

Larson moved to approve the hire of all seasonal employees as listed with wage seconded by Waller and carried.

Seasonal employees hired.

Maintenance II, Jameson Turner: \$17.82/hr *Year 3

Maintenance II, Alexander Kuzel: \$15.60/hr *New

Baseball Head Coach, Morgan Muir: \$16.57/hr Assistant Coach, Brody Scalese: \$14.13/hr

Fill in Assistant Coach, Eli Muir: \$14.13/hr *Year2

Returning Lifeguards

Year 4- Joie Stenmark, Berlyn Strege: \$14.76/hr

Year 3- Hanna Warnke: \$14.42/hr

Year 2- Andrew Danielson, Kaia Gunnarson, Teagan Bowman: \$14.13/hr

New this year, Lifeguard, Kealy Preble, Eva Langen, Katelyn Gatheridge and Kaydence White: \$ 13.83/hr * New

Administrator Review

Kroening's one year anniversary was February 22, 2025. Councilor Waller reported; Personnel is updating the review form so we went through what a new review form may look like. The review went well we talked to Kendra and asked her to review herself. It wasn't only a review it was also strategy, some personnel.

Kroening asked if Council is going to implement any step in pay. Waller said we can talk about that offline as a personnel committee, didn't we have raises in the last year? Kroening stated, there was one at the six-month review which is very customary to what the city follows as a Traditional Pay Structure. We follow a year of service, year one, two, three... up to seven. A review is done at six months following being hired to deem whether or not anymore trainings are necessary and if the employee can be taken off probation. An increase in pay is given to get to a more appropriate level of pay. Year one a step is given, every employee has received them.

Waller stated we would have to look at it. Waller stated we have given two, a raise and cost of living. Waller stated he would like to see where the law is on that.

Kroening stated at her review she asked about it and the question always comes up as "every time we do a review do we have to do a step in pay" If someone is not doing a good job that's different.

Larson stated what typically has been done is at six months we have given a raise at a year we have given a raise. Then after that I feel like its if you deserve a raise, we do one if not. You're right the question always does come back to why every time we do a review do we have to give a raise. I don't think we have to give one if we don't feel like we want to give one.

Councilor Waller stated he is not comfortable making a decision tonight. Mayor Treumer stated even when you're topped out on the pay scale, it gives opportunity to bring up any concerns. Normally we would like a recommendation from the personnel committee.

Larson stated she has been on personnel and that is has been done at 6 months and one year. Larson stated she does not remember not giving a step at review.

Mayor Treumer stated- A couple things I would ask Personnel to do;

A. Sit down with Kendra

B. Kevin you mentioned about 3 different forms, we have one form.

May 5-9 Kroening attended year 2 of the Minnesota Municipal Clerks Institute held in Brooklyn Center, MN. This is a three-year continuing education 40-hour course hosted by MCFO and St.Cloud State University. Kroening stated this is a very informational class that has different topics based on year. The HR class that really drives the need to having our handbook updated.

Mayor Truemer recommended that personnel and Kroening sit down and talk about increase in pay.

Utilities, Streets + Parks Department

Utility Superintendent Larson reported to council: Rec Supply quote for new pool vac pump for \$2,130.34.

Councilor Totleben motioned to approve purchase of new pool vac motion seconded by Councilor Larson motion carried.

Airport Lift Station Maintenance Yearly Agreement \$1,240.50 per inspection.

Councilor Larson motioned to go with a three-year contract from MN Pump works scheduled agreement. Motion seconded by Totleben motion carried.

Parks were opened pretty early this year. Started painting the pool last week, paint came from Gullanders. Dri Deck has been installed at the pool for slip prevention. Speed bumps have been installed at Gilbert Olson Parks to slow drivers, took almost two hours to install. Fix leak on westside next week, believe to have found where the leak is in the street. Hydrant install next week. Street sweeper has been out and repairs made.

Road Patching- Dan has an outfit that would will come and give us some pricing. We need to figure out how much what we want for budget.

Dan noted he reached out to ProGas to getting quotes on new furnaces. The heat exchangers are cracked, the one in the library is cracked, its melting wires it is getting so hot. It is a safety thing, and could be putting carbon monoxide in the air.

Fire Department Report

Fire Chief Seth Preble reported; Order 3 new sets of fire gear- Turn out this has been budgeted for.

Councilor Waller motioned to go ahead ordering 3 new sets of gear quoted at \$10,035.00 motion seconded by Councilor Totleben motion carried.

Hosting a Pancake Feed during Back Home Days June 7.

Police Department

Police Chief, Mike Docken reported; Letters were sent for house abatement. One responded that they have a carpenter coming to repair the deck and house.

Airport Report

Airport Manager, Jeremy Seng reported; Lobby is almost complete. ProGas has a little more ductwork to do.

Mayor Treumer asked since the city sells gas why do we have two big electric heaters heating the big hangar?

Jeremy said they are there for emergency, there is overhead radiant heat.

Kroening stated the City pays for electricity for the airport. Jeremy pays for the natural gas.

Kroening noted Todds Electric stopped by with bills from the lobby project. The hangar came back fine but the lobby was over double than the original bid was. Kroening will sit down with Todd to hash through it.

New Business

2025-06 Building Permit; M.Docken - Shed

Councilor Larson motioned to approved permit for a garden shed seconded by Waller, motion carried.

2025-07 Building Permit; R. Anderson

Councilor Totleben to approve permit for privacy fence and garden seconded by Councilor Larson, motion carried.

2025-08 Building Permit; J. Hanson

Councilor Larson to approve permit for porch and deck. Motion seconded by Totleben, motion carried.

2025-09 Building Permit; C. Nelson

Councilor Larson approved permit for construction of a deck. Motion seconded by Waller motion carried.

Clean up day Discussion

Administrator Kroening asked residents prepay for appliances before clean up day. Council agreed to have residents place a sticker. Landfill minimum fee is \$10. They are very helpful if you need assistance where to go or backing up.

Council interest

Councilor Waller discussed ideas for getting new interest for people running for council. There is time for new blood.

Council Roundtable & Public Comment

None.

Other Business/Announcements

- a. Next Regular Meeting; Monday, June 2 2025
- b. Summer Rec Sign up May 15, 2025 5-7 PM
- c. Office Closed; Memorial Day Monday, May 26, 2025

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 7:54 p.m.

Dave Treumer, Mayor

Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening