

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, June 2, 2025**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order on June 2, 2025 at 5:37 pm.
Those Present: David Treumer, Mike Totleben, and Naomi Larson. Absent Jen Peterson and Kevin Waller.

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. Moore Engineer: Zach Thoma.

APPROVE AGENDA

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

APPROVAL OF MINUTES

Councilor Larson moved to approve the minutes of the Regular City Council meeting on May 12, 2025. The motion was seconded by Councilor Totleben and carried.

Mayor Treumer motioned to approve the special minutes of the special council meeting May 28, 2025. The motion was seconded by Totleben and carried.

Special Guest; Moore Engineer Zach Thoma- Gave update on the street project. Preconstruction meeting will be held June 12 at 10:30 a.m. for the city, engineers and contractors. Spruce Valley was the awarded bid on the project Jeremy Peterson will be the project manager on this one. A public meeting will be set for the public for anyone impacted by the project. Substantial completion of the project is October 31 with the final lift of asphalt in following year to ensure there's no settlement. We give the contractor completion dates but we cant really tell them when they have to start. Thoma presented a public engagement plan to council and gave an update that Moore will start working on a draft policy everything they did to explain the assessment costs. This will cover lot types and special considerations such as unbuildable or lots with two frontages that are not corner lots.

FISCAL & ADMINISTRATIVE ISSUES

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

Total Check Amount; \$89,273.67 (AF), \$17,395.66 (UVB)

Check Numbers; 14083-14108 (AF), 16084 (UVB)

EChecks; 11689e-11690e (AF), 843e-848e (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$20,348.64

The motion was seconded by Councilor Larson and carried unanimously.

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

Budget to Actual Report

Administrator Kroening presented the Budget to Actual Report; everything looks good to date short time frame since the May 12 meeting.

Summer Hire

Returning lifeguard Ellen Himan to fill in here and there when needed.

New Hire Avery Truesdell.

Councilor Totleben motioned to approve the lifeguards as listed, seconded by Larson and carried.

Personnel Committee- Clerk- Administrator 1 Year Review

Councilor Larson reported; Personnel met again with Kendra and went over some things, we also went over getting a better form for completing reviews. Kendra sent forms with Kevin and he sent them back to Kendra with changes that way we will

have a better form for reviews. Kendra is doing a good job, good worker, personnel discussed it and we decided to move her up a step to 6.5. Mayor Treumer asked why we are on half steps? Councilor Larson stated she had no idea why. Mayor Treumer said if that's your recommendation that's what it is. Mayor Treumer noted the scope of things it is not going to matter much 6 or 6.5 – see we are always jumping around- this and then that. We are going to be halfway between 6 and 7.

Administrator Kroening mentioned how most employees were given a full step at their 6-month review and at one year another full step, for some reason I was put at 5.5. Treumer noted it was a probationary thing – Treumer noted how it was not very standard the way things have been done.

Councilor Larson motioned to move Administrator Kroening to Step 6.5 on the pay scale, Treumer asked Totleben if he would like to second the motion Totleben responded he wanted to “stay out of it”. Motion was seconded by Mayor Treumer.

Under discussion Councilor Larson asked Totleben if he would like to say anything if you're going to stay out of it? Totleben said he doesn't want to say anything. Treumer said “Well I can't force him” Larson agreed. Totleben said “I'll just get into trouble” Larson responded “This is your job Mikey.” When Mayor called for all in favor Larson voted yay and Totleben wanted to abstain from voting. Larson responded, you have to vote one way or another- this is our job. You can't just don't want to vote because you don't want to vote on something. Mayor questioned how it was going to work when the majority of the council wasn't there to vote. Treumer voted no because he wanted to go to step 6.

Motion failed.

Mayor Treumer motioned to move Administrator Kroening to step 6 and in one year she is at the top of the pay scale at step 7. Councilor Larson seconded the motion. Kroening asked if council would go retroactive to February 22, 2025 since they went down the half step.

Mayor Treumer asked what day were you hired on your probation term, do you know those dates?

Kroening stated I was hired as City Administrator on February 22, 2024. Mayor Treumer stated I didn't realize you have been an administrator for a year- that's more than a year. Kroening wants reviews to be done on anniversary dates and not get pushed back- it should not be the employees fault it was not done on time. If it wasn't me we were talking about I would say the same thing. I want everything done before the technical date so that next council meeting it can be done.

Mayor Treumer stated he wants it standardized.

Mayor Treumer repeated the motion to move Kroening to step 6 retroactive pay to February 22, 2025. Councilor Larson seconded the motion. Councilor Larson and Mayor Treumer – Yes Councilor Totleben- no.

Motion carried retroactive to February 22, 2025.

Utilities, Streets + Parks Department

Utility Superintendent Larson reported; Mayor Treumer noted they did a wonderful job at the park according to our Canadian friends. Larson referred to the quotes on the agenda from ProGas for furnaces for here and the library. We would replace one A/C unit here from 1997. Both give troubles every year, prices have gone up quite a bit. Larson questioned if it would be good or if the price would go up 8% on June 1. Kroening mentioned there is still money leftover from other tail overpayment. If it is a safety issue like Dan mentioned putting out carbon monoxide. If they honor the price great if not that's just what it will have to be. We need to have City Hall working as people expect when renting the facility.

Motioned Mayor Treumer to go ahead with purchases of furnace for city hall and library as bid sheet is presented to us. Motion seconded by Larson motion carried.

Water repair was a broken fitting in the street which would have been hard to have done in the winter. Same day they had an underground gas leak they had to tend to. Never had a double whammy like that before. It was a result as a failed fitting. Sewer main block near the hospital, had to borrow the jetter from Stephen last week. Trouble with some bathrooms not flushing, we had had trouble in the past putting non flushables down the toilets. That was again the culprit.

Larson received last minute quotes for some overlay. Dan went over all the sites and prices received. They are here doing work for the county. Kroening noted we maybe should get another quote being the dollar amount is so high. We may have had a budget overrun on that we may need to put towards this short list of repairs needed.

Zach Thoma said he can reach out to who is the subcontractor on the street project. Zach wanted to take a look at the list to make sure no sewer or water issues are under any of these streets. Mayor Treumer wanted to get another quote. Thoma said he would reach out for some quotes.

Police Department

Police Chief Docken; Absent.

Fire Department Report

Fire Chief Seth Preble reported; The fire department participated in the Ag Safety Day that was held at the fairgrounds earlier this month, did fire extinguisher training with the kids. Did some CRP burning.

Pancake feed at the Back Home days on Saturday June 7. FYI Chief Seth will be gone the next few meetings- will have another officer to come attend the meeting.

New Business

Resolution 2025-17; Donations

Councilor Totleben motioned to approve donation of \$165 for the Hallock Fire Department, Councilor Larson seconded. Motion carried.

Resolution 2025-18; Birch AVE

Councilor Larson motioned to approve road closures for June-October 2025. Motion seconded by Councilor Totleben and carried.

Resolution 2025-19; 2nd Street South (**Main Street**)

Councilor Larson motioned to approve road closures for June-October 2025. Motion seconded by Councilor Totleben and carried.

2025-11 Zoning/Building Permit; R. Carr House addition

Councilor Totleben motioned to approved permit for a new house construction seconded by Larson, motion carried.

2025-12 Zoning/Building Permit; Carr Landscaping & Construction

Carr submitted a permit for discussion because if there are too many issues there is no point to owning the land. The street sign would not have to be moved immediately for the project to go ahead. Robert noted he does not want to build north of the firehall because with the housing development the firehall may need more space to the north for off street parking. There is a frontage issue and sign issue. Robert stated that's why I am here tonight to make sure this is doable to move forward with purchasing the lots.

Next meeting bring resolution for land sale for the parcels Carr would like to build on. The street sign is in the frontage road and will need to be moved for future construction. Carr asked about if council would make an accommodation for the 4th lot in light/industrial as more room is needed for commercial space, if not he would purchase the 4th lot. Mayor Treumer stated if we want to move forward with the construction of the south end the sign will need to be moved.

Council tabled the building permit to get the land agreement to do them both at the same time.

Airport Report

Airport Manager, Jeremy Seng reported; New AWAS in old location. PKM will install an actual service out there- they will be replacing service wires because they have been having faults.

Minor repairs done around the airport. Hogan Mortenson repaired the old T hangar door who is a Kittson Central graduate who has started a welding business he came to fix it. He has done a nice job but Seng said he had not received the invoice yet. Lobby is almost complete. Mayor Treumer asked if the ceiling liner panels had been started.

Council Roundtable & Public Comment

Mayor Treumer mentioned maybe we can move the public comment up before new business in the meeting. Councilor Larson asked about the pool agreement since she was not at the meeting, nothing was signed we should have something signed.

Other Business/Announcements

- b. Next Regular Meeting; Monday, July 7, 2025
- c. Office Closed; Thursday, June 19.
- d. Summer Clean-up days; June 24 & 26.
- e. Special Meeting; June 9, 2025

Adjournment

There being no further business, Councilor Larson motioned to adjourn the Regular Meeting of the Hallock City Council on June 2, 2025. The motion was seconded by Councilor Totleben and carried unanimously. The meeting adjourned at 7:17 p.m.

Dave Treumer, Mayor

Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening