

**MINUTES OF THE REGULAR MEETING  
OF THE HALLOCK CITY COUNCIL  
MONDAY, July 7, 2025**

**CALL TO ORDER**

Mayor Treumer called the regular meeting of the Hallock City Council to order on July 7, 2025 at 5:37 pm.  
Those Present: David Treumer, Mike Totleben, Jen Peterson and Kevin Waller. Absent: Naomi Larson

Also present: City Administrator Kendra Kroening, Utility Superintendent Dan Larson, Chief of Police Mike Docken, Airport Manager Jeremy Seng and Kittson County Enterprise Reporter Anna Jahoula. Resident Robert Carr.

**APPROVE AGENDA**

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

**APPROVAL OF MINUTES**

**Councilor Totleben moved to approve the minutes of the Regular City Council meeting on June 2, 2025.** The motion was seconded by Councilor Peterson and carried.

**Councilor Waller motioned to approve the special minutes of the special council meeting June 9, 2025.** The motion was seconded by Peterson and carried.

**Councilor Peterson motioned to approve the special minutes of the special council meeting June 17, 2025.** The motion was seconded by Waller and carried.

**FISCAL & ADMINISTRATIVE ISSUES**

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

Total Check Amount; \$274,699.45(AF), \$35,898.43 (UVB)

Check Numbers; 14109-14161 (AF), 16090 (UVB)

EChecks; 11694e-11695e (AF), 849e-867e (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$ 56,771.91

The motion was seconded by Councilor Totleben and carried unanimously.

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

***Budget to Actual Report***

Administrator Kroening presented the Budget to Actual Report; everything looks good.

**EDA Grant**

Councilor Totleben motioned to award a \$3500 grant to Craft Brewhaus and \$5000 grant to Hotel Hallock motion was seconded by Councilor Waller and carried unanimously.

**Personnel Committee- Deputy Clerk 6-month Review**

Personnel Committee Kevin Waller, Naomi Larson and Administrator Kroening met with Deputy Clerk, Kara Johnson for her 6-month review. Councilor Waller reported on her review – Waller recommended to give a full step from step 3 to 4.

Mayor Treumer asked how Deputy Clerk Johnson is doing, Kroening stated she is doing a great job, she is great with customers, very friendly, takes the initiative to problem solve, deals with the public very well, does a good job with the campers.

Councilor Peterson motioned to give step in pay from step 3 to step 4 \$23.04 motion was seconded by Councilor Totleben and carried.

Councilor Larson joined the meeting.

**Utilities, Streets + Parks Department**

Utility Superintendent Larson reported; Council reviewed two quotes one from Reit Rock Paving for \$98,086.38 and Knife River \$93,453.00 Council discussed options for overlays around town. Councilor Waller wants to get this done this year and if there are more to do next year.

Councilor Waller motioned to accept the quote from Knife River for mill and overlay on listed streets for \$93,453.00 Motion was seconded by Councilor Peterson and carried.

Larson reported he got a verbal quote to push up the tree dump site from Weleske Implement, Weleske also has crushed concrete available to build the road. Verbal quote for \$7,500.

**Police Department**

Police Chief Docken reported: Cameras have been installed cameras at the tree site. Mike asked about getting a new sign for the dumpsite as the current sign is no longer able to read. Mike gave an update on dilapidated houses. Mike will talk to the law office to send letters to appear before council to condemn the property. Councilor Waller said we need to focus on getting that house out of there. It is a public health hazard. Mike went over his calls.

### **Airport Department Report**

Airport Manager Jeremy Seng reported; Asked about hot mix for the back gravel area by the hangar. Mayor Treumer questioned where that would be exactly.

### **Fire Department**

Councilor Larson motioned to accept the quote from Stones Radio to replace batteries for \$3,364.10. Motion was seconded by Councilor Totleben and carried.

### **New Business**

Administrator Kroening asked for clarification on Commercial lots, if they give 3 lots and pay for the 4<sup>th</sup> lot or if a 4<sup>th</sup> would be given as well. Council discussed the options.

Councilor Totleben motioned to give 3 lots for building and charge \$2500 for the 4<sup>th</sup> lot. Motion was seconded by Councilor Waller and carried unanimously.

Councilor Peterson motioned to approve Warranty Deed to Carr Landscaping & Construction for lots four, five and six and addition of seven in block 2 of the southeast addition motion seconded by Councilor Larson and carried.

Councilor Peterson motioned to approve Zoning/Building Permit 2025-12 Carr Landscaping & Construction motion seconded by Councilor Larson and carried.

Councilor Peterson motioned to approve Zoning/Building Permit 2025-13 Dan Twamley for shed motion seconded by Councilor Larson and carried.

Councilor Larson motioned to approve the Warranty deed for 3 lots (Fourteen, Fifteen, Sixteen) and purchase the 4<sup>th</sup> lot (seventeen) in block Five of Southeast addition to Jackson & Marissa Peterson. Motion was seconded by Councilor Totleben and carried.

Councilor Totleben motioned to approve building/zoning permit for 2025-14 for Jackson & Marissa Peterson. Motion was seconded by Councilor Waller and carried.

Councilor Totleben motioned to approve paying for Rigg Electric installation for \$2000 for a downtown power source for food trucks motion was seconded by Peterson and carried.

Dipple Park- Cannon to move from Dipple Park to the Kittson County Museum everyone agreed the museum would be a good place for it, we need to find out who is the technical owner of the cannon.

Road Extension- South East Addition South Elm Ave

Council discussed a timeline for building a road for the housing development. Carr Construction owner, Robert Carr said he thinks 200 feet would work for the road extension. Mayor Treumer noted we will need the engineers to get the elevations to Carr. Council talked about options for width of the road. Mayor Treumer and Administrator will reach out to Moore Engineer Jon Pauna.

Letter from KC Administrator- Cannabis Ordinance: Administrator Kroening tried to reach out to Kyle Hartnett with the LMC for more clarification on adopting an ordinance for the city. Council talked about wanting to have our own ordinance instead of doing delegating to the county. Administrator Kroening is going to follow up with the LMC again later in the week.

### **Council Roundtable & Public Comment**

Councilor Waller mentioned the budget and creating an ongoing list.

### **Other Business/Announcements**

a. Next Regular Meeting; Monday, August 4

### **Adjournment**

There being no further business, Councilor Larson motioned to adjourn the Regular Meeting of the Hallock City Council on July 7, 2025. The motion was seconded by Councilor Totleben and carried unanimously. The meeting adjourned at 7:26 p.m.

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Dave Treumer, Mayor

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Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening