

**MINUTES OF THE REGULAR MEETING
OF THE HALLOCK CITY COUNCIL
MONDAY, DECEMBER 1, 2025**

CALL TO ORDER

Mayor Treumer called the regular meeting of the Hallock City Council to order on December 1, 2025 at 5:38 pm.
Those Present: David Treumer, Mike Totleben, Kevin Waller, Naomi Larson and Jen Peterson.

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. Resident Roger Schwenzfeier.

APPROVE AGENDA

Councilor Peterson motioned to approve the agenda. The motion was seconded by Councilor Larson. Councilor Waller asked about another possible meeting, Kroening stated the Airport Commission still needs to meet to go over the FBO/Manager Agreements. Waller would like to move Employee Reviews/steps as personnel committee (Waller and Larson) have yet to discuss the reviews and steps. Mayor Treumer would like to just skip over Personnel items when we get to it.

APPROVAL OF MINUTES

Councilor Peterson moved to approve the amended minutes of the Regular City Council meeting on November 3, 2025 with the correction to Peterson being present and Larson absent. The motion was seconded by Councilor Waller and carried.

FISCAL & ADMINISTRATIVE ISSUES

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

Total Check Amount; \$1,121,413.23 (AF), \$23,552.18 (UVB)

Check Numbers;14346 -14380 (AF), 16110 (UVB)

EChecks; 11721e-11722e (AF),912e-921e (UVB)

Payroll Transfer (covers wages, taxes and benefits); \$46,742.10

The motion was seconded by Councilor Larson and carried unanimously.

Mayor Treumer and Councilor Totleben will review bills for the January 2026 meeting.

Budget to Actual Report

Administrator Kroening presented the Budget to Actual Report: Kroening also pointed out the addition of the M&O reimbursements have been credited back to the airport budget for transparency. Kroening also included what the city is owed currently by the Hallock Arena.

Wiktel did some work to the Admin computer due to being glitchy and very slow it is time to replace computers and server due to windows being outdated. We will have enough money to cover computers.

Waller wants to look at how much money we will have left over for this year and would like to use leftover funds to purchase equipment for the maintenance department.

COLA

Councilor Waller motioned to give a 3% Cost of living adjustment for 2026. Motion was seconded by Councilor Larson and Carried. Councilor Peterson abstained due to conflict. This is for all employees and council.

Personnel-Health Insurance Rate Recommendation

When looking at the health insurance the City gets a better rate when going with 90% coverage for the employees instead of the previous rate of 80%. Mayor Treumer also noted how it was only a \$2 increase and made sense to go to 90%.

Councilor Waller motioned to increase dental move from 80% to 90% coverage motion was seconded by Councilor Larson. Councilor Peterson abstained due to conflict.

Christmas Eve

Councilor Waller motioned to give the employees the day off for December 24, 2025. Mayor Treumer seconded the motion and carried.

TNT

Councilor Totleben motioned to close the regular meeting for the Truth & Taxation meeting. Councilor Peterson seconded the motion and carried.

Resident Roger Schwenzfeier asked council why the big increase in taxes wondering what it is for- he said it was a 33% increase in taxes. Mayor Treumer noted there is only an 11% increase. Schwenzfeier decided to go into the assessor's office as it reflects an increase in property values.

Councilor Totleben motioned to close the Truth n Taxation meeting. Councilor Waller seconded the motion and carried.

Mayor Truemer opened the regular meeting.

Paid Family Medical Leave Policy

The rate for PFML is 0.88% it can be split 50/50 by employer and employee – the employer may take on more but the employee can not take on more than 0.44%

Councilor Waller motioned City pay a split of 75% of PFML and employee pays 25%. Motion was seconded by Councilor Totleben and carried.

Wikel Quote

Councilor Peterson motioned to move forward with Wikstrom quotes for new computers, server and docking station for Chief Docken motion was seconded by Councilor Larson and carried.

Utilities, Streets + Parks Department

Utility Superintendent Larson reported: Had the buhler tractor worked on as it wouldn't go into gear. Winterized parks in November, the latest we have ever gone into the season. Hydrants were all winterized, its takes about a week to complete.

Snow removal may be a little more challenging due to if we hit and wreck concrete it is on the city to fix.

Councilor Waller asked about if we need to ask our residents to do their due diligence to move snow in front of their mailboxes to help preserve the lip on the curb. Larson mentioned the problematic sewers have not had any issues since they were replaced. It was monthly flushing on North Douglas and Holly has been good as well.

Police Department

Police Chief Docken: Absent.

Fire Department Report

Fire Chief Seth Preble reported: Escorted the football team out of town, will be doing a fish-fry at the eagles on Friday, December 6, 2025. They will hold elections for officers for the new year.

Airport Report

Airport Manager, Jeremy Seng reported: AWAS ground work has been done- the equipment is on site.

Included in the packet is a schedule for construction. Waller asked about the proposed bidding schedule – Advertise for bids is the 10th of December and open the bids on January 8th. Seng did not think it would happen that fast.

Engineer Angela Holm with Bollig was on site today and took plans from previous projects. Kroening read an email from Bollig Engineer Paul Jurek: "Here is a schedule for the Airport Pavement Maintenance project to discuss at the council meeting tonight if you wish. The action item for tonight would be to approve the plans and specifications to go out for bids.

We do have some flexibility in the schedule if things needed to change. I would plan on being in Hallock to open the bids so date and time would have to be confirmed if January 8, 2026, at 1:00 p.m. would work for the City at the City Hall?

Angela was in contact with Airport Board and I will follow up with Jeremy on a few items they discussed one more time. If there are any changes or comments the City has please let me know before December 9, 2025, unless the schedule changes.”

Councilor Larson motioned to move forward with bids on pavement maintenance for the airport. Motion was seconded by Councilor Peterson and carried.

Councilor Waller discussed the bidding process for the agricultural airport land bids. Parcel A has a one-year contract the rest have a 3-year contract. 2026, 2027 & 2028.

Parcel A- Prosser/Kuznia- \$105 per acre for one year
Parcel B- Paul & Brent Johnson- \$106 per acre
Parcel C- Jeff & Joel Deere- \$90/acre
Parcel D & E- Nicolas Johnson- \$110/acre

Councilor Peterson motioned to accept the proposed bids for the agricultural land around the airport. Motion was seconded by Councilor Totleben and carried.

Seng mentioned set backs from the runway for crops.

New Business

Gas Rate Proposal

Gas Rates- We are going to need to adjust our rates being our locked in rates have changed. Area towns are closer to \$8 per meter charge with no usage included. This is to help cover gas part expenses for all residents/businesses. Mayor Treumer stated the previous rate was higher before he started as Mayor. Waller does not feel comfortable enough to make a decision tonight. Mayor Treumer noted we are able to raise or lower rates at any time. Superintendent Larson noted this would roughly be an average of \$15 for heat at \$0.15 per ccf.

Councilor Waller proposed we talk about this at the next meeting. Council agreed.

Resolution 2025-35: Designating a Polling Place

Councilor Totleben motioned to designate the Hallock City Hall as a polling place. Motion was seconded by Councilor Waller and carried.

Building/ Zoning Permit 2025-26: G. Morgan

Councilor Totleben motioned to approve the building permit for a fence. Motion was seconded by Councilor Waller and carried.

Building/Zoning Permit 2025-27: T. Klegstad

Councilor Peterson motioned to approve the building permit for a fence. Motion was seconded by Councilor Larson and carried.

Streets

Council discussed the street projects- addressed concerns from the project for the spring/summer season.

Council Roundtable & Public Comment

Mayor Treumer discussed how a consent agenda works. This is something Administrator Kroening is striving to add to the council meetings to help move some things along so the meetings don't get too lengthy.

Round Table

There are a few things that were tabled tonight but need to be decided on in December council looked at dates for the next meeting and Tuesday, December 16, at 5:00 PM looks like the best time for a Special Meeting.

Other Business/Announcements

- a. Next Regular Meeting; Monday, January 5, 2026.
- b. Office Closed: December 24, 2025 for Christmas eve.
- c. Office Closed: December 25, 2025 for Christmas.
- d. Office Closed: January 1, 2026 for New Year Day.

Adjournment

There being no further business, Councilor Totleben motioned to adjourn the Regular Meeting of the Hallock City Council on December 1, 2025. The motion was seconded by Councilor Peterson and carried unanimously. The meeting adjourned at 7:25 p.m.

Dave Treumer, Mayor

Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening