

MINUTES OF THE SPECIAL MEETING  
OF THE HALLOCK CITY COUNCIL  
Tuesday, December 16, 2025

**CALL TO ORDER**

Mayor Treumer called the Special Meeting of the Hallock City Council to order on December 16, 2025 at 5:06 pm. Those Present: David Treumer, Naomi Larson, Jen Peterson, Michael Totleben and Kevin Waller.

Also present: City Administrator Kendra Kroening and Airport Manager Jeremy Seng.

**Agenda**

Motion by Councilor Peterson to approve the agenda seconded by Councilor Larson and carried.

**Checks & Bills**

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

Total Check Amount: \$317,448.23 (AF), \$26,617.02 (UVB)

Check Numbers: 14381-14403 (AF), 16144 (UVB)

EChecks: 11723e (AF), 922e-933e (UVB)

Payroll Transfer (covers wages, taxes and benefits): \$52,352.49

The motion was seconded by Councilor Peterson and carried unanimously.

**Personnel Committee – Reviews**

Councilor Waller spoke about the reviews were completed Justin, Kara and Kendra all were all recommended to give a step in pay. Councilor Waller talked about waiting for Kroening's raise to her anniversary date of February. Councilor Peterson stated sometimes it's nice to have them all at the beginning of the year, it's hard to keep track of everyone's anniversary dates. Mayor Treumer agreed with Peterson stating I would just soon do it at the first of the year. Peterson noted that it is easier for the bookkeeping – at the first of the year you get your raise/step. Councilor Larson noted that if an employee is hired in April it wouldn't work to make that person wait until the start of the year to give a step. Councilor Peterson pointed out they all get their cost-of-living starting January, Kara and Justin will get a step starting in January, so why wouldn't Kendra follow everyone else in January? Larson said because we went by a year after the last raise. Peterson pointed out how Kara and Justins dates of hire are different also.

Peterson disagreed with giving the steps at different times for employees. For simplicity give all the raises at the first of the year.

Justin's anniversary date is December, Kara is January and Kendra is in February- all employees are very close to the start of the year.

Councilor Waller motioned to give increase for Justin and Kara effective for the first payroll of January 2026. Step for Kroening effective first payroll in February. Motion was seconded by Mayor Treumer.

Motion passed with 4 yes and 1 no- Peterson opposed due to disagreement of timing of steps.

**Gas Rates**

NYMEX Lock:

\$4.18 (40%) volumes through October 2031 : Physical basis (\$-.49) to match 40% volumes (Expires October 2027)

\* These are the trades we just made

\$3.73 (35%) Volumes through October 2031 : Physical basis (\$-.58) to match 35% volumes (Expires October 2027)

Kroening proposed rate increases for a meter charge of \$8.00. Residential \$1.15 per ccf & Commercial \$1.10 per ccf. Kroening stated how she sat down with MMUA Dennis Danielson and he recommends all cities have a standard meter charge with no usage. This will help cover costs of meter replacements and overall gas part costs. The summer the rates are much higher due to low volume of usage and having to pay Viking Demand Charges of \$3,192.16 for the capacity we hold on the Viking pipeline of 568 max daily quantity(MDQ). It all depends on what the council would like to see for a markup on gas sales to help service our gas infrastructure.

Council reviewed a mockup bill to simulate what a bill would look like for a residential home with the new rates. Councilor Waller motioned to increase from \$4.25 Residential and \$4.00 Commercial to \$6.00 for both commercial and residential and to increase to \$1.05 per ccf for residential and \$1.00 per ccf for commercial.  
4-1 totleben voting against

### **Airport Manager & FBO Agreement**

Kroening spoke about wanting to split the lobby and big hangar utilities so the manager and FBO. The city pays for all the electrical and Seng pays for all the heat. Kroening would like to split the big hangar having its own electrical and heat as Seng runs his business out of there. The City pay for the lobby heat and electricity. Kroening has talked to electricians and Dan Larson for the natural gas.

Manager Seng looked over the contracts- he thought the contracts looked okay. Kroening talked about keeping flowage fees at one time per year but after speaking to Lowell in Crookston he recommended having fuel flowage readings at the first of each month for the office. Treumer agreed to have the readings provided.

The airport commission will try meet the beginning of April to discuss contracts we will have a lawyer draft any changes to the contracts for a contract longer than one year.

Mayor Treumer motioned to approve the manager and FBO contract for Jeremy Seng for 2026. Motion was seconded by Councilor Totleben and carried.

### **Adjournment**

There being no further business, Councilor Peterson motioned to adjourn the Special Meeting of the Hallock City Council on December 16, 2025. The motion was seconded by Councilor Larson and carried unanimously. The meeting adjourned at 5:57 p.m.

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Dave Treumer, Mayor

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Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening