

**January 11, 2021
Regular Meeting**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Halstad was duly called and held electronically in said City on January 11, 2021 at 5:15 p.m.

Mayor Darin Johnson called the regular meeting to order at 5:15 p.m.

The following council members were present: Darin Johnson, Brandon Mickelson, Mike Trygg, and Donna Scholl. The following council members were absent: None

Others in attendance: Lucas Spaeth- HMU Superintendent, Alli Tice- HMU Office Coordinator

Approval / Additions to Agenda- Motion to approve by Mike Trygg second by Brandon Mickelson. Roll call vote unanimous, motion carried.

Approval of December 7, 2020 Regular Meeting Minutes. Motion to approve by Brandon Mickelson second by Donna Scholl, roll call vote unanimous, motion carried.

Public Forum, no concerns or persons noted.

Motion by Mike Trygg second by Brandon Mickelson, to approve the consent agenda as presented. Roll call vote was unanimous. Motion carried. The following items were on the consent agenda:

- A. Monthly claims for December 2020
- B. General checking bank reconciliation for December 2020
- C. Fire Relief Association Liquor License Application March 5, 2021

Department Reports.

Sunrise Apartments- Four vacancies currently, additional vacancy pending.

Wimmer Homes- Possible heating upgrades this year.

Utilities report- Online billing software services to begin in 2021. COVID precautions still practiced and Utility office closed to public. Halstad getting onto list of state public improvement projects for water tower work or possible rural water supply TBD.

Fire Department Report- Chief Todd Westcott unable to present annual report. 2020 Fire Runs totaled 17, Dept. Officers were named: Chief Todd Westcott, Assistant Chiefs: Tony Wolf and John Hinckley; Motion to approve appointments by Darin Johnson second by Mike Trygg. Roll call vote unanimous, appointments approved. Membership is down, city to utilize social media and others to advertise for those interested to apply; equipment is in good shape, utilizing grants to possibly make some updates.

Regular Meeting adjourned and Public Hearing for Levee Ordinance Adoption opened at 6:08 pm by Mayor Johnson. After discussion of the change and hearing no citizen or party to speak in opposition or the affirmative;

Motion by Mike Trygg second by Donna Scholl to amend: Ordinance 62A.012 Incorporation of Maps by Reference. A Letter Of Map Revision (LOMR) with following maps and all attached material are hereby adopted by reference and declared to be a part of the Official Zoning Map and this ordinance. The attached material includes the Flood Insurance Study for Norman County, Minnesota, and Incorporated Areas and the Flood Insurance Rate Map for Norman County and Incorporated Areas with map number 27107C0180E, both dated September 30, 2015 and revised on March 10, 2021; the Letter of Map Revision, Case No. 20-05-2194P, with an effective date of March 10, 2021. These materials are prepared by the Federal Emergency Management Agency and on file in the City Clerk's office.

Roll call vote was unanimous. Clerk to publish required notices and complete tasks for processing. Public Hearing was adjourned and Regular Meeting was resumed at 6:17 pm.

The following General Appointments were made: Vice-Mayor - Brandon Mickelson; Clerk - Jessica M Spaeth; Deputy Clerk - Mike Trygg; Treasurer - Allison Tice; City Commissioners: Streets - Darin Johnson; Parks - Donna Scholl; Attorney - Julin Law Office; Criminal Attorney - Norman County Attorney's Office; Newspaper - Norman County Index; Bank - Red River State Bank; Safe Keeping for Pledged Collateral - United Bankers Bank; Fire Chief - Todd Westcott; Rescue President - Amy Fagerstrom; Weed Inspector - Mayor (default); Board of Adjustment for Flood Plain Ordinance - City Council. Motion to accept appointments by Mike Trygg second by Darin Johnson. Roll call vote unanimous, motion carried, General Appointments are approved.

The following Committee appointments were made: Utility Commission: President - Tom Maroney (2yrs), Ron Gotteberg (3yrs), Member - Darin Johnson (1yr); Planning Commission as: Council Member - Mike Trygg, Chair-Danielle Harless, Secretary - Lori Rufsvold, Jackie Arneson, **Citizen Vacancy**; Halstad EDA as: Council Members - Donna Scholl, Brandon Mickelson, **Citizen Vacancy**; Norman Co. EDA Representative: Nora Melting; Fire Relief Assoc Directors: Brandon Mickelson, Mike Trygg. Motion to accept appointments by Brandon Mickelson second by Mike Trygg. Roll call vote unanimous, Commission appointments are approved.

Due to time constraints this issue was taken out of order. Sheriff Jeremy Thornton joined the meeting to discuss the 2021 Addendum to the Law Enforcement Contract \$830 increase to \$29,328 due to labor negotiations settled. Sheriff reported 2020 hours worked in Halstad were 631 total which is over the contracted 480 hours. Crime stats for the year were fairly level, Assaults down, Domestic violence up, Mental Health calls up mostly due to conditions keeping people home due to pandemic. Sheriff addressed the council's questions regarding parking ordinances as affected by lack of signage making it difficult for enforcement. Other violations may be at discretion of the deputies. Clerk to get the addendum endorsed and returned to the Sheriff's Office for other signatures and initial payment.

The following other appointments were made: Northern Municipal Power Agency (NMPA) - Lucas Spaeth (City Director), Darin Johnson (Alternate Advisor). Local Levee Partnership Team: Darin Johnson, Tom Maroney, Lucas Spaeth. Motion to accept by Mike Trygg second by Donna Scholl. Roll call vote unanimous, motion carried, other appointments are approved.

Authorizations to approve **Mayor, Vice Mayor and Treasurer** as check signers, debit card users and having authority to initiate and process electronic or wire transfers on Red River State Bank checking accounts:

70105: General Checking	70105-50: General Savings	5338: Street Construction RRI
6736: Tax Inc. Fin. RRI	6613: Rescue Squad RRI	6605: Street Equipment RRI
1412212: Debt Service	1412204: 2019 Capital Project	1412761: TIF 2-3

Authorizations to approve **Mayor and Utilities Superintendent** as check signers, having authority to initiate and process electronic or wire transfers on Sunrise and Wimmer Homes Red River State Bank checking accounts:

8625: Sunrise Apartment Checking	449: Wimmer Homes Checking
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Authorizations to approve use of the Mayor's Signature Stamp:

General Government: **Clerk** Sunrise and Wimmer Homes: **Treasurer**

Motion by Mike Trygg second by Brandon Mickelson to approve all authorizations as stated. Roll call vote was unanimous, all appointments and authorizations were approved.

A Resolution 2021-01-11 Declaring a Council Vacancy effective on this date was discussed. The vacancy is a result of the November 3, 2020 ballot question changing the structure of the city government to Adopt Plan A; which passed allowing appointment of Clerk by the City Council. Motion by Donna Scholl second by Mike Trygg, roll call vote was unanimous. Clerk will post and publish the open council seat.

Rental Property Licensing was discussed by the council including City Ordinance Chapters 66 and 69A among others. Members asked to consider changes if any and whether it was an item the council wanted to address. No action.

Tax Forfeiture Property status was provided. Clerk advised Council the city has received from the State of MN a Conveyance of Real Property. Superintendent to look at how to remove the structures and items on the property to correct blighted conditions and prepare the property for development of housing.

NCW School update. Brandon Mickelson advised the School Board tentatively accepted the city's bid for the south wing of the school while demolishing the remainder of the campus. No formal documentation has been done. City Attorney to be contacted for assistance if needed on acquiring a lease rental agreement allowing the city access to make modifications or improvements to the agreed upon portion to prevent damage or deterioration. Superintendent will be working toward investigating and implementing solutions.

Public Hearing for Well Head Protection Plan scheduled for February 8th at 6 pm. Clerk to make notice of the hearing for posting and publishing as required.

Mayor Johnson asked for a motion to adjourn at 7:23pm. Mike Trygg moved and second by Donna Scholl, roll call vote unanimous. The next Regular meeting of the City Council will be on Monday January 11, 2021 at 5:15 pm.

Mike Trygg / Deputy City Clerk