

**July 12, 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 at the Halstad Telephone Company community room in said City on July 12, 2021 at 5:15 p.m.

Mayor Darin Johnson called the regular meeting to order at 5:30p.m. There was a delay due to location technical difficulties.

The following council members were present: Darin Johnson, Mike Trygg, Donna Scholl and Shirley Weeding. The following council members were absent: Brandon Mickelson.

Others in attendance: Kenny Lund and Lynda Rindahl-Lund, Lynn Monk, Todd Westscott, Terri Trygg and Alli Tice-HMU Office Coordinator(joined via zoom)

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

Approval of June 7, 2021 Regular Meeting Minutes. Motion to approve by Mike Trygg second by Donna Scholl, roll call vote unanimous, motion carried.

Approval of June 17, 2021 Regular Meeting Minutes. Motion to approve by Mike Trygg second by Donna Scholl, roll call vote unanimous, motion carried.

Public Forum

Lynn Monk addressed the council to ask permission to purchase and install new reflective Autism signs. She would like to purchase 4 signs. Shirley Weeding moved that the council approve the signs, and Donna Scholl seconded. After a short discussion, the city offered to place the signs for Lynn. Roll call vote unanimous, motion carried.

Lynda Rindahl and Kenny Lund addressed the council regarding an ordinance violation letter they received. The council advised that if Kenny will be driving his semi tractor onto his property, he will need to use the alley, or pay to have a curb cut and a concrete approach installed. Kenny and Lynda mentioned others who are violating the ordinance and the council directed the clerk to send letters to those individuals. Kenny asked if the ordinance could be amended to increase the weight limit or if there was somewhere else in town to park trucks. Mike Trygg explained the ordinance process and agreed to investigate looking into amending the ordinance. The council also discussed options for truck parking within city limits. No action taken at this time for issues discussed.

Motion by Mike Trygg second by Shirley Weeding, 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 June 2021
- B. General checking bank reconciliation for June 2021

Department Reports.

Sunrise Apartments- 10 of 15 units rented. There was a water event in one of the unoccupied 2nd floor units, that also damaged the unoccupied unit below. These units are being repaired.

Wimmer Homes- nothing to report.

Utilities report- Lucas provided the council with a written update as he was not able to attend the meeting.

JATC Sheet Metal Workers Contract - Darin Johnson gave an update on the contract which is being reviewed by the City's attorney. A representative for the JATC did a walk-through last week. Shirley Weeding moved to approve the revised contract, Donna Scholl seconded. Roll call vote was unanimous. Motion carried.

Comprehensive Plan - Mike Trygg gave an update. The Northwest Minnesota Regional Development Commission is continuing work on the comprehensive plan. They have indicated that the final plan will be delayed as they are waiting for final demographic information from the state, as well as work being done on a new zoning map, and a Capital Spending Plan.

Clerk Vacancy - Jessica Spaeth resigned from the city clerk position effective 6/31/21. Mike Trygg has been acting as Deputy Clerk until the council appoints a new clerk. Terri Trygg submitted a letter to the council indicating she would be willing to serve as an interim clerk until the council is able to appoint a new clerk. Donna Scholl moved to appoint Terri Trygg as the cler and to increase the monthly salary from \$450.00 to \$900.00. Shirley weeding seconded the motion, Mike Trygg abstained from input or voting. The following voted in favor thereof: Mayor Darin

Johnson, Shirley Weeding and Donna Scholl. Motion carried, May Johnson appointed Terri Trygg as the Clerk effective immediately.

Fire Department Grant Application - Todd Westcott reported that he had completed and submitted a grant application on behalf of the fire department. The Halstad Telephone Company grant application for \$7,500.00 is to help fund the unexpected purchase of a fire truck in June. The council, as the sponsor of the grant, approved the application, and Darin Johnson will sign the form. Todd has also approached Halstad township for additional support for the fire truck and he will contact the other townships the Halstad Fire Department serves. Other grant and funding sources are being explored, and any proceeds from the beer garden and food served during the all-school reunion will be put toward the truck.

Fire Relief Association Bylaws - Todd presented the council with a revision to the original Halstad Fire Relief Association Bylaws. The change was made in Attachment A-Benefit Level. The benefit level will increase from \$700.00 to \$800.00, effective January 2022. Shirley Weeding moved to approve a revision to the original Halstad Fire Relief Association Bylaws. The change made in Attachment A-Benefit Level, will increase the benefit level from \$700.00 to \$800.00, effective January 2022. The motion for the approval of the bylaw change was duly seconded by Donna Scholl and upon vote being taken thereon, the following voted in favor thereof: Mayor Darin Johnson, Michael Trygg, Shirley Weeding and Donna Scholl, And, the following voted against the same: None Whereupon said agreement was declared duly passed and approved.

Zoning Permit - Isaac Stene applied for a permit to build a storage shed on his property on the site of an existing concrete slab. Darin Johnson moved to approve the permit contingent on the appropriate setbacks were followed. Shirley Weeding seconded, roll call vote to approve was unanimous, motion carried.

Halstad School and Property Update - Insurance coverage for the school building and property was purchased through River's Edge with coverage of \$1,000,000.00 , and a \$10,000.00 deductible for approximately \$3,700.00 annually. The council discussed other coverage options, and determined that the current coverage is acceptable for now. Todd Westcott, acting as the Fire Chief asked about smoke detectors and the sprinkler system. Todd and Darin will do a walk-through to discuss this further and to determine if monitoring should be installed.

When the water was drained from the building by NCW School District, the sprinkler heads, and hardware on the toilets was removed. In addition, there were 2 pipe breaks due to freezing in the building. The utilities is monitoring water usage to make sure there are no leaks, and they are also working to put some of the bathrooms into working order. Any bathrooms that are not in working order should be closed off. Shirley Weeding moved to approve spending up to \$1,000.00 for repairs and monitoring devices. Donna Scholl seconded the motion, roll call vote was unanimous, motion carried.

Mike Trygg suggested that the council discuss municipal authority, building security and maintenance. The city will begin to rekey doors to ensure that access is appropriate. The DVR system is back in operation, so cameras around the building are working. The software for the fobs that were in use is no longer in the building and will need to be found or updated. The computer that controls the ventilation system is gone and a new computer will need to be set up with the appropriate hardware and software for that system.

The council will hold a special meeting to begin planning for uses of the building and property. The EDA, HBL, Community Club, and the public will be invited to the meeting. A tentative date of July 21st was set for this meeting at the LRC.

Blighted Property - The city attorney has advised the council to put together their list of blighted properties. The council discussed doing a drive around town during the next meeting, but instead decided to submit a "top 10" list to the clerk to be compiled and reviewed during the next council meeting. The clerk will send out a reminder to the council.

All School Reunion Preparation - Darin Johnson reported that he has been in some of the reunion planning meetings. Todd Westcott mentioned that many of the events have been moved to the school property, including the dance and beer garden. The liquor license application was submitted with the Halstad Community Center (LRC) address as the location. The council asked the clerk to inquire with the State of MN Public Safety to see if the liquor permit could be changed to a different location.

Dog Parks - Now that the city has acquired the school property, there is an opportunity to have a dog park within some of the fenced areas. There was also a discussion about putting in a small dog park on the north side of the Post Office. Mike Trygg will get information on pet waste stations, signage, etc, and will bring that information to the next council meeting.

Mayor Johnson asked for a motion to adjourn at 7:55pm. Shirley Weeding moved and second by Donna Scholl, roll call vote unanimous. The next Regular meeting of the City Council will be on Monday August 9th, 2021 at 5:15 pm.

Terri Trygg / Interim City Clerk