

**August 9, 2021  
Regular Meeting**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the cityCity of Halstad was duly called and held at the Halstad Telephone Company community room in said cityCity on August 9, 2021 at 5:15 p.m.

Mayor Darin Johnson called the regular meeting to order at 5:18p.m.

The following council members were present: Mayor Darin Johnson, Brandon Mickelson, Mike Trygg, Shirley Weeding, and Donna Scholl (via Zoom). The following council members were absent: None.

Others in attendance: Veronica Dye, City Clerk Terri Trygg, Lucas Spaeth and Alli Tice.

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

Approval of July 12, 2021 Regular Meeting Minutes and August 4 Special Meeting Minutes. Motion to approve by Mike Trygg second by Shirley Weeding, roll call vote unanimous, motion carried.

Public Forum

No attendees or correspondence.

Motion by Brandon Mickelson 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 July 2021
- B. General checking bank reconciliation for July 2021

**Department Reports.**

**Sunrise Apartments-** A couple of units are vacant due to water damage. Insurance will cover the repairs for water damage. There are 4 nightly rental units. The council discussed converting units 6 and 7 to a three bedroom unit. There are requests for a 3 bedroom, but the cost of this conversion is difficult to justify. The council will consider this in the future, but a cost analysis, breakeven cost review needs to be done. No action was taken at this time.

**Wimmer Homes-** All units are occupied.

**Utilities report-** Utility Superintendent Spaeth gave a number of updates and requested approval for a number of items. There was a main break on July 5th which affected service at the Heritage House. Repairs to service were made. Johnson Jet Line is currently doing 6,400 feet of sewer cleaning. The DNR has recommended water usage limits, and these limitations have been sent out to city residents.

The red snow truck needs new brakes at an estimated cost of \$1,000.00. Shirley Weeding moved to approve repair of the brakes on the red snow truck for \$1,000.00, Mike Trygg seconded, roll call vote unanimous, motion carried. There will be concrete at Wimmer, Sunrise and Utilities, but the contractors have not set a date yet.

There was a discussion about purchasing door locks with codes at some city buildings such as the LRC and Sunrise apartments. No action taken at this time.

**JATC Sheet Metal Workers Contract -** Mayor Johnson provided an update that he did a walkthrough on 8/6/21. The first rent payment will be on 9/1/21. The JATC is beginning to prepare the space for their upcoming needs including contractors doing wiring. They went through the heating and determined it was not economical to fix the exchange system. They plan to install a air handler of their own. They are looking for equipment and they want to start training the end of October.

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

**Blighted Property -** Council members were asked to each submit a list of their top blighted or dangerous properties. A few lists were not yet submitted, so this discussion will be postponed until the next council meeting. Council members discussed inoperable vehicles, and how the city should handle those situations. When the clerk sends out letters to home owners, they can be advised that the vehicles may be towed at the owner's expense, or the owner could sell the vehicles for scrap metal, and have them removed by the purchaser.

During this discussion it was noted there is a barrel on the back of the Rindahl property that was there when they purchased it from the city, and they have asked to have it removed. The city will look into disposal of this barrel.

**Zoning Permits** - Mayor Johnson suggested that the council review zoning permit applications since Veronica Dye was in attendance regarding her permit. The council reviewed Dye's permit to add a porch and pergola to the back of her house. Mike Trygg moved to approve, Shirley Weeding seconded, roll call vote unanimous, motion carried. Matt Larson submitted a permit application and plans to add a garage on his property. Shirley Weeding moved to approve the permit, Mike Trygg seconded, roll call vote unanimous, motion carried.

Wayne Balvik submitted an application to have his home re-roofed. Brandon Mickelson moved to approve the application, Mike Trygg seconded, roll call vote unanimous, motion carried.

Dick Danielson submitted a permit application to add a new front porch to his home. Mike Trygg moved to approve the application, Shirley Weeding seconded, roll call vote unanimous, motion carried.

Pamela Essig submitted an application to install a fence in her back yard. Terri Trygg provided some additional information regarding this application to the council. A Gopher 1 locate request was made and a contractor dug the post holes on the property prior to the permit being approved. Since Pamela wanted to put the fence on the property line with her neighbor to the east, she was advised that she must first secure permission via a variance and the form was provided to Pamela. In reviewing the dimensions and proposed placement of the fence, it was determined that the fence would be in the right of way if it is installed where the post holes were dug. Essig was notified of this, and she was advised to not install the fence until the council reviewed and approved the zoning permit application. Council advised Terri Trygg to notify Essig that the application has been denied.

Terri Trygg provided a draft of a new Fence Application and Guidelines document. The council reviewed and agreed that the document would help to streamline the zoning permit application process. The council discussed using another application form for general home improvements such as re-roof, siding, windows or above ground pools, where the application could be reviewed and approved by the Clerk or Utilities. Terri and Alli will work on the form for the council to review at the next meeting.

**Tree Removal-Wimmer Homes** - Burley's submitted a quote of \$6,000.00 to remove the trees and grind stumps on the west side of the Wimmer homes. In 2020, the elevator was approved to build a fence after the trees were removed. Valley United has offered to help remove the trees as they have time. Lucas will work with Valley United to see if they can do some of the removal, then the council can discuss stump grinding in a future meeting. No formal action taken.

**American Rescue Plan Act-(ARPA)Coronavirus State and Local Fiscal Recovery Funds Resolution** - The City of Halstad will receive an allocation of \$58,622.64 to be used for COVID 19 expenses. The first half will be received in 2021, and the second half will come in 2022. The League of Minnesota Cities (LMC) and Minnesota Management and Budget (MMB) will be providing training on how funds may be used, and reporting requirements. Brandon Mickelson moved to approve the resolution, Shirley Weeding seconded, roll call vote unanimous, motion carried.

**Small Cities Assistance Program** - The Minnesota Department of Transportation has announced they will be distributing one-time funds for the Small Cities Assistance Program. This program provides monies to smaller cities who do not receive municipal state aid. The City of Halstad will receive \$19,503.00 to be used for the construction and maintenance of roads located within the city and can include land acquisition, environmental analysis, design, engineering, construction, reconstruction and maintenance. Council members would like to see this money used for street signage and diagonal parking painting. No action taken.

**DHS Zoning Application-Little Learners, LLC** - Terri Trygg informed the council that the city had received a couple of forms from the Department of Human Services (DHS) regarding the new daycare facility at the Halstad Living Center. Terri will contact the Halstad Living Center regarding permits for new fences installed, and also the re-roof of the Halstad Living Center.

**Ordinance for Trails/ATV's** - Terri Trygg reminded the council that the ordinances will need to be reviewed and possibly amended to permit ATV's and other vehicles to use city streets once the trails are ready to use. The council will table this discussion until a future date.

**Halstad School and Property** - A special meeting was held on August 4th to brainstorm ideas for usage and revenue possibilities at the school building and property. The council discussed a number of those ideas. They would like to do an inventory of all items in the building, and on the property. Ada-Borup-West School District sent a \$60,000.00 check to the City, as was agreed upon at the time that the city acquired the school property.

The council discussed renting out the bus barn as cold storage, much like the Norman County Fair Building is rented in Ada. Terri Trygg provided a draft rental agreement form and the council discussed rental costs. Terri will do more research and put together rental application forms and she will work with Alli to get them on the city web site, and advertise this service.

The council discussed using some of the property as temporary camp sites. There has been quite a bit of demand for camping sites in the area, and the council agreed that primitive sites could be available right away. Lucas will

look into power and water at the old tennis courts, and that space could be set up quite quickly. Terri will check on who owns the Perley camp sites along Highway 75, and will find out how much they charge. She will check with American Crystal to see if they would be willing to partner with the city to set up sites with water and electricity along the north side of the property. There is a potential for 9 20' lots.

A new water heater will need to be purchased to be installed in the south end of the school building. Brandon moved to purchase a small Marathon heater and circulation pump to be installed by Sandbo Plumbing and Heating. Mike Trygg seconded the motion, roll call vote unanimous, motion carried.

Terri Trygg will prepare a press release to be sent to the Index, Hillsboro Banner, and Promoter.

A discussion on providing a fitness center to the community included age limits, key fobs, cameras, gym memberships/fee structure, and scholarship program. A committee was created with Brandon Mickelson and Alli Tice to put together a committee to plan for fitness center/gym membership.

There are a number of logistical issues that need to be addressed that the council will work on this month, such as having someone check the building on a regular basis, and monitoring water and electric usage.

Mayor Johnson asked for a motion to adjourn at 8:28 pm. Brandon Mickelson moved and second by Shirley Weeding, roll call vote unanimous, motion carried. The next Regular meeting of the City Council will be on Monday September 13th, 2021 at 5:15 pm.

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Terri Trygg /City Clerk