

**September 13, 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 September 13, 2021 at 5:15 p.m.

Mayor Darin Johnson called the regular meeting to order at 5:20 p.m.

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

Others in attendance: Bruce Purrington, Fire Chief Todd Westcott, City Clerk Terri Trygg, Utility Superintendent Lucas Spaeth, and HMU Office Coordinator/City Treasurer Alli Tice.

Approval / Additions to Agenda- Addition to the agenda for an AFG Grant for the fire department. Approval of a temporary liquor permit for 11/6/21. Motion to approve as amended by Mike Trygg, second by Shirley Weeding. Roll call vote unanimous, motion carried.

Approval of August 9, 2021 Regular Meeting Minutes. Motion to approve by Donna Scholl, second by Shirley Weeding, roll call vote unanimous, motion carried.

Public Forum-No comments or correspondence

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

Department Reports.

Utilities report- Utility Superintendent Spaeth gave a number of updates and requested approval for a number of items.

1. The City may apply for a Coronavirus Economic Relief for Transportation (CERTS) grant. The deadline is Oct 8. The grant supports community clean energy projects, and this would provide funds for labor to install an EV charger in Halstad. NMPA may have grants available for the purchase of a level 2 charger. Donna Scholl made a motion to apply for the grant, Mike Trygg seconded. Roll call vote was unanimous. Motion carried.
2. The council discussed partnering with HMU to sponsor and host a Blood drive in the fall and spring each year. Mike Trygg moved, and Shirley Weeding seconded the motion to partner with HMU to sponsor and host blood drives. Roll call vote was unanimous. Motion carried.
3. **Sunrise Apartments**- Lucas Spaeth indicated that there is a strong need for a three bedroom apartment at the Sunrise Apartments. This would require a remodel of two apartments to convert them to one, three bedroom apartment. The council did not make a decision on this, as there are concerns about recouping the investment
4. Visser's will be asked to provide a bid on a demo of the Bergee house. They would not be able to begin work until December, or in 2022. Terri will attempt to list the house on Zillow, to see if there is any interest in someone moving the building out of town.
5. Curt's Lock and Key estimated that rekeying 10 exterior doors 10 Interior doors would cost approximately \$800. JATC will have their areas rekeyed and they will need to make sure the Fire Department has keys for their areas. A decision on rekeying was tabled.
6. The DNR provided a Turkey plan that Moorhead has adopted. The DNR would like Halstad to also have a plan that can be shared with residents. This will advise them on what they can and can't do related to wild turkeys in the city limits. Terri will write up a plan for Halstad for the council to review at a future meeting.
7. The city will need to purchase about 150 to 175 feet of snow fence. This will be purchased and placed in October.
8. The Firefrost ATV Club will pay Vissers to form a trail from Halstad to Shelly. Since the city owns the trail, it will be responsible for mowing the trail. The city will also need to make a decision about how the 37 acres south of the city will be used and maintained. The clerk and treasurer will check with the county on taxes on that property, and some of the other properties the city owns.
9. North Star Striping is sending a bid for striping. Seal coating will need to be done before striping. Bids for that will also be submitted.
10. The city approved selling dirt to the county for the road project, but the county did not use any dirt so far for the project.

11. On September 22nd, Lucas and Darin will be involved in a presentation on rural water to the State Budget Committee. There is no word yet on the Federal request for funding.

Wimmer Homes- All units are occupied at this time. Trees on west side being removed by city and Valley United employees.

Clerk Report - Terri Trygg shared a Mission, Vision, Values document for the council to review. These statements will help guide the council on decisions, and will be used when applying for grants and other aid.

Since there is a lot going on with the city right now, Terri indicated that she would be willing to continue as clerk, to keep the momentum going. Terri has signed up for League of Minnesota Cities Clerk training, which is part online and two days in person training.

JATC Sheet Metal Workers - They are working on the space and gearing up for about 28 students this fall.

Comprehensive Plan - Mike Trygg indicated that no updates have been provided. Cam has been ill, and there are still delays in completing the plan.

Blighted Property - The blighted or dangerous property lists are not complete. The council directed the clerk to send a letter to the new owner of Benson's warehouse along Highway 75, since the building is in disrepair and is becoming more dangerous. There have also been a number of complaints about the green apartments at 228 2nd Avenue West. There are noxious smells in the hallways, reports of no lighting in the hallways, and of black mold on apartment walls. The clerk contacted Eric Smart, the owner previously, but he has not followed up. The council would like a letter sent to Mr. Smart, with a copy sent to Norman County Public Health, the State of Minnesota Health Department, and the city's attorney. Fire Chief Westcott will also check into this if it is a public health issue.

Safe Routes to School - The final bill was received for the SRTS project. Donna Scholl moved to close the Capital Project bank account and transfer those funds to the general fund. Shirley Weeding seconded motion, roll call vote was unanimous. Motion carried.

Halstad School and Property - Terri has sent a press release to the Norman County Index, Hillsboro Banner, and Promoter to inform the community about happenings and plans. The north parking lot and tennis court have been set up as temporary camping sites for fall harvest. Express Employment Services from Grand Forks has contacted Alli and Terri about renting all 12 spots. The bus barn will be available for winter storage. So far there are two pontoons, a boat and a trailer that have reserved a space. There is a slide on the cable channel, and the form are on the city web site under Amenities.

Brandon Mickelson joined the meeting at 6:48 pm.

Gym Access- Alli presented options for purchasing equipment for the gym and weight room. Option 1 would include volleyballs, basketballs, and a ball cart for \$1,120.91. Option 2 would include balls as well as a treadmill, exercise bike, elliptical, weights and a weight bench for \$6,154.91. Donna Scholl moved to go with option 1 for now, Brandon Mickelson seconded, roll call vote was unanimous, motion carried.

Terri will contact the Dekko Foundation to discuss grant opportunities for the school.

Brandon reported that key fobs should be working now. It will be possible for a couple of people to remote in. A \$10.00 deposit will be required for each key fob. There can be up to 2 key fobs per account. For the remainder of 2021, a flat rate of \$50.00 will be charged. If the city wants to add any other doors for key fob access, it is about a \$1,200.00 investment. Also, the cameras are working and remote access is also operating.

Alli is working on a membership form, similar to the one Hillsboro is using.

Mike Trygg presented an option for purchasing pet waste stations. Mike Trygg moved to purchase 5 stations, to be placed around town, Shirley Weeding seconded, roll call votes was unanimous, motion carried.

The Alumni group will need to move their items before the gym can be used. Terri will send them an email to have them move their items to one of the classrooms on the north end of the school.

The council discussed selling the floor from the old gym. Lucas and Darin will measure and check into this further.

Heating-Gibb and Grove Mechanical will submit bids after walking through the building. Peterson Mechanical and Laney's will also be asked for a bid. A suggestion for heating the south end is to do it by zone, with residential furnaces. They would be much easier to use, and they could be repaired by anyone.

Budget-Alli and Terri reviewed the 2022 Budget with the council. There are increases to insurance, taxes, Dental Office TIF, and other expenses. There was a discussion about how the increased property assessments, and taxes in Halstad are allocated from the county. Terri and Alli will send a letter to the county. Shirley Weeding moved to approve the preliminary budget and a 5% tax levy for 2022, Donna Scholl seconded, roll call vote was unanimous, motion carried. The Truth-in-Taxation meeting is scheduled for December 13, 2021 at 6:00 pm at the Halstad Telephone Company Meeting Room located at 345 2nd Ave W, Halstad, MN.

City Sales Tax-The EDA submitted a letter to the council to approve a .5% to 1% city sales tax that the EDA would use for development projects, Business Revitalization Grants, and other projects that better the community. The council then reviewed the Department of Revenue guidance on the city sales tax process. This is a lengthy process, and it must be for Capital Improvements, with a dollar amount for each project listed. The council will consider and

make a list of what these improvements would be, and city will need to document all of the details. The first step to the process would be passing a resolution. Terri will draft a resolution for the October meeting, and will do further research. She will also notify the EDA that there has to be one or more capital projects identified, and if they have one to be included, they should let the council know.

Zoning Permits - Darin Johnson submitted an application for an egress window and some plumbing. Mike Trygg moved to approve, Shirley Weeding seconded, Mayor Johnson abstained, roll call vote, all voted in favor, motion carried.

Mark Larson submitted an application to build a new garage on his property. The application did not indicate the materials to be used. Brandon Mickelson moved to approve the application, Donna Scholl seconded, all voted in favor, motion carried.

2022 General Election-The County Auditor/Treasurer sent a letter to the city regarding the 2022 General Election. In 2020, the council passed a resolution to go to all mail balloting. If the city wants to change this, a new resolution would need to be passed. Donna Scholl moved to continue mail balloting, Shirley Weeding seconded, all voted in favor, motion carried.

AFG Grant -Todd Westcott provided information to the council about an AFG Grant that the Fire Department will be receiving for radios and handheld radios. Materials for the grant were provided to the council for review.

Temporary Liquor Permit - Shirley Weeding moved, Brandon Mickelson seconded a temporary liquor permit for an event at the Halstad Community Center (LRC) on November 6th. All voted in favor, motion carried.

Other -Community Club Dinner will be held on 9/30/21. Darin and Donna will work on lifesaving plaques for residents who assisted during the Ebertowski fire.

Fire Department Open House on October 6th from 5 to 7 pm.

Shirley Weeding moved and second by Mike Trygg to adjourn the meeting at 8:28 pm, roll call vote unanimous, motion carried. The next Regular meeting of the City Council will be on Monday, October 18th, 2021 at 5:15 pm.

Terri Trygg /City Clerk