

**November 8, 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 November 8, 2021 at 5:15 p.m.

Mayor Darin Johnson called the regular meeting to order at 5:22 p.m.

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

Others in attendance: Jessica Spaeth, Western Norman Community Fund, City Clerk, Terri Trygg, and HMU Office Coordinator/City Treasurer Alli Tice.

Additions to Agenda - Mayor Johnson-Discover Norman County - \$550.00

Approval of October 18, 2021 Regular Meeting Minutes. Motion to approve by Shirley Weeding, second by Brandon Mickelson, unanimous vote, motion carried.

**Public Forum-** Jessica Spaeth, President of the Advisory Committee for the Western Norman Community Fund (WNCF) attended the meeting to provide the council with information about the WNCF. The WNCF has plans for a Performance Project that will purchase and install bus stop shelters in each of the Western Norman County cities of Halstad, Hendrum, Perley, and Shelly, that are a part of the WNCF.

**Consent Agenda**

Motion by Brandon Mickelson, second by Shirley Weeding, to approve the consent agenda as presented. Unanimous vote, motion carried. The following items were on the consent agenda:

- A. Monthly claims for October 2021
- B. General checking bank reconciliation for October 2021
- C. Liquor License for December 11th - Day of Giving Event at LRC.

**Department Reports.**

**Utilities Report-** Utility Superintendent Spaeth submitted Superintendent Notes that were included in meeting materials.

- 1. **Wimmer Homes-** Shirley Weeding moved, Mike Trygg seconded a motion to approve a rent increase of \$20.00 per month, effective January 1, 2022. Vote unanimous, motion carried.
- 2. **Sunrise Apartments-** Mike Trygg moved, Brandon Mickelson seconded a motion to approve a rent increase of \$30.00 per month, effective January 1, 2022. Vote unanimous, motion carried. Gary Simpson has been working on a number of minor maintenance issues at the Sunrise Apartments.
- 3. **Land Leases-** Bids were opened for land leases for 2022. Christianson Brothers had the winning bid and have signed a lease for the 14 acres south of Halstad on the former NCW land. Mike Trygg moved to approve the lease Shirley Weeding seconded. Unanimous vote, motion carried. Tony Mathews bid on the miscellaneous land, but the lease has not yet been signed.
- 4. **Utilities-** Wage increases of \$.50/hr were approved for part-time employees. 1,000 feet of three phase inner-duct have been buried from the LRC Parking to Well 2. Manganese 40 ppb came back with no problems. Hydrant flushing and testing were being done. Street sweeping is in progress.
- 5. **Clerk Report** - Contacted Northwest Regional Development to request assistance in planning for usage and funding at the school building and grounds. They will present some ideas and information after reviewing. Eric Smart, contacted Terri regarding the letter outlining complaints and noted issues at his apartment building at 228 2nd Ave W. He indicated that he is going to have someone take care of the issues.

**Unfinished Business:**

**Comprehensive Plan** - Mike Trygg reported that NWRDC is planning to present the Comprehensive Plan to the City before the end of the year, as Cam Fanfulik will be retiring.

**2022 Budget-**Alli Tice asked the council if there were any questions or changes to the proposed budget. The council agreed that there were no changes to the budget and levy amount requested. Alli Tice also reported that she, Lucas Spaeth, and Terri Trygg met with the County Assessor on 11/2/21. There were a few city properties that need to be reclassified, and there was discussion about taxing and specials on comparable properties in surrounding cities. The County Assessor will make the reviews and updates discussed.

**City Sales Tax-** Capital Project Plan-No updates.

**Free Lot Application-**Clerk, Terri Trygg has modified the Free Lot Application and related documents and they are being reviewed by the City Attorney. The forms will be presented to the council at the December meeting for approval. Clerk notified the Free Lot applicants that the lot they have requested will be held pending their submission of building plans/specifications.

**Dental Office TIF Loan Forgiveness Resolution-** Halstad Municipal Utilities Commission has approved forgiveness of the TIF Loan that the City of Halstad was paying, due to the sale of the Dental Office to a Non-Profit agency. Resolution 2021-11-08 was presented to the council for approval. Brandon Mickelson moved to approve the resolution, Mike Trygg seconded the motion, vote was unanimous, motion carried.

**Halstad School and Property -**

**Gym Access-**There have been 16 individuals or families who have signed up to use the gym so far. The Council discussed usage, and plans for cleaning, upkeep, and future improvements. Brandon Mickelson, Mike Trygg and Alli Tice will meet to work on further planning.

**Winter Storage -** 5 units were stored on 11/5/21. There is interest in additional storage for farm equipment, which will be stored later in the week.

**Heating-**Small electric heaters are being installed to keep bathrooms and other rooms on the south end heated to ensure there are no frozen pipes. Additional work on sealing up areas where heat is escaping will be completed. These are all short term solutions, to allow time to put into place long term solutions.

**New Business:**

**Zoning Permits - Valley United Co-op-**A zoning permit for a fence between the Wimmer Homes and Valley United Co-op was reviewed. Shirley Weeding moved to approve the permit, Mike Trygg seconded the motion. Vote was unanimous, motion carried.

**2022 Liquor Licenses-**The Back Forty Bar and Off Sale, and Valley General Store Off-Sale Liquor Licenses for 2022 have been completed and are ready for approval of the council. Mike Trygg moved to approve both license applications, Brandon Mickelson seconded. Vote was unanimous, motion carried. Licenses will be submitted to the State of Minnesota for final approval.

**Other -**Received a request from a city resident to use the Gym for SAILS group classes beginning in January. The council approved the use as long as the group can be flexible if other events are scheduled. The 2022 Truth in Taxation Hearing, December 13, 2021 6:00 pm at the Halstad Telephone Company Meeting Room located at 345 2nd Ave W, Halstad, MN.

Brandon Mickelson moved and second by Shirley Weeding to adjourn the meeting at 6:33 pm, roll call vote unanimous, motion carried. The next Regular meeting of the City Council will be on Monday, December 13, 2021 at 5:15 pm.

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Terri Trygg /City Clerk