

**December 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 December 13, 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: Jeremy Thornton, Norman County Sheriff; Todd Westcott, Halstad Fire Chief; Emily Finney, Halstad Business League; Don McMahan; Terri Trygg, City Clerk; Lucas Spaeth Utilities Superintendent; and HMU Office Coordinator/City Treasurer Alli Tice.

**Additions to Agenda** - Due to the Firefighter Grant bid opening and the Truth in Taxation Hearing, the agenda items were rearranged to allow for review of bids by Jeremy Thornton and Todd Westcott. Westcott also had a couple of other items for the council.

**Approval of November 8, 2021 Regular Meeting Minutes.** Motion to approve by Mike Trygg second by Shirley Weeding, unanimous vote, motion carried.

**Public Forum-** Emily Finney, representing the Halstad Business League addressed the council to offer the City of Halstad assistance in searching for grants and other financial support for the school building. The HBL HEAR 501(c)(3) purchased equipment from the school district with an estimated value of \$8,000.00 that they would be willing to donate. HEAR may also be able to find and write grant applications the city would not be eligible to apply for.

Donna Scholl arrived at 5:24 pm

Don McMahan, a resident in the Wimmer Homes spoke to the council about concerns that the light for the flag is missing. He also mentioned snow removal, and vehicles parked on sidewalks.

**Consent Agenda**

Motion by Donna Scholl, second by Mike Trygg to approve the consent agenda as presented. Unanimous vote, motion carried. The following items were on the consent agenda:

- A. Monthly claims for November 2021
- B. General checking bank reconciliation for November 2021
- C. Annual Cigarette Sales License for Valley United C-Store

**Procurement Policy for Federal Grant Purchases** - The council reviewed the City of Halstad's procurement policy. Brandon Mickelson moved to approve the policy, Donna Scholl seconded, unanimous vote, motion carried.

**AFG Firefighter Grant Bid Opening:** Two complete bids for countywide firefighter communications equipment were received and opened. Stones Mobile Radio submitted a bid of \$297,855.25. Midstates Wireless submitted a bid of \$308,406.25. Thornton and Westcott were asked to review both bids to ensure all requirements are met, and will report back to the council when the task is complete.

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

**Wimmer Homes-** A \$4,000.00 CERTS grant was awarded for labor to insulate the Wimmer Homes. Peter Jacobson will do the work. The city will be responsible for the cost of insulation and supplies. Shirley Weeding moved to approve and expenditure of up to \$5,500.00 for insulation and supplies. Donna Scholl seconded motion, unanimous vote, motion carried.

**EV Station- CERTS Grant-** Lucas Spaeth was notified that the full grant amount of \$5,000.00 was awarded for an EV charging station in Halstad.

**Other** - Gary Simpson has been doing some tasks for the City of Halstad. There are some pending street items that will be done next year including seal coating and striping downtown diagonal spots. Lucas is looking into planting pollinators on unused property in the city.

**Sewer Plant-** Passed PCA

**Resolution 2021-12-13 Supporting Rural Water** - Council moved on to item 10 B on the agenda, since this was part of the Superintendents report. Resolution 2021-12-13 Supporting Rural Water was reviewed and discussed by the council. Mike Trygg moved to approve/pass the resolution, Donna Scholl seconded, unanimous vote, motion carried.

At 5:59 pm motion by Shirley Weeding, second by Brandon Mickelson to adjourn the regular session and open the Truth in Taxation Hearing. Unanimous vote, motion carried.

**Truth in Taxation Hearing** - At 6:00 pm Mayor Johnson opened the Truth in Taxation Hearing for public comment. There were no public comments during the hearing. Mike Trygg moved to adjourn the Truth in Taxation Hearing at 6:15 pm, Shirley Weeding seconded the motion, unanimous vote, motion carried.

**Utilities Report (continued after Truth in Taxation Hearing)** Lucas Spaeth indicated that the \$4.7 million Water Supply obligation looks good. Lucas Spaeth and Terri Trygg will be attending a DEED webinar on 12/15 regarding Redevelopment Grant and Demolition Loan Programs.

**Unfinished Business:**

**Comprehensive Plan** - No updates, the council has not heard from Northwest Minnesota Regional Development.

**2022 Budget-** The final budget for 2022 was reviewed by the council. Brandon Mickelson moved to accept the budget as presented, including the Levy amount for 2022 of \$229,957.00. Mike Trygg seconded the motion, unanimous vote, motion carried.

**City Sales Tax-** Capital Project Plan- a committee was formed to look into future projects that may fit into a Capital Project Plan where sales tax could be used. Committee members are Lucas Spaeth, Tony Wolf, Alli Tice, Donna Scholl, Darin Johnson, and Terri Trygg.

**AFG Firefighter Grant-**Sheriff Thornton and Fire Chief Westcott reported to the council that they had reviewed the bids received and the bid from Stones Mobile Radio of \$297,855.25 was the lowest bid. Shirley Weeding moved, and Donna Scholl seconded a motion to approve the bid from Stones Mobile Radio. Unanimous vote, motion carried.

**Fire Department Report** - Fire Chief Westcott reported that the Fire Department will be sending out the One Fund forms. Westcott also reported that some updates need to be made at the Community Center (LRC). A garbage disposal is needed, a new sprayer for the sink, and if possible igniters. The plumbing for the disposal is already there. There is a disposal at the school kitchen that may work for this. Westcott also asked the council if it would consider purchasing a deep fat fryer for the Community Center. He has found a Culinex Deep Fat Fryer for \$1,140.00, and it is on wheels so it can be rolled under the fan hood when being used. Donna Scholl made a motion to purchase a fryer, sprayer for sink, and igniters with a total budget of \$3,500.00. Shirley Weeding seconded motion, unanimous vote, motion carried.

**Free Lot Application-**Clerk Terri Trygg presented the revised Free Lot Application and related documents after review by the City Attorney. The documents are ready to publish on the city's web site as long as the set-backs in the document match the ordinance setbacks.

**Free Lot applicants** - An email was received from the free lot applicants. They are still working with their builder on plans, and for a number of reasons, they will not be able to start construction until May 2023. They asked that the city Council would consider to holding the property for them as they work through the process. The City attorney advised the clerk to let the council know that the City can't hold the lot. If they do it for the Ramos' they'd need to do it for everyone who applies for the free lot program if they request it. The council agreed that the Ramos' may purchase the lot for \$10,000.00 plus specials and no abatement, or they can wait and see what is available at the time they are ready to build.

**Halstad School and Property -**

**Gym Access-** The gym is getting used quite often. Tri-Valley Head Start is using a meeting room for family visits since they are unable to go into homes due to Covid 19.

**Winter Storage** - There is still some space available in the bus barn.

**Heating** - Some of the areas where heat was escaping have been secured. Heaters are working. Actions items discussed are updating the room that is being used for exercise equipment. Paint and rubber flooring need to be purchased, and it may help to remove the ceiling tiles.

**New Business:**

**Zoning Permits** - Western Products submitted a zoning permit to side Eric Green's house. Brandon Mickelson moved to approve the permit, Donna Scholl seconded, unanimous vote, motion carried.

**League of Minnesota Cities Insurance Trust (LMCIT)-** River's Edge Insurance prepared a Liability Waiver for the council to approve, since the city already has liability coverage. Shirley Weeding moved to approve the Liability Waiver as presented, Brandon Mickelson seconded, unanimous vote, motion carried.

Donna Scholl moved and second by Shirley Weeding to adjourn the meeting at 7:54 pm, vote unanimous, motion carried. The next Regular meeting of the City Council will be on Monday, January 10, 2022 at 5:15 pm.

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Terri Trygg /City Clerk