

**January 10, 2022  
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 January 10, 2022 at 5:15 p.m.

Mayor Darin Johnson called the regular meeting to order at 5:23 p.m.

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

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

**Additions to Agenda** - None

**Approval of December, 2021 Regular Meeting Minutes.** A typo was found and will be resolved. Motion to approve with correction by Brandon Mickelson, second by Mike Trygg, unanimous vote, motion carried.

**Public Forum-** Donna Scholl informed the council of an issue that was reported at the Wimmer Homes. Don McMahan, a resident in the Wimmer Homes expressed concerns about a vehicle parked on sidewalk, and threats that were made between him and another resident. The council agreed that this is a civil matter between the residents that should be handled by the Sheriff's Office.

**Consent Agenda**

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

- A. Monthly claims for December 2021
- B. General checking bank reconciliation for December 2021

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

**Wimmer Homes-** Lucas Spaeth has been informed that the full \$5,000.00 CERTS grant was awarded for labor to insulate the Wimmer Homes. He is currently checking on putting in gable end vents to help with air flow.

**Other** - Meter issues have been found at the Heritage House and Nursing Home, and they are working on resolving these issues.

**Rural Water** - AE2S is working with the Polk County Board to put up seed money for next steps in the process. Baker Tilly sent some high level information that will be helpful in setting up a water district.

**Fire Department Report** - Fire Chief Westcott gave the Fire Department Annual Report to the council. The fire department responded to 21 fire runs in 2021. There are currently 23 members, and the first female firefighter for Halstad was recently hired. A number of donations have been received for the fire truck replacement last summer, and the fire department is continuing to try to rebuild the fund. Annual service letters are being drafted for the townships that are served by the Halstad Fire Department. In addition, a mixed stag fundraiser will be hosted by the fire department in March.

Westcott asked if the city could remind residents to remove snow around fire hydrants, to ensure they are accessible if needed.

The KME truck that broke down has been returned to Halstad. The City will look at selling the truck as-is on MinnBid to help recover expenditures from the General Fund for the replacement truck.

Reporting on the AFG Firefighter Radio Grant is being completed in FEMA Go. Since the City is the sponsor of the grant, the bill for the radio order will be submitted to the City of Halstad, then the City will apply to FEMA for reimbursement.

**Unfinished Business:**

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

**City Sales Tax-** Capital Project Plan- the committee has not yet met.

**Free Lot applicants** - An email was received from the free lot applicants. The applicant provided architects plans for the council to review and requested that the lot size for lot 2 be adjusted. The Utilities Superintendent indicated that the lots are at the current dimensions based on where sewer and water is located. Utilities staff can locate sewer and water in the spring, but the lot sizes can't be changed until those locates have been completed.

The council asked the Clerk to reply to the Ramos' that the house plans appear to be a great addition to our community, and are interested in working with them. Also, the lot size for lot 2 cannot be adjusted at this time due to sewer and water locations, but applicants are asked to consider lot 4, address: 114 7th Ave East, with lot dimensions of 123.01' X 130. They are also welcome to purchase one of the lots for \$10,000.00 plus specials and no abatement, since the city will not be able to hold the lot until May of 2023.

**Halstad School and Property -**

**Heating** - Some of the areas where heat was escaping have been secured. With the cold temperatures, the heaters are working hard to keep up.

**Gym Access**- The gym is being used regularly and some items have been donated for the weight room. Sonia is cleaning the bathrooms, and hallways and she will set up a schedule based on usage. There was discussion about waxing the gym floor this summer. Brandon will look into what it would take to activate the video phone at the north door.

**Other** - John Hinkley had purchased tables and chairs to rent out, but there hasn't been much use of them and he has offered to sell them to the city. Once John submits a price, the council can make a decision on the purchase. Lucas Spaeth and Mike Trygg will work on doing an inventory list at the school. There are a number of items that could be sold once the inventory is completed.

The lights for the gym are on a breaker in the hallway, and the #6 breaker became loose. The council agreed that this should be changed to light switches, and there were also concerns about the sound system in the gym being used.

**New Business:**

Mike Trygg made a motion to approve the following General Appointments for calendar year 2022. Shirley Weeding seconded the motion, unanimous vote, motion carried.

Vice-Mayor: Brandon Mickelson  
Clerk: Terri Trygg  
Treasurer: Allison Tice  
Street Commissioner: Darin Johnson  
Park Commissioner: Donna Scholl  
Attorney: Julin Law Office  
Criminal Attorney: Norman County Attorney's Office  
Newspaper: Norman County Index  
Bank: Red River State Bank  
Safe-keeping Agent  
for Pledged Collateral: United Bankers Bank  
Fire Chief Todd Westcott  
Rescue President: Amy Fagerstrom  
Weed Inspector: Mayor (by default)  
Board of Adjustment  
for Floodplain Ordinance: City Council

Shirley Weeding moved to approve the following committee and other appointments for 2022. Brandon Mickelson seconded the motion, Unanimous vote, motion carried.

Utilities commission: President - Tom Maroney (1 more years of 3 year term)  
Secretary - Ron Gotteborg (2 more years of 3 year term)  
Member - Darin Johnson (3 more years of 3 year term)  
Planning Commission: Michael Trygg  
Other current members are: Chair-Danielle Harless, Erica Garcia, Peter Jacobson, Jackie Arneson and Sabrina Anderson (Alternate).  
EDA: Donna Scholl and Brandon Mickelson  
Norman County EDA  
Representative: Jeremy Melting  
Fire Relief Association  
Directors: Mike Trygg and Brandon Mickelson  
**Other:**  
Northern Municipal Power Agency  
(NMPA): Lucas Spaeth, City Director  
Darin Johnson as Alternate Advisor  
Local Levee Partnership Team - Darin Johnson, Tom Maroney, and Lucas Spaeth

Donna Scholl moved to approve the following authorized check signers/use of debit card/initiators of electronic or wire transfers for 2022. Brandon Mickelson seconded the motion, unanimous vote, motion carried.

Mayor, Vice-Mayor, and Treasurer on Red River State Bank accounts:

|          |                           |
|----------|---------------------------|
| 70105    | General Checking          |
| 70105-50 | General Savings           |
| 5338     | Street Construction       |
| 6613     | Rescue Squad Equipment    |
| 6605     | Street Equipment          |
| 5418     | Fire Department Equipment |
| 1412761  | TIF No. 2-3 Checking      |
| 1412212  | Debt Service              |

**Authorized check signers/initiators of electronic or wire transfers for Sunrise and Wimmer Homes:**

Mayor Darin Johnson and Utilities Superintendent Lucas Spaeth

**Authorize use of Mayor's signature stamp:** Clerk Terri Trygg - for General Government

Allison Tice - for General Government, Sunrise and Wimmer Homes

Shirley Weeding moved and second by Brandon Mickelson to adjourn the meeting at 7:08 pm, vote unanimous, motion carried. The next Regular meeting of the City Council will be on Monday, February 7, 2022 at 5:15 pm.

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Terri Trygg /City Clerk