September 12, 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 September 12, 2022 at 5:15 p.m.

Mayor Darin Johnson called the regular meeting to order at 5:15 p.m.

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

Others in attendance: Adam Camp, Mark Klevgard, Lucas Spaeth, HMU Superintendent, Terri Trygg, City Clerk; HMU Office Coordinator/City Treasurer Alli Tice, HMU Customer Service Representative Trish Schilling and Adam Helgeson, Realtor joined via Zoom.

**Additions to Agenda** - No additions to the agenda. Council approved moving up items 8B and 8E up on the agenda after Public Forum and Correspondence. Mike Trygg moved to approve agenda as presented, Donna Scholl seconded motion, unanimous vote, motion carried.

**Approval of August 8, 2022 Regular Meeting Minutes-** Motion to approve minutes as presented by Brandon Mickelson, seconded by Donna Scholl, unanimous vote, motion carried.

**Public Forum and Correspondence**

Adam Helgeson addressed the council regarding the Landmark. Helgeson is doing research and is looking for investors or developers that would be interested in the building. He noted some issues that are occurring from not heating the north end. He said it would be ideal if we could put in an indoor shopping "mall". If someone wanted to put in apartments, the costs would be quite a bit higher. The council informed Helgeson that the RFP for development or redevelopment has been published, and he is encouraged to share that document with clients.

**8B-Adam Camp proposal to transfer ownership of City owned lot adjoining his property**. Adam Camp has offered to pay the legal and transfer costs to transfer ownership of the green space to the south of the Library Link/Rescue Squad Building. Lucas Spaeth mentioned that the drainage around the building may be affected if the city does not have the space to provide for moving water away from the building. Camp noted that that there are water issues around the building and he feels the building does not have much value, or that it is a marketable property. Mike Trygg stated that he was not in favor of splitting out the property as the city may be interested in selling the building at some point in the future if the Library Link and Rescue Squad are moved to a different location. The parcel is currently zoned commercial so it would have value as it is in a prime location. Council members will tour the building. No motions or decisions made at this time.

**8E-Mark Klevgard-Interest in purchasing Sunrise Apartments and Zoning Permit Application-**Mark Klevgaard is doing research into purchasing the Sunrise Apartments. Klevgard has contacted the Halstad Living Center about purchasing a portion of the lot to the west of the apartments so that he could add garages. He is waiting for them to get approval from the board. Klevgard is concerned about the boiler. Lucas Spaeth explained work that had been done to the boiler, elevator and other updates that had been made. Klevgard indicated that he would want an inspection. He will come back to the council when he has more information.

Klevgard also presented plans for building a garage at his apartment building on 3rd St East. Klevgard answered questions and explained his plans. Mike Trygg moved to approve the permit as presented, Donna Scholl seconded the motion, vote unanimous, motion carried.

**Consent Agenda**

Donna Scholl moved to approve the consent agenda, Mike Trygg seconded, unanimous vote, motion carried. The following items were on the consent agenda:

A. Monthly claims for August 2022

B. General checking bank reconciliation for August 2022

**Utilities Report-**Superintendent sent full notes to council members. There has not been much movement on rural water. A Lead and Copper Inventory will need to be done. Johnson Jet-Line has done more work in Halstad. They televised what they did and found a manhole that has deteriorated and may need to be replaced. Lucas, Alli and Terri met with LMCIT and he provided information and a number of suggestions. EV station has been ordered but it may not arrive until December. The plow truck is going to need repairs of over $3,000.00.

**Clerk Report-**We have had 8 Harvest Hosts campground guests so far this year. They have left great reviews, have been spending money in Halstad in lieu of fees, and in some cases have made donations to Landmark. Terri attended the Norman County EDA meeting on 8/23/22. They will be making a number of updates to their web site. The Discover Norman County Magazine is published and is being distributed, there are a number of items for Halstad in this magazine. Clerk reviewed upcoming events through the end of the year. Brock from the Zone on 75 checked to make sure the City was informed about his plans to be open 24 hours during sugarbeet harvest for meals and snacks. He was advised that he would not be able to have the on-sale open during that time according to State Statute, but as long as he has a plan to provide to the public within the limits of the liquor ordinance and state laws, the city applauds his desire to provide a service to the community.

**Unfinished Business:**

**Comprehensive Plan** - Mike Trygg sent an email to Sean Ranum and Darla Waldner at NWRDC. They have committed to complete the Comprehensive Plan and present it to the council as soon as possible.

**City Sales Tax-** Capital Project Plan- Tabled, Legislature did not act on these.

**New North Properties**-The detailed inspection report is not yet complete.

**Ramos Free Lot**-City staff have located services for the lot, and the lot size/measurements could be adjusted.

**Rental Housing Ordinance-**Tabled, clerk is working on forms and documents.

**Ordinance Fee Schedule Review and Updates**-No updates since last meeting.

**Golf Cart/ATV/UTV Ordinance**- clerk is working on forms and documents

**Landmark-(Halstad School and Property)** - Trish Schilling shared objectives, and the budget for Landmark was reviewed and discussed. The heating season is coming quickly and the council agreed that more economical heating sources are needed. They discussed putting in min-splits to zone heat in the Community Room, weight room and in the hallways. Donna Scholl moved to approve the city spending up to $15,000.00 to purchase and install min-splits at Landmark. Brandon Mickelson noted that the mold being found on the north end is a concern and we need to find a way to deal with that. Trish presented information about the Coordinator salary and the % of time to be spent at Landmark, or working on Landmark business. The council would need to have more information before making any decisions on the proposed changes to the approved position since there is a commitment for coverage at the Utilities Office. A job description and salary range will need to be provided at the next council meeting. Also, the council agreed that Alli should have a 5% wage increase since she will taking on more responsibility as she transitions into the Clerk role. Trish noted that she is checking on the Post Office moving to Landmark, and that the Library is willing to move at some point as well.

**New Business:**

**2023 City Budget**-Alli Tice and Terri Trygg presented the 2023 Proposed Budget to the council. The budget included a 5% increase for 2023. The council was able to review items and they will be bringing any questions or concerns to the October meeting. Mike Trygg moved to set the 2023 Tax Levy at 5%, Donna Scholl seconded, all members voted aye, motion carried. The Truth In Taxation meeting is set for December 12, 2022 at 6:00 pm at the Halstad Telephone Company Meeting Room.

**Red River Cooperative Power-Road Rehab Project**-The rebuild project at RRV Coop Assn. is in progress and they have contacted Lucas about the road surrounding their property. They are willing to pay a special assessment to have the necessary work done. Lucas will get quotes and will research options for this and a few other areas in Halstad that will need work done.

**Valley United Property Offer**- Valley United has contacted the City to offer to sell the south end of their property between the dike, highway 75, and adjoining current city property. A survey will be needed as there is not currently a legal description of that property. Mike Trygg moved to accept the offer, Brandon Mickelson seconded, unanimous vote, motion carried.

**Zoning Permit-Jostad**-A permit was submitted for a fence on the property at 326 3rd Ave West. Red River State Bank has approved the fence on their side of the property. The council suggested that Jostad not put the fence all the way to the sidewalk, that instead they set it back to be even with the house. Brandon Mickelson moved to approve the permit with the suggestions, Mike Trygg seconded, unanimous vote, motion carried.

**Blight/Dangerous Properties**-Council Members have been contacted about complaints with property blowing around and being left out at 400 3rd Ave West. This is a public nuisance ordinance violation and the clerk will send a letter.

Donna Scholl moved and second by Brandon Mickelson to adjourn the meeting at 7:30 pm, vote unanimous, motion carried.

The next regular meeting of the City Council will be on Monday, October 10, 2022 at 5:15 pm.

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 Terri Trygg /City Clerk