

June 12, 2023
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 June 12, 2023, 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, Donna Scholl, and Peter Jacobson. Absent: Gaylord Christianson. Others in attendance: Jay Delong, Lori Delong, Wayne Tenneson, Mike Trygg, Kimberly Pithey-Pede, Jeremy and Kristi Melting, and Jessica Spaeth. Lucas Spaeth, HMU Utilities Superintendent, HMU Office Coordinator/City Treasurer Alli Tice, and Terri Trygg, City Clerk.

Additions to Agenda –Jay Delong asked to address the council about street repairs he has reported on 2nd Street West. Motion to approve agenda by Brandon Mickelson, seconded by Donna Scholl, unanimous vote, motion carried.

Approval of May 8, 2023 Regular Meeting Minutes and May 26 Special Meeting Minutes - Motion to approve minutes as presented by Donna Scholl, seconded by Darin Johnson, unanimous vote, motion carried.

Public Forum and Correspondence-

Mike Trygg had submitted a request to address the council, but he deferred as his questions had already been answered prior to the meeting.

Jay and Lori Delong asked the council for the status of the street issue at 325 2nd Street West they had reported in October. Jay indicated that there is cracking, and pieces are breaking off. Since the city has accepted bids for other street repairs, the Delongs wanted to make sure the council considered this issue for repair as well. The council advised that they would need to look at the option to patch, or other options such as milling and compacting. The council discussed concerns that due to the movement of the ground, the same issue may develop after work is done. Delong considers this problem worse than others that are being fixed. Lucas Spaeth indicated that Agassiz will be in Halstad next week, and he will get a bid from them and will find out what the best approach would be for this street.

Consent Agenda

Brandon Mickelson moved to approve the consent agenda, Peter Jacobson seconded, unanimous vote, motion carried. The following items were on the consent agenda:

- A. Monthly claims for May 2023
- B. General checking bank reconciliation for May 2023

Wimmer and Sunrise Report-Lucas Spaeth reported that there was remodeling going on in Wimmer unit 14 and unit 1. They are going to need substantial cleaning, remodeling, and wiring replaced. A door had to be replaced after a break-in attempt in unit 13 at Wimmer Homes. Dirt will be delivered to finish landscaping needed after sidewalk replacement last year.

An external emergency shutoff must be installed to shut off all the boilers at the Sunrise apartments. Lucas will get bids on this task. The elevator broke and Otis elevator was called. The elevator is currently working again.

Utilities Report- The water supply steering committee met with representatives from Clay, Norman and Polk counties. Details for the proposed project and interim governance were discussed. Further meetings are planned. Belts and bearings have been ordered for the generator. League of Minnesota Cities (LMC) will be doing an annual review of best practices. This annual review results in a 10% savings on the annual premium. With farm spraying going on, they are monitoring the water pumping and usage. Letters have been received regarding permit violations such as later paperwork and a discharge violation that was necessary in late 2022. This discharge was immediately reported to the duty officer, but it still results in a violation.

Lucas is working on planning for the Lead and Copper Survey and Inventory that will be required in 2024.

A grant was received for a pilot project to remove phosphorus from wastewater.

Unfinished Business:

Survey Updates-Lucas Spaeth has requested bids from other firms, but he has not received any updates yet.

Pithey-Pede Overweight Load Request- Kimberly Pithey-Pede is working on moving a house into Halstad. She has received overweight approval from the Norman County Engineer, but she also needs approval from the council to have the house moved down 1st Street East and 4th Avenue East. Donna Scholl moved to approve the overweight load, Peter Jacobson seconded, unanimous vote, motion carried.

Wayne Tenneson Property Purchase- Tenneson submitted a letter to the council at the May 8th meeting that he is interested in purchasing the 3 lots (4, 5 and 6) the city owns to the south of his property (Lots 1, 2 and 3). Lucas Spaeth approached the owners of the apartments across the street about the parking ordinance and the need for them to have designated off-street parking for their apartments. They indicated that they have made arrangements with Northern Dental to share their parking lot. Wayne Tenneson addressed the council and said he would like to purchase the 3 lots, or all 4 vacant lots, depending on the price. The council discussed the commercial lot and decided that it would be kept if the Post Office moves to a different location. The council discussed selling Tenneson the 3 lots to the south of his property, which are parcel 28-3337000, legal description *LOTS 4,5 & 6 BLK 6 ORIG TOWNSITE*. The council discussed selling the lots for \$1,000.00 each, for a total of \$3,000.00. A motion was made by Peter Jacobson to sell Wayne and Denise Tenneson parcel 28-3337000 for \$3,000.00, with Tenneson paying specials and any legal/closing costs. Donna Scholl seconded the motion, unanimous vote, motion carried.

Wild Turkey Management Plan and Amended Ordinance 91-The council reviewed a draft of Halstad's Wild Turkey Management Plan, and an amendment to Ordinance 91 Animals, based the advice of the DNR and the County Attorney. After discussion, Donna Scholl moved to approve the Wild Turkey Management Plan as presented, and the amendments to Ordinance 91 Animals. Brandon Mickelson seconded the motion, unanimous vote, motion carried. Clerk Trygg will send the amended ordinance to Norman County Index for publication and will send it to our City Attorney for review. The Clerk will also send it to the DNR for review and approval.

Northwest Minnesota Arts Council (NWMAC) Grant-Terri Trygg applied for and was approved for a grant from the Northwest Minnesota Arts Council for a mural on the side of Wally Jacobson's building near the intersection of Highways 75 and 200. The mural artist approved by NWMAC is Beau Bakken from Hallock. The council looked at some of his other murals and they are excited to see his work. Trygg noted that there is a 10% match component to this grant, and Halstad EDA has agreed to pay that match. In addition, the building will need to be cleaned and painted before the project starts in August. Scaffolding for the artist will also need to be provided and set up. We will get more information from the artist to share at the next council meeting. An advisory group will be formed to work with the artist on the final design.

Landmark- (Halstad School and Property) – The Landmark Committee continues to meet every other Friday. Jeff Morrau from Artekt Architects attended the May 26th committee meeting. Morrau worked on the Nome school repurpose project, and he has offered 100 hours of pro bono work to assist the City with the Landmark. Morrau was given a tour of Landmark, and he was able to provide some great resources and connections. Morrau will review the information provided and will continue to meet with the Landmark Committee.

Lucas is working on an EECBG Grant application, and there are also PACE grant monies that may be available. Roofing repairs have been made.

Summer Recreation-Michael Bare is the coordinator of the summer recreation program. There are about 8 youth signed up now, and the committee is working on getting additional participants.

Auction – An inventory is available for council members to review in Rackspace. There are quite a few items that will not be used and can be sold. The council was asked to review the items to determine if they can all be sold and to give their approval. This list will be reviewed for approval at the July 10 council meeting.

Volunteers are being sought for projects at Landmark such as painting, landscaping, and other tasks. Alli and Terri will work on getting a list of tasks on the Landmark page on the City's website.

Heating estimates and bids are being sought. Lucas is also looking at solar and EV options at Landmark.

Grants-Terri Trygg shared that a Age Friendly Minnesota DHS grant of \$41,000.00 was approved. This grant is to be used to install handicap accessible doors and openers at Landmark. Prework can be done now, but funds can't be expended until after July 1, 2023. A FEMA Tornado Shelter grant is in progress for Landmark. The RFP deadline is extended to August 31st to allow for some proposals that are in progress. We have received an RFP for a Vanilla Processing business, and we expect a proposal for a housing plan on the north end of the Landmark building, as well as potential housing in the green space on the east side of the property.

New Business:

Zoning Permits-Wayne Tenneson- submitted a Zoning Permit to move a shed onto his property. The shed is currently located at Red River Valley Cooperative Power's north storage and will need to be moved. Peter Jacobson moved to approve the permit, Darin Johnson seconded, unanimous vote, motion carried.

Mike Trygg- submitted a Zoning Permit to move a Northland Shed onto the back yard of their property. The current shed will be removed, and the new shed will be placed in the same location. Brandon Mickelson moved to approve the permit, Donna Scholl seconded the motion, unanimous vote, motion carried.

EDA Marketing Halstad Properties-The Halstad EDA met on June 8th and one of the items they discussed was marketing commercial lots and properties, as well as residential lots in Halstad. The EDA would like direction from the city council on the value of commercial lots, any business incentives that the city would offer, and other conditions for sale of commercial properties. The council would like a committee to put together this information for them to review and approve. The clerk was asked to provide the Planning Commission with the information that has been gathered for business incentives, and other related documents, and to ask the Planning Commission to forward a recommendation to the council.

Jeremy and Kristi Melting-The Meltings provided a presentation to the council regarding purchasing and developing the city owned commercial lots next to Vibrant Salon. The legal descriptions of these properties are *lot 19 & W 17 ft of lot 20 Block 10 original townsite and E 8 ft of lot 20 & W 20 ft of lot 21 of Block 10 original townsite, the City of Halstad, Norman County, Minnesota*. This property was the former Café property. If they are allowed to purchase the property, their company NextUp Prop Co, LLC will proceed with a temporary plan for a food truck, improve the lot for vendors, seating, and possibly a farmers' market, and eventually a permanent structure. They provided examples of similar ventures in Hallock and McIntosh. Their formal offer was \$2,500.00. Donna Scholl moved to accept the offer from NextUp Prop Co, LLC to purchase parcels #28-3386000 & #28-3387000 for \$2,500.00, with the purchaser paying legal fees and closing cost for the transaction. Peter Jacobson seconded the motion, unanimous vote, motion carried.

Blighted and Dangerous Properties-

The council was provided a list of blighted properties from prior year lists. They were asked to review the list and it will be discussed at the July meeting. Clerk Trygg has posted ordinance violation notices on the building at the corner of Highway 75 and 5th Street. She also contacted the county assessor to get the name of the building owner, or contact information for the Railroad, who are owners of the property. Jill Murray is working on getting that information. Due to the dangerous condition of the building, the council asked the clerk to send a condemnation letter to the Railroad. The Shirley Benson property at 114 4th Street West, Parcel 28-3382000 is also considered a dangerous property. Peter Jacobson moved to have the clerk work with the City Attorney to begin the process of getting the building condemned and removed. Donna Scholl seconded the motion, unanimous vote, motion carried.

Brandon Mickelson moved and second by Donna Scholl to adjourn the meeting at 7:09 pm, vote unanimous, motion carried.

The next Regular meeting of the City Council will be on Monday, July 10, 2023, at 5:15 pm.

Terri Trygg /City Clerk