

May 13, 2024
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 May 13, 2024, at 5:15 p.m.

Mayor Darin Johnson called the regular meeting to order at 5:19 p.m.

The following council members were present: Mayor Darin Johnson, Brandon Mickelson, Gaylord Christianson, and Donna Scholl. Absent: Peter Jacobson. Others in attendance: Jay DeLong, Wayne Tenneson, Adam Camp, Bjorn Solberg, Amanda Scanson with Brady Martz, Lucas Spaeth, Utilities Superintendent, and City Clerk/Treasurer Alli Tice.

Additions to Agenda – None. Motion to approve agenda by Gaylord Christianson, seconded by Brandon Mickelson, unanimous vote, motion carried.

Approval of April 8, 2024 Regular Meeting Minutes - Motion to approve minutes as presented by Brandon Mickelson, seconded by Gaylord Christianson, unanimous vote, motion carried.

Public Forum and Correspondence- Wayne Tenneson addressed the city council to see if the city had entered into a contract with the sheriff's department for patrolling. The city council informed Tenneson that no contract is in place for patrolling.

Consent Agenda

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

- A. Monthly claims for April 2024
- B. General checking bank reconciliation for April 2024

Wimmer and Sunrise Report-Work is almost done in Wimmer #10 for the CERTs grant. If more funds are available, we can request more for the grant. Work is still being done on Wimmer #9, otherwise all units are occupied. Sunrise #16/17 is complete except for the cabinet repairs. Sunrise #8 is waiting on cabinets to complete the remodel.

Utilities Report – FireFrost Cooperative Trail Agreements have been signed. Crack sealing has been completed. The tractor was ordered, and we are waiting on its arrival. We are using the Farmall until the new tractor arrives. Lucas Spaeth is working on a USDA grant for a PER for wastewater and for camera footage of the sewer mains and manholes. We are still waiting to hear on funding for the water project through the state's bonding bill. We requested to use a portion of the federal funds received by Norman County for the water project. Moore Engineering has been locating the curb stops as part of the Lead and Copper Rule. Staff is working on electrical upgrades.

Unfinished Business:

Blighted and Dangerous Properties- City attorney, Stephen Larson, sent an email on behalf of the city to the property management company for the railroad about their blighted property in the city. We are waiting for a response. Larson explained the options that the city would have for the property in an email to Clerk Tice. The best option would be purchasing the property and cleaning it up ourselves. The city could also clean up the property through code enforcement either by criminal prosecution or civil lawsuit. The council would like to schedule a drive around to address other blighted properties.

Landmark- (Halstad School and Property) – Committee members met with Karen DeVos with Little Learners to discuss how the Landmark Summer Rec program can be adjusted so that it does not affect the enrollment at Little Learners. The committee will need to meet soon to discuss the changes that need to be made to the summer rec program, such as changing the eligible age to participate in the program. Anderson Engineering was hired to perform the structural analysis for the FEMA Saferoom grant. The gymnasium was the suggested option for the

Saferoom. The engineers were asked to give estimates on the gymnasium and the locker room retrofits for the Saferoom. When estimates are received, the committee will review which option would be the best.

RFP for Redevelopment – The deadline was extended to June 30, 2024.

Sale of parcel #28-3382000 –The purchase agreement was signed and the buyer is working on the demolition of the house on the property. Once the property is completely cleaned up, a quit claim deed will be signed to transfer ownership of the property.

Public Safety Aid – Spaeth received information from MnDOT in regard to the radar speed limit signs. MnDOT received a grant and will be installing the signs. The city council brainstormed other ideas for the public safety aid, such as public cameras, portable radar speed limit sign, speed bumps, and more signage. Clerk Tice will gather more information and pricing for next month's meeting.

New Business:

Brady Martz Audit Report - Amanda Scanson with Brady Martz was in attendance to present the draft audit report to the council. Scanson went over the management letter and the findings from the audit. She also presented the fund balances for all funds for 2023.

Rezoning Request – The city council was asked by Adam Camp to consider rezoning his property at 4 3rd Street East from industrial to residential. The planning commission is the committee to research rezoning a property for our zoning map and make a recommendation to the council from their research. Motion to have the planning commission research the rezoning request and make a recommendation to the council was made by Darin Johnson, seconded by Gaylord Christianson, unanimous vote, motion carried.

Sunrise Apartments-Elevator alarm bell quote – The alarm bell needs to be replaced for the elevator at the Sunrise Apartments as reported in the Minnesota Department of Labor and Industry annual inspection report. Otis Elevator provided a quote to complete the work for \$750.00. Motion by Brandon Mickelson, seconded by Darin Johnson, to accept the quote from Otis Elevator for \$750.00 to replace the alarm bell, unanimous vote, motion carried.

Wimmer Homes-electric and HVAC updates to #9 – We received a quote from Gabco Electrical Contracting for rewiring unit #9 and also installing a ductless heat pump. The council discussed that the rent for this unit would need to be increased since the unit will have efficient heating and air conditioning. The council reviewed the financials and discussed upcoming expenses. Motion was made by Gaylord Christianson to approve the bid for \$14,095 from Gabco Electrical, Donna Scholl seconded, unanimous vote, motion carried.

Smart Locks – Pricing for smart locks for the Sunrise nightly rentals, Legion and interior Landmark doors was presented to the council. Motion was made by Brandon Mickelson to purchase the smart locks for the Sunrise nightly rentals, seconded by Gaylord Christianson, unanimous vote, motion carried. The other locations can be revisited after the implementation of the smart locks at the Sunrise.

Resolution 2024-05-13A-Budget Request for Natural Gas – The council reviewed Resolution 2024-05-13A to approve supporting the capital budget request for consumer natural gas made to the Minnesota Management and Budget and authorizing Lucas Spaeth to serve as the representative for the City of Halstad for this project. Donna Scholl moved to approve Resolution 2024-05-13A, Brandon Mickelson seconded, unanimous vote, motion carried.

Resolution 2024-05-13B-Designating an Authorized Representative – Lucas Spaeth is working on a SEARCH grant through USDA for a Preliminary Engineering Report for wastewater and for camera footage for the sewer mains and manholes. USDA requires that an elected official provide signatures on various documents or transfer the signature authority to someone to act on the city's behalf. This resolution designates Lucas Spaeth as the authorized representative for the city for the USDA grant submittal. Motion was made by Brandon Mickelson to approve this resolution, seconded by Gaylord Christianson, unanimous vote, motion carried.

Other – Bjorn Solberg addressed the council about the issue with dumping cull potatoes on his garden in city limits. He requested to be on the agenda for next month's meeting.

Upcoming events- 2024 Clean up – 06.11.2024 (only one clean up for 2024)

Gaylord Christianson moved and seconded by Brandon Mickelson to adjourn the meeting at 7:09 pm, vote unanimous, motion carried.

The next Regular meeting of the City Council will be on Monday, June 10, 2024, at 5:15 pm.

Alli Tice / City Clerk-Treasurer