

**April 10, 2017
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 Meeting Room in said City on April 10, 2017 at 5:15 pm.

Mayor Lori DeLong called the regular meeting to order at 5:20 p.m.

The following council members were present: Shane Carlson, Veronica Dye, Darin Johnson and Brandon Mickelson

Others in attendance: Lucas Spaeth and Joe Beliles

Motion by Shane Carlson and second by Brandon Mickelson to approve the agenda as presented. Motion carried.

Motion by Darin Johnson and second by Shane Carlson to approve the minutes from the regular meeting held on March 13, 2017 and the minutes, as modified, from the special meeting held on March 24, 2017. Motion carried.

Joe Beliles was present to discuss the cafe lease rent amounts due. Motion by Shane Carlson to accept payment in full for March, April, and May 2017 rent by June 1, 2017, if they remain current on their utility repayment schedule as approved by the Utility Commission. Second by Brandon Mickelson. Motion carried.

Motion by Darin Johnson and second by Shane Carlson to approve the consent agenda as presented. Motion carried. The following items were on the consent agenda:

- a. Monthly claims for March 2017 (including Sunrise Apartments and Wimmer Homes)
- b. General checking bank reconciliation for March 2017
- c. Temporary liquor license to Halstad Fire Relief Association for May 20, 2017

Clerk/Treasurer Dye contacted Bjorn Solberg and Nick Wiens with follow-up questions regarding their potential purchase of Hugh's Garden's. Bjorn and Nick originally had a question if rabbits could be raised on the property. They no longer wish to raise rabbits for meat, but plan on planting fruit trees instead. As the council was originally concerned about the raising of rabbits within city limits, this is no longer an issue. No action taken.

An update on the new east side warning siren was provided by Lucas. The Utilities tried to get the truck to the location but the ground was still too wet, causing ruts in the grass. They will try to install the siren again in a few weeks, once it dries out more. No action taken.

Motion by Brandon Mickelson and second by Veronica Dye to accept the donation for the Fire Department in the amount of \$500 from Peter and Christin Jacobson of Halstad. Motion carried.

Motion by Veronica Dye and second by Darin Johnson to allow the Halstad Living Center to borrow approximately 150 folding chairs from the Community Center for their 40th Anniversary celebration. Motion carried.

Motion by Lori DeLong and second by Shane Carlson to purchase four (4) high chairs for the Community Center (LRC), not to exceed a total of \$500. Motion carried.

Veronica Dye discussed the letter received from the Norman County Auditor-Treasurer's Office regarding the Expiration of Redemption for parcel #28-3463000. The City of Halstad entered into a rehabilitation loan program agreement with the parcel owners in August of 1998. Clerk Dye is looking into whether or not this loan was satisfied. This will be tabled until further information can be obtained. No action taken.

Veronica Dye introduced a sample record retention policy. The City currently does not have an approved record retention policy and it is recommended that the City adopt one. The sample record retention policy is very detailed and not all items apply to the City of Halstad. Clerk Dye will work on creating a record retention policy which fits the City's needs. No action taken.

Department head reports were provided for the Sunrise Apartments, Wimmer Homes, and Utilities. There is a need to convert two of the Sunrise Apartments into a single three bedroom apartment, so Lucas will work on obtaining bids for that conversion. No action taken.

It was noted that spring clean up is scheduled for April 25, 2017 and the pet clinic is scheduled for April 27, 2017.

Motion by Darin Johnson to adjourn at 8:20pm and second by Shane Carlson. Motion carried. The next regular meeting of the City Council will be Monday, May 8, 2017 at 5:15 pm.

Veronica L. Dye, Clerk/Treasurer