

**January 13, 2020
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 January 13, 2020 at 5:15 p.m.

Mayor Lori DeLong called the regular meeting to order at 5:16 p.m.

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

The following council members were absent: None

Others in attendance: Lucas Spaeth, Bruce Purrington, Courtni Bertram (Northern Dental Access Center), Kristi Melting, Jay DeLong, Todd Westcott, and Jessica Spaeth

Motion by Darin Johnson and second by Brandon Mickelson to approve the agenda as presented. Motion carried.

Motion by Brandon Mickelson and second by Darin Johnson to approve the minutes from the regular meeting held on December 9, 2019. Motion carried.

There were no individuals present for the public forum.

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

- a. Monthly claims for December 2019
- b. General checking bank reconciliation for December 2019
- c. Temporary Liquor License for Halstad Fire Relief Assn-July 24 and 25th, 2020

City road resurface project update was provided by Lucas Spaeth. Need to check with Moore Engineering on the status of the Safe Routes to School sidewalk project which was to be re-bid this year.

Highway 75 road reconstruction project update was provided. Working on a punch list of items to review/fix in the Spring. Grass and permanent road markings to be done as well.

Lucas is continuing to work with Houston Engineering on the evacuation plan and other documentation for levee recertification. Need to review and approve the draft evacuation plan which was received from Houston Engineering today. Approve at next meeting.

Kristi Melting presented additional information on her proposal to acquire the vacant city lots next to her current business Vibrant Salon (city parcels 28-3386000 and 28-3387000). She originally presented her idea on November 15, 2018. Her offer remained at \$500 for the lots. The business concept for the lots would be to have a temporary food truck station and outdoor seating, along with potential coffee shop and outdoor events. The goal would be to build a permanent structure on the lots within 5 years, however they need to "prove" their business concept before committing to a permanent structure. Council discussion ensued which included the current draft business free lot incentive program, the need to determine a sale price for all commercial property, consistency in sale price for commercial lots, and the concept of leasing the lots to Mrs. Melting. There was no action on the proposal. Mrs. Melting further requested a conditional use permit to allow for a food truck/take out restaurant on her current business lot. Clerk Dye indicated that there is currently not a conditional use permit application and one will need to be created and provided to her.

Information was provided by the FireFrost ATV club members Jay DeLong, Lucas Spaeth, and Lori DeLong regarding a new multi-use recreational trail throughout western Norman County. They asked for the Council's support for the recently acquired trail (railroad bed) and to allow the trail to have designated access points from the trail into the City. They are asking area Cities to review their snowmobile/ATV ordinances and to update as needed to allow such recreational vehicles in town on a temporary basis to get from one point to another. They plan on providing sample ordinances and additional information later on.

Motion was made by Veronica Dye to approve the application by Northern Dental Access Center to apply for a grant from the Halstad Telephone Community Cooperation Fund grant for a fence and refuse enclosure. The application requires local government approval prior to submission. Darin Johnson seconded the motion. Motion carried.

Written resignation letter was received from Clerk/Treasurer Veronica Dye. Brandon Mickelson moved to approve the following resolution:

RESOLUTION NO. 2020-01-13A

A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY

WHEREAS, the Halstad City Council has received the written resignation of Councilmember Clerk/Treasurer Veronica Dye, effective on February 1, 2020.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HALSTAD, MINNESOTA AS FOLLOWS:

1. The council accepts Veronica Dye's resignation as described above.

The council declares that a vacancy exists on council effective on February 1, 2020.

Darin Johnson seconded the motion. Motion carried.

A motion to accept the following general appointments was made by Brandon Mickelson: Vice-Mayor - Darin Johnson; Deputy Clerk - Lori DeLong; Street Commissioner - Darin Johnson; Park Commissioner - Brandon Mickelson; Attorney – Julin Law Office, PLLC; Criminal Attorney - Norman County Attorney's Office; Newspaper – Norman County Index; Bank - Red River State Bank; Safekeeping Agent for Pledged Collateral - United Bankers' Bank; Fire Chief - Todd Westcott; Rescue President - Amy Fagerstrom; Weed Inspector - Lori DeLong; Board of Adjustment for Floodplain Ordinance - City Council. Lori DeLong seconded the motion. Unanimous.

A motion to accept the following committee appointments was made by Darin Johnson: Utility Commission - Tom Maroney President (3) three years, Ronald Gotteberg Secretary (1) one year, and Darin Johnson Member (2) two years; Planning Commission - Lori DeLong, Michael, Trygg, Lori Rufsvold, Danielle Harless and Jackie Arneson; EDA - Darin Johnson and Brandon Mickelson; Norman County EDA recommendation - Nora Melting; Fire Relief Association Directors - Lori DeLong and Brandon Mickelson. Brandon Mickelson seconded the motion. Unanimous.

Motion was made by Brandon Mickelson to assign Darin Johnson as an advisor to the Northern Municipal Power Agency; Lori DeLong, Tom Maroney, and Lucas Spaeth to the Local Levee Partnership Team. Darin Johnson seconded the motion. Unanimous.

A motion was made by Veronica Dye, to authorize the Mayor, Vice Mayor, and Clerk/Treasurer to be authorized check signers, debit card users, and have the authority to initiate and process electronic or wire transfers on the following Red River State Bank Accounts:

70105	General Checking
70105-50	General Savings
5338	Street Construction RRI
6736	Tax Increment Financing RRI
6613	Rescue Squad RRI
6605	Street Equipment RRI
5418	General Equipment RRI
1412212	Debt Service
1412204	2019 Capital Project

Darin Johnson seconded the motion. Unanimous.

Motion was made by Brandon Mickelson to authorize the Mayor and Utilities Superintendent, to be authorized signers and have the authority to initiate and process electronic or wire transfers on the following Sunrise and Wimmer Homes Red River State Bank Accounts:

8625	Sunrise Apartments Checking
449	Wimmer Homes Checking

Darin Johnson seconded the motion. Unanimous.

A motion was made by Darin Johnson to authorize the Clerk/Treasurer (for General Government), and Allison Tice (for Sunrise and Wimmer Homes), to use Mayor's signature stamp. Brandon Mickelson seconded the motion. Unanimous.

The 2020 Norman County Sheriff Contract was discussed, with a contract amount of \$28,498. Which is an increase from the prior year of 1.1%. Brandon Mickelson moved to approve, second by Veronica Dye. Motion Carried.

Todd Westcott, Fire Chief, presented his annual update for the Fire Department. There were 25 runs in 2019, 11 which were mutual aid. There are 21 members as of December 31, 2019. Received a 2011 bobcat from the MnDNR. No longer need the blazer; it will be auctioned off. Ad in paper for the sale of the old pumper truck; offers need to be received by 4:30 on February 3, 2020. Working on Fire dept lighting upgrades interior and exterior. Halstad Fire Relief Assn will pay to send out the 2020 One-Fund Drive donation flyers, as the Halstad Fire Dept and Halstad Rescue Squad are both included.

Jessica Spaeth, EDA President, updated the council on new logo concepts. A letter will be sent out to residents asking their opinion on a general concept logo which will be modified slightly to include different graphics for different usage (snowflake for winter, sugar beet for certain marketing, wifi symbol for tech marketing, etc). The Utilities Commission will be keeping their same logo, as it features water tower.

Department reports were provided by Lucas Spaeth for the Sunrise Apartments, Wimmer Homes, and Utilities. Grove Mechanical said they could fix the boiler issue at the Sunrise; but no quote received yet. 3 bedroom Sunrise conversion is progressing; might be done end of February. Rate increases for utilities were approved; looking at off peak rate structure change. Working on sweeping contract with MnDOT where City will be reimbursed once per year for Highway street sweep. No action.

Motion by Brandon Mickelson to adjourn at 8:52 p.m. with second by Veronica Dye. Motion carried. The next regular meeting of the City Council will be Monday, February 10, 2020 at 5:15 p.m.

Veronica L. Dye, Clerk/Treasurer