

**October 7, 2019
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 October 7, 2019 at 5:15 pm.

Mayor Lori DeLong called the regular meeting to order at 5:19 p.m.

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

The following council members were absent: Jeremy Melting

Others in attendance: Lucas Spaeth, Jon Pauna (Moore Engineering)

Motion by Veronica Dye and second by Darin Johnson to approve the agenda as presented. Motion carried.

Motion by Brandon Mickelson and second by Lori DeLong to approve the minutes from the regular meeting held on September 9, 2019 and special meeting held on September 16, 2019. Motion carried.

There were no individuals present for the public forum.

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

- a. Monthly claims for September 2019 (City only)
- b. General checking bank reconciliation for September 2019
- c. Temporary Liquor License -Halstad Fire Dept November 9, 2019
- d. Temporary Liquor License -Halstad Fire Dept November 22, 2019
- e. Temporary Liquor License -Halstad Fire Dept November 30, 2019

City road resurface project update was provided by Jon Pauna. The next steps in the special assessment process is to set the final public hearing date and to declare the total project cost and total assessed cost.

Lori DeLong made a motion to approve the following resolution:

**RESOLUTION NO. 2019-10-07A
Resolution for Hearing on Proposed Assessment**

WHEREAS, by a resolution passed by the council on October 7, 2019, the city clerk was directed to prepare a proposed assessment of the cost of Improvement No. 2019-1, and improvement on 1st, 2nd, 3rd, and 4th Avenues West, 2nd, 4th, and 5th Street West, 1st, 2nd, 3rd, 4th, 5th, and 6th Avenues East, and 2nd, 3rd, 4th, and 5th Streets East.

WHEREAS, the clerk has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection.

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

1. A hearing shall be held at 6 PM on October 29, 2019 at Halstad Community Center to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Halstad, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City of Halstad the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is

made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Brandon Mickelson seconded the motion. Motion carried.

Veronica Dye made a motion to approve the following resolution:

RESOLUTION NO. 2019-10-07B
Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment

WHEREAS, the city engineer has been directed to proceed with Improvement No 2019-1, an improvement on 1st, 2nd, 3rd, and 4th Avenues West, 2nd, 4th, and 5th Street West, 1st, 2nd, 3rd, 4th, 5th, and 6th Avenues East, and 2nd, 3rd, 4th, and 5th Streets East and the cost thereof has been determined to be \$1,071,265 of which the city will pay \$660,079 as its share of the cost.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$660,079 and the portion of the cost to be assessed against benefited property owners is declared to be \$411,186.
2. Assessments shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January, 2020, and shall bear interest at the rate of 4.25 percent per annum from the date of the adoption of the assessment resolution.
3. The city clerk, with the assistance of the city engineer (consulting engineer), shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.
4. The clerk shall upon the completion of such proposed assessment, notify the council thereof.

Darin Johnson seconded the motion. Motion carried.

There are a few problem areas which need to be addressed by the contractor R.J. Zavoral and Sons, such as some of the seams and manholes. Yard work also needs to be completed where storm sewers were replaced. A change order for extra patching costs of \$50,376.45, extra cost for 4th St E of \$7,500 and extra costs for curb boxes of \$3,000 was discussed. Motion by Veronica Dye and second by Darin Johnson to approve the change order request #1 from R.J. Zavoral and Sons in the amount of \$60,876.45. Motion carried. Motion by Brandon Mickelson to approve pay request #2 to R.J. Zavoral and Sons in the amount of \$707,911.17. Second by Lori DeLong. Motion carried.

An update on the Hwy 75 Urban Reconstruction Project was provided by Lucas. No action.

Levee recertification work continues. Public hearing will be on October 16, 2019 at 6:15 P.M. to hear comments on the floodplain ordinance revision. No action.

Reminder that the Grocery store TIF hearing is scheduled for October 16, 2019 at 5:15 P.M.

The City will wait to hear back from the Norman County West School Board regarding the additional information which the City requested in its letter of interest in the high school building which was submitted to them on September 27, 2019. It was discussed that the School Board has also received a proposal from the Halstad Business League (separate non-profit organization) to obtain and operate the old high school building as a multi-plex. No action.

A letter of support for a projected titled Harvest Public House was provided by the Halstad EDA. This proposed project is to expand offerings by Vibrant Salon owned by Kristi and Jeremy Melting. The city owned lot bordering the Salon would be the preferred location for the expansion. It was discussed that city owned property cannot be sold to city council members, as stated in Minnesota State Statute. No action.

Veronica Dye motioned to approve the yearly advertising contract with KRJB in the amount of \$1,848.85; no change from prior year. Darin Johnson seconded the motion. Motion carried.

Department reports were provided for the Sunrise Apartments, Wimmer Homes, and Utilities.

Motion by Brandon Mickelson to approve the September 2019 Sunrise and Wimmer check listings. Second by Dain Johnson. Motion carried.

Newer snow plow truck is needed for snow removal. Lucas has a couple of leads on trucks. Motion by Veronica Dye to allow up to \$25,000 for a new snow plow truck to be purchased by Lucas if one is located in good condition and meets the City's needs. Darin Johnson seconded the motion. Motion carried.

Motion by Darin Johnson to adjourn at 8:29 P.M. and second by Brandon Mickelson. Motion carried. The next regular meeting of the City Council will be Monday, November 18, 2019 at 5:15 pm.

Veronica L. Dye, Clerk/Treasurer