NEW YORK MILLS CITY COUNCIL
January 9, 2018
4:30 p.m.

CALL TO ORDER AND DETERMINATION OF A QUORUM

The regular meeting of the New York Mills City Council was called to order at 4:31 p.m. in the Council Chambers of the City Hall Building at 28 Centennial 84 Dr. West, New York Mills, Minnesota all members of the Council having been notified of the meeting and the business to be transacted.

Members Present  Gerber, Roder, Maki and Hetland

Members Absent  Hoaby

Staff Present  City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Public Works Director Kyle Mattson, Police Chief James Gritz, Liquor Store Manager Joan Koep, City Treasurer Al Berube, Library Director Julie Adams, and Fire Chief Ryan Brasel (5:10)

Guests Present  NYM Dispatch Reporter Chad Koenen, Second Assistant Fire Chief Jedd Wallgren, HRA Mikel Olson

Call to Order  The meeting was called to order at 4:32 p.m. A quorum was present.

Additions, Changes or Deletions to Agenda and Approval of Final Agenda

Mayor Gerber noted that we would be moving New Business item b and e to right after the public works departmental report.

A motion was made by Hetland and seconded by Roder to approve the agenda with the correction of moving new business items b and e. The motion carried without a dissenting vote.

Approval of Minutes - A motion was made by Maki to approve minutes from the December 12, 2017, Regular Meeting, the December 12, 2017, TNT Hearing, December 5, 2017, with a change from Berry to Roberts in the last paragraph of the TNT Hearing minutes, Public Assessment Hearing for 2017 CSAH 84 Project, and the December 5, 2017, with the change Time to Tim in the second paragraph Page 3, and Public Assessment Hearing for 2017 Miller Street Project. The motion was seconded by Roder. The motion carried without a dissenting vote.

Updates/Consent Agenda – Mayor Gerber noted the updates and consent agenda items as listed on the Agenda.

A motion was made by Roder and seconded by Hetland to approve the consent agenda. The motion carried without a dissenting vote.

Department Reports

Liquor Store Report – Joan Koep included a report in the packet which she referred to as she addressed the Council. Koep reported that the liquor store and bar were not open on New Year’s Eve since it was a Sunday. She is looking forward on the calendar and planning to be open on special Sundays in 2018. Inventory with the auditors went well. Gross revenues for 2017 are down 12% from prior year. The payroll expenses are reflecting at 21% of gross sales. The municipal ended December 2017 with a profit for the month of $4,900.
A motion was made by Roder and seconded by Maki to approve the Liquor Store report as presented. The motion carried without a dissenting vote.

Fire Department Report – Fire Chief Brasel’s report was in the packet. Second Assistant Fire Chief Wallgreen recapped the report for the Council. There were 23 fire calls in the month of December. There were a total of 239 fire calls for the calendar year of 2017. The fire department is donating some of the old SCBA units to the Bluffton Fire Department. The NYM Fire Department’s current AED/Heart Monitor can no longer be serviced. Chief Brasel is looking for some grant to cover the $24K cost. The Fire Department has found a used Rescue Truck that they would like to purchase. It is a 2013 Ford F550 extended cab 4x4. By purchasing the used vehicle, the department can save about $80K. The cost will be approximately $88K. The department has $75K and would like the City to loan the balance on a short term loan from the Capital Reserve Fund. Public works may be interested in the old rescue truck. Chief Brasel is also looking into a co-purchase of a side by side with the Public Works Department.

A motion was made by Roder and seconded by Hetland to approve the Fire Department report along with the purchase of the rescue truck and a loan from the Capital Reserve fund. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. Officer Saewert will be attending DARE training January 22 – February 2, 2018. Gritz will be adding an additional part-time officer, Tyler Schwartz. The department completed their yearly use of force training. The department will be participating in some TZD shifts focused on impaired driving.

A motion was made by Hetland and seconded by Roder to approve the Police report and the hire of a part time officer. The motion carried without a dissenting vote.

EDA Report – Julie Gerber addressed the Council concerning the EDA meeting held on December 20, 2017. All loans are current. The revolving loan fund balance was at $169,128.25, with $125,698.24 of EDA funds and $43,430.01 of MIF funds. Two new EDA loans were presented. The first was for the Cultural Center to insulate the Creamery Building. The loan was approved. The second was for Backwoods BBQ. The loan was approved contingent on receiving personal financial information to review and an approved list of collateral. The EDA Director’s contract ended on December 31, 2017. The City has agreed to hire him as a consultant on a monthly basis for a short term. There has been interest in one of the Sharehouse buildings. Otter Tail County is still waiting on the design for the Daycare project. Next meeting will be on January 24, 2018.

A motion was made by Maki and seconded by Hetland to approve the EDA report. The motion carried without a dissenting vote.

Administration Report – Roberts’ report was in the packet. She noted there were two step raises coming up that would need approval subject to having performance reviews completed. Roberts continues to work on the Emergency Siren Grant Application. She and the office staff are working on audit work papers for the 2017 audit. Roberts is also working on reporting requirements that are due by the end of January 2018.

A motion was made by Hetland and seconded by Roder to approve the Administration report as presented and approve the step raises subject to performance reviews. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m.

At 5:01 p.m., Mayor Gerber asked whether anyone present wished to address the Council. No one responded, so the Public Forum was concluded.

Public Requests – None
Department Reports continued:

Public Works Report – Kyle Mattson’s report was included in the packet. Mattson explained that there has been overtime in his department due to the cold weather snap and issues with frozen furnace intake and exhaust pipes, low temp alarms at the sewer lift station. They have also had to spend extra time on snow removal, sidewalk sweeping and street sanding. Mattson noted the lights have been installed on Miller Street. He had to make emergency repairs to the wheel loader due to a hydraulic line failure.

Jennie O has contacted Mattson about their interest in receiving natural gas from the City for the three turkey barns west of town. It would entail about one mile of pipe including infrastructure that would cost between $100K and $150K. Each barn would be the equivalent of 200 houses. Discussion ensued. Mattson will reach out to Jenny O to get specific information on the request in order to determine if the City would want to extend the service.

Mattson has discussed the idea of a joint purchase of a side by side with the fire department. He felt he could trade-in the four wheeler that the Public Works department has. He will continue to check into this with Chief Brasel.

Mattson asked for approval by the Council to join a new regional safety group that is being formed in our area. The cities forming the group initially would be New York Mills, Vergas and Audubon. By joining the group the City could get the required classes to be OSHA compliant at a very reasonable cost. It would cost $1200 a year to be in the group. All employees, including the fire department, would have free access to use the LMC FirstNet online safety training tool and use of the DEMARCO SDS file for all chemicals, as required by OSHA.

Mattson asked for approval to hire Jesse Saewert for the open Maintenance Worker II position, pending background check and drug test.

Otter Tail County has sent a letter requesting approval to hold a HHW Collection at the Utility Shop again this year.

There was discussion regarding Newton Township’s 383rd Street that the township said was torn up during our Miller Street project. Discussion ensued and it was determined that the City could pay for dust control spray on the road in the Spring.

Mattson noted that in the New Business section there is a Loss Control Review from LMCIT. The issues on the review are being addressed. One area that was pointed out is that the ADA compliance needs to be considered on any new and any existing businesses. In the information provided it outlines the liability the City has in addressing this compliance.

A motion was made by Hetland and seconded by Roder to approve the Public Works report including the hire of Jesse Saewert for the Public Works position, the formation of the NYMVA RSG, and reaching out to Jenny O for information to explore gas service. The motion carried without a dissenting vote.

Old Business:

Adoption of 2018 Pay Equity Scale with a 3% COLA per budget – Equity scale was included in the packet.

A motion was made by Roder and seconded by Maki to approve the Equity Scale for 2018 as presented. The motion carried without a dissenting vote.

The City of New York Mills is an equal opportunity provider and employer.
2018 Appointments and Setting of Depositories and Newspaper – A copy of the 2018 Appointments and Setting of Depositories and Newspaper was included in the packet.

A motion was made by Roder and seconded by Hetland to approve the 2018 Appointments and Setting of Depositories and Newspaper as presented. The motion carried without a dissenting vote.

New Business:

Request from HRA to not recertify assessments – Mikel Olson from the HRA addressed the Council. The HRA is interested in purchasing three tax forfeiture properties in the City of New York Mills. He requested that the City agree to not recertify the assessments on these properties if purchased by the HRA for redevelopment. Resolution No. 01-09-2018a was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 01-09-2018a

A RESOLUTION AUTHORIZING THE CITY COUNCIL TO NOT RECERTIFY ASSESSMENTS ON NAMED PROPERTY PURCHASED BY OTTER TAIL COUNTY HRA

WHEREAS, Minnesota Statues, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, the Otter Tail County HRA has expressed interest in tax forfeited property located in the City of New York Mills identified as Parcel No. 73-000-99-0235-000, Parcel No. 73-000-99-0263-000 and Parcel No. 73-000-99-0272-000; and

WHEREAS, the Otter Tail County HRA has requested that the City of New York Mills agrees to not recertify assessments that were in existence at the time of forfeiture to the State of Minnesota if the said property is purchased by the Otter Tail County HRA to be redeveloped; and

NOW, THEREFORE, BE IT RESOLVED, the City of New York Mills, Minnesota, authorized Julie Gerber, Mayor of the City of New York Mills, and Julie Roberts, City Clerk for the City of New York Mills to sign this resolution evidencing the City’s intent to agree to not recertify assessments that were in existence on said tax forfeited property if purchased by the Otter Tail County HRA to be redeveloped; and

IN WITNESS WHEREOF, the City, by action of its governing body, caused this Resolution to be approved on the 9th day of January, 2018.

___________________________
Julie Gerber, Mayor
_______________________________________
Julie Roberts, City Clerk

A motion was made by Roder and seconded by Maki to approve Resolution No. 01-09-2018a as presented. The motion carried without a dissenting vote.
Agreement to Establish a Regional Safety Group – Resolution No. 01-09-2018 -- Resolution No. 01-09-2018 was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 01-09-2018

A RESOLUTION AUTHORIZING NEW REGIONAL SAFETY GROUP

WHEREAS, Minnesota Statues, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, the League of Minnesota Cities Insurance Trust has created the Regional Safety Group Initiative to offer training to cities/entities who form regional safety groups; and

WHEREAS, the City Council finds that it is in the best interest of the City to create a Regional Safety Group (RSG) formed by agreements of other cities (the “Established Agreement”); and

WHEREAS, the Established Agreement allows the City/entity to begin a new RSG upon adoption of a resolution agreeing to all terms of the Establishing Agreement,

NOW, THEREFORE, BE IT RESOLVED, the City of New York Mills, Minnesota:

1. Authorized Julie Gerber, Mayor of the City of New York Mills, and Julie Roberts, City Clerk for the City of New York Mills to sign this resolution evidencing the City’s intent to become a member of the RSG; and

2. The City agrees to be bound by all the terms of the Establishing Agreement.

IN WITNESS WHEREOF, the City, by action of its governing body, caused this Resolution to be approved on the 9th day of January, 2018.

_____________________________________
Julie Gerber, Mayor

_____________________________________
Julie Roberts, City Clerk

A motion was made by Maki and seconded by Hetland to approve Resolution No. 01-09-2018 as presented. The motion carried without a dissenting vote.

Library Board Vacancy – A handout was included in the packet. Julie Adams requested that the Council approve the appointment of two new board members for the New York Mills Public Library.

A motion was made by Hetland and seconded by Maki to approve Connie Vandermay and Alice Martin as new library board members as presented. The motion carried without a dissenting vote.

Change in Utility Rates for 2018 – Clerk Roberts stated that per the standing resolution, water and sewer rates will increase by 5% for 2018. Gas rates will remain the same. This topic will be reviewed again during the budget process for 2019. No action was needed on this subject.

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LMCIT Loss Control Review – Information was included in the packet. Mattson touched on this topic in his department report. No action was needed.

CLOSED SESSION FOR DEPARTMENT HEAD EVALUATION – CHIEF OF POLICE—5:41 P.M.

Public meeting re-opened at 6:20 p.m.

Future Meeting Dates – Regular meetings are scheduled for Monday, February 12, 2018 at 4:30 p.m., and Tuesday March 13, 2018 at 4:30 p.m.

Payment of Claims - Mayor Gerber noted the bills are as presented in the packet. She noted there will be additional bills for Gas billings for December.

A motion was made by Maki and seconded by Hetland to approve the payment of bills as presented, along with the Gas billings for December once they are received. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.

A motion was made by Maki and seconded by Roder to approve the financial reports. The motion carried without a dissenting vote.

Adjournment - A motion was made by Maki and seconded by Roder to adjourn. The motion carried without a dissenting vote.

The meeting was adjourned at 6:27 p.m.

Respectfully submitted by,

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Julie A. Roberts
City Clerk