NEW YORK MILLS CITY COUNCIL  
November 14, 2017  
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 4:30 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, Hoaby, Maki and Hetland

Members Absent  None

Staff Present  City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Police Chief James Gritz, Liquor Store Manager Joan Koep

Guests Present  NYM Dispatch Reporter Chad Koenen, Apex Engineering - Michael Weber

Call to Order  The meeting was called to order at 4:30 p.m.  A quorum was present.

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

There were no changes proposed for the Final Agenda.

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

Approval of Minutes - A motion was made by Roder to approve minutes from the October 10, 2017, Regular Meeting with the addition of when the open meeting continued after the Union Contract closed session.  The motion was seconded by Hoaby.  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 Hoaby 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 Halloween Party at the On Sale Liquor Store was a success. She has started a customer loyalty program to try to help boost business. She will be running a Black Friday gift card special. Sales have continued to be down but she is trying to come up with ideas to pull traffic into the On Sale Liquor Store and the Off Sale.

A motion was made by Hoaby and seconded by Roder to approve the Liquor Store report as presented.  The motion carried without a dissenting vote.

Fire Department Report – Chief Brasel’s report was in the packet. There were 25 fire calls in the month of October. A few members of the fire department presented fire prevention programs to the First and Second grade classes at the New York Mills School and to the Trinity Preschool. New air packs have been ordered and the grant money from FEMA has been requested.
A motion was made by Hetland and seconded by Maki to approve the Fire Department report. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. Officer Rud conducted a night/inclement weather shoot. Officer Seawert will be attending D.A.R.E training to become our D.A.R. E Officer. Chief Gritz will be researching grant possibilities to replace our last remaining old radar units.

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

EDA Report – Julie Gerber addressed the Council concerning the EDA meeting held on October 25, 2017. All loans are current. The revolving loan fund balance was at $164,934.88, with $139,412.37 of EDA funds and $25,522.51 of MIF funds. The plan to use the County building for daycare is still moving forward. The project has moved into the design phase. There has been some recent interest in the Share House building. The housing survey has been completed.

A motion was made by Maki and seconded by Hetland to approve the EDA report. 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 –

Matt Geiser – Brunswick Corp –
Matt Geiser addressed the Council to request that West Gilman be permanently changed to a one-way street. Discussion ensued. If it is not turned to a one-way, they requested that the diagonal parking established for the road construction period continue as a permanent change. Geiser was asked to take information back to Brunswick to discuss a more advanced plan as to how this request might be able to be accomplished.

Department Reports continued at 5:15 p.m.:

Public Works Report – Kyle Mattson’s report was included in the packet. He recapped his report for the Council. Loren Haman has turned in his resignation. Mattson requested approval to advertise to replace Loren Haman’s position in the Public Works Department.

A motion was made by Hoaby and seconded by Maki to approve the Public Works report and to advertise the public works position. The motion carried without a dissenting vote.

Administration Report – Roberts’ report was in the packet. She noted there were three step raises coming up that would need approval subject to having performance reviews completed. The City Hall roof repair has been postponed to the Spring of 2018. The emergency siren grant pre-application was completed and submitted. New York Mills has been approved to complete the remainder of the full application for the grant. Roberts will be working on the additional paperwork requested.

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.
Old Business:

APEX Engineering – Michael Weber – Update on Miller Street and CSAH 84 projects – Michael Weber with APEX Engineering Group gave the Council an update on the Miller Street and CSAH 84 street projects. He addressed a change order request from the contractor on Miller Street, Hough, Inc. The request included some additional charges for contaminated soil for $2,905. Weber requested approval to pay Hough Inc. for the third payment of construction contract that included this change order.

A motion was made by Hoaby and seconded by Roder to approve the change order request to Hough, Inc. on the Miller Street project and to process the third payment request. The motion carried without a dissenting vote.

APEX Engineering – Michael Weber – Resolution Declaring cost to be assessed and ordering Preparation of proposed Assessments on 2017 CSAH 84 Project – Resolution No. 11-14-2017e:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-14-2017e

Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment for CSAH 84 Centennial Drive Underground Utility Improvements

WHEREAS, a contract has been let for the improvement of CSAH 84 between Hayes Avenue Broadway Avenue and the total cost of the improvement will be $331,972.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be $231,755 and the portion of the cost to be assessed against benefited property owners is declared to be $100,218

2. Assessments shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January, 2018 and shall bear interest at the rate of 4.0 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.

Adopted by the council this 14th day of November, 2017.

Julie Gerber, Mayor

Julie A Roberts, City Clerk

A motion was made by Roder and seconded by Hoaby to approve the approve Resolution No. 11-14-2017e as presented. The motion carried without a dissenting vote.
APEX Engineering – Michael Weber – Resolution Declaring cost to be assessed and ordering Preparation of proposed Assessments on 2017 Miller Street Project – Resolution No. 11-14-2017f:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-14-2017f

Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment for 2017 Miller Street Project

WHEREAS, a contract has been let for the improvement of Miller Street between Walker Avenue and Broadway Avenue (CSAH 67) and the total project cost for such improvement will be $1,441,779.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be $1,127,577 and the portion of the cost to be assessed against benefited property owners is declared to be $314,202

2. Assessments shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January, 2018, and shall bear interest at the rate of 4.0 percent per annum from January 1, 2018.

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.

Adopted by the council this 14th day of November, 2017.

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Julie Gerber, Mayor

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Julie A Roberts, City Clerk

A motion was made by Roder and seconded by Hetland to approve the approve Resolution No. 11-14-2017f as presented. The motion carried without a dissenting vote.

APEX Engineering – Michael Weber – Resolution for Hearing on Proposed Assessments for 2017 CSAH 84 Project – Resolution No. 11-14-2017g:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-14-2017g

The City of New York Mills is an equal opportunity provider and employer.
A Resolution for Hearing on Proposed Assessments for the 2017 CSAH 84 Utility Reconstruction

WHEREAS, the City Council has ordered improvements to the underground utilities as follows:

- CSAH 84: Hayes Avenue to Broadway Avenue

WHEREAS, the City Council is required to hold a public hearing regarding the proposed assessments resulting from said improvements,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA:

1. A hearing shall be held on December 5, 2017, in the City Hall Council Chambers at 5:30 p.m. to pass upon such proposed assessment and at such time and place 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 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 New York Mills, except that no interest shall be charged if the entire assessment is paid within 15 days from the adoption of the assessment. The owner may at any time thereafter, pay to the City of New York Mills 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, at the rate of 4.0 percent per annum. Assessments shall be payable in equal semi-annual installments extending over a period of twenty (20) years.

4. Adopted by the City Council this 14th Day of November, 2017.

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Julie A. Roberts, City Clerk          Julie L. Gerber, Mayor

A motion was made by Hetland and seconded by Hoaby to approve the approve Resolution No. 11-14-2017g as presented. The motion carried without a dissenting vote.

APEX Engineering – Michael Weber – Resolution for Hearing on Proposed Assessments for 2017 Miller Street Project – Resolution No. 11-14-2017h:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-14-2017h

A Resolution for Hearing on Proposed Assessments for the 2017 Miller Street Reconstruction

WHEREAS, the City Council has ordered improvements to the street surface, curbing, drainage and ditch cleaning as follows:

The City of New York Mills is an equal opportunity provider and employer.
• Miller Street: Walker Avenue to Broadway Avenue (CSAH 67)

WHEREAS, the City Council is required to hold a public hearing regarding the proposed assessments resulting from said improvements,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA:

5. A hearing shall be held on December 5, 2017, in the City Hall Council Chambers at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

6. 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 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.

7. 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 New York Mills, except that no interest shall be charged if the entire assessment is paid within 15 days from the adoption of the assessment. The owner may at any time thereafter, pay to the City of New York Mills 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, at the rate of 4.0 percent per annum. Assessments shall be payable in equal semi-annual installments extending over a period of twenty (20) years.

8. Adopted by the City Council this 14th Day of November, 2017.


Julie A. Roberts, City Clerk Julie L. Gerber, Mayor

A motion was made by Hoaby and seconded by Maki to approve the approve Resolution No. 11-14-2017h as presented. The motion carried without a dissenting vote.

New Business:

New York Mills Development Fund cash donation to City of New York Mills for Lund Park Renovations – Resolution No. 11-14-2017 was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 11-14-2017

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM THE NEW YORK MILLS DEVELOPMENT FUND

The City of New York Mills is an equal opportunity provider and employer.
WHEREAS, in October of 2017 the City of New York Mills received a donation from the New York Mills Development Fund for the City of New York Mills for Lund Park Renovations in the amount of $10,000.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: the City Council of the City of New York Mills acknowledges and accepts the cash donation of $10,000 from the New York Mills Development Fund for the City of New York Mills for its Lund Park Renovations in the amount of $10,000.

Adopted this 14th day of November, 2017 by the City Council of the City of New York Mills.

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Julie Gerber, Mayor

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Julie Roberts, City Clerk

A motion was made by Roder and seconded by Hetland to approve Resolution No. 11-14-2017 as presented. The motion carried without a dissenting vote.

New York Mills Development Fund cash donation to City of New York Mills for Lund Park Renovations – Resolution No. 11-14-2017a was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-14-2017a

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM THE NEW YORK MILLS DEVELOPMENT FUND

WHEREAS, in October of 2017 the City of New York Mills received a donation from the New York Mills Development Fund for the City of New York Mills for its Child Care Center Project in the amount of $13,950.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: the City Council of the City of New York Mills acknowledges and accepts the cash donation of $13,950 from the New York Mills Development Fund for the City of New York Mills for its Child Care Center in the amount of $13,950.

Adopted this 14th day of November, 2017 by the City Council of the City of New York Mills.

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Julie Gerber, Mayor

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Julie Roberts, City Clerk

The City of New York Mills is an equal opportunity provider and employer.
A motion was made by Hetland and seconded by Hoaby to approve Resolution No. 11-14-2017a as presented. The motion carried without a dissenting vote.

New York Mills Lions cash donation to City of New York Mills – Resolution No. 11-14-2017b was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-14-2017b

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM NEW YORK MILLS LIONS CLUB

WHEREAS, in October of 2017 the City of New York Mills received a donation from New York Mills Lions Club for the City of New York Mills for Smith Park Bleacher project in the amount of $1,500.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: the City Council of the City of New York Mills acknowledges and accepts the cash donation of $1,500 from New York Mills Lions Club for the City of New York Mills for its Smith Park Bleacher project the amount of $1,500.

Adopted this 14th day of November 2017 by the City Council of the City of New York Mills.

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Julie Gerber, Mayor

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Julie Roberts, City Clerk

A motion was made by Maki and seconded by Hetland to approve Resolution No. 11-14-2017b as presented. The motion carried without a dissenting vote.

VFW Post 3289 Cash Donation to the City of New York Mills Fire Department – Resolution No. 11-14-2017c was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-14-2017c

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM VFW Post 3289

WHEREAS, in October of 2017 the City of New York Mills received a donation from VFW Post 3289 for Fire Department Maintenance in the amount of $1,080.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: the City Council of the City of New York Mills acknowledges and accepts the cash donation of $1,080 from VFW Post 3289 for Fire Department Maintenance in the amount of $1,080.

The City of New York Mills is an equal opportunity provider and employer.
donation of $1,080 from VFW Post 3289 for the City of New York Mills for its Fire Department Maintenance Fund the amount of $1,080.

Adopted this 14th day of November 2017 by the City Council of the City of New York Mills.

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Julie Gerber, Mayor
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Julie Roberts, City Clerk

A motion was made by Maki and seconded by Hetland to approve Resolution No. 10-10-2017c as presented. The motion carried without a dissenting vote.

Winter Maintenance Agreement with Otter Tail County for Sand/Salt Material – Resolution No. 11-14-2017d was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-14-2017d

RESOLUTION ACKNOWLEDGING CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT

BE IT RESOLVED, that the following request is approved by the City or Township and Otter Tail County is hereby authorized to provide the materials and or services as requested below.

BE IT RESOLVED, that the work will be included in our regular maintenance or after our regular maintenance work is completed.

CITY/TOWNSHIP City of New York Mills
TYPE OF REQUEST SALT/SAND MATERIALS
APPROX. QUANT. 25 TON
APPROX. COST $31.00 Per Cubic Yard or $22.50 Per Ton

BE IT FURTHER RESOLVED, that the City or Township will be responsible for all cost of materials and services provided.

Adopted this 14th day of November 2017 by the City Council of the City of New York Mills.

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Julie Gerber, Mayor
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Julie Roberts, City Clerk

A motion was made by Hoaby and seconded by Roder to approve Resolution No. 11-14-2017d as presented. The motion carried without a dissenting vote.

The City of New York Mills is an equal opportunity provider and employer.
New York Mills Lions cash donation to City of New York Mills for Lund Park Fence – Resolution No. 11-14-2017i was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 11-14-2017i

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM NEW YORK MILLS LIONS CLUB

WHEREAS, in November of 2017 the City of New York Mills received a donation from New York Mills Lions Club for the City of New York Mills for its Lund Park East Fence project in the amount of $3,888.00.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: the City Council of the City of New York Mills acknowledges and accepts the cash donation of $3,888.00 from New York Mills Lions Club for the City of New York Mills for its Lund Park East Fence project the amount of $3,888.00.

Adopted this 14th day of November 2017 by the City Council of the City of New York Mills.

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Julie Gerber, Mayor

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Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Hoaby to approve Resolution No. 11-14-2017i as presented. The motion carried without a dissenting vote.

Arvig Cash Donation to City of New York Mills for Lund Park Project – Resolution No. 11-14-2017j was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 11-14-2017j

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM ARVIG

WHEREAS, in November of 2017 the City of New York Mills received a donation from Arvig for the City of New York Mills for its Lund Park renovation project in the amount of $1,000.00.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: the City Council of the City of New York Mills acknowledges and accepts the cash donation of $1,000.00 from Arvig for the City of New York Mills for its Lund Park renovation project in the amount of $1,000.00.

Adopted this 14th day of November 2017 by the City Council of the City of New York Mills.

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Julie Gerber, Mayor

The City of New York Mills is an equal opportunity provider and employer.
A motion was made by Maki and seconded by Hetland to approve Resolution No. 11-14-2017j as presented. The motion carried without a dissenting vote.

Designation of Polling Place for 2018 – Resolution No. 11-14-2017k was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-14-2017k

RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2018

WHEREAS, THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA, pursuant to Minnesota Statute §204B.16 POLLING PLACES; DESIGNATION, is required by December 31 of each year to designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA AS FOLLOWS: The city of New York Mills designates the City of New York Mills Ballroom at 28 Centennial 84 Dr. W., New York Mills as the polling place for the 2018 elections.

Adopted this 14th day of November 2017 by the City Council of the City of New York Mills.

Julie Roberts, City Clerk

Julie Gerber, Mayor

A motion was made by Roder and seconded by Hoaby to approve Resolution No. 11-14-2017k as presented. The motion carried without a dissenting vote.

Second Half 2017 Proposed Transfer Analysis was presented by Clerk Roberts. Detail was included in the Council Packet.

A motion was made by Hoaby and seconded by Roder to approve the Second Half 2017 Proposed Transfers as presented. The motion carried without a dissenting vote.

Future Meeting Dates – Hearing on Proposed Assessments for 2017 CSAH 84 Project and 2017 Miller Street Project Tuesday, December 5, 2017, at 5:30 p.m. and 7:00 p.m. respectively. Regular meetings are scheduled for Tuesday, December 12, 2017, at 4:30 p.m., and Tuesday January 9, 2018 at 4:30 p.m.

Payment of Claims - Mayor Gerber noted the bills are as presented in the packet.

A motion was made by Hoaby and seconded by Roder to approve the payment of bills as presented. The motion carried without a dissenting vote.

The City of New York Mills is an equal opportunity provider and employer.
Final Minutes
Nov 23, 2017

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 6:57 p.m.

Respectfully submitted by,

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Julie A. Roberts
City Clerk