CALL TO ORDER AND DETERMINATION OF A QUORUM

The regular meeting of the New York Mills City Council was called to order at 4:32 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, Hoaby and Hetland

Members Absent N/A

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

Guests Present NYM Dispatch Reporter Eric Bervig, Matt Holtberg, Vicki Chepulis, Cheryl Bannes, Judith Brockway, Robbie Witt, and Jaron Witt

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

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

Approval of Minutes - A motion was made by Maki to approve minutes from the January 9, 2017, Regular Meeting. 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 Hoaby and seconded by Roder 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 Cassie Davidson, one of her part time bartenders, quit in January. She asked for approval for hiring a new part time bartender, Naomi Best. At the suggestion of one of her part time bartenders, she has made a few board games available and a bean bag toss game available in the on sale. It was suggested that it would give people something to do while they visit and maybe they would stay longer. Both on and off sale were open on Super Bowl Sunday. The bar had a small crowd for the game and Koep is considering using the next football season to draw business into the bar. The expenses for January include advertising in the Ottertail Lakes Country, licensing with the County Health Department, gambling license to sell pull tab’s for the Lion’s, and the BPA License for the POS system. These are all one time a year expenses that fall in January. Upcoming events are the Library’s trivia night, wine tasting, and the Library’s community sing along which Koep has acquired a temporary on sale license to provide drinks for.

A motion was made by Roder and seconded by Hetland to approve the Liquor Store report as presented and to approve the hire of Naomi Best. The motion carried without a dissenting vote.
Library Report – Library Director Julie Adams provided handouts to the Council. She reviewed statistical data collected on the library usage for 2017. Her income was up from budget for 2017. The library has added 1,859 items to the library in 2017. She is getting ready for the Library Trivia Night at the New York Mills Liquor Store on February 17, 2018.

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

Fire Department Report – Fire Chief Brasel’s report was in the packet.

A motion was made by Hoaby and seconded by Maki to approve the Fire Department report as presented. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. Officer Saewert completed his DARE training and will be working with the school to set up classes. Officer Saewert is attending DMT training to become certified to administer the breath test for DWI arrests. The department will be participating in some TZD shifts focused on impaired driving over the Super Bowl weekend. Gritz is working with the TZD regional representative regarding squad cameras for our police department.

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

EDA Report – Julie Gerber addressed the Council concerning the EDA meeting held on January 24, 2018. All loans are current. The revolving loan fund balance was at $170,782.54, with $127,352.53 of EDA funds and $43,430.01 of MIF funds. There has been no additional information received from the Backwoods BBQ for the EDA loan that was requested. Daycare project is in the design stage and being reviewed by the County Commissioners. There was a round table gathering on January 15, 2018 to discuss the daycare project with Representative Erin Murphy. Mark Hanson reported that there has been some interest in the Bakery building. The contract with Centennial Realty for the sale of the Broadway lot was renewed. Next meeting will be February 21, 2018.

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 Holtberg – Discussion of Updated Community Plan

A small group of individuals have been attending a Cohort since the fall of last year that is put on by ARTS Midwest, in partnership with Creative MN. The Cohort is called Leveraging Creativity in Communities. This has been a learning opportunity focused on the growing importance of arts and culture as key drivers in helping build and maintain thriving rural communities. The goal of the group is to start a grassroots effort to find our common vision for how the arts can make an even greater impact on New York Mills. Vicky Chepulis from this group is looking into grants to help start this community plan. The group asked if the city would be in support of this project and would the City be interested in applying for the grants. Mayor Gerber said that this is something that has been talked about in the past but we have not had any group willing to take the lead on such a project. She asked Clerk Roberts if she would be willing to work
with the group to apply for the grants on behalf of the city. Clerk Roberts agreed to make contact with this group and 
work with them on the grant application and the ongoing community plan. Vicky Chepulis will be reaching out to 
Clerk Roberts with the information to start this process.

**Bob Sonnenberg – Grain Bin Plan for Sculpture Park**

Bob Sonnenberg addressed the Council with a plan to add an open air shelter to the Sculpture Park. There are funds left 
over from the original Barn project and he will be raising additional funds to accommodate the requirements that the 
City requires for ADA compliance for the new structure and to also provide an ADA compliant parking space and 
approach to the existing barn structure at the Sculpture Park. Mr. Sonnenberg presented a handout to the Council of his 
plan, the plan was included in the council packet, and asked for permission from the Council to proceed with the 
addition of the open air shelter and concrete work for ADA compliance. Discussion ensued. Mr. Sonnenberg was 
given permission by the Council to proceed with quotes and fundraising to make the addition to the Sculpture Park.

**Department Reports continued:**

**Public Works Report** – Kyle Mattson’s report was included in the packet. Mattson is gathering quotes for a street 
sweeper. He has been made aware of a used sweeper at Sanitation Products in Sioux Falls with very few hours on it. 
He would like to go look at that sweeper. He would like the Council to give him approval to purchase the used sweeper 
from Sanitation Products contingent on inspection by Mattson. The cost of this sweeper is $146K and a new sweeper is 
$205K.

Mattson reported that he met with Kevin Felbaum from Otter Tail County to discuss cleaning portions of County 
Ditches 65 and 38 in City Limits. He would also like to clean the ditch south of Brunswick along CSAH 84. Cleaning 
this ditch would be at the city’s expense. He is planning to get estimates on the CSAH 84 ditch to determine the cost 
and if we can do it this year.

Mattson contacted Frontier Precision about performing a Geographic Information System Mapping/Geospatial Work 
Plan. This service has a one-time fee of $3,500. This would be rolled into the Automatic Meter Reading System 
because they both use similar handheld equipment.

Quotes are being obtained to perform a system wide water leak survey along with follow up surveys every other year on 
certain portions of the system. The MNDNR wants us to do this to coincide with what is in our City Water Supply 
Plan. This will have a cost of $1,920 when the survey is done.

Mattson is having issues with the magnetic flow meters at the water treatment plant again. He expects to have to 
purchase and install two new meters in the very near future. The estimated cost for the meters is $10,000 total.

Mattson had a conversation with Greg Imsande regarding the possibility of insuring the new street lights on Miller 
Street and the 2015 Project. The cost to do so would be $3,748.80/yr. It was determined that it would be best to self 
insure the poles versus paying this high premium.

Roder asked Mattson if there was any update on the Jennie-O gas service request. Mattson said that he had initiated a 
conversation with them but has not heard anything back from them. He will reach out to them again.

A motion was made by Hoaby and seconded by Hetland to approve the Public Works report including the 
approval to purchase the street sweeper, perform the Geographic Information System Mapping/Geospatial 
Work Plan, approval of the leak survey and the replacement and installation of the magnetic flow meters. The 
motion carried without a dissenting vote.

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Public Hearing – At 5:50 p.m., the meeting was recessed for a Public Hearing; the meeting resumed at 5:57 p.m.

Discussion of Public Hearing Findings regarding New Civil Defense Siren Upgrade – It was determined that it is in the best interest of the City to apply for the grant money with USDA to replace the civil defense siren.

A motion was made by Roder and seconded by Hoaby to proceed with the grant application with the USDA to try to obtain funds to purchase and install the new civil defense siren. The motion carried without a dissenting vote.

Administration Report – Roberts’ report was in the packet. She noted there is one step raise coming up that would need approval subject to having a performance review completed. Tile repair on the North end of the Ballroom has been completed. Auditors are scheduled to be in the office February 20-22, 2018. The office staff is working on proofing the codification of the city ordinances. Kyle Mattson’s step raise will be coming up next month. Roberts’ will be sending out paperwork for the Council to complete for his performance review. Roberts will be attending the Annual MCFOA Conference in Minneapolis on March 20-23, 2018. At the Civic and Commerce Kickoff meeting, Roberts talked with Maxine Adams from the Lake Region Arts Council. Roberts obtained a contact name from her to investigate resources to possibly apply for a grant so the city could commission an artist to paint the wall at the public pool. Roberts received the renewal documents for Workers’ Compensation Plan for 3-1-18 thru 3-1-19 from the League of Minnesota Cities Insurance Trust. The premium decreased by $1,336 from the prior year. Robert’s requested approval to pay this invoice when it is received from the League.

A motion was made by Hoaby and seconded by Roder to approve the Administration report as presented and approve the step raises subject to performance review and to pay the workers’ compensation premium when billed. The motion carried without a dissenting vote.

Old Business:

Renewal of Capital Reserve Fund CD with Central Minnesota Credit Union – A copy of the renewal notice was included in the packet. The CD is up for renewal on March 9, 2018. Clerk Roberts asked the Council if they wanted to renew the CD or if she should cash it in at maturity. Discussion ensued. It was determined that the city would not cash the CD in and renew it for one more year.

A motion was made by Hoaby and seconded by Hetland to renew the CD when it matures on March 9, 2018, for an additional one year period. The motion carried without a dissenting vote.

New Business:

Resolution to Certify Unpaid Utility Bills -- Resolution No. 02-12-2018 was presented:

CITY OF NEW YORK MILLS,  
MINNESOTA  
RESOLUTION NO. 02-12-2018  
RESOLUTION TO CERTIFY UNPAID UTILITY BILL TO THE COUNTY AUDITOR  
FOR INCLUSION ON THE TAX ROLLS  

WHEREAS, the City of New York Mills has several past due utility accounts on residential and commercial properties;

The City of New York Mills is an equal opportunity provider and employer.
WHEREAS, the City has attempted resolution of these accounts with the property owner but they remain unpaid;

WHEREAS, the City is authorized to collect these unpaid utility fees in accordance with City Ordinance #117, Section 1.05, Subdivision 8 and City Ordinance 106, section 106.01, and pursuant to Minnesota Statutes 443.015, 444.075, Subd. 3, 366.012, 415.01, 429.101, and 463.15 through 463.26.

WHEREAS, the City wishes to protect its interests in collection of these delinquent amounts in the event that any of these properties are sold or otherwise transferred to new owners, and desires to ensure that obligations of the current owners are certified to the property taxes to secure the City’s right to collect these charges in the event that any ownership transfers occur.

FURTHERMORE, it is now deemed necessary to certify the unpaid amounts due and payable to the Otter Tail County Auditor to be collected with the 2018 real estate taxes payable in 2019, or from the sales proceeds in the event of any property sales, for these subject debts as follows:

1) PARCEL 73000080014000, 13 Lawrence St. W, Owner(s): Joseph Weappa & Christina Olson  
   Water $57.31, Sewer $192.14 and Gas $90.17, or total due of $339.62.

2) PARCEL 73000990305000, 100 Broadway Ave. N., Owner(s) Kingdom First Properties LLC  
   Water $57.31, Sewer $192.14, Gas $51.52, or total due of $300.97.

3) PARCEL 73000080010000, 406 co. Hwy. 56, Owner(s) David & Tammy Nelson  
   Water $0, Sewer $293.02, Gas $0, or total due of $293.02.

4) PARCEL 73000990310001, 118 Smith Ave., Owner(s) Rustin Kawlewski  
   Water $57.31, Sewer $192.14, Gas $51.52, or total due of $300.97

5) PARCEL 73000990139000, 32 Main Ave. N., Owner(s) Allan & Lisa Jergenson  
   Water $230.52, Sewer $394.17, Gas $898.41, or total due of $1523.10.

6) PARCEL 73000990214002, 109 Walker Ave. S., Owner(s) Business Development Centers of America  
   Water $373.10, Sewer $811.68, Gas $301.54, or total due of $1486.32.

7) PARCEL 40000990377000, 419 Walker Ave. S., Owner(s) Dennis Swenson  
   Water $145.18, Sewer $385.86, Gas $0, or total due of $531.04

8) PARCEL 40000990368000, 415 Walker Ave. S., Owner(s) Dennis & Betty Swenson  
   Water $228.85, Sewer $635.24, Gas $220.07, or total due of $1084.16

Totals to be certified: Water $1149.58, Sewer $3096.39, Gas $1613.23, or total due of $5859.20

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT the above named property owners will be sent a final billing and certification notice, in the format as shown in Exhibit A attached hereto, providing a final deadline for payment in full of the outstanding amounts due prior to certification to the Otter Tail County Auditor. Any of the above listed utility amounts which remain unpaid as of 3:00 p.m. on Tuesday, February 27, 2018, will be submitted to the Otter Tail County Auditor’s office for certification as provided herein.

Adopted by the New York Mills City Council this 12th Day of February, 2018

_____________________________   ___________________________________
Julie Gerber, Mayor     Julie Roberts, City Clerk

The City of New York Mills is an equal opportunity provider and employer.
EXHIBIT A

NOTICE OF PENDING
PROPERTY OWNER ASSESSMENTS

Parcel # ____________________________   Physical Address: _________________________

Owner:   Mr. or Ms. Last Name
         Your mailing address
         New York Mills, MN  56567

YOU ARE HEREBY NOTIFIED of a pending assessment on your property due to the delinquency in payment of the following fees owed to the city:

Water $ ______________, Sewer $ ______________, Gas $ ______________.

TOTAL $ ___________________.

The city is authorized to collect these unpaid fees in accordance with City Ord. # 117, Sect. 1.05, Subd. 8 and MN Statutes 443.015, 444.075 Subd. 3, 366.012, and 415.01.

You will have until 3:00 P.M. on Tuesday, February 27, 2018, to pay the above total amount and avoid having this special assessment certified to the Otter Tail County Auditor to be collected with your 2018 real estate tax payable in 2019 or upon sale or transfer or ownership of the property. If certification becomes necessary, an additional Administrative Fee of $10.00 will be added.

If you have any questions concerning this assessment, please feel free to contact me at 385-2213.

Julie Roberts
City Clerk
February 12, 2018

A motion was made by Roder and seconded by Maki to approve Resolution No. 02-12-2018 as presented. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meetings are scheduled for Tuesday, March 13, 2018 at 4:30 p.m., and Tuesday April 10, 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 Hoaby and seconded by Maki to approve the payment of bills as presented, along with the Gas billings for December once they are received and the workers’ compensation premium when it arrives. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.
A motion was made by Roder and seconded by Maki to approve the financial reports. The motion carried without a dissenting vote.

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

The meeting was adjourned at 6:13 p.m.

Respectfully submitted by,

_________________________________
Julie A. Roberts
City Clerk