NEW YORK MILLS CITY COUNCIL
March 13, 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 4:30 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, 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

Guests Present  NYM Dispatch Reporter Eric Bervig

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

A motion was made by Hetland and seconded by Roder 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 February 12, 2018, Regular Meeting and the February 12, 2018 Public Hearing. 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 Maki 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. Clerk Roberts has recalculated the revenue and expense numbers from prior year to reflect the same changes to prior year that have been made for current year. This was done so that when comparing the two years, it is an apples to apples comparison. The month of February had a few extra labor hours due to training a new employee. Net profits came in at 5% of gross sales for the month of February. Koep will be starting a monthly trivia night at the on sale liquor store. Koep has two nights set up in March to do specialty beer and wine tasting. The product will be provided by two of our distributors. Koep has put out some new signage in the off sale regarding special orders for customers. She has corrected the delay in processing credit card in the POS system. Koep has asked for approval to use some of the money that has been set aside for capital expenditures to purchase ten new bar stools for the bar and to purchase a tablet, credit card chip, and printer for a hand held system to add to the POS system.

A motion was made by Hoaby and seconded by Roder to approve the Liquor Store report as presented and to approve the purchase of new bar stools and the tablet, credit card chip and printer for the POS system. The motion carried without a dissenting vote.

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

A motion was made by Maki and seconded by Hetland to approve the Fire Department report as presented. 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:

Police Report – Chief Gritz’ report was included in the packet. Officer Saewert completed his DMT training and will now be able to complete evidentiary tests for a suspected intoxicated driver. Officer Schwartz should be starting by the end of March. The 2013 Charger will be getting a new windshield. Gritz is not sure how the window cracked, but feels it may have been caused by the temperature changes. The department had some significant calls over the past month in Deer Creek. There will be some TZD shifts over the St. Patrick’s Day weekend that the department will be participating in. The police department will be participating in the NYM Trade Show on March 24, 2018.

A motion was made by Hetland and seconded by Maki 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 February 21, 2018. All loans are current. The revolving loan fund balance was at $174,929.94, with $131,499.93 of EDA funds and $43,430.01 of MIF funds. The Roggenkamp loan has been paid in full. The term of the members were discussed. The EDA board will continue with the same board members. Country View lots are being listed with Centennial Realty. Clerk Roberts shared a new resident folder that she had received information on. EDA was informed of a name change for the Elders home. Mark Hanson gave an update on the Daycare Project. The commissioners have asked for the plan to include a phase II.

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

Public Works Report – Kyle Mattson’s report was included in the packet. Mattson commented that his staff has been doing a great job taking care of the recent snow fall. Mattson has signed the purchase agreement for the new street sweeper from Sanitation Products Inc. The equipment is on its way to Fargo from New York and will be inspected once it arrives. Mattson presented a fee schedule that he would like to adopt for use of city equipment and labor for city employees. Loaded labor rates were discusses and Clerk Roberts suggested a rate of $35/hr regardless of who the employee is that does the work. It was suggested that we also add a refuse fee for taking items to the dump that will be billed to the resident and a note that the final fee will be at the discretion of the city office. These rates will be published on the city web site.

A motion was made by Roder and seconded by Hetland to approve the Public Works report including the rate schedule presented with the changes of the labor rate, refuse charge and the comment that final bill is at the discretion the city. The motion carried without a dissenting vote.

Administration Report – Roberts’ report was in the packet. She noted there are three step raises coming up that would need approval subject to having a performance review completed. The auditors were on site February 20-23.
2018. She continues to provide information by email for follow up questions. A grant application was submitted to WCI for a 46 Community Change Maker Grant. This grant will help pay for a consultant to help the city develop a strategic framework for community development. Roberts will be attending the MCFOA Conference in Bloomington on March 20-23, 2018. Centennial Realty has the Country View Subdivision lots on the MLS. Roberts is working with the city engineer to close out the 2015 Street and Utility improvement project.

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: None

New Business:

Resolution to Accept Work for 2015 Street and Utility Improvement Project -- Resolution No.03-13-2018 was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 03-13-2018

A RESOLUTION ACCEPTING WORK FOR 2015 STREET AND UTILITY IMPROVEMENT PROJECT

WHEREAS, pursuant to a written contract signed with the City of New York Mills on July 14, 2015, R.L. Larson Excavating, Inc. of St. Cloud, MN has satisfactorily completed the 2015 Street and Utility Improvements in accordance with such contract,

NOW, THEREFORE, BE IT RESOLVED, the City of New York Mills, Minnesota. The work completed under said contract is hereby accepted and approved, and,

BE IT FURTHER RESOLVED: That the city clerk and mayor are hereby directed to issue a proper order for the final payment on such contract, in exchange for the contractor’s receipt evidencing payment in full.

IN WITNESS WHEREOF, the City, by action of its governing body, caused this Resolution to be approved on the 13th day of March, 2018.

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Julie Gerber, Mayor

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Julie Roberts, City Clerk

A motion was made by Roder and seconded by Maki to approve Resolution No. 03-13-2018 as presented. The motion carried without a dissenting vote.
Resolution Authorizing Climb Theater to Hold a Gambling License in New York Mills -- Resolution No.03-13-2018a was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 03-13-2018a

RESOLUTION AUTHORIZING CLIMB THEATER TO HOLD A GAMBLING LICENSE IN THE CITY OF NEW YORK MILLS

WHEREAS, the City of New York Mills Authorizes CLIMB theater to hold a gambling license for April 22, 2018.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: Authorizes CLIMB theater to hold a gambling license for a date between April 20-22, 2018.

Adopted this 13th day of March, 2018, by the City Council of the City of New York Mills.

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Julie L. Gerber, Mayor

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Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Hoaby to approve Resolution No. 03-13-2018a as presented. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meetings are scheduled for Tuesday, April 10, 2018 at 4:30 p.m., and Tuesday May 8, 2018 at 4:30 p.m. There will be discussion at the April meeting about a potential change of date for the May 8, 2018, meeting.

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

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

The meeting was adjourned at 5:28 p.m.

Respectfully submitted by,

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Julie A. Roberts
City Clerk

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