

NEW YORK MILLS CITY COUNCIL
August 13, 2020
4:30 p.m.

CALL TO ORDER AND DETERMINATION OF A QUORUM

The regular meeting of the New York Mills City Council was held at 4:30 p.m. in the City Ballroom at 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 Maki, Roder, Hetland, Hoaby, and Nesland

Members Absent None

Staff Present City Clerk Julie Roberts, Public Works Director Kyle Mattson, and Police Chief James Gritz, and City Treasurer Al Berube

Guests Present NYM Dispatch Reporter Natalie Hilden, Rebecca Peterson of West Central Initiative, and Dolly Tumberg, Business Owner

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 Nesland and seconded by Hetland to approve the agenda as presented. The motion carried without a dissenting vote.

Approval of Minutes -A motion was made by Roder to approve minutes from the July 14, 2020, Regular Meeting. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Communications & Recognitions – None

Department Reports

Liquor Store Report –Clerk Roberts presented the Liquor Store Report. Gross sales for the month of July were up over prior year by 26%. COGS were flat as a percent of sales over prior year. Net revenues for the month of July were down 3% from prior year. In 2019 there was a decrease in wages due to the manager being off work. Year to date net revenues are up 24% over 2019. The Lund Mania Event did not take place this year but was replaced by a smaller parking lot party. This event generated about 1/3 of the sales of a Lund Mania event. Roberts made a request to approve the hiring of two part time bartenders, Lynn Keskitalo and Mariah Goeghegan, to replace the hours that Bill Marske worked in the past.

A motion was made by Hoaby to acknowledge receipt and review of the Liquor Store Report as presented and to approve the hiring of Keskitalo and Goeghegan. The motion was seconded by Roder. The motion carried without a dissenting vote.

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

A motion was made by Hetland to acknowledge receipt and review of the Fire Department Reports as presented. The motion was seconded by Nesland. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. Gritz reported that he has added Jason Hoaby to the part time officer roster. The new office computer has been received and Gritz has made arrangement to switch over to the new computer. The department has had to deal with a few calls in Deer Creek and continue to do a good job patrolling Deer Creek. Gritz mentioned that he has turned in his resignation as Police Chief and Clerk Roberts indicated that the acceptance of his resignation will be addressed later in the meeting as an agenda item.

A motion was made by Hoaby to acknowledge receipt and review of the Police Department Report as presented. The motion was seconded by Roder. The motion carried without a dissenting vote.

Public Works Report – Kyle Mattson’s report was included in the packet. Mattson presented a list of commercial meters that he would like the council to consider using CARES funding to purchase. These meters would allow him to read meters remotely in building that are occupied by mass numbers of people. AMR residential radio installs are 99 percent complete for Kyle’s read route. Mattson is waiting on approval from the MDH for our Well #5 Project plan review. The estimates for drilling the well are coming in higher than expected but the city has cash in reserve to cover the costs along with a grant for \$10,000 from MDH. The new fencing in Smith Park is complete. Mattson’s department relocated the gas service for the school’s greenhouse. His department has also relocated some gas meters in the alley between the Old 10 Center and a few businesses on Main Avenue. This area has been a safety concern after the past few snowy winters. The Lund Park project is coming along nicely. Plumbing and electrical pipe installs have been completed and the concrete flat work will take place soon. Mattson has been working on his 2021 budget. Their Well was in town to perform our annual well inspection. Mattson is waiting on their report. A Main Lift Station Project pre-construction meeting was held, since then Otter Tail Power has moved their utilities and has set up for temporary power. The Department of Health stopped in town and took a water sample. They reported that the sample looked good.

A motion was made by Nesland to acknowledge receipt and review of the Public Works Report as presented. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Administration Report – Roberts’ report was in the packet. There were two step raises due in the upcoming month. Lana Jacobson to Step 2 and Cyndi Gyger to Step 4. Jenny Geiser has been working with Kyle Mattson to get the automatic meter reading up and running. Cheri spend time working at getting everything organized for the August 11, 2020, primary election. Roberts has started working on the 2021 City Budget. The lease for the facility at 218 South Tously has been signed.

A motion was made by Roder to acknowledge receipt and review of the Administration Report as presented. The motion was seconded by Hoaby. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m. None

Public Requests – Dolly Tumberg, owner of the Mills Lanes & Lucky Strike Gill asked the council to consider issuing a full liquor license to the business. Their facility does hold a strong beer and wine license. In addition, they have a set up license. The set-up license does not work well for them. Ms. Tumberg was told that the clerk and liquor committee would look into what it would take to change the rules since the city is currently not a split liquor city. A report will give to the council at the September meeting.

Committee Reports:

New York Mill Economic Development Authority – A meeting was held on July 15, 2020. The deferred period for business loan will come to an end and payment schedules will resume. Mills Manor was approved for a loan to update their boiler and roof of the facility. Loan fund balance is \$193,972.08. This balance includes the USDA grant funding of \$99,000 and reserved funds associated with the grant of \$24,000. The next meeting is scheduled for Aug 19, 2020.

Park Board – A meeting of the Park Board was held on August 4, 2020. They approved a plan to install a concrete slab in the playground in Country View. They also addressed new signage for the parks. The Park Board approved a memorial bench for Betty Swenson for all her years of service on the Park Board.

Public Works Committee – Nesland reported that the group plans to start meeting quarterly.

Financial Consent Agenda –

The payment of financial claims information for the month of July were included in the packet. .

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

The July financial reports were presented in the packet.

A motion was made by Hetland and seconded by Nesland to approve the financial informaton as presented. The motion carried without a dissenting vote.

Old Business and Tabled Items:

COVID-19 Information/Updates:

Clerk Roberts provided a document to those present at the meeting that outlined areas in which department heads would like to use the CARES Act funding received by the city. The list included plexiglass for the library, city office, and liquor store and bar areas, technology to allow for remote working and commercial utility meter reading, updating bathrooms at the city hall building and library to touchless toilet and faucets, and touchless water fountains at the library, city hall and pool. It also included a reserve for unemployment reimbursement to the State of Minnesota. Clerk Roberts has not received a list from the fire department of potential expenditures. Hetland reported there is a request from the Lions to install plexiglass in the Lion's bar area. Roder reported that the Otter Tail Cuntly CDA has been tasked with dispersing the county level CARES Act funding for small business relief. She noted that some cities in the county are passing some of their funds to the county level.

A motion was made by Nesland and seconded by Hoaby to approve the expenditures on the document presented along with the plexiglass install in the Lion's bar area, but to table the idea of passing any funds onto Otter Tail County until we had a chance to evaluate other uses of the remaining funds . The motion carried without a dissenting vote.

Police Union Contract – The attorney is trying to get a date set up with the union representative for mediation.

New Business:

West Central Initiative - Rebecca Peterson from West Central Initiative reported that they have created a Resilience Fund to help small businesses through the COVID-19 difficulties. She shared the new brochure that points out the services available from their organization. The Live Wide Open Summit has been changed to a virtual format that will take place the week of Sept 14-18, 2020.

Resignation of New York Mills Police Chief: A copy of the resignation letter from Chief James Gritz was included in the packet. He has taken a new position with the City of Perham.

A motion was made by Nesland and seconded by Roder to accept the resignation of Chief Gritz. The motion carried without a dissenting vote.

Clerk Roberts called for a committee to be formed to start the interview process for hiring a new chief. Jason Hoaby was named interim chief and the committee will be Josh Hoaby, Latham Hetland, Jason Hoaby and either Kieth VanDyke or Greg Siem.

City Council Filings - Clerk Roberts reported that the filing period for the open city council and mayor positions had closed. Marsha Maki has filed for the Mayor seat. She was the only filing for that position. The two available four year Council seat had two filings. Jerry Nesland and Latham Hetland. The one two year Council seat had one filing, Logyn Saewert.

Resolution Acknowledging a Cash Donation to the City of New York Mills from Brunswick Boat Group for the Softball Concession Stand Project: Resolution No. 08-13-2020 was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 08-13-2020

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM
BRUNSWICK BOAT GROUP FOR THE SOFTBALL CONCESSION COMPLEX PROJECT**

WHEREAS, in August 2020, the City of New York Mills received a donation from Brunswick Boat Group for the softball concession complex project in the amount of \$100,118.00.

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 \$100,118.00 from Brunswick Boat Group to the City of New York Mills for the softball concession complex project in the amount of \$100,118.00.

Adopted this 13th day of August 2020, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Hoaby and seconded by Hetland to approve Resolution No. 08-13-2020 as presented. The motion carried without a dissenting vote.

COVID -19 Preparedness Plan Update – Clerk Roberts included the document in the packet. The plan has been updated for the mandated wearing of facemasks.

A motion was made by Nesland and seconded by Hoaby to approve the updated COVID-19 Preparedness Plan as presented. The motion carried without a dissenting vote.

COVID-19 CARES Act Funding for Elections through the Secretary of State Block Grant funding- Clerk Roberts presented a statement that requested that the city allow the portion allotted to the city for elections to pass through to Otter Tail County. The County supplied all additional equipment needed to cover the requirement for the COVID-19 issues with the August 11, 2020 election and the Nov 3, 2020 election.

A motion was made by Nesland and seconded by Hoaby to pass the funds eligible to the city for elections to Otter Tail County. The motion carried without a dissenting vote.

NEA Our Town Project – Included in the packet was a one-page summary of the NEA Our Town Project. Roder explained that this is a grant that she has been working on that would help in the walking trail and Cultural Center project and the revitalization of our Main Street area. The Lions Club has agreed to partner with the Cultural Center and she is asking if the City of New York Mills would agree to partnering in the grant project. A small amount of discussion ensued.

A motion was made by Hetland and seconded by Nesland to agree to being partner in the grant application. The motion carried without a dissenting vote.

Next Meeting will be September 8, 2020, at 4:30 p.m. in the City Hall Ballroom.

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

FINAL Minutes
Sept 15, 2020

The meeting was adjourned at 5:55 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk