

NEW YORK MILLS CITY COUNCIL
December 10, 2019
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 Maki, Roder, Hetland, Hoaby, and Nesland

Members Absent None

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

Guests Present NYM Dispatch Reporter Jim Arno, Apex Engineering Michael Weber, Minnesota Rural Water Association Aaron Meyer

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 as presented and the addition of item K. Big Build Committee under new business. The motion carried without a dissenting vote.

Approval of Minutes -A motion was made by Nesland to approve minutes from the November 12, 2019, Regular Council Meeting with the corrections of Jim Arno attended the meeting not Chad Koenen from the newspaper and on page six Amy Baldwin's program with the CDA is for single and two family abatement tax rebates. The motion was seconded by Hetland. The motion carried without a dissenting vote.

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

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

Department Reports

Liquor Store Report – Joan Koep was not present at the meeting. A Liquor Store Report was included in the packet. Clerk Roberts reviewed the comparison to prior year information that was in the packet. Net revenues year to date are 8% higher than the previous year.

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

Fire Department Report – Chief Brasel was not present at the meeting. Fire Department reports were 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 Hoaby. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. Chief Gritz reported that Officer Berndt will be attending an SFST refresher on December 17, 2019, in Elk River. These courses are required for working the TZD overtime shifts. The 2016 Explorer is in the repair shop for some body work. Chief Gritz will be scheduling both Explorers for some factory recall work that is needed. Both Explorers will also be getting replacement radars installed. Our officers will continue to work TZD shifts focusing on impaired driving.

Marsha Maki commented that it was good to see the participation in the tree festival from the police department. Betsy Roder commented that the attendance of the police department at the school carnival was very well received and she thanked Chief Gritz for their participation in the event.

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.

EDA Report – Marsha Maki gave the EDA report. The EDA meeting was held on November 20, 2019. All loans were current. There was discussion on the job description for an Economic Developer. Amy Baldwin from the Otter Tail County CDA presented information on the CDA housing growth plan and the Big Build project for Otter Tail County. The EDA is in support of recommending a companion program to the city council for the tax rebate program that Baldwin presented. Clerk Roberts reported that Second Hand Rose is planning to move their store to Perham. Roder gave an update on the NYM2025 projects and she is working on a grant for a leadership development program. Julie Roberts gave an update on the progress of the child care facility on South Tousley. The next meeting is scheduled for December 18, 2019.

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

Public Works Report – Kyle Mattson’s report was included in the packet. Mattson reported that one of the plow trucks broke down and he is having trouble finding parts to do the repair. His department has been busy changing out water meters. His department has finished putting up the Christmas decorations. His department attended a regional safety group meeting. The work has been completed on the gas meter support project. MNOPS is satisfied and has sent a case closing letter. Mattson’s department has been working on upsizing the gas meter and increasing delivery pressure at the Farmers Daughter Bakery building and Ron Wacker’s building on South Walker. New LED flood lights have been installed at the ice rink. New hockey goals have been purchased this year instead of using the old homemade plywood goals. Mattson requested approval to proceed with a survey of the property referred to as Southpoint Addition, this is the property located south of the city that was purchased in 2018. This survey would be used as a starting point for future development of the property. Mattson reported that the city received a clean MPCA Compliance Summary.

A motion was made by Nesland to acknowledge receipt and review of the Public Works Report as presented and to approve going forward with a survey on the Southpoint Addition. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Administration Report – Roberts’ report was in the packet. There were two raises due in the upcoming month. Roberts continues to work on the 2020 budget and will be presenting later in the meeting. Roberts has continued to oversee operations in the bar in Joan’s absence. On November 21, 2019, Roberts attended the OTC HRA meeting and secured a purchase agreement for the property at 218 South Tousley. The annual audit for the City has been scheduled for the first week of February 2020. Clerk Roberts requested the council to approve the City Office closing at noon on Christmas Eve.

A motion was made by Hoaby to acknowledge receipt and review of the Administration Report as presented and motioned to approve step raises upon recommendation of department heads and to allow the City Office to close at noon on Christmas Eve . The motion was seconded by Roder. The motion carried without a dissenting vote.

Library Report – Julie Adams had two requests included in the packet. The first was to recommend Jayne Whiteford and Jo Rudnitski for the open spots on the Library Board. The second request to get approval for hiring a new librarian, Melissa Sundheim to replace Sandy Carstens who retired in November 2019.

A motion was made by Hetland to acknowledge receipt and review of the Library Requests and a motion was made to approve the two new members to the library board and to approve the hiring of Melissa Sundheim for the librarian position. The motion was seconded by Roder. The motion carried without a dissenting vote.

Park Board Report – Marsha Maki reported that there was a park board meeting on December 9, 2019. The park board plans to replace park surfaces with wood chips in the summer of 2020. They are also planning to get a user agreement in place with the school for the use of the city parks for school events. The next park board meeting will be on Feb 5, 2020.

A motion was made by Nesland to acknowledge receipt and review of the Park Board Report. The motion was seconded by Hoaby. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m. None

Public Requests – None

Old Business:

Task Order Engineer Agreement with Apex Engineering – Michael Weber from Apex Engineering explained the details of the agreement and the standard language of the agreement. Weber then reviewed Task Order #1 for the Main Lift Station Project. Resolution No. 12-10-2019d was presented:

**CITY OF NEW YORK MILLS, MINNESOTA
RESOLUTION NO. 12-10-2019d**

**IN THE MATTER OF APPROVING AND ADOPTING PRELIMINARY ENGINEERING REPORT FOR
THE MAIN LIFT STATION IMPROVEMENTS**

WHEREAS, pursuant to authorization by the City of New York Mills, a Preliminary Engineering Report has been prepared by Apex Engineering Group, Inc. with reference to improvements to the City’s main lift station facility.

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WHEREAS, a Public Meeting, at which the Preliminary Engineering Report with reference to the main lift station improvements was presented and discussed, was held on November 12, 2019.

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

1. Hereby approves and adopts the Preliminary Engineering Report with reference to making improvements to the main lift station facility.
2. Hereby authorizes Apex Engineering Group, Inc. to design and prepare construction documents for the improvements to the main lift station facility.

Passed and adopted this 10TH day of December, 2019.

Approved this 10TH day of December, 2019.

Marsha Maki, Mayor

Julie A. Roberts, Clerk

A motion was made by Nesland and seconded by Roder to approve Resolution No. 12-10-2019d as presented. The motion carried without a dissenting vote.

At 5:30 p.m. the meeting was recessed for the Public Meeting for the New York Mills Wellhead Protection Plan.

At 5:42 the Public Meeting for the New York Mills Wellhead Protection Plan ended and the regular meeting resumed.

A motion was made by Hoaby and seconded by Roder to approve the Wellhead Protection Plan as presented. The motion carried without a dissenting vote.

New Business:

License Renewal for 2020 – A list of the License Renewals for 2020 was included in the packet

A motion was made by Hoaby to approve the License Renewals for 2020 as presented. The motion was seconded by Roder. The motion carried without a dissenting vote.

2020 Annual Appointment & Setting of Depositories and Newspaper Discussion – A copy of the 2019 Annual Appointment & Depositories and Newspaper was included in the packet. Clerk Roberts asked for the council to consider any changes they felt would need to be made and council members were assigned duties to check with appointees to determine if they will remain on the list. This listing will be finalized and approved at the January 14, 2020, meeting.

Resolution Acknowledging a Cash Donation from New York Mills Lions Club to the City of New York Mills for the Walking Trail Project – Resolution No. 12-10-2019 was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 12-10-2019

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

WHEREAS, in November, 2019 the City of New York Mills received a donation from New York Mills Lions Club for the walking trail 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 the New York Mills Lions Club to the City of New York Mills for the walking trail project in the amount of \$1,000.00.

Adopted this 10th day of October, 2019 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 Roder to approve Resolution No. 12-10-2019 as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation from New York Mills Lions Concessions to the City of New York Mills for the Walking Trail Project – Resolution No 12-10-2019a was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 12-10-2019a

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

WHEREAS, in November, 2019 the City of New York Mills received a donation from New York Mills Lions Club for the walking trail project in the amount of \$2,000.00.

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 \$2,000.00 from the New York Mills Lions Club to the City of New York Mills for the walking trail project in the amount of \$2,000.00.

Adopted this 10th day of October, 2019 by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Roder and seconded by Hoaby to approve Resolution No. 12-10-2019a as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation from Central Minnesota Credit Union to the City of New York Mills for the NYM2025 Child Care Project – Resolution No 12-10-2019b was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 12-10-2019b

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM
CENTRAL MINNESOTA CREDIT UNION**

WHEREAS, in November, 2019 the City of New York Mills received a donation from Central Minnesota Credit Union for the NYM2025 Child Care 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 Central Minnesota Credit Union to the City of New York Mills for the NYM2025 Child Care Project in the amount of \$1,000.00.

Adopted this 10th day of December, 2019 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 Roder to approve Resolution No. 12-10-2019b as presented. The motion carried without a dissenting vote.

Designation of Polling Place for 2020 – Resolution No. 12-10-2019c was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 12-10-2019c

RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2020

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 2020 elections.

Adopted this 10th day of December 2019 by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Nesland to approve Resolution No. 12-10-2019c as presented. The motion carried without a dissenting vote.

Joint Powers agreement with City of Fergus Falls HRA – Information regarding a joint powers agreement with the City of Fergus Falls HRA was included in the packet. The Fergus Falls HRA is working with the issuance of bonds that will be used for Schuett Otter Tail L.P., who owns property in Fergus Falls and the Kaleva Apartment Complex in New York Mills. Schuett Otter Tail L.P. is planning to make renovations and updates to their properties. They wish to do one bond issuance to be used in both cities. The Fergus Falls HRA is asking if the City of New York Mills would support a joint powers agreement that would allow the project to take place in both cities.

A motion was made by Hoaby to support an agreement with the City of Fergus Falls HRA for the bond issuance subject to the inclusion of an end date clearly being stated to the joint powers agreement. The motion was seconded by Nesland. The motion carried without a dissenting vote.

At 6:01 p.m. the meeting was recessed for the Truth in Taxation meeting for the Proposed 2019 Tax Levy Payable during 2020 and the 2020 Budget Presentation.

At 6:15 the Truth in Taxation Meeting for the Proposed 2019 Tax Levy Payable During 2020 and the 2020 Budget Presentation ended and the regular meeting was resumed.

Final 2019 Tax Levy and Budget Discussion – Clerk Roberts asked if there were any questions or discussion items on the presentation. Nesland pointed out how the levy increase compared with other towns in our area.

A motion was made by Nesland to accept and approve the Proposed 2019 Tax Levy Payable in 2020 and the 2020 Budget as presented. The motion was seconded by Hoaby. The motion carried with a dissenting vote.

Second Half 2019 Proposed Transfers – information was included in the packet.

A motion was made by Hoaby to approve the Second Half 2019 Proposed Transfers. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Adoption of the 2020 Pay Equity Scale with a 2.8% increase per budget – The information was included in the packet.

A motion was made by Roder to adopt the 2020 Pay Equity Scale with a 2.8% increase as presented. The motion was seconded by Nesland. The motion carried without a dissenting vote.

Otter Tail County Big Build and Companion Program to the Otter Tail County Tax Abatement Rebate Program – Roder reported that at the EDA meeting in November the group was in favor of doing a companion program to the county program. She explained the concept to the council and that if we were going to do one, we should let the OTC CDA know so we could get into the press release they were doing for the program.

A motion was made by Hetland and seconded by Nesland to create a companion program for the tax rebate program. The motion passed with a dissenting vote. Roder, Hoaby and Clerk Roberts will pull together information for a program to present to the Council in January.

Future Meeting Dates – Regular meeting Tuesday, January 14, 2020, at 4:30 p.m., and Tuesday, February 11, 2020, Regular Meeting.

Payment of Claims - Mayor Maki noted the bills are as presented in the packet. In addition there will be bills from Viking Gas and Constellation.

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

Financial Reports – There was no discussion.

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

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

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The meeting was adjourned at 6:26 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk