NEW YORK MILLS CITY COUNCIL
December 11, 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 4:33 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, Maki, Roder, Hoaby and Hetland

Members Absent  None

Staff Present  City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Police Chief James Gritz, Public Works Director Kyle Mattson, Liquor Store Manager Joan Koep, City Treasurer Al Berube

Guests Present  NYM Dispatch Reporter Eric Bervig, Cheryl Humbert, and Matt Geiser

Call to Order  The meeting was called to order at 4:33 p.m. A quorum was present.

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

Betsy Roder requested that the fourth quarter Cultural Center payment be added to the consent Agenda.

A motion was made by Hetland and seconded by Hoaby to approve the agenda with the addition of the fourth quarter Cultural Center payment to the consent agenda. The motion carried without a dissenting vote.

Approval of Minutes - A motion was made by Maki to approve minutes from the November 13, 2018 minutes. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Updates/Consent Agenda – Mayor Gerber noted the updates and consent agenda items as listed on the Agenda along with the Fourth Quarter Cultural Center payment.

A motion was made by Maki and seconded by Hoaby 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. Koep reviewed her financial notes and is optimistic about how the final numbers will come in at the end of the year. During the week of the Tree Festival she did a beer tasting and a wine tasting event. Twilight Jams Entertainment performed in the bar on Thanksgiving Eve. They did make an error and closed the bar at Midnight. She was not aware that she could

The City of New York Mills is an equal opportunity provider and employer.
have stayed open until 1:00 a.m. She has been informed of the exception days within the ordinance and will correct that issue in the future.

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

Fire Department Report – Fire Chief Brasel’s report was in the packet. Brasel was not in attendance at the meeting. Matt Geiser from the Fire Relief Association addressed the Council. He presented information that was approved at the recent association meeting. They would like to request the Council’s approval to increase the pension payout by $100.

A motion was made by Hetland and seconded by Maki to approve the Fire Department report as presented including the request to increase the pension payout by $100. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. Gritz reported that six people were interviewed for the open officer position. A panel of five members conducted the interviews and has recommended hiring Ron Smith to the full-time position. He has been offered the position and has accepted. Gritz requested starting Ron Smith out at level 3 pay grade due to his experience with his next increase being at one year to a step 4. Gritz also requested that Smith be given 40 hours of vacation to use in his first year of employment. Deer Creek has accepted the contract for 2019 to provide police coverage from the New York Mills Police Department. A new patrol vehicle has been ordered and should be delivered in January 2019. There was a carbon monoxide buildup issue with the 2015 Explorer squad along with some recall issues that needed to be addressed. The squad has been serviced and is back in use.

A motion was made by Hetland and seconded by Hoaby to approve the Police report as presented along with the request to hire Ron Smith at a step 3 pay level and 40 hours of vacation. The motion carried without a dissenting vote.

EDA Report – Julie Gerber addressed the Council concerning the EDA meeting held on November 21, 2018. All loans are current. The revolving loan fund balance was at $136,715.84. A loan request from Mills Manor for $50,000 was reviewed. The loan was approved with the EDA holding a mortgage with second position contingent on Mills Manor receiving the financing from the other two sources listed in the application. Betsy Roder presented an update on the NYM2025 project to the group. The idea of trying to get some contractors to do spec homes in Country View was discussed. Katie Heppner is working on the Blanden Grant for the daycare project. The new parcel purchased south of the city has been annexed into the city limits. The next EDA meeting will be on December 17, 2018.

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

Public Works Report – Kyle Mattson’s report was included in the packet. Public works has been spending some time doing some tree trimming. They have also been spending some time on locating and marking gas, and water valves. Mattson has been working on his year end reports. He is also working on the wellhead protection plan. Mattson is requesting approval for public works to be able to close shop at noon on December 24.

*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 the Public Works report as presented along with approving the public works group to close shop at noon on December 24, 2018. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m.

At 5:00 p.m., Mayor Gerber asked whether anyone present wished to address the Council. Resident Cheryl Humbert addressed the Council. She express interest in the NYM2025 project and wondered when the public might hear more about the results of the surveys being conducted. Hetland responded that the survey results and additional information would be in the local newspaper in January along with the dates of the next public meeting that she could attend if interested. Humbert also had questions regarding the zoning request for the public hearing that would be conducted later in this meeting. She asked if this was approved would that change the zoning ordinance for everyone. Cheri Kopveiler explained that this would be a one-time request for a variance from the zoning guidelines. These type of requests are handled on a case by case basis and do not change the overall zoning ordinance. Humbert thanked her for the explanation and expressed very positive comments about the recent projects that have been happening around the City.

Public Requests – none

Department Reports Cont’d:

Administration Report – Roberts’ report was in the packet. Clerk Roberts requested approval for one step raise that would be scheduled on January 1, 2018. Roberts has continued to attend trainings on economic development at WCI. Kopveiler and three other election judges helped with the sheriff’s race recount. Roberts has been busy finalizing the budget for 2019 to be presented at the TNT public hearing.

A motion was made by Roder and seconded by Maki to approve the Administration report as presented and the step raise, subject to supervisor recommendation. The motion carried without a dissenting vote.

Old Business: None

New Business:

Approval of Second Half 2018 Proposed Transfers – Clerk Roberts presented a schedule of the second half 2018 proposed transfers.

A motion was made by Hoaby and seconded by Roder to approve the Second Half 2018 Proposed Transfers as presented. The motion carried without a dissenting vote.

Liquor and Tobacco License Renewals – A schedule of the 2019 Liquor and Tobacco License Renewals was included in the packet.

A motion was made by Hetland and seconded by Maki to approve the 2019 Liquor and Tobacco License Renewals as presented. The motion carried without a dissenting vote.
Annual Appointments & Setting of Depositories and Newspaper – Clerk Roberts presented the 2018 Appointments and asked for updates or changes that the Council needed to make. The final version of the 2019 Appointments will be created and presented for approval at the January 8, 2019, council meeting.

Resolution to Designate the Polling Place for 2019 --Resolution 12-11-2018 was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 12-11-2018

RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2019

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 2019 elections.

Adopted this 11th day of December 2018 by the City Council of the City of New York Mills.

______________________________
Julie Gerber, Mayor

______________________________
Julie Roberts, City Clerk

A motion was made by Roder and seconded by Hetland to approve Resolution No. 12-11-2018 as presented. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meeting Tuesday, January 8, 2019, at 4:30 p.m. and Tuesday, February 12, 2019, at 4:30 p.m.

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

A motion was made by Hetland and seconded by Hoaby to approve the payment of bills as presented along with the gas bills when received, ACH fees to F&M State Bank and Apex Engineering. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.

The City of New York Mills is an equal opportunity provider and employer.
A motion was made by Maki and seconded by Roder to approve the financial reports. The motion carried without a dissenting vote.

The council meeting was recessed at 5:15 p.m.
The council meeting was resumed at 5:30 p.m. and then recessed for the Public Meeting for a Zoning Variance Request
The council meeting resumed at 5:47 p.m.

A motion was made by Hetland and seconded by Roder to approve the variance request if a start date on the project fell within two years of this meeting date. The motion carried without a dissenting vote.

The council meeting was recessed at 5:49 p.m.
The council meeting was resumed at 6:00 p.m.
The council meeting was recessed at 6:01 p.m. for the Public Hearing on the Proposed 2018 Tax Levy Payable in 2019 / 2019 Budget Presentation.

The council meeting resumed at 6:17 p.m.

New Business Continued:

Final 2019 Budget/Levy Discussion.

There was no discussion on the budget.

A motion was made by Maki and seconded by Hetland to approve the Proposed 2018 Tax Levy Payable in 2019 and the 2019 Budget as presented. The motion carried without a dissenting vote.

Adoption of the 2019 Pay Equity Scale with a 3% COLA per budget – A handout was included in the council packet.

A motion was made by Hoaby and seconded by Hetland to approve the 2019 pay Equity Scale with a 3% COLA as presented. 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 6:20 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk