

NEW YORK MILLS CITY COUNCIL
January 14, 2020
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, and Nesland

Members Absent Hoaby

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

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

Clerk Roberts asked to add item e under new business. Swenson request for extension of time for rental payment.

A motion was made by Roder and seconded by Nesland to approve the agenda as presented and the addition of item e under new business. The motion carried without a dissenting vote.

Approval of Minutes -A motion was made by Nesland to approve minutes from the December 10, 2019, Regular Council Meeting, TNT Public Hearing and the Wellhead Protection Plan Public Hearing with the corrections of Jim Arno being in attendance at the TNT and the correction to the time the Wellhead Protection Plan Public Hearing was called to order. 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 did not have any items listed.

No action was required.

Department Reports

Liquor Store Report – Joan Koep was not present at the meeting. Clerk Roberts did not have a report to present but reported verbally that the Library Trivia night was held at the bar on January 10, 2020. The night was very busy and people have commented as to having a very good time at the event. Sales for the month of December were up over prior year. Roberts will have a December report for the February meeting.

A motion was made by Nesland to acknowledge receipt and review of the Liquor Store Verbal Report as presented. The motion was seconded by Hetland. 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. There were 22 calls for the month of December, a total of 203 calls for the 2019 calendar year.

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

Police Report – Chief Gritz' report was included in the packet. The department completed their final firearms requirement for the year. Officer Bachelder will no longer be working as a part-time officer. Gritz plans to replace him with a new part-time officer that will be shared with Perham. Officer Berndt successfully completed his SFST refresher course. Officer Smith will be attending his SFST refresher course later in the month of January. The SFST courses are required in order to participate in TZD shifts. Both Explorer squads have had new radar units installed that were donated by Otter Tail County. Gritz has ordered two new digital recorders for the department as the ones they currently have are not working properly. Gritz requested an adjustment to the amount of vacation hours that were given to Officer Berndt for 2020. He is requesting this because Berndt was a part time employee before he became full time and would like that time to be considered in his calculation of vacation time to be taken in 2020.

A motion was made by Nesland to acknowledge receipt and review of the Police Department Report as presented but to defer the decision on Officer Berndt's vacation time to the personnel committee. The motion was seconded by Hetland. The motion carried without a dissenting vote.

EDA Report – Marsha Maki gave the EDA report. The EDA meeting was held on December 18, 2019. All loans were current. Current fund balance was \$180,073.85. The Economic Developer position was approved and will be put in the newspaper. Roberts gave an update on the progress of the child care facility at 218 S. Tousley. A few member attended the Housing Summit at Thumper Pond. Roberts gave an update on the progress on Ron Wacker's building on S. Walker and the new Bakery. The next meeting is scheduled for January 22, 2020.

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

Public Works Report – Kyle Mattson's report was included in the packet. Mattson reported that there was some overtime logged due to snow plowing and a Christmas day sewer call. Mattson reviewed the operations section of his report which included getting the ice rink open, jetting sewers, worked on annual reports, snow removal from food shelf and library buildings and removal of snow piles by Ottertail Aggregate. Mattson took a trip to Ohio to Gorman Rupp Pump Company with Apex to assist with the design of the Main Lift Project. Mattson spoke with Apex about moving forward surveying the area referred to as South Point. Apex will move to that once the lift station design is complete. Mattson said he has received some quotes for a new broom for the sidewalk sweeper. He would like to move forward with purchasing an attachment for the skid loader instead of for the sweeper. The quotes were included in the packet. The amount was within the budget that was approved for 2020.

A motion was made by Nesland to acknowledge receipt and review of the Public Works Report as presented and to proceed with the purchase of a skid loader attachment for sweeping. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m. None

Public Requests – None

Department Reports cont'd:

Administration Report – Roberts' report was in the packet. There were two raises due in the upcoming month. The administrative group has been busy with year-end closing processes. Cheri has completed the Welcome Packet that will be used for new residents to the community. Eide Bailly will be in the office on February 4-5, 2020, to complete the annual audit. Roberts continues to help where needed in the liquor store and bar while Koep is off work. Mike is getting quotes for snow removal from the city hall building and fire hall.

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

Old Business:

2020 Appointment, Depositories and Newspaper:

CITY OF NEW YORK MILLS, MN
2020 APPOINTMENTS

Police Committee (2):	Joshua Hoaby, Latham Hetland
Public Works Committee (2):	Jerry Nesland, Latham Hetland
Liquor Store Committee (2):	Marsha Maki, Betsy Roder
Budget Committee (2):	Jerry Nesland, Betsy Roder
Personnel Committee (2):	Marsha Maki, Joshua Hoaby
EDA (2):	Marsha Maki, Betsy Roder
Zoning Committee (1):	Latham Hetland
Park Board (2):	Marsha Maki, Jerry Nesland

Treasurer	<u>Al Berube</u>	\$500.00
Assistant Treasurer	<u>Rosemary Becker</u>	\$500.00
Attorney	<u>Sam Felix</u>	\$200.00 per hour
	<u>Jeffrey Skonseng</u>	Krekelberg Law Firm
	Criminal matters	\$140.00 per hour
Weed Inspector	<u>Kyle Mattson</u>	\$50.00/year
Zoning Administrator	<u>Dave Delaney</u>	\$300.00 /year

Authorized Signer of Official Documents: Mayor, Marsha Maki
City Clerk, Julie Roberts

Fire Department Officers

- Chief & Maintenance -- Ryan Brasel
- 1st Asst. Chief – Jedd Wallgren
- 2nd Asst. Chief – Matt Olson
- Rescue Captain – Logyn Saewert
- Safety Officer – Shanon Kline
- Training Officer – Bryce Bernu
- Treasurer – Nick Roder
- Secretary – Nic Pederson
- Maintenance – Kyle Mattson

Health Officers	<u>Dr. Seaworth</u>	\$25.00/year
	<u>Dr. Grieger</u>	\$25.00/year
	<u>Chief Gritz</u>	\$25.00/year

Acting Mayor Joshua Hoaby

Depository(ies) Farmers and Merchants State Bank
Central Minnesota Credit Union

Newspaper New York Mills Dispatch (New York Mills), Chad Koenen, Publisher
\$9.15 per column inch

The document was presented to the council. It was requested to raise the amount for the Zoning Administrator to \$500 at the request of Dave Delaney. Jerry Nesland requested to be added to the Zoning Committee. Nesland asked if check signatures could be changed to be preprinted when the checks are cut. Roberts will check into that ability for the city’s software to do this function. Roberts will also ask Eide Bailly if this would be acceptable for controls.

A motion was made by Nesland and seconded by Hetland to approve the 2020 Appointment, Depositories and Newspaper document. The motion carried without a dissenting vote.

Companion Program to the Otter Tail county Abatement Rebate for Single and Two Family Homes:

NEW YORK MILLS – MINNESOTA Property Tax Rebate Program for New Single and Two-Family Homes

Intent

The purpose of the New York Mills Tax Rebate Program is to encourage the construction of new primary residence single and two-family housing units and to encourage replacement of dilapidated housing structures within New York Mills between January 1, 2020 and December 31, 2022.

Eligible Participants

Any person who constructs a new single family or two-family home and who files application materials and seeks formal approval from appropriate local jurisdictions between January 1, 2020 and December 31, 2022 may be eligible to receive a 100% tax rebate of the City's share of increased real estate taxes as a result of building a new home, for a period of up to five (5) years or up to \$5,000 (whichever is met first) provided all of the following criteria are met. This rebate would be in addition the rebate of the Otter Tail County's share of increased real estate taxes resulting from the new home.

1. Property is located within New York Mills and zoned properly for the proposed residence.
2. The applicant/property shall not have benefitted other local financial assistance (including tax increment financing (TIF), Workforce Housing, Small Cities Development Program).
3. Project is built to all local, state and federal regulations at the time the building/zoning permit is obtained.
4. Property taxes are current and paid on time and in full. Failure to keep property taxes current shall result in revocation of the tax rebate for each year taxes are not current.
5. Program approvals must be obtained prior to the start of construction of the new home.

The real estate taxes to be rebated shall be for up to the full amount of the real estate taxes collected resulting from the added tax base of the newly constructed home annually. The current value of the property (defined as "original value") will not be rebated as part of this program. Any eligible rebate is calculated on the tax increase due to a value increase resulting from the new improvement.

Partially constructed housing may result in the rebate in the first rebate year that may be significantly less than the following years. This will still be considered one of the five years of eligible rebate.

In the event the property owner refuses access to County Assessor staff to perform an appraisal for tax assessment purposes, the tax rebate shall expire for the remaining term of the rebate period.

The rebate period will begin in the tax year the property realizes a value increase over original value due to construction of the housing project. In the event construction has not commenced within one year of approval, the rebate is eliminated and the property owner will need to reapply in accordance with the program. Additionally, the rebate:

- Will transfer with the sale of the property for the balance of the five-year period or until the \$5,000 maximum rebate per taxing entity is met
- Does not include voter approved property tax referendums
- Does not apply to or include existing and/or new assessments to the property

The City shall provide the awarded rebate payment following payment of due real estate taxes annually. One single payment shall be made to the owner of record at the time of the payment by December 30 for that calendar year.

Application

Minnesota Statute requires the City to approve each rebate application.

A complete application shall consist of the following:

- A statement requesting the tax rebate for eligible projects addressed to the Otter Tail County Community Development Director;
- Address (if assigned at time of application) and/or property identification number;
- A site plan for the proposed project; and
- Submit a copy of the building/zoning permit once issued, as applicable.

Applicant shall sign a statement to the effect that no construction has started prior to the County Board and City Council decision on the applicant's rebate request. For the purposes of this provision, construction shall

include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

The Otter Tail County Community Development Director will forward the completed application to the City Clerk for processing. If the City Council has not already held a public hearing for the parcel for which the rebate is applied, the City Council shall schedule a date for a public hearing on the request(s) pursuant to Minnesota Statute, Sections 469.1812 to 469.1815 to receive public input on each request and shall pass a resolution to approve or deny said application.

Prior to the public hearing, New York Mills City staff will perform a site inspection to verify no construction has commenced.

Each taxing entity retains its individual authority on property tax rebates. The City is solely responsible for its share of property tax rebates and this policy does not allow the City to rebate County, Township or School District property taxes.

The Committee presented a companion program the mirrored the County level program. The committee consisted of Betsey Roder, Josh Hoaby and Julie Roberts. Roberts explained that a listing of the lots eligible will be presented at a public hearing at the next council meeting. A third item the group will work on is to come up with incentives to try to move the lots available in Country View.

A motion was made by Hetland and seconded by Nesland to approve the New York Mills Property Tax Rebate program for New Single and Two-Family Homes as presented. The motion carried without a dissenting vote.

New Business:

Resolution Acknowledging a Cash Donation to the City of New York Mills from New York Mills Lions Club/Otter Tail Power Company Foundation for the Walking Trail Project – Resolution No. 01-14-2020 was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 01-14-2020

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

WHEREAS, in December, 2019 the City of New York Mills received a donation from New York Mills Lions Club/Otter Tail Power Company Foundation for the walking trail project in the amount of \$2,500.00.

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 \$2,500.00 from the New York Mills Lions Club/Otter Tail Power Company Foundation to the City of New York Mills for the walking trail project in the amount of \$2,500.00.

Adopted this 14th day of January, 2020 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 Nesland to approve Resolution No. 01-14-2020 as presented. The motion carried without a dissenting vote.

Resolution Appointing 2020 Election Judges – Resolution No 01-14-2020a was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 01-14-2020a

RESOLUTION APPOINTING 2020 ELECTION JUDGES

WHEREAS, A Presidential Primary Election, March 3, 2020, a State Primary Election, August 11, 2020, and a General Election, November 2, 2020, will be held in the State of Minnesota, County of Otter Tail, City of New York Mills.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: the judges for both Primaries and the General Election be appointed as per M.S.204.B.22;

BE IT FURTHER RESOLVED, that the rate of pay of judges of election be set at \$12.00 per hour for Regular Election Judges and \$13.00 for Head Election Judges, which is greater than the applicable Federal minimum hourly wage;

BE IT FURTHER RESOLVED, that the City Clerk be and hereby is directed and authorized to appoint the necessary election judges, M.S.204.B.21, Subd. 2, and purchase the necessary supplies as needed for this election.

Adopted this 14th day of January, 2020, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

January 8, 2020

Council Members,

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Please appoint the following individuals as election judges for the March 3, 2020 Presidential Primary as well as the August 11, 2020 State Primary and November 3, 2020 General Election:

Julie A. Roberts
Cheri Kopveiler
Janet Tumberg
Latham Hetland (March & August Primaries only)
Dianna Wallgren
Mary Pary
Patricia Rowe
Dorothy Eskeli
Ronald Jacobson
Michael Malone
Richard Houtkooper
Kerry Saewert
Patricia Fredley

Those serving in a specific capacity for the elections are as follows:

Julie A. Roberts-Election Administrator
Cheri Kopveiler-Assistant Election Administrator/Head Judge
Janet Tumberg-Head Judge
Latham Hetland-Head Judge
Dianna Freeman-Wallgren-Head Judge
Mary Pary-Health Care Absentee Election Judge
Patricia Rowe-Health Care Absentee Election Judge
Janet Tumberg-Health Care Absentee Election Judge/Head Judge
Dianna Freeman-Wallgren-Health Care Absentee Election Judge/Head Judge

A motion was made by Roder and seconded by Hetland to approve Resolution No. 01-14-2020a as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation from Perham Health to the City of New York Mills for the NYM2025 Child Care Project – Resolution No 01-14-2020b was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 01-14-2020b

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM PERHAM HEALTH

WHEREAS, in January, 2020 the City of New York Mills received a donation from Perham Health for the NYM2025 Child Care Project in the amount of \$5,000.00.

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 \$5,000.00 from Perham Health to the City of New York Mills for the NYM2025 Child Care Project in the amount of \$5,000.00.

Adopted this 13th day of January, 2020 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 Roder to approve Resolution No. 01-14-2020b as presented. The motion carried without a dissenting vote.

Notification from Mitch Koep - Clerk Roberts presented an email received from Mitch Koep, our web domain host, that he will no longer be hosting our domain. The city needs to determine a new host by February 15, 2020. Clerk Roberts will investigate some options and move the domain hosting.

Request from Mike Swenson to pay land rent late – Mike Swenson and Dennis Swenson have requested an extension of time to pay the land lease since they have not been able to harvest the crop off due to snow. Discussion ensued and no motion was made to grant the extension. Rent will be due on Feb 1, 2020.

Kyle Mattson approached the Council to amend the motion for approval of the Appointment, Depositories and Newspaper. He would like to have the increase for the Zoning Administrator deferred to the Personnel Committee to approve. The employee performs this duty mostly on company time so he requested that be reviewed.

A motion was made by Maki to amend the motion to approve the Appointment, Depositories and Newspaper to reflect the Zoning Administrator compensation to be \$150 and defer the increase to \$500 to the personnel committee for approval. The motion was seconded by Roder. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meeting Tuesday, February 11, 2020, at 4:30 p.m., and Tuesday, March 10, 2020, Regular Meeting.

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

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

Financial Reports – There was no discussion.

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

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

The meeting was adjourned at 5:40 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk