

NEW YORK MILLS CITY COUNCIL
January 8, 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 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, Library Director Julie Adams

Guests Present NYM Dispatch Reporter Jim Arno, City Attorney Sam Felix, Tom Gerber

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 Hoaby 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 December 11, 2018, Regular Council Meeting, TNT Public Hearing, and the Zoning Public Hearing. The motion was seconded by Maki. 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 Roder 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 expecting her final numbers for 2018 to be in the range of \$25,000 before transfers. Koep said she feels the turnaround in her numbers is due to her staff taking deeper interest in the success of the municipal liquor store and bar. She also thanked the city clerk for her help in figuring out the issues with the inventory and the deep analysis of the revenue and expenses of the store.

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

Library Report – Library Director Julie Adams requested council approval for two new appointments to the library board. The new appointments were Barb Kangas and Tabitha Maunumaki. Adams reviewed statistics from the 2018 year for the New York Mills Library. The library is attended by approximately 1,600 people each month. The total circulation of material is approximately 3,037 each month. The library offered 83 programs this year.

A motion was made by Roder and seconded by Hetland to approve the Library report as presented including the approval of the two new appointments to the library board. The motion carried without a dissenting vote.

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

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

Police Report – Chief Gritz’ report was included in the packet. Chief Gritz reported that the new officer Ron Smith has started. New York Mills now has six officers that can work TZD shifts. The 2016 Explorer Squad was involved in an accident and parts have been ordered to make that repair. The 2013 Charger was sold at the Mid-State Auto Auction. The proceeds from this sale will be put toward the purchase of the new squad that has been ordered.

A motion was made by Hetland and seconded by Hoaby 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 December 27, 2018. All loans are current. The revolving loan fund balance was at \$140,547.32. A loan request from Backwoods BBQ for \$50,000 was reviewed. The loan was approved with the EDA holding a mortgage with second position contingent on Backwoods BBQ receiving the financing from their other lender listed in the application. Julie Roberts reported that there has been an offer received for the farmstead building site at the Tumberg farm. Roberts also reported that she was told that the home on Nowell Street owned by the Otter Tail County HRA will soon be placed on the market with Centennial Realty. The next EDA meeting will be on January 16, 2019.

A motion was made by Hoaby and seconded by Maki 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 hired Viking Paint and Water Tower Service to make a repair to the riser pipe frost jacket on the water tower. They will be back in the spring to re-grout and tighten the bolts on the leg anchor concrete bases. Mark’s Electric performed warranty work on a couple street lights from the 2015 project. Mattson is finishing up bid packages for the potential North natural gas extension project. He plans to have them sent to contractors by the end of January, 2019. Mattson asked the Council to approve the 2019 Public Works Fee Schedule. Mattson suggested an update to the five-year Capital Improvement Plan and listed some projects that need to be included.

A motion was made by Hoaby and seconded by Maki to approve the Public Works report as presented along with approving the public works fee schedule. 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. City office staff has been working on document requests for the financial audit that is scheduled for the first week in February. Roberts is working with the city attorney's office to prepare paperwork for the new EDA loans that have been approved. Roberts has been spending time reconciling accounts to help make the audit go more smoothly.

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

Old Business: None

New Business:

Tom Gerber Request for First Refusal on city lot behind Eagles Café – Gerber explained that at one time there was paperwork done for a Right of First Refusal for the lot the City owns behind the Eagles Café. They cannot locate the paperwork and have received an offer on the Eagles Café. The bank would like the paperwork recorded. Gerber asked if the city council would consider approving a new First Right of Refusal on the lot behind the café in order to protect them from someone building a structure and blocking the back entrance to the business. Attorney Sam Felix was present at the meeting and said that this was something that his office could prepare and was a common document. Discussion ensued and it was determined that the document would be valid for 75 years and the max amount the Gerbers would have to pay is \$10,000 for the property. The First Right of Refusal would be recorded and pass along with the ownership of the property on parcel 73000990108000.

A motion was made by Hoaby and seconded by Hetland to approve the request for a First Right of Refusal on the parcel 73000990107000 for 75 years and a maximum price of \$10,000. The motion carried without a dissenting vote.

Annual Appointments & Setting of Depositories and Newspaper – A schedule of the 2019 Annual Appointments & Setting of Depositories and Newspaper was included in the packet.

A motion was made by Hoaby and seconded by Roder to approve the Annual Appointment & Setting of Depositories and Newspaper as presented. The motion carried without a dissenting vote.

Resolution acknowledging a donation from NYM Lions Club for Lund Park Project--Resolution 01-08-2019 was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 01-08-2019

The City of New York Mills is an equal opportunity provider and employer.

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

WHEREAS, in December of 2018 the City of New York Mills received a donation from New York Mills Lions Club for the City of New York Mills for its Lund Park project in the amount of \$5,000.

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 from the New York Mills Lions Club to the City of New York Mills for its Lund Park project the amount of \$5,000.

Adopted this 8th day of January, 2019 by the City Council of the City of New York Mills.

Julie Gerber, Mayor

Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Hoaby to approve Resolution No. 01-01-2019 as presented. The motion carried without a dissenting vote.

Resolution acknowledging a donation from Casey's for Lund Park Project--Resolution 01-08-2019a was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 01-08-2019a

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM CASEY'S GENERAL STORES

WHEREAS, in December of 2018 the City of New York Mills received a donation from Casey's General Stores to the City of New York Mills for its Lund Park project in the amount of \$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 \$500.00 from Casey's General Stores to the City of New York Mills for its Lund Park project in the amount of \$500.00.

Adopted this 8th day of January, 2019 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 Maki to approve Resolution No. 01-01-2019a as presented. The motion carried without a dissenting vote.

Resolution acknowledging a donation from Lake Region Electric Trust for the New York Mills Fire Department for a Heart Monitor--Resolution 01-08-2019b was presented:

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**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 01-08-2019b

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM LAKE
REGION ELECTRIC TRUST**

WHEREAS, in December of 2018 the City of New York Mills received a donation from Lake Region Electric Trust to the City of New York Mills Fire Department for a Heart Monitor in the amount of \$1000.00.

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 \$1000.00 from Lake Region electric Trust to the City of New York Mills Fire Department for a Heart Monitor in the amount of \$1000.00.

Adopted this 8th day of January, 2019 by the City Council of the City of New York Mills.

Julie Gerber, Mayor

Julie Roberts, City Clerk

A motion was made by Hoaby and seconded by Roder to approve Resolution No. 01-01-2019b as presented. The motion carried without a dissenting vote.

Resolution acknowledging a donation from Otter Tail Power Company for the New York Mills Fire Department for a Heart Monitor--Resolution 01-08-2019c was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 01-08-2019c

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM OTTER
TAIL POWER COMPANY**

WHEREAS, in December of 2018 the City of New York Mills received a donation from Otter Tail Power Company to the City of New York Mills Fire Department for a Heart Monitor in the amount of \$1,500.00.

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 \$1,500.00 from Otter Tail Power Company to the City of New York Mills Fire Department for a Heart Monitor in the amount of \$1,500.00.

Adopted this 8th day of January, 2019 by the City Council of the City of New York Mills.

Julie Gerber, Mayor

The City of New York Mills is an equal opportunity provider and employer.

Julie Roberts, City Clerk

A motion was made by Maki and seconded by Hoaby to approve Resolution No. 01-01-2019c as presented. The motion carried without a dissenting vote.

Change to Utility Rates for 2019 – Clerk Roberts asked if the council would like the utility rates to be changed again in 2019 according to the standing resolution from 2016. Discussion ensued.

A Motion was made by Hoaby and seconded by Maki to increase the 2019 Utility Rates according to the standing resolution. The motion carried without a dissenting vote.

5:30 Closed Session to Discuss Purchase Agreement for farmstead building site at 580 Main Ave S. -

5:35 Closed Session Ended and Regular Council Meeting resumed

Action on Purchase Agreement received on 580 Main Ave S. --

A motion was made by Hoaby and seconded by Maki to approve the purchase agreement received for the building sight at 580 Main Ave S. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meeting Tuesday, February 12, 2019, at 4:30 p.m. and Thursday, March 14, 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 Hoaby and seconded by Roder to approve the payment of bills as presented along with the gas bills when received. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.

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

Adjournment - A motion was made by Maki and seconded by Roder 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