NEW YORK MILLS CITY COUNCIL
July 10, 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 4:30 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, Hoaby, Roder and Hetland

Members Absent None

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

Guests Present NYM Dispatch Reporter Eric Bervig, West Central Initiative Director of Development Rebecca Petersen, Elders Home Board Member Andy Tumberg, APEX Engineering Michael Webber.

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

Roder requested that we add to the new business topics. She would like to discuss have some type of recognition for Dennis Happel’s 40 years of service as the city attorney.

A motion was made by Hetland and seconded by Hoaby to approve the agenda with the addition of a new business item to discuss recognition for Dennis Happel. The motion carried without a dissenting vote.

Approval of Minutes - A motion was made by Roder to approve minutes from the June 12, 2018 minutes. 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 Hetland 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 which she referred to as she addressed the Council. Koep asked for approval to hire a new employee Megan Wright. The karaoke event was not well attended but Koep felt it was due to a wedding reception at the VFW that night. Twilight Jam Entertainment was at the bar in June. The evening was well attended. There were two weddings and a benefit in the ballroom in June. The bar traffic was very good during those events. Sales for the bar and off sale were up $6,600 over prior year for the month of June. Koep has been working hard to review costs to try to maximize profits. Koep is planning to be on vacation from July 11-17, 2018.

A motion was made by Maki and seconded by Roder to approve the Liquor Store report as presented and to approve the new hire. The motion carried without a dissenting vote.
Fire Department Report – Fire Chief Brasel’s report was in the packet. Clerk Roberts also added that the civil defense siren will be installed mid July.

A motion was made by Maki 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. Gritz referred to his report as he addressed the Council. All full time officers have been enrolled in the PATROL Online Training Service through the League of Minnesota Cities. By choosing this training service he will be saving $60 per officer for the training each year. Officer Rud and Saewert have renewed their licenses through 2021. The 2013 Charger has been repaired and is back in service. Officers will be taking part in security for the Deer Trail Days in Deer Creek later in July and be conducting TZD shifts focusing on speed enforcement this month.

A motion was made by Hoaby and seconded by Hetland 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 June 20, 2018. All loans are current. The revolving loan fund balance was at $173,673.80. Anthony Anderson addressed the members of the EDA about potentially applying for a loan to expand his Smokeless Fire Pit business. He was given information and a loan application and was encouraged to apply for a loan once he found a location to expand to. The EDA approved a loan to Ron and Jewel Wacker for the project they are working on. They have purchased the old hotel that was owned by Sharehouse on Miller Street. They will be converting it to an apartment building. Clerk Roberts has been working on gathering information on the Day Care project at the County Building. Katie Bobich with The Economic Alliance addressed the EDA members. She explained the role and services she will be able to provide if the City decides to continue to support The Economic Alliance. The EDA decided to continue their support for The Economic Alliance for the remainder of the 2018. Clerk Roberts gave an update on the tax forfeiture properties the HRA is working on. There was a guest at the meeting expressing his concerns over the Elder’s Home closing. The next EDA meeting will be on July 18, 2018.

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 reported that there was some overtime worked by his department to repair damage to the restrooms at Smith Park after the baseball tournament. Otter Tail County performed the pool inspection. The report was included in the packet. New York Mills has received an award from the National Weather Service for 25 years of service. Mattson reported that the Grain Bin project in the Sculpture Park is about 75% finished. The main lift station rebuild is complete. His department has been busy getting town ready for Lund Mania and Summer Celebration. Maki asked if public works sprayed for bugs for Lund Mania and Summer Celebration. Mattson said he used granular in the area but did not spray. He is looking into GPS/GIS systems.

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

Administration Report – Roberts’ report was in the packet. There are two step raises due before the next council meeting. Raises will be subject to employee evaluation recommendations. Clerk Roberts has started preparation of the 2019 annual budget. Information will be out to the department heads by July 18, 2018. Roberts reported that she has

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been assisting in the day care project since Mark Hanson left. She and Cheri Kopveiler will be attending election training in the next couple of weeks. Roberts plans to be out of the office on July 27, 2018 for a vacation day.

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

Open Forum – 5:00 p.m.

At 5:01 p.m., Mayor Gerber asked whether anyone present wished to address the Council. No one responded, so the Public Forum was concluded.

Public Requests – None

Old Business:

Miller Street Update and Application for Payment #5 from Hough Inc. – Michael Weber, APEX Engineering – Weber reported that the work on Miller Street is mostly complete. There is some turf establishment left to do. There was some water in the road this Spring. Hough did the dewatering and found that the service connection for the grocery store building had failed. Roder questioned if the failure was caused by the construction on Miller Street. Webber explained that the construction had no affect on the service connection failure. It was an eroded pipe from the original connection from many years ago. Weber presented change order #3 from Hough Inc. Due to a fire in a refinery, the type of material used for the final wear coat will need to change. There is no cost adjustment for the change. Hoaby asked about the location of the mail boxes on Miller Street by the old Sharehouse building and if the location could be changed. Weber said there is some concrete repair work being done and the location of the mail boxes would be moving. Weber also reviewed the cost vs budget for the Miller Street project. A high contingency was planned in the project due to some unknowns. The project has come in under budget. Mattson is going to look into the possibility of using the excess to do some parking lot projects if any local people would have time to fit it in their schedules.

A motion was made by Roder and seconded by Hoaby to approve the Change Order #3 as presented and approve the Application for Payment #5 from Hough Inc. The motion carried without a dissenting vote.

Update on Purchase Agreement for Land Purchase and Authorization for Payment at Closing – Clerk Roberts reported that a purchase agreement has been signed on the purchase of parcel R40000170161000. The closing date on the property will be in mid August.

A motion was made by Roder and seconded by Hoaby to approve the processing of any payments needed to complete the transaction. The motion carried without a dissenting vote.

New Business:

West Central Initiative Fund – Rebecca Petersen – Petersen introduced herself as the new Director of Development for the West Central Initiative Fund. Petersen recapped the work that has been done and programs that are offered through WCI. Petersen also reviewed the Economic Impact of WCI. Some of the focus items going forward will be related to the future of retail, early childhood development and strong community development. Roder mentioned that the City had recently applied for and received a Change Maker Grant through WCI and would be using it to develop a framework for a community plan. She thanked the City for the support of the West Central Initiative Endowment Fund and asked for the City to continue their support by committing to another $5,000 donation over the next five years (2019-2023).
A motion was made by Hoaby and seconded by Hetland to approve a donation of $5,000 over a five year period to WCI. The motion carried without a dissenting vote.

Pemberton Law Office/Elders Home – Request for Reduction of Certified Utilities – Andy Tumberg - Tumberg, the former administrator of the Elders Home, addressed the Council. The attorney from Pemberton Law Office was not present at the council meeting. Tumberg asked the City if there was any possibility to reduce the amount owed to the City for utilities that were certified to the property tax roll. The Elders Home has a purchase agreement on the building with a company who will be remodeling it into an assisted living home. The outstanding debts of the Elders Home need to be addressed in order for the sale to be completed. Clerk Roberts presented information that outlined what the City’s costs were for the amount of utilities that were certified. Discussion ensued.

A motion was made by Gerber and seconded by Hoaby to approve the reduction of the certified utilities to $32,000 to cover the cost of the services. The motion carried without a dissenting vote. Hetland and Roder abstained from the vote.

Resolution Accepting Cash Donation from New York Mills Lions for the Grain Bin Project at the Sculpture Park-- Resolution No.07-10-2018 was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 07-10-2018

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

WHEREAS, the City of New York Mills has received a cash donation of $5,000 for the Park Board for a new shelter to be constructed in the Sculpture Park, known as “GRAIN BIN GAZEBO”.

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 for the Park Board for the “GRAIN BIN GAZEBO” shelter project at the Sculpture Park.

Adopted this 10th day of July, 2018, by the City Council of the City of New York Mills.

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Julie L. Gerber, Mayor

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Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Roder to approve Resolution No. 07-10-2018 as presented. The motion carried without a dissenting vote.

First Half of 2018 Proposed Transfers Analysis – Clerk Julie Roberts presented analysis on the budgeted first half of 2018 proposed transfers. She asked for approval from the council to make the transfers.

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A motion was made by Roder and seconded by Hoaby to approve the first half of the 2018 proposed transfers. The motion carried without a dissenting vote.

Donation of old Equipment to the Public Library – Clerk Roberts requested approval from the council to donate old bar stools to the Public Library. The stools are from the on sale liquor store and were replaced with new stools earlier this year. They are beyond repair but may have some value to people for garage use or deer stands.

A motion was made by Hoaby and seconded by Maki to approve the donation of the stools to the Public Library to be sold at their book sale. The motion carried without a dissenting vote.

Resolution Appointment of 2018 Election Judges -- Resolution No.07-10-2018a was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 07-10-2018a

RESOLUTION APPOINTING 2018 ELECTION JUDGES

WHEREAS, A Primary Election, August 14, 2018, and a General Election, November 6, 2018, 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 this Primary and 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 $10.50 per hour for Regular Election Judges and $12.00 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 10th day of July, 2018, by the City Council of the City of New York Mills.

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Julie L. Gerber, Mayor

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Julie Roberts, City Clerk

A motion was made by Hoaby and seconded by Maki to approve Resolution No. 07-10-2018a as presented. The motion carried without a dissenting vote.

Farmers Market use of The Barn for the 2018 Summer – Clerk Roberts asked for direction on what should be charged to the Farmer’s Market for use of The Barn for the Farmer’s Market this summer season. Roberts was
instructed to find out what days they actually plan to use it, since the signs they have up only refer to Wednesday. Roberts will check with Pat Fredley and a decision will be made at a later date.

**Future Meeting Dates** – Regular meetings are scheduled for Thursday, August 9, 2018, at 4:30 p.m., and Tuesday, September 11, 2018, 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 Hetland to approve the payment of bills as presented along with the gas bills when received and the correction of the payment to Vandermay Mech that should been to Heidi VanDyke. The motion carried without a dissenting vote.

**New Business Cont’d**

**Open House for Dennis Happel** – Roder pointed out that Dennis Happel was our city attorney for 40 years. She thought it would be nice to do some type of recognition for his years of service. Clerk Roberts has reached out to Happel to inquire if he would be okay with an open house event or some other type of recognition for his years of service. The subject will be continued at the August 9, 2018 meeting.

**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 6:25 p.m.

Respectfully submitted by,

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Julie A. Roberts
City Clerk