

NEW YORK MILLS CITY COUNCIL
July 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 held at 4:30 p.m. in the City Ballroom at 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, Public Works Director Kyle Mattson, and Police Chief James Gritz, Pool Manger Heidi VanDyke, City Treasurer Al Berube and Liquor Store Manger Lana Jacobson

Guests Present NYM Dispatch Reporter Natalie Hilden

Call to Order The meeting was called to order at 4:32 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 with the addition of the Pool Report. The motion carried without a dissenting vote.

Approval of Minutes -A motion was made by Hetland to approve minutes from the June 9, 2020, Regular Meeting and the June 25, 2020, Special Meeting with the corrections of some spelling errors. The motion was seconded by Roder. The motion carried without a dissenting vote.

Communications & Recognitions –

Wastewater Treatment Facility Operational Award – The City of New York Mills received this award and it was presented to Kyle Mattson.

Department Reports

Liquor Store Report –Jacobson presented the Liquor Store Report. Gross sales for the month of June were up over prior year by 11%. The bar reopened on June 10, 2020 per the Covid-19 governor order. COGS were up 2% as a percent of sales over prior year. This is due to the larger mix of off-sale product. Net revenues for the month of June were up 1% over prior year. Year to date net revenues are flat with 2019. Jacobson expressed a thank you to public works, clerk Roberts, the police department and the Civic and Commerce for all of the help with the parking lot party event on July 10th.

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

Fire Department Report – Chief Brasel’s report was 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 Roder. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. Chief Gritz is planning to add Jason Hoaby to the part-time roster in mid-August. The department is still working with Mike Christopherson to get a qualification shoot set up. Gritz replaced the batteries and cartridges in all three of the tasers. The department is updating the desk computer. The current one is not new enough to do Zoom meetings and is a Windows 7 machine that is no longer being supported. The officers have been dealing with a couple of nuisance complaints in Deer Creek. The department is currently finishing up some TZD shifts focused on speeding.

A motion was made by Roder to acknowledge receipt and review of the Police Department 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 his department has started to replace water meters again. The installation of the new fence has been completed to the point where it can be taken over by volunteers. The Lund Park Concession project is moving forward. There have been some delays on the main lift station project. Mattson will be pushing APEX to have a meeting to get the project started.

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

Administration Report – Roberts’ report was in the packet. There were no step raises due in the upcoming month. Roberts has returned the certification form so the City will receive the CARES Act money from the State of Minnesota. Jenny Geiser has been working with Kyle Mattson to get the automatic meter reading up and running. Cheri is working at getting everything organized for the August 11, 2020, primary election. Roberts has started working on the 2021 City Budget. Reports will be pushed out to the department heads for input in the next couple of weeks. Roberts has finalized the lease agreement with Mahube-Otwa for the lease of the facility at 218 South Tousley. Roberts requested permission from the council to use some of the CARES Act money to update the computers in the city office so that remote working could be a possibility if needed.

A motion was made by Nesland to acknowledge receipt and review of the Administration Report as presented and to proceed with ordering computers for the city office with the CARES Act funds. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m. None

Public Requests – None

Committee Reports:

New York Mill Economic Development Authority minutes from the June 17, 2020, meeting were included in the packet.

Financial Consent Agenda –

The payment of financial claims information for the month of June were included in the packet. Additional bills from Layman Excavating, Corporate Technologies, LMC Insurance, Constillation, and MuniGas were also presented for payment.

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

The June financial reports were presented in the packet.

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

Old Business and Tabled Items:

COVID-19 Information/Updates:

It was noted that updates had been given in the department reports.

Police Union Contract – The attorney is trying to get a date set up with the union representative

New Business:

APEX Task Order #2: Michael Weber with APEX Engineering reviewed Task Order #2 regarding the drilling of the test well on the Southpoint property. Discussion ensued on the what was included on a \$4,300 charge on the task order from LRE Water.

A motion was made by Nesland and seconded by Hetland to approve the Task Order #2 as presented but not to exceed \$4,300 with LRE Water. The motion carried without a dissenting vote.

Nesland asked Michael Weber for an update on the Main Lift Station Project and questioned on if any of the site work could be completed while we are waiting for the deliver of the pump station. Nesland asked Weber if a preconstruction meeting could be scheduled to address any concerns that any of the contractors might have with the delays and to get a plan started for the completion of the project. Weber said he would get a meeting scheduled.

Resolution Appointing Additional 2020 Elections Judges: Resolution No. 07-14-2020 was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 07-14-2020

RESOLUTION APPOINTING 2020 ELECTION JUDGES

WHEREAS, A 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 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 \$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 July, 2020, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

July 14, 2020

Council Members,

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

Amy Wallgren

Sandra Bentley

These judges are to be appointed in addition to those already appointed at the January 24, 2020, Council Meeting.

A motion was made by Hetland seconded by Roder to approve Resolution No. 07-14-2020 as presented. The motion carried without a dissenting vote.

Senior Citizen Center Forgiveness of Utility Reimbursement request:

Clerk Roberts requested that due to the financial hardship of COVID-19 on the Senior Citizen Center, would the council approve a forgiveness of three months of utility reimbursement. The group has not been able to do a few of their Saturday morning breakfast fundraisers due to COVID-19. This is the money they use to pay the City for the utility reimbursement.

A motion was made by Nesland and seconded by Hetland to waive the utility reimbursement for a three-month period. The motion carried without a dissenting vote.

First Half 2020 Transfers Approval – Clerk Roberts presented the first half of the year transfers that were budgeted for 2020.

A motion was made by Roder and seconded by Hetland to approve the first half of the 2020 transfers as budgeted. The motion carried without a dissenting vote.

Southpoint Drawings Discussion: Discussion ensued on the Southpoint property and how to start the process of developing the property. APEX Engineering will be asked to do an initial drawing with their suggestions and this will be pushed out to zoning and other groups for input.

COVID-19 CARES Act Funding - Clerk Roberts explained that the State of Minnesota has developed a plan on how to push these funds out to cities. Roberts has returned the initial certification form and has asked the department heads for input on how to use the funding.

Due to the Primary Elections on August 11, 2020, the motion was made by Hetland to move the August Regular Meeting to August 13, 2020, at 4:30 p.m. in the City Hall Ballroom. The motion was seconded by Nesland. The motion carried without a dissenting vote.

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

The meeting was adjourned at 6:05 p.m.

Respectfully submitted by,

Julie A. Roberts

FINAL Minutes
August 14, 2020

City Clerk