

**NEW YORK MILLS CITY COUNCIL**  
**July 9, 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** Maki, Hoaby, Roder, Hetland and Nesland

**Members Absent** None

**Staff Present** City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Public Works Director Kyle Mattson, Police Chief James Gritz, City Treasurer Al Berube

**Guests Present** NYM Dispatch Reporter Eric Bervig, Andrew Krosch, Lorilee Krosch, and Michael Weber, APEX Engineering.

**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 Nesland and seconded by Roder 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 June 13, 2019, Regular Council Meeting,. The motion was seconded by Hoaby. The motion carried without a dissenting vote.

**Updates/Consent Agenda** – None

**Department Reports**

**Liquor Store Report** – Joan Koep was not present at the meeting. A Liquor Store report was included in the packet.

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

**Fire Department Report** – Chief Brasel was not present at the meeting. He will provide a report for May at the July meeting.

**Police Report** – Chief Gritz' report was included in the packet. Chief Gritz reported that he has received a resignation from Officer Saewert. Saewert has accepted a position with Otter Tail County Sheriff's Office.

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Gritz asked approval to offer the full time position to Bobby Berndt. Berndt is currently a part time officer and was interviewed for the full time position that was filled in January. The 2016 Explorer squad was damaged during an arrest. Due to some of the events that happened during that arrest, Chief Gritz would like to look into the cost of adding in squad camera systems to our police vehicles. Gritz has received notice that the new squad has shipped from the factory. He hopes to have it in service by the end of August. The police department is prepared for the Deer Trail Days in Deer Creek and for the Lund Mania event in New York Mills.

**A motion was made by Hoaby and seconded by Roder to approve the Police report as presented, along with acceptance of Officer Saewert's resignation and the hiring of Bobby Berndt with 20 hours of vacation at time of hire, and research into how much it would cost to install in squad camera. The motion carried without a dissenting vote.**

**EDA Report** – Marsh Maki gave the EDA report. The last meeting was held on June 26, 2019. All loans were current. Revolving loan fund balance was \$56,999.09 with \$24,000 of this reserved for the USDA Grant match. A loan was approved for Three Brothers Nutrition. It was noted that Brunswick has been recognized as one of the Top 150 Business to work for in Minnesota. They were recognized in the Top 10 for the large employers' category. Katie Heppner of the Economic Alliance informed the NYM EDA that they will no longer cover our area. They have reduced the fee required for 2019 and will no longer serve our EDA. The next meeting is scheduled for July 17, 2019.

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

**Public Works Report** – Kyle Mattson's report was included in the packet. There was a small amount of overtime logged for preparing the city for the Ronald McDonald Ride. There have been issues with both of the main swimming pool heaters. One was purchased with money from the general fund reserve and Heidi is requesting funds from the NYM Lions to cover the other. Mattson has completed the 2019 MPCA Wastewater Infrastructure Needs Survey. \$2.24 million dollars worth of wastewater work was submitted. Fencing requirements have been completed around the secondary waste pond and the submersible wellhead. Mattson is still trying to get some quotes for asphalt work behind city hall and the library. Mattson met with Apex Engineering staff to finalize our five year capital improvement plan for future street improvements and infrastructure rehabilitations. The Merry go Round and BBQ grills have been removed from Lund Park due to safety hazards. Mattson's crew is gearing up for the Summer Celebration/Lund Mania Event. Mattson included some quotes for manufactured wood chips that are needed in some of the city parks. He plans to build this into his 2020 budget.

**A motion was made by Roder and seconded by Nesland to approve the Public Works report as presented. 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. Roberts asked the council to approve the step raise for Jesse Saewert to step 3, contingent on the recommendation of the council after her performance review. Roberts has been working on the 2020 Budget. She continues the search for a part-time bartender. Roberts has continued to help where needed to keep things going smoothly in the bar and offsale. Cheri has received a quote for the welcome packet we are planning to have printed. She is just waiting on the marketing logo to be completed by the NYM2025 group.

**A motion was made by Nesland and seconded by Hetland to approve the Administration report as presented along with the step raises if recommended by department heads. The motion carried without a dissenting vote.**

**Old Business: None**

**New Business:**

**Eagle Scout Project Proposal**—Andrew Krosch from Troup 309 presented a plan to the council for this Eagle Scout project. He requested permission to construct and install two book boxes in the city parks. One box in Smith Park and one box in South Park. He has chosen this project to promote literacy.

**A motion was made by Nesland and seconded by Hoaby to approve the Eagle Scout project to be added to Smith Park and South Park. The motion carried without a dissenting vote. Krosch was instructed to contact Kyle Mattson once the boxes are ready to be installed.**

**2019 1<sup>st</sup> Half Transfers** – A copy of the budgeted first half transfers was presented by Clerk Roberts.

**A motion was made by Roder and seconded by Hetland to approve 1<sup>st</sup> Half Transfers for 2019 as Budgeted. The motion carried without a dissenting vote.**

**Resolution No. 07-09-2019 – Resolution Acknowledging Council Support for Application for Child Care Economic Development Grant from Deed** – Resolution 07-09-2019 was presented:

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 07-09-2019**

**RESOLUTION ACKNOWLEDGING COUNCIL SUPPORT FOR THE DEED CHILDCARE ECONOMIC  
DEVELOPMENT GRANT**

**WHEREAS**, the City of New York Mills is currently working on a project to open a pod model childcare facility,

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**WHEREAS**, the City of New York Mills has been made aware of grant funds available through DEED for a Childcare Economic Development Grant,

**WHEREAS**, the City of New York Mills is working with the Otter Tail County CDA, Otter Tail County HRA and the NYM2025 Childcare Committee.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT:** the City Council of New York Mills is in support of submitting an application for the Childcare Economic Development Grant from DEED to be used for the childcare pod project.

Adopted this 9th day of July, 2019, by the City Council of the City of New York Mills.

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Marsha Maki, Mayor

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Julie Roberts, City Clerk

**A motion was made by Nesland and seconded by Roderto approve Resolution No. 07-09-2019 as presented. The motion carried without a dissenting vote.**

**Future Meeting Dates** – Regular meeting Tuesday, August 13, 2019, at 4:30 p.m. and Tuesday, September 10, 2019, at 4:30 p.m.

The Meeting was Closed at 6:05 p.m. to discuss a purchase agreement for a lot in Country View Addition and a confidential matter with the City Attorney Sam Felix.

The Regular Meeting was Re-opened at 6:17 p.m.

**A motion was made by Roder and seconded by Hoaby to approve the purchase agreement for the Country View Lot. The motion carried without a dissenting vote.**

**A motion was made by Nesland and seconded by Hetland to follow recommendation of City Attorney Sam Felix on the confidential matter. The motion carried without a dissenting vote.**

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

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

**Financial Reports** – There was no discussion.

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

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

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FINAL Minutes  
Aug 16, 2019

The meeting was adjourned at 6:22 p.m.

Respectfully submitted by,

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Julie A. Roberts  
City Clerk