

**NEW YORK MILLS CITY COUNCIL**  
**March 10, 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, Hoaby, and Nesland

**Members Absent** none

**Staff Present** City Clerk Julie Roberts, Administrative Assistant Jenny Geiser, Public Works Director Kyle Mattson, and Police Chief James Gritz

**Guests Present** NYM Dispatch Reporter Chad Koenen, Michael Weber, Apex Engineering, and Robert Sanaker, resident

**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**

Nesland asked to add the Park Use Agreement to the agenda.

**A motion was made by Hoaby and seconded by Hetland to approve the agenda as presented with the addition of the Park Use Agreement. The motion carried without a dissenting vote.**

**Approval of Minutes** -A motion was made by Roder to approve minutes from the February 11, 2020, and the February 11, 2020 Public Hearing with the correction on the Public Hearing Minutes to the City Clerk's title. The motion was seconded by Hoaby. The motion carried without a dissenting vote.

**Updates/Consent Agenda** – Mayor Maki noted the updates and consent agenda. The Agenda included notice of the first quarter payment for Cultural Center Support.

**Nesland to acknowledge receipt and review of the Updates/Consent Agenda as presented. The motion was seconded by Hoaby. The motion carried without a dissenting vote.**

**Department Reports**

**Liquor Store Report** –Clerk Roberts presented the Liquor Store Report. Gross sales for the month of February were up over prior year by 23% with the majority of it related to the increased bar sales. Net revenue for the month of February is up 7% over prior year. Year to date over prior year the net revenue is up 5%. Roberts asked for the ratification for the hiring of Lana Jacobson for the bar manager position and to accept the resignation of Bill Marske.

**A motion was made by Hetland to acknowledge receipt and review of the Liquor Store Report as presented and to approve the hiring of Lana Jacobson and the resignation of Bill Marske. The motion was seconded by Roder. 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 14 calls for the month of February. Chief Brasel also requested approval to hire Bobby Berndt to fill one of the positions that is vacant on the fire department roster.

**A motion was made by Hoaby to acknowledge receipt and review of the Fire Department Reports as presented and to approve the hiring of Bobby Berndt. The motion was seconded by Roder. The motion carried without a dissenting vote.**

**Police Report** – Chief Gritz’ report was included in the packet. Officer Smith has successfully completed his DMT refresher. Officer Berndt is signed up to attend a three day DMT certification course in May. One the jetpacks quit working properly. Clerk Roberts checked on its status and found that it was due for an upgrade so it was replaced with no cost to the City. The officers will be conducting some extra enforcement focusing on impaired drivers over the St Patrick’s Day holiday. Officer Berndt is conducting the DARE program at the school and has shared that it is going well.

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

**EDA Report** – Marsha Maki gave the EDA report. The EDA meeting held on February 19, 2020. Loan balance was \$185,912.33. Interviews were conducted for the economic developer position, but no recommendation has been determined. Roberts gave an update on the childcare project. Roder gave an update on the #NYM2025 project progress. Roder also gave a housing initiative update and New York Mills came in as the second highest city in Otter Tail County for new housing. Next meeting is set for March 25, 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 soil boring and exploratory digging was conducted at the site of the main lift station. A 20’x40 Imhoff wastewater tank was discovered that was part of the 1936 mechanical wastewater facility. Mattson is working to identify the oldest gas and water meters in our system and planning to change out fifty of each type this year and continue to do so each year until they are all current. Apex assisted Mattson with getting our GIS mapping system operational. Mattson can now access, add and edit our data that is collected through ESRI ArcGIS Online. The skid steer sweeper attachment has been ordered. Mattson presented new signage that he would like to put in place at the city compost site. Discussion ensued about measures that could be taken to make sure that the site is used properly by residents.

**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. Eide Bailly was on site for the annual audit Feb 4-5, 2020. Roberts will do some follow up with the auditors over the next couple of weeks. Eide Bailly plans to present at the April 14, 2020, council meeting. Cheri Kopveiler and Roberts will be attending election training to prepare for the March 3, 2020, Presidential Primary Election. Roberts will be attending the MCFOA conference March 16-20, 2020. Cheri Kopveiler has completed the new welcome packet and it has been distributed to the school and the Cultural Center. Roberts continues to help with the management of the bar and off sale in Koep’s absence.

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

**Open Forum – 5:00 p.m.** None

**Public Requests** – None

Department Reports cont’d:

**Park Board Report** – Marsha Maki reported that the Park Board met on February 5, 2020. The group discussed replacing rock with wood chips in the city parks this summer. They also discussed the play equipment needs. The next meeting is scheduled for the first Wednesday of May, 2020.

**Old Business:**

**Main Lift Station Improvement Project Plan and Specifications** – Michael Weber with Apex Engineering presented handouts to the council. The plan is 95% complete. The plan will be for the pre-manufactured self priming pump station with a natural gas back up powered generator. Total cost will be \$700,000. This cost is up from original estimate due to the removal of the Imhoff tank and an increase to the enclosure size. Maki asked Weber if it is a good time to be going for bids. Weber felt it is a good time and expects 4 to 6 bids.

**Resolution Approving Plans and Specification and Ordering Advertising for Bids for the Main Lift Station Improvement Project – Resolution No. 02-11-2020b was present:**

**CITY OF NEW YORK MILLS ,  
MINNESOTA  
RESOLUTION NO. 02-11-2020b**

**A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for the Main Lift Station Improvement Project**

**WHEREAS**, the City Council ordered APEX Engineers to prepare plans and specifications for the proposed Main Lift Station improvement project and has presented such plans and specifications to the council for approval;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA:**

1. Such plans and specifications are hereby approved.
2. The City Clerk and APEX Engineers shall prepare and cause to be inserted in the official newspaper and in other publications an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for 1 week, shall specify the work to be done, shall state that bids will be received by the City of New York Mills until 10:00 a.m. on March 10, 2020, at which

time they will be publicly opened in the City Council Chambers by the City staff and engineers, and will then be tabulated, and be considered by the City Council at 5:00 p.m. on March 10, 2020, in the city council chambers.

Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the City Council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by the required bid security payable to the city clerk for 5% of the amount of such bid.

Adopted this 11<sup>th</sup> day of February, 2020, by the City Council of the City of New York Mills.

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Mayor, Marsha Maki

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City Clerk, Julie Roberts

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**A motion was made by Hoaby and seconded by Roder to approve Resolution No. 02-11-2020b as presented. The motion carried without a dissenting vote.**

**New Business:**

**Resolution Acknowledging a Cash Donation to the City of New York Mills from the Wolf Lake Wolf Pack Baseball Club, Inc. for the Softball Concession Complex Project – Resolution No. 02-11-2020 was presented:**

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 02-11-2020**

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM WOLF LAKE WOLF PACK BASEBALL CLUB, INC. FOR THE SOFTBALL CONCESSION COMPLEX PROJECT**

**WHEREAS**, in January, 2020 the City of New York Mills received a donation from Wolf Lake Wolf Pack Baseball Club, Inc. for the softball concession complex project in the amount of \$2,000.

**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 \$2,000 from Wolf Lake Wolf Pack Baseball Club Inc. to the City of New York Mills for the softball concession complex project in the amount of \$2,000.

Adopted this 11th day of February, 2020 by the City Council of the City of New York Mills.

Marsha Maki, Mayor

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Julie Roberts, City Clerk

**A motion was made by Hoaby and seconded by Roder to approve Resolution No. 02-11-2020 as presented. The motion carried without a dissenting vote.**

**Approval of Increase to Water and Sewer Rates for 2020** – Clerk Roberts asked if there would be an increase to the water and sewer rates for 2020. She suggested an increase to water but to keep the sewer rates flat. Discussion ensued and Roberts will meet with the budget committee to determine a recommendation to the council at a later meeting.

**Resolution Acknowledging Cash Donation to the City of New York Mills from Farmers & Merchants State Bank for the NYM2025 Child Care Project – Resolution No 02-11-2020a was presented:**

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 02-11-2020a**

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM  
FARMERS & MERCHANTS STATE BANK**

**WHEREAS**, in January, 2020 the City of New York Mills received a donation from Farmers & Merchants State Bank for the NYM2025 Child Care 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 Farmers & Merchants State Bank to the City of New York Mills for the NYM2025 Child Care Project.

Adopted this 11th day of February, 2020 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 Hoaby and seconded by Hetland to approve Resolution No. 02-11-2020a as presented. The motion carried without a dissenting vote.**

**The council meeting was closed at 5:30 p.m. for a Public Hearing to Qualify Property for the Property Tax Rebate for New Single and Two-Family Homes.**

**The council meeting was resumed at 5:35 p.m.**

**Future Meeting Dates** – Regular meeting Tuesday, March 20, 2020, at 4:30 p.m., and Tuesday, April 14, 2020, Regular Meeting.

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

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

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

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

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

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

Respectfully submitted by,

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Julie A. Roberts  
City Clerk