

NEW YORK MILLS CITY COUNCIL
March 14, 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, and Hetland

Members Absent Hoaby

Staff Present City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Police Chief James Gritz, Liquor Store Manager Joan Koep

Guests Present NYM Dispatch Reporter Eric Bervig, City Attorney Sam Felix,

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 Maki to approve the agenda as presented. The motion carried without a dissenting vote.

Approval of Minutes -A motion was made by Hetland to approve minutes from the February 14, 2019, Regular Council Meeting. 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 requested approval to move bartender Bill Marske to 36 hours a week which includes making him a benefited employee. A group of local customers have started a pool league on Saturday mornings. This is not sponsored in any way by the bar. It has brought more customers in on Saturday afternoons and she appreciates the business. Koep is planning to get Twilight Jams Entertainment booked for some evenings through the upcoming year. She is also putting together some beer and wine tasting events. She is now meeting with her liquor store committee quarterly. Koep said her year to date net revenue is down from last year due to weather closing in January. However, the February numbers are up over prior year when comparing monthly numbers.

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

A motion was made by Maki and seconded by Hetland to approve the Liquor Store report as presented and approving changing Bill to 36 hour benefited position. The motion carried without a dissenting vote.

Fire Department Report –Fire Chief Brasel’s report was in the packet. Chief Brasel was not present at the meeting.

A motion was made by Hetland 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 part time officer, Kelby Jensen, has completed all paperwork and is available for shifts. Gritz requested time off in June. He had to change the order for the new squad vehicle. The cost for the new vehicle will be the same, however, the order could take up to 120 to complete and deliver. He will continue to rotate the other two squads until the new one is received. His group plans to participate in some TZD shifts over the next few weeks.

A motion was made by Maki 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 February 20, 2019. All loans are current. The revolving loan fund balance was at \$44,961.15. There was some discussion on ways to increase the revolving loan fund balance. Options for additional funds are being explored. Mikel Olson the OTC HRA gave an update on the projects they are working on in New York Mills. Katie Heppner from the Economic Alliance reported that her Jump Start program was going well in Menahga and she will be offering in to other members of the Economic Alliance in the future. Betsey Roder gave an update on the new OTC CDA. Roder also gave an update on the NYM2025 project. The next meeting was set for March 20, 2019.

A motion was made by Hetland 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. He was not present at the meeting.

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. Roberts asked the council to approve step raises for Bobbi Berndt to step 6 and Michael Pederson to step 6. Roberts reported that she has continued to respond to follow up questions on the annual audit by Eide Bailey. The auditors plan to present the audit results at the April council meeting. Mike Pederson has started the painting project on the City Hall Ballroom. Roberts has been working on coordinating some repairs that needed to be done at the property being sold at 580 Main Ave S. Roberts thanked the public works crew for all of the help in maintaining the property until it is sold. Cheri has been working on a welcome packet that has been on the wish list for a

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

while. She is getting close to being finished with it so it can be presented to the Civic and Commerce and the EDA. Roberts plans to be out of the office March 19-22, 2019, to attend the annual MCFOA conference.

A motion was made by Roderand seconded by Maki to approve the Administration report as presented along with the step raises as recommended by department heads. The motion carried without a dissenting vote.

Old Business:

Proclamation of Support for the NYM2025 “Cultivating Our Future” Strategic Framework—Latham Hetland gave an update on the progress of the group. They now have a final document that they strategic framework for cultivating our future. They are asking for a proclamation of support from the city council to go forward with the ideas outlined in the document. Roder also added that Otter Tail County has started this same type of process on a county wide basis and we should feel good about the fact that as a city we are on the same track.

A motion was made by Maki and seconded by Hetland to approve the Proclamation of Support for the NYM2025 “Cultivating Our Future” Strategic Framework. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m. None

Public Requests – None

New Business:

Centennial Realty Amendment to Listing Contract for Country View Lots – Roberts addressed the council about extending the listing for the Country View Lots with Centennial Realty. Roberts is requesting approval to extend the listings.

A motion was made by Hetland and seconded by Roder to approve the request to extend the listing agreement with Centennial Realty on the Country View Lots. The motion carried without a dissenting vote.

Request from East Otter Tail county Fair Board for donation – discussion ensued and no motion was made for making a donation

Resolution to Certify Unpaid Utility Bills – Resolution 03-14-2019 was presented.

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 03-14-2019

**RESOLUTION TO CERTIFY UNPAID UTILITY BILL TO THE COUNTY AUDITOR
FOR INCLUSION ON THE TAX ROLLS**

WHEREAS, the City of New York Mills has several past due utility accounts on residential and commercial properties;

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

WHEREAS, the City has attempted resolution of these accounts with the property owner but they remain unpaid;

WHEREAS, the City is authorized to collect these unpaid utility fees in accordance with City Ordinance #117, Section 1.05, Subdivision 8 and City Ordinance 106, section 106.01, and pursuant to Minnesota Statutes 443.015, 444.075, Subd. 3, 366.012, 415.01, 429.101, and 463.15 through 463.26.

WHEREAS, the City wishes to protect its interests in collection of these delinquent amounts in the event that any of these properties are sold or otherwise transferred to new owners, and desires to ensure that obligations of the current owners are certified to the property taxes to secure the City's right to collect these charges in the event that any ownership transfers occur.

FURTHERMORE, it is now deemed necessary to certify the unpaid amounts due and payable to the Otter Tail County Auditor to be collected with the 2019 real estate taxes payable in 2020, or from the sales proceeds in the event of any property sales, for these subject debts as follows:

- 1) PARCEL 73000990331001, 118 Smith Ave. , Owner(s) Rustin Kawlewski
Water \$73.17, Sewer \$245.44, Gas \$62.28 or total due of \$380.89.
- 2) PARCEL 73000080010000, 406 Co. Hwy. 56, Owner(s) David Nelson
Water \$, Sewer \$374.20, Gas \$, or total due of \$374.20.
- 3) PARCEL 73000990046000, 123 N. Broadway Ave., Owner(s) Patrick & Jeanette Nilson
Water \$73.17, Sewer \$245.44, Gas \$62.28, or total due of \$380.89.
- 4) PARCEL 73000080013000, 17 Lawrence St. W., Owner(s) Cody Davison
Water \$568.93, Sewer \$767.06, Gas \$128.21, or total due of \$1464.20.
- 5) PARCEL 73000080014000, 13 Lawrence St. W., Owner(s) Joseph Weappa & Christina Olson
Water \$111.53, Sewer \$374.06, Gas \$168.24, or total due of \$653.83.
- 6) PARCEL 40000990377000, 419 Walker Ave. S., Owner(s) Merton (Dennis) Swenson
Water \$165.10, Sewer \$830.56, Gas \$0, or total due of \$995.66.
- 7) PARCEL 73000990139000, 32 Main Ave. N., Owner(s) Allan & Lisa Jergenson
Water \$223.18, Sewer \$485.59, Gas \$95.44, or total due of \$804.21.
- 8) PARCEL 73000990176000, 105 Main Ave. S., Owner(s) Marjorie Frey
Water \$111.53, Sewer \$374.06, Gas \$95.44, or total due of \$581.03.
- 9) PARCEL 40000070048001, 560 Camelot Rd., Owner(s) Christian & Lynda Thompson
Water \$, Sewer \$, Gas \$177.41, or total due of \$177.41.

Totals to be certified: Water \$1326.61, Sewer \$3696.41, Gas \$789.30, or total due of \$ 5812.32

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT the above named property owners will be sent a final billing and certification notice, in the format as shown in Exhibit A attached hereto, providing a final deadline for payment in full of the outstanding amounts due prior to certification to the Otter Tail County Auditor. Any of the above listed utility amounts which remain unpaid as of 3:00 p.m. on Friday, March 29, 2019, will be submitted to the Otter Tail County Auditor's office for certification as provided herein.

Adopted by the New York Mills City Council this 14th Day of March, 2019

Julie Gerber, Mayor

Julie Roberts, City Clerk

EXHIBIT A

NOTICE OF PENDING
PROPERTY OWNER ASSESSMENTS

Parcel # _____ Physical Address: _____

Owner: Mr. or Ms. Last Name
Your mailing address
New York Mills, MN 56567

YOU ARE HEREBY NOTIFIED of a pending assessment on your property due to the delinquency in payment of the following fees owed to the city:

Water \$ _____, Sewer \$ _____, Gas \$ _____.

TOTAL \$ _____.

The city is authorized to collect these unpaid fees in accordance with City Ord. # 117, Sect. 1.05, Subd. 8 and MN Statutes 443.015, 444.075 Subd. 3, 366.012, and 415.01.

You will have until 3:00 P.M. on Friday, March 29, 2019, to pay the above total amount and avoid having this special assessment certified to the Otter Tail County Auditor to be collected with your 2019 real estate tax payable in 2020 or upon sale or transfer of ownership of the property. If certification becomes necessary, an additional Administrative Fee of \$10.00 will be added.

If you have any questions concerning this assessment, please feel free to contact me at 385-2213.

Julie Roberts
City Clerk

March 14, 2019

A motion was made by Maki and seconded by Roder to approve Resolution No. 03-14-2019 as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Council Support for the Rural Business Development Grant for Revolving Loan Funds 3-31-2019 – Resolution 03-14-2019a was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 03-14-2019a

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

RESOLUTION ACKNOWLEDGING COUNCIL SUPPORT FOR THE RURAL BUSINESS DEVELOPMENT GRANT FOR REVOLVING LOAN FUNDS 3-31-2019

WHEREAS, the City of New York Mills is currently looking for funds to increase the Revolving Loan Funds available to expand businesses in the city,

WHEREAS, the City of New York Mills has been made aware of grant funds available through the USDA for a Rural Business Development Grants,

WHEREAS, the New York Mills Economic Authority will determine the amount of their current revolving loan funds that will be used to match the new grant funds.

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 Rural Business Development Grant from the USDA to be used to increase the Revolving Loan Fund available to support business development in that the City currently .

Adopted this 14th day of March, 2019, by the City Council of the City of New York Mills.

Julie L. Gerber, Mayor

Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Maki to approve Resolution No. 03-14-2019a as presented. The motion carried without a dissenting vote.

Discussion regarding Transfer of Funds from Utility Funds to Cover the Cost of the Land Purchase at 580 Main Ave S, New York Mills – Clerk Roberts explained the when the land was purchased the funds were taken out of the general fund. It has been evaluated and determined the percentage of benefit to each of the utility funds and the general fund. Roberts is suggesting a transfer of \$25,000 from the Gas Fund, \$20,000 from the Water Fund and \$20,000 from the Sewer Fund be transferred to the General Fund to cover the cost of the land purchase.

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

Approval to put tillable acres on parcel 73000170161000 out for bid to be farmed for 2019 season – Clerk Roberts asked council approval to advertise for bids for the farmland on parcel 73000170161000 for the 2019 growing season.

A motion was made by Hetland and seconded by Maki to approve advertising for bits on parcel 73000170161000. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meeting Tuesday, April 9, 2019, at 4:30 p.m. and Tuesday, May 14, 2019, at 4:30 p.m.

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

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

A motion was made by Roder and seconded by Maki to approve the bills as presented along with an additional bill for \$1,000 to Sharon Bash. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.

A motion was made by Maki and seconded by Roderto 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 5:17 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk