

NEW YORK MILLS CITY COUNCIL
May 12, 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. The meeting was available in person or via Zoom teleconference platform.

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, Fire Chief Ryan Brasel

Guests Present NYM Dispatch Reporter Natalie Hilden,

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

Clerk Roberts asked to add an item to the agenda under new business regarding support for applying for a USDA grant for the childcare.

A motion was made by Nesland and seconded by Hetland 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 April 14, 2020, Regular Meeting. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Communications & Recognitions – Included in the packet was the second quarter payment request for the Regional Cultural Center support.

Department Reports

Liquor Store Report –Clerk Roberts presented the Liquor Store Report. Gross sales for the month of March were down over prior year by 6%. The bar was closed for the month due to the Covid-19 governor order. Net revenue for the month of April were down 5% over prior year. Year to date over prior year the net revenues were up 1%. The off sale hours remain 11am -6 pm Monday through Saturday.

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

Fire Department Report – Chief Brasel’s report was included in the packet. There were 17 calls for the month of April. Brasel reported that regular meetings and training have been suspended, but officer meetings are still being held. Brasel presented a request to replace the 2004 Ford pickup with a 2014 Ford pickup. The purchase would be paid for with the capital reserve account funds for the fire department. Roder asked the question as to if there was a need for such a large upgrade at this time. Brasel explained that the new truck is larger and the miles on the truck are much lower. The truck has been in service for ten years. Brasel said he plans to move the extra equipment from the old truck to the new one before liquidating the truck through the auto auction.

A motion was made by Nesland to acknowledge receipt and review of the Fire Department Reports as presented and to approve moving forward with the purchase of the 2014 Ford pickup. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. Officer Berndt is trying to come up with a way to finish the DARE program that was started at the school before the shut down. Gritz received a request for guidance on having some sort of commemoration for Memorial Day. He is contacting the Department of Public Safety to get guidance and will relay the information.

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

Public Works Report – Kyle Mattson’s report was included in the packet. Mattson reported that at the last Public Works Committee meeting there was discussion regarding several dilapidated properties in the city and what the next steps should be to ensure public safety. Clerk Roberts responded that she is planning to get approval to place a bid with the County for one of the properties in questions. Mattson said he is not happy with the service and training that has been provided through MMUA for safety training and is exploring some other options. Mattson reported that he discovered if he uses the grant received from the Department of Health to do exploratory testing for a new well, it will be wasted because they will have to cap off anything that is done during exploratory testing. He is planning to change the plan to actually drilling a 12” well that could then be used in the future. Discussion ensued and it was determined that this would be a better plan and use of the funds.

A motion was made by Nesland to acknowledge receipt and review of the Public Works Report as presented and to move forward with the well plan on the southpoint property. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Administration Report – Roberts’ report was in the packet. There were two step raises due in the upcoming month. Roberts reported that she has been spending time training in the new bar manager. City administrative staff have been working on back burner projects to keep busy. The staff have been taking some time off to help with distance learning and lack of work load. Mike has been painting in the city building, fire hall, and senior center. Cheri has reported that there have been several zoning permits processed in the last month. Roberts has also been working on financing options for the main lift station project.

A motion was made by Roder to acknowledge receipt and review of the Administration Report as presented. 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:

Financial Consent Agenda –

The payment of financial claims information for the month of April was included 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.

The financial information for the month of April was included in the packet.

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

Old Business and Tabled Items:

COVID-19 Information/Updates:

Mattson said he has been in contact with the pool inspector for more direction regarding the pool opening for the summer. The inspector indicated that they would have more guidance after May 18. There is a Park Board Meeting on Thursday, May 14, 2020.

Roberts reported that the Liquor Store On Sale remains closed and the Jacobson is working on plans to extend the Off Sale hours before the Memorial Day Holiday Weekend.

User Agreement between NYM School District and City of New York Mills – Clerk Roberts reported that the school has approved the agreement and she will work with them to get the signed documents in place.

A motion was made by Hetland and seconded by Roder to approve the User Agreement Between NYM School District and the City of New York Mills. The motion carried without a dissenting vote.

Police Union Contract – A meeting is scheduled for May 13, 2020 with the Personnel Committee. The attorney used for union negotiations is contacting the union to schedule the next meeting.

New Business:

Resolution Acknowledging Grant Funds Received from Otter Tail County Community Development Authority for the NYM2025 Childcare Project – Resolution No. 05-12-2020 was present:

CITY OF NEW YORK MILLS, MINNESOTA

CITY OF NEW YORK MILLS,

MINNESOTA

RESOLUTION NO. 05-12-2020

RESOLUTION ACKNOWLEDGING GRANT FUNDING TO THE CITY OF NEW YORK MILLS FROM OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AUTHORITY

WHEREAS, in May, 2020 the City of New York Mills received grant funding from Otter Tail County Community Development Authority for the NYM2025 Child Care Project in the amount of \$50,000.

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 grant funding of \$50,000 from Otter Tail Community Development Authority to the City of New York Mills for the NYM2025 Child Care Project.

Adopted this 12th day of May, 2020 by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Roder and seconded by Hetland to approve Resolution No. 05-12-2020 as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Grant Funds Received from Minnesota Department of Employment and Economic Development for the NYM2025 Childcare Project – Resolution No. 05-12-2020a was present:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 05-12-2020a

RESOLUTION ACKNOWLEDGING GRANT FUNDING TO THE CITY OF NEW YORK MILLS FROM MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

WHEREAS, in May, 2020 the City of New York Mills received grant funding from Minnesota Department of Employment and Economic Development for the NYM2025 Child Care Project in the amount of \$60,000.

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 grant funding of \$60,000 from Minnesota Department of Employment and Economic Development to the City of New York Mills for the NYM2025 Child Care Project.

Adopted this 12th day of May, 2020 by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Nelsand to approve Resolution No. 05-12-2020a as presented. The motion carried without a dissenting vote.

Financing Option for the Main Lift Station Project – Clerk Roberts presented two options for financing the Main Lift Station Project with revenue bonds. One was from Minnesota Rural Water and the other was from Northland Securities. Discussion ensued and it was indicated that both options could be offered to local banks for first option. There was a question as to if the Minnesota Rural Water option would be offered to local banks as first option.

A motion was made by Nesland to proceed with Minnesota Rural Water if they actually would be offering first option local banks, if not then proceed with Northland Security. The motion was seconded by Maki.

Resolution to Certify Unpaid Utility Bills to County Auditor for Inclusion on the Tax Roll – Resolution No. 05-12-2020b was present:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 05-12-2020b

**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;

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 2020 real estate taxes payable in 2021, or from the sales proceeds in the event of any property sales or transfers, for these subject debts as follows:

- 1) PARCEL 73000990424000, 112 Pleasant Lane , Owner(s) Lynn Hart

FINAL Minutes
June 11, 2020

Water \$72.95, Sewer \$182.85, Gas \$359.48 or total due of \$615.28.

- 2) PARCEL 73000990233000, 210 Tousley Ave. S., Owner(s) Josh Balcer
Water \$130.18, Sewer \$241.19, Gas \$294.92, or total due of \$666.29.
- 3) PARCEL 73000990327000, 406 Gilman St. E., Owner(s) Jennifer Windels
Water \$78.52, Sewer \$193.30, Gas \$410.88, or total due of \$682.70.
- 4) PARCEL 730009901019000, 106 Walker Ave. N., Owner(s) Brad & Heather Lehmann
Water \$83.79, Sewer \$178.12, Gas \$520.39, or total due of \$782.30.
- 5) PARCEL 73000990215000, 102 Walker Ave. S., Owner(s) Carissa & Nicholas Mitchell/Travis Pickar
Water \$70.45, Sewer \$217.81, Gas \$786.26, or total due of \$1,074.52
- 6) PARCEL 73000990178000, 203 Main Ave. S., Owner(s) Alicia & James Schwarzrock
Water \$250.48, Sewer \$498.51 , Gas \$776.05, or total due of \$1,525.04
- 7) PARCEL 73000090081000, 112 Cornwell Ave., Owner(s) David Wenzel
Water \$131.01, Sewer \$242.32, Gas \$323.63, or total due of \$696.96
- 8) PARCEL 73000990369001, 29 Centennial 84 Dr. W., Owner(s) Peter Mursu
Water \$0 , Sewer \$0 , Gas \$17,026.51, or total due of \$17,026.51
- 9) PARCEL 73000080021000, 13 Gilman St. E., Owner(s) Michael & David Kyllonen
Water \$272.69, Sewer \$254.04, Gas \$390.47, or total due of \$917.20
- 10) PARCEL 73000990217000, 108 Walker Ave. S., Owner(s) Michael Davis
Water \$119.33, Sewer \$231.90, Gas \$415.67, or total due of \$766.90
- 11) PARCEL 730000990434000, 208 Larson Court, Owner(s) Tom Gerber
Water \$204.66, Sewer \$293.03, Gas \$210.95 or total due of \$708.64

Totals to be certified: Water \$1414.06, Sewer \$2533.07, Gas \$21515.21, or total due of \$25462.34

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 Wednesday, May 27, 2020, 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 12th Day of May, 2020

Marsha Maki, Mayor

Julie Roberts, City Clerk

EXHIBIT A

NOTICE OF PENDING
PROPERTY OWNER ASSESSMENTS

Parcel # _____ Physical Address: _____

FINAL Minutes
June 11, 2020

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 Wednesday, May 27, 2020, to pay the above total amount and avoid having this special assessment certified to the Otter Tail County Auditor to be collected with your 2020 real estate tax payable in 2021 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

A motion was made by Hetland and seconded by Nelsand to approve Resolution No. 05-12-2020b as presented. The motion carried without a dissenting vote.

Discussion Regarding Letter from the City Mayor to Governor Walz and Lt. governor Peggy Flannagan – A resident had brought up the idea of sending a letter to the governor and Lt. governor regarding putting the control to the city to reopen their business. Discussion ensued and no motion was made to draft a letter.

Class of 2020 Proclamation – Other cities have passed Proclamations acknowledging their graduating class of 2020. Clerk Roberts asked if the Council would like to do so and a sample was presented to the Council.

A motion was made by Hetland and seconded by Roder to approve the Proclamation for the Class of 2020 as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation from New York Mills Fire Relief Association to the City of New York Mills for the Lucas Machine– Resolution No. 05-12-2020c was present:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 05-12-2020c

RESOLUTION ACKNOWLEDGING CASH DONATION TO THE CITY OF NEW YORK MILLS FROM THE NEW YORK MILLS FIRE RELIEF ASSOCIATION TO PURCHASE A LUCAS MACHINE

WHEREAS, in May, 2020 the City of New York Mills received a cash donation from the New York Mills Fire Relief Association for the Purchase of a LUCAS machine in the amount of \$16,156.77.

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 \$16,156.77 from the New York Mills Fire Relief Association to the City of New York Mills for the purchase of a LUCAS machine.

Adopted this 12th day of May, 2020 by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Roder and seconded by Hetland to approve Resolution No. 05-12-2020c as presented. The motion carried without a dissenting vote.

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

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

Respectfully submitted by,

Julie A. Roberts
City Clerk