

NEW YORK MILLS CITY COUNCIL
May 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 Maki, Hoaby, Roder, and Hetland

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, City Attorney Sam Felix

Call to Order The meeting was called to order at 4:33 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. The motion carried without a dissenting vote.

Approval of Minutes -A motion was made by Roder to approve minutes from the April 9, 2019, Regular Council Meeting. The motion was seconded by Hetland. 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 copy of the liquor store financials were included in the packet.

A motion was made by Hetland and seconded by Roder to approve the Liquor Store report as presented. 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. James is planning a practice shoot at the end of May or early in June. Chief Gritz will be out for four weeks for paternity time. He has his shifts covered by the part-time officers. Officer Saewert completed his second year of teaching D.A.R.E. He put new tires on the 2015 Explorer. He is still waiting on when the delivery date of the new squad will be. The officers took part in TZD shifts focusing on Distracted Driving. Later in May they will be doing TZD shifts focused on seatbelt usage.

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

EDA Report – Betsy Roder addressed the Council concerning the EDA meeting held on April, 24, 2019. All loans are current. The revolving loan fund balance was at \$50,826.51. There was one loan request from Three Brothers’ Coffee. The loan was approved contingent on additional financing being secured. May 9, 2019 there was an Economic Alliance Open House in Sebeka. The Vice-Chair position has been moved to Marsha Maki. The USDA Grant application was submitted. Mills Manor opened on April 15, 2019. There was a childcare update given. Betsy Roder gave an update on the NYM 2025 project. Katie was not present at the meeting. Next meeting is scheduled for May 15, 2019, at 8:30 a.m.

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

Public Works Report – Kyle Mattson’s report was included in the packet. Mattson handed out a pipeline safety survey to the council members to complete. He noted a correction to his report. Basis on the gas contract should be .15 not .29 cents. Kyle asked that the council support the lock in at \$3.08 through 2025. Mattson met with a contractor to get quotes on repaving the back City Hall parking lot and the Library parking lot. Mattson included in his packet some quotes for new locating equipment. He asked for approval to purchase the used one that was in the packet.

A motion was made by Roder and seconded by Hetland to approve the Public Works report as presented and to purchase the used locator and to lock into \$3.08 for gas until 2025. The motion carried without a dissenting vote.

Administration Report – Roberts’ report was in the packet. Roberts asked the council to approve the step raise for Julie Roberts to step 4, contingent on the recommendation of the council after her performance review. Mike is planning to get the area outside of the city office painted grey before the wedding season begins. Clerk Roberts attended the second year of clerk’s institute the week of May 6th. The work comp audit was completed on May 13, 2019. There were no findings. Clerk Roberts will be trying to fill the part-time bartender position at the request of Joan Koep. Roberts has been doing what she can to help out in the liquor store and bar in Joan Koep’s absence.

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

Park Board Report – Marsha Maki reported on the Park Board meeting that was held on May 2, 2019. The board reviewed repairs and clean up that needs to be done this summer. They approved \$250 for the community garden. Diane and Judy Dykhoff were asked to do the flower display in Central Park this year.

Expansion on the Lund Park project has been put on hold for a time period. Matt is getting quotes for cement slabs and basketball rim sets installed in the parks.

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

Open Forum – 5:00 p.m. None

Public Requests – None

Old Business:

Resolution No. 05-14-2019 – Accepting the Mayor Resignation – Resolution 05-14-2019 was presented

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 05-14-2019

A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY.

WHEREAS, the New York Mills City Council has received the written resignation of Julie Gerber, effective on April 9, 2019.

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

1. The council accepts Julie Gerber's resignation as described above.

The council declares that a vacancy exists on council effective on April 9, 2019.

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

Marsha Maki, Mayor

Attested

Julie A. Roberts, City Clerk

A motion was made by Roder and seconded by Hoaby to approve Resolution 05-14-2019 as presented. The motion carried without a dissenting vote.

Land Lease for 580 Main Ave. South Acreage – One bid proposal was received for the rental of the land at 580 Main Ave South. Dennis Tigges' bid was included in the packet. A new development has been introduced regarding putting a walking trail on part of the property that is included in this bid. Discussion ensued.

A motion was made by Hoaby and seconded by Hetland to accept the bid proposal with modification of the amount of acres if the walking trail plan is approved later in this meeting. The motion carried without a dissenting vote.

Applications for Council Vacancy – Two applications were received for the council vacancy, Monica Hatch and Jerry Nesland. Discussion ensued.

Appointment of Mayor, Acting Mayor and Council Member

A motion was made by Hetland and seconded by Roder to appoint Marsha Maki as the new Mayor.

Mayor Maki appointed Jerry Nesland to the vacant council member seat until the end of 2020. All council members were in favor of the appointment, there were no “no” votes. Mayor Maki appointed Josh Hoaby to the acting-mayor position. Hetland and Roder were in favor of the appointment, Hoaby abstained from voting.

New Business:

Resolution No. 05-14-2019a – Resolution Requesting Comprehensive Road and Transit Funding – Resolution 05-14-2019a was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

**RESOLUTION NO. 05-14-2019a
A RESOLUTION REQUESTING
COMPREHENSIVE ROAD AND TRANSIT FUNDING**

WHEREAS, all Minnesota communities benefit from a sound, efficient, and adequately funded transportation system that offers diverse modes of travel; and

WHEREAS, the integrity of Minnesota’s transportation infrastructure is dependent upon long-term planning and ongoing maintenance, both of which require dedicated and sustainable revenue sources; and

WHEREAS, current funding for roads, bridges, and transit systems across all government levels in Minnesota is inadequate, and this under-investment diminishes quality of life for Minnesota residents and hinders Minnesota’s progress as a national business, economic, and civic leader; and

WHEREAS, Minnesota’s transportation system is failing to meet the capacity needs necessary to sustain population growth and promote economic development; and

WHEREAS, many rural roads are not built to modern safety standards and are not meeting the needs of industries that depend on the ability to transport heavy loads; and

WHEREAS, insufficient state funding has delayed regionally significant road construction and reconstruction projects across Minnesota; and

WHEREAS, transportation infrastructure maintenance and improvement costs significantly contribute to rising property taxes; and

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

WHEREAS, for every one dollar spent on maintenance, a road authority—and therefore taxpayers—save seven dollars in repairs; and

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles—or 16 percent--are owned and maintained by Minnesota's 853 cities; and

WHEREAS, almost 85 percent of all municipal streets are not eligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars, but have benefitted from the creation of the Small Cities Assistance Account; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes, and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city—large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF New York Mills that this Council requests that the Minnesota Legislature pass and Governor Tim Walz sign a comprehensive and balanced transportation funding package that permanently increases dedicated funding for transportation; and

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF New York Mills that this Council defines a comprehensive and balanced transportation funding package as an initiative that permanently increases dedicated funding for state and local road and transit systems in Greater Minnesota and the Metropolitan Area.

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF New York Mills that this Council requests an omnibus transportation funding bill that provides additional dedicated state funding for city streets, including funding that can be used for non-MSA city street maintenance, construction, and reconstruction.

ADOPTED by the New York Mills City Council on May 14, 2019.

Marsha Maki, Mayor

Julie A. Roberts, City Clerk

A motion was made by Hetland and seconded by Hoaby to approve Resolution No. 05-14-2019a as presented. The motion carried without a dissenting vote.

Resolution No. 05-14-2019b – Resolution Setting signatory Authority at Farmers and Merchants State Bank– Resolution 05-14-2019b was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 05-14-2019b

RESOLUTION SETTING SIGNATORY AUTHORITY

WHEREAS, the Mayor Julie Gerber has resigned her position as Mayor effective March 29, 2019;
and

WHEREAS, the Acting Mayor Marsha Maki will be completing the current mayor term that will expire December 31, 2020.

NOW THEREFORE, BE IT RESOLVED AND HEREBY AFFIRMED BY THE CITY COUNCIL OF THE CITY OF NEW YORK MILLS, MINNESOTA that the officers of the City with signatory authority on the City’s financial accounts and holdings include Mayor Marsha Maki, City Clerk Julie A. Roberts, Treasurer Allan L. Berube, Administrative Assistant Jenny Geiser, and Assistant Treasurer Rosemary Becker, as set forth in the Corporate Authorization Resolution provided by the City’s depository institution, the Farmers and Merchants State Bank, New York Mills, Minnesota.

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

Marsha Maki, Mayor

Julie A. Roberts, City Clerk

A motion was made by Hoaby and seconded by Hetland to approve Resolution No. 05-14-2019b as presented. The motion carried without a dissenting vote.

Resolution No. 05-14-2019c -- Resolution Acknowledging Council Setting Signature Authority at Central Minnesota Credit Union – Resolution 052-14-2019c was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 05-14-2019c

RESOLUTION SETTING SIGNATORY AUTHORITY

WHEREAS, the Mayor Julie Gerber has resigned her position as Mayor effective March 29, 2019;
and

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

WHEREAS, Darla Berry resigned her position as City Clerk in August of 2017. Julie Roberts was hired to replace Darla Berry as City Clerk.

WHEREAS, the Acting Mayor Marsha Maki will be completing the current mayor term that will expire December 31, 2020.

WHEREAS, the City of New York Mills has accounts with Central Minnesota Credit Union, New York Mills, MN

NOW THEREFORE, BE IT RESOLVED AND HEREBY AFFIRMED BY THE CITY COUNCIL OF THE CITY OF NEW YORK MILLS, MINNESOTA that the officers of the City with signatory authority on the City’s financial accounts and holdings include Mayor Marsha Maki, City Clerk Julie A. Roberts, Treasurer Allan L. Berube, Administrative Assistant Jenny Geiser, and Assistant Treasurer Rosemary Becker.

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

Marsha Maki, Mayor

Allan L. Berube, Treasurer

Julie A. Roberts, City Clerk

Rosemary Becker, Assistant Treasurer

Jenny Geiser, Administrative Assistant

A motion was made by Roder and seconded by Hoaby to approve Resolution No. 05-14-2019c as presented. The motion carried without a dissenting vote.

Otter Tail County Scenic Byways Sign Replacement– Clerk Roberts explained that Otter Tail County is working on a project to replace the scenic byway signs that are located in Otter Tail County. Several of the cities that have the byway signs have approved paying for the signs that are in their communities. New York Mills has a sign in Central Park. Roberts asked if the council would approve paying for the replacement sign at a cost of \$646.50.

A motion was made by Hetland and seconded by Hoaby to approve the expense and pay Otter Tail County for the cost of the sign being replaced in Central Park. The motion carried without a dissenting vote.

League of Minnesota Cities Liability Coverage Waiver- The Liability Coverage Waiver was included in the packet. Clerk Roberts asked for the council’s approval to sign the waiver which would state that the city does not waive the monetary limits on municipal tort liability established by Minn Stat. 466.04.

A motion was made by Roder and seconded by Hetland to approve Clerk Roberts to sign the insurance form. The motion carried without a dissenting vote.

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NYM2025 Recreation Trail Committee – Request for use of city property –Latham Hetland addressed the council regarding a walking and recreational trail. The group has spoken to the NYM Lions Club about spearheading the trail. The Lions have agreed to spearhead the project with the NYM2025 Recreational Trail Committee. The Lions Club will agree to fund up to \$60,000 of the project and volunteer labor and resources. The Committee is asking permission to put the first phase of the trail on the eighty acre piece of property the City purchased at 580 Main Ave S. Kyle Mattson has been working on this committee in order to keep the City involved in the development of the plan. Discussion ensued.

A motion was made by Hoaby and seconded by Roder to grant permission to put the first phase of the walking and recreational trail on the property as requested. The motion carried without a dissenting vote.

Discussion of Making an Offer to Purchase Property owned by BNSF Railway – Clerk Roberts would like to put a bid into BNSF for the property known as Central Park and the Corner Lot located at the southeast corn of Centennial 84 Dr and Main Ave S. She has proposed making an offer to try to obtain ownership of the Central Park and to be able to redevelop the corner lot.

A motion was made by Hetland and seconded by Hoaby to approve Clerk Roberts to make an offer of \$45,000 total for the two lots. The motion carried without a dissenting vote.

Request from the Cultural Center to use The Barn Shelter at no fee – Roder requested on behalf of the Cultural Center to be able to use the Barn Shelter at the Sculpture Park at a reduced fee or no fee. Discussion ensued. It was determined that the City and the Cultural Center need to create a User Agreement for future use of the Barn and Gazebo structure at a reduced fee or no fee. A decision for this one time request was discussed.

A motion was made by Hoaby and seconded by Hetland to allow the Cultural Center to use the Barn structure at no fee for the two week period for the Puppet Pageant workshop this summer. A User Agreement will be created between the two entities for future use. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meeting Thursday, June 13, 2019, at 4:30 p.m. and Tuesday, July 9, 2019, at 4:30 p.m.

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

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

The public portion of the meeting was closed at 6:00 p.m. to do the Performance Evaluation for the City Clerk.

FINAL Minutes
June 14, 2019

The closed session ended at 6:25 and the public portion of the meeting was reopened.

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

The meeting was adjourned at 6:26 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk