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, Hoaby and Hetland

Members Absent  Roder

Staff Present  City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Public Works Director Kyle Mattson, Liquor Store Manager Joan Koep, City Treasurer Al Berube

Guests Present  NYM Dispatch Reporter Eric Bervig,

Call to Order  The meeting was called to order at 4:31 p.m.  A quorum was present.

Additions, Changes or Deletions to Agenda and Approval of Final Agenda

A motion was made by Maki and seconded by Hetland to approve the agenda.  The motion carried without a dissenting vote.

Approval of Minutes - A motion was made by Maki to approve minutes from the April 10, 2018 minutes.  The motion was seconded by Hoaby.  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 Maki 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 which she referred to as she addressed the Council.  Koep reported that she held the first trivia night in the bar.  She felt it pulled in some customers that would not have been in the bar otherwise.  She reported there was a good crowd for the beer and wine tasting event that was held.  Koep has added karaoke one weekend evening per month beginning in May.  She also has Twilight Jams Entertainment scheduled a few times this summer.  She is working on finding entertainment for the fall and winter months.  Koep attended the MMBA conference April 29 – April 30, 2018.  Koep reported that both Miller and Coors reported that they are experiencing lower sales than previous years.  Koep reported that she is having a much easier time of evaluating her expenses and financials due to the assistance she has been getting from Clerk Roberts.

A motion was made by Hoaby and seconded by Maki 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.

The City of New York Mills is an equal opportunity provider and employer.
A motion was made by Hetland and seconded by Maki 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.

A motion was made by Hetland and seconded by Hoaby to approve the Police report as presented including the approval for expenses to make repairs at the gun range. The motion carried without a dissenting vote.

**EDA Report** – Julie Gerber addressed the Council concerning the EDA meeting held on April 18, 2018. All loans are current. The revolving loan fund balance was at $170,104.89. Bonnie Dykoff asked if there was anyone else interested in putting a bid in on a home in Wadena and moving it to New York Mills. Bonnie reported that the price on the Sharehouse buildings is being reduced. Nick Roder was at the meeting to introduce Katie Bobich from WCEDA. Anthony Anderson is looking for a building to expand his fire pit business. Discussion was had regarding giving an EDA loan to someone if they are outside of city limits. There was an update on the Country View and Broadway lot sales. Clerk Roberts gave the EDA developers update. The nursing home is closing. The next meeting will be May 16, 2018.

A motion was made by Maki and seconded by Hoaby 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 reported that there was a water issue on Miller Street. They found that the service connection that was installed on the grocery store property failed. There will be some costs for dewatering and a temporary service line while the repair was made. The street sweeper that was purchased came in $9,000 under budget. Our main lift station failed and prompted an immediate repair. This was in the budget. Mattson has received estimates on replacing the lights on the Lund signs at both end of CSAH 84. He is planning to replace the current lights with new LED lights. Mattson included information on the Frontier Precision Geospatial Work plan. He is now going to check with APEX to see what it would cost for APEX to do this work. Mattson also reported that the lights at the Russ Jacobson field will need to be replaced before the summer of 2019. Hetland asked if there was any further contact with Jennie-O on the gas utility. Mattson reported that he has not heard any more from them.

A motion was made by Hetland and seconded by Hoaby to approve the Public Works report as presented including the lighting upgrade to the Lund signs on CSAH 84 and step raises for his department. The motion carried without a dissenting vote.

**Open Forum** – 5:00 p.m.

At 5:01 p.m., Mayor Gerber asked whether anyone present wished to address the Council. No one responded, so the Public Forum was concluded.

**Public Requests** – None

**Department Reports continued:**

**Administration Report** – Roberts’ report was in the packet. There is one step raise due before the next council meeting. Raises will be subject to employee evaluation recommendations. Roberts requested the council’s approval to move forward with the GovNetPay debit and credit card process. There will be no costs to the City to use this service. Fees are passed to the customer. Roberts attended the first year of Clerk’s Institute April 30 – May 4, 2018. She reported that she learned a great deal and looks forward to attending next year. Our City Attorney plans to retire at the
end of 2018 so Roberts has been getting information from other attorneys so the City can choose a new attorney. The roof repair on the city hall building has been completed.

A motion was made by Maki and seconded by Hoaby to approve the Administration report as presented and approved to move forward with the GovNetPay service and approve the step raises subject to performance review. The motion carried without a dissenting vote.

Old Business:

Resolution to Bid on Tax Forfeited Property at 103 Main Ave S. — Resolution No. 05-08-2018 was presented:

CITY OF NEW YORK MILLS,
MINNESOTA
RESOLUTION NO. 05-08-2018
RESOLUTION REQUESTING ACQUISITION OF TAX FOREITED PROPERTY

WHEREAS, there are certain non-conservation lands within the City limits of New York Mills, Minnesota as follows:

   Section 8, Township 135, Range 037, Blowers Addition Lot 3, Blk 2.  
   Parcel 73000990175000

WHEREAS, the described parcel has been forfeited to the State of Minnesota for non-payment of property tax.

NOW THEREFORE, BE IT RESOLVED, that the City of New York Mills requests the conveyance of Parcel 7300099017500 for use for a future utility easement and as an area to store snow piles in the winter months.

Adopted this 8th day of May, 2018, by the City Council of the City of New York Mills.

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Julie L. Gerber, Mayor

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Julie A. Roberts, City Clerk

A motion was made by Hetland and seconded by Hoaby to approve Resolution No. 05-08-2018 as presented. The motion carried without a dissenting vote.
New Business:

Resolution Accepting Grant Money from USDA for Civil Defense Siren -- Resolution No. 05-08-2018a was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 05-08-2018a

RESOLUTION ACKNOWLEDGING AND ACCEPTING GRANT FUNDS TO THE CITY OF NEW YORK MILLS FOR A CIVIL DEFENSE SIREN FROM THE U.S. DEPARTMENT OF AGRICULTURE

WHEREAS, the City of New York Mills has received grant funds totaling $15,000.00 from the U.S. Department of Agriculture to be used for a Civil Defense Siren.

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 grant funds of $15,000.00 from the U.S. Department of Agriculture.

Adopted this 8th day of May, 2018, by the City Council of the City of New York Mills.

Julie L. Gerber, Mayor

Julie A. Roberts, City Clerk

A motion was made by Hoaby and seconded by Maki to approve Resolution No. 05-08-2018a as presented. The motion carried without a dissenting vote.

Resolution Accepting Community Change Make Grant from West Central Initiative -- Resolution No. 05-08-2018b was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 05-08-2018b

RESOLUTION ACKNOWLEDGING AND ACCEPTING COMMUNITY CHANGE MAKER GRANT FUNDS TO THE CITY OF NEW YORK MILLS FROM WEST CENTRAL INITIATIVE

WHEREAS, the City of New York Mills has received grant funds totaling $5,000.00 from West Central Initiative to be used for the New York Mills Strategic Framework Development Project.

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 grant funds of $5,000.00 from West Central Initiative.

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A motion was made by Hoaby and seconded by Maki to approve Resolution No. 05-08-2018b as presented. The motion carried without a dissenting vote.

Presentation of 2017 Annual Audit – Eide Bailly – Luke Evenson – A telephone conference call was made to Luke Evenson at Eide Bailly. Evenson reviewed the results of the 2017 annual audit. The City of New York Mills was given a clean audit opinion. This indicates that the information has been presented reasonably and fairly. He presented the bond proceeds unspent and year end. He reported that the general fund’s ability to meet the debt payments is at 113%. The general fund receipts are made up of 45% inter-government, 26% property tax and special assessments, 17% charges for services, and 12% other. The general fund disbursements are made up of 42% public safety, 23% general government costs, 14% culture and recreation, 12% streets, and 9% other. The general fund budget vs actual reflected a surplus of $2,984. The general fund’s unrestricted balance as a percentage of disbursements was at 86.2%.

Future Meeting Dates – Regular meetings are scheduled for Tuesday, June 12, 2018 at 4:30 p.m., and Tuesday, July 10, 2018 at 4:30 p.m.

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

A motion was made by Hoaby and seconded by Maki to approve the payment of bills as presented and to pay the gas bills once received and a bill for Twilight Jams for the May 18 performance. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.

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

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

The meeting was adjourned at 5:42 p.m.

Respectfully submitted by,

[Signature]
Julie A. Roberts
City Clerk

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