

NEW YORK MILLS CITY COUNCIL
November 12, 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, Roder, Hetland, Hoaby, and Nesland

Members Absent None

Staff Present City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Public Works Director Kyle Mattson, and Police Chief James Gritz, Liquor Store Manager Joan Koep

Guests Present NYM Dispatch Reporter Jim Arno, Otter Tail County CDA Director Amy Baldwin, Apex Engineering Michael Weber

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

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 Nesland to approve minutes from the October 8, 2019, Regular Council Meeting,. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Updates/Consent Agenda – Acting Mayor Maki noted the updates and consent agenda items as listed on the Agenda.

A motion was made by Roder and seconded by Hetland to acknowledge receipt and review of the consent agenda. The motion carried without a dissenting vote.

Department Reports

Liquor Store Report – Joan Koep was present at the meeting but did not address the council. A Liquor Store report was included in the packet. Clerk Roberts reviewed the comparison to prior year information that was in the packet. Clerk Roberts requested approval for the hiring of Julia Roggenkamp as a part time bartender. Clerk Roberts also pointed out that Manager Koep is requesting a nine day vacation leave in December. This will need to be approved by the council per the employee manual. Clerk Roberts reported at the current time, Koep has 40 hours of vacation on the books.

A motion was made by Roder to acknowledge receipt and review of the Liquor Store Report as presented including the approval to hire Julie Roggenkamp and approval of Koep's vacation request. The motion was seconded by Hetland. 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.

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

Police Report – Chief Gritz' report was included in the packet. Chief Gritz has a night/adverse weather shoot scheduled for later in November. Officer Friedsam has completed his training and is now working some shifts. The new squad vehicle is finally in service. Gritz will be scheduling the other squads for body repairs and some recall issues on both units.

A motion was made by Hoaby 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.

EDA Report – Marsha Maki gave the EDA report. The EDA meeting was held on October 16, 2019. All loans were current. There was discussion on the job description for an Economic Developer. There was an update given on the progress of the walking trail. Julie Roberts gave an update on the progress of the child care project. Roberts reported that the child care project has received a \$50,000 grant from OTC CDA and a \$60,000 grant from DEED. The next meeting is scheduled for November 20, 2019.

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 Energy Economics Inc. conducted a system wide third party lead survey of our natural gas system. No pipeline leaks were found, there were some minor leaks on meter sets that have since been repaired. EEI also assisted with our annual cathodic protection survey on the pipeline, all readings were found to be within specifications. Mattson's staff has completed the sand/salt pile mixing. Mattson attended classes for continuing education for water and wastewater licenses. Ten tons of cold mix asphalt was purchased from Wadena Asphalt, this will be enough for next year. Mattson attended a LMCIT meeting regarding Property Preservation Surveys. His department is working on getting the winter equipment ready for the season. A gas line was installed under CSAH84 for the Lumber Depot storage garages. The ice rink lights need to be replaced, Mattson is gathering quotes for both LED and Metal halide options. The cost for the LED lights is higher, but the life on the lights is about five times as long and they consume less energy. Mattson reminded the council that the Wellhead Protection Plan Public Meeting will be held at 5:30 p.m. during the December 10, 2019, council meeting.

A motion was made by Hetland to acknowledge receipt and review of the Public Works Report as presented and to approve going forward with the LED light option for the ice rink. The motion was seconded by Hoaby. The motion carried without a dissenting vote.

Administration Report – Roberts’ report was in the packet. There were three raises due in the upcoming month. Roberts continues to work on the 2020 budget. Roberts is planning to attend the OTC HRA meeting on November 21, 2019, to discuss the purchase agreement for 2018 S Tousley. New signs have been placed on the entrances to the city hall building. Mike has also started to bring the new colors from the ballroom down into the entrance area on the main floor of the building. Office staff has volunteered to help with some of the Tree Festival planning and work.

A motion was made by Nesland to acknowledge receipt and review of the Administration Report as presented and to approve step raises upon recommendation of department heads. The motion was seconded by Hoaby. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m. None

Public Requests – None

Old Business:

West Central Initiative Support for 2019-2022 – A letter outlining an increase in support was received from West Central Initiative. This was approved at a previous meeting but the updated letter was just received. This is in the packet for information purposes only.

New Business:

Apex Engineering – Main Lift Station and CIP Plan – Michael Weber – Michael Weber presented a preliminary engineering report for the main lift station improvements. Three different options were discussed for the project. Michael Weber’s report was included in the packet.

A motion was made by Nesland to accept the Main Lift Station Report and proceed to final design. The motion was seconded by Hoaby. The motion carried without a dissenting vote.

Otter Tail County Community Development Agency Single and Two Family Abatement Tax Rebate – Amy Baldwin – Baldwin presented an initiative that her agency is trying to support. The initiative is called the Big Build. Otter Tail County is trying to inspire growth within the county. They are on a plan to add 5,000 new front doors to the county by 2025. The OTC CDA has developed a program that would offer a tax rebate for new construction or significant rehab of single family homes. She presented the idea of the city developing a companion program to help stimulate the growth in the county. She explained the process that would need to be done in order to get parcels qualified for the county tax rebate. If the city would like to create a companion program, Amy Baldwin explained her agency would serve as a resource for the program.

Request from the Library Board to increase the number of hours for the part time position recently posted. – Clerk Roberts explained that the library board would like to increase the number of hours for the part time position that they currently have posted. The city has provided the wages and benefit costs to the library budget from the general fund. Discussion ensued on the cost involved with the request and the need for the additional hours.

A motion was made by Roder to approve the additional hours requested by the library board. There was no second made to the motion and the motion died.

Resolution Acknowledging Cash Donation to the City of New York Mills from Allan and Jana Berube for the NYM2025 Childcare Project – Resolution No 11-12-2019 was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 11-12-2019

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM ALLAN
AND JANA BERUBE**

WHEREAS, in October, 2019 the City of New York Mills received a donation from Allan and Jana Berube for the NYM2025 Child Care Project in the amount of \$100.00.

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 \$100.00 from Allan and Jana Berube to the City of New York Mills for the NYM2025 Child Care Project in the amount of \$100.00.

Adopted this 12th day of November, 2019 by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Nesland and seconded by Hetland to approve Resolution No. 11-12-2019 as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation to the City of New York Mills from the Brunswick Boat Group for the Softball Concessions Complex Project – Resolution No 11-12-2019a was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 11-12-2019a

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM
BRUNSWICK BOAT GROUP FOR THE SOFTBALL CONCESSION COMPLEX PROJECT**

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

WHEREAS, in October, 2019 the City of New York Mills received a donation from Brunswick Boat Group for the softball concession complex project in the amount of \$25,000.00.

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 \$25,000.00 from Brunswick Boat Group to the City of New York Mills for the softball concession complex project in the amount of \$25,000.00.

Adopted this 12th day of November, 2019 by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Hoaby and seconded by Roder to approve Resolution No. 11-12-2019a as presented. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meeting Tuesday, December 10, 2019, at 4:30 p.m., Tuesday, December, Truth In Taxation Public Hearing December 10, 2019, at 6:00 p.m., and January 14, 2020, Regular Meeting

Closed Session – Discussion of Country View Lot Offers – The regular meeting was closed to the public at 6:30 p.m. to discuss the offers received for two Country View Lots. The public meeting was reopened at 6:36 p.m.

A motion was made by Hoaby to not approve the offers on the Country View Lots. The motion was seconded by Nesland. The motion carried without a dissenting vote.

Payment of Claims - Mayor Maki noted the bills are as presented in the packet. In addition there will be bills from Viking Gas and Constellation.

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

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

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

DRAFT Minutes
November 19, 2019

The meeting was adjourned at 6:40 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk