NEW YORK MILLS CITY COUNCIL  
November 13, 2018  
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 4:33 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, and Hetland  

Members Absent Roder, Hoaby  

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

Guests Present NYM Dispatch Reporter Eric Bervig, Dale Jokela, and Roger Bentley  

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  

Hetland asked that an Update on NYM2025 be added to Old Business.  

A motion was made by Hetland and seconded by Hoaby to approve the agenda with the addition of an Update on NYM2025 to Old Business. The motion carried without a dissenting vote.  

Approval of Minutes - A motion was made by Maki to approve minutes from the October 9, 2018 minutes. The motion was seconded by Hetland. 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 Maki and seconded by Hetland 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 reviewed her expenses for the month and noted that she is about $100 short of covering her transfers for the year. Football Sundays are starting to pick up now that the weather is getting colder. She will be doing a beer tasting at the kick-off for the Tree Festival. She will be doing the wine tasting for the Cultural Center on their fundraiser night during the Tree Festival. She has a cooler reset scheduled for November 19, 2018.  

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 Liquor Store report as presented. The motion carried without a dissenting vote.

Fire Department Report – Fire Chief Brasel’s report was in the packet. Brasel was not in attendance at the meeting. Clerk Roberts pointed out that Chief Brasel is looking for approval of a new hire of Kurt Fahlen for the fire department roster.

A motion was made by Hetland and seconded by Maki to approve the Fire Department report as presented including the new hire of Kurt Fahlen. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. Gritz referred to his report as he addressed the Council. Chief Gritz has received a letter of resignation from Offer Rud. Rud’s last day with the City of New York Mill as a full time officer is November 13, 2018. Gritz has advertised for the open position and requested approval from the council to fill the vacant position. Gritz had to take the 2013 Charger squad out of service due to the extent of repairs it needs at this time and it is due to be cycled out at the end of this year. He has received quotes for a new vehicle to be delivered in January 2019. Gritz asked the council to approve the purchase of the new squad. The officers will be doing extra shifts focused on DWI enforcement later in the month of November.

A motion was made by Hetland and seconded by Maki to approve the Police report as presented to go forward with replacing the full-time officer position, and approved ordering a new squad to be delivered in January 2019. The motion carried without a dissenting vote.

EDA Report – Julie Gerber addressed the Council concerning the EDA meeting held on October 24, 2018. All loans are current. The revolving loan fund balance was at $134,499.38. There group was asked for their ideas on what to feature in the advertising for the New York Mills pages in the Otter Tail Lake Country Magazine. Katie Heppner from the Economic Alliance completed the Auto Bremer grant application for the childcare project. She is now working on a Blandin grant for the daycare project. Clerk Roberts gave an update on the activity on the HRA housing projects in town. The next EDA meeting will be on November 21, 2018.

A motion was made by Maki and seconded by Hetland 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 said his department installed two new gas service lines, one for a home and one for a grain dryer. Mattson is working on putting a bid packet and specifications together for the North 67 Gas Extension project for 2019. Al Berube asked if Mattson felt the project would be feasible and Mattson felt it looked very positive. He is also planning to check into going south of town in the future. Mattson reported that there has been a lot of dumping at the city compost site. He asked if he should look into installing a chain link fence and having posted hours for dumping or if we should fence it off and not allow residents to dump their compost there anymore. He asked for the Council’s input. Discussion ensued and the council felt we should start with better signs that designate what can be dumped and to put something in the newspaper. If this does not solve the issue, the Council would then discuss fencing the area. Mattson also asked if he could have approval to hire a temporary part time person to cover the work the normal part time seasonal help does in the winter months.
A motion was made by Maki and seconded by Hetland to approve the Public Works report as presented along with approval to hire a temporary seasonal part-time person for snow removal this season. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m.

At 5:00 p.m., Mayor Gerber asked whether anyone present wished to address the Council. No one responded, so the Public Forum was concluded.

Public Requests – Dale Jokela addressed the Council with a request to lower the amount of utility reimbursement that the Senior Citizens Center pays monthly to the City. Clerk Roberts was asked to look into the subject and to bring the information to the Council at a later date. Dale Jokela had entered a request to speak about the sweeping of his sidewalk by the City. This was not discussed when he addressed the Council. Jokela also asked the Council if they would be in support of him donating his lot on Miller Street for a veteran’s memorial. The Council responded that if the plans to donate the property materialized, the Council would consider the donation at that time.

Department Reports Cont’d:

Administration Report – Roberts’ report was in the packet. Clerk Roberts requested approval for two step raises that would be scheduled on December 7, 2018. Roberts requested approval from the Council to list the farmstead acquired with the Tumberg Farm, 580 Main Ave South, with Centennial Realty. Roberts also requested that the City Office have permission to close at Noon on December 24, 2018. Clerk Roberts reported that the elections on November 6, 2018, went smoothly and were very well attended.

A motion was made by Hetland and seconded by Maki to approve the Administration report as presented, the step raises, subject to supervisor recommendation, and to allow the City Office to close at noon on December 24, 2018. The motion carried without a dissenting vote.

Old Business:

Resolution of Support for the Safe Routes to School Plan – Resolution 11-13-2018 was presented:

CITY OF NEW YORK MILLS,  
MINNESOTA  
RESOLUTION NO. 11-13-2018  
RESOLUTION OF SUPPORT FOR THE SAFE ROUTES TO SCHOOL PLAN

WHEREAS, the City of New York Mills supports policies and programs that focus on health and wellness and healthier community environments; and

WHEREAS, the health and safety of children is of highest concern to the citizens of the City of New York Mills; and

The City of New York Mills is an equal opportunity provider and employer.
WHEREAS, walking and biking can help enhance the health and overall physical activity of children, improve air quality and the environment, and reduce traffic congestion and speed in and around school zones; and

WHEREAS, Safe Routes to School is a national and international movement to create safe, convenient, and fun opportunities for children to walk and bike to school; and

WHEREAS, Safe Routes to School efforts help remove barriers to walking and biking to school through improvement of infrastructure and facilities and the creation of education, encouragement, engineering, enforcement, and evaluation programs; and

WHEREAS, having safer routes to and from schools can decrease pedestrian and bicycling related injuries, not just for students, but for the entire community; and

WHEREAS, it is fitting that the City of New York Mills recognize the importance of making walking and biking to school a safe activity.

NOW THEREFORE, BE IT RESOLVED, that the City of New York Mills will participate in and support the Safe Routes to School Plan initiative in order to gain the benefits mentioned above and strengthen the quality of life for City of New York Mills students, families, and neighborhoods.

Adopted this 13th day of November, 2018, 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 the Resolution 11-13-2018 as presented. The motion carried without a dissenting vote.

NYM 2025 Update – Lathem Hetland addressed the Council. Trends that have surfaced in the survey process is that we need to maintain the town as a safe place to live, focus on downtown revitalization, create a walking/biking path, and create affordable housing. There will a community meeting on December 4, 2018, at 2:00 p.m. to continue with the next steps to the NYM 2025 plan.

New Business:

Approval of Changes to Petty Cash Policy – Clerk Roberts presented a revised petty cash policy that removed individuals’ names and replaced them with the title of the person responsible for the petty cash. By doing this we will not have to revise the policy every time there is a personnel change.

A motion was made by Hetland and seconded by Maki to approve the changes to the Petty Cash Policy as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation from the VFW Post 3289 --Resolution 11-13-2018a was presented:

The City of New York Mills is an equal opportunity provider and employer.
RESOLUTION NO. 11-13-2018a

RESOLUTION ACKNOWLEDGING CASH DONATION TO THE CITY OF NEW YORK MILLS FROM VFW POST 3289

WHEREAS, the City of New York Mills has received a cash donation of $2,000 for the Sculpture Park Gazebo 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 the cash donation of $2,000 from the VFW Post 3289 for the Sculpture Park Gazebo Project.

Adopted this 13th day of November, 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 Roberts, City Clerk

A motion was made by Hetland and seconded by Maki to approve Resolution No. 11-13-2018a as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation from the Otter Tail Power for NYM 2025 Project - Resolution 11-13-2018b was presented:

RESOLUTION NO. 11-13-2018b

RESOLUTION ACKNOWLEDGING CASH DONATION TO THE CITY OF NEW YORK FROM OTTER TAIL POWER COMPANY

WHEREAS, the City of New York Mills has received a cash donation of $1,000 for the NYM 2025 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 the cash donation of $1,000 from the Otter Tail Power Company for the NYM 2025 project.

Adopted this 13th day of November 2018, by the City Council of the City of New York Mills.

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 Resolution No.10-09-2018b as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation from New York Mills Lions for the New York Mills Fire Department - Resolution 11-13-2018c was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 11-13-2018c

RESOLUTION ACKNOWLEDGING CASH DONATION TO THE CITY OF NEW YORK MILLS FIRE DEPARTMENT FROM NEW YORK MILLS LIONS CLUB

WHEREAS, the City of New York Mills has received a cash donation totaling $5000.00 from the New York Mills Lions Club for the New York Mills Fire Department.

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 $5000.00 from the New York Mills Lions Club.

Adopted this 13th day of November, 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 Hetland and seconded by Maki to approve Resolution No.10-09-2018c as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation from BNSF Foundation for the New York Mills Fire Department - Resolution 11-13-2018d was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 11-13-2018d

The City of New York Mills is an equal opportunity provider and employer.
RESOLUTION ACKNOWLEDGING CASH DONATION TO THE CITY OF NEW YORK MILLS FIRE DEPARTMENT FROM BNSF FOUNDATION

WHEREAS, the City of New York Mills has received a cash donation totaling $5000.00 from the BNSF Foundation for the New York Mills Fire Department for a heart monitor.

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 $5000.00 from the BNSF Foundation.

Adopted this 13th day of November, 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 Maki to approve Resolution No.10-09-2018d as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation from Tri County Hospital for the New York Mills Fire Department - Resolution 11-13-2018e was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 11-13-2018e

RESOLUTION ACKNOWLEDGING CASH DONATION TO THE CITY OF NEW YORK MILLS FIRE DEPARTMENT FROM TRI COUNTY HOSPITAL

WHEREAS, the City of New York Mills has received a cash donation totaling $1000.00 from the Tri County Hospital for the New York Mills Fire Department for a heart monitor.

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 $1000.00 from the Tri County Hospital.

Adopted this 13th day of November, 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 Maki and seconded by Hetland to approve Resolution No.10-09-2018e as presented. The motion carried without a dissenting vote.

The City of New York Mills is an equal opportunity provider and employer.
Resolution Acknowledging Cash Donation from Cynthia Ailie for the New York Mills Fire Department
- Resolution 11-13-2018f was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 11-13-2018f

RESOLUTION ACKNOWLEDGING CASH DONATION TO THE CITY OF NEW YORK MILLS FIRE DEPARTMENT FROM CYNTHIA AILIE

WHEREAS, the City of New York Mills has received a cash donation totaling $3,873.20 from Cynthia Ailie for the New York Mills Fire Department.

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 $3,873.20 from the Cynthia Ailie.

Adopted this 13th day of November, 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 Maki to approve Resolution No.10-09-2018f as presented. The motion carried without a dissenting vote.

Canvassing of November 6, 2018, General Election Results – Clerk Roberts presented the information on the local election. Mayor Gerber was reelected. Council members Marsha Maki and Joshua Hoaby were also reelected.

Future Meeting Dates – Regular meeting and TNT Public Hearing are scheduled for Tuesday December 11, 2018, at 4:30 p.m. and 6:01 p.m. respectively and Tuesday, January 8, 2019, at 4:30 p.m.

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

A motion was made by Maki and seconded by Hetland to approve the payment of bills as presented along with the gas bills when received and travel reimbursements for election judges. 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.

The City of New York Mills is an equal opportunity provider and employer.
Adjournment - A motion was made by Maki and seconded by Hetland to adjourn. The motion carried without a dissenting vote.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted by,

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Julie A. Roberts
City Clerk