

NEW YORK MILLS CITY COUNCIL
October 8, 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 Jenny Geiser, Public Works Director Kyle Mattson, and Police Chief James Gritz

Guests Present NYM Dispatch Reporter Jim Arno

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 Hoaby 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 September 10, 2019, Regular Council Meeting,. The motion was seconded by Nesland. 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 Liquor Store report was included in the packet.

A motion was made by Hoaby to acknowledge receipt and review of the Liquor Store Report as presented. The motion was seconded by Roder. 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 for August and September.

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

Police Report – Chief Gritz’ report was included in the packet. A report was included in the council packet. The officers completed the yearly use of force training which was put on by the Perham Police Department. Officer Smith will be attending his required driving school training in the month of October. The new squad vehicle has been delivered and now has its graphics. It will now be taken to Code 4 Services to have the equipment installed. The department participated in some extra patrols focusing on seat belt usage. The department is working on getting the patrol vehicles ready for winter. Gritz reported that one of the part time officers, Kelby Jensen, has taken a position in Duluth so we will be losing him from our roster.

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

EDA Report – Marsha Maki gave the EDA report. The EDA meeting was held on September 18, 2019. All loans were current. There was discussion on the job description for an Economic Developer. No final decision about the job duties was made. There was an update given on the progress of the walking trail. It was decided to continue contributing to the advertising in the Otter Tail Lakes County Magazine. Julie Roberts gave an update on the progress of the child care project. There was some discussion about some incentives that Perham is doing through the Perham EDA. There was discussion about the development of the city property along with an update from Betsy that the Otter Tail County CDA is trying to develop a county wide new housing plan. They are working to add a mile of new front doors, or 5,280 new housing units. The next meeting is scheduled for October 16, 2019.

A motion was made by Hoaby to acknowledge receipt and review of the EDA 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 KLM Engineering performed the annual inspection of the water tower, he is still waiting on their report, but some of the recommendation for repairs included painting of the tower. This was last done in 2009. When this is done the tower will be down for about two weeks. Mattson will work with them to determine a plan for that maintenance item. Mattson reported that a gas leak survey is currently in process. Mattson sent out a letter and a copy of our draft Wellhead Protection Plan Part 2 to the MDH required LGU recipients, they will have 60 days to review and comment on the plan. There will be a public meeting at the December 10, 2019, council meeting at 5:30 p.m. A resident contacted Mattson regarding the increased population of skunks in the city. Discussion ensued. Clerk Roberts will check with other cities to find out what they do to help citizens with this issue and report back to Mattson.

A motion was made by Hoaby to acknowledge receipt and review of the Public Works 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

Department Reports Cont’d:

Administration Report – Roberts’ report was in the packet. There were no step raises due in the upcoming month. Roberts attended the Regional LMC meeting in Perham on September 26, 2019. Roberts attended the Lions Board Meeting on October 7, 2019, to request direction on who to work with on reviewing the

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rental contract for the ballroom to include a requirement to use the Lions Bar. More people are not using the Lions for their dance and the liability to the city is growing. Roberts requested permission to fund the progress on the childcare facility at 218 S. Tousley with general fund dollars and request reimbursement from the grant money they have received from DEED and the OTC CDA. They are both reimbursement type grant dollars. City Engineer Jon Pratt has requested a review of the services agreement between Apex and the City. Roberts has forwarded these documents to City Attorney Sam Felix for his input. Roberts requested permission to repair a long term issue that has been happening with toilets backing up in the women's bathroom for the liquor store level of the building. The fix will cost the city approximately \$1,500.

A motion was made by Nesland to acknowledge receipt and review of the Administration Report as presented, to grant permission to repair the first floor bathroom and to use general fund dollars to start the construction of the childcare project and receive reimbursement from the DEED and OTC CDA grant. The motion was seconded by Hoaby. The motion carried without a dissenting vote.

Old Business: None

New Business:

Resolution Acknowledging Council Support for the Otter Tail County Community Development Agency Grant for the NYM2025 Child Care Project – Resolution No 10-08-2019 was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 10-08-2019

RESOLUTION ACKNOWLEDGING COUNCIL SUPPORT FOR THE OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AGENCY GRANT FOR THE NYM2025 CHILD CARE PROJECT
WHEREAS, the City/Township of New York Mills has identified a proposed project within the City/Township that meets the Otter Tail County Community Development Agency (CDA) Community Growth Partnership Grant program's purposes and criteria; and
WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Community Growth Partnership Grant program guidelines; and
WHEREAS, the City has the legal authority to apply for financial assistance; and
NOW THEREFORE BE IT RESOLVED that the City/Township of New York Mills approves the application for funding from the Otter Tail County CDA Community Growth Partnership Grant program.
BE IT FURTHER RESOLVED that upon approval of its application by the Otter Tail County CDA, the Mayor, Marsha Maki, the City Clerk, Julie Roberts, are hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted this 8th day of October, 2019, 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 Nesland to approve Resolution No. 10-08-2019 as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation to the City of New York Mills from the New York Mills Lions Club for the Walking Trail – Resolution No 10-08-2019a was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 10-08-2019a

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

WHEREAS, in September, 2019 the City of New York Mills received a donation from New York Mills Lions Club for the walking trail project in the amount of \$1,500.00.

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 \$1,500.00 from the New York Mills Lions Club to the City of New York Mills for the walking trail project in the amount of \$1,500.00.

Adopted this 8th day of October, 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. 10-08-2019a as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation to the City of New York Mills from Lake Region Electric Cooperative Trust for the Walking Trail – Resolution No 10-08-2019b was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

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RESOLUTION NO. 10-08-2019b

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM LAKE
REGION ELECTRIC COOPERATIVE TRUST**

WHEREAS, in September, 2019 the City of New York Mills received a donation from Lake Region Electric Cooperative Trust for the walking trail project in the amount of \$5,000.00.

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 \$5,000.00 from the Lake Region Electric Cooperative Trust to the City of New York Mills for the walking trail project in the amount of \$5,000.00.

Adopted this 8th day of October, 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. 10-08-2019b as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation to the City of New York Mills from the Whistle Stop Bed and Breakfast for the NYM2025 Child Care Pod Project – Resolution No 10-08-2019c was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 10-08-2019c

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM
WHISTLE STOP BED AND BREAKFAST**

WHEREAS, in September, 2019 the City of New York Mills received a donation from Whistle Stop Bed and Breakfast 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 the Whistle Stop Bed and Breakfast to the City of New York Mills for the NYM2025 Child Care Project in the amount of \$100.00.

Adopted this 8th day of October, 2019 by the City Council of the City of New York Mills.

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Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Roder to approve Resolution No. 10-08-2019c as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation to the City of New York Mills from Kenneth Nelson for the Softball Concession Complex Project – Resolution No 10-08-2019d was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 10-08-2019d

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM
KENNETH NELSON FOR THE SOFTBALL CONCESSION COMPLEX PROJECT**

WHEREAS, in September, 2019 the City of New York Mills received a donation from Kenneth Nelson for the softball concession complex project in the amount of \$5,000.00.

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 \$5,000.00 from Kenny Nelson to the City of New York Mills for the softball concession complex project in the amount of \$5,000.00.

Adopted this 8th day of October, 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. 10-08-2019d as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Cash Donation to the City of New York Mills from K.L.N. Enterprises for the Softball Concession Complex Project – Resolution No 10-08-2019e was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 10-08-2019e

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM K.L.N. ENTERPRISES FOR THE SOFTBALL CONCESSION COMPLEX PROJECT

WHEREAS, in October, 2019 the City of New York Mills received a donation from K.L.N. Enterprises for the softball concession complex project in the amount of \$5,000.00.

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 \$5,000.00 from K.L.N. Enterprises to the City of New York Mills for the softball concession complex project in the amount of \$5,000.00.

Adopted this 8th day of October, 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. 10-08-2019e as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Minnesota DEED Child Care Economic Development Grant to the City of New York Mills for the NYM 2025 Child Care Project – Resolution No 10-08-2019f was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 10-08-2019f

RESOLUTION ACKNOWLEDGING MINNESOTA DEED CHILD CARE ECONOMIC DEVELOPMENT GRANT TO THE CITY OF NEW YORK MILLS for the NYM2025 CHILD CARE PROJECT

WHEREAS, the City of New York Mills has received a grant totaling \$60,000 from Minnesota DEED for the purchase use on the #NYM2025 Child Care Project.

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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 of \$60,000 from Minnesota DEED Child Care Economic Development Grant.

Adopted this 8th day of October, 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 Roder to approve Resolution No. 10-08-2019f as presented. The motion carried without a dissenting vote.

Resolution Acknowledging Otter Tail County Community Development Agency Grant to the City of New York Mills for the NYM 2025 Child Care Project – Resolution No 10-08-2019g was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 10-08-2019g

**RESOLUTION ACKNOWLEDGING OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AGENCY
GRANT TO THE CITY OF NEW YORK MILLS FOR THE NYM2025 CHILD CARE PROJECT**

WHEREAS, the City of New York Mills has received a grant totaling \$50,000 from Otter Tail County Community Development Agency for use on the NYM2025 Child Care 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 grant of \$50,000 from Otter Tail County Community Development Agency.

Adopted this 8th day of October, 2019, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie A. Roberts, City Clerk

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A motion was made by Hetland and seconded by Hoaby to approve Resolution No. 10-08-2019g as presented. The motion carried without a dissenting vote.

Resolution Acknowledging City & township Winter Maintenance Agreement – Resolution No. 10-08-2019h was presented:

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 10-08-2019h

RESOLUTION ACKNOWLEDGING CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT

BE IT RESOLVED, that the following request is approved by the City or Township and Otter Tail County is hereby authorized to provide the materials and or services as requested below.

BE IT RESOLVED, that the work will be included in our regular maintenance or after our regular maintenance work is completed.

CITY/TOWNSHIP	<u>City of New York Mills</u>
TYPE OF REQUEST	<u>SALT/SAND MATERIALS</u>
APPROX. QUANT.	<u>25 TON</u>
APPROX. COST	<u>\$34.00 Per Cubic Yard or \$24.50 Per Ton</u>

BE IT FURTHER RESOLVED, that the City or Township will be responsible for all cost of materials and services provided.

Adopted this 8th day of October, 2019, 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. 10-08-2019h as presented. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meeting Tuesday, November 12, 2019, at 4:30 p.m., Tuesday, December 10, 2019, at 4:30 p.m., Truth In Taxation Public Hearing December 10, 2019, at 6:00 p.m.

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Payment of Claims - Acting 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 Hoaby 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 Hetland and seconded by Hoaby 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 meeting was adjourned at 5:31 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk