NEW YORK MILLS CITY COUNCIL  
December 12, 2017  
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 4:32 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, Roder, Hoaby, Maki and Hetland

Members Absent  None

Staff Present  City Clerk Julie Roberts, Administrative Assistant Jenny Geiser, Police Chief James Gritz, 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 4:32 p.m. A quorum was present.

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

There was a correction noted in the spelling of Legried Community Pool on the Final Agenda.

A motion was made by Roder and seconded by Maki to approve the agenda with the correction of the spelling of Legried. The motion carried without a dissenting vote.

Approval of Minutes - A motion was made by Hetland to approve minutes from the November 14, 2017, Regular Meeting. 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 informed the Council that she has a new part time bartender. Erika Leija has started working part time in the bar and the Off Sale. Koep informed the Council that the assistant manager, Cinda Huff, was no longer employed by the municipal. Her last day was November 22, 2017. The wine tasting event for the Cultural Center during the Christmas Tree Festival was a successful night. Sales were up from the prior year wine tasting event. Koep reviewed some of that challenges that the liquor store faces with lower sales and competition. On review of her financials she noted that she is at $3,596 profit before operating transfers YTD. She has started digging deeper into payroll and expenditures to try to find areas of savings.

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

Fire Department Report – Chief Brasel’s report was in the packet. There were 20 fire calls in the month of November. The new SCBA’s arrived and will be put in service the middle of December after training has been
completed with them. Chief Brasel met with a representative from the Insurance Service Office. ISO will be sending an updated report in a couple of months.

A motion was made by Hoaby and seconded by Maki to approve the Fire Department report. The motion carried without a dissenting vote.

Police Report – Chief Gritz’ report was included in the packet. The department will be completing yearly use of force training on December 27, 2017, which is being put on by the Perham Police Department. Chief Gritz has completed the first month of NIBRS reporting. The department has been participating in some TZD overtime shifts focused on impaired driving. These shifts will continue through the end of the calendar year.

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

EDA Report – Julie Gerber addressed the Council concerning the EDA meeting held on November 22, 2017. All loans are current. The revolving loan fund balance was at $166,282.80, with $122,852.79 of EDA funds and $43,430.011 of MIF funds. The plan to use the County building for daycare is still moving forward. The project has moved into the design phase. An update was given on the tax forfeiture lots. The HRA is interested in purchasing three of the lots before they go to auction.

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. Mayor Gerber asked if anyone had comment on his report. Hoaby pointed out that Mattson is looking for approval to make some purchases for a water/wastewater sample analyzer and associated equipment. Mattson is also requesting volunteers for the interview process for the open position within his department. Hetland, Gerber and Hoaby volunteered to be on the hiring committee if needed.

A motion was made by Hoaby and seconded by Maki to approve the Public Works report and the purchase of the water/wastewater sample analyzer and associated equipment. 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. She noted there were three step raises coming up that would need approval subject to having performance reviews completed. Roberts continues to work on the Emergency Siren Grant Application. Eide Bailly has scheduled the 2017 annual audit for the week of February 18, 2018.

A motion was made by Hetland and seconded by Roder to approve the Administration report as presented and approve the step raises subject to performance reviews. The motion carried without a dissenting vote.

Old Business:

The City of New York Mills is an equal opportunity provider and employer.
Invoice from Otter Tail County -- The City has received the invoice from Otter Tail County for the CSAH 84 Project. A copy of the invoice was included in the packet and an email from Jon Pratt, City Engineer, with his recommendation to pay. No Action was needed on this topic. This was included for informational purposes only and the invoice is included in the Payments of Claims.

New Business:

SCDP Grant Application Statement -- A signed statement from Latham Hetland was included in the packet. Hetland has applied for a SCDP to do improvements to his residence. If he is approved for the grant he states that he will abide by all regulations of the program. His statement was so noted and no action item was needed on the statement.

3.2 Liquor License Application from Backwoods BBQ -- An application was presented to the Council from Backwoods BBQ to request a 3.2 Liquor License for the restaurant. Discussion ensued.

A motion was made by Hoaby and seconded by Roder to approve the license application as presented pending proof of insurance. The motion carried without a dissenting vote.

Wine and Strong Beer License Application from Backwoods BBQ – An application was presented to the Council from Backwoods BBQ to request a Wine and Strong Beer Liquor License for the restaurant. Discussion ensued.

A motion was made by Hoaby and seconded by Maki to approve the license application as presented pending proof of insurance. The motion carried without a dissenting vote.

Annual Appointments & Setting of Depositories and Newspaper – The annual appointments and setting of depositories and newspaper needs to be completed at the January 2018 meeting. Committee members will not change for 2018. Mayor Gerber and Clerk Roberts will check with other appointment personnel and a motion will be made at the January 2018 meeting.

License Renewals for 2018 – A handout was included in the packet that addressed the renewals of liquor and cigarette licenses for calendar year 2018.

A motion was made by Roder and seconded by Hetland to approve the license renewals for 2018 as presented. The motion carried without a dissenting vote.

Anonymous Cash Donation to the City of New York Mills Fire Department – Resolution No. 12-12-2017 was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 12-12-2017

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM AN ANONYMOUS DONOR

The City of New York Mills is an equal opportunity provider and employer.
WHEREAS, in December of 2017 the City of New York Mills received a donation from an anonymous donor for the New York Mills Fire Department in the amount of $3,735.49.

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 $3,735.49 from an anonymous donor for the New York Mills Fire Department.

Adopted this 12th day of December 2017 by the City Council of the City of New York Mills.

Julie Gerber, Mayor

Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Hoaby to approve Resolution No. 12-12-2017 as presented. The motion carried without a dissenting vote.

Minnesota Darkhouse Association East Otter Tail Chapter bench donation to City of New York Mills for Legried Pool – Resolution No. 12-12-2017a was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 12-12-2017a

RESOLUTION ACKNOWLEDGING A DONATION OF TWO BENCHES TO THE CITY OF NEW YORK MILLS FROM THE EAST OTTER TAIL CHAPTER OF THE MN DARKHOUSE ASSOCIATION

WHEREAS, in December of 2017 the City of New York Mills received a donation from the East Otter Tail Chapter of the MN Darkhouse Association for the Legried Community Pool.

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 donation of two benches from the East Otter Tail Chapter of the MN Darkhouse Association for the Legried Community Pool.

Adopted this 12th day of December 2017 by the City Council of the City of New York Mills.

Julie Gerber, Mayor

Julie Roberts, City Clerk

A motion was made by Hoaby and seconded by Roder to approve Resolution No. 12-12-2017a as presented. The motion carried without a dissenting vote.
Future Meeting Dates – Regular meetings are scheduled for Tuesday, January 9, 2018 at 4:30 p.m., and Tuesday February 13, 2018 at 4:30 p.m.

Payment of Claims - Mayor Gerber noted the bills are as presented in the packet. She noted there will be additional bills for F&M State Bank and Gas billings for November.

A motion was made by Hoaby and seconded by Hetland to approve the payment of bills as presented, along with the F&M State Bank bill and the Gas billings for November once they are received. 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.

Regular Meeting was recessed at 5:33 for the Public Hearing on Truth In Taxation Presentation

6:01 p.m. Public Hearing on Truth In Taxation (minutes will be documented separately)

Public Hearing Closed at 6:30 p.m.

Regular Council Meeting Re-opened at 6:31 p.m.

New Business Continued—

Final 2018 Budget/Levy discussion –

A motion was made by Maki and seconded by Hoaby to approve the certification and adoption of the 2018 Budget as presented. The motion carried without dissenting vote.

Adoption of the 2018 pay Equity Scale with a 3% COLA per budget – This item was tabled until the January 9, 2018 Regular Council Meeting.

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

The meeting was adjourned at 6:35 p.m.

Respectfully submitted by,

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Julie A. Roberts
City Clerk

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