NEW YORK MILLS CITY COUNCIL
August 9, 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 4:30 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, Roder and Hetland

Members Absent None

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

Guests Present NYM Dispatch Reporter Eric Bervig,

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

Roder requested that we add to the old business topics. She would like to discuss have some type of recognition for Dennis Happel’s 40 years of service as the city attorney.

A motion was made by Hetland and seconded by Hoaby to approve the agenda with the addition of an old business item to discuss recognition for Dennis Happel. The motion carried without a dissenting vote.

Approval of Minutes - A motion was made by Roder to approve minutes from the July 10, 2018 minutes with the addition that Roder and Hetland abstained from the vote on the utility reduction for the Elders Home. The motion was seconded by Maki. 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 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 which she referred to as she addressed the Council. Koep reported that her new bartender did not work out and she will be looking for someone else to fill the position. Twilight Jams Entertainment and Good Times Entertainment were at the bar in July. There were two weddings in the Ballroom in July and both nights were very busy for both the off sale and the bar. Lund Mania on July 6th was a big success for the liquor store. Sales were up approximately $2,000 from the prior Lund Mania event. Net revenues for July were up 2% over prior year. Koep has been working hard to review costs to try to maximize profits. Koep reported that her employees are taking a personal commitment to the success of the store and bar. Koep is planning to be on vacation from September 10-15, 2018.

A motion was made by Hetland and seconded by Hoaby to approve the Liquor Store report as presented and to approve the new hire. The motion carried without a dissenting vote.
Final Minutes  
Sept 18, 2018  

**Fire Department Report** – Fire Chief Brasel’s report was in the packet. Clerk Roberts pointed out the request from Brasel for approval to purchase a used vehicle from the DNR.

A motion was made by Hetland and seconded by Maki to approve the Fire Department report as presented and the approval to purchase the vehicle from the DNR. 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. The officers have already started using the new PATROL online training site. Repairs were needed on two of the squad vehicles. The city received tactical vests and helmets from the Airport Police at no cost because they were replacing equipment. This will be a great savings to the City. We will now only have to pay for new tactical plates for the vest instead of paying for the entire vests. Deer Trail Days in Deer Creek went well and there were no incidents reported. Officer Gritz brought up the T21 Tobacco ordinance that Otter Tail County is trying to pass. He will represent the City at the August 14, 2018 public hearing in Fergus Falls and take a letter from Mayor Gerber request the commissioners to hold off on passing the ordinance until further communication has been shared with municipalities.

A motion was made by Hoaby and seconded by Hetland to approve the Police report as presented and to work with Clerk Roberts on a letter to address the T21 initiative. The motion carried without a dissenting vote.

**EDA Report** – Julie Gerber addressed the Council concerning the EDA meeting held on July 18, 2018. All loans are current. The revolving loan fund balance was at $126,414.47. Tim Matrose from Five Pines Senior Solutions addressed the EDA with his plans for the Elders Home building. He plans to have a 30 bed assisted living site at this location. He is looking into options for renting out the East wing of the facility. Katie Bobich with the Economic Alliance reported that her open house in Sebeka went well. She is working on the new Economic Alliance webpage that will include a listing of all commercial property available for rent or sale in our area. Blaine reported that Nick Leonard will be taking the lead on the Daycare Project as our economic developer. Betsey Roder explained the new NYM2025 project that has been launched in New York Mills. Clerk Roberts gave an update on the progress of the homes being rehabbed by the HRA. The next EDA meeting will be on August 15, 2018.

A motion was made by Hoaby and seconded by Maki 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 were six hours of overtime logged with his department getting the town ready for Lund Mania in July. Mattson has been reviewing GPS mapping systems for the utilities and would like to go ahead with Geode GPS Utility Mapping. He asked for approval from the Council to proceed with that purchase. Mattson has been working on preparing the 2019 budget information. Mattson received the bill for the repair to the water line at Mills Country Market. He will be discussing it with the property owner to determine a fair split of this repair cost.

A motion was made by Hetland and seconded by Roder to approve the Public Works report as presented and to approve the purchase of the Geode GPS Utility Mapping System. The motion carried without a dissenting vote.

**Administration Report** – Roberts’ report was in the packet. There were no step raises due before the next council meeting. Clerk Roberts has been working on preparation of the 2019 annual budget. Roberts will be participating in the NYM2025 project over the next few months. Primary elections will be on August 14, 2018. Roberts and Cheri Kopveiler will be busy with the election that day. Roberts reported that the closing on the land purchase South of town will be completed by the end of August.

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A motion was made by Roder and seconded by Hoaby to approve the Administration report as presented. 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

Old Business:

Resolution to Allow the City of New York Mills to issue a bond to reimburse the cash used for the purchase of parcel 40000170161000. – Resolution No. 08-09-2018 was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 08-09-2018

DECLARING THE OFFICIAL INTENT OF THE CITY OF NEW YORK MILLS TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be funded temporarily from sources other than tax-exempt bonds, and reimbursed from the proceeds of a subsequent tax-exempt bond issue;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from the proceeds of tax-exempt bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA AS FOLLOWS:

1. The City proposes to undertake the purchase of Otter Tail County Parcel 40000170161000 in 2018, (The “Project). The City plans to parcel off the farmstead for resale and to keep the remainder of the 80 acre parcel for future use by the City.

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of tax-exempt bonds in an estimated maximum principal amount of $300,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were

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incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the New York Mills City Council this 9th day of August, 2018.

CITY OF NEW YORK MILLS, MINNESOTA

Julie Gerber, Mayor

Julie A. Roberts, City Clerk

A motion was made by Hoaby and seconded by Hetland to approve Resolution No. 08-09-2018 as presented. The motion carried without a dissenting vote.

Discussion of recognition of Dennis Happel’s 40 years of service to the City of New York Mills. -- Roder asked if Clerk Roberts had heard back from Dennis Happal about having an open house to recognize his years of service. Roberts reported that Mr. Happel said he would rather not have an open house type event. Clerk Roberts said she has asked him about an article in the paper to outline his service, but he has not responded to her on that idea as of the date of the meeting.

New Business:

Removal of the neon “Ballroom” sign at City Hall -- Clerk Roberts reported that the neon sign over the entrance to the ballroom has lights that need to be repaired again. She reported that the City has had repairs to this sign each summer for the past three years. She asked permission to remove the sign and replace it with a vinyl lettering sign to modernize the look of the ballroom since she is planning to have the interior of the ballroom painted a more up to date color this winter. Roder suggested talking to Sara Theisen to get ideas for a color scheme for the ballroom.

A motion was made by Hoaby and seconded by Roder to approve the removal of the neon ballroom sign. The motion carried without a dissenting vote.

Discussion on Potential Increase to the Pay Rate for Election Judges -- Clerk Roberts requested that the rate of pay for the election judges be increased to $12 for judges and $13 for the head judge. Our current pay is well below average and the increase may make it easier to find judges in the future. Discussion ensued.

A motion was made by Hoaby and seconded by Roder to approve the increase in pay for election judges to $12 and $13 as requested. The motion carried without a dissenting vote. Hetland abstained from voting.

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Future Meeting Dates – Regular meetings are scheduled for Tuesday September 11, 2018, at 4:30 p.m., and Tuesday, October 9, 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 Hetland to approve the payment of bills as presented along with the gas bills when received. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.

A motion was made by Maki and seconded by Roder 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 5:40 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk