NEW YORK MILLS CITY COUNCIL  
June 12, 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, Pool Manager Heidi VanDyke, City Treasurer Al Berube

Guests Present  NYM Dispatch Reporter Eric Bervig,

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

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

Approval of Minutes -  A motion was made by Maki to approve minutes from the May 8, 2018 minutes with the correction that Roder was not present for the 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 Maki and seconded by Hoaby 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 she is short staffed so she will be working some weekend hours during the month of June. Koep has interviewed for the open part time position and is currently waiting on the background check to get back. She reported that Twilight Jam Entertainment brought in a very good crowd. The Karaoke night was not very busy, but she is planning to try it again this summer. She plans to continue doing trivia nights again starting this fall. Koep has a beer tasting scheduled with Disgruntle Brewery in Sept. Koep reported that her gross sales for the month of May were up from prior year. May profits were 4% of gross sales. This was an improvement over prior year. She plans to continue to work closely with Clerk Roberts to improve practices and procedures in the liquor store.

A motion was made by Roder and seconded by Maki to approve the Liquor Store report as presented. The motion carried without a dissenting vote.
Final Minutes  
July 11, 2018

Pool Report – Heidi VanDyke addressed the council. The pool opened June 12, 2018. VanDyke has increased the price of private lessons. She has hired two new lifeguards this summer to replace two that did not come back this year. VanDyke thanked Kyle Mattson and the public works crew for all the work they did to get the pool ready this year.

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

Fire Department Report – Fire Chief Brasel’s report was in the packet. Clerk Roberts also added that the civil defense siren is on order. Our order was pushed back due to a military order. The company hopes that it will be ready for the City in the next few weeks.

A motion was made by Hoaby and seconded by Maki to approve the Fire Department report as presented. 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 department completed firearms qualification shoot. He thanked officer Rud for making repairs and updates to the department’s gun range. Officer Saewert completed his first year of teaching the D.A.R.E. program at the New York Mills School. The 2013 Charger is in need of some repairs. The parts are currently on order. There were several animal calls in Deer Creek and officers continue to a good job fulfilling the contracted hours of patrol. There were some TZD shifts that the department participated in that were focused on seatbelt enforcement.

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

EDA Report – Julie Gerber addressed the Council concerning the EDA meeting held on May 16, 2018. All loans are current. The revolving loan fund balance was at $171,833.69. There is a purchase agreement on the Sharehouse Building. The daycare project is at the point of asking businesses if they will sponsor the pods. There is a new cost that Mark was not aware of. There is a cost for Mahube to oversee the pods. Mark presented to First Children’s Finance in May. Clerk Roberts reported that there has been no progress on getting a response from Burlington Northern on the lot inquiries. Katie Bobich from West Central Economic Development Alliance attended the meeting. After discussion, it was decided that the decision to continue sponsorship of the Alliance would be tabled until the June meeting. At that time they will have a copy of their new vision for the EDA’s review.

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 was some overtime worked by his department to get the pool ready. There is a change that needs to be approved for the circle drive on the school’s parking lot project. Kyle will be putting in a larger water line to Lund Park while the parking lot is being redone. The public works group attended a safety training put on by the regional safety group. The safety coordinator performed a mock OSHA audit for the city facilities. There will be a change order on the Miller Street project that will need to be approved. The change is due to oil price increases. The Grain Bin project at the sculpture park will begin within a few days of the council meeting.

A motion was made by Roder and seconded by Hetland to approve the Public Works report as presented including the school parking lot change. The motion carried without a dissenting vote.

Open Forum – 5:00 p.m.

The City of New York Mills is an equal opportunity provider and employer.
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. There are two step raises due before the next council meeting. Raises will be subject to employee evaluation recommendations. GovNetPay training is scheduled for June 27, 2018, for the new credit/debit card processing service. Office staff is working on items for advertising the ballroom. Roberts has started working on the 2019 annual budget. Cheri will be coordinating training for the election judges over the next couple of months. There has been a recent increase in the number of zoning permit applications. Roberts will be attending a Child Care Summit in Little Falls on June 13, 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 review. The motion carried without a dissenting vote.

Old Business:

Park Board Minutes from April 24, 2018 – A copy of the minutes from the Park Board meeting held April 24, 2018, were included in the packet. No action was required.

New Business:

Proposed Change in City Attorney -- Due to the current city attorney planning to retire, information was requested from two firms in the area regarding accepting the work as city attorney for New York Mills. A letter from Karkela, Hunt & Cheshire, PLLP was presented. At the time of the meeting, only the one letter had been received. It was decided that the city would use Karkela, Hunt & Cheshire, PLLP, for the remainder of 2018 for municipal and real estate legal work.

A motion was made by Roder and seconded by Maki to approve Karkela, Hunt & Cheshire, PLLP, as the new city attorney for the remainder of 2018 for municipal and real estate legal work. The motion carried without a dissenting vote.

Resolution Accepting Cash Donation from New York Mills Lions for Lund Park -- Resolution No.06-12-2018 was presented:

CITY OF NEW YORK MILLS,  
MINNESOTA  
RESOLUTION NO. 06-12-2018  
RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM NEW YORK MILLS LIONS CLUB  

The City of New York Mills is an equal opportunity provider and employer.
WHEREAS, in May of 2018 the City of New York Mills received a donation from New York Mills Lions Club for the City of New York Mills for its Lund Park East Fence project in the amount of $4,000.00.

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 $4,000.00 from New York Mills Lions Club for the City of New York Mills for its Lund Park East Fence project the amount of $4,000.00.

Adopted this 12th day of June, 2018 by the City Council of the City of New York Mills.

______________________________  
Julie Gerber, Mayor  
______________________________  
Julie Roberts, City Clerk  

A motion was made by Roder and seconded by Hoaby to approve Resolution No. 06-12-2018 as presented. The motion carried without a dissenting vote.

Resolution Accepting Cash Donation from Edward and Patricia Buerkle for New Shelter at the Sculpture Park  

CITY OF NEW YORK MILLS,  
MINNESOTA  

RESOLUTION NO. 06-12-2018a  

RESOLUTION ACKNOWLEDGING CASH DONATION TO THE CITY OF NEW YORK MILLS PARK BOARD FROM EDWARD AND PATRICIA BUERKLE  

WHEREAS, the City of New York Mills has received a cash donation of $5,000 for the Park Board for a new shelter to be constructed in the Sculpture Park, known as “GRAIN BIN GAZEBO”.

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 from EDWARD AND PATRICIA BUERKLE for the Park Board for the “GRAIN BIN GAZEBO” shelter project at the Sculpture Park.

Adopted this 12th day of June, 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 Resolution No. 06-12-2018a as presented. The motion carried without a dissenting vote.

The City of New York Mills is an equal opportunity provider and employer.
Resolution to Certify Unpaid Utility Bills to the County Auditor – Resolution 06-12-2018b was presented:

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 06-12-2018b

RESOLUTION TO CERTIFY UNPAID UTILITY BILL TO THE COUNTY AUDITOR FOR INCLUSION ON THE TAX ROLLS

WHEREAS, the City of New York Mills has several past due utility accounts on residential and commercial properties;

WHEREAS, the City has attempted resolution of these accounts with the property owner but they remain unpaid;

WHEREAS, the City is authorized to collect these unpaid utility fees in accordance with City Ordinance #117, Section 1.05, Subdivision 8 and City Ordinance 106, section 106.01, and pursuant to Minnesota Statutes 443.015, 444.075, Subd. 3, 366.012, 415.01, 429.101, and 463.15 through 463.26.

WHEREAS, the City wishes to protect its interests in collection of these delinquent amounts in the event that any of these properties are sold or otherwise transferred to new owners, and desires to ensure that obligations of the current owners are certified to the property taxes to secure the City’s right to collect these charges in the event that any ownership transfers occur.

FURTHERMORE, it is now deemed necessary to certify the unpaid amounts due and payable to the Otter Tail County Auditor to be collected with the 2018 real estate taxes payable in 2019, or from the sales proceeds in the event of any property sales, for these subject debts as follows:

1) PARCEL 73000080016002, 215 Tousley Ave. S., Owner(s): Elders Home Inc. Water $1,337.67, Sewer $1,363.86 and Gas $3,790.29 or total due of $6,491.82.

2) PARCEL 73000990139000, 32 Main Ave. N., Owner(s): Allan & Lisa Jergenson Water $100.56, Sewer $206.02, and Gas $48.92 or total due of $355.50.

3) PARCEL 73000990214002, 109 Walker Ave. S., Owner(s): Business Development Centers of America Water $189.38, Sewer $412.04, Gas $146.76 or total due of $748.18.

4) PARCEL 73000990188000, 225 Main Ave. S., Owner(s): Christopher Jaeger Water $222.92, Sewer $520.01, Gas $1,007.39 or total due of $1,750.32

5) PARCEL 730000900810100, 112 Cornwell Ave., Owner(s) David & Tammy Nelson Water $102.09, Sewer $227.22, Gas $597.30 or total due of $926.61

6) PARCEL 73000080014000, 13 Lawrence St. W., Owner(s) Joseph Weappa & Christina Olson Water $47.32, Sewer $158.69, Gas $71.73 or total due of $277.74

7) PARCEL 73000990176000, 105 Main Ave. S., Owner(s) Marjorie Frey Water $253.96, Sewer $559.78, Gas $597.35 or total due of $1,411.09

Totals to be certified: Water $2,253.90, Sewer $3,447.62, Gas $6,259.74, or total due of $11,961.26

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT the above named property owners will be sent a final billing and certification notice, in the format as shown in Exhibit A attached hereto, providing a final deadline for payment in full of the outstanding amounts due prior to certification to the Otter Tail County Auditor. Any of the above listed utility amounts which remain unpaid as of 3:00 p.m. on Wednesday, June 27, 2018, will be submitted to the Otter Tail County Auditor’s office for certification as provided herein.

Adopted by the New York Mills City Council this 12th Day of June, 2018

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

NOTICE OF PENDING
PROPERTY OWNER ASSESSMENTS

Parcel # ____________________________   Physical Address: ____________________________

Owner:   Mr. or Ms. Last Name
         Your mailing address
         New York Mills, MN  56567

YOU ARE HEREBY NOTIFIED of a pending assessment on your property due to the delinquency in payment of the
following fees owed to the city:

Water $ __________________, Sewer $ ______________, Gas $ ______________.

TOTAL $ ____________________.

The city is authorized to collect these unpaid fees in accordance with City Ord. # 117, Sect. 1.05, Subd. 8 and MN
Statutes 443.015, 444.075 Subd. 3, 366.012, and 415.01.

You will have until 3:00 P.M. on Wednesday, June 27, 2018, to pay the above total amount and avoid having this
special assessment certified to the Otter Tail County Auditor to be collected with your 2018 real estate tax payable in
2019 or upon sale or transfer of ownership of the property. If certification becomes necessary, an additional
Administrative Fee of $10.00 will be added.

If you have any questions concerning this assessment, please feel free to contact me at 385-2213.

Julie Roberts
City Clerk
June 12, 2018

A motion was made by Roder and seconded by Hetland to approve Resolution No. 06-12-2018b as presented.
The motion carried without a dissenting vote.

Future Meeting Dates – Regular meetings are scheduled for Tuesday, July 10, 2018 at 4:30 p.m., and Tuesday,
Aug 14, 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 Hetland and seconded by Hoaby to approve the payment of bills as presented and to pay
the gas bills once received. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.
A motion was made by Hoaby and seconded by Roder to approve the financial reports. The motion carried without a dissenting vote.

Closed Session to Discuss Potential Purchase of Property: Closed at 5:22 p.m. Meeting was re-opened at 5:50 p.m.

A motion was made by Gerber and seconded by Hoaby to grant authority to Clerk Roberts to make an offer on the property as discussed. The motion carried without a dissenting vote.

Closed Session for the Performance Review for the City Clerk: Closed at 5:55 p.m. Meeting was re-opened at 6:10 p.m.

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 6:13 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk