NEW YORK MILLS CITY COUNCIL  
September 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 4:30 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, Roder, Hoaby and Hetland

Members Absent  None

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

Guests Present  NYM Dispatch Reporter Eric Bervig, Michael Weber –Apex Engineering and Dale Jokela

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

There were no changes proposed for the Final Agenda.

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

Approval of Minutes - A motion was made by Hetland to approve minutes from the August 8, 2017 Regular Meeting with the corrections of New York Mills Community Fund being managed by West Central Initiative Fund and also to change them to say the Housing Survey is finalized and ready to distribute. A 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

Pool Report – Pool Manager VanDyke reviewed the financial reports for the pool season. She requested that she would like to increase the private lesson fee for the next pool season to $20/half hour session, or 5 sessions for $95.00. She would also like to get two new benches for the pool, new safety signs, weirs and painting of the interior/exterior of the building.

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

Liquor Store Report – Joan Koep included a report in the packet which she referred to as she addressed the Council. Koep reviewed the financial report for the Liquor Store for the month of August 2017. She reported that a new security camera system is being installed. Sales continue to be down from prior year. She has done additional staff training

The City of New York Mills is an equal opportunity provider and employer.
with the POS system on accuracy and documentation of errors. She is planning to bring Karaoke into the bar and has started planning events for the Fall. She is trying to take advantage of distributor sales whenever possible.

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.

Fire Department Report – Chief Brasel’s report was in the packet. There were 18 fire calls in the month of August. He is looking at four vendors for the new SCBA units. He has not had a chance to work on the grant with Clerk Roberts for the Emergency Siren.

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

Police Report – Chief Gritz’ report was included in the packet. He attended a meeting regarding TZD shifts for the next twelve months. Officer Rud is working on the department’s next qualification shoot. He had to have a radio repaired. The police department is going to upgrade to smart phones and will be reducing the number of phones which will actually reduce the expense for phones each month. The NIBRS reporting system will be going into effect on October 1, 2017. He and Officer Rud will maintain the reporting.

A motion was made by Hoaby 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 July 19, 2017. All loans are current. The revolving loan fund balance was at $159,897.26, with $134,524.75 of EDA funds and $25,372.51 of MIF funds. The plan to use the county building for daycare is still moving forward. The $13,950 grant application was accepted by the New York Mills Community Fund. Mark presented that there would be no change to the contract costs between the City of New York Mills and WCEDA for the 2018 calendar year. He reported that he has received 23 responses to the housing survey. The next meeting was scheduled for September 27, 2017.

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

Open Forum – 5:00 p.m.

At 5:03 p.m., Mayor Gerber asked whether anyone present wished to address the Council. No one responded, so the Public Forum was concluded.

Public Requests –

Bonnie Dykhoff – Centennial Realty – Bonnie Dykhoff addressed the Council regarding clean up of lots within the City that are affecting the sales of some of her listings. She asked what she could do to get some of the lots around the city cleaned up. She was presented with the ordinance that pertained to this matter. Discussion ensued and she was asked to identify the properties and to connect with Police Chief Gritz to address these properties. Bonnie Dykhoff also noted that she has received new listings to sell the two Sharehouse buildings.

Department Reports Continued –

Public Works Report – Kyle Mattson addressed the Council. He referred to his written report that was included in the packet. He noted the overtime was due primarily to the Miller Street and CSAH 84 construction projects, a water treatment well pump issue and a sewer backup at Mid State Auto Detail Shop. Theirin Well was on site August 22, 2017, for the annual well inspection. We had an issue with the check valve and gate valve. New ones were installed. Mattson said we should consider punching a new well and should get that into the capital improvement plan. They are
working on winterizing the pool. Mattson reported on the hazardous Waste Collection that was held. His department has been kept very busy with the two street projects. Mattson reported that the pad under Pivot #1 at the sewer site is tipping and he has received a quote $10,000 to repair it from Valley Irrigation.

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

**Administration Report** – Roberts’ report was in the packet. She noted there were no step raises coming up that would need approval subject to having performance reviews completed. The 2017A GO Improvement Bond sale closed and the funds were received at the Farmers & Merchants State Bank on Sept 12, 2017. The first payment for services on the project has been processed and is in the bills to be approved at the council meeting. The preliminary budget has been completed. Roberts reported that she has started to investigate a credit card option for the city and has started the grant for the new siren.

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

**Old Business:**

**West Central Initiative – Partners in Safe Routes to School Planning** – A Safe Routes to School Plan was received from West Central Initiative. Clerk Roberts asked that the council members check out the document to review over the next month so at a future meeting the plan could potentially be adopted by the City. No action was needed on this topic.

**APEX Engineering – Michael Weber – Update on Miller Street and CSAH84 projects** – Michael Weber with APEX Engineering Group gave the Council an update on the Miller Street and CSAH 84 street projects. No action was needed on this topic.

**New Business:**

**Preliminary Budget** – A copy of the 2018 Preliminary Budget was included in the packet. A detailed budget was placed in the DROPBOX for the Council to review. Clerk Roberts requested approval of the budget so it could be presented to the County Auditor/Treasurer Wayne Stein.

A motion was made by Maki and seconded by Hetland to approve the 2018 Preliminary Budget as presented. The motion carried without a dissenting vote.

Signature Authority Change – Resolution No. 09-12-2017 was presented:

**CITY OF NEW YORK MILLS, MINNESOTA**

**RESOLUTION NO. 09-12-2017**

**RESOLUTION SETTING SIGNATORY AUTHORITY**

*The City of New York Mills is an equal opportunity provider and employer.*
WHEREAS, the City Clerk, Darla J. Berry has retired her position as City Clerk effective August 11, 2017; and

WHEREAS, the period of time that the City of New York Mills will have two City Clerks during the transition of the position to the new City Clerk Julie A. Roberts has been completed.

NOW THEREFORE, BE IT RESOLVED AND HEREBY AFFIRMED BY THE CITY COUNCIL OF THE CITY OF NEW YORK MILLS, MINNESOTA that the officers of the City with signatory authority on the City’s financial accounts and holdings include Mayor Julie L. Gerber, City Clerk Julie A. Roberts, Treasurer Allan L. Berube, Administrative Assistant Jenny Geiser, and Assistant Treasurer Rosemary Becker, as set forth in the Corporate Authorization Resolution provided by the City’s depository institution, the Farmers and Merchants State Bank, New York Mills, Minnesota.

Adopted this 12th day of September, 2017, 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 Roder and seconded by Hoaby to approve Resolution No. 09-12-2017 as presented. The motion carried without a dissenting vote.

Donation from Lake Region Electrical Cooperative – Resolution No. 09-12-2017a was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 09-12-2017a

RESOLUTION ACKNOWLEDGING LAKE REGION ELECTRIC COOPERATIVE DONATION TO THE CITY OF NEW YORK MILLS FIRE DEPARTMENT

WHEREAS, the City of New York Mills Fire Department has received a donation of $225.00 from Lake Region Electric Cooperative.

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 $225.00 from Lake Region Electric Cooperative.

Adopted this 12th day of September 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 Maki to approve Resolution No. 09-12-2017a as presented. The motion carried without a dissenting vote.
Certification of Delinquent Utilities – Resolution No. 09-12-2017b was presented:

CITY OF NEW YORK MILLS,
MINNESOTA

RESOLUTION NO. 09-12-2017b

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 2017 real estate taxes payable in 2018, or from the sales proceeds in the event of any property sales, for these subject debts as follows:

1) PARCEL 7300080014000, 13 Lawrence St. W, Owner(s): Joseph Weappa & Christina Olson
   Water $45.08, Sewer $151.12 and Gas $73.38, or total due of $269.58

2) PARCEL 73000990235000, 218 Tousley Ave. S., Owner(s) State of Minnesota
   Water $45.08, Sewer $151.12 and Gas $40.92, or total due of $237.12.

3) PARCEL 73000990272000, 216 Nowell St. W., Owner(s) State of Minnesota
   Water $45.08, Sewer $151.12, Gas $40.92, or total due of $237.12

4) PARCEL 73000990263000, 104 Frazee Ave., Owner(s) State of Minnesota
   Water $45.08, Sewer $151.12, Gas $40.92, or total due of $237.12

5) PARCEL 73000990305000, 100 Broadway Ave. N., Owner(s) Kingdom First Properties LLC
   Water $45.08, Sewer $151.12, Gas $40.92, or total due of $237.12

6) PARCEL 7330050069000, 406 E. Park St. #20, Owner(s) Jodi Sherer
   Water $45.08, Sewer $151.12, Gas $40.92, or total due of $237.12

7) PARCEL 7300080010000, 406 co. Hwy. 56, Owner(s) David & Tammy Nelson
   Water $0, Sewer $595.51, Gas $0, or total due of $595.51

8) PARCEL 73000990331001, 118 Smith Ave., Owner(s) Rustin Kawlewski
   Water $242.91, Sewer $504.14, Gas $91.88, or total due of $838.93

Totals to be certified: Water $513.39, Sewer $2006.37, Gas $369.86, or total due of $2889.62

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, September 27, 2017, will be submitted to the Otter Tail County Auditor’s office for certification as provided herein.

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, September 27, 2017, to pay the above total amount and avoid having this special assessment certified to the Otter Tail County Auditor to be collected with your 2017 real estate tax payable in 2018 or upon sale or transfer or 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
September 12, 2017

A motion was made by Hoaby and seconded by Roder to approve Resolution No. 09-12-2017b as presented. The motion carried without a dissenting vote.

Cultural Center Request for reduced or waived fee for Barn use in August – A request was received from the Cultural Center Board for a reduction or a waiver of the fee for the Barn rental amount for the use of the Barn for two weeks in the month of August. Discussion ensued and it was decided that the rental rate would not be reduced or waived. The Cultural Center had been charged the reduced rate for non-profit organizations and no further reduction was discussed prior to rental.

A motion was made by Hoaby and seconded by Maki to keep the billing as prepared with no additional reduction. The motion carried without a dissenting vote.
Change Request to Miller Street Project by Dale Jokela – Dale Jokela, property owner, addressed the Council to request that the curbing along his lot on the Miller Street project be changed to a drive over curb. Discussion ensued. It was determined that in order to make that change to the project, a new easement would need to be drafted and signed. Due to the short period of time before that portion of the project was to be completed, it was determined that it was too late in the process to make any changes to the Miller Street Project plan.

A motion was made by Gerber and seconded by Roder to deny the change request on the Miller Street Project. The motion carried without a dissenting vote.

Future Meeting Dates – Regular meetings are scheduled for Tuesday, October 10, 2017, at 4:30 p.m., and Tuesday November 14, 2017 at 4:30 p.m.

Payment of Claims - Mayor Gerber noted the bills are as presented in the packet. One additional bill for Constellation Gas was presented.

A motion was made by Hoaby and seconded by Hetland to approve the payment of bills as presented including the additional bill from Constellation Gas. 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 6:37 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk