

**NEW YORK MILLS CITY COUNCIL
REGULAR MEETING
August 11, 2016
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 4:33 p.m. in the Council Chambers of the City Hall Building at 28 Centennial 84 Dr., 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, Oakland, and Hoaby

Members Absent Roder

Staff Present City Clerk Darla Berry, Administrative Assistant Jenny Geiser, Administrative Assistant Cheri Kopveiler, Public Works Director Kyle Mattson, Police Chief James Gritz, Liquor Store Assistant Manager Cinda Huff

Guests Present NYM Dispatch Reporter Connie Vandermay, City Treasurer Al Berube, City Attorney Dennis Happel, Apex Engineers Jon Pratt and Mike Weber, Jessica Gibble, Tim Vaughn, Latham Hetland

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 Maki to approve the agenda. The motion was carried without a dissenting vote.

Approval of Minutes A motion to approve minutes from the July 13, 2016, regular meeting was made by Maki and seconded by Hoaby. The motion carried without a dissenting vote.

Updates/Consent Agenda – Mayor Gerber noted the updates and consent agenda items:

- a. August 5, 2016 Letter re: Cultural Center Activities
- b. 2017 Certified LGA
- c. July 26, 2016 Correspondence from Otter Tail County re County Economic Development Committee
- d. July 27, 2016 Letter re: Mandate for Library Support for 2017
- e. July 26, 2016 Letter from West Central Initiative

A motion was made by Hoaby and seconded by Oakland 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. As Koep was absent, Assistant Manager Cinda Huff addressed the Council. There was a general discussion of the items in the report, and Berry noted poor sales in on-sale which was likely due to few wedding events in the City Ballroom in July. Weddings and other events will keep the ballroom busier during the next several months.

Approved Minutes
September 13, 2016

A motion was made by Hoaby and seconded by Oakland to approve the Liquor Store Report. The motion carried without any dissent.

Fire Department Report – Chief Brasel’s report was in the packet.

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

Police Report – James Gritz addressed the Council. He noted that overtime was due to the Towards Zero Deaths shifts taken by the department. The new computers have been received and are in the two squads. The jet packs work very well, with few instances of lost signal experienced. He noted that the department now has two PBTs (preliminary breath testers) on hand. The remodel of the police station is nearly complete and they are in the process of moving back in. The department was involved in the Deer Trail Days in Deer Creek with officer Saewert in attendance.

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

EDA Report

The last meeting was held on July 20. The EDA discussed the Sugar Creek Woodworking loans. Cameron Wedde reported that the equipment had all been removed from the building and has been gone over and prepared for the upcoming auction. There have been many interested parties that have contacted various EDA members and/or Wedde. Once Attorney Terry Karkela gives the EDA the go ahead, the auction will proceed. The plan was to hold the auction open for a three week period. The EDA discussed that it had now fulfilled its obligations to the building ownership group known as Hometown Synergy, LLC. The revolving loan fund balance totaled \$168,122.03, with \$144,549.62 held as EDA funds and the balance of \$23,572.51 represent State of MN MIF funds. It was reported that Kris Koll still has plans to acquire a CountryView lot for purposes of building a spec home; however, City staff have not heard from Koll in this regard. Otter Tail County has begun conducting a county-wide housing study. Mark Hanson was asked to work on developing some revolving loan fund guidelines. Hanson reported that the plans are moving ahead for the former CAC building to develop workforce housing. Plans are for construction to commence in October, with a 5 to 6 month build out planned. Mark indicated that the daycare project at the County building is still proceeding. The EDA scheduled its next regular meeting for August 24.

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

Public Forum – 5:00 p.m.

At 5:02 p.m., Mayor Gerber asked whether anyone present wished to address the council. There was no response, and so the Public Forum was concluded.

Public Requests - NONE

Administration Report –Berry addressed the council next as Mattson was absent at a Fire Call. Berry noted that she had looked into Mattson’s proposal to change our call pay to more closely match how the City of Perham handles things. There were a number of questions and so Berry looked into things more. Included in Berry’s written report were more details and information about how things are done in Perham, and other information regarding some labor laws that raised some concerns. These concerns were due to there being a different work week schedule here in New York Mills making the Perham process not a good fit. Instead, Berry proposed essentially a somewhat more flexible scheduling method that would provide a three day weekend in advance of the employee’s scheduled week of call duty. Berry reported that Mattson and she had gone over this proposal and she felt that he was generally in support of it.

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

Public Works Report – Kyle Mattson addressed the Council after returning from a fire call. He noted the overtime worked in recent pay periods. He updated the council on the new Street lights, explaining that one is not working but is under warranty. The matter is being addressed and should be resolved soon. Mattson expects rebates on the new street lighting to approximate \$5,100. We replaced 41 old lights all using 250 watt bulbs with new LED lights, most of which are either 50 or 52 watts. A few lights at key locations have 112 watts, which is still much lower than the former street lights. Also, meters have been installed so we will be billed based on actual energy use instead of a flat monthly charge per light. The new lighting is considered safer, and has more of a blue hue and less of a yellow hue. Council Member Oakland asked if the burned out light is under warranty, and Mattson replied that it is, that they all have a one year warranty. Other matters discussed as in Mattson’s report included the inspection of town fire hydrants; completion of a gas main extension and water service line for the Dollar General Store along with reimbursements to the City for its expenses in overseeing and helping with these installations; and the need for the installation of a loop to the gas main out in that general area to provide more reliable service to Lund’s, the School District buildings, and other gas customers in the area. Some discussion ensued concerning the punch list relating to the 2015/16 Utility and Street Rehabilitation project. Mattson explained that there was still no word on when the second course of pavement would be laid in the areas first paved in 2016; the City would prefer it occur next Spring but it could be done yet this fall. Mattson noted that most contractors are busy with other projects and so the second layer here in New York Mills has not been a priority. Some discussion ensued about the flexible work schedule as Berry had explained. Mattson confirmed that he was satisfied with this new approach and felt it would work out fine. Council Member Oakland asked when the second course of paving would be completed on the project. Mattson explained that we haven’t heard back on this yet. Mattson shared that the City gas utility had been one of only three municipal utilities in the State of Minnesota to receive a “Safety Award” from the American Public Gas Association (APGA). Only 44 cities nationwide received such awards. This was a great honor for our staff and the City.

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

Old Business

CD Renewal – Berry noted that she had solicited quotes for 3, 6, and 12 month CDs for the 12-month CD maturing at the end of August. The decision to take the higher rate is a given, but the term has not been decided upon. Berry noted that the portion of the CD that belongs to the Water department (50% of the balance) could be used perhaps towards the upcoming 2017 Miller Street Project where the water main needs to be updated. So, a shorter term may be desirable.

A motion was made by Hoaby and seconded by Oakland to renew the Certificate of Deposit funds for a 6 month term, at the higher of the rates offered. The motion carried without a dissenting vote.

Update on 2015/16 Utility Street Rehabilitation Project and Proposed 2017 Miller Street Project – Jon Pratt and Mike Weber from APEX Engineering addressed the Council. They discussed the status of the current project, noting that things were being cleaned up and the contractor was working on taking care of items on a punch list. As directed last month, Jon and his staff started updating the Miller Street plans that were prepared back in 2014 and 2015. They passed around some colored 11X17 sheets they prepared showing various alternatives for the Miller Street Project. Discussion ensued as Jon explained each diagram. Costs and other pros and cons of each design were discussed. Some discussion as to other alternatives ensued, such as creating a walkway behind the buildings on the north side of Miller rather than along the street. There was some agreement that the plans should be narrowed down and include on-street pedestrian lanes rather than south side sidewalks so that an alternative pathway could be done at a later point when the Safe Routes to School funding could be accessed. The following Resolution was presented for consideration:

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RESOLUTION NO. 08-11-2016
Resolution Approving Preparation of Report/Facility Plan on Improvements

WHEREAS, it is proposed to improve the following areas:

- Miller Street (from Broadway AKA CSAH 67 westerly through the business district, with sidewalk portions extending to Walker Avenue to the west and also south along Broadway to Gilman Street)

by reconstructing water main, storm sewer, streets, and sidewalks and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

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

That the proposed improvements be referred to the City engineer, Jon Pratt of APEX Engineering Group for study, and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 11th day of August, 2016.

City Clerk, Darla Berry

Mayor, Julie Gerber

A motion was made by Hoaby and seconded by Maki to approve Resolution No. 08-11-2016 as presented. The motion carried without a dissenting vote.

Update on Nicholson Property – Happel explained that he had spoken with Steve Peloquin and the process of transferring ownership is underway. Once the paperwork is received from property owners it will need to be signed by the Mayor and Clerk.

A motion was made by Maki and seconded by Oakland authorizing Mayor Gerber and Clerk Berry to sign the necessary documents for this transfer to occur. Such documents may include a Quit Claim Deed, a Release, etc., as needed for a clear title to be obtained. The motion carried without an opposing vote.

New Business

New State Law Summary and Proposed Public Hearing and Proposed Ordinance

The packet included a good deal of background concerning the new “granny pod” State law. Staff is recommending that the City opt out at this time by adopting a new ordinance. However, prior to opting out there must be a public hearing. A date and time for a public hearing was decided. There will be a special City Council and Zoning Committee joint meeting held along with a joint Public Hearing. The joint meeting will commence just prior to a Public Hearing at 5:00 p.m. on Tuesday, August 30, 2016. The Zoning Committee and Council will hear from the public and the Zoning Committee may provide a recommendation to the Council. Council action will be taken after the Public Hearing has concluded. This plan was agreed to by general consensus of the City Council members present.

2015 TIF Management Letter – Berry noted that things were satisfactory based on the letter received from David Drown and Associates with all of our TIF districts for the year ended December 31, 2015. Two districts will be decertified by the end of 2016, those being Districts 1-1 and 1-2. Some of the funds remaining in these two districts can

Approved Minutes
September 13, 2016

be used for other eligible projects in the City. Berry will work with David Drown & Associates to determine the amounts available prior to the required decertification deadline.

Proposed 2017 Contract Terms for Police Services to the City of Deer Creek – A letter was sent to the City of Deer Creek proposing a 5% increase in the hourly fee for Police Services.

First Half 2016 Transfers – Berry noted the transfers as included in the handouts.

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

Future Meeting Dates –The regular meetings are scheduled for Tuesday, September 13, 2016, and Tuesday, October 11, 2016.

Payment of Claims - Mayor Gerber noted the bills are as in the packet with no additional items noted.

A motion was made by Hoaby and seconded by Oakland to approve the payment of bills. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.

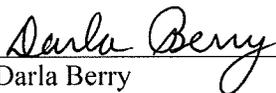
A motion was made by Hoaby and seconded by Oakland to approve the financial reports. The motion carried without a dissenting vote.

Adjournment

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

The meeting was adjourned at 6:37 p.m.

Respectfully submitted by,



Darla Berry
City Clerk