

**NEW YORK MILLS CITY COUNCIL
City Center Council Chambers
118 N Main Ave. New York Mills, MN
April 8, 2025
4:30 p.m.**

CALL TO ORDER AND DETERMINATION OF A QUORUM

Call to Order The regular meeting of the New York Mills City Council was called to order at 4:30 pm in the Council Chambers of the City Center building at 118 N Main Ave, New York Mills, Minnesota, all members of the Council having been notified of the meeting and the business to be transacted.

Members Present Hetland, Maki, Nesland, Hammond

Members Absent Grotheer

Staff Present City Clerk-Treasurer Julie Roberts, Administrative Assistant Cheri Kopveiler, Liquor Store Manager Lana Jacobson, Public Works Director Kyle Mattson (4:59 pm)

Guests Present

Call to Order The meeting was called to order by Mayor Hetland at 4:30 pm. A quorum was present.

Pledge of Allegiance

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

A motion was made by Maki to approve the final agenda as presented. Motion was seconded by Nesland and carried by unanimous vote.

Approval of Minutes –

A motion was made by Hammond to approve minutes from the March 11, 2025 Regular Meeting and Public Hearing. Hammond’s motion was seconded by Nesland and carried by unanimous vote.

Communications & Recognitions – Mayor Hetland noted a Thank You letter from the NYM Cultural Center for the City’s quarterly donation.

Department Reports

Liquor Store Report –Manager Lana Jacobson referred to the Liquor Store Report which was included in the packet. Combined gross sales for the month of March were down 11% from prior year. Combined

COGS were down 2.56 % as a percentage of sales from prior year. Net revenues for the month of March were up 11.05% as a percentage of sales from prior year. Year-to-date Revenues are down 5.92% as a percentage of sales from prior year. Payroll expenses were up 3.37%. Jacobson commented that she appreciated the teamwork of office staff and Kyle when there was an internet outage yesterday. Jacobson stated that prices are going to need to be raised significantly as a result of tariffs. She has been purchasing extra inventory in advance of the tariffs to try to keep prices low as long as possible, particularly whiskeys from Canada and tequilas and rums from Mexico.

A motion was made by Maki to acknowledge receipt and review of the Liquor Store Report as presented. The motion was seconded by Hammond and carried by unanimous vote.

Fire Department Report – Chief Roder’s report was included in the packet. The Department responded to 15 calls in March with 12 being medical, 1 fire, 1 motor vehicle accident, and 1 false alarm. A meeting was held with the Fire Dept Committee and discussion was held of critical incidents where temporary housing would be needed. It was determined that the City Hall would be used until other area locations such as churches or the school could be contacted for longer-term solutions. Airway training CPR certification and updated procedures for providing medicine were reviewed in March. In April, the Department will be training on child trauma as well as looking to burn the swamp area owned by the City at the South Point Development.

A motion was made by Nesland to acknowledge receipt and review of the Fire Department Report as presented. Motion was seconded by Hammond and carried by unanimous vote.

Police Report – Chief Berndt’s report was in the packet. The Department responded to 128 calls for service in March, issued 4 citations, 30 parking citations, 9 warnings and 0 arrests. Berndt completed the annual review for Officer Schaefer with recommendation of a step raise. Trainings were completed on employee radios and Chief Berndt completed Implicit Bias Training. Berndt continues to teach the DARE program with 6 sessions completed. The time period has lapsed for calendar parking for this season. Nesland asked for clarification on what citations consist of and whether those are moving vehicle violations in Berndt’s report.

A motion was made by Hammond to acknowledge receipt and review of the Police Department Report as presented. The motion was seconded by Maki and carried by unanimous vote.

Public Works Report –Mattson’s report was included in the packet. Public Works has been going through gas parts inventory and collecting asset data in the field to help with restocking critical parts needed to have on hand. The Department purchased two new combustible gas indicators. The two old units were sent in for calibration and deemed unserviceable due to their age recently. The Parks have been opened for the season, picnic tables have been repaired, repainted and replaced. Excess equipment for the Department was sold on auction March 29th. Mattson submitted a road closure request to Otter Tail County for the Summer Celebration and has received approvals from both the Highway Department and the Sheriff’s Department. Public Works has jetted a few frozen storm sewers and catch basins around town. Jason Hotakainen passed his MN Class C water license test. Mattson assisted WSP Engineering and MDA with PFAS/PFOS water sampling at our water treatment facility. Mattson met with the Public Works Committee and discussed giving the hiring committee approval to offer the Public Works position after interviews are completed to expedite the background investigation and drug testing requirements. The hire can then be ratified at the May Council meeting. Clerk Roberts asked the Council to approve

holding the Otter Tail County Household Hazardous Waste Collection date on September 12, 2025 from 10 am- 2 pm.

A motion was made by Nesland to acknowledge receipt and review of the Public Works Department Report along with approval to allow the hiring committee to offer the new Public Works Maintenance Worker II position to their candidate of choice after interviews, to be ratified at the next Council meeting, and also to approve the OTC Household Hazardous Waste Collection date of September 12, 2025, as proposed by Otter Tail County. Motion was seconded by Maki and carried by unanimous vote.

Administration Report - Clerk Roberts reported. There are no step raises due this month. Roberts completed work on the renewal of the Midco & Arvig franchise agreements. A public hearing will be held next month to approve. Roberts closed two purchase agreements on Country View lots. She is working on purchasing a new phone system for the city offices, liquor store and public works. Roberts reported she is working on the purchase of screens for the council chambers. Councilman Nesland asked if recognition was ever given to the gentleman who saved the woman's life on the railroad tracks in New York Mills last fall. Chief Berndt is putting together a letter of recommendation to the Otter Tail County Sheriff's Department. Councilperson Maki asked where Clerk Roberts is on purchasing new financial software for the City. Roberts stated she has researched several other cities and has spoken with different companies. She strongly feels going with the replacement offered by Tyler Technologies which replaces our current Fundbalance software is the best choice. She commented that we have always been extremely pleased with their support, and it seems to have the most seamless transition. She hopes to purchase new software this summer and be online late this year.

A motion was made by Nesland to acknowledge receipt and review of the Administration Report. Motion was seconded by Hammond and carried by unanimous vote.

Boards, Commissions & Committee Reports

Economic Development Authority -Minutes were included in the packet. The grant from CEDA for Jordan Grossman's consulting is nearing the end. The EDA needs to decide what to do with leftover funds. The EDA discussed lowering interest rates for their Revolving Loan Fund loans.

Zoning Committee Meeting – A meeting is scheduled for April 22nd at 1:00 pm.

Financial Consent Agenda – A list of claims and financial reports were included in the packet as well as a list of additional bills to be approved.

A motion was made by Nesland to approve the Financial Consent Agenda as presented including additional bills submitted. The motion was seconded by Hammond and carried by unanimous vote.

Old Business and Tabled Items –

Council Communication Goals- Council discussed the annual goal statement submitted to the Council by Jerry Nesland. They agreed to leave it on the monthly agenda and review quarterly.

New Business –

Resolution Acknowledging Cash Donation to the City of New York Mills from the VFW Post 3289-Resolution No. 04-08-2025- Resolution No. 04-08-2025 was presented.

Motion was made by Hammond to approve Resolution No. 04-08-2025. Motion was seconded by Maki and carried by unanimous vote.

Approval to raise the cost of private swimming lessons for 2025 by \$5/half hour – Clerk Roberts reported that in last fall's report, Pool Manager Harley Wurst requested that the cost of private lessons be raised to \$30/hr. Wurst stated last fall that the high number of private lessons is getting to prove difficult for lifeguards to handle in addition to regular lessons.

A motion was made by Maki to approve raising the fee for private lessons to \$30 per half hour as requested. Motion was seconded by Hammond and carried by unanimous vote.

Certificate of Commendation for New York Mills Wastewater Treatment Facility and its Staff- Mayor Hetland acknowledged Kyle and his Public Works Department for receiving a Certificate of Commendation from the MPCA for operational excellence. Kyle and his department are being recognized for demonstrating consistent compliance with monitoring, operations and maintenance requirements, submitting on-time reports to the MPCA and staff being certified by the MPCA in wastewater operations for 2024.

(Kyle Mattson joined the meeting at 4:59 pm).

Otter Tail County Wetland Conservation Act Request – Clerk Roberts reported that Otter Tail County Land and Resource Management is offering to assume responsibility for the Wetland Conservation Act program for cities and its implementation. Public Works Supervisor Kyle Mattson is not in favor of passing this resolution as he feels it will take away control over the City's own projects. Discussion ensued. No action was taken to pass the resolution.

Open Forum No one was present wishing to comment at the Open Forum. The Forum closed at 5:00 pm.

Public Requests – None

2024 Audit Presentation-Courtney Mosloski, Eide Bailly- Courtney Mosloski gave a presentation via TEAMS. The City of New York Mills received a clean audit opinion with this year's audit. She went through the budget-to-actual numbers, pointing out that revenues came in greater than budgeted. Disbursements showed a higher amount due to the purchase of the new fire truck, construction of the new sand/salt building and pool renovations. The City shows a healthy positive fund balance, which contributes to a favorable bond rating. The City maintains a healthy cushion in unrestricted funds for unforeseen operating expenditures. Following her presentation, Mosloski asked if there were any questions. Mayor Hetland thanked her for her presentation.

Adjournment – A motion was made by Maki to adjourn the meeting at 5:18 p.m. Motion was seconded by Hammond and carried by unanimous vote.

Next Regular Meeting will be May 13, 2025 at 4:30 p.m. in the Council Chambers of the City Center Building located at 118 North Main Ave, New York Mills, MN.

Respectfully submitted by,

Julie A. Roberts

City Clerk(Notes taken and typed by Cheri Kopveiler, Administrative Assistant)