

**NEW YORK MILLS CITY COUNCIL  
City Center Council Chambers  
118 N Main Ave. New York Mills, MN  
January 14, 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** Maki, Grotheer, Hetland, Nesland

**Members Absent** Hammond

**Staff Present** City Clerk-Treasurer Julie Roberts, Administrative Assistant Cheri Kopveiler, Public Works Director Kyle Mattson, Liquor Store Manager Lana Jacobson, Police Chief Bobby Berndt

**Guests Present** Wendy Hetland, Andrew Hetland, Olaf Hetland, Alisia Hetland, Richard Tsong-Taataarii-Star Tribune, Karen Tolkkinen-Star Tribune, Michel Weber-Apex Engineering

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

**Pledge of Allegiance**

**Administer Oath** – The Oath of Office was recited by Mayor-Elect Latham Hetland, Council Members Marsha Maki and Jerry Nesland. Mayor Hetland assumed the position of Mayor and proceeded with conducting the meeting.

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

Clerk Roberts asked that the following be added to New Business as item “i” Country View Lot Pricing. Councilman Nesland asked that the following be added: New Business: item “j” Capital Day, Old Business: Calendar Parking Discussion, item “d”.

**A motion was made by Nesland to approve the final agenda with additions. Motion was seconded by Grotheer and carried by unanimous vote.**

**Approval of Minutes –**

**A motion was made by Grotheer to approve minutes from the December 10, 2024 Regular Meeting and Truth in Taxation Public Hearing. Grotheer's motion was seconded by Maki and carried by unanimous vote.**

**Communications & Recognitions** – Mayor Hetland thanked Marsha Maki for her years of service and mentorship as Mayor.

## **Department Reports**

**Liquor Store Report** –The Liquor Store Report was included in the packet. Lana Jacobson addressed the Council. Combined gross sales for the month of December were down 1% from prior year. Combined COGS were up .39 % as a percentage of sales from prior year. Net revenues for the month of December were up 21.47% as a percentage of sales from prior year. Payroll expenses were down 17.48%. YTD revenues were down 4% as a percentage of sales from prior year. Clerk Roberts noted that these are preliminary numbers. Jacobson thanked Marsha and Eric for their help with inventory. Everything went very well. Jacobson will be out on vacation from February 5<sup>th</sup>-13<sup>th</sup>. She asked the Council to ratify the hiring of Brent Cooley as a part-time bartender.

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

**Fire Department Report** – Chief Roder's report was included in the packet. The Department responded to 15 calls in December with 12 being medical, 1 structure fire (mutual aid with Wolf Lake), and 2 false alarms. The FEMA Grant application was submitted December 19, 2024. The Department will be notified if the FEMA Grant is awarded in September of 2025. The Annual Township/City Fire Department meeting is scheduled for February 5<sup>th</sup>. Councilman Nesland expressed interest in attending. Julie will check and post if there will be a quorum.

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

**Police Report** – Chief Berndt's report was in the packet. The Department responded to 85 calls for service in December, issued 3 citations, 23 parking citations, 18 warnings and 1 arrest. Officers completed their Use of Force/Taser training, which was conducted by the Perham PD. Radar Units have been installed and the new portable radios have arrived. Chief Berndt inquired with OTC about placing a radar monitored speed zone on North Hwy 67. He has not heard back from them. Mayor Hetland reported that he has not heard anything on the Co. Hwy 56 Speed Study. He assumed it will be done this Spring.

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

**Public Works Report** – Mattson addressed the Council. Esser's Plumbing & Heating removed and replaced 20' of waste line in City Hall building after issues in Liquor Store restrooms. A leaking water service was dug up and repaired at 217 Van Aernam. The new Ventrac tractor with attachments has been delivered. Northwoods Electric is working on SCADA System upgrades. Mattson reported that the Department is monitoring frost depths weekly due to the cold weather and lack of snow. It is currently approximately 48" deep in the streets. USDA performed the annual OME plan review and assisted with

PHMSA Annual Report data. Mattson is working on annual reports and the Department has begun working on natural gas OQ training. A bid package has been put out for sale of the Toro sweeper and mower. A letter of resignation was received from Russ Buntrock with his last workday as December 31<sup>st</sup>. Mattson indicated that they are reorganizing duties to cover his position for now. Mattson reported that Mike Pederson is working on his letter of intent to retire with a final workday of July 31, 2025. An ad has been placed in the NYM Dispatch to bring a replacement on board in April and begin training. Mattson gave Mayor Hetland a tour of the Public Works facilities. Councilman Nesland suggested giving the Public Works Committee authority to approve the winning bid for the Toro sweeper.

**A motion was made by Nesland to acknowledge receipt and review of the Public Works Department Report as well as authorizing the Public Works Committee to approve the winning bid for the Toro sweeper and acknowledging letter of intent to resign by Mike Pederson and letter of resignation from Russ Buntrock. Motion was seconded by Grotheer and carried by unanimous vote.**

**Administration Report** - Clerk Roberts reported. There is one step raise due before next month for Logyn Tharaldson to Step 3. Roberts is working with Otter Tail County on a grant for the Family Resource Center project. The new emergency siren has been ordered and will be installed in Hidden Trails Park in the Spring. Jenny and Cheri have been working on year-end reports and filings and preparing for the annual audit. Auditors will be onsite the week of February 3<sup>rd</sup>. Clerk Roberts reported that the City's current software program will no longer be supported by Tyler Technologies by the end of 2026. She will be starting to demo new software programs for the City's financials, payroll and utility billing. She plans to build the cost of a new program into the 2026 budget.

**A motion was made by Maki to acknowledge receipt and review of the Administration Report as well as approve the step raise to Logyn Tharaldson pending recommendation by supervisor. Motion was seconded by Grotheer and carried by unanimous vote.**

## **Boards, Commissions & Committee Reports**

**Economic Development Authority** – Minutes for the December 18, 2024 meeting were included in the packet. The next meeting will be held tomorrow, January 15, 2025. The EDA allocated CEDA Grant funds to launch a billboard campaign for economic development. The location will rotate throughout the year. This month it is located outside of Detroit Lakes along Highway 10. The Community Kickoff will be held Wednesday, January 22<sup>nd</sup>. There will be a 5:30 pm meal and 6 pm program. Jordan Grossman from CEDA will be the keynote speaker and talk about Economic Development opportunities and the CEDA Grant which was awarded to New York Mills.

**Financial Consent Agenda** – A list of claims and financial reports were included in the packet as well as a list of additional bills. The City paid its final payment for the Perham Hospital District payment.

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

**Old Business and Tabled Items** –

**Employee Handbook-** Newly updated handbooks have been distributed to employees.

**Council Communication Goals-** Jerry Nesland submitted a list of 2025 goals for the City Council to consider. Council members will review the list and discuss at a future meeting.

**Ordinance Review-** Next meeting will be held January 22, 2025.

**Calendar Parking Review –** Nesland commented that with the three hard liquor establishments in town, two of them have parking that is available off-street or exempted from the Calendar Parking restrictions, but one establishment is not. He felt that the block on Main Street from Centennial 84 Drive to Park Street should be exempted as well from the ordinance. Employees and those leaving vehicles for an alternate ride home have been being ticketed. The Ordinance Committee will review this at their next meeting on January 22<sup>nd</sup> and Council will revisit next month.

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

**Public Requests –** None

**New Business –**

**Apex – Term Extension for Task Order Engineering Service Agreement-** Michael Weber addressed the Council. The City’s engineering agreement with Apex dated November 12, 2019 has now expired. Weber provided a formal request to renew the agreement without changes and extend the term through December 31, 2029.

**A motion was made by Nesland to approve an extension of the Task Order Engineering Service Agreement with Apex Engineering through December 31, 2029. Motion was seconded by Maki and carried by unanimous vote.**

**Apex – Task Order #7 Approval – Preliminary Engineering Report-Water Treatment Plant-** Michael Weber referred to the task order included in the packet. Apex would like to start the study and preliminary engineering report for the proposed water treatment plant and 2 new wells. The PER will identify project details, alternatives and estimated project costs. Weber stated that this project is #2 on PFA’s priority list. The intent is to apply for PFA funding for 2026 with the project being completed in 2026-2027. The study and engineering report is to be completed by April 2025, with an estimated fee of \$41,200.

**A motion was made by Maki to approve Task Order #7 as presented. Motion was seconded by Nesland and carried by unanimous vote.**

**Apex – Kuechle Underground Payment No. 5 -Final –** The South Point Phase 1 Street and Utility Project was completed this past Fall. Michael Weber of Apex recommended that final payment be made to Kuechle Underground in the amount of \$34,399.53. He commented that The final street improvements were delayed to allow the contractors to complete the apartment complex project, but are

not complete. There is a fair amount of demo and site cleanup which needs to be done by the apartment's contractors.

**A motion was made by Nesland to approve Final Payment No. 5 to Kuechle Underground Inc. as presented. Motion was seconded by Grotheer and carried by unanimous vote.**

**Apex- South Point Project Summary** – Final project costs have been completed for the South Point project. Costs came in under the construction budget.

**Annual Appointments & Setting of Depositories** – The Council reviewed committee appointments. Mayor Hetland will replace Councilman Grotheer on the Personnel Committee. No other changes were made to the 2025 appointments. Depositories will remain the same with Farmers & Merchants State Bank, Magnifi Financial Credit Union and PMA Financial Network.

**A motion was made by Grotheer to approve the 2025 Annual Appointments & Setting of Depositories. Motion was seconded by Nesland and carried by unanimous vote.**

**Resolution Setting Signature Authority on City Bank Accounts – Resolution No. 1-14-2025 was presented.**

## **CITY OF NEW YORK MILLS, MINNESOTA**

### **RESOLUTION NO. 01-14-2025**

#### **RESOLUTION APPROVING SIGNATURE AUTHORITY FOR CITY BANK ACCOUNTS**

**WHEREAS,** THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA, has held an election for positions of mayor and council member in November 2024.

**WHEREAS,** the results of the election were Latham Hetland for Mayor and Marsha Maki for Council Member.

**AND WHEREAS,** this created a change in signature authority for banking matters with the City of New York Mills bank accounts.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA AS FOLLOWS:** Signature Authority on financial institutions for the City of New York Mills will be the positions of: Mayor, City Clerk-Treasurer, and a City Administrative Assistant.

Adopted this 14th day of January 2025, by the City Council of the City of New York Mills.

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Latham Hetland, Mayor

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Julie Roberts, City Clerk-Treasurer

**A motion was made by Nesland to approve Resolution No. 01-14-2025. The motion was seconded by Maki and carried by unanimous vote.**

**Resolution Approving Master Fee Schedule for 2025 – Resolution No. 1-14-2025a was presented. –**

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 01-14-2025a**

**RESOLUTION APPROVING MASTER FEE SCHEDULE FOR 2025**

**WHEREAS,** THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA, has adopted ordinances that allow for the charging of fees, permits, fines, and services.

**WHEREAS,** upon consideration of annual review of the current Master Fee Schedule charges and amendments can be recommended by resolution; and

**AND WHEREAS,** upon consideration and review by the City Council, the 2025 Master Fee Schedule will be available for inspection in the office of the City Clerk-Treasurer after duly approved and adopted.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA AS FOLLOWS:** The 2025 Master Fee Schedule shall be approved and effective January 1, 2025, and available for inspection and attached to this resolution.

Adopted this 14th day of January 2025, by the City Council of the City of New York Mills.

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Latham Hetland, Mayor

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Julie Roberts, City Clerk-Treasurer

The Council discussed the fee schedule. The fee for Temporary Permits for the Consumption of Alcohol in City Parks was increased from \$5 to \$10. The fees for having chickens in city limits was also discussed, but no changes were made.

**A motion was made by Nesland to approve Resolution No. 1-14-2025a as presented. Motion was seconded by Maki and carried by unanimous vote.**

**At 5:17 p.m. the Council meeting was recessed for the Public Hearing Regarding the NYM Property Tax Rebate Program.** There were no members of the public present for the hearing.

**The Regular Meeting resumed at 5:20 p.m. upon conclusion of the Public Hearing.**

**Action on Public Hearing NYM Property Tax Rebate Program** - Councilman Nesland noted that the word "Property" should be added to the Request to Otter Tail County to Collaborate on the Property Tax Rebate Program. The new program would run through December 31, 2030.

**A motion was made by Grotheer to approve the NYM Property Tax Rebate Program and seek Collaboration with Otter Tail County with the addition of the word "Property" to Request as discussed. Motion was seconded by Maki and carried by unanimous vote.**

**Country View Lot Pricing Discussion** – Clerk Roberts stated that the Country View TIF District has been decertified. She suggested that the Council discuss repricing of the six remaining lots not that they are not under TIF guidelines. The proposed pricing would include an \$8,500 price reduction for any lot purchased rather than the \$7,500 which was formerly offered if buyer was within TIF guidelines. With this reduction, lot prices would range from \$10,000 to \$13,500. There would also continue to be a \$500 gas credit. Property owners may also qualify for the \$10,000 property tax rebate program. Roberts asked the Council to discuss and ratify prices which would ultimately be set by the EDA. Roberts noted that there are several lots being considered by contractors for spec homes. The rebate program would be able to carry over to the purchaser of these homes. Councilman Grotheer

asked if a package deal could be offered for the remaining lots. Clerk Roberts replied that one could be offered but there would need to be a stipulation for the date of occupancy and not enable contractors to buy the lots and just sit on them.

**A motion was made by Nesland to approve the \$8,500 reduction in lot prices for remaining Country View lots as discussed, subject to ratification by the NYM EDA. Motion was seconded by Maki and carried by unanimous vote.**

**2025 City Day on the Hill Thursday, March 6** – Councilman Nesland reported that the League of MN Cities is holding a City Day on the Hill at the Capital in St Paul. He would like to attend on behalf of the Council.

**Next Regular Meeting will be February 11, 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.**

**Adjournment – A motion was made by Nesland to adjourn the meeting at 5:31 p.m. Motion was seconded by Maki and carried by unanimous vote.**

Respectfully submitted by,

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Julie A. Roberts

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