

**NEW YORK MILLS CITY COUNCIL**

**July 11, 2023**

**4:30 p.m.**

**CALL TO ORDER AND DETERMINATION OF A QUORUM**

The regular meeting of the New York Mills City Council was held at 4:30 p.m. in the Council Chambers of the City Center Building located at 118 North Main Avenue, New York Mills, Minnesota, all members of the Council having been notified of the meeting and the business to be transacted.

**Members Present** Maki, Nesland, Grotheer, Hammond, Hetland

**Members Absent** None

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

**Guests Present** Michael Weber-Apex, Barbara Dacy-OTC HRA

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

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

**A motion was made by Nesland and seconded by Hammond to approve the final agenda as presented. The motion carried by unanimous vote.**

**Approval of Minutes –**

**A motion was made by Hammond to approve minutes from the June 13, 2023 Regular Meeting as presented. The motion was seconded by Hetland and carried by unanimous vote.**

**Communications & Recognitions - None**

**Department Reports**

**Liquor Store Report** –Lana Jacobson referred to her report which was included in the packet. Combined gross sales for the month of June were up 3% from prior year. Combined COGS were down 1.84% as a percentage of sales from prior year. Net revenues for the month of June were up 1.02% from prior year. Payroll expenses were up 8.85% as a percentage of sales from last year. Jacobson pointed out there were three payrolls in June 2023.

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

**Fire Department Report** – Chief Ryan Brasel’s report was included in the packet. There were 25 calls in June consisting of 1 house fire, 1 shed fire 1 missing person, 1 gas leak, 3 fire alarm, 1 hazardous spill, and 17 medicals. The Fire Dept assisted with traffic control for the RMH Ride.

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

**Police Report** – Chief Berndt’s report was included in the packet. The Department responded to 174 calls for service in June, issued 4 citations, 33 warnings and 1 arrest. Berndt assisted with the RMH Bike Rodeo, Lund Boats 5K Walk, Trap Team State Sendoff and Deer Trails Parade. Berndt asked the Council to approve the hiring of Logyn Tharaldson for part-time employment at Step 1.

**A motion was made by Hammond to acknowledge receipt and review of the Police Department Report as presented as well as to approve the hiring of part-time officer Tharaldson. The motion was seconded by Nesland and carried by unanimous vote.**

**Public Works Report** – Mattson addressed the Council. MPCA has approved the City’s final discharge permit for the water treatment plant backwash effluent. Public Works has been very busy doing locates for the Arvig fiber installation project. Arvig Construction hit a gas line in the mobile home park which led to Public Works having to reconstruct our gas distribution in the mobile home park. Greater MN Gas (GMG) has ordered the materials and put our project on the schedule to bring gas out to the Jennie-O turkey barns and BNSF’s tanks. They will start cutting over to other properties after the install is complete. Lake Region Electric will be extending power into South Point for street lighting as well as the two lots on South Point Drive. Mattson plans to start crack filling and sealcoating of city streets. Mattson requested authorization to complete the 2015 project area with funds up to \$52,000 this year. Fencing for the new dog park has been ordered. Mattson stated he plans to hire Apex Engineering to do a records review for the Lead-Copper Project. Mattson applied for grant funding to pay for this work which must be completed by October, 2024.

Work is almost complete on the City Center parking lot.

**A motion was made by Nesland to acknowledge receipt and review of the Public Works Report as presented along with authorization for sealcoating and crack filling for the 2015 project area up to \$52,000. The motion was seconded by Hetland and carried by unanimous vote.**

**Administration Report** – Roberts addressed the Council. There are three annual performance evaluations due before the August meeting. Clerk Roberts requested approval for their annual increase subject to recommendation by the department head. Mayor Maki and Roberts continue to work on the police union contract. Roberts is working on the 2024 budget process. The Budget Committee plans to meet the last week of July.

**A motion was made by Nesland to acknowledge receipt and review of the Administration Report as presented with approval of annual increases for T. Schwartz, B. Berndt and K Wurst upon a favorable review. The motion was seconded by Hammond and carried by unanimous vote.**

**Committee Reports** –

**Park Board** – Councilman Nesland discussed a park and trails audit and survey to assist in putting together a vision for a multi-year plan to look at City and School parks, trails and land. Perham has done this with success. Nesland will get pricing and info from Perham and will bring it to the Park Board.

**Economic Development Authority** – Draft Minutes are included in the packet. The next meeting is scheduled for July 19, 2023

**Zoning Committee**- Will hold a meeting on July 25<sup>th</sup>.

**Financial Consent Agenda** – The payment of financial claims information and the financials for the month of June were included in the packet. An additional list of bills received after the packets were distributed was presented.

**A motion was made by Hammond and seconded by Hetland to approve the payment of financial claims and financial statements as presented including the additional bills as presented. The motion carried by unanimous vote.**

**Old Business and Tabled Items:**

**Employee Handbook-** Staff is working on new content which has just come out from the League of MN Cities.

**Parking Ordinance No. 139** – Changes discussed in previous meetings have been made. If acceptable, Clerk Roberts requested that the Council call for a public hearing at the August meeting to adopt Ordinance No. 139. Councilman Nesland recommended that a policy be developed by next meeting for fines.

**A motion was made by Grotheer to publish Ordinance No. 139 and call for a public hearing at the August Council meeting. Motion was seconded by Nesland and carried by unanimous vote.**

**Council Communication Goals** – Clerk Roberts commented that last month’s summary minutes were published in the newspaper, the agenda was posted on the City’s website, and notice of meeting was published on the website and Facebook. Roberts checked on the price of an electronic sign for the city hall building. Cost would be \$50,000. JH Signs will be coming out to give ideas for a less expensive option. Mayor Maki suggested putting signage on the North side of the City Center building as well.

**Open Forum** –At 5:00 p.m. Mayor Maki asked whether anyone present wished to address the Council. There was no response.

**Public Requests** –None

**New Business** –

**HRA Senior Triplex-Proposed Purchase Agreement – Barbara Dacy, OTC HRA Executive Director** – Barbara Dacy submitted a purchase agreement for the purchase of 2 lots in South Point to construct 2 affordable senior housing triplexes. The Purchase Agreement offers \$44,000 for the two lots, with the sale contingent upon the HRA receiving approval of a grant through MN Housing which is due this Thursday at noon. With grant approval, Dacy requested that the two lots be re-platted and widened to accommodate the triplexes and the existing walking trail. This would be at the HRA’s expense. If the grant is not approved, HRA would reapply for 2024 and Dacy requested that the Purchase Agreement be extended to cover that time period. Construction could start as early as next summer or fall. Hetland asked what the timeline is to hear from the state. Dacy replied we should hear by mid-December. Dacy is also working to get funding through Otter Tail County. Public Works Director Kyle Mattson stated he would need to know in the next couple of weeks where the exact center will be for the two lots as Lake Region’s electrical service will be affected by this location. Dacy will get this information to him.

**A motion was made by Hetland to approve the Purchase Agreement to sell the two described lots in South Point Addition to the HRA for a price of \$44,000 with the requested re-platting to enlarge the parcels to be completed at the HRA’s expense. Motion was seconded by Hammond and carried by unanimous vote.**

**Kuechle Underground Payment Request No. 3 – South Point Phase I** – Apex Engineer Michael Weber reported that the project is mostly complete. There would be a 5% retainage on work completed until final billing. Nesland asked that the turnaround for the end of South Point Drive be looked at so it will accommodate snow equipment and possibly be barricaded for incoming traffic. Michael Weber will talk with Mattson about a plan. Weber recommended payment of Payment Request No. 3 in the amount of \$28,493.11.

**A motion was made by Nesland and seconded by Heetland to approve Payment Request No. 3 to Kuechle Underground as presented. Motion carried by unanimous vote.**

**Resolution Acknowledging Cash Donation to City of New York Mills from Arvig for the Pool Project, Resolution No. 07-11-2023 –**

Resolution acknowledging a donation of \$5,000.00 from Arvig was presented.

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 07-11-2023**

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM ARVIG FOR THE POOL PROJECT**

**WHEREAS**, in June 2023, the City of New York Mills received a donation from Arvig for the Pool Project in the amount of \$5,000.

**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 Arvig to the City of New York Mills for the Pool project.

Adopted this 11th day of July, 2023, by the City Council of the City of New York Mills.

---

Marsha Maki, Mayor

---

Julie Roberts, City Clerk

**A motion was made by Hammond to approve Resolution No. 07-11-2023. Motion was seconded by Hetland and carried by unanimous vote.**

**Resolution Acknowledging Cash Donation from Brunswick for the Dog Park Project-Resolution No 07-11-2023a –**

Resolution acknowledging a donation of \$400 from Brunswick was presented.

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 07-11-2023a**

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM  
BRUNSWICK FOR THE DOG PARK PROJECT**

**WHEREAS**, in June 2023, the City of New York Mills received a donation from Brunswick for the Dog Park Project in the amount of \$400.00.

**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 \$400.00 from Brunswick to the City of New York Mills for the Dog Park Project.

Adopted this 11th day of July 2023, by the City Council of the City of New York Mills.

---

Marsha Maki, Mayor

---

Julie Roberts, City Clerk

**A motion was made by Hetland to approve Resolution No. 07-11-2023a. Motion was seconded by Grotheer and carried by unanimous vote.**

**Resolution Acknowledging Cash Donation from Farmer’s Union Insurance for the Dog Park Project- Resolution No 07-11-2023b was presented –**

Resolution acknowledging a donation of \$250.00 from Farmer’s Union Insurance was presented.

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 07-11-2023b**

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM  
FARMERS UNION INSURANCE FOR THE DOG PARK PROJECT**

**WHEREAS**, in July 2023, the City of New York Mills received a donation from Farmers Union Insurance for the Dog Park Project in the amount of \$250.00.

**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 \$250.00 from Farmers Union Insurance to the City of New York Mills for the Dog Park Project.

Adopted this 11th day of July 2023, by the City Council of the City of New York Mills.

---

Marsha Maki, Mayor

---

Julie Roberts, City Clerk

**A motion was made by Nesland to approve Resolution No. 07-11-2023b. Motion was seconded by Hammond and carried by unanimous vote.**

Clerk Roberts noted that the project now has enough money for the fencing, which is now on order for the first part of August.

**Resolution Acknowledging Cash Donation from Arvig for the New York Mills Daycare Property- Resolution No 07-11-2023c.**

Resolution acknowledging a donation of \$2,500.00 from Arvig was presented.

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 07-11-2023c**

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM  
ARVIG FOR THE DAY CARE PROJECT**

**WHEREAS,** in July 2023, the City of New York Mills received a donation from Arvig for the Day Care Project in the amount of \$2,500.00.

**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 \$2500.00 from Arvig to the City of New York Mills for the Day Care Project.

Adopted this 11th day of July 2023, by the City Council of the City of New York Mills.

---

Marsha Maki, Mayor

---

Julie Roberts, City Clerk

**A motion was made by Hammond to approve Resolution No. 07-11-2023c. Motion was seconded by Hetland and carried by unanimous vote.**

**Next Regular Meeting will August 8, 2023 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 and seconded by Hammond to adjourn the meeting at 5:24 p.m. Motion carried by unanimous vote.**

Respectfully submitted by,

---

Julie A. Roberts  
City Clerk(Notes taken and typed by Cheri Kopveiler, Administrative Assistant)