

NEW YORK MILLS CITY COUNCIL
February 13, 2024
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, Hetland

Members Absent Hammond

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 Robert Kempenich

Pledge of Allegiance

Call to Order The meeting was called to order by Mayor Maki at 4:31 pm. A quorum was present.

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

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

Approval of Minutes –

A motion was made by Grotheer to approve minutes from the January 9, 2024 Regular Meeting and Public Hearing. Grotheer’s motion was seconded by Hetland and carried by unanimous vote.

Communications & Recognitions -A thank you was received from the NYM Cultural Center for their quarterly donation.

Department Reports

Liquor Store Report –The Liquor Store Report was included in the packet. Clerk Roberts reported in Lana Jacobson’s absence. Combined gross sales for the month of January were up 16% from prior year. Combined COGS were down 5.41% as a percentage of sales from prior year. Net revenues for the month of January

were up 13.22% from prior year. Payroll expenses were up .64% as a percentage of sales from last year. Clerk Roberts commented that \$3,000 cost to the liquor store for the audit has not yet hit the ledger books; however, even taking that into consideration, net revenues are still approximately \$4,000 over January last year.

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

Fire Department Report – The January Fire Department was included in the packet. The Department responded to 15 calls consisting of 9 medical, 1 motor vehicle accident, 3 fire-false alarms, 1 mutual aid cancelled enroute and 1 suspected gas leak which was investigated with no leak detected. The NYM Fire Department held its annual meeting with the city and townships on February 7th. A request was included in the packet to approve pre-payment of the pumper tanker chassis in the amount of \$113,509 to Rosenbauer. Pre-payment before February 21st will save the Department \$4,510.00 through an early-pay discount.

A motion was made by Nesland to acknowledge receipt and review of the Fire Department Report as presented along with approval of the payment to Rosenbauer. 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 165 calls for service in January, issued 2 citations, 41 parking citations, 19 warnings and 0 arrests. Chief Berndt completed a class presentation to the 9th grade health class and has begun DARE training for 6th graders. The Department partnered with OTCSO for the 2024 Safe and Sober campaign.

A motion was made by Grotheer 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. Public Works was awarded grant funding from the Minnesota Dept of Health (MDH) which will allow the department to hire Apex Engineering to assist with the remainder of water service line inventory. The purpose of the inventory is to check for lead and galvanized lines as required by the MDH. Workers will be going door-to-door to do the inspections. If not successful, other options may be to do a survey or ask homeowners to send in photographs of their lines. Mattson has ordered new pump impellers to correct pumping issues at the C-store lift station. Public Works will do the repairs themselves. Mattson is completing annual reporting for multiple state and federal regulators and the Department has been working on several clean-up projects. A temporary gas meter has been set up at the South Point apartments as construction continues. They will be running 9 large construction heaters. The ice rink has been closed for the remainder of the season due to the warm temperatures. Signs have been installed at the dog park. Jason and Todd have been registered to attend the annual water/wastewater technical conference in St. Cloud in March where they will be taking their Class D wastewater tests.

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

Administration Report - Clerk Roberts reported. There are 2 step raises due before the March council meeting for Lana Jacobson and Faith Schaefer. Eide Bailly was onsite to complete the 2023 annual audit. Clerk Roberts is finishing up additional requests. Office staff completed CHRI Background Check Recertification. Jenny completed liquor and tobacco licensing renewals as well as the Police State Aid report, DNR Water Report, EIA-176 Gas Report, PERA Annual Exclusion Report and Annual Leave Report.

OSHA 300 Logs were filed, Staff has completed annual W2's, 1099's 1098 mortgage interest filing, as well as annual interest paid letters for EDA loan recipients and quarter-end payroll reports. Cheri has updated the New Resident Brochures. Cheri has been working to organize Health Care Facility voting at the assisted living facility and has completed paperwork to the County Auditor for Elections, organizing training and securing schedules with election judges for the Presidential Primary on March 5th. Clerk Roberts will be working together with Latham Hetland to put together a showcase presentation on the new South Point Apartments for the Housing Summit on February 21st.

The Council discussed whether or not to have department head evaluations completed by the full council or to have the department committee members evaluate and make a recommendation to the council. It was decided to do them as in the past and re-evaluate the process in the future when both committee members are present.

A motion was made by Hetland to acknowledge receipt and review of the Administration Report as well as approval of the two step raises referred to above, contingent upon evaluations as discussed. Motion was seconded by Grotheer and carried by unanimous vote.

Open Public Forum - At 5:00 pm Mayor Maki asked whether anyone present wished to address the Council. No one was present.

Public Requests - None.

Committee Reports -

Economic Development Authority Meeting – Draft Minutes from the January 17, 2024 meeting were included in the packet. Clerk Roberts gave an update that the application for a CDA grant was approved. The EDA will need to create a loan application for their next meeting, scheduled for February 21st.

Financial Consent Agenda – A list of claims and financial reports were included in the packet as well as a list of additional bills. Clerk Roberts also asked for approval to pay the League of MN Cities invoice which is due before March 1st. She noted that the premium went down \$19,000 from prior year.

A motion was made by Hetland to approve the Financial Consent Agenda as presented along with additional bills. The motion was seconded by Grotheer and carried by unanimous vote.

Old Business and Tabled Items –

New Business -

Agenda Request from Robert Kempenich Regarding Calendar Parking –Robert Kempenich of 103 Smith Ave. addressed the Council regarding concerns over dogs running at large within the city and regarding the calendar parking ordinance. Kempenich asked for action to revamp the calendar parking process and rescind his fine as there has been no snow and he was unaware of the ordinance. Mayor Maki stated that the police and public works committees will discuss and reach out to him if changes are made.

CEDA Grant Award to City of New York Mills – Clerk Roberts reported that she and Councilman Hetland worked together to write a grant application for a CEDA Grant for downtown revitalization. They received

word that the City has been awarded the grant which consists of 150 hours of technical service assistance and \$15,000 to further the project. Councilman Hetland reported that the NYM Forward Committee met and are putting together a list of ideas of how to best use the grant.

Resolution Acknowledging \$250 Cash Donation from the New York Mills Lions Club for the New York Mills Fire Department – Resolution No. 02-13-2024 was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 02-13-2024

**RESOLUTION ACKNOWLEDGING CASH DONATION TO NEW YORK MILLS FIRE DEPARTMENT
FROM NEW YORK MILLS LIONS CLUB**

WHEREAS, in January 2024, the City of New York Mills received a donation from New York Mills Lions Club for the Fire Department 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 New York Mills Lions Club to the New York Mills Fire Department.

Adopted this 13th day of February, 2024, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Hetland and seconded by Grotheer to approve Resolution No. 02-13-2024 as presented. The motion carried by unanimous vote.

Resolution Acknowledging \$500 Cash Donation from the New York Mills VFW Post #3289 for the New York Mills Fire Department – Resolution No. 02-13-2024a was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 02-13-2024a

**RESOLUTION ACKNOWLEDGING CASH DONATION TO NEW YORK MILLS FIRE DEPARTMENT
FROM VFW POST 3289**

WHEREAS, in January 2024, the City of New York Mills received a donation from VFW Post 3289 for the Fire Department in the amount of \$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 \$500.00 from VFW Post 3289 to the New York Mills Fire Department.

Adopted this 13th day of February, 2024, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Nesland and seconded by Hetland to approve Resolution No. 02-13-2024a as presented. The motion carried by unanimous vote.

Resolution for Approval of a New York Mills Lions Gambling Premise at Continental Divide Brew Pub in New York Mills – Resolution No. 02-13-2024b was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 02-13-2024b

RESOLUTION FOR APPROVAL OF A NEW YORK MILLS LIONS GAMBLING PREMISE IN NEW YORK MILLS

WHEREAS, the City/Township of New York Mills must approve any application for lawful gambling before it is submitted to the State of Minnesota,

WHEREAS, the City has received an application form LG214 Premises Permit Application from the New York Mills Lions Club to have Lawful Gambling at Continental Divide Brew Pub LLC, 32 Main Avenue North, New York Mills, MN; and

WHEREAS, New York Mills Lions Club has a gambling license that has been issued by the State of Minnesota; and

WHEREAS, the City has the legal authority to approve or deny the application; and

NOW THEREFORE BE IT RESOLVED that the City of New York Mills approves the application for Lawful Gambling for the New York Mills Lions Club for the location Continental Divide Brew Pub LLC, 32 Main Avenue North, New York Mills, MN.

Adopted this 12th day of February, 2024, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Nesland and seconded by Grotheer to approve Resolution No. 02-13-2024b as presented. The motion was passed by the following vote: Grotheer, Nesland, and Maki in favor, Hetland abstained.

2024/2025 Sidewalk Cleaning Rates- The Council discussed pros and cons of continuing to sweep snow from downtown business sidewalks. Costs have far exceeded what is being charged and staff shortages have and will continue to be an issue. Discussion also included customer expectations, machinery being at end of life and difficulties when not everyone wishes to utilize the service. After discussion the Council agreed to raise the rate from \$1.50 per linear foot to \$2.50 per linear foot for the 2024/2025 snow season and raise it further to \$5.00 per linear foot for the following season. If there is not enough interest the service will be discontinued.

A motion was made by Nesland to raise the sidewalk clearing rate to \$2.50 per linear foot for the 2024/2025 snow season and to \$5.00 per linear foot for the 2025/2026 snow season. Continuation of the service will be dependent upon demand. The motion was seconded by Hetland and carried by unanimous vote.

The Regular Meeting recessed at 5:38 p.m. for a closed session regarding the sale of city property.

The Council meeting resumed at 5:50 p.m.

Action on Closed Session – The Council agreed to put the parcels located at 103 and 105 South Main Avenue up for sale by public bid. Market Value of the two parcels is \$19,600.

A motion was made by Nesland to place the parcels located at 103 & 105 South Main Avenue up for sale by public bid with a minimum bid of \$19,600 and the council reserves the right to accept or reject any or all bids. The motion was seconded by Hetland and carried by unanimous vote.

Next Regular Meeting will be March 12, 2024 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 5:55 p.m. Motion was seconded by Hetland and carried by unanimous vote.

Respectfully submitted by,

Julie A. Roberts

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