

NEW YORK MILLS CITY COUNCIL

June 11, 2024

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, Hammond

Members Absent Nesland

Staff Present City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Public Works Director Kyle Mattson (4:41 pm), Liquor Store Manager Lana Jacobson, Police Chief Bobby Berndt, Fire Chief Nick Roder

Guests Present Robert Kempenich (4:53 pm), Dale Jokela, Ben Jacobson (4:49 pm), NYM Dispatch Reporter Chad Koenen (4:41 pm)

Call to Order The meeting was called to order by Mayor Maki 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 to approve the final agenda as presented by Hammond. Motion was seconded by Hetland and carried by unanimous vote.

Approval of Minutes –

A motion was made by Grotheer to approve minutes from the May 14, 2024 Regular Meeting and Public Hearing. Grotheer’s motion was seconded by Hammond and carried by unanimous vote.

Communications & Recognitions –

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 May were down 3% from prior year. Combined COGS were down 1% as a percentage of sales from prior year. Net revenues for the month of May were down 21% from prior year. Payroll expenses were up 16% as a percentage of sales from last year. Jacobson noted that there

were three payrolls in May. YTD revenues were down 6.82%. Jacobson stated that the new POS system is working great in the off-sale and seems to be much more efficient. One of the POS systems is paid for and part of the 2nd. She thanked Julie and Rick for all of their support and help. Jacobson asked that the Council ratify the hiring of part-time bartender Karissa Doyle.

A motion was made by Hammond to acknowledge receipt and review of the Liquor Store Report as presented along with the approval to hire Karissa Doyle as part-time bartender. The motion was seconded by Hetland and carried by unanimous vote.

Fire Department Report – Fire Chief Roder’s addressed the Council. The Department responded to 16 calls consisting of 10 medical, 5 fire (2 wildland, 1 equipment, 2 false alarms), & 1 motor vehicle accident. The new pumper tanker is complete. The balance of \$311,774 is due on pick up, which will be June 28th or 29th. Roder requested permission to withdraw \$253,000 from their savings account and borrow the balance from next year’s capital contribution that has been budgeted every year to cover payment. With Council approval, they can advance compensation from the General Fund Capital Reserve until it is replaced in late 2025. Clerk Roberts stated they plan to use some of the Public Safety Grant Funds to help with the shortfall. She is working on grants. There is \$61,000 in the fundraising account to use as matching funds for grant applications. Roder reported it has been determined that the Department can continue to use the SCBA units until they need service. Mills has 17 working SCBA’s and only are required to have 12. Replacement will be the highest priority going forward and the Department will be applying for grants to cover the cost.

A motion was made by Hetland to acknowledge receipt and review of the Fire Department Report as presented along with approval to withdraw \$253,000 from the Fire Dept savings account and advance funds from the General Fund expected capital contribution for 2025 to cover the balance. The motion was seconded by Hetland and carried by unanimous vote.

Police Report – Chief Berndt’s report was in the packet. The Department responded to 150 calls for service in May, issued 12 citations, 2 parking citations, 34 warnings and 0 arrests. Chief Berndt accompanied DARE students to the Twins game and OPS Center. Students completed DARE graduation. Berndt performed fingerprinting on the 1st grade students in May, did a Q & A with the high school health class and spoke to the senior class. The Department assisted with Track and Field Day and held a DARE pizza party. There have been more and more vehicles showing up in the City’s parking lot without registration despite receiving a Cease and Desist order from the City. Discussion ensued. Clerk Roberts will speak to City Attorney Sam Felix and ask for a stronger letter.

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

Public Works Report – Mattson addressed the Council. The pool is ready for the season. Mattson is waiting for the state inspection. The electrical inspection was done today. It is expected that the pool will be able to open this week. Public Works continues to do locates for Midco’s fiber project. Matton has been working with Northwoods Electric to finalize the SCADA system upgrade. He is working on getting a price for seal coating the parking lots at City Hall and behind the library and to get bid packets out for some of the City’s street projects. Gas Plant annual odorizer maintenance is complete and everything looked good. Public Works is trying to work in sewer main line and lift station cleaning in their schedule. They have put flags and banners up and have completed waxing and buffing the floors at the City Center. Mattson asked that the Council ratify the hiring of Renae Gunkel as a part-time summer employee.

A motion was made by Hetland to acknowledge receipt and review of the Public Works Department Report as presented along with approval to hire Renae Gunkel for a seasonal part-time employee. Motion was seconded by Hammond and carried by unanimous vote.

Administration Report - Clerk Roberts reported. There is one step raise due this month for Logyn Thoraldson to Step 2. Roberts worked on revising the parking ordinances from last meeting and is working to organize in preparation of the 2025 budget. Roberts listened to a US DOT webinar for charging stations for electric vehicles. She stated she is close to having enough money for the resurfacing of the pool and is sending out more donation requests for the remaining \$24,000. Clerk Roberts researched and received a quote from TextMyGov for using text messages for city notifications. She would like to work this service into the 2025 budget. Cost is \$3,000 for the first year and \$2,000 for the next two years. The service could cover a variety of things like emergencies, events, hydrant flushing, etc. The Council felt it would be a good service to offer and directed Clerk Roberts to work on fitting it into next year's budget. Finally, Julie is working on a grant collaboration for the fire department, public works and police department for emergency radios. It is due the end of this month.

A motion was made by Hammond to acknowledge receipt and review of the Administration Report and moved to approve the step raise for Logyn Thoraldson to Step 2 subject to a favorable review. Motion was seconded by Hetland and carried by unanimous vote.

Open Forum – Mayor Maki asked if anyone was present who wished to speak at Open Forum. No one was present who wished to address the Council.

Public Requests – None

Committee Reports -

Economic Development Authority Meeting- The draft minutes for the May 8, 2024 meeting were included in the packet. The next meeting is scheduled for tomorrow, June 12th at 8:30 a.m.

Park Board Meeting – Public Works Director Mattson is waiting for parts for the soccer goals and getting a quote on safety nets for Lund Park. There needs to be a discussion about who will be paying for watering the fields for Smith and Lund Parks. Once decided, the Park Board will need to come back to Council.

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 pointed out that the bill for Horizon Pools for the pool pump upgrade is being covered by a grant.

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

Old Business and Tabled Items – None

Request for Chicken Ordinance – Clerk Roberts asked for direction on whether to research ordinances regulating chickens to see what other cities have. The Council agreed she should check to see what other

communities are doing. Roberts stated it may be best to pull this portion from the animal ordinance and have a separate one for chickens. Julie will check into this.

Parking Ordinance Discussion – Councilman Rick Grotheer discussed changes made to Ordinance #69 (newly proposed as #801) adding an exception for temporary parking of recreational vehicles. A temporary permit may be obtained for a certain number of days. Bob Kempenich asked about a fee. Grotheer responded there will be no fee for the permit. Discussion ensued. The words “private road, driveway or private property will be removed, leaving “any street, alley, parking lot or upon any public property...” There are no proposed changes to Ordinance # 139 (Replacement Ordinance #803).

New Business -

Resolution Acknowledging \$500 Cash Donation to City of NYM from KLN Family Brands for Stationary Bike at Fitness Center - Resolution No. 06-11-2024 was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 06-11-2024

**RESOLUTION ACKNOWLEDGING CASH DONATION TO THE
CITY OF NEW YORK MILLS FROM KLN FAMILY BRANDS**

WHEREAS, on May 28, 2024, the City of New York Mills received a donation from KLN Family Brands in the amount of \$500.00 for a stationary bike in the fitness center.

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 KLN Family Brands.

Adopted this 11th day of June, 2024, 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 06-11-2024. The motion was seconded by Hetland and carried by unanimous vote.

LMC Liability Coverage Waiver Form – Clerk Roberts stated that the waiver is a standard form completed every year for the City’s liability coverage, in which the City must choose whether or not to waive statutory tort limits. Each year, the Council has voted not to waive limits, allowing a recovery of up to \$2 million per single occurrence.

A motion was made by Hetland to waive the monetary limits of the LMC Liability Coverage as done in the past. Motion was seconded by Grotheer and carried by unanimous vote.

Food Truck Ordinance Discussion – Clerk Roberts reported that the office is getting more and more food trucks calling regarding setting up in the city. She asked for the Council’s thoughts on making an ordinance regarding food trucks. Roberts commented that it would mainly be to assure food trucks are licensed by the Department of Health and to set some guidelines regarding locations, providing their own generators and similar items. She does not want to discourage them but felt there should be some rules in place before an issue arises. While food trucks are an asset in many ways, without a policy they also can compete with fundraising organizations such as for school events and existing businesses without being part of the community. Discussion ensued. The Council felt Clerk Roberts should research some examples from other cities.

Call for Public Hearing for Parking Ordinances at July Council Meeting – Resolution No. 06-11-2024a was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 06-11-2024a

**A Resolution to Call for a Public Hearing on Proposed Changes to
Parking Ordinances 69, 104, and 139**

WHEREAS, the City Council has ordered a process to review all ordinances in an effort to update the ordinance of record,

WHEREAS, the City Council is required to hold a public hearing regarding the proposed changes to said ordinances,

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

1. A hearing shall be held on July 9, 2024, in the City Center Building lower-level conference room at 5:15 p.m. to allow input from the public on proposed changes to said ordinances.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed ordinance changes to be published once in the official newspaper at least two weeks prior to the hearing.

Adopted by the City Council this 11th day of June, 2024.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Hammond to approve Resolution No 06-11-2024a. The motion was seconded by Hetland and carried by unanimous vote.

2024 First Half of Budgeted Transfers – Clerk Roberts presented the first half of budgeted transfers. She commented that they are standard with other years. Transfers for capital will be made only if projects actually happen.

A motion was made by Grotheer to approve the 2024 First Half Budgeted Transfers. Motion was seconded by Hammond and carried by unanimous vote.

Next Regular Meeting will be July 9, 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 Grotheer to adjourn the meeting at 5:24 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)