

NEW YORK MILLS CITY COUNCIL
June 13, 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

Members Absent Hetland

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 Summer Hammond, Michael Weber-Apex, Rick Clyne-USDI, Nick Howard-USDI

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 – Change XII New Business (i) to “Action” rather than “Discussion” of Juneteenth Holiday, noted by Nesland.

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

Approval of Minutes –

A motion was made by Hammond to approve minutes from the May 9, 2023 Regular Meeting as presented. The motion was seconded by Grotheer and carried by unanimous vote.

Communications & Recognitions – Request from the Cultural Center for quarterly donation.

A motion was made by Nesland to approve payment of 2nd quarter donation to the Cultural Center. The motion was seconded by Grotheer and carried by unanimous vote.

Department Reports

Liquor Store Report –Lana Jacobson referred to her report which was included in the packet. Combined gross sales for the month of May were up 11% from prior year. Combined COGS were flat as a percentage of sales from prior year. Net revenues for the month of May were up 2.24% from prior year. Payroll expenses were flat as a percentage of sales from 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 Hammond. The motion carried by unanimous vote.

Fire Department Report – Chief Ryan Brasel’s report was included in the packet. There were 21 calls in May consisting of 2 grass fires, 1 motor vehicle accident and 18 medicals. The Fire Dept held its annual pancake feed and served over 300 people. They are still in the process of discussing options for a new truck and receiving quotes.

Mayor Maki stated she has been contacted by Bluffton Fire Department requesting another meeting to discuss merging or working together with NYM. They will reach out to Chief Brasel and plan a meeting with the Fire Department Committee.

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

Police Report – Chief Berndt’s report was included in the packet. The Department responded to 178 calls for service in May, issued 8 citations, 29 warnings and 2 arrests. Officers attended procedural and EVOC trainings as well as an active shooter training at Lund Boats this past month. Chief Berndt attended several community events and finished up the DARE program for this year. Berndt commented that the individuals who they believe were responsible for several car break-ins last month are now in custody.

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. All maintenance has been completed on the pool and it has opened as of June 7th. Curb and gutter concrete is complete for Phase 1 of South Point Drive. Pavement will follow. Mattson has applied to Lake Region Electric for street lighting on South Point Drive. Public Works have finished painting curbs, crosswalks and parking spots around the city. Work has begun on the parking lot of the new shop. It will be paved after concrete is cured. Public Works has begun irrigating wastewater for the season. Mattson received two budgetary quotes for upgrading the fire alarm system at City Center. He will begin to budget for the upgrade in 2024 with replacement in a few years. Mattson’s department has been very busy with locating utilities as Arvig and their subcontractors have begun the fiber optic installation project. Two new part-time summer workers started working last week. Kadance Brauch and Maison Perry will replace Larry Witt and Ron Jacobson. The Office of Pipeline Safety will be in town tomorrow and Thursday for their annual inspection. Mattson referred to the Otter Tail Power Energy Audit Reports included in the packet. Most of the smaller upgrades have already been completed. Larger items will need to be budgeted for future capital improvements. Mattson received a pricing break on sealcoating the City’s streets. Estimated cost will be \$75-\$80,000. Approximately \$92,000 was budgeted.

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

Administration Report – Roberts addressed the Council. There are no step raises due this month. Mayor Maki and Roberts continue to work on the police union contract. Roberts is beginning the 2024 budget process. Budget meetings will be set up toward the end of June.

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

Committee Reports –

Economic Development Authority – Draft Minutes are included in the packet. The next meeting is scheduled for June 21st.

Financial Consent Agenda – The payment of financial claims information and the financials for the month of May were included in the packet. There are two additional bills to approve as well from Arvig and Core and Main.

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

New Business –

USDI Required Elected Official Training- As a part of the Circuit Rider Program, Rick Clyne of USDI gave a training presentation to the council regarding natural gas properties, safety, regulations and emergency response. This federally required training also outlines the various plans which need to be in place. A training will be held next week for the Fire Department.

Open Forum –At 5:14 p.m. Mayor Maki asked whether anyone present wished to address the Council. There was no response.

Public Requests –None

At 5:15 pm the Public Meeting was recessed for a Public Hearing regarding Ordinance No. 138- Regulating the Conduct of Peddlers, Solicitors, and Transient Merchants within the City of New York Mills.

The Public Meeting resumed at 5:18.

Old Business and Tabled Items:

Action on Ordinance No. 138-

A motion was made by Nesland and seconded by Hammond to approve the adoption of Ordinance No. 138. Motion carried by unanimous vote.

New Business Cont.

Kuechle Underground Payment Request No. 2 – South Point Phase I – Apex Engineer Michael Weber reported that installation is complete on the South Point infrastructure. Concrete work is done, they are finishing the gravel and plan to pave next week. Restoration, topsoil and seeding will follow. The project is 85% complete; therefore Michael Weber recommended approving the payment request or \$353,147.18.

A motion was made by Nesland and seconded by Grotheer to approve Payment Request No. 2 to Kuechle Underground as presented. Motion carried by unanimous vote.

Resolution Acknowledging Cash Donation to City of New York Mills from the F & M State Bank for the Pool Project, Resolution No. 06-13-2023 – Resolution acknowledging a donation of \$206.00 from the F & M Bank was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 06-13-2023

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM FARMERS AND MERCHANTS STATE BANK AND EMPLOYEES FOR THE POOL PROJECT

WHEREAS, in May 2023, the City of New York Mills received a donation from Farmers & Merchants State Bank and Employees for the Legried Community Pool in the amount of \$206.00.

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 \$206.00 from Farmers & Merchants State Bank and Employees to the City of New York Mills for the Legried Community Pool.

Adopted this 13th day of June 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. 06-13-2023. Motion was seconded by Grotheer and carried by unanimous vote.

Resolution Acknowledging Cash Donation from Sara Oday/Nikki Roberts Memoriam for the Dog Park Project-Resolution No 06-13-2023a was presented. Resolution acknowledging a donation of \$5,000 from Sara Oday/Nikki Roberts Memoriam was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 06-13-2023a

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM SARA ODAY IN MEMORIAM OF NIKKI ROGERS FOR THE DOG PARK PROJECT

WHEREAS, in June 2023, the City of New York Mills received a donation from Sara Oday for the Dog Park Project in memoriam of Nikki Rogers in the amount of \$5000.00.

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 \$5000.00 from Sara Oday to the City of New York Mills in memoriam of Nikki Rogers for the Dog Park Project.

Adopted this 13th day of June 2023, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Grotheer to approve Resolution No. 06-13-2023a. Motion was seconded by Hammond and carried by unanimous vote.

Resolution Acknowledging Cash Donation from Julie Adams for the Dog Park Project-Resolution No 06-13-2023b was presented. Resolution acknowledging a donation of \$100.00 from Julie Adams was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 06-13-2023b

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

WHEREAS, in June 2023, the City of New York Mills received a donation from Julie Adams for the Dog Park Project in the amount of \$100.00.

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 \$100.00 from Julie Adams to the City of New York Mills for the Dog Park Project.

Adopted this 13th day of June 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. 06-13-2023b. Motion was seconded by Nesland and carried by unanimous vote.

Resolution Acknowledging Cash Donation from Seip Drug for the Dog Park Project-Resolution No 06-13-2023c was presented. Resolution acknowledging a donation of \$500.00 from Seip Drug was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 06-13-2023c

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

WHEREAS, in June 2023, the City of New York Mills received a donation from Seip Drug for the Dog Park Project 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 Seip Drug to the City of New York Mills for the Dog Park Project.

Adopted this 13th day of June 2023, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Grotheer to approve Resolution No. 06-13-2023c. Motion was seconded by Hammond and carried by unanimous vote.

First Half of 2023 Budgeted Transfers and Set Asides – Clerk Roberts stated that the first half tax settlement has been received.

A motion was made by Nesland to approve first half budgeted transfers and set-asides. Motion seconded by Hammond and carried by unanimous vote.

Liquor License Approvals – Two applications have been received for liquor licenses including a 3.2 Off-Sale License for Mills Country Market and Full On-Sale Liquor License for Continental Divide Brew Pub LLC. Clerk Roberts stated that the fee will be pro-rated for businesses as applications are mid-year.

A motion was made by Nesland to approve Liquor Licenses to Mills Country Market and Continental Divide Brew Pub LLC as requested. Motion was seconded by Grotheer and carried by a 3-0 vote with Hetland absent and Hammond abstaining.

Games of Skill Approval – An application was received for a Games of Skill License for E-tabs from Continental Divide Brew Pub LLC.

A motion was made by Grotheer to approve a Games of Skill License for Continental Divide Brew Pub LLC as requested. Motion was seconded by Nesland and carried by a 3-0 vote with Hetland absent and Hammond abstaining.

Juneteenth State Holiday Discussion – The Council discussed the state-mandated holiday for full-time staff. Clerk Roberts noted the Liquor Store On and Off-Sale will be open and officers and on-call staff for Public Works on duty.

A motion was made by Nesland to approve Juneteenth as a paid holiday for staff. Motion was seconded by Hammond and carried by unanimous vote.

The Public Meeting was recessed for a closed session at 5:35 p.m. to review Offer for Sale of Lots in Country View.

Public Meeting resumed at 5:37 pm.

New Business – Action on Country View Lots

A motion was made by Hammond and seconded by Grotheer to approve the sale of 2 lots in Country View. Motion carried by unanimous vote.

Next Regular Meeting will July 11, 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 Grotheer and seconded by Hammond to adjourn the meeting at 5:40 p.m. Motion carried by unanimous vote.

Respectfully submitted by,

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