

NEW YORK MILLS CITY COUNCIL

May 14, 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, Nesland, Grotheer, Hetland

Members Absent Hammond

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

Guests Present Robert Kempenich, Jessica Helmbrecht, Wyatt Helmbrecht, Sommer Dow, Carl (Kip) Peltoniemi, Ben Jacobson

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 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 April 16, 2024 Regular Meeting. Grotheer’s motion was seconded by Hetland and carried by unanimous vote.

Communications & Recognitions – NYM Cultural Center submitted a request for their second quarter donation.

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 April were down 5% from prior year. Combined COGS were up 1.13% as a percentage of sales from prior year. Net revenues for the month of April were down 5.24% from prior year. Payroll expenses were down 1.77% as a percentage of sales from last year. YTD revenues were down 3.03%. Jacobson noted that payroll expenses will go up this month with training and the install of

the new POS system. Jacobson thanked Councilman Grotheer and Mayor Maki for their extensive help with the new system.

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

Fire Department Report – Fire Chief Roder’s report was in the packet. The Department responded to 18 calls consisting of 15 medical, 1 fire (1 Garbage/Wildland fire), 1 gas leak. The Fire Department is looking to sell Engine 1 to free up space and help with the shortfall of the new pumper tanker. It will more than likely be sold through Mid-State as it is out of date according to NFPA standards. They continue to look for grants and are currently looking into an OSHA grant as well as a DNR grant.

A motion was made by Nesland 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 in the packet. The Department responded to 127 calls for service in April, issued 3 citations, 3 parking citations, 22 warnings and 2 arrests. Chief Berndt attended several meetings and is continuing to teach DARE.

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

Public Works Report – Mattson addressed the Council. Johnson Controls Inc. performed annual fire alarm inspections for the City. Everything passed but are very near end-of-life and stock is being discontinued. Mattson stated that replacement will be very expensive. Everything at the City Center building is pneumatic. KLM Engineering will let him know findings. Horizon Pools completed installation of the new pool pump room equipment. Mattson is hoping to clean the week of the 20th and have a factory start up the week of the 27th. The Department is working on street patching and other repairs. The irrigators have been put back together and water is being transferred to secondary ponds. Fire hydrant flushing is complete,. Utility locating is going full force for Arvig and Midco fiber projects. They have begun packing up and moving out of the T19 building. A discussion has been started about vacating a utility easement at 103 N. Walker Avenue. Mattson asked for a decision at the June meeting. Otter Tail Power is installing streetlights on the Southside Addition portion of S. Walker Avenue this week. Mattson reported that they replaced the impellers at the C-Store as well.

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

Administration Report - Clerk Roberts reported. There are no step raises due this month. There is a Welcoming Week set for September by the Welcoming Communities group . She posted and collected bids for the T19 building owned by the City. Work continues on the parking ordinances and Roberts has been assisting in getting the new POS System process started in the Liquor Store. Roberts is working with Jordan Grossman from CEDA on uses of the CEDA Grant for downtown revitalization. Clerk Roberts asked that the Council ratify the hiring of two seasonal public works people, Colson Keskitalo and Steven Ness.

A motion was made by Grotheer to acknowledge receipt and review of the Administration Report and moved to ratify the hiring of part time seasonal employees Colson Keskitalo and Steven Ness. Motion was seconded by Nesland and carried by unanimous vote.

Committee Reports -

Economic Development Authority Meeting- Draft minutes from the April 17, 2024 meeting and May 8, 2024 meeting were included in the packet. Clerk Roberts asked the Council to ratify in arrears, the approval of 7 applications for the Downtown Revitalization Grant. This leaves \$23,139.31 left in grant funding.

A motion was made by Nesland to approve the 7 grant applications for the Downtown Revitalization grant, along with the approval to give the EDA responsibility to approve and ratify in arrears any future applications for the Downtown Revitalization Grant. Motion was seconded by Marsha Maki. Vote was as follows: In favor: Nesland, Grotheer, Maki, with Hetland abstaining. Motion carried.

Financial Consent Agenda – A list of claims and financial reports were included in the packet as well as a list of additional bills.

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

Old Business and Tabled Items – None

Open Public Forum - At 5:00 pm Mayor Maki asked whether anyone present wished to address the Council.

Carl (Kip) Peltoniemi spoke requesting that the Council consider leaving the undeveloped area on the west side of the the Lions Walking Trail in South Point undisturbed for wildlife habitat. He also suggested leaving the middle portion untouched by mowers until it is developed.

Wyatt Helmbrecht invited the Council to his Eagle Scout Court of Honor presentation in Hidden Trails on June 29th at 11:00 a.m. Helmbrecht made pvc piping storage units for the Legried Community Pool as a project. Mayor Maki thanked him on behalf of the City and praised his contribution to the pool, adding that it is a very useful addition.

Ben Jacobson commented that the Council meeting's time and date is incorrect on the city website.

Public Requests - None.

The Public Forum was closed at 5:06 p.m.

New Business -

Agenda Request-Garland Smith-Request to Allow Chickens in City Limits. – Smith was not present at the meeting. No action was taken, though Clerk Roberts stated that this is one of the items that will be looked into as the Council goes through all the city ordinances.

Resolution Acknowledging \$1,000 Cash Donation to City of New York Mills for the DARE Program from the VFW Post 3289 – Resolution No. 05-14-2024 was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 05-14-2024

**RESOLUTION ACKNOWLEDGING CASH DONATION TO THE
CITY OF NEW YORK MILLS FROM VFW POST 3289**

WHEREAS, on April 15, 2024, the City of New York Mills received a donation from VFW Post 3289 in the amount of \$1,000.00 for the DARE program.

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 \$1,000.00 from VFW Post 3289.

Adopted this 14th day of May, 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 to approve Resolution No 05-14-2024. The motion was seconded by Grotheer and carried by unanimous vote.

Request from VFW Post 3289 to be allowed to extend their hours on June 6, 2024, on a week night for an additional hour during the Ronald McDonald Ride Event -

A motion was made by Nesland to approve the VFW Post 3289's request to extend their hours an additional hour to 1:00 a.m. on June 7, 2024. Motion was seconded by Hetland and carried by unanimous vote.

The Regular Meeting recessed at 5:09 for a Public Hearing regarding Updates to Parking Ordinances 69, 104, and 139.

The Council Meeting resumed at 6:06 p.m.

Approval of Ordinance No. 801 Replacing Ordinance No. 69 – An Ordinance Regulating the Use of Highways within the City of New York Mills, Minnesota, and Imposing Penalties for Violation Thereof –

As a result of various concerns by the Public at the Public Hearing, the Council will revisit the revised ordinance and hold another Public Hearing for discussion next month. No action was taken.

Approval of Ordinance No. 802 Replacing Ordinance No. 104 – An Ordinance of the City of New York Mills, Minnesota, Regulating the Use & Storage of Large Vehicles in Residential Districts -

As a result of various concerns by the Public at the Public Hearing, the Council will revisit the revised ordinance and hold another Public Hearing for discussion next month. No action was taken.

Approval of Ordinance No. 803 Replacing Ordinance No. 139 – An Ordinance of Calendar Parking–

As a result of various concerns by the Public at the Public Hearing, the Council will revisit the revised ordinance and hold another Public Hearing for discussion next month. No action was taken.

Next Regular Meeting will be June 11, 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 6:09 p.m. Motion was seconded by Nesland and carried by unanimous vote.

Respectfully submitted by,

Julie A. Roberts

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