

NEW YORK MILLS CITY COUNCIL

January 9, 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 NYM Dispatch Reporter Chad Koenen, Amy Tervola-Hultberg, Anna Tharaldson, Heather Miller

Pledge of Allegiance

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 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 December 12, 2023 Regular Meeting and TNT Public Hearing. Grotheer’s motion was seconded by Hetland and carried by unanimous vote.

Communications & Recognitions

Department Reports

Liquor Store Report –Lana Jacobson referred to her report which was included in the packet. Combined gross sales for the month of December were down 4% from prior year. Combined COGS were down 4% as a percentage of sales from prior year. Net revenues for the month of December were up 7.71% from prior year.

Payroll expenses were flat as a percentage of sales from last year. Jacobson commented she is still looking for 1 or 2 part-time employees. She thanked Mayor Maki and Hammond for their help with year-end inventory. The auditor proofed the counts and was very pleased with how it went.

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

Fire Department Report – No fire department report was submitted this month.

Police Report – Chief Berndt’s report was included in the packet. The Department responded to 198 calls for service in December, issued 2 citations, 51 parking citations, 26 warnings and 0 arrests. Staff attended use of force training and taser training. Berndt requested Council approval to hire part-time officer Logyn Tharaldson as a full-time officer effective Monday, January 8th.

A motion was made by Grotheer to acknowledge receipt and review of the Police Department Report as presented along with the hiring of Logyn Tharaldson as a full-time officer. The motion was seconded by Nesland and carried by unanimous vote.

Public Works Report – Mattson addressed the Council. Public Works has been conducting water service line surveys and updating GIS maps with data collected. Mattson is working on annual reports and assisting with annual scheduled maintenance. Clean up was done on the recycle/demo holding area east of the wastewater ponds. Public Works is assisting with cleaning duties at the City Hall and City Center. Public Works is also working on various trainings during the winter months. Mattson reported that they have begun putting water on the skating rink. It is expected to be operational in 1 ½ weeks.

The Public Works Committee met and discussed Public Works fee schedule changes, traffic control changes to the intersection of Park Street and Main Avenue, and the future of contracted sidewalk sweeping. Councilman Grotheer stated that costs have far exceeded what is collected for the service. The sidewalk sweeper is in need of replacement which would cost approximately \$45,000-\$65,000. The subject will be added to next month’s agenda for Council discussion.

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 no step raises due before the February council meeting. Office staff continues to work on all year-end processes. The annual audit is scheduled for January 29, 2024 through February 2, 2024. Eide Bailly will be on site beginning January 30th. Staff will be working to submit all pre-audit paperwork before that time.

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

Economic Development Authority Meeting – Draft Minutes from the December 20, 2023 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.

A motion was made by Nesland to approve the Financial Consent Agenda as presented. The motion was seconded by Grotheer and carried by unanimous vote.

Mayor Maki welcomed Officer Logyn Tharaldson who was promoted to a full-time officer during Officer Berndt's report. Tharaldson was unavailable earlier but introduced himself and his family which was also present.

Old Business and Tabled Items –

Public Request – December 12, 2023 Meeting - A letter drafted by City Attorney Sam Felix in response to the Wegscheid's public request was included in the packet.

New Business -

Kuechle Underground Inc. Payment No. 4 /Request for payment – Apex Engineer Michael Weber recommended approval of the payment request, representing work performed since July. Clerk Roberts commented that there is an amount held back for retainage for turf restoration which still needs to be completed.

A motion was made by Nesland to approve Payment Request No. 4 to Kuechle Underground Inc. Motion was seconded by Grotheer and carried by unanimous vote.

Earned Sick & Safety Leave Policy Change – Mayor Maki stated that the new law on sick and safe time went into effect on January 1st. Personnel has spent a significant amount of time on the policy, which includes a lot of language from the League of MN Cities, to differentiate the two types of sick time.

Part-Time Vacation and Full-Time Sick Leave Policy Change- Clerk Roberts stated that the existing sick leave policy has been revamped for full-time employees and vacation for part-time employees. There will not be more hours of leave, just a change with no additional cost. Roberts commented there is a lot of manual work to integrate this change into payroll.

A motion was made by Nesland to approve the changes to both the Earned Sick & Safety Leave Policy and Part-Time Vacation and Full-Time Sick Leave Policy as recommended. Motion was seconded by Hetland and carried by unanimous vote.

Annual Appointments & Setting of Depositories – Council members reviewed the appointment list. Grotheer and Hammond will serve on the Police Committee. Grotheer and Nesland will also serve on the Public Works Committee. Liquor Store Committee will consist of Mayor Maki and Hammond. Budget Committee will remain Grotheer and Hetland, Personnel Committee will be served by Mayor Maki and Grotheer. Maki and Hetland will remain on the EDA. Grotheer and Nesland will serve on the Zoning Committee and Mayor Maki on the Library Board. Nesland and Hammond will serve on the Park Board, Hammond and Hetland on the Fire Department Committee. This year the Clerk and Treasurer offices are combined. Changes to the Fire Department officers are as follows: Fire Chief & Maintenance-Nick Roder, 1st Asst Chief-Jedd Wallgren, 2nd Asst Chief-Ryan Brasel and Training Officer Brandon Marsh. All other appointments will remain the same. A doctor

has not been found yet to fill the health officer position formerly held by Dr. Seaworth. A request has been sent to Perham Health/Sanford. The appointment of Rachel Grieger will need to be revisited upon her retirement in April.

A motion was made by Grotheer to approve the annual appointments as discussed along with the setting of depositories. Motion was seconded by Marsha Maki and carried by unanimous vote.

Resolution Appointing 2024 Election Judges- Resolution No. 01-09-2024 was presented -

CITY OF NEW YORK MILLS,

MINNESOTA

RESOLUTION NO. 01-09-2024

RESOLUTION APPOINTING 2024 ELECTION JUDGES

WHEREAS, A Presidential Primary Election, March 5, 2024, a State Primary Election, August 13, 2024, and a General Election, November 5, 2024, will be held in the State of Minnesota, County of Otter Tail, City of New York Mills.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: the judges for both Primaries and the General Election be appointed as per M.S.204.B.22;

BE IT FURTHER RESOLVED, that the rate of pay of judges of election be set at \$15.00 per hour for Regular Election Judges and \$16.00 for Head Election Judges, which is greater than the applicable Federal minimum hourly wage;

BE IT FURTHER RESOLVED, that the City Clerk be and hereby is directed and authorized to appoint the necessary election judges, M.S.204.B.21, Subd. 2, and purchase the necessary supplies as needed for this election.

Adopted this 9th day of January, 2024, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

January 8, 2024

Council Members,

Please appoint the following individuals as election judges for the March 5, 2024 Presidential Primary as well as the August 13, 2024 State Primary and November 5, 2024 General Election:

Julie A. Roberts
Cheri Kopveiler
Janet Tumberg
Dianna Wallgren
Dorothy Eskeli
Michael Malone
Richard Houtkooper
Kerry Saewert
Patricia Fredley
Sandra Bentley (State Primary & General Election only)
Shirley Quist
Amy Wallgren
Tina Bartels
Mary Vorderbruggen
Shelley Wessels
Jill Harder

Those serving in a specific capacity for the elections are as follows:

Julie A. Roberts-Election Administrator
Cheri Kopveiler-Assistant Election Administrator/Head Judge
Kerry Saewert-Head Judge
Shirley Quist-Health Care Absentee Election Judge
Janet Tumberg-Health Care Absentee Election Judge/Head Judge
Dianna Freeman-Wallgren-Health Care Absentee Election Judge/Head Judge

A motion was made by Grotheer and seconded by Nesland to approve Resolution No.01-09-2024 as presented. The motion carried by unanimous vote.

Open Forum – At 5:00 pm Mayor Maki asked whether anyone present wished to address the Council. Amy Tervola-Hultberg spoke about communications.

Public Requests – None

Update to City Fee Schedule - Clerk Roberts discussed changes to the schedule which included updated fees for parking violations and utility rates. Clerk Roberts stated that warning letters would be sent out in advance to those receiving a \$45 penalty for non-payment of parking tickets.

A motion was made by Grotheer to approve the updated City Fee Schedule as discussed. Motion was seconded by Hetland and carried by unanimous vote.

The Regular Meeting recessed at 5:10 p.m. until 5:15 for the Public Hearing regarding NYM Property Tax Rebate Program-Addition of Eligible Lots.

The Council meeting resumed at 5:18 p.m. at the conclusion of the Public Hearing.

Action on Parcels to be added to Property Tax Rebate Program-

A motion was made by Grotheer to approve the addition of three parcels to the NYM Property Tax Rebate Program, located at 417 S. Walker Avenue and 103 and 105 S. Main Avenue. The motion was seconded by Nesland and carried by unanimous vote.

Next Regular Meeting will be February 13, 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 5:20 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)