

NEW YORK MILLS CITY COUNCIL

December 12, 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, Hetland

Members Absent None

Staff Present City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Public Works Director Kyle Mattson, Police Chief Bobby Berndt, Liquor Store Manager Lana Jacobson, Apex Engineer Michael Weber

Guests Present City Attorney Sam Felix, Mark Wegscheid, Parker Wegscheid, Tori Krause, Amy Tervola-Hultberg

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 to approve the final agenda as presented by Nesland. Motion was seconded by Hammond and carried by unanimous vote.

Approval of Minutes –

A motion was made by Nesland to approve minutes from the November 14, 2023 Regular Meeting with the correction as follows: New Business (G) F&M State Bank Recovery Contract. Motion passed by a 4-0 vote with Latham Hetland abstaining. Nesland's motion was seconded by Hetland and carried by unanimous vote.

Communications & Recognitions

Mayor Maki acknowledged a thank you note from Wyatt Helmbrecht

Department Reports

Liquor Store Report –Lana Jacobson referred to her report which was included in the packet. Combined gross sales for the month of November were down 4% from prior year. Combined COGS were down 3% as a percentage of sales from prior year. Net revenues for the month of November were down 1.46% from prior year. Payroll expenses were up 3% as a percentage of sales from last year.

A motion was made by Hammond 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 – Chief Ryan Brasel’s report was included in the packet. There were 11 calls in November consisting of 1 house fire, 1 vehicle fire, 1 carbon monoxide alarm and 8 medicals.

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

Police Report – Chief Berndt’s report was included in the packet. The Department responded to 156 calls for service in November, issued 4 citations, 31 warnings and 0 arrests. The squad room computer has been replaced. Squad 150 received some minor damage from a loose dog. One of Berndt’s officers will be out for a month. Officers began issuing citations for calendar parking violations on December 4th. Berndt asked the Council for direction on recourse for those not paying their citations. He stated enforcement could consist of court or collections. Discussion ensued.

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

Public Works Report – Mattson addressed the Council. The Department has been working on brushing and clearing OTC Drainage Ditch 38. Mattson worked with OTC GIS on renaming the southern, eastern and western portion of South Walker Ave to change it to Willow Creek Drive, installing new signage and assigning new addresses where needed. Signage was installed near the pond on South Point as children have been playing on the ice. Staff has resumed working on installation of gas and water meter reading radios. They have also worked on removal of dead trees, preventative maintenance, and shop organization.

The Public Works Committee held a discussion about sidewalk snow removal. They recommend discontinuing that service after this year. The cost last year equated to approximately \$3.75 per linear foot while the City charged \$1.50 per foot. Staffing time is also a concern. This will be brought back to Council for discussion at the January meeting.

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

Administration Report – Roberts addressed the Council. There are no step raises due before the January meeting. The City budget is complete and Roberts has begun pre-work for the annual audit.

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

Public Requests - Mark Wegscheid/Parker Wegscheid Request for use of City parking lot to conduct personal business – Mark Wegscheid spoke to the Council to request to sell cars on 14 spots west of the building, 1 on the north and 5 on the east side of his building. Wegscheid commented he would be willing to move vehicles when there was a large event in town needing parking. Mayor Maki responded that the Council will look into it further and get back to him. After Wegscheid’s departure discussion ensued including liability, parking restrictions and Fire Department accessibility. Mayor Maki directed Clerk Roberts to look into and discuss with City Attorney Sam Felix.

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

Committee Reports –

Park Board –

Economic Development Authority – Draft minutes for the November, 2023 meeting were included in the packet. The next meeting will be held Wednesday December 20, 2023 at 8:30 a.m.

Zoning Committee-

Financial Consent Agenda – The payment of financial claims information and the financials for the month of November were included in the packet.

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

Old Business and Tabled Items:

Employee Handbook-

Council Communication Goals-

Council Committees 2024 – Council Committees for 2024 will consist of the following: Budget: Hetland and Grotheer, Liquor Sore: Maki & Hammond, Personnel: Maki and Grotheer, Zoning: Nesland and Grotheer, Park Board: Nesland and Hammond, Public Works: Nesland and Grotheer, Police Dept: Hammond and Grotheer, EDA: Hetland and Maki, Fire Dept: Hammond & Hetland.

New Business:

Call for Public Meeting for the Big Build Program at January Regular Meeting – With the creation of a new parcel at 417 S. Walker Ave. in Southside Addition, the Big Build Program requires that a public meeting be held to include it in the list of buildable lots in New York Mills qualifying this parcel for program incentives. The meeting will be added to the January agenda.

A motion was made by Hetland to call for a Public Meeting to add the parcel at 417 S. Walker Ave to the Big Build Program’s eligibility list. Motion was seconded by Nesland and carried by unanimous vote.

Second Half 2023 Proposed Transfers Approval – Clerk Roberts presented the second half 2023 proposed transfers for approval. She pointed out that these transfers were already included in the 2023 budget.

A motion was made by Hammond to approve second half 2023 transfers as presented. Motion was seconded by Hetland and carried by unanimous vote.

Tobacco License & Liquor License Renewal Approvals - Approvals for liquor, tobacco and games of skill licenses for 2024 were presented.

A motion was made by Nesland to approve Tobacco and Liquor License Renewals as presented. Motion was seconded by Hammond. Motion was rescinded. A new motion was made by Nesland to approve Tobacco and Liquor License Renewals as presented. Motion was seconded by Grotheer with the vote as follows: In favor: Nesland, Maki, Grotheer, Against: 0, and Abstaining: Hetland and Hammond.

Resolution to Designate the Polling Place for 2024 Elections – Resolution No. 12-12-2023 was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 12-12-2023

RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2024

WHEREAS, THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA, pursuant to Minnesota Statute §204B.16 POLLING PLACES; DESIGNATION, is required by December 31 of each year to designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA AS FOLLOWS: The city of New York Mills designates the City of New York Mills Ballroom at 28 Centennial 84 Dr. W., New York Mills as the polling place for the 2024 elections.

Adopted this 12th day of December 2023, 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. 12-12-2023. Motion was seconded by Hammond and carried by unanimous vote.

Resolution Acknowledging Council Support for CDA Grant for the NYM Downtown Revitalization Grant Fund Application – Resolution No. 12-12-2023a was presented.

Councilman Hetland stated that the County’s CDA Grant Program provides funding for renovations to revitalize downtown commercial properties and retain those businesses in our community. Funding could potentially help 10 businesses. While the City would be the applicant, the EDA would facilitate by reviewing business applications.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 12-12-2023a

RESOLUTION ACKNOWLEDGING COUNCIL SUPPORT FOR THE OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AGENCY GRANT FOR THE NEW YORK MILLS DOWNTOWN REVITALIZATION GRANT FUND

WHEREAS, the City of New York Mills is currently working on a project to establish a new downtown revitalization grant program,

WHEREAS, the City of New York Mills has been made aware of grant funds available through the Otter Tail Community Development Agency,

WHEREAS, the City of New York Mills is working with the Otter Tail County CDA to establish a fund for the downtown revitalization grant program,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT: the City Council of New York Mills is in support of submitting an application for grant money from the Otter Tail County Community Development Agency to be used for a downtown revitalization grant program.

Adopted this 12th day of December, 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. 12-12-2023a. Motion was seconded by Grotheer and carried by unanimous vote.

Councilman Nesland asked to discuss the review of ordinances. The company hired in 2018 to codify city ordinances has not been completed. The Council discussed hiring a firm to go through current ordinances and clean up. Nesland and Grotheer will look into this. Clerk Roberts will look into having someone develop an index and will set up a meeting in the new year.

Nesland discussed signage for designated 24-hour parking and 2-hour parking zones according to the City's parking ordinance. The Council asked Clerk Roberts to pull the parking ordinance and determine what specifics are in place. Amendments should be made if needed and then posting of signage should take place.

Mayor Maki reported that the League of Minnesota Cities held an essay contest for sixth graders on what they would do if they were mayor of the day. Maki received the local essays and asked Clerk Roberts to provide copies to the Council. Councilman Grotheer suggested that the Council read through them and choose a local winner with a ceremony and photo op with the mayor.

The Regular Meeting recessed at 5:33 p.m. until 6:01 for the Truth in Taxation Public Hearing.

The Council meeting resumed at 6:24 p.m. at the conclusion of the Truth in Taxation Public Hearing.

Final 2024 Budget/2023 Tax Levy Payable 204 Discussion and Approval – At the conclusion of the Truth in Taxation Public Hearing the Final Budget was discussed. Clerk Roberts pointed out that the proposed budget includes the \$46,500 payment to the Perham Hospital and 10% COLA increase.

A motion was made by Hammond to approve the final 2024 Budget/2023 Tax Levy Payable 2024 as presented. Motion was seconded by Nesland and carried by unanimous vote.

Approval of 2024 Pay Equity Scale per 2024 Budget –The 2024 Pay Equity Scale was presented. **A motion was made by Nesland to approve the 2024 Pay Equity Scale per 2024 Budget. Motion was seconded by Hetland and carried by unanimous vote.**

Approval of 2024 Utility Rates – Proposed new utility rates for 2024 include a 5% increase in water fees, 3% in sewer (which hasn't been raised since 2019) and 5% in gas. These increases are based on increased costs for each department.

A motion was made by Hammond to approve the 2024 Utility Rate Schedule as presented. Motion was seconded by Grotheer and carried by unanimous vote.

Next Regular Meeting will be January 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 6:31 p.m. Motion was seconded by Hammond and carried by unanimous vote.**

Respectfully submitted by,

Julie A. Roberts

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