

NEW YORK MILLS CITY COUNCIL

July 9, 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, Nesland

Members Absent

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

Guests Present NYM Dispatch Reporter Chad Koenen, Sommer Dow (4:59 pm), Doug Harthun (5:18 pm)

Call to Order The meeting was called to order by Mayor Maki at 4:31 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 Nesland and carried by unanimous vote.

Approval of Minutes –

A motion was made by Hetland to approve minutes from the June 11, 2024 Regular Meeting. Hetland's motion was seconded by Grotheer 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 June were down 12% from prior year. Combined COGS were down 2.22% as a percentage of sales from prior year. Net revenues for the month of June were down 1.5% from prior year. Payroll expenses were up .68% as a percentage of sales from last year. YTD revenues were down 5.59%. Jacobson stated the Liquor Store had a big week last week and will have another with Lund Mania

this week. A discussion was held about splitting on and off sale expenses. Clerk Roberts will work on an analysis to distinguish costs between the two. Jacobson will be out for a leave beginning July 30th.

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

Police Report – Chief Berndt’s report was in the packet. The Department responded to 133 calls for service in June, issued 7 citations, 0 parking citations, 27 warnings and 1 arrest. Staff did their annual qualification shoot. Berndt completed a 6-month employee review of Thoraldson. Assisted with the RMH Ride and Bike Rodeo as well as a presentation for the Drivers Education class at school. Berndt stated that the Human Services Office received a complaint about all the stray cats in town. This will be discussed in a safety meeting.

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. Public Works is still busy with locates. Currently they have 270 locates compared with 148 tickets last year this time. They have also performed 120 gas line inspections for the Midco project. Pool inspections went well with both the State and Otter Tail County. Gas meter calibrations were done on 6 of the highest usage customers and were found to be in spec. Quarter 2 reports are complete for MDH and MnOPS. A plan review meeting was held with McCall Construction regarding the new salt/storage shed being built at the City Center. Plans are still being put together and sub-contractors organized.. They will try to keep the public entrance intact as much as possible. Staff has been working hard on moving tables and barricades and preparing for various community celebrations.

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 is one step raise due this month for Kendal Wurst to Step 5 pending recommendation by the Library Director. Roberts worked on updating the parking ordinances aftger the discussion at the last meeting. She is organizing in preparation of the 2025 City Budget. She is working on drafting a chicken ordinance and food truck ordinance for the August meeting. Roberts is working on creating a grant agreement and processing funding reimbursements for the NYM EDA Revitalization Grant. The grant for new radios was submitted. J Geiser hopes to have the employee manual ready for approval at the August meeting.

A motion was made by Hammond to acknowledge receipt and review of the Administration Report. Motion was seconded by Nesland and carried by unanimous vote.

Library Report – A Library Report was included in the packet. There is a vacancy on the Library Board. Director Julie Adams will advertise the opening and applications will be reviewed at the July 17, 2024 Library Board meeting. A recommendation will then be forwarded to the City Council for their appointment.

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

Park Board Meeting – Draft Minutes from the June 5, 2024 Park Board Meeting were included in the packet. Safety nets have been installed at Lund Park. The entities involved still need to meet to come to an agreement

regarding the cost of watering the fields. Nesland stated that the School and Park Board have discussed changing the rocks in the circle drive in front of Lund Park to another material, potentially prairie grass and sharing the cost. The rocks have been an issue in past years where individuals are throwing them at the pool building and other structures in Lund Park. The School is checking with who can design or contribute to the design of the circle drive area.

Economic Development Authority Meeting – The draft minutes for the June 12, 2024 meeting were included in the packet. The next meeting is scheduled for July 17, 2024.

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 Hammond to approve the Financial Consent Agenda as presented including additional bills submitted. The motion was seconded by Grotheer 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

Old Business and Tabled Items –

Council Communication Goals – Clerk Roberts reported that she has signed a contract with TextMyGov. They should be able to get started with the program by late July. She will share a demo of the software with Council members.

New Business -

Resolution Acknowledging \$500 Cash Donation to City of NYM from NYM Lions for Fitness Bike at Fitness Center - Resolution No. 07-09-2024 was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 07-09-2024

**RESOLUTION ACKNOWLEDGING CASH DONATION TO THE
CITY OF NEW YORK MILLS FROM NEW YORK MILLS LIONS CLUB**

WHEREAS, on June 17, 2024, the City of New York Mills received a donation from New York Mills Lions Club 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 New York Mills Lions Club.

Adopted this 9th day of July, 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 07-09-2024. The motion was seconded by Grotheer and carried by unanimous vote.

Resolution Acknowledging \$2,500 Cash Donation to City of NYM from Arvig for the Daycare Project - Resolution No. 07-09-2024a was presented

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 07-09-2024a

RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM ARVIG FOR THE DAY CARE PROJECT

WHEREAS, in June 2024, the City of New York Mills received a donation from Arvig for the Day Care Project in the amount of \$2,500.00.

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 \$2500.00 from Arvig to the City of New York Mills for the Day Care Project.

Adopted this 9th day of July 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 07-09-2024a. The motion was seconded by Hammond and carried by unanimous vote.

Appointment of Additional Election Judges – Clerk Roberts presented a request to appoint two additional election judges for the August 13, 2024 Primary and November 5, 2024 General Election. New appointees are Louise Amberg-Jokela and Karin Cooley.

A motion was made by Nesland to appoint Louise Amberg-Jokela and Karin Cooley as additional election judges for the August 13, 2024 Primary and November 5, 2024 General Election. Motion was seconded by Hammond and carried by unanimous vote.

The Regular Meeting recessed at 5:06 for a Public Hearing regarding Updates to Parking Ordinances 69, 104, and 139.

The Council Meeting resumed at 5:28 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 – After discussion during the Public Hearing, no changes were made to the ordinance which was presented.

A motion was made by Hammond to approve Ordinance No. 801 as presented. Motion was seconded by Grotheer and carried by unanimous vote.

Approval of Ordinance No. 802 Replacing Ordinance No. 104 an Ordinance of the City of New York Mills, Minnesota, Regulating the Use and Storage of Large Vehicles in Residential Districts - After discussion at the Public Hearing, changes were made to remove “private road, driveways, and private property” from Restrictions: A) Parking, and adding the words “road right-of-way”. Under Exceptions, c) was added stating: “recreational vehicles who have obtained a temporary permit for extended parking from the City Office”, and adding d) stating “Large motor vehicles that area parked on private property may not disturb the neighbors’ use or enjoyment of neighboring lots.”

A motion was made by Nesland to approve Ordinance No. 802 with changes as presented. Motion was seconded by Hetland and carried by unanimous vote.

Approval of Ordinance No. 803 Replacing Ordinance No. 139, an Ordinance of Calendar Parking - After discussion at the Public Hearing, no changes were made to the ordinance which was presented.

A motion was made by Grotheer to approve Ordinance No. 803 as presented. Motion was seconded by Hammond and carried by unanimous vote.

Next Regular Meeting will be August 20, 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 5:29 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)