

**NEW YORK MILLS CITY COUNCIL**

**March 12, 2024**

**4:00 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 4:00 p.m. A quorum was present. The meeting began with a closed session for a department head performance evaluation. Members present: Maki, Grotheer, Hetland and Hammond. Staff Present: Lana Jacobson. Closed session ended at 4:30 p.m.

The open portion of the meeting of the New York Mills City Council began 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, Hammond

**Members Absent** None

**Staff Present** City Clerk Julie Roberts, Administrative Assistant Jenny Geiser, Public Works Director Kyle Mattson, Police Chief Bobby Berndt, Liquor Store Manager Lana Jacobson, Fire Chief Nick Roder

**Guests Present** Amy Tervola-Hultberg

**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 Hammond to approve minutes from the February 13, 2024 Regular Meeting and March 4, 2024 Special Meeting. Hammond’s motion was seconded by Grotheer and carried by unanimous vote.**

**Communications & Recognitions - None**

**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 February were up 12% from prior year. Combined COGS were down 1.45% as a percentage of sales from prior year. Net revenues for the month of February were down 4.16% from prior year. Payroll expenses were up 2.75% as a percentage of sales from last year. Jacobson noted they are looking for part time employees.

**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** – Fire Chief Roder addressed the council. The Department responded to 17 calls consisting of 14 medical, 2 fires, 1 mutual aid. Honeywell will no longer be servicing or repairing our self-contained breathing apparatus beginning December 16, 2024, and they will no longer be OSHA or NIOSH compliant. The fire department purchased their SCBAs on the FEMA matching grant in 2018 which was awarded in the amount of \$98,000. The FEMA grant for 2024 is already closed. There are some funds available to use in the fund-raising account, but a significant shortfall is expected. Roder is in the process of contacting other departments in our area to see what they are planning to do. In 2-4 weeks, a group from the fire department will make a trip to Sioux Falls, SD to inspect the new pumper tanker, as well as go on a tour of the facility. The truck will be half- way through production at that time.

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

**Police Report** – Chief Berndt addressed the council. The Department responded to 182 calls for service in February, issued 4 citations, 55 parking citations, 26 warnings and 5 arrests. Chief Berndt has completed the first four weeks of DARE training for 6<sup>th</sup> graders. A review was completed for officer Faith Schaefer and a step increase is recommended. Berndt attended council meetings in New York Mills and Deer Creek and a public safety special meeting.

**A motion was made by Hammond 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. North Dakota Sewage Pump performed annual pump inspection and service for all lift stations. We are waiting for impellers for the C-store lift station. The City brush pile was burned. All annual reports are complete and submitted for 2023. Mattson discussed the water service line inventory with the New York Mills Dispatch for an article in the paper. Public Works rented a skid steer stump grinder attachment and took care of approximately 20 stumps on city property. Personnel have started putting park restroom plumbing together. Lund Park will be ready for the first game if the nice weather holds. Staff attended CPR, AED, and First Aid training and are now certified. This is done annually. Mattson attended a public works committee, park board and a pre-construction meeting with MIDCO for their fiber optic installation project they are starting in town this spring. Last summer they had 605 locate tickets with the Arvig project, normally they have between 150-180 tickets. Mattson is anticipating over 1,000 tickets this summer with the Arvig and Midco projects, so his department will be busy with those. The hydro-vac trailer will save time locating. Mattson assisted the South Point Apartment fire sprinkler contractor with fire flow testing around the property. An order was placed with the approval of the public works committee for a hydro-vac trailer that was slated for purchase this year. The machine was purchased from RDO Equipment in Fargo through our Sourcewell purchasing contract. The total price was \$103,094. This piece of equipment will

allow us to clean sewer lift stations, gas and water valve boxes, for use in conjunction with sewer main cleaning and jetting, and hydro excavation of gas, water, and sewer lines for repair and maintenance operations. We took delivery of the unit last week and will have RDO on site within the next couple of weeks for hands-on training. Mattson discussed summer staffing. There is one high school student coming back until the end of April and there is one interested candidate for summer help. We will advertise in the newspaper, facebook, and website for summer help.

**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 1 step raise due before the April council meeting for Tareesha Weatherhead. Roberts and Kopveiler attended election judge training. Kopveiler attended election machine testing. Roberts and Kopveiler worked for the Presidential Primary election on March 5, 2024. Roberts took part in the February welcoming communities meeting. They have been going over the community survey responses. Roberts also attended a welcoming week meeting at West Central Initiative. Property closing is complete on one of the pending sales of Country View property. The closing on two more lots is scheduled for March 15, 2024. Roberts posted and collected bids on 103 and 105 South Main Ave. parcels that are owned by the city. Maki noted a step increase is recommended for the review done during closed session for Liquor Store Manager Lana Jacobson. A press release for the new apartment building and parking ordinance will go in the newspaper. Hetland and Roberts presented the new apartment building project process at the housing summit.

**A motion was made by Hammond to acknowledge receipt and review of the Administration Report as well as approval of the step raise referred to above, contingent upon evaluations as discussed. Motion was seconded by Nesland and carried by unanimous vote.**

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

Amy Tervola Holtberg spoke.

**Public Requests - None.**

**Committee Reports -**

**Park Board-** A Park Board meeting was held on March 6, 2024. There was an anonymous donation to help purchase two soccer nets for Hidden Trails Park. The park board is hiring Mattson Lawn Care to do the first cleaning of Smith Park this spring. The sprinkler system is ready to go at Lund Park. Concrete around the grandstand needs to be fixed. Mattson is getting a quote for the repair.

**Financial Consent Agenda –** A list of claims and financial reports were included in the packet.

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

**Old Business and Tabled Items –**

**Award of Public Bid for 103 and 105 South Main Ave. property** – Bids were closed March 4, 2024. The City received one bid of \$25,100 from New York Mills Auto Sales. The minimum bid was \$19,600. Wegscheid asked if he could put cars on the lots earlier than the closing date. Roberts was directed to obtain advise from the City Attorney and do what he advises. Closing can happen in as little as one to two weeks.

**A motion was made by Hammond to award the bid to New York Mills Auto Sales. The motion was seconded by Grotheer and carried by unanimous vote.**

**New Business -**

**Otter Tail County Solid Waste Household Hazardous Waste Mobile Collection** – Otter Tail County will hold a household hazardous waste collection in New York Mills on September 6, 2024 from 10:00 a.m. – 2:00 p.m.

**A motion was made by Nesland to have Otter Tail County hold a household hazardous waste collection in New York Mills on September 6, 2024. The motion was seconded by Hetland and carried by unanimous vote.**

**Request to publish pivot leases for 2027-2031** – The Current leaseholder asked if the city would extend the public bid early for the next five year period from 2027-2031 because of crop rotation and wants to know if he will have the lease long enough to plant alfalfa. There was concern that someone could get a bid now and not be able to use the land for two years and we don't know what rental rates will be going for in two years. Roberts was directed to check into the terms of the current lease and bring information back to the April meeting.

**Resolution to Certify Unpaid Utility Bills to the Count Auditor for Inclusion on the Tax Rolls** – Resolution No. 03-12-2024 was presented.

**CITY OF NEW YORK MILLS,**

**MINNESOTA**

**RESOLUTION NO. 03-12-2024**

**RESOLUTION TO CERTIFY UNPAID UTILITY BILL TO THE COUNTY AUDITOR**

**FOR INCLUSION ON THE TAX ROLLS**

**WHEREAS**, the City of New York Mills has several past due utility accounts on residential and commercial properties;

**WHEREAS**, the City has attempted resolution of these accounts with the property owner but they remain unpaid;

**WHEREAS**, the City is authorized to collect these unpaid utility fees in accordance with City Ordinance #117, Section 1.05, Subdivision 8 and City Ordinance 106, section 106.01, and pursuant to Minnesota Statutes 443.015, 444.075, Subd. 3, 366.012, 415.01, 429.101, and 463.15 through 463.26.

**WHEREAS**, the City wishes to protect its interests in collection of these delinquent amounts in the event that any of these properties are sold or otherwise transferred to new owners, and desires to ensure that obligations of the current owners are certified to the property taxes to secure the City's right to collect these charges in the event that any ownership transfers occur.

**FURTHERMORE**, it is now deemed necessary to certify the unpaid amounts due and payable to the Otter Tail County Auditor to be collected with the 2024 real estate taxes payable in 2025, or from the sales proceeds in the event of any property sales or transfers, for these subject debts as follows:

- 1) PARCEL 73000990628000, 428 S. Main Ave., Owner(s) Howard Tolkinen  
Water \$52.40, Sewer \$169.08, Gas \$40.92, or total due of \$262.40
- 2) PARCEL 73000990092000, 107 N. Main Ave., Owner(s) Catrina Cantrell  
Water \$52.40, Sewer \$169.08, Gas \$40.92, or total due of \$262.40
- 3) PARCEL 73000990493000, 405 Mockingbird Lane, Owner(s) Bonnie Nicoletti  
Water \$52.40, Sewer \$169.08, Gas \$40.92, or total due of \$262.40

**Totals to be certified: Water \$157.20, Sewer \$507.24, Gas \$122.76 or total due of \$787.20**

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA THAT** the above named property owners will be sent a final billing and certification notice, in the format as shown in Exhibit A attached hereto, providing a final deadline for payment in full of the outstanding amounts due prior to certification to the Otter Tail County Auditor. Any of the above listed utility amounts which remain unpaid as of 3:00 p.m. on Wednesday, March 27, 2024, will be submitted to the Otter Tail County Auditor's office for certification as provided herein.

Adopted by the New York Mills City Council this 12th Day of March, 2024

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Marsha Maki, Mayor

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Julie Roberts, City Clerk

**A motion was made by Hammond to approve Resolution No 03-12-2024. The motion was seconded by Hetland and carried by unanimous vote.**

**The Regular Meeting recessed at 5:05 p.m. for a closed session regarding the sale of city property.**

**The Council meeting resumed at 5:25 p.m.**

**Action on Closed Session** – The Council agreed to put the parcel located at 19 N. Tousley Ave. up for sale by public bid. It will be advertised in the NYM Dispatch with a closing date of April 12, 2024 at noon. The City Council reserves the right to reject and refuse any and all bids.

**A motion was made by Nesland to place the parcel located at 19 N. Tousley Ave. up for sale by public bid, and the council reserves the right to accept or reject any or all bids. The motion was seconded by Hammond and carried by unanimous vote.**

**Next Regular Meeting will be April 16, 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 Hammond to adjourn the meeting at 5:29 p.m. Motion was seconded by Grotheer and carried by unanimous vote.

Respectfully submitted by,

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Julie A. Roberts

City Clerk(Notes taken and typed by Jenny Geiser, Administrative Assistant)