

**NEW YORK MILLS CITY COUNCIL**  
**May 9, 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**

**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** Rebecca Peterson, West Central Initiative, Michael Weber, Apex Engineering, Chad Koenen, NYM Dispatch, Adam Tervola-Hultberg, Dr. Amy Tervola-Hultberg, Dr. Jacqueline Broen

**Call to Order** The meeting was called to order at 4:30 pm. A quorum was present.

**Additions, Changes or Deletions to Agenda and Approval of Final Agenda** – Addition to Old Business, Item 11D-Communication Topics and 11E, Setting of June Council Meeting Date.

**A motion was made by Nesland and seconded by Hammond to approve the final agenda as presented. The motion carried by unanimous vote.**

**Approval of Minutes –**

**A motion was made by Nesland to approve minutes from the April 11, 2023 Regular Meeting and Public Hearing as presented. The motion was seconded by Hetland and carried by unanimous vote.**

**Communications & Recognitions** – Thank you from the Cultural Center.

**Department Reports**

**Liquor Store Report** –Lana Jacobson referred to her report which was included in the packet. Combined gross sales for the month of April were up 1% from prior year. Combined COGS were down 1% as a percentage of sales from prior year. Net revenues for the month of April were down 1% from prior year. Payroll expenses were down 6% as a percentage of sales from last year. Jacobson noted that the prior year had 3 pay periods in April.

Jacobson reported that the Mixer events have gone very well. Tuesday, May 16<sup>th</sup> is the next event at the Liquor

Store with Otter Berry Farm presenting.

**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 13 calls in April consisting of 1 shed fire, 1 grass fire, 1 fire alarm and 10 medical calls. Brasel received 2 quotes for the two different truck purchase options. Brasel commented that the Fire Dept will compare quotes and review specifications. If they need their requirements, the Fire Dept will meet with the fire committee members to proceed.

**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’s report was included in the packet. The Department responded to 134 calls for service in April, issued 1 citation, 18 warnings and 2 arrests. Chief Berndt attended AED & Active Shooter trainings, and officers attended Use of Force Training this past month. Chief Berndt has completed the annual DARE training and stated that the program went very well. Sixth grade DARE essays are posted in the school. He also participated in Coffee with a Cop through the Elevate program.

**A motion was made by Nesland 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. ND Pump was contracted to install new pump bases in the Jaeger Lift Station. Attended MNOPS and OSHA training. Horizon Commercial Pool performed a walkthrough of pool pump room to determine equipment that needs to be replaced. Grant funding from the Blandin Foundation will be used for this portion of the project as those funds need to be used this year. Public Works has been working on getting the pool and parks ready, sweeping and patching streets. Mattson is waiting for contractor quotes for street patching that Public Works cannot fix with their equipment or rentals. They will be working this week on water valve exercising and fire hydrant flushing. Jesse Saewert and Harley Wurst attended Certified Pool Operator training in Bemidji. Mattson continues to work on the Private Well Ordinance with Mn Rural Water and the MN Dept of Health. They determined this ordinance needs to be part of the Zoning Ordinance. They offered to attend a council meeting when this is brought back to Council. Water & sewer have been installed at South Point. The road will be installed next. A walk through was done of the City’s buildings for fire alarm testing. Otter Tail Power has a TEAMS meeting tomorrow to do an energy audit for the City Center and City Hall. Work on the City Center parking lot will begin the first of June.

Mattson asked for approval to accept a quote from Northwoods Electric to revamp and update the SCADA system. Equipment would be ordered in 2023 and installed in 2024. The quote which encompasses everything needed came in at \$41,432 for parts and \$15,878 for labor. One additional quote was received for over \$169,000. Mattson stated there is money left over from the AMR upgrades and cash on hand. Clerk Roberts explained a loan can be taken from the Capital Fund and paid back over the next few years. Mattson also asked for approval to purchase equipment and services from Horizon Commercial Pool to move forward with the pool upgrades.

**A motion was made by Nesland to acknowledge receipt and review of the Public Works Report as presented along with approval of purchases for the SCADA system and pool equipment upgrades. The motion was seconded by Hammond and carried by unanimous vote.**

**Administration Report** – Roberts addressed the Council. There is one step raise due before the June meeting which is Kylean Sweno to Step 4. Mayor Maki and Roberts continue to work on the police union contract

with Flaherty & Hood P.A. They hope to have it ready for the next Council meeting. Clerk Roberts attended a two-day grant training in Little Falls. The Safe Routes to School project was installed May 4<sup>th</sup>. Roberts stated there was a good number of volunteers. Data will now be collected through June 3<sup>rd</sup>. State funding will cover a large part of the project cost. Roberts will be on vacation on June 8<sup>th</sup> during the next scheduled Council meeting.

**A motion was made by Nesland to acknowledge receipt and review of the Administration Report as presented along with approval to move Kylean Sweno to Step 4. The motion was seconded by Grotheer and carried by unanimous vote.**

**Committee Reports** – Clerk Roberts reported that subcommittee reports will no longer be published with the official council minutes as per League of Minnesota Cities advisement. Committee meeting minutes from organized entities will continue to be published.

**Park Board** – Minutes are included in the packet.

**Economic Development Authority** – Minutes are included in the packet. Nesland asked to clarify the minutes regarding Lake Region’s service area at South Point. A request has been sent to Lake Region Electric to release that area now in city limits over to Otter Tail Power’s service territory. There has not been a response yet. Mattson commented that he has filled out an application for street lighting on South Point Drive.

**Zoning Committee-** None.

**Financial Consent Agenda** – The payment of financial claims information and the financials for the month of April were included in the packet. There is one additional bill to approve as well from Flaherty & Hood, PA for police contract negotiation services.

**A motion was made by Hammond and seconded by Hetland to approve the payment of financial claims and financial statements as presented including the additional bill from Flaherty & Hood PA. The motion carried by unanimous vote.**

**Open Forum** –At 5:00 p.m. Mayor Maki asked whether anyone present wished to address the Council. Dr. Jacqueline Broen asked for further information on South Point Phase I and on the City’s procedure for confirmations or written guarantees in its contracts. With no other questions, the Open Forum was closed at 5:02 p.m.

**Public Requests** –None

**Old Business and Tabled Items:**

**Employee Handbook: Update to Language-** The Council discussed clarification of section referring to full-time vs part-time employees.

**A motion was made by Hammond to approve proposed updates to the Employee Handbook as discussed. Motion was seconded by Grotheer and carried by unanimous vote.**

**Parking Ordinance** – Nesland reported that the Public Works and Public Safety committees will be looking at the ordinance jointly later this month.

**Council Communication: Summary Minutes Discussion-** Discussion was held regarding the publication of Summary Minutes in the NYM Dispatch. Dispatch Editor Chad Koenen estimated that the cost would be approximately \$150 per month. As content would be limited, residents could request a full copy of the minutes from the City Office. Nesland stated that Summary Minutes should be added to the January agenda each year when alignment of offices and official newspaper is discussed.

**Other Communication Topics** – The Council discussed various ideas for communication, including an electronic sign in front of City Hall and lettering for the building. Nesland felt both would be effective methods to improve communication for residents and the City. Clerk Roberts commented that consideration of separate lettering added to the building has been a concern due to the numerous holes that would be drilled into the surface of the historic building. Roberts also stated that an electronic sign is a large expense and has not been included in this year’s budget. Discussion ensued.

**A motion was made by Nesland to ask the Clerk to obtain quotes for both signage on the City Hall building and an electronic sign, and move forward with publication of summary minutes each month in the NYM Dispatch, beginning in June with annual review each January. Motion was seconded by Hetland and carried by unanimous vote.**

**Setting of June Council Meeting Date** – Discussion was held on availability of Council and staff for the next meeting. The date for the June meeting was set for Tuesday, June 13<sup>th</sup> at 4:30 p.m.

**Kuechle Underground Payment Request No. 1-South Point Phase I-** Apex Engineer Michael Weber addressed the Council. Underground utilities have been installed and work is going fairly smoothly. Payment Request No. 1 includes work completed through the end of April. Discussed elevation and direction of drainage for Phase I area. Weber recommended the the Council approve Payment Request #1 as presented.

**A motion was made by Hammond and seconded by Grotheer to approve Payment Request #1 to Kuechle Underground in the amount of \$20,150.00. Motion carried by unanimous vote.**

**West Central Initiative Annual Visit-** Mayor Maki welcomed Rebecca Peterson of West Central Initiative. Peterson provided an annual report of West Central Initiative’s activity and impact in the past year, including information on grant and loan opportunities. Peterson also gave the Council a report of the City’s funding requests. West Central Initiative has received a grant from the McKnight Foundation for free weekend training for anyone interested in running for public office. Hetland thanked Peterson for all West Central Initiative does for our community.

**Resolution Acknowledging Cash Donation to City of New York Mills from the New York Mills Lions Club for the Pool Project, Resolution No. 05-09-2023** – Resolution acknowledging a donation of \$2,500 from the NYM Lions Club was presented.

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 05-09-2023**

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

**WHEREAS**, in April 2023, the City of New York Mills received a donation from New York Mills Lions Club for the Pool 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 \$2,500.00 from New York Mills Lions Club to the City of New York Mills for the Pool project.

Adopted this 9th day of May 2023, by the City Council of the City of New York Mills.

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Marsha Maki, Mayor

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Julie Roberts, City Clerk

**A motion was made by Hetland to approve Resolution No. 05-09-2023. Motion was seconded by Hammond and carried by unanimous vote.**

**Resolution Acknowledging Cash Donation from VFW Post 3289 for the DARE Program-Resolution No 05-09-2023a was presented.** Resolution acknowledging a donation of \$1,000 from the NYM VFW Post 3289 for the DARE Program Resolution No. 05-09-2023a was presented.

**CITY OF NEW YORK MILLS,  
MINNESOTA**

**RESOLUTION NO. 05-09-2023a**

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

**WHEREAS**, in April 2023, the City of New York Mills received a donation from VFW Post 3289 for the DARE program in the amount of \$1,000.00.

**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 \$1,000.00 from VFW Post 3289 to the City of New York Mills for the DARE Program.

Adopted this 9th day of May 2023, by the City Council of the City of New York Mills

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Marsha Maki, Mayor

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Julie Roberts, City Clerk

**A motion was made by Grotheer to approve Resolution No. 05-09-2023a. Motion was seconded by Hetland and carried by unanimous vote.**

**LMCIT Election to Not Waive Monetary Limits on Addition of New Police Vehicle** – Clerk Roberts commented that the waiver form is standard procedure with the renewal of liability coverage through the League of MN Cities.

**A motion was made by Nesland to not waive the statutory monetary limits on the addition of the new police vehicle for insurance coverage. Motion was seconded by Hammond and carried by unanimous vote.**

**Juneteenth State Holiday Discussion** – Clerk Roberts stated that Juneteenth was signed into law as a state holiday in February, which was to take effect on August 1<sup>st</sup> of this year. There is new legislation being considered now that would move that effective date up to June 19<sup>th</sup> of this year. Roberts asked the Council to discuss how the City would choose to handle this holiday, whether to give employees a paid holiday off, work without being open to the public, or take the day off as an unpaid holiday. A motion will need to be made by next month's meeting. Discussion ensued. Clerk Roberts commented that the paid holiday would cost the City approximately \$3,000. Decision was tabled until the June meeting.

**Replacement for Ordinance #91 – Peddlers and Transient Merchants-Review Ordinance** – Council discussed proposed changes to Ordinance #91 which would require more information from the applicant to protect both residents and the applicant. Grotheer asked for clarification on students selling items as fundraisers apart from transient merchants. Verbage will be added to distinguish the difference between these two. The ordinance will need to be published in the newspaper and a public hearing held in June to adopt these changes.

**A motion was made by Nesland to proceed moving forward with the adoption of Ordinance #91 with the additional verbage as discussed. Motion was seconded by Hammond and carried by unanimous vote.**

**Next Regular Meeting will June 13, 2023 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 and seconded by Grotheer to adjourn the meeting at 5:42 p.m. Motion carried by unanimous vote.

Respectfully submitted by,

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Julie A. Roberts  
City Clerk(Notes taken and typed by Cheri Kopveiler, Administrative Assistant)