

NEW YORK MILLS CITY COUNCIL
November 14, 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

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 Hammond to approve minutes from the October 10, 2023 Regular Meeting as presented. The motion was seconded by Grotheer 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 October were down 3% from prior year. Combined COGS were down 1% as a percentage of sales from prior year. Net revenues for the month of October were down 4% from prior year. Payroll

expenses were up 3.23% as a percentage of sales from last year. Jacobson commented that inventory will be taken on New Year's Day. Jacobson expressed appreciation for Mayor Maki's help with inventory. Maki and Hammond volunteered to help this year.

A motion was made by Hetland 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 – Chief Ryan Brasel's report was included in the packet. There were 21 calls in October consisting of 1 grass fire, 1 vehicle fire, 1 downed power line and 18 medicals.

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

Police Report – Chief Berndt's report was included in the packet. The Department responded to 173 calls for service in October, issued 4 citations, 48 warnings and 0 arrests. Officer Tharaldson participated in the annual Trunk or Treat. Nesland reported that the Police Committee discussed portable speed monitors to remind drivers of the 20 mph speed limits. The PD needs to upgrade the office desktop computer. Grotheer will order tomorrow. Squad computers are also in need of being replaced. Grotheer will look into this. Clerk Roberts will look into possible grant monies.

A motion was made by Nesland 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. Gas service construction is done for the year. Winterization is complete and sand and salt has been delivered and mixed. Todd Lorentz passed his Class D water licensure test. Mattson reported that they continue to do locates for Arvig's fiber installation project. He estimated there were over 600 locates for the season. Their Well performed our annual drinking water well inspection. They are working well but there is still concern over them being beyond their lifespan. Letters were sent to residents in the 386th St development east of South Point regarding potential gas service. The Public Works Committee discussed sidewalk sweeping of the business districts. Businesses have been paying \$1.50 per foot. Mattson stated that he would have had to charge \$3.75 per foot to break even last year. Discussion was held about ending this service in a year to 18 months. Michael Weber is updating the capital plan for 2026-2027. It was last done in 2019. Discussed adding the water treatment plant and wells to the 2027 plan.

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

Administration Report – Roberts addressed the Council. There are no step raises due before the December meeting. Roberts is working to firm up information for the final tax levy and budget. Roberts attended the State and Federal Funding meeting at Thumper Pond November 2nd regarding funding sources for local governments. Roberts asked the Council to be thinking about which committee appointments they wish to serve on for appointment in January.

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

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

Public Requests –None

Committee Reports –

Park Board – Minutes were included in the packet. The Board discussed Russ Jacobson Field’s grandstand which needs refurbishing. Clerk Roberts will check into a DNR grant for this. They also discussed adding safety nets north of the concession stand at Lund Park. Mattson reported that a new roof has been put on the community garden shed.

Economic Development Authority – Draft minutes for the October 11, 2023 meeting were included in the packet. The next meeting will be held Wednesday November 15, 2023 at 8:30 a.m. The Council will be asked to ratify the appointment of two new EDA members later in this meeting. A payoff is expected on an EDA loan this week.

Zoning Committee- Draft minutes for the October 24, 2023 meeting were included in the packet. A new member will be appointed to the Zoning Committee for their next meeting which will be held next March or April unless the need arises for a meeting before then.

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

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

Old Business and Tabled Items:

Employee Handbook-

Council Communication Goals-

Ordinance Review – Animal Ordinance Review – Councilman Nesland expressed the need to go over the City’s Animal Ordinance, especially regarding regulation of chickens in city limits and the portion regulating dogs. Nesland stated that the City of Wadena has a sample ordinance for chickens that could be used as a model. Chief Berndt asked that a new book of city ordinances be compiled for his department. The Council did not undertake any action of a possible revision at this time, but could consider modification if there were to be public requests.

New Business:

Proposal for City Street Pavement Evaluation and Maintenance Plan Report – Michael Weber of Apex referred to the proposal included in the packet. The contract would include inventory and assessment of the city’s street projects including evaluation and a maintenance plan. The contract would provide a baseline for future budgeting and assist Public Works Director Mattson with prioritizing needs. The cost of the project would be approximately \$3,000 to \$4,000. Discussion ensued.

A motion was made by Nesland to approve the Contract Proposal for City Street Pavement Evaluation and Maintenance Plan with Apex Engineering. Motion was seconded by Grotheer and carried by unanimous vote.

Approval of Updated Zoning Map to be Recorded at Otter Tail County – A zoning map with the newest amendments including South Point and Southside Addition was presented to the Council for approval.

A motion was made by Hammond to approve the newly amended zoning map for recording at Otter Tail County. The motion was seconded by Nesland and carried by unanimous vote.

Ratify New Member on the Economic Development Authority- The EDA appointed Caleb Monson and Tim Muehler to the board and requested that the Council ratify their appointment.

A motion was made by Hetland to approve the appointment of Caleb Monson & Tim Muehler to the New York Mills Economic Development Authority. Motion was seconded by Hammond and carried by unanimous vote.

Resolution Acknowledging Cash Donation from New York Mills Lions Club for the Pool Project – Resolution No. 11-14-2023 was presented. –

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 11-14-2023

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

WHEREAS, in October 2023, the City of New York Mills received a donation from New York Mills Lions Club for the Pool Project in the amount of \$7,500.

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 \$7,500 from New York Mills Lions Club to the City of New York Mills for the Pool project.

Adopted this 14th day of October, 2023, by the City Council of the City of New York Mills.

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Grotheer to approve Resolution No. 11-14-2023. Motion was seconded by Hammond and carried by unanimous vote.

Resolution to Certify Unpaid Utility Bill to the Count Auditor for Inclusion on the Tax Rolls – Resolution No. 11-14-2023a was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 11-14-2023a

**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 2023 real estate taxes payable in 2024, 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 \$159.30, Sewer \$434.15, Gas \$144.10, or total due of \$737.55

- 2) PARCEL 73000990092000, 107 N. Main Ave., Owner(s) Catrina Cantrell
Water \$124.08, Sewer \$327.78, Gas \$237.95, or total due of \$689.81

- 3) PARCEL 73000990493000, 405 Mockingbird Lane, Owner(s) Bonnie Nicoletti
Water \$94.61, Sewer \$214.01, Gas \$94.73, or total due of \$403.35

Totals to be certified: Water \$377.99, Sewer \$975.94, Gas \$476.78 or total due of \$1830.71

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, November 29, 2023, 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 14th Day of November, 2023

Marsha Maki, Mayor

Julie Roberts, City Clerk

A motion was made by Nesland to approve Resolution No. 11-14-2023a. Motion was seconded by Grotheer and carried by unanimous vote.

Update to 2023 Fee Schedule for Calendar Parking - Penalties for violation of the Calendar Parking Ordinance were added to the 2023 Fee Schedule. Fees were set at \$10 for the first offense and \$15 for each additional offense.

A motion was made by Hammond to approve the Amendment to 2023 Fee Schedule to include calendar parking. Motion was seconded by Grotheer and carried by unanimous vote.

F & M State Bank Disaster Recovery Contract – A sample contract was included in the packet which would allow F&M Bank to use a location in the City Center building for operations in the event of a disaster. The Council discussed making it clear that various areas of the building could be used and they would not be limited to the council chambers. Under Scope of Service the wording will be changed from “and” to “or”.

A motion was made by Hammond to approve the F&M State Bank Disaster Recovery Contract with the change discussed. Motion was seconded by Nesland and passed with 4 in favor – Hammond, Nesland, Grotheer and Maki with Hetland abstaining.

Next Regular Meeting will be December 12, 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 Nesland to adjourn the meeting at 5:37 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)