

NEW YORK MILLS CITY COUNCIL
October 10, 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,

Guests Present Chad Koenen-NYM Dispatch Reporter,

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 Hammond. Motion was seconded by Grotheer and carried by unanimous vote.

Approval of Minutes –

A motion was made by Nesland to approve minutes from the September 12, 2023 Regular Meeting and Public Hearing as presented. The motion was seconded by Hetland 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 September were down 5% from prior year. Combined COGS were down 2.45% as a percentage of sales from prior year. Net revenues for the month of September were up 2% from prior year. Payroll expenses were up 1.77% as a percentage of sales from last year. Jacobson commented that the payroll

percentage reflects the need to double up on employees for new employee training. Jacobson attended Food Manager Safety Training and is now certified with the Minnesota Department of Health. She commented that she could use another occasional part time employee to help out a couple weekends a month.

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 23 calls in September consisting of 1 grass fire, 1 motor vehicle accident, 1 missing person report and 20 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 167 calls for service in September, issued 5 citations, 31 warnings and 1 arrest. Two applications were received for the full-time patrol officer position. Chief Berndt reported that the Department now has Narcan on hand in correlation with the new state law. Discussed the calendar parking ordinance. The Department has been issuing warning notices to help get the word out before enforcement begins November 1st. Officers have issued 27 warnings to date, which will be a separate category from other warnings in Berndt’s report. The Council recommended that the wording be changed to “Reminder” on first notices vs. “Warning”. Officer Tharaldson will help with the Trunk or Treat event this year. Finally, Officer Berndt requested time off for October 18th through October 27th.

A motion was made by Hammond to acknowledge receipt and review of the Police Department Report as presented as well as approval for time off as requested. The motion was seconded by Grotheer and carried by unanimous vote.

Public Works Report – Mattson addressed the Council. Sewer jetting is complete as well as cathodic protection testing on gas lines. The remaining portion of the old gas main on 383rd St has been abandoned as part of the Greater MN Gas project. The GMG meter and temp/volume corrector are now able to be remotely monitored by utility staff and GMG. A leak survey will need to be performed on a small portion of our gas system in the next few weeks. Existing equipment was removed from the pool pump room. Installation of new equipment is mostly complete with the balance possibly having to wait until Spring due to availability. Winterization is in progress in various departments including fire hydrants, irrigators and the pool. Annual gas regulator and relief testing with USDI is complete at the town border station. The sprinkler system has been installed at Lund Park. According to the irrigation contractor, a larger meter must be installed for the system. The old one will need to be torn out in the spring and replaced along with a backflow preventer. Money will come from the project fund. Mattson stated that one door was missed in the estimate for replacement of concession stand doors as part of a vandalism claim. The City will need to pay for that door and replacement of the lockset which was damaged. Twelve calendar parking signs have been purchased and installed on city streets.

A motion was made by Hetland 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 November meeting. Clerk Roberts will be attending the MCFOA Region 1 meeting October 13th to learn more about the new Earned Sick and Safe Time law. Jenny has completed the BCA Fingerprint Audit and is working on the

BCA Child Protection Audit. Closings on 3 lots in Country View are complete. Roberts will be participating in the Welcoming Communities Learning Cohort over the next few months. Roberts attended the Constellation Gas annual meeting to review trends in the gas industry and review the basis lock on our Viking Gas Pipeline pricing. We are locked in for a large portion of our natural gas purchases until 2033. An easement request was received from Midco for a utility cabinet by the Barn along Co. Hwy 67. They will be working with Kyle Mattson and the City Attorney to present at next month's Council meeting. Roberts will continue to get updates for the Midco project scheduled for next year. A zoning permit has been approved for the new apartment complex in South Point.

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

Committee Reports –

Park Board –

Economic Development Authority – There was no EDA meeting due to lack of a quorum. The next meeting will be held tomorrow, October 11th at 8:30 a.m.

Zoning Committee- A Zoning Committee meeting is scheduled for Tuesday, October 24th at 3:00 p.m.

Financial Consent Agenda – The payment of financial claims information and the financials for the month of September were included in the packet. A list of additional bills received after the packets were distributed was presented along with a bill from Lacrosse Seed for the Dog Park in the amount of \$275.69.

A motion was made by Hetland 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-

New Business:

Resolution Acknowledging Cash Donation from Woodland Dental for the Dog Park Project – Resolution No. 10-10-2023 was presented. –

CITY OF NEW YORK MILLS, MINNESOTA

RESOLUTION NO. 10-10-2023

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM
WOODLAND DENTAL FOR THE DOG PARK PROJECT**

WHEREAS, in September 2023, the City of New York Mills received a donation from Woodland Dental for the Dog Park Project in the amount of \$100.00.

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 \$100.00 from Woodland Dental to the City of New York Mills for the Dog Park Project.

Adopted this 10th 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 Nesland to approve Resolution No. 10-10-2023. Motion was seconded by Hetland and carried by unanimous vote.

Resolution Acknowledging Cash Donation from IMT Insurance Company/Lisa Pruess for the Dog Park Project – Resolution No. 10-10-2023a was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 10-10-2023a

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM IMT
INSURANCE COMPANY/LISA PREUSS AGENT FOR THE DOG PARK PROJECT**

WHEREAS, in September 2023, the City of New York Mills received a donation from IMT Insurance Company/Lisa Preuss Agent for the Dog Park Project in the amount of \$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 \$500.00 from IMT Insurance Company/Lisa Preuss Agent to the City of New York Mills for the Dog Park Project.

Adopted this 10th 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 Hammond to approve Resolution No. 10-10-2023a. Motion was seconded by Grotheer and carried by unanimous vote.

Winter Maintenance Materials Agreement with Otter Tail County – Resolution No. 10-10-2023b was presented.

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 10-10-2023b

RESOLUTION ACKNOWLEDGING CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT

BE IT RESOLVED, that the following request is approved by the City or Township and Otter Tail County is hereby authorized to provide the materials and or services as requested below.

BE IT RESOLVED, that the work will be included in our regular maintenance or after our regular maintenance work is completed.

CITY/TOWNSHIP City of New York Mills

TYPE OF REQUEST SALT/SAND MATERIALS

APPROX. QUANT. 25 TON

APPROX. COST \$44.40 Per Cubic Yard or \$31.70 Per Ton

SALT/SAND TO BE HAULED BY NEW YORK MILLS PUBLIC WORKS

City/Township/Contractor

SALT/SAND TO BE LOADED BY COUNTY PERSONNEL ONLY

BE IT FURTHER RESOLVED, that the City or Township will be responsible for all cost of materials and services provided.

Adopted this 10th 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. 10-10-2023b. Motion was seconded by Hetland and carried by unanimous vote.

Letter from West Central Initiative regarding request for 2024 donation – Clerk Roberts stated that the donation request is up \$100 to \$1,500 from last year and is an annual request rather than a three-year commitment as in the past. She recommended making the donation as WCI has been a valuable resource for the City.

A motion was made by Hetland to approve an annual donation to West Central Initiative in the amount of \$1,500. Motion was seconded by Hammond and carried by unanimous vote.

Open Forum –At 5:02 p.m. Mayor Maki asked whether anyone present wished to address the Council. No one was present with concerns.

Public Requests –None

The meeting recessed for Closed Session at 5:03 p.m. to discuss a land purchase inquiry.

The Council Meeting resumed at 5:15 p.m.

Action on Closed Session -

A motion was made to approve the purchase of lots at 103 and 105 S. Main Avenue by Hetland. Motion was seconded by Nesland. Vote: 3-2 in favor with Nesland, Maki, Hetland in favor; Hammond, Grotheer against. Motion carried.

Next Regular Meeting will be November 14, 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 to adjourn the meeting at 5:17 p.m. Motion was seconded by Nesland and carried by unanimous vote.

Respectfully submitted by,

Julie A. Roberts

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