

NEW YORK MILLS CITY COUNCIL
September 12, 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 Michael Weber-Apex Engineer, Jeff Oakland, Chad Koenen-NYM Dispatch Reporter, Bryan Dunrud, Josie Smith

Call to Order The meeting was called to order by Mayor Maki at 4:32 pm. A quorum was present.

Additions, Changes or Deletions to Agenda and Approval of Final Agenda –

A motion was made by Hetland to approve the final agenda as presented. Motion was seconded by Grotheer and carried by unanimous vote.

Approval of Minutes –

A motion was made by Grotheer to approve minutes from the August 8, 2023 Regular Meeting and Public Hearing as presented. The motion was seconded by Hammond and carried by unanimous vote.

Communications & Recognitions – Cultural Center 3rd quarter payment request.

Department Reports

Liquor Store Report –Lana Jacobson referred to her report which was included in the packet. Combined gross sales for the month of August were up 8% from prior year. Combined COGS were down 3.66% as a percentage of sales from prior year. Net revenues for the month of August were up 2% from prior year. Payroll expenses were up 3.08% as a percentage of sales from last year. Jacobson asked for approval to hire Taresha Weatherhead as a part-time bartender.

A motion was made by Hammond to acknowledge receipt and review of the Liquor Store Report as presented along with approval for the new hire. 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 19 calls in August consisting of 1 grass fire, 1 shed fire, 1 carbon monoxide check, and 16 medicals. The new tanker/pumper truck purchase agreement was signed on 8/17/2023.

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

Police Report – Chief Berndt’s report was included in the packet. The Department responded to 114 calls for service in August, issued 6 citations, 18 warnings and 2 arrests. Officer Schwartz resigned as full-time officer, but is willing to stay on the roster as a part-time officer. Advertisements have gone out for a replacement with an application deadline of September 15th. Radar certifications were completed on all 3 squads. The Department received 4 AED’s through a training grant. Chief Berndt attended an SRO meeting in Ottertail regarding the new state guidelines on school resource officers and corporal punishment standards. Berndt requested time off September 20-23rd and September 26th and 27th.

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

Public Works Report – Mattson addressed the Council. Mattson met with a Sensus meter representative regarding the final phase of the AMR project. Gas extension for GMG and existing service cutovers are complete. Public Works will continue to work on abandonment of the old main. MN Department of Health performed an inspection of water treatment plant and distribution system. Mattson is working on a schedule for pump room upgrades for the pool including demo of the old pump room equipment. The project should start in a few weeks and be commissioned next spring during start up. Annual gas system cathodic protection and corrosion survey is in progress. Crosswalks are complete on city owned streets north of the tracks. Work will continue on the south side of town. The OTC Household Hazardous Waste Collection day was held September 8th. Mattson thanked his staff and volunteers that helped with this event. Mattson completed a favorable employee evaluation for Todd Lorentz and recommended his step pay increase. Public Works is in the process of jetting and cleaning sewers. Mattson ordered calendar parking signs for the implementation of the new ordinance.

A motion was made by Nesland to acknowledge receipt and review of the Public Works Report as presented with the approval of a step increase for Lorentz as recommended. The motion was seconded by Hammond and carried by unanimous vote.

Administration Report – Roberts addressed the Council. There is one step raise due for Terri Baller before the October meeting. Clerk Roberts requested approval for his annual increase subject to recommendation by the department head. Roberts has completed the 2024 budget process. New vinyl signage has been installed on the city hall entrances.

A motion was made by Hetland to acknowledge receipt and review of the Administration Report as presented with approval of annual increases for Terri Baller upon a favorable review. The motion was seconded by Grotheer and carried by unanimous vote.

Committee Reports –

Park Board – Park Board minutes are included in the packet.

Economic Development Authority – Draft Minutes are included in the packet. The next meeting is scheduled for September 20, 2023. The EDA accepted the resignation of Amy Sobieski from the EDA and will post for interested individuals before the next meeting.

Zoning Committee- The Zoning Committee met, and a Public Hearing was held regarding the classification of zoning districts for Southside Addition. Minutes from both the July 25, 2023 meeting and the August 22, 2023 meeting and Public Hearing are included in the packet. The Zoning Committee accepted the resignation of Keith Van Dyke from the Zoning Committee. The Committee has a resident interested in serving in his place.

Financial Consent Agenda – The payment of financial claims information and the financials for the month of August were included in the packet. A list of 3 additional bills received after the packets were distributed was presented.

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-

Final Payment to Ottertail Aggregate, Inc. for North Boardman Ave. Reconstruction Project-Final billing was reviewed by Apex Engineer Michael Weber and Otter Tail County. A large part of the project was paid for by LRIP Grant funding.

A motion was made by Nesland to approve final payment to Ottertail Aggregate for the North Boardman Ave. Reconstruction Project. Motion was seconded by Hetland and carried by unanimous vote.

New Business:

Agenda Request Form-Jeff Oakland- Oakland requested the Council look into changing the way water/sewer usage and billing is handled for short-term usage such as his trailer park and RV camping spots. He suggested a \$20/lot charge. Separate meters were discussed. Clerk Roberts gave Oakland information for a grant which would help with individual meters for each lot and recommended he look into applying for that. Oakland also discussed commercial vs. residential water rates. The Public Works Committee will look further into options and invited Oakland to attend their next subcommittee meeting along with Public Works Director Kyle Mattson to come up with an agreement.

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

New Business:

Agenda Request Form – Bryan Dunrud – Bryan Dunrud and Josie Smith were present to request permission to have a sprinkler system installed on the softball fields at Lund Park. They presented a quote from Dan’s Aqualawn for \$16,400. Lunds has donated \$20,000, leaving some extra in the account for maintenance. Dan’s Aqualawn needs a commitment by September 15th to get on the fall schedule. Dunrud stated that the Softball Association has funding to contribute toward maintenance of the sprinkler heads etc. Discussion ensued. Normal procedure would be to bring this to the Park Board before a decision is made. The Council agreed that hardware could be installed but there should be no water usage until an agreement is reached between all entities involved regarding who will share in the costs.

A motion was made by Nesland to give council support to approve the installation of a sprinkler system on the Lund Park softball fields contingent upon Park Board approval by September 18th. Moton was seconded by Hammond.

The Council discussed the short timeline, noting a meeting could not be called by the September 15th deadline. Grotheer expressed concern that the City would commit and the work would not be completed this fall.

Nesland withdrew his motion, seconded by Hammond.

Hetland made a motion to approve the installation of a sprinkler system and bypass the procedure for Park Board approval because of the timeline. Motion was seconded by Hammond and passed by unanimous vote.

(Later in the meeting, Dunrud stated that he spoke with the contractor. The project is on his calendar, and he will complete the work within the next couple of weeks.)

The meeting recessed for a Public Hearing on Proposed Assessment on North Boardman Ave. Reconstruction at 5:30 p.m.

The Public Hearing was closed and the Council Meeting resumed at 5:50 p.m.

Findings of Fact Zoning Public Hearing August 2, 2023-Action on Zoning of Southside Addition- Grotheer reported that the Zoning Committee held their Public Hearing and discussed the assignment of zoning classifications for Southside Addition. Their recommendation, presented in the Findings of Fact was to classify the entire addition as Residential B (RB) except for the 5 parcels located in the Southwest portion of the Addition, which they recommended be zoned Residential/Commercial (RBC). This is due to the fact that there presently are two businesses in that area that are commercial in nature, and this would allow for easier succession.

A motion was made by Nesland to assign the zoning classifications to Southside Addition as described in the Zoning Committee’s Findings of Fact. Motion was seconded by Hammond and carried by unanimous vote.

Clerk Roberts will have a zoning map drawn up reflecting this assignment as well as for South Point, which was decided upon in June. She commented that she will ask Michael Weber to develop a map and include dotted lines for tentative borders based upon final platting of the South Point development.

Preliminary 2023 Levy & Budget – Clerk Roberts presented the Preliminary Budget for 2024. The Budget Committee and Roberts propose a 7% levy increase which includes the debt service portion. Roberts commented that she is hoping the addition of Southside Addition and new construction will help to spread the increase out for a smaller impact. Hetland pointed out that this amount may be decreased but not increased for the final levy once final costs are known such as insurance premiums.

A motion was made by Hetland to approve the Preliminary Levy as presented. Motion was seconded by Grotheer and carried by unanimous vote.

Resolution Acknowledging Cash Donation from KLN Family Brands for the Dog Park Project – Resolution No. 09-12-2023 was presented. –

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 09-12-2023

**RESOLUTION ACKNOWLEDGING CASH DONATION TO CITY OF NEW YORK MILLS FROM KLN
FAMILY BRANDS FOR THE DOG PARK PROJECT**

WHEREAS, in August 2023, the City of New York Mills received a donation from KLN Family Brands for the Dog Park Project in the amount of \$5000.00.

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 \$5000.00 from KLN Family Brands to the City of New York Mills for the Dog Park Project.

Adopted this 12th day of September 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. 09-12-2023. Motion was seconded by Hetland and carried by unanimous vote.

Resolution Acknowledging Cash Donation from NYM Lions Club for the Lund Park Project – Resolution No. 09-12-2023a was presented-

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 09-12-2023a

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

WHEREAS, in August 2023, the City of New York Mills received a donation from NYM Lions Club for the Lund Park Project in the amount of \$7,000.00

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 \$7000.00 from NYM Lions Club to the City of New York Mills for the Lund Park Project.

Adopted this 12th day of September 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. 09-12-2023a. Motion was seconded by Hammond and carried by unanimous vote.

Resolution for Hearing on Proposed Assessments for the North Boardman Avenue Reconstruction Project- Resolution No. 09-12-2023b was presented –

**CITY OF NEW YORK MILLS,
MINNESOTA**

RESOLUTION NO. 09-12-2023b

Resolution Adopting Assessment for the North Boardman Avenue Reconstruction Project

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for the improvements to North Boardman Avenue between U.S. Highway 10 and Centennial 84 Drive W. (CSAH 84).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW YORK MILLS, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment is proposed to be payable in equal annual installments extending over a period of twenty (20) years, the first of the installments to be payable on or before the first Monday in January 2024, and will bear interest at the rate of three percent (3.0%) per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2024. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, to the City of New York Mills. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution. The owner may, at any time thereafter, pay to the City of New York Mills any portion of or the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.
4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Council this 12th day of September 2023.

Marsha Maki, Mayor

Julie Roberts, City Clerk

Motion was made by Hammond to approve Resolution No. 09-12-2023b as presented. Motion was seconded by Hetland and carried by unanimous vote.

Mayor Maki thanked Apex Engineer Michael Weber for his presentation for the Public Hearing.

Next Regular Meeting will October 10, 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 5:58 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)