NEW YORK MILLS CITY COUNCIL  
February 14, 2019  
4:30 p.m.

CALL TO ORDER AND DETERMINATION OF A QUORUM

The regular meeting of the New York Mills City Council was called to order at 4:30 p.m. in the Council Chambers of the City Hall Building at 28 Centennial 84 Dr. West, New York Mills, Minnesota all members of the Council having been notified of the meeting and the business to be transacted.

Members Present   Gerber, Maki, Roder, Hoaby and Hetland

Members Absent    None

Staff Present     City Clerk Julie Roberts, Administrative Assistant Cheri Kopveiler, Police Chief James Gritz, Public Works Director Kyle Mattson, Liquor Store Manager Joan Koep, City Treasurer Al Berube

Guests Present   NYM Dispatch Reporter Eric Bervig, City Attorney Sam Felix, Mikel Olson—Otter Tail County HRA

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

Oath was administered to the elected mayor, Julie Gerber and the two elected council members, Marsha Maki and Joshua Hoaby.  This process should have been done at the January 8, 2019, meeting but was inadvertently missed.

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

A motion was made by Roder and seconded by Hetland to approve the agenda as presented. The motion carried without a dissenting vote.

Approval of Minutes - A motion was made by Roder to approve minutes from the January 8, 2019, Regular Council Meeting and to ratify all motions and decisions made at the January 8, 2019, Regular meeting. The motion was seconded by Hoaby. The motion carried without a dissenting vote.

Updates/Consent Agenda – Mayor Gerber noted the updates and consent agenda for this month had no subjects listed.

Department Reports

Liquor Store Report – Joan Koep included a report in the packet. Football season is done and she felt it went well. Super Bowl Sunday was a very good day. The auditors gave her the impression that that things went well on the review of the liquor store and bar. Koep explained that the off sale and bar were closed on January 1 and again on Martin Luther King Day on January 21st. There were also two days this month, January 30th & 31st, that she closed due to bad weather. Roder asked about the bad weather closing and also

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about closing on holidays. Discussion ensued and it was determined that the liquor store committee and Koep would meet to set up some policies regarding closing on holidays and bad weather days. Hoaby asked Koep how often she is reviewing her pricing in the bar and off sale? Koep said since the inventory issues have been resolved she is now reviewing and adjusting pricing on a regular basis based on margin reviews. Koep reviewed the financials for January 2019 with the Council.

**A motion was made by Hetland and seconded by Roder to approve the Liquor Store report as presented. The motion carried without a dissenting vote.**

**Fire Department Report** – Fire Chief Brasel’s report was in the packet.

**A motion was made by Hoaby and seconded by Hetland to approve the Fire Department report as presented. The motion carried without a dissenting vote.**

**Police Report** – Chief Gritz’ report was included in the packet. Chief Gritz explained he will be taking some time off early in March for personal time. Gritz asked for approval to add a part time employee to his roster. He would like to add Kelby Jensen. He currently is a part time officer for Perham. The parts will soon be in for the repair to the 2016 Explorer. One of the jetpacks for the squad cars stopped working. Clerk Roberts was able to get it replaced for no charge through a Verizon upgrade. She also upgraded the other jetpacks at no cost to the city under the same promotion through Verizon. Officer Smith has started a facebook page for the police department. The department participated in two TZD shifts that focused on DWIs.

**A motion was made by Hoaby and seconded by Maki to approve the Police report as presented along with the addition of another part time officer. The motion carried without a dissenting vote.**

**EDA Report** – Julie Gerber addressed the Council concerning the EDA meeting held on January 16, 2019. All loans are current. The revolving loan fund balance was at $173,082.94. Cheri made note there will be a correction to that number at the next meeting. Nick Leonard was present to explain the new County Development Agency that was created at the county level. The CDA will be funded by the HRA levy. Leonard asked if the EDA would agree to signing a resolution agreeing to manage the child care facility once funds are raised and the project is complete. The EDA agreed to sign this resolution. The appointment of officers for the EDA board was completed. Blaine Novak will be the Chairman, Amy Sobieski will be Secretary, Ken Hendrickx will be Treasurer, and David Rud will be Asst. Treasurer. Katie Heppner with the Economic Alliance talked about a business start-up class she is developing and will offer to members of the Economic Alliance. There was an inquire as to whether the EDA would consider rezoning lots in the Country View Addition to multifamily to allow a four-plex to be built. The next meeting was set for February 20, 2019.

**A motion was made by Roder and seconded by Hetland to approve the EDA report. The motion carried without a dissenting vote.**

**Open Forum – 5:00 p.m.**  None

**Public Requests** – None

**Department Reports Cont’d:**
The City of New York Mills is an equal opportunity provider and employer.
A motion was made by Hoaby and seconded by Maki to approve the request to redirect the block grant funds to commercial use to try to help revitalize the Main Street area. The motion carried without a dissenting vote.

Request from Tri-County Hospital for Mayoral Proclamation for Colorectal Cancer Awareness Month in March– A copy of the request was included in the packet.

A motion was made by Maki and seconded by Roder to approve the request for Mayoral Proclamation for Colorectal Cancer Awareness Month in March as presented. The motion carried without a dissenting vote.

Potential Resignation of Mayor – If the sale of the Eagles Café and the home attached to the café happens, the mayor, Julie Gerber, will need to resign because the plan is for their family to move outside of city limits. Clerk Roberts went through the process that would take place. Roberts wanted to make the council aware of the process and to let them know what may be happening in the near future. She explained that Maki, as vice-mayor, would take over as mayor until an appointment of a new mayor took place. If the mayor has to resign, the council would need to make a decision in order to fill the position within a reasonable amount of time. This was brought up only for informational purposes so that the council had time to think through the process in case it materializes.

Future Meeting Dates – Regular meeting Thursday, March 14, 2019, at 4:30 p.m. and Tuesday, April 9, 2019, at 4:30 p.m.

Payment of Claims - Mayor Gerber noted the bills are as presented in the packet.

A motion was made by Hoaby and seconded by Maki to approve the payment of bills as presented. The motion carried without a dissenting vote.

Financial Reports – There was no discussion.

A motion was made by Maki and seconded by Hoaby to approve the financial reports. The motion carried without a dissenting vote.

5:42 Closed Session to conduct Performance Review for the Liquor Store Manager

6:27 Closed Session Ended and Regular Council Meeting resumed

Adjournment - A motion was made by Maki and seconded by Hoaby to adjourn. The motion carried without a dissenting vote.

The meeting was adjourned at 6:28 p.m.

Respectfully submitted by,

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Julie A. Roberts

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