

**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 21<sup>st</sup>. There were also two days this month, January 30<sup>th</sup> & 31<sup>st</sup>, 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 Ageancy 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:**

**Public Works Report** – Kyle Mattson’s report was included in the packet. Mattson reported that there was no overtime paid but they have started to log comp time due to snow removal hours. He has completed the annual reports for public works. Mattson has updated the Emergency Response Plan for the Well Head Protection pPan. Minnesota Dept of Health performed an inspection of our water treatment facility and sampling records. A couple fire hydrants were damaged by individuals doing snow removal. His department will work on repairing those hydrants. His department had to replace a few water meters and gas meters during the cold snap. He has had Cheri put out frost warnings on the facebook page. Public works assisted Mike Pederson in shoveling snow off the roofs of the hall and fire station. Mattson met with APEX Engineering staff to discuss utilizing our data collection from our COS equipment we purchased in 2018 to create more accurate maps and also an electronic version. APEX has agreed to do this pro bono along with providing a transferrable version. Mattson asked for a motion for starting work with the City Engineer on an updated Five Year Capital Improvement Plan. No resolution is needed for the nature of this work and its low expense. Mattson also asked the council to approve the step raise for Jesse Saewert.

**A motion was made by Hoaby and seconded by Hetland to approve the Public Works report as presented along with approving updating the five year capital improvement plan and the step raise for Jesse Saewert. The motion carried without a dissenting vote.**

**Administration Report** – Roberts’ report was in the packet. Roberts asked the council to approve step raises for Jesse Saewert to step 3, Jared Bachelder to step 5, Joan Koep to step 6, and Cyndi Gyger to step 2. The auditors from Eide Bailly were on site February 5-6, 2019. Follow up is being performed through email and the EB portal. The auditors plan to present at the April council meeting. Cheri has been working on a welcome packet for new comers to the city. The ballroom will be painted an floors waxed between March 3-23, 2019. Roberts had a booth and the Shimmer and Chic Bridal Show on January 26, 2019, to promote the rental of the ballroom. Mike spent time on Feb 11, 2019 shoveling snow from the hall roof and the fire hall roof with the public works crew. Roberts plans to be out of the office March 6-8, 2019, for personal leave and again on March 19-22, 2019, to attend the annual MCFOA conference.

**A motion was made by Hetland and seconded by Roder to approve the Administration report as presented along with the step raises as recommended by department heads. The motion carried without a dissenting vote.**

**Old Business: None**

**New Business:**

**Mikel Olson – Otter Tail County HRA** – Olson was told by Clerk Roberts that there is \$41,500 in cash that has been returned to the City from the 2006 and 2010 Community Block Grants. These funds are normally re-lent for residential and multifamily projects. Mike asked the council if they would approve redirecting the funds to commercial use. His thought was that using the money to incentivize individuals to make use of the vacant buildings on Main Street. These would be forgivable loans over a period of 7 to 10 years. Discussion ensued regarding this idea and that it could be a good tool to revitalize some of the vacant buildings. Olson then updated the council on the progress made to the house the HRA purchased on Nowell Street. The HRA has a signed purchase agreement on the home. In the next few weeks, The Sentence to Serve group will be working at the Community Action building that the HRA purchased.

**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

FINAL Minutes  
March 18, 2019

City Clerk