THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD**
**CITY COUNCIL MEETING AGENDA**
Wednesday, April 17, 2024
6:30 P.M., City Hall

1. **Call Meeting to Order**

2. **Pledge of Allegiance**

3. **Roll Call** – **Mayor Kratzke O**
   - **Muchow O**
   - **Grochow O**
   - **Kuphal O**
   - **Padilla O**
   - **Uecker O**

4. **Approve Agenda**

5. **Comments, Updates, Concerns**
**Per Municipal Policy 1500, citizen comments are intended to afford the public an opportunity to address concerns to the City Council. Citizen comments will be no longer than ten (10) minutes in length and each presenter will have no more than two (2) minutes to speak unless additional time is granted by the Mayor. Topics of discussion are restricted to City topics rather than private or political agendas. The City Council may discuss but will not take formal action on public comments.**

   5.A. Citizens
   5.B. Council Members
   5.C. City Staff

6. **Consent Agenda**

   6.A. Minutes

   6.A.i. Gaylord Economic Development Authority Meeting – March 11, 2024 P5
   6.A.ii. Planning & Zoning Commission Meeting – March 13, 2024 P8
   6.A.iii. Lake Titlow Committee Meeting – March 19, 2024 P16
   6.A.iv. City Council Meeting – April 3, 2024 P18
   6.A.v. Parks & Recreation Meeting – April 8, 2024 P28

   6.B. Accounts Payable

   6.B.i. Payment of Accounts Payable – March 29, 2024 – April 11, 2024 P29

6.C. Reports of Officers, Boards, and Commissions

6.C.i. Gaylord Ambulance Monthly Report for March 2024 P39
6.C.ii. Gaylord Fire Department Monthly Report for March 2024 P46
6.C.iii. City Hall Monthly Report for March 2024 P47
6.C.iv. Public Works Department Monthly Report for March 2024 P50
6.C.v. Gaylord Police Department Monthly Report for March 2024 P51
6.C.vi. Gaylord Public Library Monthly Report for March 2024 P56
6.C.vii. Monthly Building Report to Date P57

6.D. Other

6.D.i. Ambulance Agreement – Transit Twp. P60
6.D.ii. Fire Agreement – Transit Twp. P61

**7. Public Hearings – 7:00 PM**

7.A. Ordinance No. 365, An Ordinance Adding Chapter 132, Regulating the Firing or Use of Weapons P62

**8. Communications, Requests, and Petitions**

8.A. Cancer Cruise – June 1, 2024 P65

**9. Department and Committee Reports and Action Items**

9.A. Administration Department – Steve Helget, City Administrator

9.A.i. None

9.B. City Attorney Department – Mark Ostlund, City Attorney

9.B.i. None

9.C. Public Works Department – Ty Reimers, Public Works Director

9.C.i. None

9.D. Police Department – Charlie Eichten, Police Chief

9.D.i. None

9.E. Ambulance Department – Sara Burton, RMC Paramedic Director

9.E.i. None

9.F. Fire Department – Justen Rose, Fire Chief

9.F.i. None

9.G. Gaylord Library – Barb Kranz, Library Director

9.G.i. None

9.H. City Engineer – Justin Black, SEH Engineering

9.H.i. None

**10. Unfinished Business**

10.A. Ordinance No. 364, Amending Section 55.01(L) to Allow Additional Park Hours for Oaks Lakeside Pavilion Events – Second Reading, Steve Helget, City Administrator P66

**11. New Business**

11.A. Ordinance No. 365, An Ordinance Adding Chapter 132, Regulating the Firing or Use of Weapons, Steve Helget, City Administrator P71

11.B. Resolution No. 2024-18, Workforce Housing Program, Local Match, Steve Helget, City Administrator Steve Helget, City Administrator P74

11.C. Designate Oaks Lakeside Pavilion 2024 On-Sale Liquor License Holder, Steve Helget, City Administrator P77

11.D. RS Fiber Franchise Agreement – PEG Capital Support, Steve Helget, City Administrator and Mark Ostlund, City Attorney P78

11.E. Small Business Week Proclamation, Dawn Kratzke, Mayor P81

**12. Other**

12.A. None

**13. Closing Comments**

- Council
- Staff

**14. Closed Meeting**

14.A. None

**15. Upcoming Meetings and Events**

15.A. Wednesday April 17th - 5:30 – Personnel Committee Meeting, @ City Hall
15.B. Wednesday April 17th - 6:30 – City Council Meeting, @ City Hall
15.C. Tuesday, April 16th – 10:30 – FYSC Board Meeting, @ FYSC
15.D. Monday, April 29th – 7:00 - Fire Department @ Fire Hall
15.E. Tuesday, April 30th – Small Business Week Breakfast Event @ Wakefield Pork
15.F. Wednesday May 1st -6:30 - City Council Meeting, @ City Hall

15.G. Tuesday, May 7th – 5:15 – Gaylord Library Board @ Library
15.H. Monday, May 13th – 5:30 - EDA Meeting @ City Hall
15.I. Monday, May 13th – 6:00 – Park and Recreation Meeting @ Library
15.J. Tuesday, May 14th – Noon – Gaylord Chamber Board Meeting @ Library
15.K. Wednesday May 8th – 5:30 – Gaylord P & Z Meeting @ City Hall
15.L. Wednesday May 15th - 5:30 – Personnel Committee Meeting, @ City Hall
15.M. Wednesday May 15th - 6:30 – City Council Meeting, @ City Hall
15.N. Tuesday, May 21st – 10:30 – FYSC Board Meeting, @ FYSC
15.O. Monday May 27th – City Hall Closed for Memorial Day
15.P. Tuesday, May 28th – 7:00 - Fire Department @ Fire Hall

**16. Adjournment of Regular Meeting**

**NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. This request may come from the Mayor, a Council Member, staff member, or someone in attendance at this meeting. If this is your desire, please inform the Council when they consider the agenda for this meeting.**

** **Denotes amendments to the most recent draft of the agenda.**

THE HUB OF SIBLEY COUNTY
GAYLORD

# CITY OF GAYLORD
# GAYLORD ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES
# MARCH 11, 2024

**Members Present**: Lindsey Bruns, Scott Amorim, Lynn Grochow, and Dawn Kratzke
**Members Absent:** Gloria Farias
**Staff Present:** Steve Helget, City Administrator
**Others Present:** None

1. **Call Meeting to Order**
The meeting was called to order by Bruns at 5:45 p.m.

2. **Adopt Agenda**

*Motion was made by Amorim to approve the agenda. Seconded by Kratzke and unanimously carried.*

3. **Consent Agenda**

*Motion was made by Kratzke to approve the Consent Agenda which consisted of the February 12, 2024 minutes, Revolving Loan Fund Report as of 2/29/2024, and the 2024 Year-End Expenditure Report. Seconded by Amorim and unanimously carried.*

4. **Monthly Reports/Updates**

I. Old School Building Update

Helget stated Sibley County is working on platting the property. They desire to subdivide the parcel located at the intersection of Fifth Street and Court Avenue into two lots. They are also planning to split the north lot where the old house and parking lot are located. They will not meet the City's lot size and width requirements so they will also have to obtain a variance.

II. Shoreview Lane Addition Industrial Land Development No update.

III. Pond Meadows Lots – No update.

IV. Alliance Building Corp. – No update.

V. Southwest MN Housing Partnership Townhomes Project (Second Street S.) – No update.

VI. Commercial Building Enhancement Grant Program No update.

VII. Duval Companies – Multi-Family Housing Project (Work Force Housing Grant)

Helget stated the City continues to work with Alex Duval, Duval Companies and working with Southwest MN Housing Partnership on submitting the Workforce Housing grant application.

VIII. Other Prospective Business and Housing Developments – No update.

5. **Unfinished Business** - None

A. Revolving Loan Default

Helget provided information from the city attorney on options for dealing with a loan that has gone into default.

B. Small Business Week

Helget stated the Chamber of Commerce Board has agreed to partner to put on the breakfast again this year. The event is planned for Tuesday, April 30th at 8:00 a.m. at Wakefield Pork. Helget has contacted all three local financial consultants to participate on the panel and two have confirmed they would.

6. **New Business**

A. Welcome Packet

Kratzke stated the County Public Health is requesting the City and/or Chamber to establish a Welcome Packet for new residents. Following some discussion, the Board directed Helget to draft a welcome guide and present at the April meeting.

B. Establishing a Toolbox

The Board discussed items to include in the Toolbox. In addition to the list included in the agenda packet, it was agreed to list local realtors. Kratzke stated she has spoken to Connor Deis and he is willing to do a drone video this summer. It was suggested to ask the Chamber if they had any ideas and to research other cities.

7. **Next Regular Meeting**

The next regular meeting is scheduled for 5:30 p.m., Monday, March 11, 2024.

8. **Adjourn**

*There being no further business, a motion was made by Kratze to adjourn the meeting. Seconded by Amorim and unanimously carried. The meeting was declared adjourned at 6:27.*

Respectfully submitted,

Steven Helget
Economic Development Director

THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD**
**PLANNING & ZONING COMMISSION MEETING MINUTES**
**March 13, 2024**

**Members Present**: Orlin Grack, William Schulte, Steve Boerner, Jerry Gasow, and Scott Kuphal
**Members Absent:** Alice Strobel and Chad Muchow
**Staff Present:** Steve Helget, City Administrator, Mark Ostlund, City Attorney, and Justin Black, SEH Engineering
**Others Present:** Larry Neuman, SynerGen Gaylord LLC, Max Eckburg, owner Apex Farms LLC, Tom Eckburg, Leah Prahl, Premier Choice Realty, Scott and Lori Doering, and Dawn Kratzke, Mayor

1. **Call Meeting to Order**
The meeting was called to order by Grack at 5:32 p.m.

2. **Approve Agenda**

*Motion was made by Gasow to approve the agenda. Seconded by Schulte and unanimously carried.*

3. **Open Forum** - None

4. **Minutes**

*Motion was made by Boerner to approve the minutes from the February 21, 2024 meeting. Seconded by Kuphal and unanimously carried.*

5. **Public Hearings**

A. SynerGen Gaylord LLC – Petition for Rezoning

Grack opened the hearing at 5:34.

Helget stated SynerGen Gaylord LLC is petitioning for the rezoning of a property for the purpose of developing up to a 4.9-megawatt community solar garden. The property in question is owned by Apex Farms LLC and abuts MN Highway 5 on the east side of Gaylord. The property is located outside of the city limits but is located within the Orderly Annexation boundary area. SynerGen is requesting the property be rezoned from I-2, Medium Industrial District to "A" Agricultural / Rural Residence District. Solar gardens are allowed in the "A" District as a conditional use.

Helget stated 2040 Comprehensive Plan Future Land Use Map guides the subject property to Rural Reserve which is define as:

*This land use category consists of large lot rural residential and agricultural uses that are currently not served by city infrastructure and resources. These areas are not likely to develop within the lifespan of this plan and represent a reserve of developable land that the City will tap into in the future as growth necessitates the expansion of the City Limits and Annexation Area.*

Helget stated normally the zoning map and the Future Land Use map match. With this property they don't.

Helget reviewed possible considerations for approving / denying the petition for rezoning:

1. Vision for future commercial / industrial growth along Highway 5
2. Highway 5 Gateway to the Community
3. MnDOT's plan is to reconfigure Highway 19 and Highway 5 intersection. The option for reconfiguring the intersection, routes Highway 19 through the subject property.
4. Current limited amount of industrial property available for development.
5. Extending utilities to the east for future growth on the south side of Highway 5 would have to pass by the subject property with no potential return on investment for at least the life of the community solar garden.
6. Other local locations for community solar garden development.

Justin Black, SEH, presented information about the MN Highway 5 Corridor Study they completed for the City, Sibley County, and MnDOT. Black stated the primary purpose of the study was to identify potential transportation improvements along Highway 5 between 1st Street and 13th Street (CSAH 21) that improve vehicular safety, improve pedestrian safety and mobility, maintain future regional mobility, and foster local economic growth.

Black stated the MN Highways 5 / 19 intersection safety issue was addressed in the study. Alternatives to reconfigure the intersection were included in the study. All three agencies (City, County, MnDOT) accepted Alternative No. 2 as the preferred reconfiguration option. This option extends Highway 19 partially through the subject property to intersect with Highway 5.

Black stated MnDOT is considering this construction project for 2030. The City and County have commenced the first leg of the project with the development of design plans for CSAH 21 which includes the paving of the existing gravel road and extending utilities. The project will include a slight realignment of the intersection of Highway 5 and CSAH 21. The project is planned for 2025.

Larry Neuman, SynerGen Gaylord LLC, introduced himself and provided information about their proposed community solar garden. Mr. Neuman stated they are sensitive to local concerns. He stated by 2030 70% of power will be provided by renewable energies and by 2040 100%. This would be their first project in Minnesota.

Mr. Neuman stated they don't have a final solar garden layout at this time. The solar garden would be scheduled to be decommissioned after 25-years. The primary challenge with finding a site location is finding an Xcel Energy feeder line near the site. He stated they would provide plantings such as a berm and trees between the site and the highway.

Mr. Neuman provided some community benefits to solar:

1. For community solar gardens over 1-megawatt a tax credit of $1.20/megawatt hour is provided to the community.
2. The new rules requires that a percentage of the persons who subscribe must be low-to-moderate income.

Kuphal asked if once the solar garden is decommissioned if the land would be brought back to the existing land use. Mr. Neuman stated at the end of 25-years the idea is to continue the renewable energy and with technology advances likely won't need as much land to produce the same level of energy in 25-years.

Mr. Neuman stated with respect to the future highway project, the solar panels can be installed to avoid the area where the highway route is planned or in the alternative remove the panels. The panels are 6 to 7 feet high.

Mr. Neuman stated they have not applied for an Xcel Energy permit yet. They want to first see if the rezoning will be approved before incurring expenses to prepare and submit a permit application.

Max Eckburg, owner of Apex Farms, stated the crop field does not produce well, it is marginal farmland. He stated they can't spread manure on the land due to the distance from the city limits.

Scott Doering, 45805 State Highway 19, asked if the railroad is in favor of the roundabout so close to it? Black stated the roundabout is preferred by the three agencies but a traditional intersection is also being considered. Lori Doering stated she witnesses near misses daily at the intersection of Highways 5/19. Also, since the new elementary school was built, traffic on Melro Street has increased substantially.

Leah Prahl, Premier Choice Realty, stated they have been in contact with MnDOT and SynerGen's community solar garden design will require their approval.

Helget stated the public hearing was published and mailed notices were sent out per the City's zoning code. He did not receive any citizen questions or comments prior to the meeting about the petition for rezoning.

There being no further questions or comments from those in attendance,

*Motion was made by Kuphal to close the public hearing. Seconded by Schulte and unanimously carried, the hearing was closed at 6:24.*

B. SynerGen Gaylord LLC – Conditional Use Permit

Grack opened the hearing at 6:24.

Helget stated SynerGen Gaylord LLC is requesting a conditional use permit for the purpose of developing up to a 4.9-megawatt community solar garden. The property in question is owned by Apex Farms LLC and abuts MN Highway 5 on the east side of Gaylord. The property is located outside of the city limits but is located within the Orderly Annexation boundary area.

The conditional use permit would be contingent upon the approval of the rezoning to "A" Agricultural / Rural Residence District. Community solar gardens are only allowed in the "A" District as a conditional use.

Helget stated per Section 153.219 of the Zoning Code, no conditional use shall be recommended by the Gaylord Planning and Zoning Commission unless the Commission shall find:

1. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the immediate vicinity;
   ***POTENTIAL FINDING: The 2040 Comprehensive Plan guides the subject property to Rural Reserve. The property abutting the subject property is industrial and agricultural.***

2. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area;
   ***POTENTIAL FINDING: Adjacent uses are industrial/agricultural in nature. Extending utilities for future growth past the subject may not be cost effective.***

3. Adequate utilities, access roads, drainage and other necessary facilities have been or are being provided;
   ***POTENTIAL FINDING: City water and sanitary sewer utilities are not necessary for the community solar garden development. Access road to the property will be provided through private property. Storm drainage will be provided on the property.***

4. Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use;
   ***POTENTIAL FINDING: Construction of the community solar garden will include establishing parking and staging areas for vehicles and equipment storage and laydown. The laydown areas will be used for pre-assembly of components, materials storage, and staging. These areas will also provide construction worker parking.***

5. Adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance and to control lighted signs and other lights in the manner that no disturbance to neighboring properties will occur;
   ***POTENTIAL FINDING: The community solar garden will not generate any carbon or other harmful emissions. The community solar garden will not create dust and emit noise beyond the applicant's property boundary.***

6. Soil conditions are adequate to accommodate the proposed use;
   ***POTENTIAL FINDING: The soils on the solar energy project site are typical of soils in the area. The site will be engineered to adequately handle the soils on site.***

7. Proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use;
   ***POTENTIAL FINDING: Traffic related to the community solar garden will be limited to construction and maintenance of the solar panels and electrical system.***

8. The density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District;
   ***POTENTIAL FINDING: Not applicable because it is not a residential development.***

9. The intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding area or not greater than the intensity characteristic of the applicable Zoning District;
   ***POTENTIAL FINDING: The intensity of the community solar garden will be limited to the subject property. Noise from the solar panels may extend past the property lines.***

10. The proposed use is compatible with the city land use plan;
    ***POTENTIAL FINDING: The proposed use is permitted in the I-2 District as a conditional use and complies with the City's Comprehensive Plan Future Land Use Map.***

11. There is a demonstrated need for the proposed use.
    ***POTENTIAL FINDING: The need for a community solar garden in this location could be disputed. Other better uses of the property such as commercial or industrial development may be better suited for the city's future growth to the east of the current city limits.***

Helget reviewed possible conditions to be included with an approval of the CUP.

1. The approved conditional use to construct a Community Solar Garden is applicable to the property located on Highway 5 East, owned by Apex Farms LLC and illustrated on the certificate of survey attached hereto as Exhibit A.
2. The property description is identified on the certificate of survey attached hereto as Exhibit A.
3. The Community Solar Garden is illustrated on the Overall Array Plan attached hereto as Exhibit B.
4. Storm water runoff resulting from the construction of the Community Solar Garden shall be contained on the subject property.

5. Within 1-year of construction completion of the Community Solar Garden the applicant shall install a barrier around the property consisting of trees of the size, variety, and number as determined by the City of Gaylord.
6. This approval is subject to all applicable laws, codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
7. This approval shall expire one (1) year after the date of approval unless the Applicant commences operation of the uses on-site, or unless a petition for an extension has been approved by the City Council.
8. The conditional use permit shall be subject to annual inspection and audit by the City.
9. The City may revoke the conditional use permit upon violation of the conditional use permit standards in the Zoning Code or violations of the conditions of the resolution, subject to the requirements of Section 153.222 "Compliance" of the Zoning Code.

Helget reviewed possible conditions to be included with a denial of the CUP.

1. The City's vision for future development of the subject property is commercial / industrial.
2. The City desires to work with MnDOT to reconfigure the Highway 19 and Highway 5 intersection which will very likely include routing Highway 19 through the subject property.
3. There is a limited amount of industrial property available for development in the city. The property location is well suited for industrial development.
4. Extending utilities to the east for future growth on the south side of Highway 5 would have to pass by the subject property with no potential return on investment for at least the life of the community solar garden. Leapfrogging the subject property may have a negative impact on future commercial / industrial growth to the east.
5. There are other local locations better suited for community solar garden development.

There being no further questions or comments from those in attendance,

*Motion was made by Schulte to close the public hearing. Seconded by Kuphal and unanimously carried, the hearing was closed at 6:37.*

## 6. New Business

A. SynerGen Gaylord LLC – Petition for Rezoning

Grack stated he would prefer if the property remained industrial due to the limited amount of available industrial property in the city.

Kuphal stated he would prefer to keep the property available for future growth and to work with the landowner on other types of development.

Gasow stated he would prefer to keep the property industrial too. The intersecting two highways makes it more accessible for trucks.

Schulte stated Apex Farms owns the property and if they are willing to work with us they should be allowed to develop a community solar garden.

Mark Ostlund, City Attorney, stated when considering a petition for rezoning, there has to be a rational basis for approving it that will be most beneficial to the community and take into consideration the health, safety, and general welfare of the community.

Ostlund stated with regards to the subject property, a discrepancy exists between the Zoning Map and Comprehensive Plan Future Land Use Map. The City's only obligation is to fix the discrepancy. In respect to the highway project, the City and County have expended significant resources for the planned 2025 project. The highway project will be a major improvement, expense, and investment. The highway improvement supports industrial development versus a community solar garden.

*Motion was made by Kuphal to deny the petition for rezoning request. Seconded by Gasow and carried with Kuphal, Gasow, Grack, and* Boerner voting ayes of the motion and Schulte voting nay.

B. SynerGen Gaylord LLC – Conditional Use Permit

Ostlund recommended denying the conditional use permit on the basis a community solar garden is not an allowed use in the I-2, Medium Industrial District.

*Motion was made by Kuphal to deny the Conditional Use Permit on the basis that a community solar garden is not an allowed use in the I-2, Medium Industrial District. Seconded by Gasow and unanimously carried.*

7. **Old Business**

A. Rezoning City Property – 2019 Recommendation

Grack stated at the September 4, 2019 Planning & Zoning Commission meeting, the Commission held a public hearing to consider rezoning parcel number 32.0723.040 and the northeastern section of parcel number 32.0723.043. Proposed was to rezone the property from R-2, Multiple- Family Residential District to B-3, Highway Commercial. The motivation for the rezoning was consideration for a hotel to be developed on the City's property. The Commission approved the rezoning of the property, but its recommendation was never taken to the City Council.

Helget stated staff recently researched Council minutes and did not find this rezoning recommendation ever taken to the Council for consideration. Therefore, the property is still zoned R-2.

Ostlund suggested to rescind the original motion to rezone the property and to either hold the hearing again or leave the property as R-2.

Following some discussion:

*Motion was made by Kuphal to rescind the motion to rezone parcel number 32.0723.040 and the northeastern section of parcel number 32.0723.043. Seconded by Schulte and unanimously carried.*

8. **Monthly Building Permit Report**

The Commission reviewed the February Building Permit report.

9. **Other Items of Discussion**

Helget stated the City Council tabled its action on the Mud Lake Addition Replat until all Council members are present at a meeting.

10. **Next Meeting**

The next P & Z meeting is scheduled for 5:30 p.m., April 10, 2024.

11. **Adjourn**

*There being no further business, motion was made by Boerner to adjourn the meeting. Seconded by Gasow and unanimously carried. The meeting was declared adjourned at 7:25.*

Respectfully submitted,

Steven Helget
Zoning Administrator

Gaylord Lake Titlow Committee Meeting Minutes
March 19, 2024
6-7:30 p.m.

Committee Members Present: Greg DeVries, Darrel Mosel, Larry Podratz, Jim Swanson
Absent: Mark Brandt

Guests Present: Mike Roll—Crystal Lake Restoration Project, Lake Crystal, Minnesota, Bret Zimmerman—Houston Engineering, Darrel and Austin Frauendienst—Frauendienst Excavating, Joel Wurscher—Sibley County Soil and Water Conservation District, Steve Helget—Gaylord City Administrator, Kerry Wuetherich—New Auburn Lake Project, John Harbarth—Gaylord Game Protective League, Tom Byrne—AECOM Company, Algae Removing Systems

Meeting called to order at 6:00 p.m. Motion made by Larry, second by Greg to elect Darrel Mosel as chair. Larry Podratz as vice chair.

Motion made by Greg and second by Larry to approve agenda.

Greg gave a history of Lake Titlow restoration projects.

Darrel Frauendienst gave a report on the old dam removal. Discussion was held regarding the permitting process for dam removal. Darrel will contact Al Gleisner, DNR hydrologist to inquire about the application process for permits.

Mike Roll and Tom Byrne gave a report on their efforts to improve the water quality of Crystal Lake. An explanation was given on how to remove algae from a lake. Removing algae reduces the phosphorus load in the lake which can then be used as fertilizer. Tom Byrne with the ISG will be at the Mankato Civic Center, April 12, 5-8 p.m. ISG will host the Southern Minnesota Lake Conference. Darrel Mosel plans to attend. Mike stated, "Having women being part of a lake restoration is a real asset." Mike explained the need for a lake management plan (see Crystal Lake Improvement Project Handout).

Steve indicated the city council will have to approve a lake management plan. Steve presented a handout with guidelines and suggestions for moving forward with dam replacement (see Lake Titlow Improvement Project). Steve explained the $500,000 grant which is a 50/50 match grant requirement.

Dale Johnson has agreed to do the Lake Titlow level monitoring. A site gauge has been installed in the lake.

Bret explained the engineering plan for a new dam. Steel pile dams are the most practical approach for our lake.

John indicated the GPL is in favor of a new dam. GPL would be able to donate if we are a 501c3. GPL is concerned about the "old dump" as it is near the dam.

Larry explained the support for a lake association. He has started the process of reaching out to lakeshore land owners.

Jim has talked with Tim Becker, Sibley County Public Works, if it could be coordinated to replace the bridge and dam at the same time to save money.

Joel gave a report on a watershed plan for our lake (See handout 2023-2033 Comprehensive Watershed Management Plan Summary). He stressed the need to have everyone on the same page as we move forward to improve Lake Titlow water quality.

Next meeting Tuesday, April 9, 2024, 5:00 p.m. The meeting will be held at the Gaylord United Church of Christ, use west door. We will carpool to tour the Lake Titlow dam and the New Auburn High Island Lake dam.

Respectfully submitted,
Darrel Mosel

THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD**
**CITY COUNCIL MEETING MINUTES**
Wednesday, April 3, 2024
6:30 P.M., City Hall

**Members Present:** Mayor Dawn Kratzke and Council Members, Lynn Grochow, Chad Muchow, Tony Padilla, and Jessica Uecker
**Members Absent:** Scott Kuphal
**Staff Present:** Steve Helget, City Administrator; Mark Ostlund, City Attorney; Ty Reimers, Public Works Director; and Lori Doering, Deputy City Clerk
**Visitors Present:** Justin Black, SEH; Angie Weber; Brian Kirckof; Michael Piotter; Jim Landaas; Randy Walsh; Bill Schulte; and Joe Deis, Gaylord HUB

1. **Call Meeting to Order**

Pursuant to due call and notice thereof, the meeting of the City Council was called to order by Mayor Kratzke at 6:30 p.m.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited by the Council and visitors present.

3. **Roll Call – Mayor Kratzke** √
   - **Muchow** √
   - **Grochow** √
   - **Kuphal** **O Absent**
   - **Padilla** √
   - **Uecker** √

4. **Approve Agenda**

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER GROCHOW SECONDED TO APPROVE THE APRIL 3, 2024, AGENDA WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

5. **Comments, Updates, Concerns**

5.A. Citizens – None

5.B. Council Members – None

5.C. City Staff – None

## 6. Consent Agenda

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER UECKER SECONDED TO APPROVE THE CONSENT AGENDA, WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

6.A. Minutes

6.A.i. Gaylord Library Meeting – March 5, 2024
6.A.ii. City Council Meeting – March 20, 2024

6.B. Accounts Payable

6.B.i. Payment of EFT Bills to be Ratified – January 1, 2024 – January 31, 2024
6.B.ii. Payment of Bills to be Ratified – Jan 9, 2024, Feb 7, 2024 – Feb 15, 2024
6.B.iii. Payment of Accounts Payable – March 15, 2024 – March 28, 2024

6.C. Reports of Officers, Boards, and Commissions

6.C.i. None

6.D. Other

6.D.i. Special Events Permit – Plant Yourself In Gaylord

## 7. Public Hearings – 7:00 PM

7.A. Ordinance No. 364, Amending Section 55.01(L) to Allow Additional Park Hours for Oaks Lakeside Pavilion Events

Mayor Kratzke opened the public hearing at 7:00 p.m. to consider Ordinance No. 364, Amending Section 55.01(L) to Allow Additional Park Hours for Oaks Lakeside Pavilion Events.

Helget stated at the February 21st regular City Council meeting, the Council scheduled a public hearing for the purpose of considering an amendment to Section 55.01, Park Rules, of the City Code. Specifically, to consider extending the Park hours at Oak Tree Park for approved events.

A copy of proposed Ordinance No. 364 was provided to Council Members.

There were no comments from Council, regarding allowing additional park hours for Oaks Lakeside Pavilion Events or any comments from the public that were in attendance.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER PADILLA SECONDED TO CLOSE THE PUBLIC HEARING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. THE HEARING WAS CLOSED AT 7:02 P.M.

## 8. Communications, Requests, and Petitions

8.A. Plant Yourself In Gaylord – Angie Weber
Angie Weber stated the format will be pretty much the same as last year. The only difference is they want to try to keep all the vendors on Fourth Street and utilize the intersection of Fourth and High Avenue. Last year they had 25 people signed up to do ribs and so far, this year they have 22, they are hoping to reach that 25 mark again this year. One added event is they are having Bob and the Beach Commers, and they plan to have a beach theme party along with Bayside Manor including VIP seating. They are looking forward to another great event.

8.B. FYSC Newsletter
8.C First Annual Booster Bash
8.D. PNP Voter Turnout Comparison by Precinct

## 9. Department and Committee Reports and Action Items

9.A. Administration Department – Steve Helget, City Administrator

9.A.i. None

9.B. City Attorney Department – Mark Ostlund, City Attorney

9.B.i. None

9.C. Public Works Department – Ty Reimers, Public Works Director

9.C.i. Hire Public Utilities Operator
Helget stated a City committee recently interviewed Alex Briard for the full-time Public Utilities Operator position. The committee is recommending hiring Alex at a starting wage of Grade 9, Step 4 ($28.17/hour). In addition, to provide him with five days' vacation on his starting date that will be banked and start him at Tier 2 (96 hours per year) of the vacation leave schedule. His proposed starting date is April 22nd. A six-month probation period is required.

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER GROCHOW SECONDED TO APPROVE THE HIRING ALEX BRIARD FOR THE PUBLIC UTILITIES OPERATOR POSITION EFFECTIVE APRIL 22, 2024, AT A STARTING WAGE OF GRADE 9, STEP 4 AND TO PROVIDE 5 VACATION DAYS ON HIS STARTING DATE AND TO START HIM AT 96 HOURS OF VACATION LEAVE HOURS PER YEAR. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C.ii. Pavilion Tables & Chairs Purchase
Reimers explained that at the March 20th regular City Council meeting, the Council reviewed purchase options for tables and chairs for the Pavilion. The Council directed staff to come back with a recommendation on what to purchase at the next meeting. A list of the tables, chairs, and dollies proposed to be

purchased along with purchase options based on the number of seats we want to accommodate this year was provided to all Council Members.
Helget stated the Rotary Club is looking into a $5,000 grant that they would donate towards the tables and chairs. He went on to say that the Sibley East Prom Committee is still interested in reserving the Pavilion for their event on May 4th. Council consensus was 150 would not be enough. It was suggested to get enough seating for 200 for now and pursue another 50 to 75 in the future.

COUNCIL MEMBER GROCHOW MOVED, COUNCIL MEMBER MUCHOW SECONDED TO APPROVE EXPENDING $18,520.00 FOR THE PURCHASE OF TABLES, CHAIRS, AND DOLLIES FOR THE PAVILION. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Helget informed Council that the Ambulance inquired about hosting their Ambulance breakfast fundraiser at the Pavilion. Helget felt they do not fall under the $300.00 charge for Government entities and asked Council if they wished to charge them the $300.00. After a short discussion, the Council consensus was to waive the fee for the Ambulance fundraiser and all City EMS entities.

9.D. Police Department – Charlie Eichten, Police Chief

9.D.i. None

9.E. Ambulance Department – Sara Burton, RMC Paramedic Director

9.E.i. None

9.F. Fire Department – Justen Rose, Fire Chief

9.F.i. Additional Hire of 1 Fire Fighter
Helget stated Fire Department is recommending hiring Roberto Mendez back onto the Department. Roberto served on the Gaylord Fire Department for 13 years. Two years ago he retired. He had retired on great terms. Roberto will be a great addition to us again. No schooling is required as he completed that 13 years ago. Roberto will be on 1 year probation.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED TO APPROVE THE HIRING OF ROBERTO MENDEZ TO THE GAYLORD FIRE DEPARTMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.G. Gaylord Library – Barb Kranz, Library Director

9.G.i. None

9.H. City Engineer – Justin Black, SEH Engineering

9.H.i. Resolution No. 2024-16, A Resolution Declaring Receipt of Bids

Justin Black, SEH, was present to review the bids received for the 2024 Street & Utility Improvement Project.

Black proposed to table awarding a bid until after the final special assessment hearing. The hearing is proposed to be held at the May 1st Council meeting.

Council Members received a copy of Resolution No. 2024-16, declaring the receipt of the project bids.

Black also explained Council to know the condition of Industrial Avenue West. It is not a very well-traveled street but has fallen into disrepair. It is beyond any patching or a 1-inch overlay, he believes the best thing to do at this time is to grind up the road and return it to a gravel road that Reimers can maintain with the grader. He feels they should obtain a bid from the contractor who the Council awards the street project, to do the grinding. Black stated there is no action tonight as he just wanted to make the Council aware and that they will be coming back with a proposed Change Order at a future Council meeting.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED TO APPROVE RESOLUTION NO. 2024-16, A RESOLUTION DECLARING RECEIPT OF BIDS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.H.ii. Resolution No. 2024-17, Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for Hearing on Proposed Assessment

Justin Black, SEH, reviewed with the Council the proposed special assessments for the 2024 Street & Utility Improvement Project. Black proposed to schedule a hearing on the final assessment roll for the May 1st regular City Council at 7:00 p.m.

Project financing will be through the sale of the 2024 General Obligation Improvement Bonds. Helget proposed to discuss and consent to the bond term. Two scenarios were provided to the Council for consideration. The following is the property tax levy impact for each scenario.

- Scenario 1 – 15-year term = 5.9% levy increase
- Scenario 2 – 20-year term = 4.9% levy increase

In accordance with the City's Special Assessment Policy, the interest rate for the special assessments shall be 2% more than the average interest rate of the bonds.

A copy of Resolution No. 2024-17, declaring the cost to be assessed and calling for a hearing on the proposed assessment was given to Council Members.

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER GROCHOW SECONDED TO APPROVE RESOLUTION NO. 2024-17, DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND CALLING FOR HEARING ON PROPOSED ASSESSMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

## 10. Unfinished Business

10.A None

## 11. New Business

11.A. Ordinance No. 364, Amending Section 55.01(L) to Allow Additional Park Hours for Oaks Lakeside Pavilion Events, Steve Helget, City Administrator

Helget stated that the City Council at its February 21st regular meeting adopted the Pavilion Rental Policy and discussed extending the Oak Tree Park hours for approved events at the Park.

Earlier we held the Public Hearing and Helget proposed to the City Council to consider whether to adopt Ordinance No. 364.

Ordinance No. 364, extending the Park hours for City approved events at Oak Tree Park was provided to the Council Members.

Helget went on to say if the Council approves a motion to adopt Ordinance No. 364, this will be considered the first reading of said ordinance.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW SECONDED TO ADOPT ORDINANCE NO. 364, AN ORDINANCE AMENDING SECTION 55.01 (L) OF THE CITY CODE TO ALLOW ADDITIONAL PARK HOURS FOR OAK TREE PARK EVENTS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11.B. Walsh Field Lights Reflective Assemblies Replacement, Steve Helget, City Administrator

Helget stated on October 24, 2023 a hailstorm passed through Gaylord creating damage throughout the community to many vehicles, buildings, and personal property. The City experienced damage to several buildings, two police vehicles, and the lights at Walsh Field and the softball field. A claim was filed with the League of MN Cities Insurance Trust (LMCIT). In November an LMCIT representative inspected all the City's buildings and facilities.

Currently, an LMCIT appointed consultant is preparing plans and specifications for replacing the roofs on the City buildings. The LMCIT has estimated that the reroofing project will be under $175,000 and therefore per MN statute the City can solicit quotes versus advertising for seal bids. Staff will provide possible contractors to solicit quotes from at a future meeting.

In respect to the Walsh Field lights, the hailstorm damaged the reflective shroud assembly that protects the lights. The lights still operate but they may not reflect the light like normal due to the dents in the shrouds. Musco Lighting was the vender who installed all the lighting on the field. The original poles and lights were installed in the mid-1990s, and additional lights were added to the outfield poles in approximately

2007/2008. The shrouds installed with the newer lights were not damaged as they are made of a more durable aluminum material.
The LMCIT solicited a quote from Musco Lighting to replace the damaged reflective shrouds for $36,250 which is covered 100% by insurance. According to Musco, due to the older style of the lights, they don't keep the parts on hand and will have to build new parts and that will take about four (4) months.
Since all the lights still work, LMCIT is not willing to cover the replacement of the lamps/lights. Musco provided a quote to replace 46 lights/lamps for $3,500. Given the age of the lights, staff recommends replacing the lights.

Helget stated he requested the LMCIT to consider allowing the City to utilize the insurance reimbursement to replace the lights on the softball field, toward the purchase and installation of new LED lights on the baseball field. They denied the request due to the two ballfields being in separate locations. The Council was provided a copy of the LMCIT's letter stating their position and reasons for denial. Members from the Gaylord Baseball Association strongly expressed their suggested to appeal the LMCIT's decision. Mark Ostlund stated he is not optimistic that our insurer would change their claim decision and provided some reasons. The association members were also concerned with it taking 4 months to build the new parts which is essentially their whole season for this year and games may need to be scheduled/moved to different locations for safety reasons.

Member Muchow was concerned with having to come up with $170,000. That is not in the budget or planned for.

Helget stated he spoke with the City's financial consultant about the 2024 bonds planned to be sold for the street and utility improvement project. If the Council desired, the new LED lighting purchase could be included in the bonds.

The Council directed Helget to check with Xcel Energy to see if there are any program grants or rebates available for upgrading to LED lights.

After considerable discussion, consensus was to move forward with the LED upgrade and to include the cost in the 2024 bonds.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED TO APPROVE UPGRADING THE LIGHTS AT WALSH FIELD TO LED LIGHTS THROUGH MUSCO LIGHTING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Helget asked Council if he could go back to the Street Project, to get some direction for the term of the bond for the Street Project and for the LED Lights that they just approved, since we will be holding the hearing next month. Helget had our financial consultants run some numbers for a 15- and 20-year bond. Helget also stated since the LED Lights would be a separate component to the bond, the Council can choose a lessor term for that portion of the bonds. For the Street Project portion, a 15-year bond would be a 5.9% levy increase and a 20-year bond would be a 4.9% increase. If we do 10 years on the LED Lights it would about a 1% levy increase impact over the 10 years.

The Council consented to do 20-year bonds for the Street Improvement Project and a 10 year term for the LED Lights.

11.C. Copy Machines Purchases, Steve Helget, City Administrator

Helget proposed to discuss replacing the copy machines at the City Hall, Library, and Police Department. Lease agreements through Metro Sales currently exist for the machines at the City Hall and Library. The City has Ricoh machines at all three locations. Helget provided a summary of the quotes solicited from Metro Sales and River Bend Business Products.

Helget proposed to discuss replacing the copy machines at City Hall, Library, and Police Department. Lease agreements through Metro Sales currently exist for the machines at the City Hall and Library. The City has Ricoh machines at all three locations. Helget provided a summary of the quotes solicited from Metro Sales and River Bend Business Products.

Member Uecker stated we should wait until the lease is up before doing anything. Helget stated the library copier is so old we may not be able to get parts any longer. Uecker still felt we should wait it out and if need be, the library and it's patrons could come to City Hall for copies. After a short discussion,

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER UECKER SECONDED TO LEAVE EVERYTHING AS IS UNTIL THE LEASE AGREEMENT IS UP WITH METRO SALES IN JANUARY 2025 AND BRING IT BACK TO COUNCIL AT THE END OF THIS YEAR BEFORE THE LEASE AUTOMATICALLY RENEWS.

Discussion: Member Uecker stated we still need to end the library lease this summer. Helget agreed.

WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED

11.D. Duval Companies, LLC Pre-Development Agreement, Steve Helget, City Administrator

Helget stated that at the February 7th regular City Council meeting, the Council consented to accept Alex Duval's, Duval Companies, LLC, proposed multi-family housing concept plan and to apply to MN Housing for a Workforce Housing Development Program grant. The Council directed staff to prepare a pre-development agreement between the City and Duval Companies. Council was provided with the proposed Pre-Development Agreement. Ostlund stated the land transaction is voided if the City is not awarded the Workforce Housing Program grant.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED TO APPROVE THE PRE-DEVELOPMENT AGREEMENT BETWEEN THE CITY OF GAYLORD AND DUVAL COMPANIES, LLC. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11.E. Workforce Housing Program Grant Application – Local Match, Steve Helget, City Administrator

Helget stated Alex Duval, Duval Companies LLC, has attempted to secure local financial support for his multi-family housing development project but has not been successful in securing any assistance. For the Workforce Housing Program grant, the City is required to secure funds that match one dollar for every two dollars in funding. Mr. Duval requested the City apply for a $1 million grant and if awarded will require a $500,000 match. It is required to identify the match source(s) in the application. Helget proposed to discuss and consider other options for the local match. The following options were proposed to be considered:

- Tax Abatement
- Statewide Affordable Housing Aid
- Land donation
- Waiving Building Permit fees
- Waiving SAC and WAC fees
- EDA Loan

An explanation and information about each option was also provided to Council Members. Helget stated the County may be interested in using some of their Statewide Affordable Housing Aid in lieu of tax abatement. He is also checking with Region 9.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBERMUCHOW SECONDED TO APPROVE THE LOCAL MATCH OPTIONS FOR THE WORKFORCE HOUSING PROGRAM GRANT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

## 12. Other

12.A. None

## 13. Closing Comments

- Council
- Staff

## 14. Closed Meeting

14.A. None

## 15. Upcoming Meetings and Events

15.A. Monday, April 8th – 5:30 - EDA Meeting @ City Hall
15.B. Monday, April 8th – 6:00 – Park and Recreation Meeting @ Library
15.C. Tuesday, April 9th – Noon – Gaylord Chamber Board Meeting @ Library
15.D. Wednesday April 10th – 5:30 – Gaylord P & Z Meeting @ City Hall
15.E. Wednesday April 17th - 5:30 – Personnel Committee Meeting, @ City Hall
15.F. Wednesday April 17th - 6:30 – City Council Meeting, @ City Hall
15.G. Tuesday, April 19th – 10:30 – FYSC Board Meeting, @ FYSC

15.H. Monday, April 29th – 7:00 - Fire Department @ Fire Hall
15.I. Tuesday, April 30th – Small Business Week Breakfast Event @ Wakefield Pork

## 16. Adjournment of Regular Meeting

There being no further business to come before the City Council,

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER PADILLA SECONDED, TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. THE MEETING WAS DECLARED ADJOURNED AT 7:52 P.M.

Steven Helget
City Administrator

Dawn Kratzke
Mayor

Parks and Rec. Meeting Minutes

April 8, 2024

Call Meeting to Order 6:30 pm

Attendance

Teresa Padilla
Lennore Strouth
Chuck Piek
Duane Goetsch
Steph Shulte

Also Present

Ty Reimers
Doug Parrott

**Agenda items**

New Business

1. Doug Parrott addressed the board about purchasing some cemetery lots that are designated in an area marked for future expansion. Ty told the board that he was approached by Mr. Parrott in February about this and that he turned down the idea but said that Mr. Parrott should come to the Park Board if he was unhappy with the decision. Duane asked why does he not want to purchase in the area already in use, and was concerned about it setting a precedent if approved. Ty said he was worried about the same thing, that if this was allowed, then anyone has a valid request to purchase any lot they want even if it's considered a future expansion area. After some more discussion, the board agreed that a first hand look at the area would be beneficial to the members, and the discussion was tabled until the May meeting.

2. Ty reported that the Shelter with the bathrooms at the park had started being worked on today, April 8. The contractor is currently working on the roofing.

3. Ty said he has had discussions with the two Gaylord Aquatic Center managers, and have decided on the opening day, which will be June 3. He also said that swimming lessons and season passes will be available online on April 14.

4. Lennore asked if it would be possible for Sertoma to put a plastic bench by the Pavilion. Ty said that yes, there shouldn't be a problem with that, but Public Works just asks for permission on where to exactly have it placed, so it doesn't interfere with anything.

Old Business

None

Adjournment

Meeting was adjourned at 7:15 pm

THE HUB OF MINNESOTA.

GAYLORD

# BILLS TO BE APPROVED

# FOR PAYMENT

**FOR 2024 BILLS PRESENTED FOR PAYMENT**

**March 29, 2024 to April 11, 2024**

**Checks # 65065 - #65099**

THE HUB OF SIBLEY COUNTY
GAYLORD

# CITY OF GAYLORD

# *Check Detail Register©

**APRIL 2024**

| Check # | Check Date | Vendor Name | | Amount | Invoice | Comment |
|---|---|---|---|---|---|---|
| **10100 Citizens State Bank** | | | | | | |
| **65020** | 04/03/24 | **AFTER BURNER AUTO BODY, INC** | | | | |
| E 101-42100-404 | | Repairs & Maintenance-V | | $195.00 | | tow '96 Chevy-case 24001131 |
| | | | Total | $195.00 | | |
| **65021** | 04/03/24 | **ALEX AIR APPARATUS 2, LLC** | | | | |
| E 225-42200-240 | | Small Tools & Equipment | | $31,380.00 | INV-49277 | cutter tool, spreader tool |
| E 255-42200-240 | | Small Tools & Equipment | | $54.30 | INV-49528 | extrication glove w/moisture barrier |
| | | | Total | $31,434.30 | | |
| **65022** | 04/03/24 | **ALPHA WIRELESS COMMUNICATIONS** | | | | |
| E 225-42200-240 | | Small Tools & Equipment | | $1,951.20 | 19486 | FD-4 pagers |
| | | | Total | $1,951.20 | | |
| **65023** | 04/03/24 | **BAKER & TAYLOR BOOKS** | | | | |
| E 101-45500-453 | | Reference Books, Material | | $57.91 | 2038150026 | lib-books |
| | | | Total | $57.91 | | |
| **65024** | 04/03/24 | **CENTERPOINT** | | | | |
| E 101-42100-383 | | Heating | | $135.56 | | EMS Bldg |
| E 101-42153-383 | | Heating | | $135.57 | | EMS Bldg |
| E 101-45300-383 | | Heating | | $141.90 | | FYSC |
| | | | Total | $413.03 | | |
| **65025** | 04/03/24 | **CENTURYLINK** | | | | |
| E 101-45500-321 | | Telephone | | $105.76 | | lib/phone |
| | | | Total | $105.76 | | |
| **65026** | 04/03/24 | **CITIZENS STATE BANK NYA** | | | | |
| G 101-21712 | | HSA Deduction | | $400.00 | | HSA contr Jan-Feb '24,employer |
| G 101-21712 | | HSA Deduction | | $1,125.00 | | HSA contr Jan-Feb '24 employee |
| | | | Total | $1,525.00 | | |
| **65027** | 04/03/24 | **CREATIVE AD SOLUTIONS, INC.** | | | | |
| E 255-42200-436 | | Promotions | | $28.16 | INV-26396 | FD-3 plates(Chief, Assistant, J. Rose) |
| | | | Total | $28.16 | | |
| **65028** | 04/03/24 | **DOERING, LORI** | | | | |
| E 101-41320-331 | | Meeting and Travel | | $109.21 | | MCFOA conf - mileage |
| | | | Total | $109.21 | | |
| **65029** | 04/03/24 | **EAGLE ENGRAVING, INC.** | | | | |
| E 255-42200-436 | | Promotions | | $30.95 | 2024-1988 | FD-small brass axe plate |
| | | | Total | $30.95 | | |
| **65030** | 04/03/24 | **EMPIRE PIPE SERVICES INC.** | | | | |
| E 451-00000-308 | | Professional Fees | | $2,370.00 | 4088 | 2024 street proj-sanitary swr inspection |
| | | | Total | $2,370.00 | | |
| **65031** | 04/03/24 | **FIRST NATIONAL BANK MINNESOTA** | | | | |
| E 237-46500-436 | | Promotions | | $650.00 | | Gaylord Green-Music Under Oaks prizes |

THE HUB OF SIBLEY COUNTY
GAYLORD

# CITY OF GAYLORD

## *Check Detail Register©

APRIL 2024

| Check # | Check Date | Vendor Name | | Amount | Invoice | Comment |
|---|---|---|---|---|---|---|
| | | | Total | $650.00 | | |
| 65032 | 04/03/24 | GAVIN, JANSSEN, STABENOW LTD | | | | |
| E 101-41500-320 | | Prosecution Contract | | $2,457.00 | stmt 39 | prosecutions - Jan '24 |
| | | | Total | $2,457.00 | | |
| 65033 | 04/03/24 | GAYLORD BASEBALL ASS'N | | | | |
| E 101-45200-400 | | Repairs & Maintenance-G | | $720.61 | | 1/2 Top Notch Turf(2058,2112) |
| | | | Total | $720.61 | | |
| 65034 | 04/03/24 | GINNYS | | | | |
| E 255-42200-436 | | Promotions | | $107.22 | | FD-pies for banquet |
| | | | Total | $107.22 | | |
| 65035 | 04/03/24 | GUARDIAN FLEET SAFETY | | | | |
| E 227-42100-580 | | Capital Outlay | | $8,117.35 | 231173 | 2015 Ford-lights,brackets, radio |
| | | | Total | $8,117.35 | | |
| 65036 | 04/03/24 | HAWKINS, INC. | | | | |
| E 601-49400-216 | | Chemicals | | $60.00 | 6708868 | chlorine cylinders |
| E 601-49400-400 | | Repairs & Maintenance-G | | $425.00 | 6715570 | remote meter |
| | | | Total | $485.00 | | |
| 65037 | 04/03/24 | IDEAL SERVICE, INC | | | | |
| E 601-49400-400 | | Repairs & Maintenance-G | | $652.50 | 12793 | preventative maint on VFDs |
| | | | Total | $652.50 | | |
| 65038 | 04/03/24 | JERRY'S HOME QUALITY FOODS | | | | |
| E 255-42200-436 | | Promotions | | $417.00 | | FD-banquet expenses |
| | | | Total | $417.00 | | |
| 65039 | 04/03/24 | KNIEFEL, ROBERT | | | | |
| E 101-42100-440 | | Other | | $33.00 | | prescription reimb-ICR 24001040 |
| | | | Total | $33.00 | | |
| 65040 | 04/03/24 | KUSSMAUL ELECTRONICS, LLC | | | | |
| E 255-42200-404 | | Repairs & Maintenance-V | | $660.69 | 246621 | equip repair |
| | | | Total | $660.69 | | |
| 65041 | 04/03/24 | L & E TREE SERVICE | | | | |
| E 101-45200-400 | | Repairs & Maintenance-G | | $4,500.00 | | remove dead oak trees(E side of town) |
| | | | Total | $4,500.00 | | |
| 65042 | 04/03/24 | LEAGUE OF MN CITIES | | | | |
| E 101-43100-331 | | Meeting and Travel | | $185.62 | 401835 | regional safety group training |
| E 101-45200-331 | | Meeting and Travel | | $185.62 | 401835 | regional safety group training |
| E 601-49400-331 | | Meeting and Travel | | $185.63 | 401835 | regional safety group training |
| E 602-49450-331 | | Meeting and Travel | | $185.63 | 401835 | regional safety group training |
| | | | Total | $742.50 | | |
| 65043 | 04/03/24 | LUMEN-CENTURYLINK | | | | |
| E 101-45500-321 | | Telephone | | $6.58 | 680649770 | lib/phone |

THE HUB OF SIBLEY COUNTY
GAYLORD

# CITY OF GAYLORD

## *Check Detail Register©

APRIL 2024

| Check # | Check Date | Vendor Name | | Amount | Invoice | Comment |
|---|---|---|---|---|---|---|
| | | | Total | $6.58 | | |
| 65044 | 04/03/24 | METRO SALES | | | | |
| E 101-45500-400 | | Repairs & Maintenance-G | | $125.00 | INV2489508 | lib/copier |
| | | | Total | $125.00 | | |
| 65045 | 04/03/24 | MN VALLEY TESTING LABORATORIES | | | | |
| E 601-49400-219 | | Water Testing | | $18.00 | 1244601 | coliform colilert |
| E 601-49400-219 | | Water Testing | | $155.25 | 1245248 | BOD, nitrogen, nitrate, solids, phosphorus |
| | | | Total | $173.25 | | |
| 65046 | 04/03/24 | MUNICIPAL EMERGENCY SERVICES | | | | |
| E 255-42200-202 | | Uniforms | | $182.66 | IN2020479 | FD-leather fronts, helmet numbers |
| | | | Total | $182.66 | | |
| 65047 | 04/03/24 | NCPERS GROUP LIFE INSURANCE | | | | |
| G 101-21707 | | PERA Insurance | | $48.00 | | group life - April 2024 |
| | | | Total | $48.00 | | |
| 65048 | 04/03/24 | OFFICE DEPOT | | | | |
| E 101-41320-200 | | Supplies (GENERAL) | | $25.33 | 35705172001 | post it notes, note pads |
| E 601-49400-200 | | Supplies (GENERAL) | | $38.49 | 35705172001 | copy paper |
| E 602-49450-200 | | Supplies (GENERAL) | | $38.49 | 35705172001 | copy paper |
| | | | Total | $102.31 | | |
| 65049 | 04/03/24 | ONTIME PETROLEUM LLC. | | | | |
| E 101-43100-212 | | Gas & Oil | | $436.24 | 12691 | winter blend-red dyed 133 gal |
| | | | Total | $436.24 | | |
| 65050 | 04/03/24 | PERA | | | | |
| E 255-42200-124 | | Fire Pension Contributions | | $5,200.00 | FD-2024 Con | SVF #4816 Volunteer Contribution |
| | | | Total | $5,200.00 | | |
| 65051 | 04/03/24 | PERFORMANCE PLUS, LLC | | | | |
| E 255-42200-315 | | Physicals | | $1,958.00 | | FD-physicals (22) |
| | | | Total | $1,958.00 | | |
| 65052 | 04/03/24 | POLLARDWATER | | | | |
| E 602-49450-404 | | Repairs & Maintenance-V | | $2,264.95 | 256855 | Honda trash pump |
| | | | Total | $2,264.95 | | |
| 65053 | 04/03/24 | PROGROWTH BANK | | | | |
| E 237-46500-436 | | Promotions | | $650.00 | | Gaylord Green-Music Under Oaks prizes |
| | | | Total | $650.00 | | |
| 65054 | 04/03/24 | S.O.S. AUTO REPAIR | | | | |
| E 601-49400-404 | | Repairs & Maintenance-V | | $72.64 | 6269 | 2016 Ford F450 oil change |
| E 101-42100-404 | | Repairs & Maintenance-V | | $705.49 | 7338 | PD-2015 Ford oil change,FWD actuator |
| | | | Total | $778.13 | | |
| 65055 | 04/03/24 | Salisbury, Jolene | | | | |
| E 101-41320-331 | | Meeting and Travel | | $105.86 | | MCFOA conf-mileage |

THE HUB OF SIBLEY COUNTY
GAYLORD

# CITY OF GAYLORD

## *Check Detail Register©

**APRIL 2024**

| Check # | Check Date | Vendor Name | | Amount | Invoice | Comment |
|---|---|---|---|---|---|---|
| E 101-41320-331 | | Meeting and Travel | | $26.47 | | MCFOA conf-meals |
| | | | Total | $132.33 | | |
| **65056** | 04/03/24 | **SEH** | | | | |
| E 451-00000-303 | | Engineering Fees | | $16,968.00 | 463704 | 2024 street impr-through 02-29-24 |
| | | | Total | $16,968.00 | | |
| **65057** | 04/03/24 | **SIBLEY CO AUDITOR-TREASURE** | | | | |
| E 101-41500-310 | | Assessor Contract | | $361.50 | | 2024 special assmt administration |
| | | | Total | $361.50 | | |
| **65058** | 04/03/24 | **SOUTHWEST MN HOUSING PARTNERSHIP** | | | | |
| E 101-41500-317 | | Other Professional Servic | | $834.67 | 2292024 | contract for development services |
| | | | Total | $834.67 | | |
| **65059** | 04/03/24 | **STAR GROUP, L.L.C.** | | | | |
| E 255-42200-200 | | Supplies (GENERAL) | | $59.96 | 508212 | FD-polish wax |
| E 255-42200-200 | | Supplies (GENERAL) | | $16.99 | 508213 | FD-wizard renew trim |
| | | | Total | $76.95 | | |
| **65060** | 04/03/24 | **THE HARDWARE CENTER** | | | | |
| E 255-42200-200 | | Supplies (GENERAL) | | $16.99 | 79455 | FD-plastic sheeting |
| | | | Total | $16.99 | | |
| **65061** | 04/03/24 | **VERIZON WIRELESS** | | | | |
| E 101-45500-453 | | Reference Books, Material | | $80.02 | 9958935451 | library hotspot |
| | | | Total | $80.02 | | |
| **65065** | 04/18/24 | **AGRI FLEET INC** | | | | |
| E 255-42200-200 | | Supplies (GENERAL) | | $10.99 | | Fire Dept-electric cord big tanker |
| E 255-42200-200 | | Supplies (GENERAL) | | $2.29 | 361211 | Fire dept-tarp grabber 4 pack |
| E 101-43100-400 | | Repairs & Maintenance-G | | $2.52 | 361232 | bulk plow bolts |
| | | | Total | $15.80 | | |
| **65066** | 04/18/24 | **AMERICAN LEGAL PUBLISHING CORP** | | | | |
| E 101-41320-440 | | Other | | $500.00 | 33145 | annual fee to host digital code online |
| | | | Total | $500.00 | | |
| **65067** | 04/18/24 | **BAKER & TAYLOR BOOKS** | | | | |
| E 101-45500-453 | | Reference Books, Material | | $27.32 | 2038172083 | books |
| | | | Total | $27.32 | | |
| **65068** | 04/18/24 | **CITIZENS STATE BANK NYA** | | | | |
| G 101-21712 | | HSA Deduction | | $450.00 | | S. Helget-HSA March employee |
| G 101-21712 | | HSA Deduction | | $200.00 | | S. Helget-HSA March employer |
| | | | Total | $650.00 | | |
| **65069** | 04/18/24 | **ERIN'S BODY SHOP** | | | | |
| E 101-42100-404 | | Repairs & Maintenance-V | | $5,346.05 | 9581 | 2022 Ford Squad-repair hail damage |
| E 101-42100-404 | | Repairs & Maintenance-V | | $4,571.75 | 9586 | repair 2015 Ford F150 hail damage |
| | | | Total | $9,917.80 | | |

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## *Check Detail Register©

APRIL 2024

| Check # | Check Date | Vendor Name | | Amount | Invoice | Comment |
|---|---|---|---|---|---|---|
| **65070** | 04/18/24 | **FILLMEUP CASH CARD** | | | | |
| E 101-43100-212 | | Gas & Oil | | $21.71 | 26606 | def 03-12-24 |
| E 255-42200-212 | | Gas & Oil | | $26.37 | 26708 | FD-fuel 03-04 |
| E 255-42200-212 | | Gas & Oil | | $44.43 | 26708 | FD-fuel 03-13 tanker |
| E 255-42200-212 | | Gas & Oil | | $32.60 | 26708 | FD-fuel 03-03 unit 6 |
| E 255-42200-212 | | Gas & Oil | | $36.53 | 26708 | FD-fuel 03-13 little tanker |
| E 255-42200-212 | | Gas & Oil | | $3.97 | 26708 | FD-fuel 03-24 1 gallon |
| E 255-42200-212 | | Gas & Oil | | $18.09 | 26708 | FD-fuel 03-12 |
| E 255-42200-212 | | Gas & Oil | | $26.43 | 26708 | FD-fuel |
| | | | Total | $210.13 | | |
| **65071** | 04/18/24 | **GAYLORD SANITATION INC** | | | | |
| E 603-49500-387 | | Refuse Contractor | | $12,355.57 | | refuse and recycling |
| E 603-49500-385 | | Recycling Contractor | | $1,927.70 | | refuse and recycling |
| E 603-49500-388 | | Fuel Surcharge | | $182.75 | | refuse and recycling |
| E 101-42100-384 | | Refuse/Garbage Disposal | | $52.52 | 84705 | PD/Amb/Fire-garbage |
| E 101-42153-384 | | Refuse/Garbage Disposal | | $31.51 | 84705 | PD/Amb/Fire-garbage |
| E 255-42200-384 | | Refuse/Garbage Disposal | | $21.01 | 84705 | PD/Amb/Fire-garbage |
| E 101-41940-384 | | Refuse/Garbage Disposal | | $262.61 | 84706 | ch garbage |
| E 601-49400-400 | | Repairs & Maintenance-G | | $43.76 | 84707 | waste water plant garbage |
| E 602-49450-400 | | Repairs & Maintenance-G | | $43.76 | 84707 | waste water plant garbage |
| | | | Total | $14,921.19 | | |
| **65072** | 04/18/24 | **GAYLORD SERTOMA** | | | | |
| E 101-41320-433 | | Dues and Subscriptions | | $125.00 | | S. Helget-dues |
| | | | Total | $125.00 | | |
| **65073** | 04/18/24 | **GOPHER STATE ONE-CALL INC** | | | | |
| E 601-49400-439 | | Location Charge | | $6.75 | 4030415 | locate tkts (15) |
| E 602-49450-439 | | Location Charge | | $6.75 | 4030415 | locate tkts (15) |
| E 604-49550-439 | | Location Charge | | $6.75 | 4030415 | locate tkts (15) |
| | | | Total | $20.25 | | |
| **65074** | 04/18/24 | **GREAT AMERICA FINANCIAL SVC** | | | | |
| E 101-41320-413 | | Equipment Rental/Lease | | $168.95 | 36297824 | postage machine lease |
| | | | Total | $168.95 | | |
| **65075** | 04/18/24 | **GUARDIAN ASSET MANAGEMENT** | | | | |
| E 601-49400-205 | | Refunds and Reimbursem | | $63.25 | | overpymt on utility bill |
| | | | Total | $63.25 | | |
| **65076** | 04/18/24 | **HAWKINS, INC.** | | | | |
| E 601-49400-216 | | Chemicals | | $3,827.41 | 6724052 | LPC-4 |
| | | | Total | $3,827.41 | | |
| **65077** | 04/18/24 | **HELGET, STEVEN** | | | | |
| E 101-41320-321 | | Telephone | | $50.00 | | phone reimb-Mar '24 |
| | | | Total | $50.00 | | |
| **65078** | 04/18/24 | **HUB PUBLISHING, INC** | | | | |
| E 101-42100-200 | | Supplies (GENERAL) | | $124.95 | | 100 police request forms |

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# CITY OF GAYLORD

## *Check Detail Register©

**APRIL 2024**

| Check # | Check Date | Vendor Name | | Amount | Invoice | Comment |
|---|---|---|---|---|---|---|
| E 601-49400-352 | | Ads & Notices | | $56.00 | | city public utilities help wanted |
| E 602-49450-352 | | Ads & Notices | | $56.00 | | city public utilities help wanted |
| E 101-45200-352 | | Ads & Notices | | $72.00 | | Public Notice Extend park hours |
| | | | Total | $308.95 | | |
| **65079** | 04/18/24 | **HUEMOELLER, GONTAREK & CHESKIS** | | | | |
| E 101-41500-304 | | Legal Fees | | $5,207.00 | stmt 45 | general matters |
| | | | Total | $5,207.00 | | |
| **65080** | 04/18/24 | **IDEAL SERVICE, INC** | | | | |
| E 601-49400-400 | | Repairs & Maintenance-G | | $360.00 | 12820 | Yaskawa Z1000 keypad |
| | | | Total | $360.00 | | |
| **65081** | 04/18/24 | **KIMBALL, JOE** | | | | |
| E 101-45500-308 | | Professional Fees | | $625.00 | | spring speaker series-04/23/24 |
| | | | Total | $625.00 | | |
| **65082** | 04/18/24 | **KIRSCH REAL ESTATE, LLC** | | | | |
| E 101-45300-412 | | Building Rental | | $500.00 | | FYSC-May '24 |
| | | | Total | $500.00 | | |
| **65083** | 04/18/24 | **MEDIACOM** | | | | |
| E 101-45300-321 | | Telephone | | $34.95 | | FYSC-internet |
| | | | Total | $34.95 | | |
| **65084** | 04/18/24 | **METRO SALES** | | | | |
| E 101-45500-400 | | Repairs & Maintenance-G | | $169.28 | INV2489547 | lib/copier usage |
| E 101-41320-413 | | Equipment Rental/Lease | | $135.00 | INV2502316 | CH/PD copier |
| E 101-42100-413 | | Equipment Rental/Lease | | $109.00 | INV2502316 | CH/PD copier |
| | | | Total | $413.28 | | |
| **65085** | 04/18/24 | **MN DEPT OF LABOR & INDUSTRY** | | | | |
| E 601-49400-441 | | Permits & License | | $10.00 | ABR0327598 | wtr treatment-pressure vessel |
| E 101-43100-441 | | Permits & License | | $10.00 | ABR0327821 | maint shop-pressure vessel |
| | | | Total | $20.00 | | |
| **65086** | 04/18/24 | **MN TEAMSTERS NO. 320** | | | | |
| G 101-21708 | | Union Dues | | $100.00 | | union dues - April 24 |
| G 101-21708 | | Union Dues | | $7.24 | | PD-legal defense |
| | | | Total | $107.24 | | |
| **65087** | 04/18/24 | **MN VALLEY TESTING LABORATORIES** | | | | |
| E 601-49400-219 | | Water Testing | | $45.00 | 1246454 | solids, suspended total |
| E 601-49400-219 | | Water Testing | | $18.00 | 1246639 | coliform colilert |
| | | | Total | $63.00 | | |
| **65088** | 04/18/24 | **OFFICE DEPOT** | | | | |
| E 101-45400-200 | | Supplies (GENERAL) | | $63.22 | 35821688500 | FYSC-ink |
| E 101-41320-200 | | Supplies (GENERAL) | | $8.90 | 35821688500 | pencil w/twist erase |
| | | | Total | $72.12 | | |
| **65089** | 04/18/24 | **ONTIME PETROLEUM LLC.** | | | | |

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# CITY OF GAYLORD

## *Check Detail Register©

**APRIL 2024**

| Check # | Check Date | Vendor Name | | Amount | Invoice | Comment |
|---|---|---|---|---|---|---|
| E 101-42100-212 | | Gas & Oil | | $1,017.97 | 12728 | fuel-oxy 391 gal |
| E 101-43100-212 | | Gas & Oil | | $86.90 | 12728 | fuel-oxy 391 gal |
| E 601-49400-212 | | Gas & Oil | | $74.48 | 12728 | fuel-oxy 391 gal |
| E 101-45200-212 | | Gas & Oil | | $62.08 | 12728 | fuel-oxy 391 gal |
| | | | Total | $1,241.43 | | |
| **65090** | 04/18/24 | **POSTMASTER** | | | | |
| E 604-49550-322 | | Postage | | $96.93 | | strm/ub postage |
| E 603-49500-322 | | Postage | | $96.93 | | ref/ub postage |
| E 602-49450-322 | | Postage | | $145.40 | | swr/ub postage |
| E 601-49400-322 | | Postage | | $145.39 | | wtr/ub postage |
| | | | Total | $484.65 | | |
| **65091** | 04/18/24 | **REIMERS, TY** | | | | |
| E 101-43100-321 | | Telephone | | $12.50 | | phone reimb - Mar '24 |
| E 101-45200-321 | | Telephone | | $12.50 | | phone reimb - Mar '24 |
| E 601-49400-321 | | Telephone | | $12.50 | | phone reimb - Mar '24 |
| E 602-49450-321 | | Telephone | | $12.50 | | phone reimb - Mar '24 |
| | | | Total | $50.00 | | |
| **65092** | 04/18/24 | **RS FIBER** | | | | |
| E 101-43100-321 | | Telephone | | $69.04 | | street/wtr/swr-internet |
| E 601-49400-321 | | Telephone | | $34.52 | | street/wtr/swr-internet |
| E 602-49450-321 | | Telephone | | $34.52 | | street/wtr/swr-internet |
| E 101-45124-321 | | Telephone | | $24.60 | | seasonal hold-pool phone, internet |
| E 101-42100-321 | | Telephone | | $245.33 | | EMS bldg |
| E 101-42153-321 | | Telephone | | $122.66 | | EMS bldg |
| E 101-41320-321 | | Telephone | | $19.99 | | city sign internet |
| E 101-45200-321 | | Telephone | | $108.94 | | park cameras |
| E 101-41320-321 | | Telephone | | $323.75 | | city-tv, phone and nternet |
| | | | Total | $983.35 | | |
| **65093** | 04/18/24 | **SIBLEY COUNTY TREASURER** | | | | |
| E 101-43100-400 | | Repairs & Maintenance-G | | $3,335.00 | | dust control-3rd St SE,Shoreview Lane |
| | | | Total | $3,335.00 | | |
| **65094** | 04/18/24 | **SIBLEY ELECTRIC INC.** | | | | |
| E 101-43100-400 | | Repairs & Maintenance-G | | $150.00 | 14673 | bucket truck 01-04-24 |
| | | | Total | $150.00 | | |
| **65095** | 04/18/24 | **STAR GROUP, L.L.C.** | | | | |
| E 101-43100-404 | | Repairs & Maintenance-V | | $20.86 | 508462 | sweeper/spin-on fluid filter |
| | | | Total | $20.86 | | |
| **65096** | 04/18/24 | **THE HARDWARE CENTER** | | | | |
| E 601-49400-400 | | Repairs & Maintenance-G | | $238.37 | 78547 | plywood, side cutter, bulbs |
| E 601-49400-200 | | Supplies (GENERAL) | | $15.98 | 78576 | marking paint,shop towels |
| E 601-49400-200 | | Supplies (GENERAL) | | $120.94 | 78629 | safety can, muratic acid, pipe cutter |
| E 101-45200-200 | | Supplies (GENERAL) | | $73.98 | 78636 | plastic sheeting |
| E 101-45200-200 | | Supplies (GENERAL) | | $47.38 | 78651 | plastic sheeting(2) |
| E 601-49400-200 | | Supplies (GENERAL) | | $29.88 | 78658 | 12' hose |

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# CITY OF GAYLORD

## *Check Detail Register©

**APRIL 2024**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|
| E 101-42100-200 | | Supplies (GENERAL) | $5.99 | 78683 | pd-battery |
| E 601-49400-200 | | Supplies (GENERAL) | $45.91 | 78690 | batteries, 1/2" plugs |
| E 601-49400-200 | | Supplies (GENERAL) | $22.97 | 78710 | reducer,tapcons,washers |
| E 101-43100-200 | | Supplies (GENERAL) | $42.98 | 78723 | flat iron, 3' ext cord |
| E 101-45200-200 | | Supplies (GENERAL) | $9.98 | 78732 | 2 spring snap |
| E 101-45200-200 | | Supplies (GENERAL) | $9.49 | 78753 | 3/8 drill bit |
| E 101-42100-400 | | Repairs & Maintenance-G | $218.48 | 78760 | EMS bldg-toilet, caulk |
| E 601-49400-200 | | Supplies (GENERAL) | $31.15 | 78766 | wtr-sharpie,spray nozzle,shutoff valve |
| E 101-42100-200 | | Supplies (GENERAL) | $9.99 | 78771 | EMS bldg-plunger |
| E 101-41940-200 | | Supplies (GENERAL) | $14.98 | 78781 | ch bldg-2 great stuff |
| | | Total | $938.45 | | |
| **65097** | 04/18/24 | **THEIN WELL** | | | |
| E 601-49400-400 | | Repairs & Maintenance-G | $315.00 | 8892 | annual inspection of pumps and wells 3/22/24 |
| | | Total | $315.00 | | |
| **65098** | 04/18/24 | **USA BLUE BOOK** | | | |
| E 601-49400-200 | | Supplies (GENERAL) | $327.31 | INV00316873 | 1/2" tube connections |
| | | Total | $327.31 | | |
| **65099** | 04/18/24 | **VISA** | | | |
| E 101-41320-200 | | Supplies (GENERAL) | $21.36 | | adobe acropro |
| E 101-42100-200 | | Supplies (GENERAL) | $61.29 | | Detectachem-THC test pouches |
| E 101-42100-200 | | Supplies (GENERAL) | $46.00 | | Intoximeters-PBT straws |
| E 101-42100-322 | | Postage | $5.70 | | USPS-blood kit-ICR24000954 |
| E 101-42100-322 | | Postage | $10.78 | | USPS-DUI forfeiture-ICR 24001131 |
| E 101-41320-433 | | Dues and Subscriptions | $70.00 | | MNGFOA membership-L. Waltz |
| E 101-41320-331 | | Meeting and Travel | $368.28 | | Best Western-MCFOA, J. Salisbury |
| E 101-41320-331 | | Meeting and Travel | $491.04 | | Best Western-MCFOA, L. Doering |
| E 101-45200-200 | | Supplies (GENERAL) | $114.35 | | Amazon-Milwaukee jobsite radio |
| E 255-42200-321 | | Telephone | $197.90 | | RS Fiber-FD internet(2 mo) |
| E 101-41410-440 | | Other | $88.15 | | EJ's-election judge meals |
| E 101-41410-440 | | Other | $73.84 | | EJ's-election judge meals |
| E 101-41410-440 | | Other | $5.99 | | Jerry's HQ-election judge cookies |
| E 255-42200-322 | | Postage | $19.05 | | USPS-FD postage |
| E 101-45200-200 | | Supplies (GENERAL) | $28.29 | | Acmetools-40 pc screwdriving set |
| E 101-45200-400 | | Repairs & Maintenance-G | $128.12 | | Amazon-park lighting |
| E 601-49400-331 | | Meeting and Travel | $403.20 | | Country Inn-conf, T. Reimers |
| E 101-41320-331 | | Meeting and Travel | $12.77 | | Green Mill-MCFOA meals |
| E 101-41320-331 | | Meeting and Travel | $19.28 | | Green Mill-MCFOA meals |
| E 101-41320-322 | | Postage | $33.83 | | USPS postage |
| E 101-41320-207 | | Training and Instruction | $260.00 | | MN State-MMCI, J. Salisbury |
| E 101-42100-441 | | Permits & License | $27.58 | DMV title | Sibley Co Lic-98 Chevy Lumina |
| | | Total | $2,486.80 | | |
| | | **10100** | $136,700.46 | | |

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# CITY OF GAYLORD

## *Check Detail Register©

**APRIL 2024**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|

### Fund Summary

| | |
|---|---|
| **10100 Citizens State Bank** | |
| 101 GENERAL FUND | $40,131.42 |
| 225 FIRE FUND | $33,331.20 |
| 227 POLICE FUND | $8,117.35 |
| 237 MUSIC UNDER THE OAKS | $1,300.00 |
| 255 FIRE DEPT OPERATING FUND | $9,172.58 |
| 451 2024 STREET IMPR PROJECT | $19,338.00 |
| 601 WATER FUND | $7,855.28 |
| 602 SEWER FUND | $2,788.00 |
| 603 REFUSE (GARBAGE) FUND | $14,562.95 |
| 604 STORM WATER FUND | $103.68 |
| | $136,700.46 |

# Response Times by Priority

**Using Call Started Time**

Date IS BETWEEN 03/01/2024 AND 03/31/2024; AND Response Zone IS Alfsborg Township OR Bismarck Township OR Cornish Township OR Dryden Township OR Gaylord City OR New Auburn Township OR Severance Township OR Sibley Township OR Transit Township OR Winthrop City

| Dispatch Priority | Date | Call Type | Started Time | At Scene | Response Time | Run # | Incident # | Late Reason |
|---|---|---|---|---|---|---|---|---|
| Code 2 | 03/03/2024 | ALS | 22:38:12 | 22:55:49 | 00:17:36 | 3033 | 24-002960 | <None> |
| Code 2 | 03/07/2024 | ALS | 08:27:15 | 08:30:36 | 00:03:21 | 3172 | 24-003096 | <None> |
| Code 2 | 03/17/2024 | BLS | 10:34:20 | 10:37:53 | 00:03:33 | 3647 | 24-003561 | <None> |
| Code 2 | 03/25/2024 | ALS | 10:24:46 | 10:27:37 | 00:02:51 | 4012 | 24-003918 | <None> |
| Code 2 | 03/09/2024 | ALS | 22:59:08 | 00:00:00 | N/A | 3299 | 24-003219 | <None> |
| Code 2 | 03/15/2024 | ALS | 02:14:06 | 02:30:00 | 00:15:54 | 3525 | 24-003441 | <None> |

**Total Calls for Code 2: 6** **Average Response Time: 00:07:12**

| Dispatch Priority | Date | Call Type | Started Time | At Scene | Response Time | Run # | Incident # | Late Reason |
|---|---|---|---|---|---|---|---|---|
| Code 3 | 03/15/2024 | ALS | 19:29:03 | 19:45:00 | 00:15:56 | 3572 | 24-003488 | <None> |
| Code 3 | 03/16/2024 | ALS | 19:17:32 | 19:33:31 | 00:15:59 | 3617 | 24-003532 | <None> |
| Code 3 | 03/11/2024 | ALS | 06:44:27 | 06:50:07 | 00:05:39 | 3354 | 24-003273 | <None> |
| Code 3 | 03/11/2024 | ALS | 15:41:06 | 15:48:59 | 00:07:53 | 3374 | 24-003293 | <None> |
| Code 3 | 03/12/2024 | ALS | 10:29:42 | 10:35:47 | 00:06:05 | 3406 | 24-003325 | <None> |
| Code 3 | 03/13/2024 | ALS | 06:37:06 | 06:41:36 | 00:04:30 | 3441 | 24-003360 | <None> |
| Code 3 | 03/13/2024 | ALS | 16:51:39 | 16:56:11 | 00:04:32 | 3461 | 24-003380 | <None> |
| Code 3 | 03/14/2024 | ALS | 15:45:44 | 15:50:47 | 00:05:03 | 3496 | 24-003412 | <None> |
| Code 3 | 03/25/2024 | ALS | 10:43:49 | 10:52:05 | 00:08:16 | 4015 | 24-003921 | <None> |
| Code 3 | 03/25/2024 | ALS | 10:47:49 | 00:00:00 | N/A | 4016 | 24-003921 | <None> |
| Code 3 | 03/25/2024 | ALS | 21:39:02 | 21:41:05 | 00:02:02 | 4044 | 24-003949 | <None> |
| Code 3 | 03/26/2024 | ALS | 10:00:23 | 10:06:29 | 00:06:06 | 4067 | 24-003972 | <None> |
| Code 3 | 03/26/2024 | ALS | 12:51:57 | 13:02:40 | 00:10:43 | 4077 | 24-003981 | <None> |
| Code 3 | 03/26/2024 | ALS | 13:00:34 | 00:00:00 | N/A | 4078 | 24-003982 | <None> |
| Code 3 | 03/26/2024 | ALS | 19:05:46 | 19:09:20 | 00:03:34 | 4091 | 24-003995 | <None> |
| Code 3 | 03/27/2024 | ALS | 07:49:48 | 07:57:33 | 00:07:44 | 4119 | 24-004023 | <None> |
| Code 3 | 03/27/2024 | ALS | 17:58:19 | 18:02:36 | 00:04:17 | 4139 | 24-004043 | <None> |
| Code 3 | 03/28/2024 | ALS | 21:06:48 | 21:23:15 | 00:16:27 | 4191 | 24-004094 | <None> |
| Code 3 | 03/29/2024 | ALS | 18:11:05 | 18:19:07 | 00:08:01 | 4230 | 24-004132 | <None> |
| Code 3 | 03/18/2024 | ALS | 07:31:33 | 07:37:32 | 00:05:59 | 3670 | 24-003584 | <None> |
| Code 3 | 03/18/2024 | ALS | 14:19:17 | 14:24:04 | 00:04:47 | 3691 | 24-003604 | <None> |
| Code 3 | 03/19/2024 | ALS | 02:19:30 | 02:28:14 | 00:08:44 | 3722 | 24-003634 | <None> |
| Code 3 | 03/19/2024 | ALS | 17:17:07 | 17:20:48 | 00:03:41 | 3746 | 24-003658 | <None> |
| Code 3 | 03/21/2024 | ALS | 03:31:04 | 03:42:29 | 00:11:25 | 3813 | 24-003723 | <None> |
| Code 3 | 03/21/2024 | ALS | 08:57:21 | 09:02:20 | 00:04:59 | 3822 | 24-003732 | <None> |
| Code 3 | 03/22/2024 | ALS | 22:41:55 | 22:49:05 | 00:07:10 | 3901 | 24-003810 | <None> |
| Code 3 | 03/23/2024 | ALS | 08:51:42 | 08:57:01 | 00:05:19 | 3915 | 24-003823 | <None> |
| Code 3 | 03/23/2024 | ALS | 08:51:34 | 08:57:08 | 00:05:34 | 3916 | 24-003823 | <None> |
| Code 3 | 03/23/2024 | ALS | 15:26:14 | 15:33:10 | 00:06:56 | 3927 | 24-003834 | <None> |
| Code 3 | 03/24/2024 | ALS | 22:54:18 | 23:06:12 | 00:11:54 | 3988 | 24-003895 | <None> |



04/12/2024

# Response Times by Priority

**Using Call Started Time**

Date IS BETWEEN 03/01/2024 AND 03/31/2024; AND Response Zone IS Alfsborg Township OR Bismarck Township OR Cornish Township OR Dryden Township OR Gaylord City OR New Auburn Township OR Severance Township OR Sibley Township OR Transit Township OR Winthrop City

| Dispatch Priority | Date | Call Type | Started Time | At Scene | Response Time | Run # | Incident # | Late Reason |
|---|---|---|---|---|---|---|---|---|
| Code 3 | 03/25/2024 | ALS | 07:20:38 | 07:23:54 | 00:03:16 | 3999 | 24-003906 | <None> |
| Code 3 | 03/07/2024 | ALS | 23:23:07 | 23:33:48 | 00:10:41 | 3206 | 24-003130 | <None> |
| Code 3 | 03/03/2024 | ALS | 23:01:21 | 23:30:02 | 00:28:40 | 3035 | 24-002962 | <None> |
| Code 3 | 03/01/2024 | ALS | 06:07:00 | 06:15:03 | 00:08:02 | 2891 | 24-002823 | <None> |
| Code 3 | 03/02/2024 | ALS | 10:13:40 | 10:17:47 | 00:04:07 | 2954 | 24-002885 | <None> |
| Code 3 | 03/02/2024 | ALS | 15:21:54 | 15:26:05 | 00:04:11 | 2970 | 24-002901 | <None> |
| Code 3 | 03/02/2024 | ALS | 17:19:02 | 17:22:39 | 00:03:37 | 2973 | 24-002904 | <None> |

**Total Calls for Code 3: 37** **Average Response Time: 00:07:20**

**Grand Total Calls: 43** **Total Average Response Time: 00:07:19**

04/12/2024

# Agency Activity Summary

Ridgeview Ambulance Service

Agency: Ridgeview Ambulance Service | ePCR Branch: 137, 401, 403, 405, 406, 407, 408, 409, 410, 412, 904, 905, 919 | Service Date: Last Month

**Total Number of ePCRs:** 43

**Total Number of Incidents:** 41

## By Branch

403 GAYLORD = 41

408 Sibley Township = 1

410 WINTHROP = 1

## Billing Disposition (ePCR Data Only)

| | # | % | | # | % |
|---|---|---|---|---|---|
| Treated/Transported | 35 | 81.4% | Dead Prior To Arrival | N/A | N/A |
| Treated / Transferred Care | 1 | 2.3% | Dead After Arrival | N/A | N/A |
| Treated/No Transport (AMA) | N/A | N/A | Treat/Transported by Private Veh. | N/A | N/A |
| Treated / No Transport (Per Protocol) | N/A | N/A | Assist | N/A | N/A |
| Transported / Refused Care | N/A | N/A | Other | 1 | 2.3% |
| No Transport / Refused Care | 3 | 7.0% | No Patient Found | N/A | N/A |
| Cancelled | 3 | 7.0% | | | |
| *Left Blank* | N/A | N/A | | | |

## Unit Disposition (ePCR Data Only)

| Description | # | % |
|---|---|---|
| Cancelled Prior to Arrival at Scene | 1 | 2.3% |
| Cancelled on Scene | 1 | 2.3% |
| No Patient Contact | 1 | 2.3% |
| Patient Contact Made | 40 | 93.0% |
| *Left Blank* | 0 | 0.0% |
| *Total* | 43 | 100.0% |

## Patient Evaluation/Care Disposition (ePCR Data Only)

| Description | # | % |
|---|---|---|
| Not Applicable | 3 | 7.0% |
| Patient Evaluated and Care Provided | 36 | 83.7% |
| Patient Evaluated and Refused Care | 3 | 7.0% |
| Patient Evaluated, No Care Required | 1 | 2.3% |
| *Left Blank* | 0 | 0.0% |
| *Total* | 43 | 100.0% |

## Crew Disposition (ePCR Data Only)

| Description | # | % |
|---|---|---|
| Assumed Primary Care from Another EMS Crew | 1 | 2.3% |
| Back in Service, Care/Support Services Refused | 3 | 7.0% |
| Back in Service, No Care/Support Services Required | 1 | 2.3% |
| Initiated and Continued Primary Care | 35 | 81.4% |
| *Left Blank* | 3 | 7.0% |
| *Total* | 43 | 100.0% |

## Transport Disposition (ePCR Data Only)

| Description | # | % |
|---|---|---|
| No Transport | 1 | 2.3% |
| Not Applicable | 3 | 7.0% |
| Patient Refused Transport | 3 | 7.0% |
| Transport by Another EMS Unit, with a Member of This Crew | 1 | 2.3% |
| Transport by This EMS Unit (This Crew Only) | 35 | 81.4% |
| *Left Blank* | 0 | 0.0% |
| *Total* | 43 | 100.0% |


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| Run Type | # | % | | # | % |
|---|---|---|---|---|---|
| **Emergency Runs** | 42 | 97.7% | **Non-Emergency Runs** | N/A | N/A |
| Stand By | N/A | N/A | Stand By | N/A | N/A |
| Mutual Aid | N/A | N/A | Mutual Aid | N/A | N/A |
| Interfacility | N/A | N/A | Interfacility | N/A | N/A |
| Intercept | 1 | 2.3% | Intercept | N/A | N/A |
| **Emergency Runs (Scheduled)** | N/A | N/A | **Non-Emergency Runs (Scheduled)** | 1 | 2.3% |
| Stand By | N/A | N/A | Stand By | N/A | N/A |
| Mutual Aid | N/A | N/A | Mutual Aid | N/A | N/A |
| Interfacility | N/A | N/A | Interfacility | 1 | 2.3% |
| Intercept | N/A | N/A | Intercept | N/A | N/A |

*Emergency Type Left Blank*: 0

## Runs by Unit (ePCR Data Only)

| Unit | Total Runs | Treat/ Transp | Treat/ Transfer | Treat/No Transp(AMA) | Treat/No Transp(PP) | Transp/ Ref. Care | Cancelled | Dead Prior Arr | Dead After Arr | T/T Priv Veh | No Trans/ Ref. Care | Assist | Other | No Pat. Found |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1900 | 40 | 32 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 1 | 0 |
| 2000 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2100 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 400 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Total* | *43* | *35* | *1* | *0* | *0* | *0* | *3* | *0* | *0* | *0* | *3* | *0* | *1* | *0* |

## Runs by Service Level (ePCR Data Only)

| Dispatched Service Level | # | % |
|---|---|---|
| BLS | 1 | 2.3% |
| ALS | 42 | 97.7% |
| SCT | N/A | N/A |

| Recommended Service Level | # | % |
|---|---|---|
| BLS | 17 | 39.5% |
| ALS1 | 26 | 60.5% |
| ALS2 | N/A | N/A |
| SCT | N/A | N/A |
| Rotary Wing | N/A | N/A |
| Fixed Wing | N/A | N/A |

## Runs by Insurance Type with Service Level (ePCR Data Only) *(Multiple insurance types may have been marked on a run)*

| Type | BLS | % | ALS1 | % | ALS2 | % | SCT | %Rotary Wing | | %Fixed Wing | | % | Total | % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Medicare | N/A | N/A | 5 | 11.6% | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 5 | 11.6% |
| Medicaid | N/A | N/A | 4 | 9.3% | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 4 | 9.3% |
| | N/A | N/A | 1 | 2.3% | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 1 | 2.3% |
| *None* | 17 | 39.5% | 18 | 41.9% | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 35 | 81.4% |

## Runs by Primary PI (ePCR Data Only)

| Description | # | % |
|---|---|---|
| Abdominal Pain | 4 | 9.3% |
| Alt. Level Conscious | 1 | 2.3% |
| Anxiety | 1 | 2.3% |
| Back Pain (No Trauma) | 2 | 4.7% |
| Behavioral Disorder | 2 | 4.7% |
| CVA/Stroke | 2 | 4.7% |
| Cardiac Symptoms | 1 | 2.3% |
| Chest Pain | 1 | 2.3% |
| Cough, unspecified | 1 | 2.3% |
| Depression (acute) | 1 | 2.3% |
| Dizziness | 1 | 2.3% |
| Dyspnea - SOB | 2 | 4.7% |
| Flu Symptoms | 1 | 2.3% |
| No Medical Problem | 2 | 4.7% |
| OB/Gyn | 1 | 2.3% |
| Respiratory Failure | 1 | 2.3% |
| Seizure | 1 | 2.3% |


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| | | |
|---|---|---|
| Sore Throat | 1 | 2.3% |
| Syncope/Fainting | 1 | 2.3% |
| Trauma Injury | 6 | 14.0% |
| Unconscious | 2 | 4.7% |
| Unknown Medical | 2 | 4.7% |
| Weakness | 3 | 7.0% |
| *Left Blank* | 3 | 7.0% |
| *Total* | 43 | 100.0% |


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## Runs by Dispatch (EMD) Code

| Description | # | % |
|---|---|---|
| 01D Abdominal Pain / Problems | 2 | 4.7% |
| 05D Back Pain (Non Traumatic or Non Recent Trauma) | 1 | 2.3% |
| 06D Breathing Problems | 4 | 9.3% |
| 10D Chest Pain | 3 | 7.0% |
| 12D Convulsions / Seizures | 1 | 2.3% |
| 17D Falls | 3 | 7.0% |
| 21D Hemorrhage / Lacerations | 1 | 2.3% |
| 24D Pregnancy / Childbirth / Miscarriage | 1 | 2.3% |
| 25A Psychiatric / Abnormal Behavior / Suicide Attempt | 1 | 2.3% |
| 25C Psychiatric / Abnormal Behavior / Suicide Attempt | 3 | 7.0% |
| 26C Sick Person (Specific Diagnosis) | 3 | 7.0% |
| 26D Sick Person (Specific Diagnosis) | 7 | 16.3% |
| 28D Stroke (CVA) | 3 | 7.0% |
| 29D Traffic / Transportation Accidents | 1 | 2.3% |
| 31D Unconscious / Fainting (Near) | 3 | 7.0% |
| 32D Unknown Problem (Person Down) | 2 | 4.7% |
| 37C Interfacility Evaluation / Transfer | 1 | 2.3% |
| 86D Medical Alarm | 3 | 7.0% |
| *Left Blank* | 0 | 0.0% |
| *Total* | 43 | 100.0% |


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## Transport From (Category)

| | # | % |
|---|---|---|
| Home / Residence | 26 | 60.5% |
| Res. Custodial Facility | 1 | 2.3% |
| Site of Transfer | 1 | 2.3% |
| Facility - Hospital | 1 | 2.3% |
| Res. Custodial Facility - Nursing Home | 2 | 4.7% |
| Private Commercial Establishment | 1 | 2.3% |
| Facility - Health Care Provider Office | 1 | 2.3% |
| Public Building | 1 | 2.3% |
| Street / Hwy | 1 | 2.3% |
| Jail | 1 | 2.3% |
| Res. Custodial Facility - Assisted Living | 7 | 16.3% |
| *Total* | 43 | 100.0% |

## Transport From (Facility) (ePCR Data Only)

| | # | % |
|---|---|---|
| *--Left Blank--* | 31 | 72.1% |
| Bayside Manor | 9 | 20.9% |
| Sibley County Jail | 1 | 2.3% |
| Ridgeview Sibley Medical Center | 1 | 2.3% |
| Ridgeview Clinic - Gaylord | 1 | 2.3% |
| *Total* | 43 | 100.0% |

## Transport To (Destination Facility) (ePCR Data Only)

| | # | % |
|---|---|---|
| Ridgeview Sibley Medical Center | 21 | 48.8% |
| *--Left Blank--* | 7 | 16.3% |
| Glencoe Regional Health Services | 4 | 9.3% |
| Ridgeview Medical Center | 3 | 7.0% |
| New Ulm Medical Center | 3 | 7.0% |
| Children's Health Care - Minneapolis | 2 | 4.7% |
| River's Edge Hospital & Clinic | 2 | 4.7% |
| VAMC - Minneapolis | 1 | 2.3% |
| *Total* | 43 | 100.0% |


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200 Highway 5 East
P.O. Box 987
Gaylord, MN 55334-0685
Phone: 507-237-2338
gfirechief@gmail.com

# Fire Department Report, March 2024

Activity: 2 lift assist
1 grass fire
1 fire alarm/broken sprinkler
1 false alarm
1 mutual aid to Green Isle house fire
1 cancelled enroute

Training: Annual Banquet

Miscellaneous: Darren Reid(24 yrs), Cory Swenson(26 yrs) and Gary Schmitt(14 yrs) received their retirement plaques.

Submitted,

Justen Rose, Chief

THE HUB OF SIBLEY COUNTY

GAYLORD

# March 2024 Monthly Report

# City Hall Administration

**Meetings:**

Regular Council Meeting – 3/06/24, 3/20/24

Council Work Session – None

Special Council Meetings – None

Sertoma Meetings – every Tuesday at 7:00 a.m. at EJ's Bar & Grill

Rotary Meetings – every Wednesday at noon at EJ's Bar and Grill

Highway 5 Corridor Study Meetings – None

Staff Meetings – 3/05/24, 3/12/24, 3/19/24, 3/26/24

Park Board Meetings – 3/11/24

EDA Meeting – 3/11/24

P & Z Meeting – 3/13/24

HPC Meeting – None

Lake Titloe Beautification – None

Library Board Meeting – 3/5/24

Chamber Board Meeting – 3/12/24

**Utility Billing:**

Utility Bills: Printed on the 1st day of the month: 939

Penalties and Late Notices: 109

Disconnects: Printed on 1st day of the month: 59

Shut Offs: 0

Process Receipt Batches for Utility Bills & Cash Receipts: 89

Dog License: 12

Special Events Permits: 1

Golf Cart/ATV Permits: 0

1st Qtr Certify Notice Letters Printed: 17

1st Qtr Number of Accounts Certified to the Tax Rolls: - 14

**Permits:**

Annexations: 0

Conditional Use Permits: 1

Lot Splits: 0

Right of Way (ROW) Permits: 2

Pollinator Gardens: 0

Plat-Re-Plat Permits: 1

Sign Permits: 0

Rezoning Permit: 1

Tax Parcel Combinations: 0

TIF: 0

Vacates: 0

Variance Permits: 0

Zoning Permits: 1

Building Permits: 17

**City Clerk, Deputy Clerk & UB Clerk:**

Processed Accounts Payable Checks: 76

Processed Bi-Weekly Payroll & Payroll Taxes and Payment: 2

Payroll Checks Printed: 39

Process Monthly Sales Tax and Payment: 1

Processed EFT Payments: 27

Invoices: 6

Gopher One Call Tickets: 15

Gathered information and preparation of Council meeting packets.
Assist with EDA and P & Z agenda packets.
Processed paperwork for all the permits, including Building, Zoning, CUP, Variances, Lot Splits, Tax Parcel Combinations, ROW's, Plat & Re-Plats, Signs, Annexations, Vacates, Rezoning, TIF's and Pollinator Gardens
Wait on customers & take payments.
Answer multitude of phone calls and address concerns.
Maintain City Website & Facebook page.
Complete monthly Newsletter.
Perform Maintenance on UB accounts.
Upload meter readings into UB.
Process UB Payments (daily)
Three times per week perform the following functions: Balance POS, Process all ACH Payment, process all EPAYS, Process all Webstores.
Import and Print receipts from the Utility Billing side into the Fund Accounting program.
Verify that all receipts have been recorded from RevTrak and UB.
Balance Bank Statement – Through January of 2024

**City Administrator:**

Attended Regular City Council meetings – 3/6 and 3/20/24

Attended Gaylord EDA Board meeting – 3/11/24

Attended Chamber Board meeting – 3/12/24

Attended Safety Committee meeting – 3/13/24

Attended Planning & Zoning Commission meeting – 3/13/24

Attended Lake Titloe Beautification Committee meeting – 3/19/24

Attended Fire Department Annual Banquet – 3/25/24

Attended County Administrators meeting – 3/28/24

Attended Rotary meetings – 3/6, 3/13, and 3/20

# March 2024 Monthly Report

## Public Works Department

1 new 3" trash pump purchased to replace 2 broken pumps

Ortho pumps replaced and injection points fixed (leaking) at water plant

Well #4 storage room cleaned out and reorganized

1 plowable snow event

Illuminated exit signs started installation at water plant (OHSA requirement)

Street sweeper being prepped with new brooms for spring street sweeping

South side of pavilion landscaped with rock and accent stones

Total Water pumped: 15,904,000 gallons

Total Wastewater: 7,672,710 gallons

# GAYLORD POLICE DEPARTMENT
## March 2024

| March 2024 | |
|---|---|
| **911 Hang Up** | 5 |
| Accident | 1 |
| Adult Protection | 2 |
| Animal | 5 |
| Apartment Check | 73 |
| Assault | 1 |
| Assist Other Agency | 29 |
| Burglary | 2 |
| Business Check | 43 |
| Child Endang./Protect. | 5 |
| City Ordinance | 12 |
| Civil Matter | 5 |
| DAR / DAS / CANC IPS | 1 |
| Domestic | 9 |
| Driving Complaint | 2 |
| DUI | 2 |
| Escort | 1 |
| Fire Call | 2 |
| Fleeing | 1 |
| Harassment Complaint | 1 |
| Informational Only | 9 |
| Medical Call | 24 |
| Missing Person | 1 |
| Motorist Assist | 2 |
| Noise Complaint | 3 |
| Obstruction | 2 |
| Open Container | 2 |
| Park Check | 35 |
| Parking Violation | 3 |
| Predatory Offender Info | 7 |
| Public Assist | 14 |
| Residence Watch | 30 |
| Scam | 1 |
| School Check | 27 |
| Suspicious Activity | 8 |
| Theft | 4 |
| Traffic Detail | 1 |
| Traffic Hazard | 1 |
| Traffic Stop | 90 |
| Trespass | 3 |
| Vehicle Lockout | 4 |
| Warrant Check / Arrest | 7 |
| Welfare Check | 7 |
| **Total** | 487 |

March 1st – An officer was called to a local business on a report of an attempted theft. An employee of the store caught a woman trying to shoplift. The employee had the woman leave prior to calling the police. The employee did not obtain a name or a license plate for law enforcement.

March 1st – An officer once again had to tell children to get off the ice on Lake Titlow as it was not safe to be playing on it with the warm temperatures and thin ice.

March 1st – An officer stopped a vehicle for equipment violations. While speaking with the driver the officer smelled a strong smell of burnt marijuana. The driver was not impaired but was cited for an open container of cannabis and obstructed license plates.

March 1st – Someone called the police because they could hear a man moaning and calling for help in a downtown parking lot. The officer located the male who was very intoxicated, confused, and not in good shape. The male was transported to detox for the remainder of the weekend.

# GAYLORD POLICE DEPARTMENT
## March 2024

March 2nd – An officer was called to a home for a verbal argument between father and adult daughter. The daughter did not live at the home and was removed from the area to keep the peace.

March 2nd – A male was arrested on an outstanding body only gross misdemeanor warrant out of Sibley County for violating his conditions of release.

March 2nd – An officer stopped a vehicle for loud exhaust. The driver had a revoked driver's license and was cited for driving after revocation.

March 3rd – A local resident reported that his lock had been cut off his storage unit and a generator was stolen. He did not have any suspects in mind and the owner of the storage units does not have surveillance cameras.

March 3rd – Officers were called to an apartment complex regarding a domestic disturbance. Upon arrival the officers were informed the involved parties had left. Officers checked back later in the evening when the parties were home, and both denied involvement in a disturbance. No one had any signs of injury.

March 3rd – A local resident called 911 from a gas station to report that his children were missing. He reported that he left them in the car to go into the gas station and when he came out the children were gone. When the officer arrived on scene the male remembered that he left his kids at home and never had the children with him at the gas station. The officer followed the male home and checked on the kids, who were just fine and with their mother.

March 3rd – Officers were called to the area of a local Church regarding a male that was screaming that his son had been raped. Officers located the male who ran from them and went into an apartment complex. Officers believed they located the correct apartment and looked in through the window and observed the male attempting to hide from them. The male ignored them and would not answer the officers. Officers made contact with his mother who advised he was having a mental health crisis. Officers spoke with the son and his mother who were in a different city and learned that they were fine and that he had not been assaulted.

March 3rd – Officers were called back to the same apartment two hours later on a report that the male was playing loud music and screaming. Officers responded and once again observed the male in the apartment who continued to ignore them. This time the officers observed a small caliber rifle propped up on the couch. The male inside the apartment was a convicted felon and was not to be in possession of firearms. Officers obtained a search warrant to go into the apartment, but soon learned the male inside had texted family members advising he would shoot the police if they entered his apartment. A lengthy "standoff" ensued over the next several hours where numerous unsuccessful attempts to speak with the male were made, including speaking with several of his family members and getting them to try and help as well. The "emergency crisis team" was contacted, and they refused to help. They advised

they wouldn't come out unless the weapon could be secured, and they also refused to call the male to speak with him.

Ultimately, it was decided to leave for the night as the male had gone into the bedroom a long time ago, the apartment was quiet, and the male never directly threatened anyone. I spent the next several days speaking with his mother and attempting to speak with him. I was finally able to make contact with the male and he informed me it was only a bb gun and allowed me into his apartment to check. The gun in question did turn out to only be a bb gun, and he is not prohibited from possessing it. We had a very long conversation about many things, and fortunately this event turned out peacefully.

March 4th – A mother called the police department as her six-year-old son did not return home after school. After some checking and searching, the child was located sleeping on the bus.

March 5th – A local resident was arrested at his apartment on an outstanding felony warrant out of Carver County for violating his conditions of release. The male was taken into custody without incident.

March 6th – A resident reported that his mini storage garage was broken into, and two depth finders were stolen. He said the lock was cut off the storage garage sometime over the last few days.

March 6th – An officer stopped a vehicle for several equipment violations. While speaking with the driver he noted a very strong odor of burnt marijuana. The officer located numerous items of drug paraphernalia and the driver also failed field sobriety tests. The driver was arrested on suspicion of DUI, where a search warrant was obtained, and a blood sample was taken.

March 8th – I met with all of the predatory offenders that live in Gaylord and completed updates on them. We currently have seven living in Gaylord, none of which are level 3. All are currently in compliance.

March 8th – A resident of a group home was having a mental health crisis and was becoming increasingly violent. The officer met with the resident who is non-verbal and ultimately signed a transport hold on the male. The ambulance transported the male to the hospital for a mental health evaluation.

March 11th – Officers were called to an apartment complex for a domestic disturbance. Both parties agreed that it was verbal only and were separated for the remainder of the night.

March 11th – An officer responded to a local business for a woman that was trespassing and refusing to leave. The woman still refused to leave even after the officer arrived on scene and told her that she had to leave. The officer began escorting the woman off of the property when she began fighting with the officer and bit his hand. The woman was arrested for numerous charges including assault against a peace officer.

# GAYLORD POLICE DEPARTMENT
## March 2024

March 11th – A woman was served with "potentially dangerous dog" paperwork after her Pitbull left her property and charged at her neighbor.

March 12th – Officers were called to a local residence regarding a domestic dispute between brothers. The argument was verbal only and one of the brother's agreed to leave for the night.

March 13th – Officers were called to a home regarding a domestic dispute between husband and wife. The argument was verbal in nature and the male agreed to leave.

March 14th – Officers were called to the same home regarding another domestic dispute between husband and wife. It was verbal only and they were separated for the remainder of the evening.

March 14th – A local resident was arrested on an outstanding Sibley County warrant for failure to appear. He was taken into custody without incident.

March 15th – Officers were called to a local motel for a male that was experiencing a mental health episode. The male was having issues and wanted to go to the hospital. He was transported via ambulance.

March 16th – Officers responded to a residence regarding a domestic dispute between husband and wife. The officers learned that it was verbal only and the male had already left prior to LE arrival.

March 17th – An officer stopped a vehicle for poor driving conduct, expired tabs, and an equipment violation. The officer noticed signs of impairment and had the driver perform field sobriety tests. The driver failed the tests and was arrested for 1st degree felony DUI for being under the influence of narcotics.

March 19th – An officer stopped a vehicle for loud exhaust and cited the driver for the offense.

March 22nd – An officer responded to a local business for a male that was screaming profanities and acting erratically. Upon arrival, the male refused to listen to the officer and attempted to run away from him. The officer caught the male and placed him into handcuffs. The male was heavily intoxicated and was brought to detox for the night. The male was also charged with disorderly conduct and obstructing legal process.

March 24th – An officer responded to a local business for a past action theft. A female suspect loaded a grocery cart with merchandise and left the store without paying. The officer conducted an investigation, located the correct female in a neighboring town, and got her to admit to the theft. She was issued a citation for the theft.

March 25th – One of the local vehicles that we frequently deal with for loud exhaust and other issues was pulled over and cited for speeding and expired registration.

# GAYLORD POLICE DEPARTMENT
## March 2024

March 25th – An officer stopped a vehicle for an equipment violation and poor driving conduct. The driver was cited for not having a valid driver's license.

March 26th – An officer responded to a local apartment for a suicidal teenaged female. The female was placed on a mental health transport hold and was taken to the hospital via ambulance.

March 30th – Officers were called to a local apartment complex regarding a domestic dispute. The male left prior to officer's arrival. The female reported that it was only verbal in nature and believed she would be fine for the remainder of the evening.

March 30th – Officers were called to a residence for a domestic disturbance between a boyfriend and girlfriend. It was verbal only and the female agreed to leave for the night.

*Chief Eichten*

# Gaylord Public Library Monthly Report March - 2023

(TdS – Traverse des Sioux)

# of items checked out – 1,545
E-books checked out - 23
Audio books checked out – 57
Patrons added – 7
Active Patrons - 158
Items added - 40
Holds Placed - 125
Wi-Fi sessions – 637
Public Computer uses - 91
Class room visits – 2
Community Room uses – 12

- March 1st attended online webinar – "Community Engagement in Rural Minnesota"
- March 5th attended city library board meeting
- March 14th attended TdS Directors' meeting
- March 21st attended TdS Board meeting virtually
- Applied for and received 4 grants through TdS for Spring Speakers Series happening in April

# 2024 BUILDING PERMIT REPORT

| DATE | PERMIT# | NAME | ADDRESS | PURPOSE | PERMIT FEE | PLAN CHECK FEE | PENALTY | SURCHARGE FEE | SITE INSPECTION | TOTAL | VALUE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/04/23 | GL24-001 | Douglas G. Solmonson | 210 8th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $25,586.60 |
| 01/12/24 | GL24-002 | Wolverine Meadows | 630Harvey Drive | replace 2 Boilers | $397.57 | $258.42 | $0.00 | $15.00 | $0.00 | $670.99 | $30,000.00 |
| 01/12/24 | GL24-003 | Rick Harbarth | 320 High Ave | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $11,200.00 |
| 01/25/24 | GL24-004 | Viviana Flores | 519 9th St | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $16,500.00 |
| 01/26/24 | GL24-005 | Rick and Tammy Pomplun | 315 Court Ave | Windows | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $6,000.00 |
| 01/31/24 | GL24-006 | Eric Sandberg | 308 Lincoln Ave E | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $17,000.00 |
| 02/08/24 | GL24-007 | Dietz Properties | 112 3rd Street | Commerial Alterations | $75.00 | $48.75 | $0.00 | $5.85 | $0.00 | $129.60 | $2,000.00 |
| 02/08/24 | GL24-008 | Dietz Properties | 112 3rd Street | Plumbing | $75.00 | $48.75 | $0.00 | $1.00 | $0.00 | $124.75 | $500.00 |
| 02/08/24 | GL24-009 | EJ's Bar & Grill | 450 Main Ave E | Commercial Repair of Wall | $75.00 | $48.75 | $0.00 | $1.50 | $0.00 | $125.25 | $3,000.00 |
| 02/14/24 | GL24-010 | Jerry's Home Quality Foods | 417 Main Ave | Commerial Alterations | $878.62 | $571.10 | $0.00 | $48.75 | $0.00 | $1,498.47 | $97,500.00 |
| 02/08/24 | GL24-011 | Jerry's Home Quality Foods | 417 MainAve | Plumbing | $75.00 | $48.75 | $0.00 | $1.50 | $0.00 | $125.25 | $3,000.00 |
| | GL24-012 | Fred Latzke | 301 Shoreview Lane | Heating | | | $0.00 | | $0.00 | | $76,000.00 |
| | GL24-013 | Fred Latzke | 301 Shoreview Lane | Plumbing | | | $0.00 | | $0.00 | | $31,850.00 |
| 02/09/24 | GL24-014 | Wallace Radoush | 511 1st St E | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $27,460.00 |
| 02/15/24 | GL24-015 | Rick Fredin | 230 Lincoln Ave E | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $14,000.00 |
| 02/16/24 | GL24-016 | Antonio Herrera | 314 2nd St. | Furnace | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $8,276.00 |
| 02/28/24 | GL24-017 | Jerry's Home Quality Foods | 417 Main Ave | Fire Suppression | $75.00 | $48.75 | $0.00 | $1.00 | $0.00 | $124.75 | $1,000.00 |
| | GL24-018 | City of Gaylord | 94 Industrial Ave S. | Furnace | | | | | | | $5,300.00 |
| 02/20/24 | GL24-019 | Andrew Swenson | 751 Woodland Drive | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $16,500.00 |
| 02/21/24 | GL24-020 | Brian Gardner | 115 4th St. S. | Service Door Replacement | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $3,958.00 |
| 02/27/24 | GL24-021 | Gail Estenson | 316 7th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $40,000.00 |
| 03/21/24 | GL24-022 | Red Brick Properties | 414 Manin Ave | Plumbing/Water Heaters | $75.00 | $48.75 | $0.00 | $1.00 | $0.00 | $124.75 | $2,000.00 |
| 02/22/24 | GL24-023 | Dale Breuer | 214 4th St. S. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $8,620.04 |
| 02/22/24 | GL24-024 | Dale Breuer | 214 4th St. S. | Siding | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $1,929.94 |
| 02/27/24 | GL24-025 | Josh Klein | 511 7th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $15,500.00 |
| 02/27/24 | GL24-026 | Micah Snyder | 620 6th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $18,715.00 |
| 03/04/24 | GL24-027 | Brandon Ische | 516 4th St | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $18,000.00 |
| 03/11/24 | GL24-028 | Autumn Glen LLC | 36 & 40 Jefferson Ave | Re-Roof, Siding & Windows | $1,584.85 | $1,030.15 | $0.00 | $118.50 | $0.00 | $2,733.50 | $237,000.00 |
| 03/04/24 | GL24-029 | Tom Mattfeld | 718 Hiagh Ave W. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $39,000.00 |
| 03/06/24 | GL24-030 | Nick & Bethany Iliff | 34 Court Ave | Plumbing | $87.52 | $0.00 | $87.52 | $2.00 | $0.00 | $177.04 | $4,000.00 |

# 2024 BUILDING PERMIT REPORT

| DATE | PERMIT# | NAME | ADDRESS | PURPOSE | PERMIT FEE | PLAN CHECK FEE | PENALTY | SURCHARGE FEE | SITE INSPECTION | TOTAL | VALUE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 03/18/24 | GL24-031 | Kendal & Lori Messner | 715 Main Ave | Windows & Bath Remodel | $228.64 | $148.62 | $0.00 | $7.60 | $0.00 | $384.86 | $15,121.00 |
| 03/18/24 | GL24-032 | Kendal & Lori Messner | 715 Main Ave | Plumbing | $264.58 | $171.98 | $0.00 | $7.60 | $0.00 | $443.61 | $12,034.00 |
| 03/07/24 | GL24-033 | Heather Zellman | 458 3rd St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $14,000.00 |
| 03/18/24 | GL24-034 | Dennis Eisenbraun | 109 Shoreview Lane | Water Heater | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $2,050.00 |
| 03/18/24 | GL24-035 | Jose Mendoza | 615 4th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $15,000.00 |
| 03/18/24 | GL24-036 | Jesus & Alma Mendoza | 415 7th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $15,000.00 |
| 03/18/24 | GL24-037 | Brett Wangsness | 316 9th St. | Re-Side | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $18,500.00 |
| 03/29/24 | GL24-038 | Michael Foods | 340 Tower Street | Demo Old Feed Mill | $894.37 | $581.34 | $0.00 | $50.00 | $0.00 | $1,525.71 | $100,000.00 |
| 03/19/24 | GL24-039 | Sharon Uecker | 910 Lincoln Ave | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $11,000.00 |
| 03/20/24 | GL24-040 | Rick Fredin | 230 Lincoln Ave E | Siding & Re-Roof | $120.00 | $0.00 | $0.00 | $2.00 | $0.00 | $122.00 | $15,000.00 |
| 03/27/24 | GL24-041 | Jason Kuhn | 918 Penn Ave | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $20,636.00 |
|  | GL24-042 | Rahael Miller | 332 Sibley Ave | Commercial Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $9,000.00 |
| 03/29/24 | GL24-043 | Jerry Gasow | 105 2nd St. E | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $16,000.00 |
| 03/29/24 | GL24-044 | Laurie May | 417 9th St. | Re-Roof, Re-Side | $120.00 | $0.00 | $0.00 | $2.00 | $0.00 | $122.00 | $37,000.00 |
| 04/05/24 | GL24-045 | Casey's | 119 9th St. | Plumbing | $75.00 | $48.75 | $75.00 | $1.00 | $0.00 | $199.75 | $900.00 |
| 04/08/24 | GL24-046 | First National Bank MN | 209 Main Ave | Siding | $149.26 | $97.02 | $0.00 | $4.45 | $0.00 | $250.73 | $8,900.00 |
| 04/02/24 | GL24-047 | Karl Klockman | 356 2nd St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $10,100.00 |
|  | GL24-048 | St. Paul's Lutheran Church | 513 Main Ave | Commercial Re-Roof |  |  |  |  |  |  | $22,000.00 |
| 04/04/24 | GL24-049 | Marvel Fredin | 1121 8th St. | Re-Roof, Re-Side | $120.00 | $0.00 | $0.00 | $2.00 | $0.00 | $122.00 | $25,000.00 |
| 04/04/24 | GL24-050 | Randy Wagner | 1118 10th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $16,830.00 |
| 04/04/24 | GL24-051 | Sheri Dalen | 1011 9th St | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $9,720.14 |
|  | GL24-052 | MK Capital (Paul Messner) | 920&910 Main Ave E. | Commercial Re-Roof |  |  | $0.00 |  | $0.00 |  | $186,000.00 |
| 04/05/24 | GL24-053 | Kerry Polzin | 713 8th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $17,500.00 |
| 04/05/24 | GL24-054 | Don Ruffing | 1013 Harvey Drive | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $21,000.00 |
| 04/05/24 | GL24-055 | Larry Friederichs | 818 Oxford Ave | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $17,000.00 |
| 04/05/24 | GL24-056 | Linda Zachow | 455 1st St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $14,000.00 |
| 04/05/24 | GL24-057 | Kory Klucking | 840 Woodland Dr. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $17,000.00 |
| 04/05/24 | GL24-058 | Curt/Tracy Hahn | 314 7th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $19,000.00 |
| 04/05/24 | GL24-059 | Harvey Meyer | 1014 9th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $17,000.00 |
| 04/05/24 | GL24-060 | Keith Anderson | 1117 Harvey Drive | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $32,000.00 |

# 2024 BUILDING PERMIT REPORT

| DATE | PERMIT# | NAME | ADDRESS | PURPOSE | PERMIT FEE | PLAN CHECK FEE | PENALTY | SURCHARGE FEE | SITE INSPECTION | TOTAL | VALUE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 04/05/24 | GL24-061 | Gail Armstrong | 622 Main Ave W. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $8,000.00 |
| | GL24-062 | City of Gaylord | 411 Veterans Drive | Commercial Re-Roof | | | | | | | $13,000.00 |
| | GL24-063 | Bartels Properties | 112 5th St. | Comercial Alterations | | | | | | | $20,000.00 |
| 04/09/24 | GL24-064 | Paul & Lisa Uecker | 1020 7th St. | Re-Roof | $60.00 | $0.00 | $0.00 | $1.00 | $0.00 | $61.00 | $22,000.00 |
| | GL24-065 | Lindeman Family Trust | 815 9th St. | Radon, Sump Pump Egress | | | | | | | $15,000.00 |

# AGREEMENT

This Agreement made and entered into this 21st day of February 2024 by and between the City of Gaylord, A Municipal Corporation of Sibley County, Minnesota, and the Township of Transit, a Municipal Corporation of Sibley County, Minnesota.

In consideration of the payment of the sum of $1020.00 ($85.00 per section X 12 sections) to the party of the first part by the second part, through its duly elected officers, the party of the first part agrees to provide ambulance service for the purpose of providing quick response to accidents, to sustain and prolong life through proper first aid measures and to transport the sick and injured to proper medical facilities, for the period beginning January 1, 2024, and ending December 31, 2024. The area in said Township to be served under and pursuant to the terms of this contract is defined as follows:

**PRIMARY AREA**: Sec. No. 1, 2, 11, 12, 13, 14, 23, 24, 25, 26, 35, and 36.

**SECONDARY AREA**: All portions of said Township not herein before specifically defined as the "Primary Area". Such secondary area to be served only on an emergency basis upon the call of the ambulance service of that municipality under contract to serve such area or portion of said Township or upon an emergency call when the ambulance service of the municipality under contract to serve such "Secondary Area" is not available to respond to a call in such "Secondary Area".

The party of the first part agrees to answer any ambulance calls for the purpose of providing quick response to accidents, to sustain and prolong life through proper medical facilities, which occur in the areas of said Township described above. No liability shall be incurred by the party of the first part for loss, damage or destruction of any property thereto resulting from responding and reacting to an emergency situation because of inability of the ambulance service of the party of the first part to respond to an emergency call because of loss or failure of ambulance function, adverse weather conditions, or because of said ambulance or emergency vehicle then being engaged in responding to a previous call for said service.

IN TESTIMONY WHEREOF, the contracting municipalities have caused this agreement to be executed by its authorized officials this 21st day of February 2024.

Township of Transit

By _____
Chairman

By _____
Clerk

City of Gaylord

By _____
Mayor

By _____
City Administrator

# AGREEMENT

This Agreement made and entered into this 21st day of February 2024 by and between the City of Gaylord, A Municipal Corporation of Sibley County, Minnesota, and the Township of Transit, Municipal Corporation of Sibley County, Minnesota.

In consideration of the payment of the sum of $3,900.00 ($325.00 per section X 12 sections) to the party of the first part by the second part, through its duly elected officers, the party of the first part agrees to provide fire fighting apparatus, equipment and manpower for the protection of buildings, structures, and their contents subject to the rules and regulations adopted by the fire department of the said party of the first part, which rules and regulations are made a part hereof by reference for the period beginning January 1, 2024, and ending December 31, 2024. The area in said Township to be served under and pursuant to the terms of this contract are defined as follows:

**PRIMARY AREA**: Sec. No. 1, 2, 11, 12, 13, 14, 23, 24, 25, 26, 35, 36

**SECONDARY AREA**: All portions of said Township not herein before specifically defined as the "Primary Area". Such secondary area to be served only on an emergency basis upon the call of the fire department of that municipality under contract to serve such area or portion of said Township or upon an emergency call when the fire fighting equipment of the municipality under contract to serve such "Secondary Area" is not available to respond to a call in such "Secondary Area".

The party of the first part agrees to answer any fire calls for the purpose of fighting fires which occur in the areas of said Township described above. No liability shall be incurred by the party of the first part for loss or destruction of any property by fire or for damage thereto resulting from smoke, water or explosion for any reason contributory of otherwise, and more particularly because of inability of the fire department of the party of the first part to respond to a fire call because of loss or failure of truck or apparatus, adverse weather conditions, or because of said truck or apparatus then being engaged in responding to a previous call for said service.

IN TESTIMONY WHEREOF, the contracting municipalities have caused this agreement to be executed by its authorized officials this 21st day of February 2024.

Township of Transit

By _____
Chairman

By _____
Clerk

City of Gaylord

By _____
Mayor

By _____
City Administrator

04/12/2024

THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD, MINNESOTA**
**REQUEST FOR COUNCIL ACTION**

Agenda Item Number: **7.A.** Meeting Date: **April 17, 2024**

Attachments: ☒ Yes ☐ No

| **Originating Department:** Administration | **Prepared By:** Steve Helget, City Administrator |
|---|---|
| **Topic: Public Hearing: Ordinance No. 365, An Ordinance Adding Chapter 132, Regulating the Firing or Use of Weapons** | **Action Requested:** To hold a public hearing on Ordinance No. 365. |

**Alignment with Values:**
The item relates to the following Strategic Values
Excellence and quality in the delivery of services.
Visionary Leadership and Planning

**Alignment with Goals:**
The item relates to the following Strategic Goals:
To continue to provide quality public service with limited resources

**Background/Justification:**

At the March 6th regular City Council meeting, the Council scheduled a public hearing for the purpose of considering adding Section132 to the City Code, regulating the firing or use of weapons within the city limits.

Enclosed is a copy of the proposed Ordinance No. 365.

**Fiscal Impact:**

**Alternatives:**

**Staff Recommendation:**

To hold the public hearing on Ordinance No. 365.

**Council Action:**

**Mayor Kratzke is to open the public hearing at 7:00 p.m. or soon thereafter.**

**Upon completion of the public hearing a motion should be made to close the hearing.**

**Attachments:**
- **Ordinance No. 365**

# CITY OF GAYLORD, MINNESOTA
# ORDINANCE NO. 365

## AN ORDINANCE ADDING CHAPTER 132, REGULATING THE FIRING OR USE OF WEAPONS

I. **THE CITY COUNCIL OF THE CITY OF GAYLORD, SIBLEY COUNTY, MINNESOTA HEREBY ORDAINS:**

II. **SECTION 132 IS HEREBY ADDED AND IS HEREBY ESTABLISHED AS FOLLOWS.**

132.01 - Definitions

"Person" means any natural individual, firm, partnership, trust, estate, club, association, or corporation. As applied to partnerships or associations, the word includes the partners or members thereof. As applied to corporations, it includes the officers, agents, or employees thereof who are responsible for the act referred to.

"Weapon" means any device designed as a weapon and capable of producing death, great bodily harm, or substantial bodily harm; or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death, great bodily harm, or substantial bodily harm, or the reasonable and immediate fear thereof.

132.02. – FIRING OR USE OF WEAPON

No person shall fire off, discharge or explode any weapon or use any weapon against another, or attempt to engage in any such conduct, except when done in the lawful self defense of person, property, home, or family, or in the necessary enforcement of law, or for trap, skeet, or target shooting on premises owned or controlled by any duly incorporated social organization, or any licensed range for the purpose of target practice, or when ordered by military or police authority.

For the purposes of this section, Whoever, with the intent to fire off, discharge or explode any weapon or use any weapon against another, does an act which is a substantial step toward, and more than preparation for, the completed crime is guilty of an attempt to engage in such conduct.

**First Reading:**

**MOTION BY:** Council member _____, and seconded by Council member ____ _____, to adopt the foregoing Ordinance No. 365.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**Second Reading:**

**MOTION BY:** Council member _____, and seconded by Council member _____, to adopt the foregoing Ordinance No. 365.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**III. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City Council on this _____ day of _____ 2024.

_____
Dawn Kratzke, Mayor

Attest:

_____
Steven Helget, City Administrator

(SEAL)

# CANCER CRUISE OF SIBLEY COUNTY

## SATURDAY, JUNE 1, 2024

# Benefiting Kim Schwich

### Held at the Arlington Event Center, 204 Shamrock Dr., Arlington MN

Kim Schwich was diagnosed with Leiomyosarcoma (LMS) with metastasis in her abdomen in 2022, which later spread to both lungs in 2023. LMS is a rare form of cancer that affects approximately six individuals per 1 million in the United States each year. Doctors are attempting to slow down the growth of Kim's cancer with chemo treatments. Kim has dedicated her entire life and career to serving others. She has worked for the Salvation Army for over 20 years, where she responded to various natural disasters, more notably, recovery efforts in Louisiana after Hurricane Katrina and in New York at Ground Zero after the 9/11 attacks. She is a member of St. Paul's Lutheran Church in Green Isle and a very active member of the Green Isle Lions Club. Due to her diagnosis, Kim can only work very limited hours each week. All funds raised will be used to pay for Kim's medical expenses.

## 10:00 AM

## CAR SHOW - VENDOR FAIR - BAKE SALE - FOOD ON SITE

For more information, contact us at (507) 964-5603 or cancercruise55307@gmail.com.
You can also find us on Facebook - Cancer Cruise of Sibley County, MN.

## 3:00 PM

## CAR CRUISE

Approximately 60 miles.

***ALL street legal vehicles welcome!***

**The Cancer Cruise of Sibley County, MN is organized by Community Giving Hope, a local 501(c)(3) non-profit organization. Our mission is to assist local community members who are dealing with a cancer diagnosis. Our goal is to GIVE HOPE to those in our community who need it the most. We pride ourselves on keeping locally raised funds LOCAL. We do not keep any administrative type of funds--100% of the proceeds raised goes to our recepients.**

THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD, MINNESOTA**
**REQUEST FOR COUNCIL ACTION**

Agenda Item Numbers: **10.A.** Meeting Date: **April 17, 2024**

Attachments: ☒ Yes ☐ No

| **Originating Department:** Administration | **Prepared By:** Steve Helget, City Administrator |
|---|---|
| **Topic: Ordinance No. 364, An Ordinance Amending Section 55.01 (L) of the City Code to allow additional Park Hours for Oak Tree Park Events** | **Action Requested:** To adopt Ordinance No. 364. |

**Alignment with Values:**
The item relates to the following Strategic Values
Excellence and quality in the delivery of services.
Visionary Leadership and Planning

**Alignment with Goals:**
The item relates to the following Strategic Goals:
To continue to provide quality public service with limited resources

At the April 3rd regular City Council meeting, the Council held a public hearing on Ordinance No. 364, An Ordinance Amending Section 55.01 (L) of the City Code to allow additional Park Hours for Oak Tree Park Events. At the April 3rd meeting, the Council also approved a motion adopting Ordinance No. 364.

Enclosed is Ordinance No. 364, extending the Park hours for City approved events at Oak Tree Park.

If the Council approves a motion to adopt Ordinance No. 364, this will be considered the second reading of said ordinance.

Enclosed is a summary of Ordinance No. 364 for publication purposes.

**Fiscal Impact:**

**Alternatives:**

**Staff Recommendation:**

To consider adopting Ordinance No. 364 and the summary publication.

**Council Action:**

**Motion to adopt Ordinance No. 364, An Ordinance Amending Section 55.01 (L) of the City Code to allow additional Park Hours for Oak Tree Park Events.**

**Motion to approve the summary of Ordinance No. 364 and its publication.**

**Attachments:**
- Ordinance No. 364
- Summary publication of Ordinance No. 364

# CITY OF GAYLORD, MINNESOTA
# ORDINANCE NO. 364

## AN ORIDIANCE AMENDING SECTION 55.01 (L) OF THE CITY CODE TO ALLOW ADDITIONAL PARK HOURS FOR OAK TREE PARK EVENTS

I. **THE CITY COUNCIL OF THE CITY OF GAYLORD, MINNESOTA HEREBY ORDAINS:**

II. **SECTION 55.01 (L) OF THE GAYLORD CITY CODE IS HEREBY AMENDED AS FOLLOWS.**

WHEREAS, the City has recently renovated that certain Oaks Lakeside Pavilion at Oak Tree Park; and

WHEREAS, the City will be renting out that certain Oaks Lakeside Pavilion at Oak Tree Park and desires to allow rental tenants the ability to utilize that space later than the current closing time of the Oak Tree Park.

NOW, THEREFORE, the City Council of the City of Gaylord, Sibley County, Minnesota, hereby ordains the following:

1. City Code Section 55.01(L) shall be amended to include the following:

**§ 55.01 PARK RULES.**

All individuals who enter and occupy city-owned park property within the city shall conform to the rules and regulations as set forth in this chapter:

(A) No motorized vehicles are allowed on the grass, including ATVs, snowmobiles and the like;

(B) No glass bottles, glass containers and any other form of glass beverage container shall be allowed without prior approval from the Police Chief;

(C) No writing, drawing, painting or defacing on city-owned park property;

(D) Speed limit maximum of 20 mph unless otherwise posted;

(E) No dumping of personal garbage or belongings in city-owned dumpsters;

(F) No loud music from personal devices or vehicles will be allowed. City-wide noise ordinance pertains to all city-owned property;

(G) No golfing allowed in any city-owned parks;

(H) All individuals who enter and occupy city-owned park property with pets shall clean up after the pets;

(I) All individuals who enter and occupy city-owned park property shall clean up after themselves;

(J) Picnic tables are not to leave any city-owned park;

(K) No overnight parking without prior approval from the Police Chief; and

(L) The parks shall be closed from 10:00 p.m. until 6:00 a.m. unless prior approval from the Police Chief is obtained or to attendees of a City approved event at Oak Tree Park.

**I. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

**FIRST READING:**

MOTION BY: Council member Uecker and seconded by Council member Muchow to adopt the foregoing Ordinance No. 364.

**ROLL CALL: Grochow, Kuphal, Muchow, Padilla, Uecker**

**AYES: Grochow, Muchow, Padilla, Uecker**

**NAYS: None**

**ABSTAIN: None**

**ABSENT: Kuphal**

**SECOND READING: Grochow, Kuphal, Muchow, Padilla, Uecker**

MOTION BY: Council member _____ and seconded by Council member _____ to adopt the foregoing Ordinance No. 364.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

II. **EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City Council on this ____ day of _____ 2024.

_____
Dawn Kratzke, Mayor

Attest:

_____
Steven Helget, City Administrator

( S E A L )

**City of Gaylord**
**Summary of Ordinance No. 364**
**An Ordinance Amending Section 55.01 (L) of the City Code to allow additional Park Hours for Oak Tree Park Events.**

**SECTION 55.01 (L) OF THE GAYLORD CITY CODE IS HEREBY AMENDED AS FOLLOWS.**

**§ 55.01 PARK RULES.**

All individuals who enter and occupy city-owned park property within the city shall conform to the rules and regulations as set forth in this chapter:

(L) The parks shall be closed from 10:00 p.m. until 6:00 a.m. unless prior approval from the Police Chief is obtained or to attendees of a City approved event at Oak Tree Park.

Effective Date: Ordinance No. 364 becomes effective upon its passage and publication according to law. Ordinance No. 364 was adopted by the Gaylord City Council on April 17, 2024.

A complete copy of Ordinance No. 364 is available for review at the Gaylord City Hall, 332 Main Avenue, Gaylord, Minnesota. Please contact the City at (507) 237-2338 with any questions.

04/12/2024

THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD, MINNESOTA**
**REQUEST FOR COUNCIL ACTION**

Agenda Item Number: **11.A.** Meeting Date: **April 17, 2024**

Attachments: ☒ Yes ☐ No

| **Originating Department:** Administration | **Prepared By:** Steve Helget, City Administrator |
|---|---|
| **Topic: Ordinance No. 365, An Ordinance Adding Chapter 132, Regulating the Firing or Use of Weapons** | **Action Requested:** To review and consider adopting Ordinance No. 365. |

**Alignment with Values:**
The item relates to the following Strategic Values
Excellence and quality in the delivery of services.
Visionary Leadership and Planning

**Alignment with Goals:**
The item relates to the following Strategic Goals:
To continue to provide quality public service with limited resources

**Background/Justification:**

Following the public hearing, proposed is the City Council consider whether to adopt Ordinance No. 365.

Enclosed is Ordinance No. 365, adding Section 132 to the City Code, regulating the firing or use of weapons within the city limits.

If the Council approves a motion to adopt Ordinance No. 365, this will be considered the first reading of said ordinance.

**Fiscal Impact:**

**Alternatives:**

**Staff Recommendation:**

To consider adopting Ordinance No. 365.

**Council Action:**

**Motion to adopt Ordinance No. 365, An Ordinance Adding Chapter 132, Regulating the Firing or Use of Weapons**

**Attachments:**
- **Ordinance No. 365**

# CITY OF GAYLORD, MINNESOTA
# ORDINANCE NO. 365

## AN ORDINANCE ADDING CHAPTER 132, REGULATING THE FIRING OR USE OF WEAPONS

I. **THE CITY COUNCIL OF THE CITY OF GAYLORD, SIBLEY COUNTY, MINNESOTA HEREBY ORDAINS:**

II. **SECTION 132 IS HEREBY ADDED AND IS HEREBY ESTABLISHED AS FOLLOWS.**

132.01 - Definitions

"Person" means any natural individual, firm, partnership, trust, estate, club, association, or corporation. As applied to partnerships or associations, the word includes the partners or members thereof. As applied to corporations, it includes the officers, agents, or employees thereof who are responsible for the act referred to.

"Weapon" means any device designed as a weapon and capable of producing death, great bodily harm, or substantial bodily harm; or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death, great bodily harm, or substantial bodily harm, or the reasonable and immediate fear thereof.

132.02. – FIRING OR USE OF WEAPON

No person shall fire off, discharge or explode any weapon or use any weapon against another, or attempt to engage in any such conduct, except when done in the lawful self defense of person, property, home, or family, or in the necessary enforcement of law, or for trap, skeet, or target shooting on premises owned or controlled by any duly incorporated social organization, or any licensed range for the purpose of target practice, or when ordered by military or police authority.

For the purposes of this section, Whoever, with the intent to fire off, discharge or explode any weapon or use any weapon against another, does an act which is a substantial step toward, and more than preparation for, the completed crime is guilty of an attempt to engage in such conduct.

**First Reading:**

**MOTION BY:** Council member _____, and seconded by Council member _____, to adopt the foregoing Ordinance No. 365.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**Second Reading:**

**MOTION BY:** Council member _____, and seconded by Council member ____ ___, to adopt the foregoing Ordinance No. 365.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**III. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City Council on this _____ day of _____ 2024.

_____
Dawn Kratzke, Mayor

Attest:

_____
Steven Helget, City Administrator

(SEAL)

04/12/2024

THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD, MINNESOTA**
**REQUEST FOR COUNCIL ACTION**

Agenda Item Numbers: **11.B.** Meeting Date: **April 17, 2024**

Attachments: ☒ Yes ☐ No

| **Originating Department:** Administration | **Prepared By:** Steve Helget, City Administrator |
|---|---|
| **Topic: Resolution No. 2024-18, MN Housing Workforce Housing Development Program Grant Local Match** | **Action Requested:** To review and approve Resolution No. 2024-18. |

**Alignment with Values:**
The item relates to the following Strategic Values
Excellence and quality in the delivery of services.
Visionary Leadership and Planning

**Alignment with Goals:**
The item relates to the following Strategic Goals:
To continue to provide quality public service with limited resources

In respect to the Workforce Housing Development Program grant that the City Council has agreed to apply for Duval Companies, LLC multi-family housing project, Minnesota Housing requires the enclosed Resolution No. 2024-18 be approved and a signed copy be included in the grant application.

**Fiscal Impact:**

**Alternatives:**

**Staff Recommendation:**

To consider approving Resolution No. 2024-18.

**Council Action:**

**Motion to approve Resolution No. 2024-18, Minnesota Housing Workforce Housing Development Program Grant Local Match**

**Attachments:**
- Resolution No. 2024-18

# RESOLUTION NO. 2024-18

## MINNESOTA HOUSING
## WORKFORCE HOUSING DEVELOPMENT PROGRAM GRANT
## LOCAL MATCH

**CERTIFIED COPY OF RESOLUTION NO. 2024-18 ADOPTED BY THE GAYLORD CITY COUNCIL**

**I, LORI DOERING, DO HEREBY CERTIFY**, that I am the duly appointed keeper of the official minutes of the Gaylord City Council, a Minnesota Municipality, and the following is a true and accurate copy of Resolution No. 2024-18 duly adopted by the Gaylord City Council on April 17, 2024. A quorum was present for the transaction of business and such meeting was called in compliance with all applicable laws and any other requirements of the City of Gaylord. Such resolution doES not conflict with any laws of the City of Gaylord nor has such resolution been in any way altered, amended or repealed and is in full force and effect, unrevoked and unrescinded as of this day, and has been entered upon the regular City Council Minute Book of the City of Gaylord, as of the aforementioned date, and that the members of the City Council of the City of Gaylord have, and at the time of adoption of such resolution, had full power and lawful authority to adopt such resolutions and to confer the powers hereby granted to the officer(s) therein named who have full power and lawful authority to exercise the same.

WHEREAS, the City of Gaylord is submitting an application for the 191 Melro Street Project pursuant to the Workforce Housing Development Program in order to obtain funding from the Minnesota Housing Finance Agency; and

WHEREAS, on this 17th day of April, 2024, there has been presented to the Gaylord City Council a proposal for the City of Gaylord, upon selection by Minnesota Housing, to enter into a Grant Contract/Funding Agreement pursuant to the Program in order to obtain funding from Minnesota Housing.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Gaylord, Sibley County, Minnesota, that the City of Gaylord is authorized to enter into a Grant Contract/Funding Agreement, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed $500,000.

BE IT FURTHER RESOLVED, that the city of Gaylord is an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2, has the legal authority to apply for financial assistance, and has the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life.

BE IT FURTHER RESOLVED, that the City of Gaylord certifies that it will use the Grant for qualified expenditures for the Project to serve employees of the business located in the city of Gaylord or surrounding area.

BE IT FURTHER RESOLVED, that the Grant will be matched by the City of Gaylord, Sibley County, and Duval Companies, LLC with at least $1 for every $2 provided.

BE IT FURTHER RESOLVED, that the City of Gaylord certifies that the average vacancy rate for rental housing located in Gaylord, and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period.

BE IT FURTHER RESOLVED, that the Grant will not exceed 25 percent of the Project costs.

BE IT FURTHER RESOLVED, that Mayor and City Administrator, or their successors in office, are hereby authorized to execute the Grant Contract/Funding Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of the City of Gaylord.

BE IT FURTHER RESOLVED, that Minnesota Housing is authorized to rely on the continuing force and effect of this resolution until receipt by the Commissioner of Minnesota Housing at its principle office of notice in writing from the City of Gaylord of any amendment or alteration of such resolution.

**MOTION MADE BY:** Council member _____, and seconded by Council member _____, to approve the foregoing Resolution No. 2024-18.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

Adopted by the Gaylord City Council this 17th day of April 2024.

_____
Dawn Kratzke, Mayor

Attest:

_____
Steven Helget, City Administrator

(SEAL)

04/12/2024

THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD, MINNESOTA**
**REQUEST FOR COUNCIL ACTION**

Agenda Item Numbers: **11.C.** Meeting Date: **April 17, 2024**

Attachments: ☐ Yes ☒ No

| **Originating Department:** Administration | **Prepared By:** Steve Helget, City Administrator |
|---|---|
| **Topic: Designate Oaks Lakeside Pavilion 2024 On-Sale Liquor License Holder** | **Action Requested:** To consider designating EJ's Bar & Grill as the on-sale liquor license holder for 2024 Pavilion events. |

**Alignment with Values:**
The item relates to the following Strategic Values
Excellence and quality in the delivery of services.
Visionary Leadership and Planning

**Alignment with Goals:**
The item relates to the following Strategic Goals:
To continue to provide quality public service with limited resources

In accordance with the Oaks Lakeside Pavilion Rental Agreement, for events with 50 or more attendees or wedding events, the renter must utilize the City's designated on-sale intoxicating liquor license holder. Proposed is designate EJ's Bar & Grill as the City's 2024 license holder.

**Fiscal Impact:**

**Alternatives:**

**Staff Recommendation:**

To designate EJ's Bar & Grill as the on-sale liquor license holder for 2024 Pavilion events.

**Council Action:**

**Motion to designate EJ's Bar & Grill as the Oaks Lakeside Pavilion 2024 On-Sale Liquor License Holder.**

**Attachments:**
- None

THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD, MINNESOTA**
**REQUEST FOR COUNCIL ACTION**

Agenda Item Number: **11.D.** Meeting Date: **April 17, 2024**

Attachments: ☒ Yes ☐ No

| **Originating Department:** Administration / City Attorney | **Prepared By:** Steve Helget, City Administrator |
|---|---|
| **Topic: RS Fiber Franchise Agreement - PEG Capital Support** | **Action Requested:** To review the RS Fiber Franchise Agreement PEG Capital Support requirements and recent payment made by RS Fiber. |

**Alignment with Values:**
The item relates to the following Strategic Values
Excellence and quality in the delivery of services.
Visionary Leadership and Planning

**Alignment with Goals:**
The item relates to the following Strategic Goals:
To continue to provide quality public service with limited resources

**Background/Justification:**

In 2015 the City Council granted a Franchise (Ordinance No. 322) to RS Fiber to construct, operate, and maintain a cable system in the city of Gaylord. One of the provisions of the Franchise Agreement is RS Fiber is to make a one-time $7,500 payment to the AGGW Cable Commission for Public, Educational, Government (PEG) Access. The City is to utilize the monies for capital expenses related to providing cable access to the citizens of Gaylord. An example of a capital expense would be the equipment purchased in 2023 for recording and airing City Council meetings.

Currently the Cities of Gaylord, Gibbon, and Winthrop make up the AGGW Cable Commission. Each City has its own independent Franchise Agreement with RS Fiber. The Cities of Gibbon and Winthrop have the exact same PEG capital support language in their respective RS Fiber Franchise Agreements as Gaylord's.

According to the enclosed RS Fiber letter, its recent $7,500 payment to the AGGW Cable Commission represents its payment for PEG capital support for all three cities.

Proposed is to discuss whether to accept RS Fiber's payment of $7,500 as satisfaction for Gaylord's PEG capital support.

Enclosed is a memorandum from Mark Ostlund, City Attorney, addressing the RS Fiber PEG capital support payment.

**Fiscal Impact:**

**Alternatives:**

**Staff Recommendation:**
To discuss the RS Fiber PEG capital support requirement and recent payment to the AGGW Cable Commission.

**Council Action:**

**No motion suggested.**

**Attachments:**
- Mark Ostlund, City Attorney, Memorandum
- RS Fiber Cooperative letter

# HUEMOELLER, GONTAREK & CHESKIS, PLC

ATTORNEYS AT LAW
16670 FRANKLIN TRAIL
P.O. BOX 67
PRIOR LAKE, MINNESOTA 55372
(952) 447-2131 (Office)
(952) 447-5628 (Fax)
Email: mag@priorlakelaw.com

**ANTON CHESKIS**
**ALLISON J. GONTAREK***
**MATTHEW GOSPODAREK**
**BRYCE D. HUEMOELLER**
**MARK W. OSTLUND**

*Licensed in Minnesota and Wisconsin


# MEMORANDUM

TO: Steve Helget, City Administrator

FROM: Mark Ostlund, City Attorney;

DATE: April 11, 2024

RE: RS Fiber Payment

This memorandum is being provided in response to your questions regarding the RS Fiber Agreement and the PEG capital support referenced therein. On or about March 22, 2024, RS Fiber provided the City with a certain letter informing the City that RS Fiber will only be making one single payment of $7,500 to the commission on behalf of all three cities in the AGGW Commission.

Under Section 6(4)(a), the Franchise ordinance states the following language:

> "Capital Support. Upon Effective Date of this Franchise, Grantee shall pay to the Commission, *as City's* initial PEG access designee, the sum of Seven Thousand Five Hundred Dollars ($7,500) in order to purchase equipment related to PEG access programming and other capital expenses related to the provision of PEG access. Grantee shall not itemize or pass through said amount to Subscribers."

The City's position has been that RS Fiber is required to pay $7,500 to the Commission solely for the benefit of the City of Gaylord. RS Fiber has not specifically conceded that the referenced $7,500 payment is pursuant to the specific obligation under Gaylord's franchise agreement.

Here is my recommendation:

1) Inquire with the Commission regarding its position on how this $7,500 should be allocated.
2) If the Commission denies the City's request for a $7,500 distribution, then a demand letter should be provided to RS Fiber that it clarify with the Commission that the referenced $7,500 payment is specifically for the benefit of the City of Gaylord.
3) If options 1 and 2 are unproductive, my recommendation would be to commence with the process of collecting the City's $7,500 from RS Fiber's bond (Section (8)(1)) or letter of credit (Section (8)(3))

RSFIBER COOPERATIVE

Dear Members of the AGGW Cable Commission,

I hope this letter finds you well. We are writing in response to the demand letter we received regarding the capital fee for our franchise agreement with the AGGW Cable Commission.

After a thorough review of the franchise agreements and considering the verbiage, the board has determined that it will be remitting a one-time capital payment of $7,500 total.

a. Capital Support Upon the Effective Date of this Franchise, Grantee shall pay to the Commission, as City's initial PEG access designee, the sum of Seven Thousand Five Hundred Dollars ($7,500.00) in order to purchase equipment related to PEG access programming and other capital expenses related to the provision of PEG access. Grantee shall not itemize or pass through said amount to Subscribers.

The board understands that the commission recently upgraded some equipment, however all the towns within the AGGW that are RS Fiber Communities all share the same set of PEG channels. We understand that this amount aligns with what Mediacom paid for their franchise agreement(s) with the Commission.

Please let us know if you have any further questions regarding this matter.

Thank you,

On Behalf of RS Fiber Board of Directors and Management Staff

04/12/2024

THE HUB OF SIBLEY COUNTY
GAYLORD

**CITY OF GAYLORD, MINNESOTA**
**REQUEST FOR COUNCIL ACTION**

Agenda Item Number: **11.E.** Meeting Date: **April 17, 2024**

Attachments: ☒ Yes ☐ No

| **Originating Department:** Administration | **Prepared By:** Steve Helget, City Administrator |
|---|---|
| **Topic: Small Business Week Proclamation** | **Action Requested:** Motion to approve Small Business Week Proclamation |

**Alignment with Values:**
The item relates to the following Strategic Values
Excellence and quality in the delivery of services.
Visionary Leadership and Planning

**Alignment with Goals:**
The item relates to the following Strategic Goals:
To continue to provide quality public service with limited resources

**Background/Justification:**

Proposed is to recognize Gaylord's small businesses by proclaiming the week of April 28 to May 4, 2024 as Small Business Week. Enclosed is a Proclamation establishing such.

The Gaylord Economic Development Authority and the Gaylord Area Chamber Commerce will sponsor a breakfast event at Wakefield Pork on April 30th commemorating Small Business Week.

**Fiscal Impact:**

**Alternatives:**

**Staff Recommendation:**
To approve Small Business Week Proclamation

**Council Action:**

**Motion to approve the City of Gaylord Small Business Week Proclamation.**

**Attachments:**
- City of Gaylord Small Business Week Proclamation

THE HUB OF SIBLEY COUNTY
GAYLORD

# CITY OF GAYLORD
# SMALL BUSINESS WEEK
# PROCLAMATION

**WHEREAS:** *the City of Gaylord recognizes and values the dedication and entrepreneurial spirit within our community; and*

**WHEREAS:** *there are over 100 small businesses within the city of Gaylord; and*

**WHEREAS:** *more than half of Americans either own or work for a small business, and create about two out of every three new jobs in the U.S. each year; and*

**WHEREAS:** *the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other governmental agencies; and*

**WHEREAS:** *the City of Gaylord supports and joins in this national effort to help America's small businesses do what they do best, create jobs, and ensure our communities remain as vibrant tomorrow as they are today.*

***NOW, THEREFORE,*** *I, Dawn Kratzke, Mayor, along with City Council members Lynn Grochow, Scott Kuphal, Chad Muchow, Tony Padilla, and Jessica Uecker do hereby proclaim the week of April 28 to May 4, 2024 shall be observed as* ***GAYLORD SMALL BUSINESS WEEK.***

*Adopted by the Gaylord City Council this 17th day of April 2024.*

_____

*Dawn Kratzke, Mayor*