THE HUB OF SIBLEY COUNTY

GAYLORD

CITY OF GAYLORD
SPECIAL CITY COUNCIL MEETING AGENDA
Wednesday, February 25, 2026
5:30 P.M.

1. **Call Meeting to Order**

2. **Pledge of Allegiance**

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

4. **Consider 02-25-26 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. None

   6.B. Accounts Payable

   6.B.i. None

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

   6.C.i. None

6.D. Other

6.D.i. None

7. Public Hearings – 7:00 PM

7.A. None

8. Communications, Requests, and Petitions

8.A. None

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 – Mark Anderson, Ambulance Director, and Sara Burton, RMC Paramedic Director

9.E.i. Ridgeview Ambulance Service P4

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. None

11. New Business

11.A. None

12. Other

12.A. None

13. Closing Comments

- Council –
- Staff -

14. Closed Meeting

14.A. None

15. Upcoming Meetings and Events

15.A. Tuesday March 3rd - 5:15 – Gaylord Library Board Meeting @ City Hall
15.B. Tuesday March 3rd - 5:30 – Lake Titlow Beautification Meeting @ City Hall
15.C. Wednesday, March 4th – 6:30 – Council Meeting, @ City Hall CANCELLED
15.D. Monday, March 9th – 5:30 – EDA Board meeting @ City Hall
15.E. Monday, March 9th – 6:30 – Park & Recreation Meeting @ Library
15.F. Tuesday, March 10th – 6:00 – Ambulance Meeting @ EMS
15.G. Wednesday, March 11th – 5:30 – P & Z Commission Meeting @ City Hall
15.H. Tuesday, March 17th – 10:30 – FYSC Board Meeting, @ FYSC
15.I. Wednesday, March 18th – 5:30 – Personnel Committee Meeting @ City Hall
15.J. Wednesday, March 18th – 6:30 – Council Meeting @ City Hall
15.K. Monday, March 30th – 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, MINNESOTA
REQUEST FOR COUNCIL ACTION

Agenda Item Number: **9.E** Meeting Date: **February 25, 2026**

Attachments: ☒ Yes ☐ No

Originating Department: Administration	**Prepared By:** Steve Helget, City Administrator
Topic: Schedule Special City Council Meeting – Ridgeview Ambulance Service	**Action Requested:** To hold a Work Session with representatives of Ridgeview Ambulance Service.

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:

Mark Anderson and Sara Burton will be present representing Ridgeview Ambulance Service. Proposed is to discuss the following:

1. Proposed Service Area Coverage Agreement with the City of Arlington and status update of their ambulance service
2. Bayside Manor calls
3. Lift assists
4. Remount of 2008 ambulance rig.

Fiscal Impact:

Alternatives:

Staff Recommendation:

To hold work session with Ridgeview Ambulance Service representatives.

Council Action:

No action.

Attachments:

- Arlington Service Area Coverage Agreement

Service Area Coverage Agreement Between

ARLINGTON AREA AMBULANCE & RIDGEVIEW AMBULANCE SERVICE

THIS AGREEMENT is made and entered into between the Parties, governmental subdivisions of the State of Minnesota, pursuant to authority granted to them by Minnesota Statutes, Section 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties. In consideration of the mutual promises and Agreements contained herein, and subject to the provisions of Minnesota Statutes, section 471.59, the Parties agree to the following:

A. PURPOSE

a. The purpose of this agreement is to identify and record the willingness of the above listed Parties to mutually assist each other during periods of scheduling difficulties when one of the services signatories to this agreement is unable to staff a legal crew configured to adhere to Minnesota Statute 144E.

B. SERVICE FEES

a. Parties agree and understand that any coverage provided by one service for the other's primary service area under this agreement will be offered at no cost to the other party and will remain in place until each party gives appropriate notice.
b. Each Party agrees to be responsible for billing directly those patients for whom they provide services.
c. It shall be the responsibility of the transporting Party to collect reimbursement for patient transport services rendered.

C. LIABILITY COVERAGE/WORKERS COMPENSATION/DAMAGE TO EQUIPMENT

a. Each Party agrees to provide and maintain its own appropriate liability, auto, workers compensations, and professional insurance.
b. For the purposes of the Minnesota Municipal Tort Liability Act (MN Statute 466), the employees and officers of the responding party are deemed to be employees (as defined in MN Statute 466.01, subdivision 6) of the requesting party.
c. The requesting party agrees to defend and indemnify the responding party against any claims brought or actions filed against the responding party or any officer, employee, or volunteer of the responding party for injury to, death of, or damage to the property of any third request for assistance by the requesting party pursuant to this agreement.
d. No party to this agreement nor any officer of any party shall be liable to any other party or to any other person for failure of any party to furnish assistance to any other party.
e. Each Participating Party agrees to promptly notify the other Participating Parties if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other Participating Parties, and arising out of acts or omissions related to this Agreement.
f. For workers compensation purposes, each Participating Party shall be responsible for injuries or death of its own employees to the extent required by law. Each Participating Party will maintain workers' compensation insurance or self-insurance coverage, covering its own employees while they are providing assistance pursuant to this Agreement.

g. Each Participating Party, to the extent a party is at fault, shall be responsible for damage to or loss of its equipment while acting within the scope of this Agreement

D. COMMUNICATIONS

a. Communications between Ambulances and their Communication Center(s) will take place on their customary dispatch channels.
b. It is the intent of this agreement that both services will provide the same type of reciprocal service area coverage to each other whenever possible.

E. COVERAGE PROCESS

a. If one service identifies a gap in the duty schedule, the service needing coverage will contact the other service in this agreement 48 hours prior to the day when coverage is needed.
b. In the event 48 hours prior to the need for coverage is on a weekend or holiday, the notification will be made on the preceding business day by end of business hours.
c. Notification will be made via email, text message, phone call or Microsoft Teams.
d. Notification will be sent to the designated person of the service being requested for coverage at an address agreeable to both services.
e. A response will be required to verify the service being requested for coverage can indeed facilitate this request.
f. Copies of these communications shall be retained for verification of this coverage.

F. SERVICE AREA COVERAGE

a. Services will assure maps of service areas are readily available for all service areas covered under this agreement.
b. Services understand coverage is restricted to MN Statute 144E.101, Subd 12 (b).
c. Notification of coverage will be made to the respective County Public Safety Answering Point (PSAP), or the agency responsible for dispatching both services signatory to this agreement.
d. Notification will be made by the service requesting the service area coverage.
e. Notification will be made to crew members of both services' signatory to this agreement.
f. This notification will be made by the designated person(s) from each service.
g. 24 hours prior to coverage need, if the service requesting coverage becomes available to cover hours requested and the covering service has been notified, the coverage by the second service will be discontinued.

G. EMERGENCY SERVICES REGULATORY BOARD

a. The requesting agency must identify on their call schedule when the responding agency is providing service area coverage.
b. A copy of this agreement and any updates shall be filed with the Emergency Services Regulatory Board as required in M.S. 144E.101, Subd 12 (b).

H. TERM OF AGREEMENT

a. This Agreement will commence upon approval of the Participating Parties and the signature of the official with authority to bind the Party.
b. If either Party wishes to terminate this agreement, with or without cause, they must provide 30 day written notice to the other party.
c. The terms of Article C and I shall survive the expiration, termination or withdrawal from this Agreement.

I. DATA PRIVACY

a. Each Party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

J. COMPLIANCE

a. Participating Parties shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances in force or hereafter enacted.

K. EXECUTION

a. Each Party hereto has read, agreed to and executed this Agreement on the date indicated.

L. CONTRACT ADMINISTRATION

a. In order to coordinate the services so as to accomplish the purposes of this Agreement, each Participating Party's Ambulance Manager, or equivalent counterpart, shall be the contact person for each Participating Party under this Agreement. A Participating Party may designate someone other than the Ambulance Manager, or equivalent, as the contact person by providing written notice to all other Participating Parties.

_____ _____

Ambulance Manager – Arlington Area Ambulance Date

_____ _____

Arlington City Administrator Date

12/3/25

Director – Ridgeview Ambulance Date

_____ _____

Gaylord City Administrator Date