



**CITY OF GAYLORD**  
**REGULAR CITY COUNCIL MEETING AGENDA**  
Wednesday, April 1, 2015  
6:30 P.M., City Hall

**Members Present:** Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Muchow and Uecker.  
**Members Absent:** None  
**Staff Present:** Don Lannoye, Schauer Law Office; Kevin McCann, City Administrator; Ty Reimers, City Services Manager; Tom Webster, Ambulance President and Lori Doering, Secretary/Billing Clerk.  
**Visitors Present:** Joe Deis, Gaylord Hub; Angie Nelson, Sibley County Assessor's Office and Randy Walsh, Baseball Association.

**1. Call Meeting to Order**

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

**2. Pledge of Allegiance**

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

**3. Consider 04-01-15 Agenda**

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE FEBRUARY 1, 2015 AGENDA, WITH NO CHANGES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**4. Comments, Updates, Concerns**

**4.A.** Citizens – None

**4.B.** Council Members – Mayor Boeder wanted to remind everyone how important the detour routes will be with the upcoming construction. He wanted to remind drivers to watch for pedestrians and for pedestrians to watch for cars, the Mayor had a close call this weekend where someone stepped out into the crosswalk and did not make eye contact with his vehicle.

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**5. \* Consent Agenda**

McCann stated there would be an addition to the consent agenda of Cindy Devries as the Assistant Library Director, with a pay increase of \$.50 per hour.

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

**5.A. Minutes**

5.A.i. Minutes from March 18, 2015

**5.B. Accounts Payable**

**5.C. Resolutions and Ordinances**

5.C.i. None

- 5.D.**            Reports of Officers, Boards, and Commissions
- 5.D.i.            AGGW Cable Commission – Minutes from January 28, 2015

- 5.E.**            Other
  - 5.E.i.            Approve Revised Job Description: GAAC Aquatics Supervisor
  - 5.E.ii.           Exempt Gambling Permit for the Sibley County Pheasants Forever Raffle on 10/7/15
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**6.    Public Hearings – 7:00 PM**

- 6.A.            None

**7.    Communications, Requests, and Petitions**

- 7.A.            FYSC April Newsletter
- 7.B.            Mediacom Channel Change
- 7.C.            Northland Securities Letter

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

- 8.A.**            Ambulance Department – Tom Webster, Ambulance President

- 8.A.i.            Quarterly Update

Webster stated they have had 97 calls so far this year and are on pace to have more than 300 runs again. The City of Comfrey will be coming to Gaylord soon to look at our old rig. They will receive the rig and one collapsible cot. Webster discussed briefly the proposed “Chaser Rig” concept. He stated the County would have to kick in between two to three hundred thousand dollars and it did not sound like they were willing to do that. Our Medical Director also did not see the need, as we are so close to two different hospitals. Webster informed council that Braun will be coming on April 6<sup>th</sup>, 2015 to discuss a quote for the new ambulance rig. They will be bringing a rig that has no graphics on for viewing. They also mailed the specs of their last rig to another company and are waiting to hear from them. Once they have both quotes, they will bring their recommendation to council for approval.

- 8.A.ii.            Ambulance Member Pay Increase

Webster discussed with council the proposed pay increases for the Ambulance Department and the Retention Program. McCann asked how the department came up with the figures they were proposing. Webster stated they checked with Arlington and Winthrop and also did some checking when they recently attended the EMS Convention. McCann stated the increases have been budgeted for, but questioned Lannoye if they were able to use the term “bonus”, Lannoye stated they should use the term longevity pay instead. There are six current members who will have twenty years in and will likely retire soon. It was suggested to put an ad on the city website and on Facebook, advertising for more volunteers to join the Ambulance Department.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE AMBULANCE PAY INCREASES WITH THE CHANGE OF THE TERM BONUS TO LONGEVITY PAY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.B.**            Sibley County Assessor’s Office Update – Angela Nelson, Sibley County Senior Appraiser

Nelson discussed with council the value increases from payables in 2013 to 2014. There was a 25% increase for 2015, which put their ratios from 64.1 to 80.1 after the 25% increase. The Department of Revenue said it was still not high enough, so they raised us 5% on buildings. So going forward for 2015 they raised the City of Gaylord 10%, bringing the ratio to 87.19. We have to be between that 90 to 105% range so we will not get a mandated increase from the State again this year. The sales ratio for 2016 is 112% so we could see a little bit of a decline for next year, depending on how sales do the rest of this year. The Local Board of Appeals is set for April 23, 2015 from 3:00 to 8:00 p.m. She said the School Bond was on the 2015 tax statements, which was the main reason the taxes were so high.

**8.C. Administration Department – Kevin McCann, City Administrator**

**8.C.i. Consider Placement of Ty Reimers as Fulltime Employee and Consider Pay Increase**

McCann explained to council that he conducted a six month review and deemed everything to be satisfactory. He is recommending Ty be removed from probation, and placed to full time status with the City of Gaylord. There is typically a pay increase associated with this and is recommending the pay increase as well.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE MOVING TY REIMERS FROM PROBATIONAY STATUS TO FULL TIME STATUS, WITH THE PAY ADJUSTMENT AS STATED. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**8.C.ii. Update Regarding Fiber Project – Set new Public Hearing for April 15<sup>th</sup>**

McCann informed council of the new requirement to hold another public hearing on the Fiber Project. The bond attorney has had a change of heart and would like to have all of the bases covered and prevent any lawsuits from certain steps not being followed. A public hearing will be held on April 15<sup>th</sup>, 2015.

**8.C.iii. Department Tour Follow-Up – City Services**

McCann reviewed his notes from the City Services Department Tour that was held the week before. Mayor Boeder said he felt everyone worked well together. There was some discussion regarding the need for two graders versus a truck with a wing and a plow. Reimers stated part of the reason for using the graders, means only two trips per street to clear the snow verses four trips with a plow truck and wing. The grader has more weight than a plow truck also. Council would like the department to investigate other options other than the graders.

**8.C.iv. League of Minnesota Cities Conference – June 24-26 – Duluth**

McCann informed council that the 2015 League of Minnesota Cities Annual Conference will be June 24<sup>th</sup> through June 26<sup>th</sup>, 2015 in Duluth. McCann has also been approached about speaking at the conference about our Community Solar Project, as well as the upgrades we did to our City Hall for our energy efficiencies.

**8.C.v. Consider MSU Public Administration Executive Internship Program**

McCann explained to council that this program would be a little more structured than the previous interns we have had. These students would be final year grad students who are problem solvers. McCann's involvement would be an annual survey or interview with the professors to let them know how the intern is doing. MSU would like this to be a paid internship with a pay range of \$9.00 to \$12.00 per hour, for 15-20 hours per week for 6-12 months. The program is estimated to cost \$3,510.00 to \$4,680.00 for 6 months at \$9.00 per hour, for 15-20 hours per week. There is currently \$2,200.00 in the budget for part-time help. Member Uecker asked if MSU would be willing to work with the \$2,200.00. Landaas stated we need to just limit the hours to stay within the \$2,200.00.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE MSU PUBLIC ADMINISTRATION EXECUTIVE INTERNSHIP PROGRAM AND TO STAY WITHIN THE BUDGET OF \$2,200.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**9. Unfinished Business**

**9.A. None**

**10. New Business**

**10.A. Consider Baseball Association Lawn Mower Request – Randy Walsh, Baseball Association**

Walsh informed council that their current Exmark mower has had repairs totaling \$1,200.00. They are in need of a new mower which would cost \$10,879.00. They would be able to get a trade-in value of \$3,600.00 for the old mower. They would need two attachments at \$200.00 a piece. The Baseball Association would like to split the remaining cost of \$3,639.50. They had received a grant a few years ago to purchase their current mower but there are no current grants available at this time. Exmark also has a program where you can trade in for a new mower every year for \$1,000.00, which the Baseball Association is interested in doing. Lannoye stated the city cannot donate money to the Baseball Association for a mower. The only legal way to do this is to have the city own the mower and accept a donation from the Baseball Association. The city would be required to get a second quote for the mower. After some discussion, council consensus was to have Walsh get a second quote and bring it back to council for discussion.

11. **Other**

11.A. None

12. **Upcoming Meetings and Events**

- 12.A. Wednesday, April 8<sup>th</sup> – 5:30 – P&Z Meeting
- 12.B. Wednesday, April 8<sup>th</sup> – 6:30 – HPC Meeting
- 12.C. Monday, April 13<sup>th</sup> – 5:30 – EDA Meeting
- 12.D. Wednesday, April 15<sup>th</sup> – 5:30 – Council Meeting
- 12.E. Monday, April 30<sup>th</sup> – 7:00 – Fire Department Banquet

13. **Adjournment of Regular Meeting**

There being no further business to come before the City Council. COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:30 p.m.

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Kevin McCann  
City Administrator

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Don Boeder  
Mayor