



**CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES**

Wednesday, August 19, 2015
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members Muchow, DeVlaeminck, Landaas, Losure and Uecker
Members Absent: None
Staff Present: Don Lannoye, Schauer Law Office; Kevin McCann, City Administrator; Ty Reimers, City Services Manager; Tony Padilla, Police Chief; Katie Bobich, Intern and Lori Doering, Secretary Billing/Payroll Clerk
Visitors Present: Pauline Marlinski, Gaylord Chamber; Justin Black, SEH; Avery Grochow, Sibley Surveyors; Tim Penny, SMIF; Jim Wilson, Wendel Architects 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 Boeder at 6:30 p.m.

2. Pledge of Allegiance

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

3. Consider 08-19-15 Agenda

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE AUGUST 19th, 2015 AMENDED AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. Comments, Updates, Concerns

The citizen comments are intended to afford the public an opportunity to address concerns to the City Council. Citizen comments will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to City topics rather than private or political agendas. Topics may be addressed during public comments that are on the agenda or requested for a future agenda. Topics that are the subject of a public hearing are best addressed at the public hearing, not during public comments. During citizen comments, a member of the public may request that the City Council consider removing an item from the agenda. The City Council may discuss but will not take formal action on public comments. Matters that are the subject of pending litigation are not appropriate for the forum.

Member Muchow had some concerns for the above paragraph. He thought it was decided that each citizen presenter would have no more than two (2) minutes to speak and the Mayor could extend the time if he so desired. After some discussion the consensus was to change it to read no more than two (2) minutes to speak.

4.A. Citizens
None

4.B. Council Members

Member DeVlaeminck said he was approached by some citizens regarding the mowing on the trail. He said the last time it was mowed the grass was left on the trail and now they did not mow around the trees and he would like to see that get fixed.

Member Landaas gave a quick update on the RS Fiber project; He noted everything is on schedule. Winthrop and Gaylord should be hooked up by the end of the year, weather permitting. There has been a request for a draw of the seed money that the City of Gaylord initially put in. We could see the money returned the end of August or early September. This would not include

the EDA money at this time. Landaas also encouraged council and all the city staff to get involved and volunteer a shift where ever help is needed, during the Johnny Holm event on September 18th. Member Uecker asked if anything is set up for how and when people can sign up for services through RS Fiber. Landaas stated there will be organizational and informational meetings in both Gaylord and Winthrop in early September.

Lannoye stated he proposed the changes to the memorandum of understanding with Ridgeview Medical for the paramedic. It was approved by Ridgeview. Lannoye will obtain the signatures needed and the memorandum will go into effect on October 1st, 2015.

5. * Consent Agenda

COUNCIL MEMBER LOSURE 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 August 5, 2015
- 5.B. Accounts Payable
- 5.C. Resolutions and Ordinances
 - 5.C.i. Resolution No. 2015-18
 - 5.C.ii. Resolution No. 2015-19
- 5.D. Reports of Officers, Boards, and Commissions
 - 5.D.i. Planning and Zoning Commission – Minutes from June 10, 2015
 - 5.D.ii. AGGW Cable Commission – Minutes from July 1, 2015
 - 5.D.iii. EDA – Minutes from July 20, 2015
- 5.E. Other
 - 5.E.i. None

6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. CenterPoint Energy News Release
- 7.B. Pipeline Association for Public Awareness Summer 2015 Newsletter
- 7.C. SMIF Presentation – Tim Penny, SMIF

Mr. Penny stated SMIF serves a twenty county region in South Central and South Eastern Minnesota. They have a 5 million dollar budget. They do matching grants and work in the early childhood realm. Their book distribution last year to the Gaylord Library was eight thousand dollars' worth. They also do entrepreneurialship grants and some business lending start up loans.

8. Department and Committee Reports and Action Items

8.A. City Services Department – Ty Reimers, City Services Manager

8.A.i. Yearly Update

Reimers gave several updates; the first was the communications to the new water tower. Originally it was going to be a wireless system costing roughly \$22,000.00, using the contingency funds to pay for it. Currently we use a land line with modems to communicate back and forth. He spoke to TPC, who we use for our electronics. They feel our current system will work just fine and we only have to move the control box from the old plant to the new tower and run power and a telephone line to it. Reimers thought we could do it all for about \$1,000.00. He feels the landlines are more reliable than the wireless. McCann asked if we could run a fiber line to it instead. Reimers said it depends on timing but it could be an option when it is available.

Reimers gave an update on the compost site; he visited with Full Circle Organics and said it is a pretty straight forward. He said in the last two years we have spent between \$10,000.00 to \$12,000.00 per year for composting and by doing it ourselves we will bring the cost to almost none. He stated once the material has broken down the public can come and get the composted material for free. He thought they could have it ready by fall.

Reimers stated he spoke to Sibley Electric regarding the movement of the noon whistle. Sibley Electric said they can remount the whistle on a new 50 foot steel pole. He was supposed to get a rough estimate from Sibley Electric today, but he did not hear from them so he will have to bring it back to council at a later date.

Reimers thanked council for coming to the Aquatic Center tour, to see what is all involved with running the pool. The last day the pool will be open is August 30th and he plans to drain the pool and have everything done and shut down by the following week.

Reimers informed the council that they received 2 sealed bids for the old Ford truck. They advertised it on Facebook, Craigslist and the newspaper for two weeks. The highest bid was \$400.00.

8.A.ii. Pay Loader Repair/Replacement

Reimers reported that repairs are needed on the 95 Case Pay Loader before winter. The estimate for repairs is between \$7,000.00 to \$7,500.00. Repairs needed include six new transmission lines, a leaking hydraulic pump and other minor leaks. The fluids and filters all need changing also. The loader would need to be sent to Shakopee to get these repairs done. Reimers said another option would be to get a new loader. He obtained a five year lease quote for a new pay loader from RDO for a Case or a John Deere. The Case quote with similar features would be almost \$29,000.00 per year with a trade in on ours for \$31,400.00 without any repairs. The John Deere quote is \$37,000.00 per year with a trade in of about \$20,000.00 to \$25,000.00 for our 95 Case. Reimers stated the lease is actually not a lease, we would own the pay loader after five years, and it is more like a payment plan. Bobich pointed out that the city has been putting money away for a new loader since 2008. There is \$87,500.00 put away so far. Also in 2007, \$30,000.00 was put aside for a new grader that was never used and could be available to put towards the new loader, which puts us over \$100,000.00 for a new loader. Mayor Boeder stated that is still not enough to cover a new loader. He said council made a commitment to not purchase anything out of budget, especially with the upcoming expenses like the medical and elementary schools in front of us. He also thinks with the repairs we had done in the recent past, we have not gotten our money out of those repairs. He felt we should make the repairs and not purchase a new loader until we have it in the budget. Member Muchow discussed the condition of the graders and do we want to use some of the million dollars from the nursing home to make these purchases of the big equipment. Landaas thought we were looking at switching to plow trucks instead and there would be no need for graders. After some more discussion;

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO AUTHORIZE REPAIRS TO THE PAY LOADER. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B. Police Department – Tony Padilla, Police Chief

8.B.i. Yearly Update

Chief Padilla reviewed the calls for the second quarter. The total numbers of calls to date are 2645. Mayor Boeder asked if the number of calls were skewed due to the construction. Padilla said somewhat, the total number of traffic calls due to the construction since May 4th, is 463. Padilla informed council that effective July 1st; Social Services had a change in policy in

how they deal with a complaint that is reported to them. If they receive a report and they screen it out, meaning they are not going to investigate it, it gets turned over to the Police Department and they have to spend time investigating it. They have had some burglaries, several domestic violence calls and a few stolen gun reports.

Padilla announced the Police Department is planning to have an open house in conjunction with the Fire Department and the Ambulance Department to be held in October. The Department had their annual photo taken in front of the Ambulance garage. Officer Ben Nelson is in the second of three phases of his FTO training. He is doing really well.

Padilla explained to council that they currently have three part time officers, one of them works full time for the sheriff's office, one works numerous part time positions at several different cities and is looking for a full time position and then we have one that lives in Waseca. Padilla wanted the council to look at hiring two new part time officers. He wanted to pull some people from a list he had when they were hiring for the full time officer. One of the candidates lives in town and the other one lives relatively close by and they are both interested in working in Gaylord. Padilla stated we need to have a pool of part time officers to cover shifts for vacation, sick and training. Most of our part timers have other careers and this is only an occasional job for them. Once some of these officers get some experience, they leave for full time positions. We also have events like Eggstravaganza and the Johnny Holm Band events where we need the additional coverage. Mayor Boeder said he feels the additional part time help can be justified by keeping the overtime down to a minimum.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO AUTHORIZE GOING AFTER ADDITIONAL PART TIME OFFICERS.

Discussion: McCann asked if there was a number the council was allowing Padilla to obtain. Mayor Boeder asked Padilla how many his original request was. Padilla stated there were two really good candidates from the list that he would like to hire.

COUNCIL MEMBER LANDAAS AMENDED HIS MOTION TO AUTORIZE THE HIRING OF TWO ADDITONAL PART TIME OFFICERS, MEMBER LOSURE AMENDED HER SECOND.WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Chief Padilla explained that the 2015 budget allowed for a new squad and he discussed the three options. The first option is to sell the Crown Vic and buy a new squad equipped for K-9. Option two is to keep the Crown Vic and use until the K-9 program ends or the car ends and use it only for K-9 and buy another universal squad. The last option is to discontinue the K-9 program and purchase a universal squad. Padilla reviewed the advantages/disadvantages of each option. There is currently \$40,000.00 in the budget for a new squad. The last squad was about \$28,000.00, \$13,000.00 for equipment and about \$5,000.00 for the install. Mayor Boeder feels option three is not an option, the city made a commitment to the K-9 program. After a lengthy discussion, council instructed Chief Padilla to move forward with quotes for a new explorer that is K-9 equipped.

8.C. Administration Department

8.C.i. Discussion Regarding Ordinance 323- Approving Workers' Compensation Coverage for Elected Officials – Katie Bobich, Intern

Bobich explained that according to statute, elected officials are eligible for workers compensation coverage through the League of Minnesota Cities Insurance Trust. However, they are not automatically covered; a city must pass a Resolution/Ordinance to that effect. The cost is \$100.00 per year for coverage. 75% of cities have already passed a resolution to include council members.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO WAIVE THE FIRST READING OF ORDINANCE 323. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Bobich asked to add two items; first there will be a Public Hearing held on September 16, 2015 at 7:00 p.m. for the Gaylord Heritage Preservation Committee Ordinance regarding three major changes to their ordinances. Second, Heartland Corn Products has donated equipment to do a grain bin exercise for grain bin accidents. This will be held August 31, 2015. The donation totals \$4,100.00.

9. Unfinished Business

9.A. Consider Caldwell Tanks, Inc. Pay Application – Katie Bobich, Intern

Bobich reported to council that work continues on the new water tower project and a pay application of \$492,970.20 has been presented for payment. Justin Black gave a schedule update, all the steel is on site and looking at the end of September

for the end of erection. This puts us into October for the coatings/painting. We will have to see how the weather is then, if the painting can be completed. If the weather cooperates, we can become operational and then the old tower would come down in November. If not we would have to wait until spring.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAMINCK SECONDED, TO APPROVE PAY APPLICATION NUMBER 5 TO CALDWELL TANKS IN THE AMOUNT OF \$492,970.20. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A.i. Consider Bid Proposals for Downtown Decorative Lights and Banners – Katie Bobich, Intern
Bobich reviewed with council a bid for proposals for both banners and holiday decorations. Four proposals were received with Northern Lights Display having the lowest bid of \$12,960.00. There was an additional option to split the bids, which would provide the lowest possible cost. Northern Lights Display would provide 100 banners for \$3,500.00 and Display Sales would provide 10 fancy fork snowflakes for \$2,290.00 and 10 single spiral snowflakes for \$2,590.00 (\$8,380.00 total). Both companies are open to the split bid which brings the total cost to \$11,390.00.
Pauline Marlinski, Chamber President informed council that their committee looked at all the samples and their recommendation is to go with the split bids and that the Chamber has the funds to reimburse the city from their previous sweepstakes.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE SPLIT BIDS FROM TWO COMPANIES FOR LIGHTS AND BANNERS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.A.ii. Consider Authorization to Continue Research into New Frontage Road – Justin Black, SEH
Engineer

Avery Grochow explained that a new frontage road has been proposed on the land adjacent to the new school site. It would provide options for street layouts, easier access to current and potential commercial sites and improve safety. McCann and Grochow met with MnDOT, they are very supportive of the proposed frontage road. They said they may share in some of the costs for turn lanes and would also help us look for grant opportunities. There is a TED grant that is a bi-annual grant that could cover up to 70% of the cost. The deadline is September 25th of this year. They are also willing to let us use some of their right-of-ways. MnDOT said it is up to the city how wide we would want the frontage road to be. If we put the frontage road in we would close Melro Street at the Highway 5 intersection.

Jim Wilson stated the plan is to issue bids by the end of September and receive bids by the end of October for breaking ground in the spring for the new school. They also would be looking for the east boundary line for the school property. This frontage road would also eliminate a driveway off of Lincoln Ave.

Grochow stated MnDOT said they would allow us to do the frontage road in stages if we need to. Black stated he could bring back to the council a feasibility study by the next meeting at no cost to the city. Grochow said he could do the necessary surveying for \$3,000.00 to \$5,000.00 and if needed he could put the billing off until the following year. After a very lengthy discussion, council consensus was to have Black and Grochow move forward with looking into a proposed frontage road and bring the information back to the council.

11. Other

11.A.i. None

12. Upcoming Meetings and Events

- 12.A. Monday, August 31st – 7:00 – Fire Department Meeting
- 12.B. Wednesday, September 2nd – 6:30 – City Council Meeting
- 12.C. Tuesday, September 8th – 7:00 – Ambulance Department Meeting
- 12.E. Wednesday, September 9th – 5:30 – P&Z Meeting
- 12.F. Wednesday, September 9th – 6:30 – HPC
- 12.G. Monday, September 14th – 5:30 – EDA
- 12.H. Wednesday, September 16th – 6:30 – City Council Meeting
- 12.I. Friday, September 18th – 8:00 – Downtown Street Dance

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 8:15 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor