



**CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING**

Wednesday, November 4, 2015
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure and Uecker
Members Absent: Council Member Muchow
Staff Present: Dave Schauer, Schauer Law Office; Kevin McCann, City Administrator; Ty Reimers, City Services Supervisor; and Lori Waltz, Accountant/Clerk
Visitors Present: Avery Grochow, Sibley Surveyors; Jess and LaRenda Wibstad, Gaylord Sanitation; Chuck Klimmek, EDA President; and Lisa Uecker, 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 11-04-15 Agenda

Boeder explained that items 9.A., 10.A. and 11.A. will need to be removed from the agenda.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE AMENDED NOVEMBER 4TH, 2015 AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. 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.

- 4.A. Citizens - None
4.B. Council Members - None

5. * Consent Agenda

COUNCIL MEMBER LANDAAS 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 the October 21, 2015 Regular Meeting
- 5.B. Accounts Payable
- 5.C. Resolutions and Ordinances
5.C.i. **Second Reading and Adoption** - Ordinance Number 324 – Heritage Preservation Commission
5.C.ii. Resolution 2015-23 – Approving Summary Publication of Ordinance Number 324
- 5.D. Reports of Officers, Boards, and Commissions
5.D.i. Park Board – Minutes from September 28, 2015
- 5.E. Other
5.E.i. Revised Policy Number 2800 – Professional Services Policy
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6. Public Hearings – 7:00 PM

6.A. None

7. Communications, Requests, and Petitions

7.A. FYSC – November Newsletter

8. Department and Committee Reports and Action Items

8.A. Refuse Hauling Annual Update – Jess and LaRenda Wibstad, Gaylord Sanitation
Wibstad stated that not a whole lot has changed with the refuse hauling.
McCann inquired about comingling recycling. Wibstad explained that comingling would require additional carts and the purchase of a new truck, which would be a big investment. Wibstad stated that if the City wants Gaylord Sanitation to comingling recyclables, they would need a longer commitment from the City.
McCann said that the City hasn't received any complaints regarding the refuse or recycling pickup.

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

8.B.i. Quarterly Update

Compost - Reimers reported that the composting is going good, but they are running out of room already. Reimers stated that he is going out to the compost site every other day to move the compost piles around. Reimers stated that they are having some problems with people dumping leaves in the branches pile. Reimers suggested next year, that the city should put more signage by the piles about what materials are allowed and not allowed.
Park - Reimers reported that the park bathrooms, JC Park and Walsh Field were winterized last week.
Noon Whistle - Reimers stated that he has been talking with Suedbeck about the noon whistle to see if the whistle could be put back up again. Reimers explained that Suedbeck suggested that if the City were to put the whistle back up, to use the old siren that was located by the Prairie House. Reimers reported that he will need to do additional research to find out what the weight of the siren is, and that will decide the type of tower that will be required.
Boeder asked Reimers to keep researching this item.

8.B.ii. GAAC Year End Report

Reimers reported that the yearend GAAC report is out. Reimer's stated that there were no major breakdowns and they had a really good year. Reimers reported that the concession and admission revenue were up from 2014. Reimers stated that there were a lot of people utilizing the pool this summer.

8.B.iii. Consider North Lift Station Generator

Reimers explained that lift stations are the most important piece of the City's infrastructure, and they must be powered 24 hours a day. Reimers stated that without power for even a few hours, could cause the sewer system to back up and potentially cause major problems. Reimers explained that he has obtained quotes for the North Lift Station Generator. Reimers explained that the lowest quote is for a Blue Star pump from Sibley Electric, Inc at a cost of \$26,715. Reimers stated that he talked with Suedbeck from Sibley Electric to find out what would additional costs would be needed to install the generator. Reimers was told that an additional \$7,975 would be needed for the installation, for a total cost of \$34,690. Reimers reported that there is \$22,000 budgeted in the capital outlay in the Sewer Fund for this purchase. Reimers stated that there is also \$10,000 budgeted for PTO Pumps that will not be purchased and can be eliminated from the capital outlay.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAE MINCK SECONDED, TO APPROVE THE PURCHASE AND INSTALLATION OF THE BLUE STAR GENERATOR FROM SIBLEY ELECTRIC FOR A COST OF \$34,690 WITH THE FUNDS TO BE TAKEN OUT OF THE CAPITAL OUTLAY FROM 2015 AND 2016 BUDGET. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B.iv. Consider Skid Steer Broom

Reimers explained that he has received two (2) quotes for the purchase of a broom attachment for the Gehl Skid Steer. Reimers stated that the bids were from Arnold's Equipment in Glencoe and Attachment Direct in Alexandria. Reimers reported that he and Young had gone and looked at a Quick Attach unit that a local farmer has. Reimers explained that both brooms have reversible broom rotation, but the Quick Attach unit has a torsion system which will save broom life by lifting up over an obstacle. Reimers reported that \$6,000 has been budgeted for this purchase.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE PURCHASE OF THE QUICK ATTACH BROOM FROM ATTACHMENT DIRECT OUT OF ALEXANDRIA MINNESOTA FOR A COST OF \$5,170. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. COUNCIL MEMBER UECKER ABSTAINED.

Council inquired if Reimers had a game plan for snow removal. Reimers explained that he and Young plan on starting about 10 pm to get the downtown sidewalks cleared and the snow pushed out into the street. Boeder inquired if Reimers had visited any of the downtown businesses to talk with them about snow removal. Reimers stated that he thought that he and Young would be visiting with downtown businesses next week.

8.B.v. Consider 2015-2016 Snow Bids

Reimers reported that they had only received one (1) snow hauling bid.

DeVlaeminck stated that this bid seems to be quite a bit higher than in previous years. Council consensus was to table this item and have staff obtain more snow hauling bids.

COUNCIL MEMBER DEVLAEINCK MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE TABLING THE SNOW BID APPROVAL UNTIL THE NEXT COUNCIL MEETING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

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

8.C.i. Discussion Regarding Changes to Chapter 50 of the City Code – Utility Services

McCann explained that staff would like to make a few changes to the Utility Services portion of the City Code.

McCann explained that staff would like to remove the Deposit Section, since the City no longer requires a deposit to be paid. Staff would like to change the Billing Section, to say that “Bills for utility services will be sent at the beginning of each calendar month”. Staff would like to also change the Certify Section, to state that the City will be certifying quarterly instead of once a year. Staff would like to remove the Restoration Charge Section and add this as a line item on the Fee Schedule.

McCann and Lannoye will work on new language for the Utility Services portion of the City Code and bring to the next Council meeting.

9. Unfinished Business

9.A. Messner Property – PENDING

This item was removed from the agenda.

9.B. Discussion Regarding New School Road Name – Kevin McCann, City Administrator

McCann explained that with the school going out for construction bids, a street address is needed. The City will need to identify the name for the new road. McCann said that there are several possibilities: Harvey Drive (as the new road will line up with the existing Harvey Drive), 6th Street East, School Road and Sibley East Road. McCann inquired if the Council felt that there should be a public meeting to decide the name of the road.

Grochow reported that he will have the Plat completed for this area within two (2) months and he will need a name of the Plat and a street name.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE MOVED, TO APPROVE THE NAMING OF THE ROAD LEADING TO THE NEW SCHOOL AS HARVEY DRIVE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER DEVLAEINCK MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE NAMING OF THE PLAT TO BE SCHOOL ADDITION. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A. Business Items Related to the November 3rd Budget Workshop – PENDING

This item was removed from the agenda.

11. Other

11.A. CLOSED MEETING – According to Minn. Stat. § 13D.05, subd. 3(c), a public body may close a meeting to: determine the asking price for real or personal property to be sold by the public body; review confidential or nonpublic appraisal data; develop or consider offers or counteroffers for the purchase or sale of real or personal property.

11.A.i. Messner Property - PENDING
This item was removed from the agenda.

12. Upcoming Meetings and Events

- 12.A. Monday, November 2nd – 7:00 – Ambulance Department Meeting
- 12.B. Tuesday, November 3rd – 6:30 – Budget Workshop
- 12.C. Wednesday, November 4th – 6:30 – City Council Meeting
- 12.D. Monday, November 9th – 5:30 – EDA
- 12.E. Wednesday, November 11th – Veteran’s Day – CITY OFFICES CLOSED
- 12.F. TBD – P&Z Meeting
- 12.G. TBD – HPC
- 12.H. Monday, November 30th – 7:00 – Fire Department Meeting
- 12.I. Monday, December 7th – 7:00 – Ambulance Department Meeting

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:12 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor