



**CITY OF GAYLORD  
ORGANIZATIONAL AND SPECIAL CITY COUNCIL MEETING**

Monday, January 4, 2016  
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; and Lori Waltz, Accountant/Clerk  
**Visitors Present:** Diana Karau 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 01-04-16 Agenda**

McCann stated that item 8.A. needs to be removed from the agenda.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED TO APPROVE THE AMENDED 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

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**5. \* Consent Agenda**

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW 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 December 14, 2015 – Special Workshop Meeting

5.A.ii. Minutes from December 16, 2015 – Regular Meeting

5.B. Accounts Payable

5.C. Resolutions and Ordinances

5.C.i. Ordinance Number 325 – 2016 Fee Schedule – SECOND READING AND ADOPTION

5.D. Reports of Officers, Boards, and Commissions

5.D.i. None

5.E. Other

5.E.i. Tax Abatement of \$2,526.97 for John Weber for 2015 Payable

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**6. Public Hearings – 7:00 PM**

6.A. None

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

- 7.A. Fire Department Annual Meeting – Thursday, January 28, 2016 – Fire Hall
- 7.B. Forever Young Senior Center January Newsletter
- 7.C. Mediacom Notices

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

8.A. Park Board Annual Update – Dale Johnson, Chair  
This item removed from the agenda.

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

8.B.i. End of November Budget Report

McCann reviewed the end of November Budget report and stated that the revenue and expenses are on pace to be within budget.

8.B.ii. Presentation of 2016 Budget Books

McCann explained that the Final 2016 budget is in the Council Packet. McCann explained that this year's budget also includes a narrative budget. The narrative budget provides information about revenues and expenses along with goals and performances measures.

8.B.iii. Consider 2016 Pay Scale

McCann explained that the Personnel Committee was not able to meet until January 5, 2016 and was not able to review the 2016 Pay Scale prior to tonight's meeting. McCann explained that he had submitted a draft report to Pay Equity today and has not heard back yet.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE 2016 PAY SCALE, BASED ON SATISFACTORY REVIEW BY THE PERSONNEL COMMITTEE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

McCann stated that he forgot to add Newsom's pay to the 2016 pay scale. Newsom's 2016 pay will be \$20.00 per hour, this increase in wages will still be within the budget.

8.B.iv. Progress Update on 2015-2016 Goals (TO BE PRESENTED AT MEETING)

McCann reviewed the 2015-2016 goals and explained the status of each. McCann reported that Newsom is currently working with attorneys and 4 Square Builders on a development agreement for the Mudlake and Meadow Wood Addition. The Hwy 5/19/22 street project has been completed. McCann explained that Padilla is currently working on back grounding a part-time police officer. Padilla hired a fourth full-time police officer in the Fall of 2015. McCann stated that Padilla has done some research on a reserve program and will be presenting his findings to the Council soon. McCann explained that Padilla has done some research on purchasing a camera system for the parks and has found that it is very costly. McCann explained that a survey has been completed trying to increase citizen participation. McCann reported that he, Newsom, Cindy Grams and Klimmek will be working on a RFP for a City Branding Proposal. Doering will be researching the costs associated with producing a full sheet of paper utility bill instead of a postcard.

8.B.v. Set Date for Administrator Review

McCann was asked by Council to send an email to them with possible dates for his review to be held. Karau inquired if review are normally done by Council or are community peers included.

Council consensus was to leave the review to be done by Council.

**9. Unfinished Business**

9.A. None

10. **New Business**

- 10.A. **Consider Appointments/Reappointments to City Committees** – Mayor Don Boeder  
Boeder explained that he had asked the different committees if they wanted or needed any changes in their members. Boeder stated that the Committees were fine with the appointments as they were. Boeder said that the only change that was made was appointing Jim Landaas as Council President.

**BOARDS AND COMMISSIONS**

**TERM EXPIRES**

**CORE COMMITTEES:**

***PARK BOARD***

**1 Year Terms**

Dale Johnson	Dec-16
Dawn Kratzke	Dec-16
Bill Walsh	Dec-16
David Robbins	Dec-16
Duane Messner	Dec-16
Chad Devlaeminck	Dec-16
Delaine Ellseth (Pool Manager)	Dec-16

***LIBRARY BOARD***

**3 Year Terms**

Pauline Marlinski	Dec-16
James King	Dec-17
Karen Iverson	Dec-18
Angela Earles	Dec-17
Shawn Losure	

***PLANNING AND ZONING COMMISSION***

**2 Year Terms**

Orlin Grack	Dec-16
Jerry Gasow	Dec-17
William Schulte	Dec-16
Marilyn Bratsch	Dec-16
Steve Boerner	Dec-16
Chad Muchow	
Jessica Uecker	

***GAYLORD EDA***

**6 Year Terms Unless Otherwise Indicated**

Jim Landaas	
Chad Muchow	Dec-16
Chuck Klimmek	Dec-19
Steve Olmstead	Dec-20
Doug Parrot	Dec-18

***CHARTER COMMISSION***

**3 Year Staggering Terms**

Joe Deis	Dec-16
Tom Homme	Dec-16
Jerry Hahn	Dec-17

Jill Hewitt	Dec-17
Alice Strobel	Dec-18
Duane Messner	Dec-18
Stephanie Schulte	Dec-15
Don Boeder	

**AD HOC COMMITTEES:**

**TRAIL COMMITTEE**

**1 YEAR TERMS**

Tim Dolan	Dec-16
Lenore Strouth	Dec-16
Chad Devlaeminck	
Duane Goetsch	Dec-16
Rod Nelson	Dec-16
Jim Swanson	Dec-16
Margi Swanson	Dec-16
Donna Weiss	Dec-16

**LAKE TITLOE BEAUTIFICATION  
COMMITTEE**

**1 Year Terms**

Jim Swanson	Dec-16
Darrel Mosel	Dec-16
Greg DeVries	Dec-16
Larry Podratz	Dec-16
Al Hahn	Dec-16
Don Boeder	

**Revolving Loan Fund**

Sue Keithahn  
Alice Strobel  
Kevin McCann  
Amy Newsom  
EDA Members

**Forever Young Senior Center  
Committee**

**1 Year Terms**

Avis Klukas - President	Dec-16
Lorraine Wentzlaff - Vice President	Dec-16
Judy Tolzmann - Secretary	Dec-16
Lorraine Larson - Treasurer	Dec-16
Berniece (Bootie) Hahn - Board Member	Dec-16
Virginia (Ginny) Heidmann - Board Member	Dec-16
Wallace (Wally) Lind - Board Member	Dec-16
Charles (Chuck) Lindgren - Board Member	Dec-16
Jean Walters - Board Member	Dec-16
Elaine Thies - Board Member	Dec-16
Shawn Losure	

**Citizen Advisory Committee**

**1 Year Terms**

Kevin McCann	Dec-16
Chuck Klimmek	Dec-16
Dale Johnson	Dec-16
Pauline Marlinski	Dec-16
Dan Reich	Dec-16
Dean Schons	Dec-16
Chief Tony Padilla	Dec-16
Larry Podratz	Dec-16
Margi Swanson	Dec-16
Kris Bratsch	Dec-16
Kara Scholla	Dec-16
Rachel Frauendienst	Dec-16
Orlin Grack	Dec-16
Jessica Uecker	

**Finanacial Advisory Committee**

**3 Year Terms**

Kevin McCann	Dec-17
Chuck Klimmek	Dec-17
Jim Landaas	
Doug Parrott	Dec-17
Tom Homme	Dec-17
Phil Keithahn	Dec-17
Tiffany Rodning	Dec-17
Don Boeder Ex-Officio	
Tom Olinger Ex-Officio	Dec-17
George Eilertson Ex-Officio	Dec-17

**Technology Committee**

**1 YEAR TERMS**

Jessica Uecker	
Kevin McCann	Dec-16
William Schulte	Dec-16
Michael Plotter	Dec-16
Michael Dunsmore	Dec-16

**HERITAGE PRESERVATION  
COMMISSION  
1 YEAR TERMS**

Amy Newsom	Dec-16
Karen Johnson	Dec-16
Jane Peterson	Dec-16
Steve Harter	Dec-16
Chuck Klimmek	Dec-16
Ron Kirsch	Dec-16
Jane Rischmiller	Dec-16

**ANNUAL APPOINTMENTS**

City Attorney	Schauer Law Office
Police Chief	Tony Padilla
Fire Chief	Dean Schons
Ambulance President	Dan Reich
EDA Coordinator	Amy Newsom
City Engineer	SEH
Safety Coordinator	Ty Reimers
Assistant Weed Inspector	Ty Reimers
Tree Inspector	Ty Reimers
Assessor	Sibley County Assessor Laura Hacker
Civil Defense Director	Tony Padilla
Official Newspaper	The Gaylord Hub Pro Growth Banks
Official Depository	First National Bank Minnesota-Gaylord Branch Edward Jones Northland Securities The Depository Trust Company – Chase Bank

U S Bank

**2016**

**Appointments**

**COUNCIL MEMBERS**

**COUNCIL PRESIDENT (1 Year Terms)**

Landaas

**DEPARTMENTS (1 Year Terms)**

**City Administration**

**Park/Pool/Recreation**

Devlaeminck

**Cemetery**

Devlaeminck

**Library**

Losure

**Public Safety-Police**

Landaas

**Ambulance**

Landaas

**Fire Department**

Landaas

**Streets**

Muchow

**Water**

Muchow

**Sewer**

Muchow

**Refuse**

Muchow

**Storm Water**

Muchow

**Cable Commission Liaison**

Uecker/Losure

**Planning and Zoning Liaison**

Muchow/Uecker

**EDA**

Muchow/Landaas

**Lake Titloe Committee Liaison**

Boeder

**Trail Committee**

Devlaeminck

**Technology Committee**

Uecker

**Forever Young Senior Center**

Losure

**Citizen Advisory**

Uecker

**Railroad Coalition**

Losure

**Sharing Resources**

Losure/Uecker

**Financial Advisory Committee**

Landaas

**SEDCO**

McCann

**Heritage Preservation Commission**

**Charter Commission**

Boeder

**Personnel Committee**

McCann/Boeder/Landaas

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE APPOINTMENTS/REAPPOINTMENTS TO CITY COMMITTEES AS PRESENTED. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.B. Discussion Regarding 2016 Meetings

10.B.i. Consider Resolution 2016-01 – Establishing Regular City Council Meeting Schedule – Kevin McCann, City Administrator

McCann explained that there are a couple of spots in the resolution that need to be changed to 2016. Lannoye suggested changing the wording to say “excluding July 6<sup>th</sup>”.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2016-01 – ESTABLISHING REGULAR CITY COUNCIL MEETING SCHEDULE WITH APPROVED CHANGES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.B.ii. Discussion Regarding Staff and Committee Update Schedule – Kevin McCann, City Administrator

McCann presented the proposed staff and committee update schedule for the Council. Council wanted to continue receiving updates from Department Heads and Committees on a quarterly basis.

10.C. Discussion Regarding Building Inspector Contract – Kevin McCann, City Administrator

Boeder said that if Council has any concerns regarding the Building Inspector, to let him or any council member know. Several Council Members said that they haven’t heard any complaints. DeVlaeminck stated that he didn’t receive a return call very timely from the Building Inspector. Boeder suggested that the personnel committee meet with the Building Inspector and reviewing any concerns and discuss expectations.

Boeder asked McCann to place the approval or disapproval of the Building Inspector Contract on the agenda of 2<sup>nd</sup> Council Meeting of February.

11. Other

11.A. None

12. Upcoming Meetings and Events

- 12.A. Monday, January 11<sup>th</sup> – 5:00 – EDA Meeting
- 12.B. Wednesday, January 13<sup>th</sup> – 5:30 – P&Z Meeting
- 12.C. Wednesday, January 13<sup>th</sup> – 6:30 – HPC
- 12.D. Monday, January 18<sup>th</sup> – CITY OFFICES CLOSED (Martin Luther King Jr. Day)
- 12.E. Wednesday, January 20<sup>th</sup> – 7:00 – Winter Parking Ordinance Public Hearing
- 12.F. Monday, January 25<sup>th</sup> – 7:00 – FD Meeting
- 12.G. Thursday, January 28<sup>th</sup> – 7:00 – Fire and Ambulance City/Township Meeting
- 12.H. Monday, February 1<sup>st</sup> – 6:30 – Ambulance Meeting
- 12.I. Wednesday, February 3<sup>rd</sup> – 6:30 – City Council Meeting

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 7:03 p.m.

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Kevin McCann  
City Administrator

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Don Boeder  
Mayor