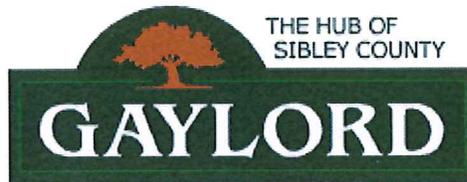


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**CITY OF GAYLORD**  
**REGULAR CITY COUNCIL MEETING AGENDA**  
Wednesday, April 6, 2016  
6:30 P.M., City Hall

**Members Present:** Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Muchow and Uecker  
**Members Absent:** None  
**Staff Present:** Don Lannoye, Schauer Law Office; Lori Waltz, Accountant/Clerk; Ty Reimers, City Services Manager; and Lori Doering, Utility Billing/Payroll Clerk  
**Visitors Present:** Amy and Mark Newsom; Mr. & Mrs. Michael Piotter; Roxy Traxler, Sibley County Administrator; Sue Keithahn; Jess and Brandon Wibstad, Gaylord Sanitation; 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 April 6, 2016 Agenda**  
Waltz asked that Ashley Latzke be added to the list of names for the Comp Plan Task Force Members on the consent agenda tonight.  
Boeder added it to the consent agenda.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE AMENDED APRIL 6<sup>th</sup>, 2016 AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. **Comments, Updates, Concerns**
  - 4.A. Citizens  
Michael Piotter addressed council to let them know that he was strongly against revising the number of dogs in the city ordinance. He stated that in 2015 he brought to the council's attention about the number of dogs, noise and trespass issues. He stated many dogs in his neighborhood are left off their leashes and enter his yard and are barking in his yard day and night. This greatly diminishes his quality of life and the value of his home, the neighborhood and the city itself.
  - 4.B. Council Members  
None

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5. **\* Consent Agenda**  
Mayor Boeder said it was brought to his attention under 5.E.i. of the consent agenda, that there has been a change in the parade route and there is time to resubmit this before May 4<sup>th</sup> for the Doggy Parade. He believes the permit should be pulled from the consent agenda and resubmitted at the next council meeting.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE CONSENT AGENDA, WITH THE EXCEPTION OF 5.E.i., AND WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 5.A. Minutes
- 5.A.i. March 15, 2016 - Workshop
- 5.A.ii. March 16, 2016 – Regular City Council Meeting
  
- 5.B. Accounts Payable
  
- 5.C. Resolutions and Ordinances
- 5.C.i. Resolution 2016-04 – Acknowledging Donation from the Chamber
  
- 5.D. Reports of Officers, Boards, and Commissions
- 5.D.i. EDA Minutes – February 8, 2016 & March 1, 2016
- 5.D.ii. HPC Minutes – February 24, 2016
- 5.D.iii. Park Board Minutes – February 22, 2016
  
- 5.E. Other
- 5.E.i. Special Event Permit – May 4<sup>th</sup> – Close Streets for Doggy Parade: 4<sup>th</sup> St. (Court to Main) High Ave. ( 3<sup>rd</sup> to 6<sup>th</sup>), 5<sup>th</sup> St. (Main to Jefferson)
- 5.E.ii. Comp Plan Task Force Members

**6. Public Hearings – 7:00 PM**

- 6.A. None

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

- 7.A. Sibley County Administrator Introduction – Roxy Traxler, Sibley County Administrator  
Traxler explained that she has been attending council meetings around the county to introduce herself and to update the councils on some of the things Sibley County has been doing. Traxler gave council some background information about herself and began updating council on some of the projects Sibley County is working on. Some of which include a 1<sup>st</sup> Annual Sibley County Business Expo on April 23<sup>rd</sup>, 2016 in Winthrop. They have thirty-five business booths reserved. They also have been working on a Sibley County Leadership Program. They are working on putting together their site locations and beginning in the fall, you will see a leadership class being held in every city within the county on a leadership topic as well as some site visits. In July they will begin their sign up promotional work, where the cities will be getting invites and information to sign up for classes. The County is also working on Economic Development Planning. They changed their committee structure to a broader committee base to include not only EDA members but business members and education members. They are looking at a longer Sibley County Economic Plan, and what that will look like is Traxler and her intern will be going out making some visits, doing surveys, asking questions regarding housing, technology, what do people want Sibley County to do as far Economic Planning. Regarding broadband technology, Sibley County did receive a grant from the Blandin Foundation through the RS Fiber project. They will be putting together some classes, everything from basic computer use to business use’s like quick books and excel. They have done a goal setting process with the department heads and the board that was recently passed. They will be looking at a restructuring process, looking at how the departments operate, and what is the best way for them to operate for the people coming through their doors.
  
- 7.B. Mediacom Notice
- 7.C. FYSC – April Newsletter

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

- 8.A. City Services Department – Ty Reimers
  
- 8.A.i. Consider 10<sup>th</sup> St. Manhole Repairs  
Reimers explained to council that he has obtained quotes to raise the 10<sup>th</sup> Street manholes two to three feet

out of the ground and get them sealed properly. Currently they are covered in the field causing a lot of infiltration problems. He is recommending the low quote from Juul Contracting for \$2,735.00.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAE MINCK SECONDED, TO APPROVE THE QUOTE FROM JUUL CONTRACTING FOR \$2,735.00 FOR THE REPAIR OF THE MANHOLES ON 10<sup>th</sup> STREET. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.ii. Consider Amendments to Policy No. 800 – Snow Plowing Policy

Reimers stated that he and Mark Kuphal reviewed the Snow Plowing Policy and have suggested the following changes; changing the snow accumulation from two inches to one inch, to remove the mailbox picture, they feel the residents should be going to the post office for the regulations and recommendations for mail boxes. They also eliminated the breakdown of the plowing routes, they feel it will be too confusing for the public and the public would expect them to always stick to that route.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE CHANGES TO POLICY NO. 800, SNOW PLOWING POLICY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.iii. Consider Lighting Upgrades to Fire Hall

Reimers informed council that an energy audit was conducted last fall to the Fire Hall by Xcel Energy. The Fire Hall is the first building they want to upgrade since it has the shortest payback time. It has nine outside lights. The low quote from S&H Electric is \$2,587.00, we will get a rebate from Xcel of \$1,018.09, which makes the final cost to be \$1,568.91 and with the lights being replaced, our annual electric savings will be \$967.18, so our payback would be in about 1.6 years. The \$1,568.91 cost will come out of the repairs budget.

COUNCIL MEMBER DEVLAE MINCK MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE LED LIGHTING UPGRADES TO THE FIRE HALL AT A COST OF \$1,568.91. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

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

8.B.i. Discussion Regarding New Website

Boeder informed council the new website has been moving along very fast. He recently met with Rob Monster of Digital Town, it will actually be rolling out county wide with the same contract as Gaylord has. With further discussion with Digital Town, Gaylord will never have a cost for this website, since we are a test site. He also stated this same offer is being rolled out county wide. Boeder's suggestion is to not drop our current website and as things get further along with Digital Town we would eventually phase out our website since it would be a duplicate. Landaas asked if Digital Town would be acting as the webmaster. Boeder stated either they would be or in house staff would be doing updates to the site. Muchow stated he would be concerned about the city not having our own website, depending on what kind of agreements we have written up, that at some point we could have a \$7,500.00 fee per month and also concerned with having city control. Boeder said that the city is protected in the current contract that they have and that we will always have control. Boeder stated the website will be live April 25<sup>th</sup>. Waltz explained that staff had talked with Digital Town and explained that our current credit card provider, RevTrak is interfaced with our accounting software and they agreed to leave it as is for now and that a radial button needs to be on the Digital Town site. Lannoye stated it is in the contract that there would be no cost to the city for anything. He also believed the contract was for two years. Going forward the contract will have to be negotiated and he does not know if they will ask for compensation in those negotiations. Boeder explained that what has been passed onto him, is that Gaylord would never have a cost. Boeder feels for now we should leave the current city web site up but not put a whole lot of money into it for upgrades. Muchow asked if we could at least put in the \$294.84 now. Boeder had no issues with that.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE NEW WEBSITE AS PRESENTED FOR ONE YEAR AT \$294.84 TO COME OUT OF THE WEBSITE BUDGET. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.B.ii. Consider Amendments to Personnel Policy Article 31 – Employee Expense  
Waltz explained that McCann updated the policy because the old policy did not specify a dollar amount for meals and mileage and has reviewed the proposed changes with staff.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE PERSONNEL POLICY CHANGES TO ARTICLE 31. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.B.iii. Discussion Regarding a Drone Ordinance  
Boeder stated this would be tabled for now because we do not have enough information right now, he sees there may be a need for it in the future. Muchow asked where did this come from, Waltz replied the City of Arlington has one and McCann thought he should bring it in front of the council. Council consensus was to table the Drone Ordinance for now and do further research.

- 8.B.iv. Discussion Regarding Revising the Number of Dogs Allowed  
Waltz explained that McCann has been contacted several times from residents about the number of dogs that some residents have. Under the old ordinances before they were codified, it stated that three dogs were allowed, after codification the ordinance said two dogs were allowed. McCann is proposing that we change it back to three. Several council members were fine with leaving it at two dogs; Boeder stated we had someone speak against changing it and no one speak for changing it, so he feels okay with leaving it at two dogs. Boeder stated if council consensus is to leave it at two dogs, we do not need to take any action. No action was taken.

- 8.B.v. League of MN Cities Conference  
Waltz asked if any of the council members were interested in attending the League of MN Cities Conference to be held in St. Cloud, they should let McCann know. No council members seemed interested in going at this time.

9. **Unfinished Business**

- 9.A. Discussion Regarding Ordinance Number 330 – Compost Site Rules – Don Lannoye, City Attorney  
Lannoye reviewed with council how commercial contractors would be allowed to dump at the compost site. Council consensus at the last discussion was that commercial contractors should be allowed to use the compost site if they are depositing material of local compost items. Lannoye made the change to say use is allowed by local contractors that are disposing of compost or other eligible material that was obtained within the City of Gaylord, if they do that they must pay a tipping fee, and the tipping fee would be set in the fee schedule which is also in front of the council tonight. Not only is the city making it a misdemeanor to violate this ordinance, but the city will also impose a civil penalty in the form of a ban, so the first violation is a one-year ban, the second is a three-year ban and the third violation is a permanent ban. If council is agreeable to these changes, this would be the second reading and this will become part of the city code.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE SECOND READING OF ORDINANCE NUMBER 330, COMPOST SITE RULES WITH THE CHANGES AS PRESENTED. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 9.B. Discussion Regarding Ordinance Number 329 – Revised Fee Schedule – Kevin McCann, City Administrator  
Lannoye stated council has seen the proposed changes to the fee schedule before, except for the addition of the compost tipping fee of \$200.00.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE ORDINANCE NUMBER 329, REVISED FEE SCHEDULE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 9.C. Discussion Regarding Marketing and Branding Proposals – Kevin McCann, City Administrator  
Boeder stated he has had a couple of conversations with McCann about this and one with Landaas and he feels the city has a lot of things happening right now and we should hold off until next year for branding proposals. Uecker was in agreement and added it was not totally funded in the budget. Council consensus was to hold off and bring it back to council next year.

**10. New Business**

- 10.A. Discussion Regarding Garbage and Recycling Rates – Jess and LaRenda Wibstad, Gaylord Sanitation  
Wibstad stated he is asking for an amendment to the garbage and recycling rates due to an increase in the tipping fees at both dump sites. It is an approximate increase of \$.96 cents for both garbage and recycling. Boeder stated staff is suggesting a \$2.00 increase for both, but Boeder feels \$1.00 for both is more appropriate.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO AMMEND THE GARBAGE AND RECYCLING CONTRACT FOR A \$1.00 INCREASE TO GARBAGE AND RECYCLING RATES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**11. Other**

- 11.A.i. None

**12. Upcoming Meetings and Events**

- 12.A. Thursday, April 7<sup>th</sup> – 5-7 – Street Project Open House – Legion  
12.B. Monday, April 11<sup>th</sup> – 5:30 – EDA – City Hall  
12.C. Wednesday, April 13<sup>th</sup> – 5:30 – P&Z – City Hall  
12.D. Wednesday, April 13<sup>th</sup> – 6:30 – HPC – Library  
12.E. Wednesday, April 20<sup>th</sup> – 6:30 – Council – City Hall  
12.F. Monday, April 18<sup>th</sup> – 7:00 – Park Board – Library  
12.G. Monday, April 25<sup>th</sup> – 7:00 – FD – Fire Hall  
12.H. Monday, May 2<sup>nd</sup> – 6:30 – Ambulance Department Meeting  
12.I. Tuesday, May 3<sup>rd</sup> – 9:00 AM – Housing Task Force – Library  
12.J. Wednesday, May 4<sup>th</sup> – 6:30 – Council  
12.K. Monday, May 9<sup>th</sup> – 5:30 – EDA – City Hall  
12.L. Wednesday, May 11<sup>th</sup> – 5:30 – P&Z – City Hall  
12.M. Wednesday, May 11<sup>th</sup> – 6:30 – HPC – Library  
12.N. Wednesday, May 18<sup>th</sup> – 6:30 – Council – City Hall

**13. Adjournment of Regular Meeting**

There being no further business to come before the City Council. COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLEMINCK SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:10 p.m.

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Lori Waltz  
Accountant/Clerk

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Don Boeder  
Mayor