

**CITY OF GAYLORD  
REGULAR CITY COUNCIL MEETING  
WEDNESDAY, SEPTEMBER 7, 2016 AT 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; Richard Almich, Interim City Administrator; Ty Reimers, Public Works Coordinator; and Lori Waltz, Accountant/Clerk  
**Visitors Present:** Ted Pinske, Gail Armstrong, Justin Black and Luke Kranz, SEH; Craig Morseth, Insurance Service Consultant; Bill Schulte and Chuck Peik, Gaylord Baseball Association; and Joe Deis, Gaylord Hub

**1. Call 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 09-07-16 Agenda**

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE SEPTEMBER 7<sup>TH</sup>, 2016 AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**4. Comments, Updates, and 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**

Gail Armstrong stated that she is very proud of our community and would like to ask the Council to consider sponsoring a city-wide cleanup day.

Boeder thanked Armstrong and stated that the Council would consider this request when completing the budget.

**4.B. Council Members - None**

**5. Consent Agenda**

**All items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of the items is made prior to the approval of said motion. The request may come from the Mayor, a Council Member, staff member, or someone in attendance at the meeting.**

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. Regular City Council Meeting of August 17, 2016

5.A.ii. Special City Council Meeting of August 23, 2016

- 5.B. Accounts Payable
- 5.C. Resolutions and Ordinances
- 5.D. Reports of Officers, Boards, and Commissions
  - 5.D.i. Heritage Preservation Commission Meeting Minutes of August 10, 2016
- 5.E. Other
  - 5.E.i. Set 2016 “Truth in Taxation” Hearing for Taxes Payable 2017-Regular City Council Meeting of December 7, 2016 @ 7:00 p.m.

**6. Public Hearing(s) - 7:00 P.M**  
None

**7. Communications, Request, and Petitions**  
None

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

- 8.A. Review and Accept a Report Regarding the Sanitary Sewer and Storm Sewer Systems Located in the Northwest Area of the City (Justin Black, Consulting City Engineer)  
Black introduced Luke Kranz to the Council, Kranz rejoined SEH on Tuesday as a Project Manager. Black reviewed the memo that he had prepared for the City, regarding the sanitary sewer and storm sewer systems in the Northwest area of the City. Black explained that the memo outlines some general observations that were made during a review of the existing infrastructure in the northwestern area of the city. Black stated that the review was prompted by the report of several basement backups which occurred in conjunction with an intense rain event on August 12, 2016. Black reviewed sanitary manholes and other potential next steps for items that the City could do for minimal costs. Black suggested that the City could: possibly seal up some of the sanitary manholes to stop infiltration, possibly televising of sanitary sewer, discussion with the public for disconnection of roof leaders, sump pumps and foundation drains from the sanitary sewer system, replace all open pick manhole lids with concealed pick hole covers. Black explained that a long term solution would be to extend the trunk storm sewer line on 10<sup>th</sup> Street south to Linden Avenue, ultimately extending the trunk storm sewer to the intersection of Linden Avenue and 9<sup>th</sup> Street. Black said that this would be included in the 2018 Street Project. Black suggested that a short term solution would be for the possible construction of a swale along the west side of 10<sup>th</sup> Street. Black stated that Reimers has been in contact with a televising company, but hasn't heard back from these companies as they are very busy.
  
- 8.B. Harvey Drive Street and Utility Improvement Project – Phase 1 (Justin Black, Consulting City Engineer)
  - 8.B.i. Approve Resolution Declaring Cost to be Assessed and Calling for Hearing on Proposed Assessment  
Black reported that the Harvey Drive Improvement Project has been awarded. Black reported that the project is coming in under proposed budget. Black explained that the assessment shall be payable over a period of 20 years at 5.5% interest.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2016-18 – DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND CALLING FOR HEARING ON PROPOSED ASSESSMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.B.ii. Approve "Supplemental Letter Agreement" with SEH for Construction Administration, Construction Observation, and Preparation of Record Drawings  
Black reviewed the supplemental letter that was sent to the City regarding the proposed fees of \$40,400 for construction administration and observation. Black explained that these are not added costs, but are included in the original budget. Black stated that there will be a construction meeting on Friday.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAE MINCK SECONDED, TO APPROVE SUPPLEMENTAL LETTER OF AGREEMENT WITH SEH FOR CONSTRUCTION ADMINISTRATION, CONSTRUCTION OBSERVATION AND PREPARATION OF RECORD DRAWINGS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.C. Authorize the Installation of a New Awning for the Concession Stand Located at Walsh Field (Rick Almich, Interim City Administrator)  
Almich reported that Duane Messner had met with him and discussed a new awning for the Walsh Field concession stand. Almich stated that initially Messner had approached the EDA to apply for the Sign and Awning Grant for this awning, but the EDA felt that the awning should be taken care of by the City. Almich explained that within the current Recreation Department budget, \$500 has been appropriated for repairs and maintenance at the baseball field. Messner obtained two quotes for an awning at Walsh Field, one from GJ Awning & Canvas \$2,570.00 and one from Sid's Signs on Broadway \$3,154.00. Almich explained that although the cost of completing the project is higher than the funds appropriated for such expenditures, Almich believes that the request is reasonable given that the improvement is functional and improves the appearance of the facility. Almich explained that it is assumed that the funding shortfall will be easily absorbed by the \$1,689,557 General Fund, which the Recreation Department is part of.  
Boeder stated that he felt that an awning for the Concession Stand is a good cause.  
Muchow stated that he would like to thank the Baseball Association for all of their hard work.

COUNCIL MEMBER DEVLAE MINCK MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE NEW AWNING FOR THE WALSH FIELD CONCESSION STAND TO BE PURCHASED FROM GJ AWNING & CANVAS FOR \$2,570. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.D. Authorize the Sale of the City Services Department's Portable 1987 CMT 100 KW Generator (Ty Reimers, City Services Director)  
Reimers reported that he had someone look at the old generator. Reimers explained that the portable generator is not needed anymore and taking up valuable space, since the city installed a permanent generator at the north lift station early in 2016 and the south lift station has had a permanent generator at its location for some years. Reimers stated that it is a good generator, and recommends selling it.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER DEVLAE MINCK SECONDED, TO AUTHORIZE THE SALE OF THE PORTABLE 1987 CMT 100 KW GENERATOR. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.E. Recommendation to Change Position Titles for the City Services Department (Ty Reimers, City Services Director)  
Reimers explained that when the City Services Department was created, the intent was to bring all departments under one chain of command. Those previous departments are no job positions within the City Services Department. Reimers explained that to eliminate some lingering confusion outside the department, he proposes to change the titles to: Street and Storm Water Maintenance Technician, Buildings and Grounds Maintenance Technicians and Water/Wastewater Treatment and

Maintenance Operator. Reimers explained that upon approval of this recommendation, the corresponding position descriptions will be amended removing any reference to “supervisory or managerial” duties, responsibilities, knowledge or experience.  
Almich stated that he felt that this was a step in the right direction.  
Boeder stated that he likes the idea that it unifies the cross training of employees.  
Almich explained that the job titles are very specific for the area of their expertise and responsibilities, but they will need to be available to help with other areas.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE CHANGING OF THE POSITION TITLES FOR THE CITY SERVICES DEPARTMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**9. Unfinished Business**

**10. New Business**

10.A. Review and Consider the Annual Renewal of the City’s Property, Casualty, and Workers’ Compensation Insurance Policies (Craig Morseth, Insurance Service Company, Inc.)  
Morseth stated that there were no surprises on the renewal. Morseth explained that the premium for all the property, casualty and workers’ compensation increased \$7,221 (6.4% increase). Morseth stated that the City received a dividend of \$18,535 for property/liability insurance in 2015 and will most likely receive another dividend this year.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE 2016 L MCIT RENEWAL PREMIUM AND COVERAGE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER LOSURE SECONDED, COUNCIL MEMBER DEVLAE MINCK SECONDED, TO CONFIRM THE COUNCIL’S INTENT TO RELY ON THE STATUTORY IMMUNITY LIMITS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

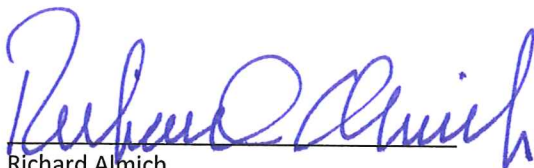
**11. Other**

**12. Upcoming Meetings and Events**

- 12.D. Wednesday, October 5<sup>th</sup> @ 6:30 p.m. – Regular City Council Meeting @ City Hall
- 12.E. Monday, October 10<sup>th</sup> @ 5:30 p.m. – EDA Meeting @ City Hall
- 12.F. Wednesday, October 19<sup>th</sup> @ 6:30 p.m. – Regular City Council Meeting @ City Hall
- 12.G. Wednesday, October 26<sup>th</sup> @ 6:30 p.m. – HPC Meeting @ Library

**13. Adjournment**

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 7:06 p.m.



Richard Almich  
Interim City Administrator

\_\_\_\_\_  
Don Boeder  
Mayor