

**CITY OF GAYLORD**

**AGENDA**

**ORGANIZATIONAL AND SPECIAL CITY COUNCIL MEETING MINUTES**

**WEDNESDAY, JANUARY 9, 2017 AT 6:30 P.M.**

**CITY HALL**

REVISION #

**Members Present:** Mayor Boeder and Members DeVlaeminck, Homme, Landaas, Uecker and Muchow  
**Members Absent:** Losure  
**Staff Present:** Don Lannoye, Schauer Law Office; Richard Almich, Interim City Administrator; Kimberlai Moore-Sykes, City Administrator and Lori Doering, Secretary/Utility Billing/Payroll Clerk  
**Visitors Present:** Judy Tolzman and Lorraine Wentzlaff, Forever Young Senior Center 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.

Mayor Boeder wished to thank Chad Devlaeminck for his service to the City of Gaylord as a Council Member for the last four years. He presented Devlaeminck with a certificate and a service award. Mayor Boeder then welcomed new council member Tom Homme.

Don Lannoye administered the Oath of Office to Mayor Don Boeder, Council Member Chad Muchow and newly elected Council Member Tom Homme.

**3. Consider 01-09-17 Agenda**

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE JANUARY 9<sup>TH</sup>, 2017 AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**4. Comments, Updates, and Concerns**

4.A. Citizens – None

4.B. Council Members – Landaas stated there are two meetings this week, the County EDA meeting and the first quarter RS Fiber meeting. Muchow explained that the Ambulance Department needs some help advertising for new members and the city should help by advertising in the next newsletter by explaining all the benefits to being a member and that we should do the same the following month for the Fire Department. Also,

Muchow was wondering if regular meeting dates are set up for the Park Board. Mayor Boeder stated he would get into that when we go over the appointments.

Judy Tolzman addressed council with the request to add handicap parking in the downtown area. Mayor Boeder stated it should be referred to Ty Reimers, our City Services Director.

**5. Consent Agenda**

Mayor Boeder questioned a bill from RS Fiber in the accounts payable for the hot spot in the park. He thought there was a grant that should pay for this and also asked if it could be turned off during the winter. Landaas stated he would check into it.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER 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. Planning Commission – Meeting of October 19, 2016 and Continuation Of Said Meeting

5.B. Accounts Payable

5.C. Resolutions and Ordinances

None

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

None

5.E. Other

- 5.E.i. Forever Young Senior Center – November, 2016 Report
- 5.E.ii. Accept the Resignation of Jeff Milette from the Police Department

**6. Public Hearing(s) - 7:00 P.M.**

None

**7. Communications, Request, and Petitions**

None

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

None

**9. Unfinished Business**

- 9.A. Consider Comprehensive Plan Update Agreement Addendum (Revised) – Don Lannoye, City Attorney

Lannoye stated a request was made by the council to amend the completion date of the Comprehensive Plan Update contract, due to not knowing the status of the potential medical school opening. The Hoisington Koegler Group Inc. is supportive of the proposed amendment/addendum but is concerned about the penalty for not meeting the March 31<sup>st</sup>, 2017 deadline. Lannoye has drafted an addendum with the desire of the City to suspend completion of the Update until such time that the city has more information regarding the status of the potential medical school and also agree to suspend the completion date of the Update indefinitely and the \$100.00 penalty is not applicable. Lannoye also noted that depending on the time that the suspension period is, there could be potential costs incurred to the city.

Muchow asked if we could relay to the group, that the city would like to delay until September 1<sup>st</sup> and then move forward and we can lock in a price, then if we go beyond September 1<sup>st</sup> 2017, we know it will cost us some additional money.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE COMPREHENSIVE PLAN UPDATE AGREEMENT ADDENDUM WITH THE RELAYING OF THE UNDERSTANDING OF THE SEPTEMBER 1<sup>ST</sup> DEAD LINE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**10. New Business**

**10.A. Consider Appointments to City Commissions, Boards, and Committees – Don Boeder, Mayor**

Mayor Boeder reviewed in detail each of the committees and its members. He also reviewed the council appointments for each committee. There was some discussion regarding the combining of the Park and Trail committees into one committee and that it be renamed Parks and Recreation Committee and that regular meeting dates and times be established with agendas. Some meetings in the winter months could be suspended if there is nothing to discuss.

Uecker asked if the Citizens Advisory Committee should be dissolved, they have never met and she even wonders if the members even know they are on the committee. Mayor Boeder stated we should remind them that they are on it and we should keep it for now.

Mayor Boeder stated one of his biggest goals this year is to improve the sound through the cable commission for the council meetings and he also sees no reason that the meetings could not be live and wanted Uecker to look into it; he feels there should be some monies there to accomplish it. Uecker stated they are working on it and are working with the other cities and are trying to use RS Fiber to accomplish this.

**BOARDS AND COMMISSIONS**

**TERM EXPIRES**

**CORE COMMITTEES:**

**PARKS & RECREATION**

**1 Year Terms**

Chad Muchow

Jessica Uecker

Dawn Kratzke

Dec-17

Bill Walsh

Dec-17

David Robbins

Dec-17

Chad Devlaeminck

Dec-17

Delaine Elseth (Pool Manager)	Dec-17
Lenore Strouth	Dec-17
Duane Goetsch	Dec-17
Rod Nelson	Dec-17
Jim Swanson	Dec-17
Margi Swanson	Dec-17
Donna Weiss	Dec-17

***LIBRARY BOARD***

**3 Year Terms**

Pauline Marlinski	Dec-19
James King	Dec-17
Karen Iverson	Dec-18
Andrea Nelson	Dec-17
Shawn Losure	

***PLANNING AND ZONING COMMISSION***

**2 Year Terms**

Orlin Grack	Dec-18
Jerry Gasow	Dec-17
William Schulte	Dec-18
Marilyn Bratsch	Dec-18
Steve Boerner	Dec-18
Tom Homme	
Jim Landaas	

***GAYLORD EDA***

**6 Year Terms Unless Otherwise Indicated**

Jim Landaas	
Tom Homme	
Chuck Klimmek	Dec-19
Steve Olmstead	Dec-20
Doug Parrott	Dec-18

***CHARTER COMMISSION***

**3 Year Staggering Terms**

Joe Deis	Dec-19
Julie Landaas	Dec-19
Jerry Hahn	Dec-17
Jill Hewitt	Dec-17
Alice Strobel	Dec-18
Duane Messner	Dec-18
Tom Homme	

**AD HOC COMMITTEES:**

**LAKE TITLOE BEAUTIFICATION  
COMMITTEE**

**1 YEAR TERMS**

Jim Swanson	Dec-17
Darrel Mosel	Dec-17
Greg DeVries	Dec-17
Larry Podratz	Dec-17
Al Hahn	Dec-17
Don Boeder	

**BOARDS AND COMMISSIONS**

**TERM EXPIRES**

**Revolving Loan Fund**

Sue Keithahn  
Alice Strobel  
Kim Moore  
EDA Members

**Forever Young Senior Center Committee**

**1 Year Terms**

Lorraine Wentzlaff - President	Dec-17
Phyllis Severin - Vice President	Dec-17
Judy Tolzmann - Secretary	Dec-17
Aggie Barrick - Treasurer	Dec-17
Carol Trout - Board Member	Dec-17
Elaine Holberg - Board Member	Dec-17
Berniece (Bootie) Hahn - Board Member	Dec-17
Eunice Asmus - Board Member	Dec-17
Leona Schwarzrock - Board Member	Dec-17
Charles (Chuck) Lindgren - Board Member	Dec-17
Jean Walters - Board Member	Dec-17
Avis Klukas - Board Member	Dec-17
Shawn Losure	

**Citizen Advisory Committee**

**1 Year Terms**

Kim Moore	
Chuck Klimmek	Dec-17
Ben Nelson	Dec-17
Pauline Marlinski	Dec-17
Dan Reich	Dec-17
Dean Schons	Dec-17
Chief Tony Padilla	Dec-17
Larry Podratz	Dec-17
Margi Swanson	Dec-17
Kris Bratsch	Dec-17
Julie Landaas	Dec-17
Rachel Frauendienst	Dec-17
Orlin Grack	Dec-17
Jessica Uecker	

**Finanacial Advisory Committee**

**3 Year Terms**

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

**HERITAGE PRESERVATION COMMISSION**

**3 YEAR TERMS**

Karen Johnson	Dec-17
Patrick Schlueter	Dec-18
Jane Peterson	Dec-18
Steve Harter	Dec-19
Chuck Klimmek	Dec-17
Ron Kirsch	Dec-17
Jane Rischmiller	Dec-19
Tom Homme	

**ANNUAL APPOINTMENTS**

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

COUNCIL MEMBERS

COUNCIL PRESIDENT (1 Year Terms)

2017 Appointments

Landaas

DEPARTMENTS (1 Year Terms)

City Administration

Park/Pool/Recreation

Cemetery

Library

Public Safety-Police

Ambulance

Fire Department

Streets

Water

Sewer

Refuse

Storm Water

Cable Commission Liaison

Planning and Zoning Liaison

EDA

Lake Titloe Committee Liaison

Forever Young Senior Center

Citizen Advisory

Railroad Coalition

Sharing Resources

Financial Advisory Committee

Sibley County Economic Development

Comm.

Heritage Preservation Commission

Charter Commission

Personnel Committee

Muchow/Uecker

Muchow/Uecker

Losure

Landaas

Landaas

Landaas

Muchow

Muchow

Muchow

Muchow

Muchow

Uecker/Losure

Landaas/Homme

Landaas/Homme

Boeder

Losure

Uecker

Losure

Losure/Uecker

Landaas

Moore

Homme

Moore/Boeder/Landaas/Homme Alt.

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

10.B. Consider Proposed 2017 Utility and Enterprise Budgets – Rick Almich, Interim City Administrator

Almich wished to make council understand that the short term cash flows in the utility and enterprise budgets are a concern but not a crisis. There have been a lot of bonds issued but it is a manageable situation. If council does nothing in the next two years, the issue will take care of itself as the debt will be dropping off very quickly. A 1.5% cost of living adjustment is proposed as well as a step increase for all employees receiving a satisfactory performance review. It is proposed that both the City Administrator and the Accountant/Clerk that 50% of their payroll costs come from the general fund and the remaining 50% be split between the water, sanitary sewer and storm water funds. To minimize overtime and or compensatory leave in the city administration department, it is proposed to hire 2 part-time administrative positions, each working a maximum of 20 hours per week to assist

heavy workloads, covering of sick and vacations, serving as recoding secretary for various evening meetings and also to assist the city administrator. For the General Fund Budget, it is recommended the hiring of a consultant to prepare a five-year Financial Management Plan and that this document be prepared at least every other year. It is also recommended that the city become a member of the Minnesota Valley Council of Governments for a variety of tasks. There are no proposed changes in current staffing levels in water/sanitary/storm operations and no big purchased coming.

Member Muchow stated in years past, council likes to see a snap shot of the budget to see where we are at and by August, have a preliminary budget to see where we are sitting. Mayor Boeder would like to have a workshop and just discuss this topic. Almich also stated there seems to be a lack of consistency on how the principal and interest payments on the debt were treated. Almich explained there is no action that is needed tonight on this other than to table it.

Council consensus was to table this and have a workshop on just this topic, on a date to be determined.

### **11. Other**

Mayor Boeder proposed that the city council meetings continue to be the first and third Wednesdays of the month at 6:30 p.m. and that July 5<sup>th</sup> be omitted from the schedule in 2017 being so close to the July 4<sup>th</sup> holiday. Also, there would be no second meeting in January this year.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE 2017 MEETING SCHEDULE AS DISCUSSED. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

### **12. Upcoming Meetings and Events**

- 12.A. Wednesday, January 11<sup>th</sup> @ 5:30 p.m. – EDA Meeting @ City Hall
- 12.C. Wednesday, January 25<sup>th</sup> @ 5:30 p.m. – HPC Meeting @ Library
- 12.B. Wednesday, February 1<sup>st</sup> @ 6:30 p.m. – Regular City Council Meeting@ City Hall
- 12.C. Thursday, January 26<sup>th</sup> @ 6:00 p.m. – Sibley County Municipalities Association Semi-Annual Meeting @ Gibbon Community Center**
- 12.D. Wednesday, February 8<sup>th</sup> @ 5:30 p.m. – Planning Commission Meeting @ City Hall
- 12.E. Thursday, February 9<sup>th</sup> @ 7:00 p.m. – Gaylord Fire Department and Ambulance Department Annual Meeting with Townships @ Fire Hall Meeting Room**
- 12.F. Wednesday, February 15<sup>th</sup> @ 6:30 p.m. – Regular City Council Meeting @ City Hall

### **13. Adjournment**

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LANDAAS SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:23 p.m.

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Kim Moore-Sykes  
City Administrator

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Don Boeder  
Mayor