

**CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING
WEDNESDAY, FEBRUARY 15, 2017 AT 6:30 P.M.
CITY HALL**

Members Present: Mayor Boeder and Members Homme, Landaas, Losure and Uecker
Members Absent: Council Member Muchow
Staff Present: Don Lannoye, Schauer Law Office; Kim Moore-Sykes, City Administrator; Ty Reimers, Public Works Supervisor; Tony Padilla, Chief of Police; Dan Reich, Police Officer; Ivan Martinez, Intern and Lori Waltz, Accountant/Clerk
Visitors Present: Joe Kuphal, Tony Draeger, Gaylord Ambulance Service; Joe Hernandez, Ridgeview Paramedic; Leigh Reich and family, Sandy Draeger and family; Charlie Eichten, 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 2-15-2017 Council Agenda

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE FEBRUARY 15TH, 2017 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 the matter, but will not take formal action on the public comments made.

4.A. Citizen Comments

None

4.B. Council Members

4.B.i. Staffing

Landaas reported that at the EDA meeting it was suggested that a staffing workshop is needed to discuss the need for an EDA Coordinator.

4.B.ii. RS Fiber

Landaas reported that Waltz reported that RS Fiber was installed at the City Offices two (2) weeks ago.

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 UECKER MOVED, COUNCIL MEMBER HOMME 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 Minutes (2/1/2017)
 - 5.A.II. Planning & Zoning Commission Minutes (2/7/2017)
 - 5.A.III. Regular City Council Meeting Minutes (12/7/2016)
 - 5.A.IV. Regular City Council Meeting Minutes (12/21/2016)
- 5.B. Accounts Payable – January 28, 2017 thru February 10, 2017
- 5.C. Resolutions and Ordinances
- 5.D. Reports of Officers, Boards, and Commissions
 - 5.D.I.
- 5.E. Other
 - 5.E.I. Liquor, Wine or Club License Renewals for 2017

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

7. Communications, Request, and Petitions

- 7.A. Presentation of Life Saving Award – Police Chief Tony Padilla
Padilla stated that he has a unique opportunity to present an award for an ambulance run to Oak Terrace Senior Health Care Center on September 13th, 2016. Officer Dan Reich, responded within minutes to a page for the Gaylord Ambulance to Oak Terrace. Ambulance members Tony Draeger, Amy Hahn and Joe Kuphal responded to the page shortly thereafter followed by Joe Hernandez, Ridgeview Paramedic. Padilla read portions of the police report explaining how the patient survived due to the quick thinking of this group. Boeder presented the Life Saving Award to Officer Reich, Certificates of Appreciation to Kuphal, Draeger and Hernandez. Hahn was unable to attend the meeting tonight.
- 7.B. 2016 Wastewater Treatment Facility Operational Award – Ty Reimers
This item was removed from the agenda and added to the City Services Department Annual Report.
- 7.C. Prairie Line Trail Project Information
Moore stated that she included the information for the Prairie Line Trail Project. Moore stated that she was unable to attend the meeting for the project on February 9th, due to a conflict.
- 7.D. Legislative Conference for Cities, League of Minnesota Cities
Moore stated that this information is for Council Members to review.

8. Department and Committee Reports and Recommended Action Items

- 8.A. Police Department – Chief Tony Padilla
 - 8.A.i. Request to Approve the Part Time Police 2017 Wages (12/7/16 Council Mtg)
Padilla requested that the part time police wages that were included in the 2017 budget be approved. Padilla.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE PART TIME POLICE 2017 WAGES FROM \$15.00 PER HOUR TO \$19.00 PER HOUR (STEP ONE (1) ON THE Payscale. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.A.ii. Request to purchase New Computer Server - \$7,150 (2017 Budget)
Padilla explained that he would like to request the approval of the purchase of a new computer server. Padilla stated that the computer server cost of \$7,150 was included in the 2017 budget. Padilla reported that he received two (2) quotes for the new server. Padilla explained that he plans on taking existing clients and connect to centralized server which allows for better control over user access and accountability to files and folders.
Landaas suggested that staff review the possibility of the city buildings sharing a server instead of each building having their own. Council suggested that staff research this possibility.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE A NEW SERVER FOR THE POLICE DEPARTMENT AT A COST OF \$7,150 FROM XCELERATED COMPUTER SOLUTIONS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8A.iii. Request to purchase Computer Storage Space - \$2,100 (2017 Budget)

Padilla explained that the Police Department is currently operating with a limited external hard drive. Padilla explained that anytime the squad video is activated we are downloading to the external hard drive. Padilla feels that body cameras will be coming soon and there will be a need for more storage space than what our external hard drive can currently handle. Padilla explained that the computer storage cost would be \$2,100, and is not included in the 2017 budget.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE COMPUTER STORAGE FOR THE POLICE DEPARTMENT AT A COST OF \$2,100. THIS ITEM WILL BE PAID FOR OUT OF THE GENERAL FUND. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B. City Services Department – Ty Reimers

8.B.ii. 2016 Annual Report

Reimers reviewed his prepared report with the Council. Reimers reported that the Street Department purchased a new Batwing mower. The compost site for leaves and grass is going well, may have to get some of the old compost shipped out if no one takes any. The crack sealing and seal coating projects were completed. Reimers reported that there were six (6) snow events during the 2015/2016 snow season. The first event was 12/01/15 and the last event was 03/23/16. Reimers reported that there were 341 Gopher One locate requests in 2016. Reimers reported that the Parks and Grounds Department has been continuing to clean the downtown sidewalks during snow events. The department helps with the setup/take down for Eggstravaganza. New mulch was purchased and installed for the main playground area. WiFi was installed in late fall at the Green shelter, Walsh Field and GAAC through the City's WiFi Project. The playground area and tennis court area are scheduled for install in 2017. Reimers reported that blacktop material has been added to both sides of walk bridge to eliminate a trip hazard and also to control erosion. Reimers reported that Robert Kloeckl was awarded the 2016 Wastewater Treatment Facility Operational Award. Reimers reported that Kloeckl has received this award 15 times. Reimers reported that in 2016 the reserve water capacity for the City increased from 460,000 gallons to 800,000 gallons when the newly constructed water tower was put online. Reimers stated that there were no water testing violations in 2016. The wastewater pond surface area covers approximately 81.9 acres. 1" of rainfall on this surface results in roughly 2.22 million gallons of additional water to the ponds. The wastewater ponds were discharged in March, May, September, October, November and December. Reimers reported that at the Aquatic Center the lesson revenue was down a little from 2015, but Pass and Admission revenues increased in 2016. On July 21st, the GAAC served 865 patrons, a one day record. Reimers reported that a WIBIT was purchased, which is a floating play feature; and was a big success.

8.B.ii. Recommendation to Replacement of Water Plant Valves

Reimers reported that the water plant valves need to be replaced. Reimers reported that currently, the solenoid valves are opened and closed via the pic, and if the limit switch on the valves have trouble, it confuses the pic and created a lot of problems in the plant. For instance, a limit switch went out of tolerance without their knowledge and made one of the filters inoperable unless someone was constantly keeping an eye on it. Reimers stated that with this replacement, the program that runs the plant will be modified and the controls to these valves will be eliminated from the program, electrical wiring and limit switches will be removed and the new valves installed. Reimers explained that the replacement will be completed by Hjerpe Contracting, Sibley Electric and TPC (Telemetry Process Controls) for an estimated cost of \$5,000. This replacement has been budgeted for in the 2017 budget.

Boeder inquired what the valve status is, because the 2017 Utility Budget has not been approved yet. Landaas asked that this item be placed on the March 1st agenda. Council told Reimers that he is not required to attend that meeting.

Council inquired if Reimers has been working at the aquatic center. Reimers stated that he plans to as soon as the weather permits.

8.C. Ambulance Services – Dan Reich

8.C.i. Recommendation to add four new members for the EMT Class
(Tim Otto, Katie Turbett, Maria Padilla, Marina R. Jaquez)

Moore explained that Reich would like to recommend that the Council approve the four (4) new members for the EMT class.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE ADDITION OF FOUR (4) NEW MEMBERS FOR THE EMT CLASS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. Unfinished Business

10. New Business

- 10.A.I. Fire Services Agreement with the Township of Alfsborg
- 10.A.II. Ambulance Services Agreement with the Township of Alfsborg
- 10.B.I Fire Services Agreement with the Township of Dryden
- 10.B.II Ambulance Services Agreement with the Township of Dryden
- 10.C.I Fire Services Agreement with the Township of New Sweden
- 10.C.II Ambulance Services Agreement with the Township of New Sweden
- 10.D.I Fire Services Agreement with the Township of Transit
- 10.D.II Ambulance Services Agreement with the Township of Transit

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE AMBULANCE AND FIRE SERVICE AGREEMENTS WITH THE TOWNSHIPS ALFSBORG, DRYDEN, NEW SWEDEN AND TRANSIT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. Other

12. Upcoming Meetings and Events

- 12.A. Wednesday, Feb. 8th @ 5:30 p.m. – Regular Planning Commission Meeting @ City Hall
- 12.B. Thursday, Feb. 9th @ 5:30 p.m. – Annual Fire & Ambulance Meeting w/Townships
- 12.C. Monday, Feb. 13th @ 5:30 p.m. – EDA Meeting @ City Hall
- 12.D. Wednesday, Feb. 15th @ 5:30 p.m. – City Council Workshop on Policing
- 12.D. Wednesday, Feb. 15th @ 6:30 p.m. – City Council Meeting @ City Hall
- 12.E. Monday, Feb. 20th President’s Day – City Hall Closed
- 12.F. Monday, Feb. 27th @ 6:30 p.m. – City Council Workshop – 10th Street, Utility Budget

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 7:13 p.m.

Kim Moore-Sykes
City Administrator

Don Boeder
Mayor