



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

Members Present: Mayor Boeder and Members Homme, Landaas, Losure, Muchow and Uecker
Members Absent: Member Homme
Staff Present: Don Lannoye, Schauer Law Office; Kim Moore-Sykes, City Administrator; Ivan Martinez, Intern
Visitors Present: Avery Grochow, Justin Black, SEH, Ty Reimers, Gaylord Public Works, 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 3-1-2017 Council Agenda

Boeder stated that 8.B.III will be removed. Moore- Sykes requested to add Ty Reimers, City Servicer Department, to address the Council in regards to hiring aquatic staff as well as seasonal public works staff for the summer. The item was added under Department and Committee Reports Section 8.E. Lannoye consulted that it was legal to add the item to the agenda. Boeder questioned 8C. in regards to City extra library services was discussed and resolved in Feb. 1st meeting in which Council Member Muchow made motion and Council Member Losure seconded the motion to approve the City of Gaylord extra library services agreement. All members voted in favor of the motion. Boeder also mentioned that minutes from Feb. 15th meeting were missing.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE AMENDED MARCH 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

4.A.i. None

4.B. Council Members

4.B. Boeder mentioned that it had been in the media and had received concern from citizens about combining police forces. The paper released information on 3/15/17 mentioning that the Council would

vote on it in the meeting. Boeder stated that there has to be more communication between both communities. Muchow wanted to reconfirm the past issue of missing Feb 15th meeting minutes. Boeder mentioned that there was a workshop and a meeting on the same night, the Council meeting minutes were present but the workshop minutes were missing. Sykes- Moore stated that she would look into the minute issue.

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 MUCHOW MOVED, COUNCIL MEMBER LANDAAS 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. Council Workshop Meeting Minutes (2/27/2017)
- 5.A.II Regular City Council Meeting Minutes (3/1/2017)

5.B. Accounts Payable

- 5.B.I February, 2017 thru March 10, 2017

5.C. Resolutions and Ordinances

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

- 5.D.I. Planning & Zoning Commission Meeting Minutes- 2/8/2017
- 5.D. II. Dryden Township Annual Meeting Information
- 5.D.III. Heritage Preservation Commission Meeting Minutes- 1/31/2017
- 5.D. IV. Heritage Preservation Commission Meeting Minutes -2/22/2017

5.E. Other

- 5.E.I. 1st Quarter 2017 Certified List
Due to issues with utility billing software compatibility and the new computers, Staff was unable to provide the First Quarter Certified List as required.
- 5.E.II LG220 Application for Exempt Permit by Non-Profit for Lawful Gambling
- 5.E.III. Resolution to Accept a Donation from Albert H. Meyer Jr. Estate
- 5.E. IV. Sign Permit Application for 221 Main Avenue -Shawnie Kuphal
- 5.E.V. Sign Permit Application for 301 S. 4th Street -Bill Voigt
- 5.E.VI. Beer License Renewal Applications 2017
- 5.E.VII. Certificate of Substantial Completion

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

None

7. Communications, Request, and Petitions

7.A. Recycling Presentation -Jess Wibsted, Gaylord Sanitation

Wibsted stated that he was requesting to change the city's recycling bin to a recycling bin (single-stream recycling program). The lid on the new cart would be a different color than the normal waste cart. It would cut down from blowing recycled items around town. Wibsted also commented that the recycling would be done every other week. Wibsted requested that their contract be extended out 5 more years for the expenses of the recycling carts and the truck. Boeder also mentioned that pricing would stay the same. Muchow commented that there are other communities that are going this route. Wibsted also addressed that this would benefit in other costs such as workman's comp. Gaylord

Sanitation was seeking a commitment from Gaylord for the contract extension. Boeder acknowledged that he had spoken to citizens and that they were on board with the idea. Council requested for Gaylord Sanitation to present a proposal or contract to the Council. Lannoye mentioned that he would create the extension contract and that they could possibly have it for the next meeting (4-5-2017). Gaylord Sanitation also addressed that they would be ready on Nov. 1st, 2017.

7.B. Resolution 2017-2, Harvey Street Bond Series 2017A

Lannoye stated that the Council had already passed the resolution on a previous meeting but it was not attached.

7.C. Information Requirements for Various Building Permit Applications -Avery Grochow

Moore-Sykes verified that this was information that was on the permits. Grochow mentioned that this was only information in terms of surveys for a property. Muchow stated that Almich had addressed this during his time in Gaylord and that he believes that this is a topic for the Planning & Zoning Committee to address.

7.D. Sibley County Community & Business Expo -Kim Moore-Sykes

Moore-Sykes received invitation and application for the Sibley County Community & Business Expo. She was told that if the city wanted to do it, there would be a charge of \$25 due to being a public agency. Moore-Sykes also mentioned that she thought it was a great idea to promote the city and to talk about what is going on and what projects are coming up. The Expo would be taking place in Arlington and it would be on Thursday, April 20th, 2017. Landaas mentioned that this event happened in Winthrop last year and he attended. He also mentioned that Gaylord was the only city that was not represented. The various cities had booths for the respective city as well as an EDA and Chambers. Landaas also commented that the booth should be professional. He also spoke with Pauline from the Chamber as well as Chuck Klimmek from the EDA and Kevin McCann, about his concern of the city not having a representation at the expo. Muchow mentioned that it would be good to get a message out to the various committees so they can show up. Possibly get a couple of the committee heads to represent their respective committee.

8. Department and Committee Reports and Recommended Action Items

8.A. Policing Contract with the City of Arlington -Tony Padilla

Discuss the contracting option that is being proposed with the City of Arlington in respect to police department services. Padilla retracted to the timeline of the discussion to Jan. 23rd, 2017 where he, Moore-Sykes and Landaas went to Arlington to meet with their police commission. Both cities were interested in consolidating police departments, however both cities wanted more information. Once the proposition was created, it was then handed to Gaylord City Council on Feb. 15th, 2017 and the Council was interested in the negotiations and interested in the matter of consolidating. Arlington's City Council also agreed on the matter. Padilla continued to comment that thereafter communications between both cities would take place. However, last week Arlington had put in a request for police services in the line of patrol and responding to calls. Arlington had only one police staff that was playing various roles and that is why they were seeking Gaylord's services. Padilla was requested to create a contract that would detail services. Padilla discussed the costs of Gaylord's services to Arlington. The cost would be of \$10,400 which would include 160 hrs. patrol time a month as well as 64 hrs. of Chief services or 2 days per week. Finances were determined by officer pay, health dental, life, PERA, workman and vehicle equipment. \$33.56 per hr. per officer along with \$11.50 for vehicle equipment rates. Cost for the Chief would be \$46.24 per hour just for administrative work, and addition of vehicle expenses would come up to \$50.00 per hr. approximately. Landaas stated that there had been no conversation with Arlington since January and that the initial proposal for a joint police force has now changed to a temporary contracted police force. Moore-Sykes has sent an email to Arlington for a meeting but there has been no response. Landaas remarked that the subject should be tabled before making a decision. Boeder stated that there has to be more meetings about the matter. Muchow also mentioned that this could bring on more stress to the police department and also expressed to table the matter.

8.B. Ambulance Report

8.B.I. Purchase of Heart Monitor Life Pack 15 -Tera Swenson

Swenson explained that the ambulance was looking to get the City Council's approval for a 2014 Life Pack 15 heart monitor from the Le Sueur Ridgeview Ambulance. The Le Sueur Ambulance was offered \$15,000 for a trade in. Le Sueur Ambulance is willing to sell the monitor to the Gaylord Ambulance for the price of \$15,000. A refurbished monitor would cost 24,000 from the company and a monitor would cost \$40,000. The monitor is in good condition and has passed all performance tests. Heart monitor would provide more care for cardiac patients and would have early diagnosis of cardiac complications. Swenson requesting that the Council allow the Ambulance to use the money that the Ambulance had acquired through donations to purchase the device.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE PURCHASE OF THE LIFE PACK HEART MONITOR FOR \$15,000.00 WITH DONATION FUNDS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B. II. Construction of An Additional Ambulance Bay-Tera Swenson

Swenson was requesting approval to being an investigation of an addition or expansion to the Ambulance garage. The backup ambulance is currently stationed at the fire barn, but department would like to have more stalls to have it in the same vicinity. Donations have been given for the investigation. Swenson also mentioned that there would be a committee created with ambulance members to get bids for such expansion. Boeder expressed that there is an issue with the architecture of the building and that the only way to expand would be to the west, which could possibly have to happen with the city asking for a variance. Muchow added that the fire barn is also in the works of adding stalls. Avery Grochow mentioned that he possibly has the survey for that building and would get that to the ambulance department.

8.B.III. Ambulance Relief Fund -Don Lannoye

8.C City Extra Library Services Agreement with Sibley County -Kim Moore-Sykes

8.D. 10th Street Project Property Information -Staff

Lannoye stated that he, Moore-Sykes, Grochow, and Justin Black had met before the meeting to discuss the matter. Back in 2010 the council considered a resolution for the annexation of properties from the Orderly Annexation Agreement. The properties would be needed for the 2018 project. The resolution never brought it in, so the Council has to pass the same resolution from 2010 at the next Council meeting. This would have to include communication with the Dryden Township. Lannoye mentioned that next Tuesday March 21st 2017, the township has a meeting. He also expressed that it would be important for someone to attend and address this matter at that meeting. Lannoye mentioned that Avery Grochow was willing to attend that meeting and speak on behalf of the Council. He also stated that there are easements that have to be created and that he would speak with the Fullers about the purchasing of those lots. Black also mentioned that they are incorporating all other developments in one contract.

8. E. Additional Aquatic and Seasonal City Services Staffing- Ty Reimers

Gaylord Aquatic center needs to hire an Aquatic Supervisor once again. In 2012-2014 there was an Aquatic Supervisor, Guest Services Manager and General Manger, responsibilities included training life guards, lessons, pool shows, certifications for life guards etc. In 2015- 2016, the position was eliminated. The Aquatic staff is looking to rehire for that position once again, with the main responsibilities of life guard trainer, supervision, and certification to be able to certify lifeguards. Benefits of having this position is having a certified Red Cross instructor on staff and having the ability to certify and re-certify lifeguards on site. Numbers will have to be pulled from years past that document salaries for the positions as they were in 2012-2014. Reimers also mentioned that he needed part-time seasonal help primarily for the park or as needed around town. Duties would include mowing and trimming grass, cleaning bathrooms, trimming trees, picking up and disposing of waste,

cleaning of parks, trails and cemetery. Minimum age for the position is 16 but Riemenrs recommend to keep it at 17. Reimers also detailed other qualifications that they would be looking for in the employee. Council concurred that they would look forward to the perspective hires for approval.

9. Unfinished Business

9.A. 2017 NW Sanitary Sewer Improvement Project -Justin Black, SHE

Black gave insight in the 2017 NW Sanitary Sewer Improvement Project. Black mentioned that there had been some issues with homes that were televised, and that the televising company was going to look into those. Black also presented a feasibility report for the project which is the first step in the MN Stat 429 process. The resolution is the requirement of the MN Stat 429 which would initiate the process. The agreement is for engineering services part of the televising will consist of them reviewing all of the televising for the area. Recommendations for replacement and rehabilitation would be presented to the Council. Black also mentioned that they were looking into trenchless options so they would not have to dig in people's yards. Black informed that there is a 3-step process for this project, the feasibility report, public hearing, final design and plans. The engineer also mentioned that an extra \$300,000.00 had already been included in the Harvey Street bonds.

9.A.I. Resolution 2017-04

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2017-04- 2017, NW SANITARY SEWER IMPROVEMENT PROJECT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B. 2018 10th Street Improvement Project -Justin Black, SEH

Black informed that there would be improvements from Lincoln Ave. to North Ave., two blocks of Linden Ave. from 8th St. to 10th St., also improvements on Penn Ave. from 8th St. to 10th St. Part of the project includes review of sanitary/ sewer lines in that area. This project is approximately 2 million dollars, SEH would prepare detailed estimates for the feasibility report. Upon gaining knowledge of exact estimates SEH will present that to the Council. The project also addresses the street but also the flooding issues that that part of the community is having. SEH is also planning to create a trail along side of 10th St. Black also entailed that there was money budgeted for an open house event, to invite all property owners and have an informal gathering to collect information from them. Thereafter, analyzing both information from the project and the gathering, they would create recommendations to proceed. Muchow asked for Black to comment on his question over the other streets that are in need of reparation and if possible do a 1 inch overlay on those streets. Black informed that he could look into that in his feasibility report and look into cost estimates. Boeder stated that there would be a need for path work. SEH mentioned that Braun Intertec will be processing soil borings and SEH will be bringing that proposal directly to the Council.

9.8.1. Resolution 2017-05

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE RESOLUTION 2017-05- 2017, WHICH WILL INCLUDE ENGINEERING SERVICES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B.11. Supplemental Letter Agreement for Engineering Services

10.New Business

10.A. Software Upgrade

10.1 Neptune Meter Reading Software- Ty Reimers, City Works

Reimers informed the Council that because the computes in city hall had been upgraded to Windows 10, the Neptune Meter Reading Software was no longer compatible with it. Lori Doering inquired about the issue to Neptune, and they informed her that the software would have to be upgraded in order to be

compatible with Windows 10. The cost of the upgrade is of \$3,150.00 which includes a 3-year contract and available updates. Reimers also commented that the contract with Neptune was supposed to be renewed back in 2015. The \$3,150.00 would be split with the water and sewer account. Reimers mentioned that they had budgeted for a new meter reader because the meter currently, if to get damaged or broken, would not be fixed anymore.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE NEPTUNE METER READING SOFTWARE, FOR THE COST OF \$3,150.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. Other
12. Upcoming Meetings and Events
 - 12.A Monday, Mar. 13 @ 5:30p.m. - EDA Meeting
 - 12.B. Monday, Mar. 13th@ 6:00 p.m.
 - 12.C. Wednesday, Mar. 15th @ 6:30 p.m. - Regular City Council Meeting
 - 12.D. Monday, Mar. 20th@ 6:30 p.m. - Park & Rec Meeting
 - 12.E. Wednesday, Mar. 22nd @ 6:30 p.m. - Heritage Preservation Committee
 - 12.F. Tuesday, Mar. 28th@ 6:30 p.m. - EDA, P&Z, and City Council Mtg.@ Library

13. Adjournment

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. THE MEETING WAS ADJOURNED AT 7:35 PM.

Kim Moore-Sykes
City Administrator

Don Boeder
Mayor