



**CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING
WEDNESDAY, APRIL 5, 2017 AT 6:30 P.M.
CITY HALL**

Members Present: Mayor Boeder and Members Homme, Landaas, Losure, Muchow and Uecker
Members Absent: None
Staff Present: Don Lannoye, Schauer Law Office; Kim Moore-Sykes, City Administrator; Dan Reich, Ambulance President; and Lori Waltz, Accountant/Clerk
Visitors Present: Heather Zellman, Tony Draeger, Gaylord Ambulance Service; Avery Grochow, Jess Wibstad, Gaylord Sanitation; Jon Suedbeck, 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 4-5-2017 Council Agenda

Boeder stated that Item 7.B. Music on Main Special Events Permit Application should be placed on the Consent Agenda as item 5.E.i.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE APRIL 5TH, 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. – Jon Suedbeck

Suedbeck explained that he is currently trying to put together a project for a drying barn.

Suedbeck reported that he is working with Dean Messner to purchase five (5) lots between Melro Street and 13th Street East. Suedbeck stated that a road needs to be built to access these lots.

Suedbeck reported that there is water and sewer access in this location. Suedbeck reported that he is considering building the road himself.

Lannoye explained that this will need to be brought before Planning and Zoning, since a variance is needed because the ordinance states that the road needs to be a paved surface with curb and gutter.

Landaas inquired if the EDA had met with him and discussed other potential sites.

Suedbeck said yes, he had met with Klimmek, but this site seemed like the best one.

Moore stated that this item is on the Planning and Zoning Agenda for their next meeting.

4.A.ii. – North Gaylord Sign

Grochow reported that he has received bids for the Gaylord sign that will be located at the North end of Gaylord. Grochow stated that Steve Trocke will be starting the brick work within a few weeks. Grochow reported that he had attended the Chamber of Commerce meeting earlier and the Chamber approved paying for the costs of the Gaylord sign.

4.A.iii. – Dryden Township

Grochow reported that Dryden Township will be re-voting on the matter of the Orderly Annexation. Grochow reported that at the Dryden Township meeting, the Board noted that this Orderly Annexation was approved back in 2012, but since there have been Board Member changes since then, it will be re-voted on next Tuesday night at their meeting.

4.B. Council Members

4.B.i. – Letter

Boeder reported that he had received a letter from Bob and Emily Fulton, expressing how wonderful the downtown improvements were. Boeder also stated that in their letter, they gave the City permission to remove the “Donated by” sign that is currently located on the South Gaylord welcome sign.

4.B.ii. – Medical School

Boeder explained that he had handed out information about the Medical School that announces that they have hired Dr. Barbara Ross-Lee as the President, Dean, and Chief Academic Officer for the proposed medical school in Gaylord.

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.

Homme reported that there were errors on the meeting attendance for the Council Meetings listed in the Consent Agenda.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE AMENDED 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 (2/15/2017)
- 5.A.ii. Council Workshop Minutes 2/27/2017
- 5.A.iii. Regular City Council Meeting Minutes (3/1/2017)
- 5.A.iiii. Council Workshop Minutes (3/7/2017)
- 5.A.iv. Council/P&Z/EDA Workshop Minutes (3/13/2017)
- 5.A.vi. Regular City Council Meeting Minutes (3/15/2017)
- 5.A.vii. Joint Council/Planning & Zoning /EDA Workshop Minutes (3/28/2017)

5.B. Accounts Payable

- 5.B.i. March 11, 2017 through March 24, 2017

5.C. Resolutions and Ordinances

- 5.C.i. Resolution 2017-06 In the Matter of the Orderly Annexation Between The City of Gaylord and Dryden Township Pursuant to M.S. 414.0325

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

- 5.D.i. Heritage Preservation Commission Annual Report for 2016

5.E. Other

- 5.E.i. Music on Main Special Events Permit Application – Dana Candella

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

None

7. Communications, Request, and Petitions

- 7.A. Contract Extension for Residential Solid Waste Collection – Gaylord Sanitation
Lannoye explained that Gaylord Sanitation would like to offer single sort recycling collection as part of the existing contract, and would like to renew for five (5) years. Lannoye explained that the new contract has the same terms & conditions as the contract approved in December 2014.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE FIVE (5) YEAR EXTENSION TO THE CURRENT GAYLORD SANITATION CONTRACT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 7.B. U.S. Solar – David Watts, Project Manager
Watts introduced himself and stated that his company is based out of Minneapolis. Watts explained that the solar garden that he would like the City of Gaylord to subscribe to will be constructed in Winsted starting in May. Watts stated that there is a 25 year commitment.
- 7.C. MN Community Solar – Jane Qualey, Subscription Acquisition Manager
Qualey introduced herself and reported that the solar garden that she would like to interest the City to subscribe to is located in Hector. Qualey explained that she estimates the City usage as one (1) megawatt, which would be approximately \$580,000 in savings.

Landaas would like to put a stop to all of the solar companies coming and doing presentations. Landaas would like to see the City do an RFP for a Solar Garden, if the rest of the Council are interested.

Boeder suggested that Moore get an RFP process started for Solar Gardens and that a possible Council workshop might be needed to review them.

8. Department and Committee Reports and Recommended Action Items

8.A. Personnel Committee Recommendation

8.A.i. Approval of 20-Hr/Week Administrative Assistant Position

Moore reviewed the Personnel Committee meeting. Moore explained that the committee agreed that hiring a 20-hr/week Administrative Assistant position to help with various meeting agendas, attend the meetings and typing the minutes and to perform administrative duties. Landaas stated that it is apparent that there is a need for additional administrative assistance. Landaas noted that there are 2 – 20 hour/week positions budgeted for in the 2017 budget.

Moore explained that the position can be posted for two (2) weeks and reopen for additional time if needed.

8.A.ii. Approval to Begin Recruitment Process for Admin. Assistant Position

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LANDAAS SECONDED TO MOVE FORWARD WITH THE HIRING PROCESS FOR THE ADMINISTRATIVE ASSISTANT POSITION AND TO POST FOR TWO (2) WEEKS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.iii Approve Request to Pay Overtime Wages

Moore reviewed the spreadsheet that she created in regards to overtime.

Landaas suggested paying out the comp time for Doering and Waltz and starting fresh.

Lannoye reviewed the City of Gaylord Employee Handbook regarding compensation pay.

Landaas stated that this situation needs to be fixed, we have senior employees, who aren't able to take time off without the other person having to cover.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO PAY OUT EXISTING COMP TIME TO OFFICE STAFF.

Discussion: Homme asked if the Council could add the language regarding the date when no more comp time will be incurred. Council consensus was to suggest a cutoff date of April 1st, 2017. Motion was amended.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO PAY OUT EXISTING COMP TIME TO OFFICE STAFF, WITH A CUT OFF DATE OF APRIL 1ST, 2017 FOR NO MORE ADDITIONAL COMP TIME. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B. Ambulance Crew –

8.B.i. 2017 Ambulance Budget Update – Dan Reich

Reich explained that since December 2016, four (4) ambulance members have resigned or retired for various reasons. Currently the ambulance has thirteen (13) members. Reich explained that currently there are three (3) members in EMT class and the school finishes the end of April. These members will then have field training which will last a month or two, meaning they will not be ready to take ambulance call until June or July. Reich stated that

there are currently two (2) more citizens who are interested in the next EMT class, which will start in May. Reich explained that the ambulance members are asking for \$2/hour for on call time. On call time is the time an ambulance member is dedicated to respond to an emergency situation within a reasonable period of time. Reich explained that the ambulance department would like to raise all of the ambulance base rates by \$50, they would also like to increase billable mileage from \$17 a loaded mile to \$18 a loaded mile. Reich stated that these increases will in theory generate \$17,400 in revenue. Uecker stated that she is alright with \$2/hour for on call pay, but she would like to make the change as of April 1st. Boeder reported that the Relief Association will be discussed at a future meeting.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE \$2/HOUR ON CALL FOR THE AMBULANCE MEMBERS STARTING APRIL 6TH AT 6 A.M. AND INCREASE THE BASE RATE AND THE LOADED MILE RATE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Reich explained that Tara Swenson will be leaving and will have to resign from her position as the Secretary from the Ambulance Service. Reich reported that Amy Hahn was recommended by the Ambulance Service as Swenson's replacement.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE AMY HAHN AS THE AMBULANCE SERVICE SECRETARY. WITH ALL MEMBERS VOTIN IN FAVOR, THE MOTION CARRIED.

9. Unfinished Business

10. New Business

10.A.i. City Administrator Review

Boeder passed out to Council Members information for Moore's review. Boeder stated that it will be discussed during a closed meeting after the next Council Meeting.

11. Other

12. Upcoming Meetings and Events

- 12.A. Monday, April 3rd – Wednesday, 5th Auditors at City Hall 2016 Annual Review
- 12.B. Wednesday, April 5 @ 6:30 – Regular Council Meeting
- 12.C. Thursday, April 6 @ 7:00 p.m. – Police Committee Meeting @ Gaylord City Hall
- 12.D. Monday, April 10th @ 5:30 p.m. – EDA Meeting
- 12.E. Tuesday, April 11th @ 6:00 p.m. – Relief Association Meeting
- 12.F. Wednesday, April 12th @ 5:30 p.m. – Regular P & Z Meeting
- 12.G. Sunday, April 16th – Easter Sunday
- 12.H. Monday, April 17th @ 6:30 p.m. – Park & Rec Meeting
- 12.I. Wednesday, April 19th @ 6:30 p.m. – Regular Council Meeting
- 12.j. Thursday. April 20th @5:30 p.m. – Police Committee Meeting @ Arlington