



**CITY OF GAYLORD  
REGULAR CITY COUNCIL MEETING  
WEDNESDAY, MAY 3, 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; Tony Padilla, Chief of Police; Ty Reimers, Public Works Supervisor; Dan Reich, Ambulance President; Delaine Elseth, Aquatic Center Manager; and Lori Waltz, Accountant/Clerk  
**Visitors Present:** Kevin Fisher, Chuck Klimmek, EDA; Brent Kavitz, SEH; Chad DeVlaeminck, and Joe Deis, Gaylord Hub

**1. Call Meeting 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 05-03-17 Agenda**

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE MAY 3<sup>RD</sup>, 2017 AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**4. Comments, Updates, 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. Citizens

4.A.i. EDA – Chuck Klimmek

Klimmek reported that he wanted to give Council a quick update on housing. Klimmek explained that yesterday, a small group met with Shannon Sweeney, who presented some financial options. Klimmek suggested that the Council could maybe meet for a workshop to discuss these options.

4.B. Council Members

4.B.i. RS Fiber – Council Member Landaas

Landaas stated that RS Fiber has approximately 1100 subscribers. Landaas reported that RS Fiber is working hard to get caught up with installations. Landaas reported that RS Fiber is looking into placing the local access channel on the network.

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**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 HOMME 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. Regular City Council Minutes from April 19, 2017
- 5.B. Accounts Payable  
April 5, 2017 through May 2, 2017
- 5.C. Resolutions and Ordinances
  - 5.C.i. None
- 5.D. Reports of Officers, Boards, and Commissions
- 5.E. Other
  - 5.E.i. Accept Resignation Submitted by Karen R. Johnson, Heritage Preservation Committee
  - 5.E.ii. Approve Kim DeWitte’s Appointment to the Financial Advisory Committee
  - 5.E.iii. Approve Special Event Permit, Doggie Days Parade

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**6. Public Hearings – 7:00 PM**

- 6.A. None

**7. Communications, Requests, and Petitions**

7.A. Receive City Attorney’s Legal Opinion re: Variance Request  
Lannoye reviewed his Legal Opinion with the Council. Lannoye stated that Hot House LLC is currently in negotiations with a property owner to purchase lots. Once purchased, these lots will be combined into one parcel. Nicollet Avenue East exists as a platted, unpaved gravel road. Hot House LLC intends to improve the current condition of the gravel road. The question has arisen whether a variance is needed from the current city code in order to improve the gravel road. Lannoye stated that the land and street at issue are already platted and most likely the subdivision regulations did not exist at the time the area was platted. Lannoye stated that because the area was already platted, Hot House LLC is not subject to the requirement to install a paved street. Lannoye stated that in his opinion, a variance is not needed.

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

8.A. Ambulance Department – Dan Reich, Ambulance President

8.A.i. Ambulance Upgrade to Part Time Advance Life Support

Reich reported that the ambulance service is working on upgrading to Part Time Advance Life Support. Reich explained that this will help provide immediate pain control to seriously injured patients, reduction of EMT personnel required to staff ambulance and improved capability to perform advanced emergency medical treatments quicker.

Reich asked the Council to sign a letter of support for the ambulance upgrade.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO SUPPORT THE GAYLORD AMBULANCE SERVICE UPGRADING TO PART TIME ADVANCE LIFE SUPPORT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.ii. New Ambulance Members

Reich reported that Karen Pooock and John Auringer are scheduled to start EMT classes.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE KAREN POOCK AND JOHN AURINGER AS NEW AMBULANCE MEMBERS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B. Police Department – Tony Padilla, Chief

8.B.i. Requesting Council Approval re: PT Hire

Padilla requested permission from Council to hire Kevin Fisher as a Part Time Police Officer.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE HIRING OF KEVIN FISHER AS A PART TIME POLICE OFFICER. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C. City Services Department

8.C.i Approve Repair Quote for Lift Station Pump

Reimers explained that during the annual inspection, it was noted that a seal had worn, causing water to seep into the oil chamber and the motor itself. Reimers reported that the motor had been pulled and a backup motor was installed until the motor was repaired. Reimers explained that the estimated cost to repair the pump is \$8,204.00. Reimers stated that this will be purchased out of the sewer maintenance budget.

Landaas inquired what a new pump would cost. Reimers estimated \$25,000.

Lannoye explained that two (2) quotes were needed and suggested that Reimers obtain a 2<sup>nd</sup> quote.

8.C.ii. Approve Purchase of Hand-Held Meter Reader

Reimers explained that last year, Ferguson/Neptune sent a letter to the City indicating that our current hand held meter reader would be discontinued at the end of 2016. In the letter, they stated that if the current reader breaks or malfunctions, they will not repair it. Reimers reported that initially they offered a trade-in of \$250 for our current meter reader until July 29, 2016. Reimers stated that himself and McCann had chosen not to accept the trade-in and use the current hand held until 2017 so that this item could be budgeted. Reimers stated that this issue is compounded by the fact that our current hand held will not interface with the Neptune software. We are currently running the old software on an older compatible computer to read meters. There is \$5,000 budgeted in 2017 for this purchase.

Lannoye stated that because this is a reader for a special program, no 2<sup>nd</sup> quote is required.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE PURCHASE OF THE HANDHELD METER READER. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.iii. Approve Hiring Bayerl Water Resources – Phase 2, Well-Head Protection Plan

Reimers explained that the Minnesota Department of Health requires the City's Wellhead Protection Plan to be updated. Phase 1 of the Plan has been completed. Phase 2 is much more involved, and Justin Black with SEH recommended Bayerl Water Resources to complete Phase 2. Reimers reported that the estimated cost is \$7,920 to complete Phase 2. Reimers stated that he would check with SEH to see if they can recommend another company to give an estimate for the completion of Phase 2, Well-Head Protection Plan.

8.D. Gaylord Area Aquatic Center

Elseth explained that they are asking for approval for the hiring of the proposed staff. Elseth stated that the plan is to increase the daily rate by 50 cents. Elseth reported that there will be a one (1) week mini session of lessons this summer. Elseth reported that the Aquatic Center will continue to use volunteers when they are short staffed. Elseth stated that they are considering publishing the concession menu as a way to entice more people to come and order from the outdoor concession window. Elseth reported that there are a lot of new employees this year and will be planning on doing in-house training as a way to help keep training costs down.

Council asked that Elseth provide a list of employees and wages.  
Elseth stated that they are still trying to recruit more lifeguards.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE HIRING OF THE AQUATIC CENTER STAFF. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. **Administration Department – Kim Moore-Sykes, City Administrator**

2018 10<sup>th</sup> Street Improvement Open House

Moore reported that there was an open house for the 2018 10<sup>th</sup> Street Improvement Project, presented by SEH last week. Moore stated that there were approximately 15 – 20 people in attendance and good feedback was given. Moore stated that there are additional handouts at city hall if anybody would like a copy.

Muchow inquired about the assessment policy for trenchless pipe replacement.

Lannoye reported that this will be addressed at the next council meeting on May 17<sup>th</sup>.

10. **Unfinished Business**

10.A. None

11. **New Business**

11.A. None

12. **Other**

12.A. None

13. **Upcoming Meetings and Events**

13.A. Monday, May 1<sup>st</sup> @ 6:30 – Ambulance Meeting

13.B. Tuesday, May 2<sup>nd</sup> @ 5:15 – Library Meeting

13.C. Wednesday, May 3<sup>rd</sup> @ 6:30 – City Council Meeting

13.D. Thursday, May 4<sup>th</sup> @ 5:30 – Police Committee Meeting, Gaylord

13.E. Monday, May 8<sup>th</sup> @ 5:30 – EDA Meeting

13.F. Tuesday, May 9<sup>th</sup> @ 5:30 – County EDA Meeting, Commissioner's Room

13.G. Wednesday, May 10<sup>th</sup> @ 5:30 – Planning & Zoning Meeting

13.H. Monday, May 15<sup>th</sup> @ 6:30 – Park & Rec Meeting

14. **Adjournment**

There being no further business to come before the City Council. COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:00 p.m.

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Kim Moore-Sykes  
City Administrator

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Don Boeder  
Mayor