



CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES
Wednesday, June 7, 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; and Lori Doering, Utility Billing/Payroll/Clerk
Visitors Present: Brent Kavitz, SEH; Nancy Homme; Mike Walsh; Mouloud Amira; and Lisa Uecker, 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 06-07-17 Agenda

Mayor Boeder stated he would like to remove the closed meeting, he felt this is something that should be handled by the police department and our city attorney instead of by council. Mayor Boeder also would like to add under 8.C.vi., an update on the water tower removal.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE AMENDED JUNE 7TH, 2017 AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Lannoye expressed concerns about the workshop posting. Member Landaas stated there would be a discussion about police matters included in the workshop and Lannoye stated that the police matter was not included in the workshop posting. Lannoye felt the council could not technically host the workshop due to the incorrect posting. His suggestion was to move the hiring of the part time administrative assistant and the police matter to the open council meeting and amend the agenda to include the changes. Mayor Boeder agreed and suggested having the part-time administrative assistant under unfinished business and the police matter under new business.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE AMENDED JUNE 7TH, 2017 AGENDA WITH THE ADDED CHANGES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. Comments, Updates, Concerns

4.A. Citizens

Nancy Homme expressed safety concerns regarding the lack of downtown crosswalk markings at 4th and Main and 5th and Main. She feels there should be more. She also was concerned with the lack of parking along Main Ave and that vehicles appear not to be using the turn lanes by the Home Store. Council explained to Homme that all these decisions were made by MnDOT because it is a state highway. Having less crosswalks is considered pedestrian control and allows for continued traffic flow on the highway.

Mike Walsh who lives on Division Street asked to have the alley behind his home graveled by the city. The alley is currently grass and the residents currently mow it. There are currently three garages and several sheds that access through this alley and the alley is becoming a muddy mess and hard to mow and the mud is being dragged onto the street at times. Council agreed it makes sense to gravel it and asked Moore-Sykes to speak to public works to see if we can move forward with graveling.

4.B. Council Members

Member Landaas reported he received a letter from a resident who received an ordinance violation for peeling paint. She felt that there is better things the police department could be doing than handing out ordinance violations. Landaas said he spoke with this resident and explained that 54 such violations were handed out and if we do not enforce the ordinance we get complaints from other citizens about the peeling paint as well as other violations.

Landaas also reported that the city's contract with Arlington to provide police protection will expire at the end of June. Arlington will hold an open house on June 14th to address a petition they received, asking the City of Arlington to retain its own police department. Gaylord will be hosting a Police Committee meeting on Tuesday June 20th.

Mayor Boeder reported he was told by Phil Keithahn, that the developers of the medical school are ready to exercise their option before it expires in September of this year. They hope to have possession of the building by September also.

5. * Consent Agenda

Member Landaas asked for some calcifications on the sequential order of our resolutions, he asked if we where we temporarily out of order but after tonight we will be back in order. Moore-Sykes confirmed that after tonight we will be back in order. Laynnoe stated he wanted Resolution Number 2017-12 part of the public record to protect the city from any potential litigation in the future. Moore-Sykes stated it will be part of the packet for the June 21st, 2017 Council 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
May 17, 2017 – Regular City Council Minutes
- 5.B. Accounts Payable
May 2017
- 5.C. Resolutions and Ordinances
- 5.D. Reports of Officers, Boards, and Commissions
Park and Recreation Board Minutes – April 17, 2017
EDA Minutes – May 8, 2017
Planning & Zoning Minutes – May 10, 2017
- 5.E. Other

6. Public Hearings – 7:00 PM

- 6.A. None.

7. Communications, Requests, and Petitions

- 7.A

8. Department and Committee Reports and Action Items

- 8.A. Library Department – Barb Kranz, Library Director
 - 8.A.i. Proposal to Replace Copier

Moore-Sykes reviewed with council a proposal by the Library to replace their current copier. Their current program for service and supplies totals \$195.15 per month. A new program for a new copier for service and supplies would total \$237.19 per month and a new program with a refurbished copier for service and supplies would total \$171.60. per month. The savings with the refurbished copier would be \$787.10 annually compared to the current existing contract. The refurbished copier would be a five-year plan.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE REFURBISHED COPIER WITH THE FIVE-YEAR PLAN AT \$171.60 PER MONTH. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B. EDA – Chuck Klimmek, EDA President

8.B.i. Resolution 2017-10 – Approving \$6,000 to Awning Program

Member Uecker expressed concerns on the approval of the current EDA application due to concerns that our city attorney had with enforceability of the location of one of the three businesses at one address. Member Muchow stated the purpose of the program is designed to beautify the downtown. After some discussion.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE RESOLUTION NUMBER 2017-10 AUTHORIZING THE TRANSFER OF \$6,000.00 FROM THE GENERAL FUND TO THE EDA FUND. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C. Administration:

8.C.i. Consider Updated Special Assessment Policy – Don Lannoye, City Attorney

Lannoye had recommended last month that the city develop an assessment policy to provide consistency. Lannoye has updated the Special Assessment Policy. Since last month Lannoye added new language on page eight, number fourteen that states Maintenance not assessable. Work and costs that are considered maintenance will not be assessed against the property. However, work that involves providing new materials or replacing materials in disrepair will be assessed against the property.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE STANDARD SPECIAL ASSESSMENT POLICY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.ii. Consider Final Plans & Specs for 2017 NW Sanitary Sewer Project – SEH, Inc.

Brent Kavitz stated in the packet are the plans and specs for the 2017 NW Sanitary Sewer Project. The only notable changes is they reduced some of the manhole rehab numbers. Kavitz asked council to approve the plans and specs and to go to the bidding process.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE PLANS AND SPECS AND MOVE FORWARD WITH THE BIDDING PROCESS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.iii. Resolution 2017-13 – Plans & Specs for 2017 NW Sanitary Sewer Project

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION NUMBER 2017-13 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMNET FOR BIDS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.iv. Consider Adding Jefferson Avenue to the 2018 10th Street Project – SEH, Inc.

Kavitz explained after having discussions with council and city staff, they looked at adding Jefferson Ave East as a separate piece to the feasibility study as part of the 2018 10th Street Project. The reason is to extend the sanitary sewer and connect to an existing manhole on Jefferson Ave E. and do a full reconstruction on 3rd Street E. extending to the future development to the north to bring water and sewer to the new development. This will alleviate the current sewer line that runs under the EMS building.

8.C.v. Resolution 2017-11 – Ordering Preparation of Report on Improvement – SEH, Inc

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION NUMBER 2017-11 ORDERING PREPERATION OF REPORT ON IMPROVEMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.vi. Water Tower Demo – SEH, Inc.

Kavitz explained that letters have been sent out to residents that will be affected by the power outage due to the water tower demo. Plans are to move forward with the demo on June 11, 2017. They plan to be on site at 5:00 a.m. Power will be out from 6:00 a.m. to between 2:30 and 3:00 p.m. Demo will take place between 8:30 a.m. and 3:00 p.m. with clean up from 3:00 p.m. to about 5:00 or 6:00 p.m. The siren will be removed and cancellations if any will be done the day of.

8.C.vii. InDigital Proposal to Scan City Documents – Kim Moore Sykes, City Administrator

Moore-Sykes stated there was \$5,000.00 that was approved as part of the 2017 budget for document scanning. By law or state statute we are to retain and preserve various documents. Staff obtained two quotes. Staff is recommending accepting the bid proposal from InDigital, Inc. as their bid is nearly half of what River City Data was.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE SCANNING CITY DOCUMENTS WITH INDIGITAL, INC. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. Unfinished Business

9.A. Hiring of an Administrative Assistant -Kim Moore-Sykes, City Administrator

Moore-Sykes reported that part of the 2017 budget was to hire a part-time administrative assistant. We received three applications and interviewed two of the three that applied. Staff is recommending hiring Colleen Snyder based on the information she provided at her interview.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE HIRING OF COLLEEN SNYDER AS ADMINISTRATIVE ASSISTANT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A. Police Matter Officer Retention – Tony Padilla, Chief of Police

Chief Padilla wanted to discuss with council incentives to retain officers. Currently one officer is being backgrounded for a metro city and has been made an offer of employment and will begin on July 10th. Another is in the process of being backgrounded for a position outside of our county, if offered a position he would start the beginning of October. Padilla stated every department is having problems recruiting quality applicants. Padilla feels one thing we can control is wages. He reviewed with council a wage study conducted by the League of Minnesota Cities. Gaylord ranks 19th out of 29 like-sized cities in starting pay. Padilla would like council to consider changing the officer salary schedule from nine steps to four steps. He also would like to increase the probation period from six months to one year and to see the salary adjustments occur on the anniversary date of employment. By moving to this proposed salary change would put Gaylord in the top ten of the wage study.

Member Landaas said Padilla's report does not include the cost of hiring and training. It takes about half of one year's salary to recruit, hire and train, and then in less than three years we lose the officers. Another thing we need to look at is the city benefits. Council consensus was to move forward with a formal proposal and policy change for the next council meeting.

11. Other

11.A. CLOSED MEETING

The closed meeting was removed.

12. Upcoming Meetings and Events

- 12.A. Wednesday, June 7th – Special Council Workshop (after Council Meeting)
- 12.B. Monday, June 12th @ 5:30 – EDA Meeting
- 12.B Wednesday, June 14th @ 5:30
- 12.C. Wednesday June 14th – 16th – League of Minnesota Cities Conference, Rochester
- 12.D. Wednesday, June 21st @ 6:30 – Regular City Council Meeting
- 12.F Wednesday, June 21st – Special Council Workshop (after Council Meeting)
- 12.G. Wednesday, June 28th @ 6:30 – Heritage Preservation Commission Meeting

13. Adjournment of Regular Meeting

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 7:47 p.m.

Kim Moore-Sykes
City Administrator

Don Boeder
Mayor