



CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING
 Wednesday, June 21, 2017
 6:30 P.M., City Hall

Members Present: Mayor Boeder and Members Homme, Losure, Muchow and Uecker
Members Absent: Council Member Landaas
Staff Present: Don Lannoye, Schauer Law Office; Kim Moore-Sykes, City Administrator; Ty Reimers, Public Works Supervisor; Tony Padilla, Police Chief and Lori Waltz, Accountant/Clerk
Visitors Present: Brent Kavetz, SEH; Jim Swanson, Avery Grochow, Amy Newsome 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 06-21-17 Agenda

Moore explained that she would like to place the Seal Coat Project as item 10.B. on the agenda, and that she has included the information in the drop box for Council to view.

Moore stated that she would like her performance review to be open.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE JUNE 21ST, 2017 AMENDED 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
None

4.B. Council Members
Lannoye reported that he just wanted to explain that when the Sunday Off Sale Liquor law goes into effect on July 1st, nothing will be required by the City. Lannoye explained that based on the City's Ordinance businesses will be able to sell off sale from 11am to 6pm. Lannoye reported that Legislature amended the previous bill and cities are able to prohibit or limit off sale.
Council consensus is not to change anything.

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 LOSURE 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
June 7, 2017 – Regular City Council Minutes
 - 5.B. Accounts Payable
June 2017
 - 5.C. Resolutions and Ordinances
None
 - 5.D. Reports of Officers, Boards, and Commissions
5.D.i. 2016 State Demographer’s Estimate of Households and Population for Gaylord
 - 5.E. Other
 - 5.E.i. 2nd Quarter 2017 Certified List
 - 5.E.ii. Application /Permit for Temporary On-Sale Liquor License
 - 5 E.iii. Resolution 2017-12 – Ordering Improvement and Preparation of Plans
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6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A Forever Young Senior Center Monthly Report – May 2017
- 7.B. Special Events Permit Application – Dave & Cathy Skjong

8. Department and Committee Reports and Action Items

- 8.A. EDA – Chuck Klimmek, EDA President
 - 8.A.i. SMIRF REV Application – Amy Newsom, Sibley CountyMoore explained that Sibley County will be applying for the grant. Moore reported that five (5) cities will be selected for grant. This grant is a three (3) year commitment and is meant to help sustain and grow local economy. Moore explained that Sibley County will be looking for one (1) representative from each city in Sibley County. Moore stated that there is no financial commitment, the County would like to have a letter of support from the City.

Council consensus is for the City to provide a letter of support for this grant.

- 8.B. Administration:

- 8.B.i. Recommendation from 2016 Audit Report
Resolution 2017-15 – Closing Fund

Moore explained that based on the recommendation from the City’s auditor, she prepared Resolution 2017-15 to close Fund 438, Hwy 5/19/22 Project and to transfer the remaining funds to Fund 342.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2017-15 – CLOSING FUND 438 TO FUND 342. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.C. City Services Department – Ty Reimers, City Services Manager

- 8.C.i. Lift Station Pump Repair

Reimers explained that during an annual inspection, it was discovered that one of the lift station pumps was in need of repair. The person inspecting the motor noted that a seal had worn, causing water to seep into the oil chamber. The motor was pulled, and a backup motor was installed until the motor was repaired. Reimers reported that he obtained two (2) quotes, with the Electric Pump quote of \$8,204 being the lower quote.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE HIRING ELECTRIC PUMP TO REPAIR THE LIFT STATION PUMP AT A COST OF \$8,204. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.ii. Line Extension on East Nicollet

Reimers explained that the cost to connect the City water and sewer service to the properties of Hot House and the Assembly of God Church on Nicollet Avenue East will be \$8,490 from Hjerpe Contracting. Hot House and Assembly of God will each pay \$2,010 for their water and sewer connection.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE HIRING HJERPE CONTRACTING TO EXTEND THE WATER AND SEWER LINE ON NICOLLET AVENUE EAST AT A COST OF \$8,490. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. **Unfinished Business**

- 9.A. Approve Report for 2018 10th Street Project – Brent Kavetz, SEH, Inc.
Resolution 2017-14 – Receiving Report and Calling Hearing on Improvement

Kavetz reviewed the 2018 10th Street Project in sections: Street Repairs, Sanitary Sewer Project, Jefferson Avenue Project and 8th Street thin overlay. Kavetz reported that the total estimated project cost for the Street Project is \$2,729,000. The estimated project cost for the Sanitary Sewer Project is \$494,000. The estimated project cost for the Jefferson Avenue Project is \$351,000 and the estimated project cost for the 8th Street thin overlay is \$10,800 with the total estimated project cost being \$3,592,800. Kavetz explained that there are five (5) areas of the sewer pipes in this project that will need to have pipe bursting done and three (3) areas of the pipes that will be able to be lined. Kavetz explained that one option discussed was to increase 10th Street to a ten (10) ton design. Kavetz stated that this increase in size would cost approximately \$68,600. Kavetz reported that currently the street is designed at a nine (9) ton design. Kavetz reviewed the Project Schedule with Council, a Public Hearing is scheduled for July 19th, with Bid Opening on February 1st and Construction starting in May 2018. Kavetz explained that approximately \$610,000 of project costs will be assessed. Kavetz reported that the estimated project cost is more than was originally projected.

Muchow suggested that the Council have a workshop with George Eilertson from Northland Securities to see what the City can afford.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE RESOLUTION 2017-14 – A RESOLUTION RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT AND APPROVING SUPPLEMENTAL LETTER AGREEMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 9.B. Harvey Drive Street and Utility Improvement Project (Phase 1)

9.B.i. Consider Pay Application No. 2 –

Moore explained that Dirt Merchant, Inc has submitted Pay Application No. 2 for approval for \$94,083.01 for the Harvey Drive Street and Utility Improvement Project.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE PAY APPLICATION NO. 2 FROM DIRT MERCHANT, INC. FOR \$94,083.01 FOR THE HARVEY DRIVE STREET AND UTILITY IMPROVEMENT PROJECT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B.ii. Substantial Completion extended from June 17, 2017 to July 21, 2017 and Final Completion extended from June 20, 2017 to July 28, 2017

Moore reported that Dirt Merchant, Inc. has submitted a letter requesting an extension to the completion date of Harvey Drive Street & Utility Improvement Project. This is due to the paving schedule at the Sibley East Elementary School and the City's request to delay the final lift of asphalt on Harvey Drive until the school has finished paving. Moore stated that Dirt Merchant is looking for the substantial completion being extended from June 17, 2017 to July 21, 2017 and Final Completion extended from June 20, 2017 to July 28, 2017.

Lannoye suggested that Council formally approve the extension.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE EXTENSION OF THE SUBSTANTIAL COMPLETION OF HARVEY DRIVE FROM JUNE 17, 2017 TO JULY 21, 2017 AND FINAL COMPLETION FROM JUNE 20, 2017 TO JULY 28, 2017. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C. New Police Salary Schedule – Chief Padilla

Padilla explained that he created a pay policy to help with retention of officers.

Muchow asked what the increase to budget would be? Wages only would be approximately \$25,000.

Padilla reported that the City of Arlington will be having a Special Meeting on Monday and are planning on following this same policy.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE NEW POLICE SALARY SCHEDULE TO BE EFFECTIVE JUNE 21ST, 2017. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Padilla stated that he would also like the Council to approve the Sergeant Position Policy, even though he is not looking at filling this position at this time.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE POLICE SERGEANT POSITION POLICY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.D. Extension of the Current Policing Services Contract (Discussion) – Chief Padilla

Padilla reported that the current Policing Services Contract with the City of Arlington will expire effective June 30th, 2017.

9.D.i. Police Officer Position

Padilla reported that Officer Ben Nelson gave his two (2) week notice and his last day will be July 4th. Padilla would like Council approval to post for an open Police Officer Position.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE POSTING FOR AN OPEN POLICE OFFICER POSITION. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.E. Update on Walter Fuller Property (Discussion) – City Attorney Lannoye

Lannoye explained that he met with Fuller, along with Grochow, Moore and Kavetz on May 19th to discuss 10th Street. Lannoye stated that he had not heard anything from Fuller until today at 4pm. Lannoye reported that Fuller called to give a price for the section of land that the City needs for the 10th Street Project. Lannoye stated that he can't reveal the price, but plans to meet with staff and try to decide a land price to offer. Lannoye stated that most likely will have to start the eminent domain process. Lannoye explained that the City is only looking for approximately 2' of land for a permanent easement and land for construction easement.

10. New Business

10.A. Resolution 2017-16 – Prohibiting Parking on the South Side of Lincoln Avenue E.

Moore explained that she met with the Park Board last week, regarding Safe Route to School. Moore explained that she drafted a resolution prohibiting parking on Lincoln along with help from Sam Parker, Region 9.

Muchow stated that he is okay with this resolution, but is concerned that nobody was informed along this route.

Moore reported that MNDot has been contacted to conduct a speed study along this route.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2017-16 – PROHIBITING PARKING ON THE SOUTH SIDE OF LINCOLN AVENUE EAST. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 10.B. 2017 Seal Coat Project
Supplemental Letter Agreement
This item was approved as part of 9.A.

11. Other

11.A. Staff Performance Review – Open Session

Boeder handed to Council, the combined tally sheet with the six (6) month review evaluations. Boeder reported that there had been no improvement since her three (3) month review. Moore inquired if she could get the individual comment sheets. Lannoye suggested that Council should decide if they want to extend probation or terminate and suggests that Council should discuss broad concerns. Muchow suggests that they extend the probation period to twelve (12) months. Council reviewed their comments and concerns with each other.

Boeder suggests adjourning the meeting and thinking about what decision to make and have a special meeting on Monday, June 26th to decide.

Lannoye suggested if they extend, Council should appoint a committee to create a plan and possibly meeting every two (2) weeks or once a month.

Muchow suggested that the committee is made up of Lannoye and two (2) council members.

Lannoye said he would be on the committee to make sure that everything is documented.

Council Consensus is to hold a Special Council Meeting on Monday, June 26th at 6:30 pm to continue performance review.

12. Upcoming Meetings and Events

- 12.A.** Tuesday, June 20th @ 5:30 p.m. – Financial Advisory Committee, Library
12.B. Tuesday, June 20th @ 7:00 p.m. – Police Committee Meeting – Gaylord City Hall
12.C. Wednesday, June 28th @ 6:30 – Heritage Preservation Commission Meeting,
12.D. Tuesday July 4th, Independence Day – CITY OFFICES ARE CLOSED
12.E. Wednesday, July 5th – NO COUNCIL MEETING
12.F. Monday, July 10th @ 5:30 p.m. – EDA Meeting
12.G. Wednesday, July 12th @ 5:30 p.m. – Planning & Zoning Meeting
12.H. Monday, July 17th @ 6:30 p.m. – Park & Recreation Board Meeting
12.I. Wednesday, July 19th @ 6:30 p.m. – Regular City Council Meeting

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER UECKER SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 8:11 p.m.

Kim Moore-Sykes
City Administrator

Don Boeder
Mayor