



CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES
 Wednesday, July 19, 2017
 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; Lori Waltz, Interim City Administrator; Ty Reimers, Public Works Supervisor; Tony Padilla, Police Chief; Lori Doering, Billing/Payroll Clerk and Colleen Snyder, Administrative Assistant.
Visitors Present: Brent Kavitz and Justin Black, SEH; Jim and Margi Swanson; Avery Grochow; Amy Newsom and Sierra Fedder, Sibley County; Julie Almich; RaNae Drexler; Allen and Donna Zachow; Jackie Bernstein; Harold Jackson; Klaus Grosshans; Donald Swenson; Charles and Marian Anderson; Chuck Klimmek; Phil Keithahn; Dianna Karau; 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 07-19-17 Agenda

Waltz requested the Council add the Greater Minnesota Housing under 10A. Waltz also requested council add use of area North of Jaycee Park under 10.B.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED TO APPROVE THE JULY 19TH, 2017 AGENDA AS AMENDED. 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 informed the council regarding the assessment hearing for American Lutheran Church on August 16th, 2017 he was served with a formal objection and he is working with SEH to prove that it is a legal assessment. Mayor Boeder meet with Sibley East Schools regarding the asbestos abatement and for the ease of transition with Phil and his group, it was decided to put the \$90,000.00 into escrow. Mayor Boeder also took a tour of the new school and stated it was very impressive and anyone with time should also take a tour.

5. * Consent Agenda

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

- 5.A.i. Minutes from June 21, 2017 – Regular Council Meeting
- 5.A.ii. Minutes from June 26, 2017 – Special Council Meeting

5.B. Accounts Payable

- 5.B.i. Ratify payment of bills – June – July 6th, 2017
- 5.B.ii. Accounts Payable July 7th – July 13th, 2017

5.C. Resolutions and Ordinances

- 5.C.i. Resolution 2017-17 – Resolution Approving State of MN Joint Powers Agreements with the City of Gaylord on Behalf of its City Attorney and Police Department
- 5.C.ii. Resolution 2017-18 – Resolution Requesting Speed Study for CSAH 21 (Lincoln Avenue)

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

5.E. Other

- 5.E.i. 2017 Ambulance Agreements with the following township: New Auburn
- 5.E.ii. Ratify Exempt Gambling Permit – American Legion Auxiliary Bingo – Saturday, August 12th and November 17th
- 5.E.iii. Special Event Permit – Oak Terrace of Gaylord – Family & resident picnic – August 16th

6. Public Hearings – 7:00 PM

6.A. 2018 10th Street Improvement Project

Brent Kavitz reviewed the 2018 Street Improvement Project. He took questions from the audience. The Public Hearing ended at 7:29.

7. Communications, Requests, and Petitions

7.A Leading Sibley Together – Amy Newsom, Community Development Program Manager

Newsom gave brief summary on their program and encouraged anyone interested to attend one of their meetings. Newsom explained that there are scholarships still available.

8. Department and Committee Reports and Action Items

8.A. Administration – Lori Waltz, Interim Administrator

8.A.i. Interim Administrator Pay

Waltz requested during the interim her pay be increased to \$30.91 per hour, she also requested an additional pay increase of \$2.31 per hour for Lori Doering. Waltz explained that Lori Doering will be having to pick up some of her work load during the interim.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO INCREASE LORI WALTZ TO \$30.91 PER HOUR AND AN INCREASE OF \$2.31 PER HOUR FOR LORI DOERING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.ii. Administrator Transition Plan

Waltz presented different options one was to hire an Independent Consultant. Waltz also checked with Minnesota Valley Council, they however are currently short staffed and opted out at his time. South Central Services was another option; their timeline was 90 to 120 days. Waltz also reported it could be offered to the other candidate from the former search. Losure suggested the position be offered to Landaas. Homme stated he had received several phone calls from tax payers expressing interest in an outside hiring firm. Since Landaas was a candidate from the former search Mayor Boeder suggested a quick recess so that Landaas could excuse himself. Muchow and Uecker indicated they would like the search to start over using an independent consultant. Due to a stall in the discussion Mayor Boeder allowed a comment from the audience. Dianna Karau prepared a statement for the council. Dianna Karau felt it was unfortunate that a few Gaylord residents resorted to name calling on Facebook due to the firing of Moore-Sykes. Lannoy interjected stating this was not relevant to the discussion.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO HIRE SOUTH CENTRAL SERVICE COOPERATIVE FOR THE ADMINISTRATOR SEARCH AT THE COST OF \$2000.00 PLUS MILEAGE. THE MOTION PASSED, WITH COUNCIL MEMBER LOSURE OPPOSED.

After the vote was cast Landaas returned to the meeting and was informed of the decision.

8.A.iii. Discussion Regarding 2017 Budget

Waltz reported she is working on the 2018 Budget and has meet with the Ambulance and Tony Padilla at the Police Department.

8.A.iv. June 2017 Investment Report Summary – Northland Securities

Waltz reported on the current summary from Northland Securities dated 6-21-17. There is \$491,000.00 balance in Money Market after she had invested \$742,000.00.

8.B. Police Department – Tony Padilla, Police Chief

8.B.i. Part Time Officer Wages

Padilla put together a policy that part time officer's hourly pay be the same as full time officer's hourly starting pay. Padilla explained that the full-time officers would receive a cost of living raise.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO ADJUST PART TIME POLICE OFFICERS PAY TO REFLECT THE SAME PAY AS STARTING FULL TIME POLICE OFFICERS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Padilla also stated they interviewed twelve applicants for the full-time police officer position. Out of the twelve the field was narrowed to four. Saturday morning July 22, 2017 Padilla and Landaas will conduct interviews on the four and are hopeful to have a candidate for the position by the end of the day.

9. Unfinished Business

9.A. 2018 10th Street Project – Brent Kavitz, SEH, Inc.

9.A.i. Consider Resolution 2017-19 – Ordering Improvement and Preparation of Plans

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, FOR RESOLUTION 2017-19 ORDERING IMPROVEMENT AND PREPARATION OF PLANS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.A.ii. Supplemental Agreement for Phase II Engineering Services

Brent Kavitz explained that Phase II on the 10th Street Project is for the preparation of bidding and construction documents, administration services and the preparation of the final assessment role. These fees are lump sum fees to get us to the final phase of the project.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE PHASE II SUPPLEMENTAL AGREEMENT FOR ENGINEERING SERVICES FEE TOTALING \$194,600.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B. Water Tower Pay Application

Waltz reported she was looking for approval to pay the water tower application.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE PAYMENT OF THE WATER TOWER APPLICATION. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C. 2017 NW Sanitary Sewer Project – Brent Kavitz, SEH, Inc.

9.C.i Consider Resolution 2017-20 – Accepting Bids for NW Sanitary Sewer Project
Kravitz reported that GM Contracting came in with the lowest bid.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO AWARD THE 2017 NW SANITARY SEWER PROJECT TO G&M CONTRACTING. THE AMOUNT OF THE BID WAS \$295,584.83. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C.ii. Consider Resolution 2017-21 – Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment and Calling for Hearing on Proposed Assessment

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE 2017-21A RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT AND CALLING FOR HEARING ON PROPOSED ASSESSMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C.iii. Supplemental Agreement for Professional Services

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE \$20,500.00 FOR SUPPLEMENTAL AGREEMENT FOR PROFESSIONAL SERVICES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.D. 2017 Seal Coat Project – Brent Kavitz, SEH, Inc.

9.D.i. Consider Accepting Bids for 2017 Seal Coat Project

Black reported they did not receive a bid for alternate #1, for the micro-surfacing for the bike trail, perhaps since it was a smaller project. Which leaves the alternate #2. Alternate is to crack fill and then fog seal the entire length of the trail including past the school.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL LOSURE SECONDED, TO AWARD THE 2017 SEAL COAT PROJECT TO PEARSON BROTHERS AT A COST OF \$41,285.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A. Greater Minnesota Housing Assurance Agreement

Chuck Klimmek was approached by Greater Minnesota Housing. Greater Minnesota Housing applies for grants from the USDA for affordable housing projects in South Western Minnesota. They offered Gaylord the opportunity to participate with no financial obligation. Klimmek stated they would be looking for the city to form a team but

since there is a County Wide Team already in place, he would check with the Team to see if they would be interested. Klimmek was hoping the Council would be interested in moving forward with this.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL UECKER SECONDED, TO MOVE FORWARD WITH THE ASSURANCE AGREEMENT FROM THE GREATER MINNESOTA HOUSING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.B. Michael Foods use of City Land

Waltz was contacted by Simmie Buehler, HR Director from Michael Foods. The Employee Appreciation Fun Day that they are having in conjunction with Eggstravagnza had a bigger employee response then they anticipated, due to this they are requesting to use the area North of the Jaycee Field. Waltz checked with Jerry Hahn to make sure it would be ok to use this field due to the fireworks later in the evening. Mayor Boeder asked if they had insurance for the bounce house. Lannoye stated he would have Michael Foods sign a hold/harmless agreement which he will put together.

COUNCIL MEMBER UECKER MOVED, COUNCIL MUCHOW SECONDED, TO ALLOW MICHAEL FOODS USE OF THE SOCCER FIELD DURING EGGSTRAVAGANZA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. Other

11.A. None

12. Upcoming Meetings and Events

- 12.A. Monday, July 31st – 7:00 – Fire Department Meeting
- 12.B. Monday, July 31st – 7:00 – Ambulance Department Meeting
- 12.C. Wednesday, August 2nd – 6:30 – Council Meeting
- 12.D. Wednesday, August 9th – 5:30 – P&Z Meeting
- 12.E. Thursday, August 11th & 12th – Eggstravaganza
- 12.F. Monday, August 14th – 5:30 – EDA Meeting
- 12.G. Wednesday, August 16th – 6:30 – Council Meeting
- 12.H. Monday, August 21st – 6:30 - Park Board Meeting
- 12.I. Wednesday, August 23rd – 6:00 – HPC Meeting
- 12.J. Monday, August 28th – 7:00 – Fire Department 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 7:55 p. m.

Lori Waltz
Interim City Administrator

Don Boeder
Mayor