



5.A.i.

**CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES**

Wednesday, September 6, 2017
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members, Klein, Losure and Uecker.
Members Absent: Homme and Muchow.
Staff Present: Don Lannoye, Schauer Law Office; Lori Waltz, Interim City Administrator, Barbara Kranz; Library Director, Dan Reich; Police Officer and Ambulance President, Ty Reimers; City Services Manager, Zack Vidmar; Police Officer, Lori Doering, Billing/Payroll Clerk and Colleen Snyder, Administrative Assistant.
Visitors Present: Andy Stahlmann; Innovative Power Systems, Wendell Sande; South Central Cooperative, Jim Landaas, Ann Hokanson; TDS Director, Diana 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. **Oath of Office to Appointed Council Member**
Lannoye administered the Oath of Office to Josh Klein as the new Council Member.
4. **Consider 09-06-17 Agenda**
COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE SEPTEMBER 6, 2017 AGENDA AS AMENDED. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.
5. **Comments, Updates, Concerns**
 - 5.A. Citizens-Diana Karau expressed her concerns regarding the handling of the appointment of the recent vacant Council seat.
 - 5.B. Council Members
Waltz reported that Steph Schultz had contacted her about a softball tournament that would be at the JC Field on Sunday, September 10th.

6. *** Consent Agenda**
COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE CONSENT AGENDA, WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.
 - 6.A. **Minutes**
 - 6.A.i. Minutes from August 16, 2017 – Regular Council Meeting
 - 6.B. **Accounts Payable**
 - 6.B.i. Accounts Payable August 12th – August 31st, 2017
Boeder noted the Shaw Drainage invoice was four hundred dollars higher than the

Council approved. Reimers stated it was due to Shaw Drainage crossing electrical lines which caused them to add additional footage to the invoice.

- 6.B.ii. Ratified Accounts Payable – August 25th, 2017
- 6.C. Resolutions and Ordinances
- 6.D. Reports of Officers, Boards, and Commissions
- 6.E. Other

7. **Public Hearings – 7:00 PM**

7.A. None

8. **Communications, Requests, and Petitions**

8.A. None

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

9.A. Ambulance Department – Dan Reich, President

9.A.i. Department Update

Reich reported that Amy Hahn resigned as Ambulance Secretary and the Ambulance Department is requesting to appoint Heather Zellmann as Hahn’s replacement.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER KLEIN SECONDED, TO APPROVE THE REPLACEMENT OF AMY HAHN WITH HEATHER ZELLMAN AS AMBULANCE DEPARTMENT SECRETARY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Reich stated the Ambulance Department is currently understaffed. There are twelve full time members also an additional two members are in training and one is doing on the job training. Reich expressed the need for more members.

Reich presented to Council a request for an addition to the Ambulance Garage. Currently the backup Ambulance is stationed at the Fire Hall and the Ambulance Department would like to see both Ambulances under one roof. The Architect had provided the Ambulance Service with three ideas to add an additional stall.

Lannoye recommended obtaining estimates and present those estimates to Council for further discussion.

9.B. City Services Department

9.B.i. Farmland Rental – Ty Reimers, City Services Mgr & Lori Doering, Utility/Billing Clerk

Reimers stated that the Farm Land Renewal Contracts are up for renewal this fall. Two parcels have been removed from renting for the past couple years. These parcels are located in the Meadow Wood Development and the other one is located by Harvey Drive which became land locked a few years ago. Does Council want to place these back into rental property or seed them.

After some discussion Boeder stated the property by Harvey Drive could be seeded but the Meadow Wood property needs to be cleaned up before seeding can take place.

COUNCIL MEMBER LOUSURE MOVED, COUNCIL MEMBER KLEIN SECONDED, TO APPROVE TY REIMERS CONTACTING SENTENCE TO SERVE FOR CLEAN UP ON MEADOW WOOD BEFORE SEEDING CAN TAKE PLACE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B.ii. Cemetery Land – Lori Waltz, Interim City Administrator

Waltz reported that in January 2017 the City received a letter from the Sibley County Assessor's Office stating there are tillable acres located on the North side of the City Cemetery. These acres were set aside as future development for the City Cemetery. According to the Department of Revenue this tillable land should be placed on the tax rolls. Sibley County determined there is approximately 1.5 acres that are tillable. Waltz spoke to Laura Hacker; Sibley County Assessor and she roughly calculated the taxes for 2017 as \$81.00. Currently John Weber is farming this land, he has stated that he would be interested in continuing to farm the land and would pay any taxes associated with the land.

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE JOHN WEBER TO CONTINUE FARMING THE LAND NORTH OF THE CEMETERY AND PAY THE TAXES ASSOCIATED WITH THE LAND. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C. Gaylord Public Library – Barb Kranz, Library Director

9.C.i. Grant Application

Barb Kranz reported on attendance for the Summer Programs associated with the Library. There were 105 kids and 33 teens in the Summer Reading Programs. Story Time attendance was 180 kids, Family Movie Night was 25, four Free Art Classes brought in 93 kids and 183 people attended Free Bingo. Music on Main had 1,605 in attendance and the final summer program was the Zoo Mobile with 172 people attending.

Kranz also reported that Andrea Nelson is resigning from the Library Board.

Kranz was contacted by Ann Hokanson the TDS Director regarding a STEM Grant. STEM stands for Science, Technology, Engineering and Mathematics. The money from the Grant would be used to build Science Kits. These Kits could be checked out and used at home or in school.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE LIBRARY TO APPLY FOR THE STEM GRANT AT \$7,500.00 WHICH THE CITY WOULD BE THE FISCAL AGENT OF. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. Unfinished Business

10.A. IPS Solar – Andy Stahlman

Andy Stahlman reported he and Waltz worked together to get information from Xcel to determine how much usage Gaylord would be able to sign up for. This is one of the last steps in the process. Stahlman was looking for a signature on the letter of Intent from IPS Solar so this can move forward, one more subscriber is needed then the solar garden will be complete.

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE LETTER OF INTENT FROM IPS SOLAR, LEGAL COUNSEL WILL REVIEW THE FULL CONTRACT BEFORE MOVING FORWARD. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.B. Administrator Search – Wendell Sande, South Central Cooperative

10.B.i. Engagement Letter

Wendell Sande gave a review of his involvement with South Central Cooperative and what would be involved in the search for the City Administrator. He also stated that he had contacted Boeder to meet and discuss the replacement of the vacant council seat prior to submitting the letter of engagement. He assured Council they would be fully engaged in the entire search and hiring process.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER KLEIN SECONDED, TO APPROVE THE ENGAGEMENT LETTER FROM SOUTH CENTRAL COOPERATIVE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. BEFORE SIGNING THE ENGAGEMENT LETTER, A MANUAL ADJUSTMENT WILL BE MADE TO SHOW THE COST OF THE SEARCH WILL NOT EXCEED \$2,000.00.

11. **New Business**

11.A.i. **Hours of Liquor Sales – Don Lannoye, City Attorney**

Lannoye reported that State Statute reads Bars are allowed to stay open until 2 a.m. Currently the bars in Gaylord remain open until 1:00 a.m. If Council chooses to change that to 2:00 a.m. City Code allows this, but Neisen's would have to apply for a Permit through the State of Minnesota. After some discussion Council agreed to leave the closing time in Gaylord at 1:00 a.m. Lannoye stated this could be changed in the future if Council decided a change was needed.

11.A.ii. **Proposed Abatement Order – Don Lannoye, City Attorney**

The Property owner contacted Boeder with questions and concerns. Boeder directed the Property owner to call Lannoye to clarify what needs to be done. Lannoye volunteered to call the Property owner and report back to Council.

11.A.iii. **Sibley East School Goose Problem – Don Boeder, Mayor**

Boeder reported that before DNR would become involved with the Goose problem the Council needed to put a policy in place. Boeder suggested different options to help with removal and asked if anyone knew of removal techniques to contact him. Lannoye agreed to draw up a policy for animal management.

12. **Other**

12.A. **Schedule Budget Workshop**

Boeder stated the Budget will need approval by the end of September.

Waltz reported that she has sent a draft of the Budget to the Abdo, Eick & Meyers and was waiting to hear back from them.

13. **Upcoming Meetings and Events**

- 13.A. Wednesday, September 6th – 6:30 – Council Meeting
- 13.B. Monday, September 11th – 5:30 – EDA Meeting
- 13.C. Wednesday, September 13th – 5:30 - P&Z Meeting
- 13.E. Monday, September 18th – 6:30 – Park Board Meeting
- 13.F. Wednesday, September 20th – 6:30 – Council Meeting
- 13.G. Monday, September 25th – 7:00 – Fire Department Meeting
- 13.H. Wednesday, September 27th – 6:00 – HPC Meeting

14. **Adjournment of Regular Meeting**

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 7:50 p.m.

Lori Waltz
Interim City Administrator

Don Boeder
Mayor