

5.A.i.



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

Wednesday, September 20, 2017

6:30 P.M., City Hall

Members Present: Mayor Boeder and Members Homme, Klein, Losure, Muchow and Uecker.
Members Absent: None.
Staff Present: Don Lannoye, Schauer Law Office; Lori Waltz, Interim City Administrator, Tony Padilla, Police Chief, Dan Reich, Police Officer, Lori Doering, Billing/Payroll Clerk and Colleen Snyder, Administrative Assistant.
Visitors Present: Brent Kavitz, SEH; Craig Morseth, Insurance Service Co., Todd Zimmerman, Principal Financial Group, Chuck Klimmek, EDA Chairman, Sue Keithahn, Scott Kuphal, Avery Grochow, Roy Smith, Margie Smith, Jerry Hahn, Dan Uecker, Diana Karau, Carl Wetzel, Clint Steinborn 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 09-20-17 Agenda

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED TO APPROVE THE SEPTEMBER 20, 2017 AGENDA WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. Comments, Updates, Concerns

4.A. Citizens - Roy Smith requested alley graveling in block five between Lincoln Ave and Columbia Ave, Council referred the request to the City Services Department for approval.

Diana Karau expressed concerns regarding the hiring process of the City Administrator Position.

Sue Keithahn expressed concerns regarding the hiring process of the City Administrator Position.

4.B. Council Members-Lannoye reported on the issued abatement nuisance, with the help of the Gaylord Police department the property owner agreed to a three-week time limit for cleanup. The property owner is aware if the property is not cleaned up in that time period this issue will come before council for the second time.

5. * Consent Agenda

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW 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 September 6, 2017 – Regular Council Meeting

- 5.B. Accounts Payable
 - 5.B.i. Accounts Payable August 31st – September 15th, 2017
- 5.C. Resolutions and Ordinances
- 5.D. Reports of Officers, Boards, and Commissions
- 5.E. Other
 - 5.E.i. Special Event Permit – St. Paul’s Lutheran Church -Beer & Hymns-October 15th
 - 5.E.ii. Resignation of Andrea Nelson from the Gaylord Library Board
 - 5.E.iii. Appointment of Angela Feder to the Gaylord Library Board
 - 5.E.iv. Consider Third Quarter Utility List to Certify

6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. None.

8. Department and Committee Reports and Action Items

8.A. Administration Department

- 8.A.i. Consider 2017/2018 Property/Casualty Insurance – Craig Morseth, Insurance Service Co.
Craig Morseth reported on Property, Liability, Auto and Workman Comp insurance, there were very few changes this past year.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER KLEIN SECONDED, TO APPROVE THE 2017-2018 LEAGUE OF MINNESOTA CITIES INSURANCE TRUST RENEWAL & PREMIUM COVERAGE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE COUNCILS INTENT TO RELY ON THE STATORY IMMUNITY LIMITS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.A.ii. Consider 2017/2018 Health Insurance – Todd Zimmerman, Principal Financial Group
Todd Zimmerman reported on Health Insurance, November 1st, 2017 is the renewal date. Due to various factors premiums had an 18% increase. Zimmerman and Waltz shopped for lower rates and decided to use South Central Service Co-op, this Co-op works with cities and sends out requests to various insurance companies. The one best suited for Gaylord was Blue Cross-Blue Shield, with a savings of \$851.73 over last year.

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE COVERAGE WITH SOUTH CENTRAL CO-OP, FROM NOVEMBER 2017 TO DECEMBER 2018, SINGLE COVERAGE AMOUNT \$546.50 AND FAMILY COVERAGE AMOUNT \$1,366.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.A.iii. Consider Five Year Plan proposal – Lori Waltz, Interim City Administrator
Waltz reported this is a five-year plan from Abdo, Eick & Meyers, that was discussed at the May 17th, 2017 Council meeting to help with the budgeting process, Tax Levies and implementing the Capital

Improvement Plan.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE FIVE-YEAR PLAN. THE FIRST YEAR WILL COST \$10,000.00 WHICH IS ALREADY BUDGETED, THE SECOND AND THIRD YEARS WILL COST \$5,000.00 EACH. THESE AMOUNTS WILL BE WORKED INTO FUTURE BUDGETS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.iv. Preliminary 2018 Budget – Lori Waltz, Interim City Administrator
Approve Resolution 2017-23 – Adopting Proposed 2017 Tax Levy

Waltz prepared a resolution for the Tax Levy, which was reviewed by Abdo, Eick & Meyers. Waltz reviewed with Council some of the major increases identified in the budget. The first Truth in Taxation hearing will be December 6th, 2017.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2017-23 WITH A 10.98% INCREASE ON THE 2018 BUDGET. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. Unfinished Business

9.A. Consider Pay Application for NW Sanitary Sewer Project

Brent Kavitz, SEH requested pay application number one, for the 2017 NW Sanitary Sewer Improvement Process. Kavitz updated Council on the progress of the NW Sanitary Sewer Project.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE \$155,296.02 TO GM CONTRACTING FOR THE FIRST PAY APPLICATION. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Kavitz also reported there is a change order that is not included in the contract documents. These changes include a storm sewer manhole conflict and a connect to existing manhole conflict. Also, there was a cost savings of \$34,500.00 due to an item in the bid which was not needed by the contractor.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE \$2960.71 FOR THE CHANGE ORDER. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B. Administrator Search – Lori Waltz, Interim City Administrator

Losure and Homme both agreed that last year Council went through an extensive search resulting in three candidates. The third candidate is still interested and would be willing to follow through with whatever Council requested. Uecker stated the third candidate did not have a four-year degree, which is a minimum requirement. Klein felt Gaylord deserves a strong pool of candidates Lannoye explained that if the third candidate did want to reapply, the minimum requirements in the Administrator Job Description would have to be amended. Muchow stated he felt comfortable with the search firm of Hue Life/Brimeyer. After some discussion Council moved to hire a search firm for the City Administrator position.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO HIRE HUE LIFE/BRIMEYER FOR THE CITY ADMINISTRATOR SEARCH. THE MOTION CARRIED THREE TO TWO, WITH MUCHOW, UECKER AND KLEIN FOR AND HOMME AND LOSURE AGAINST.

9.C. Committee Appointments – Don Boeder, Mayor

The open council liaison positions due to the resignation of Jim Landaas were appointed by Boeder as follows: Klein-EDA, Planning & Zoning, Homme-Personnel Committee. Uecker & Losure will share-RS Fiber. Homme-Emergency Services, which includes the Police Department, the Fire Department and the Ambulance Department. Homme-Financial Advisory Committee.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE COMMITTEE APPOINTMENTS AS PRESENTED DUE TO OPENINGS LEFT BY THE VACANCY OF JIM LANDAAS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.D. Commercial Rehab Loan Program – Chuck Klimmek, EDA Chairman

Chuck Klimmek reported the Rehab Loan Program has two tiers. The first small loan is up to \$5,000.00 and the second loan is up to \$20,000.00, this information was detailed to Council back in May 2017. Klimmek is requesting money from Council to move forward with this program.

Klein asked if any controls will be put into place to insure these loans are being used as intended.

Klimmek responded the loan applications will be reviewed by the entire EDA Committee.

Lannoye reported the applicants will have to provide invoices to prove their improvements.

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE EDA COMMERCIAL REHAB LOAN PROGRAM AS PRESENTED. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A.i. None

11. Other

11.A. None

12. Upcoming Meetings and Events

12.A. Monday, September 25th – 7:00 – Fire Department Meeting

12.B. Monday, September 25th – 12:00-1:00pm - Arlington City Administrator Public Reception

12.C. Wednesday, September 27th – 6:00 – HPC Meeting

12.D. Wednesday, October 4th – 6:30 – Council Meeting

12.E. Monday, October 9th – 5:30 – EDA Meeting

12.F. Wednesday, October 11th – 5:30 - P&Z Meeting

12.G. Wednesday, October 18th – 6:30 – Council Meeting

12.H. Monday, October 23rd – 6:30 – Park Board Meeting

12.I. Wednesday, October 25th – 6:00 – HPC Meeting

12.J. Monday, October 30th – 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 7:43 p.m.

Lori Waltz
Interim City Administrator

Don Boeder
Mayor