



5.A.i.

CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES
Wednesday, November 1, 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, Chief of Police; Ty Reimers, City Services Manager; and Colleen Snyder, Administrative Assistant.
Visitors Present: Brent Kavitz, SEH; Charlie Anderson, Marion Anderson, Pastor Paul Kratzke, Connie Quast, Roman Zachow, Dale Jensen, Karen Iverson, Doris Martens, Mike Gavin 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.
2. **Pledge of Allegiance**
The Pledge of Allegiance was recited by Council and visitors present.
3. **Consider 11-1-17 Agenda**
COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED TO APPROVE THE NOVEMBER 1, 2017 AGENDA WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.
4. **Comments, Updates, Concerns**
 - 4.A. Citizens-None.
 - 4.B. Council Members-Mayor Boeder reported on the school walk through with Lori Waltz and Jim Amsden. The walk through took place to get an idea of what is done and what needs to be done. Most rooms are empty, the exception to this is the big gym, the cafeteria and the auditorium gym which contain items that will be auctioned off on January 20th, 2018.
Boeder stated the trophies in the case by the front door will remain in the building. Boeder is hoping the trophies (some of them dating back to the 1920's) can be incorporated by the City into a future historic display. Anything attached to the wall will remain with the building. Boeder noted the walk through went very well.
Lannoye reported a Charter Commission Meeting took place before the Council Meeting and the Commission is looking for a change to Section 8 which Lannoye will implement and present at the next council meeting on November 15th, 2017 for Council's approval.

5. *** Consent Agenda**
COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER KLEIN 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 October 25, 2017 – Regular Council Meeting

- 5.B. Accounts Payable
 - 5.B.i. Accounts Payable October 14th – October 27th, 2017
 - 5.B.ii. Ratify Accounts Payable October 1st – October 26th, 2017
 - 5.C. Resolutions and Ordinances
 - 5.C.i. Resolution 2017-25 – Approving a Variance Request – Silvio Amorim
 - 5.D. Reports of Officers, Boards, and Commissions
 - 5.E. Other
 - 5.E.i. Approve Ted Pinske as a member of the Heritage Preservation Commission
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6. **Public Hearings – 7:00 PM**

- 6.A. 2017 NW Sanitary Sewer Improvement Project Assessment Hearing
Brent Kavitz reported there is one property being assessed tonight. The total assessment is \$10,000.00. The project is almost complete with punch list items finished last week. Kavitz reported that typically the Sanitary Main portion is assessed at twenty-five percent, the amount of \$5,200.00 is at sixteen per-cent and the Sewer Service is assessed at one-hundred per-cent, the amount of \$4,800.00 is at eighty-one per-cent, so reductions were made on this assessment. Lannoye reported Minnesota Law prevents cities from assessing more than the value of the property. The original assessment on this property was higher than presented tonight, the City obtained an appraiser to calculate the benefit of the project to the property which came to \$10,000.00.

Mike Gavin attorney for American Lutheran Church expressed his concerns regarding the amount of the assessment, was this a fair assessment, also the financial burden that will be placed on the church will be tremendous and asked for the assessment to be dropped.

Pastor Paul Kratzke expressed concerns regarding the amount of the assessment, why was the church the only one to be assessed and the financial burden this places on the church.

Dale Jensen stated the appraisal was based on one vacant lot in the neighborhood and questioned why the church was the only property with an assessment.

Public Hearing closed at 7:25p.m.

7. **Communications, Requests, and Petitions**

- 7.A.i. None.

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

- 8.A. City Services Department

- 8.A.i. GAAC General Manager Position

Reimers reported that due to issues that occurred during the past swim session and with the agreement of the Park Board the general management position will be open for applications. The current manager is welcome to re-apply. Reimers stated job descriptions will be revised to provide a clearer definition of what is expected from the employees.

Boeder asked when the hiring would take place. Reimers wants to revise the job descriptions, present them to the Park Board, bring them back to Council and start the hiring process before the first of the year. Lannoye advised Reimers, to bring the revisions back to Council at a future date for approval, to move forward with the hiring process.

- 8.A.ii. Department Update

Reimers reported on snow removal priorities, the downtown sidewalks and downtown streets are cleared first, the exception to this is heavy snowfall, then Emergency Services and the Fire Department are done first. Reimers was looking for direction on how much of the trail to the school needs to be cleared. The old school

sidewalks would be next and last would be the park sidewalks. Boeder stated the trail to school definitely needs to remain open and asked for council's input. Klein asked if Reimers was referring to the trail just along Lincoln. Reimers confirmed yes just along Lincoln. Homme asked if the county plowed Lincoln. Reimers stated the county does but he plows it before the county.

Reimers reported he was looking at a Bush Hog mower because some areas they currently mow are three to four feet deep with weeds which would destroy a finish mower. The cost is roughly between \$2,200.00 to \$2,400.00. Truck box repair is needed on the 2004 F150. Reimers stated a smaller building is needed to house water equipment, this would give the equipment easier access and he stated that he would like to have an inspection of the walls on the current street shop to see their condition, also the approach on the street shop driveway is in tough shape, this past year cold patch had been used but decay continues, front end loader trade in and replacement is coming up in 2018. Reimers stated they are busy and getting ready for the winter season.

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

8.B.i. Approval for Sergeant Position

Tony Padilla was seeking approval of Charlie Eichten for the Sergeant Position effective November 1st, 2017.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE OFFICER CHARLIE EICHTEN FOR THE SERGEANT POSITION AT THE GAYLORD POLICE DEPARTMENT, WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C. Administration Department – Lori Waltz, Interim City Administrator

8.C.i. Administrator Search Update

Waltz reported she spoke with Jim Brimeyer, there are currently eight applications for the administrator position and HueLife/Brimeyer sent out a hundred letters of interest to previously interviewed candidates from their firm. Brimeyer felt everything is going well and typically interested candidates will wait till the last minute to turn in their applications.

8.C.ii. End of September Budget Report

Waltz stated she provided a general budget in the council packet.

8.C.iii. Approval to Replace Postage Machine/Scale Combo

Waltz reported the contract with Pitney Bowes, who provides the current postage machine and subsequent service has ran out. Waltz recommends going with the refurbished Mantronics postage machine.

COUNCIL MEMBER LOUSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE POSTAGE MACHINE/SCALE COMBO LEASE FROM MANTRONICS WITH A MONTHLY PAYMENT OF \$118.75. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.iv. Fire Monitoring System at old Sibley East School

Waltz reported the schools fire monitoring contract runs out on 10-31-17, she spoke with the current system which is WH Security, they will provide fire alarm detectors and a boiler room detector with heat sensor for \$27.95 a month, this requires two phone lines through CenturyLink at \$47.00 a line, a month and a list of four people to contact should the alarm system be activated.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE FIRE MONITORING SYSTEM CONTRACT WITH WH SECURITY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Boeder suggested the contact list of four people, Police Department first and City Service Employees second, third and fourth, with City Service Employees working out the schedule amongst themselves. Waltz stated she would call WH Security and request information on their recommendation for the contact list.

8.C.v. Building Lease with Sibley East School District

Waltz reported as of November 1st, 2017 the City will assume ownership of the school. The school has requested to store property to be auctioned off on January 20th, 2018, a lease agreement was forwarded to the school for approval. After some discussion Council agreed to the \$1.00 per month lease.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER KLEIN SECONDED, TO APPROVE THE BUILDING LEASE WITH SIBLEY SCHOOLS FOR ONE DOLLAR PER MONTH. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.vi. Approval for Independent Contractor for Boiler License

Waltz spoke to Sibley East Schools and two individuals with boiler licenses would be interested in checking the boiler. The rate per hour is \$30.00 and roughly the time spent would be one to one and a half hours a day and they would be responsible to turn in their hours. Lannoye stated he would draw up a contract.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE INDEPENDENT CONTRACT FOR BOILER MONITORING AT THE SCHOOL. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. **Unfinished Business**

9.A. NW Sanitary Sewer Project

9.A.i. Consider Resolution 2017-24 – Adopting the Assessment as presented
After some discussion Council agreed to adopt the assessment as presented.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2017-24 – RESOLUTION ADOPTING ASSESSMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. **New Business**

10.A. None.

11. **Other**

11.A. None.

12. **Upcoming Meetings and Events**

- 12.A. Wednesday, November 1st – 6:00 – Charter Meeting
- 12.B. Wednesday, November 1st – 6:30 – Council Meeting
- 12.C. Monday, November 6th – 7:00 – Ambulance Department Meeting
- 12.D. Wednesday, November 8th – 5:30 – Council Budget Workshop
- 12.E. Friday, November 10th – Veterans Day (City Hall Closed)
- 12.F. Monday, November 13th – 5:30 – EDA Meeting
- 12.G. Wednesday, November 15th – 6:30 – Council Meeting
- 12.H. Monday, November 20th – 6:30 – Park Board Meeting
- 12.I. Tuesday, November 21st – 6:00 – HPC Meeting(Ordinance review)
- 12.J. Thursday, November 23rd – Thanksgiving (City Hall Closed)
- 12.K. Friday, November 24th – City Hall Closed
- 12.L. Tuesday, November 28th – HPC Meeting
- 12.M. Wednesday, November 29th – 6:30 – Special Council Meeting

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:25p.m.

Lori Waltz
Interim City Administrator

Don Boeder
Mayor