



5.A.i.

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

Members Present: Mayor Boeder and Members, Losure, Muchow and Uecker.
Members Absent: Members Homme, and Klein
Staff Present: Don Lannoye, Schauer Law Office; Lori Waltz, Interim City Administrator; Colleen Snyder, Administrative Assistant.
Visitors Present: Brent Kavitz, SEH; Elizabeth Kuphal, Joe Hoffman 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.
2. **Pledge of Allegiance**
The Pledge of Allegiance was recited by Council and visitors present.
3. **Consider 12-6-17 Agenda**
COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE DECEMBER 6th, 2017 AMENDED 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-Waltz requested The Agreement in the Council packet for the Tenth Street Walk/Bike Trail be added to the agenda under New Business 10.B.

Waltz asked Boeder what should happen to 10.B. Comprehensive Plan, Boeder replied it could be removed until we have a new Administrator in place.

5. *** 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.
 - 5.A. **Minutes**
 - 5.A.i. Minutes from November 15, 2017 – Regular Council Meeting
 - 5.B. **Accounts Payable**
 - 5.B.i. Accounts Payable November 10th – December 1st, 2017
 - 5.B.ii. Ratify Accounts Payable November 1st – November 30th, 2017
 - 5.C. **Resolutions and Ordinances**
 - 5.C.i. Resolution 2017-27 – Resolution Designating Polling Place Location
 - 5.C.ii. Resolution 2017-28 - Resolution Authorizing Deferment

- 5.D. Reports of Officers, Boards, and Commissions
 - 5.E. Other
 - 5.E.i. Abdo, Eick & Meyers 2018 Audit Engagement Agreement
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6. Public Hearings – 7:00 PM

- 6.A. 2017 Truth-in-Taxation Hearing
The Public Hearing opened at 7:00 p.m.

Elizabeth Kuphal and John Hoffman questioned why their tax statements were so high. Boeder explained when the tax statements were sent out the Budget was at 10.98% and their statements reflect proposed amounts only. Waltz explained on November 8th, 2017 the budget started at 10.98% and Council was able to lower that to 1.04%.

The Public Hearing closed at 7:15 p.m.

7. Communications, Requests, and Petitions

- 7.A.i. FYSC – December Newsletter
- 7.A.ii. Mediacom Rate Adjustment Letter

8. Department and Committee Reports and Action Items

- 8.A. Administration Department – Lori Waltz, Interim City Administrator
 - 8.A.i. Administrator Search Update-Waltz reported the five-candidates which have been selected, their information is in the Council packet and Joe Dies was going to publish an article in the Hub. Waltz reviewed the agenda for the candidates: The Meet & Greet is on Friday, December 15th, 2017 at the Library, that evening there is a Reception for the candidates at EJ's with council and staff. Saturday December 16th, 2017 the interviews will be taking place at Sibley East in the morning and then interviews will continue in the afternoon at City Hall. Waltz stated that she would be working on the notices for all of the meetings and have them posted shortly. Boeder requested Waltz send out reminder emails with a schedule of events to Council members.

9. Unfinished Business

- 9.A. NW Sanitary Sewer Project- Brent Kavitz, SEH
 - 9.A.i. Consider Project Closeout-Brent Kavitz reported he received an email from the contractor asking to close out the project. Kavitz stated the project is done, however some of the seeding took place right before the ground froze. Due to the lateness of this seeding Kavitz is unable to tell if the grass growth will be adequate. Since this cannot be determined until next year, Kavitz is proposing to hold one percent of the payment which calculates to roughly \$2,500.00. This one percent would be paid in Spring, once the grass is established. Boeder stated this sounded like business as usual, Kavitz replied yes and that he wanted to keep everyone informed as to the progress of the project.

- 9.B. Comprehensive Plan – Chad Muchow, Council Member-
Mayor Boeder requested this be removed and brought back once the new Administrator is in place.

10. New Business

- 10.A. Consider Resolution 2017-29 – Establishing Regular City Council Meeting Schedule – Lori Waltz, Interim City Administrator-Waltz reported in 2018 one of the council meeting will fall on July 4th, 2018 and one will fall on November 21st, 2018 which is the night before Thanksgiving Day. Waltz reported that there will be no council meetings on those two nights. Boeder asked if everyone was comfortable with leaving the start time of the meetings at 6:30, all replied yes.

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2017-29 ESTABLISHING REGULAR CITY COUNCIL MEETING SCHEDULE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 10.B. Tenth Street Trail – Lori Waltz, Interim City Administrator
10.B.i. Resolution 2017-31 – Resolution Agreeing to Maintain Facility

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2017-31 AGREEING TO MAINTAIN THE TENTH STREET TRAIL. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.B.ii. Resolution 2017-32 – Resolution Committing Funds for Tenth Street Trail Project
Waltz reported Amy Newsome has been working with the County and SEH on this project and they want to make sure the City will have the money set aside for maintaining the trail and this has created the need for the creation of resolutions. Lannoye stated the grant is for \$168,000.00 the city responsibility is \$102,000.00, also the City is responsible for the upkeep and maintenance of the trail and Sibley County is the sponsoring agent.

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2017-32 COMMITTING FUNDS TO THE TENTH STREET TRAIL. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Boeder stated the agreement which was added to tonight's agenda is an agreement between the City of Gaylord and Sibley County to Maintain the 10th Street Trail, this is the third document and a motion was needed.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE AGREEMENT BETWEEN THE CITY OF GAYLORD AND SIBLEY COUNTY FOR THE TENTH STREET TRAIL, WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 10.C. Consider Resolution 2017-30 – Resolution Adopting Final 2017 Tax Levy

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2017-30 FINAL 2017 TAX LEVY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Meeting was Closed at 7:16 p.m.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER KLEIN SECONDED TO CLOSE THE OPEN MEETING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Closed Meeting was Opened at 7:17 p.m.

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER LOSURE SECONDED TO OPEN THE CLOSED MEETING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. Other

- 11.A. Closed Meeting to Discuss Purchase of Property – 111 6th Street
Council discussed the purchase of the building located at 111 6th Street.

Closed Meeting Closed at 7:39 p. m.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER KLEIN SECONDED TO CLOSE THE CLOSED MEETING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Open Meeting was re-opened at 7:40 p.m.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED TO OPEN THE OPEN MEETING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

12. Upcoming Meetings and Events

- 12.A. Wednesday, December 6th – 6:30 – Council Meeting
- 12.B. Monday, December 11th – 5:30 – EDA Meeting
- 12.C. Tuesday, December 12th – 6:00 – City Holiday Party
- 12.D. Wednesday, December 13th – 5:30 - P&Z Meeting ??
- 12.E. Friday, December 15th – Administrator Meet & Greet
- 12.F. Saturday, December 16th – Interview City Administrator Candidates
- 12.G. Monday, December 18th – 6:30 - Park Board Meeting??
- 12.H. Wednesday, December 20th – 6:30 – Council Meeting
- 12.I. Monday, December 25th – Christmas (City Hall Closed)
- 12.J. Wednesday, December 27th – 6:00 – HPC Meeting
- 12.K. Monday, January 1st – New Year’s (City Hall Closed)
- 12.L. Monday, January 8th – 6:30 – Organizational Council 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 7.41 p.m.

Lori Waltz
Interim City Administrator

Don Boeder
Mayor