



**CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES
Wednesday, December 20, 2017
6:30 P.M., City Hall**

Members Present: Mayor Boeder and Members, Homme, Losure, Muchow and Uecker.
Members Absent: Klein.
Staff Present: Don Lannoye, Schauer Law Office; Lori Waltz, Interim City Administrator; Ty Reimers, City Services Manager; Robert Kloeckl, Water/Wastewater Technician; Colleen Snyder, Administrative Assistant.
Visitors Present: Brent Kavitz, SEH; Karen Voz, MDH; Avery Grochow, Sibley Surveyors; 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 12-20-17 Agenda**
COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE DECEMBER 20TH, 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 employment agreement for the new City Administrator be added to the Agenda under 9D.
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5. *** Consent Agenda**
COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER HOMME 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 December 6th, 2017 – Regular Council Meeting
 - 5.B. Accounts Payable
 - 5.B.i. Accounts Payable December 2nd – December 14th, 2017
 - 5.C. Resolutions and Ordinances
 - 5.C.i. Resolution 2017-35 – Resolution Adopting Final 2018 General Fund Budget
 - 5.D. Reports of Officers, Boards, and Commissions
 - 5.E. Other
 - 5.E.i. Approve Jeana Wibstad as a member of the Sibley County Library Board

5.E.ii. 2017 List to Certify for Delinquent Utilities

6. **Public Hearings –**

6.A. Wellhead Protection Plan Public Hearing – 7:00 PM

Public Hearing opened at 7:00 p.m.

Karen Voz reported since February she has worked with SEH, Ty Reimers and Bob Kloeckl to complete the Wellhead Protection Plan and the next step is the public hearing, followed by council approval and then it will be submitted to the Department of Health. This information is then shared with other state agencies. After ninety days the City receives a letter of approval.

Kloeckl reported the biggest change was to well number three, it will be converted to emergency use only. Due to its age it has a slight risk of nitrate contamination, by doing this it lowers the city risk for contamination.

Karen Voz reported that when the time comes if the City wants to seal well number three to let her know.

There are funds available and she would work with the City to accomplish this.

Public Hearing closed at 7:10 p.m.

6.B. Amendment to Section 8 of the City Charter Public Hearing – 7:15 PM

Public Hearing opened at 7:15 p.m.

Lannoye reported the Charter Commission recommended a change to the wording of Section 8. This would allow Section 8 to be easier to understand. Minnesota Statue allows cities to make changes but the process involves a public hearing and council approval after the hearing. Council approval cannot take place tonight due to the absence of a council member. Once council has given their approval there is a ninety-day waiting period.

Public Hearing closed at 7:24 p.m.

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

7.A.i. None

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

8.A. City Services Department – Ty Reimers, City Services Manager

8.A.i. GAAC Position Descriptions

Reimers reported on the changes made to the job descriptions, the main changes are being able to perform basic duties from the other positions, work together, coordinate activities, promote cross training and in the guest services position a requirement of First Aid and CPR was added. Reimers wanted to stress the main change is that all positions work together. Reimers was requesting council's approval.

Boeder stated he was in favor of cross training and felt this was beneficial.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE CHANGES MADE TO THE GAAC JOB DECSCRIPTIONS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.ii. GAAC General Manager 2018 Pay

Reimers reported the General Manager pay for 2017 was based on five hundred fifty to six hundred fifty hours with a total of salary of \$17,000.00, after meeting with the Park Board Committee it was determined the salary be changed from annual to hourly pay and the pay would be seventeen dollars an hour.

Boeder felt confident this was discussed and approved by the Park Board.

Muchow reported that the Park Board felt more time would be put into the position if the wage was hourly as opposed to a salaried position.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE GAAC GENERAL MANAGER 2018 PAY CHANGE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. **Unfinished Business**

9.A. **Gaylord Homes Donation for Leaf Vac Program – Ty Reimer, City Services Manager**

Reimers reported he was able to speak to Glencoe regarding their program. The first issue is storage space for the leaf vacuum. Currently storage space is at a premium. The second is man hours, using Glencoe's program as a guideline Reimers figured at least 3 days a week for pick up. Gaylord's current tractor will not be big enough to handle the leaf vacuum, so more equipment would need to be purchased. The third item was cost of gas which roughly calculates to four or five gallons an hour. The fourth item is repair of the machine which is hard to calculate, but Glencoe replaces their tires every other year. A new machine will cost roughly \$45,000.00 and may last ten years. The fifth item Reimers researched 80 cities with population comparable to Gaylord and not one of these cities had a leaf vacuum program available for their residents. Some of these cities allow leaf burning some have compost sites and some of the city run compost sites require the residents to pay a fee for leaf drop-off. Reimers also stated this would not eliminate the street sweeper, there would still be a need to sweep leaves off the streets in fall. Boeder reported he did some research also and feels badly but he agreed with Reimers at this point in time the city cannot afford this program. He hoped Gaylord Homes who are donating the money would reconsider and be willing to donate the money to another cause.

Lannoye suggested contacting Gaylord Homes to see if another option may be available.

Boeder recommended Reimers sit in on the meeting to provide information and requested Waltz put together a time to meet with Gaylord Homes.

Homme praised Reimers on his research and presentation.

9.B. **Presentation of 2018 10th Street Plans and Specifications – Brent Kavitz, SEH**

9.B.i. Consider Resolution 2017-33 – Approving Plans and Specs on the 2018 10th Street Project and Ordering Advertisement for Bids

Brent Kavitz reported on a couple changes and additions, after discussion with Reimers and Waltz a loop addition in the storm sewer to MN DOT right away. An increase from Lincoln to old Minnesota Avenue in the storm sewer pipe circumference, a thirty-six-inch pipe to a forty-two-inch pipe. The sanitary sewer can no longer go straight up Jefferson it will have to be re-routed up Third Avenue and around the EMS Building. The quantities have been revised and the price updated, overall the net change will be roughly \$10,000.00. The total project price is \$3,602,437.00. Waltz suggested Abdo, Eick & Meyers, consulting firm for Gaylord take a look at the plans. Kavitz reported the Sanitary Sewer portion is \$411,066.00, the base project which is the street project is \$2,819,987.00.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2017-33 APPROVING PLANS AND SPECS ON THE 2018 10TH STREET PROJECT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C. **Wellhead Protection Plan – Karen Voz, MDH**

9.C.i. Consider Resolution 2017-34 – Approving Wellhead Protection Plan (Part 2)

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, APPROVING RESOLUTION 2017-34 THE WELLHEAD PROTECTION PLAN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.D **Employment Agreement for the new City Administrator**

Lannoye reported Lory Young requested a two-thousand dollar advance to help with moving expenses. Boeder stated he was fine with this as long as it was tracked with invoices and receipts. After some discussion council agreed to accept the employment agreement.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE EMPLOYMENT AGREEMENT FOR LORY YOUNG, FOR THE CITY ADMINISTRATOR POSITION, WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. **New Business**

10.A. **Discussion of Conversion of Park Area to Residential Lots** – Tom Homme and Josh Klein, Council Members

Homme reported on converting part of the land into residential lots on 2nd Street East towards Mudd Lake. The consensus from the Park Board was to convert the seventy-five foot lots to one hundred-foot lots, the playground equipment would stay. Homme suggested a neighborhood meeting be held to explain to the residents what is proposed. Boeder stated the meeting should be held through EDA, after the meeting takes place come back to Council for approval.

Open Meeting was closed at 7:29 p.m.

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

Closed Meeting was opened at 7:31 p.m.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME 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 property at 111 6th Street.

Closed Meeting was Closed at 7:50 p.m.

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

Open Meeting was Re-opened at 7:51 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. Tuesday, December 19th – 6:00 – HPC (Ordinance Review) @ City Hall
- 12.B. Monday, December 25th – Christmas (City Hall Closed)
- 12.C. Wednesday, December 27th – 6:00 – HPC Meeting @ Library
- 12.D. Monday, January 1st – New Year's (City Hall Closed)
- 12.E. Monday, January 8th – 6:30 – Organizational Council Meeting
- 12.F. Wednesday, January 10th – 5:30 – EDA 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 7:52 p.m.

Lori Waltz
Interim City Administrator

Don Boeder
Mayor