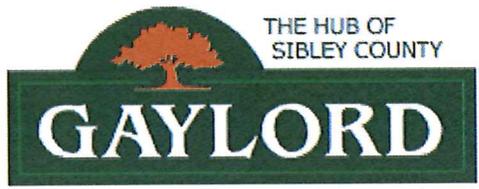


5. A.i.



**CITY OF GAYLORD**  
**ORGANIZATIONAL CITY COUNCIL MEETING MINUTES**  
 Monday, January 8, 2018  
 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; Colleen Snyder, Administrative Assistant.  
**Visitors Present:** 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 01-08-18 Agenda**  
 COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE JANUARY 8<sup>TH</sup>, 2018 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 removal of 9A. Ordinance 333-Amending the Gaylord City Charter, in order to vote on this amendment all Council Members need to be present. Waltz also requested per Mayor Boeder the removal of 8B.i. GAAC Manager Position and 8B.i.i. Payloader Purchase till the February Council Meeting.  
 Boeder explained he wanted Lory Young, the new City Administrator to be present for these two items.  
 Muchow asked if the hiring of the GAAC Manager Position should remain on the Agenda so the individual who is hired can start the job in March. Muchow stated waiting could delay the hiring process and thus the individual may not be able to start until after March.  
 Boeder agreed that 8B.i. GAAC Manager Position be left on the Agenda so the hiring process can start sooner rather than later.  
 Muchow asked if discussion of the Comprehensive Plan can take place at the next meeting.  
 Boeder requested the Comprehensive Plan be put on the February 7<sup>th</sup>, 2018 Council Meeting Agenda.
  


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5. **\* Consent Agenda**  
 COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER 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 16, 2017 – Special Council Meeting
    - 5.A.ii. Minutes from December 20, 2017 – Regular Meeting

5.B. Accounts Payable

- 5.B.i. Accounts Payable December 15<sup>th</sup> – December 29<sup>th</sup>, 2017
- 5.B.ii. Accounts Payable December 30<sup>th</sup> 2017 – January 5<sup>th</sup>, 2018

5.C. Resolutions and Ordinances

- 5.C.i. Resolution No. 2018-01 – Revising Joint Annexation With Dryden Township

5.D. Reports of Officers, Boards, and Commissions

- 5.D.i. None

5.E. Other

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6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. Forever Young Senior Center January Newsletter
- 7.B. David Drown Associates – Updated Engagement Letter and Fee Schedule
- 7.C. CenterPoint Energy – Rate Increase Proposal

8. Department and Committee Reports and Action Items

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

- 8.A.i. Consider 2018 Pay Scale-Waltz requested the 2018 Pay Scale be approved. This pay scale involves a 2% pay increase and step(s) if they apply, for all staff members and was approved by Council in the 2018 Budget.  
After some discussion by Council the 2018 pay increase was approved.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE 2018 PAY SCALE INCREASE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

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

- 8.B.i. GAAC Manager Position-Boeder stated this position and the wage which will be paid was approved at the December 20<sup>th</sup>, 2017 City Council Meeting, approval is now needed to start advertising for this position.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE ADVERTISING FOR THE GAAC MANAGER POSITION. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.B.ii. Payloader Purchase  
This was removed from the agenda.

9. Unfinished Business

9.A. Ordinance 333 – Amending the Gaylord City Charter – Don Lannoye, City Attorney  
This was removed from the agenda.

- 9.B. 111 6<sup>th</sup> Street Purchase Agreement – Don Lannoye, City Attorney-Lannoye reported this is the property that is intended for the Police Department. After some closed meetings the consensus was to purchase the property at 111 6<sup>th</sup> Street. The purchase price is \$215,000.00, possession takes place on January 15<sup>th</sup>, 2018. Property Taxes will be pro-rated based on the date of possession.  
This property was purchased in “AS IS” condition.

Muchow asked Boeder what portion of the building the Police Department would occupy.  
Boeder figured roughly two-thirds of the building for the Police Department.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE PURCHASE OF PROPERTY AT 111 6<sup>TH</sup> STREET AT A PURCHASE PRICE OF \$215,000.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**10. New Business**

10.A. Consider Appointments/Reappointments to City Committees – Mayor Don Boeder-Boeder asked Council to review the 2018 City Index and 2018 Appointments to make sure all information including phone numbers are correct.

<u>BOARDS AND COMMISSIONS</u>	<u>TERM EXPIRES</u>
<u>CORE COMMITTEES:</u>	
<b>PARKS &amp; RECREATION</b>	
<b>1 Year Terms</b>	
Chad Muchow	
Jessica Uecker	
Dawn Kratzke	Dec-18
Bill Walsh	Dec-18
David Robbins	Dec-18
Patrick Schlueter	Dec-18
Pool Manager	Dec-18
Lenore Strouth	Dec-18
Rod Nelson	Dec-18
Jim Swanson	Dec-18
Margi Swanson	Dec-18
<b>LIBRARY BOARD</b>	
<b>3 Year Terms</b>	
Pauline Marlinski	Dec-19
James King	Dec-20
Karen Iverson	Dec-18
Angela Feder	Dec-20
Shawn Losure	
<b>PLANNING AND ZONING COMMISSION</b>	
<b>2 Year Terms</b>	
Orlin Grack	Dec-18
Jerry Gasow	Dec-18
William Schulte	Dec-18
Marilyn Bratsch	Dec-18
Steve Boerner	Dec-18
Tom Homme	
Josh Klein	
<b>GAYLORD EDA</b>	
<b>6 Year Terms Unless Otherwise Indicated</b>	

Josh Klein	
Tom Homme	
Chuck Klimmek	Dec-19
Steve Olmstead	Dec-20
Doug Parrott	Dec-18

**CHARTER COMMISSION**

**3 Year Staggering Terms**

Joe Deis	Dec-19
Julie Landaas	Dec-19
Jerry Hahn	Dec-20
Jill Hewitt	Dec-20
Alice Strobel	Dec-18
Duane Messner	Dec-18
Tom Homme	

**AD HOC COMMITTEES:**

**LAKE TITLOE BEAUTIFICATION  
COMMITTEE**

**1 YEAR TERMS**

Jim Swanson	Dec-18
Darrel Mosel	Dec-18
Greg DeVries	Dec-18
Larry Podratz	Dec-18
Al Hahn	Dec-18
Don Boeder	

**BOARDS AND COMMISSIONS**

**TERM  
EXPIRES**

**Revolving Loan Fund**

Sue Keithahn  
Alice Strobel  
Administrator  
EDA Members

**Forever Young Senior Center  
Committee**

**1 Year Terms**

Phyllis Severin - President	Dec-18
Avis Klukas - Vice President	Dec-18
Judy Tolzmann - Secretary	Dec-18
Sandy Schulte - Treasurer	Dec-18
Aggie Barrick - Board Member	Dec-18
Elaine Holberg - Board Member	Dec-18
Arlene Keske - Board Member	Dec-18
Eunice Asmus - Board Member	Dec-18
Lorraine Wentzlaff - Board Member	Dec-18
Carol Trout - Board Member	Dec-18
Jean Walters - Board Member	Dec-18
Shawn Losure	Dec-18

**Citizen Advisory Committee**

**1 Year Terms**

Administrator	
Chuck Klimmek	Dec-18
Denley Kompelien	Dec-18
Pauline Marlinski	Dec-18
Dan Reich	Dec-18
Dean Schons	Dec-18
Chief Tony Padilla	Dec-18
Larry Podratz	Dec-18
Margi Swanson	Dec-18
Kris Bratsch	Dec-18
Julie Landaas	Dec-18
Rachel Frauendienst	Dec-18
Orlin Grack	Dec-18
Jessica Uecker	

**Finanacial Advisory Committee**

**3 Year Terms**

Administrator	
Chuck Klimmek	Dec-18
Doug Parrott	Dec-18
Tom Homme	Dec-18
Phil Keithahn	Dec-18
Tom Homme	
Don Boeder Ex-Officio	
Tom Olinger Ex-Officio	
George Eilertson Ex-Officio	

**HERITAGE PRESERVATION  
COMMISSION**

**3 YEAR TERMS**

Patrick Schlueter	Dec-18
Lea Amorim	Dec-18
Jane Peterson	Dec-20
Ted Pinske	Dec-19
Chuck Klimmek	Dec-18
Ron Kirsch	Dec-20
Jane Rischmiller	Dec-19
Tom Homme	
Administrator	

**ANNUAL APPOINTMENTS**

<b>City Attorney</b>	Schauer Law Office
<b>Police Chief</b>	Tony Padilla
<b>Fire Chief</b>	Dean Schons
<b>Ambulance President</b>	Joel Fralick

EDA Coordinator	Chuck Klimmek
City Engineer	SEH
Safety Coordinator	Ty Reimers
Assistant Weed Inspector	Ty Reimers
Tree Inspector	Ty Reimers
Assessor	Sibley County Assessor Laura Hacker
Civil Defense Director	Tony Padilla
Official Newspaper	The Gaylord Hub
Official Depository	Pro Growth Banks First National Bank Minnesota-Gaylord Branch Edward Jones Northland Securities The Depository Trust Company – Chase Bank U S Bank

COUNCIL MEMBERS  
COUNCIL PRESIDENT (1 Year  
Terms)

2018  
Appointments

Homme

DEPARTMENTS (1 Year Terms)

City Administration  
Park/Pool/Recreation  
Cemetery  
Library  
Public Safety-Police  
Ambulance  
Fire Department  
Streets  
Water  
Sewer  
Refuse  
Storm Water  
Cable Commission Liaison  
Planning and Zoning Liaison  
EDA  
Lake Titloe Committee Liaison  
Forever Young Senior Center  
Citizen Advisory  
Railroad Coalition  
Sharing Resources  
Financial Advisory Committee  
Sibley County Economic  
Development Comm.  
Heritage Preservation Commission  
Charter Commission  
Personnel Committee  
RS Fiber

Lory Young  
Muchow/Uecker  
Muchow/Uecker  
Losure  
Homme  
Homme  
Homme  
Muchow  
Muchow  
Muchow  
Muchow  
Muchow  
Uecker/Losure  
Klein/Homme  
Klein/Homme  
Boeder  
Losure  
Uecker  
Losure  
Losure/Uecker  
Homme  
Administrator  
Homme  
Homme  
Administrator/Boeder/Homme  
Uecker/Losure

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE 2018 CITY INDEX AND 2018 COMMITTEE APPOINTMENTS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.B. Ibberson Option to Purchase Property – Don Lannoye, City Attorney

10.B.i. Resolution 2018-02 – Approving Sale of Property-Lannoye explained the Ibberson Property has been leased out since 1997, this is a city owned building and the last updated lease was dated 2011. The lease payments have been used to buy down the Bond Payment. The lease agreement has always contained a clause stipulating that at any time Ibberson could purchase the building from the City for one dollar or or the balance of the Bond Payment. The lease dated 2011 is set to expire in February 2018. Ibberson has now contacted the City wanting to exercise their clause agreement and purchase the building, the remaining amount on the Bond is \$4,673.77. Ibberson is waiting for the City to approve this sale, their title company is waiting to complete the purchase agreement. This would be the final step in this process.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE RESOLUTION 2018-02 FOR THE PURCHASE PRICE OF \$4,673.77 TO THE T. E. IBBERSON COMPANY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. Other

11.A. Uecker asked if the Fire Chief has received a raise in pay.

Muchow stated the raise in pay for the Fire Chief should be discussed.

Boeder asked for it to be put on the agenda for the February 7<sup>th</sup>, 2018 City Council Meeting, since no action could occur at tonight's meeting.

Uecker asked if goal setting could take place in February also.

Muchow agreed that goal setting should take place in February or March.

Boeder assured Council that things will fall back into place in 2018.

12. Upcoming Meetings and Events

12.A. Wednesday, January 10<sup>th</sup> – 5:00 – EDA Meeting

12.B. Monday, January 15<sup>th</sup> – CITY OFFICES CLOSED (Martin Luther King Jr Day)

12.C. Monday, January 15<sup>th</sup> – 6:30 – Park Board Meeting

12.D. Tuesday, January 16<sup>th</sup> – 6:00 – HPC Meeting (Ordinance Review) @ CH

12.E. Wednesday, January 17<sup>th</sup> – 6:00 – HPC Meeting @ Library

12.F. Monday, January 29<sup>th</sup> – 7:00 – FD Meeting

12.G. Thursday, February 1<sup>st</sup> – 10:00 am – 10<sup>th</sup> Street Project Bid Opening

12.H. Thursday, February 1<sup>st</sup> – 7:00 pm - Fire and Ambulance City/Township Meeting

12.I. Monday, February 5<sup>th</sup> – 6:30 – Ambulance Meeting

12.J. Wednesday, February 7<sup>th</sup> – 6:30 – City 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 7:03 p.m.

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Lori Waltz  
Interim City Administrator

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Don Boeder  
Mayor