



CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES
 Wednesday, February 7, 2018
 6:30 P.M., City Hall

Members Present: Mayor Boeder and Members, Homme, Losure, Klein and Muchow.
Members Absent: Uecker.
Staff Present: Don Lannoye, Schauer Law Office; Lory Young, City Administrator; Lori Waltz, Accountant/Clerk; Ty Reimers, City Services Manager; Tony Padilla, Police Chief; Charlie Eichten; Police Officer; Dan Reich, Police Officer; Denley Kompelein, Police Officer; Colleen Snyder, Administrative Assistant.
Visitors Present: Brent Kavitz, SEH; Theresa Padilla, Gianna Lopez, Veronica Noyola Ramirez, Vivianna Flores Bruce and Pam Hahn, Randy Peterman, 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 6:35.
 2. **Pledge of Allegiance**
 The Pledge of Allegiance was recited by Council and visitors present.
 3. **Consider 02-07-18 Agenda**
 COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER KLEIN SECONDED, TO APPROVE THE FEBRUARY 7TH, 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
Mayor Boeder asked for removal of 9.A. Ordinance 333-Amending the Gaylord City Charter, in order to vote on this ordinance their needs to be full council attendance.
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5. *** Consent Agenda**
 COUNCIL MEMBER LOSURE 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 January 8, 2018 – Organizational Council Meeting
 - 5.B. **Accounts Payable**
 - 5.B.i. Ratified Accounts Payable January 6, 2018- January 23, 2018
 - 5.B.ii. Accounts Payable January 29, 2018 – February 2, 2018
 - 5.C. **Resolutions and Ordinances**
 - 5.C.i. Ordinance # 334 – Mediacom Franchise Agreement
WAIVE FIRST READING

5.D. Reports of Officers, Boards, and Commissions
5.D.i. None

5.E. Other None

6. Public Hearings – 7:00 PM
6.A. None

7. Communications, Requests, and Petitions
7.A. Forever Young Senior Center February Newsletter
7.B. Mediacom Rate Change
7.C. RS Fiber Rate Change

8. Department and Committee Reports and Action Items
8.A. Administration Department –Lory Young, City Administrator
Mayor Boeder welcomed Lory Young, Gaylord’s new City Administrator.

8.A.i. Investment Summary – 12/31/17
Waltz reported the Investment Summary dated 12/31/17 was provided by Northland Securities. A total of \$493,000.00 was recently invested into three and five year plans, leaving \$625,00.00 in Money Market funds with a current total of \$3,555,134.00 invested with Northland Securities.

8.A.ii. Expenditure & Revenue Summary – 12/31/17
Waltz reported the Expenditure & Revenue Summary shows unaudited numbers, as of 12/31/17 for the General Fund.

8.B. City Services Department – Ty Reimers, City Services Manager
8.B.i. Tables
Waltz reported Ian Sing contacted her and stated that the Fire Department has expressed interest in transferring ownership of the tables from City Hall to the Fire Department. If Council felt it necessary for the Fire Department to purchase the tables they would be willing to make that purchase. The tables, approximately 20 would be stored at the Fire Hall. The City would still be able to use the tables when needed but the Fire Department will not rent the tables out to the public like the City has done in the past. Mayor Boeder was in favor of the table transfer to the Fire Department and asked Lannoye if a motion was necessary to complete this transfer. Lannoye explained since ownership was staying within the city a motion was not necessary. Muchow asked if there was a motion made years ago to rent the tables. Waltz replied it was a Policy.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE TRANSFER OF OWNERSHIP OF THE TABLES TO THE FIRE DEPARTMENT, AND RESCIND THE POLICY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B.ii. Pay loader Purchase-
Reimers reported the City has been setting aside money in the Capital Improvement Fund for a new pay loader, the current balance is \$157,500.00. Reimers obtained two quotes, the first is a John Deere pay loader, amount \$172,913.00 with trade in, the cost would be \$145,913.00 and a Case pay loader, amount \$164,301.00 with trade in, the cost would be \$137,201.00. Reimers stated the Case pay loader has a better warranty package than the John Deere pay loader. The current pay loader is in good shape due to good maintenance, but it’s time to replace with a newer model. Reimers stated Staff recommendation is the Case pay loader. Mayor Boeder stated he was contacted by an individual interested in

purchasing the current pay loader but to be fair to everyone it needs to be opened for bids and if the City does not obtain the bid they were hoping for, the pay loader can be used as a trade-in. Muchow asked if the snow blower attachment would work on the Case. Reimers replied yes it would work on the Case.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE PURCHASE OF A CASE 721G PAYLOADER FOR \$164,301.00, THE CURRENT PAY LOADER WILL BE OPEN FOR BIDS FOR A DURATION OF TWO WEEKS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B.iii. Year End Review – 12/31/17

Remiers reported the compost sight for leaves and grass continues to work very well. The dump ground was cleaned more often to take advantage of space. The old street shop building at the dump ground was also cleaned out. Seal Coating projects completed were 2nd East Street, Angle Drive, Shoreview Drive, one block on Division, between Main and High Avenue, the Aquatic Center Parking Lot and the Trail was crack sealed and fog sealed. There were five plowable snow events in 2017. The alley behind First Street East and Division Street were graveled. The safe routes to school cones were put into place for the start of school and removed before the first snow fall. Once the snow melts they will be put back into place. Tree trimming was done throughout the town this past summer. There were three-hundred eighty three Gopher One calls. Nineteen dead trees were removed. This past year a part time summer position was added and proved beneficial. The old goal and volleyball posts from the former school property were removed. The former school property was tiled for better drainage. Painting was done on the older playground equipment at the main park. The water treatment plant has two high-service water pumps and filters that are capable of seven-hundred and fifty gallons per minute, per well. These pumps are fed from well number four and well number five. Well number three is connected, but for emergency use only. The old downtown water tower was demolished in June. Water is tested in house on a daily basis. There was no water testing violations in 2017. Waste water acreage is eighty-two. Last year the weather was not favorable for the Aquatic Center, it was either windy or too cold or raining, the result was a loss of pool entrance fees totaling twenty-one thousand dollars and a loss of eight thousand for concession fees.

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

8.C.i. Approve hiring intern

Tony Padilla reported the Police Department would like to hire Morgan Attenberger to work in the evidence room, currently there is a lot of evidence which needs to be sorted and logged and Morgan who is a college student is off for the summer. This position would require roughly twenty hours per week and the negotiated wage is ten dollars an hour. Mayor Boeder asked Padilla if Morgan is aware of the confidentiality which comes with this position. Padilla responded Morgan would be signing a confidentiality agreement and she is subject to a background check.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE CHANGES MADE TO THE HIRING OF A SUMMER INTERN FOR THE GAYLORD POLICE DEPARTMENT EVIDENCE ROOM. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.ii. New Building Issues-

a. Garage vs Outbuilding

Padilla stated the big issue is the garage; he met with the building inspector who told him it will be necessary to hire an architect to design the plan before bids can be accepted. There is also a possibility of an outbuilding, which would also require the hiring of an architect.

Mayor Boeder asked if three stalls would fit into the current building. Padilla replied yes three stalls would definitely fit. Muchow asked how much an architect would cost. Padilla replied roughly \$1,500.00 to \$1,700.00.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE HIRING OF AN ARCHITECT WHO WILL PROVIDE TWO GARAGE OPTIONS FOR THE NEW GAYLORD POLICE DEPARTMENT BUILDING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Padilla reported he spoke to Sentence to Serve and they would be willing to paint the inside of the building, ideally it would be beneficial to have the painting done before we move in. The estimate for paint and supplies is \$800.00. Padilla also reported the server would need to be moved to the new building and updates would be required, the estimate on this is \$2,700.00.

b. Carpet vs Tile

Padilla reported the flooring in the new building is in rough shape so he obtained two estimates. The carpet estimate came to \$10,000.00 and the tile estimate came to \$13,000.00. Both of these options are twelve by twelve squares so if damage did occur the square could be pulled out and replaced.

8.C.iii. Citizen Recognition

Padilla wanted to recognize an outstanding citizen. On Tuesday January 30th, 2018 around 3:00 p.m. Gianna Lopez and his mother were driving to their house when Gianna noticed someone lying on the ground. Padilla explained a citizen stepped out to get their mail, slipped on the ice, fell and broke their hip. The temperature was only around ten degrees and the citizen was not dressed for the cold. Gianna and his mother stopped and Gianna was kind enough to remove his coat in the bitter cold and place it on the citizen. Gianna and his mother stayed until the ambulance arrived. Padilla explained that Gianna remained calm under pressure and was able to explain everything that had happened when rescue arrived. Padilla went on to say the Gaylord Police Department is extremely proud of Gianna and wanted to present him with a Certificate of Appreciation. Gianna also received a Gaylord Police hat and key chain. The citizen who fell had family members at the meeting and they also presented Gianna with a gift of appreciation.

8.C.iv. Accept Resignation of Police Chief

Padilla explained this was a difficult decision to make but he based this decision on his family and what is best for them. His last day will be March 19th, 2018. With regret Council accepted his resignation.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO ACCEPT THE RESIGNATION OF POLICE CHIEF TONY PADILLA FROM THE GAYLORD POLICE DEPARTMENT EFFECTIVE MARCH 19TH, 2018. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Mayor Boeder thanked Padilla, told him he has done a lot for the city of Gaylord and he will be missed. Muchow also thanked Padilla. Homme wished Padilla well in his future endeavors.

8.C.v. Discussion on how to proceed with filling vacancy

Padilla asked for his position to be posted internally, he went on to say there is loyalty in his department and felt it is only fair that his officers be given first chance at the vacancy before it is opened to the public.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE INTERNAL POSTING OF THE VACANCY OF THE GAYLORD POLICE CHIEF'S POSITION. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. Unfinished Business

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

9.B. Water Tower Project

9.B.i. Consider Pay Application #12 (Final) for Water Tower
Brent Kavitz, Project Manager Kavitz reported the final pay application is \$93,104.92 for the four hundred gallon water tower project. The project did go over budget due to the change order which was tear down of the old water tower on a Sunday. Homme asked the amount of the change order. Kavitz replied \$8,405.50.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER KLEIN SECONDED, TO APPROVE THE FINAL PAY APPLICATION FOR THE WATER TOWER IN THE AMOUNT OF \$93,104.92. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C. 10th Street Project – Brent Kavitz, Project Manager

9.C.i. Resolution #2018-03 Resolution Receiving Bid

Kavitz reported there were seven bidders at the bid opening. WM Mueller and Sons turned in the lowest bid, without alternatives the bid was \$1,879,809.45, with alternatives the bid came in at \$2,444,203.31. Kavitz stated going forward a decision will need to be made which alternates, the City chooses to go with.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION NUMBER 2018-03 RECEIVING BIDS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C.ii. Resolution #2018-04 – Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, Calling for Hearing on Proposed Assessment

Kavitz explained this Resolution is necessary to keep the process moving, it declares that costs can be assessed and proposes a Public Hearing. Muchow recommended passing this Resolution with the intention that costs can be amended in the future.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION NUMBER 2018-04 DECLARING COSTS TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT, CALLING FOR HEARING ON PROPOSED ASSESSMENT AND THAT COSTS CAN BE AMENDED IN THE FUTURE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.D Fire Chief & Assistant Fire Chief Pay Memo – Chad Muchow, Council Member

Muchow reported Gaylord currently pay's the Fire Chief a yearly salary of \$1,900.00 and the Assistant Fire Chief a yearly salary of \$8,000.00. Waltz did some research of current towns comparable to Gaylord and salaries varied from \$500.00 to \$3,125.00. Muchow stated the Chief's salaries have not been increased for a very long time. Klein asked if there had been cost of living increases. Mayor Boeder explained these positons are not subject to cost of living increases.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO INCREASE THE FIRE CHIEF'S SALARY BY THREE HUNDRED DOLLARS AND INCREASE THE ASSISTANT FIRE CHIEF'S SALARY BY TWO HUNDRED DOLLARS EFFECTIVE IN 2018. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.E. Order for Abatement – 115 5th Street South – Don Lannoye, City Attorney

Lannoye asked if the nuisance abatement issued for 115 5th Street South could be passed at tonight's

meeting. Lannoye explained there was an abatement order issued in April 2017 but due to staffing issues it was never acted upon, due to the length of time that has passed Lannoye felt a new order for abatement should be issued. Lannoye explained enough time has been given to the property owner. The property owner spoke with Lannoye before the meeting and he would like to meet with Lannoye again regarding questions he has. Mayor Boeder stated Council has been very fair and enough time has passed. The property owner addressed Council with concerns he has on his property and surrounding properties.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER KLEIN SECONDED, TO APPROVE AN ORDER FOR ABATEMENT FOR 115 5TH STREET SOUTH EFFECTIVE MARCH 1ST, 2018. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. **New Business**

- 10.A. 2018 Agreement for Professional Services – SEH Inc. – Brent Kavitz, Project Manager
Kavitz reported a yearly General Services Agreement has been prepared, he spoke with Justin Black and the last agreement was dated 2015 and a new one should be prepared yearly. Kavitz explained this is not a retainer agreement, it's an hourly not to exceed agreement for miscellaneous services.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE 2018 PROFESSIONAL SERVICES AGREEMENT WITH SEH INC FOR MISCELLANOUS SERVICES NOT TO EXCEED FIVE THOUSAND DOLLARS FOR THE CALENDAR YEAR OF 2018. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 10.B. Sibley East Community Education Advisory Council Members
Mayor Boeder stated there is only one member on this advisory council, two more members are needed one from City Council, one from the community and he was looking for a volunteer from Council. Losure volunteered to be a member. Mayor Boeder thanked Losure and asked if anyone knew of a community member who would like to join please let him know and asked Joe Deis to put this in the Gaylord Hub.
- 10.C. Discussion Regarding Resident's Sewer Line
The property owner is seeking reimbursement for expenses he incurred for repairs and the cleaning out of his sewer line. The property owner stated a blockage occurred where his line meets the city line, because the city line dropped down causing the sewage not to have a clear pathway to flow. Lannoye stated he would discuss this with Brent Kavitz from SEH and bring the findings back to Council.

11. **Other**

- 11.A. None

12. **Upcoming Meetings and Events**

- 12.A. Monday, February 12th – 5:30 – EDA Meeting
12.B. Monday, February 12th – 6:30 – Neighborhood Meeting East Ridge Terrace
12.C. Wednesday, February 14th – P & Z Meeting (if needed)
12.D. Monday, February 19th - CITY OFFICES CLOSED (President's Day)
12.E. Wednesday, February 21st – 6:30 – City Council Meeting
12.F. Monday, February 26th – 7:00 – FD Meeting
12.G. Wednesday, February 28th – 6:00 – HPC Meeting @ Library
12.H. Monday, March 5th – 6:30 Park Board Meeting
12.I. Wednesday, March 7th – 6:30 – City Council Meeting

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER KLEIN SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:57 p.m.

Lory Young
City Administrator

Don Boeder
Mayor