



CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES
 Wednesday, March 21th, 2018
 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, Lory Young; City Administrator, Ty Reimers; City Services Manager, Charlie Eichten; Police Chief, Denely Koemlein; Police Officer, Dan Reich; Police Officer and Colleen Snyder; Administrative Assistant.
Visitors Present: Ashley Latzke 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 p.m.
 2. **Pledge of Allegiance**
 The Pledge of Allegiance was recited by Council and visitors present.
 3. **Consider 03-21-18 Agenda**
 COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE MARCH 21TH, 2018 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-None.
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5. *** Consent Agenda**
 COUNCIL MEMBER LOSURE 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 March 7th, 2018 – Regular Council Meeting
 - 5.B. **Accounts Payable**
 - 5.B.i. Accounts Payable for March 2nd – March 15th, 2018
 - 5.C. **Resolutions and Ordinances**
 - 5.C.i. None
 - 5.D. **Reports of Officers, Boards, and Commissions**
 - 5.D.i. None

5.E. Other

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

5.E. ii. P & Z Variance – Jose Mendoza (Approved by P&Z – Referred to City Council)

6. **Public Hearings – 7:00 PM**

6.A. Mediacom Franchise Agreement

Public Hearing Opened at 7:00 p.m.

Mayor Boeder asked if there we any questions or comments on the Mediacom Franchise Agreement.

There was no response.

Public Hearing Closed at 7:02 p.m.

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

7.A. Sibley County Municipalities Association Annual Meeting

Young requested a head count for the Municipalities Association Annual Meeting which is Thursday April 19th, 2018. Mayor Boeder and Muchow indicated they will attend.

7.B. Sibley County Community Development News Letter – March 2018

7.C. Minnesota Department of Transportation – Trail Grant Application

Young reported the Trail Grant was not approved.

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

8.A. Administration Department –Lory Young, City Administrator

8.A.i. Rate Study Proposal

Young stated due to the 10th Street Project Abdo, Eick & Meyers suggested we do a rate study.

Boeder asked if the template from the past Rate Study could be used for the current study and there should be something in past records to reference back to. Muchow suggested we wait for the Comp Plan to be completed. Young stated she would do some research and put some information together.

8.A.ii. Discussion - New Police Chief Salary

Young stated she called area local towns and the county for wage comparisons. Boeder reminded Council Chief Padilla redid the Officers pay but did not adjust the Chief's pay. Council agreed to adjust the Police Chief's Step Grid by five percent.

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE ADJUSTMENT OF THE POLICE CHIEF'S STEP GRID BY FIVE PERCENT, EFFECTIVE MARCH 20TH, 2018. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.iii. Health Insurance – City Contribution

Young stated she put together a survey, sent it out to Minnesota cities of four-thousand or less residents. A hundred and twenty surveys were sent out and she heard back from roughly ninety towns. The responses were varied. Boeder stated three things need to be looked at, Deductible's for both Single and Family and the Rate Plan which is locked in until 2019. Boeder reminded Council Health Insurance was budgeted close for the year of 2018, so be careful of a decision. Council agreed more time was needed to study the information they were given and discussion could continue at a future council meeting.

8.A.iv. On Boarding Meeting with Hue Life

Boeder asked Young if she wanted to participate in the on boarding meeting. Young replied she didn't feel it was necessary. She would like to put together a questionnaire for the future Goal Setting Session. Council could fill out ahead of time and discussion could take place at the Goal Setting Session. This will give her input on what is expected of her.

8.A.v. Dates for Goal Setting Session

Young requested Council pick a date for Goal Setting. Council agreed on April 26th, 2018 at 6:30.

8.A.vi. Request to use Old School Gym

Young reported Sibley East requested to use the old gym for batting practice from March 22, 2018 to April 6th, 2018. Lannoye stated he put together an agreement; Sibley East's insurance would cover any damage, if it should occur.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE FACILITY AGREEMENT WITH SIBLEY EAST SCHOOL FOR USE OF THE BIG GYM IN THE OLD SCHOOL. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.vii. Comp Plan Update

Young stated she spoke with Jeff Miller from the Hoisington Koegler Group. Jeff is going to review his notes from the past, call Young next week and then start the Comp Plan process.

Young reported her and Charlie Eichten meet with the Sibley County Sheriff's department. There is still an agreement in place between the Gaylord Police Department and the Sibley County Sheriff's Department, if Eichten needs coverage call the Sheriff's department.

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

8.B.i. Gaylord Area Aquatic Center Rates

Reimers reported the Park Board meet and decided to increase the Aquatic Center Rates by five dollars across the board. The daily rate is now \$6.00, the Single pass is now \$85.00, the Family pass is now \$125.00 and the Family of 4 pass is now \$155.00.

COUNCIL MEMBER KLEIN MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE 2018 RATE INCREASE FOR THE GAYLORD AREA AQUATIC CENTER. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C. Police Department – Charlie Eichten, Police Sergeant

8.C.i. Update on Police Station Remodel

Eichten presented the information he acquired on the remodel project. Boeder requested more time to obtain more information before a decision can be made. Muchow suggested this be discussed at the upcoming Goal Setting Session. Boeder agreed. Muchow noted that since the bids are coming in higher than anticipated a bid should be obtained for remodeling costs at the current Police Station.

8.C.ii. Update on Application Process for New Officer

Eichten stated they received fourteen applications. The procedure in the past has been to have the current police officers review the applications, grade them and then set up interviews per the grading system. Young indicated she would like to be part of the interviewing process. Homme indicated he also would be interested.

9. Unfinished Business

9.A. Discussion on Resolution for Sewer Issue

Boeder reported Brent Kavitz from SEH recommend scoping that end of town, another resident came forward with sewer issues so it was decided to scope Lake Avenue and two properties on First Street East. This totals seventeen connections. Lannoye stated it's the city of Gaylord's due diligence to

see if there are issues and if so a plan can be formatted at that time. Muchow explained we are paying for camera footage that the city will own and Brent Kavitz can use for review.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE BID OF \$2,975.00 TO ELLINGSON FOR SEVENTEEN LATERAL LAUNCH INSPECTIONS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 9.B. Resolution 2018-08 – Establish Beginning Salary for New Police Chief Position
Boeder explained earlier there was a motion to approve a five percent increase in the Police Chief's Step Grid System, this resolution will put Police Chief Charlie Eichten at Step Two.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER KLEIN SECONDED, TO APPROVE RESOLUTION 2018-08 ESTABLISH BEGINNING SALARY FOR NEW POLICE CHIEF POSITION, PLACING POLICE CHIEF CHARLIE EICHTEN AT STEP TWO OF THE REVISED CHIEF OF POLICE STEP SYSTEM. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 9.C. Resolution 2018-09 – Awarding Bid for the 10th Street Project
Boeder stated this will award the 10th Street Project to the lowest bidder WM Mueller & Sons.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE RESOLUTION 2018-19 AWARDING THE BID FOR THE 10TH STREET PROJECT WITH ALL THREE ALTERNATES TO WM MUELLER & SONS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 9.D. Resolution 2018-10 – Resolution Relating to the Sale of Approximately \$2,200,000 General Obligation Utility Revenue Bonds

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2018-10 RESOLUTION RELATING TO THE SALE OF APPROXIMATELY \$2,200,000.00 GENERAL OBLIGATION UTILITY REVENUE BONDS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 9.E. Approval of 2nd Reading of Mediacom Franchise Agreement

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE SECOND READING OF THE MEDIACOM FRANCHISE AGREEMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A. Forever Young Senior Center – Membership

Losure stated she received a message that there are Senior Citizens who are not Gaylord residents that would like to become members at the Forever Young Senior Center but due to a bi-law they cannot join. Losure was wondering what could be done so membership can be opened up to non-residents. Lannoye was not aware of any bi-laws. Boeder indicated we need to find the bi-law before it can be corrected and suggested Young do some research.

11. Upcoming Meetings and Events

11.A. Monday, March 19th – 1:00-3:00 - Open House for Tony Padilla

11.B. Thursday, March 22nd - 5:30 – EDA Meeting

11.C. Saturday, March 24th – 10:30 – Easter Egg Hunt - Gaylord Area Chamber of Commerce

11.D. Monday, March 26th – 6:00 - Fire Department Annual Banquet

11.E. Wednesday, March 28th – 6:15 - HPC Meeting at Library

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- 11.F. Monday, April 2nd – 6:30 – Ambulance Meeting
- 11.G. Wednesday, April 4th – 6:30 – City Council Meeting

12. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER KLEIN SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:45 p.m.

Lory Young
City Administrator

Don Boeder
Mayor