



5.A.i

**CITY OF GAYLORD  
REGULAR CITY COUNCIL MEETING**

Wednesday, May 16th, 2018  
6:30 P.M., City Hall

**Members Present:** Mayor Boeder and Members, Homme, Muchow and Uecker.  
**Members Absent:** Klein and Losure.  
**Staff Present:** Don Lannoye; Schauer Law Office, Lory Young; City Administrator, Ty Reimers; City Services Manager, Charlie Eichten; Police Chief, Dan Reich; Police Officer, Colleen Snyder; Administrative Assistant.  
**Visitors Present:** Brent Kavitz; SEH, Jason Mathews, Rand Peterman, Ricci Peterman, Phil Keithan, and Lisa Uecker; 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 05-16-18 Agenda**  
COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE MAY 16<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-Jason Mathews expressed his concerns regarding the clean-up and beautification of the City of Gaylord.
  - 4.B. Council Members-Mayor Boeder requested an additional to the Agenda under 9D.Second Addendum and Amendment to Option and Sale Agreement and Extension of Closing Date.

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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 April 26<sup>th</sup>, 2018 – Work Session Meeting
    - 5.A.ii. Minutes from May 2<sup>nd</sup>, 2018 – Regular Council Meeting
  - 5.B. **Accounts Payable**
    - 5.B.i. Accounts Payable for April 28<sup>th</sup> – May 10<sup>th</sup>, 2018
  - 5.C. **Resolutions and Ordinances**
    - 5.C.i. None

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

- 5.D.i. Economic Development Authority Meeting Minutes – April 9<sup>th</sup>, 2018
- 5.D.ii. Planning & Zoning Commission Meeting Minutes – May 9<sup>th</sup>, 2018

5.E. Other

- 5.E.i. None

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6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A.i. 2018 10<sup>th</sup> Street Improvement Project Updates – Brent Kavitz – SEH  
Kavitz reported the 10<sup>th</sup> Street Project is moving along and everything is on schedule.
- 7.A.ii. Letter to County Commissioner for Proposed Establishment of TIF District No. 5-1  
Young asked Council if they had any questions regarding the letter that was sent to the County Commissioner, there was no response from Council.
- 7.A.iii. Moving In, Moving Out and Moving Over Discussion – Winthrop EDA Invite  
Young invited Council to the Winthrop EDA workshop held on May 23<sup>rd</sup> at 5:30p.m.  
The speaker will be Ben Winchester from the U of M Extension Service.
- 7.A.iv. 2018 Annual League of Minnesota Cities Conference – June 20<sup>th</sup>-22<sup>nd</sup>, 2018  
Young invited Council to the Annual League of Minnesota Cities Conference.

8. Department and Committee Reports and Action Items

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

8.A.i. Housing Assessment Results

Young reported the Housing Study shows that Gaylord needs housing for Senior Citizens, Rental Property, Single Family Housing and Twin Homes are also needed. Young went on to say like many rural cities we are losing population on a yearly basis.

8.A.ii. Update on MNDOT Speed Study on Lincoln

Young stated she spoke with Tim Becker, Sibley County Works Director regarding the speed study and MNDOT is in the process of doing the speed study, it should be completed in about a month and MNDOT will print a report on the findings.

8.A.iii. Request for use of Building at 111 6<sup>th</sup> Street

Phil Keithan from the purposed Minnesota College of Osteopathic Medicine stated the college is continuing to move forward. While the building is under construction people affiliated with the college will be arriving and will need a place to work. Keithan was hoping to keep all of them under one roof and requested the use of the city owned building at 111 6<sup>th</sup> Street. The time frame would be later this summer and continue for 12 to 18 months. Mayor Boeder requested that Council if interested agree upon this through consensus. Council did agree through Consensus. Mayor Boeder requested Young work with Keithan to put together the agreement and bring back to Council for approval.

*Lease agreement  
Draft*

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

8.B.i. Re-hire of Mitch Mathews for part-time summer help

Reimers requested Council approve the re-hire of Mitch Mathews. Reimers stated Mitch is a hard-worker and his return for summer help is beneficial.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE RE-HIRE OF MITCH MATHEWS FOR PART-TIME SUMMER HELP. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B.ii. Goose Management – Fountains in Pond

Reimers reported the price of a fountain varies from \$2,000.00 to \$6,000.00. The sizes also vary from six to eleven feet high and fifteen to thirty-two feet wide.

Reimers will look into bringing electricity to the site since there currently isn't any. These fountains would work twenty-four hours a day and would need to be removed in the Fall of the year.

8.B.iii. Gaylord Area Aquatic Center Update

Reimers reported currently the Aquatic Center has 18 lifeguards and he is hoping to pick up 2 more, out of these 18 seven or eight will need first time training. The Guest Service area received a lot of applications. Staff is painting to freshen things up. Draining of the pool is going on now and then re-filling will occur shortly after the draining is complete.

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

8.C.i. Starting Police Officer Pay – Mayor Boeder

Mayor Boeder turned the discussion over to Young. Young explained a few weeks ago when she was approving payroll she noticed one of the newly hired police officer's pay was higher than it should be. Young investigated and discovered this officer was still on their probationary period and given a cost of living raise on January 1<sup>st</sup>, 2018. Lannoye stated the Policy is not clear on what should be done in this situation, also if an officer reaches the end of their probation period mid-way through the year should they have to wait until the beginning of the following year to receive their cost of living raise. Lannoye suggested Amending the Policy according to Council's wishes. Mayor Boeder agreed the policy is vague, he would like Council to clarify the policy and he wants to see the police officers receive their proper pay. After some discussion Council agreed to leave the officers wage with the cost of living given on January 1<sup>st</sup>, 2018.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO LEAVE THE CURRENT OFFICER'S PAY WITH THE COST OF LIVING RAISE AT \$22.44 AN HOUR. NEW OFFICER PAY WILL BE \$22.44 AN HOUR. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Muchow stated the discussion of the current policy needs to be done before the end of the of the year. Young stated she will reach out to David Drown to get the process started.

9. Unfinished Business

9.A. Lateral Pipe Assessment – Ellingson Companies – Brent Kavitz - SEH

Kavitz reported Ellingson Companies laterally inspected 15 services on Lake Avenue East and First Street East. The inspection showed 4 services have miss matched inverts at the connection point, 1 showed a pipe deformation underneath the storm sewer, 1 showed a large sag in the line which contained water which stopped them from viewing the connection point. Kavitz did not want to speculate what happened but stated there are definite issues with these

6 services. SEH recommendation is to fix these by digging up the services and repairing them. Multiple contractors told him this is the feasible thing to do. The remaining services which show deformation at the connection points but are not as bad as the 6 services mentioned earlier Kavitz recommends setting up a program to monitor these by re-televising every 2 to 3 years. Mayor Boeder stated he would like to see these taken care of and the Homeowner is not at fault. Council agreed through Consensus to have Kavitz look into repair costs and report back to Council.

9.B. Rand Peterman Sewer Issue

Lannoye recommended paying Rand Peterman for the sewer issues he encountered.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE PAYMENT TO RAND PETERMAN FOR THE INVOICED AMOUNT DUE TO SEWER ISSUES AT HIS RESIDENCE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C. Res. 2018-27 – City Contribution to Family Health Insurance Premiums

After some discussion Council agreed to two-hundred dollars a month.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE RESOLUTION 2018-27 CITY CONTRIBUTION TO FAMILY HEALTH INSURANCE PREMIUMS AT TWO-HUNDRED DOLLARS PER MONTH FOR THE REMAINDER OF 2018. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.D. Second Addendum and Amendment to Option and Sale Agreement and Extension of Closing Date.

Lannoye reminded Council the original closing date was set for April 2018, this agreement extends closing for up to 10 days after TIF has been established.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE SECOND ADDENDUM AND ADMENDMENT TO OPTION AND SALE AGREEMENT AND EXTENSION OF CLOSING DATE TO THE DANZER GROUP FOR PURCHASE OF THE SCHOOL WITH OPTIONS OF THE BUS GARAGE AND VACANT LOT BY THE BUS GARAGE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. **New Business**

10.A. None

11. **Upcoming Meetings and Events**

11.A. Monday, May 14<sup>th</sup> – 5:30 EDA Meeting

11.B. Monday, May 14<sup>th</sup> – 6:30 Park Board Meeting - Library

11.C. Wednesday, May 18<sup>th</sup> – 6:30 City Council Meeting

11.D. Saturday, May 19<sup>th</sup> – 9:00 – 2:00 City Wide Appliance Collection

11.E. Saturday, May 19<sup>th</sup> – 5:30 Sibley County Glow Run – City Park

11.F. Sunday, May 20<sup>th</sup> – 7:00 – 1:00 Ambulance French Toast Breakfast

11.G. Wednesday, May 23<sup>rd</sup> – 6:30 HPC Meeting – Library

11.H. Monday, May 28<sup>th</sup> – City Hall Closed – Memorial Day

11.I. Tuesday, May 29<sup>th</sup> – 7:00 Fire Department Meeting – Fire Hall

11.J. Monday, June 4<sup>th</sup> – 6:30 Ambulance Meeting

11.K. Wednesday, June 6<sup>th</sup> – 5:00 – 7:00 Music on Main Begins

11.L. Wednesday, June 6<sup>th</sup> – 6:30 City Council Meeting

Homme reported EDA gave Reimers the ok to go ahead with removal of the playground

equipment from the old school and re-location to East Ridge Terrace. Muchow asked if Young had heard anything from the Hoisington Koegler Group regarding the Comp Plan. Young replied she will have something for the Council meeting on June 6<sup>th</sup>, 2018.

12. **Adjournment of Regular Meeting**

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:06 p.m.

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Lory Young  
City Administrator

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Don Boeder  
Mayor