



**CITY OF GAYLORD  
REGULAR CITY COUNCIL MEETING MINUTES**

Wednesday, August 1st, 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, Lory Young; City Administrator, Colleen Snyder; Administrative Assistant, Ty Reimers; City Services Manager, Charlie Eichten; Chief of Police, Denely Komplien; Police Officer, Kevin Fisher; Police Officer, Ian Sing; Fire Department, Lyle Grochow; Fire Department.  
**Visitors Present:** Phil Keithahn; Minnesota College of Osteopathic Medicine, Aaron Walton; Walton Law Group, Brian Maciej; Lime Valley Advertising and Joe Dies; 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 08-01-18 Agenda**  
COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE AUGUST 1<sup>ST</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-None.
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5. **\* Consent Agenda**  
COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW 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 June 28<sup>th</sup>, 2018 – Special Council Meeting
      - 5.A.ii. Minutes from July 18<sup>th</sup>, 2018 – City Council Meeting
    - 5.B. **Accounts Payable**
      - 5.B.i. Accounts Payable for July 13<sup>th</sup> – July 31<sup>st</sup>, 2018
    - 5.C. **Resolutions and Ordinances**
      - 5.C.i. None

- 5.D. Reports of Officers, Boards, and Commissions
- 5.D.i. EDA Meeting Minutes – July 9<sup>th</sup>, 2018
  - 5.D.ii. Planning & Zoning Meeting minutes – July 11<sup>th</sup>, 2018
  - 5.D.iii. Gaylord Fire Department Meeting Minutes- July 25<sup>rd</sup>, 2018
  - 5.D.iv. AGGW Cable Commission Meeting Minutes – June 20<sup>th</sup>, 2018
  - 5.D.v. Heritage Preservation Commission Meeting Minutes – June 27<sup>th</sup>, 2018
- 5.E. Other
- 5.E.i. City Financial Report Ending June 30<sup>th</sup>, 2018

6. Public Hearings – 7:00 PM

6.A. None

7. Communications, Requests, and Petitions

7.A.i. Forever Young Senior Center News Letter

8. Department and Committee Reports and Action Items

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

8.A.i. New City Attorney – Aaron Walton

Aaron Walton introduced himself and stated he is city attorney for 10 cities, mostly in Renville County. He plans on attending all Gaylord City Council Meetings, he enjoys municipal work, there are two attorney's in his firm and his main office is located in Olivia.

8.A.ii. Lime Valley Web Page Development – Brian Maciej

Young introduced Brian Maciej and briefly explained tonight's presentation would not be available till after January 1<sup>st</sup>, 2019. Mayor Boeder explained tonight's presentation is for informational purposes only. Maciej presented what he put together for the City of Gaylord's website. He showed various websites his company has developed to give Council an idea of what is available.

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

8.B.i. Shared Purchase of New Sewer Jetter

Reimers stated he was looking for approval from Council to purchase a shared sewer jetter with Winthrop. The current sewer jetter is showing its age, trade in value is \$1,200.00.

8.B.ii. **Res. 2018-38** Approve Contract to Share Jetter with Winthrop

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2018-38 APPROVE CONTRACT TO SHARE JETTER WITH WINTHROP AND PURCHASE A VACTOR SEWER JETTER IN THE AMOUNT OF \$32,090.50. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Young wanted to clarify the Agreement reads Gaylord purchases the Vactor Jetter and Winthrop reimburses Gaylord for their portion.

8.B.iii. East Water Tower Contract and Cleaning

Reimers reported he would like to modify the contract with Suze to include washing which is currently not part of the contract. The new contract will read the washing will occur every 5 years and this will add roughly \$1,200.00 per year. The price to wash the east tower this year is \$9,475.00. Reimers was looking for approval for both items.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE ADDING WASHING TO THE WATER TOWER CONTRACT WITH SUZE AND \$9,475.00 FOR WASHING THE EAST WATER TOWER THIS YEAR, 2018. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B.iv. City Services Update

Reimers gave a summer update; the pool is running smoothly with good attendance and positive comments on the staff. Pickle ball stripping was added to 2 of the 3 tennis courts, this was highly requested by the Park Board. Reimers stated staff is getting ready for Eggstravaganza next week. Reimers also stated he spoke with Suze regarding the city wells to make sure they are inspected every year and Reimers will speak with the Department of Health to find out why Well #3 is listed as a back-up/emergency well only. The wastewater pond intake structure which is all concrete needs repair, Reimers is looking into what the cost will be to fix this. The old playground equipment at East Ridge Terrace has been moved out and Midwest PlayScapes is scheduled to remove the playground equipment at the old school for re-location to East Ridge Terrace the second week of August.

8.C. Police Department – Charlie Eichten, Chief of Police

8.C.i. Vacant Police Officer Position

Eichten stated he has one item which is moving Officer Kevin Fisher from part-time to full-time. The full time opening occurred due to Officer Dan Reich leaving the department. Mayor Boeder asked Eichten since Fisher was moving to full-time would a part-time officer need to be hired. Eichten replied yes he would be looking at hiring one to two part-time officers.

8.C.ii. **Res. 2018-39** Move Police Officer from Part-time to Full-time

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE RESOLUTION 2018-39 MOVE POLICE OFFICER KEVIN FISHER FROM PART-TIME TO FULL-TIME, EFFECTIVE AUGUST 16<sup>TH</sup>, 2018 AT A WAGE OF \$24.48 PER HOUR. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.D. Fire Department – Ian Sing

8.D. Fire Relief Retirement

Ian Sing reported in 2015 he requested Council raise the Fire Relief Retirement starting in 2016 and continuing for three years. Council agreed through a motion however the State of Minnesota says approval through a motion has to be given every year, not one motion for three years. Lannoye stated the motion for 2019 will have to wait until 2019.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE RAISING THE FIRE RELIEF RETIREMENT TO \$1,600.00 IN 2017. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE RAISING THE FIRE RELIEF RETIREMENT TO \$1,650.00 IN 2018. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Sing also reported the Fire Department is looking to purchase a high level rescue trailer and a boat for the top of the trailer.

9. Unfinished Business

9.A. 2018 10<sup>th</sup> Street Improvement Project Updates – Brent Kavitz – SEH

9.A.i. Project Updates No. 13 & 14

Brent Kavitz was not present at the meeting. Ty Reimers gave a brief update.

9.B. Med School Update – Phil Keithahn  
Phil Keithahn welcomed Aaron Walton as the new city attorney and he thanked Don Lannoye and Schauer Law Office for their years of service to the city of Gaylord. Keithahn reported he and Mick Montag who is leading the developmental project, are working with property owners around the school. A general contractor has been selected and legal agreements are being reviewed. Montag will be at the Planning & Zoning meeting on August 8<sup>th</sup>, 2018. Keithahn will not be able to attend. There is a Target Date for closing on Friday, August 17<sup>th</sup>, 2018.

9.C. **Res. 2018-34** Development Agreement for Medical College & Multifamily Housing  
Lannoye stated he reviewed this agreement and recommends adopting it.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2018-34 DEVELOPMENT AGREEMENT FOR MEDICAL COLLEGE & MULTIFAMILY HOUSING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.D. **Ordinance 2018-40** An Ordinance amending Section 54.03 (B) of the Gaylord City Code

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE FIRST READING OF ORDINANCE 2018-40 AN ORDINANCE AMENDING SECTION 54.03 (B) OF THE GAYLORD CITY SEWER CODE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. **New Business**

10.A. None

11. **Upcoming Meetings and Events**

11.A. Wednesday, August 1<sup>st</sup> – 6:30 City Council Meeting

11.B. Wednesday August 1<sup>st</sup> – August 5<sup>th</sup> Sibley County Fair

11.C. Monday, August 6<sup>th</sup> – 6:30 Ambulance Meeting

11.D. Wednesday, August 8<sup>th</sup> – 5:30 Planning & Zoning

11.E. Wednesday, August 8<sup>th</sup> – 6:30 Comp Plan Reboot Meeting

11.F. Eggstravaganza - August 9<sup>th</sup> – 11<sup>th</sup> - Various Times

11.G. Friday, Aug 10<sup>th</sup> 7:30 – 9:00 City Administrator Raise Money for Ambulance at Breakfast

11.H. Saturday, August 11<sup>th</sup> 1:00 Mayor & City Council in Eggstravaganza Parade

11.I. Monday, August 13<sup>th</sup> – 5:30 EDA Meeting

11.J. Monday, August 13<sup>th</sup> – 6:30 Park Board Meeting

11.K. Wednesday, August 15<sup>th</sup> – 6:30 City Council Meeting

11.L. Friday, August 17<sup>th</sup> – Closing on Med School – Time yet to be determined!

11.M. Wednesday, August 22<sup>nd</sup> – 6:30 Budget Work Shop

12. **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 8:02 p.m.

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Lory Young  
City Administrator

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Don Boeder  
Mayor