



CITY OF GAYLORD
RESCHEDULED COUNCIL MEETING
From February 20th, 2019
REGULAR CITY COUNCIL MEETING AGENDA
 Wednesday, February 27th, 2019
 6:30 P.M., City Hall

Members Present: Mayor Boeder and Members, Homme, Muchow, Padilla and Uecker.
Members Absent: Grochow.
Staff Present: Aaron Walton; Walton Law Office, Lory Young; City Administrator, Colleen Snyder; Administrative Assistant, Charlie Eichten; Chief of Police, Ty Reimers; City Services Manager, Kevin Fisher; Police Officer, Karen Zimny; Police Officer, Denley Komplien; Police Officer.
Visitors Present: Justin Black; SEH, Brody Bratsch; SEH 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 02-27-19 Agenda

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE FEBRUARY 27TH, 2019 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-Uecker stated the Cable Commission voted to give \$10,000.00 to each City for security camera's in their facilities.

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. January 23rd – City Council Meeting

5.A.ii. February 6th – Council Meeting

5.A.iii. February 13th – Special City Council Meeting

5.A.iv. February 4th – Ambulance Meeting

5.A.v. January 23rd – Heritage Preservation Commission

5.A.vi. January 28th – Volunteer Fire Department

5.B. Accounts Payable

5.B.i. Accounts Payable to February 2nd – February 15th, 2019

5.B.ii. Accounts Payable EFT Bills to be Ratified – January 1st – 31st, 2019

5.B.iii. Accounts Payable – Bills to be Ratified – January 15th – 31st, 2019

- 5.C. Reports of Officers, Boards, and Commissions
None
- 5.D. Other
- 5.D.i. Application for Exempt Permit – Chamber of Commerce
- 5.D.ii. Fire Protection Agreements with Townships: Dryden, Sibley, New Sweden, Transit, Alfsborg
- 5.D.iii. Ambulance Service Agreements with Townships: Dryden, Sibley, New Auburn, New Sweden, Transit, Alfsborg
6. **Public Hearings – 7:00 PM**
- 6.A. **“2019 Third Street Extension Project”**
Mayor Boeder opened the Public Hearing at 7:00p.m.
Justin Black presented the Third Street Extension Project. Black stated the project’s estimated cost is \$775,000.00, the city is assessing themselves 100% for this project, this hearing is a necessary step to begin the project. Bids will open on March 26th, 2019, these bids will be presented to Council at the first meeting in April 2019. Construction will begin as soon as the weather allows with an estimated completion date of August 1st, 2019.
Mayor Boeder closed the Public Hearing at 7:08p.m.
7. **Communications, Requests, and Petitions**
- 7.A. US Bank – RS Fiber Short Fall
- 7.B. Firefighters Pancake Breakfast
- 7.C. Sibley County Assessor
- 7.D. Financial Report as of January 31st, 2019
8. **Department and Committee Reports and Action Items**
- 8.A. Administration Department – Lory Young - City Administrator
- 8.A.i. Presentation of the New City Website – Brian Maciej – Lime Valley
Young stated Lime Valley was not able to attend tonight’s meeting, they will be back for the March 6th, 2019 Council meeting and will present the new website during the meeting, not before the meeting as originally planned.
- 8.A.ii. Draft Purchase Agreement – Alliance Building Corporation
Young asked if anyone had any questions regarding the draft purchase agreement for Alliance. Young went on to say Alliance could not attend tonight’s meeting and will be here on March 6th, 2019 to present at 5:30 before the 6:30 Council meeting. Aaron Walton stated the purchase agreement was drafted by Alliance’s attorney, this is a rough draft so changes can be made at this time. Council discussed the purchase agreement.
- 8.B. City Services Department – Ty Reimers – City Services Manager
- 8.B.i. East Water Tower Electrical Repairs
Reimers reported the obstruction light on the East Water Tower was out so Sibley Electric was called to fix the obstruction light and a couple other electrical items the total for repairs is \$4,900.00. Reimers was seeking Council’s approval to move forward with the repairs.
- COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE REPAIRS MADE BY SIBLEY ELECTRIC TO EAST WATER TOWER IN THE AMOUNT OF \$4,900.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.
- 8.B.ii. 2018 Year End City Services Report
Reimers presented the 2018-year end service report.

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

8.C.i. "Guidelines for Responding to Reports of Sexual Assault" Policy

Eichten requested Council's approval to implement the state mandated guidelines for responding to reports of sexual assault policy.

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE GUIDELINES FOR RESPONDING TO REPORTS OF SEXUAL ASSUALT POLICY MANDATED BY THE STATE OF MINNESOTA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.ii. 2018 Year End Police Department Report

Eichten presented the year-end report regarding the amount of 2018 service calls, traffic stops, agency assists, domestic assaults, DUI's, warrant arrests and residential checks for residences who are out of town for a period of time. Eichten also spoke regarding community involvement.

9. Unfinished Business

9.A. **Resolution 2019-22** Ordering Improvement and Preparation of Plans – 2019 Third Street East Extension Project – Justin Black – SEH

Justin Black explained this is part of the formality from the Public Hearing which is required to start the third street project.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2019-22 ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR 2019 THIRD STREET EAST EXTENSION PROJECT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B. **Resolution 2019-23** Approving Plans & Specs and Ordering Advertisement for Bids – 2019 Third Street East Extension Project – Justin Black – SEH

Justin Black reported these plans and specs were fast tracked so bids could start in March 2019.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER PADILLA SECONDED, TO APPROVE RESOLUTION 2019-23 APPROVING PLANS & SPECS AND ORDERING ADVERTISEMENT FOR BIDS FOR 2019 THIRD STREET EXTENSION PROJECT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C. **Resolution 2019-24** Approving General Services Agreement & appointing City Engineer – Justin Black

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE RESOLUTION 2019-24 APPROVING GENERAL SERVICES AGREEMENT & APPOINTING CITY ENGINEER. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.D. **Resolution 2019-11** Approving Financial Planning Agreement by and Between the City of Gaylord and Northland Securities, Inc. to Establish Tax Increment Financing District (Housing)

Young stated this Resolution was tabled from a previous Council meeting due to the request of more information.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2019-11 APPROVING FINANCIAL PLANNING AGREEMENT BY AND BETWEEN THE

CITY OF GAYLORD AND NORTHLAND SECURITIES, INC. TO ESTABLISH TAX INCREMENT FINANCING DISTRICT (HOUSING). WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.E. **Resolution 2019-12** Approving Financial Planning Agreement by and Between the City of Gaylord and Stephen Rosholt, Attorney of Kutak Rock LLPTO Establishing Tax Increment Development Agreement (Housing)
This was tabled until the next Council meeting.

9.F. **Resolution 2019-25** Approving Engagement Letter for GASB 67/68 Actuarial Services with Vanlwaarden
Young reminded Council the GASB 67/68 letter came out last year, the city is required to hire an actuarial service for the fireman's relief association. Young went on to say she contacted three actuarial services and Vanlwaarden was the only service that responded.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2019-25 APPROVING ENGAGEMENT LETTER FOR GASB 67/68 ACTUARIAL SERVICES WITH VANLWAARDEN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. **New Business**

10.A.i. None

11. **Other**

11.A. Council Workshop Dates: Suggestions of 03/27 or 03/28 or some other date?
Council agreed on 3/27/19 at 6:30 for the Workshop.

12. **Upcoming Meetings and Events**

- 13.A Monday, February 18th – OFFICE CLOSED
- 13.B. Wednesday, February 20th – 6:30 - City Council Meeting
- 13.C. Monday, February 25th – 7:00 – Fire Department Meeting
- 13.D. Tuesday, February 26th - Joint Powers Committee Meeting – Ambulance in Gaylord
- 13.E. Thursday, February 28th – 7:00 – Fire/Ambulance/Township Meeting
- 13.F. Monday, March 4th – 6:30 – Ambulance Meeting
- 13.G. Wednesday, March 6th – 6:30 – City Council Meeting
- 13.H. Monday, March 11th – 5:00 - EDA Meeting
- 13.I. Monday, March 11th – 6:30 - Park & Rec Board @ Library
- 13.J. Tuesday, March 12th – 6:00 - League of Minnesota Cities Training on Good Governance

Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER PADILLA 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