



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

Wednesday, April 3rd, 2019
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members, Grochow, Homme, Muchow, Padilla and Uecker.

Members Absent: None

Staff Present: Aaron Walton, Walton Law Office; Lory Young, City Administrator; Lori Doering, Utility Billing/Payroll Clerk; Ty Reimers, City Services Manager and Charlie Eichten, Chief of Police.

Visitors Present: Avery Grochow, Sibley Surveyors; Michael Messner; 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 04-3-19 Agenda

Mayor Boeder stated there was one addition for the agenda under new business; Small Wireless Facility Design Guidelines.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE APRIL 3rd, 2019 AMENDED AGENDA WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Comments, Updates, Reports, Concerns

Citizens-None

Council Members-Council Member Uecker reported for RS Fiber; she explained that the HBC will purchase the unsecured debt, approximately fourteen million which will save about \$340,000 in interest per year. The city will continue to have to pay the GO Bonds for about 8 – 10 years. The Joint Powers Board will continue to exist and the cities will still own RS Fiber. Now they will be able to market and advertise RS Fiber. At the end of the 8-10 years, they will pay us back for the GO Bonds plus interest. This was the best alternative to be able to keep RS Fiber going.

Council Member Homme reported on the Firemen's Banquet; he explained that the fire department is at their limit for firemen and has a waiting list to get on. They will have several who will be retiring soon. They want to change their by-laws to include anyone in the service area may join.

Council Member Homme also reported on the Sibley County Municipality Meeting; There was a report given by the Solid Waste Director and each city gave a report on what was happening in their city.

Administrator Young reported that Tammy Omdal with Northland Securities sent out the Tift letter to the Sibley County Board on Wolverine Heights and the County Board has thirty days to respond.

4. Consent Agenda

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER GROCHOW SECONDED, TO APPROVE THE CONSENT AGENDA, WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4.A. Minutes

5.A.i March 20th – Wolverine Meadows Presentation & City Council Meeting

4.B. Accounts Payable

5.B.i. Payment of Accounts Payable – March 16th – March 28th, 2019

4.C. Reports of Officers, Boards, and Commissions

5.C.i. None

4.D. Other

5.D.i. Application for 1-4 Day Temporary On-Sale Liquor License – St. Paul's Church

5.D.ii. Special Events Permit – Gaylord Garden Club & Chamber

5. Public Hearings – 7:00 PM

6.A. None

6. Communications, Requests, and Petitions

7.A. Forever Young Senior Center – April News Letter

7.B. Habitat for Humanity – Seeking Qualified Families

7.C. Sibley County Heavenly Soup & Chili Cook-Off – United church of Christ

7.D. Potato Pancake Dinner – Trinity's Men's Group

7.E. Annual Easter Egg Hunt at Oak Terrace – Gaylord Chamber

7.F. Get Growing with Larry Pfarr – Gaylord Garden Club

7.G. Gaylord Ambulance Breakfast

7. Department and Committee Reports and Action Items

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

8.A.i. Approval of Benchmark Cities – David Drown Associates

Young met with David Drown Associates and they came up with a list of benchmark Cities to be included in the study. They would like council approval of the benchmark Cities.

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE BENCHMARK CITIES LIST ON THE DDA DOCUMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.ii. Hiring Part-time Administrative Assistant

Young requested permission to put an ad in the paper to hire a part-time Administrative Assistant to replace Colleen Snyder who is done. The position would be between 30 – 35 hours per week and the salary would be between \$12.00 - \$15.00 per hour depending on experience.

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER GROCHOW SECONDED, TO APPROVE THE ADVERTISING TO HIRE A PART-TIME ADMINISTRATIVE ASSISTANT FOR 30 – 35 HOURS PER WEEK, AT \$12.00 TO \$15.00 PER HOUR DEPENDING ON EXPERIENCE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

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

8.B.i. Air Dryer Replacement in Water Plant

Reimers is requesting approval for the replacement of an Air Dryer at the water plant. He stated it is basically a big dehumidifier that is used to keep things from sweating and rusting. The current dryer is very old and the compressor burned up. The replacement quote is \$3215.00 which includes the dryer and filters. There is money in the budget for it.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE PURCHASE OF THE AIR DRYER FROM ALDEN POOL FOR \$3,215.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B.ii. Waster Water Control Structure Replacement

Reimers reported that the wastewater ponds were constructed in the mid 1980's and the control structure is in need of replacement. They have been looking at several options to repair or replace the structure. One option is to rehab the current structure by spraying the inside at a cost of \$110,000.00. The structure would have to be bypassed for at least a week to cure. They gave measurements to Hjerpe who said they could remove the old structure and replace it with a new one at a cost of \$52,800.00. There is also an option that Hjerpe could spray the interior at a cost of \$14,800.00 but staff feels it is cost prohibitive. Reimers stated we need very dry weather to do the replacement but would like to see this done this year or the following year. He will research if there are funds in the budget for this item. Reimers also mentioned he would like to do smoke and dye testing this year as the second phase of I & I reduction. We may have to consider a policy on how to handle offenders and possibly add it to the sump pump policy.

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

8.C.i. Police Department Building

Chief Eichten stated he had hoped to have information on a design and cost for the new building but the architect needed more time. The new concept is a separate building so we don't have to sprinkle the building.

8.D. Fire Department – Dean Schons – Fire Chief

8.D.i. Replace Lighting at Fire Station

Young reported that the Fire Department has been looking into replacing the old fluorescent bulbs with LED bulbs. S & H Electric provided a quote of \$5,470.28 and there is a rebate option of \$735.73. They have money in their building maintenance budget.

COUNCIL MEMBER GROCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE REPLACEMENT OF FLUORESCENT BULBS WITH LED BULBS FROM S & H ELECTRIC AT A COST OF \$5,470.28. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.D.ii. FEMA Grant Application – Air Masks

Young explained that the Fire Department is requesting approval of a FEMA Grant application for some air masks at a cost of approximately \$90,000.00. The city would have a 5% match (\$5,000.00). The current air masks are outdated.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPLY FOR THE FEMA GRANT APPLICATION FOR NEW AIR MASKS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8. **Unfinished Business**9.A. Replanting the Welcome Signs – Avery Grochow

Grochow obtained two quotes to re-plant the welcome signs and the downtown planters. He recently found out that the Gaylord Garden Club has plans to re-plant the downtown planters. The first quote was \$20,033.00 to do the signs and planters. The second quote was \$7,073.10 for the signs and planters. The cost for just the signs is \$3,073.10 which includes tearing out the old plants, planting the new plants and new mulch. The Garden Club would like the work done by May 10th, 2019. Avery would like to get on their schedule to have them done by May 10th.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER PADILLA SECONDED, TO APPROVE PLANT REPLACEMENT AND NEW MULCH FOR THE THREE REMAINING WELCOME SIGNS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B. **Resolution 2019-32** Reimbursement Resolution – 2019 Third Street Extension Project

Young explained that before we can do the bond issue for the 2019 3rd street extension project we need to approve the resolution to pay ourselves back.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER PADILLA SECONDED, TO APPROVE RESOLUTION 2019-32 REIMBURSEMENT RESOLUTION ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. **New Business**10.A. Small Wireless Facility Design Guidelines – Aaron Walton – City Attorney

City Attorney Walton explained on the League web page it states that the FCC has an Order regulating small wireless facility design. Cities need to adopt the regulations/guidelines by April 15th, 2019 or they lose their right to control the aesthetics of them. If the city adopts the regulations, we need to publish it on our website.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER GROCHOW SECONDED, TO APPROVE THE SMALL WIRELESS FACILITY DESIGN GUIDELINES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. **Other**11.A. Minnesota College of Osteopathic Medicine Update – Phil Keithahn

None

12. Closing Comments

Council Member Padilla asked if the Request for Council Action form be used for every agenda item in the future. He also asked if when someone asks for information at a meeting, if on the next agenda under the Comments, Updates, Reports, Concerns, it could be listed and an update can be given on it.

13. Upcoming Meetings and Events

- 14.A. Monday, April 1st – 6:30 – Ambulance Meeting
- 14.B. Wednesday, April 3rd – 6:30 – City Council Meeting
- 14.C. Monday, April 1st – 6:30 – Ambulance Meeting
- 14.D. Tuesday, April 2nd – 6:00 – Sibley County Municipalities Meeting - Henderson
- 14.E. Wednesday, April 3rd – 6:30 – City Council Meeting
- 14.F. Monday, April 8th – 5:00 – EDA Meeting
- 14.G. Tuesday, April 9th – 6:00 – Ambulance JPA Meeting in Arlington
- 14.H. Wednesday, April 10th – 5:30 – P & Z Meeting
- 14.I. Wednesday, April 17th – 6:30 – city Council Meeting

14. 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 7:21 p.m.

Lory Young
City Administrator

Don Boeder
Mayor