



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

Wednesday, April 17th, 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 Waltz, Accountant Clerk; Ty Reimers, City Services Manager and Charlie Eichten, Chief of Police.  
**Visitors Present:** Avery Grochow, Sibley Surveyors; Justin Black, SEH; Clinton Steinborn, Phil Keithahn, Judy Lindeman, Silvio Amorim 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 04-17-19 Agenda**

There are two additions to the agenda; 8.A.i. Clinton Steinborn Garage and 8.A.ii. Pond Meadows Lot Size.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE APRIL 17<sup>th</sup>, 2019 AMENDED AGENDA WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. **Comments, Updates, Reports, Concerns**

4.A. Citizens – Silvio Amorim is the new owner at 19 4<sup>th</sup> Street S. at the corner of 4<sup>th</sup> Street S. and Commercial Avenue. He asked if the city would fix the sidewalk in front of the house where the city did some work to repair a sewer line. Ty was present and said yes, the city would be repairing the sidewalk.

4.B. Council Members

1. RS Fiber – Jessica Uecker – On Monday April 15<sup>th</sup>, 2019 the Winthrop City Council voted 3-2 to approve the RS Fiber restructure proposal by HBC. The only other city that needs to vote yet is Buffalo Lake.

4.C. City Staff – NONE

**5. Consent Agenda**

Member Padilla asked if the Attorney from the League who put on the workshop had sent out a report, he would like to see the report. Administrator Young said she would put the report in the next council packet.

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

5.A. Minutes5.A.i April 1<sup>st</sup> – Ambulance Meeting5.A.ii. April 3<sup>rd</sup> – City Council Meeting5.B. Accounts Payable

5.B.i. None

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

5.C.i. None

5.D. Other

5.D.i. Application for 1-4 Day Temporary On-Sale Liquor License – United Church of Christ

5.D.ii. Special Events Permit – United Church of Christ

**6. Public Hearings – 7:00 PM**

6.A. None

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

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

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

7.C. Gaylord Ambulance Breakfast

7.D. Habitat for Humanity – Qualified Families Needed

7.E. Sibley County Community Development News Letter

**8. Department and Committee Reports and Action Items**8.A. Administration Department – Lory Young - City Administrator

8.A.i. Clinton Steinborn Garage

Clinton lives at 717 9<sup>th</sup> Street and owns part of a vacated street that the city has a perpetual easement on. He would like to put up a garage 10 feet into the vacated street to avoid a power line and to avoid taking down one of his trees. Council consensus is this request needs to go to Planning and Zoning.

8.A.ii. Pond Meadows Lot Size

Young said the plot sizes were setup and approved by EDA, Planning and Zoning and by Council in September of 2018. Since then the EDA President instructed Avery to change the mylars to bigger lots. Justin Black said the trend is to go narrower with the lot sizes. After a lengthy discussion, the council consensus was to stay with the original plot sizes that were approved by council. Avery said he would pay for the new mylars because he shouldn't have changed the lot sizes without council approval.

## 8.A.iii. Possible location for new hotel

Young had met with the new hotel owner about a preferred site at the intersection of CASH 21 and 13<sup>th</sup> Street East. Justin explained he met with Tim Becker, James Swanson and John Glisczinski regarding the intentions of the County to realign CASH 21, but they are not looking to realign that road until 2021 or 2022. Justin referred to a map showing possible ways to reach the new site before the realignment happens. EDA has approved a hotel feasibility study that will begin the week of April 22<sup>nd</sup>, 2019. Justin stated this was purely informational at this time for the council. Justin also stated that MnDOT would have to do a traffic study on current and projected counts once we add apartments, hotel etc. Justin also reviewed MnDOT's possible proposal of realignment and resurfacing State Highway 19 and including a possible roundabout where State Highways 5 and 19 would intersect with the new realignment proposal for 2024.

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

## 8.B.i. Park Trash Bin replacement – Ty

Ty stated we have about eight trash cans at the two parks and around the trail that are in need for replacement. The replacement cost is \$354.85 times eight would total \$2,838.80. This was discussed at the Park Board meeting and was approved to come to council for permission to purchase.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE EIGHT PARK TRASH BIN REPLACEMENT WITH THERMOPLASTIC DIPPED RECEPTACLES AT A COST OF \$2,838.80, TO COME OUT OF THE PARKS BUDGET. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

## 8.B.ii. Demolition of old bathroom in Park – Ty

Ty explained that the old bathrooms near the roller rink are in dire need of demolition. He obtained two quotes as follows, Hjerpe Contracting for \$3,600.00 and Dale Frauendienst for \$3,450.00.

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE DEMOLITION OF THE OLD PARK BATHROOMS BY DALE FRAUENDIENST AT A COST OF \$3,450.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

## 8.B.iii. Sewer Pond Control Structure replacement - Ty

Ty brought to the council the condition of the Pond Control Structure and the need to replace it and was back to inform council where the money for replacement would come from. He and Lori Waltz looked in the budget and in the Sewer Capital Outlay for the years 2015, 2016 and 2017 there is unused funds totaling \$62,500.00. the original bid to replace was \$52,800.00 and he is looking for permission to use the funds in the Sewer Capital Outlay to pay for the replacement of the Pond Control Structure.

COUNCIL MEMBER GROCHOW MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE POND CONTROL STRUCTURE REPLACEMENT FOR THE BID PRICE OF \$52,800.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

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

8.C.i. First Quarter Report – Charlie

Eichten reviewed with council the first quarterly summary for 2019 including the total number of ICR's, the various trainings and volunteering his department is doing.

9. Unfinished Business

9.A. **Resolution 2019-33:** Accept & Award Construction Bid for the 2019 3rd Street Extension Project – Pond Meadows Subdivision – Justin Black – SEH

Justin stated on March 26<sup>th</sup>, 2019 they had the bid opening for the 2019 3<sup>rd</sup> Street Extension Project in the Pond Meadows Subdivision. They had a total of seven bids total with Dirt Merchants being the low bidder at \$650,677.00. The low bid was 3.5% above SEH's estimates but did not recommend rebidding the project. They found that bituminous and aggregate are both higher this year than anticipated. Therefore, SEH is recommending awarding the bid to Dirt Merchants, who have done work for the city in the past on the Harvey Drive Extension.

COUNCIL MEMBER PADILLA MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE RESOLUTION 2019-33 TO ACCEPT AND AWARD CONSTRUCTION BID FOR THE 2019 THIRD STREET EXTENTION PROJECT TO DIRT MERCHANT INC. FOR \$650,677.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B. **Resolution 2019-34:** Accept & Approve SEH to provide Engineering Services for the 2019 3<sup>rd</sup> Street Extension Project – Justin Black – SEH

Justin reviewed with Council SEH's proposal for professional engineering services for Construction Administration of the 2019 Third Street Extension Project, not exceed the amount of \$66,800.00.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER PADILLA SECONDED, TO APPROVE RESOLUTION 2019-34 TO APPROVE AND ACCEPT SHORT ELLIOT HENDRICKSON INC (SEH) TO PROVIDE PROFESSIONAL ENGEINEERING SERVICES FOR CONSTRUCTION ADMINISTRATION OF 2019 THIRD STREET EXTENTION PROJECT, NOT TO EXCEED \$66,800.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C. **Resolution 2019-35:** Accept & Approve Braun Intertec to Perform Construction Material Testing for the 2019 3rd Street Extension Project-Justin Black – SEH

Justin explained Braun gave us a proposal for professional construction testing of materials for the 2019 Third Street Extension Project, for a cost price of \$11,381.00 which is part of the project budget.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2019-35 TO APPROVE AND ACCEPT BRAUN INTERTEC TO PROVIDE CONSTRUCTION MATERIALS TESTING SERVICES FOR THE 2019 THIRD STREET EXTENSION PROJECT, NOT TO EXCEED AMOUNT OF \$11,381.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

**10. New Business**

10.A. None

**11. Other**

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

Phil reported that last week they successfully closed on all the financing. Construction began on April 15<sup>th</sup>, with the demolition process. On April 17<sup>th</sup>, they closed on their 2<sup>nd</sup> half financing which is the equity for 37.5 million that they are putting into an escrow account with COCA and will be requesting accreditation from COCA to begin recruiting the first students for August 1<sup>st</sup> of 2020. They are almost finished with the plans for the student housing. There will be 3 stories, 16 units per floor, a total of 48 units with 87 beds and they will be furnished. Construction of the apartments will begin this summer. This whole project began in 2013. The old school items in the gym will be for sale the first weekend in May. The Mayor thanked Phil for the great news and stated RS Fiber is what brought this project to Gaylord.

**12. Closing Comments**

- Council – Member Muchow asked Avery Grochow where we are at with GIS/GPS the city. Avery said it is a work in progress, the city map is close to being done and no money has been Spent by the city so far. Ty has talked with Avery about possibly getting a used GIS handheld so, he and Bob can begin marking the water shut offs.
  - Member Padilla thanked Lory for the request forms for the packets. Also, he asked when will the new website will be up and running? Lory thought very soon, the first week of May.
  - Mayor Boeder thanked Phil for his hard work getting the Medical College to our city.
  - Administrator Young sent notification to Sibley East and Sibley County on April 15<sup>th</sup> for the TIF for Wolverine Meadows. They have an opportunity to respond.
- Staff - None

**13. Upcoming Meetings and Events**

14.A. Wednesday, April 17<sup>th</sup> – 6:30 – City Council Meeting

14.B. Monday, April 29<sup>th</sup> – 7:00 - Gaylord Fire Department Meeting

14.C. Wednesday, May 1<sup>st</sup> – 6:30 – City Council Meeting

14.D. Monday, May 6<sup>th</sup> – 6:30 – Ambulance Meeting

**14. 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 7:40 p.m.

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Lory Young  
City Administrator

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Don Boeder  
Mayor