



**CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING**

Wednesday, March 18, 2015
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Muchow, and Uecker
Members Absent: None
Staff Present: Don Lannoye, Schauer Law Office; Kevin McCann, City Administrator; Ty Reimers, City Services Manager; Tony Padilla, Chief of Police; Amy Newsom, EDA/Chamber Coordinator; Tony Welch, Intern
Visitors Present: Justin Black, SEH; Joe Deis, Gaylord Hub; Chuck Klimmek, EDA; Avery Grochow, SERTOMA; Gary Lutterman

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 03-18-15 Agenda

ITEM 8.C. – FIBER UPDATE REMOVED FROM AGENDA.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE MARCH 18, 2015 AGENDA AS AMENDED. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. Comments, Updates, Concerns

4.A. Citizens

Avery Grochow requested approval for SERTOMA to continue running the concession stand for baseball and softball games. Council consensus was to let SERTOMA run the concession stand as long as they want it. Grochow also presented \$1000 donation to Chief of Police for the K-9 Unit.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE \$1,000 POLICE DONATION FROM SERTOMA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Gary Lutterman spoke regarding the traffic on Lincoln Avenue during the forthcoming road construction in town due to a potential truck detour route. Lutterman expressed concern about the public's safety, walking near the park, particularly regarding children who play in the area and the risk of accidents. He is requesting an alternative traffic route, or at the minimum, more restrictions for semi-trucks, slower speed limits and more signage. Mayor Boeder thanked him for his comments and concern.

4.B. Council Members – None

5. * Consent Agenda

5.A. Minutes

Minutes from March 4, 2015 – Regular Meeting

Council Member Uecker requested that her name be removed from EDA minutes in 5.D.i.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO HAVE UECKER'S NAME REMOVED FROM THE EDA MINUTES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 5.B. Accounts Payable
- 5.C. Resolutions and Ordinances
 - 5.C.i. 2015-08 – Approving Assessment for Former Junkyard
- 5.D. Reports of Officers, Boards, and Commissions
 - 5.D.i. EDA – Minutes from February 9, 2015
 - 5.D.ii. HPC – Minutes from November 12, 2014; December 10, 2014; January 21, 2015; and February 11, 2015
 - 5.D.iii. Library Board – Minutes from January 5, 2015
 - 5.D.iv. Park Board – Minutes from January 26, 2015
 - 5.D.v. Trail Committee – Minutes from February 23, 2015
- 5.E. Other
 - 5.E.i. PT Librarian Resignation from Bridget Stewart
 - 5.E.ii. Exempt Gambling Permit for Conservation Partners’ Raffle on April 25, 2015
 - 5.E.iii. 3.2 Liquor License Applications for 2015 as Presented
 - 5.E.iv. Northland Trust Services Agreement Relating to Paying and Escrow Agent

6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. Southern Minnesota Initiative Foundation February Newsletter

8. Department and Committee Reports and Action Items

- 8.A. Economic Development Authority – Amy Newsom, EDA Coordinator and Chuck Klimmek, EDA President
 - 8.A.i. 2014 Annual Report Presentation
 - Chuck Klimmek, EDA President and Amy Newsom, EDA Coordinator, spoke to council regarding their 2014 annual report. Klimmek highlighted efforts regarding the “shovel-ready certification lot” in the city. It is one of 20 in the state. The EDA worked with DEED to increase Gaylord’s efforts for businesses relocating to city and development and redevelopment opportunities through a city profile. They are also conducting business outreach through a business visitation program. Klimmek spoke of the “Music on Main” program and its success in bringing people downtown. They are applying for a \$4000 grant to expand the program in 2015. They are working with the Small Business Development Center out of Mankato in efforts to bring a satellite office to Sibley County. Klimmek spoke of other projects, the Downtown Master Plan, and the Business Visitation Program. Klimmek highlighted the EDA’s continued goals for 2015 including marketing the RS Fiber project, town branding, a technology business incubator, and housing efforts.
 - 8.A.i.i. Downtown Master Plan Presentation
 - Klimmek stated the Downtown Master Plan was developed using a task force of local volunteers to draft a 20 page document. They developed a framework for vision and guidelines using a \$12K budget. Klimmek suggested tying the Downtown Master Plan to a future City comprehensive plan.
 - 8.A.i.i.i. Business Subsidy Presentation and Set Public Hearing for April 15th
 - Amy Newsom spoke of a potential public/private-financed green space project to be built on the north side of Jerry’s grocery store through a city subsidy. Newsom discussed how a business subsidy policy is needed first. Newsom discussed how the policy has certain guidelines, including a public benefit. In order to adopt a business subsidy policy, a public hearing is needed. Council reached consensus to set the public hearing for April 15th at 7:00 PM.

Klimmek then spoke of the Downtown Association’s meeting to be held at the library on Monday, March 23rd at 6:30 PM at the Library to go over the downtown highway project.

8.B. Police Department – Tony Padilla, Police Chief

8.B.i. Continued Discussion Regarding Adding an Additional Officer

Chief of Police Tony Padilla requested, the addition of a full-time police officer. Padilla spoke of the current strains the current department is under and he spoke of the benefits of adding another officer for the continued and increased protection of the citizens of Gaylord. Drug use and distribution in town a major concern, public safety should not be compromised. A “police presence” is needed in town. Also need to minimize response times when officers are on-call. The Chief spoke of the increased bureaucratic duties with other agencies and therefore has less time to balance administrative work and policing. McCann had questions for the Chief about the current make-up of police schedules, hours worked, benefits to adding an officer, and the cost of doing so. He also discussed having an increased police presence in town and measuring the cost-effectiveness of doing so instead of part-time officers and utilizing the Sibley County Sheriff’s Department. The Chief stated that the department will still need to utilize part-time officers and the county even with an additional full-time officer added to the staff. Council Member Landaas spoke of the increased cost but the worth of the cost considering public safety. Mayor Boeder asked if it was a budgeted item for 2015. McCann stated that this is not budgeted for 2015. Council Member Muchow spoke of the benefits to public safety. Council Member Uecker agreed. Mayor Boeder spoke of the importance of the public knowing why a decision was made while Council Member Landaas compared cities of comparable size with them having an officer or two more than Gaylord currently has. Kevin McCann expressed the concerns of the additional cost. Council Member Landaas stated that cost is a concern, but it is not as important as the benefit of additional policing efforts keeping the city safe. City Attorney Don Lannoye spoke of the data of increased crime and expressed a benefit to an additional officer. Council Member Uecker stressed the importance of getting all of the information out there. McCann asked her if she would like a public hearing on the matter. The Council suggested putting information social media, the website, and around town. Mayor Boeder asked what the Council would like to do.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE HIRING OF AN ADDITIONAL FULL-TIME POLICE OFFICER. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

The City Administrator and Police Chief will begin the process of hiring a new full-time police officer for the city.

8.C. Fiber Update

This item was removed from the agenda.

8.D. Administration Department – Kevin McCann, City Administrator

8.D.i. Expenditure and Revenue Report for February

City Administrator Kevin McCann discussed the Expenditure and Revenue Report. His plan is to get the Council this report on a monthly basis for review.

8.D.ii. National Survey on Community-Based Policy for Healthy Eating and Active Living

City Administrator Kevin McCann asked the Council if they read anything pertaining to the survey that they would like to implement. Council suggested having Planning and Zoning review the survey to determined potential policies to have in place.

8.D.iii. Discussion Regarding a Resolution of Support for Dedicated State Funding for Streets

City Administrator Kevin McCann spoke how the League of Minnesota Cities in working to create dedicated street funding for small cities and has developed a resolution for cities to approve support of the legislation. McCann said he is unsure on the funding source for the street funding, most likely a state tax increase.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION 2015-07 – RESOLUTION SUPPORTING STATE DEDICATED FUNDING SOURCE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.D.iv. Consider Placement of Bob Kloeckl as Fulltime Employee and Consider Pay Increase
City Administrator Kevin McCann stated that Bob Kloeckl has successfully passed his six-month probationary period. He is recommended placing him on full-time status, with a pay increase to match the city pay scale at\$24.71/hr.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE FULL-TIME STATUS AND PAY INCREASE FOR BOB KLOECKL. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.D.v. Discussion Regarding Preferred Mission and Vision Statements
City Administrator Kevin McCann spoke of the mission and vision statements developed as part of the strategic planning and teambuilding session. McCann presented the voting preferences for both vision and mission statements, leaving it to the council to decide which one to move forward with. McCann suggested the public could be involved in deciding through an open house or other means. Council recommended getting citizen feedback on the City’s Facebook page for voting on each option.
- 8.D.vi. Discussion Regarding Draft Leadership, Planning, and Team Building Report
City Administrator presented the draft of the Leadership, Planning, and Team Building Report and asked for any additional comments, corrections, or changes. Council had no additional comments and felt it was a good report.
- 8.D.vii. Consider MSU Public Administration Executive Internship Program
City Administrator Kevin McCann described potential involvement with a new MSU-Mankato Public Administration internship program. The program is developing opportunities for cities to be involved to provide experience to graduate students. A rough cost estimate is \$3500 for six months for having a 15 hour a week intern. Council Member Landaas expressed concern about the time McCann would need to spend overseeing interns would be too restrictive to his job as City Administrator. Council member Muchow expressed concern of “revolving-door” internships and said the need to have quality interns. The Council would like more information for a later approval. Mayor Boeder asked about a timeframe for a decision needed. McCann stated that they would like to have interns in place by the end of the semester in May.

9. Unfinished Business

9.A. MnDOT Project

9.A.i. Truck Detour Route and Pedestrian Safety Improvements – Justin Black, SEH

Justin Black of SEH spoke of the forthcoming road construction project in the downtown, potential truck detour and traffic increases along the detour route along Lincoln Avenue. Justin Black stated that during the initial public meetings regarding the construction, there did not seem to be a huge impending concern amongst the citizens, but now there’s a more concern about detours and the construction and how it will affect the people of Gaylord. Black stated he went to MnDOT with some concerns of the increased traffic along Lincoln Ave. and the possibility of a truck detour. MnDOT stated they will not be conducting a truck detour unless it is paid for 100% by the City. The estimated costs associated with a truck detour are around \$20,000. MNDOT is looking into pedestrian safety aspects to address the concerns. They recommend repainting the city sidewalk markings, increasing signage around construction areas, and installing signal flashers at the 3rd and Lincoln intersection. There would be a 1/3 and 2/3 cost split between the city and state. The council expressed concern about how and where police enforcement would exactly be. Council Member Landaas mentioned that police enforcement of traffic would be essential along Lincoln Avenue. Landass also said truck detours should go around or outside of town. Black feels that the additional signage and traffic control features implemented by MNDOT will be sufficient and is the best measures that can be taken. Also, MNDOT will be monitoring it throughout the construction process. Council Member Muchow is concerned about implementing another truck detour. The problems that occurred previously of all the confusion, lots of tickets being written then dismissed needs to be avoided. Mayor Boeder expressed that an increased presence of police, whether city or county, will be necessary. Chief of Police Padilla spoke briefly about the concerns about public safety along the construction routes, particularly during the warmer months with kids playing in the areas parks and fields. Mayor Boeder mentioned to Justin Black about going back to the state that the city is not happy with the plans, public safety, and increased costs. Black mentioned that construction is set to begin in about six weeks (early May) so concerns need to be

addressed and taken care of now concerning a detour. If the city wants a detour, a plan, the process needs to begin now. Black mentioned his outlining of the financial impact (upwards of and over \$20K). City Attorney Lannoye discussed what types of trucks would be affected, controlled by and citations issued to certain vehicles. Landaas discussed cost-effectiveness of signage, even if only a small percentage followed the route, it would still be less trucks along Lincoln Ave. Mayor Boeder would like to see more signage and mentioned the concern of more policing efforts needed during the construction period. City Attorney Lannoye and Justin Black discussed the concerns of the legal aspects of Lincoln Avenue being a county road, and not a city street, and are therefore difficult to enforce trucks driving on it, changing the speed limit, and adding stop signs. Council consensus was that a truck detour could not feasibly be implemented and to leave the detour as approved, but increase enforcement and add as much signage as possible.

- 9.A.ii. Construction Kick-Off Celebration – Amy Newsom, EDA/Chamber Coordinator
Amy Newsom spoke regarding the “Construction Kick-Off” Celebration to help local businesses affected by the MnDOT project construction area. The celebration is planned for April 29th and will consist of businesses to be open that night to offer food and promote business and access during the road construction. Newsom mentioned that she went to every business to address concerns and answer questions and speak about access during the construction. There are over 20 businesses that will be involved and they are all very excited for the celebration. There will be ads in the area newspapers, including the *Gaylord Hub* and *Sibley Shopper*, and ads on KYSM-FM. There will also be posters and balloons at participating businesses. There will be a drawing for \$100 in Gaylord Green that night. MNDOT will have representatives at City Hall to address concerns and answer questions. The Chamber is requesting \$1,600 from the City to help market and promote the event.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE \$1600 FOR THE CONSTRUCTION KICK-OFF. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. **New Business**

- 10.A. Consider Comprehensive Street Inventory Update – Justin Black, SEH

Justin Black spoke regarding the completed city street projects from 1996 to today which total over 100 city blocks. He recommends the city plan ahead and have schedule of street maintenance schedules and remaining street projects. There will be several meetings with staff, the Council, and the public to develop the plan. This will not exceed \$400. Black spoke of the importance of the document regarding budgeting and public awareness. Black mentioned having a public open house regarding any future street projects, posting it on the city website, the finances of them (after meeting with the city financial advisor and discussing the finances of infrastructure project costs). Black proposed concise street plans, maps, with the finances easily listed. Black stated a cost of remaining streets projects totaling over \$15 million.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE \$400 FOR THE COMPREHENSIVE STREET INVENTORY UPDATE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 10.B. Consider 2015 Seal Coat Project Authorization – Justin Black, SEH

Justin Black stated that the City should perform a seal coating project in 2015, focusing on the streets on the west side of town. There is \$60,000 budgeted for 2015 with a cost estimate of \$50,000 for the seal coating project. Black will send out bid packages for seal coat project for a not to exceed fee of \$800.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE MOVING FORWARD WITH THE 2015 SEAL COATING PROJECT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 10.C. Discussion Regarding Historic Preservation Ordinance and Setting Public Hearing – Amy Newsom, HPC

Amy Newsom spoke of the Heritage Preservation Commission’s work revolving around the creation of a historic preservation ordinance. Newsom presented a draft of the historic preservation ordinance

addressing how a building is included in the historic district and changes to building signs and awnings as the major points. Newsom asked for any additional council comments before moving forward. Council asked about the signage if it requires immediate changes. Newsom said the ordinance comes into play when a sign is replaced. In order to move forward with the ordinance a public hearing is requested for April 15th.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE HISTORIC PRESERVATION ORDINANCE PUBLIC HEARING FOR APRIL 15TH. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.D. Consider Soil Borings for New School Site –

City Administrator Kevin McCann discussed the school land swap and the 8 soil borings requested at a cost of \$4935 to determine if the site is feasible for the new school. Council member Landaas expressed concern about any possibility of being reimbursed for the costs. Mayor Boeder said there are opportunities for the city to get reimbursed through the land swap agreement. He also stated that the cost of the soil borings is not a lost cost if the school deal fall through since any future developer would benefit from knowing the soil conditions.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE SOIL BORINGS FROM BRAUN INTERTEC. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. Other

11.A. None

12. Upcoming Meetings and Events

- 12.A. Thursday, March 26th – 5:30 – City Services Department Tour and Operations Review
- 12.B. Monday, March 30th – 5:15 – Library Meeting
- 12.C. Monday, March 30th – 7:00 – Fire Department Banquet
- 12.D. Wednesday, April 1st – 6: 30 – Council Meeting
- 12.E. Wednesday, April 8th – 5:30 – P&Z Meeting
- 12.F. Wednesday, April 8th – 6:30 – HPC Meeting
- 12.G. Monday, April 13th – 5:30 – EDA Meeting
- 12.H. Wednesday, April 15th – 5:30 – Council Meeting

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 8:30 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor