



**CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING**

Wednesday, May 6, 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; Tony Padilla, Chief of Police; Dean Schons, Fire Chief; Ian Sing, Assistant Fire Chief; Amy Newsom, EDA Coordinator and Lori Waltz, Accountant/Clerk
Visitors Present: Alice and Joe Strobel, Duane Messner, Dave Robbins, Dale Johnson, Dawn Kratzke, 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 05-06-15 Agenda

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE MAY 6, 2015 AMENDED AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. Comments, Updates, Concerns

4.A. Citizens - None

4.B. Council Members – McCann explained that staff has discovered that the easements for the sewer line repairs on 10th Street were never recorded. McCann stated that he and Lannoye will continue to work on this issue.

McCann stated that he has talked with Shane Menafee at Michael Foods regarding the smell and he said that this smell is a yearly occurrence as the temperature warms up and they are doing everything that they can to reduce the smell. McCann reported that Menafee would like to invite the Council to come out and tour the facility.

5. * Consent Agenda

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER DEVLAEMINCK 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 April 15, 2015 – Regular Meeting

5.B. Accounts Payable

5.C. Resolutions and Ordinances

5.C.i. None

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

5.D.i. AGGW Cable Commission – Minutes from March 23, 2015

5.D.ii. EDA – Minutes from March 9, 2015

5.D.iii. Park Board – Minutes from March 23, 2015

- 5.E. Other
 - 5.E.i. Approve Special Events Permit – Close Part of Jefferson Ave. on 5/28/15
 - 5.E.ii. Approve Special Events Permit – Close Part of 5th St. on various dates
 - 5.E.iii. Approve Insurance Service Company Contract Renewal for 2015-2016
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6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. **Mediacom Notices**
- 7.B. FYSC April Newsletter

8. Department and Committee Reports and Action Items

- 8.A. City Services Department – Ty Reimers, City Services Manager
- 8.A.i. 2014 Drinking Water Report
This item removed from agenda.

- 8.A.ii. Manhole Repairs Update
This item removed from agenda.

- 8.B. GAAC Update – Dale Johnson, Park Board and Ty Reimers, City Services Manager

- 8.B.i. 2015 Operations and Fees

Johnson stated that he would like to thank City Staff for all of their hard work. Johnson explained that they will most likely start filling the pool next week and should be ready in time for the season opener. Johnson reported that Reimers has been doing a good job and has been attending the park board meetings and he feels that this has really helped communications. Johnson reported that GAAC staff will be attending the Hutchinson parade and handing out coupons. Johnson also stated that they will be advertising in the Mankato magazine. Johnson reported that there will be less staff than last year, with the majority returning. Johnson explained that the only change in fees this year will be lessons from \$45 to \$50. Johnson reported that Jason Madsen will not be returning as a supervisor this year and Elseth and Sorenson have made a plan to divide his duties. Johnson stated that the General Manager's salary will increase to \$17,000 to cover off-season hours unaccounted for in current salary, there will be one less supervisor position and this position provides no benefits.

McCann inquired if the park board was still working on a lighting solution for the park. Johnson said that the park board is looking into this, but haven't come up with any solution. Reimers and Messner are continuing to research this item.

Messner invited the Council to come and see GAAC sometime and take a tour.

- 8.B.ii. Consider 2015 GAAC Staff and Pay

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE GAAC STAFF AND WAGES FOR 2015. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.C. Fire Department Quarterly Update – Dean Schons, Fire Chief
Schons reported that there have been 14 calls this year, mostly accidents. Schons stated that there have been no major expenses. Schons stated that next Tuesday night, there will be new Fire Department tryouts. Schons explained that they would like to add 2 – 3 new members. Schons reported that he has written a couple of grants, one to Centerpoint Energy and one to DNR.
Schons explained that the Fire Department brought up and the city and township meeting that they would like to purchase a grass rig, at no cost for the city or township. Schons explained that the Fire Department would like to ask for authorization to go out for bids and bring the bids back to the council for approval.

Council consensus is to authorize the Fire Department to proceed going out for bids for a grass rig.

- 8.D. Administration Department – Kevin McCann, City Administrator
8.D.i. Discussion Regarding Mission and Vision Voting Results and Consider Resolution 2015-13 – Resolution Adopting the City’s Mission, Vision, and Values Statements and the 2015-2016 Goals Program

McCann reviewed his prepared memo with Council. McCann explained that he had conducted an online survey along with the hard copies received for the Mission, Vision, Values and Goals. McCann stated that if Council approves the surveyed selections, that they will need to be approved.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO ADOPT RESOLUTION 2015-13 – A RESOLUTION ADOPTING THE CITY’S MISSION, VISION AND VALUES STATEMENTS AND THE 2015-2016 GOALS PROGRAM. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.D.ii. Strategic Plan and Action Plan Documents
McCann stated that he will be posting the Strategic Plan and the Action Plan documents on the City’s website.
- 8.D.iii. Consider Performance Expectations – Council Expectations of Staff
McCann explained that at the Strategic Planning Session, the Council had set expectations for staff. McCann explained that the Personnel Committee has met and developed metrics to determine if the expectations are being met. McCann then read the General Staff Expectations document.

Council was in consensus to proceed with the Council Expectations document as presented.

- 8.D.iv. March Budget Update
McCann explained that the Revenues received to date are \$53,905. McCann explained that the Revenues are on pace, as the City will receive the first ½ of taxes from Sibley County and the LGA in June and July. McCann reported that the Expenses to date are \$293,000 and also seem to be on pace.

- 8.D.v. Consider Modified Pay Equity Report
McCann reported that he had sent in the pay equity report back in January this year. The initial report was submitted using the new point and payscale that was approved as part of the organizational study. After speaking to pay equity about all of our changes, they said our report should be based on 2014 points and pay. McCann stated that he has resubmitted everything back on April 27th. McCann reported that the City passed the pay equity and the report is presented for council approval. It should be noted that the women are underpaid compared to the men, but within pay equity’s guidelines.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE MODIFIED PAY EQUITY REPORT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. Unfinished Business

9.A. Fiber Project

Discussion Regarding Cable Franchise Negotiations – Kevin McCann, City Administrator

McCann explained that the City Council recently initiated an RFP process for cable franchise agreements. It is anticipated that RS Fiber will be submitting a proposal for council approval. The AGGW Cable Commission is currently on hold with negotiating a cable franchise agreement with Mediacom and has offered to retain their attorney, Bob Vose to review and negotiate an agreement with RS Fiber on behalf of the member cities of RS Fiber. McCann stated that Vose's fees would be paid for by the Cable Commission. Lannoye noted that the Cable Commission doesn't have the attorney fees noted in their meeting minutes.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE HAVING BOB VOSE NEGOTIATE AN AGREEMENT WITH RS FIBER, CONTINGENT UPON THE AGGW CABLE COMMISSION PAYING FEES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A. Discussion Regarding Fire Key Boxes – Alice Strobel, First National Bank

Strobel explained that a key box was required for commercial businesses, when she applied for a building permit for First National Bank. Strobel stated that she is asking for an exemption from the key box requirement. Strobel stated that First National Bank has a very good security system. Strobel explained that the alarms at First National alert employees and the employee is responsible for calling the police and fire department. Strobel wants to make sure that staff feels safe.

Sing explained that in 2006, the City started a program to require commercial buildings to have a key box on them for the fire department, police department and the ambulance department to access the building in an emergency. Sing reported that Michael Foods has several of these key boxes on their building. Sing reported that it is written in the fire code that the Chief is authorized to require a key box. Sing explained that there are only three (3) keys for these key boxes. Sing reported that the fire department has now placed these keys in a locked location in the fire trucks.

Lannoye stated that the Council has the authority to make changes to the key box policy.

Boeder suggests that the fire department account for all three (3) keys on a monthly basis, so that the city can protect itself.

Sing suggested that one (1) time a year that the key boxes get checked to make sure that the keys in the box are the correct keys.

Boeder suggested that more research needs to be done on the key boxes and suggests placing this item on a future agenda.

10.B. Discussion Regarding Jerry's Home Quality Foods Parking Lot – Kevin McCann, City Administrator

This item is tabled until a future meeting.

10.C. Discussion Regarding Park Area North of Jerry's Home Quality Foods Parking Lot – Kevin McCann, City Administrator

McCann reviewed his prepared memo. McCann explained that the City has been discussing a new park area on the north side of the Jerry's Home Quality Foods. This is currently a privately-owned and maintained park area. With the Downtown Project, the current park area will be mostly torn up (there is a small area outside MnDOT ROW that was not included to be replaced). Rather than replace it with concrete, the EDA feels this would be a great opportunity to create a downtown square that could be used for gathering, Music on Main, and other "placemaking" activities to help Gaylord establish its own identity and brand. There have been recent conversations with members of the EDA and Jerry Hahn that have come up with an agreeable park area. McCann explained that the rough agreement is that the park area will be built and owned by Jerry's Home Quality Foods. The City will lease the park area which will include all utilities, at a yet to be determined amount. The city will maintain the park area and have free and unrestricted use of the area for events and other public use.

Council consensus is that there are too many unknowns and feels that the parking lot and the green space at Jerry's Home Quality Foods are connected. It was suggested that McCann, Lannoye, Landaas, Klimmek, Hahn and Newsom meet to discuss the parking lot and the park area to come up with a proposal for the next council meeting.

11. Other

11.A.i. None

12. Upcoming Meetings and Events

- 12.A. Monday, May 11th – 5:30 – EDA Meeting
- 12.B. Wednesday, May 13th – 5:30 – P&Z Meeting
- 12.C. Wednesday, May 13th – 6:30 – HPC Meeting
- 12.D. Wednesday, May 20th – 6:30 – Council Meeting
- 12.E. Tuesday, May 26th – 7:00 – Fire Department Meeting

13. 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 a 7:50 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor