

SPECIAL MEETING OF THE CITY COUNCIL
HELD AT THE GAYLORD CITY HALL
Tuesday, May 12, 2015

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; Amy Newsom, EDA Coordinator
Visitors Present: Chuck Klimmek, Jerry Hahn, Ian Sing

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 6:00 p.m. The Pledge of Allegiance was recited by Council and visitors present.

2. **Discussion Regarding Jerry's Home Quality Foods Parking Lot Maintenance and Lighting**

After a lengthy discussion regarding the disconnection and reconnection of the lights in the HQF parking lot and the maintenance of the parking lot it was the consensus of the City Council to hook-up the lights within the HQF building. City of Gaylord will pay the cost to hook-up to Jerry's HQF electrical panel. Future expenses regarding lighting maintenance will be at the building owner's expense. Citing concern for public safety, it was the consensus of the Council to keep the lights on all night and share of the cost of electricity with the building owner. The City will pay for 65% of the electricity costs while the owner will pay for 35% of the costs, City staff will determine that amount from Xcel energy and the building owner can pay the City once per year. Since the lights will remain on all night, the time clock can be removed from the estimate from Sibley Electric. In regards to the maintenance of the parking lot, snow removal will stay the same with the owner clearing the lot and the City removing the snow. The building owner will provide maintenance of the parking lot. City Attorney Don Lannoye will prepare a memorandum of understanding for the next City Council meeting.

3. **Discussion Regarding Jerry's Home Quality Foods/Downtown Park Space**

Discussed leasing the park space north of HQF for twenty years from Jerry Hahn for \$45,600 (\$2,000 per year plus \$5,600 to replace concrete). Hahn would then use those funds plus approximately \$14,000 of his own money to pay a landscape architect to improve the park space. Councilmembers Muchow and DeVlaeminck voiced concerns over the City spending money from general funds. Consensus of the Council that they would feel more comfortable with this project if money could be used from the construction bond. If bond money is used, the City would pay for part of the construction costs instead of leasing the park. Newsom phoned McCann to see if this would be possible, McCann did not know, but will find out. If the City pays for part of the construction costs a second bid will be required for the project. Consensus of the Council to seek a second bid on the project. This will be put on the next regular Council agenda to discuss again.

4. **Discussion Regarding Fire Key Boxes**

City Attorney Don Lannoye presented an e-mail response from the State Fire Marshall regarding lock boxes. Per the e-mail, City Council can set a policy on lock boxes. It was the consensus of the Council to make lock boxes voluntary. The City must remove the lock box requirement from permits. Attorney Don Lannoye will draft a resolution. Refunds on lock boxes will be issued on a case by case basis.

5. **Discussion Regarding Tearing Down former Campbell Shed on New Water Tower Site**

Councilmember Muchow requested that the former Campbell shed be torn down before construction on the water tower is complete. Muchow requested that City staff put together a change order proposal to have the building torn down. Consensus of the Council to have City staff put together a change order proposal, get a price for disposal and bring it back before Council.

6. **Open Forum – Comments from citizens in attendance**

None.

7. **Adjournment of Special Meeting**

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:40 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor