



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

Wednesday, July 22, 2015

6:30 P.M., City Hall

Members Present: Mayor Boeder and Members Muchow, DeVlaeminck, Landaas, Losure and Uecker
Members Absent: None
Staff Present: Don Lannoye, Schauer Law Office; Kevin McCann, City Administrator; Tony Padilla, Chief of Police; Dean Schons, Gaylord Fire Department; Delaine Elseth, GAAC General Manager; Amy Newsom, EDA Coordinator; Katie Bobich, Intern and Lori Doering, Secretary Billing/Payroll Clerk
Visitors Present: Tim and Wendy Goldsmith, Troy Benedict, 4TH St. Pizza & Pub; Dale Johnson, Park Board; Steve Olmstead, Edward Jones; Ben and Andrea Nelson, Toby Bremmer, RS Fiber; Steve Moline, Pettipiece and Associates; Tony Pehrson, CenterPoint Energy; Lisa Uecker, Gaylord Hub

Before calling the meeting to order, Mayor Boeder asked Members, Staff and Visitors present, to have a moment of silence for our fallen comrade, Tom Webster.....

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 07-22-15 Agenda

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE JULY 22, 2015 AMENDED AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. Comments, Updates, Concerns

- 4.A. Citizens – Steve Olmstead from Edward Jones was present to speak to the council regarding some Nursing Home Investments that are coming due soon and give his recommendations. He has been laddering several CD's in short terms of one year or less. Rates are expected to go up between September and December, Steve is suggesting to renew the three that are coming due into short term CD's of three months or less, to take advantage of the bigger yields that are anticipated down the road. Council consensus was to invest in short term CD's.
- 4.B. Council Members – Member Muchow stated at the EDA meeting they discussed the Housing Task Force. One of the developers asked to see our Comprehensive Plan. Our current plan is fifteen years old and they should be updated every ten years. It costs between \$35,000.00 and \$40,000.00. We have about \$30,000.00 in the budget right now. Muchow would like to see the plan get updated in 2016 and include the cost in our upcoming budget discussions.

Mayor Boeder explained that he and McCann met with the Ambulance department recently. They have been discussing the idea of investigating the way Arlington runs their department with a paramedic on duty during the day to take day calls. Our department only has a few members who can take day calls and they are getting burned out. There is more paperwork and requirements mandated from the state than in years past. Mayor Boeder said he would lay the ground work at tonight's meeting and would have this issue on the next council agenda.

5. * Consent Agenda

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW 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 June 17, 2015 – Regular Meeting

5.B. Accounts Payable

5.C. Resolutions and Ordinances

5.C.i. Ordinance Number 320 – Supplement to the City Code – WAIVE SECOND READING AND MOVE FOR ADOPTION

5.C.ii. Ordinance Number 321 – Amending Housing Code Regarding Egress – WAIVE SECOND READING AND MOVE FOR ADOPTION

5.C.iii. Ordinance Number 322 – RS Fiber Cable Franchise – WAIVE SECOND READING AND MOVE FOR ADOPTION

5.C.iv. Resolution 2015-17 – Approving Summary Publication of Ordinance No. 322

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

5.D.i. AGGW Cable Commission – Minutes from April 22, 2015

5.D.ii. HPC – Minutes from June 10, 2015

5.E. Other

5.E.i. Special Events Permit – Close City Parking Lot east of Library on July 17th

5.E.ii. Gaylord Chamber of Commerce Temporary On-Sale Liquor License – August 8th and 9th

5.E.iii. Gaylord Chamber of Commerce Temporary On-Sale Liquor License – September 18th

5.E.iv. 4th St. Pizza and Pub, Inc. On-Sale Liquor License

5.E.v. Approve Angela Earles to the Gaylord Library Board

6. Public Hearings – 7:00 PM

6.A. Small Cities Development Program Public Hearing – Steve Moline, Pettipiece & Associates
Moline explained that the reason for the Public Hearing was to give the public an opportunity or anyone involved with the Small Cities Development residential or commercial rehab projects, to allow them a chance to voice any problems or concerns they have had with either Moline, his office, any contractors or the inspectors they may use. If there are any comments, Moline will take notes and compile a memo and bring it back to the Small Cities Program. No one in attendance had any issues with Mr. Moline or the program.
Moline also addressed the slowdown of the project. He stated we had kind of a perfect storm that happened. The applications being requested were the fastest that he has ever had. They were having trouble getting contractors to bid on these projects, a lot of the contractors they had working on these projects in the past were retiring. Moline said contractors need to have training in lead paint removal through the state and be certified. Contractors in this area were not getting trained and certified. The MBCA who is partnering with them has decided to help subsidize training for these contractors. He also had two other cities that needed to be closed out which also contributed to the Gaylord project being put on hold. He feels even with the slow down, there will be no problem delivering all the projects on time here.

7. Communications, Requests, and Petitions

- 7.A. FYSC July Newsletter
- 7.B. Southern Minnesota Initiative Foundation June Newsletter
- 7.C. Region Nine 2016 Budget
- 7.D. Coalition of Greater MN Cities Conference

8. Department and Committee Reports and Action Items

- 8.A. Economic Development Authority – Amy Newsom, EDA Coordinator

8.A.i. Quarterly Update

Newsom stated the Downtown Master Plan was finished in March and it could be used in the Comprehensive Plan when it is updated. They have continued with the Business Retention and Expansion Program. They have visited nine businesses so far. Music on Main is continuing with a \$4,000.00 grant from Prairie Lakes Regional Arts Council. Attendance this year has been 99-164, compared to 25-75 last year. The SCDP Grant has fifteen housing applicants qualify for the residential program, we need eighteen and they are confident we will get them. Ten commercial applicants have qualified and the seventh one has been bid out and they will look at much money is left over for the remaining applicants. The Sign and Awning Forgivable Loan Program in which business can receive up to \$2,000.00, they need to stay in business for three years to have it forgiven. Three Sign and Awning Loans have been given out. They have started the Construction Mitigation Micro Loan Program. This is for any business affected by the downtown construction, can receive up to \$5,000.00 at 0% interest and repayment begins one year after construction ends at \$100.00 per month. In May the Gaylord Economic Profile was completed and posted on several websites. We have received one of our one dollar residential lots back. It has since been resold and a new residential lot policy has been created.

8.A.ii. Revolving Loan Fund Report

Newsom reported that we have four Revolving Loan Funds and all are current right now. Under the Revolving Loan Fund there is one Small Cities Development Program Loan that is also current.

- 8.B. Gaylord Area Aquatic Center – Delaine Elseth, General Manager

8.B.i. Operations Update

Elseth reviewed the numbers for lessons and attendance. Both attendance and revenues are up compared to last year at this time. They have had twenty one saves so far this year. She discussed various parades they walked in to distribute coupons and advertising. They have had several out of town guests from about eight surrounding cities and several groups come to the pool. Elseth invited everyone to the upcoming Pool Show. Member Muchow stated a Park Board Member would like to have the full council come to the pool before a council meeting and tour the facility. Consensus was to meet at the pool at 6:30 for the August 5th council meeting.

- 8.C. Trail Committee – Jim Swanson

8.C.i. Franklin Ave. Trail – Safe Routes to School Grant

Swanson discussed with council the original Trail Plan included a plan to extend a trail from Franklin Ave to the back side of NAPA, Swenson's and the EMS Building. He wanted council to be aware, to leave room for an eight foot path along that area. He also discussed with council the Safe Routes to School Grant that is available. The School can apply to MnDot and if approved they will do a walkability study which potentially opens up to more grants to fund trails and sidewalks to be put in that area. Council consensus was to move forward with the Safe Routes to School Grant through the school.

- 8.D. Fire Department

8.D.i. CenterPoint Energy Donation Presentation – Tony Pehrson, CenterPoint Energy

Tony Pehrson was here to present a Community Partnership Grant to the Gaylord Fire Department. The grant is for needed safety projects in communities that they serve. He presented the City of Gaylord a Community Partnership Grant in the amount of \$2,000.00, which will be used to purchase a multi-gas monitor, norium pump and a rescue pulley system.

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

8.E.i. Approve the Hiring of Ben Nelson

Chief Padilla respectfully requested approval of Officer Benjamin Nelson, to replace Eric Boon who resigned. He has completed the application process, background check and several other tests and has met all the requirements to be hired.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE HIRING OF BEN NELSON AS A FULL TIME OFFICER. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.F. Administration Department

8.F.i. Sale of Excess Equipment

McCann stated with the purchase of the new Chevy pickup, we have the old 91 Ford that we are looking to get rid of. We would like to get council authorization to put the old truck for a sealed bid process. Mayor Boeder offered his lot to park the truck and put a sign up asking for sealed bids.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO PUT THE 91 FORD UP FOR SEALED BIDS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.F.ii. Set Workshop for Administration Operations Review and Tour – Katie Bobich, Intern

Bobich stated she put the 2014 Administration Operations Annual Report together. It is twenty-one pages long and divided between four sections. She would like to coordinate a workshop date through emails, to go over the report in depth.

8.F.iii. Discussion Regarding 2016 Budget – Kevin McCann, City Administrator

McCann discussed several budgetary items for 2016, ambulance increases, insurance and utility rate increases, wages and new officer, debt service with the MnDot project, housing and branding initiatives, downtown improvement plan and capital improvement plan. A couple of workshops will be planned. Council asked to make sure the staff includes everything they may need when presenting their budgets for their departments.

9. Unfinished Business

9.A. Update Regarding School Land Swap Agreement

Lannoye explained to council that the Land Swap Agreement is ready for approval. It has already been approved by the Sibley East Board. They are formally calling the agreement the Like Kind Exchange and Option Agreement. It spells out the lands and legal terms of the exchange and there is an option for the bus garage lot. Once it is approved by council, then he can execute formal deeds.

9.B. Update Regarding Land Purchase

Lannoye stated along with the Land swap Agreement, we have also been talking about purchasing approximately two acres of land from Dan Messner, with an option to purchase the bigger land he has. Talking with Avery Grochow, originally to get legal descriptions, we were going to do a Registered Land Survey of the property and now it is suggested that we should just plat the land right away. Platting is more costly up front but we would end up saving more in the long run with staff time and recording fees. Documents for the Messner land would be coming in the future. Landaas asked if the city would have no liability for the school until they vacate the property. Lannoye replied there would be no liability until the deeds are transferred and school moves out.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO FORMALLY APPROVE THE LIKE KIND EXCHANGE AND OPTION AGREEMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 9.C. Consider Jerry's Home Quality Foods Parking Lot Agreement – Don Lannoye, City Attorney
Lannoye reviewed with council the agreement they have been working on regarding the parking lot lights. He has had lengthy discussions with Mr. Hahn to find an acceptable memorandum that he would agree to. The latest agreement states that the city and Mr. Hahn would each be responsible for 50% of all costs, repairs, maintenance and upgrades, the city would also reimburse Mr. Hahn for 65% of the electricity costs. Mr. Hahn felt this was too vague and wanted it spelled out how the reimbursement would be figured. After doing some calculations, it was determined that the cost to reimburse would be \$343.20 per year. Lannoye felt a dollar amount would be better. Lannoye had spoken to Mr. Hahn and he said he would attend tonight's meeting, and is surprised that he did not attend. Mayor Boeder feels we should stick to the original agreement and a specific dollar amount. Member Muchow feels the city should not own 50% of anything with a business. It should all be private and he can shut them off when he wants to. After a lengthy discussion, council consensus was that the City would not enter into a memorandum for lighting Jerry's Home Quality Foods parking lot.

10. **New Business**

10.A.i. NONE

11. **Other**

11.A.i. Active 911 Agreement

Lannoye explained to council that the Active 911 Agreement is an application that assists fire departments, ambulance departments as well as police departments. Dispatchers can push a GPS location to personnel to their cell phones who are responding to an emergency. Other Counties have already adopted the Active 911 Agreement. County Attorney Schauer wanted to have agreements in place to make sure personnel does not misuse the information. Gaylord is the last city in the county to adopt the agreement. Landaas stated the city has confidentiality requirements. Lannoye stated the individual policies of each department can be reviewed to see if it meets the requirement or needs updating.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE ACTIVE 911 AGREEMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

12. **Upcoming Meetings and Events**

- 12.A. Monday, July 20th – 5:30 – EDA Meeting
- 12.B. Thursday, July 23rd – 5:30 – Employee Appreciation Picnic
- 12.C. Monday, July 27th – 7:00 – Fire Department Meeting
- 12.D. Wednesday, August 5th – 6:30 – Council Meeting
- 12.E. Thursday, August 6th-9th – Eggstravaganza
- 12.F. Monday, August 10th – 5:30 – EDA
- 12.G. Wednesday, August 12th – 5:30 – EDA
- 12.H. Wednesday, August 12th – 5:30 – P&Z Meeting
- 12.I. Wednesday August 19th – 6:30 – City Council Meeting

13. **Adjournment of Regular Meeting**

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LANDAAS SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:46 p.m.