



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

Wednesday, September 2, 2015

6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure and Muchow
Members Absent: Council Member Uecker
Staff Present: Don Lannoye, Schauer Law Office; Kevin McCann, City Administrator; Amy Newsom, EDA Coordinator; and Lori Waltz, Accountant/Clerk
Visitors Present: Justin Black, SEH; Wanda and Dean Messner, Avery Grochow, Sibley Surveyors; Dana Hallstrom, MN Community Solar; Chuck Klimmek, EDA President; 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 09-02-15 Agenda

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE SEPTEMBER 2ND, 2015 AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. Comments, Updates, Concerns

Per Municipal Policy 1500, citizen comments are intended to afford the public an opportunity to address concerns to the City Council. Citizen comments will be no longer than 10 minutes in length and each presenter will have no more than two (2) minutes to speak, unless additional time is granted by the Mayor. Topics of discussion are restricted to City topics rather than private or political agendas. The City Council may discuss but will not take formal action on public comments.

4.A. Citizens
None

4.B. Council Members
Boeder stated that he wanted to say that the Medical School project is moving full steam ahead. Tony Danza, the Medical School Developer; might be coming to Gaylord this month.

5. *Consent Agenda

COUNCIL MEMBER LANDAAS 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 August 19, 2015

5.B. Accounts Payable

5.C. Resolutions and Ordinances
5.C.i. Ordinance Number 323 – Work Comp for Elected Officials

5.D. Reports of Officers, Boards, and Commissions
5.D.i. None

- 5.E. Other
 - 5.E.i. Special Events Permit – Close off 4th St. on Friday, September 18th
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6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. Southern Minnesota Equity Fund & Seed Fund
- 7.B. Southern Minnesota Initiative Foundation Annual Luncheon
- 7.C. Introduction Letter from the new League of MN Cities Executive Director, Dave Unmacht
- 7.D. League of Minnesota Cities Regional Meetings – various dates and locations
- 7.E. Forever Young Senior Center – September Newsletter

8. Department and Committee Reports and Action Items

- 8.A. Charter Commission – Joe Deis, Chair
 - 8.A.i. Annual Update

Deis explained that the Charter Commission has been meeting annually since 2011 when the Council established the committee. Deis explained that the commission made adjustments to the Mayor term, changing it from two (2) to a four (4) year term. Deis stated that the commission also removed the need for signatures on the election petition during 2011. They have met annually now just to discuss any needed changes.
- 8.B. Heritage Preservation Commission – Kevin McCann, City Administrator
 - 8.B.i. Draft Heritage Preservation Ordinance – Public Hearing set for September 16th – 7:00 PM

McCann stated that the Heritage Preservation Commission has been working hard on the Preservation Ordinance. The Public Hearing will be held on September 16th at 7:00 pm.
- 8.C. Administration Department – Kevin McCann, City Administrator
 - 8.C.i. Review Preliminary Draft of the 2016 Budget and Consider Workshop Dates

McCann explained that he has prepared a preliminary draft of the 2016 budget. McCann explained that Council will need to approve the preliminary budget by September 30th. McCann explained that the biggest change in the budget is wage increases and adding an additional police officer. McCann stated that he has included additional funds to create a Community Development Director position.
Council stated that they prefer a separate night to have a budget workshop. McCann was directed to send out an email with suggested dates to hold a meeting.
 - 8.C.ii. Consider MVAC Young Adult Program

McCann explained that the Library currently uses the MVAC program for additional help. McCann stated that staff met with the MVAC Young Adult Program Coordinator. McCann explained that there would be no cost to the City. MVAC is looking for hands on experience for their young adults. McCann reported that there is an interview process and that the City would have input in the hiring decision. McCann stated that this person would be able to help with filing, help hang up posters for Music on Main and the Chamber and possibly help the Public Works Department.
Boeder said that there is a cost to using an MVAC employee, because of the training needed.
Landaas would like a clear definition on what the MVAC person would be capable of. Landaas stated that he is disappointed that the Council has never received information on the time study that they have asked the City Office Staff to complete.
Council consensus was to move forward with the MVAC Young Adult Program.

9. Unfinished Business

9.A. Discussion Regarding Updated Financing Options with MN Community Solar – Dana Hallstrom, MN Community Solar

Hallstrom reviewed the current financing options with MN Community Solar. Hallstrom explained that there would be no cost to the City. Hallstrom explained that the credits received from Xcel Energy would go directly to City and the City would pay 91% of the credit to MN Community Solar over a 25 year agreement. Hallstrom stated that she has sent the Reservation Agreement along for the City to review and sign.

Muchow inquired when construction would be starting. Hallstrom stated that they are hoping to start construction in Spring/Summer of 2016.

Boeder stated that the Council will review the Agreement at a future workshop.

9.B. Continued Discussion Regarding the Future Street and Frontage Road Project– Justin Black, SEH

Black explained that a frontage road has been proposed to provide access from the highway to the new school site. Black stated that SEH has prepared a proposal to study the proposed road and frontage road. Black explained that City staff met with MnDOT officials to discuss the frontage road concept and identify the issues most important to MnDOT and advance the positive working relationship. Black explained that their proposal is based on two different phases: 1) process scoping and develop initial concept and 2) public outreach and refine improvement concept. Black estimated that the cost for Phase 1 only would be \$9,033. Black also noted that there would be surveyors fees associated with this project. Grochow from Sibley Surveyors stated that he estimated that there would be approximately \$10,000 in surveyor's fees. The hope is that these fees will be able to be paid out of the unused engineering fees of \$15,000 from the MnDOT Hwy 5/19/22 project. Black reported that he is hopeful that the City will be able to receive grant funding to help with this expense.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE CONTRACTING SEH TO COMPLETE PHASE 1 OF THE FEASIBILITY STUDY FOR THE FRONTAGE ROAD PROJECT, WITH THE COST TO COME OUT OF RESERVES HOPING TO USE SURPLUS FUNDS FROM HWY 5/19/22 PROJECT. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A.i. None

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER MUCHOW SECONDED TO CLOSE THE REGULAR MEETING AT 7:10 PM. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO OPEN THE CLOSED MEETING AT 7:15 PM. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. Other

11.A. CLOSED MEETING – According to Minn. Stat. § 13D.05, subd. 3(c), a public body may close a meeting to:
determine the asking price for real or personal property to be sold by the public body; review confidential or nonpublic appraisal data; develop or consider offers or counteroffers for the purchase or sale of real or personal property.

11.A.i. Messner Property
Council discussed the purchase of the Messner property.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO CLOSE THE CLOSED MEETING AT 7:45 PM. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

12. Upcoming Meetings and Events

- 12.A. Tuesday, September 8th – 7:00 – Ambulance Department Meeting
- 12.B. Wednesday, September 9th – 5:30 – P&Z Meeting
- 12.C. Wednesday, September 9th – 6:30 – HPC
- 12.D. Monday, September 14th – 5:30 – EDA
- 12.E. Wednesday, September 16th – 6:30 – City Council Meeting
- 12.F. Friday, September 18th – 8:00 – Downtown Street Dance
- 12.G. Monday, September 28th – 7:00 – Fire Department Meeting

Kevin McCann
City Administrator

Don Boeder
Mayor