



**CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING**

Wednesday, October 21, 2015

6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure and Uecker
Members Absent: Council Member Muchow
Staff Present: Don Lannoye, Schauer Law Office; Kevin McCann, City Administrator; Amy Newsom, EDA Coordinator; Tony Padilla, Chief of Police; and Lori Waltz, Accountant/Clerk
Visitors Present: Tom Whalen and Bob Burns, Sertoma; Ben, Andrea, Eugene, Garrett and Gilbert Nelson; Teresa, Nana and Ayden Padilla; 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 10-21-15 Agenda

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE OCTOBER 21ST, 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 ten (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

Burns explained that Sertoma has power washed, scraped and painted the roller rink and the band shell in the Gaylord Park. The Sertoma has manned the JC Shack the last three (3) summers and would like to replace the three (3) wooden bleachers that are in need of repair, at the Tball fields with aluminum bleachers. Burns stated that Sertoma would be willing to buy two (2) of the bleachers, and would like to ask the City to pay for the third bleacher. Sertoma is asking for the City to pay \$3,600 for one (1) bleacher and some additional pavers for the bleacher to sit on. Burns said that the Sertoma group would provide the labor for installing the bleachers and pavers. Burns said that Sertoma is planning on purchasing two (2) of the bleachers this year and install in the spring. Boeder thanked Sertoma and said that the Council will be meeting soon to work on finalizing the budget and will add this request to the discussion. Boeder said that McCann will let Burns know what Council decides. Lannoye asked Burns to check and find out if this is the state bid price.

4.B. Council Members - None

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 the October 7, 2015 Regular Meeting

5.B. Accounts Payable

- 5.C. Resolutions and Ordinances
 - 5.C.i. **First Reading** - Ordinance Number 324 – Heritage Preservation Commission
 - 5.C.ii. Resolution 2015-24 – Denying a Variance Request – Bill and Nancy Cowell
- 5.D. Reports of Officers, Boards, and Commissions
 - 5.D.i. EDA – Minutes from September 14, 2015
 - 5.D.ii. P&Z – Minutes from September 9, 2015
- 5.E. Other
 - 5.E.i. Special Events Permits – Chamber of Commerce – October 30th

6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. CenterPoint Energy Rate Increase Notice
- 7.B. SMIF September Newsletter

8. Department and Committee Reports and Action Items

- 8.A. Ambulance Department – Joe Kuphal, Treasurer

- 8.A.i. Consider PowerLoad for new Ambulance

McCann explained that the ambulance would like to purchase a power lift for a cost of \$23,708. McCann explained that the cost is a little more than originally estimated, but the ambulance plans to pay for this item out of donations. McCann explained that the ambulance has been informed that the State of MN will eventually be requiring all ambulances to be equipped with the power lift.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE PURCHASE OF THE POWER LIFT FOR THE NEW AMBULANCE FOR A COST OF \$23,708. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

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

- 8.B.i. Quarterly Update

Padilla reported that there were 373 calls in July, 485 calls in August and 567 calls in September. Padilla stated that there were 861 traffic stops during the construction season. Padilla reported that in 2014 there were 2,831 calls, and as of September 30, 2015 there have been 3,437. Padilla explained that Officer Nelson has completed field training and is half way through probation. Padilla reported that he is currently looking at hiring 2 part time officers, and has almost completed one background. Padilla reported that he received Part-Time Officer Petrasek's resignation, so may need additional part time officers. Padilla reported that Eggstravaganza and the Johnny Holm event went good. Padilla explained that Officer Nelson was a guest of the Senior Citizens Center and Officer Zimny was a guest of Sertoma.

- 8.B.ii. Consider New Squad car

Padilla reviewed the new car estimate that he had received from Wolf Motors for a Ford Explorer equipped for a canine unit for \$51,811.36. Padilla explained that the plan is to sell the Crown Vic. McCann asked if Padilla had enough money budgeted for this purchase. Padilla explained that he knows that the police department just received a check from the State of MN for State Aid for about \$20,000. Padilla also explained that he plans to sell the Crown Vic and some of the forfeited vehicles. Waltz reported that the Police Department receives approximately \$20,000 each year from the State of MN for State Aid. The Police Department is scheduled to purchase a new Police Vehicle every 3 years.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE PURCHASE OF THE FORD EXPLORER FROM WOLF MOTORS FOR A COST OF \$51,811.36. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B.iii. Swear-In Ben Nelson as Full-Time Officer

Mayor Boeder performed the swearing in of Ben Nelson as a Full-Time Police Officer.

8.B.iv. Emergency Management – Consider Resolution 2015-25 – Adoption of the Sibley County Emergency Operations Plan

Padilla explained that Sibley County Emergency Management has indicated its willingness to coordinate these efforts for a County Wide Emergency Operations Plan. Padilla reported that Sibley County approved the Emergency Operations Plan at their meeting last night.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE ADOPTION OF RESOLUTION 2015-25, THE ADOPTION OF THE SIBLEY COUNTY EMERGENCY OPERATIONS PLAN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C. Economic Development Authority – Amy Newsom, EDA Coordinator

8.C.i. Quarterly Update

Newsom gave a brief report on the 3rd quarter happenings for the EDA. Newsom reported that the EDA is working on ways to promote and advertise the Shovel Ready Lot. Newsom stated that the EDA is still waiting for the survey for the MnDOT land to be completed. Newsom explained that there have been two (2) Sign grants awarded. Newsom stated that she has met with Steve Moline from Pettipiece and there has been a lot of discussion regarding the inspector for the SCDP grants. Newsom reported that the two (2) \$1 residential lots have both been sold; one of the owners is planning on moving a rambler onto the property. Newsom stated that a building has been constructed on the Industrial Lot that was sold to Frauendienst. Newsom explained that a Housing questionnaire was put together and people were surveyed at the Music on Main events and the Johnny Holm event. Newsom reported that five (5) businesses have received Micro Construction Loans. Newsom reported that the 1st Executive SEDCO Committee meeting will be held on November 10th and Mark McCann and Kevin McCann are members of the committee.

8.C.ii. Chamber Update

Newsom explained that the Chamber of Commerce has held several coffee hours at 7:30 am with an average of twelve (12) people in attendance. Newsom stated that the Chamber is going to be holding an after work meeting to see how that will be attended. Newsom stated that the Music on Main events were good and each event was attended by over 100 people. Newsom explained that the Chamber was able to have \$6,500 donated for the Johnny Holm event, unfortunately due to the weather that evening, the attendance was poor and the Chamber only made \$2,200 in beer sales at the Johnny Holm event. These dollars have been allocated for the October 30th event along with approximately \$900 donated by the Eggstravaganza Committee. Newsom explained that there were expenses for the Johnny Holm event that were above and beyond the amount donated. Newsom is asking for Council to approve these additional expenses in the amount of \$843.11.

Council consensus was to approve the payment to the Chamber of Commerce for these additional expenses.

Newsom reviewed the activities for the October 30th event. Newsom reported that there were going to be hayrides, movies at the library, window decorating contest and several businesses are having specials.

8.D. Planning and Zoning – Kevin McCann, City Administrator

8.D.i. Quarterly Update

McCann reported that there have been 8 sign permits, 21 zoning permits, 1 rezoning application, 3 variance requests, 1 conditional use permit and 103 building permits thru September 2015. McCann reported that the Planning and Zoning Committee is planning on upgrading the City's Comprehensive Plan for 2016.

8.E. Administration Department

8.E.i. Sibley County Assessor Open Book Meeting

McCann reported that the Sibley County Assessor Open Book Meeting will be held on Thursday, April 21st.

8.E.ii. Northland Securities Investment Report

McCann stated that the City has investments at Northland Securities, Edward Jones and CD's at both local banks.

8.E.iii. Consider Amendments to Policy Number 2800 – RFP Policy

McCann reviewed the RFP Policy with Council. McCann explained that the City council approved an RFP schedule policy as a way to have a regular schedule of when contracted services would be compared against competitors. McCann stated that staff has begun working on the RFPs for 2015, and it has been determined there are several services that should be expanded in the RFP schedule. McCann explained that they are shown in red in the attached proposed amendments to the policy. The additional services are: Surveyor, Attorney, Health Insurance Broker, Liability/Property Insurance Broker and Garbage Hauler.

Boeder stated that putting all the professional services out for RFP every five (5) years could be very costly. Uecker mentioned that the City charges the customers for garbage service and that maybe this can be discussed in 2017, when the service proposal is scheduled to be reviewed. Landaas questioned if the council could have language added to the policy giving council discretion that the professional services can be reviewed rather than a formal RFP.

Council consensus is to revise the Professional Services Schedule Policy, with McCann adding language allowing for discretion of review.

8.E.iv. Discussion Regarding Engineering and Auditing RFP Materials

Uecker stated that she has no complaints with the auditing services that the city currently uses.

Landaas feels that the City needs to do due diligence to see if the engineering fees are the going market rate.

Council consensus is to have McCann do some further research with other cities to see what other engineers are charging. McCann said that he will check with Arlington and Winthrop.

8.E.v. Mid-Year City Goals Status Update

McCann reviewed the goals from the 2015-2016 Action Plan with council. Goal 1 – To Expand and Enhance the City's Housing Options, Goal 2 – To complete the Downtown Revitalization, Goal 3 – To address growing security and crime issues, Goal 4 – To establish a unique city identity and brand and Goal 5 – To increase citizen participation. McCann reported that a Housing Task Force has been created. McCann reported that Hwy 5/19/22 and the 4th Street construction project have been completed. McCann explained that an additional officer has been hired, with more community policing. McCann reported that he has been researching branding for Gaylord. McCann explained that there are funds in the budget to further research a unique identity/brand for the City. McCann reported that he has been working with Bobich on conducting a citizen satisfaction survey. McCann explained that the goal was to obtain 180 surveys, but will most likely only obtain 120. Uecker suggested using survey monkey.

8.E.vi. Budget Workshop Set for Tuesday, November 3rd at 6:30 – Revised Budget Books to be Sent out later

McCann reported that Bobich will be sending out a draft budget next week.

Council stated that they would prefer to have a hard copy of the budget.

9. Unfinished Business

9.A. None

10. New Business

10.A. None

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO CLOSE THE OPEN MEETING AT 7:37PM. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO OPEN THE CLOSED MEETING AT 7:40 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 MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO CLOSE THE CLOSED MEETING AT 7:54 PM. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO OPEN THE REGULAR MEETING AT 7:55 PM. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

12. Upcoming Meetings and Events

- 12.A. Monday, October 26th – 7:00 – Fire Department Meeting
- 12.B. Friday, October 30th – Downtown Completion Party
- 12.C. Monday, November 2nd – 7:00 – Ambulance Department Meeting
- 12.D. Tuesday, November 3rd – 6:30 – Budget Workshop
- 12.E. Wednesday, November 4th – 6:30 – City Council Meeting
- 12.F. Monday, November 9th – 5:30 – EDA
- 12.G. Wednesday, November 11th – 5:30 – P&Z Meeting
- 12.H. Wednesday, November 11th – 6:30 – HPC

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:55 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor