



CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING AGENDA
Wednesday, February 3, 2016
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Uecker and Muchow
Members Absent: None
Staff Present: Mark Anderson, Ambulance Service Manager; Dean Schons, Gaylord Fire Department; Amy Newsom, EDA Coordinator; Officer Ben Nelson, Gaylord Police; Ty Reimers, City Services Manager; Kevin McCann, City Administrator and Lori Doering, Secretary/UtilityBilling/Payroll Clerk
Visitors Present: Jane Peterson; Michael Messner; Dianna Karau; Mark Newsom; 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 2-3-16 Agenda

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE FEBRUARY 02, 2016 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

Dianna Karau explained to council that she had reviewed the council agenda packet before coming to the meeting and after reading the minutes of the Public Hearing held on January 20, 2016, she felt her comments were not quoted correctly. She said she did not expect Council to make a decision that night, but she felt Council could have been prepared with options for the petitioners at the Public Hearing and that is not what was reflected in the minutes and she would like the minutes corrected. Mayor Boeder stated from his recollection, what was stated in the minutes was correct and feels there are no issues with the minutes as written. Karau stated Council did not need to make a decision about the minutes tonight, but for the record, what was reflected in the minutes was not correct. Karau also wanted Council to know that when she reviewed the minutes of the Housing Task Force meeting with the landlords, she said it surprises her when either citizens or council members ask if there is a need for housing, obviously there is a need for housing and employers have stated that repeatedly over the years. She acknowledges that the city is moving in that direction. She is understanding that the city is looking into work force housing, not affordable housing and that the residents may not understand the phrase and the way it is used, that it may lead them to believe that we have enough section eight housing. She also would like the city to consider a rental ordinance relating to how many rental properties may be allowed in a neighborhood.

4.B. Council Members - None

5. * Consent Agenda

COUNCIL MEMBER LANDAAS 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. December 28, 2015 – Special City Council Meeting
 - 5.A.ii. January 4, 2016 – Organizational and Special City Council Meeting
 - 5.A.iii. January 20, 2016 – Public Hearing 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. Housing Task Force – Minutes from January 12, 2016
 - 5.D.ii. Library Board – Minutes from November 2, 2015
 - 5.D.iii. Planning and Zoning – Minutes from December 9 & 28, 2015
 - 5.D.iv. HPC – Minutes from September 9, 2015, October 14, 2015, November 12, 2015, & December 9, 2015

 - 5.E. Other
 - 5.E.i. 2016 Fire Fighting Agreements with the following townships: Alfsborg, Dryden, New Sweden, Sibley, Transit
 - 5.E.ii. 2016 Ambulance Agreements with the following townships: Alfsborg, Dryden, New Auburn, New Sweden, Sibley, Transit
-

6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. Introduction and Sibley County Update – Roxy Traxler, Sibley County Administrator
This item was removed from the agenda due to Roxy Traxler being ill.

- 7.B. FYSC – February Newsletter

8. Department and Committee Reports and Action Items

- 8.A. Ambulance Department – Mark Anderson, Ridgeview Medical
 - 8.A.i. 2015 Annual Report

Anderson reported to Council that the ambulance had a total of 305 calls in 2015. 48% were in the City, 42% were at Oak Terrace Senior Living Center and 10% were townships and mutual aid. Of those calls, 81% were medical and 19% were trauma calls. Their average response time was 6.89 minutes. The department had 17 members in 2015 and added 1 paramedic providing ALS service for 36 hours per week. They also have added 3 new members in 2016. The 2016 Strategic Goals are the delivery of the new ambulance and the donation of the backup ambulance, to increase membership, to donate 2 AED's within the City of Gaylord, to revise the outdated ambulance association by-laws and to continue to provide quality emergency medical care within the greater community. Anderson reviewed the financials as well; their ambulance income for 2015 was \$17,104.00 and their expenses were \$21,737.00 a loss of \$4,633.00 due primarily to the purchase of new pagers. In savings they have a balance of \$19,118.00, in checking they have \$3,659.00 and a CD totaling \$50,643.00 that matures in March and they plan to roll it over.

- 8.A.ii. Consider Ambulance Member Compensation Changes

Anderson explained that the department is asking for increased compensation for 2016 to better attract and retain new members, to increase incentives for filling open shifts, to better represent time commitment made by members and to reduce the pay differentials

between Gaylord and other comparable cities. They are suggesting the following increases; Call pay from \$12.00 per hour to \$15.00 per hour for EMT's and staying at \$12.00 per hour for 1st Responders. Special meeting/committee/FTO pays at \$15.00 per meeting or event. Holiday pay to increase to \$22.50 per hour for all recognized holidays. Their load only rate would reduce to \$10.00. The financial impact is estimated to total \$4,725.00, which would be within budgeted amounts.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE AMBULANCE MEMBER COMPENSATION FOR 2016 AS PRESENTED. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B. Fire Department – Dean Schons, Fire Chief

8.B.i. 2015 Annual Report

Dean reported to Council that the department had 41 calls in 2015. Of the 41 calls, 27 were in the City of Gaylord, 5 were in Dryden Township, 6 in Sibley, 1 in New Sweden and 2 mutual aids were given and 1 mutual aid was received. 433.55 hours were spent on calls and 739.75 hours of practice and training. There was an average of 13 people per call. 4 grants were written and received as follows; MBFTE for \$4,000.00, DNR for \$5,000.00, Center Point Energy for \$2,000.00 and Heartland Corn Products for \$4,000.00. They hired 3 firefighters for a total of 27 members. The new grass rig will be ready to be in service within a couple of months. 2016 training will consist of bin extrication, high angle rescue training, and hybrid cars. Member Muchow asked that any repairs that may be needed for anything be included for the 2017 budget.

8.B.ii. 2017 Fire Contract Rates

Handouts were included in the council packet for review.

8.B.iii. Fire Relief Association Investment Report Card

Handouts were included in the council packet for review.

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

8.C.i. Consider Retaining Comprehensive Planning Firm

McCann explained that for seven years, the city has talked about updating the comprehensive plan and have been putting money away for it each year. The city received six proposals that Planning & Zoning narrowed down to two for interviews and after discussing at length, P&Z is recommending Hoisington due to their unique approach to comp plans, their visually appealing work, their step by step implementation plan and their goal to work with cities to review the plans every 1-3 years. Hoisington's bid was \$50,000.00 but believes it will be less than that due to some partnering with SEH. \$35,500.00 is budgeted to date and the city plans to budget \$7,500.00 annually towards the comp plan update. Member Landaas stated we appoint these committees to do these initiatives for us, and the two council members on the Planning & Zoning Committee have put a lot of time and effort into this and he feels their recommendations should be strongly heard by council and would have no problem relying on their recommendation.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE HOISINGTON FOR OUR COMPREHENSIVE PLAN UPDATE. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Member Landaas asked if they gave any timelines on completion. McCann stated it would be a year long process.

8.D. Heritage Preservation Commission – Amy Newsom, Chair

8.D.i. 2015 Annual Report

Newsom introduced Jane Peterson to Council; as the secretary of the HCP. Newsom was feeling under the weather and was going to let Peterson give the report. The commission with the help of Patrick Smith wrote and passed a Heritage Preservation Ordinance, Ordinance number 324. They met with Michael Koop from the Minnesota Historical Society spoke on becoming a Certified Local Government, Reconnaissance surveys, design guidelines, grant options and training opportunities. The committee had a budget of \$16,700.00 for 2015-2016. They updated the booklet *A Stroll Through Gaylord*. They wrote an educational pamphlet on the Gaylord Heritage Preservation Commission. Their goals for 2016 include reconnaissance survey of all buildings over 50 years old to determine historic significance and will apply for a grant to hire an architect to help them work on this, establish a historic district along 4th Street, develop design guidelines and develop forms for 1) Application for Historic Designation; 2) Application for Site Alteration; and 3) Designation Report.

8.D.ii. Consider Certified Local Government Application

Newsom explained that the next step for the HPC is to conduct the survey of the buildings in the proposed historic district. By becoming a Certified Local Government, a CLG can apply for a grant to hire a consultant to complete the survey and the specialized paperwork for submitting to SHPO. Grants are only available once per year and the next grant opportunity is March 4th of 2016.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE LETTER AND APPLICATION TO BECOME A CLG AND TO APPLY FOR A CLG GRANT TO HIRE A CONSULTANT. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.E. Administration Department – Kevin McCann, City Administrator

8.E.i. 2015 Employee Reviews Update

McCann reported the personnel committee met and determined that overall everything was satisfactory and pay increases were implemented. Other comments from the personnel committee include wanting to see an employee tracker developed for managers to make notes throughout the year and help when it comes time to do the formal review process. They also would like Reimers to begin a morning “tailgate” meeting with staff to discuss the day’s activities and to help coordinate activities and ensure safety.

8.E.ii. December Budget Update

McCann stated the unaudited end of year budget update is; roughly 1.8 million was spent in 2015, this included \$120,000.00 set aside specifically for the Small Cities Development Grant Program. On the revenue side, just over 1.8 million so we are not too out of line with expenses verses revenues. The auditing process began last Friday and will continue in early April to finish.

8.E.iii. December Investment Report Summary – Northland Securities

McCann reported Edward Jones has about 1 million of the nursing home funds and Northland Securities has the majority of our funds at roughly 2.5 million.

8.E.iv. Coalition of Greater MN Cities Letter, Sample Resolution Supporting more LGA, and Invitation to Legislative Action Day

McCann received a letter from the Coalition of Greater MN Cities, who is a legislative lobbying group and they are currently trying to get cities to pass a resolution in support of an LGA increase and attendance to a Legislative Action Day on March 16th, 2016. McCann asked if Council is interested in doing a resolution, if so he would prepare one for the next meeting. Landaas stated we are part of the Greater MSP through the County and the Greater MN Partnership and asked if we join, what we are getting for this; what is the benefit? And feels we should not join just to join. Member Muchow stated we do not have to join to do the resolution. After some discussion, Council consensus was to move forward with preparing a resolution.

8.E.v. St. Anthony Village Strategic Planning Retreat

McCann reported a strategic planning retreat he sat in on at St. Anthony Village. They have been doing annual retreats for decades and strongly encourages a two-day event off site in another city. They invite council, department heads, contacted positions and chairs of committees. The first day is spent reviewing the past year, staff and council report on issues and come up with goals for moving forward. The second day they prioritize the goals and develop action steps. They tour the city to identify needs and issues. They formed numerous partnerships with adjacent cities and other government entities. The council appoints chairs to committees and approves work plans for each committee. They also focus on targeted areas for redevelopment where structure value is less than land value. McCann is suggesting for the next strategic planning session of having a 2 day event in Mankato, New Ulm or Hutchinson and that the city would pay for lodging, meals and mileage.

8.E.vi. Consider Position Change and Revised Job Description

McCann explained that Newsom’s position began as a secretary position for the EDA and has slowly grown and expanded to the point where the title and job description should be updated. The proposal is to change from EDA Coordinator to EDA Director with proposed changes to the job description. The position would continue to be part time and will report directly to the City Administrator and continue to be the key staff person for the EDA. The EDA met last week and are recommending the change as well.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO CHANGE THE JOB DESCRIPTION FROM EDA COORDINATOR TO EDA DIRECTOR. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. Unfinished Business

9.A. Discussion Regarding Proposed Amendment to Winter Parking Ordinance – Don Lannoye, City Attorney (TO BE SENT OUT NEXT WEEK – AFTER PETITIONERS REVIEW DRAFT)

Lanoyee reviewed with council repealing the current winter parking ordinance. As it stands with the petition, the council has until February 18th to do so. Council could do as the petitioners have asked and repeal the ordinance but then the city would not have a winter parking ordinance in place. If council decides not to repeal the ordinance, then it would go to a special election within 45 days. The council could go the compromise route and pass something different, if they do the change would be presented to the petitioners and if four/fifths of the petitioning body do not voice or writ any objections within 10 days then the council actions would stand and a special election would not take place. Since the Public Hearing, three options have been developed for a compromise. The first is to have a snow emergency ordinance where the city would declare a snow emergency when there is snow or drifting and there would be no parking from 2:00 a.m. to 6:00 a.m. The second is to keep the current ordinance and require a permitting process to be able to park on the street. The third option is to have no parking when there is snow or drifting. Mayor Boeder asked Michael Messner which of the three options his petitioner committee is in favor of. Messner stated Ordinance Number 328A, the snow emergency one. Mayor Boeder then asked if council is not in agreement with that choice would the committee be interested in one of the other two options. Messner replied no. Member Landaas had concerns with this ordinance because the city kept hearing from the residents that they were uninformed of the present ordinance even though the city used several types of media to get the ordinance out there and we will have the same issues from residents of not being informed of the snow emergency ordinance. Mayor Boeder stated he discussed the three options with McCann and he feels all of the options are setting the city up to fail except for the permitting one. Member Muchow stated he will be against that one forever, he said you create another level of bureaucracy; it will put more work at city hall when all you keep talking about are efficiencies, plus it's just another tax. McCann stated the snow emergency ordinance, citizens are going to have to be somewhat responsible and check the different ways we plan to communicate it to the public, whether it is the website or face book or we get a dedicated phone line at a cost or texting with Code Red at the county. Member Muchow asked if the committee discussed option C, no parking with any snow or drifting. Messner said they discussed it but felt the drifting was too vague, unless they can revise some of the wording in regards to drifting. Messner went on to say 328A, the declaring a snow emergency is black and white. Member Landaas said he agrees it is very black and white declaring a snow emergency but it is very vague on how to communicate that to the public and that is what council is very uncomfortable with. After a lengthy discussion between council and Messner and hearing from the City Services Manager Reimers and Gaylord PD Officer Ben Nelson, it was proposed to have the Ordinance 328C read when there has been one inch of snow, no motor vehicle shall be parked on any public street between the hours of 2:00 a.m. and 6:00 a.m. or until it has been plowed, whichever is later. Violators will be ticketed or towed, according to the fee schedule. And the removal of drifting snow.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE ORDINANCE 328C WITH THE ADDITION OF ONE INCH OF SNOW, AND TICKETING OR TOWED, ACCORDING TO THE FEE SCHEDULE AND THE REMOVAL OF DRIFTING SNOW. WITH MEMBERS LOSURE, DEVLAEINCK, UECKER AND MUCHOW VOTING IN FAVOR, AND MEMBER LANDAAS VOTING AGAINST, THE MOTION CARRIED 4-1.

Messner was informed the second reading would be at the next council meeting on February 17th and the petitioning committee would have ten days after that to object.

10. New Business

10.A. Consider 4th Street Pizza Liquor License Renewal Fee – Lori Waltz, Clerk/Accountant

McCann explained to council that 4th Street Pizza & Pub purchased their liquor license on July 30th, 2015 but remodeling of their business caused a delayed opening until January 11, 2016. Their current license is now up for renewal on February 29, 2016 which means they were only able to use their license for two months. At the time 4th Street was charged the full license fee of \$2,200.00. The suggestion is to only charge them \$1,100.00 for this renewal and then next year goes back to the regular fee of \$2,200.00. Landaas asked if this is the correct way to do this or should we give a refund for last year and charge the full fee for this year. Lanoyee stated what should be done is their liquor license should be pro-rated for the amount they did not use, so in his mind pro-rating is refunding last year's amount.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE REFUNDING FOR LAST YEAR AT A PRO-RATED AMOUNT AND TO APPROVE THIS YEAR AT FULL PRICE FOR 2016. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.B. Consider Liquor License Renewals as Presented – Lori Waltz, Clerk/Accountant

McCann explained that this is usually on the consent agenda but since there was the discussion about 4th Street Pizza & Pub he felt this should be on the agenda as well.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE 2016 LIQUOR LICENSES AS PRESENTED WITH THE CHANGE OF 4TH STREET PIZZA & PUB TO THE FULL LIQUOR FEE PRICE. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.C. Community App – Kevin McCann, City Administrator

McCann stated the RS Fiber communities are exploring a Community App as a way to showcase city destinations, events, businesses, messages and EDA opportunities. The Blandin Grant would pay half of the cost and the city would pay \$1,500.00 for the set up and \$400.00 annually beginning in 2017. Nothing has been budgeted but it was mentioned during budget workshops. Landaas asked if we could partner with Sibley East's technology department. Member Uecker stated it really is not that time consuming to update.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE COMMUNITY APP AS PRESENTED. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.D. Community Wi-Fi Hotspots – Kevin McCann, City Administrator

McCann explained this is the other piece that would tie to the Community App, again this was talked about briefly in the budget workshops, to create a vibrant downtown and park, to promote festivals and events, places to eat and shop. The community Wi-Fi hotspot allows people to join the network and quickly see events, businesses and what's available to them. It would also provide a method to deliver the community mobile app. It is a way to promote ourselves, market ourselves and the businesses. The total cost is \$14,800.00. Again the Blandin Grant would pay for half of this and the city would pay the other half.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE COMMUNITY WI-FI HOTSPOTS AS PRESENTED. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED TO CLOSE THE REGULAR MEETING. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was closed at 8:29 p.m.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED TO OPEN THE CLOSED MEETING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The closed meeting was opened at 8:30 p.m.

11. Other

- 11.A. **CLOSED MEETING** – According to Minn. Stat. § 13D.05, subd. 3(a), A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

11.A.i. Annual City Administrator Performance Evaluation

Council reviewed with City Administrator Kevin McCann, his performance evaluation.

COUNCIL CONSENSUS WAS TO CLOSE THE CLOSED MEETING. The closed meeting was closed at 9:29 p.m.

COUNCIL CONSENSUS WAS TO OPEN THE REGULAR MEETING. The meeting was opened at 9:29 p.m.

12. Upcoming Meetings and Events

- 12.A. Monday, February 8th – 5:30 – EDA
- 12.B. Wednesday, February 10th – 5:30 – P&Z
- 12.C. Wednesday, February 10th – 6:30 – HPC
- 12.D. Monday, February 15th – CITY OFFICES CLOSED
- 12.E. Wednesday, February 17th – 6:30 – Council
- 12.F. Monday, February 29th – 7:00 – Fire Department Meeting
- 12.G. Wednesday, March 2nd – Council
- 12.H. Monday, March 7th – 6:30 – Ambulance Department Meeting
- 12.I. Wednesday, March 9th – 5:30 – P&Z
- 12.J. Wednesday, March 9th – 6:30 – HPC
- 12.K. Monday, March 14th – 5:30 – EDA
- 12.L. Wednesday, March 16th – 5:30 – Council

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL CONSENSUS WAS TO ADJOURN. The meeting was adjourned at 9:30 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor