



CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES
Wednesday, March 2, 2016
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure, and Muchow
Members Absent: Uecker
Staff Present: Officer Ben Nelson; Gaylord Police; Roxanne Beraneh, Schauer Law Office; Kevin McCann, City Administrator and Lori Doering, Secretary/UtilityBilling/Payroll Clerk
Visitors Present: Dianna Karau; 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 3-2-16 Agenda

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE MARCH 2, 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 commented on the newsletter. She wanted the council to consider being forward thinking since she feels printing is becoming obsolete. They should consider technology verses print for the newsletter. She also asked if council considered how much time it would take for staff to run this type of folding machine.

4.B. Council Members

Mayor Boeder attended a joint meeting with the Gaylord and Winthrop EDA. They did a walking tour of the RS Fiber building. They discussed the medical school and doing some collaborating, overall the meeting was very positive and they hope to do it again in about three months. He also attended a delegation meeting in Hutchinson. They discussed LGA cuts and some of the cities that are not receiving LGA at all. They discussed trying to get more LGA for the cities.

5. * Consent Agenda

COUNCIL MEMBER LOSURE 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.

5.B. Minutes

5.B.i. February 17, 2016 – Regular City Council Meeting

- 5.C. Accounts Payable
 - 5.D. Resolutions and Ordinances
 - 5.D.i. Ordinance 327 – Compost Site – SECOND READING AND ADOPTION
 - 5.E. Reports of Officers, Boards, and Commissions
 - 5.E.i. None
 - 5.F. Other
 - 5.F.i. Library Board Appointment – Andrea Nelson
 - 5.F.ii. Community Engagement Task Force Members
 - 5.F.iii. Digital Town Agreement
 - 5.F.iv. Sibley County Library System – Annual Rate Agreement
 - 5.F.v. Water Tower Site Agreement
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6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. FYSC – March Newsletter

8. Department and Committee Reports and Action Items

- 8.A. Administration Department – Kevin McCann, City Administrator

- 8.A.i. Building Inspector Contract Renewal

McCann and the Mayor met with the Darin Haslip of 101 Development Resources and discussed the services rendered in 2015. There were a few issues but overall felt things were going good so they are recommending another one year contract. Darin did prepare the new contract but had a couple changes. One would be a retainer fee which would be for nuisance calls and work without a permit calls or meeting ahead of time with people or contractors before a project begins. The other change would be to remove attendance to council meetings as the retainer fee would include Darin attending council meetings as required.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE ONE YEAR CONTRACT WITH THE BUILDING INSPECTOR, WITH THE REMOVAL OF GETTING PAID FOR COUNCIL MEETING ATTANDANCE. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 8.A.ii. January Budget Report

McCann stated the report was in the packet for reference purposes, there is only one month on the report and so far things are looking fine. McCann also stated that under the Fire Department it shows a zero balance in their budget, as we rolled it completely into their operating budget which is 255. They prefer to see their revenue verses their expenses very easily.

- 8.A.iii. Consider Revised 2016 Fee Schedule

McCann explained some changes that were discussed in the past regarding the parking fines and composting. For the police they included an impound fee for a private site and a city site. The composting fee would be \$200.00 per contractor and then some misc fee changes to DVD & VHS copies. McCann also stated per Lannoye, council should approve it as an Ordinance rather than a Resolution. Member Landaas questioned the towing to city or private site and why wouldn't we just tow

everything to the city site, and is their liability for the city. Member Landaas said he has no problem with the fee schedule but that we should look into the city impound further.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE ORDINANCE 329 AND THE FIRST READING. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. Unfinished Business

9.A. Consider Full Bill Sheet and Newsletter Folding Equipment – Kevin McCann, City Administrator

McCann reviewed the different options with the folding/inserting machine quotes that were obtained by staff. American Mailing was slightly higher than Mantronics but American Mailings service contracts were cheaper. McCann stated the survey that was conducted last summer resulted in residents asking for a paper newsletter. After some discussion,

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE PURCHASE OF THE FOLDER/INSERTER MACHINE FROM AMERICAN MAILING FOR \$13,895.00 PLUS TAX AND ALSO ADD THE ANNUAL SERVICE AGREEMENT OF \$990.00. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B. Consider Budget and RFP for Gaylord Marketing and Branding Initiative – Kevin McCann, City Administrator

McCann, Klimmek, Newsom and Cindy Grams met with some different consultants to see what other cities are doing and most are working with consultants who have experience in this area. It is strongly recommended to have a healthy budget of \$40,000.00. McCann stated the Chamber recently met and has committed \$16,000.00 over five years and the EDA may have some money that they could put towards this and the city currently has \$5,000.00 set aside for it. Member Landaas asked if we have trademarked our logo and if not we should look into it. McCann stated we could take the funds out of the general fund and pay ourselves back over time.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE \$40,000.00 BUDGET FOR THE R.F.P. AND TO BEGIN THE BRANDING INITIATIVE. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A. Consider Special Event Permit for Pub Putt – Kevin McCann, City Administrator

McCann reviewed with council some of the issues that happened last year for this event. Chief Padilla has been meeting with all of the bar owners of the event and they plan to change where they drop off the attendees, using the alleys instead of Main Street. The other suggestion is to pay for the additional expense of having an officer present at \$30.00 per hour.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLEMINCK SECONDED, TO APPROVE THE SPECIAL EVENTS PERMIT. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. Other

11.A.i. None

12. Upcoming Meetings and Events

- 12.A. Monday, March 7th – 6:30 – Ambulance Department Meeting
- 12.B. Wednesday, March 9th – 5:30 – P&Z
- 12.C. Wednesday, March 9th – 6:30 – HPC
- 12.D. Monday, March 14th – 5:30 – EDA
- 12.E. Tuesday, March 15th – 6:30 – Council Workshop
- 12.F. Wednesday, March 16th – 5:30 – Council
- 12.G. Thursday, March 17th – 8:30 AM – Coffee with the Mayor, Prairie House
- 12.H. Saturday, March 19th – Easter Egg Hunt
- 12.I. Monday, March 28th – 7:00 – Fire Department Meeting
- 12.J. Friday, April 1st – Baseball Fish Fry

Member Landaas asked if the city should have a policy regarding drones. Officer Nelson was instructed to have Chief Padilla look into what other cities are doing and bring it back to a future council meeting.

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:12 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor