



**CITY OF GAYLORD  
CITY COUNCIL SPECIAL WORKSHOP**

Tuesday, March 15, 2016  
6:30 P.M., City Hall

**Members Present:** Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Muchow  
**Members Absent:** Member Uecker  
**Staff Present:** Kevin McCann, City Administrator; Amy Newsom, EDA Director; Ty Reimers, City Services Manager; Mark Kuphal  
**Visitors Present:** Justin Black – SEH, Alex Goede – SEH, Avery Grochow, Chuck Klimmek, EDA President, Phil Keithahn, Diana Karua

1. Call meeting to Order – Mayor Don Boeder  
Pursuant to due call and notice thereof, the workshop of the City Council was called to order by Mayor Boeder at 6:30 p.m.

2. Discussion Items:

**A. Future Street Project Needs**

Justin Black and Alex Goede of SEH led the discussion on future street project needs and presented the Council with the street project priorities for the City of Gaylord. Black reported that 13 projects have been completed since 1996 with 9 of them being since 2007 for a total of \$20 million in improvements. The goal of the City is to identify a plan for future projects. SEH identified 21 project areas/17 blocks of new streets totaling \$23 million. Initial projects are in the \$1.5 to \$2 million price range. Black stated that the City's financial advisor said that was affordable for the City. Some of the top projects are on 10<sup>th</sup> Street from Lincoln to North Ave. and the second half from Lincoln Ave. south to Main Ave. Another top priority was Harvey Drive because of the new elementary school and possibility of increased economic development opportunities. When deciding which projects to take on, the City will want to maintain their 18% debt ratio to receive reasonable interest rates. Consensus of the Council is to hold a public meeting/open house event to discuss all projects. Black will lead the open house and with the feedback/comment cards from the open house. Black will come back to Council with the highest priority street projects based on comments and then the City can move forward with the priorities. McCann also recommended discussing the frontage road at the open house. Black will show the plans for the frontage road at the open house.

**B. Future Space Needs**

Reimers reported on the space needs of city services. Reimers reported that there was a space needs study done several years ago showing that they would need an 80 x 120 shop to put everything in. Right now, city services facilities are spread all over town; Reimers does not have actual office space. Reimers stated that right now they have the street department shop, the library garage, the rented space, and the space out by the compost site which is not in very good shape; they could use the shop they have for cold storage, but eventually they will need something more. Landaas also stated that the City also rents the Senior Citizen Building and that everything is very fractured right now. Landaas questioned if we could do some consolidation of space and departments. Mayor Boeder stated that everyone is in agreement that we have space issues. Muchow stated that it would be nice to have a plan by the end of the year. Mayor Boeder stated that the City will have to figure something out or it will never happen. Reimers requested that wherever the new facility is make sure you plan for expansion 10-15 years down the road. Keithahn recommended that Council review the capital improvement plan and have a task force work on the project. Keithahn recommended that it go to the financial advisory committee and citizens' advisory committee. Staff should also be included as part of the recommendations.

**C. Future Staffing Needs**

McCann stated that the EDA position was budgeted this year as a full-time position. Would like to see that position running the farmer's market and more Chamber related tasks in the future. McCann stated that it is hard to get volunteers; staff will have to help out more. McCann compared that pay with other cities in greater Minnesota and found the pay to be in the \$50,000 to \$60,000 range. McCann also surveyed 39 cities under 5,000. Average population was 2,600 with average 4.5 staff members. McCann stated that LeSueur has 7 people in the office, Arlington has 4 and they contract staff for Planning and Zoning and EDA. Consensus of the Council that it was something that needed to be

planned for, ideally next year, right now just increase a little as needed to show a commitment. Landaas stated that there has to be clear job descriptions, plans, and priorities, specific initiatives with measurable outcomes. The personnel committee can put the objectives together and will look at other cities. McCann recommended to be careful with too constrained of a job description. Staff can have talents that were not part of their job description.

4. Open Discussion by the Council

Ty Reimers has been working on a new City website. McCann stated that he and the Mayor attended a Lake Titlow meeting, they did not learn any new information. Keithahn stated that the medical school group still has a lot of work to do. The school building will cost the City a significant amount. Renovation costs will be \$15 million, housing costs will be another \$25 million. Keithahn thinks it will have an increased market value of \$50 million to the City. Keithahn stated that the return on investment is 2-2.5%. The ability to do street improvements will happen faster. Still waiting on the medical school group to submit the pre-accreditation application packet. McCann asked what the City can do to help the medical school move forward. Keithahn said there would be things for City volunteers to do soon.

5. Closing Remarks – Mayor Don Boeder

Boeder stated that there was a lot of information tonight and it was all good information.

The workshop was adjourned at 8:00 p.m.

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Kevin McCann  
City Administrator

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Don Boeder  
Mayor