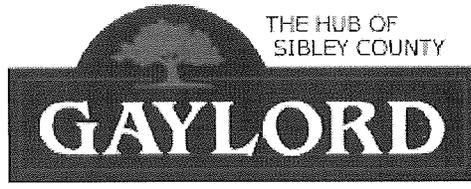


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CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING MINUTES
Wednesday, April 20, 2016
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Uecker and Muchow
Members Absent: None
Staff Present: Chief Tony Padilla; Gaylord Police; Kevin McCann, City Administrator and Lori Doering, Secretary/Utility Billing/Payroll Clerk
Visitors Present: Justin Black and Allie Jurvelin, SEH; Avery Grochow; Chuck Klimmek; Phil Keithahn; 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 4-20-16 Agenda**
Mayor Boeder explained that 8Bi will be pulled or tabled. A complaint has come in and it needs to be reviewed by the personnel committee and then the item will be on the next City Council Agenda. McCann also stated that Toby Brummer will not be here tonight to give an update on the RS Fiber project but he did provide a memo that is in the council packet for review.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE APRIL 20, 2016 AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. **Comments, Updates, Concerns**
 - 4.A. Citizens – Dianna Karau stated she was concerned about 8Bi being pulled. Mayor Boeder asked that she save her comments about it until it is on our next council agenda. Karau also wanted to speak about item 10A. She attended a recent EDA meeting where the Housing Task Force was dissolved and a Gaylord Community Development Team was brought forward by Mr. Keithahn and it is being considered by the council tonight. Karau believes Mr. Keithahn is only looking for support tonight, but is concerned that city officials are being asked to participate in their official capacity. She also believes that it creates a very blurred line on what is considered public information and what is considered private information. Karau also reviewed with council several questions that she had referenced in her memo, which she had distributed to Council and Mr. Klimmek and Mr. Keithahn.
 - 4.B. Council Members - None

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5. *** Consent Agenda**
Mayor Boeder wanted to bring council’s attention to 5E5, the resignation of Amy Newsom from The Heritage Preservation Commission. He hates to see her leave this commission but time constraints has made it necessary to do so. He also pointed out she was responsible for getting Gaylord approved as a certified local government.

COUNCIL MEMBER UECKER 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. April 6, 2016 – Regular City Council Meeting

- 5.B. Accounts Payable

- 5.C. Resolutions and Ordinances
- 5.C.i. Resolution 2016-05 – Approving CUP for Antiques Sales in R-1 District
- 5.C.ii. Resolution 2016-05 – Approving CUP for Daycare Facility in R-1 District

- 5.D. Reports of Officers, Boards, and Commissions
- 5.D.i. Park Board Minutes – March 21, 2016
- 5.D.ii. Planning and Zoning Minutes – March 9, 2016

- 5.E. Other
- 5.E.i. Professional Service Agreement – Tax Assessment
- 5.E.ii. Independent Contractor Agreement – Newsletter & Promotional Materials Production
- 5.E.iii. Lawful Gambling Permit – Gaylord Fire Relief Association
- 5.E.iv. Special Event Permit – May 4th – Chamber of Commerce
- 5.E.v. Resignation of Amy Newsom from the Gaylord Heritage Preservation Commission

6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. RS Fiber Update – Toby Brummer, General Manager
- 7.B. Certified Local Government
- 7.C. Sibley Serve – Friday May 27th

8. Department and Committee Reports and Action Items

- 8.A. Police – Tony Padilla, Police Chief
 - 8.A.i. 2016 First Quarter Report

Padilla reviewed the number of calls for the first quarter. January had 699, February had 572 and March had 534. They have a lot more pro-active checks this year for the apartments, parks and the assistance with human services. Officer Soucy has his last training event with Padilla on Monday. Some of the first quarter events they have participated in are the Pub Putt, an Active Shooter Training at the school and Department qualification on handgun, rifle and shotgun. Padilla also spoke about one of their traffic stops where they found meth and illegal prescription pills. The vehicle was forfeited and this is typically how they get their forfeited vehicles. The next item was parking tickets; 82 tickets were issued. Equipment purchases included new tasers, office equipment. He stated the new squad has been fitted with a K9 cage, K9 fan, lights and is nearly 100% functional, they only have a few more things to tweak but it is being used.

8.A.ii. Consider Purchase of Police Evidence Lockers

Padilla explained what he would like to do at this point is to table the evidence lockers as they are waiting on another bid from a carpenter and they need to get a refrigerator to hold kits inside as well as a safe, so he would rather consolidate all the items and bring it back to council for approval.

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

8.B.i. Consider Revised Job Description and Increase in Hours – Economic Development Director

This item was pulled from the agenda.

8.B.ii. Consider Amended First Reading of Ordinance 329 – Revised Fee Schedule

McCann explained this item keeps coming back on the agenda because we keep changing different fees. He stated now everything should be up to date and it includes the changes to the garbage and recycling rates of \$.50 cents per service.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED, TO WAIVE THE FIRST READING OF ORDINANCE NUMBER 329. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.B.iii. Municipalities Meeting – Thursday, June 23rd – Gaylord

McCann stated the Municipalities Meeting will be on Thursday June 23, 2016 at EJ's Bar and Grill instead of the Gaylord Legion Club as they will be having their blood drive that day.

McCann also updated council regarding the comp plan. We have our committee formed and the consultant would like to discuss some things with the council. McCann asked if council wanted to do a special workshop or have it as part of a council meeting or to have a short council meeting and meet after. He stated the preferred night is May 18, 2016. Council consensus was to have a short meeting and meet with Hoisington Koegler Group after.

9. Unfinished Business

9.A. Discussion Regarding Harvey Dr. Project – Justin Black, SEH

Black informed council that given the time line of the opening of the new school, it is important to get things started with the extension of Harvey Drive. There are a few things that need to be done before bid opening can begin. Engineering services for preliminary design and a feasibility report would need to be considered before moving forward. They also would provide cost estimating, conduct a public hearing for assessments and make sure the extension coincides with further development of Harvey Drive. The second phase would be developing the bid documents. Mayor Boeder asked if we could have an alternative as to where Harvey Drive connects with Highway 5 and or the frontage road.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE FEASABILITY REPORT AND PLANNING. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAE MINCK SECONDED, TO APPROVE RESOLUTION NUMBER 2016-07, ORDERING PREPARATION OF REPORT ON IMPROVEMENT. WITH ALL COUNCIL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Black also introduced Allie Jurvelin who is a graduate engineer who will be helping with this project.

- 9.B. Discussion Regarding Future Street Project Plan Next Steps – Justin Black, SEH
Black explained that future street projects were outlined at a past council workshop and the first project is the extension of Harvey Drive. The subsequent projects would be number two and three which is 10th Street. An open house was held recently that was attended by approximately fifteen people. They did receive some feedback but most of the discussion was about the frontage road which is project number 19, 20 and 21 on the list. Black feels the next step is to post this on the city website to get more feedback on the list of street projects and their order, or the council could move forward with the list as is. Black does suggest that council re-visits the list every five years to see if their importance has changed. Muchow agreed showing an alternate with the frontage road would be a good thing.

10. New Business

- 10.A. Discussion Regarding Gaylord Community Development Team – Phil Keithahn, Citizen
Keithahn explained that what is being presented tonight is the result of trying to come up with the best use of community and city resources for future economic development in the City of Gaylord such as business, housing or anything that could create jobs. This all stems back to the Minnesota Design Team visit back in 2007 and 2008. After that visit, the implementation team came up with the recommendation for a volunteer led effort to lead future development in Gaylord. That involved setting up a Community Development Team and sub groups of people who were passionate about moving things forward. In 2009 while Keithahn was chair of the MN Design Team Task Force, a template was designed for any future project or group that would be working on a project of who needed to be informed who needed to be involved. The task force has since been disbanded due to no funds being available until the street project was completed. At that time Keithahn, Klimmek and McCann put together the Capital Improvement planning process, which included the establishment of both the Citizens Advisory and the Financial Advisory Committees. Keithahn has been part of the Financial Advisory Committee ever since. The idea was that it was a way to gather community input and support for various city projects so the responsibility for looking for opportunities for Gaylord did not rest solely on the City Council and city staff, but was broadly shared by the citizens of Gaylord. Recently Keithahn has been approached by several citizens asking what the potential impact of the Medical School coming to Gaylord and how do we assemble the resources in Gaylord to prepare for that. He dug out the template that was already established and looked at it to see what we could do and to work through a process. Keithahn indicated that City Attorney Lannoye sent out an email relative to the language used to describe the leadership on the Community Development Team which was volunteers from Gaylord. After the email, Keithahn did some research on conflict of interest and what constitutes a public meeting and he realized that instead of calling the Mayor, the City Council President and the EDA Director Ex-Officio, we should call them a Liaison.
What the council has in front of them is a four step process that when ideas or potential businesses come to Gaylord, that it comes before city council when City Council or EDA or Planning and Zoning when action is needed. This Team does not prevent, restrict or limit in anyway any individual or business owner or developer from coming to the city directly. The intent of the team is to provide volunteers who are donating their time and talent on behalf of the city to help do the leg work; to try to bring something to the city council when you need to make a decision or you need to act on something. Keithahn discussed the role of the project advisor, that they are an advisor and do not have authority and is not a voter. McCann asked if the Community Development Team would have their own financial resources. Keithahn answered no not at this time. In the future maybe an area foundation could be created similar to Nicollet. Landaas felt it was important to point out that the Community Development Team proposal is not in any way funded by the city financially. Devlaeminck asked Keithahn to explain the conflict of interest section. McCann asked how they would get the word out. Keithahn explained the city can promote this however they see fit; Keithahn said he will probably have this on his bank's website and the volunteers will be reaching out to potential developers as well. The Mayor stated this group is volunteers, going out on their own to drum up new business, housing, developers. When they find something, they bring it to the city and then the open meeting laws apply. We are not going to act on this, we are only going to give them a head nod and say great job, and that's it, they are not tied to the city. The Mayor feels this is good as council and staff do not have the time or resources to do this. Karau stated she is not necessarily against what Mr. Keithahn is proposing but had concerns and her primary reason for preparing her memo was the connection that this particular project has with the item that was tabled tonight.

11. Other

11.A.i. None

12. Upcoming Meetings and Events

- 12.A. Thursday, April 21st – 3 PM – Coffee with the Mayor – Prairie House
- 12.B. Monday, April 25th – 7:00 – Fire Department Meeting
- 12.C. Monday, May 2nd – 6:30 – Ambulance Meeting
- 12.D. Wednesday, May 4th – 6:30 – Council
- 12.D. Monday, May 9th – 5:30 – EDA – City Hall
- 12.E. Wednesday, May 11th – 5:30 – P&Z – City Hall
- 12.F. Wednesday, May 11th – 6:30 – HPC – Library
- 12.G. Monday, May 16th – 7:00 – Park Board – Library
- 12.H. Wednesday, May 18th – 6:30 – Council – City Hall
- 12.I. Monday, May 30th – Memorial Day – CITY HALL CLOSED
- 12.J. Tuesday, May 31st – 7:00 – FD – Fire Hall
- 12.K. Wednesday, June 1st – 6:30 – Council – City Hall
- 12.L. Monday, June 6th – 6:30 – Ambulance Meeting

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:25 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor