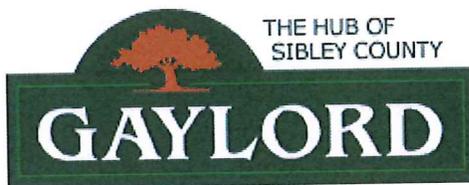


5.A.
i.



CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING
Wednesday, May 4, 2016
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Muchow and Uecker
Members Absent: None
Staff Present: Don Lannoye, Schauer Law Office; Kevin McCann, City Administrator; Ty Reimers, City Services Manager; Dan Reich, Ambulance Service President; and Lori Waltz, Accountant/Clerk
Visitors Present: Laura Hacker, Sibley County Assessor; and Kelly Carson, Sibley County Appraiser I; Dianna Karau, Phillipp Keithahn, Chuck Klimmek, EDA President; Justin Black, SEH; 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 5-4-16 Agenda

McCann explained that item 5.E.i. - Temporary Liquor License - Chamber of Commerce will need to be removed from the Consent Agenda, also item 8.C.iv. – Consider Revised Job Description and Increase in Hours – Economic Development Director needs to be removed from the agenda and the Council will now need to be discussing the resignation of Amy Newsom, The Economic Development Director and item 9.B. – Discussion Regarding solar Garden Subscription Options will need to be removed from the agenda.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE AMENDED MAY 4, 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

Chuck Klimmek – EDA President; stated that he has a prior commitment and will be unable to stay for the whole meeting. He would like to say that he endorses McCann’s suggestion to have a joint discussion between the EDA and the City Council to discuss the future of the Economic Development Director position.

Dianna Karau – would like to discuss the logo for the new water tower. Karau feels that the Council should wait to put the logo on the water tower until after the branding process is completed.

Karau stated that she is concerned and disappointed that the Council put the branding process on hold. Karau stated that she doesn’t think that the Council should put all their eggs in the Medical School basket.

Karau stated that she is saddened to see a valuable employee like Amy Newsom turn in her resignation.

Karau stated that she would like to see if there will be an economic impact by setting up a TIF District for the Medical School. She would also like to see the impact of previous TIF Districts.

4.B. Council Members - None

5. * Consent Agenda

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER 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 20, 2016 – Regular City Council Meeting

 - 5.B. Accounts Payable

 - 5.C. Resolutions and Ordinances
 - 5.C.i. Ordinance 329 – Revised Fee Schedule – Second Reading & Adoption
 - 5.C.ii. Ordinance 329 – Summary Publication
 - 5.C.iii. Resolution 2016-07 – Approving Election Judges and Alternates

 - 5.D. Reports of Officers, Boards, and Commissions
 - 5.D.i. Heritage Preservation Commission Minutes – February 24, 2016
 - 5.D.ii. Library Board Minutes – March 7, 2016

 - 5.E. Other
 - 5.E.ii. Contract for Refuse Service Addendum
 - 5.E.iii. Approve Insurance Service Company Contract Renewal for 2016-2017
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6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

- 7.A. SMIF – April Newsletter
- 7.B. FYSC – May Newsletter

8. Department and Committee Reports and Action Items

- 8.A. Assessor – Laura Hacker, Sibley County Assessor & Kelly Carson, Appraiser I
- 8.A.i. Annual Sales and Evaluations Report
Hacker thanked the Council for the opportunity to work with them. Hacker introduced Kelly Carson, who is a new appraiser with Sibley County. Carson reviewed the report that she handed out to the Council. Carson explained the first sheet, shows assessment value changes for 2016, which have decreased by 5%. The second sheet, shows the sales for the City of Gaylord. Hacker explained that the County made the decision to decrease the value by 5% due to sales trends.
- 8.A.ii. 2016 Open Book Meeting Report
Hacker stated that the Open Book Meeting went very good, only one (1) resident called in to appeal. The resident called to cancel prior to their appointment, but wanted to state that the taxes are too high.
- 8.B. Ambulance Department – Dan Reich, Ambulance President
- 8.B.i. Quarterly Update
Reich reported that the ambulance has billed out \$114,992. Reich stated that this is a 13% increase over the same period in 2015. Reich stated that the 2016 YTD expenses are within the budget. Reich reported that there have been 107 emergency calls to date. Reich stated that there is a slight

delay in the delivery of the new ambulance, it should be here approximately mid to late May. Reich explained that the ambulance service has received their LUCAS device and have placed it into service. The LUCAS device can be applied to a patient to provide manual chest compressions in a cardiac arrest event. The LUCAS device was provided through the Helmsley Foundation. Reich explained that the ambulance service is currently examining the potential benefits of collaborating with Ridgeview's biomedical department to service the AED's, monitors and suction units. Reich explained that the new training standards have recently been adopted by the MNEMSRB in regard to EMTs license renewal which has forced the service to adapt their training curriculum. Reich reported that currently there are nineteen (19) members and the two (2) newest members have completed their training and are now taking shifts. Reich explained that the ambulance service would still like to add one (1) or two (2) more members before the end of the year. Reich reported that the paramedic is managing the ambulance service, preparing and teaching in-service training, updating the Standard Operating Procedures, reviewing previous runs with members and entering run reports on the next day that he works. Reich reported McCann and himself met with Darrel from Ridgeview to discuss continuing the paramedic position for next year at a rate of \$42.14/hour for 36 hours a week, plus \$3/hour for the vehicle. Reich stated that this would be a change in the new budget of \$4,530.24. Reich would like the Council to consider renewing the contract with Ridgeview for a paramedic for 36 hours/week for 2017.

Council Members authorized McCann to work with the ambulance service and Ridgeview Medical Center to research what would be needed to apply for a Part-Time ALS License for the department.

- 8.B.ii. Consider Changes to Policy Number 2900 – Ambulance Pay
Reich explained that the changes that are being requested is to add in language for an EMR for Holiday hourly pay and also to pay the CPR Training Instructor \$25.00 per hour.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED TO APPROVE THE CHANGES TO POLICY NUMBER 2900 – AMBULANCE PAY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

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

- 8.C.i. March Budget Report
McCann reported that the expenses and revenues are on a good pace so far.

- 8.C.ii. Discussion Regarding City of Gaylord Logo
McCann explained that the reason that the logo is up for discussion, is that Reimers was struggling to make the current city logo work while he was trying to setup the new website. McCann stated that several cities have done changes to their logos. McCann explained that staff is looking for direction from Council regarding the logo.

Boeder stated that he is not ready for this logo to be changed, there would be too many additional expenses that will need to be included if the logo is changed, entrance signs, shirts, etc. Council consensus is that they like Reimer's logo, but would like to see this have more community input.

McCann explained that to implement a new logo, the City could implement the change in phases.

Council consensus is to table this item for now.

8.C.iii. Consider Flag Pole Holders

McCann explained that the City overlooked purchasing flag pole brackets when the new light poles were purchased. McCann stated that Reimers has been working with the light pole company and the estimated costs of placing the flag pole brackets on all the street poles in the downtown area is \$4,000.

Landaas stated that he remembers that during the light pole discussions that it was discussed as part of the project.

McCann explained that the Chamber of Commerce paid for banners and brackets and Christmas Decorations this year, but feels that the flag pole brackets were a responsibility of the City.

Black explained that the flag pole brackets and banners were intentionally left off of the project in the hope that a community group would purchase them.

Muchow inquired if the flag pole brackets could be a change order as part of the project.

Black said that he would check into this with contingency dollars.

Boeder suggested that maybe the Legion would be willing to purchase the flag pole brackets with money from their gambling fund. Boeder suggested that Muchow talk with the gambling manager of the Legion to see if they would be interested in this suggestion.

8.C.iv. Consider Revised Job Description and Increase in Hours – Economic Development Director – PENDING PERSONNEL COMMITTEE MEETING

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED ACCEPTING THE RESIGNATION OF AMY NEWSOM, EDA DIRECTOR. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

McCann suggested that the Council and the EDA have a joint meeting to discuss the future of this position. McCann stated that he will be sending out an email with possible dates for a joint meeting.

9. **Unfinished Business**

9.A. Consider Water Tower Paint Options – Justin Black, SEH

Black explained that the water tower is a \$1.4 million project. Black stated that there will be some additional costs from Xcel for temporary lines during the removal of the old water tower. Black reported that he had received an email from the contractor, stating that they will be starting prep work for painting about mid to late May. Black explained that the tower demolition will be done after the new tower has been painted and operational. Black showed the council a couple of different paint options for the new tower, one would be having a darker color on the bowl of the tower to mask the look of the mold.

Boeder stated that the City could pressure wash the bowl of the tower a few times for the cost of the additional paint color.

Uecker questioned if the City owns the stencil of the logo. Black said that the City does own the logo.

Council consensus was to leave the tower paint as originally proposed.

9.B. Discussion Regarding Solar Garden Subscription Options – Jake Wanek, MN Community Solar
This item was removed from the agenda.

10. **New Business**

10.A. None

11. **Other**
11.A.i.

TIF

Muchow stated that there has been a lot of good that has been done with TIF money in the community.

Karau reported that she has done some research with the State Auditor's Office and there were some TIF funds that were spent inappropriately before 2005.

Boeder stated that since 2005 TIF funds have been administered properly.

12. **Upcoming Meetings and Events**

- 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. Thursday, May 19th – 8:30 AM – Coffee with the Mayor – Prairie House
- 12.J. Monday, May 30th – Memorial Day – CITY HALL CLOSED
- 12.K. Tuesday, May 31st – 7:00 – FD – Fire Hall
- 12.L. Wednesday, June 1st – 6:30 – Council – City Hall
- 12.M. Monday, June 6th – 6:30 – Ambulance Meeting
- 12.N. Monday, June 13th – 5:30 – EDA

13. **Adjournment of Regular Meeting**

There being no further business to come before the City Council. COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:22 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor