



S.A.  
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**CITY OF GAYLORD  
REGULAR CITY COUNCIL MEETING AGENDA**

Wednesday, June 1, 2016

6:30 P.M., City Hall

**Members Present:** Mayor Boeder and Members DeVlaeminck, Landaas, Ueker, and Muchow  
**Members Absent:** Losure  
**Staff Present:** Officer Ben Nelson, Gaylord Police; Don Lannoye, Schauer Law Office; Ty Reimers, City Services Manager; Kevin McCann, City Administrator; Ivan Martinez, City Intern  
**Visitors Present:** Dianna Karau; Jake Wanek, MN Community Solar; Justin Horstman, Top Notch Const; Dale Johnson, Park Board; Delaine Ellseth, GAAC Manager; Margi Swanson, Trail Committee; Phil Keithahn

**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 6-1-16 Agenda**

Council member Muchow would like to add item 10.B. - Discussion of buying flag brackets for flags on new street lights.

COUNCIL MEMBER DEVLAEMINCK MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE AMENDED JUNE 1ST, 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 EDA director position which the City still holds vacant. Karau Expressed concern over sharing a director with the City of Arlington. Also, commented where the money for the City whistle would be budgeted from, and where the funds would come from. Karau commented that she believes that her Facebook profile picture does not violate any social media rights. Mayor Boeder iterated that the City would has a strict non-bias on any political campaigning either off or online. Karau discussed that she wanted to file a grievance. Boeder directed her to work with staff to file the grievance.

**4.B. Council Members**

Mayor Boeder expressed that the Meadow Wood project with the foxes are going forward now, after some one-on-one discussions.

**5. \* Consent Agenda**

COUNCIL MEMBER DEVLAEMINCK MOVED, COUNCIL MEMBER LANDAAS 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. May 9, 2016 – Workshop Meeting
    - 5.A.ii. May 18, 2016 – Regular City Council 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. Park Board Minutes – April 25, 2016
    - 5.D.ii. Trail Committee Minutes – May 25, 2016
  
  - 5.E. Other
    - 5.E.i. MN Historical Society 4<sup>th</sup> St. Historical Survey Grant Agreement
    - 5.E.ii. Special Events Permit – Music on Main – Wednesdays 3:30-7:00 PM – 6/1-8/31
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**6. Public Hearings – 7:00 PM**

- 6.A. None

**7. Communications, Requests, and Petitions**

- 7.A. None

**8. Department and Committee Reports and Action Items**

- 8.A. Trail Committee – Margi Swanson, Chair
  - 8.A.i. Annual Update (PRESENTED AT MEETING)  
Ms. Swanson discussed the approval of the Safe Route to School Program. The City and school need to have information in by June 30<sup>th</sup> 2017 and a letter of intent in August. Swanson stated that in 2018 they would be eligible to receive money from grant. Expressed that if 10<sup>th</sup> St. is done in 2018, they could also seek grant for the trail on 10<sup>th</sup> as well. The committee is looking for aid on what grants are out there. She mentioned that a Boy Scout is interested in working on Dakota Trail in order to become an Eagle Scout. She announced that on June 13<sup>th</sup> at 3:00PM they will be digging around trees to put mulch around them, they are seeking volunteers. They are also requesting gravel on Lake Titlow Trail if money is available. Also requested less mowing done for more natural grasses to grow.
  
- 8.B. Building Inspector – Darin Haslip, 101 Development Resources
  - 8.B.i. Annual Update (PRESENTED AT MEETING)  
Haslip expressed that everything with the department is going well. There are no major complaints. Haslip commented that anyone can feel free to call him if need be. He doesn't have office hours, but has been having one-on-ones with those citizens that he gets in contact with.
  
- 8.C. City Services Department– Ty Reimers, City Services Manager
  - 8.C.i. Quarterly Update (PRESENTED AT MEETING)  
Manholes on 10<sup>th</sup> St. have been raised so there will be no more problems. Reimers stated that the Gaylord website has been active as of May 9<sup>th</sup> has been receiving about 92 visitors a day. Reimers changes the news daily to keep fresh alerts. Expressed that the YouTube channel is up and running. Ty explained that he made an agreement to have a drone view of the pool and parks at no fee. Reimers commented that patching, sealing, curb striping, and mowing have or will begin

soon. He stated that the pool was up and running. He described that the compost cite was going well. Also noted that the new water tower would be done sometime in mid-July, and the old water tower would be taken down in August. He stated that that the noon whistle was planned to get moved to the old water tower site. Ty will have Mark get background on what to know before moving whistle.

8.C.ii. Consider GAAC Play Features - Delaine Elseth, Aquatic Center General Manager  
Elseth commented that they will begin to start selling passes on Monday June 6<sup>th</sup> at the pool but not online. Next Wednesday, June 8<sup>th</sup> is opening day. Play features to be added but they have to be inflatable because there is not enough space. The pool staff was asking Council approve the amount of \$9,760.00 for play features. The money would be coming out of donation funds from GAAC. Features would be in two weeks after order.

COUNCIL MEMBER DEVLAE MINCK MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE AND ACCEPT THE \$9,760.00(COMING FROM DONATION FUNDS) FOR PLAY FEATURES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.iii. Consider Noon Whistle - mentioned in 8.C.i

8.D. Planning and Zoning Department – Kevin McCann, City Administrator

8.D.i. 2015 Annual Report

McCann stated that the Heritage Preservation Commission (HPC) will work with a consultant in 2016 on reviewing history of downtown buildings, and determine the historic district of the City. Also mentioned, the amount of permits such as zoning, rezoning, variance, conditional, building, and sign permits. Planning and zoning worked on concern over the junk properties on the east side of town. Planning and zoning also worked on updates about working with the school.

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

8.E.i. April Budget Report

McCann described the expenditures and revenues through the end of April.

8.E.ii. Citizen Concern Log

McCann explained one concern over Police Department coming in.

8.E.iii. Economic Development Director Vacancy Update – PRESENTED AT MEETING

McCann mentioned that there have been four applications for the vacant spot. Also stated that he has been in contact with Rich Almich from Le Sueur to help with the department. He mentioned that Mr. Almich is asking for about \$35,000 a year.

8.E.iv. Discussion Regarding Professional Services Evaluations for 2016

McCann explained that the City has not had RFP's conducted on engineers or auditors and was wondering if the Council wanted to include the attorney. Council discussed that RFP's demonstrate transparency. Also mentioned that the City should compare rates of service and insurance broker rates from other cities.

8.E.v. Update Regarding Joshua Colona Water Bill for the Henke Building

McCann expressed that he had spoken with Mr. Colona and he was reluctant to pay any amount toward the sum pump. Council established that check or no check on sum pump notices were not given in a timely matter so the fees may be forgiven.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE AND ACCEPT THE TO FORGIVE FEES FOR SUM PUMP CHARGES MINUS THE FILING FEES, THE MOTION CARRIED.

8.E.vi. Discussion Regarding Nuisance Tour of Town

Police Department wanted to cite nuisances in the different areas of town. They are asking for council to renew properties before moving forward.

8.E.vii. International City/County Management Association Credentialed Manager  
McCann expressed that he has received the ICMA management accreditation. He is one of 43 credential managers in Minnesota.

8.E.viii. Sibley County Municipalities Association Meeting  
McCann noted that he has people that want to go to the meeting but he is looking for others to go.

8.F. EDA – Kevin McCann, City Administrator

8.F.i. Consider Sign and Awning Program Funding Request

The EDA was seeking \$10,000 from the City's General Fund to go toward the Sign and Awning program. Council wanted to continue the program.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE UP TO \$10,000 AS AN AS NEED BASIS WITH APPROVAL FROM EDA FIRST. THEREAFTER, MAKE THE TRANSFER WITHIN ACCOUNTS (#101 TO #500) AS IN RESOLUTION – 2016-10. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

## 9. Unfinished Business

9.A. Discussion Regarding Solar Garden Subscription Options – Jake Wanek, MN Community Solar

Wanek presented information in regards to the savings that the City would have if they were to agree to the 25-year contract with MN Community Solar. Described that the panels have a 25 year guarantee and were tier 1 rated. Council expressed concern about the contract and wanted their legal department to look at it before any agreement was signed. Wanek mentioned that the City of Hector may have their project up and running by this year. Wanek Also mentioned that they do not get money out of the agreement unless the project works out. Others have already agreed to the solar garden program such as Catholic Deices, Minnetonka, and Clarkfield. This is all with the assumption of 2% increase which is very conservative. He also stated that there is an 18-20 yr. pay off.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE RESERVATION AGREEMENT ON LEGAL COUNCIL WHO WILL REVIEW LANGUAGE BEFORE FINAL SIGNITURE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

## 10. New Business

10.A. Discussion Regarding Former Junk Yard Property – Justin Horstman, Top Notch Const.  
Horstman is an interested buyer in the former junk yard. He expressed that the junk yard is an eye sore to the City. He is looking to construct a building in a couple of years. He has the equipment as well as the connections in the garbage business to get the lot clean. Council wants to make a formal agreement for construction and have the legal department handle the contract. City attorney and Mr. Horstman will get together to fill out the paperwork.

10.B. Discussion Regarding Flag Brackets - Council Member Muchow  
Council members had been approached by citizens about having flags on the new street lights in time for the Fourth of July. The Fire Relief Association has expressed interest in helping. McCann noted that 39 flag brackets would be a total of \$4,100. The council also said we should continue to seek donations.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE AMOUNT OF \$4,100 FOR THE 39 FLAG BRACKETS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

## 11. Other

11.A.i. Discussion Regarding Old Hardware Store - Don Boeder, Mayor

Mayor Boeder brought up for discussion on the condition of the old hardware store building and what the City can do legally. Boeder stated that there has been much discussion about renovation for years, but nothing has been done. Lannoye said the

City go with a criminal route such as a nuisance or ordinance violations. The City could also obtain legal action to fix the building and then bill the owner afterwards. The City could also declare it a public safety hazard in order to have it torn down. Council expressed that there has to be some pressure on the owner. Attorney will work with Darren Haslip in order to investigate the building to see what can be done.

**12. Upcoming Meetings and Events**

- 12.A. Monday, June 6<sup>th</sup> – 6:30 – Ambulance Meeting
- 12.B. Wednesday, June 8<sup>th</sup> – 5:30 – P&Z Meeting – City Hall
- 12.C. Wednesday, June 8<sup>th</sup> – 6:30 – HPC Meeting – Library
- 12.D. Monday, June 13<sup>th</sup> – 5:30 – EDA – City Hall
- 12.E. Wednesday, June 15<sup>th</sup> – Council Meeting – City Hall
- 12.F. Monday, June 20<sup>th</sup> – 7:00 – Park Board – Library
- 12.G. Thursday, June 23<sup>rd</sup> – Sibley County Municipalities Meeting – EJ’s
- 12.H. Monday, July 4<sup>th</sup> – Fourth of July – CITY OFFICES CLOSED
- 12.I. Wednesday, July 6<sup>th</sup> – NO COUNCIL MEETING
- 12.J. Monday, July 11<sup>th</sup> – 5:30 – EDA – City Hall
- 12.D. Wednesday, July 13<sup>th</sup> – P&Z Meeting – City Hall
- 12.E. Wednesday, July 13<sup>th</sup> – 6:30 – HPC Meeting – Library
- 12.F. Wednesday, July 20<sup>th</sup> – Council Meeting – City Hall

**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 8:15 p.m.

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Kevin McCann  
City Administrator

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Don Boeder  
Mayor