



S.A.
1.

CITY OF GAYLORD
REGULAR CITY COUNCIL MEETING
Wednesday, June 15, 2016
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Muchow and Uecker
Members Absent: None
Staff Present: Roxanne Beranek, Schauer Law Office; Kevin McCann, City Administrator; Dean Schons, Fire Chief; and Lori Waltz, Accountant/Clerk
Visitors Present: Avery Grochow, Dave Laabs, Alissa Blaha, Southern MN Initiative Foundation; Dianna Karau, Phillip Keithahn, 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 6-15-16 Agenda

Boeder stated that he would like to remove item 5.E.ii. – Independent Contractor-Amy Newsom from the Consent Agenda for discussion at a future council meeting with more information provided. Boeder also noted that item 8.B. – Library Department was removed from the agenda, as Kranz was unable to attend for health reasons. Boeder removed 8.D. – Park Board – Chad DeVlaeminck, as this item has been resolved.

McCann would like to add 10.C. – Consider and Accepting his resignation.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE THE AMENDED JUNE 15TH, 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

Dave Laabs stated that he brought in two (2) tree branches, because he is concerned about the effects on his trees from the spraying that the City does for weeds. Laabs stated that the leaves on two (2) of his trees have wilted and so have a couple of the trees in the storm water pond area.

Boeder thanked Laabs for bringing this item to the Council's attention and asked Laabs to keep an eye on the damaged trees, and if they do not come back next year, to let staff know.

4.B. Council Members

McCann reported that the flag brackets are ordered for the street light poles and the donation request letters have been sent to the Gaylord Fire Department Relief Association and the Game Protective League (GPL). Boeder stated that he would make a presentation to the GPL. McCann stated that the Relief Association will be meeting in a couple of weeks and will discuss the request then.

5. * Consent Agenda

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE AMENDED CONSENT AGENDA, WHICH INCLUDED THE FOLLOWING ITEMS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

- 5.A. Minutes
 - 5.A.i. June 1, 2016 – Regular City Council Meeting
 - 5.A.ii. June 7, 2016 – Nuisance Tour Workshop
- 5.B. Accounts Payable
- 5.C. Resolutions and Ordinances
 - 5.C.i. Resolution 2016-12 – Approving Front Yard Variance
 - 5.C.ii. Resolution 2016-13 – Approving Front Yard Variance
- 5.D. Reports of Officers, Boards, and Commissions
 - 5.D.i. Planning and Zoning Minutes – May 11, 2016
 - 5.D.ii. Park Board Minutes – May 16, 2016
- 5.E. Other
 - 5.E.i. Second Quarter Utility List to Certify
 - 5.E.ii. ~~Independent Contractor – Amy Newsom – Digital Town Website Maintenance –~~ Removed
 - 5.E.iii. Exempt Gambling Permit – American Legion – Bingo – Misc. Dates
 - 5.E.iv. Temporary Liquor License – Chamber – August 13th
 - 5.E.v. Special Event Permit – Don Swenson – Auction/Vehicles on Street ROW – 7/5 – 7/25
 - 5.E.vi. Special Event Permit – Immanuel Lutheran Church – Family Night in Park – 6/30
 - 5.E.vii. Special Event Permit – Immanuel Lutheran Church – Block of High Ave – 6/26
 - 5.E.viii. Special Event Permit – Samantha Nutter – Wedding – 6/18

6. Public Hearings – 7:00 PM

- 6.A. None

7. Communications, Requests, and Petitions

7.A. Southern Minnesota Initiative Foundation Report – Alissa Blaha, Development Coordinator
Blaha gave an update on the Southern Minnesota Initiative Foundation report. Blaha explained that the Foundation currently is working on Economic Development Support, Early Childhood Support and Community Development Support. Blaha explained that some of the communities developed community foundations where donations can be used for help with schools; Winthrop used their grant for the lighting of their water tower. Gaylord and communities of Sibley County received a grant for Business retention and recruitment.
There were no additional questions from the Council.

8. Department and Committee Reports and Action Items

- 8.A. Fire Department – Dean Schons, Chief

- 8.A.i. Quarterly Update (PRESENTED AT MEETING)

Schons reported that there have been seventeen (17) calls to date, last year at this time; they had twenty-five (25). Schons reported that their big call this year was in New Auburn, providing aid and tankers of water. Schons explained that on May 28th, the old grass rig had a fire, which damaged the wiring. Schons reported that he has contacted the insurance company and the adjuster has been out to look at the grass rig. Schons stated that the grass rig is currently at Wolf Motors getting repaired. Schons reported that the new grass rig is in service and the staff has been trained on it. Schons stated that the Fire Department is planning on selling the old grass rig as soon as it is repaired; they currently have a couple of interested parties. Schons reported that a new power washer has been installed and is being used to wash the trucks instead of using a garden hose. Schons explained that the power washer was paid for through donations.

Schons stated that he is currently working on applying for non-matching grants.

Schons stated that there are currently twenty-six (26) firemen after adding three (3) new members who have all been trained.

Schons reported that the air conditioning at the Fire Hall is not working. Schons stated that he has had B&R look at it and the compressor is shot. Schons noted that the A/C unit is twenty-one (21) years old. Schons explained that B&R has

estimated that it will cost approximately \$3,000 to replace the A/C unit, \$5,500 to replace the A/C & furnace unit and \$6,000 to replace the A/C and upgrade the furnace unit to a 90% efficiency unit.

Boeder asked Schons to obtain bids and deliver them to McCann as soon as possible and the Council will hold a special meeting to discuss the bids.

8.B. Library Department – Barb Kranz, Librarian

8.B.i. Quarterly Update (PRESENTED AT MEETING)

This item was removed from the agenda.

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

8.C.i. Consider Ordinance No. 331 – Amending B-2 Zoning District to Include Storage Buildings as a Conditional Use

McCann reported that the Planning and Zoning Commission had met last week and discussed Ordinance No. 331 – amending the B-2 Zoning District to allow storage as conditional uses. Planning and Zoning recommend the amendment.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO WAIVE THE FIRST READING OF ORDINANCE NO. 331 – AMENDING B-2 ZONING DISTRICT TO INCLUDE STORAGE BUILDINGS AS A CONDITIONAL USE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.C.ii. Consider Ordinance No. 332 – Opting out of Temporary Dwelling Legislation

McCann reviewed Ordinance No. 332 for Council stating that the Planning and Zoning Commission reviewed new legislation that allows people to bring in transitional housing to care for a family member. This means that a camper could be moved onto a property for someone to live in while they recover so the family can keep a close eye on them without living in the house. McCann stated that Planning and Zoning recommends opting out of this legislation by adopting ordinance number 332.

COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO WAIVE THE FIRST READING OF ORDINANCE NO. 332 – OPTING OUT OF TEMPORARY DWELLING LEGISLATION. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.D. Park Board – Chad DeVlaeminck

8.D.i. Discussion Regarding DigitalTown Services at the Gaylord Area Aquatic Center

This item was removed from the agenda.

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

8.E.i. Economic Development Director Vacancy Update

McCann explained that he has received eight (8) applications for the position. McCann stated at the EDA meeting on Monday night, the EDA suggested forming a sub-committee consisting of a couple of council members and a couple of EDA members to review the applications that have been received.

McCann stated that another alternative would be to hire the recently retired LeSueur City Administrator, Rick Almich for 800 hours at a rate of \$50/hr with no travel time or mileage charged.

Boeder stated that he felt that this item and 10.C. are inter-twined.

8.E.ii. Update Regarding Professional Services Evaluations for 2016

McCann reported that he sent an email through the City Administrator list serve to cities, with populations under 5,000 as to what they paid for their attorney and Health Insurance Broker. McCann said that the average was \$32,000 per year for their City Attorney. McCann reported that the City of Gaylord pays \$24,000 per year to Schauer Law Office. McCann stated that he feels that what the City pays to Schauer Law Office is within the average.

McCann explained that the comments he received on the Health Care Broker, McCann said the fees are all about the same and a lot of it depends on the service that the City receives and the city's relationship with the broker.

Council consensus was that they were happy with the current City Attorney and Health Care Broker.

8.E.iii. 2015 Administration Department Annual Report – Ivan Martinez, Intern
Martinez explained that this year’s report is longer than last years, because he has added some additional graphs. Martinez reviewed some of the changes that he has done to the budget. Martinez stated that he has updated the information with current dollar amounts. Martinez reported that the City’s Facebook page has grown from 438 “likes” at the end of 2014 to 815 “likes” at the end of 2015. Martinez explained that the surveys that he is currently working on will be able to be tracked in this report. Martinez stated that he only received 18 surveys back to the Street Project Survey. He will try to obtain more completed surveys. Martinez explained that the second survey that he is working on tracks performance measures.

Council said that the surveys looked good.

McCann explained that this is the first year of the City using a performance budget.

Council suggested having the surveys available at the Music on Main events.

8.E.iv. Miscellaneous Updates

McCann stated that staff climbed the downtown water tower to try to obtain the make/model of the siren, but couldn’t find any. Staff was told that the siren most likely weighed 300 pounds.

9. **Unfinished Business**

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

9.A.i. Presentation of Feasibility Report

Black presented the Feasibility Report for the Harvey Drive Project to the Council. Black explained that the project consists of new street construction along the east side of the proposed elementary school, connecting to Lincoln Avenue on the north side at the current intersection with Harvey Drive. The street will be constructed with two driving lanes and two parking lanes. Black explained that a 5-foot wide concrete sidewalk is proposed for the west side of Harvey Drive, connecting the bituminous trail to the north parking lot. Black explained that the storm sewer system will be oversized to handle future development. Black explained that there are a few trees along Lincoln Avenue that will need to be removed. Black explained that the estimated project cost is \$549,000, with almost 87% of the cost assessed to Sibley East School and Dean Messner. Black suggested that Council defer the Messner assessment until the property is developed. Black explained that a Public Hearing will need to be held and is scheduled for July 6th, 2016. Black stated that the bid opening is scheduled for September 1st and hoping to start construction in September 2016 with final completion June 2017.

McCann stated that a special meeting will need to be held on July 6th, since there isn’t another meeting until July 20th.

Uecker stated that she would not be able to attend the July 6th special meeting.

9.A.ii. Consider Resolution 2016-14 – Receiving Report and Calling Hearing

Council noted the change of Glencoe to Gaylord on the proposed resolution.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE RESOLUTION 2016-14 – RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B. Consider Assessment Waiver Agreement with Justin Horstman for the Former Junkyard Property – Don Lannoye, City Attorney

Beranek asked that Council moved this item to a future meeting when Lannoye can attend.

9.C. Social Media Censoring Grievance – Diana Karau, Citizen

Karau explained that she doesn’t post on Facebook sites on a regular basis. Karau stated that she doesn’t believe that her Facebook picture doesn’t count as a service or a good. Karau stated that she respects the City’s position, but she doesn’t feel that she is violating the City’s Social Media Policy.

Boeder explained that the City doesn’t endorse any political campaigns, they need to remain neutral. Boeder stated that if Karau changed her profile picture and took her campaign photo off, there would be no issue.

Landaas explained that it might not have been your intent to violate the Social Media Policy of the City, but that was the perception.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO DENY THE GRIEVANCE REQUEST. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. **New Business**

10.A. Consider 2016 Crack Sealing and Seal Coating Project Authorization – Justin Black, SEH
Black explained that SEH met with City Staff to discuss Crack Sealing and Seal Coat Projects. Black explained that the city needs to be vigilant with maintenance to help extend the life of the streets. Black estimated that the seal coat project will cost \$49,985.

McCann stated that the City has \$58,000 in the budget for seal coating and crack sealing.

Black stated that he hopes to be able to present bids for the seal coating and crack sealing at the July 6th, 2016 Council Meeting.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO AUTHORIZE STAFF TO OBTAIN BIDS FOR SEAL COATING AND CRACK SEALING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.B. Consider Gaylord Sign Donation on North Side of Town – Avery Grochow
Grochow stated that he would be interested in donating a 4' x 8' Welcome to Gaylord metal sign for the North side of Gaylord.

Boeder stated that he feels that the old Gaylord sign that had been damaged can be repaired. Boeder would like to see this sign refurbished. Boeder inquired if Grochow would be interested in heading up a committee to obtain donations for the brick for the new sign on the north end of town.

Grochow said that he will start working on possible donations for the masonry work for the Gaylord sign.

Council thanked Grochow for volunteering.

10.C. Consider McCann's Resignation and Transition Plan
McCann stated that he is resigning effective July 15th, 2016 to take a position with the City of North Mankato as their Finance Director. McCann thanked the Council and staff for all of their help over the years.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO ACCEPT THE RESIGNATION OF KEVIN MCCANN AS OF JULY 15TH, 2016 WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Boeder stated that he has talked with McCann and he is willing to help after July 15th if needed. McCann stated that he has done some research regarding the transition period in between Administrators. McCann explained that there are a couple of options. One of the options is to appoint Lori Waltz as Acting City Administrator, another option is to hire an interim administrator, possibly Rick Almich, a retired City Administrator from LeSueur at an hourly rate of \$60 or start the hiring process for a new administrator and work with a recruiting firm.

Boeder suggested a workshop early next week to discuss this item.

Council consensus was Tuesday at 6:30 pm.

Uecker inquired who Almich was.

McCann explained that Almich is a retired City Administrator who is currently available and was his mentor.

11. **Other**

11.A.i. None

12. **Upcoming Meetings and Events**

- 12.A. Monday, June 20th – 7:00 – Park Board – Library
- 12.B. Thursday, June 23rd – Sibley County Municipalities Meeting – EJ's
- 12.C. Monday, July 4th – Fourth of July – CITY OFFICES CLOSED
- 12.D. Tuesday, July 5th – 6:30 – Ambulance Meeting
- 12.E. Wednesday, July 6th – 6:30 – Special Council Meeting/Public Hearing
- 12.F. Monday, July 11th – 5:30 – EDA – City Hall

- 12.G. Wednesday, July 13th – 5:30 – P&Z Meeting – City Hall
- 12.H. Monday, July 18th – 7:00 – Park Board – Library
- 12.I. Wednesday, July 20th – 6:30 – Council Meeting – City Hall
- 12.J. Thursday, July 21st – Employee Appreciation Party
- 12.K. Wednesday, July 27th – 6:30 – HPC Meeting – Library
- 12.L. Monday, August 1st – 6:30 – Ambulance Meeting
- 12.M. Wednesday, August 3rd – 6:30 – Council Meeting – City Hall
- 12.N. Monday, August 8th – 5:30 – EDA – City Hall
- 12.O. Wednesday, August 10th – 5:30 – P&Z Meeting – City Hall
- 12.P. August 11th -13th – EGGstravaganza
- 12.Q. Wednesday, August 17th – 6:30 – Council Meeting – City Hall

13. **Adjournment of Regular Meeting**

There being no further business to come before the City Council. COUNCIL MEMBER UECKER MOVED, COUNCIL MEMBER LOSURE SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:50 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor