



**CITY OF GAYLORD
SPECIAL CITY COUNCIL MEETING AGENDA**

Wednesday, July 6, 2016
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members DeVlaeminck, Landaas, Losure, and Muchow
Members Absent: Uecker
Staff Present: Kevin McCann, City Administrator; Rick Almich, Interim City Administrator; Ivan Martinez, City Intern; Ty Reimers, City Services Manager and Lori Doering, Secretary/Utility Billing/Payroll Clerk
Visitors Present: Justin Black SEH; Avery Grochow, Sibley Surveyors; Chuck Klimmek; Phil Keithahn; Dianna Karau; Duane Messner; Carl Wetzel and Lisa Uecker, 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 7-6-16 Agenda

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE THE JULY 6, 2016, 2016 AGENDA WITH NO CHANGES. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. Comments, Updates, Concerns

4.A. Citizens

Dianna Karau read a statement and wanted to thank McCann for his 8.5 years of service to the City of Gaylord. She highlighted some of his accomplishments over his tenure here.

4.B. Council Members

Mayor Boeder stated he received an email from Mark Erickson regarding the City of Excellence Award Gaylord received due to the RS Fiber Project and that Senator Amy Klobachar will attend a meeting at the Innovation Center in Winthrop on Friday July 8th, 2016 to speak about the project.

McCann stated the Comp Plan meeting was held at the Gaylord Legion last night in conjunction with ProGrowth Banks Customer Appreciation Night. Surveys were given to the residents in attendance and between twenty and thirty surveys were filled out that night with more to come in. The consultants will compile the results to include in the development of the Comp Plan. There will be an online survey that residents can fill out and Ivan Martinez is translating the survey into Spanish also.

5. * Consent Agenda

COUNCIL MEMBER LOSURE 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. June 15, 2016 – Regular City Council Meeting
- 5.A.ii. June 21, 2016 – Special Workshop
- 5.A.iii. June 21, 2016 – Special City Council Meeting

- 5.B. Accounts Payable – NONE

 - 5.C. Resolutions and Ordinances
 - 5.C.i. Resolution 2016-11 – Approving Additional Election Judges
 - 5.C.ii. Ordinance 331 – Amending B-2 Conditional Uses – Second Reading and Adoption
 - 5.C.iii. Ordinance 332 – Opting out of MS 462.3593 (Healthcare Dwelling) – Second Reading and Adoption

 - 5.D. Reports of Officers, Boards, and Commissions
 - 5.D.i. EDA Minutes – May 9, 2016
 - 5.D.ii. Heritage Preservation Commission Minutes – May 25, 2016 & June 22, 2016
 - 5.D.iii. Personnel Committee Minutes – May 2, 2016

 - 5.E. Other
 - 5.E.i. Special Event Permit – Mark Thoele – Wedding at Park – 8/6/16
 - 5.E.ii. Special Event Permit – Shantie Khayoum – Wedding at home on Jefferson Ave.– 9/1-9/3
 - 5.E.iii. Special Event Permit – Shantie Khayoum – Land Helicopter on City-owned Meadow Wood Property – 9/2
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6. Public Hearings – 7:00 PM

- 6.A. Harvey Dr. Street and Utility Project – Justin Black, SEH
Black gave an overview of the Harvey Drive Street and Utility Project. The street will end in a cul-de-sac. Some water and sewer utility work will be done on the north end for future development and expansion to the east. They will be constructing a left and right turn lanes for traffic on the north end. They will also be constructing some sidewalks from the trail on both sides. Black reviewed some possible future extensions of Harvey Drive. Black then reviewed both the project costs totaling \$549,000.00 and project financing with 86.5 % of the project being assessed to the school and the adjacent property owner. They are recommending that the assessment for the Messner property be deferred, meaning the assessment would not be paid until the property is developed, which has been the city’s past practice. Black then reviewed the proposed schedule for the project with going out for bids in late July, opening the bids in mid August, awarding bids in late August, assessment hearing in late September, construction to begin in September and a final completion date of June of 2017. McCann stated that he and Almich will be meeting with George Eilertson regarding funding of the project. The Public Hearing was closed at 7:10 p.m.

7. Communications, Requests, and Petitions

- 7.A. Xcel Utility Rate Increase Notice
- 7.B. Mediacom Notice
- 7.C. State Demographer 2015 Population Estimates

8. Department and Committee Reports and Action Items

- 8.A. Administration Department – Kevin McCann, City Administrator
 - 8.A.i. Citizen Engagement Task Force Report – Ivan Martinez, Intern
The Task Force has met over several months and Martinez gave an update on the report that was compiled. He reviewed the mission and goals of the Task Force. He gave a project history of the past four months. The Task Force developed a SWOT analysis to understand Gaylord’s strengths, weakness, opportunities and threats are. They also developed an engagement matrix that presents what issues are to be decided by Council only or through various engagement avenues such as Facebook/Social Media, mailed notice/utility bill, open house or public hearings. The Task Force was able to identify nine recommendations for the Council that Martinez reviewed. McCann thanked Martinez, council members and task force members who were involved.

 - 8.A.ii. City Administrator Vacancy Update – Rick Almich, Interim City Administrator
Almich introduced himself to council and gave council some background on himself. Almich gave an update on the recruitment process; the process could take four to five months or longer to find the right full time city administrator. He

reviewed a timetable with Council, late August review applications received to date, mid September submit to council ten candidates or less who meet the minimum requirements for the position and council would select up to five or six finalists to be considered. In early October finalist would visit the community for orientation, interaction and interviews and council would select the top candidates for the position and authorize Almich to negotiate terms and conditions of an employment agreement with the new Administrator to begin in early November. Almich reviewed the position description with council and the consensus was to remove number seven and number twenty eight and to change the minimum requirements for previous administrative experience to three years previous administrative experience. Almich also reviewed the recruitment profile with council. Almich would like to access the Minnesota Council of Governments for help with documents from time to time during this process. They will help for a small fee. Council felt comfortable authorizing Almich up to \$1,000.00 for support from the Minnesota Council of Governments. Phil Keithahn stated he felt this document had no pizzazz and it should highlight the city's accomplishments and promote the city more. Almich would like to put ads out in about one week's time.

8.A.iii. Consider Amendment to Section 3.5 of the Personnel Policy – Footwear

McCann explained that part of the recent OSHA audit, it was recommended to have a footwear policy in place to prevent any OSHA claims. Landaas asked if the city would be paying for a portion of the footwear. McCann stated we already do for the PD, up to \$400.00 per year and so we should also for the City Services Department as well. Lannoye questioned the language in the last paragraph in the policy, McCann stated it should say all departments and will make the change.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO AMEND SECTION 3.5 OF THE POLICY FOR FOOTWEAR WITH THE CORRECTION BY THE CITY ATTORNEY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

8.A.iv. Consider Amendment to the Capital Improvement Plan Policy – reducing capital project from \$25,000 to \$10,000

McCann explained that the auditors recommend some changes to the Capital Improvement Plan Policy. They recommend reducing what is defined as a capital improvement item from \$25,000.00 to \$10,000.00.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO AMEND THE CAPITAL IMPROVEMENT PLAN POLICY, REDUCING THE CAPITAL PROJECT FROM \$25,000.00 TO \$10,000.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9. Unfinished Business

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

9.A.i. Consider Resolution 2016-15 – Ordering Improvement and Preparation of Plans

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE RESOLUTION NUMBER 2016-15 ORDERING IMPROVEMENT AND PREPERATION OF PLANS. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.A.ii. Consider Retaining SEH for Final Design, Bidding, and Assessment Services

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO CONSIDER RETAINING SEH FOR FINAL DESIGN, BIDDING, AND ASSESSMENT SERVICES FOR \$18,600.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.B. Consider 2016 Crack Sealing and Seal Coating Bids – Justin Black, SEH

Black explained that three quotes were received for crack sealing. The quotes ranged from a high of \$3.07 per pound to a low of \$1.75 per pound, up to \$8,000.00. The low quote was submitted by Lawrence Shreffler out of Watkins, MN. Black also explained that four quotes were received for seal coating. The quotes ranged from a high of \$56,947.75 to a low of \$38,540.00. The engineer's estimate was \$49,185.00. The low quote was submitted by Astech Corp. of St. Cloud.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEINCK SECONDED, TO APPROVE THE LOW QUOTE FROM LAWRENCE SHREFFLER FOR CRACK SEALING AT \$1.75 PER POUND. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE LOW QUOTE FROM ASTECH CORP. FOR SEAL COATING FOR \$38,540.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

9.C. Consider Water Tower Pay Application #8 – Justin Black, SEH

Black stated the outline of the logo is on the tower now and painting is nearly complete. The next step will be disinfection of the tower and then filling of the tower with water and doing some testing to make sure everything is on line. Once that is completed, the contractor will immobilize for demolition. Black said they informed the contractor of the Eggstravaganza schedule so that the demolition does not interfere with Egg Days. The contractor did say demolition would only take one day to complete.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE PAYMENT APPLICATION NUMBER EIGHT TOTALING \$258,090.29 FOR THE WATER TOWER PROJECT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

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

Lanoyee explained that Mr. Horstman expressed interest in purchasing the old junkyard property and cleaning up the site and constructing a 40 X 60 shed on the property. Mr. Horstman came before the City Council to request that the City waive the outstanding assessments against the property so he could do what he is proposing for the site. Lannoye stated council wanted something in writing and he proposed an assessment waiver agreement that outlines a timeline and the proposed building along with waiving the outstanding assessments of \$7,640.40 plus outstanding utility bills from 2016. If council agrees, Mr. Horstman will purchase the property within ninety days, clean up the property within two hundred ten days and build a shed within two years of the date of the agreement. The plans and specifications of the building will be approved by the council. If Mr. Horstman fails to comply with any terms of this agreement he will pay back the waived assessments and the amount would be due within thirty days of receiving written notice that he is in violation. He also would pay any fees that are incurred. Mr. Horstman has read the agreement and is fine with the language.

COUNCIL MEMBER DEVLAE MINCK MOVED, COUNCIL MEMBER MUCHOW SECONDED, TO APPROVE THE ASSESSMENT WAIVER AGREEMENT ON THE JUNKYARD PROPERTY WITH JUSTIN HORSTMAN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10. New Business

10.A. None

11. Other

11.A.i. None

Duane Messner explained to council that he has been on the Baseball Association for many years and he would like to ask council if there was any money in the Sign & Awning Program to put an awning on the Baseball Concession Stand. Mayor Boeder explained that this is actually an EDA program so he will need to go in front of the EDA for this. Muchow felt the funds would not come through the EDA but rather through the City and that Duane should get some quotes and work with the City Administrator on this. Mr. Messner stated he would come to the next EDA meeting.

12. Upcoming Meetings and Events

- 12.A. Monday, July 11th – 5:30 – EDA – City Hall
- 12.B. Wednesday, July 13th – 5:30 – P&Z Meeting – City Hall
- 12.C. Monday, July 18th – 7:00 – Park Board – Library
- 12.D. Wednesday, July 20th – 6:30 – Council Meeting – City Hall
- 12.E. Thursday, July 21st – Employee Appreciation Party
- 12.F. Wednesday, July 27th – 6:30 – HPC Meeting – Library
- 12.G. Monday, August 1st – 6:30 – Ambulance Meeting
- 12.H. Wednesday, August 3rd – 6:30 – Council Meeting – City Hall
- 12.I. Monday, August 8th – 5:30 – EDA – City Hall
- 12.J. Wednesday, August 10th – 5:30 – P&Z Meeting – City Hall
- 12.K. August 11th -13th – EGGstravaganza
- 12.L. Wednesday, August 17th – 6:30 – Council Meeting – City Hall
- 12.M. Monday, August 22nd – 7:00 – Park Board – Library
- 12.N. Wednesday, August 24th – 6:30 – HPC Meeting – Library
- 12.O. Monday, September 5th – LABOR DAY – CITY OFFICES CLOSED
- 12.P. Wednesday, September 7th – 6:30 – Council Meeting – City Hall

13. Adjournment of Regular Meeting

There being no further business to come before the City Council. COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:35 p.m.

Kevin McCann
City Administrator

Don Boeder
Mayor