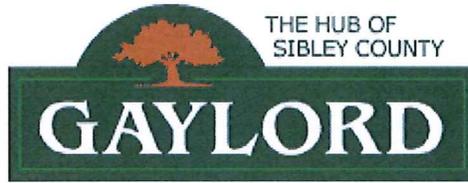


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**CITY OF GAYLORD  
REGULAR CITY COUNCIL MEETING  
Wednesday, July 20, 2016  
6:30 P.M., City Hall**

**Members Present:** Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Muchow and Uecker  
**Members Absent:** None  
**Staff Present:** Don Lannoye, Schauer Law Office; Rick Almich, Interim City Administrator; Ivan Martinez, Intern and Lori Waltz, Accountant/Clerk  
**Visitors Present:** Phillip Keithahn, Justin Black, SEH; Amy Wilde, Candidate for District 18 State Senate 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**  
COUNCIL MEMBER DEVLAE MINCK MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE JULY 20<sup>TH</sup>, 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 - None  
 4.B. Council Members - None

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5. **\* Consent Agenda**  
COUNCIL MEMBER LANDAAS 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. July 6, 2016 – Regular City Council Meeting
  - 5.B. Accounts Payable
  - 5.C. Resolutions and Ordinances
  - 5.D. Reports of Officers, Boards, and Commissions
    - 5.D.i. Economic Development Authority – June 13, 2016 Meeting Minutes
    - 5.D.ii. Library Advisory Board – May 2, 2016 Meeting Minutes
    - 5.D.iii. Planning Commission – July 13, 2016 Meeting Minutes

5.E. Other

5.E.i. Status of Comprehensive Plan Update Project (Jeff Miller, HKGi)

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6. Public Hearings – 7:00 PM

6.A. None

7. Communications, Requests, and Petitions

7.A. Philip Keithahn, Chairman and CEO- ProGrowth Bank – Requesting an Approval of a Resolution/Motion Expressing the City Council’s Support for the Establishment of the Minnesota College of Osteopathic Medicine (MNCOM) Within the City of Gaylord

Keithahn gave an update on the status of the Medical School, and will provide a handout at the end of the meeting. Keithahn explained that MNCOM is planning to submit the Feasibility Study this summer. Keithahn stated that MNCOM is planning on finalizing the Investor Group this summer. Once the Feasibility Report is accepted, the members of COCA will want to schedule a visit to Gaylord to meet with the Council and to visit the facility. Keithahn stated that the next 6 – 9 months is very critical for pre-accreditation status. Keithahn stated that MNCOM is hoping for Provisional Accreditation status in 2017 – 2018. Keithahn stated that the targeted 1<sup>st</sup> day of school for students is August 1<sup>st</sup>, 2018. Keithahn explained that the current Option and Sale Agreement expires on September 1<sup>st</sup>, 2016 and would like to request that the Council extend the agreement until September 1<sup>st</sup>, 2017. Keithahn stated that he would like to recommend that the City start the process to obtain the Phase I Environmental Assessment for the building. Keithahn reported that MNCOM will definitely want the land where the bus garage is. Keithahn explained that MNCOM may want early access to the playground between the school and the courthouse in order to begin construction on a parking garage and the student dorms. Keithahn explained that MNCOM would like to use TIF dollars for the \$15 – 20 million renovation costs for the school building. Keithahn stated that a Letter of Support from the Mayor and the City of Gaylord would be helpful for the COCA application. Keithahn stated that MNCOM would like to have continued conversations and assistance from the City over the next two (2) years as the plans are finalized and presented to the City Council, EDA and Planning and Zoning Commission.

Keithahn stated that Dr. Jay Sexter and Tony Danza would like to extend an invitation to at least two (2) members of the City Council for a Medical School tour in New York in Mid-August. Keithahn stated that the cost would be approximately \$1,000 per person. Keithahn stated that it might be helpful for the City to see a Medical School in operation.

Keithahn explained that Sue Keithahn, who is working with the Community Development Team would like to present a formal proposal to the City Council at the August 3<sup>rd</sup> meeting.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO APPROVE A MOTION IN SUPPORT OF THE MINNESOTA COLLEGE OF OSTEOPATHIC MEDICINE. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Boeder asked Almich to research the financing of sending a few people to look at the medical school in New York. Boeder suggested possibly using the \$10,000 from the purchase agreement money.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER DEVLAEMINCK SECONDED, TO EXTEND THE OPTION TO PURCHASE THE SIBLEY EAST SCHOOL FOR ONE (1) YEAR TO SEPTEMBER 1<sup>ST</sup>, 2017. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

Lannoye stated that he would work on the paperwork for the extension of the purchase option.

Lannoye explained that the motion of support that was made by the Council also included the Letter of Support by the Mayor.

- 7.B. Douglas Nesvig, Attorney at Law – Requesting Approval of a Quit Claim Deed and the Exchange of Said Deed Between the Current Owners of Two (2) Adjoining Properties (Trenton D. Tuchenhagen and Laura M. Tuchenhagen and the City of Gaylord)

Lannoye explained that the property adjacent to and west of the City Cemetery is being sold and the title insurance company would like a better legal description. Lannoye explained that there would be no expense to the City and that he requests that the council authorize him to prepare a Quit Claim Deed.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO AUTHORIZE THE CITY ATTORNEY TO PREPARE A QUIT CLAIM DEED AT NO EXPENSE TO THE CITY. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

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

- 8.A. Interim City Administrator – Update on City Administrator Search  
Almich reported that he has posted the City Administrator job opening on the League of MN Cities website at no cost and also on the International Managers Association website at a cost of \$450 for 60 days. Almich stated that he has also contacted several schools with Public Administration programs to see if there is any interest. Almich reported that he has already received a few applications.

Almich reported that staff has been very supportive.

9. **Unfinished Business**

- 9.A. None

10. **New Business**

- 10.A. Harvey Drive Street and Utility Improvement Project (Phase I) – Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids – Justin Black, City Engineer

Black explained that the scope of the Harvey Drive Street and Utility Improvement Project has not changed. Black explained that some easements are required for the cul de sac since Harvey Drive will not be a thru street. Black explained that a 15' x 20' easement on both sides of the cul de sac is needed. Black reported that the estimated project cost is \$550,000. Black reported that August 18<sup>th</sup> is scheduled for the bid opening, and a special meeting would be needed to approve the bids on August 23<sup>rd</sup> at 7pm.

Boeder asked that Almich schedule the special meeting.

Council consensus is to hire Sibley Surveyors to work on the easements for Harvey Drive.

11. **Other**

- 11.A. Amy Wilde for District 18 State Senate  
Wilde thanked the Council for allowing her to speak tonight. Wilde handed out her contact information to the Council and explained that she is very interested in local government and has been endorsed by the DFL Party. Wilde stated that she is interested in sustainable energy and rural access to high speed internet.

12. **Upcoming Meetings and Events**

- 12.A. Thursday, July 21<sup>st</sup> – Employee Appreciation Part  
12.B. Wednesday, July 27<sup>th</sup> – 6:30 – HPC Meeting – Library  
12.C. Monday, August 1<sup>st</sup> – 6:30 – Ambulance Meeting  
12.D. Wednesday, August 3<sup>rd</sup> – 6:30 – Council Meeting – City Hall  
12.E. Monday, August 8<sup>th</sup> – 5:30 – EDA – City Hall

- 12.F. Wednesday, August 10<sup>th</sup> – 5:30 – P&Z Meeting – City Hall
- 12.G. August 11<sup>th</sup> -13<sup>th</sup> – EGGstravaganza
- 12.H. Wednesday, August 17<sup>th</sup> – 6:30 – Council Meeting – City Hall
- 12.I. Wednesday, August 24<sup>th</sup> 6:30 HPC Meeting – Library

**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 7:08 p.m.

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Kevin McCann  
City Administrator

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Don Boeder  
Mayor