



CITY OF GAYLORD
Council/ Planning & Zoning/ Economic Development Authority Workshop
Monday, March 13, 2017
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members Homme, Muchow, Landaas, Losure, Uecker, EDA President Klimmek, Vice- President Parrott and Member Olmstead, Planning and Zoning Chair Grack and Members, Bratsch, Boerner, Schulte, Gasow
Members Absent: Planning and Zoning Members, Jerry Gasow, Steve Boerner
Staff Present: Don Lannoye City Attorney, Kim Moore-Sykes, City Administrator; Ivan Martinez, Intern
Visitors Present: Lisa Ueker- Gaylord Hub

1. **Call meeting to Order** – Mayor Don Boeder
2. **Purpose and Timeline of the Gaylord Joint City EDA, Council and P&Z Workshop** – Mayor Don Boeder
3. **Specific Joint City EDA, Council and P&Z Discussion Items:**
 - A. Staffing Needs for EDA and P&Z:

Mayor Boeder explained that the meeting was to determine whether the joint group needed extra staff and how the extra staff would work with all the committees present. The Mayor then opened the topic for discussion.

4. **Open Discussion:**

Klimmek, President of the Economic Development Authority, stated that the EDA needed to have a staff member to help them with tasks such as grant searching, website updating and agenda/ minute write ups. Perhaps initiating a business retention program as well. Klimmek also suggested contracting for project at an as needed basis, for contract writing and such. Parrot, Vice President of EDA, mentioned that it would be important to establish who it is that the new staff member would work for and their expectations. Mayor Boeder commented that the consensus of what was being discussed was to hire for two positions, one part-time administrative assistant and the other would be to hire a contractor with experience in EDA at an as needed basis. Kim acknowledged that staff will pass the recommendation to the council at their first meeting in April (April 5th, 2017). Moore-Sykes will also get in touch with the personnel committee.
5. **Adjournment**

There being no further discussion Mayor Boeder asked for a motion to adjourn, Homme made motion and was seconded by Grack. Motion passed. The workshop was adjourned at 6:45 p.m.

Kim Moore-Sykes
City Administrator

Don Boeder
Mayor