CITY OF GAYLORD
MINUTES
REGULAR CITY COUNCIL MEETING
WEDNESDAY, FEBRUARY 1, 2017 AT 6:30 P.M.
CITY HALL
REVISION # 1

Members Present:	Mayor Boeder and Members Homme, Landaas, Losure, Muchow and Uecker
Members Absent:	None
Staff Present:	Don Lannoye, Schauer Law Office; Kimberlai Moore-Sykes, City Administrator; Ty Reimers, City Services Manager; Robert Kloeckl, Water/Waste Water Maintenance Technician; Ivan Martinez, Gaylord Intern and Lori Doering, Secretary/Utility Billing/Payroll Clerk
Visitors Present:	Karen Voz, MDH; George Eilertson, Northland Securities; Justin Black, SEH; Ron Otto and Joe Deis, Gaylord Hub.

1. Call 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 2-1-2017 Council Agenda
Moore added a sump pump waiver request from Tom Homme, to be added as 7. D. under Communications, Requests and Petitions.

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE FEBRUARY 1, 2017 AGENDA. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

4. Comments, Updates, and Concerns
4.A. Citizen Comments
None
4.B. Council Members
Member Muchow stated at the last meeting it was identified that handicap parking is needed in the downtown area and the request was forwarded to the Public Works department. Muchow stated he would like staff to get back to council with the progress of the issue.
Member Uecker asked Kim Moore if she had a chance to visit all the businesses yet. Moore stated she has not been able to do that yet. Mayor Boeder said he could go with her to all the businesses.
Member Landaas stated he checked on the grant for the RS Fiber Hotspot and the city will be reimbursed through the grant for up to $11,500.00.

5. Consent Agenda
All items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of the items is made prior to the approval of said motion. The request may come from the Mayor, a Council Member, staff member, or someone in attendance at the meeting.

Member Landaas had questions on two bills that were in the accounts payable; the bill from Rick Almich, was it for billable hours for Dec or Jan and the CenturyLink bill for the Fire Department, he felt was very high compared to other departments within the city.

COUNCIL MEMBER LOSURE 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. 11/14/2016 Gaylord Economic Development Authority Meeting
- 5.A.II. 1/9/2017 Organizational and Special City Council Meeting
- 5.A.III 12/31/2016 Forever Young Senior Center, Year-End Review

5.B. Accounts Payable

5.C. Resolutions and Ordinances

5.D. Reports of Officers, Boards, and Commissions
- 5.D.I. Historic Preservation Commission Report, 1/3/2017

5.E. Other
- 5.E.I Gambling Permit (Gaylord Chamber of Commerce)

6. Public Hearing(s) - 7:00 P.M

None

7. Communications, Request, and Petitions

7.A. Wellhead Protection Information (Bob Kloeckl)

Karen Voz from the Department of Health addressed the council regarding the approved and amended delineation of the wellhead protection area, the delineation of the drinking water supply management area and assessments of well and aquifer vulnerability for our public water supply wells as submitted. Ms. Voz explained that the city must hold a public information meeting regarding the amended delineations and vulnerability assessments within 60 days of receiving approval by the health department. Part II is an action plan that includes how the city will prevent contamination to the well head protection area. This needs to be completed by June of 2017.

7.B. Sibley County Open Book Meeting Notice (Laura Hacker, Assessor)

Moore explained that the Sibley County Assessor's Office has scheduled an Open Book Meeting for our Local Board of Appeals and Equalization, on April 20, 2017 from 3:00 p.m. to 8:00 pm. At the Sibley County Assessor's Office to discuss recent sales within our jurisdiction, the sales ratios for the year and any questions residents may have.

7.C. Staff Request to Approve Purchase of Computer Equipment, 2017 Budget Item

Moore discussed the policy and practice of purchasing new computers for city hall every three years since 2014, in an effort to insure consistency and dependability of the computer equipment and up-to-date software. Council has supported this action by budgeting for the new equipment and updated software. Staff has obtained a quote from Webicine for three new computers, software and accessories, at a cost of $5,183.00.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER HOMME SECONDED, TO APPROVE THE PURCHASE OF COMPUTER EQUIPMENT, A 2017 BUDGET ITEM, FROM WEBICINE FOR $5,183.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

7.D. Sump Pump Waiver Request (Tom Homme)

Mayor Boeder gave background information on the request from Member Homme to obtain the sump pump waiver; essentially, he has a problem with the line freezing up in the winter time. Homme has agreed to pay the $10.00 fee per month associated with the permit request. Such requests have been approved by council in the past. Moore stated she had public works look at the request and they had no issues with it being approved as well.

COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER LANDAAS SECONDED, TO APPROVE THE SUMP PUMP WAIVER REQUEST. WITH ALL MEMBERS VOTING IN FAVOR, AND MEMBER HOMME ABSTAINING, THE MOTION CARRIED.

8. Department and Committee Reports and Recommended Action Items

8.A. Financial Report/Update

Moore reviewed with council the overages in both the expenditure and revenue budgets for 2016 along with the explanations for each overage in each particular fund.

9. Unfinished Business

None

10. New Business

10.A.I. Environmental Site Assessment (Justin Black, SEH)

Black discussed the work tasks, cost estimates and proposed schedule to complete a Phase I Environmental Site Assessment for the old elementary school building. There are six steps to complete this assessment. At this time, they are not recommending a hazardous material assessment. The cost of the Environmental Site Assessment is $4,200.00 and will take approximately twenty days to complete.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE PHASE I, ENVIRONMENTAL SITE ASSESSMENT, AT A COST OF $4,200.00. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.A.II. Project Plans Review/Update

Black reminded council of the planned workshop on February 27, 2017 at 6:30 p.m. to discuss the sanitary sewer improvements on the north-west side of the city and the tenth street improvements planned for 2018.

10.B.I Summary of the General Obligation Bonds, Series 2017A (George Eilertson, Northland)

Eilertson gave a summary of the General Obligation Bonds, Series 2017A, he explained the resolution approving the issuance of General Obligation Bonds, Series 2017 A and also an update on the potential refunding. This would be a parameters resolution, where by giving the mayor and the city administrator the authority to approve three bond issues up for consideration and council having the opportunity to ratify it at a later date. The refunding is completely market based. If the refunding is off the table, we need to move forward with the Harvey Drive Bonding. Eilertson explained the blank sections on the resolution is for the not to exceed, for the total aggregate principal of the bonds, he is recommending 2.9 million dollars and he is recommending for the new money, which is the Harvey Drive Project, an interest cost of 3 percent. Member Landaas asked if there was an opportunity to add the storm sewer repairs into this bond funding. Eilertsen stated he would have to confirm it with the bond attorney but we should include this option in the motion tonight and raise the not to exceed amount to 3.2 million dollars to include the storm sewer repairs.
Landaas asked Lanoyee if he had concerns with this. Lanoyee stated he had no issues with it and recommended council move forward, he felt it was in the city's best interest to do so.

10.B.II Resolution approving the issuance of General Obligation Bonds, Series 2017A

COUNCIL MEMBER LANDAAS MOVED, COUNCIL MEMBER UECKER SECONDED, TO APPROVE RESOLUTION NUMBER 2017-001 ISSUING OF GENERAL OBLIGATION BONDS, SERIES 2017A, WITH A NOT TO EXCEDD AMOUNT OF THREE POINT TWO MILLION DOLLARS AND AN INTEREST RATE OF THREE PERCENT, AND RATIFY AT A LATER MEETING. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.C. City of Gaylord Extra Library Services Agreement

Moore reviewed with council the City Extra Library Services Agreement, job descriptions for the Library Director and Library Assistant positions. She further explained that the county would be taking on the accounting and payroll functions for the library employees. Member Losure is on the Library Board and has no issues with it.

COUNCIL MEMBER MUCHOW MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE CITY OF GAYLORD EXTRA LIBRARY SERVICES AGREEMENT. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

10.D. Compensation Adjustment for City Staff (COLA & Step Increases 2017)

Moore presented the 2017 COLA and steps for approval. She also referred to the additional mid-year step increases for the two clerks that were approved in 2016, to be compliant with pay equity standards. The agreement was to do the mid-year step increases each year until they are at their proper step based on their years of service with the city.

COUNCIL MEMBER HOMME MOVED, COUNCIL MEMBER LOSURE SECONDED, TO APPROVE THE COMPENSATION ADJUSTMENT, COLA AND STEP INCREASES FOR CITY STAFF FOR 2017. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED.

11. Other

Mayor Boeder reminded council there is a council workshop on Monday February 27, 2017 at 6:30 to discuss utility and Tenth Street projects.

12. Upcoming Meetings and Events

12.A. Wednesday, February 8th @ 5:30 p.m.- Regular Planning Commission Meeting @ City Hall

12.B. Thursday, February 9th @ 6:30 p.m.- Annual Fire & Ambulance Meeting w/Townships

12.C. Monday, February 13th @ 5:30 p.m.-EDA Meeting @ City Hall

12.D. Wednesday, February 15th@ 6:30 p.m. - City Council Meeting @ City Hall

13. Adjournment

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 7:33 p.m.

Kim Moore-Sykes
City Administrator

Don Boeder
Mayor