



**CITY OF GAYLORD
COUNCIL WORKSHOP**

Monday, February 27, 2017
6:30 P.M., City Hall

Members Present: Mayor Boeder and Members Homme, Landaas, Losure and Uecker
Members Absent: None
Staff Present: Kim Moore-Sykes, City Administrator; Ivan Martinez, Intern; and Lori Waltz, Accountant/Clerk
Visitors Present: Avery Grochow, Justin Black and Brent Kavitz, SEH

1. Call meeting to Order – Mayor Don Boeder
2. Purpose and Timeline of the Gaylord City Council Workshop – Mayor Don Boeder
3. Specific City Council Discussion Items:
 - A. 2017 NW Sanitary Sewer Improvement Project
Black reviewed a typical street section and explaining what the difference is between sanitary sewer and storm sewer. Black explained that the sanitary sewer system needs to be repaired so that it is water tight. Black reviewed the sanitary sewer map on the Northwest side of the city. The sanitary sewer lines are in the alley, so there would be no street repair involved. Black reviewed the map that shows where sewer line televising has been done and areas where he suggests that televising be done. Black discussed the two (2) homes on the north edge of town that had sewer backup. Black explained that these two (2) homes have flat service lines which can cause the lines to back up easier. Black explained that this project is estimated to cost \$300,000 and can be included in the proposed 2017 10th Street Improvement Project. Grochow inquired if the sanitary sewer system could be lowered to help with the drainage issue. Black stated that they would research this item.
 - B. 2018 10th Street Project – Justin Black, SEH
Black explained that the plan is to create a larger storm drain from 9th Street to Linden Avenue and 10th Street to Penn Avenue and then dumping into Lake Titloe. Black explained that during the 10th Street Project, they will be installing water lines to the West of 10th Street to prepare for future growth.
Black explained that the next steps are to:
 - Televising sanitary sewer
 - Approve Resolution ordering a Feasibility Report for the 2017 & 2018 Projects
 - Acquire the Right of Way along 10th StreetBlack explained that there is still a small piece of property that still needs to be acquired. Lannoye explained that back in 2012 most of the property along 10th Street was acquired. Lannoye stated that McCann talked to the property owner back in 2012 and the owner wanted more than \$1,000 and then there were no further talks. Lannoye suggests that the City initiate talks with the property owner again to see if they will be willing to sell for \$1,000 or a little

more. Lannoye explained that the City could obtain the property by eminent domain, but this option can be very costly.

Black explained that the City needs approximately a quarter of an acre.

Grochow suggested that the City make sure that the quarter of an acre is enough room for the proposed trail along 10th Street.

Black stated that he would research this and let the City know.

Boeder suggested that Moore and Lannoye meet with the land owner and discuss the purchase of his property along 10th Street before bringing this item to the Council.

Muchow suggested to Black that maybe they should raise the other two (2) manhole covers in the field, located North of County Road 10

Boeder suggested that Moore place the televising of the sanitary sewer North of County Road 10 on the March 15th Council Meeting Agenda.

Black reported that he put together a draft of the 2017 NW Sanitary Sewer Improvements and then reviewed the dates with the Council. Black stated that this is a very tight schedule that would start on March 15th with the Council authorizing the preparation of the Feasibility Report. Black reviewed the 2018 10th Street Project would also start on March 15th, 2017 with construction beginning in May 2018.

Homme suggested that 10th Street be constructed for truck traffic. Boeder suggested that Black get prices for both seven (7) or ten (10) ton design.

Kavitz explained what trenchless technology is and how the pipe lining process works. Kavitz explained that there are no joints with lined pipes and the manholes will be spray lined.

Muchow inquired if Black would be able to obtain televising quotes by Wednesday, March 1st. Black stated that he would try.

C. 2017 Utility Budget – Rick Almich, MVCOG

Almich explained that he has worked with Abdo, Eick & Meyers, to make sure that there is plenty of cash in the Utility Funds. Almich reported that the Cash Reserves at the end of 2017 will be \$946,172 in the Water Fund, \$213,697 in the Sewer Fund, (\$12,179) in the Refuse Fund and \$869,810 in the Storm Water Fund.

Almich reported that he did review the costs for a City wide cleanup, but he didn't feel that the 2017 Refuse Budget could handle the additional expense.

Almich stated that the cash reserve balances are very healthy and suggests that the City should use a multi year cash flow analysis to aid in the preparation of the future budgets. Almich reviewed the water fund budget and pointed out the increase in the budget that is due to 50% of the City Administrator salary and 16.67% of the Accountant/Clerk payroll and other costs associated with their payroll. Almich pointed out the increase in compensation and the bond principle and interest was \$175,245.

Boeder stated that he wished that the Utility Fund and the General Fund had been completed at the same time. Boeder stated that he wants to know what the balance of the General Fund Reserves were at the end of 2016 at the March 1st, 2017 meeting.

Waltz noted that the bond principal and interest in the past had possibly not been budgeted with the correct amount.

Uecker noted that Staff had discussed utilizing the Reserves with the City's Auditor.

Boeder stated that the Council will not need Almich to attend the March 1st Council Meeting when the Utility Budget is approved.

Council would like a five (5) year projection to be included in the 2018 Budget process.

4. Open Discussion by the Council

5. **Adjournment**

There being no further business to come before the City Council. The meeting was adjourned at 7:44 p.m.

Kim Moore-Sykes
City Administrator

Don Boeder
Mayor