

Commissioners:
 Steve Schmidt, President
 Mike Wallerich, Tim Adams, Bryan Hall, Mike Streveler

Staff Present:
 City Administrator Chad Springer
 Patty Heraty, Deputy Clerk

Proceedings of the Utilities Commission

The regular monthly meeting of the Utilities Commission of the City of Wabasha was held on Tuesday, February 3, 2015, and was called to order by Commissioner Schmidt at 4:00 p.m.

Roll call found commissioners Schmidt, Wallerich, Hall and Streveler present, Commissioner Adams was absent. Also present was Pat Mueller, People Service and Brian Malm, Bolton and Menk.

Commissioners Schmidt and Hall moved to approve the minutes of the December 30, 2014 regular meeting as presented. Adopted unanimously.

Commissioners Schmidt and Nelson moved to approve the following regular bills and prepaid bills. Adopted unanimously.

Water Dept.

People Service	Contracted Services	5,737.50
Minnesota Pipe & Equip	Equipment Maint/Repair	123.90
	Total Water Dept	\$5,861.40

Sewer Dept.

General Repair Service	Repair backup pump for blue tube	2,725.39
General Repair Service	Backup pump for influent sample	2,304.00
People Service	Contracted Services	13,387.50
	Total Sewer Dept	\$17,416.89

Pre-paid

HBC	Phone/Alarm	153.62
MN unemployment	D. Vosen	8,177.00
Xcel Energy	WWTP	3,561.42
	10 th Street Lift Station	22.05
	WWTP	1,243.57
	Municipal Pump	1,601.38
	Water Tower	109.86
	Water Booster	687.39
	Lawrence Lift Station	343.66
	9 th Street Lift Station	110.34
	Dugan Lift Station	22.70
	Total	\$16,032.99

Agenda Item 4 – Bill Adjustments – Blaine Marcou

Mr. Marcou is requesting a credit to his bill for 176 Pembroke Ave. due to a faulty backflow valve on the boiler. Mr. Marcou is requesting a credit for the months of November thru January, however policy is that the leak must be reported within 60 days to receive a credit, therefore he is only eligible for credit for the months of December and January if approved. Commission members were provided with a letter from Mr. Marcou explaining the leak and requesting a credit. Commissioners discussed the request and it was decided per policy to monitor the usage at the property for the next billing cycle to make sure the leak has been fixed and usage has returned to normal. Staff will bring the information to the next meeting.

Agenda Item 5a – Well Update – Brian Malm

Brian Malm from Bolton and Menk updated the commission on the progress of the well project. Mr. Malm provided commission members with a map of the city indicating the current well positions and the DWSMA area, he informed the commission that they should consider that if the well was placed at the city hall location, they would create a Stormwater Management area for the entire city and that they might want to consider a different location within the current DWSMA area. It was decided to table the issue until the next meeting so that more information could be provided.

Agenda Item 5b – Section 500 Waterworks amendment

Staff is requesting approval of the following proposed changes to Section 500 of the Waterworks Ordinance. These changes are to clean up and clarify the ordinance.

SECTION 500 WATERWORKS
Amended 01/03/2012, 09-04-12, 12-04-12, 01-07-14

500.01 REGULATIONS.

The Utilities Commission shall have full and exclusive control of and power over the Water System of the City; and shall, from time to time, make such additional Rules and Regulations as may seem necessary. Such proposed Rules and Regulations shall be published once in the legal publication of the City and shall be accompanied by a notice stating the date and time of a hearing on the same. If after such hearing the same are adopted by a majority vote of the Commission, they shall become part of all owners contracts with the City.

500.02 DEFINITIONS.

Subd. 1. "Commission" shall mean the Utilities Commission of the City.

Subd. 2. "Superintendent" shall mean the Superintendent or overseer authorized agent for the Utilities Commission duly appointed by said Commission.

Subd. 3. "Owner" shall mean the Owner of any real estate in the City of Wabasha applying for or now receiving any of the services of said Commission.

Subd. 4. "Service Line" shall mean the portion of the pipe connected to the Water or Sewer Main and ending at the curb line.

Subd. 5. "Supply Line" shall mean the portion of the pipe on owners premises connecting with the service line.

Subd. 6 "Snowmaking" shall be defined as the conversion of water to man-made snow on a ski trail or ski area for the purpose of supplementing or augmenting natural precipitation. Snowmaking shall include the ancillary use of water for the irrigation of permitted ski areas for ski slopes maintenance and protection. Water utilized for snowmaking shall not be used for residential, commercial or industrial or other municipal purposes besides snowmaking.

500.03 SEWER CONNECTIONS.

Each resident, commercial or industrial unit, shall have a separate water and sewer connection and no owner shall allow a supply line in connection with the

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service line leading to his/her premises if such supply line shall conduct water to premises other than the premises for which the original connection was granted: except that upon application to the Commission, two adjoining owners may install and maintain joint service lines. Separate meters, however, shall be installed for each unit.

500.04 METERS.

Subd. 1. All water furnished by the City shall be measured by meters and paid for accordingly, ~~except in the cases of commercial and industrial users where monthly or annual charges are fixed by the Commission.~~ Such meters and curb stops, etc. are purchased and maintained by the ~~Commission at the owner's expense at their expense.~~

Subd. 2. All meters must be set and be at all times under the supervision and direction of said Utilities Commission, or their agent. Such meters must be so set that they will be easily examined and read, and be provided with suitable protection, making them safe from frost or other damage.

Subd. 3. In case of refusal or neglect to set or protect a meter as herein required, the said Utilities Commission or their agent shall refuse to turn water on, or if water has been turned on it shall be turned off and remain turned off until the consumer shall have complied with said requirements. The use of no meter of a size smaller than the service pipe will be permitted. All expense of attaching meters and of protecting them from frost or other damage shall be paid by the consumer, and any meter found at any time frozen, damaged or registering incorrectly must be repaired, or replaced upon the order of said Utilities Commission or their agent, and at the expense of the consumer; and no meter shall be repaired or removed except upon permission granted by said Utilities Commission or their agent.

Subd. 4. In such case where a consumer requests that their meter be tested, the city shall test the meter. If the test shows an accurate measurement of water, the consumer shall be charged \$50.00 for the cost of the test. If the test shows that the meter is inaccurate, the meter shall be replaced at no cost to the consumer.

500.05 CONTRACT.

The rules, regulations and water rates named in this Section shall be considered a part of the contract with every person, company or corporation who is supplied with water through the water system of the City, and every person, company or corporation by taking water shall be considered as expressing his/her or their assent to be bound thereby.

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500.11 VIOLATIONS.

Subd. 1. Whenever any of said rules and regulations or such orders as the said City may hereafter adopt, are violated, the water shall be shut off from the building or place of such violation, (even though two or more parties are using water through the same pipe), and shall not be let on again except by order of the Utilities Commission or authorized agent, and upon payment of all arrears of rent, the expense of shutting it off and putting it on (for which the charge of \$150.00 will be made, ~~unless digging must be done, in which case the charge will be \$5.00~~), and such other terms as the Utilities Commission may determine, and a satisfactory understanding with the party that no further cause for ~~non-compliance~~ shall arise. The right is reserved ~~to the City Council by the Utilities Commission~~ to change the said rules, regulations and water rates, from time to time, as they may deem advisable; and to the Utilities Commission or its agent to make special rates and contracts in all proper cases.

Subd. 2. It shall be the duty of the Superintendent or authorized agent of the city to report ~~the Chairperson of~~ to the Utilities Commission all cases of leakage, waste or unnecessary profusion in the use of water, and each and every violation of any Ordinance of this City relative to the waterworks thereof, which may come to his/her knowledge or notice, and the said Superintendent or authorized agent of the city shall enforce the observance of this Section so far as they or any of them have authority under the Ordinances of the City.

500.06 APPLICATION FOR SERVICES.

Owners shall apply for the services desired upon an application, to be furnished by the Commission, stating the legal description of the property to be served, and the use to which the same is to be put (domestic, commercial, or industrial). Such application ~~shall be in duplicate, and must be accompanied by a permit fee as stated in Chapter VIII, and shall be filed with the Clerk. The Clerk shall forthwith forward a duplicate copy thereof to the Superintendent who shall forthwith make an inspection of the owner's premises and the proposed service connections. If the use be other than domestic, the Superintendent may require the owner to submit reasonable and suitable plans, showing all uses to which the water is to be put, and all sewers, drains, traps, and other connections. If the same complies with the rules and regulations of the Commission, the Superintendent shall endorse his/her approval on said application and return same to the Clerk, who shall then issue a permit to the owner.~~

500.01500.07 WATER SERVICES.

Water will not be provided for any building, or private service pipe, except on the order, ~~in writing~~ of the Utilities Commission or their duly authorized agent, nor until the applicant shall have paid for the connection from the street main to the street line, ~~and also the water rent due from the current term~~; Plumbers are strictly prohibited from turning water on to any service pipe, except upon the order or permission of the said Utilities Commission or their agent. This rule shall not be construed to prevent any plumber admitting water to test pipes for that purpose only. When the water has been turned on by the order of the Utilities Commission or their authorized agent, no customer shall turn it off, nor permit it to be turned on, without the written consent of said Utilities Commission or their agent.

500.08 MATERIALS AND INSTALLATIONS.

- a) Construction of Water Service Lines. All water service lines shall include a shut-off and drain cock located at the owner's curb line.
- b) Installation of Meters. The meter shall be installed in the supply line at the nearest practical point after said line enters into the principal building on the owners premises. Stop and waste cocks shall be installed on each side of the meter and all supply pipes shall be attached to the line on the house side of the meter only.
- c) Check Valves. Check valves shall be installed in all water connections to steam boilers and in such other cases as deemed necessary by the Superintendent. Safety and relief valves shall be installed on all boilers or other steam apparatus connected with the water system where steam pressure may be raised in excess of 50 pounds per square inch.
- d) Back Flow Device. A back flow device must be installed on all new and replacement water lines.

~~Construction of Sewer Service Lines.—All sewer service lines shall be iron or vitrified stoneware.—For single resident use, the pipes shall have an internal diameter of not less than six inches, and shall have a fall of not less than 1/4 inch to the foot.—For commercial and industrial uses, the pipe shall be of such diameter as determined by the Superintendent.~~

500.02500.09 EXCAVATION.

- a) In making excavations in streets or highways for laying of service pipe or making repairs, the planks, paving stones, and earth removed must be deposited in a manner that will occasion the least inconvenience to the public, and provide for passage of water along the gutters.

- b) No person shall leave any such excavations made in any street or highway open at any time without barricades, and during the night warning lights must be maintained at such excavations.
- c) In refilling the opening after the service pipes are laid, the earth must be laid in layers of not more than 12 inches in depth, and each layer thoroughly rammed or puddled to prevent settling and this work, together with the replacing of sidewalks, ballast and paving, must be done so as to make the street as good, at least, as before it was disturbed, and satisfactory to the City Council, Utilities Commission or its agent.
- d) No person shall make any excavation in any street or highway, within ten feet of any laid water pipe, while the ground is frozen, or dig up or uncover so as to expose to the frost any water pipe or sewers of the City, except by special permission by the Utilities Commission or its agent.
- e) ~~No person shall make any excavation in any street or highway for the purpose of laying water pipe, or to tap any water or service pipe laid down, without written permission from the Utilities Commission or its agent, and all plumbing work required in a building, or for other purposes, must be completed to the lines of the street before any excavation shall be made in said street for the purpose of connection with the mains.~~

500.010 INSPECTION.

- a) Every person taking water shall permit the members of the Utilities Commission, or their authorized agents, at all hours to enter their premises or buildings to examine the same, the pipes and fixtures; they must at all times, frankly and without concealment, answer all questions put to them relative to its consumption.
- b) All water and sewer installations on Owner's premises, either above or below the ground, shall be inspected by the Superintendent as to both labor and materials before the same are covered.

500.011 WAIVER OF DAMAGES.

It is expressly stipulated by the said City, that no claims shall be made against it, by reason of the breaking or freezing of any service pipe or service cock, nor if from any cause the supply of water should fail, nor from damages arising from shutting off water to repair mains, making connections or extensions, nor for any

other purpose that may be deemed necessary; and the right is hereby reserved to shut off the supply of water at any time, for the purpose of repairs or any other necessary purpose, any permit granted, or regulations to the contrary notwithstanding. Whenever it shall become necessary to shut off the water supply within any district of said City, the Chairperson of the Utilities Commission or its agent shall, if practical, give notice to each and every consumer within said district of the time when such supply will be shut off.

500.012 CHARGES.

Applicants for water will be charged from the center of the street connection to the service line for all trenching and service pipe, and the Utilities Commission or its authorized agent shall have the power to make such arrangements with plumbers or others as they may deem expedient to carry this clause into effect.

500.013 WATER AVAILABILITY CHARGE (WAC)

Charge Established. For the purpose of providing funds for the city's wells, water treatment, water storage and water distribution systems, and the plant and facilities connected therewith, and the payment of capital charges represented by bonds, certificates of indebtedness or otherwise, which may be used to finance the costs of additions or expansions to the facilities, and the payment of reasonable requirements or reserves for replacement in obsolescence thereof, there is hereby imposed upon each lot, parcel of land, building or premises having any connection with the City's public water system a water availability charge (WAC) as hereinafter provided. Said charge shall be in addition to any other previous or future charge or assessment levied against the property.

Determination and Administration of Charge. The availability charge as hereinabove authorized shall be imposed in addition to the user charges for water service and shall be determined and administered as follows:

- a) Payment Required:
 - 1) Payment Required Prior To Connection: Prior to the issuance of the applicable permit and before connecting to the City's water system, a City water availability charge as hereinafter provided shall be paid.
 - 2) Additional Building Permit: If, after the initial availability charge is paid, an additional building permit is issued, the use of the property changes, or new water connection is made, the availability charge shall be recalculated and any additional charges shall be paid.

- 3) Change By Resolution: Any change in the City water availability charge as hereinafter set forth shall be by Council Resolution.
- b) Determination of Charge. The amount of the availability charge shall be determined by the City Council and set forth in Section 815: Permit Procedures and Fees of the City Code.

500.014 TAPPING THE MAINS.

No person, excepting those having special permission from the City-Council Utilities Commission, or persons-in-their-service-and-approved-by-them or authorized agent, will be permitted, under any circumstances, to tap the mains or distributing pipes, or insert stop cocks or ferrules therein. In kind and size of the connection with the mains shall be specified in the permit or order of said Council/Commission.

500.015 RESPONSIBILITY

Subd. 1 Water Service Supply Lines/Service Lines

All expenses incurred in the installation, maintenance and replacement of service lines shall be borne by the owner of the property to which service connections are made.

- a) If the water supply line between your home/business and the main service line connection begins to leak or breaks due to aging or the natural effects of seasonal changes, the responsibility for the repairs to the supply lines lies with the home or business owner. If the leak or break occurs after the main line connection, the responsibility for the repairs to the service line lies with the city.

500.016 DISCONNECT/RECONNECT OF SERVICES

- a) An owner can request a water disconnect/shutoff of service for a rental property, however, the renter shall notify the city when leaving the rental property. If a disagreement arises between the owner and renter concerning the final reading date, the owner shall be responsible for the disputed time period. There will be a \$50.00 fee when service is re-connected.
- b) If water service is turned off due to lack of payment, service will not be reconnected until the past due balance including any late fees and the reconnect fee of \$50.00 is paid in full.

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APPENDIX A

SCHEDULE OF WATER RATES:

Residential minimum 1,000 gallons (all rates per month):

Base Rate:	\$5.20
0-6,000 gal.	\$2.20 per 1,000 gal.
7000 - 12,000 gal.	\$2.77 per 1,000 gal.
13,000 - 24,000 gal.	\$3.46 per 1,000 gal.
25,000-40,000 gal.	\$4.33 per 1,000 gal.
41,000 - and above	\$5.19 per 1,000 gal.

Business/Industrial/Commercial minimum 1,000 gallons (all rates per month):

Base Rate:	\$5.20
0-30,000 gal.	\$2.77 per 1,000 gal.
31,000-60,000	\$3.46 per 1,000 gal.
61,000 and above	\$4.33 per 1,000 gal.

Multiple-Family Dwellings (all rates per month):

Total water use in a multiple-family dwelling, which has only one water meter for the entire dwelling, may exceed that of a single-family dwelling. The required conservation rate at which the multiple-family dwelling's water use is billed must consider the number of residential units within that multiple-family dwelling.

(Multi-family dwellings use charge shall be derived by dividing the total consumption of water by the total number of units in the dwelling and applying the gallonage rates as set forth in the current city Residential Water Rate schedule. One unit base fee shall be charged for each unit in a multiple-family dwelling.)

SUPPLY OF MUNICIPAL WATER FOR SNOWMAKING PURPOSES

Water service rates for the supply of municipal water for snowmaking purposes.

- (a) Water rates and charges. The rate per one thousand (1,000) gallons of municipal water supplied for snowmaking shall be billed at the end of the snowmaking season and computed as follows:

Gallons	Cost/1000 gallons
0-5,000,000	\$2.77

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- c) Continuation of charges - If the water service is not disconnected/shutoff, but the property is vacant, all charges will continue to be billed. If the owner does not request a water service disconnect/shut off or if because the type of hookup the city is unable to accomplish the disconnect/shutoff, the charges will continue to be billed.

500.017 WATER RATES AND WATER RENTS.

- a) All rates and rents will be billed monthly and must be paid promptly when due at the office of the City Clerk.

- b) If the rents are not paid within ten (10) days after the same become payable by the stated due date a 10% late fee will be assessed on all unpaid charges, and the said Utilities Commission city or its agent may in such case order the water shut off forthwith.

- c) No water shall be furnished to consumers unless supplied through a meter approved by the Utilities Commission, at the rates monthly-consumption established as stated in Appendix A.

- d) Rental Properties - The property owner is responsible for the water/sewer billing, however at the request of the owner and upon completion of the rental unit request for water/sewer services, billing will be sent to the renter of the premises. Direct billing to the renter does not relieve the owner of responsibility, in the event the renter fails to pay the bill, the property owner will be responsible for the unpaid amount.

- e) Any charges which are delinquent by 60 days or more may be certified by the city clerk to the county auditor for collection from the property owner. The amounts so certified shall be extended by the county auditor on the tax rolls against the premises.

That this ordinance shall take effect upon its adoption.

Adopted this 4th day of December, 2012.

BY: _____
ATTEST: _____

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Commissioners discussed the proposed changes, Commissioner Schmidt requested minor changes to further clarify. Commissioners Wallerich and Hall moved to approve the proposed changes to ordinance 500, Waterworks with the additional changes proposed by Commissioner Schmidt and to forward to the City Council for approval. Adopted unanimously.

Agenda Item 5c – People Service Report



Date: January 21, 2015

To: City of Wabasha

From: Pat Mueller/Burt Bonser, Operators

O & M Report: December 2014

Water Operation & Maintenance

- All required samples were taken and submitted to the state.
- Only had two locates this month.
- Frost is between 24 and 36 inch in spots.
- I talked to McGrath and Davidson on skyline and asked them to monitor their water temps each morning just to keep ahead of any problems. I also checked the hydrant, which was 38 degrees.
- Also did hydrant by John Olsen, which is 37 degrees. John is gone for a couple months and his is a dead end line, we will keep checking might have to run hydrant.
- Had a water main break coming under the railroad tracks, we are looking at options to repair.

Wastewater Operation & Maintenance

- All monthly tests were ran and met limits, DMR sent to state.
- Have been having computer and communication problems at plant had TPC come and troubleshoot problem but still have a few issues they might have to come back to fix.
- Church on 3rd and Bailey having problems with their private sewer line, they might have to dig up 3rd to replace from main to curb.

