

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, July 7, 2015, and was called to order by Commissioner Schmidt at 4:00 p.m.

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

Commissioners Schmidt and Streveler moved to approve the minutes of the June 2, 2015 regular meeting as presented. Adopted unanimously.

The following bills were presented for payment. Staff is requesting to add a bill just received for Hartert Excavating in the amount of \$7100 for the Grant Blvd Project. Commissioners Schmidt and Hall moved to approve the bills with the addition of the Hartert Excavating invoice for \$7,100. Adopted unanimously.

Chad Springer	Mileage	53.47
Gopher State One	Locate Calls	129.15
Hawkins inc	City Well	1,549.85
People Serive	Contracted Services	19,106.00
US Postal Service	Postage	263.45
Valley Publications	Campbell Ave Bid Ad	190.00
Conney Safety	Sewer Dept – Supplies	1,369.69
MVT	Sewer Dept – Testing	372.80
Hartert Excavating	Grant Blvd Project	7,100.00
	Total	\$ 30,196.00

#### Agenda Item 4 – Bill Adjustments

Peggy Seifert is requesting an adjustment to the sewer portion of her bill. She has stated that she had a leak during the months of Jan, Feb, and march when sewer rates were set. The leak has been repaired and her usage has gone down. Staff is recommending resetting her sewer rate to 3000 gallons. Commissioners Schmidt and Streveler moved to reset Ms. Seifert's sewer rate to 3000. Adopted Unanimously.

#### Agenda Item 5a – Coffee Mill Sewer Project

Residents of the Coffee Mill Sewer Project were given six months last fall to either have their septic systems inspected or hook up to city services. As of today, there are several residents that have not hooked up or had an inspection. Staff is requesting to send a letter to these residents notifying them that they need to have an inspection or notify the city of impending hook up to city sewer services. A letter will also be sent to those residents that have had an inspection and passed notifying them that they will begin being charged the minimum sewer availability charge passed by the city council with their next billing cycle. Commissioners were provided with draft letters. Commissioners authorized staff to send the letters.

#### Agenda Item 5b – Certification of past due water/sewer bills

Staff is requesting approval of the following resolution to certify past due water/sewer bills and a recommendation to council to approve.

**STATE OF MINNESOTA,  
COUNTY OF WABASHA,  
CITY OF WABASHA**

**UTILITIES COMMISSION  
RESOLUTION # 2015-002**

**RESOLUTION FOR ASSESSMENT OF UNPAID UTILITY CHARGES**

**WHEREAS**, pursuant to proper notice duly given as required by law, the Utilities Commission has met, heard, and passed upon all objections to the proposed for unpaid charges for utilities; and

**WHEREAS**, the amounts of bad debt have been minimized through diligent collection efforts by staff.

**NOW THEREFORE, BE IT RESOLVED:**

1. Such proposed assessment for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the assessments against the lands named herein.
2. Such assessment shall be payable over a period of one year on or before the first Monday in January.
3. The owner of the property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, to the City Clerk/ Treasurer.
4. The clerk shall forthwith transmit a certified copy of this assessment role to the County Auditor to be extended on the proper tax lists of the county and such Assessments shall be collected and paid over in the same manner as property taxes.

<b>Assessment Listing</b>	<b>Parcel Description</b>	<b>Parcel #</b>	<b>Service</b>	<b>Amount</b>
<b>Name</b>	<b>Address</b>			
<b>Wabasha Pharmacy/Timothy Wodele</b>	<b>207 Main Street West</b>	R27.00184.00	<b>Water/sewer</b>	<b>401.74</b>
<b>Melody Stewart</b>	<b>129 Hiawatha Drive East</b>	R27.00645.00	<b>Sewer</b>	<b>271.93</b>
<b>Solem Kreye Realty/Bruce Kreye</b>	<b>162 Main Street West</b>	R27.00184.00	<b>Water/Sewer</b>	<b>208.51</b>

Adopted by the Utilities Commission on this 7<sup>th</sup> day of July, 2015.

\_\_\_\_\_  
Commission President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commission Secretary

\_\_\_\_\_  
Date

Commissioners Hall and Streveler moved to approve the Resolution 2015-002 Certification to Taxes and to forward to City Council for approval. Adopted unanimously.

**Agenda Item 5c – Campbell Ave Project Update**

Brian Malm, Bolten and Menk updated the commission on this project. He stated that they should be starting next week

**Agenda Item 5c – Well #3 Project Update**

Brian Malm, Bolten and Menk updated the commission on this project. He stated that the bid opening date is 7/22/15 at 10am and expects 4 bidders.

**Agenda Item 5d – Jason Meyer Request (added to agenda at meeting)**

Jason Meyer is requesting to use plastic pipe for installation of new waterlines in the city. Currently the requirement is copper and the commission allows plastic pipe under certain circumstances. Commissioners discussed the request. Pat Mueller state that it is hard to do line tracing with plastic pipe. After all discussion, Commissioners Schmidt and Hall moved to allow installation of plastic pipe for installations of 100 feet or more past the curb stop. Copper must be used from curb stop to main. Adopted unanimously.

**Agenda Item 5c – People Service Report**

Pat Mueller gave the following monthly report.

Date: July 1, 2015

To: City of Wabasha

From: Pat Mueller/Burt Bonsar, Operators

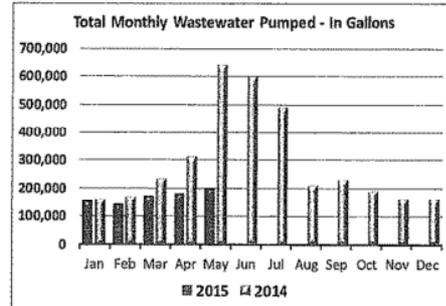
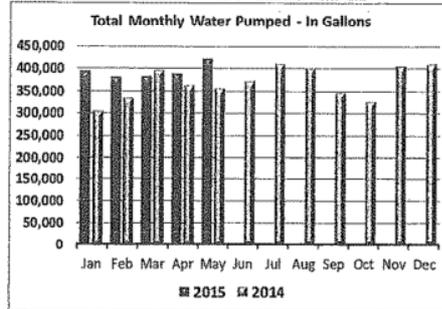
O & M Report: May 2015

**Water Operation & Maintenance**

- > All water samples were taken and submitted to the state
- > Haas Construction has finished fixing all the water curb stops.
- > We had a water meter installed at the beach park bathroom/ showers to help account for lost water over the year.
- > We also have been out exercising water main valves, the goal is to do 25% of the city each year. We found several valves that were in the closed position which can cause freezing in the winter and also makes the water taste funny because they might be on a dead end line.

**Wastewater Operation & Maintenance**

- > Samples were taken OMR submitted to state.
- > We had another sewer hooked up on 210 skyline.
- > We also had to dig to locate our sewer main for two lots off Coffee Mill Dr., we have a 3 inch plastic line which wasn't located on any as buils, we found it and has been marked out with steel stakes and measured out and put on our maps.
- > The sewer pressure line for the 3 houses on grant is installed, Jerry Hartert will be installing their pump stations in the next couple of weeks.





Water				
	Units	2014	2015	2016
Average Daily Pumped	gallons	421,000	389,000	556,000
Maximum Daily Pumped	gallons	516,000	576,000	592,000
Total Monthly Pumped	gallons	13,051,000	11,874,000	11,036,000
Well #1 Pumped	gallons	5,374,000	0	5,505,000
Well #2 Pumped	gallons	7,677,000	11,874,000	5,531,000
Average Daily Fluoride Conc.	mg/L	1.00	1.02	1.04
Fluoride used	pounds	516.00	453.40	480.20
Total Chlorine Residual	mg/L	0.00	0.00	0.00
Chlorine used	lbs	0.00	0.00	0.00
CBOD				
CBOD Influent	mg/L	174	178	48
CBOD Effluent	mg/L	2	3	2
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD % Removal	%	99.00%	98.00%	97.00%
CBOD % Removal Permit Limit	%	85%	85%	85%
CBOD Effluent Loading	kg/day	1.10	2.60	4.60
CBOD Effluent Loading Permit Limit	kg/day	57.00	57.00	57.00
TSS				
TSS Influent	mg/L	212	204	65
TSS Effluent	mg/L	4	6	3
TSS Effluent Permit Limit	mg/L	30	30	30
TSS % Removal	%	98.00%	97.00%	95.00%
TSS % Removal Permit Limit	%	85%	85%	85%
TSS Effluent Loading	kg/day	3.10	3.60	0.90
TSS Effluent Loading Permit Limit	kg/day	68.00	68.00	68.00
Phosphorus				
Phos Influent	mg/L	8	8	3
Phos Effluent	mg/L	0.42	0.45	0.20
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	0.30	0.30	0.40
Phos Effluent Loading Permit Limit	kg/day	2.30	2.30	2.30
Fecal Coliform				
Fecal Effluent	ml	6	3	4
Fecal Effluent Permit Limit	ml	200ml/100ml	200ml/100ml	200ml/100ml
Dissolved Oxygen				
DO Effluent	mg/L	4.10	3.80	3.80
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only



Effluent Flow				
	Units	2014	2015	2016
Average Daily	gallons	200,000	180,000	640,000
Maximum Daily	gallons	240,000	220,000	850,000
Total Monthly	gallons	6,200,000	5,500,000	19,834,000
Precipitation Monthly Total	inches	5	4	3
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$17,750.00	\$402	2%	8%
Maintenance Budget	\$10,800.00	\$1,795	17%	8%
Total	\$28,550.00	\$2,198	8%	8%



Pat Mueller also reported that another sump pump burnt out in the headworks building and is requesting authorization to purchase a new pump at a cost of approximately \$1,200. Commissioners Schmidt and Streveler moved to approve purchase of a new pump at a cost of about 1,200. Adopted Unanimously.

**Agenda Item 5d – Financial Report**

Commission members were provided with a report of the fund balances for the month of May. No action was needed.

The next meeting is scheduled for Tuesday, August 4, 2015 at 4:00pm.

**Having no other business, the meeting was adjourned by unanimous consent at 4:38 pm.**

Respectfully submitted: \_\_\_\_\_  
 Patty Heraty, Deputy Clerk