

May 31, 2011

Commissioners:

Steve Nelson, President

Mike Wallerich, Larry Hanson, Steve Schmidt, Lynn Schoen

Staff Present:

Dave Vosen, Utilities Superintendent

Proceedings of the Utilities Commission

The regular monthly meeting of the Utilities Commission of the City of Wabasha was held on Tuesday, May 31, 2011 and was called to order by Commissioner Nelson at 4:02 p.m.

Roll call found all Commissioners present.

Mr. Bill Anderson, City Engineer, Mayor Rollin Hall, and Mr. Chris Froemming were also present.

Commissioners Schmidt and Wallerich moved to approve the minutes of April 26, 2011 meeting. Adopted unanimously.

Commissioners Wallerich and Nelson moved to approve the May 17, 2011, Special Meeting Minutes. Adopted unanimously.

Commissioners Wallerich and Schoen moved to approve the regular and prepaid bills as submitted. Adopted unanimously.

Water Dept:

Baker's Welding & Truck Repair	Generator Trailer	\$14.05
City of Red Wing	Testing	\$108.00
Construction Bulletin Magazine	Storage Tank Ad	\$112.00
Dick's Auto Parts	Equip. Maintenance	\$36.53
Ferguson Waterworks	Equip.	\$17.89
First State Bank	Payroll – Processing	\$45.00
First State Bank	UT Billing – ACH Processing	\$150.00
First State Insurance Agency	City Clerk Bond	\$145.50
Gopher State One Calls	Locate Calls	\$52.30
Hawkins, Inc.	Chemicals	\$606.49
Hill's Hardware Hank	Supplies	\$88.59
Marathon Petroleum Co.	Gas	\$444.53
Susan Schamaun, Petty Cash	Postage	\$7.59
US Postal Service (AMS-TMS)	Postage	\$311.48
Valley Publication	Wabasha Tower Repaint Hearing	\$95.50
Verizon	Cellphone	\$52.72
Visa	Office Supplies	\$22.73
Xcel Energy	Water Tower	\$17.59
Yaggy Colby Assoc.	Eng. Fees – Water Tower painting	\$1,959.66
Yaggy Colby Assoc.	Eng. Fees – Well Study	\$9,483.91
	TOTAL	\$13,772.06

Sewer Dept:

Advantage Dist. LLC	Oil	\$2,645.45
Appel's Service Inc.	Equip. Maint.	\$47.15

Baker's Welding & Truck Repair	Generator Trailer	\$14.05
City of Red Wing	Testing	\$1,420.00
Davy Laboratories	Testing	\$156.00
Dick's Auto Parts	Equip. Maint.	\$50.02
Fastenal Company	Equip. Maint.	\$155.43
Ferrelgas Company	Gas	\$412.43
First State Bank	UT Billing – ACH Processing	\$150.00
Gerken's Feed & Grain, LLC	Chemicals	\$42.68
Hartert's Store Inc.	Equip. Maint.	\$23.36
Hawkins Inc.	Chemicals	\$3,323.28
HBC	Utilities – Phone	\$73.99
HBC	Alarm	\$37.50
Hill's Hardware Hank	Supplies	\$105.48
Hill's Hardware Hank	Equip. Maint.	\$268.61
Marathon Petroleum Co.	Gas	\$320.20
Northern Balance & Scale	Calibrate Scale	\$161.16
Verizon	Cellphone	\$34.04
Visa	Supplies	\$99.90
Visa	Lodging at Conference	\$463.16
Wabasha Rubbish Removal	Trash (2 months)	\$154.44
Xcel Energy	Dugan Lift Station	\$19.85
Xcel Energy	Lawrence Lift Station	\$623.33
Xcel Energy	9 th Street Lift Station	\$103.61
Xcel Energy	10 th Street Lift Station	\$17.63
Xcel Energy	Hiawatha Lift Station	\$221.77
Yaggy Colby Assoc.	Eng. Fees	\$1,772.30
	TOTAL	\$12,916.82

FLOOD EXPENSE

Davy Laboratories	Testing	\$93.50
Davy Laboratories	Testing	\$93.50
Marathon Petroleum Co.	Gas	\$314.07

TOTAL FLOOD EXPENSE \$501.07

WATER/SEWER TOTAL \$27,189.95

Commissioner Nelson invited Mr. Chris Froemming to come forward and address the Commission. Mr. Froemming, 427 Alleghany Avenue, stated he would like to abandon his sewer and hook up to City water and sewer. He stated he heard the City may fix Alleghany Avenue and if the City is putting in new water and sewer lines he would like to hook up and if that wasn't a viable option, he requested permission to tie into Mr. Jim Roemer's line next door. He further stated Mr. Jim Roemer has verbally agreed to an easement.

After discussion, Commissioners Schmidt and Hanson moved to grant permission to Mr. Froemming to hook into the manhole on Grant Boulevard contingent upon a proper easement from Mr. Jim Roemer. Adopted unanimously.

Commissioners instructed Mr. Froemming to submit a copy of the easement to the City when he receives it.

Sewer Adjustments brought back from April 26th meeting:

Judith Peters – 118 Lawrence Blvd. E. - May usage 6000 gallons: After reviewing the usage for May, 2011, **Commissioners Schmidt and Hanson moved to notify Ms. Judith Peters and recommend she further investigate her increase in water usage. Adopted unanimously.**

Heather Swain – 510 Phelps Avenue – May usage 6000 gallons: City staff reported Ms. Swain's usage has stayed at 6,000 gallons despite the fact she reported fixing a leak. After discussion, **Commissioners Nelson and Hanson moved to keep Ms. Heather Swain's sewer rate for 510 Phelps Avenue at 6,000 gallons. Adopted unanimously.**

Joel Carlson – 718 Tenth Street East – May usage 5000 gallons: Mr. Carlson reported to City staff that a chain in upstairs toilet was getting hooked and it is now fixed. Commissioners discussed the fact that April's usage was at 4000 and now May's usage is at 5,000 gallons. **After discussion, Commissioners Schmidt and Schoen moved to set Joel Carlson's sewer rate at 5,000 gallons. Adopted unanimously.**

Denny & Anne Bergan – 913 Broadway – The Bergan's used 6000 in May and 5000 in April. In the letter submitted to the Commission in April, the Bergan's had reported they were gone for two weeks and had a toilet running but had been fixed and had requested a sewer adjustment. After discussion, **Commissioners Schmidt and Schoen moved to set the Bergan's sewer rate at 5,000 gallons based on the last two months usage. Adopted unanimously.**

Gary Schmalzriedt – 712 Eighth Street East – Staff reported Mr. Schmalzriedt came into City Hall and reported he had an outside water pipe leaking which has now been fixed. He has requested adjusting his sewer rate to 7,000 which was his 2010 rate. May's usage was 10,000 gallons. **After discussion, Commissioners Nelson and Hanson moved to set Mr. Schmalzriedt's sewer rate at 9,000 based on current usage. Adopted unanimously.**

Marie Nordby – 808 Franklin Avenue – Staff reported Mr. Nordby came into City Hall and reported he has always had minimum sewer and is not sure what happened in February where 6,000 gallons was used. He is requesting their sewer be adjusted back to minimum. City staff reported April's usage was 1,000 and May's usage was 2,000 gallons. **After discussion, Commissioners Nelson and Schoen moved to adjust Mr. & Mrs. Nordby's sewer rate back to 2,000 minimum. Adopted unanimously.**

Sewer Relining – 2011 Projects – Mr. Bill Anderson: Mr. Bill Anderson stated when the river was up, they had some sewers tv'd to try to find some poor sewer lines. They discovered areas that should be relined. Mr. Anderson pointed out the areas on a map that need to be relined. He also stated most of the manholes in these areas were in last year's Manhole Rehabilitation Project and are pretty tight so it should just be a relining project. He stated there is an area on Bridge Avenue that is one of the remaining low lines that needs to be looked at before a final decision is made.

Dave Vosen asked the Commission if they would want to tie the Sewer Relining Project into the proposed 2011 Street Project. He further stated maybe some of the streets identified in the street project could be relined versus replaced. Dave Vosen stated maybe getting alternative relining bids for 4 or 5 different phases to see the different costs would be helpful. Commission concurred. Bill Anderson stated he could ask them to give us budget numbers instead of a quote to see what could be saved doing 2000 feet compared to 4000 feet compared to something else.

It was determined Dave Vosen and Bill Anderson would get more costs and come up with various projects and bring back for review before moving forward.

Manhole Rehabilitation Update: Mr. Anderson reported he had spoken with Infratech about final payment for the 2010 Manhole Rehabilitation Project and he informed them that the Utilities Commission was meeting today. Mr. Anderson stated they have not replied to his inquiries about extending the warranty for last year's project due to the handling of concrete samplings per specs. After discussion, Commissions directed Mr. Anderson to request an extension of the warranty and to get it in writing.

Commissioners Schoen and Wallerich moved to authorize payment of the final amount of the Infratech bill for the 2010 Manhole Rehabilitation Project contingent upon receiving a 5 year warranty. Adopted unanimously.

Wellhead Protection Moratorium: Dave Vosen reported that Mr. Terry Dennis bought some property on the West side and wants to rezone the garage Highway Commercial and part of this property is in the Wellhead Protection Zone. It was explained Highway Commercial allows many different uses including gas stations etc. The Planning Commission is taking before the City Council an Interim Ordinance prohibiting certain uses within the City of Wabasha's Wellhead Protection Area. The Planning Commission is going through this process to allow more time to study the issue while still allowing some "safe" development activity to occur.

Commissioners Schmidt and Schoen moved to recommend Council adopt the Interim Ordinance (Moratorium) within the Wellhead Protection Area as proposed by the Planning Commission. Adopted unanimously.

Environmental Impact Study for Well: Dave Vosen stated the City needs to do an Environmental Impact Study for the well and there are certain parts of the study he would like Mr. Anderson's help. Mr. Anderson stated it is an Environmental Review that also requires some attachments. Mr. Anderson stated staff can fill out as much as they can and he would need approval to step in and do their part.

Commissioners Nelson and Schmidt moved to approve Yaggy Colby Associates to assist in completing the Environmental Review. Adopted unanimously.

306 Eighth Street East – Overdue Bills: Staff reported there are overdue utility bills for 306 Eighth Street East. The owner is Anita Schuth and the past due amounts are for renters who have left and not paid their final bills. City staff has not shut water off due to new renters moving in and feel they should not be shut-off for an unpaid bill from a previous renter. The overdue bills have been sent to Ms. Schuth. City staff has not heard back or received payment from Ms. Schuth. Staff is looking for direction.

Discussion was held on assessing to taxes and what that procedure is and whether or not a letter stating the bills need to be paid within 10 days or the overdue amount will be assessed to taxes should be sent by certified mail to Ms. Schuth. Some Commissioners stated they have tried this in the past and people just won't sign for the letters.

After discussion, it was determined Commissioner Wallerich would talk to Ms. Schuth to try and resolve the matter.

Having no other business, Commissioners Schmidt and Wallerich moved to adjourn at 5:13 pm.

Respectfully submitted: _____
Susan Schamaun, City Clerk