

Commissioners:

Steve Nelson, President

Mike Wallerich, Larry Hanson, Steve Schmidt, Lynn Schoen

Staff Present:

Dave Vosen, Utilities Superintendent

Susan Schamaun, City Clerk

Proceedings of the Utilities Commission

The regular monthly meeting of the Utilities Commission of the City of Wabasha was held on Tuesday, July 26, 2011 and was called to order by Commissioner Wallerich at 4:00 p.m.

Roll call found all Commissioners present except Commissioners Schmidt.

Commissioners Wallerich and Hanson moved to approve the minutes of May 31, 2011 meeting. Adopted unanimously.

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

Water Dept:

CITY OF RED WING	TESTING	\$54.00
DAVID VOSEN	UNIFORMS-GLOVES	\$35.95
DICK'S AUTO PARTS	EQUIP. MAINT.,	\$42.09
DICK'S AUTO PARTS	SUPPLIES	\$106.49
FERGUSON'S WATERWORKS	SOFTWARE TRAINING	\$250.00
GOPHER STATE ONE	LOCATE CALLS	\$65.45
HARTERT SEPTIC SERVICE INC.	6 TH ST./CAMPBELL WATER MAIN LEAK	\$500
HILL'S HARDWARE	SUPPLIES	\$12.66
MARATHON PETROLEUM	GAS	\$207.82
MN PIPE & EQUIPMENT	EQUIP. MAINT.	\$183.84
PASSE ELEC.	EQUIP. MAINT.	\$15.00
PAT MUELLER	UNIFORMS	\$99.96
VALLEY PUBLICATION	DRINKING WATER REPORT	\$573.00
YAGGY COLBY ASSOC.	WATER TOWER	\$866.00
YAGGY COLBY ASSOC.	WELL STUDY	\$1,600.00
	TOTAL	\$4,612.26

Sewer Dept:

BAKER'S WELDING & TRUCK REPAIR	STEEL FOR GENERATOR TRAILER	\$128.25
CITY OF RED WING	TESTING	\$775.00
CONTINENTAL RESEARCH CORP.	CHEMICALS	\$1,066.30
DICK'S AUTO PARTS	EQUIP. MAINT.	\$90.53
FERGUSON WATERWORKS	SOFTWARE TRAINING	\$250.00
HILL'S HARDWARE	EQUIP. MAINT.	\$102.16
MARATHON PETROLEUM	GAS	\$268.40
MPFA	BOND PAYMENT INTEREST	\$32,507.55
MPFA	BOND PAYMENT PRINCIPAL	\$312,000.00
YAGGY COLBY ASSOC.	SEWER RELINING	\$1,809.80
	TOTAL	\$348,997.99

WATER/SEWER TOTAL

\$353,610.25

Sewer Adjustments:

Joyce Deniger – 811 Fifth Street West: Dave Vosen stated that Steve Schmidt reported to him that Ms. Deniger had a leaking toilet which has since been repaired. Sue reported the usage has dropped back down to 3000 gallons to match their 2010 usage. The leak caused their sewer to be set at 5000 for 2011.

After discussion, Commissioners Hanson and Schoen moved to adjust the sewer rate to 3,000 gallons for Ms. Joyce Deniger at 811 Fifth Street West contingent upon the next meter reading staying at 3000 gallons. Adopted unanimously.

Equipment Lease Agreement: Dave Vosen stated it has been brought to his attention that certain contractors would like to use the City's trench box. He distributed information from City Attorney Peter Ekstrand as well as information from the League of MN Cities. He read the following email from the League of MN Cities:

"As we discussed, LMCIT generally advises against renting or loaning out city equipment to private individuals or contractors. Secondly, it's unclear if the city has the authority to do so.

In the event that a city does rent or loan out their equipment, they'd want to be sure the user is trained/licensed properly. In the case of a trench box, a city might be hesitant to rent out such equipment where its misuse could result in serious injury.

As mentioned above, LMCIT doesn't recommend renting or loaning or renting equipment to private individuals or contractors, but if doing so, an equipment loan agreement should be used. Attached is a template/example. The City Attorney should review."

The Utilities Commission reviewed the example Equipment Loan Agreement and discussed further the seriousness and implications of loaning out the City's trench box.

Commissioners Schoen and Wallerich moved to follow the recommendation from the League of MN Cities and deny leasing the City's trench box to private individuals and/or contractors. Adopted unanimously.

Affidavit for Steve Schmidt: Staff reported Steve Schmidt would have to sign an Affidavit of Official Interest in Claim if he submitted any invoices for work done for the City from his plumbing and excavating business, Schmidt Plumbing & Excavating due to his being a Councilperson. This was informational only.

Water Conservation Rates (mandated): Discussion was held on the mandate to adopt Water Conservation Rates by January 2013 as well as implementing a base rate that would be entered into a Water Improvement fund. The DNR has explained that this mandated Water Conservation Rate is a tool aimed at trying to get people to conserve water. This item was tabled due to not having all commissioners present.

Utility Improvement Rate Discussion: This item was tabled due to not having all commissioners present.

Other Business: Dave Vosen reported the following:

- Tower Repainting Contract received.
- Scheduled to start on August 14th.
- Approximately 2 weeks to repaint tower.
- Tank will be drained.
- Will be sending out a Request For Quotes for excavators due to OSHA's requirement to have a competent person on site for digs. The City will have the excavator as the competent person which will be used mostly for emergency digs. He will be checking with OSHA to see if there is an actual certification that needs to be presented from the excavators. The excavator will then be responsible for the work site.

Water and Sewer fund financials were distributed. It was stated that funds need to be transferred from the sewer fund to the water fund which was recommended during the 2010 audit. This will be brought back to a future meeting.

Having no other business, Commissioners Wallerich and Schoen moved to adjourn at 4:45 pm.

Respectfully submitted: _____
Susan Schamaun, City Clerk