

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, August 30, 2011 and was called to order by Commissioner Nelson at 4:00 p.m.

Roll call found all Commissioners present.

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

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

Water Dept:

Ferguson Waterworks	1" Meters	\$996.56
MN Dept. of Health – MDH	MDH Fees	\$1,176.00
City of Red Wing	Testing	\$54.00
Dick's Auto Parts	Equip. Maint.	\$21.64
Gopher State One Call	Locate Calls	\$62.45
Hawkins, Inc.	Chemicals	\$378.88
Hill's Hardware Hank	Supplies	\$86.41
Marathon Petroleum Co.	Gas	\$385.08
Midwest Leak Detection	Locate Water Leak – Main Street	\$300.00
MN Pipe & Equipment	Equipment	\$304.70
Nardini Fire Equipment Co.	Maint. Agreement	\$560.00
Scheel's Super Valu	Supplies	\$19.56
Susan Schamaun, Petty Cash	Postage	\$26.06
US Postal Service – Wabasha	Annual permit Fee	\$95.00
Verizon Wireless	Cellphone	\$24.83
Visa	Office Supplies	\$112.19
Wabasha Co. Hwy. Dept.	Application for Utility Permit #1105	\$100.00
Xcel Energy	Water Tower	\$12.85
Yaggy Colby Assoc.	Well Study	\$1,215.00
	TOTAL	\$6,531.21

Sewer Dept:

City of Red Wing	Testing	\$620.00
Construction Bulletin Magazine	AD – 2011 Sewer Relining Project	\$134.75
Dick's Auto Parts	Credit	-\$17.84
Dick's Auto Parts	Sewer – Equip. Maint.	\$34.49
Hawkin's, Inc.	Chemicals	\$1,067.66
HBC	Alarm	\$37.41
HBC	Telephone	\$72.01
Hill's Hardware Hank	Supplies	\$95.16

Marathon Petroleum co.	Gas	\$302.97
Mid America Research Chemical	Chemicals	\$223.15
Motor Parts & Equipment	Equip. Maintenance	\$138.03
Passe Electric	Sewer Plant Flow Meter	\$40.00
Passe Electric	Fuses	\$95.00
US Postal Service – Wabasha	Annual Permit Fee	\$95.00
Valley Publication	Sanitary Sewer Bids	\$152.80
Verizon Wireless	Cell Phone	\$35.47
WWGOETWSCH	Equipment	\$239.65
Xcel Energy	Lawrence Lift Station	\$526.70
Xcel Energy	Hiawatha Lift Station	\$29.52
Yaggy Colby Assoc.	2011 Sewer Relining	\$2,986.50
	TOTAL	\$6,951.35

WATER/SEWER TOTAL \$13,482.56

Bill Adjustment:

T&M Campgrounds: Staff reported Mr. Russ Morgan purchased the property next to his campground and had water turned on for a period and then had water turned off but forgot to notify the City. Due to paying a water bill before contacting City Hall, he is requesting the paid water bill be applied to his campground account.

After discussion, Commissioners Wallerich and Schmidt moved to approve Mr. Morgan’s request of applying his payment of \$32.77 for one parcel to his campground account. Adopted unanimously.

Resolution for Assessment of Unpaid Utility Charges: Staff provided Resolution #2011-001 for Assessment of Unpaid Utility Charges. It was stated the owners of the properties listed have been notified several times during 2011 and have failed to remit payment.

Commissioners Wallerich and Schmidt moved to approve Resolution #2011-001 For Assessment of Unpaid Utility Charges: Adopted unanimously.

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

**UTILITIES COMMISSION
RESOLUTION # 2011- 001
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.

Assessment Listing	Parcel Description	Parcel #	Service	Amount
Name	Address		Water/Sewer charges	
Jay Jewson	524 Phelps Avenue	R27.00467.03	WATER/SEWER BILL	\$24.76
Jay Jewson	524 Phelps Avenue	R27.00467.03	WATER/SEWER BILL	\$25.18
Jay Jewson	143 Main Street West	R27.00239.00	WATER/SEWER BILL	\$104.80
Thomas Bramble	506 Ninth Street East	R27.00788.00	WATER/SEWER BILL	\$181.21
Thomas Bramble	506 Ninth Street East	R27.00788.00	WATER/SEWER BILL	\$416.07
Suntrust Mortgage	300 Coulee Way	R27.01127.00	WATER/SEWER BILL	\$317.54
Cory Dipple	245 Main Street West	R27.00257.00	WATER/SEWER BILL	\$148.13

Adopted by the Utilities Commission on this _____ day of _____ 2011.

Commission President

Date

Commission Secretary

Sewer Relining Bids: Dave Vosen reported three bids were received on time and one bid was received late. Visu-Sewer, Inc. came in the lowest. The following bids were received:

Phase I:	Visu-Sewer, Inc.	\$85,149.00
	Veit & Company	\$102,842.00
	Lametti & Sons	\$122,606.00
Phases 1&2:	Visu-Sewer, Inc.	\$164,834.00
	Veit & Company	\$215,588.00
	Lametti & Sons	\$237,584.00

After discussion, Commissioners Schmidt and Schoen moved to accept Visu-Sewer, Inc.'s low bid for Phases 1 & 2 for the Sewer Relining Project. Adopted unanimously.

156 Pembroke – Meter Check – Mr. Richard Schurhammer: Dave Vosen reported Mr. Richard Schurhammer reported high usage at 156 Pembroke Avenue in February 2011 and requested his meter be taken out and tested. Another meter was installed while the original meter was tested. The original meter tested fine and Mr. Schurhammer has stated there was no leak in his building. Staff reported they informed Mr. Schurhammer he did not have to pay the February 2011 bill until a decision had been determined by the Utilities Commission.

After discussion, Commissioners Nelson and Hanson moved to contact Mr. Richard Schurhammer via letter informing him his original meter at 156 Pembroke Avenue tested fine and charge him \$50.00 for the meter check and also inform he is responsible for payment of his water bill from February 2011. Adopted unanimously.

4th & Grant Blvd. Water Leak Charges – Mr. Jim Arnoldy: Dave Vosen reported there was a service leak at 124 Fourth Grant Boulevard East. In order to locate the leak, Midwest Leak Detection Company, was used which saves the City and the resident money as digging can be more specific cutting costs on digging and patching. Discussion was held on whether the Utilities Department would pay Midwest Leak Detection or the cost would be passed on to Mr. Arnoldy. It was determined that the Utilities Department would pay for that cost.

After discussion, Commissioners Wallerich and Schoen moved to pay the Hartert's bill for the leak at 124 Fourth Grant Boulevard East and send a bill to Mr. Jim Arnoldy with an accompanying letter explaining the charges and also moved that the Utilities Commission would be responsible for paying the Midwest Leak Detection Company bill. Adopted unanimously.

Accepting Sewage from the Lower Marina: Dave Vosen stated the lower marina added a bathroom and shower and has requested to dump the waste into the City's sewer system. Dave Vosen stated he is comfortable with this. He recommended charging \$0.011/gallon but further stated he would like the dumps to be supervised.

After discussion, Commissioners Schmidt and Wallerich moved to approve the Agreement between the City of Wabasha, Minnesota, and Wabasha Marina per Attorney Peter Ekstrand's review and approval and implementing a \$50.00 per dump fee. Adopted unanimously.

Plugged Sewer Line – 1013 Jefferson Avenue – Schmidt Plumbing Invoice: Dave Vosen reported Marianne Stamschorr, 1013 Jefferson Avenue, had a problem with a backed up sewer while the City was cleaning out sewer lines in that area. Commissioner Schmidt reported he went to the property and he felt there is no doubt what the City was doing caused it. He reported he unplugged the sewer and also helped her clean up the mess and billed her \$150.00. He is presenting the bill to the Utilities Commission for consideration of payment.

After discussion, Commissioners Wallerich and Hanson moved to pay Steve Schmidt Plumbing & Excavating \$150.00 for charges incurred at 1013 Jefferson Avenue for a plugged sewer line. Adopted unanimously.

Commissioner Schmidt signed a Affidavit of Official Interest in Claim for payment of the invoice for 1013 Jefferson Avenue.

Water Conservation Rates (mandated): a brief 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. Staff reported an add-on module for the current utilities software would be beneficial in purchasing as it could allow precise rates and amounts for these mandated rates. It was determined to table this item until more reliable rates and amounts could be presented and reviewed.

Commissioners Schoen and Hanson moved to approve the purchase of the Tier Reports module for the Utilities software at a one-time cost of \$395.00.

Utility Improvement Rate Discussion: This item was tabled.

Other Business: Dave Vosen reported that the current Sewer Adjustment Rate for leaks that do not enter the City's sanitary sewer system is \$4.80. He stated that while doing rate studies, he discovered the \$4.80 rate is too low and it should be raised to \$5.11.

Commissioners Schoen and Wallerich moved to approve the sewer adjustment rate for leaks that do not enter the City's sanitary sewer system from \$4.80 to \$5.15. Adopted unanimously.

Having no other business, Commissioners Wallerich and Schoen moved to adjourn at 5:00 pm. Adopted unanimously.

Respectfully submitted: _____
Susan Schamaun, City Clerk