

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on April 09, 2019, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, John Bender, William Kling and John McIntosh were present. Greg Haggood was absent. Chairman Kling called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, and Richard Berntsen of 580 Central Avenue, Marion.

Kling suggested the board begin the meeting with item #9 regarding the discussion of ownership of the 6<sup>th</sup> Street water main north of 13<sup>th</sup> Avenue as Mr. Berntsen was only attending the meeting for this particular agenda item. Steigerwaldt stated on March 14<sup>th</sup> and 15<sup>th</sup> the 2" cast iron service line underneath 6<sup>th</sup> Street, which is a dead end street serving two properties but has four private water services connected to it, broke twice. Staff's interpretation of this 2" cast iron line was a private water main that serves four homes as it did not follow traditional subdivision development and the city does not maintain 6<sup>th</sup> Street north of 13<sup>th</sup> Avenue. Steigerwaldt told the board that the 2" main will break again, and it was determined that the Marion Water Department hire a contractor, upfront the cost and set up a billing arrangement with the individual homeowners. Steigerwaldt stated he had signed agreements from the homeowners for repayment of the new water service lines. Mr. Berntsen owns two of the homes and would have two bills. Mr. Berntsen signed the agreement with the understanding that he would have time to research his abstract to see if the 2" main was public or privately owned. The 2" main was installed in September of 1964 replacing a 1 1/4" line that was installed in May of 1953.

Mr. Berntsen stated that he had researched all of his records and property abstract and did not find any information stating that the 2" line was privately owned. He asked Steigerwaldt if he could produce any records stating that it was a private main serving the four homes. Steigerwaldt stated he could not find any records that supported the department's claim that it was a private main and homeowner responsibility. It was the department's interpretation that the 2" main was private, as the street was not maintained by the city. However, he did come across some older project files that afternoon where the Marion Water Department had replaced 2" water mains in three different locations around town to a 6" water main. It appears 2" mains were installed as public mains back in the 1950-1960's. Steigerwaldt did mention the three older water main relay project he found were in more traditional public street locations versus the dead end section of road on 6<sup>th</sup> Street north of 13<sup>th</sup> Avenue.

McIntosh stated he personally looked at some old maps and records at the shop and stated he could not clearly determine if the 2" main was private or public. His opinion was that it probably was a public main and that the Marion Water Department should replace the 2" main with four individual service lines. Kling asked if it would be cheaper to install one 4" or 6" main versus four individual service lines. Steigerwaldt stated he could get a quote from the contractor to do this but he thought it would be just as expensive if not more expensive and then the department would still have to maintain the new larger main. McIntosh agreed that running four new services line now would eliminate the department's ownership responsibility forever.

Steigerwaldt stated a decision on the ownership of the 2" main did not need to occur tonight. The contractor will install the new water services and abandon the old 2" main next week weather permitting. We will get a final bill for the work. The water department staff may be able to save some additional money and do the concrete work for the contractor. At the next board meeting, Steigerwaldt will prepare a memo listing several options for the board to consider ranging from 100% department cost to 100% resident cost for the new water service lines. Mr. Berntsen thanked the board for looking further into the ownership of the 2" water main.

Motion by McIntosh, seconded by Bender to approve the minutes of the March 12<sup>th</sup> 2019 monthly board meeting and the March disbursements and fund balance reports. Bender noted that there was not as much overtime last month. Vote: all Ayes (4-0)

Kling opened the public hearing for the 2019 10th Avenue & 22nd Street Water Main Relay Project. Since there was nobody there to speak for or against the project, Kling closed the public hearing.

Motion by McComas, seconded by McIntosh approving Resolution 19-07, accepting bids and awarding contract to Rathje Construction Company for the 2019 10th Avenue & 22nd Street Water Main Relay Project for \$329,570.00. Bender asked about the completion date and how many bids we received. Steigerwaldt stated the completion date was the last Friday in October and there were five bidders. Roll Call Vote: all Ayes (4-0)

Motion by Bender, seconded by McComas approving Resolution 19-08 accepting public water main improvements in the Country Club Estates 13<sup>th</sup> Addition to the City of Marion. Steigerwaldt stated there was a 12" water main installed along West Williams Drive that will eventually loop to 10<sup>th</sup> Street. The developer has not submitted the water main oversizing request yet. Roll Call Vote: all Ayes (4-0)

Motion by Bender, seconded by McIntosh approving Resolution 19-09 accepting public water main improvements in the Stonefield Commercial 1<sup>st</sup> Addition to the City of Marion. Bender asked about why there was no water main installed in the right of way of Tower Terrace Road. Steigerwaldt explained that the department would have to upfront the cost to install water main along Tower Terrace Road so it was decided to have the developer install water main within the commercial development between 3<sup>rd</sup> Street and the future Irish Drive. A public water main easement is provided in the final plat. Fire hydrants are needed for the new buildings so having the public water main within the parking lot worked well and the developer paid the cost to install the water main. Steigerwaldt did state there were some sections of Tower Terrace Road that did have a 12" water main installed within the right of way. Steigerwaldt stated an Edward D. Jones office would occupy one of the new units in this development. Roll Call Vote: all Ayes (4-0)

Steigerwaldt led the discussion on three potential rate structure proposals with the board. He discussed each option and answered questions the board had. The board decided on rate increase option #3, a 5% rate increase providing an estimated \$180,000 of additional revenue next year. Option #3 would increase the monthly flat fee by 50 cents per month with no rate increase on the first 200 cubic feet of water. A 5% increase would occur on the volume rate structure over the first 200 cubic feet. A typical residential customer would see an increase of approximately \$1.58 on a two-month bill. Steigerwaldt also shared the proposed material rate increases for meters, the billing fee to the city and after hour service charge fee increase from \$150 to \$180. Steigerwaldt anticipates the new rates and fee to be effective July 1, 2019.

Motion by McIntosh, seconded by McComas setting public hearing for water rate increase Option #3 for the May 14<sup>th</sup> 2019 board meeting. All Ayes (4-0)

McComas left the meeting at 6:03 pm.

Motion by Bender, seconded by McIntosh amending the afterhours water turn on policy. Steigerwaldt stated it was requested by staff to have a policy in writing stating the water service would not be turned back on for a customer after 4 pm. Currently, staff will turn water service on for a customer after 4 pm if they paid their outstanding water bill in full and the \$150 afterhours service charge. Although this service does not happen frequently, it does put staff in

potentially contentious situations, as the customer is generally not in a good mood because their water service has been turned off for nonpayment. The board agreed to enhance the policy that prohibits this service after hours. Kling requested the policy state that water would be turned on the next business day so that it was clear staff would not turn water on over the weekend or holiday. McIntosh stated there might be an occurrence once and a while where water might have to be turned on and Steigerwaldt stated that is correct. The on-call employee would have to make that judgement call but in general, staff would no longer offer this service after normal working hours. Vote: all Ayes (3-0)

Steigerwaldt updated the board on the City Hall space needs study. He stated that Martin Gardner Architect was completing the report for the City Manager and department heads to review soon. Steigerwaldt told the board he had a meeting with the City Manager at Site #3, 3050 5<sup>th</sup> Avenue. He shared with the City Manager the potential option for the Water Department to move out of City Hall and occupy this unmanned building knowing that the city will need additional space at City Hall as they continue to hire more employees to keep up with the work created by the growing city population. Steigerwaldt stated this building needs updating and could potentially be rehabilitated into a modern office building. Steigerwaldt told the City Manager that he would wait for the City Hall space needs study to be completed before proceeding with renovations. If there are immediate changes or relocation of departments at City Hall based on the space needs study then the Water Department could remain within City Hall. Steigerwaldt would encourage the board to consider remodeling Site #3 if there were no immediate actions moving forward at City Hall based on the completed space needs study. Bender asked about the cost of the remodel. Steigerwaldt mentioned to the City Manager that if water moved out of City Hall he would be requesting the initial investment the Water Department contributed to the City Hall project of \$300,000. He would request this amount to be paid back to the department overtime in the future. He stated the city has a tight budget and this amount was not in their future five year capital project list but he would like to see repayment plan approved by council prior to beginning any remodel project. Steigerwaldt suggested that the board members contact him individually and he would give them a tour of the existing building where he could show them some office layouts that he has envisioned. Steigerwaldt stated he will keep the board informed of the City Hall space needs study and its results.

Steigerwaldt updated the board on the field activities: Service Department: remote read meters installed on 15 accounts; 6,439 meter reads; 255 straight meters to radio; 151 tag orders; 76 service calls; and 360 utility locations were located.

He mentioned that the annual Consumer Confidence Report was completed and approved by the DNR. The city website will host a link to the report and hard copies will be delivered to the required multi-family buildings. The annual fire hydrant flushing will begin Monday, April 15<sup>th</sup> and notices were already sent.

Steigerwaldt stated there were ten water main breaks last month. Northway Well and Pump began acidizing Well #4. During the pressure test of the acidizing setup the pipe between the meter pit and the well head pit less unit broke. Crews will have to find this leak and possibly replace the piping between the pit less unit and the meter pit. Staff continues to replace water meters around town. There are less than 1,000 meters remaining to be upgraded.

Steigerwaldt also told the board only wells #5 and #10 ran last month. The two of them supplied the entire town with water. The Alliant electric bill for the Jordan Well #5 was \$8,023 producing 32,699,000 gallons while the REC electric bill from the Silurian Well #10 was only \$4,600 yielding 41,637,000 gallons. He was pleased with the performance of Well #10 and the cost to run it.

Steigerwaldt also mentioned that the 5-year annual report of the Ralston EPA site was completed. He stated our Well #1 was mentioned in the report but there was no action items regarding it. He would share this report with the board members who were interested in looking at it.

March gallons pumped: 75,529,000

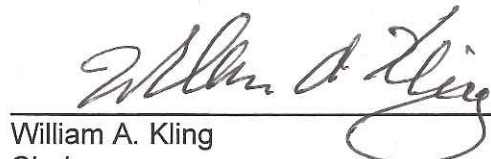
**Secretary Report –**

Steigerwaldt informed the board there were only 14 building permits issued in March over a \$50,000 valuation. 12 single-family homes and 2 commercial remodel permits was issued.

The next regular monthly board meeting was set for 5:15 PM on Tuesday, May 14<sup>th</sup>, 2019.

The meeting adjourned at 7:02 PM.

  
Todd Steigerwaldt  
Secretary

  
William A. Kling  
Chairman