



Marion Water Department MINUTES 4 14 2020

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 4:08 PM, on April 14, 2020, through a virtual meeting held on Zoom. Trustees Mary Ann McComas, John McIntosh, William Kling, and John Bender participated in the Zoom meeting. Board member Greg Haggood was absent. Chairman pro tem Bender called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary.

Motion by McComas, seconded by Kling to approve the minutes of the March 10th, 2020 regular monthly board meeting and March disbursement and fund balance reports. Steigerwaldt told the board that agenda item 6 was a budget amendment for \$600,000 as expenditures are above normal this fiscal year mainly because the payment for the elevated water tower at 5th Avenue and 31st Street was finally received and paid. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by McComas to accept quote and award contract to Dan Gardner Drywall Company of Marion for EIFS installation at 3050 5th Avenue for \$39,670.00. Steigerwaldt stated he could only obtain one quote. The other contractors he contacted stated they would use Dan Gardner to install the EIFS installation too. Vote: all Ayes (4-0)

Motion by McComas, seconded by Kling approving contract with Storey Kenworthy for new office furniture at 3050 5th Avenue for \$32,758.86. Bender asked if we checked with any other office furnishing companies. Steigerwaldt told the board he did not as the staff at Storey Kenworthy had been assisting them in layouts, colors and product choices since last summer. They spent a lot of time with our staff getting the layout and product that would work best for everyone. Bender also asked if the desks had the standup version options. Steigerwaldt stated that three of the desks do have the standup version which staff really like. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Kling accepting quote and awarding contract to Doors, Inc. for doors, frames and hardware for the future office at 3050 5th Avenue for \$9,895.00. McIntosh asked if the glass was included. Steigerwaldt stated the glass is coming from CR Glass. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by McComas approving purchase of 2020 Ford Super Duty F-550 4WD truck for \$48,537.00. Staff researched truck styles and decided on this make and model. The vehicle can be ordered now and will be paid for next fiscal year. Steigerwaldt stated the two bids were only \$8 apart. Staff recommended going with the local dealer as the other dealer was in Mount Vernon which takes additional staff time to have the truck serviced in the future. Vote: all Ayes (4-0)

Motion by Bender, seconded by McComas approving Resolution 20-06 increasing the expenditure amount in the FY 2019-2020 fiscal budget by \$600,000. Steigerwaldt explained the capital improvement budget was currently over budget mainly because of the payment for the 2016 elevated water tower painting project that was finally invoiced and paid by the department. Steigerwaldt shared the list of other payments that still need to be paid by the end of this fiscal year. Kling asked if other budget items like salaries were also over budget. Steigerwaldt stated no other major budgeted line items were over budget except for the capital improvement budget. The board agreed with increasing the expenditure budget by \$600,000. Roll Call Vote: all Ayes (4-0)

Motion by McComas, seconded by Kling approving reimbursement to Midwest Development Company for water main oversizing in the Hunters Ridge North 1st Addition for \$35,681.48. Steigerwaldt told the

board that the developer oversized the 8" water main to a 12" water main as the Water Department needed a larger main in this location to connect Lucore Road and Winslow Road water mains. He also stated this area is where he is looking for land for a future water tower. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Kling approving purchase of an ammonia chemical feed system from Water Solutions Unlimited, Inc. for \$5,244.78. Steigerwaldt stated the DNR has approved the permit for the installation of this system for Well #10 at 450 Echo Hill Road. Well #10 is lacking ammonia that the other drinking wells have naturally occurring which causes water testing challenges for staff when the different water sources blend in the system. Installation will occur later this spring. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by McComas approving payment to Veenstra and Kim Inc. for engineering services for \$2,229.00 for Well 8 Water Treatment Facility design work. Steigerwaldt told the board the engineer's scope has changed since staff now is wanting to run both Well #5 and Well #8 through the iron removal plant. The engineer has contacted two filter vendors and begun sizing the new facility accordingly. Vote: all Ayes (4-0)

Motion by Bender, seconded by Kling approving financial pledge to Uptown Marion Main Street for \$500.00. Steigerwaldt mentioned the board has supported the organization in the past. He also stated that due to the Covid-19 virus that many uptown businesses are struggling, and some are closed due to the Governor's orders. The Uptown Marion director Brooke Pouty has been posting daily reminders on Facebook and other digital message boards reminding consumers to support their local merchants. Vote: all Ayes (4-0)

Motion by McComas, seconded by McIntosh to receive and file the 2019 Consumer Confidence Report. Steigerwaldt stated there were no testing violations last year and that the report would be available to the public for viewing via the city's website. Per the DNR regulations, staff must also hand deliver these reports to several large apartment complexes around town. Vote: all Ayes (4-0)

Steigerwaldt led another discussion on the possibility of the department not supplying the return envelopes in the water bills. He stated with the future move to the new office the department could save approximately \$2000 in return envelope costs. The board was in favor of not supplying the return envelopes in the future. Steigerwaldt also stated administration staff was considering changing the hours of operation once the move to the new office was made but had not determined yet what the daily hours would be yet. Parks and Public Service departments are on different hours of operation than City Hall. Steigerwaldt would keep the board abreast of these management decisions.

Steigerwaldt shared three rate increase proposals with the board. Kling was pleased with the effort put into the various scenarios on the spreadsheets. Steigerwaldt stated that credit goes to Office Manager Janice Lawrence who prepared the spreadsheets and summary report. McComas asked which one Steigerwaldt favored. Steigerwaldt was leaning on proposal #2 but all were generally providing approximately \$350,000 of additional revenue. Steigerwaldt stated the board can discuss these options more at the May meeting where we will set a public hearing for June. This will allow for the rate approval at the June meeting and the new rates can go into effect July 1, 2020.

Steigerwaldt updated the board on the field activities. Service Department: remote read meters installed on 24 accounts; 9,860-meter reads; 2 straight meters to radio; 118 tag orders; 91 service calls; and 804 utility locations were located.

Steigerwaldt stated there was one water main break last month. Crews took water samples from Well #8 and flushed Well #1. Staff continued remodel work at 3050 5th Avenue.

Steigerwaldt told the board how staffing has changed due to the Covid-19 issue. The shop staff have split into two groups. They are working split shifts and longer days. The administration staff has mainly one person at the counter in City Hall and Steigerwaldt. The other staff are working remotely from home. City Hall is closed to the public, but staff still needs to process bills, collect mail and take phone payments etc. Staff is on administrative leave on the days they are not working or if working at home and run out of work to do for the day. Steigerwaldt stated this is consistent with what our water utilities are implementing during this epidemic.

March gallons pumped: 81,562,000

Secretary Report –

Steigerwaldt informed the board there were 35 building permits issued in March over a \$50,000 valuation. All permits were single-family dwellings.

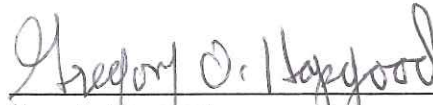
Steigerwaldt shared with the board a letter from a consultant that praised the professionalism of the Water Department staff on a water leak he was working by the Long Branch Hotel.

The Water Department also sold the 2003 work truck #8 for \$4,650.00.

The next regular monthly board meeting was set for Tuesday, May 12th, 2020. The meeting may be another virtual Zoom meeting.

The meeting adjourned at 5:20 PM.


Todd Steigerwaldt
Secretary


Greg O. Haggood
Chairman