



MINUTES Water Board

4:00 PM - Tuesday, February 13, 2024
Water Department, 3050 5th Avenue

The Water Board of the City of Marion, Linn County, Iowa met on Tuesday, February 13, 2024, at 4:00 PM, at Water Department, 3050 5th Avenue, with the following members present:

PRESENT: John Bender, John McIntosh, Amy Olson, William Kling, and Terry Chew

ABSENT:

STAFF PRESENT: Todd Steigerwaldt and Curt Huhndorf

CALL TO ORDER

REGULAR AGENDA

Motion to approve the January 9, 2024 minutes and January 2024 payable invoices for \$1,449,040.03.

Moved by Olson, seconded by Kling, to approve above referenced items. Bender asked when we purchased the new truck. Steigerwaldt stated it was purchased in December 2023 and then we paid for a delivery service to bring it from Minnesota to Marion. Kling stated the overtime hours looked normal for this time of year with several water main breaks occurring.

Approved unanimously

Motion to receive and file the 2023 Marion Water Activities Report.

Moved by Bender, seconded by Olson, to approve referenced item above. Steigerwaldt highlighted the accomplishments in the 2023 activities report with the board that shows all the work staff completed and the length of water main installed and replaced around town. Bender asked about number of valve boxes repaired. Huhndorf stated last year crews noted multiple fire hydrant valve boxes that needed attention and were repaired or adjusted to final grade.

Approved unanimously

Motion to receive and file the January 2024 revenue, expense and financial reports.

Moved by Kling, seconded by Olson, to approve above referenced items. Steigerwaldt stated two \$1 million CDs are maturing later this month and he plans to compare rates with other banks and reinvest the money as he doesn't see any large expenses in the near future.

Approved unanimously

Motion to accept proposal for annual audit services from Hogan Hansen.

Moved by McIntosh, seconded by Chew, to approve above referenced item. Steigerwaldt stated we have one more year left on our existing contract with Hogan Hansen for next year's audit for FY 23/24 for \$18,375. The future fees increase ranges between 5.3% - 8.4% per year. The average number of hours needed each year to complete the audit is between 140 to 200 hours which equates to \$139.29 - \$97.50 per hour. Their normal hourly rate for an auditor is \$250 per hour. The board was ok with the proposed fees for future auditing services.

Approved unanimously

Motion approving contract with Rathje Construction Company for water main relay adjacent to the Ohnward Bank Remodel along Marion Boulevard and Armar Drive.

Moved by Kling, seconded by McIntosh, to approve contract with Rathje Construction for water main relay along Marion Boulevard adjacent to the Ohnward Bank building addition project. Steigerwaldt told the board members that Rathje was awarded the site work for the Ohnward bank building expansion which entails removing and replacing the sidewalk and driveway along Marion Boulevard. While this construction is occurring it is a perfect time to replace the old 6" and 8" water main with a new 12" water main. Staff reviewed the quote provided by Rathje which had unit prices very close to another city project that had a bid opening earlier in the day where Rathje Construction was also the low bidder on the 5th Avenue Reconstruction Project. Steigerwaldt stated it made sense to get a quote for this relay from Rathje as they will be mobilized on site and doing work for the bank. Hiring another contractor to work on the same lot would cause coordination issues between the contractors. All materials are being supplied by the contractor except for the fire hydrant which the department will supply. Work is expected to begin in March pending weather conditions.

Approved unanimously

Motion approving professional engineering services agreement with Veenstra & Kimm, Inc. for design of 1 MG composite elevated water tower at 6301 Lucore Road.

Moved by Bender, seconded by Kling, to approve above referenced item. Steigerwaldt recommended approving the design services agreement with V&K Inc. for the future 1 MG elevated water tower to be located at 6301 Lucore Road. He had visited with several Des Moines metro communities who have recently used V&K Inc. for designing and inspecting their new elevated water towers and they were all pleased with their services. The board reviewed the estimated fees and were agreeable to hire V&K Inc. for this future elevated water tower project.

Approved unanimously

Discussion on getting quotes to demo and site cleanup at 6301 Lucore Road.

Steigerwaldt asked the board for the Water Department to take the lead on the demo and site cleanup at 6301 Lucore Road. The city has had the remediation of the asbestos found on site completed. A structural assessment of the existing silo and dual grain bin structure is underway. Staff from Parks, Public Service, and Water have gotten together and obtained cost estimates for tipping fees and rental of demolition equipment. Steigerwaldt thought the best option is to hire a qualified demolition contractor to do this cleanup. This is not a normal job that city staff has done to this scale in the past. A demolition contractor is better equipped to handle this work than city staff. Steigerwaldt

can get some quotes and share with the board next month. We would share the cleanup cost with the city based on acres purchased. 15% for Water and 85% for the city is how the cleanup cost is anticipated to be shared. We may have to give the city a payment plan again depending on the final cleanup costs. The board was in favor of taking the lead on this project.

Discussion on future water rate increase for July 1, 2024.

Steigerwaldt shared with the board a spreadsheet prepared by Janice Lawrence showing a basic water rate increase of 3% which will generate approximately \$150,000 in revenue which was anticipated in next year's budget. The spreadsheet also shows the approximate dollar increase for various customer accounts compared to the current rates. Some other rate increases for the board to consider next month are bulk water sales, unmetered parks water flat fee charge at unmetered park pavillions, billing fee to the city (increase from \$1.60 to \$1.75 per bill) and fixed charges/misc billing items and meter markup fees. The board was agreeable to the 3% rate increase as prepared by Lawrence. Steigerwaldt will suggest increases for the other items mentioned above and discuss them at the March meeting.

Discussion on memorial bench or tree and location for deceased board members.

Steigerwaldt led the discussion on a memorial bench for past board members McComas and Haggood. The board considered placing a bench at Lowe Park or the future caboose park by the Legion named after Paul Draper. Benches are \$2,000 and the plaque can accommodate three lines of lettering. The board agreed on a bench at the future Draper Park with the refurbished caboose since it is closer to the Water Department office. Steigerwaldt will contact the Parks Department and will get the details and paper work completed for the board to approve at the March meeting.

Discussion regarding Field Operations Reports.

Steigerwaldt reviewed the monthly reports with the board. There were five water main breaks last month. Steigerwaldt stated the well contactor has completed drilling the Silurian well and initial test results look good. The distribution crew repaired and adjusted 32 valve boxes and measured in 52 new curb boxes. The booster pump at Site #7 was repaired and staff worked on the lead service line inventory which is a requirement by the EPA.

Bender saw in the pumping report that the new Iron Removal plant was not running very much. Steigerwaldt stated that the air handler unit was recently repaired and then the aerator motor on top of the ground storage tank stopped running and is now being replaced. Staff only occasionally ran the plant so that the ground storage tank would not freeze solid.

Secretary Report

January Building Permits

NEW - City Council Annual Department Update - April

Employee Appreciation/Thank You Letter

City Showcase - April 20th 9-noon at YMCA

State of the City - March 5th at Radison Hotel

Steigerwaldt stated there were only 3 building permits issued January 2024 over a \$50,000 valuation. A new request by the city council this year is for all boards/commissions and external partners to share their past year's accomplishments and future projects and activities. Water is slated for an April council meeting

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presentation and board members are encouraged to attend. Steigerwaldt shared a picture of the new truck that arrived in January and a thank you note that employee, Andy Briles, received by a water customer for his good deeds.

ADJOURN at 5:21 PM

The next Marion Water Department Board meeting will be held at 3050 5th Avenue, Marion on March 12, 2024 at 4:00 pm and on ZOOM.



Terry Chew, Chairman



Todd Steigerwaldt, Secretary