



# AGENDA

## Water Board

4:00 PM - Tuesday, June 11, 2024

Water Department, 3050 5th Avenue

Any item listed on the agenda may be open to discussion by the board. If you wish to address the board, please wait until the chair asks you to speak.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 853 1162 5633. A link is also provided at [www.cityofmarion.org](http://www.cityofmarion.org). Audio only can be heard by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Those who wish to comment must either attend the meeting in person or submit the comment to Todd Steigerwaldt by 1:00 p.m. on Tuesday, June 11 2024 via phone at 319-743-6311 or email at [tsteigerwaldt@cityofmarion.org](mailto:tsteigerwaldt@cityofmarion.org).

Page

### CALL TO ORDER

### REGULAR AGENDA

- 1. **Motion to approve the May 14th minutes and May payable invoices for \$1,565,366.76.** 6 - 12

Attached are the May 14th 2024 minutes and payable invoices for May 2024 for \$1,565,366.76.

[Minutes 05 14 2024 draft](#)  
[May 2024 Payable Invoices](#)

- 2. **Motion to remove from table Water Main Application for the new Linn County Secondary Road Department Headquarters at 1902 County Home Road, Marion. (Tabled 3/12/24)**
- 3. **Motion approving Water Main Application for the new Linn County Secondary Road Department Headquarters at 1902 County Home Road, Marion. (Tabled 3/12/24)** 13 - 31

The county has completed the plans to extend water main from 35th Avenue and Hwy 13 to the intersection of Hwy 13 and County Home Road. V&K has reviewed and provided comments on the initial plan submittal. A county engineer who submitted the plans will be at the meeting for any questions that the board may have. They hope to receive bids later this summer and have contractor begin this fall. They are aware that they will be billed for the excess water that will be wasted to turn the water over. They will not ask for oversizing cost reimbursement but they will ask that a hookup fee be established when the land adjacent to this main is developed. A copy of the plans are attached. City staff and the Marion city council have been made aware of this request and project construction.

[Hwy 13 Signed Water Main Application Form](#)  
[Linn County Watermain Plans](#)

4. **Motion to receive and file the May 2024 revenue, expense and financial reports.** 32 - 52

See attached documents.

[Bank Stmt Recon-May](#)  
[Expense Rpt-May 2024](#)  
[Fund Balances-May](#)  
[Revenue Rpt-May 2024](#)

5. **Motion to receive and file general release of claim form from Ron Major and approve financial reimbursement for pavement restoration costs associated with water service restoration for 290 S. 11th Street for \$2,607.50.** 53 - 55

At the May 14th meeting, the board deliberated on the request from Ron Major for financial participation in the street repair costs associated with the water service restoration for the new home at 290 S. 11th Street. The board decided on a reimbursement amount for this repair cost. Mr. Major has signed the attached release form.

[Ron Major Release](#)

6. **Motion approving Resolution 24-13 accepting improvements and extensions of water main for Echo Ridge Estates 5th Addition to the city of Marion, Iowa.** 56 - 57

This subdivision is located west of Alburnett Road and north of Echo Hill Road. The developer is Integrity Custom Homes, Inc. aka Kent Backen of Marion. There are 23 single-family lots in this addition. All water inspections and testing has been completed and passed. I recommend approval of these water improvements in this addition.

[Res 24-13 Accepting WM Echo Ridge Estates 5th](#)

7. **Motion approving Resolution 24-14 approving contract and bond for the 2024 Tama Street Water Main Relay Project.** 58 - 61

Rathje Construction Company was the low bidder for the above water main relay project. Attached is the signed contract. They have also submitted the required performance and maintenance bond. I expect them to start on this project later this fall. Completion date is December 13, 2024 with possible spring re-hydro-seeding if needed.

[Resolution 24-14 Appr Contract & Bond Tama St WM Relay](#)  
[Contract 2024 Tama St WM Relay](#)

8. **Motion approving Resolution No. 24-15 approving contract with Loecke Building Service, Inc. for the 2024 Marion Water Department Storage Building Project.** 62 - 64

Attached is the signed contract with Loecke Building Service, Inc. of Manchester, Iowa for the new 5,000 SF storage building project. A preconstruction meeting was held on Monday, June 3rd on site. Our staff will prep the site for the building pad. We will be renting an excavator to load trucks to haul the dirt away to a subdivision that is short on fill dirt. The developer is paying for the trucking. They may start later this month pending good weather and the concrete crew catches up on their work backlog.

[Contract for Storage Building](#)  
[Res 24-15 Approving Contract and Bond Storage Building](#)

9. **Motion approving Resolution No. 24-16 approving the transfer of funds from the sinking fund to capital projects fund.** 65

This resolution pertains to our FY 24-25 SRF loan principal funds to transfer from the sinking fund to the capital projects fund where the loan money is kept.

[Resolution 24-16 Transfer Funds from Sinking Fund to Capital Projects Fund](#)

10. **Motion approving Resolution No. 24-17 approving the fiscal year 2024-2025 operating budget transfer of monthly funds.** 66

This resolution is required by state code. The SRF loan requires us to do monthly transfers for the loan repayment of the Well #7 project. I'm keeping the monthly health insurance transfer amount the same as last year. We currently have \$241,624.97 in our health insurance account.

[Resolution 24-17 Transfer of Budget Funds](#)

11. **Motion approving water main application for the Sycamore Heights Phase 1 and 2 additions.** 67 - 70

This future subdivision was previously preliminary platted in December of 2022. It is located north of 35th Avenue and east of 44th Street extended north of 35th Avenue. This property is formerly known as the Joe Ernst property. The developer has changed they street layout and slightly increased the lot sizes thus I'm requiring them to resubmit another water main application form and pay the \$200 review fee. Construction is expected to begin this summer. This addition will be on the higher water pressure zone served by the 29th Avenue booster station and the future elevated water tower on Lucore Road.

[Sycamore Heights 1st revised plat WM application](#)

12. **Motion approving payment #2 to Kammler Tree Services LLC for demo work at 6301 Lucore Road for \$18,000.00.**

The cleanup of this site is completed. All that remains is the seeding. Once the seed mixture takes we can release the remaining 5% retainage that is still owed.

13. **Motion approving payment to Iowa Communities Assurance Pool (ICAP) for next fiscal year's general/vehicle/property insurance renewal in the amount of \$76,085.00.**

71 - 96

Insurance costs have gone up everywhere. We are now insuring the new iron removal building which added to the premium increase. There was a 10% across the board valuation increase for our facilities. Last year's premium was \$56,212.00. Over the past 12 years we have paid premiums totaling approximately \$360,000. In that time period we have received claim pay outs close to \$983,000.00. So looking back are premiums paid have been pretty reasonable.

[Marion Water Department 2024 Anniversary Invoice Property Spreadsheet](#)

14. **Motion approving two payments to Veenstra & Kimm, Inc. for a total of \$3319.61.**

97 - 98

Attached are two invoices from V&K. One should be the last one for the Well 11 project. They only billed us for 41% of the contracted amount. The other invoice is for the future elevated water tower on Lucore Road. They had their survey crew here to topo the site.

[V&K invoice Tower 33561-1](#)  
[V&K invoice Well #11 33559-5](#)

15. **Motion approving Seasonal Part Time Service Worker job description.**

99 - 101

Attached is a job description for the board's review. Recall during our budget discussion last January that we included funds (up to \$30,000) for a seasonal worker to assist staff during the busy summer and fall months when private contractors and city projects need inspection and staff also need to use some vacation time. This seasonal position will provided additional manpower as needed to cover tasks and duties when we are short on staff or multiple projects are happening all at once. Smith will be able to share more of where this person will fit into our work schedule at the meeting.

[Seasonal Part time Job Desc](#)

**16. Discussion regarding Field Operations Reports.**

102 - 104

Attached are the May field operations and pumping reports.

[May 2024 Monthly Service Report](#)

[May 2024 Well & Booster Chart](#)

[Pumping 2023-24](#)

**17. Secretary Report**

105 - 106

May Building Permits

Concept layout of future aquatics park

There were 24 building permits issued in May 2024 over a \$50,000 valuation. Three of them were solar projects.

I included a concept layout of the proposed aquatic center that the Marion Parks Department is reviewing.

[Marion Future Aquatics Park](#)

[May Building Permits](#)

**ADJOURN**

The next Marion Water Board meeting will be on Tuesday, July 9th at 4 pm at 3050 5th Avenue, Marion and also on ZOOM.