



## Marion Water Department MINUTES 11 12 2019

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on November 12, 2019, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, William Kling, John McIntosh, John Bender and Greg Hapgood were present. Chairman Kling called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, Curt Huhndorf, Distribution Foreman, Curt Huhndorf, Operation Supervisor, Janice Lawrence, Office Manager, and Sarah Coleman, Martin Gardner Architects.

Sarah Coleman with Martin Gardner Architects presented the remodel plans for Site #3 which will host the future Marion Water Department Administrative office staff at 3050 5<sup>th</sup> Avenue. The board asked multiple questions regarding safety features and expansion opportunities. Sarah stated there will be bullet proof safety glass and locked doors between the customers and office staff. McIntosh asked about security cameras. Steigerwaldt stated cameras will monitor both inside and outside the of the building. Staff has begun demolition of the inside of the building to prep it for a future remodel. Steigerwaldt will general the project along with assistance from staff. Sarah stated she has four quotation documents for the various trades that Steigerwaldt can use to solicit quotes from contractors. Sarah reviewed the construction cost estimate with the board. Steigerwaldt asked the board if they were comfortable with the estimated amount for the remodel. The board was ok with the estimated amount and asked Steigerwaldt if the city would reimburse the Water Department for a portion of our initial investment of \$300,000 into the existing City Hall. Steigerwaldt will bring a proposal back to the board at the December meeting that can could be submitted to the City Council for consideration and future reimbursement to the Water Department from the City. Kling suggest the initial request should be for \$150,000 but over a period of time agreeable with the City Council.

Motion by McIntosh, seconded by McComas approving staff to proceed with obtaining quotes from contractors and proceeding with the remodel of Site #3 into the future administrative office for the Marion Water Department. Roll Call Vote: all Ayes (5-0)

Motion by Bender, seconded by McComas to approve the minutes of the October 8<sup>th</sup>, 2019 monthly board meeting and October disbursement and fund balance report. Steigerwaldt pointed out the City was paid over \$1 million for utility charges in October. This was the result of the sewer rate increase that went into effect July 1. This was the first time the Water Department has reimbursed the City for utility charges over \$1 million. Vote: all Ayes (5-0)

Motion by Kling, seconded by Hapgood approving Resolution 19-19 accepting water main improvements for the First United Methodist Church First Addition to the City of Marion. Steigerwaldt shared the location of the final plat. Bender asked if there was a public easement within the church property for the public water main. Steigerwaldt stated there was a public easement. The future public improvements, including the water main are not installed along 35<sup>th</sup> Avenue. The church asked for a deferment of these public improvement from the City Council until such time development occurs along this segment of road. Roll Call Vote: all Ayes (5-0)

Motion by McIntosh, seconded by McComas approving Resolution 19-20 accepting water main improvements for the Echo Ridge Estates 3<sup>rd</sup> Addition to the City of Marion. Hapgood asked if they were still building homes in this area. Steigerwaldt stated they are building a lot of homes in this area which was north of Echo Hill Road and west of Alburnett Road. Bender asked if this was the Backen brother's development. Steigerwaldt stated this was their development. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by Bender to approve annual financial contribution of \$2,750.00 to MEDCO for their FY20-21 budget. Steigerwaldt explained MEDCO was preparing their FY20-21 budget and were asking the board for a future pledge amount to determine their budget. McIntosh asked what supporting MEDCO does for the Water Department. Steigerwaldt stated MEDCO works on bringing new businesses to town and assists existing businesses to grow in Marion instead of leaving Marion. They also are active in the schools with their Community Promise program where they actively visit with high school students and educate them on future job opportunities and careers in Marion that may not require a four-year college degree. Hapgood stated MEDCO serves the greater good of the community by advertising and supporting Marion's business community which eventually provides more customers for the Water Department. The board discussed the future pledge amount and settled on the \$2,750.00. Vote: 4 Ayes, 1 abstention (McIntosh)

Motion by McIntosh, seconded by Kling approving 2020 cash rent amount with Carson Farms LLC in the amount of \$238.00. Steigerwaldt stated he added in the lease for next year for the renter to include cover crops and no-till farming practices. The renter can sign up for subsidies for these practices through the NRCS offices. Vote: all Ayes (5-0)

Motion by McComas, seconded by Bender approving payment to Veenstra and Kim Inc. for engineering services for \$13,531.70 for Well 8 Water Treatment Facility design work and the #4 ground storage tank evaluation. Steigerwaldt stated he will be presenting before Planning and Zoning Commission and Zoning Board of Adjustment in December for the Condition Use approval for the future iron removal plant at Site #5. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by McIntosh approving payment to Martin Gardner Architectures for schematic design services for a future administrative office at Well Site #3 for a total of \$6,970.00. Vote: all Ayes (5-0)

Motion by McComas, seconded by Kling approving payment #1 to Utility Service Co. Inc. for \$401,783.81 for the painting of the 31<sup>st</sup> Street Elevated Storage Tank. Steigerwaldt stated the bond has been submitted and invoiced numbers have been corrected to agree with staff's numbers. The one-year inspection of the tower has not been performed but the weather will prevent this from occurring until next spring. If the contractor does not commit to the inspection of the tower, we can go back on the maintenance bond and perform the inspection. Steigerwaldt believes they will be back next spring to inspect both this tower and the Lindale elevated water tower. Vote: all Ayes (5-0)

Motion by Bender, seconded by Kling accepting the 31<sup>st</sup> Street Elevated Storage Tank Coating Project and releasing the 5% retainage 31 day after acceptance to Utility Service Co. Inc. for \$21,146.52. Steigerwaldt stated the project is ready to accept. The final inspection of the tower will have to occur next spring due to weather conditions. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by Bender to receive and file employee wage and benefit request for FY20-21 and discuss requests at the December 10<sup>th</sup> work session at 4:30 PM at City Hall. Steigerwaldt shared with the board the employees wage and benefit request proposals. McComas asked if he would prepare a wage and benefit summary packet for the work session. Steigerwaldt stated he would. Vote: all Ayes (5-0)

Smith updated the board on the field activities: Service Department: remote read meters installed on 17 accounts; 8,824-meter reads; 124 straight meters to radio; 183 tag orders; 110 service calls; and 695 utility locations were located.

Smith stated staff has been working with Northway Well and Pump at Site #3 abandoning the Jordan Well. McIntosh stated he stopped by and saw the crew in action. Smith stated the #4-meter shed was completed. Steigerwaldt shared photos of the finished shed with the board.

Staff continues to replace water meters around town. There are about 60 meters left to change out. Rathje construction was working away on the 10<sup>th</sup> Avenue and 22<sup>nd</sup> Street water main project. Due to the weather conditions this project may not get completed this season. Staff also began winterizing sites and removing ground water from known fire hydrants, so they don't freeze.

October gallons pumped: 74,307,000

**Secretary Report –**

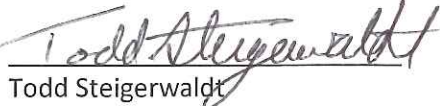
Steigerwaldt informed the board there were 26 building permits issued in October over a \$50,000 valuation. 20 single-family homes, two commercial remodels, and four townhome permits issued.

Steigerwaldt shared the Citizen's Survey results and dashboard finding as well as the City Council's strategic planning environmental scan document.

The Water Board will meet for a work session at 4:30 PM on Tuesday, December 10<sup>th</sup>, 2019 at City Hall to discuss employee wage and benefits for FY20-21.

The next regular monthly board meeting was set for 5:15 PM on Tuesday, December 10<sup>th</sup>, 2019.

The meeting adjourned at 6:53 PM.

  
\_\_\_\_\_  
Todd Steigerwaldt  
Secretary

  
\_\_\_\_\_  
William A. Kling  
Chairman