



Marion Water Department MINUTES 12 10 2019

A special work session meeting was held by the Marion Water Department's Board of Trustees on December 10th 2019, at 4:30 PM in the executive conference room of City Hall, Marion, Iowa. Trustees William Kling, John Bender, John McIntosh, Mary Ann McComas and Greg Hapgood were present. Kling called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary.

The trustees discussed the employee wage request proposal for the 2020-2021 fiscal year budget. No action was taken during this meeting.

Chairman Kling adjourned the meeting at 5:03 PM.

A handwritten signature in black ink, appearing to read 'William A. Kling', written over a horizontal line.

William A. Kling Pro Temp
Chairman

A handwritten signature in blue ink, appearing to read 'Todd Steigerwaldt', written over a horizontal line.

Todd Steigerwaldt, Secretary



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The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on December 10, 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, and Andy Smith, Operation Supervisor.

Motion by McComas, seconded by Kling to approve the minutes of the November 12th, 2019 monthly board meeting and November disbursement and fund balance reports. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by McComas approving FY 20-21 wage and benefit package for employees per discussion at the 4:30 PM work session. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by Bender to receive and file the FY 18-19 annual audit report. Several board members commented on the audit findings that stated the department needed additional staff for more oversight on the financial accounting. Steigerwaldt stated this comment is in the report every year. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by McComas approving payment to Hogan Hansen for FY 18-19 annual audit report for \$12,700.00. Steigerwaldt stated this amount was per the existing contract with Hogan Hansen. Based on the hours listed on the invoice for completing the report the auditors were charging \$56.44 per hour which the board agreed was not excessive. Vote: all Ayes (5-0)

Motion by Bender, seconded by Hapgood approving Change Order #1 for the 2019 10th Avenue & 22nd Street Water Main Relay Project with Rathje Construction Company. Steigerwaldt explained that two additional bid items were needed for the project as they were not anticipated in the original contract. One bid was for the curb and gutter section as there was considerable curb and gutter that was falling apart with this project. The other item was for one 12" thick street patch which the plans only called for a 10" thick street patch. Unit prices requested by the contractor were in line with other projects let by the engineering department so Steigerwaldt recommended approval of the Change Order #1. Bender asked how much money the change order equated to. Steigerwaldt stated the final quantities have not been totaled yet so this Change Order was just approving the unit price. Vote: all Ayes (5-0)

Motion by McComas, seconded by McIntosh approving partial payment #1 to Rathje Construction Co. for \$57,182.36 for the 2019 10th Avenue & 22nd Street Water Main Relay Project. Steigerwaldt stated the project is approximately 85% completed. He showed some pictures of the hydro-seeded parking areas where the new water main was installed. If the weather holds out the contractor will complete the project this year otherwise, they will finish up next spring. Vote: all Ayes (5-0)

Motion by McComas, seconded by Bender approving partial payment to Northway Corporation for \$39,890.21 for Well 8 Pump Installation. Steigerwaldt stated our crew assisted Northway in setting the pit less unit which saved the department \$3,300.00. Smith stated the water test results have been returned. Steigerwaldt stated the DNR has to sign off on the project prior to the board accepting the project and releasing the 5% retainage 31 days after acceptance. Vote: all Ayes (5-0)

Motion by Kling, seconded by Hapgood approving payment to Northway Corporation for \$22,952.20 for the abandonment of Well #3. Steigerwaldt stated the distribution crew assisted Northway in the plugging of this well. McIntosh questioned the number of hours billed for the service rig. Smith stated they needed the rig to continually measure the fill being placed in the well as well as insert a smaller tube to assist in getting the pea gravel in the well. Smith explained to the board the different steps and issues they encountered plugging this well. Vote: all Ayes (5-0)

Motion by Bender, seconded by Kling approving payment to Veenstra and Kim Inc. for engineering services for \$6,942.80 for Well 8 Water Treatment Facility design work. Steigerwaldt stated he will be presenting before Planning and Zoning Commission right after this meeting and then another meeting with the Zoning Board of Adjustment later in December for the Condition Use approval for the future iron removal facility at Site #5. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by McComas approving payment to Martin Gardner Architectures for schematic design services for a future administrative office at Well Site #3 for a total of \$4,935.00. Steigerwaldt stated the plans are almost done. Staff has had several revisions to the plans so far. He has gotten some budgetary estimates from several contractors on the different trades that will be needed for the remodel. Hapgood voiced his concerns on the flat roof. Steigerwaldt stated he would reach out to a roofing contractor and see if it is possible to increase the roof pitch without increasing the construction costs. The board asked when we hoped to move in. Steigerwaldt stated he anticipated July 2020 but that may depend on how long winter lasts as the parking lot needs to be completed. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling to receive, file and review the Water Department memo prepared by Steigerwaldt for the City Council requesting partial rebate of funds that the Water Department contributed to the 2006 City Hall construction project. The board made one suggestion to the memo which was to remove the payment period length. They were ok with the amount of the request which was for \$150,000 but would like to see how soon the City Council would be able to make the reimbursement. Steigerwaldt stated he would make this change. Vote: all Ayes (5-0)

Motion by McComas, seconded by Hapgood directing staff to submit above memo to City Council requesting partial rebate of funds contributed to the 2006 City Hall construction project. Steigerwaldt stated he will submit it to the city staff to be placed on the December 19th City Council agenda. Vote: all Ayes (5-0)

Motion by Bender, seconded by Hapgood approving support and financial pledge to the Marion Leadership in Action Class for the winter light display project on existing streetlights. Steigerwaldt told the board they have given \$500 to this cause for several years. The board asked how the department would be recognized for their donation. Steigerwaldt stated that depended on the amount of money donated. At the \$500 donation level, the department would be recognized in the Chamber's email eblast, website, Marion Times and banner hung at the Peppermint Walk celebration. The board members agreed to give another \$500. Vote: (4 ayes, 1 nay-McIntosh)

Steigerwaldt led the discussion on the existing Barnes Manufacturing parking stall lease agreement at Site #3. With the new parking lot being installed next spring, Barnes would only have access to 5 parking stalls instead of the 10 spots. The current lease was \$1,800 per year. The board discussed the situation and decided on lowering the lease amount to \$600 per year. They told Steigerwaldt to share this information with Mr. Barnes and if he was not agreeable to that amount then he could discuss this matter with them at the next board meeting.

Motion by McComas, seconded by McIntosh nominating Hapgood to be the chairperson for the Marion Water Board for 2020. Vote: all Ayes (5-0)

Smith updated the board on the field activities. Service Department: remote read meters installed on 14 accounts; 4,918-meter reads; 48 straight meters to radio; 188 tag orders; 80 service calls; and 461 utility locations were located.

Smith stated staff completed the abandonment of the Jordan Well #3 with Northway Corporation and they assisted Northway with the installation of the pit less unit and pump for Well #8. Staff continued replacing water meters around town. There are less than 10 meters left to change out. Rathje Construction continued working on the 10th Avenue and 22nd Street water main project.

November gallons pumped: 73,657,000

Secretary Report –

Steigerwaldt informed the board there were 16 building permits issued in November over a \$50,000 valuation. 11 single-family homes, two commercial remodels, two new commercial permits and one multi-family permit issued.

Steigerwaldt reminded the board of the date for the annual Christmas dinner at the shop on December 19th at noon.

The next regular monthly board meeting was set for 5:15 PM on Tuesday, January 14th, 2019.

The meeting adjourned at 6:37 PM.



Todd Steigerwaldt
Secretary



William A. Kling
Chairman Pro Temp