

**Utility Commission Meeting
Monday, March 6, 2023
6:00 PM at Utility Office Building**

Members Present: Robert Affeld, Ross Canniff, Cheryl Braun, Bart Coons, Cheryl Braun, Alex Smudde, Nick Gahlman, and Mayor Wegener

Members Absent: Dick Evans

Also Present: Laurie Runyan

The meeting was called to order at 6:00 PM and roll call was taken. Motion by Braun/Coons to approve the agenda. Motion carried 4-0.

Motion by Canniff/Coons to approve the minutes from the previous meetings. Motion carried 4-0.

Public Appearances/Comments

1. Matt Castillo and Nicole Kruschel from MSA
 - A. Consider and act on the Notice of Contractor Award for the WWTF upgrade project. As a recap- Staab's bid was \$13,327,000 and CD Smith bid \$13,375,000. Bids came in higher than anticipated, but material costs have increased substantially. MSA has worked with Staab in the past, they have a lot of experience with treatment plants. MSA recommends selecting Staab as contractor on the WWTP upgrade project. Motion by Coons/Affeld to accept Staab Construction's bid. Motion carried 4-0.
 - B. Consider and act on the MSA Construction Management and Funding Administration Contract(s). A written report will be submitted with invoices, and there'll be a link for viewing photos online. Project timing is April 2023 to December 2025. Motion by Canniff/Braun to accept MSA Professional Services Agreement. Motion carried 4-0. Nick asked that the new underground utilities are pinpointed for GIS System. Matt said most pipes will have tracer wire also.
 - C. Consider and act on implementing a rate increase beginning with April 2023 usage. After reviewing Equipment Replacement Fund, propose raising residential Sewer rates from \$20.10 to \$35 for monthly charge, and from \$7.39 to \$10.00 per 1,000 gals for volume charge. Motion by Affeld/Canniff to approve proposed rates. Motion carried 4-0.
 - D. Discuss and take possible action on the Sensient contract. Sensient signed contract and Parent Corporate Guaranty tonight and sent on to our City Attorney. Motion by Coons/Canniff to approve Sensient contract. Motion carried 4-0.

Monthly Business:

- A. Motion by Canniff/Coons to approve payment of WPPI invoice of \$320,117.27 and checks of \$211,139.36. Motion carried 4-0.
- B. Review Prior Month Income Statement.
- C. Council Acts Affecting Utility. Resolution 58-2022 – Approve to Amend Personnel Policy Handbook 105 Probationary Period
- D. Consumption Loss.
- E. Review Totals of Delinquent Customers. 5 weeks until disconnects begin.

Report of Officials:

- A. Utility Accountant
 1. Audit started Weds and is wrapping up. There is a new GASB Accounting Standard for leases, so we had to review all leases. Pole attachment agreements increase 3% every year. Mayor asked about available donations for Rec Dept light fixture, will be discussed at Finance meeting.

B. Electric Superintendent

1. Projects Update: Solar panel installation on Main St is in and testing passed. There will be 2 more panel installations taking place at habitat homes on Main St. Continue to do tree trimming on goose trail; staging projects-waiting for weather to complete; switched 13 fixtures to LED, one had a wire break off in arm which created a fault and caused a street light outage; took down cords on Oak St for Christmas trees and same problem happened. Put up new parking lot lights at Community Ctr. During substation inspections, showed signs of a short at circuit board, AC Engr coming to look tying North Substation and Industrial Substation together to isolate the circuit. Working closely with the engineering firm for Sunset View project, our estimate for primary extension will be presented tomorrow.

C. Water/Wastewater Superintendent

1. Projects Update. Received letter from DNR for failure to distribute lead in the water educational materials, brochure was included in Feb bills, another insert in March bills. Found the air compressor at Well 2 had a substantial air leak, welded it for temporary fix, ordered new compressor & hardware, should be here in April. Snowplow hit a sanitary sewer manhole cover on Jewel St, had repaired by Northern Pipe. Liftstation 4 pump #2 failed, Sabel said not worth repairing, quoted replacement \$13,000, Xylem rep was at plant and quoted \$11,000 with a 2-week lead-time, will be paid for by DNR replacement fund, should be installed this week. Municipal Well gave us their report for iron filter inspections, Wells 1 & 2 had minor issues, Well 3 had a disturbance of the media in one of the filter cells, will look at options to fix. Got report back from Northern Pipe for cleaning/televising sanitary system in January, quotes for work that should be done, bulk of issues on Center St, joints between mains and laterals showed signs of leaking and/or failure. They suggested to grout those sections (\$7650), clean and grout 2 actively leaking taps (\$3800), a lot of groundwater infiltration on 4 laterals that have mineral buildup that plugs the tap, clean and televise (\$6000). Possible pipe lining but taps are bad. Also found 3 places where sewer pipe was creased, should be repaired could collapse, one crease by lift 2, 2 by water tower- one had joint offset, another had joint crushed. Will need to budget repairs. Will get quote to do one on Jewel St since it's going to be paved. Flow went from 500K to 900K in a day from rain. Stocked product for Sunset View project, will ask contractor for upfront payment for materials. Liz completed the last of the exams and advanced certifications required to move up to Advanced Operator. Peggy is struggling to get her certification, DNR keeps losing her paperwork. Started water service at the new habitat houses. Issue at plant, United will look at it to find temp fix. Will be doing a phone interview with one applicant for operator position.

President: nothing to report

Mayoral Comments: nothing to report

Old Business: none

New Business: none

Motion by Coons/Affeld to adjourn meeting at 7:38 PM. Motion carried 4-0.

Minutes recorded by: Laurie Runyan