

Utility Meeting Minutes August 20, 2018

The meeting was called to order by Chairman Cindy Endicott at 6:00 p.m. Present for the meeting were Chairman Endicott, Commission members Pegra Cobb and Jayme Heim, Councilor John Goman, Clerk/Treasurer Toni Blomdahl and Joe Jurewicz from MSA. Public: Bob Quade, John Werner, and Suzanne Herstad.

Approval of Minutes: Pegra made the motion to approve the July 24, 2018 Utility Commission Minutes with a second by Jayme. All vote in favor. Motion passed

Business from the floor: Pegra stated that when Justin S. is flushing the hydrants, he needs to remember to open and close the hydrant in front of WJA apartments slowly.

Correspondence: None

East Calvary Water Main Project: Joe stated the plans have been sent to MN Dept. of Health for certification and we are working on finalizing funding with PFA. Joe stated we need to setup a meeting with all affected residents. John W. stated the City Council should be holding the informational meeting and asked how soon Joe would be ready with exhibits for the meeting. Joe stated he could be ready by September 13th. The Commission agreed September 13th at 6:00 pm would work for the public meeting. Toni will make sure the meeting gets posted and all affected residents are notified.

I&I model ordinance from WLSSD: Cindy presented the Commission with the attached proposed additions to Ordinance #25 incorporating portions of WLSSD's model ordinance. There was some discussion as to exceptions to the inspection requirement such as for new construction or properties with a recent compliance certificate. Joe suggested we make these exceptions a part of the policy and not include them in the ordinance. The Commission agreed with the proposed additions.

I&I Reduction Program exceedance discrepancy: Toni stated this was a follow up from last month's exceedance discrepancy noted in our I&I reduction report from WLSSD. Joe stated he thought the exceedance in October was waived but Brandon from WLSSD said it wasn't. Joe stated Brandon would be willing to waive it if Joe sends him a letter explaining the exceedance. Joe stated he would do this at no charge as he thought it was already taken care of. Commission agreed they would like Joe to do this.

Clarification on Ordinances #25 and #27: Toni stated she was reading through Ordinances #25 Sewer and #27 Water and had some questions. Toni stated both ordinances require a Point of Sale Inspection, but the office staff did not realize this and had been telling people when they have asked that no inspection was needed. Commission agreed we should require an inspection and leave in the ordinance.

Toni asked about Ordinance #27, Section 14. D. Water Meter Testing and noted the ordinance says it should be a written request and paying a deposit but past practice for water meter testing has been to change out the meter upon the resident's verbal request and no deposit has been paid. Toni stated some residents call and think their bill is too high, so we change out the meter to verify the usage is correct and this takes time for both Justin S. and Kathy to make the change and if the meter was not working properly we adjust the resident's bill, but nothing is done if the meter appeared to be working correctly. Toni stated this is an extra expense for the City. Commission agreed we should follow the ordinance and require a written request and a deposit of \$50.

Toni noted in Ordinance #27 Section 16. A. it states, "Except where Water Service is not available, it shall be unlawful to construct any private water system." Toni stated past practice has been to require

new construction to hook into sewer but not required to hook into water. Commission agreed Toni should check with Mike Couri, City Attorney to see if we can require new construction to hook into City water and then start enforcing it or remove it from the ordinance.

Toni stated the Ordinance notes we can charge an application fee, but we don't currently do that, so she was wondering if we should start. Toni stated Kathy does a final reading on the meter and then bills the current resident and sets up a new account for the new resident which does take her time, so Toni thinks we should be charging a fee. Joe stated most communities do charge an application fee for new service. Commission agreed a \$25 application fee should be charged. Toni will update the Utility Fee Schedule for Council approval at their next meeting.


Next meeting date: The next regular Utility meeting is September 17, 2018.

Having nothing further to discuss a motion was made by Jayme to adjourn the meeting with a second by Pegra. All vote in favor. Motion passed.

Respectfully submitted,



Cindy Endicott, Chairman



Toni Blomdahl, Clerk/Treasurer

9-17-18

Date

9-12-18

Date

Proposed Addition to the City of Rice Lake Ordinance No. 25

Section 5.4 Inspection and Repair of Building Sewer, Foundation Drain and Sump Pump – By City

- a. The City shall, on a 10-year rotation cycle, inspect all Building Sewer, Foundation Drain and Sump Pumps within the City with the following expectations:
 - i.
 - ii.
 - iii.
- b. The inspections will be conducted by licensed plumbing contractors.
- c. If the Building Sewer is found to be defective, as defined in Section 5.3, paragraph (b), repair must be completed within ninety days of notification by the City that a deflection has been found and must be repaired according to Section 5.3, paragraph (f).
- d. If the Foundation Drain or Sump Pump is found to be defective, as defined in Section 5.3, paragraph (c), repair must be completed within ninety days of notification by the City that a deflection has been found and must be repaired according to Section 5.4, paragraph (h).

Utility Meeting

Date: August 20, 2018

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