



## MINUTES Water Board

4:00 PM - Tuesday, December 13, 2022

Water Department, 3050 5th Avenue

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The Water Board of the City of Marion, Linn County, Iowa met on Tuesday, December 13, 2022, at 4:00 PM, at Water Department, 3050 5th Avenue, with the following members present:

PRESENT: Amy Olson, William Kling, John McIntosh, and Terry Chew

ABSENT: John Bender

STAFF PRESENT: Todd Steigerwaldt and Curt Huhndorf

### CALL TO ORDER

#### **Board discussion on employee wage/benefit package for FY 23-24.**

Steigerwaldt prepared a memo and shared supporting exhibits before and during the meeting for the board to review and determine a wage increase for staff for the coming fiscal year.

#### **Motion to approve employee's wage/benefit package for FY 23-24.**

Moved by McIntosh, seconded by Olson, to approve item referenced above per discussion held by the board during Item 1.

Approved unanimously

#### **Motion to approve the November 8th 2022 minutes and November 2022 payable invoices for \$1,355,634.66.**

Moved by Chew, seconded by Olson, to approve items referenced above. Steigerwaldt reviewed the payables with the board.

Approved unanimously

#### **Motion to receive and file the November 2022 revenue, expense and financial reports.**

Moved by Kling, seconded by McIntosh, to approve above referenced items. Steigerwaldt shared with the board that he purchased two CDs last month. \$1 million CD at 3.02% with Ohnward Bank for 16-months and another \$1 million CD at 3% at FSB for 13-months.

Approved unanimously

#### **Motion approving payment to Sonju Two Harbors, LLC for a 2022 Chevrolet Silverado 1500 4WD pickup for \$40,460.00.**

Moved by Kling, seconded by Chew, to approve above referenced item. Steigerwaldt told the board the truck has been outfitted and is in service.

Approved unanimously

**Motion to dispose of Truck #3, 2007 Chevrolet 1500 with a regular cab.**

Moved by Kling, seconded by McIntosh, to approve the above referenced item. This truck is being replaced by the new Truck #18. It has 87,650 miles and has 4 wheel drive. Staff spent some money fixing some critical items to make it sellable. Staff is taking bids until December 19th. The highest bidder will take it. A minimum bid of \$4,000 is required. It is on display at the main water shop. Three bids had been submitted so far.

Approved unanimously

**Motion to purchase 2023 Chevrolet Truck, 2500 HD Silverado with four wheel drive and Knapheide utility box from Lynch Ford Chevy for \$59,441.00.**

Moved by McIntosh, seconded by Olson, to approve above referenced item. This is a budgeted truck to replace the existing service truck #10. Staff had to custom order this truck as they are not in stock and outfitted to meet our needs. Delivery is expected to take a minimum of six months if not longer which may push this purchase into the next fiscal year budget.

Approved unanimously

**Motion to reimburse Linn Mar Schools for water main hookup fee collected from 5307 Alburnett Road for \$1,275.00.**

Moved by Olson, seconded by Kling, to approve above referenced item. Steigerwaldt told the board in 2009 Linn Mar installed a 12" water main for the Echo Hill Elementary school. A resident along Alburnett Road finally connected on to the water main in front of their property and paid the water department the hookup fee which we will reimburse back to Linn Mar School.

Approved unanimously

**Motion to receive and file the FY 21-22 annual audit report.**

Moved by Chew, seconded by Olson, to approve above referenced item. Steigerwaldt shared a hard copy of the attached report at the meeting. He stated it has been posted on our website and filed with the Auditor of the State. A press release has been prepared and will be in a future Gazette newspaper. Operating expenses were down as several payments for the new iron removal plant were delayed into this current fiscal year and the city is slow to invoice us for several city projects. Olson asked about the auditor findings at the end of the report. Steigerwaldt stated these findings are always included in the report every year as we do not have enough staff to perform the requested checks and balance that the audit standards desire.

Approved unanimously

**Motion to pay Hogan Hansen for FY21-22 auditing services for \$16,400.00.**

Moved by Olson, seconded by Chew, to approve the above referenced item. Steigerwaldt stated this is a budgeted expense. We have a five year contract with Hogan Hansen for their services. We have two more years before the contract is up for renewal. There were no additional fees associated with this year's audit.

Approved unanimously

**Motion to approve payment to Veenstra & Kimm Inc. for design work associated with the Well 5 & 8 Water Treatment Project for \$398.00.**

Moved by McIntosh, seconded by Kling, to approved above referenced item. Payment is per existing contract with V&K.

Approved unanimously

**Motion approving purchase of 19.44 acres for future elevated water tower at 6401 Lucore Road, Marion, Iowa.**

Moved by Chew, seconded by Olson, to approve above referenced item. Steigerwaldt stated we are closing on this property December 15th 2022. The purchase price is \$30,000 per acre. We previously placed \$20,000 in an escrow account which is being credited on the purchase along with the prorated property taxes. The boundary survey cost is included in this price too. Water will pay for 3 acres and the city will reimburse the Water Department for the remaining 16.44 acres.

Approved unanimously

**Motion to approve water main application for the Sycamore Heights 1st Addition to the city of Marion, Iowa.**

Moved by Olson, seconded by Kling, to approve the above referenced item. Steigerwaldt stated this subdivision is located north of 35th Avenue and just east of 44th Street. The developer is Josh Entler from Iowa City. There are 65 single-family lots planned in this addition. The developer will be installing 12" water main from the First United Methodist church site east of this development because it will be on the higher pressure zone. We will reimburse the developer for the material oversizing upon installation and submittal of invoices. They will also be installing a check valve pit similar to the one used along 44th Street and Dunn Avenue to isolate the high pressure from the low pressure zones.

Approved unanimously

**Motion approving financial contribution to the Marion Leadership in Action committee who are seeking contributions to expand Christmas lights in the uptown district including the Uptown Alley area.**

Moved by Olson, seconded by Kling, to approve the above referenced item. Steigerwaldt stated the board has supported this committee's efforts over the years at the \$500 contribution level. This is a anticipated budgeted expense. The board member discussed the project and contribution amount and landed on \$500.00.

Approved by the following votes:

Ayes: Olson, Kling, and Chew

Nays: McIntosh

**Motion approving Water Board chairperson for the 2023 calendar year.**

Moved by McIntosh, seconded by Kling, to approve Amy Olson as the 2023 chairperson for the Marion Water Board. Olson asked if she could run the meeting via ZOOM and Steigerwaldt stated that would be possible.

Approved unanimously

**Discussion regarding Field Operations Reports.**

Steigerwaldt reviewed with the board the monthly service reports and field activities for November 2022. Staff did a walk through and produced a punch list for the contractor to complete at the iron removal plant. There was a broken pipe inside the plant that delayed the official startup. Two staff members drove to Minnesota to get the new Truck #18 and two DNR sanitary sewer surveys were completed for the water department with no issues or items to address.

**Draft**


**Secretary Report**

Steigerwaldt shared the November monthly building permit report with permits pulled over \$50,000 in valuation. He also reminded the board members of the Christmas dinner meal which would be held on December 21st at the shop.

**ADJOURN**

The next Marion Water Board meeting will be held at 3050 5th Avenue, Marion and on ZOOM at 4:00 PM January 10, 2023.

  
Amy Olson, Chairperson

  
Todd Steigerwaldt, Secretary