

**CITY OF GRAFTON  
PUBLIC UTILITIES COMMITTEE  
MEETING OF APRIL 6, 2015**

The regular meeting of the Public Utilities Committee of the City of Grafton was held in the Council Chambers, City Hall, Grafton, North Dakota immediately following the 5:30 p.m. Ways and Means Committee meeting, Monday, April 6, 2015.

Chairperson West presided. Members present: Chris Lipsh, Shane Mohn, and Len Wysocki. Member absent: Brian Sieben. Others present: Dave Fellman, Greg Young, Don Hutson, Mary Stark, Shane Mohn, Nick Ziegelmann, Ken Miskavige, Tony Dumas, Rock Desautel, Russ Geddes, Todd Morgan, Jon Markusen, and Todd Kjelland.

**FINANCIAL REPORTS**

It was moved by Mr. Lipsh and seconded by Mr. Wysocki to accept and order filed the Balance Sheets, Income and Expense Statements, and subsidiary reports for all Enterprise Funds for the month ending February, 2015. All members present voted in favor thereof; Chairperson West declared the motion carried.

**COMMITTEE REPORTS**

Police Chief Dumas reported Mayor West, City Administrator Ziegelmann, and he met with the Law Enforcement Center's Management Board (LEC) to review the Joint Use Agreement. Officers were selected at the meeting with Sheriff Jurgens serving as Chair, Police Chief Dumas as Vice Chair, and Walsh County Commissioner Karen Anderson as Secretary Treasurer. Mr. Ziegelmann explained that to consider changes to the Joint Use Agreement with Walsh County the City must submit a written request to the Walsh County Commissioners to ask that the Commission review and amend the Joint Use Contract. Mr. Ziegelmann provided a proposed letter to Karen Anderson, Commissioner appointed to the LEC, for the Committee's consideration. Committee members concurred with the letter's content.

Chief Dumas said the new vehicle has arrived and will be on the streets tonight. The Walsh County Emergency Manager was able to obtain a radio for the vehicle through a grant. The School Resource Officer has not been at the school as much as was intended due to the Department being short-staffed; School is being billed accordingly. Officer Hildebrandt will be back from training in three weeks. Chief Dumas said they are still in the application process for filling the vacant officer position. Chief Dumas stated he has made contact with former employee David Kurtz regarding possible part time work.

Power Department Superintendent Russ Geddes reviewed the enhanced maintenance contract from Cooper Power Systems for the SCADA system. He explained if the City purchases the maintenance agreement the software upgrades and license fees would be covered. The cost of the standard maintenance agreement is based on 20% of the SCADA system value of \$9,752.43 or \$1,950.48 per year. If the City purchases three years at once they offer a 33% discount or \$3,920.47 plus the Client License of \$995.74 for a total of \$4,916.21. In addition there would be

up to 24 hours of setup for \$2,712 for a total of \$7,628.21. This contract would be funded from the distribution budget. It was moved by Mr. Lipsh and seconded by Mr. Mohn to recommend the City Council approve purchase of the 3-year enhanced maintenance agreement, additional user Client License, and up to 24 hours of setup from Cooper Power Systems for the SCADA system at a cost of \$7,628.21. All members present voted in favor thereof; Chairperson West declared the motion carried.

Mr. Geddes reported he has been unable to locate a used digger derrick truck within the \$80,000 budget as it is a sellers' market and vehicles are sold before Mr. Geddes can obtain City Council approval to purchase a specific truck. He said there are no trucks available locally and when one does become available out of state they are sold quickly. He asked if he could be authorized to purchase the vehicle within the budget constraints rather than have to wait for Council action, as any prospects are sold by then. After some discussion, it was moved by Mr. Lipsh to recommend the City Council authorize Mr. Geddes and Mr. Loftsgard, Maintenance Technician to look for and purchase a used digger derrick truck within budget or request an additional budget to purchase the truck in 2016. Mr. Geddes explained the truck they are using nearly failed the last hydraulics inspection and they have trouble getting it to run. Mr. Wysocki seconded the motion. All members present voted in favor thereof; Chairperson West declared the motion carried.

Mr. Geddes reported he has ordered 11 fiberglass light poles and they will be delivered in 4 to 6 weeks for installation once the frost is out of the ground.

Mr. Ziegelmann reported the new fuel system is operational and reports are available for the Finance Department.

Street/Wastewater Department Superintendent Rock Desautel reported another lower housing unit on one of the motors at the lagoon has failed. Mr. Desautel said the new pontoon system is assembled and they are waiting for a power cord on order to arrive, then the system will be installed. He does not want to purchase another lower unit to install on a wall mount as staff believes the pontoon system will work better. Mr. Ziegelmann reviewed quotes from Aeration Industries International: \$4,350 for the pontoons, \$5,850 for the lower unit or \$11,850 for the entire new system which includes lower unit, motor and pontoons. Mr. Desautel said if the whole system is purchased, the motor will be salvaged from this unit to use as a backup for repairs. It was moved by Mr. Mohn and seconded by Mr. Lipsh to recommend the City Council approve purchase of the new system, including the lower unit, motor and pontoons for \$11,850. Mr. Ziegelmann said the Wastewater Department budget will have to be amended for this unplanned expense, but this is critical equipment. All members present voted in favor thereof; Chairperson West declared the motion carried.

The Street/Wastewater Dept. Superintendent has contacted Electric Pump regarding the Alco, Mobile, and North Industrial lift stations and each lift station will cost around \$60,000 to renovate including a quote from Rock's Electric in the amount of \$4,500 per lift station for electrical work. There will also be excavation costs, which he expects to be minimal. Mr. Ziegelmann explained the plan is to coordinate this project with Kadrmas, Lee & Jackson, Inc. when the Alco lift is rerouted.

It was moved by Mr. Wysocki and seconded by Mr. Lipsh to recommend the City Council approve the contract with Kadrmas, Lee & Jackson, Inc. for design engineering services for the 2015 Seal Coat – Various Streets Project in the amount of \$14,900. All members present voted in favor thereof; Chairperson West declared the motion carried.

Mr. Ziegelmann reported the Department Heads have recommended placing “No Parking” signs on both sides of Lavergne Avenue from school entrance south. He said it may be necessary to place a sign to the north of the school access road indicating “sports complex parking”. It was moved by Mr. Lipsh to recommend the City Council approve placement of “No Parking” signs along both sides of Lavergne Avenue from the school entrance south. Mr. Wysocki seconded the motion although he stated he believes enforcement will be an issue. All members present voted in favor thereof; Chairperson West declared the motion carried.

Spring Cleanup will be held May 4<sup>th</sup>-8<sup>th</sup>. As the City’s Landfill is permanently closed, Refuse Disposal Service will accept the collections and charge the City \$20 per ton to dispose of the waste. Mr. Desautel explained staff will sort the garbage they collect because anything burnable can be disposed of at the City landfill.

Kenny Clean-Up with support of the Grafton High School students is scheduled for Thursday, April 23<sup>rd</sup>. Chairperson West announced that he is on the Board of Directors for ND Cares which works with veterans and he would like to coordinate some local veterans to assist on that day as well.

Water Department Superintendent Ken Miskavige reported the Department replaced a fire hydrant east of Simplot which apparently had been leaking for quite a while. They have a couple more to replace this summer. The Water Department replaced a lead service line at 10<sup>th</sup> and Kittson which has probably been leaking for quite a while also. He said in the process of replacing water mains several years back they put in the new main and the stub into the curb stop was supposed to be new also. The contractor must have found the service line ran under the sewer line so they left about 10’ of lead pipe underground; that is where the leak occurred. Mr. Miskavige reported the Department has still been dealing with water meters freezing in the last two weeks. Mr. Miskavige reported the Consumer Confidence Report has been completed and has been forwarded to the State. Mr. Miskavige reported the bid opening for the Water Plant Project is Wednesday, April 8<sup>th</sup> at 2:00 p.m. Mr. Miskavige reported his Department received a Certificate of Achievement from the State Health Department for being in 100% compliance with the Safe Drinking Water Act. He commended Kevin, Tom and Sheena for their excellent work.

Water Department Superintendent Miskavige reported he has been working for a couple of years on a riparian project to snag and clear the river. The City Administrator explained the project would be a partnership with the Red River Regional Council, the State Water Commission, and the City. The first phase of the project would be from the golf course west to Wakeman Avenue and is estimated to cost \$30,000; the City’s share would be 40% or about \$12,000 if the project cost is shared with a 60% grant from Red River Regional Council, and about \$6,000 if the State

Water Commission also participates for 50%. The project would be done after the crops are harvested and there is a little ice in the river channel.

**NEW BUSINESS**

The Chamber of Commerce Director provided a summary of events for Summerfest and requested to close Hill Avenue for the street dances, ribfest, and the parade. The formal applications for events will be submitted for next month's consideration, but closing Highway 81 (Hill Avenue) requires a contract from the North Dakota Department of Transportation, action is needed now to allow enough time to process the request. It was moved by Mr. Lipsh and seconded by Mr. Wysocki to recommend the City Council approve the proposed closure of Hill Avenue for ribfest, street dances and parade for Summerfest. All members present voted in favor thereof; Chairperson West declared the motion carried.

It was moved by Mr. Lipsh and seconded by Mr. Wysocki to recommend the City Council approve continuing the painting credit program but to increase the utility credit from \$50 to \$100 per house. All members present voted in favor thereof; Chairperson West declared the motion carried.

Chairperson West announced the sump pump ordinance is effective April 1<sup>st</sup> so anyone found pumping into the City sanitary system will be fined.

The annual Board of Equalization meeting is scheduled for Tuesday, April 14, 2015 at 5:30 p.m.

**ADJOURNMENT**

It was moved by Mr. Wysocki and carried to adjourn the meeting.

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Chris West, Chairperson

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Connie A. Johnson, City Auditor