

City of Farmington
430 Third Street
Farmington, MN 55024

*A Proud Past - A Promising
Future
Committed to Providing High
Quality, Timely and Responsive
Service to All of Our Customers*

**AGENDA
WATER BOARD**

April 24, 2017
7:00 PM

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES**
 - (a) Approve March 27, 2017 Meeting Minutes
- 3. CONTINUED BUSINESS**
 - (a) 2017 Water Patrol Position
- 4. NEW BUSINESS**
 - (a) Garbage Truck Messaging Sign Pilot Program
 - (b) Water Supply Plan Consultant Selection
- 5. APPROVE BILLS**
 - (a) Approve Bills - Mar. 24, 2017 to Apr. 20, 2017
- 6. OPEN FORUM**
- 7. ADJOURN**



City of Farmington

430 Third Street

Farmington, Minnesota

651.280.6800 - Fax 651.280.6899

www.ci.farmington.mn.us

TO: Water Board Members, City Administrator
FROM: Katy Gehler
SUBJECT: Approve March 27, 2017 Meeting Minutes
DATE: April 24, 2017

INTRODUCTION

Attached are the minutes from the March 27, 2017, Water Board meeting.

DISCUSSION

N/A

BUDGET IMPACT

N/A

ACTION REQUESTED

Review, revise and approve the minutes.

ATTACHMENTS:

Type	Description
□ Backup Material	Meeting Minutes from March 27, 2017

MINUTES
REGULAR WATER BOARD MEETING
Monday, March 27, 2017
7:00 PM
Conference Room 169
City Hall • 430 Third Street • Farmington, MN

Members Present: Weierke, Gassert

Members Absent: Snobeck

Staff Present: Katy Gehler, Public Works Director/City Engineer; Sue Miller, Administrative Assistant

Call to Order: The meeting was called to order by Chair Weierke at 7:00 p.m.

1. **Approve Minutes** - February 27, 2017 - **Motion** by Gassert, second by Weierke to approve the minutes as presented. **APIF, Motion Carried.**
2. **Continued Business - None**
3. **New Business – None**
4. **Approve Bills – Motion** by Weierke, second by Gassert to approve the bills in the amount of \$46,233.68. **APIF, Motion Carried.**
5. **Open Forum –**
 - a. Director Gehler asked the board members if they wanted to advertise for the water patrol position. The consensus was to move forward with the advertising of the position. Director Gehler will work with Human resources to get this going.
 - b. Director Gehler noted that the comprehensive plan update is in the works. She will keep the board updated.
6. **Adjourn – Motion** by Weierke, second by Gassert to adjourn at 7:28PM. **APIF, Motion Carried.**

Respectfully submitted,

Sue Miller
Administrative Assistant



City of Farmington

430 Third Street

Farmington, Minnesota

651.280.6800 - Fax 651.280.6899

www.ci.farmington.mn.us

TO: Water Board Members, City Administrator
FROM: Katy Gehler
SUBJECT: 2017 Water Patrol Position
DATE: April 24, 2017

INTRODUCTION

At the March 27, 2017 meeting the Water Board discussed the Water Patrol position and indicated a desire to fill this position for 2017.

DISCUSSION

The Water Patrol position monitors the city during different times of the day and night to provide enforcement of the City's watering restrictions. If violations are observed, the patrol collects the relevant information for enforcement proceedings and the property owner is issued an administrative citation. All funds collected from the citations are used for public education related to water conservation.

The position was advertised and applications were received. An initial review of the applications has been completed and interviews will be scheduled in the coming weeks. The job will be offered to the most qualified candidate with a starting date anticipated to be late May or early June.

BUDGET IMPACT

The funds to support this position were included in the 2017 Water Budget. The budget anticipated the wage for this position to be \$12.00 per hour with an average of 20-24 hours per week during the season.

ACTION REQUESTED

Approve the appointment of the Water Patrol position in 2017.



City of Farmington

430 Third Street

Farmington, Minnesota

651.280.6800 - Fax 651.280.6899

www.ci.farmington.mn.us

TO: Water Board Members, City Administrator
FROM: Katy Gehler
SUBJECT: Garbage Truck Messaging Sign Pilot Program
DATE: April 24, 2017

INTRODUCTION

The City has implemented odd/even watering restriction as part of the water conservation program. To communicate these restrictions, the city has historically used various messaging techniques including the summer City News & Recreation Guide, website and social media outlets.

DISCUSSION

In the last few years, vehicle "wraps" have gained popularity and have been employed to communicate or market various messages. Staff has been exploring the use of vehicle messaging on city fleet, in particular on our Solid Waste vehicles (see attached). A pilot project will be implemented this spring on one of the garbage trucks to ensure the technique can be maintained. The odd/even watering restriction messaging will be used in this pilot project.

BUDGET IMPACT

The cost for the messaging sign is about \$360. Funds set aside for water conservation education can support this purchase.

ACTION REQUESTED

N/A

ATTACHMENTS:

Type	Description
□ Backup Material	Sign Graphic



Sign frame face is 1.5".

4'x8'x4mm sign blank sliding into frame.

"L" brackets welded to ribs of truck and frame to bolt them together for mounting sign frame.

Slot cut into cab side of frame to insert sign into frame.





City of Farmington

430 Third Street

Farmington, Minnesota

651.280.6800 - Fax 651.280.6899

www.ci.farmington.mn.us

TO: Water Board Members, City Administrator
FROM: Katy Gehler
SUBJECT: Water Supply Plan Consultant Selection
DATE: April 24, 2017

INTRODUCTION

At the Mar. 27, 2017 an update was provided on the process for selecting a consultant to update of the *Water Supply and Distribution Plan*. A Request for Proposals (RFP) was provided to six consultants and the city received five proposals.

DISCUSSION

There are several agencies that oversee public water supply systems to ensure public health and safety requirements are met. Two of these agencies, the Minnesota Department of Natural Resources (DNR) and the Metropolitan Council (Met Council), require submission of a plan every ten years that shows the community will have adequate potable water into the future. Since similar information is required by both agencies, they have worked to develop one process that meets both agencies needs and occurs on the same timeline.

The *Water Supply System Plan* update is the basis for the required submittals. A summary of this plan is incorporated in the City's Comprehensive Plan which is reviewed by the Met Council. The DNR Water Supply Plan is now submitted through an online tool that will use the results of the analysis completed as part of the plan update. The DNR Water Supply Plan also requires that the city update the Water Conservation Plan, Emergency Response Plan, Operational Contingency Plan and Emergency Response Procedures. These supporting documents will be completed in-house by city staff. The DNR requires submission of the Water Supply Plan by Oct. 15, 2017. These updates are expected to take 4-6 months.

Outside of the water plan, there are similar plans for sanitary sewer, surface water and transportation.

Proposals were received to complete the other three planning documents as well. There are efficiencies in having one consultant complete all or most of the plans. It is recommended that final consultant selection be made considering the other proposals.

BUDGET IMPACT

The 2017 water budget anticipated expenses related to the plan update in the amount of \$50,000.

ACTION REQUESTED

Approve the expenditure of the funds not to exceed the funds budgeted with the final consultant selection and contract to be made with the process for the other plan updates.



City of Farmington

430 Third Street

Farmington, Minnesota

651.280.6800 - Fax 651.280.6899

www.ci.farmington.mn.us

TO: Water Board Members, City Administrator
FROM: Katy Gehler
SUBJECT: Approve Bills - Mar. 24, 2017 to Apr. 20, 2017
DATE: April 24, 2017

INTRODUCTION

Attached are the bills from March 24, 2017 to April 20, 2017.

DISCUSSION

N/A

BUDGET IMPACT

N/A

ACTION REQUESTED

Review, discuss, and approve the bills.

ATTACHMENTS:

Type	Description
□ Backup Material	Mar. 24, 2017 to Apr. 20, 2017 Water Bills

Page - 1

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
139272	3/24/2017		100192 AGGREGATE INDUSTRIES - MWR, INC												
		146.22	109 SPRUCE/WATER MAIN REPAIR		154358	706849832	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		146.22													
139282	3/24/2017		112190 BARR ENGINEERING COMPANY												
		2,620.50	WELL HEAD PLAN PART 2 UPDATE		153932	23191278.01 - 5	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		2,620.50													
139298	3/24/2017		100241 DELEGARD TOOL CO												
		154.91	TORQUE WRENCH		154357	162042	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		154.91													
139302	3/24/2017		103692 FASTENAL COMPANY												
		3.88	S/S WASHERS		154359	MNLAK140549	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		1.87	S/S WASHERS		154360	MNLAK140506	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		5.75													
139306	3/24/2017		100024 GOPHER STATE ONE-CALL INC												
		65.47	PUBLIC WORKS LOCATES		154340	7020363	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		65.47													
139310	3/24/2017		112416 IMPACT MAILING OF MN INC												
		241.28	FEB'17 UTIL BILL POSTAGE		154457	122339	6502	6445			POSTAGE	WATER UTILITY EXPENSE	06500	08	
		73.13	FEB'17 UTIL BILL MAIL SERVICES		154457	122339	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		314.41													
139318	3/24/2017		100049 LOCAL GVMT INFO SYSTEMS ASSN.												
		832.25	LOGIS BILL - FEB'17		154469	43190	6502	6402			DATA PROCESSING	WATER UTILITY EXPENSE	06500	08	
		832.25													
139324	3/24/2017		115508 MIDWEST LEAK DETECTION												
		370.00	LEAK DETECTION 109 SPRUCE ST		154329	1084	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		370.00													
139328	3/24/2017		110272 NORTHERN CONCEPTS												
		70.27	SPRING 2017 NEWS & REC POSTAGE		154312	10998C	6502	6445			POSTAGE	WATER UTILITY EXPENSE	06500	08	
		70.27													
139330	3/24/2017		101254 ORKIN EXTERMINATING												
		102.43	WELL 5 ORKIN MAINT MAR'17		154355	154550361/28454299	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		17.23	CMF PEST CONTROL MAR'17		154389	154550902/28367911	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		119.66													
139346	3/24/2017		103228 SIMPLEXGRINNELL LP												
		64.54	CMF ALARM MNTR NOV'16-OCT'17		154338	79243426	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		64.54													
139355	3/24/2017		100741 TRENDEX INC												

Page - 2

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description		Co	Dept	Div
		82.80	LAMINATOR SRVC AGRMT APR--MAR		154396	177847	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE		06500	08	
		82.80														
139359	3/31/2017		106847 AIRGAS USA, LLC													
		21.00	FORKLIFT PROPANE		154527	9061044122	6502	6230			VEHICLE SUPPLIES & PARTS	WATER UTILITY EXPENSE		06500	08	
		21.00														
139390	3/31/2017		114625 MASTER MECHANICAL, INC													
		74.04	MAKE UP AIR #3 & #4 REPAIR		154520	47287	6502	6515			BUILDING REPAIR SERVICE	WATER UTILITY EXPENSE		06500	08	
		74.04														
139392	3/31/2017		100030 MINNESOTA PIPE AND EQUIPMENT													
		20.14	VALVE BOX TOP SECTION		154512	0373756	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE		06500	08	
		2,425.15	09 SPRUCE/WATER MAIN REPAIR		154513	0373567	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE		06500	08	
		808.26	REPAIR CLAMPES/WATER MAIN		154525	0373737	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE		06500	08	
		3,253.55														
139396	3/31/2017		100070 MVTL- MINN VALLEY TESTING LABS													
		48.75	COLIFORM COLILERT BAC-T SAMPLE		154511	853189	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE		06500	08	
		48.75														
139398	3/31/2017		110272 NORTHERN CONCEPTS													
		282.76	POSTAGE FOR SUMMER 2017 CNRG		154599	268292833	6502	6445			POSTAGE	WATER UTILITY EXPENSE		06500	08	
		282.76														
139399	3/31/2017		113031 NRG RELIABILITY SOLUTIONS LLC													
		1,425.71	CMF ELEC FEB'17		154392	3347-1703 FEB'17	6502	6422			ELECTRIC	WATER UTILITY EXPENSE		06500	08	
		1,425.71														
139422	4/7/2017		100192 AGGREGATE INDUSTRIES - MWR, INC													
		90.49	WATER MAIN REPAIR 20369 EAVES		154791	706889310	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE		06500	08	
		90.49														
139430	4/7/2017		100025 CINTAS CORP LOC 754													
		21.91	UNIFORMS		154734	754699795	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE		06500	08	
		21.91	UNIFORMS		154736	754702435	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE		06500	08	
		21.91	WEEKLY UNIFORM CLEANING SERVIC		154771	754707726	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE		06500	08	
		22.21	WEEKLY UNIFORM CLEANING SERVIC		154772	754705051	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE		06500	08	
		87.94														
139444	4/7/2017		100007 HAWKINS INC													
		282.29	CHLORINE TUBING		154722	4039488 RI	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE		06500	08	
		282.29														
139455	4/7/2017		115508 MIDWEST LEAK DETECTION													
		370.00	WATER LEAK 20369 EAVES WAY		154796	1089	6502	6401								

Note: Payment amount may not reflect the actual amount due to data sequencing and/or data selection.

Council Check Summary

Page - 3

3/24/2017 - 4/20/2017

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
139460	4/7/2017		100070 MVTL- MINN VALLEY TESTING LABS												
		37.50	COLIFORM COLILERT BAC-T SAMPLE		154724	854129	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		37.50													
139462	4/7/2017		100093 PELLICCI HARDWARE & RENTAL												
		6.99	CAULK		154725	K07042	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		9.25	WRENCH LINK		154731	K06950	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		73.30	PAPER PRODUCTS		154732	58648	6502	6240			BUILDING SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		1.73	CAULK FOR MECH ROOM		154744	K06976	6502	6515			BUILDING REPAIR SERVICE	WATER UTILITY EXPENSE	06500	08	
		.97	BUIDLING REPAIR 1/2" GALV		154745	K06876	6502	6515			BUILDING REPAIR SERVICE	WATER UTILITY EXPENSE	06500	08	
		2.60	BUIDLING REPAIR		154746	K06861	6502	6515			BUILDING REPAIR SERVICE	WATER UTILITY EXPENSE	06500	08	
		.11-	ICE REPAIR RETURN		154764	K07295 CR	6502	6505			EQUIPMENT REPAIR SERVICE	WATER UTILITY EXPENSE	06500	08	
		4.44	ICE MACHINE REPAIR		154765	K07291	6502	6505			EQUIPMENT REPAIR SERVICE	WATER UTILITY EXPENSE	06500	08	
		99.17													
139469	4/7/2017		110651 ROCK MILLS ENTERPRISES, INC												
		91.50	CAMERA FOR M.H. LIFTER		154790	12758	6502	6230			VEHICLE SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		91.50													
139474	4/7/2017		112307 T-MOBILE												
		6.66	GPS SERVICE MAR'17		154783	6517577560 MAR'17	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		6.66													
139492	4/14/2017		100025 CINTAS CORP LOC 754												
		21.91	WEEKLY UNIFORM CLEANING SERVIC		154829	754710339	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE	06500	08	
		21.91													
139498	4/14/2017		109892 DAKOTA FIRE CONTROL INC												
		82.04	ANNUAL FIRE EXT INSPECT&REPAIR		154908	17029	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		82.04													
139507	4/14/2017		112416 IMPACT MAILING OF MN INC												
		250.94	MAR'17 UB BILLS		154888	122914	6502	6445			POSTAGE	WATER UTILITY EXPENSE	06500	08	
		69.32	MAR'17 UB BILLS		154888	122914	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		320.26													
139521	4/14/2017		100030 MINNESOTA PIPE AND EQUIPMENT												
		327.60	HYDRANT PARTS		154900	0374090	6502	6505			EQUIPMENT REPAIR SERVICE	WATER UTILITY EXPENSE	06500	08	
		327.60													
139523	4/14/2017		100070 MVTL- MINN VALLEY TESTING LABS												
		43.75	COLIFORM COLILERT BAC-T SAMPLE		154917	855252	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		43.75													
139524	4/14/2017		101254 ORKIN EXTERMINATING												
		102.43	JAN'17 PEST CONTROL SERVICES		154881	152126318/28454299	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		17.23	PEST CONTROL JAN'17		154944	152126842/28367911	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	

Page - 4

119.66

06500 08

06500 08

12,046.13