



CITY OF MERRILL

WATER & SEWAGE DISPOSAL COMMITTEE

MINUTES • THURSDAY SEPTEMBER 29, 2016

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

Alderman Norton called the meeting to order at 5:00 P.M.

Attendee Name	Title	Status	Arrived
Kandy Peterson	Aldersperson - Fourth District	Present	
John Burgener	Aldersperson - Fifth District & President	Present	
Rob Norton	Aldersperson - Seventh District	Present	

Also in attendance: City Administrator Dave Johnson, Utility Superintendent Kim Kriewald, Public Works Director/City Engineer Rod Akey, Finance Director Kathy Unertl, Tonia Speener, Diane Thoun and City Clerk Bill Heideman.

II. Preliminary Items:

1. Vouchers

Motion (Burgener/Peterson) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Consider request to change the part-time Water Utility Administrative Assistant position to a full-time position. The Water and Sewage Committee recommends approval, effective immediately.

Utility Superintendent Kriewald is requesting that the part-time Water Utility Administrative Assistant be changed to a full-time position.

It was reported that this part-time position turns over frequently, as those people accept full-time positions elsewhere. This leads to excessive training time.

Utility Superintendent Kriewald mentioned that, at some point, the current quarterly billing cycle will be changed to a monthly billing system. Although this will help with cash flow, it will also require additional labor hours to process the billing.

Finance Director Unertl stated that it was not practical for one person to have all the financial responsibility at the utility.

Motion (Burgener/Norton) to change the part-time Water Utility Administrative Assistant position to a full-time position, effective immediately.

RESULT: APPROVED & SENT TO COUNCIL **Next: 10/11/2016 7:00 PM**

2. Review and consider 2017 budget requests:

Landfill Remediation Fund

Finance Director Unertl reported. The Contractor-Sampling account was discussed.

Water Fund

Finance Director Unertl and Utility Superintendent Kriewald reported.

In five or six years, well #6 will need to be replaced. The location of the new well has not yet been determined.

Extra funding has been included in the 2017 budget for both hydrant replacement and cross-connection inspections. The tower on Taylor Street is due for inspection in 2017.

The purchase of a backhoe is being considered.

Infrastructure projects were mentioned.

Sewer Fund

Finance Director Unertl and Utility Superintendent Kriewald reported.

Utility Capital Projects/Equipment

Finance Director Unertl and Utility Superintendent Kriewald reported.

Potential sewer rate increases were then discussed. Alderman Burgener recommended a 2% annual increase.

Motion (Peterson/Norton) to increase sewer rates by 4%.

Alderswoman Peterson requested that her motion be withdrawn. Without objection, it was so ordered.

3. Operations Report

The report was in the meeting packet.

Discussion was held on the ongoing process of hiring the successor to Utility Superintendent Kriewald.

IV. Public Comment Period

Bill Heideman expressed his opinion that he thinks the earlier discussion and potential action on sewer rate increases were not proper, since the subject of sewer rate increases was not on the meeting agenda.

V. Establish date, time and location of next meeting

Wednesday, October 26th, 2016 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Adjournment

Motion (Burgener/Peterson) to adjourn. Carried. Adjourned at 5:40 P.M.