

## **Minutes of the Public Works and Public Utilities Committee for Monday, December 3, 2012.**

The meeting was called to order by Alderman Bormann at 7:00 p.m. Present were Mayor Grenke, Aldermen Sanders, Simmons, and Magley. Also attending were Lynn Behrns, Mike Forsee, Phil Hoffman, Mark Mustain, Don Bobbitt, Evelyn Robertson, Police Chief Dudgeon, and James Smith.

Those present participated in the Pledge of Allegiance.

### Comments for Citizens

There were no citizen comments.

### Electric Department

Committee reviewed the activity report and future work schedule for the Electric Department.

Mustain presented a bid tabulation and data sheets for purchase of a replacement wood chipper. The lowest bid was from Altec for a demonstration machine which had been loaned to the City for inspection. Mustain told the committee that it was a good machine and that he had no problem accepting a machine with 20 hours of use. Altec has been the vender for several of the City's bucket trucks. Their machine is available at \$23,250.00 (well below the \$35,000 projected in the budget.) The present chipper is more than 20 years old and has 2,500 hours on it. Magley asked if Altec would take credit for a trade-in. Mustain said that Altec had not historically been generous in that respect. Mustain suggested the City would get better return for an advertisement in the local papers. Sanders said he was skeptical about the need for replacement at this time. The actual purchase of a chipper will be on the agenda for the regular Board meeting.

### City GIS Program

Behrns reported that he had done further checking on alternatives for a GIS program. One option had been through the Mid-Missouri Regional Planning Commission. They regular do mapping projects for cities and counties and have recently been assisting Ashland with setting up GIS for their water system. The actual field work has been done by a contracted engineering firm at \$1,200 per day. The data is entered into ARC GIS by the RPC, which then creates and prints the maps. Ashland is the first city to be a customer. They do not have their own software and are presently relying on the RPC to print maps. Fortunately, the RPC has its office in Ashland. Behrns also consulted with Alderman Wilkins, who was leery of open source software and cautioned against its use. Of regular venders, Midland seems to have the best reputation in our area, having a great number of cities and counties as current customers. Their methods are highly accurate. An early proposal from Midland was used last spring to develop a budget benchmark of \$78,200. Their current quotation is \$78,508 for implementing an initial system for the water, sewer and electric utilities. Sanders asked why the system was needed now and why not choose the lowest cost system? Committee members engaged in an extended discussion on the value of GIS generally, and of the value of high accuracy (locations within 1/10 foot). The open-source alternative promoted by Tristate Engineering of Joplin puts forth a variety of accuracy levels, with greater accuracy requiring more expensive equipment. The final product will depend on the training and skills of the City employees who would be tasked with the field work. Open source software has no one responsible for future support and technical backup. Sanders wanted to know the cost of the TSE proposal. Behrns said he did not have clear figures because the greatest cost is in labor and he could not project the time needed for field work and training. Additionally, staff is stretched thin with their present duties and the project would likely drag out for some long time.

Alderman Angell arrived.

After more discussion, Bormann said he favored using Midland GIS. He, too, was aware Midland's good reputation. Forsee cited circumstances where GIS would be a time saver for finding valves in bad weather conditions. He noted that much knowledge of the utility systems vanished when Howard Burton died—witness the unknown 4" water line which broken last month. Simmons said she was willing to go with Midland. Angell said he was leaning in the same direction. In the end, Behrns was instructed to invite both principal vendors to the regular board meeting to investigate the options further.

#### Water and Sewer Department

Committee reviewed the activity report and future work schedule for the Water and Sewer Department. Forsee told the committee that 20 meters needed to be reread last month. In the preceding months, the number had dropped as low as 10 to 11. He will examine whether there is a significant savings if he makes a big order before the price increases at the end of the year. If so, it will be an item on the regular Board agenda.

Behrns noted that the NPDES permit for discharge of backwash water at the water treatment plant will expire next year. Forsee and Randy Adams think that staff can handle the applications for permit renewal without needing help from a consulting engineer.

Forsee noted that he needed a renewal of the contract between the City and Hack, Inc. for maintenance on numerous pieces of testing and control equipment. These items presently keep the City from need to have personnel at the water plant at all times. An ordinance for approval of the contract will be on the Board agenda.

The new pickup truck is in and waiting for a bed liner to be installed. Delivery should be next week.

#### Streets and Sanitation

Committee reviewed the activity report and future work schedule for the Street and Sanitation Departments.

Hoffman said that the crew was still doing regular street sweeping

Committee revisited the matter of replacing heaters for the Street Shop. Hoffman has reinvestigated the use of infra-red heaters. Two of the vendors recommended against their use in our situation. They said that installation would be more expensive and make for a long payout from any fuel savings. The gas bill at the Street Shop runs about \$250 per month for gas during the four winter months. The units would be inefficient with the shop's high ceiling. Because there is a high traffic rate in and out, the heaters run frequent, although Hoffman keeps the thermostat turned down. Hoffman would like the units in the same bay to match each other. Behrns said he thought budgeting would not be affected if the City buys both now, rather than delaying one until after April. Simmons moved that City purchase two shop furnaces from Hancock Heating for a price of \$2,800. Magley seconded the motion. All members present voted aye and the motion carried.

Hoffman noted that older trash truck had been taken to the repair shop and needed a new transmission and PTO.

Simmons asked if the City had sufficient chemicals for snow and ice control. Hoffman said he had enough left over from last year for two or three storms. There is no space to make a large order now.

#### Budget Consideration

Behrns gave an overview of the budgets for the public utility funds for Fiscal Year 2013-24.

He suggested that there was no need for program changes and mentioned the following major expenses: A new backhoe would be acquired by the Water Fund, with their present backhoe going to the Street Department, making its machine available for trade-in. There is need of repairs and replacement of the lime sledge pump and sled. The normal transfer to the General Fund and set-asides for well and treatment plant reserves are continued, and the remaining small doors at the plant will be replaced. Reserves will also continue for plant and irrigation equipment repair/replacement. The \$35,000 budgeted for slip lining of old sewer mains may not get done before the end of the fiscal year. That amount may be carried over, with an additional \$55,000 added for the same purpose. (This is a long term project.) Funding will be set forth for consulting in the preparation of an NPDES permit application for the sewer treatment plant. The application should be submitted in 2103 at least six months before it expires in 2014. In the Electric Fund, Behrns recommends the usual transfer to the General Fund and a small amount to engage an architect or engineer for City Hall repairs and restoration—to actually be done in 2014. The only other major expenditures would be for debt service on the substation and for the depreciation reserve. The Sanitation Fund will only show the continuing closure reserve. Its un-designated fund balance will increase for a future trash truck replacement. Behrns estimates that about \$245,000 will be available by September 2013 in the Transportation Sales Tax Fund for work on Switzler and Jefferson Streets and sidewalk work.

Next week, Behrns will present his first suggestions for the General Fund budget.

#### As May Arise

During the next meeting, there will be a closed session to examine proposals from the employee union.

Behrns reported that a hearing concerning the Narraganset Building is still scheduled for Wednesday afternoon.

Chief Dudgeon thanked the Board members for the repair work on the Police Department roof.

Behrns was asked to get a better list of expenses on the demolition of 105 N. Allen Street.

The Committee adjourned at about 8:45 p.m.