

**PUBLIC WORKS COMMITTEE  
CITY HALL CONFERENCE ROOM  
MARCH 13, 2013  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Utility Billing – 10% Late Fee (page 5)
- IV. OLD BUSINESS
  - A. Water Plant Rehab Project
  - B. Wastewater Facility Re-Scoping Project
  - C. MPCA Former Mid Town Service Station (page 19)
  - D. Street Sweeper (page 20)
  - E. Carroll Court Water Pressure (page 21)
  - F. Hwy. 55 & Co. Rd. 181 Intersection (page 27)
- V. INFORMATIONAL
  - A. Roundabouts (page 28)
  - B. Stearns County 2014 Project – Resurface CSAH 34 from CSAH 66 to TH 22 (page 29)
- VI. ADJOURN

**\*\*\* Please call or email Ron at 320-243-3714 ext. 230 / [ron@paynesvillemn.com](mailto:ron@paynesvillemn.com) if you are not able to attend the meeting.\*\*\***

**Members: Dave Peschong, Donovan Mayer, Melvin Schaefer, Keith Hemmesch, and Matt Quade – or his proxy.**

**Advisory Members: Chuck DeWolf, Ron Mergen, and Renee Eckerly**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Public Works Committee. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Paynesville Public Works Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early so necessary arrangements can be made.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Public Works Committee

Committee/Council Meeting Date: March 13, 2013

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes of the February 12, 2013 Public Works Committee meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes of the February 12, 2013 Public Works Committee meeting.

**MINUTES  
SPECIAL PUBLIC WORKS COMMITTEE**

**FEBRUARY 12, 2013**

The meeting was called to order by Chairperson Mel Schaefer at 5:00 p.m. Members present were Donovan Mayer, Matt Quade, Dave Peschong, and Keith Hemmesch. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc.

**Motion was made by Peschong to approve the minutes from the January 9, 2013 Public Works Committee meeting. Seconded by Quade and unanimously carried.**

**CRACK SEALING**

It was reported that the City has been working with Paynesville Township and the City of Melrose for a number of years. The City purchases the needed material and share the rental costs. A cost estimate was reviewed stating the total cost would equal \$8,922.93 split 3 ways or \$2,974.31 each plus router bits if needed. It was noted that Paynesville Township will only purchase 1,000 pounds; the supplier will honor the same price of \$.615 per pound. After a short discussion,

**Motion was made by Peschong to approve the Crack Sealing estimate in the amount of \$2,974.31 plus router bits if needed and recommend such to the City Council. Seconded by Quade and unanimously carried.**

**2013 SEAL COAT PROJECT**

Members reviewed the map of the proposed streets and discussed the seal coating process of oil and granite chips to protect the wear surface of the road. The balance in the street equipment/seal is currently at \$300,000.00 and the estimated cost is at \$68,412.00.

**Motion was made by Quade to approve the seal coat at an estimated cost of \$68,412.00 and recommend such to the City Council. Seconded by Peschong and unanimously carried.**

**CARROLL CT WATER PRESSURE**

Mergen explained the history of the area noting the higher elevation of the development in comparison to the water tower and the pressure fluctuations. It was questioned what the previous agreements were and what area the problem encompasses. This information will be put on the next agenda. The options for repairs are reviewed and included:

1. Booster pumps inside each home.
2. A booster station to lift the pressure in the entire area was estimated at \$80,000.00 - \$100,000.00 in 2008.
3. Construct a new tower at an elevation to provide adequate pressure.

The best and ultimate solution is option 3; however, this is not feasible unless the Hilltop area is connected into the system. Members all agreed this should be explored. Mergen will talk to City Administrator, Renee Eckerly and Mayor, Jeff Thompson.

### **IRRIGATION**

Doug Voss submitted a letter asking to irrigate west of County Road 33 under the former pivot 9. Members were informed the site in today's standards would not be approved due to the elevation of ground water.

**Motion was made by Hemmesch to deny Doug Voss' request and recommend such to the City Council. Seconded by Peschong and unanimously carried.**

Mergen explained that when a property has an offer for sale that the City has first option. Members discussed the price of the property and noted the City doesn't need the property.

**Motion was made by Peschong to not exercise the option to purchase the property and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

### **STREET SWEEPER**

Members reviewed a number of sweepers ranging from 1998 to 2006 models and price ranges from \$20,000.00 to over \$50,000.00. It was suggested that several members visit Macqueen equipment and come back with a recommendation.

### **LAKE HENRY CONTRACT**

Members reviewed a proposed contract. It was explained that the pricing will go to the Budget and Finance Committee to set a rate for any work that is billable.

**Motion was made by Quade to approve the contract with Lake Henry and recommend such to the City Council. Seconded by Peschong and unanimously carried.**

### **WATER PLANT REHAB**

DeWolf reported that the design will be completed in March. The plan will be reviewed and approved by the Department of Health. Also noted was that a pilot plant will be set up and run to determine if the proper media is being proposed.

The issue of radio read meter reading was discussed. The cost from HD Water Supply at this time is \$111,000.00 that is down from \$140,000.00 several years ago. The savings would be 3 days of meter reading 4 times per year. Members all concurred this should be revisited when the City goes to monthly reading.

### **WASTE WATER RE-SCOPING PROJECT**

DeWolf noted the progress the contractor is making on the main lift building and inside the irrigation pump station. DeWolf also elaborated on the PFA loan and MPCA grant process and status that all the issues could be approved tonight.

There being no further business, the meeting was adjourned at 6:00 p.m.

To PWC

The City Council has requested the PWC review the following policies.

1. 10% late fee
  - Do we agree the fee is justified?
  - 10% for a \$ 75.00 bill - \$7.50
  - 10% for a \$3000.00 bill - \$300.0
  - The Maximum fee is \$500.00
  - We may want to look at changing the Maximum fee?
  
2. Over the last 6 months there have been several occasions where residents and business owners have requested that the 10% late fee be waived, in the past we did not waive any fee, in the past year the Council has waived the fee for anyone whom requested that it be brought to Council.
3. The Council has the desired that a policy be set and these issues do not come before the Council.
4. The payment agreement is currently part of our policy, however it is not written policy.



## CHAPTER 3

### MUNICIPAL UTILITIES - RULES AND REGULATIONS, RATES, CHARGES AND COLLECTIONS

**SECTION 3.01. DEFINITIONS.** As used in this Chapter, the following words and terms shall have the meanings stated:

1. **"Utility"** means all utility services, whether the same be public City-owned facilities or furnished by public utility companies.

2. **"Municipal Utility"** means any City-owned utility system or utility provided pursuant to contract with the City, including, but not by way of limitation, water, sewerage, and refuse service.

3. **"Company", "Grantee", and "Franchisee"** mean any public utility system to which a franchise has been granted by the City.

4. **"Consumer" and "Customer"** mean any landowner and/or any user of a utility.

5. **"Service"** means providing a particular utility to a customer or consumer.

**SEC. 3.02. FIXING RATES AND CHARGES FOR MUNICIPAL UTILITIES.** All rates and charges for municipal utilities, including, but not by way of limitation, rates for service, permit fees, deposit, connection and meter testing fees, disconnection fees, reconnection fees including penalties for non-payment if any, shall be fixed, determined and amended by the Council and adopted by resolution. Such resolution, containing the effective date thereof, shall be kept on file and open to inspection in the office of the City Administrator and shall be uniformly enforced. For the purpose of fixing such rates and charges, the Council may categorize and classify under the various types of service, provided, that such categorization and classification shall be included in the resolution authorized by this Section.

**SEC. 3.03. CONTRACTUAL CONTENTS.** Provisions of this Chapter relating to municipal utilities shall constitute portions of the contract between the City and all consumers of municipal utility services, and every such consumer shall be deemed to assent to the same.

**SEC. 3.04. RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES.**

**Subd. 1. Billing, Payment and Delinquency.** All municipal utilities shall be billed monthly or quarterly and a utilities statement or statements shall be mailed to each consumer. All utilities charges shall be delinquent if they are unpaid at the close of business on the 30<sup>th</sup> day following such billing, provided, that if the 30<sup>th</sup> day shall fall on a Saturday, Sunday or legal holiday, the time shall be extended to the close of business on the next succeeding day on which business is normally transacted. A penalty shall be added to, and become part of, all delinquent utility bills. If service is suspended due to delinquency it shall not be restored at that location until any disconnect and reconnect charges have been paid for each utility and all amounts owed for service and penalties have been paid.

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**Subd. 2. Application, Connection and Sale of Service.** Application for municipal utility services shall be made upon forms supplied by the City, and strictly in accordance therewith. No connection shall be made until consent has been received from the City to make the same. All municipal utilities shall be sold and delivered to consumers under the then applicable rate applied to the amount of such utilities taken as metered or ascertained in connection with such rates.

**Subd. 3. Discontinuance of Service.** All municipal utilities may be shut off or discontinued whenever it is found that:

**A.** The owner or occupant of the premises served, or any person working on any connection with the municipal utility systems, has violated any requirement of the City Code relative thereto, or any connection therewith, or,

**B.** Any charge for a municipal utility service, or any other financial obligation imposed on the present owner or occupant of the premises served, is unpaid thirty (30) days after notice thereof, or,

**C.** There is fraud or misrepresentation by the owner or occupant in connection with any application for service or delivery or charges therefore, or,

**D.** Utility services shall not be shut off or discontinued until the property owner or occupant, as the case may be, has been provided with notice of such termination.

**Subd. 4. Discontinuance Procedure.**

**A.** When an account is past due, the City shall send the property owner, at the service address and at any other address provided in writing, by the property owner to the City, a notice of delinquency and intent to discontinue service, which notice shall state the date and time service will be terminated, which shall be no less than twenty (20) days of the date after the date of the notice, the reason for termination, the person to contact and how to contact that person to whom the property owner should speak if they believe that the bill is erroneous, the action, if any, that the property owner can take to prevent the discontinuance of service.

**B.** Ten (10) days after the initial notice of delinquency and intent to discontinue service, a reminder notice shall be sent to the property owner at the service address and at any other address provided in writing by the property owner to the City reminding the property owner of the intent of the City to discontinue service, stating the date and time service will be terminated, the reason for the termination, and reiterating the action, if any, that the property owner can take to prevent the discontinuance of service.

**C.** If the account is not brought current within the time prescribed in the notice, the City may, at its option, shut off the water service line at the curb stop.

**D.** Once discontinued, service shall not be restored until the account is brought current by paying the full balance due on the account, including all charges for service, penalties, disconnect and reconnect fees as fixed, determined and amended by the Council and adopted by Resolution in accordance with Section 3.02.



E. Regardless of whether the City exercises its right to discontinuation of service, the City reserves the right to assess unpaid water and sewer bills as a part of a special assessment against the property.

**Subd. 5. Ownership of Municipal Utilities.** Ownership of all municipal utilities, plants, lines, mains, extensions and appurtenances thereto, shall be and remain in the City and no person shall own any part of portion thereof. Provided, however, that private facilities and appurtenances constructed on private property are not intended to be included in municipal ownership.

**Subd. 6. Right of Entry.** By applying for, or receiving, a municipal utility service, a customer irrevocably consents and agrees that any City employee acting within the course and scope of his employment may enter into and upon the private property of the customer, including dwellings and other buildings, at all reasonable times under the circumstances, in or upon which private property a municipal utility, or connection therewith, is installed, for the purpose of inspecting, repairing, reading meters, connecting or disconnecting the municipal utility service.

**Subd. 7. Meter Test.** Whenever a consumer shall request the City to test any utility meter in use by him, such a request shall be accompanied by a cash deposit for each meter to be tested. If any such meter is found to be inaccurate the same shall be replaced with an accurate meter and the deposit thereon refunded. If the meter shall be found to be accurate in its recordings or calculations it shall be reinstalled and the deposit may be retained by the City to defray the cost of such test.

**Subd. 8. Unlawful Acts.**

A. It is unlawful for any person to willfully or carelessly break, injure, mar, deface, disturb, or in any way interfere with any buildings, attachments, machinery, apparatus, equipment, fixture, or appurtenance of any municipal utility or municipal utility system, or commit any act tending to obstruct or impair the use of any municipal utility.

B. It is unlawful for any person to make any connection with, opening into, use, or alter in any way any municipal utility system without first having applied for and received written permission to do so from the City.

C. It is unlawful for any person to turn on or connect a utility when the same has been turned off or disconnected by the City for non-payment of a bill, or for any other reason.

D. It is unlawful for any person to “jumper” or by any means or device fully or partially circumvent a municipal utility meter, or to knowingly use or consume unmetered utilities or use the services of any utility system, the use of which the property billing authorities have no knowledge.



RESOLUTION 2008-12  
REGARDING CHAPTER 3 OF ORDINANCE NO. 1, 2<sup>ND</sup> SERIES

WHEREAS, the City Council of the City of Paynesville has adopted a City Code cited in the text of Chapters 1-13 of Ordinance No. 1, 2<sup>nd</sup> Series; and

WHEREAS, Chapter 3 of said Ordinance No. 1, 2<sup>nd</sup> Series, provides for the adoption of certain Resolutions fixing rates for charges for municipal utilities; and

WHEREAS, the City Council held a public hearing to consider the adoption of a late payment penalty as a way to encourage timely payment of charges and as a way to prevent losses to the City in the providing of public utilities; and

WHEREAS, the City Council has determined that the imposition of a late payment penalty for the failure to timely pay sewer and water bills is appropriate and necessary to encourage timely payment of charges, and to prevent loss to the City in the providing of these services;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PAYNESVILLE, AS FOLLOWS:

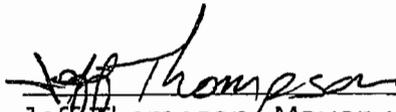
As called for in Chapter 3, Section 3.02, the rates and charges for municipal utilities shall hereafter include the following:

Penalty for Late Payment: Sewer and water bills that are not paid by the date due shall be assessed a penalty for late payment in the amount of

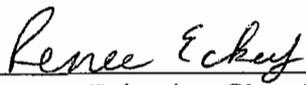
10% of the unpaid balance, up to a maximum not to exceed \$500.00. This late payment penalty shall be assessed to any accounts paid later than the date due. If the user does not pay the full balance of the bill, including the late payment penalty within the time limits provided in Chapter 3, Section 3.04, Subd. 3, service shall be discontinued and service shall not be restored until the user has paid the full balance due including the late fee, and any disconnect or reconnect fees applicable.

IT IS FURTHER RESOLVED, that the foregoing shall be effective the 1<sup>st</sup> day of May, 2008, and shall remain in full force and effect until changed by the City Council of the City of Paynesville.

Adopted by the City Council of the City of Paynesville, Minnesota, this 26<sup>th</sup> day of March, 2008.

  
\_\_\_\_\_  
Jeff Thompson, Mayor

ATTEST:

  
\_\_\_\_\_  
Renee Eckerly, City Administrator

**CERTIFICATE OF ADMINISTRATION**

I, Renee Eckerly, the duly appointed, qualified and acting Administrator of the City of Paynesville, do hereby certify that the records of the City Council indicate that the attached Resolution is a true and correct copy of said Resolution of the City of Paynesville.

That present at the meeting were the following council members:

Jeff Thompson, Jean Soine, Tom Lindquist, Jeff Bertram, and Gene Beavers.  
\_\_\_\_\_  
\_\_\_\_\_

The following members were absent: \_\_\_\_\_  
\_\_\_\_\_

The vote with respect to the Resolution was as follows:

    All     in favor of the Resolution.

    None     against the Resolution.

    None     abstained from voting.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 26<sup>th</sup> day of March 2008.

*Renee Eckerly*  
Renee Eckerly, City Administrator  
City of Paynesville

ATTEST:

*Jeff Thompson*  
Jeff Thompson, Mayor  
City of Paynesville

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**RESOLUTION 2012 - 40  
REGARDING CHAPTER 3 OF  
ORDINANCE NO. 1, 2<sup>ND</sup> SERIES**

2013 Rates

WHEREAS, the City Council of the City of Paynesville has adopted a City Code cited in the text of Chapters 1 through 12 of Ordinance No. 1, 2<sup>nd</sup> Series; and

WHEREAS, Chapter 3 of said Ordinance No. 1, 2<sup>nd</sup> Series, provides for the adoption of certain resolutions fixing rates for charges for municipal utilities; and

WHEREAS, the City Council wishes to address all these issues by passage of a resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PAYNESVILLE AS FOLLOWS:

1) As called for in Chapter 3, Section 3.02, rates and charges for municipal utilities shall be as follows:

**WATER RATES:**

Flat Rate:

- a) Multi unit residential or commercial, \$14.25 for the first 2,000 gallons;
- b) All Other water users, \$19.00 for the first 2,000 gallons.

Bulk Rate:

All users:

- \$2.57 per 1,000 gallons between 2,001 gallons and 99,999 gallons;
- \$2.52 per 1,000 gallons between 100,000 gallons and 500,000 gallons;
- \$2.51 per 1,000 gallons over 500,000 gallons.

Water Hook-up fees:

- a) Single Family Units - \$800.00 plus water meter
- b) Apartments - \$800.00, plus \$75.00 per apartment unit plus water meter
- c) All Other Water Hook-ups - \$800.00 plus \$75.00 per additional water unit plus water meter

A water unit is defined as 20,000 gallons of water.

Water Trunk Charge is \$1,390 per acre.

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**SEWER RATES:**

**Flat Rate:**

- a) Multi-unit residential or commercial - \$15.75 for the first 2,000 gallons
- b) All Other sewer users - \$21.00 for the first 2,000 gallons

**Bulk Rate:**

All users - \$2.62 per 1,000 gallons over 2,000 gallons.

**Surcharge:**

All users discharging wastewater with BOD5 levels in excess of those values defined as normal domestic sewage (270 mg/l BOD5), shall be surcharged 2.5 cents per pound of BOD5 per day in excess of the normal domestic sewage level, times the number of days in the billing cycle. The number of pounds of BOD5 shall be based upon a minimum of two 24 hour composite samples. Tests for sampling purposes will be taken at random by the City during each billing cycle.

**SEWER HOOK-UP FEES:**

- a) Single Family Units -\$1,000.00
- b) Apartments -\$1,000.00 plus \$100.00 per apartment unit
- c) All Other Sewer Hook-ups - \$1,000.00 plus \$100.00 per water unit

Sewer Trunk Charge is \$1,270 per acre.

**DISCONTINUANCE FEE:**

- \$35.00 disconnection fee.
- \$35.00 reconnection fee

**PENALTY FOR LATE PAYMENT:**

10% per month

2) As called for in Chapter 3, Section 3.20, Subd 9, un-metered service provided for construction, flooding skating rinks and any other purpose shall be charged as follows:

Minimum \$25.00 plus \$10.00 per thousand gallons

3) As called for in Chapter 3, Section 3.30, Subd. 3B, permit and inspection fees for connection of private sewage disposal systems are as follows:

Private Sewage: The City has no permit or inspection fee for private sewage

4) As called for in Chapter 3, Section 3.30, Subd. 4B, permit and inspection fees to be charged in conjunction with building sewers and connections for A) residential and commercial service and B) service for establishments producing industrial waste are as follows:

Permit Inspection Fee: The City has no inspection fee for private sewage or inspection thereof.

5) As called for in Chapter 3, Section 3.30, Subd. 8, sewer service rates and special user rates, if any, are as follows:

Sewer/water Contractor License Fee: \$75.00  
Annual renewal: \$25.00

6) As called for in Chapter 3, Section 3.40, Subd. 6B fees to be charged for the removal of refuse in excess of one 30 gallon container shall be set by the City's contractor.

7) As called for in Chapter 3, Section 3.40, Subd. 8, monthly fees to be charged for the removal of refuse shall be set by the City's contractor.

8) As called for in Ordinance # 3-1991, the City of Paynesville reserves the right to charge a fee of \$12.50 to all sewer and water service accounts requesting a transfer in billing. Set fee is to cover all expenses related to effecting said transfer request.

9) The first quarter will be used as the base quarter for calculating sewer rates for residential consumers.

IT IS FURTHER RESOLVED that the foregoing shall remain in effect until changed by the City Council of the City of Paynesville. These rates shall be effective January 1, 2013.

Adopted by the City Council of the City of Paynesville, Minnesota this 12th day of December, 2012.

\_\_\_\_\_  
Jeff Thompson, Mayor

ATTEST:

\_\_\_\_\_  
Renee Eckerly, City Administrator

City of Paynesville • 221 Washburne Ave. • Paynesville, MN 56362

ADDRESS  
SERVICE  
REQUESTED

FROM	TO	BILLING DATE	PREV BALANCE	
READINGS		USED	CODE	AMOUNT
PREVIOUS	PRESENT			

ACCOUNT NUMBER	DUE DATE
TAX	AMOUNT DUE AFTER DUE DATE
PENALTY	AMOUNT DUE NOW

CAUTION:

PLEASE RETURN BOTTOM STUB WITH PAYMENT  
SEE REVERSE SIDE FOR CODE EXPLANATION

ACCOUNT NUMBER
DUE DATE
AMOUNT DUE AFTER DUE DATE
AMOUNT DUE NOW

City of Paynesville • 221 Washburne Ave. • Paynesville, MN 56362

ADDRESS  
SERVICE  
REQUESTED

FROM	TO	BILLING DATE	PREV BALANCE	
READINGS		USED	CODE	AMOUNT
PREVIOUS	PRESENT			

ACCOUNT NUMBER	DUE DATE
TAX	AMOUNT DUE AFTER DUE DATE
PENALTY	AMOUNT DUE NOW

CAUTION:

PLEASE RETURN BOTTOM STUB WITH PAYMENT  
SEE REVERSE SIDE FOR CODE EXPLANATION

ACCOUNT NUMBER
DUE DATE
AMOUNT DUE AFTER DUE DATE
AMOUNT DUE NOW

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# SHUT OFF NOTICE

CITY OF PAYNESVILLE UTILITIES

221 WASHBURNE AVENUE

PAYNESVILLE, MN 56362

(320) 243-3714

Your account is now past due. If the amount shown is not paid by 1:00 p.m. on \_\_\_\_\_, service will be discontinued. Before service is restored, the total amount due must be paid, and in addition to that there will be a charge of \_\_\_\_\_ for disconnecting and reconnecting the service.

AMOUNT DUE

SERVICE ADDRESS

ACCOUNT NUMBER

**IMPORTANT: SEE REVERSE SIDE FOR RIGHTS AND REMEDIES**

## Clarification of Procedures for Water/Sewer Bills

Utility Bills are sent out quarterly. The meters are read in March, June, September, and December. Your statement is sent out the first week following the end of the quarter. Payment is due within 30 days after it is sent out. A 10% monthly finance charge will be added onto remaining balances after 30 days. If your water bill is not paid by the due date, you will be sent a notice of delinquency and intent to discontinue service with shut off time and date included. If you do not respond to the 1st delinquent notice you will receive a final notice stating the time and date water service will be shut off within 10 days of the first notice. There will be approximately 10 days between final notice and shut off date. **PAYMENT MUST BE AT CITY HALL BEFORE THE SHUT OFF TIME.** If you mail it, you must allow time that it is at city hall before the shut off time. If you do not respond, water service will be shut off at the time and date set. **There will be no further attempts by the City to contact you.** If your water is shut off, it will only be turned on during the office hours of 8:30 a.m. to 4:30 p.m. weekdays. At that time there will be a \$70.00 shut off and turn on fee assessed to get your water turned back on. **If you cannot pay your bill on time, please stop in city hall before the stated date and time of shut off and sign a payment agreement.** Regardless of whether the city exercises its right to discontinuation of service, the city reserves the right to assess unpaid water and sewer bills as a part of a special assessment against the property.

If you sell/purchase a house in the city, please contact city hall at 243-3714 to get the billing information entered into our system. You would also want to contact West Central Sanitation and any other utilities in this instance.

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# SHUT OFF REMINDER NOTICE

CITY OF PAYNESVILLE UTILITIES  
221 WASHBURNE AVENUE  
PAYNESVILLE, MN 56362  
(320) 243-3714

Your account is now past due. If the amount shown is not paid by 1:00 p.m. on \_\_\_\_\_, service will be discontinued. Before service is restored, the total amount due must be paid, and in addition to that there will be a charge of \_\_\_\_\_ for disconnecting and reconnecting the service.

AMOUNT DUE

SERVICE ADDRESS

ACCOUNT NUMBER

**NO FURTHER WRITTEN NOTICE WILL BE GIVEN BEFORE SHUT OFF!**

IMPORTANT: SEE REVERSE SIDE FOR RIGHTS AND REMEDIES

## Clarification of Procedures for Water/Sewer Bills

Utility Bills are sent out quarterly. The meters are read in March, June, September, and December. Your statement is sent out the first week following the end of the quarter. Payment is due within 30 days after it is sent out. A 10% monthly finance charge will be added on to remaining balances after 30 days. If your water bill is not paid by the due date, you will be sent a notice of delinquency and intent to discontinue service with shut off time and date included. If you do not respond to the 1st delinquent notice you will receive a final notice stating the time and date water service will be shut off within 10 days of the first notice. There will be approximately 10 days between final notice and shut off date. **PAYMENT MUST BE AT CITY HALL BEFORE THE SHUT OFF TIME; if you mail it, you must allow time that it is at city hall before the shut off time.** If you do not respond, water service will be shut off at the time and date set. **There will be no further attempts by the City to contact you.** If your water is shut off, it will only be turned on during the office hours of 8:30 a.m. to 4:30 p.m. weekdays. At that time there will be a \$70.00 shut off and turn on fee assessed to get your water turned back on. **If you cannot pay your bill on time, please stop in city hall before the stated date and time of shut off and sign a payment agreement.** Regardless of whether the city exercises its right to discontinuation of service, the city reserves the right to assess unpaid water and sewer bills as a part of a special assessment against the property.

If you sell/purchase a house in the city, please contact city hall at 243-3714 to get the billing information entered into our system. You would also want to contact West Central Sanitation and any other utilities in this instance.

IMPORTANT: SEE REVERSE SIDE FOR RIGHTS AND REMEDIES

# SHUT OFF REMINDER NOTICE

CITY OF PAYNESVILLE UTILITIES  
221 WASHBURNE AVENUE  
PAYNESVILLE, MN 56362  
(320) 243-3714

Your account is now past due. If the amount shown is not paid by 1:00 p.m. on \_\_\_\_\_, service will be discontinued. Before service is restored, the total amount due must be paid, and in addition to that there will be a charge of \_\_\_\_\_ for disconnecting and reconnecting the service.

AMOUNT DUE

SERVICE ADDRESS

ACCOUNT NUMBER

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March 4, 2013

The City of Paynesville is allowing you additional time to pay your delinquent utility bill on the condition that you sign this payment agreement.

SERVICE WILL BE DISCONTINUED without further notice if you fail to pay the delinquent bill by the date and time on the agreement. If service is disconnected there will be a \$35.00 disconnect charge. Before service is restored the total amount due must be paid, including a \$35.00 reconnect charge.

I \_\_\_\_\_ agree to pay the City of Paynesville \_\_\_\_\_ fee  
for account # \_\_\_\_\_ by \_\_\_\_\_, on \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Signature

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# Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, MN 55155-4194 | 651-296-6300 | 800-657-3864 | 651-282-5332 TTY | [www.pca.state.mn.us](http://www.pca.state.mn.us)

March 1, 2013

Mr. Jeff Thompson  
City of Paynesville  
221 Washburne Avenue  
Paynesville, MN 56362

Re: Petroleum Release Investigation and Corrective Action  
Site: Former Midtown Service Station, 400 Lake Avenue South, Paynesville  
Site ID#: LEAK000131

Dear Mayor Thompson:

Thank you for signing the access agreement on February 13, 2013, that will allow the Minnesota Pollution Control Agency (MPCA) to install groundwater monitoring wells on city owned right-of-way, and to seal city well CW-3. As you know, the City of Paynesville's (City) request for the monitoring wells to be at-grade will be subject to Minnesota Department of Health (MDH) requirements and approval. We are beginning discussions with MDH and may request Ron Mergen of your staff to participate.

Regarding your request for an additional water supply well, we sympathize with the City's current water capacity problems; we understand that city well CW-6 has failed and is no longer in use. That problem is unrelated to the Midtown Service petroleum contamination, for which the MPCA has taken responsibility and taken action. The Joint Powers Agreement (JPA), signed by you on June 9th, 1999, and amended by Public Works Director Ron Mergen's signature on June 15th 2000, is a contractual agreement for which the MPCA has met all obligations. Under the JPA, the MPCA has provided funding to the City for the construction of "one or more new public water supply wells with approximately 1,200 gallons per minute capacity." As mentioned in the MPCA's previous letter dated January 4, 2013, the two new water supply wells constructed by the City under the JPA provide 1,150 gpm.

The reasoning the City seems to be using for this request is that the replacement City well #8 was built with a higher capacity than envisaged and signed to by the City and the MPCA in the JPA. But that higher capacity then became unattainable due to its detrimental effects upon new nearby residential wells, and this is now seen as a loss by the City. However, even with this turn of events, the two replacement wells are pumping at about 1200 gpm, which is in line with the JPA.

Please call me at 651-757-2483 if you would like to discuss further.

Sincerely,

Michael Kanner  
Manager  
Petroleum Remediation Section  
Remediation Division

MK:ls

cc: Laurie Kania- electronic and hard copy

Equal Opportunity Employer

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## MEMORANDUM

**TO:** Ron Mergen, Public Works Director  
City of Paynesville

**DATE:** July 2, 2008

**FROM:** Chuck DeWolf, P.E. *CD*  
City Engineer

**SUBJECT:** Water Pressure Concerns  
City of Paynesville, Minnesota

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As you requested, I have explored possible solutions to deal with the low pressure in the water system for approximately eight residents in the City. The options are as follows:

1. A new water storage tank that is higher in elevation could be constructed to increase the pressure in the entire system. However, building a new elevated storage tank to address water pressure concerns for only eight houses would be cost prohibitive.
2. The City could install a water booster station on the main line to boost the pressure in the distribution system for these eight houses. Booster stations range in price quite substantially depending on the complexity of the system. The most basic type of booster station would cost approximately \$80,000 - \$100,000.
3. Each individual homeowner could install a booster pump in their house. The cost to have one of these units installed in a house is generally in the \$1,500-\$2,000 range.

Based on the above information, since only eight houses are being impacted by low water pressure at this point, the most economical solution would be to have each homeowner install a booster pump in their basement. However, if the City would like to address the issue on a system-wide basis, a booster station can be installed along the main line to boost the pressure for all eight houses.

If you have any questions or need any additional information please feel free to contact me.

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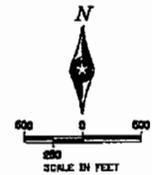
# PAYNESVILLE, MINNESOTA

WATER DISTRIBUTION SYSTEM

Pressure Contours

Average Day Demands

Storage Tank 6' Below Overflow



**ESEH**

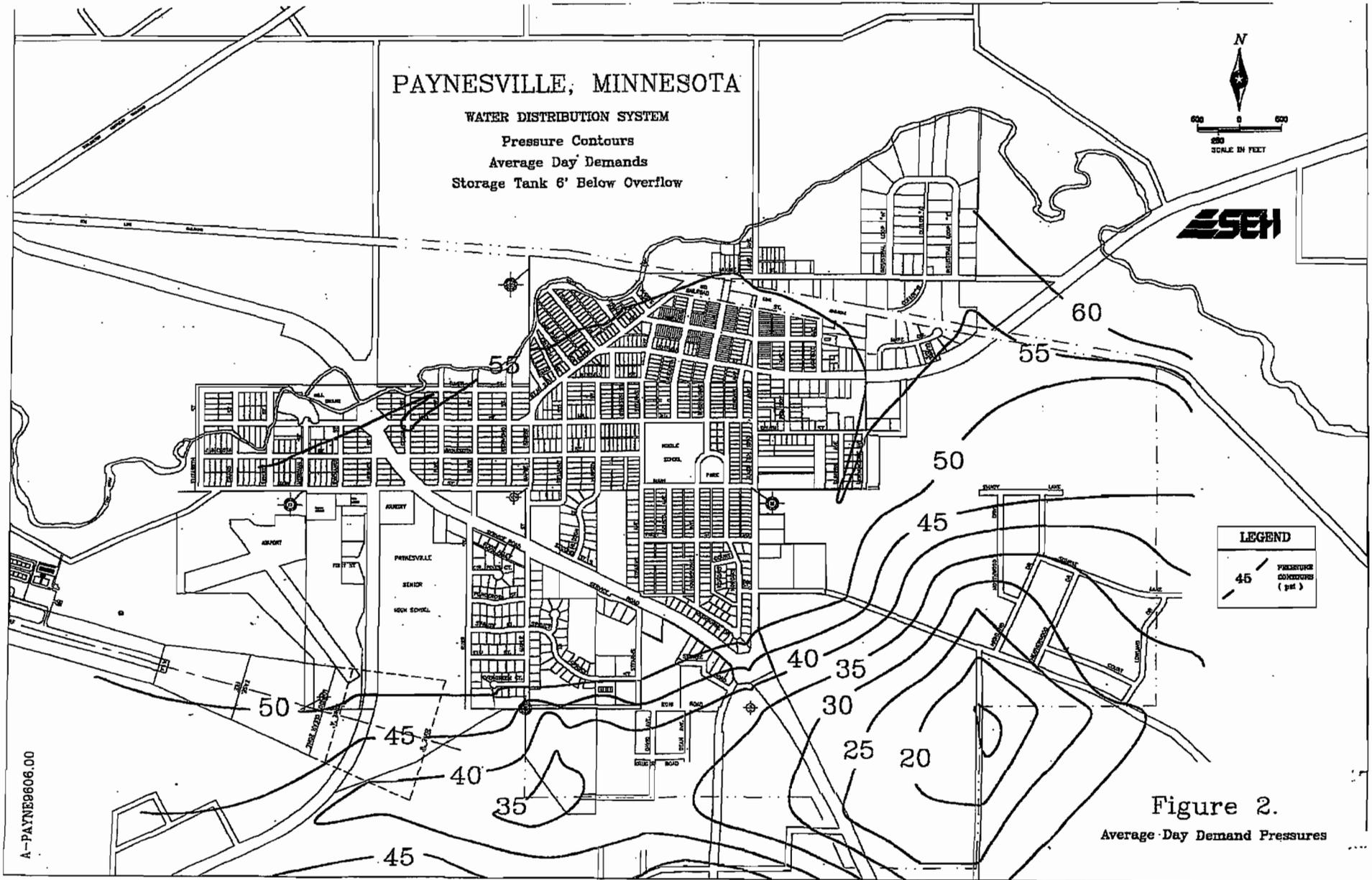


Figure 2.

Average Day Demand Pressures

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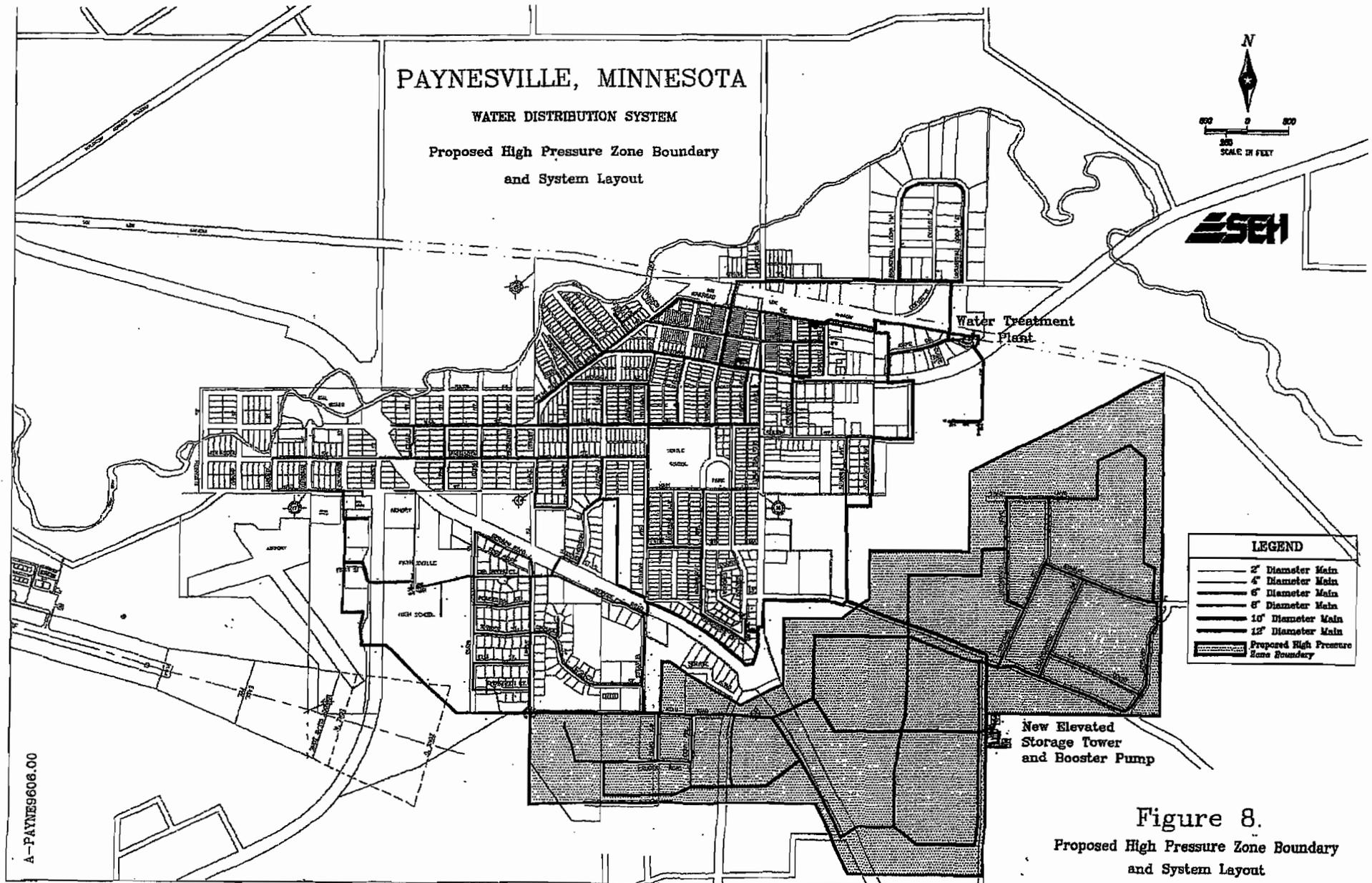


Figure 8.  
 Proposed High Pressure Zone Boundary  
 and System Layout

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**Motion was made by Lindquist to approve the quote from M & M Lumber in the amount of \$2,520.60 to re-tin and re-shingle the well house. Seconded by Soine and unanimously carried.**

10.08  
Council  
mtg.

**MAIN LIFT BAR SCREEN CHAIN**

A quote from WSG Solutions in the amount of \$3,281.90 for a new main lift bar screen chain was presented. The Public Works Committee has reviewed this and recommends approval.

**Motion was made by Bertram to approve the quote from WSG Solutions in the amount of \$3,281.90 for a new main lift bar screen chain. Seconded by Beavers and unanimously carried.**

\*

**WATER PRESSURE – CARROLL CT. & STEARNS AVE. AREA**

A memo from Bolton & Menk, Inc. regarding the City's options for the low water pressure that is being experienced by residents in the Carroll Ct. and Stearns Ave. area was presented. The Public Works Committee has reviewed this and recommends installing individual pressure systems; on a one time basis at the approximate cost of \$1,500.00 - \$2,000.00 each. Homeowners will be responsible for the unit once installation is complete.

**Motion was made by Bertram to install individual pressure systems; on a one time basis up to \$1,500.00 each and to include this offer to the two vacant lots when houses are built. Homeowners will be responsible for the unit once installation is complete. Seconded by Lindquist and unanimously carried.**

**MNWARN**

This is the Minnesota Water/Wastewater Agency Response Network and it is set up as a pool where in the event of a disaster the City could bring in equipment and or personnel to assist or the City could rent out its equipment or personnel. It was noted that there is no obligation to join this. Resolution 2008-29 Authorizing Governmental Unit To Be A Party To Minnesota Water Agency Response Network (MnWARN) was presented. The Public Works Committee has reviewed this and recommends joining MnWARN.

Spoooner had some concern as this would be a Joint Powers Agreement and the City should check with its insurance. This will be brought back once all questions have been addressed with the City's insurance.

**1992 OLDSMOBILE SILHOUETTE MINI VAN BIDS**

One bid was received and opened on September 26, 2008. The bid was in the amount of \$432.00 from Robert Fry of Paynesville.

**Motion was made by Bertram to accept the bid from Robert Fry in the amount of \$432.00 for the 1992 Oldsmobile Silhouette Mini Van plus tax, title, and transfer fees; the vehicle is sold as is, with no warranty expressed or implied. Seconded by Soine and unanimously carried.**

**LOBITZ PROPERTY/STORM WATER DETENTION POND ANNEXATION**

The letter from Paynesville Township regarding their annexation approval of the Lobitz (19.65 acres) and storm water detention pond (4.015) properties was presented.

**Motion was made by Beavers to approve Resolution 2008-28 Joint Orderly Annexation. Seconded by Soine and unanimously carried.**

**(Please see Attachment #1 – the above-referenced Resolution which has been made a part of these minutes.)**

Thompson recessed the Regular City Council meeting at 6:30 p.m.

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The Council commended Keith Hemmesch for the idea.

### **EDAP LOAN SMALL CITIES GRANT - JACKLITCH**

The EDAP Loan for the Small Cities Grant for Randy and Ann Jacklitch at 208 W. James St. in the amount of \$3,735.30 was presented. The EDAP Board has reviewed this and recommends approval.

**Motion was made by Beavers to approve the EDAP Loan for the Small Cities Grant for Randy and Ann Jacklitch at 208 W. James St. in the amount of \$3,735.30. Seconded by Zimmerman and unanimously carried.**

### **EDAP SIGN & AWNING GRANT - JACKLITCH**

The Sign & Awning Grant for Jacklitch Chiropractic was presented. The EDAP Board has reviewed this and recommends approval.

**Motion was made by Zimmerman to approve the Sign & Awning Grant for Jacklitch Chiropractic for 50% of the total cost of the project not to exceed \$1,000.00. Seconded by Soine and unanimously carried.**

### **WASTEWATER TREATMENT FACILITY**

DeWolf reported the following:

- Working with AMPI and the City received a new proposal from AMPI
- Public Works Committee will review the proposal on Monday
- AMPI wants to do whole project, but bring their costs down
- There will be more information next week

It was questioned if there is a benefit to the City to accomplish this. This is largely to benefit AMPI. Both AMPI and Mastermark are driving the wastewater treatment facility expansion. It was suggested that AMPI do what First District did and get bonding funds. It was questioned why the City would build something the City, by its self, really doesn't need.

### **LOW PRESSURE IN CARROLL COURT AREA**

Don Mayer and John Butler attended the Public Works Committee meeting to express their concern over the low water pressure in this area. The history of the development was reviewed as was the City's first proposal (October 2008) to install the booster pumps. The Public Works Committee recommends offering the resident that did not take advantage of the first round offer made by the City, that the City would pay 50% of the cost for each unit; not to exceed \$1,000.00. The cost now is \$750.00. Funds come from water CIP. Mergen reported that the Council has previously dealt with this previously in 2008, but several people did not take advantage of the first offer. New owners of the homes now want the same offer the Council previously gave. There was some discussion on this being a developer's issue and these problems should have been disclosed to the property owners. DeWolf will check on if it can be recorded on

the abstract. Spooner commented that he has never seen anything on abstracts like this, but it probably could be done.

**Motion was made by Zimmerman to pay 50% of the cost for each booster pump unit; not to exceed \$1,000.00. Seconded by Soine and unanimously carried.**

### **CERTIFICATION OF PAST-DUE GARBAGE, WATER & SEWER, AND MOWING BILLS**

An updated list of people with delinquent refuse, water & sewer, snow, and mowing accounts to the County Auditor to be put on real estate taxes was distributed.

**Motion was made by Zimmerman to certify the delinquent refuse, water & sewer, and mowing accounts to the County Auditor to be put on the real estate taxes. Seconded by Soine and unanimously carried (Bertram abstained).**

### **MINNIE STREET – ANNEXATION**

The Minnie Street annexation that was previously approved by the Township and City included the property owned by Evan Jones; however, this property was not included in the Joint Orderly Annexation Agreement approved in 2005. Therefore, a new Joint Resolution 2009-35 For Orderly Annexation needs to be considered for this property. The Township will be considering this Resolution on October 26, 2009.

Spooner reported that the map in 2005 Joint Annexation Agreement omitted this particular piece of land and believes it was an oversight. The state can't do it if the annexation if it is not included in the joint agreement.

**Motion was made by Zimmerman to approve Joint Resolution 2009-35 For Orderly Annexation. Seconded by Beavers and unanimously carried.**

### **AIRPORT**

The State Aid For Airport Maintenance And Operation State Fiscal Years 2010 and 2011; including the Grant Agreement For Airport Maintenance And Operation and Resolution 2009-34 Authorization To Execute MNDOT Grant Agreement For Airport Maintenance And Operation were presented.

Mergen reported that the City's maintenance and operation will exceed the amount given. The amount does not include time, snowplowing, etc. The amount given is calculated on linear footage of the taxiway.

**Motion was made by Bertram to approve Grant Agreement For Airport Maintenance And Operation. Seconded by Beavers and unanimously carried.**



**BOLTON & MENK, INC.**  
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 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN  
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

CITY OF PAYNESVILLE, MINNESOTA  
 SP 7314-36 - WB DETACHED RIGHT TURN LANE AT CSAH 66  
 GENERAL LAYOUT  
 MARCH, 2013  
 FIGURE NO. 1

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# All about roundabouts

In 2007, Washington County opened the state's first "fully" two-lane roundabout at the southern edge of the City of Woodbury. At the American Public Works Association–Minnesota Chapter fall conference in November, Washington County traffic engineer Joe Gustafson shared some lessons learned and offered insights for other communities considering multilane roundabouts.

While some other metro-area cities were already experimenting with roundabouts in 2007, Gustafson said, Washington County was the first to build a roundabout with multiple lanes on all four approaches. Development had been expanding rapidly in the south end of Woodbury, and the intersection, controlled at the time by a four-way stop, had experienced some long queues, especially during peak hours. Traffic projections suggested the need for a six-lane road with dual left turns, but area residents resisted, concerned that a road of that size would make it difficult for pedestrians. A roundabout emerged as the best option for the area, Gustafson said.

"Before it went in, we knew it was going to be something new for the city, not just for drivers but for officials, police, and driver educators," Gustafson said. To help educate drivers, the county developed a public information campaign, "Roundabout U," which included events, mailings, a DVD, and a web-site. One of the most well-received tools for educating drivers, Gustafson said, was a "magic carpet" printed with the roundabout on it that allowed residents to essentially walk through the intersection.

One of the biggest challenges has been overcoming drivers' experience with traffic circles and rotaries, which are in use in different areas of the country and in other countries. Rotaries and traffic circles operate by different rules, and drivers relying on that past experience can end up in a fender bender, Gustafson explained.

Even in the planning stage, Gustafson cautioned, roundabouts stir up politics and emotions. Some residents see them as a left-wing conspiracy; others are convinced that local drivers won't adapt or that

roundabouts can't be pedestrian-friendly.

Despite those early concerns, Gustafson said, public opinion in Woodbury of roundabouts has grown from 54 percent in 2009 to 68 percent in 2011, and traffic delays at that intersection have decreased. Compared to a nearby signalized intersection with similar traffic flows, peak delays for thru traffic in the roundabout were 58 percent lower; reductions were greater for traffic turning left.

Drivers have appeared to adapt to the roundabout fairly well, Gustafson said. There have been no reported injury crashes and no wrong-way crashes; side-swipe crashes and center island crashes have been rare. However, fender benders have been more common—140 in the first four years. Most were minor and were not reported to the state, but are an ongoing concern for the county.

Two crash types predominate. Failure to yield is the most common, and in many cases, the driver at fault believes the other driver was at fault, Gustafson said. The most frequent scenario involves a driver approaching the roundabout in the right-hand lane failing to yield to cross traffic using the left lane. The second most common crash type involves drivers ignoring lane signs and turning left from the right-hand lane.

"Drivers assume, or they've been told, that entering a roundabout is a merge or a right turn," Gustafson explained, noting that the state driver's manual once described roundabouts in that way. Planners need to communicate the difference, he said.

Clear signage is essential. Initial signage featuring a fish-hook design opened the door to driver confusion. The county intends to replace these with standard lane-use signs with an added dot depicting the island. The county also added some destination-based lane assignment signs and signs instructing drivers to yield "to both lanes."



There have been no reported injury crashes at this roundabout in Washington County.

Although the roundabout appears round, Gustafson also urged planners not to use the word circle to describe a roundabout. "There is no circular road in a roundabout," he noted. "There's a circular island. The roundabout itself is just two overlapping pairs of one-way roads."

For other communities considering multi-lane roundabouts, Gustafson said, planners need to be consistent in defining what constitutes a roundabout, educate drivers, and provide clear signage and road markings. It is also important to develop a close relationship with enforcement agencies, Gustafson said, because police often have the same misconceptions about roundabouts as the general public. Traffic enforcement handouts are a good idea.

"They're the ones who are going to be out explaining this," he added.

For more information on the Woodbury roundabout, view Gustafson's PowerPoint presentation online at <http://minnesota.apwa.net/events/2012fallconference>. **LTAP**

—J. Trout Lowen, LTAP freelancer

Stearns  
County  
2014  
Projects

**CSAH 7**

Bridge Replacement Over St. Augusta Creek

**CSAH 9**

Resurface CSAH 9 From CSAH 40 to I-94

**CSAH 13**

Bridge Replacement Over Sauk River

**CSAH 14**

Resurface CSAH 14 From TH 71 to TH 4

**CSAH 18**

Resurface CSAH 18 From The South County Line to South Brooten City Limit

**CSAH 22**

Resurface CSAH 22 From CSAH 18 to TH 71

**CSAH 34**

Resurface CSAH 34 From CSAH 66 to TH 22

**CSAH 50**

Resurface CSAH 50 From CSAH 2 to 0.6 Miles North

**CSAH 72**

Reconstruction of CSAH 72 From CSAH 79 to TH 71

**CR 133/19th Ave Roundabout**

Construction of the roundabout

**CR 148/165**

Resurface County Road 148 & 165 From CSAH 2 to CSAH 48

**CR 180**

Resurface CR 180 From South County Line to CSAH 34

**CR 185**

Resurface County Road 185 From 421st St to County Road 126

**CR 186**

Resurface County Road 186 From Sauk River to TH 4

X

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