

AGENDA
MEETING OF THE MAHNOMEN CITY COUNCIL
Monday, March 19, 2018
6:30 P.M.
CITY HALL
104 W. Madison Avenue
Mahnomen, MN 56557

- 1) Pledge to the Flag
- 2) Call to Order
- 3) Approval of Agenda
- 4) Recognition of the Utility Department for their handling of the water emergency and to present a MDH Fluoridation Award
- 5) Public Comments
- 6) Consent Agenda
 - a) Approval of Minutes for February 20, 2018 Special Council Workshop
 - b) Approval of Minutes for February 20, 2018 Council meeting
 - c) Consideration of Pay Request #2 for the Industrial Lift Station Control Panel
 - d) Consideration of 2018-2019 Annual Township and Tribal Fire Contracts
 - e) Approval of TEA Agreement for Dust Control
 - f) Consideration of appointments to the Mahnomen County Economic Development Authority
 - g) Consideration of a special city council meeting on Monday, April 2, 2018 at 6:30 pm
 - h) Approval of February checks 56239 – 56338 and EFT's
- 7) Reading of bills for approval
 - a) March 19, 2018 list of bills
- 8) Public Hearings
 - a) Nuisance Complaints
 - i) 409 4th Street NW
 - ii) Water shut-off hearing
- 9) Old Business
2018 CIP –Railway, 1st Street, Roosevelt, Campbell, and Wigham
 - a) Consideration of Resolution 3-19-2018-1: A Resolution Receiving Feasibility Report and Calling Hearing on Improvement
 - b) Consideration to move the Monday, May 7, 2018 6:30 pm regular city council meeting to 6:00 pm at the Mahnomen Area Service Center, 115 E. Madison Avenue
- 10) New Business
 - a) Consideration to accept quotes for the Sewage Lagoon Control Structure
 - b) Consideration to accept a written donation policy
 - c) Consideration to accept the City of Mahnomen 10 year water supply plan
 - d) Consideration to accept the 2017 City of Mahnomen Audited Financial Statements
 - e) Consideration of awarding bids for the sale of surplus Fire Department vehicles and equipment
 - f) Consideration of Resolution 3-19-2018-2: A Resolution Amending the City of Mahnomen's Special Assessment Policy
 - g) Consideration to recommend approval of the City of Mahnomen Part I Well Head Protection Plan

- h) Approval of a key access system to the Wild Rice Lounge
 - i) Consideration of Resolution 3-19-2018-3: A Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code
 - j) Consideration of Ordinance 2018-3: An Ordinance amending the Vacant Registration Ordinance
 - k) Consideration of Ordinance 2018-4: An Ordinance amending the Rental Registration Ordinance
- 11) Police Report
- 12) Council Reports
- 13) Administrator Report
- 14) Recess to Wednesday March 28, 2018 at 7:45 am
- 15) Reconvening of the Wednesday, March 28, 2018 meeting to:
- a) Consider Resolution 3-28-2018-1: A Resolution of a PFA Application
 - b) Acceptance of a Compliance with Federal and State Laws, Rules, and Regulation form
 - c) Acceptance of a Fair Share Statement and Disadvantage Business Enterprise Certification form
- 16) Adjournment

PLACEMENT ON THE MEETING AGENDA

City of Mahanomen residents and human interest groups who would like to be placed on the City Council Meeting agenda shall contact the City Administrator; the topic of discussion for the Council Meeting and any hand-outs must be provided to the City Administrator. The request to be added to the agenda must be made to the City Administrator by noon on the Thursday preceding the scheduled Council Meeting. This procedure will allow the City Council and Administrator to prepare for the meeting.

MEETING RULES

To keep order at the Council Meetings, the following rules will be enforced:

1. Public comment on agenda items will be kept to a minimum. Anyone who chooses to comment or state an opinion, in regard to a particular item on the agenda, will need to be recognized by the Mayor before making any such statements.
2. All comments from the public must be made politely, respectfully, and civilly. No name-calling or derogatory comments.
3. The Mayor and Council Members shall direct discussion and responses to the public and staff in a respectful manner.
4. The Mayor will have the authority to ask any person attending the Council Meeting to leave the building for disorderly conduct reasons.
5. The City Council will address each item on the agenda as required. A motion may be made and seconded. The Mayor will then ask for discussion on the item. A vote will be taken following the discussion.
6. Persons addressing the City Council shall speak loudly and clearly, so that the audience can hear all statements, questions, etc.
7. Agenda topics initiated by a resident or human interest group will be discussed for a maximum of 15 minutes. Due to other business requiring the council's attention, the time limit will be upheld.
8. If necessary, the Mayor may ask that an open forum be held during the meeting to address other items that the public would like the Council to discuss.
9. The Council Meeting may be closed for negotiations or data private issues involving personnel. The Mayor will close the meeting to the public in these cases. The public will be asked to leave during this time period.
10. The Mayor or Council Members may ask for a recess of the meeting. The meeting will be reconvened after a specified time period.
11. In certain circumstances, items on the agenda will be tabled for future consideration or for more information. The council is not required to make hasty decisions. Their decisions will be based upon fact and city regulations. If necessary, they will accept information at one meeting and table the item for action at a future meeting.
12. Any member of the public who is dissatisfied with a decision made by the City Council may submit a written statement to the City Administrator. The City Administrator will distribute the statement to the Council at the next regular meeting.

December 1, 2017

Mahnomen City Council
Mr. Jeffrey Chadwell, Administrator
Mahnomen City Hall
104 West Madison
Mahnomen, MN 56557

Dear Mr. Jeffrey Chadwell:

The Minnesota Department of Health Oral Health Program and Drinking Water Protection Section are pleased to present you with the **2016 Water Fluoridation Quality Award**. This award, created by the Centers for Disease Control and Prevention (CDC), recognizes those public water systems (PWSs) that adjust the fluoride concentration in drinking water and achieve a monthly average fluoride level that is in the optimal range for 12 consecutive months in a calendar year, as documented in the CDC Water Fluoridation Reporting System (WFRS).

CDC initiated the Water Fluoridation Quality Awards program to recognize outstanding performance in fluoridation management by public water systems. In Minnesota, 104 of 603 possible fluoridating community PWSs are receiving awards for 2016.

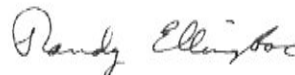
You can use your Quality Award to promote health through community water fluoridation. Receiving this award provides you with an opportunity to highlight the excellent work being done by your water system. To assist you in promoting this achievement we are enclosing a press release template that can be tailored for your community. An electronic copy of the template is available upon request.

Congratulations on this outstanding effort and thank you for providing safe, dependable drinking water for your community. If you have any questions about the award or the press release, please contact either David Rindal at (651) 201-4660 and david.rindal@state.mn.us or Clare Larkin at (651) 201-4230 and clare.larkin@state.mn.us.

Sincerely,



Prasida Khanal, MPH, BDS
Director, Oral Health Program
Minnesota Department of Health



Randy Ellingboe
Manager, Drinking Water Protection Section
Minnesota Department of Health

MEMO

To: Mayor and Council

From: Mitchell Berg, City Administrator

Date: March 14, 2018

RE: Consent Calendar

Agenda

6. c. Consideration of Pay Request #2 for the Industrial Lift Station Control Panel

Attached is request for payment #2 for the repairs to the Industrial Lift Station Control Panel. The City Engineer is recommending payment, less a 5% retainer. The City Administrator concurs with the City Engineer and is recommending payment to IPS in the amount of \$22,719.39.

6.d. Consideration of 2018-2019 Annual Township and Tribal Fire Contracts

At the January 29, 2018 City-Tribal-Township Annual Fire Department meeting the council approved the 2018-2019 township contract amounts. The contracts are being sent out to the townships and the tribe, therefore the City Administrator is recommending approval.

6.e. Approval of a TEA Agreement for Dust Control

Each year Mahnomen County asks the city if it wants to cost share, pay the entire amount, or not enter into a cost share agreement with any landowners for dust control. In the past the city has chosen to not enter into a cost share agreement; however the city would give permission for the landowners to pay the amount on their own. The City Administrator is therefore recommending the council not enter into a cost share agreement, but to grant permission to any land owner interested in applying for treatment themselves.

6.f. Consideration of appointments to the Mahnomen County Economic Development Authority

At the February 20, 2018 city council meeting, in the City Administrator's report he mentioned the Mahnomen County EDA was asked to consider appointing up to two members to serve on their board on behalf of the city. The mayor is recommending appointing Lew Murry and Rob Bruggeman to represent the city on the Mahnomen County EDA.

6.g. Consideration of a special city council meeting on May, April 2, 2018 at 6:30 pm

The city will need to convene a special city council on May, April 2, 2018 at 6:30 pm for the purpose of discussing and voting on the hiring a pt .75 FTE utility billing/office assistant.

MOTION to approve the consent agenda items 6a-6h

SPECIAL CITY COUNCIL WORKSHOP MINUTES

Tuesday, February 20, 2018

Trulii GF Inc.

5:30 P.M.

COUNCIL PRESENT: Schouveiller, Gieseke, Durant, Lee, and Wiemer.

COUNCIL ABSENT:

OTHERS PRESENT: Mitchell Berg and Sue Kraft

Mike Smith, the owner of Trulii GF, Inc. provided an overview of his company to the City Council.

In addition, the council received a tour of the facility and asked questions relating to the opening and operations of the facility.

Mayor Wiemer came in at 6:20 pm.

The workshop was than adjourned at 6:25 pm, so that the council could adjourn to the City Hall for the regular 6:30 City Council Meeting.

Mitchell Berg, Administrator

Dave Wiemer, Mayor

CITY COUNCIL MEETING MINUTES
Tuesday, February 20, 2018
Mahnomen City Hall
6:30 P.M.

COUNCIL PRESENT: Schouveiller, Gieseke, Durant, Lee, and Mayor Wiemer
COUNCIL ABSENT:
OTHERS PRESENT: Mitchell Berg, Sue Kraft, Carl Malmstrom, Mike LaRoque and Lee Cariveau

Call to Order

The meeting was called to order by Mayor Wiemer

Mayor Wiemer will postpone the recognition to the Utility Department for their handling of the water emergency and to present the MDH Fluoridation award until the next meeting.

Public Comment

There were no comments from the public.

Approval of Agenda

Berg asked the council to amend item 6.k. to permit the City Administrator to go to St. Paul to lobby at the Capitol on March 6, rather than March 14, 2018. **Lee made the motion to approve the agenda as amended. The motion was seconded by Schouveiller and the motion passed on a 5-0 vote.**

Public Comments

There were no public comments

Approval of Consent Agenda

Council member Gieseke raised a few minor corrections that needed to be made in the January 29, 2018 and February 12, 2018 minutes. Berg provided an overview on the justification for the submission of the OSHA grant.

Lee made the motion to approve the following items on the consent calendar:

- a) Approval of Minutes for January 16, 2018 Special Council Workshop
- b) Approval of Minutes for January 16, 2018 Council meeting
- c) Approval of Minutes for January 29, 2018 Annual Fire Department and Council meeting
- d) Approval of Minutes for January 29, 2019 Special City Council meeting
- e) Approval of Minutes for February 5, 2018 Special City Council meetings
- f) Approval of Minutes for February 12, 2018 Special Council meeting
- g) Consideration of hosting the MCFOA Region 1 Clerks meeting in Mahnomen
- h) Acceptance of a donation from the White Earth Nation to permit the Mahnomen Fire Department free membership to the Star Fitness Center
- i) Consideration of a Special City Council Meeting on April 16, 2018 at 6:00 pm for the Board of Equalization
- j) Consideration to enter into a contract with CHESS for assistance on an OSHA Grant
- k) Consideration to permit the City Administrator to go to St. Paul to lobby at the Capitol on March 6, 2018
- l) Consideration of a NWM grant application submission for the completion of City Hall Phase II
- m) Consider sponsorship to the Mahnomen Agricultural Society of \$500

Approval of Bills	<p>n) Approval of January checks 56138-56238 and EFT's The motion was seconded by Gieseke and the motion passed on a 5-0 vote.</p> <p>Lee made a motion to approve the February 20, 2018 payment of bills for \$58,080.41. The motion was seconded by Gieseke and the motion passed on a 5-0 vote.</p>
Public Hearings	<p>Berg mentioned there were no public nuisances before the council.</p>
Old Business	<p>Berg indicated since the city is considering levying a special assessment for street improvements and if the council so chooses for the individual water and service connections that the feasibility report will need to be modified.</p> <p>Durant made an inquiry about why the residents were being assessed, if some of the sewage problems were attributed to outside entities. Berg indicated the city does not assess property owners for the replacement of the water and sewer main. Additionally, there were also reasons to necessitate the replacement of the water and sewer mains, such as the age of the mains being prone to breaks and leaks.</p> <p>There was additional discussion on alternatives to pay for the replacement of the water and sewer mains, including the establishment of a water and sewer surcharge onto the water and sewer bills.</p> <p>After some additional discussion, Lee made the motion to accept Resolution 2-20-2018-1: A Resolution Ordering Preparation of Report for Improvement for the 2018 CIP. The motion was seconded by Schouveiller and the motion passed on a 5-0 roll call vote.</p>
New Business	<p>Mayor Wiemer asked that agenda items 10 a-i) all be adopted as one motion.</p>
CSO Agreement	<p>White Earth Public Safety Director Michael LaRoque answered questions from the council in regards to the hiring of a Community Service Officer (CSO) for the City of Mahanomen. Gieseke inquired who was paying for the benefits; Berg indicated that the tribe would be picking up all of the cost of the benefits and 50% of the salary. The City's contribution would be for the other half of the person's salary. Asked what the starting hourly rate for the CSO position was, Berg replied the position is being advertised with a starting wage of \$20.95 an hour. LaRoque mentioned the Tribal Police Department was dedicating additional licensed and non-licensed manpower and resources to serve the City and its residents, in addition to the CSO position that the City and Tribe is funding.</p>
Vacant Registration Ordinance	<p>Durant raised a concern about exempting the state and tribe from having to register their vacant properties. Berg and Malmstrom indicated since the state and tribe were sovereign entities; it could be problematic for the city to enforce the registration of vacant properties onto them. There was some discussion though on the merits of requiring all properties to be at least registered. After some additional discussion, the consensus of the council was to direct the City Administrator to amend the ordinance to maintain that all vacant properties</p>

need to be registered, but that governmental entities could be exempted from paying the fee.

Rental Registration Ordinance

Durant had a concern about the distance requirement of the local property manager. Schouveiller and Malmstrom indicated they recalled this discussion at the time the ordinance was being drafted and felt that this could pose an undue financial hardship for some property owners and could lead to houses than sitting vacant. Durant expressed concern that if a tenant had a problem, having someone local and in town to inspect the property could help in preventing an issue from becoming a greater issue, if the property manager or owner was out of the area.

Malmstrom suggested instead of requiring that the local property manager be local, that maybe the language in section 150.32 could be amended to address the locality concern of the council. After some continued discussion, there was consensus to direct the City Administrator to amend the language in section 150.32 to require that a contact person, of which he/she shall be local to the City, shall be provided, if the property manager or owner did not reside within the City limits.

Assessment Policy

Berg recommended updating the City's Special Assessment Policy, given the policy was last reviewed by the council nearly 10 years ago. He indicated the current policy assesses \$50 an assessable foot for street improvements. However, in reviewing the past assessments that amount has changed due to inflationary costs. As a result, Berg recommended increasing the cost to \$60 an assessable foot. Berg also indicated that the fee was inclusive of any sidewalk and storm sewer work. He indicated in reviewing other special assessment policies those costs were separated out. After discussing the different options, there was consensus from the council to amend the Special Assessment Policy to increase the assessable foot cost for street improvements to \$60, remove the language that includes the cost of sidewalk and storm sewer improvements in with the street improvements, and add language requiring property owners to contribute 50% for the reconstruction of sidewalk and 33% for storm sewer improvements.

After hearing no further questions, Schouveiller made a motion to accept the following new business agenda items:

- a) Consideration of a CSO Agreement with the White Earth Nation**
- b) Consideration of a request for a street light to be installed midblock of Railway Street between Jefferson Avenue and Campbell Avenue.**
- c) Consideration to accept a quote for the replacement of the pump in the Casino Lift Station.**
- d) Consideration to authorize plans and specs for the Sewage Lagoon Control Structure**
- e) Consideration to advertise for quotes for the Sewage Lagoon Control Structure**
- f) Consideration to amend the City of Mahanomen's Special Assessment Policy**
- g) Discussion on amending the Vacant Registration Ordinance**
- h) Consideration of Ordinance 2018-2: An Ordinance amending the**

Rental Registration Ordinance.

- i) Consideration of Resolution 2-20-2018-2: A Resolution of Support for MNDOT Corridors of Commerce Project – TH 59 Passing Lanes**

The motion was seconded by Lee and the motion passed on a 5-0 vote.

Police Report

White Earth Public Safety Director LaRoque suggested that once the new CSO Officer gets on board they could assist the City with their security audits. LaRoque also informed the council that Police Department was in the process of developing strategies to better deal with the crime that is occurring within the community. One of those strategies includes adjusting schedules and in some situations doubling up on coverage, based on the crime data that is being generated by the new Zuecher System. He also said the department will be doing more communication to increase the department's presence with the community.

Council Reports
Administrator
Report

Council member Durant mentioned there was an upcoming Hospital meeting. Berg provided the council with his Administrator's report. In addition to his report, he indicated that the Utility Department has already received a few calls about water lateral freeze ups. Therefore, the city sent out a Facebook announcement and plans to publish an announcement in the local paper to encourage residents to run their faucets, especially if they have had water freeze ups in the past.

Closed Session

Mayor Wiemer made a motion to go into closed session pursuant to 13D.05 to conduct a performance evaluation on the City Administrator and to purchase the mini-park from Penny Goldsmith. The motion was seconded by Schouveiller and the motion passed on a 5-0 vote.

The council went into closed session at 8:10 pm.

Schouveiller made the motion to adjourn into open session at 8:17 pm. The motion was seconded by Gieseke and the motion passed on a 5-0 vote.

Attorney Malmstrom summarized the purpose of the first closed session was to complete a performance evaluation on the City Administrator. The evaluation was accepted and approved.

Berg indicated the purpose of the second meeting was to approve a purchase price of \$30,000 to purchase the mini-park from Penny Goldsmith, of which the city would contribute \$25,000 and the remaining \$5,000 would come from a donation from the Mahnomen Community Fund and the First National Bank of Mahnomen. The City would also be responsible for paying the city's share of back taxes and pay for the buyers and sellers closing costs.

Wiemer made the motion to approve the purchase of the mini-park property from Penny Goldsmith for the price of \$25,000, along with the other terms as discussed. The motion was seconded by Gieseke and the motion passed on a 5-0 vote.

Adjournment

Lee made the motion to adjourn the meeting. The motion was seconded by Gieseke and the meeting was adjourned at 8:20 pm.

Mitchell Berg, Administrator

Dave Wiemer, Mayor

6c.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO : City of Mahanomen PROJECT: Mahanomen Industrial Park Lift Station APPLICATION NO: 2 Distribution to: OWNER ENGINEER CONTRACTOR FROM CONTRACTOR: INTEGRATED PROCESS SOLUTIONS, INC. VIA ENGINEER: Wisdeth Smith Nolting 1600 Central Ave NE East Grand Forks, MN 56721 PERIOD TO: 2/9/2018 PROJECT NOS: 594C0019 CONTRACT DATE: X

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Table with 2 columns: Description and Amount. Rows include: 1. ORIGINAL CONTRACT SUM (\$41,014.00), 2. Net change by Change Orders (\$0.00), 3. CONTRACT SUM TO DATE (\$41,014.00), 4. TOTAL COMPLETED & STORED TO DATE (\$41,014.00), 5. RETAINAGE (0.00), 6. TOTAL EARNED LESS RETAINAGE (\$41,014.00), 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (\$17,898.85), 8. CURRENT PAYMENT DUE (\$23,915.15), 9. BALANCE TO FINISH, INCLUDING RETAINAGE (\$0.00).

CONTRACTOR: INTEGRATED PROCESS SOLUTIONS, INC.

By: [Signature] Date: 2/9/2018

State of: MINNESOTA County of: POLK Notary Public: KATHLYN JEAN SOLTYEID My Commission expires: JAN 2019

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.) ARCHITECT:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY table with columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows: Total changes approved in previous months by Owner, Total approved this Month, TOTALS (\$0.00), NET CHANGES by Change Order (\$0.00).

5% less retained 22719.39.

CONTINUATION SHEET

AIA DOCUMENT G703

2 PAGE OF TWO PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 2
APPLICATION DATE: 2/9/2018

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 2/9/2018

Use Column I on Contracts where variable retainage for line items may apply.

ENGINEER'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 5%
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
1	Mahnomen Industrial Park Lift Station	\$41,014.00	\$17,098.85	\$23,915.15	\$0.00	\$41,014.00	100.00%	\$0.00	\$ -
GRAND TOTALS		\$41,014.00	\$17,098.85	\$23,915.15	\$0.00	\$41,014.00		\$0.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

TOTALS

	TAX CAPACITY	Contract Amt	Operations	CIP Fund	Date Paid
PEMBINA	\$ 580,823.00	\$ 8,530.74	24.36%	PEMBINA	\$ 1,647.52
MARSH CREEK	\$ 503,318.00	\$ 7,949.73	21.82%	MARSH CREEK	\$ 1,535.31
ROSEDALE	\$ 326,704.00	\$ 5,214.28	14.24%	ROSEDALE	\$ 1,007.02
CHIEF	\$ 325,427.00	\$ 5,425.23	14.34%	CHIEF	\$ 1,047.76
BEJOU	\$ 400,615.00	\$ 6,304.90	17.67%	BEJOU	\$ 1,217.65
CITY OF BEJOU	\$ 31,385.00	\$ 512.15	1.37%	CITY OF BEJOU	\$ 98.91
GREGORY 1/2	\$ 146,247.00	\$ 2,308.84	6.20%	GREGORY 1/2	\$ 445.90
W E Housing		\$ 3,105.00			\$ 553.62
TOTALS	\$ 2,314,519.00	\$ 39,350.87		TOTALS	\$ 7,553.69

3/9/2018

GD.

TECHNICAL AND ENGINEERING ASSISTANCE REQUEST

City of _____

Date: _____, 2018

City of _____ enters into an agreement with Mahnomen County for Technical and Engineering Assistance from the Mahnomen County Highway Department.

The above named hereby requests the following assistance:

Application of Dust Suppressant in accordance with the County Engineer's invitation to co-op with the County Highway Department Dust Suppressant Program for 2018. This request is a blanket request for all interested land owner's within the above mentioned road authority.

City of _____ agrees to enter into a cost share agreement with any participating landowners for application of suppressant on any township road. The cost share agreement is as follows:

Landowner _____%

City of _____%

A payment of the landowner's and city share will be due upon sign up.

City of _____ will not enter into a cost share agreement with any landowner, however gives permission for application on any city road. Payment for application will be sole responsibility of the property owner.

City of _____ will pay for entire application. Payment will be due upon sign up.

By _____ (Signature)

_____, Title



6H1

MAHNOMEN, MN

*Check Summary Register©

February 2018

Name	Check Date	Check Amt
10100 City Checking Account		
Paid Chk# 000607E WILD RICE ELECTRIC	2/1/2018	\$833.33 FEB 2018
Paid Chk# 000608E HEALTH PARTNERS	2/1/2018	\$7,148.86 FEBRUARY
Paid Chk# 000609E MN DEPT OF REVENUE	2/12/2018	\$4,378.00 JAN SALES TAX
Paid Chk# 000610E EFTPS	2/16/2018	\$3,568.10 W/H FEB15
Paid Chk# 000611E MN DEPT OF REVENUE	2/16/2018	\$684.77 CITY FEB 15
Paid Chk# 000612E PERA	2/16/2018	\$2,176.48 FEB 15
Paid Chk# 000613E JOHN HANCOCK CONTRIBUTIO	2/16/2018	\$105.00 FEB15
Paid Chk# 000614E EFTPS	2/28/2018	\$4,528.14 FEB 28
Paid Chk# 000615E MN DEPT OF REVENUE	2/28/2018	\$832.00 CITY FEB
Paid Chk# 000616E AFLAC	2/28/2018	\$631.64 CITY
Paid Chk# 000617E JOHN HANCOCK CONTRIBUTIO	2/28/2018	\$105.00 FEB 28
Paid Chk# 000618E PERA	2/28/2018	\$2,244.29 FEB 28
Paid Chk# 000619E PERA	2/28/2018	\$560.18 MONTHLY FEB
Paid Chk# 000620E FIRST NATIONAL BANK	2/28/2018	\$396.55 CREDIT CARD FEES
Paid Chk# 000621E FIRST NATIONAL BANK	2/28/2018	\$163.07 CR CARD FEES
Paid Chk# 056239 ULTIMA BANK	2/1/2018	\$1,666.70 FEB 2018
Paid Chk# 056240 ADVANCED BUSINESS METHOD	2/6/2018	\$142.66
Paid Chk# 056241 AUTO VALUE	2/6/2018	\$41.98 CUST NO 4104600
Paid Chk# 056242 CULLIGAN	2/6/2018	\$86.00 ACCT 1029292
Paid Chk# 056243 DIRECTV	2/6/2018	\$279.45
Paid Chk# 056244 GREAT PLAINS FIRE	2/6/2018	\$865.92
Paid Chk# 056245 HEADWATERS REGIONAL DEV	2/6/2018	\$1,443.75
Paid Chk# 056246 HEADWATER REG FINANCE CO	2/6/2018	\$713.12 2017 SUBWAY TIF
Paid Chk# 056247 INTEGRATED PROCESS SOLUTI	2/6/2018	\$847.94 CASINO LIFT STATION
Paid Chk# 056248 LAKE AGASSIZ REGIONAL LIBR	2/6/2018	\$5,032.50 1ST QTR 2018
Paid Chk# 056249 LOCATORS & SUPPLIES	2/6/2018	\$651.40
Paid Chk# 056250 MAHNOMEN COUNTY AUDITOR	2/6/2018	\$26.07 JOINT PUBLIC SAFETY
Paid Chk# 056251 MID STATES WIRELESS	2/6/2018	\$462.30 PAGER
Paid Chk# 056252 MITCH BERG	2/6/2018	\$116.67 MCFOA
Paid Chk# 056253 OFFICE SUPPLIES PLUS	2/6/2018	\$183.30
Paid Chk# 056254 OTTERTAIL POWER COMPANY	2/6/2018	\$8,269.82
Paid Chk# 056255 RMB LABORATORIES, INC	2/6/2018	\$346.00
Paid Chk# 056256 SHOOTING STAR CASINO	2/6/2018	\$4,308.55 ACCT 4848
Paid Chk# 056257 THEIN WELL	2/6/2018	\$6,511.76 WELL 7 MATERIALS
Paid Chk# 056258 THORWALDSEN & MALMSTROM	2/6/2018	\$1,402.00 ACCT 27111-093S NO 96
Paid Chk# 056259 WHITE EARTH SANITATION	2/6/2018	\$203.23 DEC 2017
Paid Chk# 056260 WIDSETH SMITH NOLTING & AS	2/6/2018	\$4,569.04 IND PARK LIFT STATION
Paid Chk# 056261 Berg, Mitchell R.	2/15/2018	\$2,300.08
Paid Chk# 056262 BERGER, JUDY I	2/15/2018	\$1,396.07
Paid Chk# 056263 DOMIER, PAUL A	2/15/2018	\$1,696.54
Paid Chk# 056264 Luckow, Steven J	2/15/2018	\$1,477.15
Paid Chk# 056265 Lundon, Eric M.	2/15/2018	\$993.08
Paid Chk# 056266 MILLER, BENJAMIN J.	2/15/2018	\$742.67
Paid Chk# 056267 Peterson, Nyal C.	2/15/2018	\$399.65
Paid Chk# 056268 Turpin, Gayle L	2/15/2018	\$795.46
Paid Chk# 056269 ZORTMAN, SCOTT C	2/15/2018	\$1,214.39
Paid Chk# 056270 BREAKTHRU BEVERAGES	2/15/2018	\$1,267.31
Paid Chk# 056271 JOHNSON BROTHERS LIQUOR	2/15/2018	\$1,568.73
Paid Chk# 056272 PHILLIPS WINE & SPIRITS	2/15/2018	\$1,505.69
Paid Chk# 056273 SOUTHERN GLAZERS OF MN	2/15/2018	\$1,694.14 ACCT 9007
Paid Chk# 056274 VIKING COCA COLA BOTTLING	2/15/2018	\$89.40 ACCT 1101296

MAHNOMEN, MN

03/08/18 2:43 PM

Page 2

*Check Summary Register©

February 2018

Name	Check Date	Check Amt	
Paid Chk# 056275 AHMANN CONSTRUCTION INC	2/22/2018	\$260.41	FIRE HALL KEYS
Paid Chk# 056276 ARVIG	2/22/2018	\$842.98	
Paid Chk# 056277 BRADY, MARTZ & ASSOCIATES	2/22/2018	\$12,000.00	AUDIT PROGRESS
Paid Chk# 056278 BRUGGEMAN'S SUPERVALU	2/22/2018	\$318.37	935-2572
Paid Chk# 056279 CHUCK'S MOTOR REWIND	2/22/2018	\$548.52	
Paid Chk# 056280 COMMUNITY COOP	2/22/2018	\$2,709.36	ACCT 545190
Paid Chk# 056281 COMPLETE HEALTH ENVIROME	2/22/2018	\$364.00	OSHA SAFETY GRANT APP
Paid Chk# 056282 COMPUTER TECHNOLOGIES	2/22/2018	\$334.95	USB Hard Drive
Paid Chk# 056283 FEDERAL SAFETY COMPLIANCE	2/22/2018	\$298.50	
Paid Chk# 056284 FIRSTNET	2/22/2018	\$19.00	SAFETY TRAINING
Paid Chk# 056285 G & K SERVICES	2/22/2018	\$810.23	
Paid Chk# 056286 GARDEN VALLEY TELEPHONE C	2/22/2018	\$60.25	
Paid Chk# 056287 HAWKINS, INC	2/22/2018	\$995.40	
Paid Chk# 056288 LEAGUE OF MN CITIES	2/22/2018	\$80.00	2018 SAFETY LOSS
Paid Chk# 056289 MAHNOMEN COUNTY	2/22/2018	\$500.00	FAIR SPONSOR
Paid Chk# 056290 MAHNOMEN PIONEER	2/22/2018	\$222.75	WILD RICE
Paid Chk# 056291 MARSHMALLOW FOUNDATION	2/22/2018	\$350.00	
Paid Chk# 056292 MAHNOMEN HEALTH CENTER	2/22/2018	\$361.00	CARDINAL TESTING
Paid Chk# 056293 MMCDC	2/22/2018	\$5,131.85	LOAN 1050001706
Paid Chk# 056294 NAPA AUTO PARTS	2/22/2018	\$330.38	
Paid Chk# 056295 ND SEWAGE PUMP LIFT STATIO	2/22/2018	\$5,650.00	ANNUAL SERVICE
Paid Chk# 056296 NORTHERN FIRE EQUIPMENT	2/22/2018	\$169.00	RECHARGE EXT
Paid Chk# 056297 OTTERTAIL POWER COMPANY	2/22/2018	\$871.57	ACCT 11-088213
Paid Chk# 056298 SANFORD CLINIC	2/22/2018	\$264.00	CARDINAL PHYSICAL
Paid Chk# 056299 SCOTT ZORTMAN	2/22/2018	\$120.00	FEB CLEANING
Paid Chk# 056300 SHOOTING STAR CASINO	2/22/2018	\$8,664.90	ACCT 4848
Paid Chk# 056301 SUBWAY	2/22/2018	\$15.00	DEED SCDP PUBLIC MEETING
Paid Chk# 056302 THORWALDSEN & MALMSTROM	2/22/2018	\$8,607.90	ACCT 50008-000M NO 6
Paid Chk# 056303 TRI-STATE DIVING	2/22/2018	\$17,763.50	COMPRESSOR
Paid Chk# 056304 TRUE VALUE	2/22/2018	\$431.75	ACCT 2170
Paid Chk# 056305 U S POST OFFICE	2/22/2018	\$200.00	4 ROLLS
Paid Chk# 056306 VERIZON	2/22/2018	\$52.78	
Paid Chk# 056307 WINTER REPAIR	2/22/2018	\$22.00	
Paid Chk# 056308 Berg, Mitchell R.	2/28/2018	\$2,300.08	
Paid Chk# 056309 BERGER, JUDY I	2/28/2018	\$1,396.07	
Paid Chk# 056310 DOMIER, PAUL A	2/28/2018	\$2,030.32	
Paid Chk# 056311 Luckow, Steven J	2/28/2018	\$1,477.15	
Paid Chk# 056312 Lundon, Eric M.	2/28/2018	\$1,058.27	
Paid Chk# 056313 MILLER, BENJAMIN J.	2/28/2018	\$779.41	
Paid Chk# 056314 Peterson, Nyal C.	2/28/2018	\$285.58	
Paid Chk# 056315 Turpin, Gayle L	2/28/2018	\$783.26	
Paid Chk# 056316 ZORTMAN, SCOTT C	2/28/2018	\$1,214.39	
Paid Chk# 056317 Anderson, Alexander P.	2/28/2018	\$959.92	
Paid Chk# 056318 Benson, Angelique R	2/28/2018	\$739.21	
Paid Chk# 056319 Manzi, Andrew S.	2/28/2018	\$788.98	
Paid Chk# 056320 Savageau, Billie Jo	2/28/2018	\$572.40	
Paid Chk# 056321 ARTISAN BEER COMPANY	2/28/2018	\$47.00	ACCT 122275
Paid Chk# 056322 BREAKTHRU BEVERAGES	2/28/2018	\$823.95	
Paid Chk# 056323 JOHNSON BROTHERS LIQUOR	2/28/2018	\$1,450.87	
Paid Chk# 056324 MN CHILD SUPPORT PAYMENT	2/28/2018	\$60.00	REMITTANCE 0011819411
Paid Chk# 056325 NCPERS MINNESOTA	2/28/2018	\$80.00	UNIT NO 604600
Paid Chk# 056326 PHILLIPS WINE & SPIRITS	2/28/2018	\$1,323.15	

MAHNOMEN, MN

03/08/18 2:43 PM

Page 3

*Check Summary Register©

February 2018

Name	Check Date	Check Amt
Paid Chk# 056327 SOUTHERN GLAZERS OF MN	2/28/2018	\$1,522.55
Paid Chk# 056328 WHITE EARTH SANITATION	2/28/2018	\$203.23 ACCT 1497-001
Paid Chk# 056329 AMERICAN BOTTLING COMPAN	2/28/2018	\$240.22
Paid Chk# 056330 AMERIPRIDE SERVICES INC	2/28/2018	\$212.75 ACCT 160644800
Paid Chk# 056331 BERGSETH BROS COMPANY	2/28/2018	\$719.95 ACCT 35520
Paid Chk# 056332 DACOTAH PAPER COMPANY	2/28/2018	\$681.76 ACCT 125157
Paid Chk# 056333 D-S BEVERAGES	2/28/2018	\$6,757.50 ACCT 73068
Paid Chk# 056334 GREAT NORTH PIZZA COMPANY	2/28/2018	\$356.50
Paid Chk# 056335 HEGGIES PIZZA	2/28/2018	\$341.65
Paid Chk# 056336 HENRY'S FOODS, INC	2/28/2018	\$1,243.87
Paid Chk# 056337 MCKINNON COMPANY INC	2/28/2018	\$2,782.05 ACCT 63400
Paid Chk# 056338 VIKING COCA COLA BOTTLING	2/28/2018	\$610.95 ACCT 1101296
	Total Checks	\$186,879.27

FILTER: None

**CITY OF MAHNOMEN
LIST OF BILLS
MARCH 19, 2018**

BLUE TARP FINANCIAL	WATER PARTS	\$ 64.99
BRUGGEMAN'S	SUPPLIES	\$ 324.58
CODE 4 SERVICES	FIRE DEPT EQUIPMENT	\$ 287.54
COMMUNITY COOP	HEAT & FUEL	\$ 2,391.21
COMPUTER TECHNOLOGIES	OFFICE IT SUPPORT	\$ 497.02
DAKOTA SUPPLY GROUP	WATER PARTS	\$ 250.80
DAVE JAEGER	NW REGIONAL MEETING 4 REGISTRATIONS	\$ 40.00
G & K SERVICES	UNIFORMS & SHOP SUPPLIES	\$ 725.16
GRAND FORKS FIRE EQUIPMENT	SAFETY EQUIPMENT & REPAIR	\$ 832.06
GREAT PLAINS FIRE	FIRE DEPT PARTS	\$ 1,605.44
HAWKINS	CHEMICALS	\$ 1,477.52
JOHN DEERE FINANCIAL	PARTS	\$ 276.98
JUDY BERGER	REIMBURSE UTILITY PRINTER/SCANNER	\$ 375.00
MMCDC	MAALC LOAN	\$ 5,131.85
MAHNOMEN COUNTY AUDITOR	ECPN JAN - MAR 2018	\$ 1,673.17
MAHNOMEN COUNTY HWY DEPT	SAND/SALT NOV - FEB	\$ 2,163.52
MAHNOMEN FIRE RELIEF	CITY CONTRIBUTION FOR 2017	\$ 800.00
MAHNOMEN LUMBER	SUPPLIES	\$ 47.11
MARSHMALLOW FOUNDATION	DOG POUND	\$ 175.00
MITCH BERG	LOBBY TRIP EXPENSES	\$ 242.53
MN STATE COMMUNITY COLLEGE	FIRE TRAINING	\$ 325.00
NAPA	STREET & FIRE PARTS	\$ 590.44
OTTERTAIL POWER	ELECTRIC	\$ 895.85
RYAN HENDRICKSON	NW REGIONAL MEETING 2 REGISTRATIONS	\$ 20.00
STREICHERS	PARTS	\$ 539.97
THORWALDSEN & MALMSTROM	PROSECUTION & ATTORNEY FEES	\$ 9,035.56
TRUE VALUE	PARTS, SUPPLIES	\$ 201.55
TYLER ANDERSON	NW REGIONAL MEETING REGISTRATION	\$ 20.00
WIDSETH SMITH NOLTING	ENGINEERING	\$ 13,037.93
WILLIAM HAAS JR	FEBRUARY LOBBYING FEE	\$ 2,000.00
TOTAL BILLS FOR MARCH 19, 2018		\$ 46,047.78

MEMO

To: Mayor and Council

From: Mitchell Berg, City Administrator

Date: 3/13/2018

RE: Public Hearings

Agenda

8.a.i. 409 4th Street NW

The City Administrator received a complaint relating to garbage and vehicles being stored on the property of 409 4th Street NW. The City Administrator conducted an inspection of the property and sent the property owner an alleged nuisance letter (see attached letter dated March 8, 2018).

In the letter the property owner was told to abate the alleged violation no later than March 18, 2018. Otherwise, the city would initiate criminal proceedings.

If the property has not been abated and after all parties have been heard, should the council find the property owner has violated said nuisance ordinances the city is recommending the following motion:

MOTION to declare a public nuisance at 409 4th Street NW pursuant to the section 50.04, 90.18(p), 92.16(e), 92.19(a), 92.20(a), and 151(4)(13) pursuant to garbage and rubbish, the storage of junk, currently non licensed, nonoperational, and/or noninsured vehicles and the unlawful storage of refuse, debris, materials, and equipment in the open. Also, should the property owner fail to abate the above mentioned nuisances by the April 25, 2018 court appointed deadline than city shall be issued a criminal citation pursuant to section 92.99.

8.a.ii. Water-shut off notices

On March 13, 2018 the city sent out approximately a dozen shut off notices. As per the notice, property owners who wish to file an appeal may do so at the March 19, 2018 meeting. However, in order to be heard, property owners were to notify the city by the end of the business day on March 16, 2018.

891

CITY OF MAHNOMEN
PO BOX 250
MAHNOMEN, MN 56557
218-935-2573
Email: Mahncity@arvig.net

To: The Property Owner or occupant of 409 NW 4th Street

From: Mitchell Berg, City Administrator

RE: Alleged violation of Chapter 92 of the City of Mahnomen Code of Ordinances, relating to Health and Safety Nuisances

Date: March 8, 2018

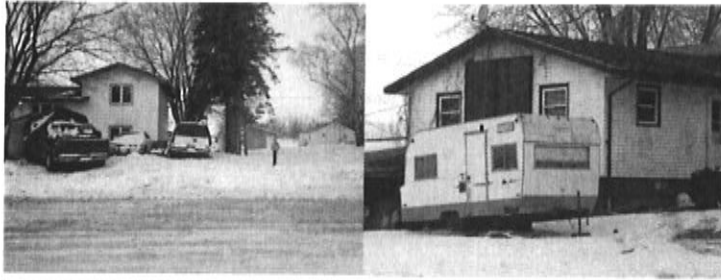
I hereby allege that on March 8, 2018 you violated:

- There is garbage and rubbish in the front of the lawn that is not **secured** in a proper garbage container. Section 50.04 of the City Code of Ordinances requires that all garbage and refuse be **secured** within a garbage container that is watertight and constructed of a solid and durable grade of metal, plastic, or paper material.



- There are four vehicles that are parked in the front yard, one trailer parked on the side yard, and two vehicles in the rear yard that appear to meet the city's definition of being a junk vehicle. Specifically the white Cadillac, which does not appear to have a license plate on it, has been observed to be in the same position since the city sent a letter to you on April 20, 2016. There is another white SUV which has been parked in the same location since the city took a photograph on December 5, 2016. The

trailer which is on the side yard, is also not licensed, and was observed to be in the rear yard in a letter dated May 18, 2017.



- In addition, there are two additional vehicles that have been brought on to the front yard, since the city last sent you an alleged nuisance letter, dated May 18, 2017.



- According to Chapter 90.18(p) and 151. Section 4. Subd. 13 all vehicles that are either junk vehicles or currently non licensed, nonoperational, and/or noninsured must either be removed from the property or stored within a building or be fully screened so as not to be visible from adjoining properties. Furthermore, some if not all of the vehicles appear to be in violation of section 92.19(A), and 92.20(A) and therefore cannot be stored out in the open.
- The rest of the materials and equipment that is outside of the front, rear, and side yard of the property is also in violation of 151. Section 4. Subd. 13. These items must also be either removed or stored inside an enclosed building or fully screened so as not to be visible from adjoining properties. The refuse and debris being stored in the open is in violation of section 92.16(e) and must be removed.

The City Council has by resolution established an administrative penalty in the amount of \$200 for this violation.

Payment of this administrative penalty is due within 10 days from the date of this letter. Payment is also voluntary, but if you do not pay it the city may initiate criminal proceedings for this alleged violation.

As an alternative to the payment of this administrative penalty, if the situation that gave rise to this alleged violation is corrected by March 18, 2018 then the payment of the administrative penalty will be waived and the city will not initiate criminal proceedings for this alleged violation.

Even if the administrative penalty is paid, the city reserves the right to institute appropriate proceedings at law or at equity to restrain, correct or abate the violation. If the city

abates the nuisance violation you will be held liable for the cost of the abatement, including any storage, disposal, labor, and administrative costs. Failure to pay the cost of the abatement will result in the charges being assessed onto your property taxes and/or include further civil and/or criminal penalties.

Before the due date, you may request to appear before the city Council to contest the request for payment of the penalty. A hearing is scheduled for March 19, 2018 at 6:30 p.m. at the Mahanomen City Hall, 104 W. Madison Avenue, at which time the city may also declare that a nuisance violation has occurred and direct city staff to abate or correct the nuisance. After the hearing the city council may also determine to withdraw the request for payment or to renew the request for payment. Because the payment of the administrative penalty is voluntary, there shall be no appeal from the decision of the council.

Payment of the administrative penalty may be made by check, cash or money order to the City of Mahanomen.

Mitchell Berg, City Administrator

MEMO

To: Mayor and Council

From: Mitchell Berg, City Administrator

Date: 3/13/2018

RE: Old Business

Agenda

9.a.

Consideration of Resolution 3-19-2018-1: A Resolution Receiving Amended Feasibility Report and Calling Hearing on Improvement

In order to levy special assessments the city council will need to call for an improvement hearing on the proposed 2018 Capital Improvement Plan. Therefore, a meeting has tentatively been set for 6:00 pm on Monday, May 7, 2018 at the Mahnomen Area Service Center (115 E. Madison Avenue).

After the improvement hearing has been called the city can then proceed with the final preparation of plans and specifications.

RECOMMENDATION

MOTION to adopt Resolution 3-19-2018-1: A Resolution Receiving the Amended Feasibility Report and Calling Hearing on Improvement.

MOTION to move the Monday, May 7, 2018 regular 6:30 pm city council meeting from City Hall to 6:00 pm at the Mahnomen Area Service Center

**CITY OF MAHNOMEN
RESOLUTION 3-19-2018-1
Resolution Receiving Feasibility Report and Calling Hearing on Improvement**

WHEREAS, pursuant to resolution of the council adopted March 19, 2018, a report has been prepared by Widseth, Smith, and Nolting (WSN) with reference to proposed 2018 CIP to improve 1st Street between Jefferson Avenue and Roosevelt Avenue, Roosevelt Avenue from 1st Street to Railway Street, and Railway Street from Wigham Avenue to Jefferson Avenue and this report was received by the council on March 19, 2018, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAHNOMEN, MINNESOTA:

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$_____.
2. A public hearing shall be held on such proposed improvement on the 7th day of May, 2018, in the Mahnomen Area Service Center at 6:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 19th day of March, 2018.

Mayor

ATTEST

City Administrator

MEMO

To: Mayor and Council

From: Mitchell Berg, City Administrator

Date: March 14, 2018

RE: New Business

Agenda Item

10.a. Consideration to accept quotes for the Sewage Lagoon Control Structure

At the January 16, 2018 and February 20, 2018 city council meeting the council authorized the city engineer to proceed with moving forward with a new control structure at the city's sewage lagoon, authorizing plans and specs, and advertising for quotes.

The following 2 quotes were received:

Firm	Price
Gordon Construction	\$ 89,321.00
Sellin Brothers	\$ 97,340.00

Recommendation

MOTION to award the quote to Gordon Construction for a LS Control Structure at a price not to exceed \$89,321.00.

10.b. Consideration to accept a written donation policy

After the city opened up the bidding process to dispose of the surplus equipment, the Mahanomen Fire Department was asked if the city would consider donating the 1977 Chevy Pierce to the Waubun Fire Department.

In 2016, the legislature passed a law allowing cities to make donations to other non-profit and governmental entities. However, the statute requires that before a city can donate any surplus equipment, the city would need to adopt a donation policy.

RECOMMENDATION

MOTION to adopt the City of Mahanomen Donation of Surplus Equipment to a Nonprofit Organization.

10.c. Consideration to accept the city's 10 year water supply plan
 At the February 12, 2018 special city council meeting, the council reviewed the proposed changes to the city's 10 year water supply plan.

The city was notified on March 8, 2018, that the DNR has accepted the city's Water Supply Plan. As a result, staff is recommending approval of the plan and implementation plan.

RECOMMENDATION
MOTION to adopt the City of Mahnomen's 10 year Water Supply Plan and implementation plan.

10.d. Consideration to accept the 2017 City of Mahnomen Audited Financial Statements
 Refer to attached memo

RECOMMENDATION
MOTION to adopt the 2017 City of Mahnomen Audited Financial Statements

10.e. Consideration of awarding bids for the sale of surplus fire department vehicles and equipment
 At the December 18, 2017 city council meeting the council voted to dispose of a number of fire department vehicles and pieces of equipment and to declare them as surplus.

The resolution called for all of the items to be sold through sealed bids. The city held the sealed bid process of which, the highest winning bids were:

Equipment	# of bids	Winning bidder	Amount of winning bid
1986 Chevy 6.2 Diesel	5	Doug Anderson	\$ 1,578.00
1972 Chevy Truck	5	Bill Beckman	\$ 1,413.00
1979 GMC Pickup	7	Doug Anderson	\$ 1,278.00
1977 Chevy Pierce	6	Todd Scheff	\$ 2,930.00
Kawasaki Generator	1	Bill Bechman	\$ 27.88
Tecumsch Generator	1	Dan Beckman	\$ 30.00
Air Compressor	1	Dan Beckman	\$ 31.31
Briggs and Stratton Pump	1	Dan Beckman	\$ 27.00
Briggs and Stratton Pump	1	Dan Beckman	\$ 27.00
Waterous Dependable Pump'	2	Bill Bechkman	\$ 63.00

During the bidding process, an inquiry was made if the 1977 Chevy Pierce could be donated to the Waubun Fire Department. Since the request was

initiated after the city started the bidding process, the city felt it was obligated to keep the bid for the vehicle open.

There were a total of six bids received for the vehicle, with the lowest at \$177.86 and the winning bid at \$2,930. Should the city want to donate vehicle to the Waubun Fire Department, it could do so as the city has the legal right to "reject any and all bids."

Although, in fairness the city ought to honor the highest bidders, the City Administrator is supportive in granting the donation request to the Waubun Fire Department.

RECOMMENDATION

MOTION to accept the highest bidders, for the above mentioned surplus vehicles and equipment, with the exception of the highest bid for the 1977 Chevy Pierce of which the city shall reject and instead agree to donate the vehicle to the Waubun Fire Department for the use of a fire vehicle.

10.f.

Consideration of Resolution 3-19-2018-2: A Resolution Amending the City of Mahanomen's Special Assessment Policy

At the February 20, 2018 city council meeting there was consensus on amending the city's Special Assessment Policy, since it has been nearly 10 years since it was last updated.

The recommended changes to the policy, which included but were not limited to:

- Separating the sidewalk and storm sewer improvement costs from the cost for Street improvements.
 - Assessing 100% for new sidewalks or trails (up to a maximum width of 5 feet) against the benefiting property owners
 - Assessing 50% for replacement sidewalks or trails (up to a maximum width of 5 feet) against the benefiting property owner
 - Assessing 100% for new storm sewer on a project-by-project basis
 - Assessing 33% for the replacement of storm sewer to all benefiting property owners
- Increasing the \$50 per assessable foot cost for street improvements (to each benefiting property) to \$60 per assessable foot.

RECOMMENDATION

MOTION to adopt Resolution 3-19-2018-2: A Resolution Adopting and Amending and Adopting the City of Mahanomen Special Assessment Policy

10.g.

Consideration to recommend approval of the City of Mahnomen Part I Well Head Protection Plan

The Minnesota Department of Health (MDH) has completed the city's Part 1 WHPP. The city sent the Part 1 WHPP for review and comments to the city's technical team on March 8, 2018.

Highlights of the plan include, but are not limited to:

- The boundary of the 10 year DWSMA area has changed as a result of: data on pumping and well usage, new irrigation wells being installed, and a better understanding of the local geology and hydrogeology.
- Well #4 does **not** meet current state well code specifications because the state does not have any grouting information. If the well was not grouted, it has the potential for acting as a conduit for flow of surface water and contaminants into the buried aquifer.
- Well #6 and #7 does meet current State Well Code specifications. Therefore, these wells should not provide a pathway for contaminants to enter the aquifer used by the public water supplier.
- None of the human-caused contaminants regulated under the federal Safe Drinking Water Act have been detected at levels indicating that the well itself serves to draw contaminants into the aquifer as a result of pumping.
- Tritium and nitrates were not detected in the primary well samples. However, re-sampling of well #6 and #7 should occur during year six of the plan implementation.
- Due to the uncertainty about the thickness and composition of the city's aquifer north of Well #7, MDH is recommending constructing a few well-placed test borings to help address these issues.
- MDH recommends that Well #4 be abandoned and sealed to prevent the possibility of contaminants entering the aquifer through the ungrouted casing.

The City Administrator raised a concern to MDH on their recommendation to abandon and seal well #4. The City Administrator made the request that the city ought to conduct an inspection of the well to determine if it could be repaired or rehabbed. If not then the city should abandon and seal the well and then be allowed to drill a new backup well.

RECOMMENDATION

MOTION to approve the Amendment to the Wellhead Protection Plan, Part I, for the city of Mahnomen with the recommended modification to well #4 being incorporated into the plan.

10. h.

Approval of a key access system to the Wild Rice Lounge

The city was notified by the Minnesota Department of Labor and Industry that it received a \$6,000 OSHA grant to help pay for the key access system in the Wild Rice Lounge. As a result, of only receiving the \$6,000,

staff asked the vendor to see what they could do to reduce the cost of the system. As a result, instead of a \$19,100 system (which included the key access system at \$15,550 and modifications to the doors at \$3,500), the vendor was able to provide a different access control system for \$14,275, which would mean the out of pocket cost to the city would be \$8,275.

RECOMMENDATION

MOTION to approve the two quotes from Arvig Communication and Fargo Glass and Paint Company to install a key access control system for a price not to exceed \$14,275.

10. i. **Consideration to recommend approval of Resolution 3-19-2018-3: A Resolution establishing Procedures Relating to Compliance with Reimbursement Bond Regulating under the Internal Revenue Code.** As part of the 2018 CIP project some of the street, sidewalk, and storm sewer work portion of the project may be ineligible for USDA funding. As a result, the city will most likely need to take out a separate GO bond to pay for this portion of the project.

In order to be eligible for reimbursement for any costs the city will incur before the bond can be issued, the city will need to pass a resolution.

RECOMMENDATION

MOTION to approve Resolution 3-19-2018-3: A Resolution establishing Procedures Relating to Compliance with Reimbursement Bond Regulating under the Internal Revenue Code.

- 10.j. **Consideration of Ordinance 2018-3: An Ordinance amending the Vacant Registration Ordinance**
Based upon the consensus from the council, at the February 20, 2018 city council meeting, to exempt governmental entities from paying the registration fee, but of still requiring them to register their vacant buildings the City Administrator is proposing the following amendment to the vacant registration ordinance.

RECOMMENDATION

MOTION to approve Ordinance 2018-3: An Ordinance amending the Vacant Registration Ordinance

- 10.k. **Consideration of Ordinance 2018-4: An Ordinance amending the Rental Registration Ordinance**
Based on the consensus from the council, at the February 20, 2018 city council meeting, to require if not the owner or local property owner, to have a contact person reside within the city limits, the following language has been drafted for council consideration.

Additionally, the section exempting government entities has been amended to also include tribal housing properties. Since the tribe conducts their own inspections of their housing units.

RECOMMENDATION

MOTION to approve Ordinance 2018-4: An Ordinance amending the Rental Registration Ordinance

City of Mahanomen, Minnesota

Policy for Donation of Surplus Equipment to a Nonprofit Organization

Purpose

The purpose of this Policy is to establish procedures for the Donation of Surplus Equipment by the City to a Nonprofit Organization as required by Minnesota Statute § 471.3459.

Scope

This policy applies to all City departments that generate Surplus Equipment and governs the actions of all City employees and officials.

Definitions

“City” means the City of Mahanomen, Minnesota.

“City Council” means the governing body of the City.

“Donation” means to contribute, donate or give Surplus Equipment at no cost to a Nonprofit Organization that serves a public purpose and benefits its community as a whole.

“Eligible Organization” means a Nonprofit Organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

“Fair Market Value” means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all relevant facts.

“Nonprofit Organization” means an organization formed under Section 501(c)(3) of the Internal Revenue Code.

“Policy” means this Policy adopted by the City Council.

“Surplus Equipment” means equipment used by the City’s public works department, and cellular phones and emergency medical and firefighting equipment that is no longer needed by the City because it does not meet industry standards for emergency medical services, police, or fire departments or has minimal or no resale value.

“Surplus Equipment Form” means the form attached as Exhibit I to this Policy that must be filled out by a Nonprofit Organization requesting a Donation of Surplus Equipment.

Procedure

The City shall determine all Surplus Equipment and may offer it for Donation in conformance with the following guidelines:

1. Identify Surplus Equipment to be sold or donated. Department supervisors are responsible for monitoring their equipment and shall identify and report all Surplus Equipment to the City Administrator to be either sold or donated.
2. Determine the Fair Market Value of Surplus Equipment. The City Administrator shall determine the Fair Market Value of the Surplus Equipment that is requested to be donated.
3. City Council Declaration. The City Administrator will forward the list of the Surplus Equipment to be donated with each item's Fair Market Value to the City Council who shall approve or deny the Surplus Equipment as eligible for Donation. The City has no obligation to make a Donation of Surplus Equipment. Surplus Equipment that is not donated may be sold, recycled or discarded in the discretion of the City Council.
4. Donation. After the City Council has determined the Surplus Equipment is eligible for Donation, the City Administrator is responsible for coordinating the Donation of the Surplus Equipment in accordance with the terms of this Policy.
5. Transfer between Departments. All Surplus Equipment must first be considered for transfer between departments for the benefit of the City.
6. Disposal of Donated Surplus Equipment. The City Council shall have the sole discretion to advertise or make a direct donation of any Surplus Equipment. If the Surplus Equipment is to be advertised the City Administrator shall be post the item(s) eligible for Donation on the City's website. The City may also use other reasonable means to notify Eligible Organizations about the availability of Surplus Equipment. The City shall wait at least 30 days after advertising Surplus Equipment before approving any Donation.
7. Surplus Equipment Form. Eligible Organizations interested in Surplus Equipment shall fill out a Surplus Equipment Form and submit the form to the City Administrator.
8. Approval of Donation. Any and all donations of Surplus Equipment must be approved by a majority vote of the City Council, no matter the fair market value of the equipment.
9. Prioritization of Donations. If more than one Eligible Organizations requests a Donation for the same Surplus Equipment, the City shall consider factors it deems relevant including how the Surplus Equipment will be used, the benefit to the Eligible Organization, the impact on the City, how the Donation will accomplish goals of the City Council, and any previous Donation to the Eligible Organization.
10. Conflict of Interest. All City employees and officials are prohibited from taking possession of any Surplus Equipment on behalf of an Eligible Organization.
11. As Is. A Donation of Surplus Equipment is made "as is" with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Equipment offered. The Surplus Equipment may be defective and cannot be relied upon for safety purposes.

12. Title. The City Administrator shall cause any title or other ownership documents to be transferred to the Eligible Organization at the time of transfer. Any fees required to transfer the Surplus Equipment are the responsibility of the Eligible Organization.

13. Transportation. In the Surplus Equipment Form, the Eligible Organization must provide a detailed plan for transporting the Surplus Equipment from the City to the Eligible Organization. The Eligible Organization must pay all expenses associated with the transportation of the Surplus Equipment.

14. Delegation. The City Administrator may delegate specific responsibilities for implementing this Policy.

15. Documentation. The City Administrator shall document the Donation of all Surplus Equipment and shall keep such records in accordance with the City's Records Retention Schedule.

16. Review of Policy. The City Administrator is responsible for maintaining and reviewing this Policy. Any changes to this Policy must be approved by the City Council.

This policy has been adopted by the Mahanomen City Council on the 19th of March, 2018.

Exhibit I
Surplus Equipment Form

Organization Name: _____

Organization Address:

Organization Website: _____

(Attach proof of status as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code.)

Organization Purpose: _____

Point of Contact

Name: _____

Address: _____

Email: _____

Phone: _____

City Surplus Equipment of Interest: _____

How will the requested Surplus Equipment benefit your organization?

How do you plan to transport the surplus property from the City to your location?

DISCLAIMER OF WARRANTIES. The City makes no agreement, warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or use of the Surplus Equipment by the recipient or any other user.

The recipient acknowledges the Surplus Equipment may be defective and that it cannot be relied upon for safety purposes. The recipient has a duty to inspect the Surplus Equipment before it is used for any purpose.

The recipient acknowledges that the City is not a manufacturer of the Surplus Equipment or a dealer therein; that the Surplus Equipment is being provided "as-is" and "with all faults," it being

agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the Surplus Equipment.

In no event shall the City be liable for any damages in connection with or arising out of the recipient's or any other person's or entity's use of the Surplus Equipment.

I acknowledge that the Donation of any Surplus Equipment to my organization is subject to the City's Policy for Donation of Surplus Equipment to a Nonprofit Organization.

I have authority to request a Donation from the City and to bind my organization to the terms of this form.

Signature of Applicant _____

Date _____

100.

CITY OF MAHNOMEN Local Water Supply Plan Third Generation for 2016-2018

Revised April 10, 2017

Revised February 5, 2018

Formerly called Water Emergency & Water Conservation Plan



DEPARTMENT OF NATURAL RESOURCES – DIVISION OF ECOLOGICAL AND
WATER RESOURCES AND METROPOLITAN COUNCIL

Table 1. General information regarding this WSP

Requested Information	Description
DNR Water Appropriation Permit Number(s)	1979-1225
Ownership	<input checked="" type="checkbox"/> Public or <input type="checkbox"/> Private
Metropolitan Council Area	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No - Mahnomen County
Street Address	104 W. MADISON AVENUE
City, State, Zip	MAHNOMEN, MN 56557
Contact Person Name	MITCHELL BERG
Title	CITY ADMINISTRATOR
Phone Number	218-935-2573
MDH Supplier Classification	Municipal

PART 1. WATER SUPPLY SYSTEM DESCRIPTION AND EVALUATION

A. Analysis of Water Demand

Table 2. Historic water demand (see definitions in the [glossary](#) after Part 4 of this template)

Year	Pop. Served	Total Connections	Residential Water Delivered (MG)	C/I/ Water Delivered (MG)	Water used for non-essential	Wholesale Deliveries (MG)	Total Water Delivered (MG)	Total Water Pumped (MG)	Water Supplier Services	Percent Unmetered/ Unaccounted	Average Daily Demand (MGD)	Max. Daily Demand (MGD)	Date of Max. Demand	Residential Per Capita Demand (GPCD)	Total per capita Demand (GPCD)
2005	1475	545	22.01	50.25	0	None	72.25	77.37	0	7	.212	.382	8/25/2005	41	144
2006	1475	547	22.67	46.35	0	None	69.03	82.24	0	16	.225	.333	7/15/2006	42	153
2007	1475	568	21.83	46.86	0	None	68.7	84.04	0	18	.230	.439	4/30/2007	41	156
2008	1475	575	22.97	46.21	0	None	69.19	87.78	1.41	19	.240	.531	5/5/2008	43	163
2009	1475	573	21.83	46.28	0	None	68.11	80.59	2	13	.221	.719	2/22/2009	41	150
2010	1475	579	22.78	41.32	0	None	64.10	77.73	1.75	15	.213	.380	7/2/2010	42	144
2011	1475	577	23.63	43.41	0	None	67.04	83.67	1.37	18	.229	.478	08/17/2011	44	155
2012	1475	576	23.08	46.49	0	None	69.57	83.42	10.43	4	.229	.483	5/3/2012	43	155
2013	1475	565	21.60	45.65	0	None	67.25	83.58	12	4	.229	.636	3/24/2013	40	155
2014	1475	561	23.02	43.66	0	None	66.69	80.85	4.5	12	.222	.402	3/28/2014	43	150
2015	1475	560	20.52	43.21	0	None	70.50	78.28	5.65	3	.214	.512	1/2/2015	38	145
Avg. 2010-2015	1475	570	22.44	43.96	0	None	68.04	81.26	3.56	6.83	.223	.484	N/A	42	151

MG – Million Gallons MGD – Million Gallons per Day GPCD – Gallons per Capita per Day

See [Glossary](#) for definitions. A list of [Acronyms](#) and [Initialisms](#) can be found after the [Glossary](#).

Table 3. Large volume users

Customer	Use Category (Residential, Industrial, Commercial, Institutional, Wholesale)	Amount Used (Gallons per Year)	Percent of Total Annual Water Delivered	Implementing Water Conservation Measures? (Yes/No/Unknown)
1. SHOOTING STAR CASINO, HOTEL, AND EVENTS CENTER	COMMERCIAL	16,540,373	43.7%	UNKNOWN
2. MAHNOMEN PUBLIC SCHOOL	COMMERCIAL	1,081,863	5.3%	UNKNOWN
3. WHITE EARTH APARTMENTS	COMMERCIAL	1,147,000	3.2%	UNKNOWN
4. MAHNOMEN HEALTH CENTER	COMMERCIAL	1,081,863	2.7%	UNKNOWN
5. MAHNOMEN ASSISTED LIVING	COMMERCIAL	407,527	1%	UNKNOWN
6. PARK TERRACE – 521 5 TH STREET	COMMERCIAL	358,500	.9%	UNKNOWN
7. RAIN DANCE CAR WASH	COMMERCIAL	346,433	.8%	UNKNOWN
8. RAIN DANCE LAUDNRY	COMMERCIAL	341,867	.8%	UNKNOWN
9. CITY LIQUOR STORE –WRL	COMMERCIAL	318,877	.7%	UNKNOWN
10. STAR APT.	COMMERCIAL	280,533	.7%	UNKNOWN

B. Treatment and Storage Capacity

Table 4. Water treatment capacity and treatment processes

Treatment Site ID (Plant Name or Well ID)	Year Constructed	Treatment Capacity (GPD)	Treatment Method	Treatment Type	Annual Volume of Residuals	Disposal Process for Residuals	Do You Reclaim Filter Backwash Water?
Mahnomen Water Treatment Plant	2004	864000	Chemical addition and pressure sand filters	Fluoridation , prechlorinat ion, and sodium permangana te	NA	Sanitary sewer	No
Add rows as needed							
Total	NA	864000	NA	NA	NA	NA	No

Table 5. Storage capacity, as of the end of the last calendar year

Structure Name	Type of Storage Structure	Year Constructed	Primary Material	Storage Capacity (Gallons)
Wattertower	Elevated storage	1980	Steel	300000
Insert name of structure here	Ground storage			
Add rows as needed	Other -			
Total	NA	NA	NA	

Treatment and storage capacity versus demand

The Average Daily Demand (ADD) for the city is 223,000 gallons and the storage capacity for the tower is 300,000 gallons. Additional growth by the city may require that the city add more storage capacity.

C. Water Sources

Table 6. Water sources and status

Resource Type (Groundwater, Surface water, Interconnection)	Resource Name	MN Unique Well # or Intake ID	Year Installed	Capacity (Gallons per Minute)	Well Depth (Feet)	Status of Normal and Emergency Operations (active, inactive, emergency only, retail/wholesale interconnection))	Does this Source have a Dedicated Emergency Power Source? (Yes or No)
GROUND WATER	Well 4	221667	1952	250	130	Emergency only	NO
GROUND WATER	Well 6	620592	1998	300	143	ACTIVE	NO
GROUND WATER	Well 7	657387	2002	350	157	ACTIVE	NO

Limits on Emergency Interconnections

All three wells draw out of the same aquifer. Unfortunately well #4 is not operational and in the event that one of the two other wells is not operational, there is not enough pumping capacity to service the city.

As a result, the city needs to conduct an investigation on either repairing or replacing well #4. In the event that well #4 can be repaired, if feasible, the city is also looking to install a higher capacity pump and motor.

Also, none of the wells have emergency backup power, which prevents a problem in the event of a power outage. Therefore, should there be an additional demand for water the city would most likely request that a new well be drilled and the city would than abandon the third emergency well.

Also, the city is looking to install an emergency generator at the site of Well #7 and the water treatment plant. The city is seeking grant funds to accomplish this, as well as purchase a mobile generator to provide emergency power to well #6.

D. Future Demand Projections – Key Metropolitan Council Benchmark

Water Use Trends

The city's future demand projection is expected to be stagnant. While, the city is planning for commercial and residential growth – this will be slow and steady. In addition, as the city continues to increase water and sewer rates and as businesses and residential properties become more water efficient the two trends with counter each other – resulting in an estimated zero growth in water and sewage usage.

In conversation with the casino they also are foreseeing little to no future changes that would result in a demand for more water usage.

Table 7. Projected annual water demand

Year	Projected Total Population	Projected Population Served	Projected Total Per Capita Water Demand (GPCD)	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD)
2016	1475	1475	40	.224	.482
2017	1475	1475	40	.224	.482
2018	1475	1475	40	.224	.482
2019	1475	1475	40	.224	.482
2020	1475	1475	40	.224	.482
2021	1475	1475	40	.224	.482
2022	1475	1475	40	.224	.482
2023	1475	1475	40	.224	.482
2024	1475	1475	40	.224	.482
2025	1475	1475	40	.224	.482
2030	1475	1475	40	.224	.482
2040	1475	1475	40	.224	.482

GPCD – Gallons per Capita per Day

MGD – Million Gallons per Day

The city is anticipating little to no growth, this is based on historic US Census and State demographer figures. Furthermore, the city has reviewed the MGD over the past three decades and have seen little to no change in the increase in the ADD of the city.

However, if there should be future development or a larger industrial or commercial user that will increase the projected demand for water the city will contact the various state entities (MDH, MPCA, DNR, and DEED) for further assistance.

E. Resource Sustainability

Monitoring*

Table 8. Information about source water quality and quantity monitoring – The city will be installing transducers in 2018-2019 to monitor the static levels of each well. Once these transducers are installed the city will be able to monitor the water level of each well on a monthly basis.

MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
--------------------------------------	--------------------------	--------------------	-------------------------	-------------------

MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
620592	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input checked="" type="checkbox"/> daily <input checked="" type="checkbox"/> monthly <input checked="" type="checkbox"/> quarterly <input checked="" type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
657387	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input checked="" type="checkbox"/> daily <input checked="" type="checkbox"/> monthly <input checked="" type="checkbox"/> quarterly <input checked="" type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
221667	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input type="checkbox"/> routine water utility sampling <input checked="" type="checkbox"/> other* This well is only activated during a water emergency.	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge

*** The groundwater staff is currently doing their review and will be providing their recommendations for monitoring. When we receive this information, we will pass it on to you.**

Water Level Data

Table 9. Water level data

Unique Well Number or Well ID	Aquifer Name	Seasonal Variation (Feet)	Long-term Trend in water level data	Water level measured during well/pumping maintenance
221667	Quaternary Water Table Aquifer	n/a – Emergency well level has not been checked, because we have not used it.	<input type="checkbox"/> Falling <input type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:____ MM/DD/YY:____ MM/DD/YY:____
620592	Quaternary Buried Artesian	14.58-16.75 ft	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	10/23/98: 12.00 8/26/13: 16.75 8/26/14: 14.58 7/10/15: 15.08 8/18/16: 15.90
657387	Quaternary Buried Artesian	21.67-23.08	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	8/14/02: 22.00 8/26/13: 23.08 8/26/14: 21.67 7/10/15: 21.75 8/18/16: 21.80

Unique Well Number or Well ID	Aquifer Name	Seasonal Variation (Feet)	Long-term Trend in water level data	Water level measured during well/pumping maintenance
			<input type="checkbox"/> Falling <input type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____

Potential Water Supply Issues & Natural Resource Impacts – Key DNR & Metropolitan Council Benchmark

Table 10. Natural resource impacts (*List specific resources in Appendix 12)

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
<input checked="" type="checkbox"/> River or stream	Wild Rice River	<input checked="" type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input checked="" type="checkbox"/> Proximity (<1.5 miles) <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> No data available <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input type="checkbox"/> Calcareous fen		<input type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed Report <input type="checkbox"/> Proximity (<5 miles) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
<input type="checkbox"/> Lake		<input type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (<1.5 miles) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Wetland		<input checked="" type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input checked="" type="checkbox"/> Proximity (<1.5 miles) <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
<input type="checkbox"/> Trout stream		<input type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (< 5 miles) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Aquifer	Quaternary Buried Artesian	<input type="checkbox"/> None anticipated <input checked="" type="checkbox"/> Flow/water level decline <input checked="" type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input checked="" type="checkbox"/> Monitoring <input checked="" type="checkbox"/> Aquifer testing <input checked="" type="checkbox"/> Proximity (obwell < 5 miles) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input checked="" type="checkbox"/> Other: If water levels decrease below the existing 5 year low and high range for each well	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input checked="" type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Newly collected data will be analyzed <input checked="" type="checkbox"/> Regular check-in with these partners Mahnomen County, State of MN, Federal Government, and White Earth Nation <input type="checkbox"/> Other: _____

Wellhead Protection (WHP) and Source Water Protection (SWP) Plans

Table 11. Status of Wellhead Protection and Source Water Protection Plans

Plan Type	Status	Date Adopted	Date for Update
WHP	<input type="checkbox"/> In Process <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Applicable	February 2009	2018-2019
SWP	<input type="checkbox"/> In Process <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Not Applicable		

WHP – Wellhead Protection Plan SWP – Source Water Protection Plan

F. Capital Improvement Plan (CIP)

Table 12. Adequacy of Water Supply System

System Component	Planned action	Anticipated Construction Year	Notes
Wells/Intakes	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input checked="" type="checkbox"/> Expansion/addition	2018-2022	Checkups are needed to well #6 and #7 and an emergency backup generator is needed for well #7. The city is also planning to add a well and if the city is able to accomplish this it would seal and abandon well #4.
Water Storage Facilities	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		However, if there is growth than the city will need to reconsider adding additional storage capacity
Water Treatment Facilities	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input checked="" type="checkbox"/> Expansion/addition	2018-2020	An emergency generator is planned for the water treatment plant
Distribution Systems (Pipes, valves, etc.)	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition	2018-2022	Replacement and sizing of water mains is anticipated as part of the city's 5 year CIP

System Component	Planned action	Anticipated Construction Year	Notes
Pressure Zones	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		
Other:	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		

Proposed Future Water Sources

Table 13. Proposed future installations/sources

Source	Installation Location (approximate)	Resource Name	Proposed Pumping Capacity (gpm)	Planned Installation Year	Planned Partnerships
Groundwater	Mahnomen	Well 8	300-500	2020	
Surface Water					
Interconnection to another supplier					

Water Source Alternatives - Key Metropolitan Council Benchmark

Do you anticipate the need for alternative water sources in the next 10 years? Yes No

For metro communities, will you need alternative water sources by the year 2040? Yes No

Table 14. Alternative water sources

Alternative Source Considered	Source and/or Installation Location (approximate)	Estimated Amount of Future Demand (%)	Timeframe to Implement (YYYY)	Potential Partners	Benefits	Challenges
<input checked="" type="checkbox"/> Groundwater	N/A					
<input type="checkbox"/> Surface Water	N/A					
<input type="checkbox"/> Reclaimed stormwater	N/A					
<input type="checkbox"/> Reclaimed wastewater	N/A					
<input type="checkbox"/> Interconnection to another supplier	N/A					

PART 2. EMERGENCY PREPAREDNESS PROCEDURES

should review the following information and update existing procedures to address these water supply protection measures.

A. Emergency Response Plan

Do you have an Emergency Response Plan? Yes No

Have you updated the Emergency Response Plan in the last year? Yes No

When did you last update your Emergency Response Plan? February 2008

Table 15. Emergency Response Plan contact information

Emergency Response Plan Role	Contact Person	Contact Phone Number	Contact Email
Emergency Response Lead	PAUL DOMIER	218-556-1660	MAHNWATER@ARVIG.NET
Alternate Emergency Response Lead	SCOTT ZORTMANN	218-556-1660	MAHNWATER@ARVIG.NET

B. Operational Contingency Plan

All utilities should have a written operational contingency plan that describes measures to be taken for water supply mainline breaks and other common system failures as well as routine maintenance.

Do you have a written operational contingency plan? Yes No We do have a WHP.

C. Emergency Response Procedures

Emergency Telephone List (refer to attachment)

Current Water Sources and Service Area

Quick access to concise and detailed information on water sources, water treatment, and the distribution system may be needed in an emergency. System operation and maintenance records should be maintained in secured central and back-up locations so that the records are accessible for emergency purposes. A detailed map of the system showing the treatment plants, water sources, storage facilities, supply lines, interconnections, and other information that would be useful in an emergency should also be readily available. It is critical that public water supplier representatives and emergency response personnel communicate about the response procedures and be able to easily obtain this kind of information both in electronic and hard copy formats (in case of a power outage).

Do records and maps exist? Yes No

Can staff access records and maps from a central secured location in the event of an emergency?

Yes No

Does the appropriate staff know where the materials are located?

Yes No

Procedure for Augmenting Water Supplies

Table 16. Interconnections with other water supply systems to supply water in an emergency

Other Water Supply System Owner	Capacity (GPM & MGD)	Note Any Limitations On Use	List of services, equipment, supplies available to respond
City of Waubun	WELL #3 = 180 GPM	THERE IS NO OPPORTUNITY FOR	HIGH CAPACITY WELLS AND FIRE TRUCK PUMPERS

Other Water Supply System Owner	Capacity (GPM & MGD)	Note Any Limitations On Use	List of services, equipment, supplies available to respond
	WELL #4 = 300 GPM WATER TREATMENT PLAN 300 GPM	INTERCONNECTIONS	

GPM – Gallons per minute MGD – million gallons per day

Table 17. Utilizing surface water as an alternative source

Surface Water Source Name	Capacity (GPM)	Capacity (MGD)	Treatment Needs	Note Any Limitations On Use
Insert name of surface water source here	NA			
Add rows as needed	NA			

If not covered above, describe additional emergency measures for providing water (obtaining bottled water, or steps to obtain National Guard services, etc.)

The city would coordinate the use of its fire trucks to bring in water from the city of Waubun and other nearby communities. The city will also notify MNWARN for additional assistance, as well as call other fire departments for mutual aid assistance for potable water.

The city will also coordinate with the city's three stores (Supervalu, Dollar General, and Shopko) to obtain bottled water. If additional water is necessarily, the city will reach out to the nearby Walmart which is 35 miles away.

The city would also coordinate with the county and state emergency management director to have potable drinking water brought into the city from other sources.

The city will also reach out to the National Guard for assistance, if needed.

Allocation and Demand Reduction Procedures

Complete Table 18 by adding information about how decisions will be made to allocate water and reduce demand during an emergency. Provide information for each customer category, including its priority ranking, average day demand, and demand reduction potential for each customer category. Modify the customer categories as needed, and add additional lines if necessary.

Water use categories should be prioritized in a way that is consistent with Minnesota Statutes 103G.261 (#1 is highest priority) as follows:

1. Water use for human needs such as cooking, cleaning, drinking, washing and waste disposal; use for on-farm livestock watering; and use for power production that meets contingency requirements.
2. Water use involving consumption of less than 10,000 gallons per day (usually from private wells or surface water intakes)
3. Water use for agricultural irrigation and processing of agricultural products involving consumption of more than 10,000 gallons per day (usually from private high-capacity wells or surface water intakes)
4. Water use for power production above the use provided for in the contingency plan.
5. All other water use involving consumption of more than 10,000 gallons per day.
6. Nonessential uses – car washes, golf courses, etc.

Water used for human needs at hospitals, nursing homes and similar types of facilities should be designated as a high priority to be maintained in an emergency. Lower priority uses will need to address water used for human needs at other types of facilities such as hotels, office buildings, and manufacturing plants. The volume of water and other types of water uses at these facilities must be carefully considered. After reviewing the data, common sense should dictate local allocation priorities to protect domestic requirements over certain types of economic needs. Water use for lawn sprinkling, vehicle washing, golf courses, and recreation are legislatively considered non-essential.

Table 18. Water use priorities

Customer Category	Allocation Priority	Average Daily Demand (GPD)	Short-Term Emergency Demand Reduction Potential (GPD)
Residential	1	61,500	50,000
Institutional	1	6,000	4,750
Commercial	2	113,500	90,000
Industrial	3	NA	NA
Wholesale/Irrigation	6	NA	NA
Non-Essential	6	950	0
TOTAL	NA	181,950	144,750

GPD – Gallons per Day

Complete Table 19 by selecting the triggers and actions during water supply disruption conditions.

Table 19. Emergency demand reduction conditions, triggers and actions (Select all that may apply and describe)

Emergency Triggers	Short-term Actions	Long-term Actions
<input checked="" type="checkbox"/> Contamination <input checked="" type="checkbox"/> Loss of production <input checked="" type="checkbox"/> Infrastructure failure <input checked="" type="checkbox"/> Executive order by Governor <input checked="" type="checkbox"/> Other: _____	<input type="checkbox"/> Supply augmentation through _____ <input checked="" type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Water allocation through _____ <input checked="" type="checkbox"/> Meet with large water users to discuss their contingency plan.	<input checked="" type="checkbox"/> Supply augmentation through emergency sources <input checked="" type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Water allocation through _____ <input checked="" type="checkbox"/> Meet with large water users to discuss their contingency plan.

Notification Procedures

Table 20. Plan to inform customers regarding conservation requests, water use restrictions, and suspensions

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
<input checked="" type="checkbox"/> Short-term demand reduction declared (< 1 year)	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input checked="" type="checkbox"/> Other: Code Red	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	Mahnomon County White Earth Nation State of MN
<input checked="" type="checkbox"/> Long-term Ongoing demand reduction declared	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input checked="" type="checkbox"/> Other: Code Red	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	Mahnomon County White Earth Nation State of MN
<input checked="" type="checkbox"/> Governor's critical water deficiency declared	<input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input type="checkbox"/> Direct customer mailing, <input type="checkbox"/> Press release (TV, radio, newspaper), <input type="checkbox"/> Meeting with large water users	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	See above

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
	(> 10% of total city use) <input type="checkbox"/> Other: _____		

Enforcement

Does the city have a critical water deficiency restriction/official control in place that includes provisions to restrict water use and enforce the restrictions? (This restriction may be an ordinance, rule, regulation, policy under a council directive, or other official control) Yes No

If yes, attach the official control document to this WSP as **Appendix 7**.

If no, the municipality must adopt such an official control within 6 months of submitting this WSP and submit it to the DNR as an amendment to this WSP.

Irrespective of whether a critical water deficiency control is in place, does the public water supply utility, city manager, mayor, or emergency manager have standing authority to implement water restrictions? Yes No

If yes, cite the regulatory authority reference: _____.

If no, who has authority to implement water use restrictions in an emergency?

City Council *

***The city will be revising its ordinance to authorize a staff member and a backup staff member to implement water restrictions.**

PART 3. WATER CONSERVATION PLAN

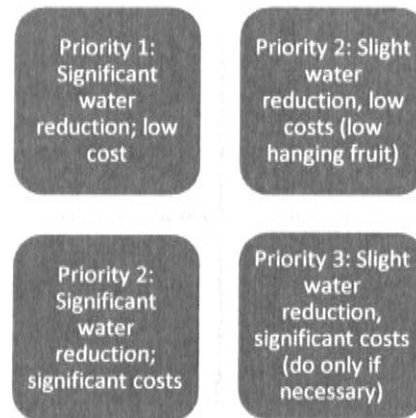
Minnesotans have historically benefited from the state's abundant water supplies, reducing the need for conservation. There are however, limits to the available supplies of water and increasing threats to the quality of our drinking water. Causes of water supply limitation may include: population increases, economic trends, uneven statewide availability of groundwater, climatic changes, and degraded water quality. Examples of threats to drinking water quality include: the presence of contaminant plumes from past land use activities, exceedances of water quality standards from natural and human sources, contaminants of emerging concern, and increasing pollutant trends from nonpoint sources.

There are many incentives for conserving water; conservation:

- reduces the potential for pumping-induced transfer of contaminants into the deeper aquifers, which can add treatment costs
- reduces the need for capital projects to expand system capacity
- reduces the likelihood of water use conflicts, like well interference, aquatic habitat loss, and declining lake levels
- conserves energy, because less energy is needed to extract, treat and distribute water (and less energy production also conserves water since water is used to produce energy)
- maintains water supplies that can then be available during times of drought

It is therefore imperative that water suppliers implement water conservation plans. The first step in water conservation is identifying opportunities for behavioral or engineering changes that could be made to reduce water use by conducting a thorough analysis of:

- Water use by customer
- Extraction, treatment, distribution and irrigation system efficiencies



- Industrial processing system efficiencies
- Regulatory and barriers to conservation
- Cultural barriers to conservation
- Water reuse opportunities

Once accurate data is compiled, water suppliers can set achievable goals for reducing water use. A successful water conservation plan follows a logical sequence of events. The plan should address both conservation on the supply side (leak detection and repairs, metering), as well as on the demand side (reductions in usage). Implementation should be conducted in phases, starting with the most obvious and lowest-cost options. In some cases, one of the early steps will be reviewing regulatory constraints to water conservation, such as lawn irrigation requirements. Outside funding and grants may be available for implementation of projects. Engage water system operators and maintenance staff and customers in brainstorming opportunities to reduce water use. Ask the question: "How can I help save water?"

Progress since 2006

Is this your community's first Water Supply Plan? Yes No

If yes, describe conservation practices that you are already implementing, such as: pricing, system improvements, education, regulation, appliance retrofitting, enforcement, etc.

If no, complete Table 21 to summarize conservation actions taken since the adoption of the 2006 water supply plan.

Table 21. Implementation of previous ten-year Conservation Plan

2006 Plan Commitments	Action Taken?
Change water rates structure to provide conservation pricing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Water supply system improvements (e.g. leak repairs, valve replacements, etc.) The city did a 2008 CIP project replacing water mains along North and South Main Street. Several water main leaks were also replaced since the last plan update. The city also installed new water meters and meter reading system.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educational efforts The city provides toilet tank leak detecting tablets to residents, if they are concerned about leaks in their home. The city has also worked with the MRWA to do some education within the K-12 school.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New water conservation ordinances	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rebate or retrofitting Program (e.g. for toilet, faucets, appliances, showerheads, dish washers, washing machines, irrigation systems, rain barrels, water softeners, etc.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Enforcement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Describe other The city purchased a new water meter system which has a leak detection system. Each quarter the system generates a report identifying which properties may have a potential leak and the city notifies the property owner letting them know.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

What are the results you have seen from the actions in Table 21 and how were results measured?

Water usage has remained very stagnant over the past 10 years. However, the city has seen some reductions in water usage among our commercial and industrial clients. This is a result of a substantial sewage increase the city did in 2016, as well as several of our businesses taking advantage of several conservation efforts.

A. Triggers for Allocation and Demand Reduction Actions

Table 22. Short and long-term demand reduction conditions, triggers and actions

Objective	Triggers	Actions
Protect surface water flows	<input type="checkbox"/> Low stream flow conditions <input type="checkbox"/> Reports of declining wetland and lake levels <input type="checkbox"/> Other: _____	<input type="checkbox"/> Increase promotion of conservation measures <input type="checkbox"/> Other: _____
Short-term demand reduction (less than 1 year)	<input checked="" type="checkbox"/> Extremely high seasonal water demand (more than double winter demand) <input type="checkbox"/> Loss of treatment capacity <input checked="" type="checkbox"/> Lack of water in storage <input checked="" type="checkbox"/> State drought plan <input type="checkbox"/> Well interference <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Supply augmentation through ____ <input type="checkbox"/> Water allocation through ____ <input checked="" type="checkbox"/> Meet with large water users to discuss user's contingency plan.
Long-term demand reduction (>1 year)	<input checked="" type="checkbox"/> Per capita demand increasing <input checked="" type="checkbox"/> Total demand increase (higher population or more industry). Water level in well(s) below elevation of the five year average <input type="checkbox"/> Other: _____	<input type="checkbox"/> Develop a critical water deficiency ordinance that is or can be quickly adopted to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Enact a water waste ordinance that targets overwatering (causing water to flow off the landscape into streets, parking lots, or similar), watering impervious surfaces (streets, driveways or other hardscape areas), and negligence of known leaks, breaks, or malfunctions. <input checked="" type="checkbox"/> Meet with large water users to discuss user's contingency plan. <input checked="" type="checkbox"/> Enhanced monitoring and reporting: audits, meters, billing, etc.
Governor's "Critical Water Deficiency Order" declared	<input checked="" type="checkbox"/> Describe	<input checked="" type="checkbox"/> Enact a water/waste ordinance, send out communications, and meet with large water users

B. Conservation Objectives and Strategies – Key benchmark for DNR

This section establishes water conservation objectives and strategies for eight major areas of water use.

Objective 1: Reduce Unaccounted (Non-Revenue) Water loss to Less than 10%

Is your five-year average (2005-2014) unaccounted Water Use in Table 2 higher than 10%?

Yes No

What is your leak detection monitoring schedule? (e.g. Monitor 1/3rd of the city lines per year)

The city does not have a leak detection monitoring schedule nor has it conducted a water audit. The city is in the processing of establishing a leak detection monitoring schedule in 2018, with the assistance of the Minnesota Rural Water Association (MRWA). When the schedule is completed, we will pass it onto you. The city is also working with MRWA to conduct a water audit on an annual basis.

What is the date of your most recent water audit? NA

Frequency of water audits: yearly other (specify frequency) As needed

Leak detection and survey: every year every other year periodic as needed

Year last leak detection survey completed: None

If Table 2 shows annual water losses over 10% or an increasing trend over time, describe what actions will be taken to reach the <10% loss objective and within what timeframe

Metering

Table 23. Information about customer meters

Customer Category	Number of Customers	Number of Metered Connections	Number of Automated Meter Readers	Meter testing intervals (years)	Average age/meter replacement schedule (years)
Residential	1214	440	435	10	1 / 2026
Irrigation meters					___ / ___
Institutional					1 / 2026
Commercial	120	120	118	NA	1/ 2026
Industrial					1 /2026
Public facilities					1/2026
Other					1/2026
TOTALS	1314	570		NA	NA

For unmetered systems, describe any plans to install meters or replace current meters with advanced technology meters. Provide an estimate of the cost to implement the plan and the projected water savings from implementing the plan.

The city replaced all of the meters in 2015. The cost of the city to purchase and install the new metering system was in excess of \$225,000.

Table 24. Water source meters

	Number of Meters	Meter testing schedule (years)	Number of Automated Meter Readers	Average age/meter replacement schedule (years)
Water source (wells/intakes)	3	Annually	3	1 / 2026
Treatment plant	1	Annually	1	1 / 2026

Objective 2: Achieve Less than 75 Residential Gallons per Capita Demand (GPCD)

The 2002 average residential per capita demand in the Twin Cities Metropolitan area was 75 gallons per capita per day.

Is your average 2010-2015 residential per capita water demand in Table 2 more than 75? Yes No

What was your 2010 – 2015 five-year average residential per capita water demand? 42 g/person/day

Describe the water use trend over that timeframe:

Stable

Table 25. Strategies and timeframe to reduce residential per capita demand

Strategy to reduce residential per capita demand	Timeframe for completing work
<input type="checkbox"/> Revise city ordinances/codes to encourage or require water efficient landscaping.	
<input type="checkbox"/> Revise city ordinance/codes to permit water reuse options, especially for non-potable purposes like irrigation, groundwater recharge, and industrial use. Check with plumbing authority to see if internal buildings reuse is permitted	
<input checked="" type="checkbox"/> Revise ordinances to limit irrigation. Describe the restricted irrigation plan: The city will impose an odd/even ban and then a firm no irrigation ban if warranted.	2018
<input type="checkbox"/> Revise outdoor irrigation installations codes to require high efficiency systems (e.g. those with soil moisture sensors or programmable watering areas) in new installations or system replacements.	
<input checked="" type="checkbox"/> Make water system infrastructure improvements	2018-2022
<input type="checkbox"/> Offer free or reduced cost water use audits) for residential customers.	
<input checked="" type="checkbox"/> Implement a notification system to inform customers when water availability conditions change.	2018
<input type="checkbox"/> Provide rebates or incentives for installing water efficient appliances and/or fixtures indoors (e.g., low flow toilets, high efficiency dish washers and washing machines, showerhead	

Strategy to reduce residential per capita demand and faucet aerators, water softeners, etc.)	Timeframe for completing work
<input type="checkbox"/> Provide rebates or incentives to reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
<input type="checkbox"/> Identify supplemental Water Resources	
<input checked="" type="checkbox"/> Conduct audience-appropriate water conservation education and outreach.	2018 (on-going)
<input checked="" type="checkbox"/> Describe other plans- provide a way for users to check their water usage and consumption in real-time	2018

Objective 3: Achieve at least 1.5% annual reduction in non-residential per capita water use

(For each of the next ten years, or a 15% total reduction over ten years.) This includes commercial, institutional, industrial and agricultural water users.

Table 26. Strategies and timeframe to reduce institutional, commercial industrial, and agricultural and non-revenue use demand

Strategy to reduce total business, industry, agricultural demand	Timeframe for completing work
<input checked="" type="checkbox"/> Conduct a facility water use conservation plan for the top 10 water users	2020-2022
<input type="checkbox"/> Install enhanced meters capable of automated readings to detect spikes in consumption	
<input type="checkbox"/> Compare facility water use to related industry benchmarks, if available (e.g., meat processing, dairy, fruit and vegetable, beverage, textiles, paper/pulp, metals, technology, petroleum refining etc.)	
<input type="checkbox"/> Install water conservation fixtures and appliances or change processes to conserve water	
<input checked="" type="checkbox"/> Repair leaking system components (e.g., pipes, valves)	2018 and on-going
<input type="checkbox"/> Investigate the reuse of reclaimed water (e.g., stormwater, wastewater effluent, process wastewater, etc.)	
<input type="checkbox"/> Reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
<input type="checkbox"/> Train employees how to conserve water	
<input type="checkbox"/> Implement a notification system to inform non-residential customers when water availability conditions change.	
<input type="checkbox"/> Nonpotable rainwater catchment systems intended to supply uses such as water closets, urinals, trap primers for floor drains and floor sinks, industrial processes, water features, vehicle washing facilities, cooling tower makeup, and similar uses shall be approved by the commissioner. <u>Plumbing code 4714.1702, Published October 31, 2016</u>	
<input type="checkbox"/> Describe other plans:	

Objective 4: Achieve a Decreasing Trend in Total Per Capita Demand

Describe the trend for each customer category; explain the reason(s) for the trends, and where trends are increasing.

The city foresees the trend for residential, institutional, commercial, and industrial use to be stable.

Objective 5: Reduce Ratio of Maximum day (peak day) to the Average Day Demand to Less Than 2.6

Is the ratio of average 2005-2014 maximum day demand to average 2005-2014 average day demand reported in Table 2 more than 2.6? Yes No

Calculate a ten-year average (2005 – 2014) of the ratio of maximum day demand to average day demand: 2.15

Objective 6: Implement Demand Reduction Measures

Water Conservation Program

Current Water Rates

Volume included in base rate or service charge: 6,000 gallons or ___ cubic feet ___ other

Frequency of billing: Monthly Bimonthly Quarterly Other: _____

Water Rate Evaluation Frequency: every year every ___ years no schedule

Date of last rate change: 1/3/2017

Table 27. Rate structures for each customer category (Select all that apply and add additional rows as needed)

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
Residential	<input type="checkbox"/> Monthly billing <input type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates <input checked="" type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)	<input type="checkbox"/> Uniform <input type="checkbox"/> Odd/even day watering	<input type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)
Commercial/ Industrial/ Institutional	<input type="checkbox"/> Monthly billing <input type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates	<input type="checkbox"/> Uniform	<input type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
	<input checked="" type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)		
<input checked="" type="checkbox"/> Other	Water rates are flat for up to the first 6,000 gallons of water used than there is a higher fee for every 1,000 of additional gallons consumed		

Provide justification for any conservation neutral or non-conserving rate structures. If intending to adopt a conservation rate structure, include the timeframe to do so:

The city does charge a flat fee for each 1,000 gallons used, in excess of the base (which is 6,000 gallons) per quarter. The city is in the process of changing to monthly billing (to become in effect by January 2019) and in that review, the city is going to take the MRWA recommendation to restructure the base rate (for up to 6,000 gallons per quarter to a simple base rate) and then to charge a per 1,000 gallon consumption rate. The city is also investigating a water conservation rate, in which if the city declares a water “emergency” than any residential or commercial entity that exceeds the water usage limit will receive an added penalty rate.

Once the city adopts the new rate (and conservation rate) structure a copy will be provided to the DNR.

Objective 7: Additional strategies to Reduce Water Use and Support Wellhead Protection Planning

Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection

<input checked="" type="checkbox"/>	Participate in the GreenStep Cities Program, including implementation of at least one of the 20 “Best Practices” for water
<input type="checkbox"/>	Prepare a master plan for smart growth (compact urban growth that avoids sprawl)
<input type="checkbox"/>	Prepare a comprehensive open space plan (areas for parks, green spaces, natural areas)
<input checked="" type="checkbox"/>	Adopt a water use restriction ordinance (lawn irrigation, car washing, pools, etc.)
<input checked="" type="checkbox"/>	Adopt an outdoor lawn irrigation ordinance
<input type="checkbox"/>	Adopt a private well ordinance (private wells in a city must comply with water restrictions)
<input type="checkbox"/>	Implement a stormwater management program
<input type="checkbox"/>	Adopt non-zoning wetlands ordinance (can further protect wetlands beyond state/federal laws for vernal pools, buffer areas, restrictions on filling or alterations)
<input type="checkbox"/>	Adopt a water offset program (primarily for new development or expansion)
<input checked="" type="checkbox"/>	Implement a water conservation outreach program

<input type="checkbox"/>	Hire a water conservation coordinator (part-time)
<input type="checkbox"/>	Implement a rebate program for water efficient appliances, fixtures, or outdoor water management
<input checked="" type="checkbox"/>	Other – develop a step-by-step water emergency SOP for the city

Objective 8: Tracking Success: How will you track or measure success through the next ten years?

- a) The DNR Hydrologist will call or visit the community the first 1-3 years after the water supply plan is completed.
- b) They will discuss what activities the community is doing to conserve water and if they feel their actions are successful. The Water Supply Plan, Part 3 tables and responses will guide the discussion. For example, they will discuss efforts to reduce unaccounted for water loss if that is a problem, or go through Tables 33, 34 and 35 to discuss new initiatives.
- c) The city representative and the hydrologist will discuss total per capita water use, residential per capita water use, and business/industry use. They will note trends.
- d) They will also discuss options for improvement and/or collect case studies of success stories to share with other communities. One option may be to change the rate structure, but there are many other paths to successful water conservation.
- e) If appropriate, they will cooperatively develop a simple work plan for the next few years, targeting a couple areas where the city might focus efforts.

C. Regulation

Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies

Regulations Utilized	When is it applied (in effect)?
<input type="checkbox"/> Rainfall sensors required on landscape irrigation systems	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water efficient plumbing fixtures required	<input type="checkbox"/> New development <input type="checkbox"/> Replacement <input type="checkbox"/> Rebate Programs
<input checked="" type="checkbox"/> Critical/Emergency Water Deficiency ordinance	<input checked="" type="checkbox"/> Only during declared Emergencies
<input checked="" type="checkbox"/> Watering restriction requirements (time of day, allowable days, etc.)	<input type="checkbox"/> Odd/even <input type="checkbox"/> 2 days/week <input checked="" type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water waste prohibited.	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Limitations on turf areas (requiring lots to have 10% - 25% of the space in natural areas)	<input type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input type="checkbox"/> Soil preparation requirements (after construction, requiring topsoil to be applied to promote good root growth)	<input type="checkbox"/> New Development <input type="checkbox"/> Construction Projects <input type="checkbox"/> Other
<input type="checkbox"/> Tree ratios (requiring a certain number of trees per square foot of lawn)	<input type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other

Regulations Utilized	When is it applied (in effect)?
<input checked="" type="checkbox"/> Permit to fill swimming pool and/or requiring pools to be covered (to prevent evaporation)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared Emergencies
<input checked="" type="checkbox"/> Ordinances that permit stormwater irrigation, reuse of water, or other alternative water use (Note: be sure to check current plumbing codes for updates)	<input checked="" type="checkbox"/> Describe – establishment of a program to promote reuse of storm water –i.e. rain barrels, etc.

D. Retrofitting Programs

Retrofitting Programs

Table 30. Retrofitting programs (Select all that apply)

Water Use Targets	Outreach Methods	Partners
<input type="checkbox"/> Low flush toilets, <input checked="" type="checkbox"/> Toilet leak tablets, <input type="checkbox"/> Low flow showerheads, <input type="checkbox"/> Faucet aerators;	<input type="checkbox"/> Education about <input checked="" type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization
<input type="checkbox"/> Water conserving washing machines, <input type="checkbox"/> Dish washers, <input type="checkbox"/> Water softeners;	<input type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization
<input checked="" type="checkbox"/> Rain gardens, <input type="checkbox"/> Rain barrels, <input checked="" type="checkbox"/> Native/drought tolerant landscaping, etc.	<input checked="" type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input checked="" type="checkbox"/> Watershed organization

Briefly discuss measures of success from the above table (e.g. number of items distributed, dollar value of rebates, gallons of water conserved, etc.):

The city provides toilet leak tablets to residents free of charge. The city will monitor the number of leak tablets it hands out each year to customers. The County Water Management Organization and tribal DNR also provides education for homeowners interested in planting native landscaping or rain gardens. The city will maintain a tracking log to monitor the number of customers that request educational materials and toilet leak tablets.

E. Education and Information Programs

Proposed Education Programs

Table 31. Current and Proposed Education Programs

Education Methods	General summary of topics	#/Year	Frequency
-------------------	---------------------------	--------	-----------

Education Methods	General summary of topics	#/Year	Frequency
Billing inserts or tips printed on the actual bill		2	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Consumer Confidence Reports		Annual	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Press releases to traditional local news outlets (e.g., newspapers, radio and TV)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Social media distribution (e.g., emails, Facebook, Twitter)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Paid advertisements (e.g., billboards, print media, TV, radio, web sites, etc.)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Presentations to community groups			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Staff training			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Facility tours			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Displays and exhibits			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Marketing rebate programs (e.g., indoor fixtures & appliances and outdoor practices)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community news letters	Water conservation tips and education	Semi-Annual	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Direct mailings (water audit/retrofit kits, showerheads, brochures)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Information kiosk at utility and public buildings			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Public service announcements	Water conservation		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Cable TV Programs			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Demonstration projects (landscaping or plumbing)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
K-12 education programs (Project Wet, Drinking Water Institute, presentations)	MWRA – water education	annual	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community events (children’s water festivals, environmental fairs)	During the county fair and night-to-unit	annual	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community education classes			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Water week promotions	The city promotes water week with a poster contest in the elementary school in conjunction with MWRA	annually	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Website (include address: www.mahnomenmn.org)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Targeted efforts (large volume users, users with large increases)	Creation of a water emergency and conservation plan for the city’s top 10 water users		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Notices of ordinances	Water restrictions		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Emergency conservation notices			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Other: Code Red	Water restrictions		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies

Briefly discuss what future education and information activities your community is considering in the future:

The city will promote water conservation in our semi-annual city wide newsletter and through our partners at community events and fairs.

APPENDICES TO BE SUBMITTED BY THE WATER SUPPLIER

Appendix 1: Well records and maintenance summaries – Staff has been unable to find any older well records.

Appendix 2: Water level monitoring plan

Appendix 3: Water level graphs for each water supply well

Appendix 4: Capital Improvement Plan

Appendix 5: Emergency Telephone List

Appendix 6: Cooperative Agreements for Emergency Services

Appendix 7: Municipal Critical Water Deficiency Ordinance

Appendix 8: Graph of Ten Years of Annual Per Capita Water Demand for Each Customer Category

Appendix 9: Water Rate Structure

Appendix 10: Ordinances or Regulations Related to Water Use

Appendix 11: Implementation Checklist

Appendix 12: Sources of Information for Table 10

APPENDIX 11

IMPLEMENTATION CHECK LIST

Action items	Currently doing or proposed	Frequency	Anticipated start date
Install transducers and Monitor Static levels in each well	proposed	monthly	2019
Testing water source meters of city wells and watertreatment plant	proposed	Annually	2019
Replace old water mains as part of 5 year CIP plan	proposed	annually	2018-2022
Repair or Build new well and seal and abandon well #4	proposed		2019-2020
Require top 5 water users to adopt a water conservation and contingency plan	proposed		2018-2022
Adopt a monthly billing cycle and a monthly rate structure	proposed		2018-2019
Enact and/or a outdoor lawn watering ordinance	proposed		2019
Create an ordinance requiring permits to fill swimming pools, during emergencies	proposed		2019
Allow users to view and monitor water consumption usage	proposed		2019
Create a water conservation rate ordinance	proposed		2019
Create an emergency water conservation SOP plan	proposed		2018
Amend ordinance to authorize staff and a backup to implement water restrictions	proposed		2018
Implement a notification system to inform customers when water availability conditions change	proposed		2018
Conduct audience-appropriate water conservation education and outreach - e.g newsletters and fairs	current	on-going	on-going
Participate in the Green Steps Cities Program	proposed		2018-2020
Provide toilet leak tablets	current		
CCR	current		
Education on water conservation	current		
Replacement of water meters	current		2015-2018
Conduct a leak survey and water audit	proposed	annually	2018-2022
Test residential water meters	proposed	every 10 years	2026

100,

100

MEMO

To: Mayor and Council

From: Mitchell Berg, City Administrator

Date: March 14, 2018

RE: 2017 City of Mahanomen Audited Financial Statements

Background

On the week of February 5-8, the auditors conducted their field work of the city's financials.

The auditors have completed their audit and staff has had a chance to review it, prior to the auditors finalizing it for council approval.

Analysis

Some of the highlights of the audit includes but is not limited to:

- The city's cash and investments in Governmental activities, from 2016 to 2017, saw a decrease of \$139,165 (or 6%). While the city's cash and investments in the city's enterprise funds decreased by \$26,967 (or 2.8%).
- The city has a remaining fund balance of \$196,990 in its debt service fund, after prepaying the remaining debt service on the 2007 GO refunding bond.
- The city's General Fund saw a decrease in its ending fund balance of \$81,544, which is in part because of the \$280,000 lawsuit with the School District.
- In 2017, when taking into account the debt service and capital expenditures the water fund expended \$9,896 more than it took in, the sewer fund took in \$1,756 more than it expended, and the liquor store spent \$35,111 more than it took in for revenues.
- The overall debt for the city decreased by \$486,377, compared from the prior year, this is in large part due to the paying off of the 2007 GO refinancing bond (which equaled \$265,000 of principal). However, the city did add two new debt service note (one for \$100,000 and the other of \$38,656).
- The TIF fund shows a deficit of \$22,557, but this amount will be paid back to the city (with interest over the life of the TIF)— due in part to a loan the city's RLF provided to Gordon Construction for \$34,409.
- Final YTE General Fund revenues were less than what was budgeted, as a result of grants and Bond proceeds the city had anticipated to receive as part of the upcoming 2018 CIP.

- Final YTE General Fund expenditures were less than what was budgeted, as a result in not expending capital improvements. However, the city did expend more on public works capital outlay, in part due to the cost of the TH59 trail and lighting project and the relocation of the storm sewer, as part of the lawsuit with the school district.

Additional items to consider:

- Next year the city will have to comply with another new GAS requirement which will require the city to determine its outstanding health care retiree liability. This is a mandate which will result in the city having to pay for an actuarial to come in and assess the city's net health care retiree liability.

Even though the city currently does not have retirees on our health plan and if they were the city would not be obligated to contribute toward their health insurance costs, the city could still have a potential for liability.

Therefore, GASB is requiring that the city undertake an actuarial study to assess the potential for liability, of which the amount to hire one could cost up to \$3,000.

The City Administrator feels that the hiring of an actuarial is unwarranted at this time. However, the council will need to discuss this as it will ultimately be the council who will need to comply with any auditing standards.

If the council were to concur with the City Administrator the audit, for next year, would result in a modification of our opinion on our Financial statement, of which we already have a modification due to the Fire relief not having an actuarial study done on the fire plan.

RECOMMENDATION

MOTION to accept the 2017 Audited Financial Statements and Management Letter.

MOTION to not pursue an actuarial study to determine the city's net health insurance liability and to accept that the city will receive a material audit finding in the 2018 audit for noncompliance of GASB83.