

Tyler City Council Agenda

Monday, March 2, 2015

7 p.m. – Tyler Fire Hall

1. Call Meeting to Order
2. Approve Agenda and February Minutes
3. Public Express
4. Chat 'n' Chew
5. Correspondence
6. City Council Comments
7. Committee reports
8. Internet discussion
9. Police Chief Report
10. Resolution of Support for Street Funding from the State
11. Utility Clerk resignation
12. Gambling license
13. Credit Card
14. City Administrator/Utility Report
15. City Attorney's Report
16. Approve Bills
17. Closed Session – City Admin review & Union Contract
18. Adjourn

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CITY OF TYLER
MINUTES
FEBRUARY 2, 2015
7:00 PM
TYLER FIRE HALL

Mayor Peterson called the meeting to order at 7:00 p.m. Those present included Mayor Merv Peterson, Council Members Erick Harper, Ivan Petersen, Tim Sanderson, City Administrator Robert Wolfington, Legal Council Glen Petersen, Police Officer Eric Bloch, City Clerk Barb Powell, Mike Bloom, Ron Persoon, Larry Wyttenback, Greg Peter, David Haroldson, Cricket Ratcke, Gary Manson, Darrel Denney, Mark Wilmes.

City Administrator Wolfington requested that 14-B on the agenda, water meter complaint, be placed as an item under the public express, the item was item 8-A.

Motion made by Petersen, seconded by Harper and passed unanimously to approve the agenda with the change of item change 14b to 8a for the February 2, 2015 meeting and passed unanimously.

Motion made by Petersen seconded by Harper and passed unanimously to approve the minutes of the January 5, 2015 meeting.

Tim Sanderson took the oath of office for the position of council member as he could not be at the January 5, 2015 meeting. Mayor Peterson welcomed Tim to the council.

Merv Peterson was elected Mayor which left his seat on the council vacant with two years remaining on the term. The council elected to take applications for the vacant seat and those who were interested were to contact Administrator Wolfington. Administrator Wolfington invited the interested applicants to this meeting. The four interested parties were Gary Manson, Larry Wyttenback, Darrel Denney and Cricket Ratchke. After a question and answer format the council pursued a point based system to select a new council member.

Mayor Petersen thanked all the applicants for coming to the meeting.

After tallying the votes a Motion by Petersen seconded by Sanderson to accept Ratchke as the new council member passed unanimously.

Cricket Ractke read her oath of office as the new council member for the City of Tyler

Committee assignments:

Acting Mayor - Harper

Budget Committee: Merv Peterson, Erick Harper

Public Safety: Merv Peterson

Investment: Merv Peterson, Ivan Petersen

Airport: Ivan Petersen

TRED: Ivan Petersen, Cricket Ratchke

Parks and Rec: Ivan Petersen

Personnel: Erick Harper, Tim Sanderson

Utility: Tim Sanderson

Civil Defense: Tim Sanderson

Library: Cricket Ratchke

Council Member Harper recommended Larry Wyttenback be on the TRED board as he has been working on a possible broadband- fiber optic project in the city. A motion was made by Harper, seconded by Ratchke to have Larry Wyttenback appointed to the TRED board.

Council Comments- Mayor Peterson stated that he and Administrator Wolfington attended the fiber optic meeting with Woodstock telephone.

Correspondence: The City of Tyler received a request from the Lake Benton Lake Improvement District Greg Peter was present to represent the Lake Benton Lake Improvement District. Greg expressed his appreciation for the past years of the city's financial support. The efforts of the LBLID board are to restore the recreational use of the Lake Benton Lake. They are requesting \$2,500 for 2015. The district is in maintenance mode right now the DNR would like the weed to be an invasive weed again. Robert Olsen from the Lincoln County Environmental Office takes samples of the lake in the spring. The board undertook a substantial amount of funds before the chemical treatments and has been paying back the county at \$34,000 per year with two years remaining. The cost of the treatment if they should have to do it again would be in the \$30,000 range. The district continues to tax the area residents and have a special assessment on the farmers that farm around the lake and continue to get donations. Every year with these things the district breaks about even. Motion by Petersen seconded by Harper and passed unanimously to give the Lake Benton Lake Improvement District \$2,500 for the 2015 year.

SRDC- Darrel Denney represented municipalities from Lincoln County but now that he is not on the council the council would have to nominate someone else to represent the County. Administrator Wolfington will continue to get information on this and return to the council.

Public Express: Larry Wyttenback expressed that he has been working with the gentlemen from Woodstock Telephone on the fiber optic opportunities. Larry stated that the initial \$1,000 sign up fee for the business has been dropped. For 20 megabytes and 30 businesses the cost would be \$150 per month for three years. There are three internet companies in town the first one here has not updated any of their lines since they were put in. This is just a business opportunity right now. Larry will get information and come back to the council about putting fiber optic to each business in town.

Ron Persoon was present when the water project was taking place the contractor went to his mothers and installed a new valve. The pipe to the valve had to be moved and the valve started leaking. Ron feels

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since the installer moved the pipe and installed the valve that was leaking he feels the installer should be responsible for the repair of the leak. Administrator Wolfington recommended that the city contact the contractor to notify the subcontractor that the city is not responsible for the repair of the leak which was about \$90.00. Motion by Harper seconded by Ratchke and passed unanimously for the leak bill to be forwarded to the city and the city will pay.

Darrel Denney stated that he has had a small leak in a pipe in his basement. He has asked the utility guys to find the curb stop so that this could be fixed and the city utility personnel cannot find the curb stop. There are two or three other homes that have this same problem.

Police report was given by Officer Bloch. There was a burglary in January and there is a suspect and there was nothing taken so it's a forced entry at this point.

Special Use Permit application: Administrator Wolfington presented a Special use permit application for a residence zoned residential with a special use for their property. Motion made by Petersen, Seconded by Harper and passed unanimously to approve the Special Use Permit

Special Use Permit: Mike Bloom was present to request a special use for his residence as a detailing business in his garage. Motion made by Harper seconded by Sanderson to allow Bloom to have a special use permit with the conditions that there never be more than two customer cars on the premises at a time, all work done in garage and no exterior signage, passed unanimously.

Permit for a Fence: TRED has applied for a permit to put a 6' fence up on the main downtown area where the chat n chew was between The Rock and Beck Agency. Motion made by Petersen seconded by Ratchke and passed unanimously.

Danebod Church has applied for the rental of the Band Shell Park for 2015. Danebod has requested use the band shell park for November 20, 2015 to December 20, 2015. Motion made by Petersen and seconded by Sanderson to allow Danebod Church to rent the bandshell park November 20, 2015 to December 20, 2015 and passed unanimously.

The Rock Christian Group has applied for the rental of the Bank Shell Park for 2015 also. The Rock has requested use of the band shell park for December 21, 2015 to January 21, 2016. Motion made by Peterson seconded by Sanderson and passed unanimously to allow The Rock to rent the band shell park from December 21, 2015 to January 21, 2016.

Administrator Wolfington report:

The snow blower has been fixed. The fixed snow blower was used during the last snow and seemed to work well. David Haroldson has found another used engine that we could purchase for \$750.00 as a spare as these engines are hard to find. Motion by Petersen seconded by Cricket and passed unanimously for the utility department to purchase the engine for \$750.00.

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Administrator Wolfington has received a call from a resident that has their mailbox altered by the snowplow. There is a piece on the top of the mailbox that has gotten knocked off. The council stands on the past policy that unless it is clear negligence from the snow plow operator the resident is responsible for their mailbox.

Administrator Wolfington is requesting that the city purchase a lite tracer for water lines as the cost of \$620.00. The water shut offs that cannot be located by the three residences should be able to locate them with this locator. Motion by Petersen seconded by Ratchke and passed unanimously to purchase a lite tracer water locate for \$620.00

Administrator Wolfington requested work be done to hard wire a generator for the utility building. The cost would be around \$1,000 to \$1,200. Staff can do a majority of the installation. The City could also use the building for emergency placement in storms if we have a generator there. Administrator Wolfington would like to pursue the work a little bit more with council approval.

Motion to approve the bills by Petersen seconded by Sanderson and passed unanimously.

Motion to adjourn by Sanderson seconded by Ratchke and passed unanimously.

Mayor Merv Petersen

ATTESTED BY

City Clerk, Barb Powell

4-1

To: Mayor and City Council
From: City Administrator
Date: March 2, 2015
Subject: Chat 'n' Chew

Memorandum

In December the old Chat 'n' Chew building owned by TRED was demolished. After it was taken down there were concerns expressed about the exposed wall left at the Beck Agency property. Kullen Stanek has asked to address the council regarding the situation.

8-1

To: Mayor and City Council
From: City Administrator
Date: March 2, 2015
Subject: Internet Discussion

Memorandum

During the February regular council meeting, businessman Larry Wyttenback approached the council regarding his efforts to bring fiber optic Internet to Tyler. Mr. Wyttenback has been working with Woodstock Telephone to come up with a proposal for the project. The council indicated that it would take a look at the project during its March meeting. Mr. Wyttenback has been invited back to the present the current status of the project to the council.

10-1

To: Mayor and City Council
From: City Administrator
Date: March 2, 2015
Subject: Resolution of Support for Street
Funding

Memorandum

The League of Minnesota Cities recently sent the City of Tyler a model resolution to support new dedicating funding for city streets.

The League's Board of Directors passed a resolution demonstrating support for new dedicated state funding for city streets. The League is encouraging cities to consider passing the same resolution of support at their next city council meeting.

The resolution supports "an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA (municipal state aid) city street maintenance, construction and reconstruction."

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RESOLUTION # _____
A RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles— or 16 percent—are owned and maintained by Minnesota’s 852 cities; and

WHEREAS, almost 85 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority--and therefore taxpayers--save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF _____
that the City of _____ supports an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction.

ADOPTED by the City of _____ this _____ day of _____, 2015.

To: Mayor and City Council
From: City Administrator
Date: March 2, 2015
Subject: Utility Clerk resignation

Memorandum

Utility Clerk Cindy Koenig has submitted her letter of resignation effective April 1, 2015. Her letter is attached.

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March 2, 2015

Robert Wolfington III

Members of Tyler City Council

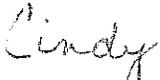
I've been with the City of Tyler since September, 1999, and thought that I would stay here until retirement age; however, I have watched many changes take place throughout those years, and, unfortunately, no longer feel that this is the place for me.

Please accept this letter as official notice of my resignation.

My last day with the City of Tyler will be April 1, 2015. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I will continue to be a citizen of the City of Tyler and I wish all the employees much success in their continued work here.

Sincerely,



Cindy Koenig

12-1

To: Mayor and City Council
From: City Administrator
Date: March 2, 2015
Subject: Gambling License

Memorandum

The Tyler Golf Club has submitted a gambling license application. The application is attached for Council review and approval.

12-2

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.

Application fee (nonrefundable)
 If the application is postmarked or received 30 days or more before the event, the application fee is **\$50**; otherwise the fee is **\$100**.

Organization Information

Organization Name: Tyler Golf Club Previous Gambling Permit Number: X-92647-11-001 & others
 Minnesota Tax ID Number, if any: 9575685 Federal Employer ID Number (FEIN), if any: 41-0707145

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Mailing Address: 420 County Road 7 City: Tyler State and Zip: MN 56178 County: Lincoln

Name of Chief Executive Officer (CEO): Brandon Novak Daytime Phone: 507-247-3242 Email: tylergolfclub@frontier.com

Nonprofit Status

Attach a copy of ONE of the following for proof of nonprofit status:

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Minnesota Secretary of State
 Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Phone: 651-296-2803

IRS income tax exemption (501(c)) letter in your organization's name.
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).
 If your organization falls under a parent organization, attach copies of both of the following:
 a. an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):
Tyler Golf Club

Address (do not use PO box): 420 County Road 7 City or Township: Tyler Zip Code: 56178 County: Lincoln

Date(s) of activity (for raffles, indicate the date of the drawing):
May 1st 2015

Check each type of gambling activity that your organization will conduct:

Bingo* Paddlewheels* Pull-Tabs* Tipboards*
 Raffle (total value of raffle prizes awarded for the year: \$ 2,500.00)

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.mn.gov/gcb and click on *Distributors* under the **LIST OF LICENSEES**, or call 651-539-1900.

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Local Unit of Government Acknowledgment

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: City of Tyler

Signature of City Personnel: _____

Title: _____ Date: _____

Local unit of government must sign.

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county).

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

Chief Executive Officer's Signature

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Brandon L. Novak Date: 2-21-2015

Print Name: Brandon L. Novak

Requirements

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required.

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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March 21st, 2015

Check each type of gambling activity that your organization will conduct:
 Bingo* Paddlewheels* Pull-Tabs* Tipboards*
 Raffle (total value of raffle prizes awarded for the year: \$ 3,000.00)

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

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The application is acknowledged with no waiting period.

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The application is denied.

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Signature of County Personnel: _____

Title: _____ Date: _____

Local unit of government must sign.

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13-1

To: Mayor and City Council
From: City Administrator
Date: March 2, 2015
Subject: Credit Card

Memorandum

The City of Tyler is currently unable to accept credit card payments on our website or at City Hall. City staff has been reviewing options available and would like to present one to the council.

The GovPayNet Solution

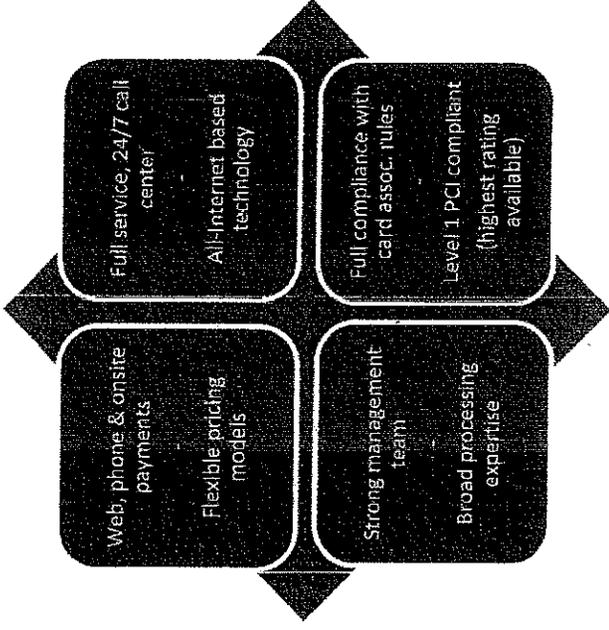
Contents

- About GovPayNet
- **The GovPayNet Solution**
- Payments & More
- Service & Approach
- Innovation
- Featured Relationships
- Implementation
- Keys to Success

The GovPayNet Solution

The GovPayNet payment processing solution is provided at **no cost** to government agencies, although GovPayNet can support flexible pricing models including options for agencies to absorb the GovPayNet service fee. It is a fully Internet-based solution which means no hardware or software costs. With over 17 years of field experience, GovPayNet management and staff are experts in providing these services. GovPayNet accepts the major card brands -- MasterCard, Visa, American Express & Discover, including credit, debit and prepaid debit or any combination. Payments can be made onsite, online and by phone, using PCI Level 1-rated technology and processes.

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14.1

To: Mayor and City Council
From: City Administrator
Date: March 2, 2015
Subject: Administrator/Utility Report

Memorandum

Fire Department Open House – The Tyler Fire Department will be hosting an open house on Tuesday, March 3 for the Townships it services. The Tyler City Council members have been invited to this meeting as well to look at the vehicles and equipment the department is currently utilizing. The Tyler Fire Department has been looking to purchase a new truck and has been working with City Staff to reviewing funding options including grants.

Light Poles – The City of Tyler has been installing new light poles throughout downtown Tyler over the last few years. This year the plan was to install three new light poles.

Frozen Water Lines – Tyler has once again begun to experience frozen water lines as temperatures have dropped in recent weeks. As of the writing of this memo, one line has been identified as frozen in Tyler.

Following the 2011 water project, the council determined it would no longer work on frozen water lines that are on a home owner's property.

I have reviewed what a number of other communities have done with this issue and I will present some recommendations at the meeting.

February 20, 2015

The Tyler volunteer fire department would like to extend an invitation to come to an informational meeting at the Tyler fire hall on March 3, 2015 at 7:00 p.m. Supper will be served by the fire department. Also your fire contracts will be available for your signatures.

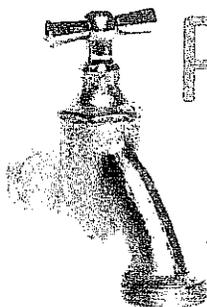
If you have any questions, please contact Tyler City Hall.

Please R.S.V.P. by March 2, 2015 to City Hall, 507-247-5556.

Thank you for your cooperation in this matter.

Tyler Volunteer Fire Department





PREVENTION

To help prevent **FROZEN SERVICE LINES**, here are a few tips and procedures that your system can follow.

The purpose of this policy is to provide procedures to help eliminate frozen water and sewer lines and the process for what happens in the event of frozen water and sewer lines. Procedures identified in this plan are intended to help identify responsibility of maintenance and repair.

Things the water system should consider in a written policy:

- *Spell out ownership of service lines (as according to your city ordinances)** i.e.: city owns the main lines and customer is responsible for service line from corp stop to house/business.
- *Ask residents to monitor water temperature:** Sample verbiage: city will monitor water temperature at specific locations in the system. When the temperature reaches 38 degrees, the city will notify the public to monitor their water temperatures coming into the homes and businesses. Monitor temperature from the faucet that is closest to the water line entry to the home/business.
- *Require residents to run a pencil-sized width stream of water from a faucet:** Sample verbiage: when the water reaches 38 degrees, the city recommends to run the water at a pencil-sized stream (1/4 gallon/minute).
- *Require when residents should start running their tap AND when they should stop.** Residents should have a clear idea of when to start running their tap and when to stop. Sample verbiage: This will not be a short term situation as it will take multiple days, possibly weeks, before the frost levels decrease and the risk of freezing has passed.
- *Inform residents of the cost of running their tap:** Sample verbiage: all water going through the meter will be billed. Water will run at approximately 575-700 gallons/day of usage x 30 days = _____ gallons divided by 1,000 and multiplied by cost per thousand gallons ⁽¹⁾ = _____ per month (divide by 30 for per day). Sewer will be charged on the same formula. Remind residents that thawing a frozen service line varies by contractor and usually the minimum fee is at least \$400. The city does not thaw out frozen services lines and having a contractor perform that service will get expensive.
- OR -***City may decide to reimburse for running water expenses or average-out the water bills during months of running the water.** Sample verbiage: all utility bills will be adjusted based on average usage.
- *Remind residents of the possibility of a sewer backup due to letting the water run.** Remind residents to monitor for frozen sewer lines also due to letting the water run.
- *Have a list of qualified contractors that can thaw frozen service lines available for residents.**

Other Helpful Tools for Prevention of Frozen Service Lines:

- *MRWA has sample policies and procedures regarding frozen service lines available on our web site at www.mrwa.com.
- *AWWA has developed a media kit for customers at www.mnawwa.org.
- *Check out League of Minnesota Cities link for reducing utility bills due to constantly running water at <http://lmcpipeline.blogspot.com/>.

Disclaimer: advice given in this prevention plan is designed to reduce the risk of frozen service lines and is not a guarantee.

⁽¹⁾ Located on current water bill or call city office for rate.

How to Help Prevent Frozen Water Pipes and Water Meters

When below freezing temperatures are sustained over a few days, water pipes and meters that are close to cold air may freeze. The _____ Water Works urges residents to take to steps to prevent water pipes and meter from freezing. Frozen water meters and water pipes can stop water service and may be expensive to repair or replace. Property owners are responsible for protecting both water pipes and the water meter from damage. Preventing pipes and the meter from freezing is easier than trying to thaw them. The _____ Water Works offers these money saving suggestions:

To Help Prevent Frozen Water Pipes

<p>Make frequent use of your water supply: Flowing water often breaks up ice below freezing. When outside temperatures remain below freezing, it's less expensive to run your faucet regularly than for you to repair a frozen or burst pipe.</p>	<p>Eliminate cold drafts near water pipes: Tightly close doors and windows to the outside. Install storm windows on basement windows. Eliminate drafts from crawl space. Fill cracks in walls and around windows. Turn off water connections to garden hose. Connections at an inside valve and drain the exposed piping before freezing temperatures set in.</p>
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Provide warmth to the water pipes:

Open the door to the room where the pipes are located to allow warmth to circulate. Place a lighted bulb near water pipes. Never use open flames. Wrap pipes in insulation or heat tape. If your kitchen or bathroom sink is located against an outside wall, insulate the wall. Open cabinet door below the sink to allow warm air to reach the pipe.

How To Thaw Frozen Water Pipes

The pipes are frozen if no water comes from your faucets when you turn them on. Most likely the pipes nearest a wall, door, window, or along the floor are frozen.

1. Start by opening a faucet near the frozen pipe to release any vapor from the melting ice and so that you'll know when the water starts flowing again.
2. Begin warming the pipes nearest the faucet and work toward the frozen section.
3. Blow warm air on the pipe using a hair dryer. Do not leave the dryer unattended or allow it to overheat.
4. Do not use a blowtorch or open flame to warm pipes. This is a fire hazard and could cause an explosion.
5. Once water has begun to flow again, let a pencil-sized stream of water flow through the faucet until normal heating is restored to the area.
6. Eliminate cold drafts and allow warm air to circulate around the pipes to prevent freezing again.

How To Help Prevent A Frozen Water Meter

It is colder near the floor and along the block wall of a basement than at the ceiling, so make sure warm air is allowed to circulate around your meter. Follow the previous instruction about preventing freezing frozen water pipes. If your meter is in a separate room, leave the door open to this room to allow warmth to circulate. If your meter is in a cabinet, open the cabinet door. If the meter is in an outdoor pit, check to see that the cover fits properly and that it has no cracks into which cold wind can blow. The pipes, valves and the meter inside such pits should not touch the concrete walls.

If you suspect damage to water pipes or the water meter, call the _____ Water Works Monday-Friday, 8:00 a.m. to 4:30 p.m., at _____.