

**CITY OF HANCOCK
SPECIAL COUNCIL MEETING MINUTES
TUESDAY FEBRUARY 5, 2019**

Special Meeting

Call to order at 5:32 p.m. and pledge of allegiance was led by Mayor Haeussler
Roll Call and verification of quorum

Present: Councilors Lytle, Warstler, Haeussler, Slivon, LaBine
Absent: Blau, Seguin

Staff present: City Manager Barry Givens, DPW Director Bill Marlor

Motion by Councilor Lytle and seconded by Councilor LaBine to approve the agenda:

Yes: All

No: None

Motion Carried

Public Comment: None

Mayor John Haeussler:

Special meeting requested by Mayor Haussler after discussion with the City Clerk and City Manager late this past Friday afternoon. Several citizens have contacted the City to inquire about letting their water run to prevent freezing however the current 2014 policy only includes those with a freeze up within the last 3 years. Mayor Haussler prepared a draft amended "Let Run" policy to eliminate the 3 year freeze up requirement to allow residents to become eligible to let their water run to prevent freezing and request a motion and second to amend the policy.

Motion by Councilor Lytle and supported by Councilor Warstler to adopt the 2019 Let Run Policy.

Discussion:

Councilor Lytle indicated it was acceptable for the short term but should be further analyzed for a long-term solution. Possible alternatives include a graduated fee schedule. Should consult the HEAT team and possible incentives to consumers to prevent future freeze ups.

Councilor Slivon asked who initiates a let run notice, how it is determined and how it is announced. The City Manager initiates the let run notice after monitoring temperatures, duration of freezing temperatures, frost depths, consultation with the DPW director and area pipe thawing contractors. The City announces the let policy via the City's listserv, City website and through media contacts.

Councilor Warstler indicated the City should look at incentives to assist consumers it preventing future freeze ups.

Councilor LaBine asked how long the let run will be in effect and would like future review of the policy to assure there is not abuse or lack of effort to address freezing issues. The City Manager indicated it could extend for 2 months but it is weather dependent the and the City will announce when consumers can stop running their water.

There being no further discussion Mayor Hausseler called for the vote.

Yes: Lytle, Warstler, LaBine, Slivon, Hausseler

No: None

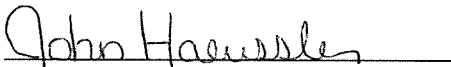
Motion Passed


Motion by Councilor LaBine and supported by Councilor Slivon to adjourn at 6:01 p.m.

Yes: All

No: None

Motion Carried


John Hausseler, Mayor


Barry Givens, City Manager

CITY OF HANCOCK
Winter Water “Let Run” Policy

Adopted: by the Hancock City Council on February 5, 2019

Effective Date: Immediately (including all of current “Let Run” period)

Replaces previous Winter Water “Let Run” Policy adopted on November 19, 2014

City of Hancock (aka “the City” or “City”) Winter Water “Let Run” Policy

During any City-determined “Let Run” period, City water customers may run water up to a maximum of 11,000 gallons in any month over and above the customer’s average monthly usage at no cost to the customer above that associated with the customer’s average monthly usage. The customer’s average monthly usage is defined as the mean monthly usage from the twelve (12) monthly bills for the applicable address/property immediately preceding the City-determined “Let Run” starting date and exclusive of any previous City-determined “Let Run” periods within the 12-month period. The City will determine the start and end dates of allowable “Let Run” periods based on weather conditions and/or forecasts.

This 11,000-gallon monthly credit is based on a maximum water flow of one-fourth ($\frac{1}{4}$) gallon per minute. The City recommends that only one cold-water faucet be run at a location selected by the water customer. The City urges water customers to monitor their water flow so as not to exceed the one-fourth ($\frac{1}{4}$) gallon per minute rate. This flow may be verified by timing the running of water into a one-gallon container such that the container fills up in [not less than] four (4) minutes.

During City-determined “Let Run” periods, City water customers utilizing this policy:

- are responsible for payment of water and sewer bills based on the customer’s average monthly usage (as defined above) and any usage that exceeds the City’s 11,000-gallon monthly “Let Run” credit as described in this policy; and
- will be charged current water and sewer rates up to the customer’s average monthly usage (as defined above); and
- will be charged current wholesale water and sewer rates for any usage above the customer’s average monthly usage (as defined above).

For example, during a City-determined “Let Run” period, a City water customer utilizing this policy and with an average monthly usage (as defined above) of 4,000 gallons will be charged as follows in any month:

- gallons 0 to 4,000: current water and sewer rates with customer responsible for payment;
- gallons 4,001 to 15,000: current wholesale water and sewer rates, the charges for which will be credited back to the customer by the City (thus the usage will be at no expense to the customer);
- gallons 15,001 and above: current wholesale water and sewer rates with customer responsible for payment.

For City-determined “Let Run” periods that extend for less than a calendar month (or City billing period), the City may prorate the 11,000-gallon monthly credit based on the length of the allowable “Let Run” period. The City is not responsible for payment of any usage by water customers prior to the City-determined “Let Run” start date or following the City-determined “Let Run” end date.

The City is not responsible for any cost associated with the thawing of any water service line (lateral) freeze-ups or household freeze-ups.

TO BE ADDED TO THE “LET RUN” LIST AND UTILIZE THIS WINTER WATER “LET RUN” POLICY, THE CITY REQUIRES WATER CUSTOMERS TO AFFIRM THEIR ACCEPTANCE OF THIS POLICY IN WRITING PRIOR TO ANY CREDIT BEING GRANTED. THIS MUST BE DONE FOR EACH “LET RUN” PERIOD AS DETERMINED BY THE CITY.

CITY OF HANCOCK
WINTER WATER "LET RUN" POLICY
WATER CUSTOMER ACCEPTANCE FORM

I, _____, do hereby acknowledge receipt of the City of Hancock's Winter Water "Let Run" Policy and agree to abide by the policy including paying the current City water and sewer rates for my average monthly usage (as defined in the policy as customer's average monthly usage) and the current City wholesale water and sewer rates for any usage that exceeds my average monthly usage and the City's 11,000-gallon monthly credit.

Name

Address

Signature

Phone Number