

**Lanesboro Public Utilities
Regular Meeting, City Council Chambers
Tuesday, August 16, 2016 5:30 p.m.**

Commissioners Present: Tom Dybing, Theresa Coleman, and Char Brown

Absent: None

Staff Present: Jim Peterson and Michele Peterson

Visitors: Michael Brown, Pam and Jim Watson, and Tom Nigon

Call to Order: Commissioner Dybing called the meeting to order at 5:30 p.m.

- A. **Agenda:** No additions or corrections were made.
- B. **Consent Agenda:** Commissioner Brown motioned to approve the consent agenda as submitted. Commissioner Dybing seconded the motion. Motion carried all in favor.
 - 1. Minutes of the Regular Meeting, July 19, 2016
 - 2. Accounts Payable
- C. **Staff Update:** Jim Peterson noted that the day to day activities were moving along smoothly. They are currently waiting for a contractor to replace 3 fire hydrants, 2 on the north side of town and 1 on the south side. Administrator Peterson relayed that she had sent out an initial copy of the budget for 2017. Jim Peterson was provided a hard copy for evaluation.

Regular Business

- A. **Tom Nigon – Electric Conversion Study:** Tom Nigon was present to discuss the findings of the Electric Conversion Study. Although three options were presented, the recommendation was to convert the distribution from delta 2.4kV to 4.2 Wye. He provided back up information to support his findings. Member Coleman inquired as to the cost of the design portion of the project. Nigon stated approximately \$2000 - \$3000; this stage would have a 2-3 week timeline as well. Member Coleman motion to hold a Special public meeting of the LPU in order to disburse information regarding the proposed project with the public. The meeting will be held Monday August 29, 2016 at 6:00p.m. Member Brown seconded the motion. Motion carried all in favor. Nigon will verify schedule and cost with Administrator Peterson. He will also attend the Special meeting, and provide documentation to hand out. Member Brown noted the safety importance for completing this project, as well as requested information regarding brown outs be part of the documentation. Administrator Peterson will post the notice for the special meeting in the newspaper, on the website, in an email blast, as well as place on Facebook in an effort to reach LPU customers.
- B. **Water Discussion:** Administrator Peterson shared the information within the email from Davy Engineering. Member Brown provided information on what the meaning of “artesian” is. At this time the commission did not feel that it wanted to be involved in marketing for a business.
- C. **MPCA – Sewer Concern:** Jim Watson owner of the Red Hotel, located at 106 Parkway Avenue North, was present to discuss the issue of a broken sewer line in the street. Several concerns have been brought forward since the initial event in May of this year. Watson noted that they

are concerned with the depth level of the frost, stating each year it is getting deeper. Watson also noted concerns with public expenditures, as well as public notification of previous projects. Member Coleman recommended the option to having the cost of the repair assessed to their property taxes. Watson stated concern that the Mayor had not followed through in contacting Representative Davids as promised. Administrator Peterson spoke with Representative Davids and he did confirm speaking with Mayor Krom with regards to this issue. Although Davids did not have any new information, he was able to contact MnDOT previously, which then provided background information to the City Office with regards to the weight limits and the history of the height of the street. Member Dybing stated that according to our ordinance it is the property owner's responsibility for repairs from the main. Watson requested that LPU have the main videoed to determine if there were any needed repairs there. The commission did not feel this was a necessary step. Member Dybing stated that any repairs would be determined through the discovery process. If during the repair of their line, a problem with the main was determined the LPU would become involved.

D. CIP Discussion: Administrator Peterson provided a brief overview of the presentation given by financial advisor Mike Bubany. Discussion was had regarding the availability of moving different funds to assist with Public Works projects. Peterson will research and provide information next month.

E. Continued Business:

- a) Electric Utility Ordinance: Member Brown noted three clerical errors, as well as a change in section P, restating item 1 and moving this line to section M. The line will read "All new permanent service conductors shall be installed from the point of service entrance to the service location underground." Member Brown motioned to forward the electric ordinance to the City Council for consideration with the changes suggested. Member Coleman seconded the motion. Motion carried all in favor.

F. Miscellaneous:

- a) Circle Drive: Member Brown asked for an update on the water connections for the properties on Circle Drive. Administrator Peterson noted that through research with Attorney Manion it was discovered that there is not a utility easement that would allow LPU to enforce the proper connections. Peterson will work with Attorney Manion to draft a letter to be sent out to property owners, the letter will be reviewed by the commission next month. The letter is to note there are funds up to \$500 available to property owners to make the connection, as well there will be a cutoff date that service from LPU will no longer be available on the current connections.
- b) Tim Renken: Member Brown inquired if there was an update on the progress Mr. Renken was making with evaluating our sewer needs. Jim Peterson noted that he had spoken with Renken earlier this summer. Renken stated he could not complete the evaluation at this time due to the lack of knowing what our requirements from the State will be. Once this information is attained, he will be able to help with an evaluation. It was noted also that an email had been received from the MPCA, noting the application for reissuance permit had been received. The email also noted that "Continuing to use an expired permit beyond its expiration date is covered by Minnesota Rules (Minn.R.7001.0160)."

- c) SEARCH Grant and contract with Davy Engineering: Member Brown asked that this topic be discussed next month. Administrator Peterson noted she would follow up with the USDA on questions with the SEARCH grant. Brown proposed the idea of terminating the contract with Davy Engineering due to a lack of public approval as well there is not public record of the approval of the contract. This way a future project for the sewer could be put out for bid.
- d) Division of Water Funds: Member Coleman inquired regarding the division of revenue for the water fund. Administrator Peterson will present a resolution to move funds between fund accounts at next month's meeting.
- e) Slant Avenue: Member Brown asked if the property owner had been notified, Administrator Peterson noted that the only contact number the office had been disconnected. Member Coleman provided an additional phone number, Peterson will contact.

Next Meeting: Tuesday, September 20th, 2016 at 5:30 p.m.

Adjourn Regular Meeting: Motion was made by Commissioner Coleman to adjourn the regular meeting of the PUC at 6:38 p.m. Motion was seconded by Commissioner Dybing. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk