

Lanesboro Public Utilities
Regular Meeting, City Council Chambers
Tuesday, January 16th, 2017 5:30 p.m.

Commissioners Present: Tom Dybing, Char Brown, and Jeff Boland

Absent: None

Staff Present: Jerod Wagner and Jim Peterson

Visitors: Michael Brown, and Tom Smith

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

- **Agenda:** Member Brown motioned to approve the agenda with the additions of: Electric Infrastructure Upgrade and Little Norway Drip Line to Projects, and Salary Equity Analysis to Miscellaneous. Member Dybing seconded the motion. Motion carried, all in favor.
- **Consent Agenda:** Member Brown motioned to approve the Consent Agenda as submitted:
 - Minutes of the Regular Meeting, December 19th, 2017
 - Accounts PayableMember Dybing seconded the motion. Motion carried all in favor.
- **Council Liaison Update:** Tom Smith reported that the Council had approved the completion of the Preliminary Engineering Report. He also noted that the Council is discussing the idea of paving the remainder of Zenith Street, as well as looking into the cost of burying power lines.

Regular Business

- A. Election of Chairperson:** Member Brown made a motion to nominate Tom Dybing. Member Boland seconded the motion. Motion carried with members Brown and Boland voting yes, member Dybing abstained.
- B. Youth Seat:** Member Brown made a motion to approve the adoption of a youth seat on the board. Member Dybing seconded the motion. Motion carried all in favor.
- C. Projects:**
 - 1. Waste Water Treatment Facility Repairs:** Peterson noted that the last update to the facility was over 20 years ago. Approximately 12 years ago some parts had to be manufactured and replaced. He noted that there are several components that are rusting out, and concern was felt that those parts may need to be replaced.
 - 2. Waste Water Treatment Preliminary Engineering Report:** Consideration to how the sludge will be handled will be given. Staff member met with Bolton & Menk engineers last week to begin the process of completing the report. It was also noted that the Waste Water facility should also be connected to the SCADA system, to ensure any concerns are met as quickly as possible.
 - 3. Bury electrical lines at Dam:** A bid opening of February 22nd at 10:00 a.m. has been set; work would be set to begin after May 1st.
 - 4. Hydro Updates during Dam Repair:** The plan is to replace the gates during the dam repair, as well as have operations set to the SCADA system.

5. **Switchgear Update:** A bid opening of February 22nd at 10:00 a.m. has been set.
6. **Bury electrical lines parallel to Kirkwood:** Star Energy is working to complete a plan for moving the electrical lines out of the rear of the properties, to the front. The lines would then be buried along the front of the property.
7. **Bury electrical lines along alley Downtown:** Star Energy is working on an estimate for this project. It was noted that Public Utilities does not pay for the process to bury electrical lines, rather the property owner covers that expense.
8. **CIP – Electric Charging Stations:** Administrator Peterson noted that this project is in progress, she will be looking to talk with vendors next.
9. **Electric Rate Study:** Administrator Peterson was not able to find the exact last time a rate study was completed, noting for sure it had been over 5 years. Member Brown recommended bringing this item back in a couple of months, with the intention to have the study completed by July 2018.
10. **Replacing old secondary's:** Star Energy recommended working with local contractors for this project. They felt it would be more cost effective to do it that way, rather than having the project engineered.
11. **Electric Infrastructure Upgrade:** It is estimated that Legacy will be back in town the week of April 16, to complete their portion of the project.
12. **Little Norway Drip Line:** Peterson and Wagner reported that the dripline has been shut off; the water is now running through Power Plant, therefore eliminating any possible backflow concern. This issue will be included in the Preliminary Engineering Report for the Waste Water Treatment Facility.

D. Miscellaneous:

1. **Salary Equity Analysis:** Member Brown discussed the idea of completing a salary equity analysis, as well as updating current job descriptions. No action was taken.
2. **Open Meeting Law:** Member Brown gave a brief overview of the open meeting law rules.

Next Meeting: Tuesday, February 20, 2017 at 5:30 p.m.

Adjourn Regular Meeting: Motion was made by Member Brown to adjourn the regular meeting of the Public Utilities Commission at 6:29 p.m. Motion was seconded by member Boland. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk