

**Lanesboro Public Utilities
Regular Meeting, City Council Chambers
Tuesday, April 17th, 2018 5:30 p.m.**

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

Absent: None

Staff Present: Jerod Wagner and Jim Peterson

Visitors: None

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

- A. Agenda and Consent Agenda:** Member Brown motioned to approve the agenda as submitted with the additions of Electric Charging Stations, Voltage Regulator, and job description to miscellaneous; as well as approve the Consent Agenda which included the minutes from March 27th, 2018 and the Accounts Payable. Member Boland seconded the motion. Motion carried all in favor.
- B. Council Liaison Update:** No update was available.
- C. Staff Update:** Jerod Wagner noted the following updates:
- A quote from VIS plumbing has been received for the heating and cooling unit for the office.
 - The installation of the security and camera systems began today. Additional security measures at the water towers and water treatment facility are still being looked in to.
 - Member Brown motioned to approve additional funds of \$7,500 for the procurement of replacement tools. Member Boland seconded the motion. Motion carried all in favor.
 - The Butter Solar project is still scheduled for installation this year.
 - It is estimated that the week of June 18th 2018 the transfer of the electrical system from Delta to Wye will take place.

Regular Business

- A. Capital Improvement Plan Discussion:** Administrator Peterson shared the estimates created by City Engineer Bolton & Menk for the Waste Water Facility, Hwy 250 Project, as well as other City infrastructure needs. Once the audit is complete Peterson will work with Financial Advisor Mike Bubany to create a capital improvement plan.
- B. Miscellaneous**
- a. Electric Charging Stations:** Park Board will review the tentative plans at their next meeting. Peterson will also be attending a meeting at Rochester Public Utilities this Friday with a discussion on electric vehicle charging stations. Peterson hopes to be able to order the units very soon. Member Brown suggested working with the Chamber of Commerce and providing a press release when a date of installation is identified.

- b. Voltage Regulator:** Administrator Peterson will reach out to Bolton & Menk to request a consultation with Jim Peterson and Jerod Wagner regarding the need of a voltage regulator.
- c. Job descriptions:** A draft has been written, however further edits are still needed. A final draft will be presented at the next meeting.
- d. Keys:** It was noted that all facilities have been rekeyed. Commission members suggested looking into keypad entry systems, as well as noted the police department should also have access to the Public Utilities facilities.

Next Meeting: Tuesday, May 15, 2018 at 5:30 p.m.

Adjourn Regular Meeting: Motion was made by Commissioner Boland to adjourn the regular meeting of the PUC at 6:23 p.m. Motion was seconded by Commissioner Brown. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk