

**Lanesboro Public Utilities
Regular Meeting, City Council Chambers
Tuesday, May 15th, 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:** Member Brown motioned to approve the agenda with the additions of Verizon Wireless and Staff Changes. Member Boland seconded the motion. Motion carried all in favor.
- B. Consent Agenda:** Member Brown motioned to approve the agenda as submitted. Member Boland seconded the motion. Motion carried all in favor.
- C. Council Liaison Update:** Council member Smith noted during the last Council meeting the paving of the remainder of Zenith Street was approved, the trees along Zenith Street will not be grubbed out, the draft version of the wellhead protection plan was approved, a wine and beer license for Home Sweet Home was approved, funding was approved for a County housing study, and approval was given to apply for funding for a municipal garage and bathrooms.
- D. Staff Update:** Jerod Wagner noted the following updates:
 - Wagner was able to speak with Tom Nigon regarding the need for a voltage regulator. Nigon noted that it is a very difficult installation. The commission requested this topic be brought back for further discussion in August of 2018.
 - Discussions are being continued with Bolton & Menk and the DNR regarding Hydro operation requirements.
 - Some tools have been purchased, although there are still more to acquire.

Regular Business

- A. 2017 Audit Presentation:** Jason Boynton with Smith Schafer gave a presentation of the summary of the 2017 Lanesboro Public Utilities Audit. No concerns noted, he encouraged adjusting rates to appropriately address needs and plan for the future.
- B. MPCA Award:** A Certificate of Commendation was awarded to the Lanesboro WWTP and its wastewater treatment facility staff. Jim Peterson noted this is only the second time we have received this award.
- C. Review of Permit:** Jim Peterson noted that although the limits remain the same from our last permit, additional monitoring is being requested. Concern was noted regarding a required 20% reduction of nitrates by 2025.
- D. UMMEG and Solar Update:** Jerod Wagner attended the May 9th UMMEG meeting. It was noted that there is a 79% chance that Lanesboro will be dispatched in 2018.

The solar panels will be a tracking system and therefore will have an increased production of 65% of the nameplate average. Installation is set to begin the first quarter of 2019, with installation being complete during the second quarter of 2019.

- E. Repairs at Waste Water Treatment Facility:** Wagner and Peterson noted some necessary repairs to the facility. Member Brown motioned to approve staff proceeding with the repair and replacement of existing parts to the bar screen and controls, the primary clarifier, and the trickling filter distribution arm and seal with continued monthly updates to the commission. Member Boland seconded the motion. Motion carried all in favor.
- F. Verizon Wireless:** Staff and commission members reviewed the potential sites and installation information. A concern was noted regarding the current condition of a few of the poles at the projected sites, and whether or not they would need to be replaced. Additionally a concern was noted for who pays for the removal and replacement of equipment if repairs need to be done to the facility.
- G. Staff Changes:** Administrator Peterson noted the Council accepted the resignation of Public Works director Andy Drake. The Council is requesting a meeting with staff to discuss options moving forward and requested that a representative from the Commission participate as well. Member Brown noted that an option could be to look at hiring out for certain services. Discussion continued with the possibility of also hiring another staff member for Public Utilities, due to the possible upcoming retirement. The idea being to have someone trained, and understand our facilities prior to a retirement. The meeting will be held Monday, May 21st, 2018 at 11:00 a.m., from there a special meeting may need to be called.
- H. Continued Business**
 - 1. Job Description / Salary Discussion:** Possible job descriptions and salary surveys have been attained, however given the possible restructuring of staff this item will be continued to be discussed.

Next Meeting: Tuesday, June 19th, 2018 at 5:30 p.m.

Adjourn Regular Meeting: Motion was made by Commissioner Brown to adjourn the regular meeting of the Public Utilities Commission at 7:10 p.m. Motion was seconded by Commissioner Boland. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk