

Lanesboro Public Utilities
Regular Meeting, City Council Chambers
Tuesday, June 20, 2017 5:30 p.m.

Commissioners Present: Theresa Coleman and Char Brown

Absent: Tom Dybing

Staff Present: Jerod Wagner and Michele Peterson

Visitors: Brian Malm, Andrew Forliti, and Michael Brown

Call to Order: Commission member Coleman called the meeting to order at 5:36 p.m.

- A. Agenda:** Member Brown motioned to approve the agenda with the amendments of: Continued Business to the top of regular business, 2016 Audit thereafter, Museum utilities under Miscellaneous. Member Coleman seconded the motion. Motion carried all in favor.
- B. Consent Agenda:** Member Brown motioned to approve the Consent Agenda:
- Minutes of the Regular Meeting, May 16th, 2017
 - Accounts Payable
- Member Coleman seconded the motion. Motion carried all in favor.
- C. Utilities Staff Update:** Jerod Wagner discussed the following:
- Sewer Cleaning has been completed on Church Hill, several challenging areas were found with several off sets of pipe. All of which have been documented, and will be added to the City GIS map. Within three years it is believed that we will be able to have a complete audit on the entire system. A report of what was found will be available next month.
 - Water service lines have been disturbed during the Auburn / Zenith project.
 - There have been issues with the HMO system at the Water treatment facility. The HMO system removes the radium out of the water. The system is out of warranty. A representative of Tonka the manufacturer will be coming to review the system, as well VIS plumbing has been assisting with repairing the plumbing, and the invoice will be available next month.
 - Wagner noted that the general maintenance of tree trimming; greatly benefited the electric system when reviewing the storm damage from June 16, 2016.
 - The electric conversion project is scheduled to begin July 10th. The portion of the project at the power plant will be completed this fall, some things will be temporary until this portion is complete.
- D. Council Liaison Update:** No update was available.

Regular Business

A. Continued Business:

- 1. Verizon Wireless:** Administrator Peterson noted that Jerod Wagner had met with Verizon representatives and installers the week prior. They will be submitting a formal presentation for the installation of small cell towers. Discussion will be continued.
- 2. Sewer Proposal – Zenith:** Brian Malm with Bolten & Menk provided an estimate of \$4,500 to complete a feasibility study for the proposed project. He offered that one concern would be the planning proposed for this area, noting that once a pressure system was installed that would need to be continued, due to the size of the pipe. The option was provided that a larger pipe could be installed from the main, out to the end of the pavement so that the new pavement would not have to be disturbed if the commission decided to go forward with plan. Member Brown motioned to recommend to the Council to extend gravity sewer to end of pavement. Member Coleman seconded the motion. Motion carried all in favor.

Member Brown motioned to approve the feasibility study for the low-pressure system. Member Coleman seconded the motion. It was estimated that this report could be completed in 30 days. Motion carried all in favor.

- 3. Waste Water Treatment Facility:** Brian Malm also provided insight into this discussion. Malm provided various maps of the potential location. He offered two possibilities, one being a brief overview of similar facilities which would cost \$2,000. Secondly he offered what he felt would be the best option, to complete a facility plan, estimated at \$40,000 - \$50,000. Malm also noted that this report would be required for funding. Member Brown noted that she would like to see the permit from MPCA come in prior to starting a facility plan. Malm agreed that not very much could be completed before understanding the parameters from the state. Further discussion was had regarding the adjacent property which is currently for sale.
- B. 2016 Audit:** Andrew Forliti with Smith Schafer was present to provide an overview of the 2016 audit. After reviewing the information, no questions were discussed.
- C. Dam Repair:** Administrator Peterson discussed the next steps for the dam repair, now that funding has been received from the legislature. Peterson noted that once a contract is in place with the engineer, work will begin to meet with staff to evaluate the needs of the dam as well as the hydro. This will help to determine the scope of the project. Construction is slated for spring/summer of 2018.
- D. Generation update:** Jerod Wagner reviewed the information contained in the packet regarding generation. He noted that the MISO regulation is why we currently have staff on call 24 hours a day. Discussion then turned to the possibility of looking at hiring another individual, to help with on call hours. This discussion will be continued.
- E. Miscellaneous:**
 - 1. 2018 Budget:** Administrator Peterson noted that the process to determine the 2018 budget will begin next month. Members and staff are to prepare ideas for what needs to be included in the budget. It was noted funding for a facility plan, and additional wages for potential new positions should be included.
 - 2. Museum Utilities:** Administrator Peterson presented the Museum Utility Account. Treasurer Michael Brown had identified some concerns with the billing. Peterson noted the REU for 2017 had been incorrectly applied, and recommended a refund of \$232.00. Peterson also stated that the Museum had been incorrectly charged with refuse fees, recommending that the account be credited for 6 years' worth of fees totaling \$480.05. Finally Peterson noted that there does seem to be excessive water usage, and that the museum should look into finding where or why this is happening.

Next Meeting: Tuesday, July 18th, 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 6:43 p.m. Motion was seconded by member Coleman. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk