

Lanesboro Public Utilities
Regular Meeting, City Council Chambers
Tuesday, July 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 regular meeting to order at 5:30 p.m.

- A. Agenda and Consent Agenda:** Member Brown motioned to approve the agenda with the additions of Staff Changes, Diesel Engine, and Electric Vehicle Chargers as well as the Consent Agenda as submitted: Minutes of the Regular Meeting, June 19th, 2018 and Accounts Payable. Member Boland seconded the motion. Motion carried all in favor.
- B. Council Liaison Update:** Council member Smith noted that the main discussion at the previous Council meeting revolved around parking in the downtown area.
- C. Staff Update:** Jerod Wagner provided the following updates:
 - 1. The preconstruction meetings for both the burying of the electrical lines at the dam and on Kirkwood Street as well Power plant update have been completed.
 - 2. Wagner will be meeting with MI Energy to discuss aerial voltage regulators.
 - 3. Bolton & Menk were consulted regarding the ongoing complaints of sewer gas smell in homes along Auburn. After reviewing various possibilities homeowners will be advised to hire licensed Plumber to try and diagnose.
 - 4. The Waste Water Treatment facility is experiencing a problem with larvae. Jim Peterson noted it is worse than it has ever been before. A staff member of Bolton & Menk will come and investigate what exactly it is so that it can hopefully be treated.
 - 5. Staff is working to obtain a quote for replacing both of the pumps at the Waste Water Treatment Facility. It was noted that there is a lead time of 3-7 weeks for replacement parts. The pump near the community center is also in need of replacement parts.
 - 6. Wagner also noted that there is a trend going towards peak metering, and something the commission should keep in mind.
 - 7. The solar project is moving forward, it is due to begin fall or winter of 2018.
 - 8. The old meter reader's software was no longer supported, therefore a new one was purchased.

Regular Business

- A. Dam Update:** An initial archeological study has found Native American Artifacts around the Dam. For this reason further investigation will happen, with the results then being reported to the MN Historical Office. It was discussed that the Hydro is not currently being run due to the fact that a bearing needs to be trued up. In order to do this the canal would need to be dewatered, the hope was to complete this adjustment during the Dam renovation.
- B. Diesel Engine:** Staff acquired a quote for the removal of the decommissioned diesel engine at the power plant. As the engine cannot be used again, the idea is to free up storage space.

Member Brown motioned to recommend to the Council accepting the bid from Farabee Mechanical in the amount of \$73,915 for the removal of the diesel engine. Member Boland seconded the motion. Motion carried all in favor. Council member Smith noted the Council would appreciate an estimate on the additional costs not covered by the quote.

- C. Staff changes:** Member Brown motioned to accept the letter of retirement from Jim Peterson with the date of January 25th, 2019. Member Dybing seconded the motion. Motion carried all in favor.

D. Continued Business

- 1. Job Description / Salary Discussion:** Commission member noted the job descriptions are now complete. Wages ranges were then discussed using the information attained from MMUA, communities up to three times the size of Lanesboro were considered in finding the range:

- Supervisor salary will range from \$25.08 - \$37.53
- Technician salary will range from \$20.26 - \$30.00
- Worker salary will range from \$14.48 - \$17.60

Member Brown motioned to open and post a position for a Technician position. Salary range will be \$20.26 - \$30.00 depending on experience. Member Boland seconded the motion. Member Brown then amended her motion to include an edit on the Job Description in the amount of time allowed to attain the FEMA courses from 6 months to 1 year. Member Boland seconded the amendment to the motion. Motion carried all in favor.

Member Dybing, Council member Smith, Administrator Peterson, Jerod Wagner, and Jim Peterson will serve as the interview committee for the first round. Second round will be completed by the commission as a whole, to offer the position and set the salary amount.

E. Miscellaneous:

- 1. Electric Vehicle:** Units are in and pictures will be taken Wednesday, July 18th. From there Administrator Peterson will send out a press release, and let everyone know they are up and running and ready for charging. A concern for snow plowing was noted, blocks will be placed to ensure the safety of the charging units.

Next Meeting: Tuesday, August 21st, 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 6:39 p.m. Motion was seconded by Commissioner Boland. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk