

Lanesboro Public Utilities
Regular Meeting, City Council Chambers
Tuesday, August 15th, 2017 5:30 p.m.

Commissioners Present: Tom Dybing, Theresa Coleman and Char Brown

Absent: None

Staff Present: Jerod Wagner and Jim Peterson

Visitors: Michael Brown and Steve Fester

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 amendments of: Sewer Fund, Legacy Power Bills, HMO Update and Status, and Policy update for leaks between curb stop and meter to Miscellaneous. Member Coleman seconded the motion. Motion carried all in favor.
- **Consent Agenda:** Member Brown motioned to approve the Consent Agenda:
 - Minutes of the Regular Meeting, July 18, 2017
 - Accounts PayableMember Coleman seconded the motion. Motion carried all in favor.
- **Utilities Staff Update:** Jerod Wagner discussed the following:
 1. Auburn / Zenith Road Project: A water main was moved today that interfered with other infrastructure, at this time most of the Utility work is complete on the project. The remaining work will mainly consist of Storm Water work.
 2. Electric Upgrade: The project is moving along, with the Hill Section almost complete. Discussion was had about ways to notify customers of potential outages. It was noted that with small sections phone calls can be made, however with larger sections of outages other options were needed. Options included updates to the Website, Facebook, Utility Email, and the cable channel. Next week they will me meeting with the contractor to discuss the upcoming schedule. The intention would be to complete the area affecting the school prior to school starting.
- **Council Liaison Update:** Administrator Peterson noted that the contractor with Ayers Associates has been amended to include engineering for the Gates, Channel, and Spillway for the Hydro. As well the grant paperwork for funding the dam is now complete. Therefore Ayers Associates has begun the engineering process of the project.

Regular Business

- A. Sewer Line Review:** Jerod Wagner provided an overview of pictures and information from the Sewer line cleaning and videoing. He noted that during this year's project approximately 1/3 of the original system was reviewed. The plan is to continue the process every year, until the entire system has been cleaned and inspected.
- B. Water Tower Inspection Overview:** KLM Engineering has completed the inspection on both the North and South Water Towers. Reports are available for review. It was noted that the North tower should be resurfaced within 5 years, while the South could be done a few years after that. Administrator Peterson noted that funding will be available for both projects through the Water

Capital Account, each tower is estimated to cost \$250,000 to \$300,000. KLM also recommended the installation of a mixer in each tower to help regulate the temperature throughout the tower.

- C. Wellhead Protection Plan:** Administrator Peterson noted review of the Wellhead Protection Plan, and did not find any concerns. As well Jim Peterson and Jerod Wagner had reviewed the information and also did not find any concerns. Member Brown motioned to recommend the City Council approve forwarding to the State for review of the plan. Member Coleman seconded the motion. Motion carried all in favor.
- D. LPU Priorities – Upgrade, Rate Study, and WWTP:** Administrator Peterson reviewed the information from the City Council. The Council felt the priorities of the Commission should be: The Electric Upgrade, an Electric Rate Study, and the Waste Water. Member Brown inquired as to what spurred this item to be placed on the agenda. Administrator Peterson noted that it was to verify the Council and the Commission was on the same page, working towards the same goal. The Commission did not wish to have a joint meeting with the Council, however asked that more information be discussed at the September Council meeting.
- E. Water Pumped, not billed – next steps:** Jerod Wagner noted that a significant portion of the problem was the bypass into Little Norway. It is estimated that 1,000,000 gallons of water is lost every month that the bypass is running. The main runs along the Coffee Street walking bridge, and therefore is subject to the cold temperature and freezing. Council Member Smith offered a suggestion to insulate the pipe to prevent freezing. Member Brown also suggested drilling a well in that neighborhood. It was noted that there are potentially seven homes in this area. A concern for radium in such a well was also discussed. City Engineer Brian Malm will discuss insights on different options at next month's meeting. Also discussed was that the meters between the water treatment facility and the waste water facility are off daily by 30,000 gallons. The meter at the waste water facility is calibrated two times a year. Wagner and Peterson will look into the need to have the water treatment meters calibrated. Member Brown also offered that Malm noted the engineering for a new Waste Water facility would include a water use analysis, it would provide for a comprehensive assessment of the entire system and ensure the proposal of a properly sized facility.
- F. Continued Business**
 - a. Verizon Wireless:** City Engineer Brian Malm reviewed the proposal from Verizon Wireless and feels that the placement of the utilities is the optimal placement. Wagner and Peterson offered that the electric could come from the opposite direction, and therefore would not need to cross as many streets. Wagner and Peterson will speak with Peter from Edge Consulting to verify the best placement for the electric. Member Brown motioned to recommend approval of the Verizon Small Cell tower installation pending the possible modification of the outcome of meeting with the engineer. Member Dybing seconded the motion. Member Dybing and Brown voted yes, Member Coleman voted no. Motion carried.
 - b. 2018 Budget:** Administrator Peterson provided the initial budget for 2018. Member Brown noted items that needed to be reviewed: Line item for water testing fees, clerical errors, Sewer Feasibility Study, Sewer Extension, Purchase Power, Meter testing and replacement of Electric Meters, Hydro Repairs.
- G. Miscellaneous:**
 - a. Sewer Fund:** Administrator Peterson noted there is a remaining balance of \$166,817.08 in the Sewer Debt Service Fund. Currently all debt has been paid in full. Discussion continued with consideration of whether those funds should be moved to operating, or to a Capital fund. Peterson will verify with City Engineer

and Auditors on whether funds should be moved. Discussion will be continued next month.

- b. Legacy Power Invoices:** Member Brown motioned to approve the payment of the Legacy Power Invoices in the amounts of \$813.50 and \$14,772.95. Member Coleman seconded the motion. Motion carried all in favor. Further discussion was had regarding possible charges above the quoted amount, for example tree limbs that need to be removed once a new pole has been put in place. Wagner will discuss with Legacy the idea of providing separate invoices for those charges.
- c. HMO Update and Status:** Tonka the manufacturer came last Friday and cleaned the floor and the surrounding walls. A mixture of vinegar and hydrogen peroxide was used, the room is clean again. They also reviewed the plumbing work by VIS plumbing and felt it was acceptable to their standards. Discussion was then had regarding the invoice from VIS for the work. It was reviewed by Davy Engineering as well, and noted that having that paid for by Tonka was not a simple process. The commission noted to not move forward with the request, and to simply pay the invoice and move forward.
- d. Policy update for leaks between curb stop and meter:** Discussion was had regarding creating a policy addressing when there is a leak between the curb stop and the meter. Concerns were brought forward regarding shutting the water off as well as who can do the repair. Administrator Peterson will review the current ordinances and policy. The Commission would like to see that the LPU staff has at their discretion the authority to shut the water off. Discussion to be continued.

Next Meeting: Tuesday, September 19th, 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 6:44 p.m. Motion was seconded by member Coleman. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk