

**Lanesboro Public Utilities**  
**Regular Meeting, City Council Chambers**  
**Tuesday, August 21<sup>st</sup>, 2018 5:30 p.m.**

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

Absent: None

Staff Present: Jerod Wagner

Visitors: Tom Smith and Jeff Norby

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

- A. Agenda:** Member Brown motioned to approve the agenda with the additions of Salary discussion, Wellhead Protection Plan, and the 2019 Budget. Member Boland seconded the motion. Motion carried all in favor.
- B. Consent Agenda:** Member Brown motioned to approve the Consent agenda as submitted. Member Boland seconded the motion. Motion carried all in favor.
- Minutes of the Regular Meeting, July 17<sup>th</sup>, 2018
  - Accounts Payable
- C. Council Liaison Update:** Council member Smith reviewed the topics from the last council meeting: Donation to the Southern Minnesota Initiative Foundation, Discussion of the number of EDA board members, Removal of the diesel engine was tabled, Updated sidewalk ordinance, Application for a grant for the Waste Water Treatment Facility, as well as the hire of David Haugen for Public Works.
- D. Staff Update:** Jerod Wagner provided the following updates:
1. The project to bury the electrical lines is well underway; the contractor is working on boring under the river currently. They did run into significant rocks along Parkway Avenue.
  2. Wagner attended a UMMEG meeting, discussion centered on a Windfarm project. They will be working with Organic Valley to complete billing.
  3. The James Leffel Company notified us they had time to come and adjust the bearing on the hydro, unfortunately we were not able to de-water the channel due to the gates leaking. This will most likely have to wait until the dam project is underway.
  4. No update available on the update to the switch gear project.
  5. The parts have been ordered, however we are still waiting on a quote from WHV for labor to complete the repairs at the WWTP.
  6. A letter noting the sewer smell along Auburn was sent out to all home owners asking them to hire a licensed plumber in order to help diagnose. Wagner also volunteered if a time could be identified he would be willing to put dye in the traps to see if anything could be determined.
  7. They are still waiting to hear from Bolton & Menk on concerns with the WWTP; the plant is currently operating normally.
  8. Both pumps have now been replaced at the WWTP at approximately \$7,000 each. These pumps are replaceable if something were to happen to one of them.

**Regular Business**

- A. Voltage Regulator:** This item should be covered with the update to the switchgear project.
- B. Quote for secondary over-head drops:** A quote was received from Haakenson Electric for time and material for each location. Staff will work to identify all of the locations, with a figure estimated for the 2019 budget. Member Brown motioned to proceed with the replacement of the nomex for a total quantity of jobs not to exceed 10. Member Dybing seconded the motion. Motion carried all in favor.

**C. Interconnection Agreement:** Administrator Peterson shared that Attorney Manion had reviewed the agreement and found no concerns. As well Tom Nigon with Star Energy had reviewed the agreement and submitted a review letter. Member Brown motion to proceed toward signing the agreement once all concerns have been addressed. Member Boland seconded the motion. Motion carried all in favor.

**D. Continued Business**

- 1. Generator Removal:** After the discussion was tabled at the City Council meeting Wagner inquired with Farabee regarding the installed door height, noting structural concerns. Farabee noted they would be able to complete the removal of the engine for the quoted price, a new updated quote will be sent. Discussion will be sent back to City Council for review. Further discussion was had regarding the appropriation of funds, noting that Electric funds cannot be used for Water or Sewer projects.
- 2. Public Utilities Technician:** Member Dybing motioned to offer the position of Public Utilities Technician to Jeff Norby. Member Boland seconded the motion. Motion carried all in favor.
- 3. Salary:** Member Brown motioned to raise Jim Peterson and Jerod Wagner to the max position of the salary range, as well as add a 3% cost of living increase in order to recognize their sacrifices, no cost of living increase for 2019. The increase would be effective for the pay period beginning September 3<sup>rd</sup>, 2018. A salary of \$26.35 is offered to Mr. Norby with a cost of living increase eligible in 2019. Member Boland seconded the motion. Motion carried all in favor.

**E. Miscellaneous:**

- 1. Wellhead Protection Plan:** The Wellhead Protection Plan was approved by the Department of Health. Administrator Peterson will work to begin implementation.
- 2. 2019 Budget:** Administrator Peterson provided an initial plan for the 2019 budget. Investigation into the Water rates will need to be covered, as it is forecasted to operate in a deficit with the current rate structure.

**Next Meeting: Tuesday, September 18<sup>th</sup>, 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 6:30 p.m. Motion was seconded by Commissioner Boland. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk