

Lanesboro Public Utilities
Regular Meeting, City Council Chambers
Tuesday, September 19th, 2017 5:30 p.m.

Commissioners Present: Tom Dybing, Theresa Coleman and Char Brown

Absent: None

Staff Present: Jim Peterson

Visitors: Michael Brown, Brian Malm, and Peggy Hanson

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: Certify past due accounts and Legacy Power Invoice to Miscellaneous. Member Coleman seconded the motion. Motion carried all in favor.
- **Consent Agenda:** Member Coleman motioned to approve the Consent Agenda with a clerical change to the June 20th, 2017 Regular Meeting minutes:
 - Minutes of the Regular Meeting, August 15, 2017
 - Accounts Payable

Member Brown seconded the motion. Motion carried all in favor.

- **Utilities Staff Update:** Jim Peterson noted it has been a very busy summer with the Auburn/Zenith Road project and the Electric upgrade. He was able to overflow the North water tower, as per the inspection on the tower. He is hopeful to complete the overflow of the South tower once the road project is complete. Peterson contacted the Department of Health, and was told they did not have a policy on calibrating the water meters. Peterson will contact the company that does the calibration for the sewer meters, and contract to have the water meters calibrated as well.
- **Council Liaison Update:** No update was available

Regular Business

- A. Feasibility Study – Sewer extension Zenith:** Brian Malm was present to give an overview of the feasibility study. It was noted that due to cost and infrastructure an extension of a gravity system was not recommended. A gravity system was estimated to cost over \$500,000. The study found that a pressure system would be more suitable in this area, and would not hinder any future expansion. Such a system is estimated to cost \$223,000. For installation of the force main each property could be assessed \$10,600. This cost would not include the grinder pump, service, or electrical work. Total assessments could average around \$26,000 per household. It was noted that the average life of a grinder pump is 10-15 years. Discussion was also had regarding who would potentially own the pump, the resident, or the City? The commission noted a desire to see how many of the residents would have interest in such a project. Peterson will send out information and invite property owners to attend the next meeting of the LPU. Peterson will also look into language in the current ordinance regarding the requirement of connecting to the sewer system. Discussion to be continued.
- B. Options for Little Norway Bypass:** Brian Malm discussed the previous concerns addressed by a former engineer in Little Norway: Water quality, fire flow rate, and freezing. It was noted that after the installation of the water treatment facility the water quality in this area has improved. In order to address the freezing issue a drip line was installed to run during the colder months. It is estimated that 35,000 gallons a day comes through the line. This amount makes up a significant amount of the unaccounted for water. Further discussion was had regarding unaccounted for water. Malm noted that

such issues would be considered while completing a waste water feasibility study. Malm also stated that perhaps a goal would be to replace the current 4" water main, and increase them to a 6" line. Increasing the size of the main, would allow for increased fire flow. Additional discussion was had regarding the low fire flow rates in the downtown district as well.

- C. Waste Water Feasibility Study:** The discussion continued regarding a Feasibility Study for a Waste Water Treatment Facility, again noting how the two topics are tied together. A facility plan will list out priorities of needs, something of a road map including estimated costs for each priority. The facility plan will need to be completed before any funding can be applied for. It was noted that there is still \$20,000 in a grant issued from the USDA to go towards such a plan. Additionally there is funding available in the sewer capital improvement fund to pay for the balance. Bolten & Menk is estimating the total cost for a facility plan to be between \$40,000 and \$50,000. Discussion was then had regarding timelines. Malm will report back what timeframe a study is deemed acceptable before it would need to be updated. Additionally it was discussed that reporting is based on flow and effluent, the treatment facility is designed to handle load, for this reason it is able to adjust for concentration levels. Discussion will be continued.
- D. Continued Business**
- a. 2018 Budget:** It was noted that further information is needed on the budget document. Peterson will provide updated information to the Commission members in advance of the next meeting. Discussion to be continued.
 - b. Policy for Leak Repair:** Administrator Peterson noted that there is already an ordinance in place to allow for shut off after 24 hours from notification of the leak/
 - c. SEMCAC Agreement:** Member Brown motioned to approve a contract with SEMCAC to disburse the low income CIP funds totaling \$3,776. Member Coleman seconded the motion. Motion carried all in favor.
 - d. Sewer Fund:** Administrator Peterson verified with Financial Advisor Mike Bubany that moving the sewer debt fund balance to the operating fund would be allowable. All debt has been paid to date for the sewer fund. Member Dybing motioned to transfer the debt service balance to the operating fund for sewer. Member Coleman seconded the motion. Motion carried all in favor.
- E. Miscellaneous:**
- a. Certify Past Due Accounts:** Administrator Peterson provided a list of 6 past due accounts to certify. Member Dybing motioned to approve certifying all 6 accounts. Member Brown seconded the motion. Motion carried all in favor.
 - b. Legacy Power Invoices:** Member Brown motioned to approve payment of the Legacy Power invoices totaling \$10,897.15. Member Coleman seconded the motion. Motion carried all in favor.

Next Meeting: Tuesday, October 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 6:50 p.m. Motion was seconded by member Coleman. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk