

**Lanesboro Public Utilities  
Regular Meeting, City Council Chambers  
Tuesday, October 17<sup>th</sup>, 2018 5:30 p.m.**

Commissioners Present: Tom Dybing, Jeff Boland, and Char Brown  
Absent: None  
Staff Present: Jerod Wagner, Jim Peterson, and Jeff Norby  
Visitors: Peter Torkelson

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

- A. Agenda:** Five items were added to the agenda: Chamber of Commerce, Water Service, Green Vehicle, Water Loss, and Meter Replacement.
- 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, September 18<sup>th</sup>, 2018
  - Accounts Payable
- C. Council Liaison Update:** No update was available.
- D. Staff Update:** Jerod Wagner provided the following updates:
  1. The underground electric project is nearing the end, they are currently waiting on parts.
  2. Testing of the circuits has been completed.
  3. Sewer cleaning from Whittier to Kirkwood has been completed, a report will be available at next month's meeting.
  4. The annual UMMEG meeting was held last week, Wagner was unavailable to attend due to additional training.
  5. Bolton & Menk have been asked to step and help oversee the remaining electric conversion projects.
  6. Farabee mechanical will be here tomorrow to begin the removal of the diesel engine.
  7. Due to the number of projects both internally and externally the over head drop replacement and the valve replacement will not be happening this year.

**Regular Business**

- A. Lanesboro Chamber of Commerce:** Peter Torkelson was present to request matching funds for a Dairyland Grant to support the printing of the Visitors Guide. Member Dybing motioned to approve support of \$400.00. Member Boland seconded the motion. Motion carried all in favor.
- B. Water Service:** Staff has identified an improper water connection, being connected prior to the meter. Staff will work with the authorities to correct the situation.
- C. Green Vehicle:** An idea was presented regarding the promoting of electric vehicles, and how such an initiative could work.
- D. Water Loss:** The commission would like to begin the project of identifying the cause of the unaccounted water loss. Noting that is showed a 64% loss in 2017. It was also noted that a

leak was found and repaired in 2018. Administrator Peterson will look into creating a snapshot of gallons pumped versus gallons sold for 2018. Discussion will be continued.

**E. Meter Replacement:** A meter at the Light plant currently has a zero reading. It was noted that it will continue to have a zero reading until the switch gear conversion is complete. The meter is operational and does not require replacement.

**F. Continued Business**

- 1. T-Mobile Cell Tower Rent Agreement:** Commission members reviewed the current lease agreement, the proposed lease agreement, as well as the current lease agreements with other vendors. Member Boland motioned to authorize Administrator Peterson to counteroffer option 2, while not going lower than current lease agreements with other vendors. Member Brown seconded the motion. Motion carried all in favor.
- 2. Pole Attachment Policy Consideration:** Discussion will be continued next year, in light of the many other projects happening currently.
- 3. Water Rates:** Member Brown motioned to promote option 7 to the City Council for review, with a base rate of \$31.85 which would include the first 1000 gallons of water, and then creates tiered rates for the remaining water usage – encouraging conservation. Member Boland seconded the motion. Motion carried all in favor.
- 4. 2019 Budget:** A request to fund the EDA in the amount of \$10,000 for 2019 was received. Administrator Peterson will update the budget to reflect this request as well as reflect the proposed change in water rates for the next meeting. The commission will review the 2019 budget at next month's meeting prior to submitting it for Council review.

**Next Meeting: Tuesday, November 20<sup>th</sup>, 2018 at 5:30 p.m.**

**Adjourn Regular Meeting:** Motion was made by Commissioner Boland to adjourn the regular meeting of the Public Utilities Commission at 6:42 p.m. Motion was seconded by Commissioner Dybing. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk