

Lanesboro Public Utilities
Regular Meeting, City Council Chambers
Tuesday, December 18th, 2018 5:30 p.m.

Commissioners Present: Tom Dybing and Jeff Boland

Absent: Char Brown

Staff Present: Jerod Wagner and Jeff Norby

Visitors: Don Bell

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

- A. Agenda:** Member Boland motioned to approved the agenda with the addition of Backhoe to Continued Business. Member Dybing seconded the motion. Motion carried all in favor.
- B. Consent Agenda:** Member Dybing motioned to approve the Consent agenda as submitted. Member Boland seconded the motion. Motion carried all in favor.
- Minutes of the Regular Meeting, November 20th, 2018
 - Accounts Payable
- C. Council Liaison Update:** Council Member Tom Smith noted the following from the December Council Meeting: The truth in taxation hearing was held, the 2019 levy was approved, an update on the dam project was heard – project is due to be bid out in January or February of 2019 with project completion within 2019, the 2019 LPU budget was approved, Ordinance 52.531 was repealed, Don Bell was appointed to the Public Utilities Commission, and Heidi Dybing was appointed to the Economic Development Authority.
- D. Staff Update:** Jerod Wagner provided the following updates:
1. Bolton & Menk have provided updated GIS maps, the staff is currently reviewing them for accuracy. The electric projects from the last year need to be added to the maps yet.
 2. With the update to the switchgear a new relay needed to be set, the spare on hand was used. A spare relay should be purchased in 2019.
 3. Wagner met with Automated Systems and Bolton & Menk to discuss the SCADA system, and how it could potentially be used for water, electric, sewer, and the hydroelectric system.
 4. The cement for the new garage door at the light plant was poured today.
 5. The Butter Solar contract has been purchased by Blue Earth. A memo was issued noting the need for communities to involve an electrical engineer. Wagner will reach out to Tom Nigon with Energy Star to assist in the next steps of the project. Wagner also noted that potentially a dashboard for the solar system could be installed at school, to promote education of the system.
 6. A meeting discussing the school renovation project will be held on Thursday this week.

7. The electric upgrade project is nearing the end, contractors and engineers will be onsite to finalize and verify different aspects of the project, including labeling the circuits.

Regular Business

- A. Meter Reading Software:** Wagner provided back ground information as to why the purchase of this software should be considered. The cost of the program is \$3,450, however through December 28th the cost is \$2,300. Member Dybing motioned to approve the purchase of the software program for \$2,300. Member Boland seconded the motion. Motion carried all in favor.
- B. 2019 Rebate Form:** The 2019 form was reviewed as well Administrator Peterson provided background information on the program, noting it was not required for Lanesboro Public Utilities, however has been implemented for many years. It was noted that some funds may be used to update the town Christmas tree, as the components of the tree are original from the 1970's. The board also noted a desire to consider a holiday light rebate, this will be discussed further in 2019. Member Boland motioned to approve the 2019 Rebate Form. Member Dybing seconded the motion. Motion carried all in favor.
- C. Merchants Bank Rebate:** Commercial Accounts are reviewed on a case by case basis. Member Boland motioned to approve a rebate in the amount of \$3 per bulb, for a total rebate of \$462.00. Member Dybing seconded the motion. Motion carried all in favor.
- D. Continued Business**
 - 1. Water Loss:** A meter is being installed at Church Hill Condos to capture the water being used when the softener flushes. Our staff will verify the installation after the Holidays.
 - 2. Voltage Regulator:** Wagner discussed the need to have a voltage regulator installed. The Board noted agreement with him, discussion will be continued.
 - 3. Sewer Line Videoing:** Wagner reviewed the results of the September 2018 videoing that was completed in the Brooklyn neighborhood. This area did note some concerns, however was in a much better condition than the Church Hill neighborhood. Discussion continued whether specific problem areas could be identified and then repaired. Wagner and Peterson will review the videos and determine the problem areas.
 - 4. Backhoe:** David Haugen attained three quotes for the backhoe, it was noted that due to the current hours on our existing equipment, now would be an ideal time to trade. Caterpillar, John Deere, and Case equipment were all reviewed; due to the size of our existing facilities only the Case backhoe would fit inside. Wagner noted the need for an additional \$4000 pallet attachment. Member Dybing motioned to approve the purchase of the Case backhoe and submit the request to the City Council, as the cost of the backhoe is shared by the City and the LPU. Member Boland seconded the motion. Motion carried all in favor.
- E. Miscellaneous:**
 - 1. Recognition:** Member Dybing recognized visitor Don Bell as a new Public Utility Commission Member. Dybing then thanked Char Brown for her service to the

commission. Administrator Peterson added appreciation for Brown and the work that she did for the commission, staff, and department as a whole. Member Boland also wished to thank Brown for her attention to detail and for providing background information to him as various topics were discussed. Boland then noted Brown's dedication and work on the LPU job descriptions, salary data, and the water rates.

Next Meeting: Tuesday, January 15th, 2019 at 5:30 p.m.

Adjourn Regular Meeting: Motion was made by Commissioner Dybing to adjourn the regular meeting of the Public Utilities Commission at 6:18 p.m. Motion was seconded by Commissioner Boland. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk