

Approved 01/17/2023

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, December 20, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper and Brian Roelofs

**Absent:** Elliot Riggott

**Staff/Council Present:** Deputy Clerk Darla Taylor and Member Mindy Albrecht-Benson

**Visitors:** Bonita Underbakke

**Regular Meeting:**

Commissioner Pieper called the regular meeting to order at 10:07 a.m.

- A. Public Comments:** No comments were shared
- B. Agenda:** Member Pieper motioned to approve the agenda as submitted. Member Roelofs seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:** Member Pieper motioned to approve the Consent agenda as presented. Member Roelofs seconded the motion. Motion carried with all in favor.
  - Minutes of the Regular Meeting, November 15, 2022
  - Accounts Payable
- D. Wastewater Treatment Facility Update:** Supervisor Wagner noted that the new plant is fully operational, as well the pipes going to the old plant have been cemented shut. The old plant is due to be demolished next week. Staff are working on training with the Engineers at the new plant, as there are several new processes to learn. The new plant has a flow meter for both what is coming in and what is going out, therefore more detailed information can be obtained. All components of the new plant are communicated through the SCADA system as all operations are computerized.
- E. Street & Utility Improvement Project Update:** A meet is planned to run through the Kirkwood Street portion of the project for 2023. Installation of 6-8 new valves will be coordinated with the Street project. This will allow for smaller water service interruptions in the future.
- F. Staff Update:** Supervisor Wagner and Administrator Peterson attended the MiEnergy meeting on November 22. Uncertainty of the pricing for electric consumption was discussed. Wagner also noted that single phase transformers are currently running 60 weeks out from order date to delivery date. The transformers are manufactured in South Dakota. Wagner plans to order a few, in order to be sure we have the necessary equipment on hand should it be needed.
- G. City Council Update:** City Council Member Mindy Albrecht-Benson noted that the Council had approved the final levy for 2023, as well as the rate scheduled for LPU for 2023.

**Regular Business**

- A. New Business:**
  - a. Sewer Billing Error Correction:** It was discovered that a usage rate had been incorrectly recorded in the billing software, which led to underbilling of sewer usage amounts. Administration presented the total shortage, while noting that state statute does allow for collection of this under charge for a period of 12 months. Member Pieper motioned

to collect the total amount under charge as determined by the LPU fee schedule for 2022 over a period of 12 months. Member Roelofs seconded the motion. Letters will be issued to impacted users, as well the City Council will be provided with the information. Peterson will also review if any of the impacted accounts have since been finalized and report back to the Commission next month.

- b. Base Charges for New Accounts:** A question was raised as to when base charges are to begin being billed. There are several properties that are currently under construction in town, however once a meter is installed the base charges begin to be billed. Members reviewed the ordinance, and noted the process followed the guidelines in the ordinance. No further action was taken.

**B. Continued Business:**

- a. Electric Meter Replacement:** Supervisor Wagner noted that MiEnergy had submitted an estimate for replacement of all electric meters of \$175,000. The manufacturer was noted to have excellent customer service, and very good availability of the units for delivery. With this price MiEnergy would complete the installation of the meters as well. Currently there is \$115,000 set aside for this project, the balance could be financed through MiEnergy. Members requested additional information on what the system can accommodate, for example load charging.
- b. MMUA Safety Training:** Administrator Peterson noted that the Council approved joining the Regional Safety Group which would have six meetings per year. One of which will be held in Lanesboro. Staff members will work together to determine if all members can attend a specific training. A review of the program will be conducted, in order to determine the effectiveness versus the previous program. Cost for 2022 was approximately \$5,500, total cost for 2023 will be \$185.62.
- c. Capital Projects:**
  - i. Carbon Neutrality:** No new updates were provided.
  - ii. Drip Lines Investigations:** No new updates were provided.
  - iii. Storm Sewer Investigations:** No new updates were provided.
  - iv. Land Acquisition:** After speaking with a few local farmers it was determined that there had not been enough detailed information within the initial letter sent out to be able to understand the value that could be received by the application, as well as who is responsible for what, and what if there is any damage to property. Bolton & Menk is working on pulling that information together to update the letter to be sent out again.

**Next Meeting: Tuesday, January 17, 2022 at 10:00 a.m.**

**Adjourn Regular Meeting:** Motion was made by Commissioner Pieper to adjourn the regular meeting of the Public Utilities Commission at 10:47 a.m. Motion was seconded by Commissioner Roelofs . Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk