

Approved 03/21/2023

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, February 21, 2023 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper, Elliot Riggott, and Brian Roelofs

**Absent:** None

**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 10:02 a.m.

- A. Public Comments:** No comments were shared
- B. Agenda:** Member Riggott motioned to approve the agenda with the additions of: Letter to Council, Water Repair Expense, CIP SEMCAC, and Water Tower Maintenance to New Business. Member Roelofs seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:** Member Riggott motioned to approve the Consent agenda as presented. Member Roelofs seconded the motion. Motion carried with all in favor.
  - Minutes of the Regular Meeting, January 17, 2023
  - Accounts Payable
- D. Staff Update:** Supervisor Jerod Wagner reported that the department is currently running an urge test on the diesel engine for Dairyland Power. Upon starting the engine, an alarm went off noting that repairs to the engine were needed. Wagner is currently working on attaining bids for burning the Lanesboro Public Utility electrical infrastructure in the alley parallel to Parkway Avenue North. The idea of beautifying the space has been discussed in various meetings, and therefore the Administration felt it would be good to understand what a project like this would consist of, as well how it would fit into our priorities within the Capital Improvement Plan. Member Peiper noted that a street light has been out for quite some time on Zenith Street and questioned if the light could be removed. Letters will be sent out to adjacent property owners to understand if there is a desire to remove the street light.
- E. City Council Update:** Member Albrecht-Benson provided a department update to the City Council at the February meeting.

**Regular Business**

- A. New Business:**
  - a. EV Smart Participation:** Member Peiper motioned to approve participation in the EV Smart Program. Member Riggott seconded the motion. Motion carried with all in favor.
  - b. STAR Energy NOVA Portal Quotes:** Administrator Peterson reviewed the proposals from STAR Energy for the NOVA Portal as well as Engineering services. Member Roelofs motioned to approve the quotes with removal of the third party billing portion. Member Riggott seconded the motion. Motion carried with all in favor.
  - c. Vehicle Replacement:** The 2017 Ford pickup truck is due for replacement along with a new plow and lift gate. Member Riggott motioned to approve the expenditure not to

exceed \$35,000. Member Roelofs seconded the motion. Should the replacement costs exceed \$35,000 the discussion will be brought back to the commission. Motion carried with all in favor. The City Council did approve ½ of the cost of the new skid steer at the February meeting. Administrator Peterson shared that there are still contingency funds within the Wastewater Treatment Project, however at this point it is too early to know if there are funds available to put towards the skid steer. Discussion will be continued to consider purchasing a skid steer.

- d. **Letter to Council:** Member Pieper motioned to submit a letter to the City Council requesting \$30,000 to help cover the shortfall needed for the replacement of electric meters in town. Member Roelofs seconded the motion. Member Pieper will draft the letter to be submitted to the City Council. Motion carried with all in favor.
- e. **Water Repair Expense:** Administrator Peterson shared that a resident recently submitted an invoice for repair expenses due to debris that was found within their water heater. The plumber had noted they felt the debris had come from the main, and therefore felt the City was responsible. Supervisor Wagner shared that within each water meter, there is a filter that all the water going into a property must pass through. For this reason the debris that was found could not have passed through and therefore must have been from within the property. For this reason no payment will be issued for the repair expense.
- f. **CIP SEMCAC Agreement:** Member Riggott motioned to approve the annual Conservation Improvement Program contract with SEMCAC in the amount of \$6,423. Member Roelofs seconded the motion. Motion carried with all in favor.
- g. **Water Tower Maintenance:** Supervisor Wagner received quotes for the general maintenance and inspection of both water towers. There is currently \$460,000 set aside for this work. This revenue is generated through the cellular service tower leases on the water towers. Member Riggott motioned to approve work on the North Tower not to exceed \$354,000. Member Roelofs seconded the motion. Motion carried with all in favor.

**B. Continued Business:**

- a. **Electric Meter Replacement:** Supervisor Wagner will finalize the bid amount as well as the anticipated timeline. Member Pieper motioned to approve the electric meter replacement project not to exceed \$160,000. Member Roelofs seconded the motion. Motion carried with all in favor.
- b. **Capital Projects:**
  - i. **Land Application:** Twelve property owners reached out with interest in this program. The list was reviewed for proximity to the plant, as well as ease of access. Currently two land owners parcels are being reviewed, with one being the current location for land application. The Engineers are reviewing the sites to determine if the parcels meet the requirements needed.
  - ii. **Review of Plan:** Memes reviewed the current Capital Improvement Plan. Suggestions were given to amend the timing on the Water Tower Inspection and Recoating as well as Hydrant Replacement. Additionally members suggested listing a "Growth Fund" in which the Southern Hills, Lamon Subdivision, and Griffin Subdivision would all be included. This document is part of the annual budget document, and will be reviewed annually, as well as utilized for creating the annual budget.

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**Next Meeting: Tuesday, March 21, 2023 at 10:00 a.m.**

**Adjourn Regular Meeting:** Motion was made by Commissioner Roelofs to adjourn the regular meeting of the Public Utilities Commission at 11:18 a.m. Motion was seconded by Commissioner Riggott . Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk