

Lanesboro Public Utilities
Regular Meeting
Tuesday, January 19, 2021 10:00 a.m.
Zoom with video and audio connections

Present: Jon Pieper, Elliot Riggott, and Don Bell
Absent: None
Staff Present: Jerod Wagner and Darla Taylor
Visitors: Council Member Mindy Albrecht-Benson

Regular Meeting:

Commissioner Pieper called the regular meeting to order at 10:00 a.m.

- A. **Agenda:** Member Riggott motioned to approve the agenda as submitted. Member Bell seconded the motion. Vote was done by roll call with all in favor. Motion carried.
- B. **Consent Agenda:** Member Riggott motioned to approve the Consent agenda as presented. Member Bell seconded the motion. Vote was done by roll call with all in favor. Motion carried.
 - Minutes of the Regular Meeting, December 15, 2020
 - Accounts Payable
 - Smith Schafer 2020 Audit Agreement
- C. **Staff Update:** Utilities Supervisor Jerod Wagner noted the following:
 - The temporary electric service has been installed at the new Wastewater Treatment Facility and dewatering has been started.
 - The ability to meter on and off peak in local communities is not very common at this time.
 - The existing Wastewater facility has been experiencing some issues, minor repairs were made to continue service.
 - MiEnergy will be supplying a cost estimate for updating electric meters to AMI as well as installing an antennae.
 - The City of St Charles also purchases their electricity from MiEnergy, for this reason a cost share agreement for a new metering system will be looked into.
 - Member Pieper noted that a contractor may come and look at the back wall of the light plant. Wagner noted that two other contractors will also be looking at the building repairs.

Regular Business

- A. **Lanesboro Public School Interconnection Agreement:** It was noted that the agreement and the system have been reviewed by the electrical engineer as well as MiEnergy representatives, and no concerns have been brought forward. Member Bell motioned to approve the interconnection agreement. Member Riggott seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- B. **2021 2022 Rebate Form:** Member Peiper will share some updated amounts for the form to be considered. Members also discussed the possibility of a rebate for energy audits. Member Riggott noted that the current rebate amounts offset the cost for recycling, however not the purchase price.

- C. Electric Rates:** Discussion continued regarding amending the current electric rate structure. The rate study is still in progress. Members would like to wait until that study is completed or the March meeting before considering amending the rate structure. Additional discussion was had on the small number of properties with two meters, property owners may want to consider combining the services.
- D. Automatic Generator Quote:** Supervisor Wagner shared the quote received of \$192,995 to complete the updates necessary. Discussion will be continued.
- E. Miscellaneous:**
 - a. City Council Discussions:** Member Pieper noted that improved communication is appreciated to know what the City Council is considering. Specifically due to budget considerations. Discussion on the 2022 budget will begin early summer.

Next Meeting: Tuesday, February 16, 2021 at 10:00 a.m.

Adjourn Regular Meeting: Motion was made by Commissioner Riggott to adjourn the regular meeting of the Public Utilities Commission at 10:36 a.m. Motion was seconded by Commissioner Bell. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

**Lanesboro Public Utilities
Regular Meeting
Tuesday, February 16, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Present: Jon Pieper and Elliot Riggott
Absent: Don Bell
Staff Present: Jerod Wagner and Darla Taylor
Visitors: Council Member [Mindy Albrecht-Benson](#), Jake Pichelmann, and Brian Malm

Regular Meeting:

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

- A. Agenda:** Member Pieper motioned to approve the agenda as submitted. Member Riggott seconded the motion. Vote was done by roll call with all in favor. Motion carried.
- B. Consent Agenda:** Member Pieper motioned to approve the Consent agenda as presented. Member Riggott seconded the motion. Vote was done by roll call with all in favor. Motion carried.
 - Minutes of the Regular Meeting, January 19, 2021
 - Accounts Payable
- C. Wastewater Treatment Facility Project Update:** Jake Pichelmann provided the following information:
 - The contractor has mobilized and secured the construction site.
 - The dewatering system has been put in place, with all permits approved.
 - Excavation has started.
- D. Staff Update:** Supervisor Jerod Wagner noted the following updates:
 - Recent UMMEG meeting discussed the solar projects specifically reviewing the outputs. The goal will be to have a dashboard that Municipalities can login and see the output in real time.
 - Unable to find another contractor to provide a bid to automate the generator.
 - Wagner and Troy Schiltz have the Hydro ready to run, once the water levels are appropriate.
 - A contractor did come and review the site of the back wall of the light plant, however we are still waiting to hear from Wapasha Construction.
 - A new computer will be installed in the light plant to accommodate the SCADA system. Once the system is complete operators will be able to check on all systems remotely, greatly increasing the response time to outages.
 - The Utility may consider updating the electric system, so that the properties on the south side of town are connected to the generator.
- E. City Council Update:** No update was given.

Regular Business

- A. Continued Business:**
 - a. Automate Generator Quote:** No other contractors have been identified to request a quote from.

b. 2021 2022 Rebate Form: Discussion will be continued.

Next Meeting: Tuesday, March 16, 2021 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 10:15 a.m. Motion was seconded by Commissioner Riggott. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

**Lanesboro Public Utilities
Regular Meeting
Tuesday, March 16, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Present: Don Bell and Elliot Riggott
Absent: Jon Pieper
Staff Present: Jerod Wagner and Darla Taylor
Visitors: Council Member [Mindy Albrecht-Benson](#),

Regular Meeting:

Commissioner Pieper called the regular meeting to order at 10:04 a.m.

- A. Agenda:** Member Bell motioned to approve the agenda as submitted. Member Riggott seconded the motion. Vote was done by roll call with all in favor. Motion carried.
- B. Consent Agenda:** Member Bell motioned to approve the Consent agenda as presented. Member Riggott seconded the motion. Vote was done by roll call with all in favor. Motion carried.
 - Minutes of the Regular Meeting, February 16, 2021
 - Accounts Payable
- C. Staff Update:** Supervisor Jerod Wagner noted the following updates:
 - The Hydro unit is operating, although at half of the output from previous years. Wagner is working with the Engineers to determine why this is happening.
 - MiEnergy will be providing a quote to install RF electric meters in town. Our current meters are nearing the end of their useful life.
 - A meeting with MiEnergy is scheduled to discuss a proposed housing development and how that can be incorporated into the Lanesboro system.
 - On an average day the solar output and the hydro generation are supporting the full load of the City, with no additional power being purchased. Wagner noted that perhaps the commission could look into battery storage. Additionally, would it be possible to be a part of a special energy project or research project.
- D. City Council Update:** Administrator Peterson noted that the Council has approved allowing improvements to Hillside Avenue to allow for a future housing development. Work is being done to annex the additional 140 acres into the City, as well as considerations for utility services.

Regular Business

- A. Yonts - Water:** Administrator Peterson noted the property had experienced water loss last month. The Utility account has been adjusted to reflect average sewer usage. In the past the commission has not adjusted water usage charges. Members discussed the possibility of reviewing a policy to guide future requests. No motions were made.
- B. Continued Business:**
 - a. Electric Rates:** Jerod Wagner has requested a completion date for the rate study, discussion to be continued.

- b. **Automate Generator Quote:** Jerod Wagner noted that he was not able to find another contractor to provide an estimate. Wagner and Peterson will pull together information to share with the commission outlining the benefit to having this work completed.
- c. **2021 2022 Rebate Form:** Discussion will be continued.

Next Meeting: Tuesday, April 20, 2021 at 10:00 a.m.

Adjourn Regular Meeting: Motion was made by Commissioner Bell to adjourn the regular meeting of the Public Utilities Commission at 10:32 a.m. Motion was seconded by Commissioner Riggott. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Lanesboro Public Utilities
Regular Meeting
Tuesday, April 20, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom

Present: Jon Pieper, Don Bell and Elliot Riggott
Absent: None
Staff Present: Jerod Wagner and Darla Taylor
Visitors: Council Member [Mindy Albrecht-Benson](#), Jake Pichelmann

Regular Meeting:

Commissioner Pieper called the regular meeting to order at 10:02 a.m.

- A. Agenda:** Member Pieper motioned to approve the agenda with the addition of WWTF Project update. Member Bell seconded the motion. Vote was done by roll call with all in favor. Motion carried.
- B. Consent Agenda:** Member Bell motioned to approve the Consent agenda as presented. Member Pieper seconded the motion. Vote was done by roll call with all in favor. Motion carried.
 - Minutes of the Regular Meeting, March 16, 2021
 - Accounts Payable
- C. Wastewater Treatment Facility Update:** Jake Pichelmann of Bolton & Menk provided an update on the Treatment Facility project. The house has been taken down, allowing for additional staging area. The project is estimated to be 7% complete. It was noted that the dewatering pipe will be used as needed throughout the project, however may not be needed once the underground work is completed.
- D. Staff Update:** Supervisor Jerod Wagner noted the following updates:
 - The issue with the Hydro operations was identified as a gate structure parameter problem. The issue is now corrected and the Hydro unit is operating as expected. At times with the Hydro operating and the Solar input, there is not energy being purchased.
 - Battery storage at the current time is not cost effective, however is something that should be considered in the future.
 - Members requested detailed figures on the difference between the amount that Dairyland purchases power back, and the amount that we pay for energy that would re-enter our system. Discussion to be continued next month.
 - A part of the trickling filter, the rotary distributor was identified as not working. A new belt was installed and it seems to be working correctly now. As a result of this malfunction we did fail a sample test, and are working with our representatives to verify we are now compliant.
 - We are still looking for a landowner willing to participate in a Land Application Program.
 - Wagner suggested purchasing a ½ ton pickup truck for everyday use for LPU. Additionally Wagner suggested purchasing a galvanized dump trailer. Members requested additional information for the next meeting.

- Power outages on the South side of town were due to outages with MiEnergy. A suggestion was made to create an address or name that would be recognized when homeowners in this area are attempting to call in outage information.
- E. **City Council Update:** City Council is considering the purchase of a replacement truck for the Street Department. Council also held the annual Local Board of Appeal and Equalization during April.

Regular Business

- A. **Resolution 2021-1, Call 2010A Electric Revenue Bond:** Member Riggott motioned to approve the resolution. Member Pieper seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- B. **Continued Business:**
 - a. **Electric Rates:** No information has been received from Gary Price, Wagner will invite him to the next meeting for feedback on the proposed rate schedule. Member Pieper motioned to table the discussion. Member Bell seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
 - b. **Automate Generator Quote:** Discussion was had regarding the ability to convert to a dual fuel equipment as well as the importance of automating the existing unit. Member Pieper motioned to table the discussion. Member Bell seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
 - c. **2021 2022 Rebate Form:** Discussion will be continued.
- C. **Miscellaneous:**
 - a. Members discussed the possibility of using the existing Park truck as a vehicle for the Utilities. Administrator Peterson noted that the Council will be considering options at their special meeting next Tuesday.
 - b. Member Pieper suggested that members of the community be involved in the creation of the developer agreement. Administrator Peterson noted that the City Attorney and City Engineer are also involved in creating the agreement. Peterson will share this idea with the City Council for consideration.

Next Meeting: Tuesday, May 18, 2021 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 10:57 a.m. Motion was seconded by Commissioner Bell. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

**Lanesboro Public Utilities
Regular Meeting
Tuesday, June 15, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Present: Jon Pieper and Elliot Riggott

Absent: Done Bell

Staff Present: Jeff Norby and Darla Taylor

Visitors: Council Member [Mindy Albrecht-Benson](#), [Jake Pichelmann](#), and Jeff Rein

Regular Meeting:

Commissioner Pieper called the regular meeting to order at 10:00 a.m.

- A. Agenda:** Member Pieper motioned to approve the agenda as submitted. Member Riggott seconded the motion. Vote was done by roll call with all in favor. Motion carried.
- B. Consent Agenda:** Member Pieper motioned to approve the Consent agenda as presented. Member Riggott seconded the motion. Vote was done by roll call with all in favor. Motion carried.
 - Minutes of the Regular Meeting, April 20, 2021
 - Accounts Payable
- C. Wastewater Treatment Facility Update:** [Jake Pichelmann](#) of Bolton & Menk provided an update on the Treatment Facility project. The concrete work for the biosolids tank is complete. Excavation on the west side of the project area has started. The project is approximately 16% complete at this point.
- D. Staff Update:** Administrator Peterson shared the following information from Supervisor Wagner:
 - The South water tower is being cleaned, inspected, and the coating is being repaired. Work is scheduled to be completed by the end of the week.
 - EMMEG met in St Charles, during the meeting they discussed that municipalities may be called on more frequently in order to meet demand needs.
 - Work continues for determining future infrastructure needs with regards to potential upcoming street projects.
 - Additional discussion was had regarding sending out notifications about subscribing to the City Website, water hydrants are running due to the Water Tower project, as well as a question regarding radio interference.
 - Member Pieper requested that storm sewers be checked after the Water Tower project is completed in order to determine if there are any troubled areas.
- E. City Council Update:** City Council will be considering a street project for 2022 in the upcoming months. The final invoice for the Dam project is scheduled for review at the July meeting, which would close out that project.

Regular Business

- A. Rate Study, Gary Price:** Mr. Price noted that he would be requesting updated data in order to complete the study, as well that the goal would be to ensure stability of the department in light of increased solar energy usage. Price stated that he felt a report could be ready for the July meeting.

- B. MiEnergy - EV Charging Station:** Member Riggott motioned to approve accepting the EV Charging Station pending verification from Supervisor Wagner of needed infrastructure. Member Pieper seconded the motion. Vote was done by roll-call with all in favor.
- C. 2020 Audit Review:** Member Pieper motioned to accept the 2020 Audit. Member Riggott seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- D. 2021 CIP Contract - SEMCAC:** Member Riggott motioned to approve the 2021 agreement. Member Pieper seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- E. Dupont Street Water Connection:** Member Pieper motioned to approve repairs to the existing water main and service lines on Dupont Street. Member Riggott seconded the motion. Work will be coordinated with the affected property owners. Vote was done by roll-call with all in favor. Motion carried.
- F. Continued Business:**
 - a. 2021 2022 Rebate Form:** Discussion will be continued.
- G. Miscellaneous:**
 - a. Members requested that Electric Rates, 2022 Capital, and a discussion for Solar be added to the July agenda.
 - b. Members reviewed the newly updated rates from MiEnergy.

Next Meeting: Tuesday, July 20, 2021 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 10:36 a.m. Motion was seconded by Commissioner Riggott. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

**Lanesboro Public Utilities
Regular Meeting
Tuesday, July 20, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Present: Jon Pieper, Don Bell, and Elliot Riggott

Absent: None

Staff Present: None

Visitors: Council Member [Mindy Albrecht-Benson](#), [Jake Pichelmann](#), and John Hare, and Gary Price

Regular Meeting:

Commissioner Pieper called the regular meeting to order at 10:00 a.m.

- A. Agenda:** Member Riggott motioned to approve the agenda with removal of item A Regular Business, and moving Rate Study to the top of Regular Business. Member Bell seconded the motion. Motion carried with all in favor.

- B. Consent Agenda:** Member Riggott motioned to approve the Consent agenda as presented. Member Bell seconded the motion. Motion carried with all in favor.
 - Minutes of the Regular Meeting, June 15, 2021
 - Accounts Payable

- C. Wastewater Treatment Facility Update:** [Jake Pichelmann](#) of Bolton & Menk provided an update on the Treatment Facility project. The project is on schedule and going well, it is approximately 20% complete at this time. Additional discussion was had regarding a future trail for those wishing to exit the river at this location.

- D. Staff Update:** Administrator Peterson shared the following information from Supervisor Wagner:
 - During the UMMEG meeting pricing was discussed with higher congestion charges than normal from Dairyland Power. The Annual Meeting will be in LaCrosse at Dairyland Power. A special guest speaker will be there to discuss battery storage.

- E. City Council Update:** City Council is in the beginning stages of discussing the 2022 budget.

Regular Business

- A. Rate Study, Gary Price:** Mr. Price presented his findings on the preliminary rate study as requested. The analysis compared present rates, as well as suggested rate structures with additional insights into expenditures.

- B. Electric Rates:** Member Pieper motioned to recommend the following rate structure to the City Council.

Electric	
Electric Connection	\$750.00
Green Power monthly	\$2.00
City Service charge monthly	\$400.00
Security Lights monthly	\$7.75
City Street Lights usage per kWh	\$0.0958
Residential Base monthly	\$41.06
Commercial Base 1 Phase monthly	\$100.00
Commercial Base 3 Phase monthly	\$120.00
Electric usage per kWh	\$0.0958

Member Bell seconded the motion. Motion carried with all in favor.

- C. **Solar Connections:** Members noted a desire to be proactive and consider possibly providing a service in the future.

- D. **2022 Capital Projects:** Members reviewed the current Capital Improvement Budget and requested that Supervisor Wagner provide some estimated costs for the line items.

- E. **Continued Business:**
 - a. **2021 2022 Rebate Form:** Discussion will be continued.
 - b. **Vehicle Discussion:** Member Riggott motioned to implement mileage reimbursement immediately for personal use of vehicles for work. Member Pieper seconded the motion. Motion carried with all in favor. Member Pieper motioned to accept the state bid amount of \$28,250 for a 2021 Ford F150 XL. Member Riggott seconded the motion. Motion carried with all in favor.

Next Meeting: Tuesday, August 17, 2021 at 10:00 a.m.

Adjourn Regular Meeting: Motion was made by Commissioner Riggott to adjourn the regular meeting of the Public Utilities Commission at 11:04 a.m. Motion was seconded by Commissioner Bell. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

**Lanesboro Public Utilities
Regular Meeting
Tuesday, August 17, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Present: Jon Pieper and Don Bell

Absent: Elliott Riggott

Staff Present: Jerod Wagner and Darla Taylor

Visitors: Council Member [Mindy Albrecht-Benson](#), [Jake Pichelmann](#), Deb Fahey, Tom Fitzpatrick, Jennifer Johnson, and Brian Malm

Regular Meeting:

Commissioner Pieper called the regular meeting to order at 10:12 a.m.

- A. Agenda:** Member Bell motioned to approve the agenda as submitted. Member Pieper seconded the motion. Motion carried with all in favor.
- B. Consent Agenda:** Member Bell motioned to approve the Consent agenda as presented. Member Pieper seconded the motion. Motion carried with all in favor.
- Minutes of the Regular Meeting, July 20, 2021
 - Accounts Payable
- C. Wastewater Treatment Facility Update:** [Jake Pichelmann](#) of Bolton & Menk noted that work continues on the west side of the property along with the application of coatings and pressure testing of the lines. Currently the project is estimated to be 25% complete.
- D. Staff Update:** Supervisor Jerod Wagner reported the following:
- Updates to the Sewer collection have allowed for a more efficient connection to the Sales Barn. The existing system under the building will be abandoned. It was also noted that the outflow for the plant will remain in the same location, as permits have been issued by the DNR to cross the Bike Trail.
 - Our staff are currently working with Bolton & Menk to work on upgrading the mapping for the electrical system. Work will be completed over the next month.
 - We are currently waiting for a per meter estimate from MiEnergy for upgrading Electric meters.
 - The initial truck quoted from the dealership will be built for Lanesboro Public Utilities, per Ford.
 - The Highway 250 Campground is considering a large electric upgrade, in order to determine the feasibility of this we will be working with Star Energy. The cost for this engineering will be past on to the property owner.
 - Wholesale rates are still trending high, with this we may be required to pay in at the end of this year. We have received a credit for the last two years. Moving forward we may consider putting any rebates aside to cover such shortfalls.
 - Finally, Wagner would like to consider how the proposed new development will be served, as well as the existing services that are currently on MiEnergy's infrastructure.

- E. **City Council Update:** City Council will be reviewing the proposed electric rate structure at the September meeting.

Regular Business

- A. **Johnson - Water Adjustment Request:** Jennifer Johnson and Tom Fitzpatrick requested an adjustment of \$614.99 to their utility account. The meter reading showed excessive water usage during the month of May. The incident has been investigated, however the cause has not been identified. Member Pieper motioned to forgive \$614.99 for the water usage. Member Bell seconded the motion. Motion carried with all in favor.

B. **Continued Business:**

- a. **Power Plant Repair Estimate:** Member Pieper motioned to approve the bid as submitted with the stipulation that work be completed per the Engineer's specifications. Member Bell seconded the motion. Motion carried with all in favor.
- b. **Solar Cost Explanation:** No additional questions were brought forward, members noted appreciation to Gary Price for the detailed explanation.
- c. **2021 2022 Rebate Form:** Discussion will be continued.
- d. **Capital Projects:** There may be some possible electrical involved with the proposed road projects for next year, however the engineering for this portion of the project is not yet completed. Members also noted an interest in learning more about battery storage. The commission requested that Jerod Wagner look into the following:
 - Pricing for replacing the relays as a 2021 project
 - Attain an updated estimate for a 6" sludge pump
 - Identify a contractor and receive quotes for valve replacement
 - Attain an updated quote for Automating the Generator in 2022

C. **Miscellaneous:**

- a. Member Pieper noted a desire to remove the bond payments for the Auburn/Zenith road project from the LPU budget.

Next Meeting: Tuesday, September 21, 2021 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 11:49 a.m. Motion was seconded by Commissioner Bell. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

**Lanesboro Public Utilities
Regular Meeting
Tuesday, September 21, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Present: Elliott Riggott and Don Bell
Absent: Jon Peiper
Staff Present: Jerod Wagner and Darla Taylor
Visitors: Deb Fahey

Regular Meeting:

Commissioner Riggott called the regular meeting to order at 10:04 a.m.

- A. Agenda:** Member Riggott motioned to approve the agenda as submitted. Member Bell seconded the motion. Motion carried with all in favor.
- B. Consent Agenda:** Member Bell motioned to approve the Consent agenda as presented. Member Riggott seconded the motion. Motion carried with all in favor.
- Minutes of the Regular Meeting, August 17, 2021
 - Accounts Payable
- C. Wastewater Treatment Facility Update:** No update was available.
- D. Staff Update:** Supervisor Jerod Wagner reported the following:
- We currently use a market based rate for purchased power. There is an option to use base load rate as well. A recent analysis showed that the market rate is the best option for us. Although at this point there will be a bill due to Dairyland Power at a minimum of \$40,000 for 2021. UMMEG is considering the creation of a mil rate, which would start to generate a rate mitigation account.
 - Staff will begin the repair of the water lines on Dupont Street this week.
 - Further design changes have been made for the Hwy 250 Campground upgrade, no final decision has been made.
 - Due to a project on Grosbeak Road, a power pole will need to be moved.
 - Truck has been ordered, we are waiting on an update.
- E. City Council Update:** Lanesboro City Council is still considering the purchase of the Peterson Motors building to be utilized as an Emergency Services Building reported Administrator Peterson.

Regular Business

- A. Apartment Base Charges:** Deb Fahey proposed that the commission consider creating an apartment base rate. Members noted a desire to look into that option for Water and Electric customers. Fahey also requested a refund on overpaid Sewer charges, a refund will be processed based on statutory limitations. Administrator Peterson will put together information

to be presented at a future meeting regarding potential apartment rates for both Water and Electric customers.

B. Interconnection Process - Resolution 2021-22: Member Riggott motioned to approve Resolution 2021-22. Member Bell seconded the motion. Motion carried with all in favor.

C. Continued Business:

a. Power Plant Repair: Currently waiting for contractor to begin project.

b. Capital Projects:

- i. Pricing for replacing the relays as a 2021 project:** Supervisor Wagner noted that he had not been able to talk with an Engineer yet, discussion will continue.
- ii. Updated estimate for a 6" sludge pump:** Supervisor Wagner provided two options, \$16,080 and \$17,875. Discussion will continue.
- iii. Quotes for valve replacement:** At this time a quote has not been received.
- iv. Updated quote for Automating the Generator in 2022:** The quote remained unchanged at \$192,995 and is valid until April 1, 2022. Discussion will continue.

Next Meeting: Tuesday, October 19, 2021 at 10:00 a.m.

Adjourn Regular Meeting: Motion was made by Commissioner Bell to adjourn the regular meeting of the Public Utilities Commission at 10:51 a.m. Motion was seconded by Commissioner Riggott. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

**Lanesboro Public Utilities
Regular Meeting
Tuesday, October 19, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Present: Jon Pieper and Don Bell
Absent: Elliot Riggott
Staff/Council Present: Darla Taylor and Mindy Albrecht-Benson
Visitors: Deb Fahey

Regular Meeting:

Commissioner Pieper called the regular meeting to order at 10:00 a.m.

- A. Agenda:** Member Pieper motioned to approve the agenda with the additions of Fire Calendar, 2022 Budget, and Ordinance 54.06. Member Bell seconded the motion. Motion carried with all in favor.
- B. Consent Agenda:** Member Bell motioned to approve the Consent agenda as presented. Member Pieper seconded the motion. Motion carried with all in favor.
- Minutes of the Regular Meeting, September 21, 2021
 - Accounts Payable
- C. Wastewater Treatment Facility Update:** No update was available.
- D. Staff Update:** Administrator Peterson shared a report from Supervisor Wagner:
- Farabee mechanical is willing to present the engine update proposal in person or via zoom to answer any questions. They may be able to offer a two year payment plan for the upgrade rather than one payment.
 - Norby Tree service has completed the trimming necessary for 2021.
 - The Fish Hatchery road project forced us to move two poles and that work has been completed.
 - Working on future needs of electrical in the park system.
 - Continue to work on Hwy 250 Campground upgrade proposal. They plan to set the poles after the MEA weekend.
 - DNR Dam safety noted a concern for conduit that is currently in the spillway. Working with Engineers to correct the concern.
 - Plan on cleaning out some of the channel with remaining Dam renovation funds. The plan would be to remove the silt and pile it to dry out.
- E. City Council Update:** Member Benson noted that the Council did move forward with the purchase of the Peterson Motors building, additionally it was noted that GCubed was awarded the bid for the remodel of the building.

Regular Business

- A. Resolution 2021-24 Authorizing Transfer of Public Utility Funds:** Member Pieper motioned to authorize the transfer of \$279,000 from fund 310 to fund 610. Member Bell seconded the motion. Motion carried with all in favor.

- B. Parkway Market - Reimbursement Request:** Member Pieper motioned to table the discussion. Member Bell seconded the motion. Members requested staff look into any past presidents on such requests. Motion carried with all in favor.
- C. 2022 Budget:** Member Pieper motioned to approve the budget with the amendment of removing the EDA funding from the budget. Member Bell seconded the motion. Council Member Albrecht-Benson requested that the % of increase or decrease be listed as well as any reasons for increases or decreases. Motion carried with all in favor.
- D. Ordinance 54.06:** Member Pieper motioned to recommend approval of ordinance 54.06, Public Utilities Fee Schedule. Member Bell seconded the motion. Motion carried with all in favor.
- E. Continued Business:**
- a. Apartment Base Charges:** Administrator Peterson shared that there are 55 apartments on the utility billing database. Of those 12 accounts will see a decrease in cost with the new rate structure. Additional information was requested:
- Number of Meters at Sylvan Manor
 - Should the Utility account be listed in the owner or the tenant
 - Are there multiple or single meters at multi-family buildings

Due to time constraints, Member Pieper motioned to table the remaining items on the agenda. Member Bell seconded the motion. Motion carried with all in favor.

Next Meeting: Tuesday, November 16, 2021 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 10:31 a.m. Motion was seconded by Commissioner Bell. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

**Lanesboro Public Utilities
Regular Meeting
Tuesday, November 16, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Present: Jon Pieper, Elliot Riggott, and Don Bell
Absent: None
Staff/Council Present: Jerod Wagner, Darla Taylor and Mindy Albrecht-Benson
Visitors: None

Regular Meeting:

Commissioner Pieper called the regular meeting to order at 10:00 a.m.

- A. Agenda:** Member Riggott motioned to approve the agenda with the additions of Round-up and Carbon Neutrality. Member Pieper seconded the motion. Motion carried with all in favor.
- B. Consent Agenda:** Member Pieper motioned to approve the Consent agenda as presented. Member Bell seconded the motion. Motion carried with all in favor.
 - Minutes of the Regular Meeting, October 19, 2021
 - Accounts Payable
- C. Wastewater Treatment Facility Update:** Administrator Peterson read an update from Bolton & Menk noting extensive cement, piping, and painting completions. Also noted was the patching on Coffee Street and the paving of the driveway approach to the house and the lift station.
- D. Staff Update:** Supervisor Wagner noted the following:
 - Mechanical issues have been addressed at the South Water Tower, programming will be updated to regulate the level in the tower.
 - UMMEG meeting was October 27, 2021. The group discussed cyber security as well as the consideration for coal plants shutting down. The closing of these plants is narrowing the availability of energy to purchase, and therefore driving costs up.
 - Due to our Market Based Rates for energy purchasing, we are estimated to owe \$66,779 at the end of this year. Protection measures have been implemented, with the creation of a rate mitigation fund, which was started in November of 2021.
 - Member Bell questioned a previous problem at the water tower. Wagner noted that this was an issue with our SCADA system, and the data not being able to be communicated between towers.
- E. City Council Update:** Member Albrecht-Benson shared that the Council had approved the budget submitted by the LPU Commission, which included the removal of the funding of the Economic Development Authority. Members noted a desire to include a 1/3 deduction each year for 2023, 2024, and 2025 to remove the funding for the Park Road and Auburn/Zenith projects. Those bonds will come due in 2028 and 2029.

Regular Business

- A. Lanesboro Housing Association:** A representative was not able to attend. Members noted a desire to see what other communities are doing for housing incentives. Discussion to be continued.

- B. Grinder Pump Repair Estimate:** An estimate in the amount of \$6,205 was received for the repair from Minnesota Pump Works. Member Pieper motioned to approve the quote as presented. Member Bell seconded the motion. Motion carried with all in favor.
- C. Utility Account Billing and Assessment Regulations:** Administrator Peterson shared the State statute as well as the current City Ordinances. Deputy Clerk Taylor had reviewed the multi unit properties in town and noted that all units have individual electric meters. All current utility accounts have both the renter and the owner listed on the account.
- D. Spill Prevention Control and Countermeasure Plan:** During a recent review from LMCIT noted that our current Spill Prevention Control and Countermeasure Plan was in need of being updated. A quote from Bolten & Menk noted a cost of \$6,500 - \$8,000 to update the plan. Member Riggott motioned to approve the updating of the plan by Bolton & Menk. Member Bell seconded the motion. Motion carried with all in favor.
- E. Continued Business:**
- a. Parkway Market - Reimbursement Request:** Final determination from the insurance company is still pending. For this reason member Pieper motioned to table the discussion until a determination is made. Member Riggott seconded the motion. Motion carried with all in favor.
 - b. Apartment Base Charges:** Discussion was held regarding the opportunity to create an electric apartment rate. It was noted that all multi units had individual electric meters. Additionally the determination between part time and full time residents, as well as usage amounts for electric customers had been reviewed. Members noted there did not appear to be a clear way to determine the qualifications to create an alternate rate. Member Pieper motioned to request Administrator Peterson draft a letter to the resident that inquired about the creation of the base charge noting that no action was taken. Member Riggott seconded the motion. Motion carried with all in favor.
 - c. Power Plant Repair:** Supervisor Wagner noted the repairs have been made, although during excavation a poured cement foundation was discovered, and therefore they were not able to go as low as anticipated. Tiling has been placed around the exterior of the building to help with water run-off.
 - d. Capital Projects:**
 - i. Pricing for replacing the relays as a 2021 project:** No new information was available.
 - ii. Updated estimate for a 6" sludge pump:** Supervisor Wagner presented an estimate of \$16,080 for a pump. Member Pieper motioned to approve the purchase using funds from the Vehicle Replacement Fund. Member Bell seconded the motion. Motion carried all in favor.
 - iii. Quotes for valve replacement:** No new information was able to be provided.
 - iv. Updated quote for Automating the Generator in 2022:** Member Pieper motioned to approve the quote from Farabee Mechanical in the amount of \$192,955 utilizing a two year payment plan. Member Riggott seconded the motion. Motion carried with all in favor.
- F. Round-up:** Member Pieper noted that the City council had suspended the round-up program due to the Ambulance Association noting they plan to dissolve the organization. Members asked Peterson to look into what other things the round-up dollars could be used for. It was noted that the remaining funds in the association will be spent on needs of the Ambulance and crew members.
- G. Carbon Neutrality:** Member Pieper questioned what type of efforts can be taken to increase Lanesboro's neutrality.

H. Miscellaneous

- a. **Commission Member 3 year term needed:** Member Bell has not opted to serve another term, and therefore applications are needed for this seat.

Next Meeting: Tuesday, December 21, 2021 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 10:58 a.m. Motion was seconded by Commissioner Riggott. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

**Lanesboro Public Utilities
Regular Meeting
Tuesday, December 21, 2021 10:00 a.m.
Lanesboro Community Center Meeting Room and Zoom**

Present: Jon Pieper and Don Bell
Absent: Elliot Riggott
Staff/Council Present: Jerod Wagner and Mindy Albrecht-Benson
Visitors: Brian Roelofs

Regular Meeting:

Commissioner Pieper called the regular meeting to order at 10:00 a.m.

- A. Agenda:** Member Pieper motioned to approve the agenda with the additions of Underground Study and Carbon Neutrality. Member Bell seconded the motion. Motion carried with all in favor.
- B. Consent Agenda:** Member Pieper motioned to approve the Consent agenda as presented. Member Bell seconded the motion. Motion carried with all in favor.
 - Minutes of the Regular Meeting, November 16, 2021
 - Accounts Payable
- C. Wastewater Treatment Facility Update:** No update was available.
- D. Staff Update:** Supervisor Wagner noted the following:
 - The repair of the grinder pump, purchase of a sludge pump, and updating of the generator all in process.
 - The UMMEG Rate Stabilization fund is currently running a larger deficit than anticipated, the current amount for Lanesboro's share is \$85,611.53, which would be invoiced after the first of the year.
 - Work is being done planning for the 2022 and 2025 street projects, as well as consideration for the Valley Vista Development south of town. Additional discussion was had on the reliability of the current line feeding this area, as well as creation of a policy for who the homeowners should contact if there is a power outage in their area.
- E. City Council Update:** Member Albrecht-Benson shared that the 2022 budget had been approved. The Council will hear a presentation regarding the Market & Calibration study for staff wages in January. From there consideration will need to be made for the Public Utilities staff wages, and the amount of cost of living adjustments for 2022.

Regular Business

- A. RLH Water Connection:** Staff had identified an unmetered water service at this location. Member Pieper motioned to request a letter be issued to note metered services are required. Member Bell seconded the motion. Motion carried all in favor.
- B. Continued Business:**
 - a. Parkway Market - Reimbursement Request:** A notice from the League of Minnesota Cities was received stating the City of Lanesboro is not legally responsible for the damages incurred.

- b. **Round-up Program:** Discussion was had regarding the possible options for continuing the program. Member Pieper motioned to discontinue the program. Member Bell seconded the motion. Discussion was then had regarding the initial intent of the funds, noting it was to set aside money for an Ambulance shed. Administrator Peterson will reach out to the Association and discuss the remaining funds. Motion carried with all in favor.
 - c. **Capital Projects:**
 - i. **Pricing for replacing the relays as a 2021 project:** No new information was available.
 - ii. **Quotes for valve replacement:** Supervisor Wagner noted that the valve replacement may need to be considered as part of a larger street project when that area is updated.
- C. **Underground Study:** Members noted a desire to have a commitment from property owners prior to investing in the engineering fees necessary to design the project. Administrator Peterson will send out letters to property owners, noting the previous estimate for the work, and requesting a commitment to move forward from the property owner.
- D. **Carbon Neutrality:** Members shared thoughts on building our community for the future, and taking things into consideration while planning for the future. A quote for retrofitting the Community Center lights to LED will be shared in January.
- E. **Miscellaneous**
 - a. **Storm Drainage:** Staff has determined that stormwater drainage from the Merchant's Bank building is currently entering the sewer system. Member Pieper motioned to have a letter sent to the property owner requesting the drainage be sent out onto the street rather than the sewer system, as well to send a copy of the ordinance with the letter. Member Bell seconded the motion. Motion carried with all in favor.
 - b. **Bell Letter:** Member Bell shared a letter he drafted to send to Government officials sharing Lanesboro's desire to be a Beta testing facility. Member Pieper noted the letter should also be sent to our local representatives.
 - c. **Thank you:** Member Pieper shared gratitude for Don Bell's service to the commission.

Next Meeting: Tuesday, January 18, 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 10:53 a.m. Motion was seconded by Commissioner Bell. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk