

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, January 18, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper, Elliot Riggott, and Brian Roelofs  
**Absent:** None  
**Staff/Council Present:** Jerod Wagner, Darla Taylor, Jake Pichelmann, Phil Dybing, and Gary Price  
**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 addition of Rate Stabilization Fund to Regular Business. Member Roelofs seconded the motion. Motion carried with all in favor.
- B. 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, December 21, 2021
  - Accounts Payable
- C. Wastewater Treatment Facility Update:** Jake Pichelmann with Bolton & Menk Engineering noted that with five structures up work continues to proceed according to schedule. The project is approximately 50% complete at this point with the plant due to start up at the end of June. Building work, along with equipment and control installation will be the focus for the next few months.
- D. Staff Update:** Supervisor Wagner noted the following:
  - Staff have been working to regulate the chlorine levels in the water at the Water Treatment Facility. MN Dept of Health had recommended an increase, however staff have not been able to get to the level requested. Bolton & Menk Engineering is consulting with us to resolve this issue.
  - It was noted that there is some grant funding available through the Wastewater Treatment Facility Project, and therefore purchase of the pump will be done through this financing.
  - The new Public Utilities Truck was picked up this morning from the dealership.
  - They have been experiencing difficulties with the trickling filter at the Wastewater Treatment Facility. The belt was replaced recently and just a week later needed to be adjusted again.
  - Waiting for submission of preliminary plats for the potential new subdivisions in town, in order to properly plan for electrical service to these areas.
- E. City Council Update:** Administrator Peterson noted that the Council had approved adopting a new 10 step pay scale, in which staff members would receive a step increase annually on their anniversary. A cost of living increase would be looked at a few years, along with a Market Study perhaps every 5 years to ensure that our wages are competitive with the market.

**Guest Speakers**

- A. **Gary Price:** Mr. Price reviewed how costs are determined as well as provided historical actual cost data. The estimated cost of running the generator is \$100 per MgW hour, while an average market price per MgW is \$60 - \$70. Price noted that he believes a Coal plant that Dairyland shut down in April of 2021 was a significant factor in the increased rates. Rates are determined by taking into account mitigation factors, line congestions, and losses. Although they are looking into how as a group we could run generation to help offset the costs, at this time there is no way to do so, and could not be done as an individual. There were very few periods of time in 2021 where the market cost was over \$100 per MgW, however the average cost when averaged out was less than the \$100 per MgW.
- B. **Lanesboro Housing Association:** Phil Dybing shared that the Association had recently completed a program through Housing Partnership. Through the program the Association gathered benchmarks from other communities about how to attract new residents, and market the information. In Harmony the rebates are based on the cost of the new home. While Preston offers waiving permit and utility hook up fees, as well as offers for the pool, golf, and even Chamber funds. Members questioned if those developments in the other communities were tax abatement areas, it was noted however that the tax abatement would benefit the developer, while these rebates would benefit the new property owners. Dybing noted that he would come back and discuss ideas in 2 - 3 months.

### Regular Business

- A. **Resolution 2022-01-Authorizing the transfer of Public Utilities Funds:** Member Riggott motioned to approve the resolution as presented. Member Roelofs seconded the motion. Motion carried with all in favor.
- B. **2022 Step Scale and Cost of Living:** Member Riggott motioned to approve the 10 step pay scale as presented. Member Roelofs seconded the motion. Motion carried with all in favor. Member Pieper motioned to move Troy Schiltz to a step 5 on the Technician Scale, keep Jerod Wagner at a step 10 on the supervisor scale, and move Jeff Norby to a step 8 on the technician scale, while also providing for a 3% COLA increase, and forgo any increase on anniversaries for 2022. Member Riggott seconded the motion. Member Pieper motioned to amend the original motion to keep Jeff Norby at the same pay scale although add a 3% COLA, and move to a step 8 on his anniversary in September. Member Riggott seconded the motion. Member Pieper then motioned to again amend the original motions to keep Troy Schiltz at his current payscale with a 3% COLA, and move him to a step 6 on his anniversary in 2022. Member Riggott seconded the amended motion. Motion carried with all in favor.
- C. **Rate Stabilization Fund:** A final invoice for 2021 has not been received.
- D. **Continued Business:**
  - a. **Underground Study:** Member Pieper motioned to have a letter drafted and sent to property owners noting that the Lanesboro Public Utilities does not at this time plan to put their infrastructure underground. However secondary lines can be put underground by a private contractor. Member Riggott seconded the motion. Motion carried all in favor.
  - b. **Water Connection, RLH:** A letter was sent out, however no corrections have been made at this time.
  - c. **Capital Projects:**
    - i. **Pricing for replacing the relays as a 2021 project:** No new information was available.
    - ii. **Quotes for valve replacement:** No new information was available.

**iii. Carbon Neutrality**

**1. LED for Community Center Quote:** Member Riggott motioned to approve the quote from Huntington Electric to install LED lights in the community center for a total price of \$8,175. Member Roelofs seconded the motion. Motion carried with all in favor.

**iv. Drip Lines Investigations:** Perhaps when health concerns have lightened we could hire someone to handle these investigations. One drip line on Kirkwood will be eliminated with the 2022 Street project.

**v. Storm Sewer Investigations:** Members questioned if there was a way to quantify the excess water going into the sewer system. Discussion will continue.

**E. Miscellaneous**

**a. Fund Balances:** Members requested to have information on project balances, as well as fund balances, and debt fund balances for next month.

**b. Automation:** It was noted that the automation that the Generator is undergoing is only local to Lanesboro. As well there is a MISO Law that requires 48 hours notice be given to Dairyland prior to the generator being run.

**Next Meeting: Tuesday, February 15, 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 11:32 a.m. Motion was seconded by Commissioner Roelofs. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, February 15, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper, Elliot Riggott, and Brian Roelofs (participated from 124 Albatross Road, Rotunda West, Florida)

**Absent:** None

**Staff/Council Present:** Jerod Wagner, Darla Taylor

**Visitors:** None

**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 addition of Member Pay to Miscellaneous. Member Riggott seconded the motion. Motion carried with all in favor.
- B. 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 18, 2022
  - Accounts Payable
- C. Wastewater Treatment Facility Update:**
- D. Staff Update:** Supervisor Wagner noted the following:
  - Starr Energy will be working on the design plans to bring power to the proposed developments. The plan is to look at both areas as one project. Additionally a commitment from the developers will be requested before the upgrading of services will begin.
  - A recent capacity test with Dairyland Power went well.
  - At a recent UMMEG meeting it was discussed that they will be watching costs through February to determine if pricing will need to be adjusted. They believe the cost increases are stemming from the closure of the Geneva Power Plant.
  - He is still looking into trailer mounted trash pumps and what is available.
- E. City Council Update:** At the February meeting the council approved a pay increase for Mayor and Council members effective for 2023, discussed revision of city wide speed limits, received a report from the Fire department, and approved the transfer of assets from the Ambulance department to Preston Emergency Services. Council also reviewed the Emergency Services Building project, it was noted that water, sewer, and electrical services have already been upgraded at this location in order to meet the needs of the Fire department.

**Regular Business**

- A. Sobieniak - Storm Water Connection:** Member Pieper motioned to deny the request for funding to correct a storm water connection. Member Riggott seconded the motion. Motion carried with all in favor.

- B. Land Application Site:** Supervisor Wagner noted the desire to secure a long term location for the application of biosolids. The City currently has an agreement and is using a 10 acre parcel, however a long term solution should be identified. Letters have been sent out to area land owners twice, with no interest being returned. The existing treatment facility uses drying beds, however the new facility will be utilizing different technology. Discussion will continue.
- C. Call Center Quote:** The need for a service for property owners to contact for utility issues after hours was discussed. Member Riggott motioned to request a demonstration. Member Roelofs seconded the motion. Motion carried with all in favor.
- D. Fund Balances:** Administrator Peterson shared the current fund balances for the Utilities, as well reviewed debt service information. A discussion for the current fee schedule will be added to the March agenda.
- E. Continued Business:**
  - a. Housing Incentives:** Member Riggott motioned to not entertain any housing incentives at this time. Member Roelofs seconded the motion. Discussion was had regarding the significant cost to the Utilities to bring power to the developments, as well as the unknown costs associated with this. Motion carried with all in favor.
  - b. Water Connection, RLH:** No update was available.
  - 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 with the proposed Kirkwood project this year, several strategic valves would be replaced.
    - iii. Carbon Neutrality and Long Term Capital:** Members discussed the opportunity of the creation of a microgrid in the future, with the utilization of batteries.
      - 1. Rebate Offers:** No discussion.
    - iv. Drip Lines Investigations:** On going project, no updates.
    - v. Storm Sewer Investigations:** On going project, no updates.
- F. Miscellaneous**
  - a. Member Pay:** Member Riggott motioned to increase Public Utility Commission member pay in 2023 from \$1,000 to \$1,500. Member Pieper seconded the motion. Vote was done by roll call with members Pieper and Riggott voting in favor. Member Roelofs voted against. Motion carried.

**Next Meeting: Tuesday, March 15, 2022 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 10:53 a.m. Motion was seconded by Commissioner Pieper. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, March 15, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

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

**Absent:** None

**Staff/Council Present:** Jerod Wagner, Darla Taylor

**Visitors:** Dan Otteson

**Regular Meeting:**

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

- A. Agenda:** Member Roelofs motioned to approve the agenda as presented. Member Riggott seconded the motion. Motion carried with all in favor.
- B. 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, February 15, 2022
  - Accounts Payable

A question was raised regarding payment to Maslon under Professional Fees. Administrator Peterson noted that the charge was for legal services due to pending litigation. City Council is aware of the situation, no further information was able to be provided at this time.

- C. Wastewater Treatment Facility Update:** Supervisor Wagner noted that a concern for the color of the service doors was presented at the last meeting. The doors are scheduled to be black, and with the heat of the sun, can swell making use challenging.
- D. Staff Update:** Supervisor Wagner noted the following:
- Work is being done to update and verify the Line Loss report for electric usage.
  - A shortage or delay on receiving supplies is noticeable.
  - The recently updated spill prevention plan noted some corrective action including painting tanks.
  - Work to move a pole for the upcoming street project will be completed soon, causing an approximately two hour power outage for those nearby. Properties have been contacted.
  - Discussions are happening about the possibility of reopening the Genoa Nuclear power site.
- E. City Council Update:** Council Member Mindy Albrecht-Benson noted that the Council approved implementation of a public comment period at the start of all City meetings. This will be done on a trial basis to see what measures are working and what others may need to be implemented. The Public Utility Commission agreed to implement the public comment portion on a trial basis, following the format of the City Council. The determination was also made that the original round-up dollars from Public Utilities given to the Lanesboro Ambulance Association would not be returned for use in the Emergency Services Building project.

## Regular Business

- A. Cooperative Response Center Presentation - Dan Otteson:** CRC is a call center as well as dispatch center. Lanesboro would provide detailed information, so that callers can be appropriately directed. One time fees include: \$250 Associate Fee, \$1,150 Set-up Fee, and \$216 Training Fee. Monthly on-going fees include: \$0.15 per meter (estimated to be \$75), \$271 CRC Link platform charge, and a per call of \$2.26 (with a minimum of \$250 per month). Members discussed other opportunities, such as a cell phone, although concerns were noted for the screening capabilities. Member Pieper motioned to table the discussion. Member Roelofs seconded the motion. Motion carried with all in favor.
- B. Fee Schedule:** Member Pieper motioned to table the discussion. Member Riggott seconded the motion. Administration will review the actual cost to connect services and offer suggestions to the current fee schedule, as well as provide examples from neighboring communities. Motion carried with all in favor.
- C. Continued Business:**
- a. Water Connection, RLH:** A resolution has been made and a meter will be installed prior to any future use. Administration will review billing for this account.
  - b. Capital Projects:**
    - i. Pricing for replacing the relays as a 2021 project:** No new information was available.
    - ii. Quotes for valve replacement:** No new information was available.
    - iii. Carbon Neutrality:** Members again discussed the long term goal of a microgrid and battery storage. Administration will review the purchase power agreement to identify limitations and possibilities.
      - 1. Rebate Offers:** No discussion.
    - iv. Drip Lines Investigations:** On going project, no updates.
    - v. Storm Sewer Investigations:** Alterations to the Bank and the Root River Rod Shop buildings are underway by property owners. Members requested that a spreadsheet be created tracking the investigation. Discussion to be continued.
- D. Miscellaneous**
- a. Trailer mounted Trash Pump:** Member Pieper motioned to approve purchase of a trailer mounted trash pump, estimated at \$30,000. Member Roelofs seconded the motion. Motion carried with all in favor.
  - b. Land for Biosolids Application:** Long term goals would include purchasing a 10 acre site for biosolids annual application.

**Next Meeting: Tuesday, April 19, 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 11:41 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, April 19, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

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

**Absent:** None

**Staff/Council Present:** Jerod Wagner, Darla Taylor

**Visitors:** Jason Resseman

**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 presented. Member Riggott seconded the motion. Motion carried with all in favor.
- B. Consent Agenda:** Member Pieper motioned to approve the Consent agenda with the following amendments to the minutes: Explanation on Professional Services expense, and Public comment clarification. Member Riggott seconded the motion. Motion carried with all in favor.
  - Minutes of the Regular Meeting, March 15, 2022
  - Accounts Payable
- C. Wastewater Treatment Facility Update:** Supervisor Wagner shared that although there have been some delays in receiving equipment, the plant is still on schedule for completion.
- D. Staff Update:** Supervisor Wagner noted the following:
  - The existing Wastewater facility has been experiencing equipment failures.
  - Hwy 250 campground will be combining two of its existing electric services.
  - The trailer mounted trash pump has arrived. The unit will be funded as a part of the Wastewater Treatment Facility project.
  - Meters have been ordered for the Emergency Services Building and will be installed. All water will then be able to be metered.
  - Members noted that the storm sewer grates on Hwy 250 near the Wastewater Treatment Facility are turned the wrong way. They appear to be a safety hazard to bicyclists. Wagner will follow up with Bolton & Menk.
- E. City Council Update:** There were no updates to be shared from the April City Council meeting.

**Regular Business**

- A. Continued Business:**
  - a. After Business Hours Utility Outage Discussion:** Administrator Peterson shared that staff have reviewed the possibilities, and feel that utilizing the CRC call center would be the best solution for after hour outages. Although funding was not provided as part of the 2022 budget, the recommendation was made to review once the year is half way through. A suggestion was made to utilize an on-call cell phone that could be shared amongst the staff. Supervisor Wagner noted concern for areas between Lanesboro and his home that do not have cellular coverage, often if a call comes in he is not alerted. Member Pieper motioned to table the discussion until July. Member Roelofs seconded the motion. Motion carried with all in favor.

- b. Fee Schedule:** Information was shared from the following communities: Preston, Chatfield, and Rushford. It was noted that Lanesboro currently charges \$750.00 per service. Supervisor Wagner offered that he believed the \$750 fee was adequate to cover expenses for new connections. Discussion was also had regarding the ability to charge a storm sewer fee. It was noted that there is an ordinance in place to allow for this, however at this time a fee has not been set-up. Member Pieper motioned to keep the connection fees the same as they currently are. Member Riggott seconded the motion. Motion carried with all in favor.
- c. Water Connection, RLH Grain:** RLH has purchased and will be installing a water meter for the existing hydrant outside. RLH will be responsible for removal and installation of the meter. The reads will be shared with the City Office for billing purposes.
- d. Capital Projects:**

  - i. Pricing for replacing the relays as a 2022 project:** Supervisor Wagner noted he would like to see the engine upgrade completed prior to looking into the need for relay replacement.
  - ii. Quotes for valve replacement:** Scheduling for valve replacement should be completed with street projects, as the valves are several feet underground. Additional discussion was had regarding budgeting for these projects. It was noted that due to the project to replace a valve, budgeting for those would be included in a larger project, and therefore a separate line item in the budget each year may not be necessary.
  - iii. Carbon Neutrality:** No updates were available.
  - iv. Drip Lines Investigations:** No updates were available.
  - v. Storm Sewer Investigations:** A database has been created, staff will work on this project as time allows.
  - vi. Land Acquisition:** No new sites have been reviewed. Member Pieper noted a possibility of the Linde farm on the west side of Lanesboro.
- e. Miscellaneous:**

  - i. Trash Pump Budget:** Member Pieper motioned to move the funding that had been set aside for the Trash Pump to the equipment fund. Member Riggott seconded the motion. Motion carried with all in favor.

**Next Meeting: Tuesday, May 17, 2022 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 10:33 a.m. Motion was seconded by Commissioner Roelofs. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, May 17, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

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

**Absent:** None

**Staff/Council Present:** None

**Visitors:** Bonita Underbakke

**Regular Meeting:**

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

- A. Public Comments:** No comments were made.
- B. Agenda:** Member Riggott motioned to approve the agenda as presented. Member Roelofs seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:** Member Roelofs motioned to approve the Consent agenda as presented. Member Riggott seconded the motion. Motion carried with all in favor.
  - Minutes of the Regular Meeting, April 19, 2022
  - Accounts Payable
  - 2022 SEMCAC Agreement
- D. Wastewater Treatment Facility Update:** Administrator Peterson shared that supply chain issues are causing a delay in getting the plant complete. At this time project management is noting that the plant may not be online until October of this year.
- E. Staff Update:** Administrator Peterson shared the following report from Supervisor Wagner:
  - Material costs are skyrocketing, therefore staff will evaluate operational items and determine if additional should be purchased in an effort to be sure we have what is necessary to maintain operations prior to costs continuing to rise.
  - On May 16, 2022 at 8 a.m. it was noted that there was discharge from the existing plant on land. Supervisor Wagner assessed the situation and immediately called the duty officer and then the MPCA. He requested guidance from both on processes and clean-up recommendations. Based on that information staff are working to repair equipment and clean-up the site.
  - Electric meters are being installed for two trash compactors for the season, installation will be complete soon.
- F. City Council Update:** Administrator Peterson shared that the Council is considering a street and utility project for 2022, with that the recommendation has been made that Water rates be increased annually 1% to keep up with rising costs for supplies and repairs. The projected increase would help to cover the cost of the utility repairs as part of the 2022 project.

**Regular Business**

- A. Continued Business:**
  - a. Capital Projects:**
    - i. Carbon Neutrality:** No updates were available.
    - ii. Drip Lines Investigations:** No updates were available.

- iii. **Storm Sewer Investigations:** No new updates were available.
- iv. **Land Acquisition:** No new updates were available.
- b. **Miscellaneous:**
  - i. **Budget Process:** Administrator Peterson shared that the budget for next year will be reviewed in connection with the list of priorities. Members noted that new quotes for projects should be attained, due to the rising cost of materials.

**Next Meeting: Tuesday, June 21, 2022 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 10:17 a.m. Motion was seconded by Commissioner Roelofs. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, June 21, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper and Brian Roelofs

**Absent:** Elliot Riggott

**Staff/Council Present:** None

**Visitors:** Bonita Underbakke, Council Member Mindy Albrecht-Benson, Supervisor Jerod Wagner, and Darla Taylor

**Regular Meeting:**

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

- A. Public Comments:** No comments were made.
- B. Agenda:** Member Pieper motioned to approve the agenda with the removal of a tour of the facilities. Member Roelofs seconded the motion. The tour will be rescheduled for the July meeting. 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, May 17, 2022
  - Accounts Payable
- D. Wastewater Treatment Facility Update:** Contractors have run into pockets of rock while attempting to bore for the discharge line under the DNR Bike Trail. Engineers are working with the DNR to request permission to open up the trail in order to install the line. Although the necessary piping has arrived, the switchgear for operating the plant has still not been delivered.
- E. Staff Update:** Supervisor Wagner noted the following:
  - A comparison to previous years shows the current wholesale power cost is excessive. This is believed to be due to the decommissioning of the Genoa Power Plant, therefore causing higher traffic on the lines, which drives up the cost.
  - The project to upgrade the diesel generator is still underway. Wagner received a call on May 27 noting supply chain issues as well as a surge in service requests.
  - There has been a significant reduction in concerns with the existing Wastewater Treatment Facility since the correction for the storm water connections at the current Merchants Bank building. There are most likely still other buildings that need to be corrected.
  - Engineers have noted that although we currently land apply a dry application from the Wastewater Treatment Facility on 5 acres, a change will be required for the new plant. The design of the new facility did not allow for the installation of drying beds, and therefore liquid land application will be used going forward. In order to meet requirements, we would need 20 acres of land to apply annually.
  - Total capacity figures from UMMEG showed that Lanesboro was 557 long, therefore a sale of the excess capacity to Cumberland, WI has been initiated. The total revenue to be received from the sale is \$13,139.07.
  - We have received notice that we may be called on to run the generator, however at this time have not been given direct orders to do so. There is also discussion that the annual

surge tests be changed to quarterly. More information to be shared as discussions continue.

- Members shared the following questions:
  - i. Are there other areas in which we can cut electrical costs in City buildings or facilities? Examples included lightbulbs, tree plantings for shade, and smart thermostats for heating and cooling. Wagner will investigate.
  - ii. Do we have current estimated costs for running the generator? Wagner will reach out to UMMEG to request help in determining that figure.
  - iii. Do we have access to current market rate figures? Wagner noted that although we can see those figures, it is required that we provide a 48 hour notice prior to starting the generator.

**F. City Council Update:** Member Albrecht-Benson noted that the Council had approved the contract for a Street and Utility improvement project with Generation X Construction. The project will need to be split between this year and next due to the School's schedule and material availability. We are currently waiting on an updated project schedule. Wagner noted that the electrical portion of the project for the Coffee/Beacon/Rochelle loop has already begun.

### Regular Business

**A. Sewer Service Charges for Multi-Unit Structures:** Current ordinance were reviewed. It was discussed that for every utility account a base charge would be assessed, noting that there are apartments in town that do not have a separate utility account and share a meter, and therefore are not assessed a base charge. Future applications will be considered on an individual basis.

**B. Continued Business:**

**a. Capital Projects:**

- i. **Carbon Neutrality:** Supervisor Wagner noted that at a recent Dairyland meeting he was introduced to the new CEO, who noted he wanted to hear from all facilities, no matter the classification. Also at this meeting representatives from Ashley Furniture offered to share a presentation including research showing that although renewable energy is beneficial, the impact of decommissioning coal plants has led to an over correction. Wagner also noted that other communities are holding back on battery implementation.
- ii. **Drip Lines Investigations:** No updates were available.
- iii. **Storm Sewer Investigations:** No new updates were available.
- iv. **Land Acquisition:** No additional updates were available.

**b. Miscellaneous:**

- i. **Car Charging Station:** MiEnergy shared that as a part of their pilot program, they learned that car charging stations could not be contained within a garage space, they had to be installed on the exterior of a structure.
- ii. **Capital Outlay Budgeting:** Members requested updated cost estimates for a 10 year capital improvement plan to assist with budgeting for 2023.

**Next Meeting: Tuesday, July 19, 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 10:30 a.m. Motion was seconded by Commissioner Roelofs. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, July 19, 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, Supervisor Jerod Wagner and Council Member Mindy Albrecht-Benson

**Visitors:** Bonita Underbakke, Luther Olson, and Phil Dybing

**Regular Meeting:**

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

**A. Public Comments:**

- Luther Olson: Shared that he was recently made aware of the Public Utilities policy that the property owner is responsible from the main to the house. While Public Utilities is responsible for the main. Olson also shared concern for private contractors working in the right of way, noting that he felt it was easier for the City to attain necessary permits. Olson recommended that a notice of the responsibilities of property owners be posted and shared with the public.

**B. Agenda:** Member Pieper motioned to approve the agenda with the addition of Certification of Utility Charges. 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, June 21, 2022
- Accounts Payable

**D. Wastewater Treatment Facility Update:** Supervisor Wagner noted we are still waiting on a permit from the DNR for crossing the trail. As well there is still some equipment that has not arrived. The exterior fencing construction has begun. Concern for the official start up date and the need to winterize is being closely monitored.

**E. Staff Update:** Supervisor Wagner noted the following:

- Electrical work is underway for the Street and Utility Project along Rochelle. Work has included pole removal as well as removal of some wire, making the area cleaner looking.
- Energy pricing is extremely high currently. At his point UMMEG is estimating by year end we would be \$79,000 over projected costs. Discussion was then had regarding the current usage rates versus actual costs, Wagner and Peterson noted they are watching and will provide updates to the Commission as needed.
- Additional electrical work is needed, although the pole in question is extremely difficult to get to. The transformer on the pole currently serves Krage Insurance, Parkway



Market, and Unwired. The transformer will be switched out to one that can also carry the load for the Cottage House.

- The sewer grate on Hwy 250 near the Wastewater Treatment Facility on the north side has been turned. The one on the south side will be turned once the silt fence has been removed.

**F. City Council Update:** Administrator Peterson shared that the City Council had met in a special meeting to approve the final settlement agreement for litigation between the City and Clean Water and Air Legacy LLC. Clean Water and Air Legacy LLC (CWAL) filed suit in federal court claiming that the City had violated the permit with the MPCA for effluents violations. Although these overages did happen, we did work with the MPCA for corrective actions. A copy of the settlement agreement is available for review.

### **Regular Business**

- A. Ken Soiney - Electric Service Request:** Supervisor Wagner noted that meters should not be placed on poles, rather they should be placed on structures. This way if we need to replace a pole, we would not need to impact the meter at all. No action was taken regarding payment of the hook up fee.
- B. Repairs to Mains and Service Lines:** Current ordinances for water and sewer note the City is responsible for the main, while the property owner is responsible for the service line from the main to the house. Member Pieper motioned to provide a notice to the public regarding the current policies. Member Roelofs seconded the motion. Motion carried with all in favor.
- C. CRC Membership Agreement:** Members noted a concern for the overall expense of utilizing CRC. For this reason it was requested to look into the possibility of another cell phone, and / or utilizing call forwarding. Discussion will be continued.
- D. Housing Incentives - Phil Dybing:** Phil Dybing was present representing the Economic Development Authority. The EDA is looking to put together a housing incentive program, to entice people to move to Lanesboro. Dybing shared examples from Harmony and Preston for reference. The goal is to come up with a program that would make Lanesboro competitive with surrounding communities. Dybing suggested that the utility hook up fees be waived as part of the incentive program. Members discussed the cost to install service and infrastructure expenses. Member Pieper motioned to table the discussion. Member Roeloffs seconded the motion. Motion carried with all in favor.
- E. Continued Business:**
- a. Total cost for operating diesel generator:** Discussion to be continued.
  - b. Reduce electric usage in public facilities:** Suggestions included furnace and a/c replacement at the light plant. Discussion to be continued.
  - c. Capital Projects:**
    - i. Carbon Neutrality:** No updates were available.
    - ii. Drip Lines Investigations:** No updates were available.
    - iii. Storm Sewer Investigations:** No new updates were available.
    - iv. Land Acquisition:** No additional updates were available.
  - d. Miscellaneous:**

- i. **Certification of Utility Charges:** Administrator Peterson noted that notice had been sent to a property owner that utility charges will be certified to their account unless payment is made in full. The property owner may request a hearing. If no hearing is requested the City Council will consider a resolution to certify the charges in September.

**Next Meeting: Tuesday, August 16, 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 11:12 a.m. Motion was seconded by Commissioner Roelofs. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, August 16, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper and Elliot Riggott

**Absent:** Brian Roelofs

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

**Visitors:** Bonita Underbakke

**Regular Meeting:**

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

- A. Public Comments:** No comments were shared
- B. Agenda:** Member Riggott motioned to approve the agenda as submitted. Member Pieper seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:** Member Riggott 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 19, 2022
  - Accounts Payable
- D. Wastewater Treatment Facility Update:** Progress continues with the main control panel being installed. At this time the plant is scheduled to be online in October of 2022.
- E. Street & Utility Improvement Project Update:** Supervisor Wagner noted that work in the Pleasant/Sheridan alley will begin next week, supports for the utility poles will be provided to ensure stability during the project. A large shut down of water service will also happen next week, impacting approximately one half of the town.
- F. Staff Update:** Supervisor Wagner shared that the average cost for a 25 kVa Transformer is \$1,300, which normally can support 3-4 houses. The average cost for a 37 kVa is \$1,500, while a 50 kVa is \$1,800. A break in the main along Hwy 16, has noted a leaky valve once repairs were completed. In order to repair the valve, a large water shut off will need to happen due to an insufficient number of valves. Members questioned the power outages over the first weekend in August. Wagner noted the outage was due to bad insulators along the MiEnergy distribution line. There were nine areas of concern found and repaired by MiEnergy. Due to the excessive energy use with the town festival staff needed to change how the circuits were brought online. MMUA is estimating a purchase cost deficit of \$111,000 for Lanesboro currently, this amount does not include the funds being put aside to offset any deficit.
- G. City Council Update:** No updates were noted.

## Regular Business

- A. Bearson:** A request to discuss a water connection was granted to be added to the agenda. The property owners would like to connect water service for a new home to an existing service line, in order to avoid digging into Hwy 16. The existing home is planned to be removed, and therefore there would be only one home attached to the service line. Supervisor Wagner shared concern for future developments, noting that our ordinances prohibit more than one residence per service line. The property owner will investigate the cost for making the connection into the Highway. Members discussed the possibility of allowing the connection, with the understanding that ultimately there should be just one residence per service line.
- B. Light Poles and Fuel Tank Painting:** Supervisor Wagner noted a concern had been received for the appearance of the light poles along the trail near the dam which are owned by the City. Additionally Wagner noted that the fuel tank which is also silver in color needs to be painted. Wagner noted that the cleaning and painting of both the light poles and the fuel tanks should be placed on the capital outlay chart for future planning as time allows.
- C. Continued Business:**
- a. After Hours Customer Service:** Supervisor Wagner noted that currently the Verizon towers do not have power once power has been disrupted in town until the generator has been started. For this reason staff members did not receive messages until days later when an outage occurred. Members noted that we should consider including a mandate for installation of a generator for power back-up for future Verizon contracts. Member Pieper motioned to move forward with a quote from Acentek for the creation of a separate email account, which would have voice mails go directly to email, and therefore staff members could receive alerts to outages through email. Member Riggott seconded the motion. Motion carried with all in favor.
  - b. Housing Incentives:** Member Pieper motioned to table the discussion. Member Riggott seconded the motion. Discussion was had about the cost of transformers, and current policy regarding installation charges. Members will continue to consider changes to the fee schedule. Motion carried with all in favor.
  - c. Total cost for operating diesel generator:** Wagner reported that strictly based on fuel cost for operating the generator it costs 5.4 Cents per kilowatt to generate, this is based on \$2.90 per gallon of fuel.
  - d. Reduce electric usage in public facilities:** Administrator Peterson suggested a new mini split for the Public Works office installation. No action was taken, discussion will be continued.
  - e. Capital Projects:**
    - i. Carbon Neutrality:** No updates were available.
    - ii. Drip Lines Investigations:** No updates were available.
    - iii. Storm Sewer Investigations:** No new updates were available.
    - iv. Land Acquisition:** Supervisor Wagner suggested that a realtor could be utilized in order to find land to purchase for biosolids application. Wagner noted that the cost would be more attainable if we are responsive versus reactive. Our new facility will be able to store one years worth of sludge, at this time we have not found other facilities interested in taking the product. Specifications for land application as well as the requirements for application should be considered as

well. Members suggested that haulers could be contacted for potential insights for application. It was noted that the ideal location would be off of Hwy 250 north of town. This would provide a shorter distance for hauling purposes.

- f. **Miscellaneous:** Member Pieper noted that he had reached out to Representative Greg Davids regarding funding for a microgrid project. The thought is to search out funding to create a microgrid in Lanesboro as a test pilot program.

**Next Meeting: Tuesday, September 20, 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 10:58 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, September 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 Supervisor Jerod Wagner

**Visitors:** Bonita Underbakke

**Regular Meeting:**

Commissioner Pieper called the regular meeting to order at 10:00 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, August, 16, 2022
  - Accounts Payable
- D. Wastewater Treatment Facility Update:** Supervisor Wagner noted that some equipment has been tested. Approximately 45,000 gallons of wastewater was transferred from the old plant to the new plant due to capacity concerns at the existing facility. Final approval to excavate the trail to make the connection is still pending. Administrator Peterson met with Engineer Brian Malm and DNR representatives last Friday, to go through questions, to hopefully expedite the review process. Construction on the trail is currently set for next week.
- E. Street & Utility Improvement Project Update:** Progress continues, several valve replacements as well as new installations have been completed. There will be additional work on the valves in Kirkwood Street next year. The updates will allow for more isolation when there are water shut-offs. The only unusual items in the project has been the need to support utility poles, due to their proximity to the ground being disturbed.
- F. Staff Update:** Supervisor Wagner shared the following information shared during the Dairyland Municipal Appreciation Day held last week:
  - By the year 2040 they have set a goal to reduce coal consumption to 30%, currently they are at 78%
  - An electric car study found that 80 % of charging is happening in homes. Additionally, with the creation of electric trucks, consideration should be given to the creation of drive through charging stations. Drive through charging stations would accommodate a truck and trailer, where the current pull-in sites would not as easily. Consideration is also being given to the creation of a charging tax, which would be similar to the current tax on gas.

- MISO is also considering seasonal capacity to determine forced outage rates. A list of penalties from the June 10, 2021 event were shared for communities that were not up and running in the specified time, Lanesboro was not one of those communities.
- A comment was shared that if there are concerns with cO2, then there must be acceptance of nuclear or darkness.

Members questioned the cost of a solar array, compared to the cost of natural gas energy. It was noted that our generator does have the capacity to be dual fuel, however it would take updates to do so.

**G. City Council Update:** No updates were noted.

### **Regular Business**

- A. Electric Meter Replacement:** Electric Meters in town are now 10 years old, which is the standard useful life for electric meters. We are working with MiEnergy to test the possibility of utilizing RF meters, the same as the system that MiEnergy currently uses. Several test meters will be deployed this fall to determine if this system will work for Lanesboro. The questions of load control was brought forward, it was noted that at this time we do not have the capability of providing load control to our customers. It was also noted that we do not have the resources to bill for peak periods of time.
- B. NOVA Power Portal:** The NOVA Power Portal is used for applications of solar installations. Currently we are working with MiEnergy in order to complete this process. It was suggested that Lanesboro could have their own portal, however the cost was \$2,000 per year. STAR Energy is currently considering another pricing option, however at this time the recommendation is to continue the partnership with MiEnergy until another option is available.
- C. MMUA Safety Training:** City and LPU staff currently received the required OSHA training through MMUA. MMUA recently restructured their rates, which gave Lanesboro a \$6,000 rate increase per year. The rate was at \$5,000, and increased to \$11,000. Due to the concern for the increase Administrator Peterson and Supervisor Wagner are researching other potential training options for staff members. Discussion to be continued.
- D. Continued Business:**
  - a. 2023 Budget:** Members reviewed the proposed budget for 2023. Items of note were a 2% rate increase for both water and electric, with additional increases for sewer based on calculations for financing of the new plant. Actual cost figures for electric will be available at the end of the month, at that time staff will review if the proposed budget will be adequate or if changes will need to be made. Members suggested an increase in vehicle replacement costs, questioned changes in Capital outlay for electric from last year, and would like to see revenue information for rate classes from old water rates to current rates.
  - b. Housing Incentives:** Discussion was had regarding actual costs to connect to water and sewer infrastructure. No action was taken.
  - c. Reduce electric usage in public facilities:** No new information was shared, item can be removed from the agenda in the future.
  - d. Capital Projects:**
    - i. Carbon Neutrality:** Member Pieper noted he has been talking with legislators when available to begin the conversation regarding funding.
    - ii. Drip Lines Investigations:** No updates were available.
    - iii. Storm Sewer Investigations:** No new updates were available.

- iv. **Land Acquisition:** Supervisor Wagner shared his concern with finding a place to land apply biosolids prior to fall of 2023. Given the soil testing that needs to be completed prior to finalizing a contract, priority should be given to this discussion. Administrator Peterson will send out the letter previously sent to land owners to board members for review. Supervisor Wagner will reach out to a few different real estate agents to inquire as well. Members discussed two options, first, to purchase 20 acres and lease the land back to the farmer at no cost. Or, second, to lease the land from the farmer for an agreed upon per acre amount annually. Discussion to be continued.

**Next Meeting: Tuesday, October 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 11:14 a.m. Motion was seconded by Commissioner Roelofs. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk



**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, October 18, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Elliot Riggott, Jon Pieper 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 10:01 a.m.

- A. Public Comments:** No comments were shared
- B. Agenda:** Member Riggott motioned to approve the agenda as submitted. 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, September 20, 2022
  - Accounts Payable
- D. Wastewater Treatment Facility Update:** Administrator Peterson shared that training has started for some of the equipment in the new plant. The project to connect the effluent pipe to the new plant has been completed. Automatic Systems is coming this week to start programming the equipment within the plant.
- E. Street & Utility Improvement Project Update:** Administrator Peterson noted the underground power for the Cottage House has been relocated so that it is no longer in the street. Crews are working on the street lights, while most underground work in the Coffee, Beacon, Rochelle area is complete. As of last Wednesday the project was approximately one week behind, paving is scheduled to be completed the first week of November.
- F. Staff Update:** Over the weekend it was noted that there were communication issues with our SCADA system. After investigating it was noted that there was a problem with a battery backup, the repair has been completed. Although further investigation will need to be completed by Automatic Systems. On Friday last week there was a brief power outage due to a blown fuse in a transformer caused by a squirrel. Repairs have also been completed. Work is underway to winterize facilities, and ensure the heat is on so that sensors do not freeze. Work will also be done to coordinate with the Park department to turn off the water to the park and blow out the water lines.
- G. City Council Update:** It was noted that the Council is working on completing the 2023 budget. Additionally the Council approved a development agreement for the installation sewer lines, and improvements to Hillside Avenue. This work will not be completed this fall due to scheduling constraints.

**Regular Business**

**A. Continued Business:**

- a. 2023 Budget:** Members requested additional data for Electric usage trends, as well as rate schedule spreadsheets for water and sewer, finally a copy of the debt schedule for Public Utilities. Information will be provided for the November meeting.
- b. Housing Incentives:** Members discussed the expense of installing new infrastructure, and felt that grants for development should come from other sources than the Public Utilities. Member Pieper motioned to not provide utility incentives. Member Roelofs seconded the motion. Motion carried with all in favor.
- c. Electric Meter Replacement:** Meter installation testing will be happening, additional information will be provided once that is complete.
- d. MMUA Safety Training:** Staff members are looking into the possibility of a Regional Safety Group, while taking into consideration staff time and location. Additional training may be completed on site to minimize time out of the office.
- e. Capital Projects:**
  - i. Carbon Neutrality:** Member Pieper is investigating potential opportunities. There was a \$42 million grant from Excel Energy for the Treasure Island Community to create a micro-grid. Supervisor Wagner will provide information for high peak, average usage per day, generator size, and hydro generation information.
  - ii. Drip Lines Investigations:** New mandates may help to provide funding to complete these investigations within the next several years.
  - iii. Storm Sewer Investigations:** New mandates may help to provide funding to complete these investigations within the next several years.
  - iv. Land Acquisition:** Discussion began with the question of starting our own incinerator, members will look into the proximity of the nearest facility as well as the overall potential of such a project. Member Riggott motion to send out letters as originally drafted. Member Pieper seconded the motion. Discussion continued questioning what the barriers are for land owners to accept land applications. Member Riggott rescinded his motion. Supervisor Wagner and Administrator Peterson will reach out to local landowners to gain an understanding of what those barriers are. Discussion to be continued.

**Next Meeting: Tuesday, November 15, 2022 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 10:41 a.m. Motion was seconded by Commissioner Riggott. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

Approved 12/20/2022

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, November 15, 2022 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Elliot Riggott, Jon Pieper 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 10:00 a.m.

- A. Public Comments:** No comments were shared
- B. Agenda:** Member Riggott motioned to approve the agenda as submitted. 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, October 18, 2022
  - Accounts Payable
- D. Wastewater Treatment Facility Update:** Supervisor Wagner noted that equipment start up continues. Currently 50% of the flow from the current plant is being diverted into the new plant until the equipment is ready to discharge. Wagner estimates that will happen in the next 2-3 weeks. Paving will be completed in 2023. The SCADA system is operational, both the Water Treatment Facility and the Wastewater Facility are communicating. There will be electrical work that will need to be done during the decommissioning of the old plant. Wagner plans to save any useful pieces of equipment from the old plant prior to demolition.
- E. Street & Utility Improvement Project Update:** Water, Sewer, and Storm Sewer infrastructure is complete for this portion of the project. The contractor is still working to install cement, at this time it does not appear that any paving will be completed this year.
- F. Staff Update:** Supervisor Wagner noted he is studying the Zenith power circuit in an effort to understand if the community could incorporate the existing properties currently served from MiEnergy as well as the new subdivisions. He will be looking into capacity, as well as cost, and lead time for equipment. Equipment would need to be purchased in order to bring the existing properties into our system due to a change in voltage. Members also discussed the capacity of the diesel generator. This information will help members to understand the impact of the proposed new subdivisions. Wagner also shared that at a recent UMMEG meeting there was a presentation that provided that in order to meet the renewable energy requirements by 2030 of 66%, infrastructure in the United States would need to double.
- G. City Council Update:** The City Council requested a recommendation from the board for Ordinance 54.06. It was noted that at this time there are no Development Agreements in place for the new subdivisions. The Council has authorized installation of water and sewer mains, as well as installation of a Public Right of Way, however this agreement has not been executed as of this meeting.

**Regular Business**

Approved 12/20/2022

**A. Continued Business:**

- a. **2023 Budget:** Members discussed the electric rate for both usage and base rates, while reviewing anticipated expenses and revenues. Member Pieper motioned to approve the budget for 2023 and recommend approval of Ordinance 54.06 effective January 1, 2023. Member Roelofs seconded the motion. Motion carried with all in favor.
- b. **Electric Meter Replacement:** Supervisor Wagner noted that recent inspections of some electric meters found that not all were visibility readable. It was shared that although the display on the meters was not readable, the meters were still keeping accurate measurements for usage. Supervisor Wagner will present cost estimates for the December meeting to replace the electric meters in town.
- c. **MMUA Safety Training:** Discussion to be continued.
- d. **Capital Projects:**
  - i. **Carbon Neutrality:** Member Pieper noted he had received an invitation to visit Prairie Island to get an understanding of their project.
  - ii. **Drip Lines Investigations:** No new updates were provided.
  - iii. **Storm Sewer Investigations:** No new updates were provided.
  - iv. **Land Acquisition:** Information from speaking with local farmers will be shared with the board at the December meeting, from there the board will decide on what details to have included to send to area property owners.

**Next Meeting: Tuesday, December 20, 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 10:48 a.m. Motion was seconded by Commissioner Roelofs . Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

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, 2023 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