

Approved 02/21/2023

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, January 17, 2023 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

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

**Absent:** None

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

**Visitors:** Bonita Underbakke

**Regular Meeting:**

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

- A. Public Comments:** No comments were shared
- B. Agenda:** Member Riggott motioned to approve the agenda with the addition of Skid Steer to New Business. 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, December 20, 2022
  - Accounts Payable
- D. Wastewater Treatment Facility Update:** Supervisor Wagner the plant is operational and working well. The engineers are still working on adjusting the parameters in the system.
- E. Street & Utility Improvement Project Update:** Project is on hold until spring weather allows.
- F. Staff Update:** Supervisor Wagner noted that the electrical meters he is looking at having installed in town do have the capacity to read on demand. Tomorrow the Deden interconnection is planned for. Wagner spoke with Farabee regarding the engine upgrade for the generator, they noted they would be in town in three weeks. He requested that a minimum of two weeks notice be given so that they can plan accordingly. Wagner shared that the water meters generally have a lifespan of seventeen years, the current ones were installed in 2012. He is beginning the process to look into possible options for upgrading the meters.
- G. City Council Update:** Member Albrecht-Benson noted the Council approved the collection of the sewer charges. Administrator Peterson shared that there was not insurance coverage for such an error per the League of Minnesota Cities Insurance Trust.

**Regular Business**

**A. New Business:**

- a. Base Fee Refund Request - Capua:** Administrator Peterson shared that the property up until recently had two electric meters. The reason for the two is not known. The ordinance was referenced that we are billing per meter, for this reason the Commission did not feel a refund was due. No action was taken.
- b. Load Control Equipment Replacement:** Information from MiEnergy was shared regarding the number of equipment scheduled for replacement. Member Pieper motioned to not schedule the replacement of the units in town. Member Roeloffs seconded the motion. Motion carried with all in favor.
- c. Skid Steer:** Information was shared regarding a potential shared purchase of a Skid Steer with the City. Vehicle Replacement schedules were reviewed, along with quotes

for the unit as well as necessary attachments. Member Peiper motioned to table the discussion. Member Roelofs seconded the motion. Discussion will be continued, as well as be had by the City Council. Motion carried with all in favor.

**B. Continued Business:**

- a. **Base Charges for New Accounts:** Member Riggott questioned when billing should begin for base charges. Riggott shared definitions from within the ordinance for users as well as noted the ordinance does state billing shall begin once the meter is installed. He has a property that although the meters have been installed, there are no toilets or sinks to use the water, and doesn't anticipate having the units complete for 6-8 months. No action was taken, Member Riggott plans to remove the meters until he is ready for use.
- b. **Electric Meter Replacement:** Supervisor Wagner is waiting for final numbers from MiEnergy. Discussion to be continued once those figures are available.
- 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:** Members reviewed the updated letter completed by the Engineers based on feedback from local farmers as to what information would be beneficial to know. Land size was questioned, Wagner will look into the average size needed for application and this information will be inserted into the letter. Letters will then be sent out to neighboring landowners.

**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 10:52 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, February 21, 2023 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

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

**Absent:** None

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

**Visitors:** Bonita Underbakke

**Regular Meeting:**

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

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

**Regular Business**

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

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

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

**B. Continued Business:**

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

Approved 03/21/2023

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

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

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

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

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

**Absent:** None

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

**Visitors:** Bonita Underbakke

**Regular Meeting:**

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

- A. Public Comments:** Bonita Underbakke shared questions relating to pfas and biosolids land application.
- B. Agenda:** Member Roelofs motioned to approve the agenda with the addition of: Underground Power to New Business. Member Riggott 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, February 21, 2023
  - Accounts Payable
- D. Staff Update:** Supervisor Wagner noted that a significant amount of staff time is being spent learning and running the new Wastewater Treatment Facility. Currently three twenty acre sites for land application of biosolids, these sites will need to be approved by the State, County, and Township as well. Wagner will have estimated trade figures for next month's meeting for the Utilities truck to be replaced this year. Additionally Wagner and Peterson are meeting with KLM Engineering next week to discuss final plans for tower maintenance on the north tower. Finally Wagner will meet with MiEnergy to firm up the actual cost for electric meter replacement. A muffler is being installed on the blower motor at the Wastewater Treatment Facility. The solar installation for the school will be commissioned this Friday at 2 p.m.
- E. City Council Update:** Member Albrecht-Benson noted she would like to see the annual budget transfer of \$70,000 reduced using a phased approach and will be presenting this idea to the Council for consideration. Administrator Peterson will provide a recommendation for expensing the estimated shortfall of \$30,000 for meter replacement to the Council. It was noted that the meter replacement could not be done in stages, due to the fact that it is a new system, therefore all will need to be done at the same time.
- F. EV Smart Program:** Administrator Peterson shared the slides from the first meeting with the program. Lanesboro will be working towards implementation of EV's into the Comprehensive Plan, City Ordinances, as well as information to be placed on the City website. Peterson and Supervisor Wagner have a one on one meeting this month to set goals and objectives for this program for Lanesboro.

**Regular Business**

**A. New Business:**

- a. Solar Interconnections:** Member Pieper questioned the amount of interconnections that the system could handle prior to causing any problems with our purchase power contracts. Supervisor Wagner noted that all systems are sized to load, therefore property owners can not install a system larger than they can use. All applications for interconnection are reviewed by the electrical engineer. Wagner also shared that the solar field is sized to meet Lanesboro's minimum load requirements.
- b. Fund Balances and Investment Information:** Administrator Peterson shared the current fund balances for water, sewer, and electric operations. The city council will be reviewing an investment opportunity at the April meeting. The council will review an option to invest in a 4M product through the League of MN Cities. This could also be an option for Public Utilities should the Council move forward. Currently the 4M product is earning 4.6%, while the City account through Merchants is earning 1.5%. Peterson will bring information for the commission to review for the April meeting, based on how the council votes to move forward.
- c. Underground Power:** Supervisor Wagner attained a quote to bury the electrical infrastructure along the river in the alley parallel to Parkway Avenue and ending at Coffee Street West. The estimate to bury the infrastructure was \$50,000 to \$55,000. Given that this project is not on the priority list currently a recommendation to move forward was not provided. Instead the information will be placed within the capital improvement plan and prioritized accordingly. Additionally the information will be shared with the Lanesboro Economic Development Authority to consider alternate funding sources for this project.

**B. Continued Business:**

- a. Capital Projects:**
  - i. Land Application:** There are three twenty acre sites for land application of biosolids, these sites will need to be approved by the State, County, and Township as well.
  - ii. Electric Meter Replacement:** Wagner will meet with MiEnergy to firm up the actual cost for electric meter replacement.

**C. Miscellaneous:**

- a.** Smith Schafer will present an overview of the 2022 Audit for the City and Public Utilities on Tuesday, May 2, 2023.

**Next Meeting: Tuesday, April 18, 2023 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 10:30 a.m. Motion was seconded by Commissioner Roelofs . Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

Approved 06/20/2023

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, May 16, 2023 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper and Brian Roelofs

**Absent:** Elliot Riggott

**Staff/Council Present:** Utility Supervisor Jerod Wagner, Deputy Clerk Darla Taylor 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 Pieper motioned to approve the agenda with the addition of: Meeting Schedule to Miscellaneous. 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, March 21, 2023
  - Accounts Payable
- D. Staff Update:** Supervisor Wagner provided the following updates:
  - Excess Generation:
  - Pole Inspections:
  - Kirkwood Street:
  - Utility Pick-up Replacement:
  - Diesel Generator Update:
  - Wastewater Treatment Facility:
  - Street Light on Zenith:
- E. City Council Update:** Member Albrecht-Benson shared that the Council was waiting to vote on the \$30,000 request from LPU until the final numbers for the electric meter replacement project came in.
- F. EV Smart Program:** Administrator Peterson noted that herself and Supervisor Wagner met individually to set up goals for the program. Our goals will be centered around regulations for implementation into Public Utilities and Zoning. Consideration will also be given to the Comprehensive Plan, and should these be considered when an update is next done.

**Regular Business**

- A. Continued Business:**
  - a. Fund Balances and Investment Information**
    - i. Resolution 2023-1 and 2023-2:** Member Pieper motioned to approve Resolution 2023-01 authorizing the transfer of Public Utility funds and Resolution 2023-02 Authorizing membership in the 4M Fund in the amount of \$631,522. Member Roelofs seconded the motion. Motion carried with all in favor.



**b. Capital Projects:**

- i. **Land Application:** The soil testing is complete, and a letter is being drafted by Bolton & Menk for the agreements. There are currently three parcels totaling 30 acres, and our current site of 5 acres that will be included in the land application program. Supervisor Wagner shared that his understanding is that Municipalities will not be held responsible for Pfas contamination in land applications, however the discussion continues to evolve.
- ii. **Electric Meter Replacement:** Supervisor Wagner shared that he is working with MiEnergy to generate a total cost for the replacement project. MiEnergy, along with other communities are looking to replace meters as well which will result in a larger purchase of meters. Additionally, this will allow LPU to carry a lower inventory of replacement meters, as MiEnergy would also have a supply on hand. If the project is approved, there could be a portion of replacements done yet this fall. It was noted that the capital funding for this project is estimated to be less than the total cost, which is the reason for the request for Council to fund \$30,000.

**B. Miscellaneous:**

- a. **Meeting Times:** Member Pieper noted that his schedule will most likely be changing and therefore members should consider what evenings would work best for them. Mondays were discussed as a possibility. Discussion will be continued at the June meeting.

**Next Meeting: Tuesday, June 20, 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 10:28 a.m. Motion was seconded by Commissioner Roelofs . Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

Approved 07/17/2023

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, June 20, 2023 10:00 a.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper and Brian Roelofs

**Absent:** Elliot Riggott

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

**Visitors:** Bonita Underbakke, Mitchell Walbridge

**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 with the addition of: Utility Flier to Miscellaneous. 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, May 16, 2023
  - Accounts Payable
- D. Staff Update:** Supervisor Wagner provided the following updates:
  - Containment Storage: The unit has been evaluated by the engineers, and has been recommended to be re-coated. Wagner is looking into the different options.
  - WWTP: the settings are still being adjusted.
  - MN Pump: Pumps currently in operation were inspected, as well as they were shown the new pumps at the WWTP which will be included in future inspections.
  - Street Project: Street lighting is being looked into, to try and come up with an improvement to the street lights being placed on wooden poles. Discussion will continue.
- E. City Council Update:** Member Albrecht-Benson shared the Council had held a budget workshop meeting to review information for both the City and the Public Utilities. The budget discussion for 2024 will begin with a review of YTD figures at the July meeting.

**Regular Business**

- A. New Business:**
  - a. Meeting Schedule:** Member Pieper motioned to change the regular meeting time to the third Monday of each month at 5:30 p.m. Member Roelofs seconded the motion. Motion carried with all in favor.
  - b. Resolution 2023-03 Authorizing Transfer of Funds:** Member Pieper motioned to approve the resolution as presented. Member Roelofs seconded the motion. Motion carried with all in favor.
- B. Continued Business:**

Approved 07/17/2023

- a. **Zenith Street Light:** Although there were two property owners that were okay with the removal of the light, there was one comment received that requested the light remain. Supervisor Wagner will look into why the light is not working and repair it.
  - b. **Skid Loader Purchase:** Member Pieper motioned to approve the purchase of the skid loader utilizing project funds from the Wastewater Treatment Plant project. Member Roelofs seconded the motion. Motion carried with all in favor.
  - c. **Capital Projects:**
    - i. **Land Application:** Letters have been sent out to the County as well as the Township notifying them of the application process. If no concerns are brought forward the application process will be completed.
    - ii. **Electric Meter Replacement:** Member Pieper motioned to approve the purchase of the new meters from MiEnergy, as well as have them install the meters. Member Roelofs seconded the motion. Motion carried with all in favor.
- C. **Miscellaneous:**
- a. **Utility Fliers:** A request to include a flier in the Utility Bills was received, members discussed potential policy considerations, as well as any past precedent. Member Pieper motioned to table the discussion and requested staff find examples from other communities. Member Roelofs seconded the motion. Motion carried with all in favor.

**Next Meeting: Monday, July 17, 2023 at 5:30 p.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 Roelofs . Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk

**Lanesboro Public Utilities  
Regular Meeting  
Tuesday, July 20, 2023 5:30 p.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper and Elliot Riggott

**Absent:** Brian Roelofs

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

**Visitors:** Bonita Underbakke, Brian Roelofs, and Mitchell Walbridge

**Regular Meeting:**

Commissioner Pieper called the regular meeting to order at 5:30 p.m.

- A. Public Comments:** No comments were shared.
- B. Agenda:** Member Pieper motioned to approve the agenda as submitted. Member Riggott seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:** Member Pieper motioned to approve the Consent agenda as presented. Member Riggott seconded the motion. Motion carried with all in favor.
  - Minutes of the Regular Meeting, June 20, 2023
  - Accounts Payable
- D. Staff Update:** Supervisor Wagner provided the following updates:
  - Adjustments to the equipment at the WWTP are still being made. There is still work to be done on the gate as well. Due to conditions at the plant considerations are being made to potentially move the sampling points to ensure a more accurate sample is taken for testing. Additionally a sample of product was taken from Sylvan Brewing due to concerns at the plant. The City Engineer will meet with the owners to discuss alternative options for disposing of their byproducts.
  - The MPCA was in town this week to conduct a tour of the facility, as well as examine reporting records. Wagner will need to amend a few reports from within the last five years.
  - A concern has been noted regarding the staff time required at the new facility. On average a staff person is needed to be at the plant a minimum of 4 hours a day. With the current two person staff model, the team is not able to accomplish as much as they would like. Therefore Wagner would like to consider the addition of another full time Utility staff member. Members suggested keeping a log of duties, noting how much time is spent on different duties.
  - The storm drain grate has been turned at the WWTP, to ensure safety of bicyclists. Blower #3 has failed and will be replaced under warranty.
- E. City Council Update:** The 2024 City budget is in the process of being created. Within the draft version there is a provision to lower the transfer amount from LPU as requested by the commission. There is a preliminary plat coming in front of the Zoning Commission soon, if recommended the plat would be presented to the Council in September. Once the preliminary

Approved 08/28/23

plat and the development agreement are approved by Council the Utility department can determine what potential expense will be incurred for the development.

**Regular Business**

**A. New Business:**

- a. **PFAS Litigation:** Information was shared from MMUA regarding the current litigation. Lanesboro has been requested to sign with an Attorney and join the case. At this time it is unclear whether there could potentially be a cost or benefit to Lanesboro should the decision be made to join the lawsuit. Member Pieper motioned to table the discussion. Member Riggott seconded the motion. Staff will check in with the League of MN Cities as well to see if they have any additional information to share, as well to verify if the litigation is considered a class action lawsuit. Motion carried with all in favor.
- b. **Lead Service Line Inventory:** A grant application has been submitted to the State of Minnesota to cover the cost of hiring an Engineering firm to complete the inventory. Inventory needs to be complete by October of 2024. Members requested additional information regarding the total cost for the project, as well what the timeframe is for award announcements. Discussion to be continued.
- c. **2023 Code of Ordinance Update - Chapter 50-55:** No concerns were noted, a hearing will be held by the City Council on August 7, 2023, and will then be considered for adoption.

**B. Continued Business:**

- a. **Flier Insert Policy:** Members noted a desire to share information relating to single events for non-profit organizations such as fundraising events. Discussion will be continued at the City Council, once a decision has been approved by the Council the discussion will return to the Commission to verify what information should be included in Utility bills moving forward. Members noted a desire to look into the possibility of adding EStatements as an option to customers.
- b. **Capital Projects:**
  - i. **Land Application:** Letters are now being sent to the County and the Township. It was noted that all paperwork is due to be completed in order to allow for the first land application this fall.
  - ii. **Electric Meter Replacement:** The meters have been ordered by MiEnergy. The plan is to replace a portion of the community this fall, perhaps including some of the larger users. The Commission requested that a note be added to the Capital Improvement Plan to note the desire to stay on the same timeline as MiEnergy to accommodate replacements in the future.

**Next Meeting: Monday, August 21, 2023 at 5:30 p.m.**

**Adjourn Regular Meeting:** Motion was made by Commissioner Pieper to adjourn the regular meeting of the Public Utilities Commission at 6:06 p.m. Motion was seconded by Commissioner Riggott . Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson, MCMC  
City Administrator/Clerk

Approved 08/28/23

Approved 9/25/23

**Lanesboro Public Utilities  
Meeting  
Monday August 28, 2023 5:30 p.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present:** Jon Pieper and Elliot Riggott

**Absent:** Brian Roelofs

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

**Visitors:** Bonita Underbakke, and Mitchell Walbridge

**Regular Meeting:**

Commissioner Pieper called the regular meeting to order at 5:30 p.m.

- A. Public Comments:** No comments were shared.
- B. Agenda:** Member Pieper motioned to approve the agenda with the addition of Lamon Plat to New Business. Member Riggott seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:** Member Pieper motioned to approve the Consent agenda as presented. Member Riggott seconded the motion. Motion carried with all in favor.
  - Minutes of the Regular Meeting, July 17, 2023
  - Accounts Payable
- D. Staff Update:** Supervisor Wagner provided the following updates:
  - He attended the UMMEG meeting on 7/25/23 and learned that our rate stabilization fund has about \$42,000 and is looking much better for this year.
  - WWTF is still having issues meeting the requirements. Jerod has met with Andy Heimdahl at Sylvan Brewing and suggested that 25 gallons of waste be land applied. Jerod hopes to have the opportunity to watch the next brewing cycle. MPCA has shared some pre-treatment agreements with us and the expected cost of such a system would exceed \$100,000.
  - Current staff are averaging 6 hours per day at the new WWTF.
  - Member Wagner will not be available for the September or October meeting and suggested moving the meeting, or he can provide a written report.
- E. City Council Update:** The search for a new city administrator is underway, with interviews set to be offered to 4 finalists on September 8th. There were a total of 17 applicants received.

**Regular Business**

- A. New Business:**
  - a. Hal Cropp-Sewer adjustment for watering lawn-** A motion was made to deny any adjustments by Member Pieper and seconded by Member Riggott. Motion carried all in favor.
  - b. 2024 Budget Discussion-** Member Pieper requested that the transfer amount from LPU to the City of Lanesboro for Auburn/Zenith Street project be reduced from \$45000 to \$27500 and the \$17500 difference be added to the capital outlay. Other areas of

Approved 9/25/23

question include the utility rates at the sewer plant, and the wages and salary increase for electric at only 5% when sewer and water are at 11%. A comparison of 2023 rates and proposed 2024 rates showing the %increase was also requested for the next meeting, in addition to the capital outlay schedule.

- c. Lamon Plat Development-** Member Piper requested staff member Wagner get some possible numbers together for the cost of electric installation for the new development. It was also suggested a clear understanding of what fees are the developers responsibility and what fees would be LPU's expense should be determined with financial advisor Mike Bubany.

**B. Continued Business:**

- a. PFAS Litigation:** No action was taken.
- b. Lead Service Line Inventory:** No update from Bolton & Menk since our application has been submitted.
- c. Capital Projects:**
  - i. Land Application:** The application has been sent to the state. No further updates.
  - ii. Electric Meter Replacement:** No new updates or timeline on the arrival of the new meters that have been ordered.

**Next Meeting: Monday, September 18, 2023 at 5:30 p.m.**

**Adjourn Regular Meeting:** Motion was made by Commissioner Pieper to adjourn the special meeting of the Public Utilities Commission at 6:20 p.m. Motion was seconded by Commissioner Riggott . Motion carried with all in favor.

Respectfully Submitted,

Darla Taylor  
Deputy Clerk



**Lanesboro Public Utilities  
Meeting  
Monday September 25, 2023 5:30 p.m.  
Lanesboro Community Center Meeting Room and Zoom**

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

**Absent:** Mindy Albrecht-Benson

**Staff/Council Present:** Utility Supervisor Jerod Wagner, and Deputy Clerk Darla Taylor

**Visitors:** Mitchell Walbridge, Paul Hardwick, Karen and Andy Heimdahl, and Rick Lamon.

**Regular Meeting:**

Commissioner Pieper called the regular meeting to order at 5:30 p.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 Pieper 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 28, 2023

It was noted that the payables were approved by Supervisor Wagner due to the later meeting date.

**D. Staff Update:** Supervisor Wagner provided the following updates:

- UMMEG and Dairyland meeting on 9/13/23 highlighted some changes to the load modify and timing requirements for start up going from 2 hour start up to 30 minutes. This change could require us to bid ahead or decommission. Changes would need to be implemented for 2025 and details are still being finalized.

**E. City Council Update:** Mitchell Walbridge will begin as the new city administrator on October 2nd. The preliminary budget has been set and workshops will be planned for the coming months.

**Regular Business**

**A. New Business:**

- a. Paul Hardwick-Asphalt Repairs Past Due Invoice:** Mr. Hardwick claimed to have a contractor available to do the asphalt repair for \$1,000-\$1,200, but was instructed to wait 30 days to allow for settling. A motion was made by Member Pieper and seconded by Member Roelofs to adjust the bill to \$1,200. Member Pieper then rescinded the motion, and motioned to table the item until a timeline could be confirmed. Member Riggott seconded the new motion. The motion was then also rescinded by Member Pieper after pictures with a dated timestamp were shown. Member Pieper motioned to adjust the bill to \$1,200. The motion was seconded by Member Roelofs and carried all in favor. It was suggested by Member Pieper that the Right of Way Work Permit needs some clarification and changes.

**B. Continued Business:**

- a. PFAS Litigation:** No action was taken.

Approved 10-16-23

- b. Lead Service Line Inventory:** No update. Waiting for information from the MN Dept. of Health to forward to Bolton and Menk
- c. 2024 Budget Discussion and 2024 Proposed Rates:** Member Pieper requested more information for the next meeting on the capital funds, cash balances, and usage reports for electric rates.
- d. Lamon Plat Development:** Mr. Lamon shared that he is currently working on a development agreement to present to the city. Jerod will work on obtaining an electric quote, but noted the lead time for transformers could be 12-18 months or longer. Jerod also requested the opportunity to review all engineered plans for the installation of the water and sewer lines for the project.
- e. WWTF-Brewery:** A tote was delivered to the brewery on September 6, 2023 to collect the mash for a trial period of 2 months. The plant operates on a 21 day turnover cycle. More sampling was suggested. Staff continue to work with the engineers from Bolton and Menk on a regular basis. Member Pieper suggested the topic be brought to the attention of the city council and the city attorney.
- f. Capital Projects:**
  - i. Land Application:** The land is ready. Waiting for a permit from MPCA.
  - ii. Electric Meter Replacement:** No new updates or timeline on the arrival of the new meters that have been ordered.

**Next Meeting: Monday, October 16, 2023 at 5:30 p.m.**

**Adjourn Regular Meeting:** Motion was made by Commissioner Pieper to adjourn the meeting of the Public Utilities Commission at 6:26 p.m. Motion was seconded by Commissioner Roelofs. Motion carried with all in favor.

Respectfully submitted,

Darla Taylor  
Deputy Clerk

**Lanesboro Public Utilities  
Regular Meeting  
Monday, October 16, 2023 – 5:30 p.m.  
Lanesboro Community Center Meeting Room & Zoom**

**Present**

**Members:** Jon Pieper, Brian Roelofs

**Staff/Council:** Darla Taylor, Mitchell Walbridge, Mindy Albrecht-Benson

**Visitors:** Hal Cropp, Brian Malm, Jake Pickelman, Tom Smith, Bonita Underbakke

**Absent:** Elliott Riggott

**Regular Meeting:**

Commissioner Pieper called the regular meeting to order at 5:30 p.m.

- A. Public Comments:** Hal Cropp questioned if there was a mechanism that would accurately track water usage that actually makes its way through the sewer system. During certain months of the year, water used to water lawns is not making its way to the sewer system, but is still being metered as sewer usage. Hal Cropp encouraged an expedited timeline for the downtown portion of the Highway 250 project so as to not interrupt the flow of traffic to businesses.
- 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. Member Roelofs seconded the motion. Motion carried with all in favor.
  - a. Minutes of the September 25, 2023 of the Regular Meeting
  - b. Accounts Payable
- D. Staff Update:** Due to his absence Public Utilities Supervisor Jerod Wagner submitted a written staff update that was shared by Administrator Walbridge.
  - a. Electric meters are in and on their way. MiEnergy plans on partial deployment this fall.
  - b. The wastewater treatment plant biosolid testing was completed and the approval was received for fall land application. Application will take place at the old site due to MPCA processing taking too much time evaluating the application for the new sites.
  - c. Supervisor Wagner was asked to be part of a long-range planning committee with UMMEG.
  - d. Bolten and Menk and LPU staff will take two aeration basins offline for the winter loads at the plant. Staff will also try to lower the air volume.
  - e. Sewer cleaning is completed for the year. It was discovered some pipes were half full of sand. This is likely from the road project in the alleyway near VIS Plumbing & Heating.
  - f. Tree trimming will take place in a couple of weeks.
- E. City Council Update:** Council member Albrecht-Benson shared that Administrator Walbridge started his role on October 2, 2023 and has been working on the budget process for each city department.

**Regular Business**

**A. New Business**

- a. **Fire Department Calendar Ad:** Member Pieper motioned to approve a calendar advertisement at the cost of \$215 to be paid out of the LPU Conservation Improvement funds. Member Roelofs seconded the motion. The design of the advertisement was discussed and members would like the advertisement redesigned to be conservation-themed. Motion carried with all in favor.
- b. **2024 Term Renewal:** Member Pieper's current LPU Commission term is set to end on December 31, 2023. Member Pieper expressed interest in serving another term on the commission.
- c. **Energy Efficient Rebate Program:** Administrator Walbridge presented the current Energy Efficient Rebate form and noted that it is in need of updates as much of the information is outdated. Member Pieper motioned to table until the next meeting to allow time for commission members and staff to research updated rebate information. Member Pieper also mentioned adding a shade tree program to the rebate program. Member Roelofs seconded the motion. Motion carried with all in favor.

**B. Continued Business**

- a. **Lead Service Line Inventory:** The Minnesota Department of Health application for Lead Service Line Inventory assistance. Once the application is processed, an engagement request will be sent to the city.
- b. **2024 Budget & 2024 Proposed Rates:** The proposed budget for 2024 was reviewed. Member Pieper requested that Supervisor Wagner acquire a cost estimate and estimated turnaround time for transformers and other infrastructure components for the Lamon Heights Development. Member Pieper motioned to table the 2024 proposed utility rates. Member Roelofs seconded the motion. Motion carried with all in favor.
- c. **Lamon Plat Development:** Administrator Walbridge shared that a proposed development agreement is being reviewed by the city attorney.
- d. **Wastewater Treatment Facility:** Brian Malm and Jake Pickelman from Bolton and Menk were present to give commission members an update on plant performance, operations challenges, and the plant's processes and design. Jake Pickelman stated that the plant is operating well, but is inconsistent with the organics removal results. Pickelman further explained that for a new plant in its first year, startup usually takes one year to get over the learning curve and understand fluctuations in plant monitoring. Lanesboro has many seasonal variations that make plant operations a dynamic process. Discussion was had on how Sylvan Brewing's operations may affect the wastewater treatment plant. Depending on the timing and volume of discharge from the brewery, the treatment process may be affected. Data from current sample testing while brewing discharge is removed will help make a determination.
- e. **Capital Projects:** No further updates were shared other than the status of land application and electric meter replacement in the staff update.

**C. Miscellaneous**

- a. **November Meeting:** Member Pieper motioned to move the November Public Utilities Commission meeting to November 13, 2023 at 5:30 p.m. Member Roelofs seconded the motion. Motion carried with all in favor.

**Next Meeting: Monday, November 13, 2023 at 5:30 p.m.**

Approved 11/13/2023

**Adjourn Regular Meeting:** Member Pieper motioned to adjourn the meeting of the Public Utilities Commission at 6:28 p.m. Member Roelefs seconded the motion. Motion carried with all in favor.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk

**Lanesboro Public Utilities  
Regular Meeting  
Monday, November 13, 2023 – 5:30 p.m.  
Lanesboro Community Center Meeting Room & Zoom**

**Present**

**Members:** Jon Pieper, Brian Roelofs

**Staff/Council:** Darla Taylor, Mitchell Walbridge, Mindy Albrecht-Benson

**Visitors:** Bonita Underbakke, Caleb Laurenstien

**Absent:** Elliott Riggott

**Regular Meeting:**

Commissioner Pieper called the regular meeting to order at 5:39 p.m.

- A. Public Comments:** None.
- 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. Member Roelofs seconded the motion. Motion carried with all in favor.
  - a. Minutes of the October 13, 2023 Regular Meeting
  - b. Accounts Payable
- D. Staff Update:** Public Utilities Supervisor Jerod Wagner shared the following updates:
  - a. Tree trimming for the year has been completed.
  - b. 84,000 gallons of biosolids has been hauled out of the WWTF and land applied to the old permitted site.
  - c. The land application will need to be re-submitted to the MPCA for the use of the new farm land.
- E. City Council Update:** Council member Albrecht-Benson shared that the Budget Workshop was held and suggested that possible changes to the transfer amount may be needed to lower the levy.

**Regular Business**

**A. New Business**

- a. Employee Personnel Policy Vacation Request:** Jerod Wagner requested that his PTO hours over the cap of 600 be rolled into an IRA, or held over for the next year due to the inability to take time off because of the new wastewater treatment plant operations. A motion was made by Member Pieper to allow the hours to be rolled into an IRA. Member Roelofs seconded the motion. Motion carried all in favor.

**B. Continued Business**

- a. Lead Service Line Inventory:** No updates from Bolton & Menk on the project.
- b. Parkway Market-Reimbursement Request:** Information from the LMC on the denied claim was shared with the commission. Member Pieper made a motion to prorate the past due amount over the next 12 months. The motion was seconded by Member Roelofs. Motion carried all in favor. A motion was made by Member Pieper to proceed with disconnection if the current balance plus the prorated amount is not paid on the due date.

Member Roelofs seconded the motion. Motion carried all in favor. Member Pieper noted the reimbursement wasn't considered as it had already been denied previously.

- c. **2024 Budget & 2024 Proposed Rates:** Discussion was held regarding the water revenue and the electric transfer amount. A motion was made by Member Pieper to approve the 2024 budget with the \$27,500 electric transfer. Member Roelofs seconded the motion. Motion carried all in favor. A motion was made by Member Pieper to approve recommendation of the 2024 Rates as established in draft Ordinance 54.06. The motion was seconded by Member Roelofs. Motion carried all in favor. It was noted that a 10% late fee penalty will be included in the 2024 rates.
- d. **Lamon Plat Development:** The development agreement has not been executed. The Lamon's are considering how they would like to move forward with the development.
- e. **Wastewater Treatment Facility-Brewery:** Sylvan Brewing discontinued cooperation on November 6, 2023 and is no longer using the holding tank. It was noted by staff Member Wagner that the most recent tests have met the testing standards during the trial period of withholding the brewery's discharge. It was also noted that a large amount of sprouts are being found in the sand collection basin. Some examples of pre-treatment agreements will be reviewed. A motion was made by Member Pieper to move forward with the MPCA and the Significant Industrial User process. The motion was seconded by Member Roelofs. Motion carried all in favor.
- f. **Energy Efficiency Rebate Program Updates:** A draft version of the Energy Rebate form was provided. Member Peiper suggested that energy audits, trees and the light plant conversion to LED be priorities for conservation in the future. A motion was made by Member Pieper to approve the draft form amending the amount for appliances to \$50.00 each and new furnace to \$100. Member Roelofs seconded the motion. Motion carried all in favor.
- g. **Capital Projects:** No further updates were shared.

**Next Meeting: Monday, December 18, 2023 at 5:30 p.m.**

**Adjourn Regular Meeting:** Member Pieper motioned to adjourn the meeting of the Public Utilities Commission at 7:03 p.m. Member Roelefs seconded the motion. Motion carried with all in favor.

Respectfully submitted,

Darla Taylor  
Deputy Clerk

**Lanesboro Public Utilities Commission  
Regular Meeting  
Monday, December 18, 2023  
Lanesboro Community Center Meeting Room & Zoom**

**Present**

**Members:**    X Jon Pieper                      X Elliot Riggott            X Brian Roelofs  
**Staff:**        X Mitchell Walbridge        X Darla Taylor            X Jerod Wagner  
**Visitors:**     Mindy Albrecht-Benson, Bonita Underbakke

**Regular Meeting:**

Member Pieper called the regular meeting to order at 5:30 p.m.

- A. Public Comments:** No public comments were shared.
- B. Agenda:** City Administrator Walbridge requested that utility e-billing be added to the agenda under new business. Member Pieper moved to approve the agenda with the addition; Member Riggott seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:**
  - a.** Minutes of the November 13, 2023 Regular Meeting
  - b.** Accounts PayableMember Riggott moved to approve the consent agenda; Member Pieper seconded the motion. Motion carried with all in favor.
- D. Staff Update:** Public Utilities Supervisor Jerod Wagner shared the LPU staff update:
  - Highway 16 water main is permanently fixed. The water main was encapsulated in a cement culvert. A fire hydrant is in need of repair in that area.
  - The wastewater treatment facility has been experiencing issues with pumps not working correctly.
  - A land application permit is being resubmitted for the new land application site.
- E. City Council Update:** City council member Mindy Albrecht-Benson shared that the city council approved the 2024 city and LPU budgets.

**New Business:**

- A. Utility e-billing:** City Administrator Walbridge shared information regarding the Nuvei e-billing platform that is compatible with the city's current Banyon utility billing software. Banyon Data is offering a promotion waiving the software upgrade. The costs to LPU include an annual \$195.00 support fee to Banyon Data and a \$9.95 per month customer platform fee to Nuvei Systems. The payment processing fees for utility customers are also lower than the city's current payment processor, MunicPay. Member Pieper moved to approve changing payment processors to Nuvei; Member Roelofs seconded the motion. Motion carried with all in favor.

**Continued Business:**

- A. Lead Service Line Inventory:** There was no update to share.
- B. Lamon Plat Development:** Member Pieper moved to table the Lamon Plat Development indefinitely; Member Riggott seconded the motion. Motion carried with all in favor.
- C. WWTF-Brewery:** Supervisor Wagner stated that the plan to formulate an industrial user agreement with Sylvan Brewing is moving forward.
- D. Capital Projects:**
  - a. Land Application:** The permit application for the new land application site is being resubmitted.
  - b. Electric Meter Replacement:** Residential meter replacement will begin in January. City administration has been preparing reports that will help with the meter replacement process.



Draft 12/19/2023

**Miscellaneous:**

- A. LED Lighting:** Supervisor Wagner reported that Haakenson Electric installed LED lighting in the power plant's engine rooms.

Member Pieper adjourned the meeting at 5:47 p.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk