

Approved 04/15/2024

**Lanesboro Public Utilities Commission  
Regular Meeting  
Tuesday, February 20, 2024  
Lanesboro Community Center Meeting Room & Zoom**

**Present**

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

**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:** Member Riggott entered a motion to approve the agenda as submitted; Member Pieper seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:**
  - a. Amended Minutes of November 13, 2023, Regular Meeting
  - b. Minutes of January 16, 2024, Regular Meeting
  - c. Accounts Payable
  - d. 2023 Audit Engagement – Smith SchaferMember Riggott entered a motion to approve the Consent agenda; Member Pieper seconded the motion. Motion carried with all in favor.

Member Roelofs joined the meeting at 5:36 p.m.

- D. Staff Update:** Public Utilities Supervisor Jerod Wagner shared a staff update:
  - The invoice from Generation X Construction for the water main repair was presented.
  - Information was presented regarding generator repairs at the light plant.
  - Electric meter replacements are in progress. Members discussed the new meters' capabilities for charging a higher usage rate during peak times.
  - Members discussed the schedule for recoating the water towers.
- E. City Council Update:** City council member Mindy Albrecht-Benson presented a brief update from the February city council meeting.

**New Business:**

- A. WWTF Bronze Plaque:** City Administrator Walbridge shared that a commemorative bronze plaque that designates the names of elected officials and staff members who worked on the project was in the scope of the construction plans. The cost was approximately \$2,400.00. Member Riggott entered a motion to remove the ordering and installation of the plaque from the construction plans; Member Roelofs seconded the motion. Members discussed the plaque and felt an alternative, more cost-effective designation is possible. Motion carried with all in favor.

**Continued Business:**

- A. Lead Service Line Inventory:** There was no additional updates provided.
- B. WWTF Industrial User Agreement:** Administrator Walbridge shared that the fee schedule figures had been shared with Attorney O'Koren who is finalizing a draft template of the industrial user agreement.
- C. Electric Meter Replacement:** The meter replacement process started the week of February 12, 2024 and has gone well. Staff and the contractor should finish the project the week of February 19, 2024.

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**D. Nuvei Customer Billing Platform:** Administrator Walbridge stated that the go-live goal is March 1, 2024 but that he wanted to make sure all aspects of the go-live are in place for a smooth transition. Depending on the contracted service provider, the switch from MuniPay to Nuvei may be delayed one month.

**Miscellaneous:**

- Supervisor Wagner stated that the wastewater treatment facility passed all of its tests in January, though one was close to the threshold.

Member Riggott entered a motion to adjourn the meeting; Member Roelofs seconded the motion. Motion carried with all in favor. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

*Mitchell Walbridge*

Mitchell Walbridge  
City Administrator/Clerk