

Approved 11/21/2024

**Lanesboro Public Utilities Commission
Regular Meeting Minutes
Monday, October 28, 2024 – 5:00 p.m.
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: Don Bell, Karen Heimdahl, Andy Heimdahl, Mindy Albrecht-Benson, Bonita Underbakke

Regular Meeting

Member Pieper called the regular meeting to order at 5:00 p.m.

- A. Agenda:** Member Pieper entered a motion to approve the agenda as presented; Member Riggott seconded the motion. Motion carried with all in favor.
- B. Public Comments:** No public comments were shared.
- C. Consent Agenda:**
 - a. Minutes of August 22, 2024, Regular Meeting
 - b. Accounts Payable
 - c. September 2024 FinancialsMember Pieper entered a motion to approve the Consent Agenda; Member Riggott seconded the motion. Motion carried with all in favor.
- D. Staff Update:** Public Utilities Supervisor Jerod Wagner shared the staff update.
 - Supervisor Wagner recently attended the annual UMMEG meeting and shared a summary of the financial and electric rate reports from the meeting.
 - Farabee Mechanical completed evaluation of the diesel generator’s automation the week of October 21, 2024.
- E. City Council Update:** City Council member Mindy Albrecht-Benson reported that the City is pursuing short-term financing for the TH250 Reconstruction and Utility Project to cover pre-construction engineering costs until a complete financing package is secured.

Continued Business

- A. Lead Service Line Inventory:** City Administrator Walbridge updated on the Lead Service Line Inventory, noting the initial inventory’s completion. A Notice of Accessibility will be posted with results in early November, and letters will be sent to property owners detailing their service line status.
- B. Industrial User Agreement:** Utility Supervisor Wagner reported the effluent sampler tubing had been updated, potentially improving CBOD test results. Since the tubing change, no CBOD readings have failed. Wagner recommended sending a letter to the Minnesota Pollution Control Agency explaining the impact of the sampling equipment on test results since the plant’s inception. Member Pieper moved to table the Industrial User Agreement until additional plant operation issues are resolved; Member Riggott seconded. Member Pieper then moved to amend the motion, adding that city representatives, including Public Utilities Commissioner Roelofs or another commissioner, meet with the Heimdahls to discuss the drafted agreement. The amendment passed unanimously, and members unanimously approved the amended motion. Member Roelofs joined the meeting at 5:30 p.m.

New Business

- A. Consideration of Fire Department Calendar Advertisement:** Member Riggott entered a motion to approve a \$215 payment for the Lanesboro Fire Department calendar advertisement; Member Pieper seconded the motion. Motion carried with all in favor.

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- B. Consideration of Minnesota Electric Grid Resilience Grant Program:** Administrator Walbridge reported \$5.3 million in state grant funds is available, with a maximum award of \$250,000 and no matching requirement. Funds can be used for extreme weather preparation and cybersecurity measures, such as electric generator automation. Frontier Energy has incurred \$5,200 in billable hours, with an estimated \$7,300 needed to complete the grant application. Member Pieper moved to authorize the grant writing contract with Frontier Energy for an amount not to exceed \$12,500; Member Riggott seconded. Motion carried with all in favor.
- C. Consideration of EV Charger Maintenance & Service Plan Renewal:** Members reviewed quotes for 1-year, 3-year, and 5-year service plan extensions for the two EV chargers at the bass pond. Member Pieper entered a motion to table discussion; Member Riggott seconded the motion. Members discussed the need to increase the rates on the chargers to offset costs of the chargers' maintenance. Administrator Walbridge stated he would research EV charger rates in the surrounding communities. Members also requested staff to research the life of an EV charger. The motion to table discussion carried with all in favor.
- D. MiEnergy Final Invoice – Meter Replacement Project:** Deputy Clerk Darla Taylor presented the MiEnergy invoice for electric meter replacements. Taylor reported that the invoice came in under the initial estimate. Member Riggott entered a motion to approve payment of the invoice in the amount of \$108,865.45; Member Roelofs seconded the motion. Motion carried with all in favor.
- E. Consideration of 2025 Preliminary Budget:** Administrator Walbridge presented the 2025 Preliminary Budget, noting projected deficits in each fund. The final proposed budget will be presented in November, along with potential rate increases. Member Pieper entered a motion to approve the 2025 Preliminary Budget; Member Roelofs seconded the motion. Motion carried with all in favor.
- F. Consideration of 2025 Utility Rates:** Administrator Walbridge provided tables illustrating projected revenue under various rate increase scenarios for future discussion.

Member Pieper adjourned the meeting at 6:00 p.m.

Next Meeting: Monday, November 18, 2024 at 5:30 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk