

**Lanesboro Public Utilities
Regular Meeting Agenda
Monday, March 16, 2026 - 7:15 a.m.
Lanesboro City Council Chambers**

*Zoom is provided as a way to offer more accessibility to council and committee meetings.
However, due to potential technical issues, full functionality is not guaranteed.*
<https://us02web.zoom.us/j/82471344034?pwd=YRbxDSbmeWaWBjlA3ZVACseHpCJJyf.1>
Meeting ID: 824 7134 4034 | Passcode: 138050
Member Roelofs will be participating remotely.

Call to Order

- A. Agenda Approval
Motion _____ **Second** _____
- B. Public Comment
- C. Consent Agenda
 - a. Accounts Payable
 - b. Minutes of Regular Meeting, February 17, 2026**Motion** _____ **Second** _____
- D. Staff Update
- E. City Council Update

Continued Business

- A. Consider Recommendation to Utilize Cash Reserves for TH250 Project Land Acquisition
Motion _____ **Second** _____
- B. Discuss Wastewater Pre-Treatment Agreement with Sylvan Brewing
Motion _____ **Second** _____

New Business

- A. Consider Amendments to Sanitary Sewer Maintenance Policy
Motion _____ **Second** _____
- B. Discuss Alley and Sewer Improvement Needs
Motion _____ **Second** _____

Next Meeting: Monday, April 20, 2026 at 7:15 a.m.

Adjourn Regular Meeting

Commission Members: Jon Pieper, Joe Cullen, Brian Roelofs

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Payments

Current Period: March 2026

Payments Batch 03022026PAY						\$6,745.64	
<hr/>							
Refer	120225 <i>PETTY CASH</i>					-	
Cash Payment	E 620-60200-322	Postage	Wapasha Final Payment			\$6.08	
Invoice							
Cash Payment	E 610-60100-322	Postage	Water samples			\$40.70	
Invoice							
Transaction Date	2/12/2026	Checking	10101	Total		\$46.78	
<hr/>							
Refer	120227 <i>THE LINCOLN NATIONAL LIFE INS</i>					-	
Cash Payment	E 640-60400-134	Employer Paid Life	Reference # 4939435145			\$41.42	
Invoice	2/10/2026						
Cash Payment	E 620-60200-134	Employer Paid Life	Reference # 4939435145			\$20.71	
Invoice	2/10/2026						
Cash Payment	E 610-60100-134	Employer Paid Life	Reference # 4939435145			\$20.71	
Invoice	2/10/2026						
Transaction Date	2/13/2026	Checking	10101	Total		\$82.84	
<hr/>							
Refer	120228 <i>AMAZON CAPITAL SERVICES</i>					-	
Cash Payment	E 640-60400-210	Operating Supplies (GE				\$4.99	
Invoice	13Y7-PFVY-GFTR 2/13/2026						
Cash Payment	E 640-60400-210	Operating Supplies (GE				\$5.32	
Invoice	117F-KVQ3-D99R 2/13/2026						
Cash Payment	E 640-60400-210	Operating Supplies (GE				\$66.47	
Invoice	1J4K-1RKQ-FTMQ 2/13/2026						
Cash Payment	E 640-60400-210	Operating Supplies (GE				\$17.99	
Invoice	1VP9-TC6F-DTXW 2/13/2026						
Transaction Date	2/13/2026	Checking	10101	Total		\$94.77	
<hr/>							
Refer	120229 <i>LEAGUE OF MN CITIES INS TRUST</i>					-	
Cash Payment	E 640-60400-208	Training and Instruction	Safety Group			\$307.14	
Invoice	445294 2/10/2026						
Cash Payment	E 620-60200-208	Training and Instruction	Safety Group			\$153.56	
Invoice	445294 2/10/2026						
Cash Payment	E 610-60100-208	Training and Instruction	Safety Group			\$153.56	
Invoice	445294 2/10/2026						
Transaction Date	2/24/2026	Checking	10101	Total		\$614.26	
<hr/>							
Refer	120230 <i>AFLAC</i>					-	
Cash Payment	G 640-21705	AFLAC				\$12.36	
Invoice	095689 2/26/2026						
Cash Payment	G 620-21705	AFLAC				\$6.18	
Invoice	095689 2/26/2026						
Cash Payment	G 610-21705	AFLAC				\$6.18	
Invoice	095689 2/26/2026						
Transaction Date	2/24/2026	Checking	10101	Total		\$24.72	
<hr/>							
Refer	120231 <i>PURCHASE POWER</i>					-	
Cash Payment	E 640-60400-322	Postage				\$200.50	
Invoice	2/22/2026						
Cash Payment	E 620-60200-322	Postage				\$100.25	
Invoice	2/22/2026						

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Payments

Current Period: March 2026

Refer 120232 MINNESOTA ENERGY RESOURCE -						
Cash Payment	E 610-60100-322	Postage				\$100.25
Invoice		2/22/2026				
Transaction Date	2/24/2026	Checking	10101	Total		\$401.00
Refer 120233 MINNESOTA DEPARTMENT OF HE -						
Cash Payment	E 640-60400-380	Utility Services (GENER				\$718.78
Invoice	5822263893	2/18/2026				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$846.14
Invoice	5822727746	2/18/2026				
Cash Payment	E 620-60200-322	Postage				\$42.13
Invoice	5821485928	2/18/2026				
Cash Payment	E 620-60200-322	Postage				\$746.05
Invoice	5822702303	2/18/2026				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$5.25
Invoice	5824652837	2/19/2026				
Cash Payment	E 620-60200-380	Utility Services (GENER				\$5.25
Invoice	5824652837	2/19/2026				
Cash Payment	E 640-60400-380	Utility Services (GENER				\$10.50
Invoice	5824652837	2/19/2026				
Transaction Date	2/24/2026	Checking	10101	Total		\$2,374.10
Refer 120234 MASLON LLP -						
Cash Payment	E 610-60100-311	Membership Dues				\$1,765.00
Invoice		2/6/2026				
Transaction Date	2/24/2026	Checking	10101	Total		\$1,765.00
Refer 120235 MOTOR PARTS & EQUIPMENT INC -						
Cash Payment	E 640-60400-404	Repairs/Maint Machiner				\$31.03
Invoice	377-019662	2/13/2026				
Cash Payment	E 620-60200-404	Repairs/Maint Machiner				\$15.52
Invoice	377-019662	2/13/2026				
Cash Payment	E 610-60100-404	Repairs/Maint Machiner				\$15.52
Invoice	377-019662	2/13/2026				
Transaction Date	2/24/2026	Checking	10101	Total		\$62.07
Refer 120236 RUSHFORD HARDWARE -						
Cash Payment	E 640-60400-210	Operating Supplies (GE				\$47.17
Invoice	E444184	2/19/2026				
Transaction Date	2/24/2026	Checking	10101	Total		\$47.17
Refer 120237 ZEP MANUFACTURING COMPANY -						
Cash Payment	E 640-60400-210	Operating Supplies (GE				\$103.92
Invoice	9012424690	2/19/2026				
Cash Payment	E 620-60200-210	Operating Supplies (GE				\$51.95
Invoice	9012424690	2/19/2026				
Cash Payment	E 610-60100-210	Operating Supplies (GE				\$51.96
Invoice	9012424690	2/19/2026				
Transaction Date	2/24/2026	Checking	10101	Total		\$207.83

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Payments

Current Period: March 2026

Fund Summary

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$6,745.64
Total	<u>\$6,745.64</u>

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Payments

Current Period: March 2026

Payments Batch 03162026PAY						\$191,073.05
Refer 120238 <u>WAGNER, JEROD G</u>						-
Cash Payment	E 640-60400-135	Employer Paid Other	cell phone			\$25.00
Invoice						
Cash Payment	E 620-60200-135	Employer Paid Other	cell phone			\$12.50
Invoice						
Cash Payment	E 610-60100-135	Employer Paid Other	cell phone			\$12.50
Invoice						
Transaction Date	2/26/2026		Checking	10101	Total	\$50.00
Refer 120239 <u>NORBY, JEFF</u>						-
Cash Payment	E 640-60400-135	Employer Paid Other	cell phone			\$25.00
Invoice						
Cash Payment	E 620-60200-135	Employer Paid Other	cell phone			\$12.50
Invoice						
Cash Payment	E 610-60100-135	Employer Paid Other	cell phone			\$12.50
Invoice						
Transaction Date	2/26/2026		Checking	10101	Total	\$50.00
Refer 120240 <u>COHNREZNICK</u>						-
Cash Payment	E 640-60400-301	Auditing and Acct g Ser				\$5,250.00
Invoice 90212534 2/24/2026						
Cash Payment	E 620-60200-301	Auditing and Acct g Ser				\$2,625.00
Invoice 90212534 2/24/2026						
Cash Payment	E 610-60100-301	Auditing and Acct g Ser				\$2,625.00
Invoice 90212534 2/24/2026						
Transaction Date	2/26/2026		Checking	10101	Total	\$10,500.00
Refer 120241 <u>BADGER METER</u>						-
Cash Payment	E 610-60100-300	Professional Srvs (GEN				\$55.91
Invoice 80227040 2/26/2026						
Transaction Date	2/27/2026		Checking	10101	Total	\$55.91
Refer 120242 <u>UC LABORATORY</u>						-
Cash Payment	E 620-60200-300	Professional Srvs (GEN				\$683.98
Invoice 126905 2/26/2026						
Transaction Date	2/27/2026		Checking	10101	Total	\$683.98
Refer 120243 <u>AMAZON CAPITAL SERVICES</u>						-
Cash Payment	E 620-60200-210	Operating Supplies (GE				\$132.99
Invoice 14NJ-RKDM-Y9VA 2/26/2026						
Cash Payment	E 620-60200-210	Operating Supplies (GE				\$2.28
Invoice 1LWY-XMTG-64H4 3/4/2026						
Cash Payment	E 640-60400-210	Operating Supplies (GE				\$20.64
Invoice 1JDR-NTLR-DVV6 3/6/2026						
Cash Payment	E 620-60200-210	Operating Supplies (GE				\$10.32
Invoice 1JDR-NTLR-DVV6 3/6/2026						
Cash Payment	E 610-60100-210	Operating Supplies (GE				\$10.32
Invoice 1JDR-NTLR-DVV6 3/6/2026						
Transaction Date	2/27/2026		Checking	10101	Total	\$176.55
Refer 120244 <u>ACENTEK</u>						-

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Payments

Current Period: March 2026

Cash Payment	E 640-60400-321 Telephone				\$114.68
Invoice	13397539	3/1/2026			
Cash Payment	E 620-60200-321 Telephone				\$113.91
Invoice	13397539	3/1/2026			
Cash Payment	E 610-60100-321 Telephone				\$155.07
Invoice	13397539	3/1/2026			
Transaction Date	2/27/2026	Checking	10101	Total	\$383.66
Refer	120245	CARDMEMBER SERVICE	-		
Cash Payment	E 640-60400-210 Operating Supplies (GE Tysol LLC				\$290.36
Invoice		2/19/2026			
Transaction Date	3/2/2026	Checking	10101	Total	\$290.36
Refer	120246	KENNEDY & GRAVEN, CHARTERE	-		
Cash Payment	E 323-60100-300 Professional Srvs (GEN				\$2,976.00
Invoice	LA835-00001	1/31/2026			
Cash Payment	E 423-60100-300 Professional Srvs (GEN				\$2,976.00
Invoice	LA835-00001	1/31/2026			
Transaction Date	3/2/2026	Checking	10101	Total	\$5,952.00
Refer	120247	HAMMELL EQUIPMENT HARMONY	-		
Cash Payment	E 640-60400-404 Repairs/Maint Machiner				\$55.66
Invoice	PARTS HI79695	12/8/2025			
Cash Payment	E 620-60200-404 Repairs/Maint Machiner				\$27.83
Invoice	PARTS HI79695	12/8/2025			
Cash Payment	E 610-60100-404 Repairs/Maint Machiner				\$27.83
Invoice	PARTS HI79695	12/8/2025			
Cash Payment	E 640-60400-404 Repairs/Maint Machiner				\$7.58
Invoice	PARTS HI79752	12/12/2025			
Cash Payment	E 620-60200-404 Repairs/Maint Machiner				\$3.78
Invoice	PARTS HI79752	12/12/2025			
Cash Payment	E 610-60100-404 Repairs/Maint Machiner				\$3.79
Invoice	PARTS HI79752	12/12/2025			
Cash Payment	E 640-60400-404 Repairs/Maint Machiner				\$0.86
Invoice	PARTS HI79789	12/18/2025			
Cash Payment	E 620-60200-404 Repairs/Maint Machiner				\$0.43
Invoice	PARTS HI79789	12/18/2025			
Cash Payment	E 610-60100-404 Repairs/Maint Machiner				\$0.43
Invoice	PARTS HI79789	12/18/2025			
Transaction Date	3/2/2026	Checking	10101	Total	\$128.19
Refer	120248	ESRI	-		
Cash Payment	E 610-60100-300 Professional Srvs (GEN				\$1,225.00
Invoice	900195753	2/12/2026			
Transaction Date	3/2/2026	Checking	10101	Total	\$1,225.00
Refer	120249	MN DEPT OF REVENUE	Ck# 039017E 3/3/2026		
Cash Payment	E 640-60400-450 Sales Tax Paid				\$3,243.00
Invoice					
Transaction Date	3/3/2026	Checking	10101	Total	\$3,243.00
Refer	120250	PLUNKETTS PEST CONTROL	-		

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Payments

Current Period: March 2026

Cash Payment E 640-60400-300 Professional Srvs (GEN) \$98.57						
Invoice 10405617 2/24/2026						
Transaction Date	3/5/2026	Checking	10101	Total	\$98.57	
Refer	120251	GOPHER STATE ONE-CALL		-		
Cash Payment E 640-60400-438 Gopher One Locates \$1.35						
Invoice 6020537 2/28/2026						
Transaction Date	3/5/2026	Checking	10101	Total	\$1.35	
Refer	120252	MINNESOTA DEPARMENT OF CO		-		
Cash Payment E 640-60400-439 Conservation Improvem \$33.79						
Invoice 1000054884 3/2/2026						
Transaction Date	3/6/2026	Checking	10101	Total	\$33.79	
Refer	120253	LANESBORO PUBLIC UTILITIES		-		
Cash Payment E 610-60100-380 Utility Services (GENER) \$198.65						
Invoice 3/3/2026						
Cash Payment E 610-60100-380 Utility Services (GENER) \$147.42						
Invoice 3/3/2026						
Cash Payment E 610-60100-380 Utility Services (GENER) \$157.59						
Invoice 3/3/2026						
Cash Payment E 610-60100-380 Utility Services (GENER) \$388.52						
Invoice 3/3/2026						
Cash Payment E 610-60100-380 Utility Services (GENER) \$1,463.39						
Invoice 3/3/2026						
Cash Payment E 610-60100-380 Utility Services (GENER) \$245.60						
Invoice 3/3/2026						
Cash Payment E 640-60400-380 Utility Services (GENER) \$655.88						
Invoice 3/3/2026						
Cash Payment E 610-60100-380 Utility Services (GENER) \$239.08						
Invoice 3/3/2026						
Cash Payment E 620-60200-380 Utility Services (GENER) \$1,201.17						
Invoice 3/3/2026						
Transaction Date	3/6/2026	Checking	10101	Total	\$4,697.30	
Refer	120254	MASLON LLP		-		
Cash Payment E 620-60200-300 Professional Srvs (GEN) \$62.55						
Invoice 40294031 3/6/2026						
Transaction Date	3/9/2026	Checking	10101	Total	\$62.55	
Refer	120255	BOLTON & MENK		-		
Cash Payment E 323-60100-303 Engineering Fees \$58,320.33						
Invoice 0389263 2/27/2026						
Cash Payment E 423-60100-303 Engineering Fees \$58,320.33						
Invoice 0389263 2/27/2026						
Transaction Date	3/9/2026	Checking	10101	Total	\$116,640.66	
Refer	120256	MPCA		-		
Cash Payment E 620-60200-230 Permit Fees \$1,450.00						
Invoice 10000225439 3/4/2026						
Transaction Date	3/9/2026	Checking	10101	Total	\$1,450.00	
Refer	120257	MIENERGY COOPERATIVE		-		

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Payments

Current Period: March 2026

Cash Payment	E 640-60400-218	Purchased Power				\$22,710.35
Invoice		3/4/2026				
Transaction Date	3/9/2026		Checking	10101	Total	\$22,710.35
Refer	120258	AMERICAN TEST CENTER	-			
Cash Payment	E 640-60400-300	Professional Srvs (GEN	Bucket Truck Test			\$950.00
Invoice	2260418	3/2/2026				
Transaction Date	3/9/2026		Checking	10101	Total	\$950.00
Refer	120259	UMMEG	-			
Cash Payment	E 640-60400-218	Purchased Power				-\$999.38
Invoice	3201	3/9/2026				
Cash Payment	E 640-60400-218	Purchased Power				\$3,465.82
Invoice	7867	3/9/2026				
Cash Payment	E 640-60400-218	Purchased Power				\$5,463.47
Invoice	7881	3/9/2026				
Transaction Date	3/9/2026		Checking	10101	Total	\$7,929.91
Refer	120260	PETTY CASH	-			
Cash Payment	E 640-60400-322	Postage	gloves testing			\$17.25
Invoice						
Transaction Date	3/10/2026		Checking	10101	Total	\$17.25
Refer	120261	MN PEIP	-			
Cash Payment	G 640-21708	Health Insurance				\$1,554.81
Invoice	1613878	3/10/2026				
Cash Payment	G 620-21708	Health Insurance				\$777.41
Invoice	1613878	3/10/2026				
Cash Payment	G 610-21708	Health Insurance				\$777.40
Invoice	1613878	3/10/2026				
Transaction Date	3/10/2026		Checking	10101	Total	\$3,109.62
Refer	120262	DAIRYLAND POWER COOPERATIV	-			
Cash Payment	E 640-60400-218	Purchased Power				\$10,633.05
Invoice	3742	3/10/2026				
Transaction Date	3/10/2026		Checking	10101	Total	\$10,633.05

Fund Summary

	10101	Checking	
323 2024A HWY 250 WATER			\$61,296.33
423 2024A HWY 250 SEWER			\$61,296.33
610 WATER FUND			\$7,746.00
620 SEWER FUND			\$7,116.65
640 ELECTRIC FUND			\$53,617.74
			<u>\$191,073.05</u>

Pre-Written Checks	\$3,243.00
Checks to be Generated by the Computer	\$187,830.05
Total	\$191,073.05

**Lanesboro Public Utilities Commission
Regular Meeting Minutes
Tuesday, February 17, 2026 – 7:15 a.m.
Lanesboro City Council Chambers**

Members Present:

Joe Cullen Jon Pieper Brian Roelofs

Staff Present:

Mitchell Walbridge Jerod Wagner Darla Taylor

Member Pieper called the regular meeting of the Lanesboro Public Utilities Commission to order at 7:15 a.m.

A. Agenda Approval: A motion was made by Member Roelofs to approve the agenda as presented; Member Pieper seconded the motion. All commission members voted in favor; Motion carried.

B. Public Comments: No public comments were shared.

C. Consent Agenda:

- a. Accounts Payable
- b. Minutes of Regular Meeting, January 20, 2026

A motion was made by Member Roelofs to approve the Consent Agenda; Member Pieper seconded the motion. All commission members voted in favor; Motion carried.

D. Staff Update: Public Utility Supervisor Jerod Wagner provided an update to the commission.

- Supervisor Wagner summarized the latest UMMEG business meeting.
- The surge testing that took place went well.
- Supervisor Wagner expressed concern with organizational concerns over the electric grid grant process.
- Staff would like to investigate the purchase of a shipping container for extra storage at the power plant.

Continued Business

A. Discuss Streetlighting on Kenilworth Avenue South: Members discussed a request for additional streetlighting to be installed on the 500 block of Kenilworth Avenue South. An estimate from Haakenson Electric, Inc. was \$9,020 to install two streetlights on the boulevard. Supervisor Wagner noted that if poles already in inventory are used, there would be an approximate savings of \$2,340.

A motion was made by Member Pieper to deny approval of the streetlighting request; Member Roelofs seconded the motion. During discussion, members noted that they are unsure if residents would be in favor of the lighting near their homes. They also noted that right now, streetlighting in residential areas is not the standard practice. All commission members voted in favor; Motion carried.

New Business

A. Consider Recommendation to Utilize Cash Reserves for TH250 Project Land Acquisition:

Administrator Walbridge explained the appraisal process for easement acquisition related to the TH250 Road/Utility project is concluding, and the City will need to front cash payment to property owners for both temporary and permanent easements. Most of these payments will be reimbursed by the Minnesota Department of Transportation since they will be the ultimate holder of the easements. In consultation with the City's financial advisor, if possible, the City should consider using utility fund cash reserves rather than taking out another short-term debt obligation.

A motion was made by Member Roelofs to approve the request to use cash reserves; Member Pieper seconded the motion. During discussion, the fund cash balances were reviewed. Member Pieper stated he would like the City Council to initiate a formal request for consideration prior to issuing a decision. Member Roelofs withdrew his motion.

A motion was made by Member Roelofs to table discussion; Member Pieper seconded the motion. All commission members voted in favor; Motion carried.

- B. Consider Accepting Proposal for Power Plant Flood Mitigation Preliminary Engineering Report:** Administrator Walbridge requested the commission members either accept a proposal for the Flood Mitigation Preliminary Engineering Report or deny all proposals as they have been in a pending status. Administrator Walbridge stated that Bolton & Menk, Inc. would be considered the lowest responsible bidder at a proposal of \$20,000. A motion was made by Member Pieper to accept the proposal from Bolton & Menk, Inc.; Member Roelofs seconded the motion. During discussion, Member Pieper stated that getting the report would be beneficial due to the power plant's proximity to the Root River. All commission members voted in favor; Motion carried.

A motion was made by Member Pieper to adjourn the meeting; Member Roelofs seconded the motion. All commission members voted in favor; Motion carried. The meeting was adjourned at 8:02 a.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

Lanesboro Public Utilities

SANITARY SEWER MAINTENANCE POLICY

1. Purpose

It is the policy of the City of Lanesboro to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has Lanesboro feet of public sanitary sewer mains, 131 manholes and 1 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The Lanesboro Public Utilities or Lanesboro City Council may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

2. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

Scope of City's Responsibility - The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, waste water treatment plants, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their property up to and including the connection to the public system.

Schedule – The City's goal is to inspect and maintain the components of its sanitary sewer system according to the attached schedule.

Equipment – The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

Television Inspection – The City's sanitary sewer mains will be inspected by television camera in accordance with the attached schedule. Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

Visual recordings of sewer main televising will be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the City for a minimum of 12 years.

B. Problem Areas

The sanitary sewer mains and facilities identified as Category 1 will receive ordinary routine maintenance as noted on sewer maps. The sanitary sewer mains and facilities identified on the sewer map as Category 2 will receive more frequent maintenance and those identified as Category 3 will receive less frequent maintenance. When a sewer main or facility is identified as anything other than Category 1, the reasons why maintenance is needed on a different schedule will be documented. Sewer mains and facilities will receive maintenance according to the attached schedule.

The Utility supervisor will determine whether a main or facility is Category 1, receiving routine sewer maintenance, Category 2, receiving more frequent maintenance or Category 3, receiving less frequent maintenance. Based on periodic assessment, maintenance will be adjusted and a sewer main may be moved from one category to another.

C. Sanitary Sewer Lift Stations

The City maintains lift stations using specific maintenance that is reasonable and recommended. The number of lift stations, location, date of installation, and capacity of each lift station is kept on record. Maintenance for each lift station is reflected in Standard Operating Procedures (SOP) and Standard Maintenance Procedures (SMP).

Components of SOP and SMP include:

- Easy availability of original manuals with manufacturers' recommended maintenance schedules for all lift station equipment
- Operating procedures for manipulating pump operations (manually or automatically) during wet weather to increase in-line storage of wet weather flows
- Setting wet well operating levels to limit pump start/stops
- Cleaning wet well
- Calibrating flow meters or conducting draw down tests
- Regular rotation of lead, lag, and backup pumps
- Regular inspections of lift station, alarm systems and electrical components
- Maintenance of operation logs and general records for all lift station activities, including inspections
- Clean force mains
- Identify problem areas/components

3. Inflow and Infiltration

Inflow and infiltration occur when clear water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

City employees will periodically inspect manholes to identify any that contribute to this problem. Sanitary sewer mains will be maintained and inspected pursuant to the City's Sanitary Sewer Maintenance Policy.

4. Personnel Responsibilities and Requirements

A. Exercise of Professional Judgment

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations (see Emergency Response Policy) City employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

B. Training and Education

The City will provide training to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will

also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

C. Work Schedule

Full-time City employees in the Public Works department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

D. Weather Conditions

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the City employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

5. Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be kept in accordance with the City's records retention schedule.

6. Public Education

Periodically, the City will inform residents of their responsibilities related to sanitary sewer service from the City of Lanesboro.

7. Other Sanitary Sewer System Policies

The City has a number of other policies and/or ordinances that are important to the ongoing operation of the City's sanitary sewer system. The following documents are available on the City's web site and in the public works department.

- Emergency Response Policy

Approved by Lanesboro Public Utilities March 19th, 2019
Approved by Lanesboro City Council April 1st, 2019.