

**Lanesboro Public Utilities  
Special Meeting Agenda  
Monday, April 27, 2026 - 7:15 a.m.  
Lanesboro City Council Chambers**

Zoom is provided 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

**Call to Order**

- A. Agenda Approval

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

- B. Public Comment

- C. Consent Agenda

- a. Accounts Payable

- b. Minutes of Special Meeting, March 23, 2026

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

- D. Staff Update

- E. City Council Update

**Continued Business**

- A. Discuss Wastewater Pre-Treatment Agreement with Sylvan Brewing

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**New Business**

- A. Review of 2025 Lanesboro Public Utilities Audit

- B. Consider Quote for Services from Farrabee Mechanical Inc.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

- C. Consider Quote from Automatic Systems Co.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

- D. Consider Approval of Work Order for Power Plant Flood Mitigation

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

- E. Discuss North Water Tower Rehabilitation

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**Next Meeting:** Monday, May 18, 2026 at 7:15 a.m.

**Adjourn Regular Meeting**

*Commission Members: Jon Pieper, Joe Cullen, Brian Roelofs*

# LANESBORO PUBLIC UTILITIES

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Page 1

## Payments

Current Period: April 2026

Payments Batch 04152026PAY		\$188,798.25	
Refer	120281 TROY SCHILTZ		
Cash Payment	E 640-60400-208 Training and Instruction CDL Renewal Invoice		\$61.29
Transaction Date	3/31/2026	Checking	10101
		<b>Total</b>	\$61.29
Refer	120282 WAGNER, JEROD G		
Cash Payment	E 640-60400-135 Employer Paid Other cell phone Invoice		\$25.00
Cash Payment	E 620-60200-135 Employer Paid Other cell phone Invoice		\$12.50
Cash Payment	E 610-60100-135 Employer Paid Other cell phone Invoice		\$12.50
Transaction Date	3/31/2026	Checking	10101
		<b>Total</b>	\$50.00
Refer	120283 NORBY, JEFF		
Cash Payment	E 640-60400-135 Employer Paid Other cell phone Invoice		\$25.00
Cash Payment	E 620-60200-135 Employer Paid Other cell phone Invoice		\$12.50
Cash Payment	E 610-60100-135 Employer Paid Other cell phone Invoice		\$12.50
Transaction Date	3/31/2026	Checking	10101
		<b>Total</b>	\$50.00
Refer	120284 FRONTIER ENERGY, INC.		
Cash Payment	E 640-60400-300 Professional Srvs (GEN Invoice 198954		\$509.50
Cash Payment	E 640-60400-300 Professional Srvs (GEN Invoice 199300		\$429.75
Cash Payment	E 640-60400-300 Professional Srvs (GEN Invoice 199484		\$37.25
Cash Payment	E 640-60400-300 Professional Srvs (GEN Invoice 199794		\$74.50
Transaction Date	4/1/2026	Checking	10101
		<b>Total</b>	\$1,051.00
Refer	120285 PRESTON AUTO PARTS		
Cash Payment	E 640-60400-404 Repairs/Maint Machiner Invoice 869679		\$103.99
Cash Payment	E 620-60200-404 Repairs/Maint Machiner Invoice 869679		\$52.00
Cash Payment	E 610-60100-404 Repairs/Maint Machiner Invoice 869679		\$52.00
Cash Payment	E 640-60400-404 Repairs/Maint Machiner Invoice 869795		-\$18.00
Cash Payment	E 640-60400-210 Operating Supplies (GE Invoice 870208		\$6.64
Transaction Date	4/1/2026	Checking	10101
		<b>Total</b>	\$196.63
Refer	120286 PLUNKETTS PEST CONTROL		
Cash Payment	E 620-60200-300 Professional Srvs (GEN Invoice 10460107		\$156.00

# LANESBORO PUBLIC UTILITIES

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## Payments

Current Period: April 2026

Transaction Date	4/1/2026	Checking	10101	<b>Total</b>	\$156.00
Refer	120287 <i>BORDER STATES ELECTRIC SUPP</i>				
Cash Payment	E 640-60400-210 Operating Supplies (GE Invoice 932210766)				\$492.60
Transaction Date	4/6/2026	Checking	10101	<b>Total</b>	\$492.60
Refer	120288 <i>NORMANS ELECTRIC SERVICE</i>				
Cash Payment	E 620-60200-404 Repairs/Maint Machiner Invoice 24289				\$100.00
Cash Payment	E 620-60200-404 Repairs/Maint Machiner Invoice 24288				\$971.36
Transaction Date	4/6/2026	Checking	10101	<b>Total</b>	\$1,071.36
Refer	120289 <i>COHNREZNICK LLP</i>				
Cash Payment	E 640-60400-301 Auditing and Acct g Ser Invoice 90230528				\$2,100.00
Cash Payment	E 620-60200-301 Auditing and Acct g Ser Invoice 90230528				\$1,050.00
Cash Payment	E 610-60100-301 Auditing and Acct g Ser Invoice 90230528				\$1,050.00
Transaction Date	4/6/2026	Checking	10101	<b>Total</b>	\$4,200.00
Refer	120290 <i>KENNEDY &amp; GRAVEN, CHARTERE</i>				
Cash Payment	E 323-60100-300 Professional Srvs (GEN Invoice 192581)				\$6,012.00
Cash Payment	E 423-60100-300 Professional Srvs (GEN Invoice 192581)				\$6,012.00
Transaction Date	4/6/2026	Checking	10101	<b>Total</b>	\$12,024.00
Refer	120291 <i>FIRST NATIONAL BANK OF OMAH</i>				
Cash Payment	E 323-60100-611 Bond Interest Invoice				\$14,321.25
Cash Payment	E 423-60200-611 Bond Interest Invoice				\$14,321.25
Transaction Date	4/6/2026	Checking	10101	<b>Total</b>	\$28,642.50
Refer	120292 <i>GOPHER STATE ONE-CALL</i>				
Cash Payment	E 640-60400-438 Gopher One Locates Invoice 6030537				\$13.50
Transaction Date	4/6/2026	Checking	10101	<b>Total</b>	\$13.50
Refer	120294 <i>UC LABORATORY</i>				
Cash Payment	E 620-60200-300 Professional Srvs (GEN Invoice 127312)				\$338.58
Transaction Date	4/6/2026	Checking	10101	<b>Total</b>	\$338.58
Refer	120295 <i>UMMEG</i>				
Cash Payment	E 640-60400-218 Purchased Power Invoice 3217				-\$1,751.12
Cash Payment	E 640-60400-218 Purchased Power Invoice 7920				\$4,571.31
Cash Payment	E 640-60400-218 Purchased Power Invoice 7934				\$4,689.28

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## Payments

Current Period: April 2026

Transaction Date	4/7/2026	Checking	10101	<b>Total</b>	\$7,509.47	
Refer	120296 <i>MN DEPT OF REVENUE</i>	Ck# 039028E 4/8/2026				
Cash Payment	E 640-60400-450 Sales Tax Paid					\$3,159.00
Invoice						
Transaction Date	4/8/2026	Checking	10101	<b>Total</b>	\$3,159.00	
Refer	120297 <i>LANESBORO PUBLIC UTILITIES</i>					
Cash Payment	E 610-60100-380 Utility Services (GENER					\$200.80
Invoice						
Cash Payment	E 610-60100-380 Utility Services (GENER					\$143.08
Invoice						
Cash Payment	E 610-60100-380 Utility Services (GENER					\$152.06
Invoice						
Cash Payment	E 610-60100-380 Utility Services (GENER					\$359.40
Invoice						
Cash Payment	E 610-60100-380 Utility Services (GENER					\$1,496.41
Invoice						
Cash Payment	E 610-60100-380 Utility Services (GENER					\$231.68
Invoice						
Cash Payment	E 640-60400-380 Utility Services (GENER					\$700.99
Invoice						
Cash Payment	E 610-60100-380 Utility Services (GENER					\$243.85
Invoice						
Cash Payment	E 620-60200-380 Utility Services (GENER					\$1,319.61
Invoice						
Transaction Date	4/8/2026	Checking	10101	<b>Total</b>	\$4,847.88	
Refer	120298 <i>MINNESOTA DEPARTMENT OF HE</i>					
Cash Payment	E 610-60100-208 Training and Instruction					\$23.00
Invoice						
Transaction Date	4/8/2026	Checking	10101	<b>Total</b>	\$23.00	
Refer	120299 <i>BOLTON &amp; MENK</i>					
Cash Payment	E 323-60100-303 Engineering Fees					\$44,853.87
Invoice 0391573						
Cash Payment	E 423-60100-303 Engineering Fees					\$44,853.87
Invoice 0391573						
Transaction Date	4/8/2026	Checking	10101	<b>Total</b>	\$89,707.74	
Refer	120300 <i>DAIRYLAND POWER COOPERATIV</i>					
Cash Payment	E 640-60400-218 Purchased Power					\$10,618.89
Invoice 3800						
Transaction Date	4/10/2026	Checking	10101	<b>Total</b>	\$10,618.89	
Refer	120301 <i>MIENERGY COOPERATIVE</i>					
Cash Payment	E 640-60400-218 Purchased Power					\$20,037.76
Invoice						
Transaction Date	4/10/2026	Checking	10101	<b>Total</b>	\$20,037.76	
Refer	120302 <i>MN PEIP</i>					
Cash Payment	G 640-21708 Health Insurance					\$1,554.81
Invoice						

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## Payments

Current Period: April 2026

Cash Payment	G 620-21708 Health Insurance			\$777.40
Invoice				
Cash Payment	G 610-21708 Health Insurance			\$777.41
Invoice				
Transaction Date	4/10/2026	Checking	10101	<b>Total</b> \$3,109.62
Refer	120303 S & A PETROLEUM			
Cash Payment	E 640-60400-212 Motor Fuels			\$323.91
Invoice				
Cash Payment	E 620-60200-212 Motor Fuels			\$161.95
Invoice				
Cash Payment	E 610-60100-212 Motor Fuels			\$161.95
Invoice				
Transaction Date	4/10/2026	Checking	10101	<b>Total</b> \$647.81
Refer	120304 METERING & TECHNOLOGY SOLU			
Cash Payment	E 610-60100-210 Operating Supplies (GE			\$635.26
Invoice	INV10276			
Transaction Date	4/14/2026	Checking	10101	<b>Total</b> \$635.26
Refer	120305 PETTY CASH			
Cash Payment	E 610-60100-322 Postage			\$41.48
Invoice				
Transaction Date	4/14/2026	Checking	10101	<b>Total</b> \$41.48
Refer	120306 MCMASTER-CARR SUPPLY CO			
Cash Payment	E 640-60400-210 Operating Supplies (GE			\$112.88
Invoice	59170002			
Transaction Date	4/14/2026	Checking	10101	<b>Total</b> \$112.88

### Fund Summary

	10101 Checking
323 2024A HWY 250 WATER	\$65,187.12
423 2024A HWY 250 SEWER	\$65,187.12
610 WATER FUND	\$5,593.38
620 SEWER FUND	\$4,951.90
640 ELECTRIC FUND	\$47,878.73
	\$188,798.25

Pre-Written Checks	\$3,159.00
Checks to be Generated by the Computer	\$185,639.25
<b>Total</b>	<b>\$188,798.25</b>

**Lanesboro Public Utilities Commission  
Special Meeting Minutes  
Monday, March 23, 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:** City Administrator Mitchell Walbridge requested that the Lanesboro Public Utilities Annual Scholarship be added under New Business. A motion was made by Member Pieper to approve the agenda with the requested addition; Member Cullen seconded. All 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, February 17, 2026
- c. March 2026 Unaudited Fund Balance

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

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

- Supervisor Wagner is working on how to identify electric outages more efficiently. Currently, Wagner needs to look up an outage by meter ID rather than by customer name or address.
- A new electrical service is being installed for Duschee Hills Dairy.

**Continued Business**

**A. Consider Recommendation to Utilize Cash Reserves for TH250 Project Land Acquisition:** The City Council requested that the Utility Commission approve using enterprise fund cash reserves to pay temporary and permanent easement acquisition costs for the TH250 project. Most of the easement payments will be reimbursed by the State of Minnesota. This option is more advantageous for the City rather than initiating more short-term debt. A motion was made by Member Pieper to utilize cash reserves for the acquisition payments; Member Cullen seconded. During discussion, Member Pieper said it was important that reimbursement be receipted back to the appropriate utility fund. All members voted in favor; Motion carried.

**B. Discuss Wastewater Pre-Treatment Agreement with Sylvan Brewing:** Member Roelofs joined the meeting at 7:21 a.m. The commission discussed the history of the wastewater treatment facility and the industrial strength wastewater that has been discharged from Sylvan Brewing. Options for a formalized agreement and ordinance enforcement were also discussed. Utility Supervisor Wagner stated he needs the commission to reach a resolution that allows him to monitor loading, wastewater testing, and slow-release practices for the brewery's wastewater. Unknown variables create difficulties for the wastewater treatment facility.

A motion was made by Member Pieper to table discussion for 30 days to allow Andy Heimdahl to provide a finalized proposed solution for holding and testing for which an agreement would be put in place to maintain ordinance compliance; Member Cullen seconded. Member Pieper reiterated that a formal agreement will be put in place, but contract contents will be dependent upon Sylvan Brewing's approach to either removing wastewater and brewing byproducts into the municipal sewer system or creating a conducive way for Lanesboro Public Utilities to test the brewing byproducts and regulate

timed release into the sanitary sewer system. All members voted in favor; Motion carried. Member Cullen left the meeting at 8:03 a.m.

#### **New Business**

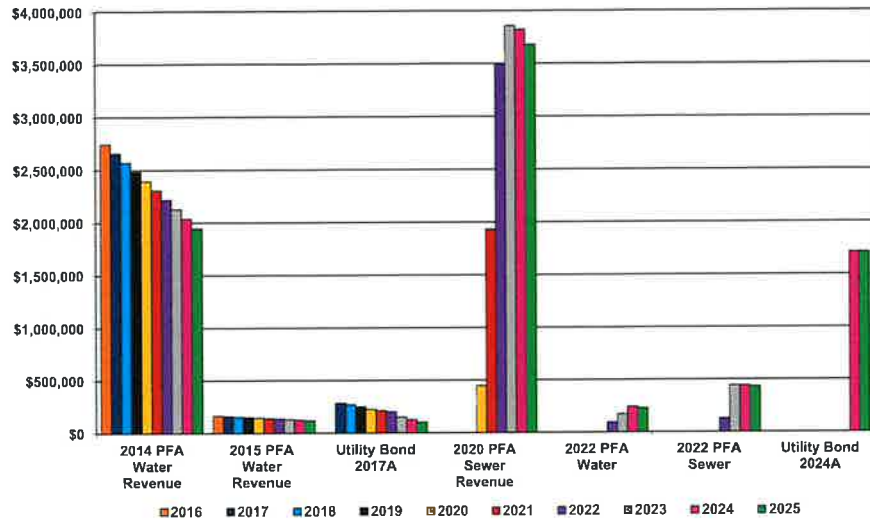
- A. Consider Amendments to Sanitary Sewer Maintenance Policy:** Proposed amendments to the Sanitary Sewer Maintenance Policy were presented. Administrator Walbridge explained that the updates include a better inventory of sewer lines, mains, and lift stations as well as a more detailed maintenance schedule. A motion was made by Member Pieper to adopt the amendments noting that televised inspection of all the sewer mains should be done at least once every five years; Member Roelofs seconded the motion. All members voted in favor; Motion carried.
- B. Discuss Alley and Sewer Improvement Needs:** Administrator Walbridge explained that Public Works Director David Haugen plans to start improving alleys, likely two alleys per year, from west to east through the city. Sewer line runs under the alleyway on the 700 block of Rochelle Avenue South and Parkway Avenue South. Utility Supervisor Wagner stated that the sewer infrastructure is from about 1939 and should be replaced at the same time as the alley road surface. Because of the upcoming TH250 road project, the commission would like to investigate whether the sewer and alley improvements could be completed by the same contractor in 2027. A motion was made to table by Member Pieper; Member Roelofs seconded. The commission would like to further discuss this later in the year. All members voted in favor; Motion carried.
- C. Approve Request for Proposals for Electric Grid Resilience Grant:** Two Requests for Proposals were drafted by Administrator Walbridge to solicit bids as part of the Electric Grid Resilience Grant. One request is for automation improvements to the diesel generator while the other request is for cybersecurity upgrades. A motion was made by Member Pieper to approve the Requests for Proposals as drafted and publish the documents; Member Roelofs seconded. All members voted in favor; Motion carried.
- D. Annual Lanesboro Public Utilities Scholarship:** Administrator Walbridge explained that Dairyland Power Cooperative has started a new community initiative that allows each utility member to award a \$1,000 scholarship to a graduating student who resides in a household served by the municipal utility. Administrator Walbridge requested the commission adopt the application form and participate in the program. A motion was made by Member Pieper to have Lanesboro Public Utilities offer the \$1,000 scholarship; Member Roelofs seconded. All members voted in favor; Motion carried.

A motion was made by Member Pieper to adjourn the meeting; Member Roelofs seconded. All members voted in favor; Motion carried. The meeting adjourned at 8:22 a.m.

Respectfully submitted,

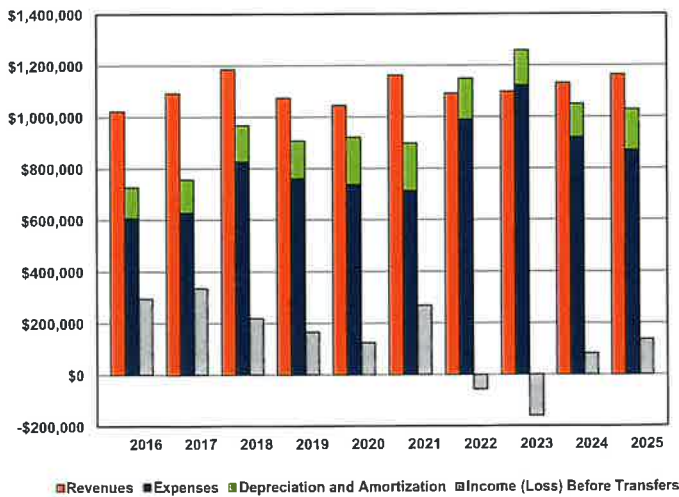
Mitchell Walbridge  
City Administrator/Clerk

## Debt and General Obligation Bonds – Public Utilities



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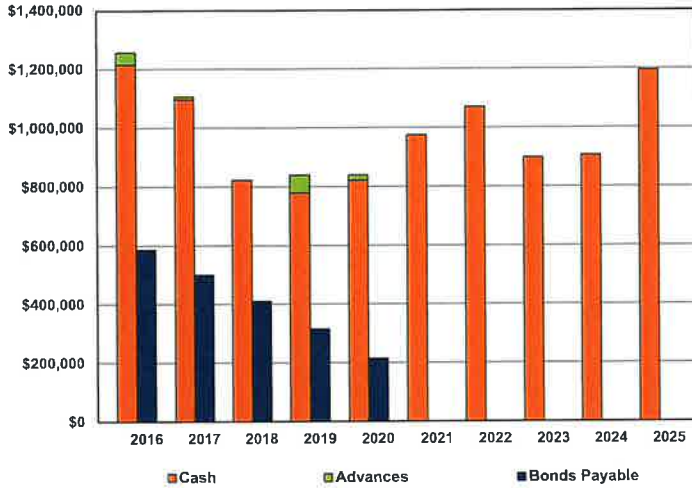
## Operational Trend Analysis – Electric Utility



- Rates increased in 2025
- 2025 Revenues:
  - Total \$1,164,078
- 2025 Expenses:
  - Operating \$869,406
  - Depreciation \$159,376
- Net Income before transfers of \$135,296 in 2025

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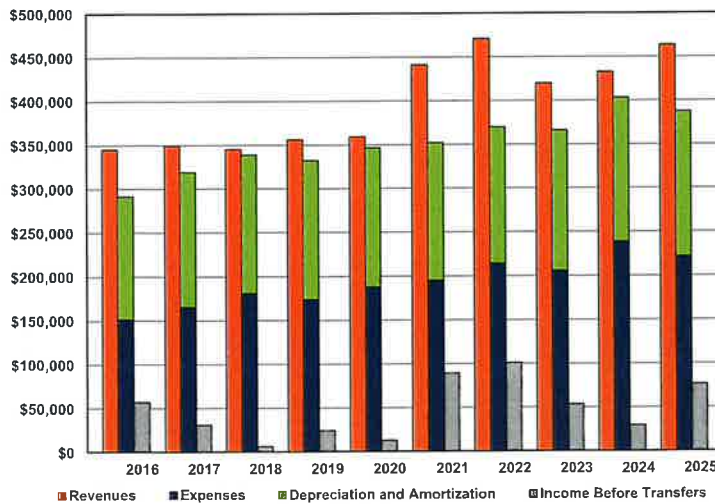
## Electric Fund – Balance Sheet



- Cash balance at 12/31/2025 totaled \$1,194,199
- No debt outstanding in the electric fund

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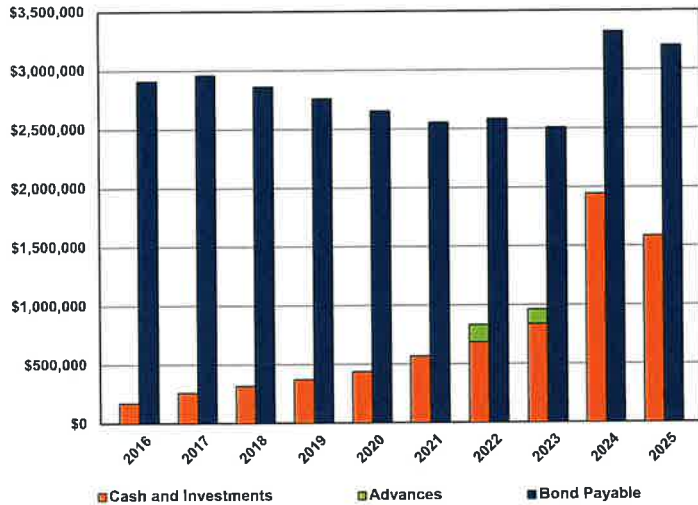
## Operational Trend Analysis – Water Utility



- Rates increased in 2025
- 2025 Revenues:
  - Total \$463,543
- 2025 Expenses:
  - Operating \$222,263
  - Depreciation \$165,070
- Net Income before transfers of \$76,210 in 2025

25

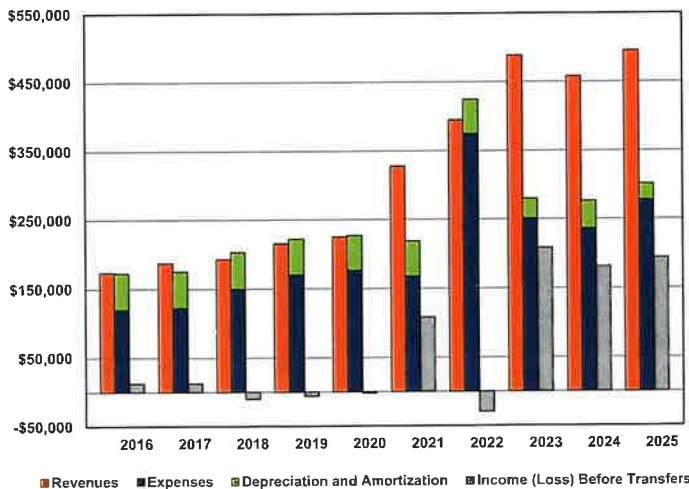
## Water Fund – Balance Sheet



- Cash balance at 12/31/2025 totaled \$1,587,290
- Bonds payable totaled \$3,203,434 at year-end
- Cash used for capital asset additions totaled \$349,040 in 2025

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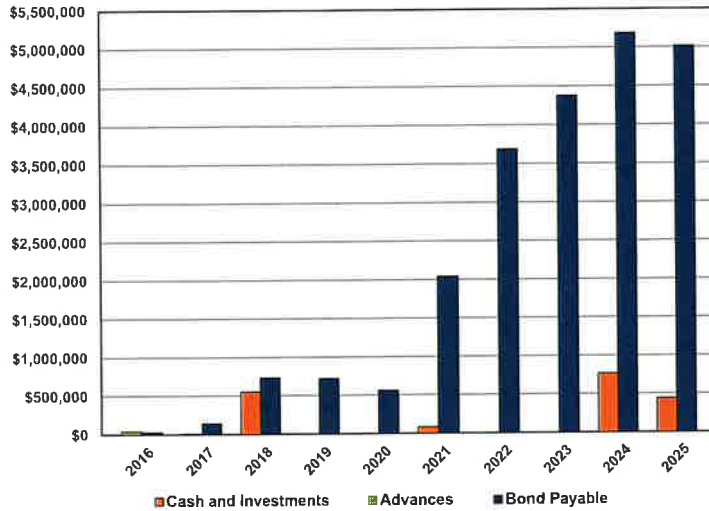
## Operational Trend Analysis – Sewer Utility



- Rates increased in 2025
- 2025 Revenues:
  - Total: \$495,000
- 2025 Expenses:
  - Operating: \$278,000
  - Depreciation: \$23,249
- Net Income before transfers of \$194,400 in 2025

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## Sewer Fund – Balance Sheet



- Cash balance at 12/31/2025 totaled \$438,036
- Bonds payable totaled \$5,015,470 at year-end
- Cash used for capital asset additions totaled \$397,776 in 2025

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## Summary

- Unassigned fund balance in the **General Fund** of \$424,856 equals 42% of annual general fund expenditures
- **Fire Fund** fund balance decreased \$1,063 to \$110,441.
- **Vehicle Replacement Fund** has \$446,185 in assigned fund balance.
- The **WWTP project** was completed in 2025 for a total costs of \$9.4 million.
- All debt service funds are being adequately funded, and all outstanding bonds are being paid on a timely basis.
- **Lanesboro Public Utility Fund** revenues need to continue to monitor rates to keep pace with costs, fund cash reserves total \$3,219,525 while outstanding debt obligations totaled \$8,218,904.

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