

**Lanesboro Public Utilities Commission
Regular Meeting Minutes
Monday, September 21, 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 Cullen called the regular meeting of the Public Utility Commission to order at 7:16 a.m.

A. Agenda Approval: A motion was made by Member Roelofs to approve the agenda; Member Cullen seconded the motion. 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, August 17, 2026
- c. FY2026 YTD Budget
- d. August Unaudited Fund Balances

A motion was made by Member Cullen to approve the Consent Agenda; Member Roelofs seconded the motion.

Administrator Walbridge noted a negative fund balance related to the TH250 Road/Utility Project construction easements. Most of this expense will be reimbursed by MnDOT. Walbridge also stated that the 2024A bond series funds designated for TH250 Road/Utility Project planning and engineering have been depleted. The Commission and City Council may need to consider additional financing, depending on the amount of preliminary project work that must be completed.

All members voted in favor; motion carried.

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

- The dam spillway riprap project has been delayed due to permitting requirements. Supervisor Wagner will continue planning efforts for the project.
- Determinations regarding electric service pole relocations remain in progress in conjunction with the TH250 Road/Utility Project.
- Fall tree trimming is underway and is expected to be completed over the next several weeks.
- Utility staff managed the weekend's excessive rainfall and high-water conditions effectively. The wastewater treatment facility continued to operate normally.

New Business

A. Discuss Lanesboro Public Utility Staffing Needs: Supervisor Wagner stated that additional staffing is needed to support power plant operations. New and continually evolving regulations have created significant administrative and compliance responsibilities, increasing his workload. Administrator Walbridge commented that many of these requirements are federally mandated and administered through the Minnesota Public Utilities Commission. He also noted that the League of Minnesota Cities Insurance Trust (LMCIT) strongly encourages adherence to established documentation procedures and operational practices. LMCIT's recommendations could eventually become requirements for continued coverage.

Commission members expressed interest in reviewing an outline of current staff positions and responsibilities to help determine a path forward.

B. Consider Purchase of Tablet for On-Call Staff: Administrator Walbridge explained that utility staff assigned to overnight and weekend on-call shifts use tablets to monitor water and wastewater facility operations, respond to alarms, and initiate generation automation processes as needed. These functions are performed through a VPN connection on City-owned devices. An additional tablet is needed to support these operations.

A motion was made by Member Roelofs to authorize purchase of an additional Galaxy Tab S11 tablet; Member Cullen seconded the motion. All members voted in favor; motion carried.

Member Cullen adjourned the meeting at 7:41 a.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/City Clerk