

**Lanesboro Public Utilities Commission  
Special Meeting Minutes  
Friday, October 9, 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 Public Utility Commission to order at 7:16 a.m.

- A. **Agenda Approval:** A motion was made by Member Pieper to approve the agenda; Member Cullen seconded the motion. All members voted in favor; motion carried.
- B. **Accept Resignation of Utility Supervisor – Jerod Wagner:** A motion was made by Member Pieper to accept the resignation of Jerod Wagner as Utility Supervisor; Member Cullen seconded the motion. All members voted in favor; motion carried.

Member Roelofs joined the meeting at 7:17 a.m.

**Continued Business**

- C. **Discuss Lanesboro Public Utility Staffing Structure:** The current staffing structure was reviewed. During discussion, members deliberated whether to add any positions or place responsibilities under certain positions. Members thought that a Utility Supervisor should primarily be focused on power plant operations and the electrical distribution system while also supervising employees of the other utility divisions. Members were interested in creating a position of an entry-level wastewater operator. A motion was made by Member Pieper to create a job description of Wastewater System Operator whose labor would be charged to the Sewer Fund, a Water System Operator whose labor would be charged to the Water Fund, and a Utility Supervisor whose labor would be charged 0.8 FTE to the Electric Fund, 0.1 FTE to the Water Fund, and 0.1 FTE to the Sewer Fund; Member Roelofs seconded the motion. All members voted in favor; motion carried.
- D. **Discuss Utility Supervisor Transition Plan and Recruitment Timeline:** A proposed recruitment timeline was reviewed. Members would like to move up the timeline slightly to expedite the replacement of a Utility Supervisor. Administrator Walbridge explained that the job description should be reviewed for updates and recommended that the position should likely be posted as Exempt since the position supervises employees. Administrator Walbridge will bring revised job descriptions to the October 19 commission meeting. After approval of the job description and salary range, the job description can be posted. No action was taken this day.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/City Clerk