

**Lanesboro Public Utilities  
Special Meeting Agenda  
Friday, October 9, 2026 - 7:15 a.m.  
Lanesboro City Council Chambers**

Zoom is provided to offer more accessibility to council and committee meetings.

Due to potential technical issues, full functionality is not guaranteed.

<https://us02web.zoom.us/j/81602331683?pwd=v8mMJdi3yfZ6x63TdXbSaaExZjTBnB.1>

Meeting ID: 816 0233 1683 | Passcode: 130511

**Call to Order**

- A. Agenda Approval

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

- B. Accept Resignation of Utility Supervisor – Jerod Wagner

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

- C. Discuss Lanesboro Public Utility Staffing Structure

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

- D. Discuss Utility Supervisor Transition Plan and Recruitment Timeline

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

**Next Meeting:** Monday, October 19, 2026 at 7:15 a.m.

**Adjourn Special Meeting**

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

Lanesboro Public Utilities,

I would like to inform you that my employment here will be ending on Nov 27<sup>th</sup> 2026. I have had 31 years of service that I am very grateful for. I will do my best at getting employee's ready for my departure. I will also take calls in the future if the guys need my help. Thanks again.

Regards,

Jerod Wagner



10-2-26

|                                           | Utility Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Water Operator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Wastewater Operator                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education/Licensure/Certifications</b> | <ul style="list-style-type: none"> <li>Two-year technical college degree/certificate in a related field</li> <li>Class D Water Operator Certification</li> <li>Class C Wastewater Operator Certification</li> <li>FEMA Courses: IS-100, IS-200, IS-700, IS-800</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Class D Water Operator Certification</li> <li>CDL</li> <li>FEMA Courses: IS-100, IS-200, IS-700, IS-800</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Class C Wastewater Operator Certification</li> <li>CDL</li> <li>FEMA Courses: IS-100, IS-200, IS-700, IS-800</li> <li>Type IV Land Application Certificate</li> </ul>                                                                                                                                                                                                                                 |
| <b>Primary System Responsibility</b>      | <ul style="list-style-type: none"> <li>Water</li> <li>Wastewater</li> <li>Electric</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Water Production, Treatment, Storage, and Distribution</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Wastewater Collection, Treatment, and Compliance</li> </ul>                                                                                                                                                                                                                                                                                                                                           |
| <b>FLSA Status</b>                        | Non-Exempt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Non-Exempt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Non-Exempt                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Compensation</b>                       | \$30.88 - 46.22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$24.95 - \$36.94                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$24.95 - \$36.94                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Core Responsibilities</b>              | <ul style="list-style-type: none"> <li>Direct day-to-day operations of water, wastewater, and electric utilities</li> <li>Supervise personnel and contractors</li> <li>Coordinate capital improvements and infrastructure projects</li> <li>Develop operating procedures and safety programs</li> <li>Prepare budgets, reports, and regulatory compliance documents</li> <li>Manage regulatory reporting and agency coordination</li> <li>Support public meetings and Utility Commission activities</li> <li>Maintain hydroelectric and diesel generation systems</li> <li>Represents municipal utility at UMMEG</li> <li>Manages electric distribution system for service area</li> </ul> | <ul style="list-style-type: none"> <li>Operate and maintain water production, storage, treatment, and distribution systems</li> <li>Perform repairs and preventive maintenance</li> <li>Monitor regulatory compliance and water quality requirements</li> <li>Respond to customer service issues and utility emergencies</li> <li>Assist with utility system improvements and permitting activities</li> <li>Coordinates MDH lead and copper service line projects</li> <li>Conducts utility locates via Gopher State One</li> </ul> | <ul style="list-style-type: none"> <li>Operate and maintain wastewater collection and treatment systems</li> <li>Monitor treatment processes and permit compliance</li> <li>Complete required regulatory reporting</li> <li>Perform repairs and preventive maintenance</li> <li>Respond to system failures, environmental incidents, and utility emergencies</li> <li>Assist with facility improvements and permitting activities</li> </ul> |
| <b>On-Call Coverage</b>                   | <ul style="list-style-type: none"> <li>Yes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Yes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Yes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |

## Utility Supervisor Transition & Recruitment Timeline

*Public Utility Commission | October 2026 – January 2027*

**Purpose.** Provide the Commission with a high-level roadmap for maintaining continuity of utility operations, completing the transition from the current Utility Supervisor, recruiting a successor, and onboarding the new supervisor.

| Timing     | Primary Focus                          | Key Milestones / Commission Role                                                                                                                                                                                                             |
|------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oct. 5–9   | Plan the transition                    | City Administrator and Utility Supervisor establish transition expectations; complete an inventory of managerial duties and responsibilities; begin the transition plan. Commission accepts the resignation.                                 |
| Oct. 12–16 | Document operations                    | Utility Supervisor documents daily, weekly, monthly, and annual functions, regulatory reporting, key vendors/contractors, engineers, agency contracts, and software systems. Begin the operations transition workbook and contact directory. |
| Oct. 19–23 | Transfer knowledge & finalize position | City Administrator, Utility Supervisor, and Public Works Director conduct knowledge-transfer meetings covering utility operations and administrative functions. Commission adopts the revised job description and hiring qualifications.     |
| Oct. 26–30 | Cross-train & recruit                  | Assign preliminary backup responsibilities; begin staff shadowing and cross-training; launch recruitment and advertise the Utility Supervisor position.                                                                                      |
| Nov. 2–6   | Strengthen continuity                  | Continue cross-training; review SCADA, reporting schedules, emergency response protocols, and compliance calendar; identify staff competency gaps.                                                                                           |
| Nov. 9–13  | Establish interim structure            | Finalize interim leadership and decision-making authority. Communicate the written Interim Operations Plan to staff and update emergency contact                                                                                             |

|                       |                           |                                                                                                                                                                                                     |
|-----------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       |                           | procedures.                                                                                                                                                                                         |
| <b>Nov. 16–20</b>     | Complete final transition | Review outstanding projects, permits, grants, capital improvements, customer issues, and budget matters. Transfer keys, passwords, records, and access credentials. Confirm operational continuity. |
| <b>Nov. 27</b>        | Final active day          | Current Utility Supervisor's final active day of employment.                                                                                                                                        |
| <b>Nov. 30–Dec. 4</b> | Screen applicants         | Review applications, narrow the candidate pool, and identify finalists.                                                                                                                             |
| <b>Dec. 7–11</b>      | Select successor          | Complete interviews; select candidate; conduct background checks; extend employment offer; and prepare onboarding plan.                                                                             |
| <b>January 2027</b>   | Onboard new supervisor    | Begin onboarding and transition the new Utility Supervisor into the position.                                                                                                                       |

#### **What the Commission should expect from this process**

- The immediate priority is uninterrupted and compliant utility operations.
- The transition period will be used to capture institutional knowledge before the current supervisor leaves.
- The recruitment process will run alongside the transition and cross-training work.
- The Commission's principal decision points are the position description/qualifications, recruitment and selection process as assigned, and approval of the selected candidate as required.

**Note:** Dates are a working schedule and may be adjusted as needed based on operational needs, applicant volume, and the hiring process.

## **Job Description**

### **Public Utilities Supervisor**

**Position Title:** Public Utilities Supervisor

**Date:** 09/17/2025

**Department:** Public Utilities

**Supervisor:** City Administrator/Clerk

**FLSA Status:** Non-exempt

#### **Primary Objective of Position**

Responsible for the day-to-day operations of the Water, Wastewater, and Electrical divisions to ensure that water, wastewater, and electrical facilities and systems are operated and maintained efficiently and in accordance with federal, state and local standards and regulations, and in a manner which protects and preserves the environment and public health.

#### **Essential Functions of the Position**

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assists the City and Lanesboro Public Utilities engineering consultants to develop the capital improvement program for the Water, Wastewater, and Electrical facilities.
- Develops, recommends, implements and updates standard operating procedures, operations, repair and maintenance of facilities.
- Conducts studies and oversees the implementation of mandated environmental reports such as water audits, leak detection surveys, backflow cross/connections plan, water quality reports, as well as annual electric reporting.
- Oversees the overall construction, maintenance, inspection, alteration and repair of the systems, including determining the type of construction, hardware, and equipment to be used for each job.
- Coordinates with the City Administrator and contracted agencies to review loss control and prevention, safety programs, and organizational training and cross training to increase technical skills and knowledge to result in increased productivity and performance.
- Represents the department before public meetings and groups as directed. Promotes a good public image of the department and city.
- Coordinates with the City Administrator in the preparation of department budgets to ensure adequate funding for projects, capital improvements, and renewal and replacement.
- Prepares complex reports, studies, and correspondence for the expansion and improvement of electric, water and wastewater facilities and systems. Implements appropriate corrective action.
- Coordinates technical bid specification preparation, review and processing. Attends bid openings, evaluates bids and provides bid recommendation.
- Reviews potential contract terms with vendors for the review of the Public Utilities Commission.
- Attends Professional Development Training.
- Provides on-site direction to full-time employees, part-time employees, or contract personnel.
- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.), position is required to respond/perform recovery duties as assigned by immediate supervisor.

### **Minimum Qualification**

- Minimum of two year Technical College certificate in a related field.
- Minimum of five years of experience in the maintenance, repair and operation of a water/wastewater/electric utility.
- Class “C” water certification
- Class “C” wastewater treatment facility certification
- Type 40 waste disposal facility license
- FEMA certification in 100, 200, 700, and 800; or the ability to attain within 6 months of hire
- CDL; or ability to attain within 1 year of hire
- Must maintain a mobile phone for emergency contact

### **Desirable Qualifications**

- Knowledge of management practices and techniques to achieve cost savings and to maximize production and efficiency of personnel and equipment.
- Skill in maximizing personnel and equipment productivity.
- Ability to quickly organize and manage personnel and equipment resources in all situations.
- Ability to identify equipment and personnel problems and to implement appropriate corrective action quickly and efficiently.

### **Equipment/Job Location**

Tasks require the ability to use both hands and all fingers for climbing, walking, bending and crawling. Driving and the operation of a vehicle to provide transportation between job sites is a requirement. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing. Good vision and the ability to hear clearly are necessary. Essential functions are performed inside, outside, and alone.

### **Conditions of Employment**

- Must comply with organizational and department policies
- Must possess a valid Class B driver’s license

*This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.*

*The City of Lanesboro and Lanesboro Public Utilities are Equal Opportunity Employers in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*