

**Lanesboro Public Utilities
Regular Meeting Agenda
Monday, October 19, 2026 - 7:15 a.m.
Lanesboro City Council Chambers**

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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 Regular Meeting, September 21, 2026
- c. Minutes of Special Meeting, October 9, 2026
- d. FY2026 YTD Budget
- e. September Unaudited Fund Balances

Motion _____ **Second** _____

- D. Staff Update

- E. City Council Update

Continued Business

- A. Discuss Lanesboro Public Utility Staffing Structure

Motion _____ **Second** _____

New Business

- A. Consider Updates to Utility Supervisor Job Description

Motion _____ **Second** _____

- B. Consider Adoption of Salary Range for Utility Supervisor Position

Motion _____ **Second** _____

- C. Discuss Appointment of Recruitment Committee

Motion _____ **Second** _____

- D. Discuss On-Call and Call-Back Pay Policy

Motion _____ **Second** _____

Next Meeting: Monday, November 16, 2026 at 7:15 a.m.

Adjourn Regular Meeting

Commission Members: Jon Pieper, Joe Cullen, Brian Roelofs

LANESBORO PUBLIC UTILITIES

09/29/26 10:07 AM

Page 1

Payments

Current Period: October 2026

Payments Batch 10052026PAY

\$16,512.86

Refer 20260761 MIENERGY COOPERATIVE -

Cash Payment E 640-60400-300 Professional Srvs (GEN Duschee Hill Dairy Service Extension \$3,005.15

Invoice 489134 8/17/2026

Cash Payment E 640-60400-300 Professional Srvs (GEN 2 hole spade \$147.78

Invoice 489146 8/19/2026

Cash Payment E 640-60400-300 Professional Srvs (GEN Duschee Hills Dairy Service Extension \$3,334.84

Invoice 489221 8/31/2026

Cash Payment E 640-60400-260 Meter Hosting & Monitor \$330.00

Invoice 489177 8/31/2026

Transaction Date 9/17/2026 Checking 10101 Total \$6,817.77

Refer 20260762 PITNEY BOWES PURCHASE POW Ck# 039071E 9/17/2026

Cash Payment E 640-60400-210 Operating Supplies (GE \$124.86

Invoice

Transaction Date 9/17/2026 Checking 10101 Total \$124.86

Refer 20260763 AMAZON CAPITAL SERVICES -

Cash Payment E 640-60400-239 Clothing Allowance Jeff Clothing \$87.48

Invoice 1D6R-Y4H9-9KR7 9/17/2026

Cash Payment E 620-60200-239 Clothing Allowance Jeff Clothing \$43.74

Invoice 1D6R-Y4H9-9KR7 9/17/2026

Cash Payment E 610-60100-239 Clothing Allowance Jeff Clothing \$43.74

Invoice 1D6R-Y4H9-9KR7 9/17/2026

Transaction Date 9/18/2026 Checking 10101 Total \$174.96

Refer 20260764 AMAZON CAPITAL SERVICES -

Cash Payment E 640-60400-210 Operating Supplies (GE \$102.94

Invoice 19DV-3RPL-7R96 9/18/2026

Cash Payment E 640-60400-210 Operating Supplies (GE \$87.88

Invoice 1TTP-1MX-6NMH 9/18/2026

Cash Payment E 640-60400-210 Operating Supplies (GE \$719.98

Invoice 1LKC-6NVN-FYM6 9/26/2026

Transaction Date 9/18/2026 Checking 10101 Total \$910.80

Refer 20260765 FILLMORE COUNTY Ck# 043920 9/18/2026

Cash Payment E 323-60100-300 Professional Srvs (GEN \$23.00

Invoice

Cash Payment E 423-60100-300 Professional Srvs (GEN \$23.00

Invoice

Transaction Date 9/18/2026 Checking 10101 Total \$46.00

Refer 20260766 MINNESOTA ENERGY RESOURCE -

Cash Payment E 640-60400-380 Utility Services (GENER \$49.14

Invoice 6086488178 9/17/2026

Cash Payment E 620-60200-380 Utility Services (GENER \$53.77

Invoice 6086325730 9/17/2026

Cash Payment E 620-60200-380 Utility Services (GENER \$38.99

Invoice 6086242646 9/17/2026

Cash Payment E 610-60100-380 Utility Services (GENER \$312.38

Invoice 6087341205 9/17/2026

LANESBORO PUBLIC UTILITIES

09/29/26 10:07 AM

Page 2

Payments

Current Period: October 2026

Cash Payment	E 640-60400-380	Utility Services (GENER				\$10.50
Invoice	6089661381	9/18/2026				
Cash Payment	E 620-60200-380	Utility Services (GENER				\$5.25
Invoice	6089661381	9/18/2026				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$5.25
Invoice	6089661381	9/18/2026				
Transaction Date	9/22/2026	Checking	10101	Total		\$475.28
Refer	20260767	FRONTIER ENERGY, INC.	-			
Cash Payment	E 640-60400-300	Professional Svcs (GEN				\$226.25
Invoice	201422	9/21/2026				
Transaction Date	9/22/2026	Checking	10101	Total		\$226.25
Refer	20260768	BOLTON & MENK	-			
Cash Payment	E 640-60400-303	Engineering Fees				\$5,573.50
Invoice	0406280	9/17/2026				
Transaction Date	9/22/2026	Checking	10101	Total		\$5,573.50
Refer	20260769	THE LINCOLN NATIONAL LIFE INS	-			
Cash Payment	E 640-60400-134	Employer Paid Life				\$50.52
Invoice	5011323064	9/11/2026				
Cash Payment	E 620-60200-134	Employer Paid Life				\$25.26
Invoice	5011323064	9/11/2026				
Cash Payment	E 610-60100-134	Employer Paid Life				\$25.26
Invoice	5011323064	9/11/2026				
Transaction Date	9/22/2026	Checking	10101	Total		\$101.04
Refer	20260771	S & A PETROLEUM	-			
Cash Payment	E 640-60400-212	Motor Fuels				\$27.44
Invoice	19732	9/22/2026				
Cash Payment	E 620-60200-212	Motor Fuels				\$13.73
Invoice	19732	9/22/2026				
Cash Payment	E 610-60100-212	Motor Fuels				\$13.73
Invoice	19732	9/22/2026				
Transaction Date	9/23/2026	Checking	10101	Total		\$54.90
Refer	20260772	AFLAC	-			
Cash Payment	G 640-21705	AFLAC				\$12.36
Invoice	269263	9/26/2026				
Cash Payment	G 620-21705	AFLAC				\$6.18
Invoice	269263	9/26/2026				
Cash Payment	G 610-21705	AFLAC				\$6.18
Invoice	269263	9/26/2026				
Transaction Date	9/23/2026	Checking	10101	Total		\$24.72
Refer	20260773	RUSHFORD HARDWARE	-			
Cash Payment	E 620-60200-210	Operating Supplies (GE				\$15.18
Invoice	E467553	9/23/2026				
Transaction Date	9/23/2026	Checking	10101	Total		\$15.18
Refer	20260774	HEARTLAND SECURITY	-			
Cash Payment	E 640-60400-300	Professional Svcs (GEN				\$70.71
Invoice	880064	9/24/2026				

LANESBORO PUBLIC UTILITIES

09/29/26 10:07 AM

Page 3

Payments

Current Period: October 2026

Transaction Date	9/25/2026	Checking	10101	Total	\$70.71
Refer	20260775	PRESTON AUTO PARTS	-		
Cash Payment	E 640-60400-404	Repairs/Maint Machiner			\$40.97
Invoice	890057	9/23/2026			
Cash Payment	E 620-60200-404	Repairs/Maint Machiner			\$20.49
Invoice	890057	9/23/2026			
Cash Payment	E 610-60100-404	Repairs/Maint Machiner			\$20.49
Invoice	890057	9/23/2026			
Transaction Date	9/25/2026	Checking	10101	Total	\$81.95
Refer	20260776	PITNEY BOWES PURCHASE POW	Ck# 039077E 9/25/2026		
Cash Payment	E 640-60400-322	Postage			\$301.87
Invoice					
Cash Payment	E 620-60200-322	Postage			\$150.94
Invoice					
Cash Payment	E 610-60100-322	Postage			\$150.94
Invoice					
Transaction Date	9/25/2026	Checking	10101	Total	\$603.75
Refer	20260777	ZEP MANUFACTURING COMPANY	-		
Cash Payment	E 640-60400-210	Operating Supplies (GE			\$42.26
Invoice	9013352487	9/18/2026			
Cash Payment	E 620-60200-210	Operating Supplies (GE			\$21.14
Invoice	9013352487	9/18/2026			
Cash Payment	E 610-60100-210	Operating Supplies (GE			\$21.14
Invoice	9013352487	9/18/2026			
Transaction Date	9/25/2026	Checking	10101	Total	\$84.54
Refer	20260778	ACENTEK	-		
Cash Payment	E 640-60400-321	Telephone			\$111.10
Invoice	13590092	10/1/2026			
Cash Payment	E 620-60200-321	Telephone			\$113.00
Invoice	13590092	10/1/2026			
Cash Payment	E 610-60100-321	Telephone			\$152.55
Invoice	13590092	10/1/2026			
Transaction Date	9/28/2026	Checking	10101	Total	\$376.65
Refer	20260779	Eric Becker and Heidi Jo Becker	-		
Cash Payment	E 324-60400-630	Purchased Services	Parcel ID 190264000		\$375.00
Invoice					
Transaction Date	9/28/2026	Checking	10101	Total	\$375.00
Refer	20260780	Kristina Ege and Todd Ege	-		
Cash Payment	E 324-60400-630	Purchased Services	Parcel ID 190264000		\$375.00
Invoice					
Transaction Date	9/28/2026	Checking	10101	Total	\$375.00

LANESBORO PUBLIC UTILITIES

09/29/26 10:07 AM

Page 4

Payments

Current Period: October 2026

Fund Summary

	10101 Checking
323 2024A HWY 250 WATER	\$23.00
324 TH 250 ROAD/UTILITY PROJECT	\$750.00
423 2024A HWY 250 SEWER	\$23.00
610 WATER FUND	\$751.66
620 SEWER FUND	\$507.67
640 ELECTRIC FUND	\$14,457.53
	\$16,512.86

Pre-Written Checks	\$774.61
Checks to be Generated by the Computer	\$15,738.25
Total	\$16,512.86

LANESBORO PUBLIC UTILITIES

10/14/26 9:47 AM

Page 1

Payments

Current Period: October 2026

Payments Batch 10152026PAY					\$130,026.55
Refer	20260781	WAGNER, JEROD G	-		
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	9/29/2026	Checking	10101	Total	\$50.00
Refer	20260782	NORBY, JEFF	-		
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	9/29/2026	Checking	10101	Total	\$50.00
Refer	20260783	BOLTON & MENK	-		
Cash Payment	E 410-60100-303	Engineering Fees			\$18,150.00
Invoice	0407472	9/25/2026			
Cash Payment	E 620-60200-303	Engineering Fees			\$420.00
Invoice	0408039	9/30/2026			
Transaction Date	9/29/2026	Checking	10101	Total	\$18,570.00
Refer	20260784	PLUNKETTS PEST CONTROL	-		
Cash Payment	E 620-60200-402	Repairs/Maint Structure			\$156.00
Invoice	10823800	9/29/2026			
Transaction Date	10/2/2026	Checking	10101	Total	\$156.00
Refer	20260785	PRAXAIR	-		
Cash Payment	E 610-60100-210	Operating Supplies (GE			\$45.91
Invoice	59452087	9/30/2026			
Transaction Date	10/2/2026	Checking	10101	Total	\$45.91
Refer	20260786	BADGER METER	-		
Cash Payment	E 610-60100-300	Professional Srvs (GEN			\$57.89
Invoice	80250258	9/28/2026			
Transaction Date	10/2/2026	Checking	10101	Total	\$57.89
Refer	20260787	JOHNSON METALWORK SALES LL	-		
Cash Payment	E 620-60200-402	Repairs/Maint Structure			\$913.88
Invoice	4241	9/16/2026			
Transaction Date	10/5/2026	Checking	10101	Total	\$913.88
Refer	20260788	GOPHER STATE ONE-CALL	-		
Cash Payment	E 640-60400-438	Gopher One Locates			\$14.85
Invoice	6090539	9/30/2026			
Transaction Date	10/5/2026	Checking	10101	Total	\$14.85
Refer	20260789	PETTY CASH	-		

LANESBORO PUBLIC UTILITIES

10/14/26 9:47 AM

Page 2

Payments

Current Period: October 2026

Cash Payment	E 610-60100-322	Postage				\$13.05
Invoice		10/5/2026				
Cash Payment	E 610-60100-210	Operating Supplies (GE				\$4.03
Invoice		10/6/2026				
Cash Payment	E 640-60400-322	Postage				\$8.80
Invoice		10/8/2026				
Transaction Date	10/5/2026	Checking	10101	Total		\$25.88
Refer	20260790	BERKLEY RISK ADMINISTRATORS	-			
Cash Payment	E 640-60400-150	Worker s Comp (GENE				\$393.77
Invoice		10/5/2026				
Cash Payment	E 620-60200-150	Worker s Comp (GENE				\$196.89
Invoice		10/5/2026				
Cash Payment	E 610-60100-150	Worker s Comp (GENE				\$196.89
Invoice		10/5/2026				
Transaction Date	10/5/2026	Checking	10101	Total		\$787.55
Refer	20260791	FARMERS WIN COOP	-			
Cash Payment	E 640-60400-210	Operating Supplies (GE				\$168.00
Invoice	0057379	9/11/2026				
Transaction Date	10/5/2026	Checking	10101	Total		\$168.00
Refer	20260792	UC LABORATORY	-			
Cash Payment	E 620-60200-300	Professional Srvs (GEN				\$570.91
Invoice	129424	10/1/2026				
Transaction Date	10/5/2026	Checking	10101	Total		\$570.91
Refer	20260793	MN DEPT OF REVENUE	Ck# 039081E 10/6/2026			
Cash Payment	E 640-60400-450	Sales Tax Paid				\$4,403.00
Invoice						
Transaction Date	10/6/2026	Checking	10101	Total		\$4,403.00
Refer	20260794	LANESBORO PUBLIC UTILITIES	-			
Cash Payment	E 610-60100-380	Utility Services (GENER				\$137.65
Invoice		10/6/2026				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$110.90
Invoice		10/6/2026				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$129.95
Invoice		10/6/2026				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$816.48
Invoice		10/6/2026				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$2,086.09
Invoice		10/6/2026				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$142.85
Invoice		10/6/2026				
Cash Payment	E 640-60400-380	Utility Services (GENER				\$739.38
Invoice		10/6/2026				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$143.27
Invoice		10/6/2026				
Cash Payment	E 620-60200-380	Utility Services (GENER				\$1,674.93
Invoice		10/6/2026				
Transaction Date	10/7/2026	Checking	10101	Total		\$5,981.50

LANESBORO PUBLIC UTILITIES

10/14/26 9:47 AM

Page 3

Payments

Current Period: October 2026

Refer	20260795	MIDWEST LEAK DETECTION	-			
Cash Payment	E 610-60100-402	Repairs/Maint Structure				\$1,122.60
Invoice	828-265539-1	10/7/2026				
Transaction Date	10/7/2026	Checking	10101	Total		\$1,122.60
Refer	20260796	MIENERGY COOPERATIVE	-			
Cash Payment	E 640-60400-300	Professional Srvs (GEN				\$7,942.02
Invoice	489293	10/7/2026				
Cash Payment	E 640-60400-218	Purchased Power				\$26,538.55
Invoice		10/6/2026				
Transaction Date	10/7/2026	Checking	10101	Total		\$34,480.57
Refer	20260797	UMMEG	-			
Cash Payment	E 640-60400-218	Purchased Power				\$190.88
Invoice	3313	10/7/2026				
Cash Payment	E 640-60400-218	Purchased Power				\$3,676.33
Invoice	8238	10/7/2026				
Cash Payment	E 640-60400-218	Purchased Power				\$5,874.04
Invoice	8252	10/7/2026				
Transaction Date	10/7/2026	Checking	10101	Total		\$9,741.25
Refer	20260798	FIRE SAFETY USA	-			
Cash Payment	E 640-60400-404	Repairs/Maint Machiner				\$192.00
Invoice	265527	9/30/2026				
Cash Payment	E 620-60200-404	Repairs/Maint Machiner				\$96.00
Invoice	265527	9/30/2026				
Cash Payment	E 610-60100-404	Repairs/Maint Machiner				\$96.00
Invoice	265527	9/30/2026				
Transaction Date	10/8/2026	Checking	10101	Total		\$384.00
Refer	20260799	MN PEIP	-			
Cash Payment	G 610-21708	Health Insurance				\$777.41
Invoice	1674140	10/10/2026				
Cash Payment	G 620-21708	Health Insurance				\$777.41
Invoice	1674140	10/10/2026				
Cash Payment	G 640-21708	Health Insurance				\$1,554.80
Invoice	1674140	10/10/2026				
Transaction Date	10/9/2026	Checking	10101	Total		\$3,109.62
Refer	20260800	FIRST NATIONAL BANK OF OMAH	-			
Cash Payment	E 323-60100-611	Bond Interest	Lanesboro24A			\$14,321.25
Invoice		10/1/2026				
Cash Payment	E 423-60200-611	Bond Interest	Lanesboro24A			\$14,321.25
Invoice		10/1/2026				
Cash Payment	E 323-60100-620	Fiscal Agent s Fees	Lanesboro24A			\$247.50
Invoice		10/1/2026				
Cash Payment	E 423-60200-620	Fiscal Agent s Fees	Lanesboro24A			\$247.50
Invoice		10/1/2026				
Transaction Date	10/9/2026	Checking	10101	Total		\$29,137.50
Refer	20260801	OLSGARD AUTO	-			
Cash Payment	E 640-60400-404	Repairs/Maint Machiner				\$376.02
Invoice	024181	9/30/2026				

LANESBORO PUBLIC UTILITIES

10/14/26 9:47 AM

Page 4

Payments

Current Period: October 2026

Cash Payment	E 620-60200-404 Repairs/Maint Machiner				\$188.01
Invoice 024181	9/30/2026				
Cash Payment	E 610-60100-404 Repairs/Maint Machiner				\$188.01
Invoice 024181	9/30/2026				
Transaction Date	10/9/2026	Checking	10101	Total	\$752.04
Refer	20260802 DAIRYLAND POWER COOPERATIV				
Cash Payment	E 640-60400-218 Purchased Power				\$19,503.60
Invoice 4130	10/9/2026				
Transaction Date	10/9/2026	Checking	10101	Total	\$19,503.60

Fund Summary

	10101 Checking	
323 2024A HWY 250 WATER	\$14,568.75	
410 WATER CAPITAL	\$18,150.00	
423 2024A HWY 250 SEWER	\$14,568.75	
610 WATER FUND	\$6,093.98	
620 SEWER FUND	\$5,019.03	
640 ELECTRIC FUND	\$71,626.04	
	\$130,026.55	

Pre-Written Checks	\$4,403.00
Checks to be Generated by the Computer	\$125,623.55
Total	\$130,026.55

**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

**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

LANESBORO PUBLIC UTILITIES

10/15/26 8:02 AM

*Expenditure Guideline©

Page 1

Current Period: October 2026

			2026 YTD Budget	2026 YTD Amt	October MTD Amt	Enc Current	2026 YTD Balance	% of YTD Budget
WATER DEBT SERVICE FUND								
Active	E 310-60100-601	Debt Srv Bond P	\$108,000.00	\$105,433.70	\$0.00	\$0.00	\$2,566.30	97.62%
Active	E 310-60100-611	Bond Interest	\$26,527.62	\$25,424.80	\$0.00	\$0.00	\$1,102.82	95.84%
Active	E 310-60100-700	Transfers (GENE	\$0.00	\$290,000.00	\$0.00	\$0.00	-\$290,000.00	0.00%
Total WATER DEBT SERVICE FUND			\$134,527.62	\$420,858.50	\$0.00	\$0.00	-\$286,330.88	312.84%
SEWER DEBT SERVICE FUND								
Active	E 320-60200-601	Debt Srv Bond P	\$161,000.00	\$147,470.47	\$0.00	\$0.00	\$13,529.53	91.60%
Active	E 320-60200-611	Bond Interest	\$46,247.04	\$43,995.64	\$0.00	\$0.00	\$2,251.40	95.13%
Active	E 320-60200-700	Transfers (GENE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SEWER DEBT SERVICE FUND			\$207,247.04	\$191,466.11	\$0.00	\$0.00	\$15,780.93	92.39%
2024A HWY 250 WATER								
Active	E 323-60100-300	Professional Srv	\$0.00	\$12,723.00	\$23.00	\$0.00	-\$12,723.00	0.00%
Active	E 323-60100-303	Engineering Fee	\$0.00	\$489,971.31	\$0.00	\$0.00	-\$489,971.31	0.00%
Active	E 323-60100-601	Debt Srv Bond P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 323-60100-611	Bond Interest	\$0.00	\$28,642.50	\$14,321.25	\$0.00	-\$28,642.50	0.00%
Active	E 323-60100-620	Fiscal Agent s F	\$0.00	\$247.50	\$247.50	\$0.00	-\$247.50	0.00%
Active	E 323-60100-700	Transfers (GENE	\$0.00	\$508,970.53	\$0.00	\$0.00	-\$508,970.53	0.00%
Total 2024A HWY 250 WATER			\$0.00	\$1,040,554.84	\$14,591.75	\$0.00	-\$1,040,554.84	0.00%
TH 250 ROAD/UTILITY PROJECT								
In-Active	E 324-60200-601	Debt Srv Bond P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	E 324-60200-611	Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	E 324-60200-620	Fiscal Agent s F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 324-60400-630	Purchased Servi	\$0.00	\$70,925.00	\$750.00	\$0.00	-\$70,925.00	0.00%
Total TH 250 ROAD/UTILITY PROJECT			\$0.00	\$70,925.00	\$750.00	\$0.00	-\$70,925.00	0.00%
WATER CAPITAL								
Active	E 410-60100-303	Engineering Fee	\$0.00	\$28,698.00	\$18,150.00	\$0.00	-\$28,698.00	0.00%
Active	E 410-60100-530	Improvements Ot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 410-60100-700	Transfers (GENE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total WATER CAPITAL			\$0.00	\$28,698.00	\$18,150.00	\$0.00	-\$28,698.00	0.00%
SEWER CAPITAL								
Active	E 420-60200-700	Transfers (GENE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SEWER CAPITAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WWTF DESIGN								
Active	E 422-60200-300	Professional Srv	\$0.00	\$125,000.00	\$0.00	\$0.00	-\$125,000.00	0.00%
Active	E 422-60200-303	Engineering Fee	\$0.00	\$563.50	\$0.00	\$0.00	-\$563.50	0.00%
Active	E 422-60200-610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 422-60200-720	Operating Transf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total WWTF DESIGN			\$0.00	\$125,563.50	\$0.00	\$0.00	-\$125,563.50	0.00%
2024A HWY 250 SEWER								
Active	E 423-60100-300	Professional Srv	\$0.00	\$12,723.00	\$23.00	\$0.00	-\$12,723.00	0.00%
Active	E 423-60100-303	Engineering Fee	\$0.00	\$489,971.28	\$0.00	\$0.00	-\$489,971.28	0.00%
Active	E 423-60200-300	Professional Srv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 423-60200-303	Engineering Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 423-60200-312	Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 423-60200-430	Miscellaneous (G	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 423-60200-611	Bond Interest	\$0.00	\$28,642.50	\$14,321.25	\$0.00	-\$28,642.50	0.00%
Active	E 423-60200-620	Fiscal Agent s F	\$0.00	\$247.50	\$247.50	\$0.00	-\$247.50	0.00%
Active	E 423-60200-700	Transfers (GENE	\$0.00	\$491,590.54	\$0.00	\$0.00	-\$491,590.54	0.00%
Total 2024A HWY 250 SEWER			\$0.00	\$1,023,174.82	\$14,591.75	\$0.00	-\$1,023,174.82	0.00%
Active	E 424-60200-300	Professional Srv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

LANESBORO PUBLIC UTILITIES

10/15/26 8:02 AM

*Expenditure Guideline©

Page 2

Current Period: October 2026

			2026	2026	October	Enc	2026	% of YTD
			YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 424-60200-303	Engineering Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
VEHICLE REPLACEMENT FUND								
Active	E 425-60100-500	Capital Outlay (G	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 425-60200-500	Capital Outlay (G	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 425-60400-500	Capital Outlay (G	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 425-60400-700	Transfers (GENE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		Total VEHICLE REPLACEMENT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTRIC CAPITAL								
Active	E 440-60400-700	Transfers (GENE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		Total ELECTRIC CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WATER FUND								
Active	E 610-60100-101	Wages and Salar	\$54,512.93	\$36,360.21	\$1,905.80	\$0.00	\$18,152.72	66.70%
Active	E 610-60100-121	PERA	\$4,088.47	\$2,726.92	\$142.93	\$0.00	\$1,361.55	66.70%
Active	E 610-60100-122	FICA	\$4,170.24	\$2,742.32	\$143.68	\$0.00	\$1,427.92	65.76%
Active	E 610-60100-131	Employer Paid H	\$9,578.86	\$6,968.16	\$375.80	\$0.00	\$2,610.70	72.75%
Active	E 610-60100-134	Employer Paid Li	\$342.00	\$225.07	\$25.26	\$0.00	\$116.93	65.81%
Active	E 610-60100-135	Employer Paid O	\$583.77	\$250.00	\$25.00	\$0.00	\$333.77	42.83%
Active	E 610-60100-136	MN Paid Leave	\$0.00	\$160.08	\$8.38	\$0.00	-\$160.08	0.00%
Active	E 610-60100-150	Worker s Comp (	\$896.55	\$636.27	\$196.89	\$0.00	\$260.28	70.97%
Active	E 610-60100-170	Bonding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-60100-208	Training and Inst	\$1,275.00	\$176.56	\$0.00	\$0.00	\$1,098.44	13.85%
Active	E 610-60100-210	Operating Suppli	\$7,725.00	\$3,011.08	\$71.08	\$0.00	\$4,713.92	38.98%
Active	E 610-60100-212	Motor Fuels	\$900.00	\$608.81	\$13.73	\$0.00	\$291.19	67.65%
Active	E 610-60100-216	Chemicals and C	\$6,000.00	\$4,812.15	\$0.00	\$0.00	\$1,187.85	80.20%
Active	E 610-60100-219	Lab Tests	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 610-60100-239	Clothing Allowan	\$330.00	\$134.72	\$43.74	\$0.00	\$195.28	40.82%
Active	E 610-60100-240	Small Tools and	\$2,143.22	\$25.84	\$0.00	\$0.00	\$2,117.38	1.21%
Active	E 610-60100-300	Professional Srv	\$5,500.00	\$5,350.69	\$57.89	\$0.00	\$149.31	97.29%
Active	E 610-60100-301	Auditing and Acc	\$3,754.00	\$4,068.75	\$0.00	\$0.00	-\$314.75	108.38%
Active	E 610-60100-303	Engineering Fee	\$6,500.00	\$354.37	\$0.00	\$0.00	\$6,145.63	5.45%
Active	E 610-60100-311	Membership Due	\$4,250.00	\$6,035.05	\$0.00	\$0.00	-\$1,785.05	142.00%
Active	E 610-60100-321	Telephone	\$2,142.00	\$1,518.00	\$152.55	\$0.00	\$624.00	70.87%
Active	E 610-60100-322	Postage	\$1,540.00	\$1,420.56	\$163.99	\$0.00	\$119.44	92.24%
Active	E 610-60100-331	Travel Expenses	\$206.00	\$0.00	\$0.00	\$0.00	\$206.00	0.00%
Active	E 610-60100-350	Print/Binding (GE	\$206.00	\$10.07	\$0.00	\$0.00	\$195.93	4.89%
Active	E 610-60100-361	General Liability I	\$142.38	\$0.00	\$0.00	\$0.00	\$142.38	0.00%
Active	E 610-60100-362	Property Ins	\$10,557.50	\$0.00	\$0.00	\$0.00	\$10,557.50	0.00%
Active	E 610-60100-363	Automotive Ins	\$252.00	\$0.00	\$0.00	\$0.00	\$252.00	0.00%
Active	E 610-60100-380	Utility Services (	\$45,000.00	\$32,748.07	\$3,884.82	\$0.00	\$12,251.93	72.77%
Active	E 610-60100-402	Repairs/Maint Str	\$5,358.00	\$4,722.60	\$1,122.60	\$0.00	\$635.40	88.14%
Active	E 610-60100-404	Repairs/Maint M	\$5,150.00	\$2,815.68	\$304.50	\$0.00	\$2,334.32	54.67%
Active	E 610-60100-405	Depreciation (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-60100-410	Rentals (GENER	\$103.00	\$0.00	\$0.00	\$0.00	\$103.00	0.00%
Active	E 610-60100-430	Miscellaneous (G	\$210.00	\$25.31	\$0.00	\$0.00	\$184.69	12.05%
Active	E 610-60100-500	Capital Outlay (G	\$20,000.00	\$250.00	\$0.00	\$0.00	\$19,750.00	1.25%
Active	E 610-60100-611	Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-60100-700	Transfers (GENE	\$46,303.44	\$0.00	\$0.00	\$0.00	\$46,303.44	0.00%
Active	E 610-60100-800	Loss on Disposal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		Total WATER FUND	\$250,220.36	\$118,157.34	\$8,638.64	\$0.00	\$132,063.02	47.22%
SEWER FUND								
Active	E 620-60200-101	Wages and Salar	\$54,512.93	\$36,360.21	\$1,905.80	\$0.00	\$18,152.72	66.70%

LANESBORO PUBLIC UTILITIES

10/15/26 8:02 AM

*Expenditure Guideline©

Page 3

Current Period: October 2026

			2026	2026	October	Enc	2026	% of YTD
			YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 620-60200-121	PERA	\$4,088.47	\$2,726.92	\$142.93	\$0.00	\$1,361.55	66.70%
Active	E 620-60200-122	FICA	\$4,170.24	\$2,742.32	\$143.68	\$0.00	\$1,427.92	65.76%
Active	E 620-60200-131	Employer Paid H	\$9,578.86	\$6,968.16	\$375.80	\$0.00	\$2,610.70	72.75%
Active	E 620-60200-134	Employer Paid Li	\$342.00	\$225.06	\$25.26	\$0.00	\$116.94	65.81%
Active	E 620-60200-135	Employer Paid O	\$583.77	\$250.00	\$25.00	\$0.00	\$333.77	42.83%
Active	E 620-60200-136	MN Paid Leave	\$0.00	\$160.08	\$8.38	\$0.00	-\$160.08	0.00%
Active	E 620-60200-150	Worker s Comp (	\$896.55	\$636.27	\$196.89	\$0.00	\$260.28	70.97%
Active	E 620-60200-170	Bonding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 620-60200-208	Training and Inst	\$1,275.00	\$176.56	\$0.00	\$0.00	\$1,098.44	13.85%
Active	E 620-60200-210	Operating Suppli	\$4,590.00	\$2,472.73	\$36.32	\$0.00	\$2,117.27	53.87%
Active	E 620-60200-212	Motor Fuels	\$773.00	\$608.80	\$13.73	\$0.00	\$164.20	78.76%
Active	E 620-60200-213	Lubricants and A	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 620-60200-216	Chemicals and C	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 620-60200-230	Permit Fees	\$2,575.00	\$1,450.00	\$0.00	\$0.00	\$1,125.00	56.31%
Active	E 620-60200-239	Clothing Allowan	\$330.00	\$134.72	\$43.74	\$0.00	\$195.28	40.82%
Active	E 620-60200-240	Small Tools and	\$642.97	\$0.00	\$0.00	\$0.00	\$642.97	0.00%
Active	E 620-60200-300	Professional Srv	\$20,644.51	\$24,437.68	\$570.91	\$0.00	-\$3,793.17	118.37%
Active	E 620-60200-301	Auditing and Acc	\$3,596.25	\$4,068.75	\$0.00	\$0.00	-\$472.50	113.14%
Active	E 620-60200-303	Engineering Fee	\$5,358.06	\$1,771.88	\$420.00	\$0.00	\$3,586.18	33.07%
Active	E 620-60200-311	Membership Due	\$0.00	\$44.75	\$0.00	\$0.00	-\$44.75	0.00%
Active	E 620-60200-321	Telephone	\$1,311.65	\$1,119.75	\$113.00	\$0.00	\$191.90	85.37%
Active	E 620-60200-322	Postage	\$1,324.51	\$1,978.29	\$150.94	\$0.00	-\$653.78	149.36%
Active	E 620-60200-331	Travel Expenses	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 620-60200-350	Print/Binding (GE	\$206.00	\$10.07	\$0.00	\$0.00	\$195.93	4.89%
Active	E 620-60200-361	General Liability I	\$1,165.38	\$0.00	\$0.00	\$0.00	\$1,165.38	0.00%
Active	E 620-60200-362	Property Ins	\$13,112.50	\$0.00	\$0.00	\$0.00	\$13,112.50	0.00%
Active	E 620-60200-363	Automotive Ins	\$1,830.00	\$0.00	\$0.00	\$0.00	\$1,830.00	0.00%
Active	E 620-60200-380	Utility Services (	\$50,000.00	\$19,115.31	\$1,772.94	\$0.00	\$30,884.69	38.23%
Active	E 620-60200-402	Repairs/Maint Str	\$5,358.06	\$2,884.51	\$1,069.88	\$0.00	\$2,473.55	53.83%
Active	E 620-60200-404	Repairs/Maint M	\$8,000.00	\$3,073.39	\$304.50	\$0.00	\$4,926.61	38.42%
Active	E 620-60200-405	Depreciation (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 620-60200-410	Rentals (GENER	\$309.00	\$0.00	\$0.00	\$0.00	\$309.00	0.00%
Active	E 620-60200-430	Miscellaneous (G	\$206.00	\$25.31	\$0.00	\$0.00	\$180.69	12.29%
Active	E 620-60200-500	Capital Outlay (G	\$28,000.00	\$250.00	\$0.00	\$0.00	\$27,750.00	0.89%
Active	E 620-60200-611	Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 620-60200-700	Transfers (GENE	\$46,303.44	\$0.00	\$0.00	\$0.00	\$46,303.44	0.00%
Active	E 620-60200-800	Loss on Disposal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SEWER FUND			\$275,834.15	\$113,691.52	\$7,319.70	\$0.00	\$162,142.63	41.22%
ELECTRIC FUND								
Active	E 640-60400-101	Wages and Salar	\$150,943.16	\$120,627.89	\$6,496.49	\$0.00	\$30,315.27	79.92%
Active	E 640-60400-121	PERA	\$11,320.74	\$9,047.34	\$487.26	\$0.00	\$2,273.40	79.92%
Active	E 640-60400-122	FICA	\$11,547.15	\$9,123.66	\$491.86	\$0.00	\$2,423.49	79.01%
Active	E 640-60400-131	Employer Paid H	\$19,157.72	\$16,375.07	\$841.71	\$0.00	\$2,782.65	85.48%
Active	E 640-60400-134	Employer Paid Li	\$684.00	\$450.13	\$50.52	\$0.00	\$233.87	65.81%
Active	E 640-60400-135	Employer Paid O	\$1,167.54	\$500.00	\$50.00	\$0.00	\$667.54	42.83%
Active	E 640-60400-136	MN Paid Leave	\$0.00	\$530.58	\$28.59	\$0.00	-\$530.58	0.00%
Active	E 640-60400-150	Worker s Comp (	\$1,795.00	\$1,272.53	\$393.77	\$0.00	\$522.47	70.89%
Active	E 640-60400-170	Bonding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 640-60400-208	Training and Inst	\$2,000.00	\$416.43	\$0.00	\$0.00	\$1,583.57	20.82%
Active	E 640-60400-210	Operating Suppli	\$15,450.00	\$4,661.05	\$1,233.93	\$0.00	\$10,788.95	30.17%
Active	E 640-60400-212	Motor Fuels	\$20,000.00	\$1,217.59	\$27.44	\$0.00	\$18,782.41	6.09%
Active	E 640-60400-218	Purchased Powe	\$707,472.00	\$493,673.52	\$55,783.40	\$0.00	\$213,798.48	69.78%

LANESBORO PUBLIC UTILITIES

10/15/26 8:02 AM

*Expenditure Guideline©

Page 4

Current Period: October 2026

			2026	2026	October	Enc	2026	% of YTD
			YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 640-60400-230	Permit Fees	\$515.00	\$379.34	\$0.00	\$0.00	\$135.66	73.66%
Active	E 640-60400-239	Clothing Allowan	\$660.00	\$269.45	\$87.48	\$0.00	\$390.55	40.83%
Active	E 640-60400-240	Small Tools and	\$2,000.00	\$55.99	\$0.00	\$0.00	\$1,944.01	2.80%
Active	E 640-60400-260	Meter Hosting &	\$4,500.00	\$2,920.00	\$330.00	\$0.00	\$1,580.00	64.89%
Active	E 640-60400-300	Professional Srv	\$12,000.00	\$59,507.21	\$14,726.75	\$0.00	-\$47,507.21	495.89%
Active	E 640-60400-301	Auditing and Acc	\$7,508.00	\$8,137.50	\$0.00	\$0.00	-\$629.50	108.38%
Active	E 640-60400-303	Engineering Fee	\$5,358.00	\$18,292.50	\$5,573.50	\$0.00	-\$12,934.50	341.41%
Active	E 640-60400-311	Membership Due	\$2,139.00	\$1,203.50	\$0.00	\$0.00	\$935.50	56.26%
Active	E 640-60400-312	Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 640-60400-321	Telephone	\$1,545.00	\$1,111.59	\$111.10	\$0.00	\$433.41	71.95%
Active	E 640-60400-322	Postage	\$2,702.00	\$2,413.82	\$310.67	\$0.00	\$288.18	89.33%
Active	E 640-60400-350	Print/Binding (GE	\$262.65	\$20.15	\$0.00	\$0.00	\$242.50	7.67%
Active	E 640-60400-361	General Liability I	\$284.75	\$0.00	\$0.00	\$0.00	\$284.75	0.00%
Active	E 640-60400-362	Property Ins	\$23,360.00	\$0.00	\$0.00	\$0.00	\$23,360.00	0.00%
Active	E 640-60400-363	Automotive Ins	\$504.00	\$0.00	\$0.00	\$0.00	\$504.00	0.00%
Active	E 640-60400-380	Utility Services (	\$10,400.00	\$9,334.93	\$799.02	\$0.00	\$1,065.07	89.76%
Active	E 640-60400-402	Repairs/Maint Str	\$4,500.00	\$467.07	\$0.00	\$0.00	\$4,032.93	10.38%
Active	E 640-60400-404	Repairs/Maint M	\$10,000.00	\$2,043.01	\$608.99	\$0.00	\$7,956.99	20.43%
Active	E 640-60400-405	Depreciation (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 640-60400-410	Rentals (GENER	\$205.00	\$0.00	\$0.00	\$0.00	\$205.00	0.00%
Active	E 640-60400-430	Miscellaneous (G	\$515.00	\$364.89	\$0.00	\$0.00	\$150.11	70.85%
Active	E 640-60400-438	Gopher One Loc	\$350.00	\$152.60	\$14.85	\$0.00	\$197.40	43.60%
Active	E 640-60400-439	Conservation Im	\$0.00	\$1,849.47	\$300.00	\$0.00	-\$1,849.47	0.00%
Active	E 640-60400-445	Amortization Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 640-60400-450	Sales Tax Paid	\$0.00	\$41,888.00	\$4,403.00	\$0.00	-\$41,888.00	0.00%
Active	E 640-60400-500	Capital Outlay (G	\$32,500.00	\$13,310.74	\$0.00	\$0.00	\$19,189.26	40.96%
Active	E 640-60400-611	Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 640-60400-700	Transfers (GENE	\$92,606.87	\$0.00	\$0.00	\$0.00	\$92,606.87	0.00%
Active	E 640-60400-800	Loss on Disposal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ELECTRIC FUND			\$1,155,952.58	\$821,617.55	\$93,150.33	\$0.00	\$334,335.03	71.08%
Report Total			\$2,023,781.75	\$3,954,707.18	\$157,192.17	\$0.00	-\$1,930,925.43	195.41%

LANESBORO PUBLIC UTILITIES

10/15/26 8:01 AM

*Revenue Guideline©

Page 1

Current Period: October 2026

			2026 YTD Budget	2026 YTD Amt	October MTD Amt	2026 YTD Balance	% of YTD Budget
WATER DEBT SERVICE FUND							
Active	R 310-60100-37112	Water Base Char	\$197,920.80	\$163,090.88	\$2,111.57	\$34,829.92	82.40%
Total WATER DEBT SERVICE FUND			\$197,920.80	\$163,090.88	\$2,111.57	\$34,829.92	82.40%
SEWER DEBT SERVICE FUND							
Active	R 320-60200-37210	Sewer Usage	\$136,022.29	\$104,867.82	\$2,797.86	\$31,154.47	77.10%
In-Active	R 320-60200-37212	Sewer Base Char	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 320-60200-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SEWER DEBT SERVICE FUND			\$136,022.29	\$104,867.82	\$2,797.86	\$31,154.47	77.10%
2024A HWY 250 WATER							
Active	R 323-60100-36210	Interest Earnings	\$0.00	\$5,560.68	\$0.00	-\$5,560.68	0.00%
Active	R 323-60100-39203	Transfer from Oth	\$0.00	\$508,970.53	\$0.00	-\$508,970.53	0.00%
Active	R 323-60100-39310	Proceeds-Gen O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	R 323-60200-39310	Proceeds-Gen O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 2024A HWY 250 WATER			\$0.00	\$514,531.21	\$0.00	-\$514,531.21	0.00%
TH 250 ROAD/UTILITY PROJECT							
In-Active	R 324-60200-36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 324-60200-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TH 250 ROAD/UTILITY PROJECT			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WATER CAPITAL							
Active	R 410-60100-36210	Interest Earnings	\$4,000.00	\$3,926.60	\$0.00	\$73.40	98.17%
Active	R 410-60100-37740	Cell Tower Rental	\$55,000.00	\$42,052.52	\$1,615.05	\$12,947.48	76.46%
Active	R 410-60100-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total WATER CAPITAL			\$59,000.00	\$45,979.12	\$1,615.05	\$13,020.88	77.93%
SEWER CAPITAL							
Active	R 420-60200-36210	Interest Earnings	\$0.00	\$2,140.34	\$0.00	-\$2,140.34	0.00%
Active	R 420-60200-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SEWER CAPITAL			\$0.00	\$2,140.34	\$0.00	-\$2,140.34	0.00%
WWTF DESIGN							
Active	R 422-60200-39000	Other Financing	\$0.00	\$125,000.00	\$0.00	-\$125,000.00	0.00%
Total WWTF DESIGN			\$0.00	\$125,000.00	\$0.00	-\$125,000.00	0.00%
2024A HWY 250 SEWER							
Active	R 423-60100-36210	Interest Earnings	\$0.00	\$5,533.39	\$0.00	-\$5,533.39	0.00%
Active	R 423-60100-39203	Transfer from Oth	\$0.00	\$491,590.54	\$0.00	-\$491,590.54	0.00%
Active	R 423-60100-39310	Proceeds-Gen O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 423-60200-36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 423-60200-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 423-60200-39310	Proceeds-Gen O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 2024A HWY 250 SEWER			\$0.00	\$497,123.93	\$0.00	-\$497,123.93	0.00%
Active	R 424-60200-36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
VEHICLE REPLACEMENT FUND							
Active	R 425-60100-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 425-60200-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 425-60400-36210	Interest Earnings	\$0.00	\$5,653.41	\$0.00	-\$5,653.41	0.00%
Active	R 425-60400-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total VEHICLE REPLACEMENT FUND			\$0.00	\$5,653.41	\$0.00	-\$5,653.41	0.00%
ELECTRIC CAPITAL							
Active	R 440-60400-36210	Interest Earnings	\$0.00	\$7,922.43	\$0.00	-\$7,922.43	0.00%
Active	R 440-60400-37414	Green Power	\$2,220.00	\$1,752.47	\$21.34	\$467.53	78.94%
Active	R 440-60400-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

LANESBORO PUBLIC UTILITIES

10/15/26 8:01 AM

*Revenue Guideline©

Page 2

Current Period: October 2026

			2026	2026	October	2026	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Total ELECTRIC CAPITAL			\$2,220.00	\$9,674.90	\$21.34	-\$7,454.90	435.81%
WATER FUND							
Active	R 610-60100-36200	Miscellaneous Re	\$0.00	\$329.00	\$0.00	-\$329.00	0.00%
Active	R 610-60100-36210	Interest Earnings	\$3,000.00	\$5,671.76	\$0.00	-\$2,671.76	189.06%
Active	R 610-60100-37110	Residential Water	\$76,105.12	\$62,365.56	\$2,008.66	\$13,739.56	81.95%
Active	R 610-60100-37111	Commercial Wat	\$89,311.73	\$65,995.48	\$2,080.61	\$23,316.25	73.89%
Active	R 610-60100-37114	State Water Fee	\$0.00	\$6,784.38	\$14.60	-\$6,784.38	0.00%
Active	R 610-60100-37150	Water Connect/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-60100-37160	Water Penalty	\$0.00	\$486.75	\$44.13	-\$486.75	0.00%
Active	R 610-60100-39203	Transfer from Oth	\$0.00	\$290,000.00	\$0.00	-\$290,000.00	0.00%
Total WATER FUND			\$168,416.85	\$431,632.93	\$4,148.00	-\$263,216.08	256.29%
SEWER FUND							
Active	R 620-60200-36200	Miscellaneous Re	\$0.00	\$972.56	\$0.00	-\$972.56	0.00%
Active	R 620-60200-36210	Interest Earnings	\$3,000.00	\$4,994.96	\$0.00	-\$1,994.96	166.50%
Active	R 620-60200-37200	Sewer Improvem	\$46,650.60	\$35,684.01	\$498.61	\$10,966.59	76.49%
In-Active	R 620-60200-37211	Commercial Sew	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 620-60200-37212	Sewer Base Char	\$284,935.68	\$216,182.10	\$2,846.36	\$68,753.58	75.87%
Active	R 620-60200-37213	Sewer Base Char	\$5,072.28	\$3,555.22	\$40.12	\$1,517.06	70.09%
Active	R 620-60200-37215	Water/Sewer Bas	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 620-60200-37250	Sewer Connect/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 620-60200-37260	Swr Penalty	\$0.00	\$1,616.22	\$99.71	-\$1,616.22	0.00%
Active	R 620-60200-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SEWER FUND			\$339,658.56	\$263,005.07	\$3,484.80	\$76,653.49	77.43%
ELECTRIC FUND							
Active	R 640-60400-35000	Fines and Forfeit	\$0.00	\$77.24	\$0.00	-\$77.24	0.00%
Active	R 640-60400-36100	Special Assessm	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 640-60400-36200	Miscellaneous Re	\$0.00	\$5,328.86	\$637.27	-\$5,328.86	0.00%
Active	R 640-60400-36210	Interest Earnings	\$5,000.00	\$11,343.50	\$0.00	-\$6,343.50	226.87%
Active	R 640-60400-37410	Comm. Solar Ene	\$0.00	-\$650.38	(\$44.95)	\$650.38	0.00%
Active	R 640-60400-37411	Res. Solar Energ	\$0.00	-\$3,351.19	(\$304.39)	\$3,351.19	0.00%
Active	R 640-60400-37412	Residential Electr	\$320,415.45	\$258,826.71	\$3,171.96	\$61,588.74	80.78%
Active	R 640-60400-37413	Commercial Elect	\$360,564.49	\$288,422.43	\$4,086.19	\$72,142.06	79.99%
Active	R 640-60400-37415	Electric Base Ch	\$403,702.56	\$318,227.34	\$4,111.51	\$85,475.22	78.83%
Active	R 640-60400-37420	Security Lights	\$1,500.00	\$1,169.59	\$20.31	\$330.41	77.97%
Active	R 640-60400-37425	City Street Lights	\$5,216.50	\$3,879.07	\$0.00	\$1,337.43	74.36%
Active	R 640-60400-37426	City Service Char	\$4,800.00	\$3,600.00	\$0.00	\$1,200.00	75.00%
Active	R 640-60400-37430	State Tax	\$0.00	\$38,042.50	\$796.50	-\$38,042.50	0.00%
Active	R 640-60400-37450	Electric Connect/	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 640-60400-37460	Elec Penalty	\$0.00	\$3,519.62	\$284.02	-\$3,519.62	0.00%
Active	R 640-60400-37745	Meter Deposits	\$0.00	\$208.73	(\$125.00)	-\$208.73	0.00%
Active	R 640-60400-39203	Transfer from Oth	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ELECTRIC FUND			\$1,101,199.00	\$928,644.02	\$12,633.42	\$172,554.98	84.33%
Report Total			\$2,004,437.50	\$3,091,343.63	\$26,812.04	-\$1,086,906.13	154.22%

LANESBORO PUBLIC UTILITIES

10/15/26 8:05 AM

*Cash Balances

Page 1

Cash Account: 10101

September 2026

Fund	2026 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
10101 - Checking								
310 - WATER DEBT SERVICE FUND	\$615,595.68	\$160,979.31	(\$133,152.50)	0	(\$290,000.00)		\$353,422.49	In Balance
315 - CONSTRUCTION DEBT SERVIC	\$0.00			0			\$0.00	In Balance
320 - SEWER DEBT SERVICE FUND	\$180,628.55	\$102,069.96	(\$194,858.11)	0			\$87,840.40	In Balance
323 - 2024A HWY 250 WATER	\$0.00	\$508,970.53	(\$516,992.56)	0			(\$8,022.03)	In Balance
324 - TH 250 ROAD/UTILITY PROJECT	\$0.00		(\$70,175.00)	0			(\$70,175.00)	In Balance
340 - ELECTRIC DEBT SERVICE FUN	\$0.00			0			\$0.00	In Balance
410 - WATER CAPITAL	\$531,068.24	\$40,437.47	(\$10,548.00)	0			\$560,957.71	In Balance
420 - SEWER CAPITAL	\$67.00			0			\$67.00	In Balance
422 - WWTF DESIGN	(\$27,191.50)	\$125,000.00	(\$125,563.50)	0			(\$27,755.00)	In Balance
423 - 2024A HWY 250 SEWER	\$0.00	\$491,590.54	(\$516,992.53)	0			(\$25,401.99)	In Balance
424 -	\$0.00			0			\$0.00	In Balance
425 - VEHICLE REPLACEMENT FUND	\$49,834.92			0			\$49,834.92	In Balance
440 - ELECTRIC CAPITAL	\$185,633.96	\$1,731.13		0			\$187,365.09	In Balance
604 - UTILITES	\$0.00			0			\$0.00	In Balance
610 - WATER FUND	(\$99,722.67)	\$141,255.83	(\$240,346.43)	0	\$290,000.00	(\$46,381.10)	\$44,805.63	In Balance
620 - SEWER FUND	(\$268,248.33)	\$263,255.27	(\$122,709.90)	0		(\$46,381.10)	(\$174,084.06)	In Balance
640 - ELECTRIC FUND	\$461,686.71	\$913,379.82	(\$730,740.36)	0		(\$36,296.99)	\$608,029.18	In Balance
650 - GARBAGE FUND	\$0.00			0			\$0.00	In Balance
	\$1,629,352.56	\$2,748,669.86	(\$2,662,078.89)	\$0.00	\$0.00	(\$129,059.19)	\$1,586,884.34	

LANESBORO PUBLIC UTILITIES

10/15/26 8:06 AM

*Cash Balances

Page 1

Cash Account: 10104

September 2026

Fund	2026 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
10104 - 4M Fund								
410 - WATER CAPITAL	\$151,363.62	\$3,926.60	\$0.00	0	\$0.00	\$0.00	\$155,290.22	In Balance
420 - SEWER CAPITAL	\$66,722.85	\$2,140.34	\$0.00	0	\$0.00	\$0.00	\$68,863.19	In Balance
422 - WWTF DESIGN	\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	In Balance
425 - VEHICLE REPLACEMENT FUND	\$194,283.98	\$5,653.41	\$0.00	0	\$0.00	\$0.00	\$199,937.39	In Balance
440 - ELECTRIC CAPITAL	\$302,684.29	\$7,922.43	\$0.00	0	\$0.00	\$0.00	\$310,606.72	In Balance
620 - SEWER FUND	\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	In Balance
640 - ELECTRIC FUND	\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	In Balance
	<u>\$715,054.74</u>	<u>\$19,642.78</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$734,697.52</u>	

LANESBORO PUBLIC UTILITIES

10/15/26 8:07 AM

*Cash Balances

Page 1

Cash Account: 10107

September 2026

Fund	2026 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
10107 - 4M Bond								
323 - 2024A HWY 250 WATER	\$503,437.10	\$5,560.68	(\$508,970.53)	0	\$0.00	\$0.00	\$27.25	In Balance
423 - 2024A HWY 250 SEWER	\$486,057.15	\$5,533.39	(\$491,590.54)	0	\$0.00	\$0.00	\$0.00	In Balance
424 -	\$0.00			0	\$0.00	\$0.00	\$0.00	In Balance
	\$989,494.25	\$11,094.07	(\$1,000,561.07)	\$0.00	\$0.00	\$0.00	\$27.25	



Job Description
Wastewater System Operator

Position Title: Wastewater System Operator

Date: XX/XX/XXXX

Department: Public Utilities

Supervisor: Utility Supervisor

FLSA Status: Non-exempt

Primary Objective of Position

Under general supervision of the Utility Supervisor, this position performs work in the operation of wastewater treatment facilities and systems, including monitoring and operating equipment, collecting samples, and recording sample statistical data.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position. Requires compliance with Department of Transportation drug/alcohol testing requirements.

- Monitors the performance of the treatment plant's equipment, including gauges and charts, and pump stations. Records statistical data related to the plant operations.
- Maintains and operates equipment and makes adjustments as needed to meet report standards.
- Reports operational issues and safety concerns to the Utility Supervisor and develops solutions to correct the issue.
- Collects and analyzes samples that identify concentrations of chemicals, and physical or biological characteristics of wastewater; records sample statistical data; and ensures sample data is in compliance with local, state and federal regulations.
- Disposes hazardous waste generated by the lab.
- Ensures the wastewater plant operates within required local, state and federal standards.
- Inspects buildings and mechanical equipment.
- Operates and maintains sewage pump stations, including the pumps and valves that control and adjust the flow and treatment process.
- Performs other duties as assigned, including support of other Utility Divisions and Lanesboro Public Works.
- Assists and participates in responding to emergencies affecting municipal infrastructure functions including storm debris clean up, water and sewer pipe breaks, traffic control, flooding and other urgent matters.
- Adheres to all safety rules and regulations, follows safe work practices according to law, city policies and practices and generally accepted safe work standards.
- Performs other duties and responsibilities as apparent or assigned.

Examples of Performance Criteria

- Operates and monitors the wastewater treatment plant, pump stations, and related equipment in accordance with established procedures and applicable local, state, and federal requirements. Maintains accurate operational records and takes timely corrective action to address deviations from required operating standards.
- Performs routine inspections, preventive maintenance, adjustments, and minor repairs of treatment plant equipment, pump stations, valves, buildings, and mechanical systems. Identifies equipment deficiencies and operational problems promptly and communicates significant issues and recommended corrective actions to the Utility Supervisor.
- Accurately collects, analyzes, records, and reports wastewater samples and operational data in accordance with regulatory requirements and established procedures. Maintains complete and accurate records and promptly identifies and reports results that may indicate a compliance or treatment issue.
- Performs assigned duties in a safe, reliable, and professional manner; follows applicable safety regulations and City policies; and responds effectively to emergencies involving wastewater, water, public infrastructure, or other municipal operations. Demonstrates flexibility and willingness to assist other Utility Divisions and Public Works when needed.

Minimum Qualification

- High School Diploma or equivalent
- Experience in maintenance, repair, and operation of a wastewater treatment plant
- Commercial Drivers License, or ability to obtain within 6 months of employment
- FEMA certification in 100, 200, 700, and 800, or ability to obtain in 1 year of employment
- MPCA Class C Wastewater Operator Certification

Desirable Qualifications

- Knowledge of all phases of wastewater collection, treatment, and disposal
- Knowledge of expansion of systems, permitting, repair, maintenance, and operations of a wastewater collection and treatment system
- Knowledge of federal and state regulatory standards and rules pertaining to permitting, operating, and maintaining wastewater facilities
- Knowledge of safety practices
- Knowledge of systems and facilities repair and construction techniques
- Skill in communicating with others, both orally and in writing. Skill in short- and long-range utilities planning.
- Ability to work independently and to use good judgment in all situations.
- Ability to interact with city employees, elected officials, the news media, and the public.
- Ability to develop written standard operating procedures and guidelines.
- Ability to make decisions quickly, appropriately and effectively.
- Ability to use a computer, calculator, copier and facsimile.
- MDH Class C Drinking Water Operator Certification
- Type IV State Land Application License

Equipment/Job Location

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically

outside, and, therefore, subject to climatic extremes. Primary job functions require ability to perform physical activities including bending, twisting, gripping, carrying, and shoveling; lifting of up to 50 lbs.; working in confined spaces; use of personal protective equipment such as respirators, harnesses, and related equipment.

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 is an Equal Opportunity Employer 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.

LANESBORO PUBLIC UTILITIES

*Expenditure Budget Analysis

Current Period: October 2026

Account	2025 Budget	2026 Budget	2027 Budget	Diff From Last Yr	%Diff From Last Yr	Diff From Current	%Diff From Cur Budget
FUND 310 WATER DEBT SERVICE FUND							
IE 310-60100-601 Debt Srv Bond Principal	\$107,000.00	\$108,000.00	\$110,000.00	\$3,000.00	-102.80%	\$2,000.00	1.85%
IE 310-60100-611 Bond Interest	\$25,056.00	\$26,527.62	\$24,856.00	-\$200.00	-99.20%	-\$1,671.62	-6.30%
IE 310-60100-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
FUND 310 WATER DEBT SERVICE FUND	\$132,056.00	\$134,527.62	\$134,856.00	\$2,800.00		\$328.38	

LANESBORO PUBLIC UTILITIES

10/15/26 10:32 AM

Page 2

*Expenditure Budget Analysis

Current Period: October 2026

Account	2025 Budget	2026 Budget	2027 Budget	Diff From Last Yr	%Diff From Last Yr	Diff From Current	%Diff From Cur Budget
FUND 320 SEWER DEBT SERVICE FUND							
IE 320-60200-601 Debt Srv Bond Principal	\$160,000.00	\$161,000.00	\$164,000.00	\$4,000.00	-102.50%	\$3,000.00	1.86%
IE 320-60200-611 Bond Interest	\$47,519.82	\$46,247.04	\$38,920.00	-\$8,599.82	-81.90%	-\$7,327.04	-15.84%
IE 320-60200-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
FUND 320 SEWER DEBT SERVICE FUND	\$207,519.82	\$207,247.04	\$202,920.00	-\$4,599.82		-\$4,327.04	

LANESBORO PUBLIC UTILITIES

10/15/26 10:32 AM

Page 12

*Expenditure Budget Analysis

Current Period: October 2026

Account	2025 Budget	2026 Budget	2027 Budget	Diff From Last Yr	%Diff From Last Yr	Diff From Current	%Diff From Cur Budget
FUND 610 WATER FUND							
IE 610-60100-101 Wages and Salaries (GEN	\$53,420.30	\$54,512.93	\$105,912.63	\$52,492.33	-198.26%	\$51,399.70	94.29%
IE 610-60100-121 PERA	\$3,898.86	\$4,088.47	\$7,943.45	\$4,044.59	-203.74%	\$3,854.98	94.29%
IE 610-60100-122 FICA	\$3,976.84	\$4,170.24	\$8,102.32	\$4,125.48	-203.74%	\$3,932.08	94.29%
IE 610-60100-131 Employer Paid Health	\$9,201.00	\$9,578.86	\$30,190.18	\$20,989.18	-328.12%	\$20,611.32	215.18%
IE 610-60100-134 Employer Paid Life	\$365.00	\$342.00	\$645.51	\$280.51	-176.85%	\$303.51	88.75%
IE 610-60100-135 Employer Paid Other	\$300.00	\$583.77	\$660.00	\$360.00	-220.00%	\$76.23	13.06%
IE 610-60100-136 MN Paid Leave	\$0.00	\$0.00	\$466.02	\$466.02	0.00%	\$466.02	0.00%
IE 610-60100-150 Worker s Comp (GENER	\$834.00	\$896.55	\$860.95	\$26.95	-103.23%	-\$35.60	-3.97%
IE 610-60100-170 Bonding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 610-60100-208 Training and Instruction	\$1,275.00	\$1,275.00	\$1,000.00	-\$275.00	-78.43%	-\$275.00	-21.57%
IE 610-60100-210 Operating Supplies (GEN	\$7,725.00	\$7,725.00	\$7,725.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-212 Motor Fuels	\$850.00	\$900.00	\$900.00	\$50.00	-105.88%	\$0.00	0.00%
IE 610-60100-216 Chemicals and Chem Pro	\$5,600.00	\$6,000.00	\$6,000.00	\$400.00	-107.14%	\$0.00	0.00%
IE 610-60100-219 Lab Tests	\$500.00	\$500.00	\$500.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-239 Clothing Allowance	\$330.00	\$330.00	\$484.00	\$154.00	-146.67%	\$154.00	46.67%
IE 610-60100-240 Small Tools and Minor Eq	\$2,143.22	\$2,143.22	\$2,000.00	-\$143.22	-93.32%	-\$143.22	-6.68%
IE 610-60100-300 Professional Srvs (GENE	\$5,500.00	\$5,500.00	\$5,500.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-301 Auditing and Acct g Servic	\$3,425.00	\$3,754.00	\$4,191.00	\$766.00	-122.36%	\$437.00	11.64%
IE 610-60100-303 Engineering Fees	\$5,000.00	\$6,500.00	\$6,500.00	\$1,500.00	-130.00%	\$0.00	0.00%
IE 610-60100-311 Membership Dues	\$4,000.00	\$4,250.00	\$4,300.00	\$300.00	-107.50%	\$50.00	1.18%
IE 610-60100-321 Telephone	\$2,142.00	\$2,142.00	\$2,142.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-322 Postage	\$1,494.00	\$1,540.00	\$1,700.00	\$206.00	-113.79%	\$160.00	10.39%
IE 610-60100-331 Travel Expenses	\$206.00	\$206.00	\$206.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-350 Print/Binding (GENERAL)	\$206.00	\$206.00	\$206.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-361 General Liability Ins	\$155.63	\$142.38	\$0.00	-\$155.63	0.00%	-\$142.38	-100.00%
IE 610-60100-362 Property Ins	\$10,269.00	\$10,557.50	\$0.00	-\$10,269.00	0.00%	-\$10,557.50	-100.00%
IE 610-60100-363 Automotive Ins	\$192.50	\$252.00	\$0.00	-\$192.50	0.00%	-\$252.00	-100.00%
IE 610-60100-380 Utility Services (GENERA	\$45,000.00	\$45,000.00	\$42,000.00	-\$3,000.00	-93.33%	-\$3,000.00	-6.67%
IE 610-60100-402 Repairs/Maint Structures	\$5,358.00	\$5,358.00	\$5,358.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-404 Repairs/Maint Machinery/	\$5,150.00	\$5,150.00	\$5,150.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-405 Depreciation (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 610-60100-410 Rentals (GENERAL)	\$103.00	\$103.00	\$103.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-430 Miscellaneous (GENERAL	\$210.00	\$210.00	\$210.00	\$0.00	-100.00%	\$0.00	0.00%
IE 610-60100-500 Capital Outlay (GENERAL	\$20,000.00	\$20,000.00	\$50,000.00	\$30,000.00	-250.00%	\$30,000.00	150.00%
IE 610-60100-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 610-60100-700 Transfers (GENERAL)	\$51,301.60	\$46,303.44	\$53,434.50	\$2,132.90	-104.16%	\$7,131.06	15.40%
IE 610-60100-800 Loss on Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
FUND 610 WATER FUND	\$250,131.95	\$250,220.36	\$354,390.56	\$104,258.61		\$104,170.20	

LANESBORO PUBLIC UTILITIES

10/15/26 10:32 AM

Page 13

*Expenditure Budget Analysis

Current Period: October 2026

Account	2025 Budget	2026 Budget	2027 Budget	Diff From Last Yr	%Diff From Last Yr	Diff From Current	%Diff From Cur Budget
FUND 620 SEWER FUND							
IE 620-60200-101 Wages and Salaries (GEN	\$53,420.30	\$54,512.93	\$89,283.79	\$35,863.49	-167.13%	\$34,770.86	63.78%
IE 620-60200-121 PERA	\$3,898.86	\$4,088.47	\$6,696.29	\$2,797.43	-171.75%	\$2,607.82	63.78%
IE 620-60200-122 FICA	\$3,976.84	\$4,170.24	\$6,830.21	\$2,853.37	-171.75%	\$2,659.97	63.78%
IE 620-60200-131 Employer Paid Health	\$9,201.00	\$9,578.86	\$32,477.50	\$23,276.50	-352.98%	\$22,898.64	239.05%
IE 620-60200-134 Employer Paid Life	\$365.00	\$342.00	\$645.51	\$280.51	-176.85%	\$303.51	88.75%
IE 620-60200-135 Employer Paid Other	\$300.00	\$583.77	\$660.00	\$360.00	-220.00%	\$76.23	13.06%
IE 620-60200-136 MN Paid Leave	\$0.00	\$0.00	\$392.85	\$392.85	0.00%	\$392.85	0.00%
IE 620-60200-150 Worker s Comp (GENER	\$834.00	\$896.55	\$860.95	\$26.95	-103.23%	-\$35.60	-3.97%
IE 620-60200-170 Bonding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 620-60200-208 Training and Instruction	\$1,275.00	\$1,275.00	\$1,000.00	-\$275.00	-78.43%	-\$275.00	-21.57%
IE 620-60200-210 Operating Supplies (GEN	\$4,590.00	\$4,590.00	\$4,500.00	-\$90.00	-98.04%	-\$90.00	-1.96%
IE 620-60200-212 Motor Fuels	\$750.13	\$773.00	\$800.00	\$49.87	-106.65%	\$27.00	3.49%
IE 620-60200-213 Lubricants and Additives	\$250.00	\$250.00	\$250.00	\$0.00	-100.00%	\$0.00	0.00%
IE 620-60200-216 Chemicals and Chem Pro	\$2,000.00	\$4,000.00	\$3,000.00	\$1,000.00	-150.00%	-\$1,000.00	-25.00%
IE 620-60200-230 Permit Fees	\$2,575.00	\$2,575.00	\$1,500.00	-\$1,075.00	-58.25%	-\$1,075.00	-41.75%
IE 620-60200-239 Clothing Allowance	\$330.00	\$330.00	\$484.00	\$154.00	-146.67%	\$154.00	46.67%
IE 620-60200-240 Small Tools and Minor Eq	\$642.97	\$642.97	\$600.00	-\$42.97	-93.32%	-\$42.97	-6.68%
IE 620-60200-300 Professional Svcs (GENE	\$20,644.51	\$20,644.51	\$21,000.00	\$355.49	-101.72%	\$355.49	1.72%
IE 620-60200-301 Auditing and Acct g Servic	\$3,425.00	\$3,596.25	\$4,191.00	\$766.00	-122.36%	\$594.75	16.54%
IE 620-60200-303 Engineering Fees	\$5,358.06	\$5,358.06	\$5,358.06	\$0.00	-100.00%	\$0.00	0.00%
IE 620-60200-311 Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 620-60200-321 Telephone	\$1,311.65	\$1,311.65	\$1,311.65	\$0.00	-100.00%	\$0.00	0.00%
IE 620-60200-322 Postage	\$1,285.93	\$1,324.51	\$2,100.00	\$814.07	-163.31%	\$775.49	58.55%
IE 620-60200-331 Travel Expenses	\$206.00	\$500.00	\$500.00	\$294.00	-242.72%	\$0.00	0.00%
IE 620-60200-350 Print/Binding (GENERAL)	\$206.00	\$206.00	\$206.00	\$0.00	-100.00%	\$0.00	0.00%
IE 620-60200-361 General Liability Ins	\$1,322.63	\$1,165.38	\$0.00	-\$1,322.63	0.00%	-\$1,165.38	-100.00%
IE 620-60200-362 Property Ins	\$12,494.00	\$13,112.50	\$0.00	-\$12,494.00	0.00%	-\$13,112.50	-100.00%
IE 620-60200-363 Automotive Ins	\$1,995.00	\$1,830.00	\$0.00	-\$1,995.00	0.00%	-\$1,830.00	-100.00%
IE 620-60200-380 Utility Services (GENERA	\$50,000.00	\$50,000.00	\$30,000.00	-\$20,000.00	-60.00%	-\$20,000.00	-40.00%
IE 620-60200-402 Repairs/Maint Structures	\$5,358.06	\$5,358.06	\$5,358.06	\$0.00	-100.00%	\$0.00	0.00%
IE 620-60200-404 Repairs/Maint Machinery/	\$5,358.06	\$8,000.00	\$8,000.00	\$2,641.94	-149.31%	\$0.00	0.00%
IE 620-60200-405 Depreciation (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 620-60200-410 Rentals (GENERAL)	\$309.00	\$309.00	\$309.00	\$0.00	-100.00%	\$0.00	0.00%
IE 620-60200-430 Miscellaneous (GENERAL	\$206.00	\$206.00	\$206.00	\$0.00	-100.00%	\$0.00	0.00%
IE 620-60200-500 Capital Outlay (GENERAL	\$28,000.00	\$28,000.00	\$28,000.00	\$0.00	-100.00%	\$0.00	0.00%
IE 620-60200-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 620-60200-700 Transfers (GENERAL)	\$51,301.60	\$46,303.44	\$53,434.50	\$2,132.90	-104.16%	\$7,131.06	15.40%
IE 620-60200-800 Loss on Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
FUND 620 SEWER FUND	\$273,190.60	\$275,834.15	\$309,955.37	\$36,764.77		\$34,121.22	

LANESBORO PUBLIC UTILITIES

10/15/26 10:32 AM

Page 14

*Expenditure Budget Analysis

Current Period: October 2026

Account	2025 Budget	2026 Budget	2027 Budget	Diff From Last Yr	%Diff From Last Yr	Diff From Current	%Diff From Cur Budget
FUND 640 ELECTRIC FUND							
IE 640-60400-101 Wages and Salaries (GEN	\$157,633.90	\$150,943.16	\$109,059.64	-\$48,574.26	-69.19%	-\$41,883.52	-27.75%
IE 640-60400-121 PERA	\$11,607.22	\$11,320.74	\$8,179.48	-\$3,427.74	-70.47%	-\$3,141.26	-27.75%
IE 640-60400-122 FICA	\$11,839.36	\$11,547.15	\$8,343.07	-\$3,496.29	-70.47%	-\$3,204.08	-27.75%
IE 640-60400-131 Employer Paid Health	\$18,403.00	\$19,157.72	\$23,620.00	\$5,217.00	-128.35%	\$4,462.28	23.29%
IE 640-60400-134 Employer Paid Life	\$730.00	\$684.00	\$595.60	-\$134.40	-81.59%	-\$88.40	-12.92%
IE 640-60400-135 Employer Paid Other	\$600.00	\$1,167.54	\$480.00	-\$120.00	-80.00%	-\$687.54	-58.89%
IE 640-60400-136 MN Paid Leave	\$0.00	\$0.00	\$479.87	\$479.87	0.00%	\$479.87	0.00%
IE 640-60400-150 Worker s Comp (GENER	\$1,669.00	\$1,795.00	\$1,721.90	\$52.90	-103.17%	-\$73.10	-4.07%
IE 640-60400-170 Bonding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 640-60400-208 Training and Instruction	\$2,000.00	\$2,000.00	\$1,000.00	-\$1,000.00	-50.00%	-\$1,000.00	-50.00%
IE 640-60400-210 Operating Supplies (GEN	\$15,450.00	\$15,450.00	\$10,000.00	-\$5,450.00	-64.72%	-\$5,450.00	-35.28%
IE 640-60400-212 Motor Fuels	\$6,558.26	\$20,000.00	\$12,000.00	\$5,441.74	-182.98%	-\$8,000.00	-40.00%
IE 640-60400-218 Purchased Power	\$707,472.00	\$707,472.00	\$707,472.00	\$0.00	-100.00%	\$0.00	0.00%
IE 640-60400-230 Permit Fees	\$515.00	\$515.00	\$515.00	\$0.00	-100.00%	\$0.00	0.00%
IE 640-60400-239 Clothing Allowance	\$660.00	\$660.00	\$792.00	\$132.00	-120.00%	\$132.00	20.00%
IE 640-60400-240 Small Tools and Minor Eq	\$2,000.00	\$2,000.00	\$1,750.00	-\$250.00	-87.50%	-\$250.00	-12.50%
IE 640-60400-260 Meter Hosting & Monitorin	\$4,500.00	\$4,500.00	\$3,500.00	-\$1,000.00	-77.78%	-\$1,000.00	-22.22%
IE 640-60400-300 Professional Srvs (GENE	\$12,000.00	\$12,000.00	\$14,000.00	\$2,000.00	-116.67%	\$2,000.00	16.67%
IE 640-60400-301 Auditing and Acct g Servic	\$6,850.00	\$7,508.00	\$8,400.00	\$1,550.00	-122.63%	\$892.00	11.88%
IE 640-60400-303 Engineering Fees	\$5,358.00	\$5,358.00	\$5,358.00	\$0.00	-100.00%	\$0.00	0.00%
IE 640-60400-311 Membership Dues	\$2,139.00	\$2,139.00	\$1,500.00	-\$639.00	-70.13%	-\$639.00	-29.87%
IE 640-60400-312 Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 640-60400-321 Telephone	\$1,545.00	\$1,545.00	\$1,300.00	-\$245.00	-84.14%	-\$245.00	-15.86%
IE 640-60400-322 Postage	\$2,623.30	\$2,702.00	\$3,000.00	\$376.70	-114.36%	\$298.00	11.03%
IE 640-60400-350 Print/Binding (GENERAL)	\$262.65	\$262.65	\$262.65	\$0.00	-100.00%	\$0.00	0.00%
IE 640-60400-361 General Liability Ins	\$311.26	\$284.75	\$0.00	-\$311.26	0.00%	-\$284.75	-100.00%
IE 640-60400-362 Property Ins	\$22,840.00	\$23,360.00	\$0.00	-\$22,840.00	0.00%	-\$23,360.00	-100.00%
IE 640-60400-363 Automotive Ins	\$385.00	\$504.00	\$0.00	-\$385.00	0.00%	-\$504.00	-100.00%
IE 640-60400-380 Utility Services (GENERA	\$10,400.00	\$10,400.00	\$10,400.00	\$0.00	-100.00%	\$0.00	0.00%
IE 640-60400-402 Repairs/Maint Structures	\$4,286.45	\$4,500.00	\$4,500.00	\$213.55	-104.98%	\$0.00	0.00%
IE 640-60400-404 Repairs/Maint Machinery/	\$7,500.00	\$10,000.00	\$32,000.00	\$24,500.00	-426.67%	\$22,000.00	220.00%
IE 640-60400-405 Depreciation (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 640-60400-410 Rentals (GENERAL)	\$205.00	\$205.00	\$205.00	\$0.00	-100.00%	\$0.00	0.00%
IE 640-60400-430 Miscellaneous (GENERAL	\$515.00	\$515.00	\$515.00	\$0.00	-100.00%	\$0.00	0.00%
IE 640-60400-438 Gopher One Locates	\$350.00	\$350.00	\$350.00	\$0.00	-100.00%	\$0.00	0.00%
IE 640-60400-439 Conservation Improvemen	\$6,431.00	\$0.00	\$1,800.00	-\$4,631.00	-27.99%	\$1,800.00	0.00%
IE 640-60400-445 Amortization Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 640-60400-450 Sales Tax Paid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 640-60400-500 Capital Outlay (GENERAL	\$32,500.00	\$32,500.00	\$32,500.00	\$0.00	-100.00%	\$0.00	0.00%
IE 640-60400-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
IE 640-60400-700 Transfers (GENERAL)	\$73,603.21	\$92,606.87	\$79,306.00	\$5,702.79	-107.75%	-\$13,300.87	-14.36%
IE 640-60400-800 Loss on Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
FUND 640 ELECTRIC FUND	\$1,131,742.61	\$1,155,952.58	\$1,084,905.21	-\$46,837.40		-\$71,047.37	

LANESBORO PUBLIC UTILITIES

*Expenditure Budget Analysis

Current Period: October 2026

Account	2025 Budget	2026 Budget	2027 Budget	Diff From Last Yr	%Diff From Last Yr	Diff From Current	%Diff From Cur Budget
Grand Total	\$1,994,640.98	\$2,023,781.75	\$2,087,027.14	\$92,386.16		\$63,245.39	

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.



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Lanesboro, MN 55949
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www.lanesboro-mn.gov

Job Description

Public Utilities Supervisor

Position Title: Public Utilities Supervisor

Date: XX/XX/XXXX

Department: Public Utilities

Supervisor: City Administrator/Clerk

FLSA Status: Exempt

Primary Objective of Position

Serves as the City's Utility Supervisor with primary operational responsibility for the Electric Distribution Division and supervisory responsibility for the Drinking Water and Wastewater Utility Divisions. Oversees the safe, reliable, efficient, and compliant operation, maintenance, construction, and improvement of the City's Electric, Water, and Wastewater Utility systems. Provides direction and supervision to assigned utility personnel, coordinates utility operations and projects, and works with the City Administrator, Public Utilities Commission, engineering consultants, contractors, and other agencies to ensure effective delivery of municipal utility services.

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.

Electric Utility Operations

- Oversees the construction, maintenance, inspection, alteration, repair, and operation of utility infrastructure, with primary responsibility for the City's electric distribution system. Determines appropriate construction methods, materials, hardware, equipment, and work practices in consultation with engineering consultants, qualified utility personnel, contractors, and other appropriate parties.
- Plans, prioritizes, assigns, and monitors electric distribution system work, including routine maintenance, construction, repairs, service work, system improvements, vegetation or right-of-way needs, and emergency response. Establishes work priorities and schedules to ensure work is completed safely, efficiently, and in accordance with established standards.
- Monitors the reliability and condition of the electric distribution system and coordinates response to power outages, equipment failures, storms, system emergencies, and other disruptions. Establishes priorities for restoration of service and coordinates utility personnel, contractors, neighboring utilities, and other appropriate resources as necessary.
- Ensures that the electric distribution system is operated and maintained in compliance with applicable federal, state, local, and industry requirements, safety standards, permits, codes, and utility policies. Coordinates required inspections, permits, licenses, easements, and regulatory filings related to electric utility operations and projects.
- Oversees the procurement, maintenance, replacement, and inventory of electric utility materials, equipment, vehicles, tools, and supplies. Evaluates equipment and material needs, recommends purchases and replacement schedules, and coordinates with administrative staff regarding purchasing, inventory control, and expenditures.
- Ensures accurate records, maps, system information, equipment inventories, work orders, and other documentation related to the electric distribution system are maintained and updated. Coordinates with engineering consultants, contractors, utility personnel, and administrative staff to maintain accurate utility records.

- Coordinates the acquisition, maintenance, and documentation of easements, rights-of-way, permits, licenses, and other approvals necessary for electric utility construction, maintenance, and operation.
- Oversees utility safety programs and work practices and ensures compliance with applicable federal, state, and local safety requirements, electrical safety standards, City policies, and generally accepted utility practices. Identifies unsafe conditions, takes corrective action, and coordinates appropriate safety training and cross-training for utility personnel.
- Participates in UMMEG, Minnesota Municipal Utilities Association, and other professional utility organizations and represents Lanesboro Public Utilities at meetings, committees, training, workshops, and other activities as directed.

Water & Wastewater Oversight

- Provides direction, supervision, coordination, and performance oversight for assigned utility personnel, including the Drinking Water System Operator and Wastewater System Operator, and coordinates the work of electric utility personnel, contractors, and other utility staff. Establishes work priorities, monitors performance, provides feedback and training, and ensures work is performed safely and effectively.
- Develops, recommends, implements, and updates standard operating procedures and programs for the safe and efficient operation, maintenance, inspection, repair, construction, and emergency response activities of the Electric, Water, and Wastewater Utilities.
- Oversees required regulatory reporting, studies, inspections, testing, and compliance activities for Electric, Water, and Wastewater Utilities. Ensures required water audits, leak detection surveys, backflow and cross-connection requirements, water quality reports, wastewater reports, electric utility reports, and other regulatory requirements are completed accurately and timely.

Cross-Utility Management

- Works with the City Administrator, Public Utilities Commission, engineering consultants, contractors, and utility personnel to develop and maintain capital improvement programs for the Electric, Water, and Wastewater Utilities. Evaluates infrastructure condition, system capacity, reliability, equipment replacement needs, and future utility requirements; establishes project priorities and recommends capital improvements and renewal and replacement projects.
- 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 and result in increased productivity and performance.
- Coordinates with the City Administrator in preparing and monitoring Electric, Water, and Wastewater Utility budgets. Develops budget recommendations for operations, maintenance, materials, equipment, contracted services, capital improvements, and renewal and replacement needs. Monitors expenditures and identifies potential budgetary issues or changes in utility needs.
- Prepares and reviews complex reports, studies, correspondence, recommendations, and technical information concerning the operation, maintenance, expansion, reliability, and improvement of Electric, Water, and Wastewater facilities and systems. Evaluates operational issues and implements or recommends appropriate corrective action.
- Coordinates the preparation, review, solicitation, administration, and inspection of contracts and technical specifications for utility projects and services. Works with engineering consultants, contractors, vendors, and other agencies to ensure work meets specifications, contractual requirements, applicable standards, and City expectations. Reviews proposed contract terms and provides recommendations to the Public Utilities Commission and City Administrator.
- Represents the department before public meetings and groups as directed. Promotes a good public image of the department and City.
- Coordinates and participates in emergency response involving Electric, Water, Wastewater, and other municipal infrastructure, including electrical outages, equipment failures, water and sewer breaks, flooding, severe weather, and other urgent situations. Establishes priorities, coordinates personnel and contractors,

communicates significant operational issues and restoration activities to the City Administrator and Public Utilities Commission as appropriate, and participates in recovery efforts.

- Attends professional development training.
- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.

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” Drinking Water Operator Certification.
- Class “C” Wastewater Treatment Facility Operator Certification.
- Type IV land application certification.
- 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.

Supervision of Others

Provides direct supervision to the Drinking Water System Operator and Wastewater System Operator and may provide direction to electric utility personnel, seasonal employees, or contract personnel.

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.

Lanesboro Public Utilities										
Supervisor	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
2026	\$ 30.88	\$ 32.58	\$ 34.28	\$ 35.98	\$ 37.68	\$ 39.38	\$ 41.08	\$ 42.79	\$ 44.50	\$ 46.22
Technician										
2026	\$ 24.95	\$ 26.28	\$ 27.60	\$ 28.94	\$ 30.27	\$ 31.59	\$ 32.93	\$ 34.26	\$ 35.59	\$ 36.94
Worker										
2026	\$ 17.31	\$ 17.72	\$ 18.12	\$ 18.54	\$ 18.95	\$ 19.37	\$ 19.79	\$ 20.20	\$ 20.62	\$ 21.04

Lanesboro Public Utilities Proposed with 3.0% COLA										
Supervisor	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
2027	\$ 31.81	\$ 33.56	\$ 35.31	\$ 37.05	\$ 38.81	\$ 40.56	\$ 42.31	\$ 44.07	\$ 45.84	\$ 47.61
Technician										
2027	\$ 25.70	\$ 27.07	\$ 28.43	\$ 29.81	\$ 31.18	\$ 32.54	\$ 33.92	\$ 35.28	\$ 36.66	\$ 38.05
Worker										
2027	\$ 17.83	\$ 18.25	\$ 18.66	\$ 19.10	\$ 19.52	\$ 19.95	\$ 20.38	\$ 20.81	\$ 21.24	\$ 21.67

Utility Supervisor Salary Range = \$72,892-\$109,102

On-Call Duty and After-Hours Compensation Policy

Purpose

The purpose of this policy is to establish consistent procedures for scheduling on-call coverage, compensating employees assigned to on-call duty, and compensating employees who perform work outside normal utility operating hours.

Scope

This policy applies to all utility employees who are assigned on-call responsibilities or who are directed to perform utility work outside of normal operating hours.

Core Business Hours

Core utility business hours are Monday through Friday, 7:00 a.m. to 3:30 p.m. Any time outside these hours shall be considered after-hours service for purposes of this policy.

On-Call Coverage Requirements

- Utility operations shall maintain on-call coverage twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year.
- One employee shall be designated each week as the primary on-call employee.
- A rotational schedule of on-call assignments shall be prepared and provided to the City Administrator.
- Changes to the on-call schedule must be approved by the Utility Supervisor.
- Employees assigned to on-call duty are expected to:
 - Remain reasonably available to respond to utility emergencies and be available to report to the work site within thirty (30) minutes of the notification.
 - Carry any required communication equipment.
 - Respond to calls and dispatch requests in a timely manner.
 - Perform duties necessary to protect public health, safety, and utility operations.

On-Call Compensation

Employees assigned as the designated on-call employee shall receive the following compensation:

- Weekdays (Monday-Friday): Two (2) hours of compensation per day at the employee's regular hourly rate of pay.
- Weekends (Saturday-Sunday) + Holidays: Four (4) hours of compensation per day at the employee's regular hourly rate of pay.
- Weekends (Saturday-Sunday): Two (2) additional hours per day at the employee's overtime rate (1.5 times regular pay) for conducting required daily rounds and inspections of the wastewater, water, and electric utility systems.

In the event the on-call employee responds to after-hours calls, alarms, emergencies, or service disruptions, the time worked will be compensated at the employee's regular hourly rate of pay unless the employee has exceeded forty (40) hours worked during the applicable work week, in which case compensation shall be paid in accordance with applicable overtime requirements and City personnel policies.

On-Call Versus Call-Back Compensation

On-call compensation and call-back compensation are separate forms of compensation. On-call compensation is paid to the designated employee for maintaining availability during the assigned on-call period. Call-back compensation is paid for actual time worked when an employee responds to an after-hours service request, emergency, alarm, or operational issue.

After-Hours Call-Back Compensation

This section applies to employees who are called back to work outside of their regularly scheduled work hours and who are not serving as the designated on-call employee, unless otherwise authorized by the Utility Supervisor.

A call-back occurs when an employee is directed to perform work outside core business hours. The Utility Supervisor or designee may direct employees to respond to emergencies, operational issues, or other utility needs outside normal business hours. Employees responding to call-backs shall accurately record the date, time, nature of the call, and hours worked on their timecard.

Call-Back compensation is

- *Option A – Regular Rate: Employees shall be compensated at their normal hourly rate for actual hours worked.*
- *Option B – Fixed Shift Differential: Employees shall receive their normal hourly rate plus an additional \$_____ per hour.*
- *Option C – Percentage Shift Differential: Employees shall receive their normal hourly rate plus an additional _____% of their regular hourly rate for all hours worked during an after-hours call-back.*
- *Option D – Overtime Rate: Employees shall be compensated at one and one-half (1.5) times their regular hourly rate for all hours worked during an after-hours call-back.*

Minimum Call-Back Guarantee

- *Option A – No Minimum Guarantee: Employees are paid only for actual time worked.*
- *Option B – Two Hour Minimum: Two-hour minimum compensation per call-back.*
- *Option C – Three Hour Minimum: Three-hour minimum compensation per call-back.*
- *Option D – Other: _____*

Work Week Management and Flexing Time

To manage payroll expenses and reduce unnecessary overtime:

- Employees may be directed by the Utility Supervisor to adjust their work schedule during the same work week to avoid the accrual of overtime when operationally feasible.
- Employees shall adjust their schedules as directed by the Utility Supervisor, when operationally feasible, to maintain a total work week of forty (40) hours.
- The Utility Supervisor may determine that operational needs require an employee to exceed forty (40) hours in a work week.

Overtime Authorization

- Overtime is defined as hours worked in excess of forty (40) hours in a work week.
 - Overtime should be authorized in advance whenever practicable. Emergency overtime necessary to protect public safety, utility infrastructure, or continuity of service shall be reported to the Utility Supervisor as soon as reasonably possible.
 - Overtime shall require documented approval from either the Utility Supervisor or the City Administrator.

- Unauthorized overtime may be subject to corrective action; however, all hours actually worked shall be compensated in accordance with applicable law.

Policy Administration

This policy shall become effective upon adoption by the Lanesboro Public Utilities Commission and shall remain in effect until amended or repealed by the Commission.

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