

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, APRIL 13, 2015 – 4:00 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Approval of Agenda
3. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills/Purchase Orders
 - c. Approval of Investments
 - d. Delinquent Accounts Report
 - e. Charged Off Accounts/Accounts Collected
4. Reports
 - a. Xcel Underbuilt Project Update
5. Action Items
 - a. DGR Engineering Services
6. Old Business
 - a. Southwest Substation Construction Bid
 - b. 5th Ave NE Bridge – Utility Engineering
7. New Business
 - a. Special Joint Meetings
 - b. Meeting with Industry
8. Informational Items
 - a. Schools and Conferences
9. Adjournment

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MONDAY, APRIL 13, 2015 – 4:00 P.M.**

A.I. #1 CALL TO ORDER/ROLL CALL

The Melrose Public Utilities Commission met in a Regular Meeting on Monday, April 13, 2015 at 4:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Eric Seanger, Lyle Olmscheid, and Dick Christenson, Electrical Supervisor Dale Lyon, City Administrator/Treasurer Michael Brethorst, and City Clerk Patti Haase. Water/Wastewater Coordinator Tim Vogel and Finance Director Tessa Beuning were absent. Chair Seanger called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Mr. Christenson, seconded by Mr. Olmscheid and unanimously carried to approve the agenda as submitted.

A.I. #3 CONSENT AGENDA

The following items were considered for approval under the Consent Agenda:

- a) the minutes from the Commission's March 16 Regular and the March 16 Special Joint Meeting with the Council.
- b) list of bills in the amount of \$943,940.91. (See attached list)
- c) Investments Report for the month of March. (See attached list)
- d) the Delinquent Accounts Report for the month of March.
- e) Utility uncollectible accounts in the amount of \$1,434.75 have been submitted to Revenue Recapture, collections, or written off. A complete list of accounts is on file at the City Office.
There was also a total of \$1,713 collected from account holders during this quarter.

A motion was made by Mr. Christenson, seconded by Mr. Olmscheid and unanimously carried to approve the Consent Agenda.

A.I. #4 REPORTS

- a. Electrical Supervisor Dale Lyon reported on the Public Utilities Underbuilt Project. Staff has met with Xcel Energy representatives regarding the Underbuilt Project and they have made a determination that a majority of the project will be going underground. This will increase the cost of the project; however, Xcel Energy will realize a cost savings of approximately \$245,000; therefore, they will have to decrease the project cost by that amount and pass this savings onto the Utilities. More cost information on the project is forthcoming.

A.I. #5 ACTION ITEMS

- a. Chair Seanger noted that DGR Engineering is recommending inspection of the substation prior to the core being tanked. Electrical Supervisor Lyon and Line Worker Steve Scholz will be traveling to perform the inspection. Paul Davis with DGR is agreeable to accompany Mr. Lyon and Mr. Scholz on the inspection if it is the Commission's wish. The Utilities would incur the travel expenses plus professional fees.

A motion was made by Mr. Olmscheid, seconded by Mr. Christenson and unanimously carried approving the expenditures for a staff member from DGR to accompany and assist Melrose staff with the inspection.

A.I. #6 OLD BUSINESS

- a. Chair Seanger noted that the bid opening for the Southwest Melrose Substation Construction was held on Thursday, April 2 at 1:30 p.m. at the Melrose City Center. Bids were forwarded to DGR Engineering for their review and recommendation. DGR has completed their review of the bids and have checked all mathematical calculations to ensure accuracy and corrections were made where necessary. A total of three bids were received. DGR is recommending that the Commission award the contract to the low bidder, Harold K. Scholz Company.

A motion was made by Mr. Christenson, seconded by Mr. Olmscheid and unanimously carried awarding the bid for to the Harold K. Scholz Company in the amount of \$802,114.44 as per DGR's recommendation.

- b. In an effort to consolidate engineering services for the 5th Avenue NE Bridge Project, the City has contracted with WSB & Associates and Stearns County to perform the work for the project. The Utilities is in need of contracting with an engineer for the water line relocation and lighting on the bridge. There is no sanitary sewer related to this project. It is anticipated the work would be completed during the summer of either 2016 or 2017. The initial estimate and design work completed so far includes an estimated cost for a cement encased water line and its location. This work was completed under the initial bridge design in cooperation with the County.

A motion was made by Mr. Olmscheid, seconded by Mr. Christenson and unanimously carried authorizing contracting with WSB & Associates for public utility engineering for the 5th Avenue NE Bridge Project.

A.I. #7 NEW BUSINESS

- a. It was noted that Abdo, Eick & Meyers, LLP will present the 2014 Audit at the Council and Utilities Commission's April 16 Special Joint Meeting at 5:00 p.m.

- b. Administrator Brethorst stated that staff has contacted members of Industry and SEH in regards to scheduling the Utilities Commission meeting with Industry representatives. The date that works with all individuals is Monday, July 13 at noon.

By consensus, the Commission scheduled the meeting with Industry to be held on Monday, July 13 at 12:00 p.m.

A.I. #8 INFORMATIONAL ITEMS

The following informational items were then reviewed:

- a. The following is a list of schools and/or conferences where registrations were made:
 - 1) MRES 50th Annual Meeting on May 6-7 in Sioux Falls, South Dakota. Registration fee: \$50 per person. Attending: Commission Member Lyle Olmscheid and Electrical Supervisor Dale Lyon. There is still one hotel room available.
 - 2) APPA 2015 National Conference and Public Power Expo June 5-10 at the Minneapolis Convention Center. Attending: City Administrator Brethorst will be attending June 7-9.

A.I. #9 ADJOURNMENT

A motion was made by Mr. Olmscheid, seconded by Mr. Christenson and unanimously carried that the meeting be adjourned at 4:50 p.m.

PATRICIA HAASE – CITY CLERK