

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, MAY 11, 2015 – 8:30 A.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
4. Reports
5. Action Items
 - a. Professional Services Engineering
 - b. Phase II Wellhead Protection Plan
6. Old Business
 - a. Blandin Community Leadership Program
7. New Business
8. Informational Items
 - a. Electric and Water Comparative Statements
 - b. Schools and Conferences
 - c. MRES – Thank You
9. Adjournment

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, MAY 11, 2015 – 8:30 A.M.**

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

The Melrose Public Utilities Commission met in a Regular Meeting on Monday, May 11, 2015 at 8:30 a.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

- a. The minutes from the Commission's April 13 Regular Meeting, April 29 Special Meeting, and April 29 Special Joint Meeting with the Council.
- b. List of bills in the amount of \$ 809,788.92 (See attached list)
- c. Investments Report for the month of April. (See attached list)
- d. The Delinquent Accounts Report for the month of April.

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

A.I. #4 REPORTS

None

A.I. #5 ACTION ITEMS

- a. Susan Danzl with SEH joined via teleconference to review the scope of services for the City's Wastewater Treatment Facility (WWTF). The WWTF improvements were designed in conjunction with improvements to the WWTF levee to protect the facility from 100-year flood events. Construction administration services specific to the levee were include in a previously authorized scope along with the levee evaluation and design. The improvements to the project include replacement of the centrate piping which will allow the centrate to be equalized. The equalization will reduce the ammonia shock loading to the WWTF that occur during times of thickening with the centrifuge and should improve operations. With equalization in place, the City may be able to accommodate increased ammonia discharge limits from the industries, however biological modeling is required to determine if this is possible and by how much.

A motion was made by Mr. Olmscheid, seconded by Mr. Christenson and unanimously carried to approve the contract for professional services with SEH as outlined in the amount of \$252,000.

- b. Administrator Brethorst noted that the City has held multiple meetings on the Wellhead Protection Plan and has hired a consultant to assist with the writing of the Plan. The City has held a public forum, public hearings and directly asked for comments from affected persons. The Council has approved the Wellhead Protection Plan after its review from the Wellhead Protection Plan Committee. The Plan has now been sent to the Minnesota Department of Health for final approval. The process is anticipated to be complete on or before July 31, 2015. The Plan has called for several action items to help ensure safe drinking water. The City has asked for input from Minnesota Rural Water Association, Central Minnesota Water Alliance, Minnesota Department of Health, Water Department and Bayerl Water Resources as to action with State-appropriated funds through a competitive grant process.

A.I. #6 OLD BUSINESS

- a. Administrator Brethorst received notice on Thursday, April 9 that the application submitted by the City in behalf of the residents of School District 740 for participation in a 2016 Blandin Foundation Community Leadership Program has been approved. The City's application was one of 26 applications that were submitted and one of nine that were approved. Mr. Brethorst noted that the dates for the retreat and workshops are:

Retreat: February 8-12

Workshops: April 5, June 14, and August 23

The recruitment phase of the program will begin in late summer or early fall.

A.I. #7 NEW BUSINESS

None

A.I. #8 INFORMATIONAL ITEMS

The following informational items were discussed:

- a. Comparative Revenue and Energy Statement for the Electric Department, and the Production and Distribution Statement for the Water Department for the month of March.
- b. The following is a list of schools and/or conferences where registrations were made:
 - 1) The APPA Conference June 2-10. Attending: City Administrator Michael Brethorst
 - 2) MWOA Conference July 28 – 31 Attending: Water/Wastewater Coordinator Tim Vogel
- c. Correspondence from MRES thanking the Melrose Public Utilities on their 10 year anniversary of being a valued member of their organization.

A.I. #9 ADJOURNMENT

A motion was made by Mr. Christenson, seconded by Mr. Olmscheid and unanimously carried that the meeting be adjourned at 9:00 a.m.

PATRICIA HAASE – CITY CLERK