

**MELROSE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
MONDAY, JUNE 22, 2020– 4:45P.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
4. Reports
  - a. Electrical Supervisor Avelsgard – Report
  - b. Water/Wastewater Supervisor Vogel - Report
5. Action Items
  - a. Reclassifying Businesses from Large Commercial to Small Commercial
  - b. Rahn's Oil and Propane – Easement Vacation
  - c. Warrior Boats – Easement Vacation
  - d. WAPA Contract
6. Old Business
  - a. Water/Wastewater Treatment Facility Plan Update
  - b. Legislature
7. New Business
  - a. Social Media Policy
  - b. Budget
  - c. Industry Meeting
8. Informational Items
9. Adjournment

**MELROSE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
MONDAY, JUNE 22, 2020 – 4:45 P.M.**

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

The Melrose Public Utilities Commission met in a Regular Meeting on Monday, June 22, 2020 at 4:45 p.m. at the Melrose City Center and via Global GoToMeeting pursuant to due notice being given thereof. Present were Commission Members Jeremy Kraemer, Eric Seanger, and Joe Finken, Water/Wastewater Supervisor Tim Vogel, City Administrator Colleen Winter, Finance Director Tessa Beuning City Clerk Patti Haase, and Utility Billing Clerk Sharon Blaskowski. Electrical Supervisor Roger Avelsgard, and Susan Danzl with SEH attended the meeting remotely. Chair Finken called the meeting to order.

**A.I. #2 APPROVAL OF AGENDA**

A motion was made by Mr. Kraemer to approve the agenda as submitted. The motion was seconded by Mr. Seanger with a roll call vote recorded as follows:

FOR: Commission Members Kraemer, Seanger, and Finken  
AGAINST: None

**A.I. #3 CONSENT AGENDA**

The following were considered for approval under the Consent Agenda:

- a. The minutes from the Commission's May 11 Regular Meeting
- b. List of bills in the amount of \$265,968.15 (See attached list)
- c. Investments Report for the month of May (See attached list)

A motion was made by Mr. Seanger to approve the Consent Agenda items. The motion was seconded by Mr. Kraemer with a roll call voter recorded as follows:

FOR: Commission Members Seanger, Kraemer, and Finken  
AGAINST: None

**A.I. #4 REPORTS**

- a. Electrical Supervisor Avelsgard provided an update on the electric department projects
- b. Water/Wastewater Supervisor Vogel provided an update on water/wastewater projects.

**A.I. #5 ACTION ITEMS**

- a. Electrical Supervisor Avelsgard is recommending the reclassification of Pundsack Collision and Empire Memorial from Large Commercial to Small Commercial. Supervisor Avelsgard presented the last twelve months demand usage for the two businesses.

A motion was made by Mr. Seanger reclassifying Pundsack Collision and Empire Memorial from Large Commercial to Small Commercial. The motion was seconded by Mr. Kraemer with at roll call vote recorded as follows:

FOR: Commission Members Seanger, Kraemer, and Finken  
AGAINST: None

- b. Rahn's Oil and Propane has two parcels they intend to combine. They have requested an easement vacation for the 7 1/2-foot easements on each side of the shared property lines. They will retain the 10-foot easement along the south property lines. There are no known utilities in the interior easement area. The City Council has approved the easement vacation, although it has not yet been recorded and is therefore not yet official.

A motion was made by Mr. Seanger concurring with the Council to vacate the easement. The motion was seconded by Mr. Kraemer with a roll call vote recorded as follows:

FOR: Commission Members Seanger, Kraemer, and Finken  
AGAINST: None

- c. Warrior Boats has one parcel that was previously four lots. They have requested an easement vacation for the 6-foot easements on each side of the prior shared lines. They will retain the 12-foot easement around the perimeter of the block. There are no known utilities in the interior easement areas.

A motion was made by Mr. Kraemer recommending the Council approve the vacation of the 6-foot easement on each side of the prior shared line. The motion was seconded by Mr. Seanger with a roll call vote recorded as follows:

FOR: Commission Members Kraemer, Seanger, and Finken  
AGAINST: None

- d. The City of Melrose Public Utilities received the 2021-2050 United States Department of Energy Western Area Power Administration Contract for Firm Electric Service to the City of Melrose, Minnesota. The contract has been reviewed by Kaela Brennan with McGrann Shea Carnival Straughn & Lamb, Chartered. Ms. Brennan has completed a legal review and provided opinion via email to Administrator Winter dated 6-18-20. MRES has completed the technical review and is recommending execution. Staff has reviewed the contract and is recommending execution. The contract is a 30-year contract which requires the City to execute. In 2012 the PUC approved a similar contract.

A motion was made by Mr. Finken recommending the City Council approve the WAPA contract. The motion was seconded by Mr. Seanger with a roll call vote recorded as follows:

FOR: Commission Member Finken, Seanger, and Kraemer

#### **A.I. #6 OLD BUSINESS**

- a. Susan Danzl, with SEH. presented the final plan documents for the WWTF upgrades and improvements. Discussion points included:
- Project as currently planned
  - Contingency plans

- Next step for NPDES permit.

City Administrator Winter stated that she was not comfortable bonding for more than 50 percent of the project due to the impact it would have on the rates. Therefore, she is recommending we wait until we find out if the City receives bonding money and if so what amount. Depending on funding, one option to reduce the cost of the project would be to remove some line items from the project that could be done at a later time.

- b. City Administrator Winter stated that the legislative special session closed with no agreement on a bonding bill.

#### **A.I. #7 NEW BUSINESS**

- a. City Administrator Winter stated that the League of MN Cities recommends that Cities that are engaged in Social Media have a policy in place that discusses how information is conveyed, what can be posted, and records retention. The City of Melrose does not currently have such a policy. We are active on Facebook and Youtube. Face Book is a very effective way to communicate with our residents and has a broad reach. To assure that we are posting correctly and eliminating liability, City Administrator Winter is recommending adopting the Sample Policy There is also a recommended policy for Fire and EMS personnel. City Administrator Winter would like to discuss this policy with the Fire Chief and Ambulance Director before making a recommendation for approval.

A motion was made by Mr. Seanger approving the Social Media policy as presented. The motion was seconded by Mr. Kraemer with a roll call vote recorded as follows:

FOR: Commission Members Seanger, Kraemer, and Finken  
AGAINST: None

- b. Administrator Winter provided and update on the budget impacts in 2021 due to COVID 19 and other factors that are affecting the overall economy.
- c. City Administrator Winter is recommending the meeting with Industry set for early August. Commission Member Finken noted that he would not be available for the July 13, 2020 Public Utilities Commission Meeting. The Commission by consensus reschedule the Monday, July 13 Regular Meeting to Monday, July 20, 2020.

#### **A.I. #8 INFORMATIONAL ITEMS**

None

#### **A.I. #9 ADJOURNMENT**

A motion was made by Mr. Kraemer that the meeting be adjourned at 5:45 p.m. The motion was seconded by Mr. Seanger with a roll call vote recorded as follows:

FOR: Commission Members Kraemer, Seanger, and Finken  
AGAINST: None

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PATRICIA HAASE – CITY CLERK