

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, APRIL 13, 2020 – 4:45 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. Charged Off Accounts/Accounts Collected
 - e. Pay Voucher #4 – City Center HVAC Improvements
 - f. Pay Voucher #5 – City Center HVAC Improvements
4. Reports
 - a. Electrical Supervisor Report
5. Action Items
 - a. Concrete Pad – East Warehouse
 - b. Purchase of Water Meters
 - c. Electric Department Intern
 - d. Wastewater Department Summer Intern
 - e. Intern Wage Scale
 - f. Utility Disconnects
6. Old Business
 - a. MMUA Scholarship/Melrose Public Utilities Scholarship
 - b. Water/Wastewater Treatment Facility Plan/RDB Update
7. New Business
8. Informational Items
9. Adjournment

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MONDAY, APRIL 13, 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, April 13, 2020 at 4:45 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Jeremy Kraemer, Eric Seanger, and Joe Finken, Electrical Supervisor Roger Avelsgard, Water/Wastewater Supervisor Tim Vogel, City Administrator Colleen Winter, City Clerk Patti Haase, and Utility Billing Clerk Sharon Blaskowski. Finance Director Tessa Beuning was absent. Chair Finken called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 CONSENT AGENDA

The following were considered for approval under the Consent Agenda:

- a) The minutes from the Commission's March 9 Regular Meeting
- b) List of bills in the amount of \$623,385.95 (See attached list)
- c) Investments Report for the month of March. (See attached list)
- d) Utility uncollectible accounts in the amount of \$408.55 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 \$498.81 collected from account holders during this quarter.
- e) The Commission to give consideration to Pay Voucher # 4 from Mission Mechanical for the City Center HVAC Improvements in the amount of \$18,238.39 of which is shared 50/50 with the General Fund. Pay Voucher #4 has been reviewed by SEH and is hereby recommending approval.
- f). The Commission to next give consideration to Pay Voucher #5 from Mission Mechanical for the City Center HVAC Improvements in the amount of \$34,698.04 of which is shared 50/50 with the General Fund. Pay Voucher #5 has been reviewed by SEH and is hereby recommending approval.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer, and unanimously carried to approve the Consent Agenda items.

A.I. #4 REPORTS

- a. Electrical Supervisor Avelsgard provided an update on current projects the department is working on.

A.I. #5 ACTION ITEMS

- a. Electrical Supervisor Avelsgard is requesting approval for a concrete storage area at the east warehouse. The transformer area is part of the SPCC plan. We have run out of storage at the current SPCC storage area.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer, and unanimously carried awarding the concrete pad bid to Worms Lumber and Ready Mix in the amount of \$20,700. Due to change on the drainage outlet the costs may come in slightly higher.

- b. Electrical Supervisor Avelsgard is looking for approval to purchase water meters for St. Mary's Church, Casey's General Store, and inventory. The cost will exceed the \$10,000 limit as per the purchasing policy.

A motion was made by Mr. Kraemer, seconded by Mr. Seanger, and unanimously carried approving the purchase of the water meters from Core and Main.

- c. City Administrator Winter stated that a request has been made to hire summer interns for both the Electric and Water/Wastewater Department. The Electric department hired an Intern in May 2018 but has not hired one since that time. There is an approved recent job description for an Apprentice Lineman that could be used for an Intern position. Electrical Supervisor Avelsgard stated that due to the number of projects scheduled for this summer, the intern would be very beneficial.

A motion was made by Mr. Kraemer, seconded by Mr. Seanger, and unanimously carried approving the hiring of a summer intern for the Electric Department.

- d. City Administrator Winter noted that the Water/Wastewater Department has hired interns in the past and did have an intern last summer. There is not an updated job description for this position and staff is working on creating that job description.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer, and unanimously carried approving the hiring of a Water/Wastewater summer intern.

- e. City Administrator Winter stated that intern pay for the departments varies greatly. Ms. Winter is proposing to put all Interns on a wage scale under Hourly Non-Union Employees. These positions would be temporary and would not exceed 750 hours. Electrical Supervisor stated that due to the qualifications and wages of line workers they typically are paid an average of \$20/hour. The 2018 intern was paid \$20/hour. City Administrator stated that the 2019 water/wastewater intern was paid a little over \$11.00/hr. Ms. Winter is recommending the wage scale be the same as the one used by the part-time street/parks maintenance worker which is \$15.03 - \$20.30

After further discussion, a motion was made by Mr. Kraemer, seconded by Mr. Seanger and unanimously carried approving a wage scale of up to \$20/hr for the Apprentice Line Worker summer intern, and \$15.03 - \$20.30 for the water/wastewater summer intern position.

- f. City Administrator Winter stated that due to COVID-19 and the hardships this may cause some residents, staff did not send out disconnect notices last month. It has been advised by MMUA and various MN State agencies to voluntarily discontinue

shutting off customers, waive late fees, and arrange payment plans with customers who are requesting help during the pandemic. We currently have 23 customers who could be shut off for non-payment. The amounts range from \$320.00 to \$1,687.00. The total balance of the disconnect list is \$30,165.53.

Utility Billing Clerk Sharon Blaskowski noted that she has received calls from a few residents' asking to set up a payment plan.

The Commission directed staff to send letters to delinquent account holders requesting them to contact city staff to set up a payment plan. City staff to follow-up by phone if needed. The Commission by consensus agreed to keep with policy assessing the late penalty.

A.I. #6 OLD BUSINESS

- a. At its January 13, 2020 meeting, the Commission approved one \$1,000 scholarship to coincide with the MMUA scholarship program. The essay was due by the end of business on Friday, April 3, 2020. Two essays were received.

A motion was made by Mr. Kraemer, seconded by Mr. Seanger, and unanimously carried selecting essay #2, Christopher Feldewerd, as the winner of the Melrose Public Utilities Commission \$1,000 scholarship. The essay will be forwarded to MMUA to compete in the state pool.

- b. Water/Wastewater Treatment Facility Update

PROGRESS UPDATE

- Held 90% Design Update Meeting on March 10, 2020 at 10:00 AM.
- Held Final Budget Scenarios Meeting scheduled March 10, 2020 at 1:30 PM.
- Submitted PFA CWRF Loan application on March 30, 2020.

PROGRESS OUTLOOK

- Continue to incorporate 90% Design Update Meeting comments into the Drawings and Specifications.
- Work with MPCA on NPDES Permit modification and chloride strategy.
- Provide recommendations on boilers.

SPECIAL INSTRUCTION / ASSISTANCE FROM CITY

- Description of Land O'Lakes changes to address chloride.

An update was provided by WSB on the Molly's Hill project and the RDB project as there will be utility work in both projects.

City Administrator Winter noted that the application for the PFA was completed and submitted on March 31, 2020. No word from the Legislature as to when the bonding bill will be discussed or what the remainder of the session is going to look like.

A.I. #7 NEW BUSINESS

None

A.I. #8 INFORMATIONAL ITEMS

None

A.I. #9 ADJOURNMENT

A motion was made by Mr. Kraemer seconded by Mr. Seanger unanimously carried that the meeting be adjourned at 5:25 p.m.

PATRICIA HAASE – CITY CLERK