

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, JULY 8, 2019 – 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. Electrical Supervisor Step Increase
4. Reports
 - a. Electrical Supervisor Avelsgard Report
 - b. Water/Wastewater Supervisor Vogel Report
 - c. Finance Director Beuning Report
5. Action Items
 - a. Bearing Replacement for the WWTF
6. Old Business
 - a. WWTF Facilities Plan and Discussion with Jennie-O Turkey Store (JOTS)
 - b. Rock Arch Rapids
7. New Business
 - a. Cooling Fans for Transformers at JOTS
 - b. Sewer Line Repair on Central Avenue
 - c. Reserved Capacity Agreement (RCA)
8. Informational Items
 - a. Next Meeting Date
 - b. Schools and Conferences
 - c. Other Business
9. Adjournment

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MONDAY, JULY 8, 2019 – 4:45 P.M.**

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

The Melrose Public Utilities Commission met in a Regular Meeting on Monday, July 8, 2019 at 4:45 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Eric Seanger, Jeremy Kraemer, City Administrator Colleen Winter, Water/Wastewater Supervisor Tim Vogel, Electrical Supervisor Roger Avelsgard, and City Clerk Patti Haase. Commission Member Joe Finken was absent. Chair Kraemer 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 items were considered for approval under the Consent Agenda:

- a. The minutes from the Commission June 10 Regular Meeting.
- b. List of bills in the amount of \$880,501.50. (See attached list)
- c. Investments Report for the month of June. (See attached list)
- d. On August 8, 2019, Electrical Supervisor Roger Avelsgard will complete two years of service with the Utility. City Administrator Winter and Finance Director Beuning have conducted a review and it is favorable; therefore, recommend approval of a step increase from Step 6 to Step 7. The Commission to take action approving Mr. Avelsgard's increase.

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. St. Mary's has contacted him regarding possibly moving a utility box that is currently located in an area where they may want to place a driveway for the new church.
- b. Water/Wastewater Supervisor Vogel provided an update on current projects. Mr. Vogel also stated that the department is researching the possibility of purchasing a pump in order to handle the amount of sludge coming into the plant. Mr. Vogel will obtain quotes and bring this back to the Commission at its August meeting.
- c. City Administrator Winter stated that Finance Director Beuning is preparing the 2020 budget along with the Five Year Capital Improvement Plan. This budget will be presented to the Utilities Commission at its August 12 meeting for their review. A preliminary budget and rates are proposed to be presented to the industry users on September 9.

In the past, the Utilities Commission meeting was moved to 11:00 a.m., followed by a lunch and then the Industry meeting at 12:00 noon. Should the Commission wish to do the same, staff will send the invitation out to the industry management. The final budget is typically presented to the Commission at its November meeting.

The Commission, by consensus, agreed to move the September 9 meeting to 11:00 a.m., followed by the Industry meeting at 12:00 p.m.

A.I. #5 ACTION ITEMS

- a. Water/Wastewater Supervisor Vogel is requesting approval for the replacement bearing for the centrifuge at the Wastewater Treatment Facility. Mr. Vogel has obtained a quote from GEA in the amount of \$13,122.49.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried authorizing the purchase of the bearing from GEA in the amount of \$13,122.49.

A.I. #6 OLD BUSINESS

- a. City staff (Winter, Avelsgard, and Vogel), along with the City Engineer Susan Danzl of SEH met with Jennie-O Turkey Store (JOTS) management on July 8 to discuss their water usage and BOD levels.

It is JOTS' plan during the next three weeks to work on the hydraulics and ways to minimize water usage. Staff has scheduled a follow-up meeting to discuss their results.

Tracy Ekola with SEH stated that it is essential to determine the flow and BOD soon, as this information will be used in the design plan of the new water/wastewater treatment facility.

- b. City Administrator Winter stated that staff held a conference call with Becca Nash, Executive Director of the LCCMR Board. The City completed the Work Plan and was going to present to the LCCMR Board but there is still a couple of areas that the City and the LCCMR Board had to address related to preliminary design and who should pay for it. The City Council will hold a special meeting on July 8 at 6:30 a.m. to discuss this project and how to proceed with the Work Plan.

A.I. #7 NEW BUSINESS

- a. Electrical Supervisor Avelsgard stated that the transformers on the north side of JOTS are running extremely hot. Staff has purchased cooling fans to dissipate the heat. By doing this, it will lengthen the life of the transformers.
- b. City Administrator Winter noted that Janell Tschida, who resides at 4 3rd St NE, was having issues with her sewer line beginning in April 2019. She had her sewer pipe cleaned out twice. On May 17, 2019, the sewer backed up again and it was determined that there had to be a break in the line.

Ms. Tschida hired Anderson Excavating and they replaced her water line but were not able to locate the sewer line on 3rd St SE. After further investigation, the line was located on Central Avenue. The City is working with Anderson Excavating who determined that there was a collapse somewhere in the line on Central Avenue. The line on Central Avenue is only a four-inch sewer line and is connected to a manhole near the alley between 3rd St SE and 4th St SE. However, it does not appear that this line connects to the manhole on 3rd St SE and the City has no records of the sewer line. Ms. Tschida's sewer pipe was fine and there were no cracks in her line. The sewer that was coming into her house was caused by sand and a collapse in the pipe on Central Avenue. The City contacted Mayers Excavating who repaired a section of the collapsed sewer line on July 1. It was apparent that the line had been damaged at some point causing the collapse. It is an old clay pipe. After the repair was completed, the Water/Wastewater Department jetted the lines from Ms. Tschida's in both directions and while there were some roots in the line beyond the area of the repair north, there were no issues in the line south until staff encountered an issue at the alley. Utilizing a camera, City staff was able to televise the line and see that a directional bore from one of the small utilities went through the line. Staff called in locates and this area of the street will be opened and the sewer line repaired. At this time, it appears that only Ms. Tschida and her neighbor to the west, Dave Hemmesch, 305 Central Avenue, are connected to this sewer line. Ms. Tschida provided the City with a bill that she received from Anderson Excavating.

City Administrator recommendations:

1. The City to pay \$3,100 of Ms. Tschida's bill that is directly related to the sewer line. The water is 100% Ms. Tschida's responsibility.
2. The City to assume liability and responsibility for sewer line on Central Avenue.
3. Once the line is opened and the City determines which small utility bore into the line, the City will work with the small utility company to determine their cost and liability for damage to the line.
4. In order to keep this line operational, City staff will clean it out once a year or on an as-needed basis.

A motion was made by Mr. Kraemer, seconded by Mr. Seanger and unanimously carried concurring with the City Administrator's recommendations as listed above.

- c. Electrical Supervisor Avelsgard stated that MRES is looking for preliminary indications from members of any interest in participating in the Reserved Capacity Agreement (RCA) or expanding the amounts of capacity currently under contract. The RCA can help MRES and the members meet their capacity requirements in MISA, while helping participating members add local backup generation to increase the reliability of their operation.

The Commission, by consensus, directed Electrical Supervisor Avelsgard to inform MRES of the Utilities' preliminary interest in increasing the RCA amounts.

Mr. Avelsgard will obtain additional information.

A.I. #8 INFORMATIONAL ITEMS

The following informational items were reviewed:

- a. The Commission's next meeting is scheduled for Monday, August 12, 2019 at 4:45 p.m.
- b. The following are schools and/or conferences where registrations were made:
 - 1) Civic Symposium – September 11-13, 2019 in Wisconsin. Attending: Office Assistant II Sharon Blaskowski
- c. Other Business – there were no comments or questions.

A.I. #9 ADJOURNMENT

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

PATRICIA HAASE – CITY CLERK