

**MELROSE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
MONDAY, SEPTEMBER 9, 2019 – 11:00 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. HeatShare Program Agreement
  - e. MMUA Safety Program Contract
  - f. Office Assistant II Step Increase
  - g. Anderson Underground – Invoice
4. Reports
5. Action Items
  - a. MRES School Program
  - b. Sludge Load-Out Pump
6. Old Business
  - a. Jennie-O Turkey Store (JOTS) Update
  - b. Melrose Wastewater Treatment Facility
7. New Business
  - a. SIU Agreement Changes
8. Informational Items
  - a. Schools and Conferences
9. Adjournment

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

The Melrose Public Utilities Commission met in a Regular Meeting on Monday, September 9, 2019 at 11:00 a.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Eric Seanger, Jeremy Kraemer, Joe Finken, City Administrator Colleen Winter, Water/Wastewater Supervisor Tim Vogel, Electrical Supervisor Roger Avelsgard, Finance Director Tessa Beuning and City Clerk Patti Haase. Chair Kraemer called the meeting to order.

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

A motion was made by Mr. Seanger, seconded by Mr. Finken 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 August 12 Regular Meeting.
- b) List of bills in the amount of \$1,156,704.36. (See attached list)
- c) Investments Report for the month of August. (See attached list)
- d) The City's HeatShare Agreement with the Salvation Army will expire on September 30, 2019. HeatShare is a voluntary fuel fund administered by the Salvation Army. In an effort to help families in Minnesota who have experienced trouble, the Salvation Army is seeking additional resources to help them. The Commission to take action approving entering into the agreement.
- e) The Commission gave consideration approving the 2019-2020 Safety Management Program Contract between the City of Melrose and the Minnesota Municipal Utilities Association (MMUA) for their safety program. The agreement is in effect from October 1, 2019 through September 30, 2020. Total program fees have increased \$350 to \$11,500. The fees are cost shared between the general and utilities funds. The Commission to consider support and participate in the annual electric specialty safety/training program of JTS at a rate of \$2,400.
- f) On September 29, Office Assistant II Sharon Blaskowski will complete three years of service with the City. Finance Director Beuning has conducted a review and it is favorable; therefore, recommends approval of a step increase from Step 6 to Step 7. The Commission to take action approving Ms. Blaskowski's increase.
- g) At its April 23, 2019 meeting, the Commission approved the bid for Anderson Underground for underground boring work for the South Interstate Underground Project. Work has been completed. Electric Supervisor Avelsgard has reviewed the pay request and is recommending being paid as outlined in the invoice.

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

## **A.I. #4 REPORTS**

None

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

- a. Missouri River Energy Services (MRES) is gearing up for its seventh year of offering the Bright Energy Solutions® Power Team education program to 5<sup>th</sup> grade students. A total of 36 schools in 27-member communities participated in the program during the 2018-19 school year. Melrose Public Schools and St. Mary's Catholic School participated in the 2018-19 years.

MRES cost-shares the program 50/50 with members. The cost per student is approximately \$42, which comes to approximately \$21 per student for our Utility. MRES and the Utility also share one-time costs for a watt-meter that stays in each classroom; our share of this is about \$10. It is estimated that total the possible cost to the Melrose Public Utilities if the Public School and St. Mary's were to participate would cost approximately \$2,750.

Curriculum topics include generation resources, how electricity is produced, energy efficiency, and measuring energy consumption. Standards correlation charts are included showing teachers how the curriculum meets state standards in math, science, and language arts.

Each student also receives a kit – branded with the utility's logo – containing two ENERGY STAR® LED bulbs, two LED night lights, a digital thermometer, a Quick Start Guide, reminder stickers and magnet packs. MRES BES Power Team Talking Points provides a complete description of the program and materials.

This is a turn-key program, and the level of the Utility's involvement is up to us. Contacting the schools about participating is all that needs to be done.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried to participate in the cost share of the MRES school program.

- b. Water/Wastewater Supervisor Tim Vogel has obtained three quotes for the sludge load-out pump. This will improve the pumping capacity in order to increase the number of loads removed per day. The low bid was from Quality Flow in the amount of \$35,493.87.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried authorizing the purchase of the load-out pump from Quality Flow in the amount of \$35,493.87.

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

- a. City Administrator Winter stated that City staff and SEH held a conference call with Jennie-O Turkey Store (JOTS) on September 6, 2019 to discuss how JOTS has been able to reduce their flows and what other steps they are taking to come into compliance with their SIU Agreement. The City Administrator and Susan Danzl with SEH provided a summary of the discussion with JOTS management.

- b. City Administrator Winter noted that the Melrose Public Utilities has received notification from the Minnesota Pollution Control Agency (MPCA) granting preliminary approval of the facility plan submitted by SEH. The project is on the intended use plan. SEH has been on hold regarding the design awaiting the information on JOTS output. After careful review, it has been determined that the new facility will be designed for 3.5 MDG.

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

- a. City Administrator Winter and Ms. Danzl presented the proposed changes for the 2020-2024 Wastewater Rates – Tier 2 and Surcharge Rates in the existing SIU Agreements. The City Administrator stated that she would also like to see language added into the agreements that specifically addresses fines and how these will be paid. While the agreements state that industry has to comply with all applicable MPCA and EPA standards and requirements, the City is the one that is responsible to pay for any fines and the City needs to have language that provides us with the ability to bill these fines directly to industry. The City is looking for direction from the Commission so that we are able to meet individually with the industries to discuss their SIU Agreements.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried approving the 2020-2024 Wastewater Rates – Tier 2 and Surcharge rates and authorizing staff to meet individually with the industries to discuss their SIU Agreements.

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

The following informational items were reviewed:

- a. The following is a list of schools and/or conferences where registrations were made:
  - 1) MRES Technology Days – September 24-25. Attending: Electrical Supervisor Roger Avelsgard
  - 2) MRES Leadership Academy – September 9-11. Attending: City Administrator Colleen Winter
  - 3) MNGFOA Conference – September 25-27. Attending: Finance Director Tessa Beuning
  - 4) MNCPA Audits of Local Government Conference – October 21. Attending: Finance Director Tessa Beuning

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

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried that the meeting be adjourned at 11:30 p.m.

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PATRICIA HAASE – CITY CLERK