

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, JANUARY 9, 2023 – 4:45 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Oath of Office
3. Appointment of Officers
4. Approval of Agenda
5. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills / Purchase Orders
 - c. Approval of Investments
 - d. Pay App #20 Magney Construction
 - * e. Stearns County Invoice for RDB Project
6. Reports
 - a. Water/Wastewater Supervisor Report
 - b. Electrical Supervisor Report
 - c. City Administrator Report
7. Action Items
 - a. Designation of the following:
 - 1) Grievance Representative
 - 2) Ad Hoc Labor and Personnel Committee Representative
 - b. WAC/SAC Fees
 - c. TGB (Sensus Meter Reading System) South Water Tower Replacement
8. Old Business
 - a. Wastewater Treatment Facilities Update
 - b. WAS Pumps
9. New Business
 - a. MMUA Scholarship
10. Informational Items
 - a. Schools and Conferences
11. Adjournment
- * Amendment

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REGULAR MEETING
MONDAY, JANUARY 9, 2023 – 4:45 P.M.**

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

The Melrose Public Utilities Commission met in a Regular Meeting on Monday, January 9, 2023, at 4:45 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members Eric Seanger, Commission Member Jeremy Kraemer, and Joe Finken, Electrical Supervisor Roger Avelsgard, Water/Wastewater Supervisor Tim Vogel, City Administrator Colleen Winter, Finance Director Ryan Meyer, City Clerk Patti Haase, and Utility Billing Clerk Sharon Blaskowski. City Administrator Winter called the meeting to order.

A.I. #2 OATH OF OFFICE

The Council at its January 5, 2023, meeting reappointed Eric Seanger to the Melrose Public Utilities Commission for a three-year term, and Joe Finken to the Utilities Commission as the Council Representative for a one-year term. City Administrator Winter administered the Oath of Office to Mr. Seanger and Mr. Finken.

A.I. #3 APPOINTMENT OF OFFICERS

The Commission's January meeting each year is the Organizational Meeting; therefore, the Commission is to appoint the Officers for 2023. These are Chair, Vice Chair, and Secretary. In 2022, the positions were as follows:

Chair – Jeremy Kraemer
Vice Chair – Joe Finken
Secretary – Eric Seanger

If staying with past practice Joe Finken would be nominated as Chair, Eric Seanger as Vice Chair, and Jeremy Kraemer as Secretary.

A motion was made by Mr. Seanger, seconded by Mr., Kraemer and unanimously carried appointing the Chair, Vice Chair and Secretary as follows:

Chair – Joe Finken
Vice Chair – Eric Seanger
Secretary – Jeremy Kraemer

Mr. Finken chaired the remainder of the meeting

A.I. #4 APPROVAL OF AGENDA

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

A.I. #5 CONSENT AGENDA

The following were considered for approval under the Consent Agenda

- a. The December 12, 2022, Regular Meeting Minutes

- b. List of bills in the amount of \$396,394. 52 (See attached list)
- c. Investments Report for the month of December (See attached list)
- d. The Commission at its February 8, 2021, approved the bid for Magney Construction for the WWTF Project. Magney Construction has submitted Pay App #20 in the amount of \$121,704.29 for the work completed through 12/31/2022. SEH has reviewed the payment request and is recommending payment as outlined in the invoice

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

A.I. #6 REPORTS

- a. Water/Wastewater Supervisor Vogel provided an update on the Water/Wastewater department projects. The department has begun training on the new equipment. Staff is also working on several annual reports.
- b. Electrical Supervisor Avelsgard provided an update.
 - Digger Derrick Repair will need to go to ADM for oil leak repair and lights. Helping the Street Department with Snow Removal
 - Planning of 2023 Projects
 - Working on Year End and Beginning of the Year Report
 - Staff will begin working with SHE on the Power Plant Exterior Planning
- c. City Administrator Winter provided an update on the following:

The City has received a letter from Jeff Bonner's attorney (owner of Rose Park) stating they are unfairly getting charged sewer fees and at this point they are not paying their sewer bill. City Attorney Scott Dymoke is aware of this matter and is providing a response. Per our utility policy they are required to pay for every lot in the park, just as all of the other multiple family dwellings do.

The EAW for Riverside Flats has been completed and will go to the Council for their approval.

We will have a meeting January 9 with the Planning Commission to discuss a Planned Unit Development option (PUD) for RR West and we are moving forward with a workforce housing TIF/Abatement option for financing.

A.I. #7 ACTION ITEMS

- a. (1) The Commission to give consideration to designating the Grievance Representative for 2023. For 2022, Commission Member Jeremy Kraemer was the Commission representative and Council Member Joe Finken served as the Council representative. The Council at its January 5, 2023, meeting designated Travis Frieler as a Grievance Representative for 2023.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried reappointing Mr. Kraemer as its representative to the Grievance Committee for 2023.

(2) The Commission to give consideration to designating an Ad Hoc Labor and Personnel Committee Representative. In 2022, Mark Hill served as the Council representative and Eric Seanger served as the Commission representative. The Council, at its January 5 meeting, appointed Tony Klasen as the Council Representative.

A motion was made by Mr. Kraemer, seconded by Mr. Finken and unanimously carried reappointing Mr. Seanger as its representative to the Ad Hoc Committee for 2023.

- b. Staff, Council, Utilities Commission, and Boards are discussing a change to the City's WAC and SAC fees. Staff presented a comparison of other cities for review and consideration. We have found, in recent conversations with developers on the Kraft lot and Railroad West, that our fee structure is considerably less expensive in terms of how we define "unit" as it relates to multi-family projects.

If we consider a large apartment complex, like Meadowlark (25 units), they have a single service for their building. They would pay for WAC, if building using 6" service, \$5,651, plus the meter fee, rather than \$1,000-\$1,500 per unit (or \$30,000+ in the case of a 25-unit apartment).

Engineer Blommel, when consulted, has pointed out that the fee structures for WAC and SAC vary greatly between cities. Melrose can choose to have low SAC and WAC, or consider a different fee structure, more in line with neighboring cities. The consideration of the different Boards, Commissions, Council, and Department Heads is being sought before a change is made to the fee structure.

Commissioner Kraemer asked if our current WAC/SAC fees covered our costs. If so, he is inclined to keep the current fee. Commissioner Seanger concurred. After further discussion a motion was made by Mr. Kraemer, seconded by Mr. Seanger and unanimously carried to keep the WAC/SAC charges at the current rate and directed staff to verify that the fees cover our cost.

- c. Electrical Supervisor Avelsgard is requesting authorization to purchase TGB (Sensus Meter Reading System) for the South Water Tower. Mr. Avelsgard provided a quote from Core and Main in the amount of \$ 33.800 including installation.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried approving the purchase of the TGB from Core and Main in the amount of \$33,800 including installation.

A.I. #8 OLD BUSINESS

a. City Administrator Winter presented the WWTF Update submitted by SEH.

STATUS OF CONSTRUCTION: IN PROGRESS

Structure	Status of Construction	Upcoming Construction
Preliminary Treatment Building (02)	• Screw pump sidewall concrete pours complete	• Complete sampler equipment installation
	• Pour upper and lower screw pump bearing blocks • Influent slide gates installed • Doors are installed • Ductwork ongoing (95% complete) • Electric heaters installed • Electrical equipment installation ongoing. PLC is running. • Screens and screw conveyors are installed • Center walkway is installed • Working on preparing screw pump channels, to set the screw pump equipment. • Installing interior process piping • Installed new gas line and meter	• Continue to install interior process piping • Screw pump equipment installation • Ductwork ongoing • Coatings
Control Building (03)	• Removed old recirculation pump, and pump base • Started installing WAS Pumps • Installed 4" flow meter on WAS line	• Temporary piping to run existing WAS pumps while waiting for new motors
Pump and Blower Building (04)	•	• RAS piping to 04 Bldg in December
Existing Final Clarifier (05)	• The aluminum dome cover has been assembled but not placed on structure yet. • Started coatings on the new mechanism while not installed.	• Sludge piping • New mechanism on site. Start installation once new final clarifier 06 is up and running.
New Final Clarifier (06)	• Dome is installed • Coating mechanism	• Startup will happen once new WAS pumps are installed.
Digester Complex (07)	• Installed new thickened sludge pipe through the floor in the centrifuge room and out to the sludge holding tank. • Rerouted LSG line • Cored and stubbed pipe into sludge holding tank • Backfilled yard piping	• Heat exchanger piping likely spring 2023
Solids Thickening and Loadout Building (08)	•	• Need 02 PTB to be up and running

Splitter Structure (10)	Base slab and walls poured.	- Startup will happen once WAS pumps are installed - Influent piping toward Clarifier 05
	Valves on effluent pipes installed. Piping stubbed toward each final clarifier.	
Existing 48 ft Clarifier (11)	- Installed bypass around 52-ft final clarifier - Aluminum dome cover complete - Effluent has been routed to MH 1	
Sludge Return Metering Vault (12)	- Finished pouring all the concrete for this structure. Top slab poured 1/31/22 - Stripped forms - Passed Leak test. - Coatings have been completed (June 2022) - Grating has been installed over the openings - Slide gates installed	Startup and new RAS piping will happen once new WAS pumps are installed.
Yard	- Yard piping from Clarifier 06 and going to/ around the splitter structure - Installed below-grade piping for 48-ft clarifier bypass to chlorine contact tank. 52-ft Clarifier demolition mostly complete - Installed sludge pipe from Final Clarifier (06) to Sludge Return Metering Vault (12) - Installed 4" scum line past the splitter structure - Rerouted 6" Primary Sludge Pipe - Finished working on the 6" overflow drain - Installed sludge line for 48' Clarifier - New Hydrant line has been installed - Piping to EQ is installed - Installed new valve for WM - Started installing the 36" influent sewer - Grit structure bypass to primary clarifiers complete (10" and 16")	20" Influent to Splitter Box #10 - RAS piping from #12 to #04 wet well - Demo telescoping valve pit - Sludge pipe from Existing Final Clarifier (05) to Sludge Return Metering Vault (12) - Continue working on 36" influent sewer pipe final N/S stretch by existing influent piping and 2 sticks of E/W piping by MH 53 (Spring 2023) - Grit structure bypass to primary clarifier effluent (Spring 2023)

- b. City Administrator Winter stated that two new 208V waste activated sludge (WAS) pump motors had to be purchased to replace the 460V motors SEH specified and

approved in the shop drawing process. The plant site is electrically complex, with some buildings 208V and some buildings 460V. In addition, most motors are dual-rated and able to run using either 208V or 460V, but the motors provided by the contractor are only 460V. SEH did not catch this in the shop drawing review process. The City has executed a change order with Magney for a total of \$25,901.23 in the interest of getting the motors ordered as soon as possible. This cost includes materials for 2 new motors, equipment, and labor to remove and replace the old motors with the new. In reviewing further, SEH has determined we should have caught the incorrect motor and will cover the cost of the new motors and installing them. SEH is pursuing a deduct for the original motors, which was not included in Magney's change order.

A.I. #9 NEW BUSINESS

- a. City Administrator Winter stated that MMUA has again budgeted \$5,000 for its Tom Bovitz Memorial Scholarship Award program that is available for high school seniors who are, or whose legal guardian is, a customer of an MMUA-member municipal electric or gas utility. The scholarship fund is split into \$2,000, \$1,500, \$1,000 and \$500 scholarships, and awarded to essay contest winners who plan on attending a post-secondary educational institution. High school seniors are eligible to enter the essay contest.

Entries must be submitted to the governing body of the municipal utility, and the local governing body picks a local winner. Every MMUA member may then enter the one local essay contest winner to the state contest. The MMUA Communications/Member Services Committee selects the winners, with an announcement in mid-May 2023.

In 2022, the Melrose Public Utilities offered one local scholarship in the amount of \$1,000.

A motion was made by Mr. Seanger seconded by Mr. Kraemer and unanimously carried for the Melrose Public Utilities to offer one \$1,000 local scholarship in conjunction with the MMUA Tom Bovitz Scholarship.

A.I. #10 INFORMATIONAL ITEMS

None

A.I. #11 ADJOURNMENT

A motion was made by Mr. Seanger seconded by Mr. Kraemer and unanimously carried that the meeting be adjourned at 5:15 p.m.

PATRICIA HAASE – CITY CLERK