

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, APRIL 14, 2025 – 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 14, 2025, 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, Water/Wastewater Supervisor Jeremy Schrantz, Electric Department Consultant Jeff Bechtold, City Administrator Colleen Winter, and City Clerk Patti Haase. Also In attendance was Colin Marcusen with SEH. 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 were considered for approval under the Consent Agenda:

- a. The minutes from the Commission's March 10 Regular Meeting
- b. List of bills in the amount of \$292,227.76
- c. Investments Report for the month of March.
- d. Water/Wastewater Operator, Andrew Klaphake will complete 1 year of service with the city on May 6, 2025. Water/Wastewater Supervisor Jeremy Schrantz has conducted Mr. Klaphake's review, and it is favorable; therefore, recommends he receive a step increase from Step 2 to Step 3 on the wage scale.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the consent agenda items.

A.I. #4 REPORTS

- a City Administrator Winter provided the following update.
For the first time in 3 years, I am happy to report that we will shortly be at full staff for all full-time and part-time positions. Here is the breakdown:

Justin Henrichs – Electric Supervisor, start date April 28, 2025

Matthew Host – Police Officer, start date in June upon successful completion of the background and POST test.

Nathan Welle – Seasonal Streets/Parks Worker, start date June 2nd.

Eli Klasen – Water/Wastewater Intern, start date June 2nd.

Amy Austing – Assistant Ambulance Coordinator, start date May 19th.

1,000 hr line apprentice – Wyatt Sell

State Legislature:

The Omnibus bill was introduced on April 4th and while there are several areas that the City /Utility is watching, on the utility side the two most concerning are:

Air Dispersion Modeling: HF 1208 and SF 2833 were heard in committees before the deadline. One section of the bill would allow the Minnesota Pollution Control Agency to

require air dispersion modeling for all sources of generation. The Chamber of Commerce, MMUA, the Coalition of Greater Minnesota Cities, MRES, and other organizations all expressed their opposition to this provision, which would impose unrealistic requirements and compliance mechanisms for backup generation.

Data Center Generation: HF 28/SF 1393 would exempt backup generation for data centers from the certificate of need process, even if it exceeds the 50 MW threshold. While it is unlikely that the House would pass such language, MRES is monitoring to ensure that language is not added that would allow data centers to directly enter the market or otherwise act as a utility.

MPCA Corrective Action Plan:

We submitted a Corrective Action Plan to MPCA that was approved. We are working on finding ways to reduce chloride at the plant and also working with Land O Lakes as well to reduce their chloride as it continues to trend higher.

- b. City Administrator Winter stated that earlier today a gas line was nicked by one of our utility staff. CenterPoint had not properly located the gas line. The Electric Department will be tree trimming for the next couple of weeks.
- c. Water/Wastewater Supervisor Jeremy Schrantz provided an update. The water line located at 102 River Heights Drive N opened up the last week in March. Stever Anderson had tried on two separate occasions to open the line, however was unsuccessful. The department did several water meter change outs and locates. In wastewater we have started hauling biosolids. The property owner at 313 4th Avenue NE has a sewer line issue that is out in the street in the lateral. We televised our line and found that our sewer main has root issues as well. Staff received a quote from Visu Sewer to have the main lined. The quote for the one block came in at almost 20K, almost double what the cost was two years ago.
Snails are becoming an issue at the plant. Two new waste pumps that were installed during this last consultation project both have internal parts that are worn down, causing a 50% loss in the pumping rate. We continue to struggle to meet our chloride limit. Staff is working with Land O Lakes to get that side stream line continuously monitored. We are sampling once per week and the results vary depending on if they actually grab the sample when the softners are in regen mode. Staff is also working with different vendors to figure out a different chemical for phosphorous removal. Ferric Chloride is the current product we use and that is a major contributor for chloride in our eff flow leaving the WWTP.

A.I. #5 ACTION ITEMS

- a. On April 11, 2025, HR Generalist/Payroll Clerk Doris Rieland along with Electric Journey Line Worker Cole Jordahl and Justin Lundblad interviewed 4 candidates for the Apprentice Line Worker 1000 hrs. position. Staff is recommending the hiring of Mr. Wyatt Sell at Step 1 on the wage scale with a start date of May 5, 2025.

A motion was made by Mr. Seanger seconded by Mr. Finken and unanimously carried approving the hiring of Mr. Sell as the Apprentice Line Worker 1000-hour position at Step 1 with as start date of May 5, 2025.

- b. On April 9, 2025, Water/Wastewater Supervisor Jeremy Schrantz along with Doris

Rieland (HR) and Josh Elfering (W/WW) interviewed 2 candidates for the Water/Wastewater Maintenance Worker – Seasonal/Temporary position. After careful consideration a unanimous decision was reached to offer the position to Eli Klasen with a start date of June 2, 2025. Starting wage will be Step 1 on the 2025 wage schedule.

A motion was made by Mr. Finken, seconded by Mr. Seanger, and unanimously carried approving the hiring of Mr. Klasen for the Water/Wastewater Maintenance Worker – Seasonal/Temporary at Step 1 on the Apprentice Line Worker wage scale.

- c. Historically the City has hired a seasonal part-time worker to assist with the summer workload. Streets/Parks Supervisor Andrew Rousslange is requesting approval to again hire a temporary summer/seasonal worker for on average 32 hours per week, or as needed to fill in for staff shortages, to assist with lawn and park maintenance, cleaning, etc. Nathan Welle, who filled this position in summer 2024, is interested in filling this position for 2025.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the hiring of Mr. Welle for the Streets/Parks Worker Seasonal/Temporary Worker.

- d. Staff has obtained quotes for wire. The low bid is from Border States in the amount of \$60,684.86.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried approving the wire purchase from Border States.

A.I. #6 OLD BUSINESS

- a. Water/Wastewater Treatment Facility Update from SEH
An update for quick reference on the wastewater plant outstanding items are included below:

WWTF Construction Update

Screw Augers

- JWC is working on a plan for removing the south auger from the gearbox and will share with City/SEH end of this week, April 11. They will also provide an update on equipment delivery and next site visit timelines.
- Moving forward, SEH will confirm with Magney and JWC explicitly that both parties are prepared for site visits and confirm Magney will be on site with their sub.
- SEH is preparing a draft letter for City review and delivery to Magney addressing payment for SEH time associated with unproductive site observation of JWC.

Water Conditioning System

- Shipped this week. City should receive next week.

Clarifier Grout

- Magney will be on site in mid or late-April to do the work, depending on weather. Warmer temperatures required for the grout.
- Input shaft on order and to be replaced by Envirodyne. Magney is following up with them.

Vent Pipe at Preliminary Treatment Building

- City is testing whether a small volume of water sprayed / dripped into the vent knocks down the foam and eliminates the problem. This is being done on a basis by routing a yard hose to the roof, inserting into the vent pipe, and using a small amount of flow to knock down the foam. Started trial yesterday.
- If successful, the permanent solution would look like a small tap into the 4-inch vent pipe inside the upper level of the Preliminary Treatment Building with a nozzle that would be sized for a continuous drip of water into the vent pipe. Connect tap pipe into existing water line in the upper level. The flow rate can be adjusted, but is on the order of less than 1 gal/min.

Paving

- Paving installed incorrectly and v-gutter will be removed and built back to plan
- City has requested pricing for additional paving work south of the project and extending toward the plant gate. Dave Blommel, Amy Prok & Jeremy Schrantz met on site to discuss options. Recommendation is to do this work outside of the contract with Magney to get better pricing. PUC to decide what fiscal year to do the work. It could be possible to include as a change order to a City project planned for this year or push to next year.

Screen Drain and Pretreatment Building Bypass

- SEH finalizing design this week to incorporate City comments, then Magney to price RFP.
- RFP will include removing a portion of the landscape rock outside of the Preliminary Treatment Building and replacing with asphalt per site meeting with Dave Blommel, Amy Prok, and Jeremy Schrantz.

b. Well #7 Replacement Project Progress Report Update

PROGRESS UPDATE

- Completed 3D scanning of the well house to aid in drawing preparation.
- Prepared conceptual site plan for site survey request.
- Prepared kick off meeting agenda and data needs request.
- SEH electrical team completed site visit 4/8/2025.

PROGRESS OUTLOOK

- Project kick off meeting to be held in April.
- Site survey will be completed in April.
- Preliminary well site location map will be prepared for permitting and verifying well setback distances after survey is complete.
- Submit request for Well Construction Preliminary Assessment to the DNR.
- SEH water engineers and hydrogeologists will review available information on test well that was completed in 1997 by Thein Well Company, which is assumed to be the approximate location of Well 10.

SPECIAL INSTRUCTION/ASSISTANCE FROM CITY

- Provide available information from data request to aid SEH in design of Well 10.

c. Blower Project Progress Report Update

PROGRESS UPDATE

- Kickoff meeting held yesterday, 4/8/25 with City and SEH electrical staff, process staff, and process tech. Discussed design of the blowers and pumps, including

design return rates for RAS and Trickling Filters as well as expected treatment levels through trickling filters (which will help us size the blowers appropriately).

- 3D scanning was successful and our process tech, Chris, is producing background models of the buildings for which we are doing design work.
- Architecture is working ahead a bit on design as they had some time available now. Since their scope of door and window replacement is someone independent from the rest of the design, we thought it was fine to take advantage of their time now, which will hopefully help to save us time on the design documents in the future.

PROGRESS OUTLOOK

- Contact equipment manufacturers.
- Continue with sizing equipment including blowers, RAS pumps, and Trickling Filter Recirc pumps.
- Continue progressing process, electrical, architectural, and mechanical design toward deliverable.

SPECIAL INSTRUCTION/ASSISTANCE FROM CITY

- Provide available information on existing equipment when requested

A.I. #7 NEW BUSINESS

None

A.I. #8 INFORMATIONAL ITEMS

The following informational items were then reviewed:

- a. The following is a list of schools and/or conferences where registrations were made:
MRES Annual Meeting – May 6-8. Attending: City Administrator Colleen Winter, and Finance Director Jackie Niehaus

A.I. #9 ADJOURNMENT

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried that the meeting be adjourned at 5:40 p.m.


PATRICIA HAASE – CITY CLERK