

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, APRIL 11, 2022 – 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 App #11 Magney Construction
4. Reports
 - a. Electrical Supervisor Report
 - b. Water/Wastewater Supervisor Report
 - c. Finance Director Report
 - d. City Administrator Report
5. Action Items
 - a. Temporary Summer / Seasonal Worker
 - b. Part-Time Streets/Parks and Water/Wastewater Maintenance Worker
 - c. Price Increase on Primary Cable
 - d. Electric System Study & 10 Year Capital Improvement Plan
 - e. Arc Flash Hazard Study
6. Old Business
 - a. Water/Wastewater Treatment Facility Plan Update
 - b. MMUA Scholarship / Utilities Scholarship
7. New Business
 - a. Personnel Matter – Modified Wage Adjustment
8. Informational Items
 - a. SJM – Audit Meeting
9. Adjournment

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, APRIL 11, 2022 – 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 11, 2022, 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, Finance Director Tessa Beuning, Utility Billing Clerk Sharon Blaskowski, and City Clerk Patti Haase. Chair Kraemer called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Mr. Finken, seconded by Mr. Seanger 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 14 Regular Meeting
- b) List of bills in the amount of \$ 1,155,365.92 (See attached list)
- c) Investments Report for the month of March. (See attached list)
- d) Utility uncollectible accounts in the amount of \$998.52 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 \$1,079.95 collected from account holders during the first quarter.
- e) Magney Construction has submitted Pay App #11 in the amount of \$677,248.50 for the work completed through 3/31/2022. SEH has reviewed the Payment Request and is recommending payment as outlined in the invoice.

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

A.I. #4 REPORTS

- a. Electrical Supervisor Avelsgard provided an update. DGR has completed the Arc Flash Electric System Study, and the SPCC Report. Supervisor Avelsgard presented the 2021 Annual Benchmarking Report. The department has been working with SEH on the GIS platform and marking the lot line corners for the 2022 projects.
- b. Water/Wastewater Supervisor Vogel provided an update. A student from the St. Cloud Technical College will be interning with the department for the next two weeks. Mr. Vogel will be attending a meeting on April 26 as part of the new PFAS study. The department continues to work with Chem Treat on polymers and ferric chloride usage.
- c. Finance Director Beuning provided an update.
Revenue Recapture Audit:
The City of Melrose was randomly selected by the State of Minnesota to undergo an audit on our revenue recapture program. We have three different accounts that we

submit claims on: Ambulance, Fire, and Utilities. The Department of Revenue staff had us complete questionnaires, pulled a sample of our claims, and we had to submit requested supporting documents. We have not received the results of this audit yet but have been working on some internal processes to clean up and better reconcile this program.

Document Management System:

Starting in 2021, we initiated a new document management system, Laserfiche. This will help us to move to a more paperless environment, have better searching capabilities, and assist in records retention. Within this scope, we had 5 different projects that we built.

1. The first we did was City Clerk, which basically entailed our organizational documentation. This includes financial reports and documents, meeting agendas and minutes, resolutions and ordinances, improvement project and grants, miscellaneous required reporting, policies, utility billing, etc.
 2. The next project we moved to was accounts payable. Our checks are now printed with a barcode. We then scan those checks and associated invoices into this system, and they will file by year and vendor.
 3. We have an address files repository, where information such as permits, CUPs, variances, special assessments, etc. can be maintained by address. This will assist in more easily finding the property history and ensuring any vital documents are stored with that property.
 4. Next, we have a contracts module to store all contracts, and a workflow that will alert staff on renewals coming due.
 5. We are currently underway on the fifth and final project, HR. This will tie into our payroll system and maintain all employee documents from the personnel files into an employee file. These employee files will update for when a name change happens or when an employee terminates employment with the City/Utility. Additionally, any payroll/human resources reporting and information will be able to be stored here and viewable according to security rights.
- We are shifting towards moving all new information into Laserfiche and will be working to back fill it with permanent documents.

2021 Audit Update:

The 2021 audit has been completed and will be presented at the special joint meeting on April 21st,

Distributed Generation:

The finance and billing software are being modified to support the requested solar services and distributed generation billing in the future.

Property and Liability Insurance

The renewal has been submitted for the City's/Utility's property and liability insurance and the quote will hopefully be back in time for approval at next month's meeting.

- d. City Administrator Winter provided an update at the meeting. Administrator Winter noted that there will be a significant change order for new lights on the bridge. The county will pay for labor however they will not cover the engineering cost, that will fall back to the city.

A.I. #5 ACTION ITEMS

- a. The Commission at its February 14, 2022, meeting approved filling the position of the seasonal part-time worker to assist with the summer workload. Three applications

were received. Interviews were held on Tuesday, April 5. Staff is recommending the hiring of Isaac Schmiesing at step 1 for the seasonal part-time worker.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the hiring of Mr. Schmiesing at step 1 for the seasonal part-time worker.

- b. Streets and Parks maintenance worker Bob Boeckermann has submitted his resignation, effective June 3, 2022. The Commission at its February 14, 2022, approved backfilling this position. Three applications were received Staff conducted interviews on Tuesday, April 5. Staff is recommending the hiring of Dan Blonigen at step 1. After 1,040 hours he would be eligible to go to Step 2 per favorable evaluation.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried approving the hiring of Mr. Blonigen at step 1 for the part-time streets and parks maintenance worker position.

- c. Electrical Supervisor Avelsgard received notification from Prysmian Group regarding price increase on 4/0 primary cable. This will increase the cost of the 4/0 primary cable from \$79,427.70 to \$100,490.18 for a difference of \$21,062.48.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the purchase price differential of the 4/0 primary cable in the amount of \$21,062.48.

- d. DGR has completed the Electric System Study and 10 Year Capital Improvement Plan for the Melrose Electric Department.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried approving the Electric System Study and 10 Year Capital Improvement Plan

- e. DGR has completed the Arc Flash Hazard Study.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried approving the Arc Flash Hazard Study

A.I. #6 OLD BUSINESS

- a. Water/Wastewater Treatment Facility Update from SEH.

STATUS OF CONSTRUCTION: IN PROGRESS

Preliminary Treatment Building (02)	• Screw pump base slab complete • Magney has been setting rebar and forms on the east/west screw pump walls. They are planning to pour these walls in 3 vertical tiers. Magney is working on the second tier and have the east portion of tier 2 complete. • Magney also working on footings for the south portion of the building	• Magney forming, placing rebar, and pouring concrete on the remaining 2nd and 3rd tier of the screw pump walls. Expect this to take several more months. • Once screw pump walls are complete, will proceed to pouring sloped screw pump raised base facing west. • Complete footings for the screening room portion of the building
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Control Building (03)	Removed old recirculation pump, and pump base	
Pump and Blower Building (04)		
Existing Final Clarifier (05)		
Digester Complex (07)	Installed new thickened sludge pipe through the floor and out to the sludge holding tank, have not cored hole into tank yet. Waiting for sludge haul-out.	Reroute LSG line and continue work on thickened sludge line in the building.
Solids Thickening and Loadout Building (08)		
Splitter Structure (10)	- Base slab and walls poured. - Passed leak test	- Installing valves and piping to towards the final clarifiers (spring) - Coatings
Existing 48 ft Clarifier (11)	Installed bypass around 52-ft final clarifier	
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
Yard	- Working on yard piping coming out of 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 started - Installed 4" scum line past the splitter structure - Rerouted 6" Primary Sludge Pipe	- Work on piping leaving the splitter structure - Sludge pipe from Final Clarifier (06) to Sludge Return Metering Vault (12)

- b. At its January 10, 2022, meeting, the Commission approved a \$1,000 scholarship to coincide with the MMUA scholarship program. The essay was due on April 4, 2022. Only one essay by Tyler Welle was received.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the essay submitted by Mr. Welle as the local winner of the \$1,000 scholarship and to forward it on to MMUA to compete in the state pool.

A.I. #7 NEW BUSINESS

- a. An employee has submitted a request for a modified step increase. According to State Statutes, there are certain exceptions to the Open Meeting Law, which allow councils to close meetings. One such exception is meetings to consider strategies for labor negotiations. The following must be done to use the Open Meeting Law exception:

- Prior to closing the meeting, the council must decide to close the meeting by a majority vote at a public meeting
- Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed
- A written roll of all people present at the closed meeting must be available to the public after the closed meeting
- The meeting must be tape-recorded
- The recording must be kept for two years after the contract is signed
- The recording becomes public after all labor agreements are signed by the city council for the current budget period.

After a closed meeting, a written record of all members of the Commission and all other people present must be available to the public. The Commission must tape-record the proceedings at the Commissions expense and preserve the tape for two years. The tape-recording must be available to the public.

If someone claims the Commission conducted public business other than the wage adjustment at the closed meeting, a court must privately review the recordings of the meeting.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried to close the meeting. The meeting was closed at 5:11 p.m. Members present were Commission Members Jeremy Kraemer, Eric Seanger, and Joe Finken, City Administrator Colleen Winter, Finance Director Tessa Beuning, and City Clerk Patti Haase.

The Commission discussed the request to modify the step increase for the journey lineworker.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried to open the meeting at 5:23 p.m.

A motion was then made by Mr. Seanger, seconded by Mr. Finken and unanimously carried that the employee remain at the current rate of pay.

A.I. #8 INFORMATIONAL ITEMS

The following informational items were then reviewed:

- a The Melrose City Council and Public Utilities Commission will meet on Thursday, April 21, 2022, at 5:00 p.m. to discuss and review the 2021 Audit Report and the Auditor's Management Letter.

A.I. #9 ADJOURNMENT

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

PATRICIA HAASE – CITY CLERK