

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, FEBRUARY 12, 2024 – 4:45 P.M.**

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

The Melrose Public Utilities Commission met in a Regular Meeting on Monday, February 12, 2024, at 4:45 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Commission Members, Eric Seanger, and Joe Finken, Water/Wastewater Supervisor Tim Vogel, City Administrator Colleen Winter, Finance Director Ryan Meyer and City Clerk Patti Haase. Commission Member Jeremy Kraemer, and Journey Lineworker Steve Scholz, were absent. Chair Seanger 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 amended.

A.I. #3 CONSENT AGENDA

The following were considered for approval under the Consent Agenda:

- a. the minutes from the Commission's January 8 Regular meeting
- b. List of bills in the amount of \$246,231.30
- c. Investments Report for the month of January
- d. Journey Line Worker Cole Jordahl will complete three years of service with the City on February 22, 2024. City Administrator Colleen Winter has conducted Mr. Jordahl's review, and it is favorable; therefore, recommends he receive a step increase from Step 2 to Step 3.

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. Water/Wastewater Supervisor Vogel provided an update. The meters at Kwik Trip have been installed and programmed Supervisor Vogel is working with Water/Wastewater Operator Jeremy Schrantz on annual reports. Supervisor Vogel has submitted his Year in Review information for the March presentation.
- b. City Administrator Winter provided a brief update on the Electric Department projects.
- c. Community Development Director Hellermann stated that she is working with Coborn's on an easement for the bike shelter The Church of St. Mary's is constructing a storage shed. Staff has received an update from Stearns Electric on the proposed new headquarters. Stearns Electric stated that the billboard will stay.
- d. City Administrator Winter provided an update. Thirty-one applications were received for the Receptionist/Building Permit Technician position. Staff is working with Mark Goldberg with DDA on the Compensation and Classification Study.

A.I. #5 ACTION ITEMS

- a. The Receptionist-Building Permit Technician position needed clarification and general cleanup of the job description. City Administrator Winter, HR Generalist/Payroll Clerk Rieland, and Finance Director Ryan Meyer reviewed the job description.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried approving the revised Receptionist-Building Permit Tech job description.

- b. Staff have been working with Franklin Outdoor Advertising on a new billboard on the east side of town off Kraft Drive. Franklin is leasing from Ron and Nancy Winters. A Conditional Use Permit was approved, and Franklin agreed to pay the cost of running electric service to the billboard.

Staff obtained two estimates. One is the cost of providing electric service using the pole in Winters yard. It is the least expensive option, but Winters will not provide an easement. The other estimate is coming east down Kraft Drive on the Land O' Lakes side. It is the most expensive option. In the middle (in terms of cost) would be running from the pole near Gary Toenyan's home, coming south on 12th Avenue SE. This is the option Winters are requesting because they would like the pole removed in the middle of their field as part of the project.

Franklin Outdoor Advertising is now requesting that we allow service to this billboard by Stearns Electric by exception. Stearns Electric would allow Franklin to dig a line themselves using a contractor of their choice from the nearest Stearns Electric box. Franklin would likely need to work with Isaak Hinnenkamp or possibly Lamar on an easement. I do not know if Franklin has talked with them yet. In talking with Stearns Electric, they are OK with this request, but acknowledge the return is low regardless of who provides this service.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried allowing Franklin Outdoor Advertising to use Stearns Electric services to provide lighting for the billboard by exception.

- c. Water/Wastewater Supervisor Tim Vogel has obtained a quote from Crane Engineering for the replacement of the Vaughn Chopper pump. The quote is priced for a new pump or to repair the existing pump. Supervisor Vogel is recommending purchasing the new pump.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried authorizing the purchase of the new Vaughn Chopper Pump.

- d. Water/Wastewater Supervisor Vogel has obtained a quote from Crane Engineering for a replacement seal.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the quote from Crane Engineering for the replacement seal.

- e. Water/Wastewater Supervisor Vogel obtained a quote from Tri-State Pump and Control for replacement of a Hellbender pump for the DAF. The total charges including labor and freight exceed the \$10,000 purchase threshold.

A motion was made by Mr. Finken seconded by Mr. Seanger and unanimously carried approving the replacement of the Hellbender pump.

- f. The Water/Wastewater Supervisor Job Description needed clarification and general updates. City Administrator Winter, Water/Wastewater Supervisor Vogel, HR Generalist/Payroll Clerk Rieland, and Finance Director Ryan Meyer reviewed the job description.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried approving the revised Water/Wastewater Supervisor Job description.

- g. City Administrator Colleen Winter is requesting approval to hire a summer apprentice line work for up to 750 hours. They have had an intern for the last several years and with the current workload, it would be beneficial.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the hiring of a summer apprentice line worker for up to 750 hours.

- h. 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 hire a temporary summer/seasonal worker on an as needed basis, to assist with lawn and park maintenance, cleaning, etc. A portion of the wages are paid from the utility fund; therefore, staff is requesting Commission approval of the hiring of a seasonal/temporary part-time worker.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the hiring of a temporary summer/seasonal worker.

- i. City Administrator Colleen Winter is requesting approval to hire a summer GIS intern position to assist all departments. It is proposed to be a 384-hour position (equivalent to 10 to 12 weeks) at the Temporary/Seasonal pay scale of \$15.34 - \$18.26/hr.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the hiring of a summer GIS intern.

- j. We are requesting approval of the job description for the Water/Wastewater Operator and to begin advertising for that position.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried approving the revised Water/Wastewater Operator job description and authorizing staff to advertise for that position.

- k. On Wednesday, February 7th interviews were conducted for the Receptionist/Building Permit Tech position. We had thirty applicants. The interview committee included – City Administrator Colleen Winter, Finance Director Ryan Meyer, Community Development Director Sheila Hellermann, Police Office Assistant Stephanie Perez and Human Resource Generalist/Payroll Clerk Doris Rieland.

It is the Committee's recommendation to hire Ms. Alexandra Evenson at Step 1 of the Reception/Building Permit Tech Wage Schedule. At twelve months of employment and a favorable job evaluation Ms. Evenson would be moved to Step 2, with further steps to be made annually.

Ms. Evenson informed us that she will accept the position. She understands that it is subject to final approval of the Council and a successful background check.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried approving the hiring of Ms. Evenson at Step 1 of the Reception/Building Permit Tech Wage Schedule

- I. Water/Wastewater Supervisor Tim Vogel is requesting authorization to purchase a rotor and stator for the Moyno pump. Supervisor Vogel has obtained a quote from Pumps and Process Equipment Inc in the amount of \$10,785.

A motion was made by Mr. Finken seconded by Mr. Seanger and unanimously carried authorizing the purchase of the rotor and stator from Pumps and Process Equipment Inc.

A.I. #6 OLD BUSINESS

- a. Water/Wastewater Treatment Facility Update from SEH
STATUS OF CONSTRUCTION: IN PROGRESS – PUNCH LIST.

Structure	Status of Construction	Upcoming Construction
Preliminary Treatment Building (02)	1/18/2024: Nord confirmed that the backstop on the south screw pump was installed backwards during Nord's last visit on 1/9/24. - The gear oil was drained, the backstop cover and backstop was removed, gasket sealant cleaned, and a full oil change performed. - Nord performed an assessment of the backstop and a bore scope. There were no signs of corrosion or wear marks. - The same backstop was re-installed. - Nord believes the first backstop failed and allowed water to enter and then the new one was installed backwards. Nord to provide a report. - The pump was started up with no issues 1/24/2024.	- JWC is on site 2/6 and today, 2/7, to correct the following: - Install a new spray nozzle for Screen #1 - Install and calibrate a new pneumatic solenoid for Screen #6 - Install a new gasket for the union in Screen #4 - Perform staff training
Control Building (03)	- Installed 4" flow meter on WAS line - WAS Pump 1 Start-up	WAS pump 2 start-up & training. Pump shipment is scheduled for February 2024. Shop test results to be approved prior to shipment.
Pump and Blower Building (04)	- RAS piping in basement complete, including flowmeter installation. - RAS yard piping from 12 to basement tie in complete	No additional Work

Existing Final Clarifier (05)	• Installed new inlet piping to convert from peripheral to center-feed • Installed new equipment • Placed aluminum dome • Clarifier start-up 6/6/2023	• Punch list -coatings
New Final Clarifier (06)	• Clarifier live as of 2/28/23	• Punch list
Digester Complex (07)	• West digester pipe upsized	• No additional Work
Solids Thickening and Loadout Building (08)	• Exterior stair installation	• No additional Work
Splitter Structure (10)	• Structure live as of 2/28/23	• No additional Work
Existing 48 ft. Clarifier (11)	• Storage tie-in to route sludge to new Structure 12 complete 2/27/23	• No additional Work
Sludge Return Metering Vault (13)	• Structure live as of 2/27/2023	• No additional Work
Yard	• Asphalt corrected	• No additional Work

Current WCD's that have not been incorporated into a Change Order yet total a credit of \$9,117.14.
Total submitted change proposals under review total \$27,229.75.

Item	Description	Cost Impact	Schedule Impact	Notes
Misc T&M changes, mostly yard piping	See attached table			
JWC to repair punch list items in 02 Preliminary Treatment Building	See punch list items in the progress table above	None	Jan 2024	
WAS Pump Installation	Small WAS pump to be installed	\$21,713	Feb 2024	
Screen Water Heater	SEH provided a tech memo discussing the feasibility of a water heater to heat the screen spray water	~\$10K	TBD	City/PUC decided to pursue outside the contract with Magney.
Influent Bypass	Install new pipe from influent 36" MH to Wet Well 1			City/PUC request

- b. Finance Director Meyer obtained additional quotes from local banks for additional investment opportunities. Per discussion with Amy at Freeport State Bank on 1/24/2024, the bank does not offer certificate of deposits for less than 12 months. Current interest rates on their long-term CDs are as follows:

12-Month – 2.35%
13-Month (Special) – 5.00%
18-Month – 2.25%
24-Month – 2.50%

Magnifi revised their original proposed rates to the following:

6-Month – 5.30%
9-Month – 5.20%
12-Month – 5.15%

Finance Director Ryan Meyer presented the UBS T-bill rates.

After further discussion a motion was made by Mr. Finken seconded by Mr. Seanger and unanimously carried authorizing Finance Director Ryan Meyer to make the investment in the two local financial institutions, Freeport State Bank and Magnifi.

A.I. #7 NEW BUSINESS

- a. Staff presented the annual report for industries. Over the last few years rather than having industries come in for a meeting, we have been meeting one on one with them. We find this to be very useful and the industries appreciate this format. We are still hoping to get those meetings held sometime in late February/Early March.

- b. Staff presented a list of potential transformer purchases. We are requesting that the PUC approve going out for bids for Transformers.

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried authorizing staff to obtain bids for transformers.

- c. Staff presented the PFA's report at various well locations within the City. Even though we are well below the threshold, more testing may be required in the future. We are working with SEH to assist with the class action lawsuit that we had previously discussed.

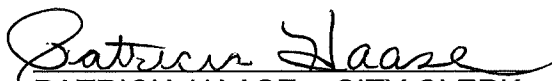
A.I. #8 INFORMATIONAL ITEMS

The following informational items were then reviewed:

- a. On January 10, 2024, Journey Line Worker Pat Lomax completed 30 years of service. He has received his 30-year recognition award of \$150 as outlined in the City Personnel Policy Employee Recognition Program. Mr. Lomax is to be commended for his 30 years of service.

A.I. #9 ADJOURNMENT

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried that the meeting be adjourned at 5:20 p.m.


PATRICIA HAASE – CITY CLERK