

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, NOVEMBER 14, 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 #18 Magney Construction
 - f. Stearns County Invoice for RDB Project
4. Reports
 - a. Water/Wastewater Supervisor Report
 - b. Electrical Supervisor Report
 - c. City Administrator Report
5. Action Items
 - a. DGR Generation Capacity Agreement
 - b. Trailer Purchase
 - c. Electric Meter Purchase
 - d. Seal & Bearing Replacement for Vaughn Chopper Pump
 - e. Letter to Congress Regarding Bonding
 - * f. DGR Tank Inspection and Painting
6. Old Business
 - a. WWTF Update/WAS Pump Motor - Schedule
 - b. Water Tank Report
 - * c. Relocate Network Panels
7. New Business
 - a. 2023 Meeting Schedule
8. Informational Items
 - a. Pick-Sloan Eastern Division Firm Power Rates
9. Adjournment
- * Amendment

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY NOVEMBER 14, 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, November 14, 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 amended.

A.I. #3 CONSENT AGENDA

The following were considered for approval under the Consent Agenda:

Approval of the following:

- a) The minutes from the Commission's October 10 Regular Meeting
- b) List of bills in the amount of \$ 1,920,292.84 (See attached list)
- c) Investments Report for the month of October (See attached list)
- d) Utility uncollectible accounts in the amount of \$2,201.79 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 \$137.67 collected from account holders during the third quarter.
- e) The Commission at its February 8, 2021, approved the bid for Magney Construction for the WWTF Project. Magney Construction has submitted Pay App #18 in the amount of \$320,707.06 for the work completed through 10/31/2022. SEH has reviewed the Payment Request and is recommending payment as outlined in the invoice.
- f) The City received Invoice #228-2022 in the amount of \$357,905.56 for our portion of the construction fees. The breakout of the invoice is \$327,075.69 General Fund and \$30,829.87 Utility which is split \$25,385.43 to Water and \$5,444.45 to Electric.

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

A.I. #4 REPORTS

- a. Water/Wastewater Supervisor Vogel provided an update. Sludge hauling for the fall is completed. MPCA lab inspection the report came back positive. The proficiency testing and toxicity test also passed, Fall flushing is completed.
- b. Electrical Supervisor Avelsgard provided project updates. Light poles on Fifth and Main are installed. The Electric Department will advertise existing poles for sale. The wire has been pulled along the bridge and the primary has been installed. The Electric Department will be looking to purchase a wire puller.

- c. City Administrator Winter provided the following update.

RDB – The bridge is open and substantial completion is done and a preliminary punch list has been generated. There are some outstanding costs that are being discussed between the City, County and Contractor regarding additional paving that has not been resolved. We will continue to work through this process. The Bridge Dedication will take place on November 17th at 4 pm.

Electric Dept – I would like to acknowledge the Electric Departments work in getting the new streetlights and Christmas decorations put up. They look very good.

Budget – Staff will be bringing the final Utility budget to the Commission in December.

Sauk River Park – The electric and water is in at all of the campsites in Sauk River park, and the contractor that is doing the road work and campsite pads is still hoping to complete this Fall. We will be going out for bids for the bathroom project in the next few weeks for a Spring construction start.

Planning items – The Kwik Trip CUP was approved at the Planning Commission meeting on Oct. 31, 2022, and will go to the Council for Final approval on November 17th. Construction date of July 1, 2023; The variance of 8 parking stalls was approved for Riverside Flats (former Kraft Lot.)

Housing – Staff provided a summary of the housing strategy and what we have accomplished to date.

Staffing changes/Postings – Doris Rieland has been promoted to a HR Generalist/Payroll Clerk position and Stephanie Perez has been promoted to Receptionist/Bldg permit Tech position. We have advertised for the Finance Director position until Dec. 1st. Jenn Tschida has resigned as the Ambulance Coordinator and Dr. Beste has resigned as the Medical Director. The Ambulance Coordinator position will be posted internally, and the Medical Director position will be covered by Dr. Dennison Gillin, Medical Director for EMS with CentraCare.

A.I. #5 ACTION ITEMS

- a. Electrical Supervisor Avelsgard presented the budgetary information for the Generation Capacity Addition. DGR has submitted a proposal to provide professional services for the Generation Addition.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving Task 5 Master Agreement for Professional Services. The Commission by consensus authorized staff to continue with the generation capacity addition.

- b. Electrical Supervisor Avelsgard is requesting approval to purchase a new wire trailer. When pulling wire this past month we have found that the current setup needs to be upgraded.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried to approve the purchase of the trailer from FS3 in the amount of \$22,720.99

5. Electrical Supervisor Avelsgard is requesting approval to purchase electric meters. A bid in the amount of \$39,700 has been received from Core & Main.

A motion was made by Mr. Finken seconded by Mr. Seanger and unanimously carried authorizing the purchase of electric meters from Core & Main in the amount of \$39,700.

- d. Water/Wastewater Supervisor Tim Vogel is requesting approval to purchase seal and bearing replacement for the Vaughn Chopper Pump

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried authorizing the purchase of the seal and bearing replacement for the Vaughn Chopper Pump from Crane Engineering in the amount of \$16,022.

- e. MRES Is requesting the Public Utilities Commission to send a letter to Congressional delegation regarding Pay As You Go legislation. MRES is requesting that their member utilities send a letter to Congress urging them to request relief from the Statutory Pay as You Go Act of 2010.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried authorizing staff to send a letter to our Congressional delegation on behalf of the Melrose Public Utilities Commission requesting relief from the Statutory Pay as You Go Act of 2010.

- f. DGR has submitted a Master Agreement for Professional Services for Fuel Oil Storage Tank Inspection and Painting. Electrical Supervisor Avelsgard is also requesting authorization to seek bids.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the Agreement for Professional Services and authorize staff to seek bids.

A.I. #6 OLD BUSINESS

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

Structure	Status of Construction	Upcoming Construction
Preliminary Treatment Building (02)	• Magney Finished pouring all 3 tiers of the screw pump walls. • Wall between screw pumps complete. • Walls and floors complete. Precast walls and roof set.	• Magney will be working on forming and pouring the screw pump sidewalls • Install influent slide gates • Pour upper and lower screw pump bearing blocks • Sampler equipment installation

Structure	Status of Construction	Upcoming Construction
	Installed screens and conveyor	- Interior piping - Doors and window installation in PTB - Screw pump equipment installation - Ductwork

Control Building (03)	- Removed old recirculation pump, and pump base - Started installing WAS Pumps	Temporary piping to run existing WAS pumps while waiting for new motors
Pump and Blower Building (04)		
Existing Final Clarifier (05)	The aluminum dome cover has been assembled but not placed on structure yet.	- Sludge piping - New mechanism on site. Start installation once new final clarifier 06 is up and running.
New Final Clarifier (06)	- Walls and launder trough have been poured. - Passed leak test - Set scum lift station structure - Magney has started working on installing the new Mechanism - Concrete has been coated - New Mechanism has been installed - Started working on the aluminum dome cover - Bottom of structure grouted - Dome is installed - Working on coating the mechanism	Continue working on coating the mechanism
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	Continue work on thickened sludge line in the centrifuge room.
Solids Thickening and Loadout Building (08)		

Splitter Structure (10)	• Base slab and walls poured. • Passed leak test. • Coatings completed	• Installing valves and piping towards
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Structure	Status of Construction	Upcoming Construction
	• Installed the slide gates. • Installed grating over openings	
Existing 48 ft Clarifier (11)	• Installed bypass around 52-ft final clarifier. • Aluminum domes cover complete	• Scraper arm replacement
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	• Continue working on pipe leaving structure
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	• Piping leaving the splitter structure • Sludge pipe from Existing Final Clarifier (05) to Sludge Return Metering Vault (12) • Continue working on 36" influent sewer pipe • Grit structure tie-in • HOBAS west of MH 53

WAS Pump Motors

1. Magney has agreed to order the new motors. We will consider the WAS pump

motor swap work to be a final completion punch list item. It will not be included in the requirements for substantial completion.

2. 23 days will be added to the final completion date to facilitate this work. The current final completion date of 4/16/2023 then becomes 5/9/2023.

2. Overall Schedule

1. According to Magney's 10/31/2022 schedule reviewed at the meeting, the Clarifier 03 and Sludge Loadout Building 08 are not projected to be complete prior to the substantial completion date of 2/15/2023.

2. Magney will provide the schedule with backup to the City and SEH for the additional days they feel are required to complete the work.

3. SEH will provide the City with a refined budgetary number for work beyond the scope of the original project for daily inspection and engineering support.

3. Centrifuge

1. Magney to provide centrifuge quote and schedule ASAP.

b. Water Tank Progress Report

PROGRESS UPDATE

- New mixer was installed in the south tank in September.
- Contractor performed unsatisfactory site restoration and has been requested to return to improve (#159785)

PROGRESS OUTLOOK

- Ground restoration will take place in spring. SEH discussed with Verizon who will have contractor bring in more black dirt to even out the ruts and reseed. SEH will revisit in April (#159785).
- Water tank maintenance is wrapped up until spring.
- Next scheduled drain for cleaning and touch-ups will be in 2025

c. At the September 15, 2022, council meeting, the Council took action to table the project of moving the network cables, switches and rack. Councilmember Klasen requested to look at the area and try some other solutions along with the Arvig representative.

An option was made to move a portion of the equipment and install fans to attempt to bring the cabinet temperature down. Eric Denny, from Arvig, has provided new quotes. A quote for \$6,737.40 is provided for a full move of the network. Additional costs with Freeport Electric would also be incurred to run the new cabling. There was an increase from the initial quote due to the substantial increase in the standing rack.

Another quote is provided for \$4,565.80. That would move the fiber modem, voice router, and network router into the new open rack in the vault that has its own AC unit for the room. He did not recommend the partial move as the switches will still be warm inside the existing wood cabinet. Arvig will not install or provide a fan in a wood cabinet due to retrofit needs and not installed by manufacturer recommendations. Ideal ambient room temperature for a network cabinet is 68-71 degrees Fahrenheit. According to Eric Denny, equipment is operated in this stable temperature environment you should see the full life of your equipment barring lighting, power surges, etc. When he opened the cabinet on 10/24/22, the temperature was 103 degrees Fahrenheit inside the cabinet. He recommended removing the cabinet

entirely and go back to the open rack or move the equipment into a new open rack in the vault.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the quotes to relocate the network panels and to cost share 50/50 with the general fund.

A.I. #7 NEW BUSINESS

- a. The Commission reviewed the 2023 meeting schedule.

The Commission, by consensus, approved the 2023 meeting schedule with a start time of 4:45 p.m.

A.I. #8 INFORMATIONAL ITEMS

The following informational items were then reviewed:

- a. Pick-Sloan Eastern Division Firm Power Rates

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