

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, OCTOBER 10, 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. Stearns County RDB Project Engineering Invoice #204-2022
 - e. Stearns County RDB Project Construction Invoice
 - f. Pay App #17 Magney Construction
 - g. Street/Park Worker Step Increase
4. Reports
 - a. Water/Wastewater Supervisor Report
 - b. Electrical Supervisor Report
 - c. City Administrator Report
5. Action Items
 - a. MPCA MOU for PFAS Monitoring
6. Old Business
 - a. WWTF Update
 - b. Generation Discussion
 - c. Relocation of Network Panels
 - d. Tri-Cap Meeting Summary
7. New Business
 - a. Change Order Request for WWTF/Timeline
 - b. Nature Energy Trip Summary
 - c. Power Plant Parts in Kansas
8. Informational Items
 - a. Schools and Conferences
9. Adjournment

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MONDAY OCTOBER 10, 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, October 10, 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. 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 September 12 Regular Meeting
- b) List of in the amount of \$1,520,478.52 (See attached list)
- c) Investments Report for the month of September (See attached list)
- d) The City received Invoice #204-2022 in the amount of \$2,105.70 for our portion of the engineering fees. The City's portion of the engineering costs are billed according to the allocation of the construction expenses. The breakout of the invoice is \$1,706.35 General Fund and \$399.35 Utility which is split \$352.26 to Water and \$47.09 to Electric.
- e) In July, the City was notified by Stearns County Highway that the consultant had recorded items in the incorrect category on the previous pay vouchers. They corrected the classifications, and it resulted in a credit for the City. Rather than issuing a payment back to the City, the County carried our credit through Pay Voucher #6 and Pay Voucher #7. The latest invoice has been received which is through Pay Voucher #8. The City's share is \$90,045.93, and the Utility share is \$49,428.51.
- f) Magney Construction has submitted Pay App #17 in the amount of \$222,724.65 for the work completed through 9/30/2022. SEH has reviewed the Payment Request and is recommending payment as outlined in the invoice.
- g) Streets/Park Worker, Brent Hellermann will complete two years of service with the city on November 16, 2022. Supervisor Gary Middendorf has conducted Mr. Hellermann'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. They have started fall flushing. The MPCA inspection has been rescheduled to October or November.

- b. Electrical Supervisor Avelsgard provided project updates
- c. City Administrator Winter provided an update on the RDB bridge. The concrete work is completed. There was graffiti on the underside of the new bridge. Landwehr is aware of this and it will be painted. The proposed date of completion and the opening of the bridge is still Nov. 20th. All the campsites are in at the Sauk River Park.

A.I. #5 ACTION ITEMS

- a. The City of Melrose has been targeted by MPCA as one of several communities in the state for pfas monitoring. We were chosen based on having Significant Industrial users of our wastewater. We have been working closely with MESERB on this issue and submitted comments to MPCA about the proposed MOU. In your packet is the MOU along with a fact sheet. Susan Danzl of SEH was present at the meeting to discuss the MOU, next steps and potential cost. The MPCA has been able to obtain funding to help with a portion of the sampling and analysis cost of the Municipal PFAS Monitoring Plan. Facilities that sign and commit to the terms and conditions of the MOU will have a designated MPCA contractor complete on-site sampling of the first two sampling events. The collected samples will then be sent for analysis to a MPCA designated laboratory. The cost of the sample collection and sample analysis will be covered by the funding obtained. The MPCA is still pursuing funding to cover the remaining two samples and will communicate that information if available.

A motion was made by Mr. Kraemer, seconded by Mr. Seanger and unanimously carried recommending the City enter into the MOU Agreement with the Minnesota Pollution Control Agency for the Statewide Monitoring of PFAS.

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 • Finished working on footings and foundation walls for screening room	Magney will be working on forming and pouring the concrete wall in between screw pumps • Working on installing roof materials
Structure	Status of Construction	Upcoming Construction
	• Poured floor of collection/mechanical room • Precast walls and roof have been set besides one wall panel • Floor in screening room has been poured • Installed screens and conveyor	

Control Building (03)	- Removed old recirculation pump, and pump base - Started installing WAS Pumps	Finish Installing WAS pumps
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 - Installed the slide gates - Installed grating over openings	Installing valves and piping towards the final clarifiers
Existing 48 ft Clarifier (11)	- Installed bypass around 52-ft final clarifier - Working on assembling the aluminum dome cover	

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	• 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

- b. Electrical Supervisor Avelsgard stated that he has contacted DGR regarding additional generation. Soil boring samples have been taken. Supervisor Avelsgard will be providing additional information at the November meeting.
- c. At its September meeting, the PUC approved the quotes for Arvig and Freeport Electric to pull and rerun the network cables and install a new network cable in the vault. At the September City Council meeting, Councilmember Klasen requested to table the vote so he would have some time to look at it. He met with Arvig representative Eric Denny to try some other measures, including installing additional fans in the current cabinet. A modified solution will be presented at the October Council meeting, so the scope of this project may change.
- d. On September 28th, the PUC held an open house with representatives from Tri-Cap. Information was provided on the energy assistance program, as well as other programs they offer. The event was a big success, and we were able to assist in 10

new customer applications and approvals to the program. In post-meeting discussions with the Tri-Cap representatives, they were very pleased with the event and were looking to use this model to reach the residents throughout their program area. We are in tentative discussions to hold another meeting in February and will try to expand our reach next time through marketing in the local Spanish newspaper, in addition to the Star Post.

A.I. #7 NEW BUSINESS

- a. Staff presented Change Order No. 2 regarding the WWTF project. This change order had a net increase of \$80,855.44. In addition, Magney Construction is requesting a change to the substantial completion date from February 15, 2023 to April 16, 2023.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried concurring with the change order as presented including extension of the substantial completion date.

- b. Susan Danzl provided a summary of the Denmark trip to Nature Energy. Ms. Danzl noted that the odor was minimal. The Odor is contained by providing indoor load facilities. There were no large water use demands. Return water is used in most places. Sewer requirements are also minimal. They have multiple tanks for redundancy. Commission Member Finken and Supervisor Avelsgard were impressed by the cleanliness of the facility.
- c. Electrical Supervisor Avelsgard has located an auction house in Kansas that will be auctioning off power plant parts. He is seeking approval for him and Journey Lineman Steve Scholz to travel to Kansas to inspect the inventory prior to bid consideration.

A motion was made by Mr. Seanger, seconded by Mr. Finken and unanimously carried approving the travel of Mr. Avelsgard and Mr. Scholz to Kansas to inspect power plant parts.

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:
 - 1) Civic Symposium – Virtual Conference held on September 15 and 16. Attending Utility Billing Clerk Sharon Blaskowski and Accounting Clerk Stacy Funk
 - 2) MNCPA Audit of Local Government Conference October 17. Attending Finance Director Tessa Beuning.
 - 3) Denmark Trip – September 25 – October 1 Attending Electrical Supervisor Roger Avelsgard
 - 4) MRES Area Meeting October 26 Attending: Utility Billing Clerk Sharon Blaskowski

A.I. #9 ADJOURNMENT

A motion was made by Mr. Finken, seconded by Mr. Seanger and unanimously carried that the meeting be adjourned at 5:30 p.m.

PATRICIA HAASE – CITY CLERK