

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, APRIL 10, 2023 – 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. Pay App #23 Magney Construction
 - e. Receptionist /Building Permit Tech Step Increase
 - f. HR Generalist/Payroll Clerk Step Increase
4. Reports
 - a. Electrical Supervisor Report
 - b. Water/Wastewater Supervisor Report
 - c. City Administrator Report
5. Action Items
 - a. Utility Billing Clerk Hire
 - b. Seasonal Temporary Streets/Parks Worker
 - c. Power Plant Restoration
 - d. Cameras
 - e. GIS Intern Position for Water/Wastewater Department
 - f. Rehab of Well #4 and #7
6. Old Business
 - a. Water/Wastewater Treatment Facility Plan Update/Change Order 4 & 5
 - b. Water Tank Progress Report
 - c. Generation Addition Update
 - * d. Melrose Community LLC Utility Bill
7. New Business
 - a. Exhaust System
 - b. Underground Contractor
 - c. 2024 Rate Study
 - d. SIU Agreements
 - * e. Personnel
8. Informational Items
 - a. Schools and Conferences
 - b. Melrose Public Utilities Recognized for Reliable Service
 - c. Open House
9. Adjournment
- * Amendment

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MONDAY, APRIL 10, 2023 – 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 10, 2023, 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, Joe Finken, Electrical Supervisor Roger Avelsgard, Water/Wastewater Supervisor Tim Vogel, City Administrator Colleen Winter, Finance Director Ryan Meyer, and City Clerk Patti Haase. Chair Finken called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Mr. Seanger, seconded by Mr. Kramer 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 March 13 Regular Meeting
- b) List of bills in the amount of \$1,078,387.12
- c) Investments Report for the month of March.
- d) Magney Construction has submitted Pay App #23 in the amount of \$69,090.67 for the work completed through 3/31/2023. SEH has reviewed the Payment Request and is recommending payment as outlined in the invoice.
- e) Receptionist/Building Permit Tech, Stephanie Perez will complete 6 months under her new promotion with the city on May 7, 2023. Supervisor Colleen Winter has conducted Ms. Perez's review, and it is favorable; therefore, recommends she receive a step increase from Step 3 to Step 4 on the wage scale.
- f) HR Generalist/Payroll Clerk, Doris Rieland will complete 6 months under her new promotion with the city on May 7, 2023. Supervisor Colleen Winter has conducted Ms. Rieland's review, and it is favorable; therefore, recommends she receive a step increase from Step 3 to Step 4 on the wage scale.

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

A.I. #4 REPORTS

- a. Electrical Supervisor Avelsgard presented the 2022 Annual Reliability Benchmarking Report. Supervisor Avelsgard also noted Xcel Energy will be holding consultation meetings regarding a proposed transmission line project between Alexandra and Becker. The majority of this portion of the project will include adding a second set of wire that will be strung on existing transmission line structures except for a short one- to four- mile segment of new construction near Monticello and Becker.
- b. Water/Wastewater Supervisor Vogel provided an update. The Water/Wastewater Department have completed the department's annual report. The new clarifier is online as of March 6.
- c. City Administrator Winter stated her items will be covered within the agenda.

A.I. #5 ACTION ITEMS

- a. On Wednesday March 29th interviews were conducted for the Utility Billing Clerk position. There were 15 applicants. 8 applicants received an Excel exercise to submit before interviews were performed. Out of the 8 applicants that received the exercise, 2 dropped out, 1 did not return the exercise and 5 returned the Excel exercise and were rated on their knowledge. 3 applicants were interviewed. The interview committee included – Colleen Winter, Ryan Meyer, Roger Avelsgard, Doris Rieland and Stephanie Perez. It was a unanimous decision to offer the position to Ms. Lisa Braun at Step 1.

Ms. Braun informed me that she will accept the position with a start date of April 11, 2023. She understands that it is subject to approval of the PUC & Council and a successful background check.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried approving the hiring of Ms. Braun as the Utility Billing Clerk at Step 1 on the Wage Scale.

- b. The PUC at its February 13, 2023, meeting and the Council at its February 16, 2023, meeting approved filling the position of the seasonal/temporary streets/park worker to assist with the summer workload. Three applications were received. Interviews were held on Friday, March 17. Staff is recommending the hiring of Ethan Frieler at Step 1 for the seasonal/temporary streets/park worker.

A motion was made by Mr. Kraemer, seconded by Mr. Seanger and unanimously carried approving the hiring of Mr. Frieler at Step 1 for the seasonal/temporary streets/park worker.

- c. Bid opening for the Power Plant Restoration was held on Thursday, April 6, 2023, at 10:00 a.m. at the Melrose City Center. Two bids were received. City Engineer Dave Blommel is currently reviewing the bids and a recommendation is forthcoming.

A motion was made by Mr. Kraemer, seconded by Mr. Seanger and unanimously carried awarding the bid to Boulder Creek in the amount of \$303,008.

- d. Electrical Supervisor has obtained quotes for the city camera system. Electrical Supervisor Avelsgard is recommending awarding the quote to Arvig.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried awarding the camera system contract to Arvig.

- e. Staff presented the proposed job description for a summer GIS intern position for the Water/Wastewater Dept. It is proposed to be a 384-hour position (equivalent to 10 to 12 weeks) at the Temporary/Seasonal pay scale of \$14.89 - \$17.73/hr.

A motion was made by Mr. Kraemer, seconded by Mr. Seanger and unanimously carried approving the job description, hours and pay scale as presented and authorize to advertise for summer GIS intern.

- f. Water/Wastewater Supervisor Vogel has obtained a quote from Thein Well for the rehabilitation of Well #4 and #7.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried approving the quote from Thein Well for the rehabilitation of Well #4 and #7

A.I. #6 OLD BUSINESS

a. Water/Wastewater Treatment Facility Update from SEH

Structure	Status of Construction	Upcoming Construction
	• Pour upper and lower screw pump bearing blocks • Influent slide gates installed • Doors are installed • Ductwork ongoing (95% complete) • Electric heaters installed • Electrical equipment installation ongoing. PLC is running. • Screens and screw conveyors are installed • Center walkway is installed • Working on preparing screw pump channels, to set the screw pump equipment. • Installing interior process piping • Installed new gas line and meter • Installed screw pumps	• Continue to install interior process piping • Ductwork ongoing • Coatings • Grout screw pump channels • 02 startup scheduled April 17, 2023, may push 1 week due to weather.
Control Building (03)	• Removed old recirculation pump, and pump base • Started installing WAS Pumps • Installed 4" flow meter on WAS line • WAS Pump 1 Start-up • Discharge pipe	• WAS pump 2 start-up & training
Pump and Blower Building (04)	• RAS piping in basement complete, including flowmeter installation. • RAS yard piping from 12 to basement tie in complete	• Punch list
Existing Final Clarifier (05)	• The aluminum dome cover has been assembled but not placed on structure yet. • Started coatings on the new mechanism while not installed. • Equipment demolition in progress • Poured ne concrete Launder Trough	• Sludge piping • New inlet piping to convert from peripheral to center-feed • Install new equipment • Clarifier start-up
New Final Clarifier (06)	• Dome is installed • Coating mechanism • Clarifier live as of 2/28/23	• Punch list • Magney has requested substantial completion.

Structure	Status of Construction	Upcoming Construction
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	- Heat exchanger piping - West digester pipe upsized
Solids Thickening and Loadout Building (08)		Need 02 PTB to be up and running. Scheduled late April 2023
Splitter Structure (10)	- Base slab and walls poured. - Valves on effluent pipes installed. Piping stubbed toward each final clarifier. - Structure live as of 2/28/23	- Punch list - Magney has requested substantial completion. We have not approved as there is no flow through the diversion chamber to Clarifier 05.
Existing 48 ft Clarifier (11)	- Installed bypass around 52-ft final clarifier - Aluminum dome cover complete - Effluent has been routed to MH 1 - Sludge tie-in to route sludge to new Structure 12 complete 2/27/23	- Punch list - Magney has requested substantial completion.
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 - Structure live as of 2/27/2023	- Punch list - Magney has requested substantial completion.
Yard	20" Influent to Splitter Box #10 - RAS piping from #12 to #04 wet well - Demo telescoping valve pit - Sludge pipe from Existing Final Clarifier (05) to Sludge Return Metering Vault (12) - Rerouted 6" Primary Sludge Pipe - Finished working on the 6" overflow drain	- Continue working on 36" influent sewer pipe final N/S stretch by existing influent piping and 2 sticks of E/W piping by MH 53 (Spring 2023) - Influent bypass scheduled for April 17, 2023. Likely will push to April 24 due to weather - Influent to Clarifier 05
Structure	Status of Construction	Upcoming Construction

	• Installed sludge line for 48' Clarifier • Grit structure bypass to primary clarifier effluent completed • Primary clarifier bypass to trickling filters completed.	
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**WORK CHANGE DIRECTIVES & CHANGE ORDERS: SEE ATTACHED TABLE
OUTSTANDING ITEMS:**

Item	Description	Cost Impact	Schedule Impact	Notes
New smaller WAS Pump	Obtain quote from Vogelsang for smaller WAS Pump #2.	TBD	TBD	SEH is working with manufacturer's representative to determine lead time and preliminary cost
Modular Block Retaining Wall	City would like to adjust grade on the east side of the 02 Bldg and add a retaining wall	\$85,000	30 Days	Discussing with Magney

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried approving Changer Order No. 4 & 5.

- b. SEH provided a Water Tank Progress Report.

PROGRESS UPDATE

- Omni Contracting, Verizon's contractor who performed unsatisfactory site restoration and was requested to return this spring, has gone out of business. (#159785)

PROGRESS OUTLOOK

- City may choose to complete the ground restoration at it's own cost given the contractor is out of business. (#159785)
- Water tank maintenance is wrapped up until spring.
- Next scheduled drain for cleaning and touch-ups will be in 2025

- c. Electrical Supervisor Avelsgard provided an update on the generation addition.

- d. City Administrator Winter provided an update on the status of Melrose Community LLC Utility Bill. The Commission by consensus directed staff to work with Stearns County regarding the ongoing issues at Melrose Community LLC.

A.I. #7 NEW BUSINESS

- a. Electrical Supervisor Avelsgard obtained a quote from Tani Division for insulation blankets for exhaust system units 3 and 4.

A motion was made by Mr. Kraemer, seconded by Mr. Seanger and unanimously carried approving the quote from Tani Division.

- b. Electrical Supervisor Avelsgard to discuss underground contracting for the 2023 projects. Mr. Avelsgard would like to utilize Anderson Underground for the trenching for the 2023 projects Mr. Avelsgard has obtained quotes in the past and Anderson Underground has been the low bidder. Commission Member Seanger requested that the projects need to be defined and staff should obtain two quotes per purchasing policy.
- c. As discussed at our last meeting, the City will need to conduct a rate study in 2024 for the water and wastewater departments. The last time a rate study was completed was 2018. The Commission reviewed the proposal from SEH. No action was taken at this time.
- d. City Administrator Winter provided the Commission with the draft of the proposed SIU agreement. Staff has met with Jennie O, and Proliant and will be meeting with Land O Lakes in the next few weeks.
- e. Electrical Supervisor has submitted his letter of resignation effective May 9, 2023.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried authorizing staff to advertise for the Electrical Supervisor position. Commission Member Finken requested that Mr. Avelsgard conduct an exit interview with the Ad Hoc Committee.

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) Leading & Communicating in Times of Change April 25 Attending: City Administrator Colleen Winter, Finance Director Ryan Meyer, and HR Generalist/Payroll Tech Doris Rieland.
 - 2) LMC Safety & Loss Training March 29 Attending Accounting Clerk Stacy Funk, April 27 Finance Director Ryan Meyer, City Administrator Colleen Winter, Electrical Supervisor Roger Avelsgard
 - 3) MRES Annual Meeting: May 10-11 Attending City Administrator Colleen Winter, Electrical Supervisor Roger Avelsgard, and Finance Director Ryan Meyer.
- b. Melrose Public Utilities has received national recognition for achieving exceptional electric reliability in 2022. The recognition comes from the American Public Power Association (APPA) a trade group that represents more than 2,000 not-for-profits, community-owned electric utilities.
- c. **Open House Thursday, April 13 5-7 p.m.** We will be serving hot dogs, chips, and cookies to the general public. We are hoping that some of the Council and other Board members would be willing to serve the food as this is a great way for the public to get to know who represents them on various boards. Each department is responsible for having materials, demonstrations, etc. ready and prepared to answer the questions that come up. There will be a kids table where they can color while their parents walk around. We would also like to have some give aways for both Youth and Adults. Gift cards to various businesses. Total budget should be below \$1,000.00 and we will be utilizing our marketing budget.

A.I. #9 ADJOURNMENT

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

PATRICIA HAASE – CITY CLERK