

# PUBLIC UTILITIES COMMISSION

9:00 A.M.

Monday, February 22<sup>nd</sup>, 2021

## AGENDA

1. **Meeting called to order**
2. **Tour of the Wastewater Treatment Plant**
3. **Approval of Agenda**
4. **Approval of the December 21<sup>st</sup>, 2020 and January 21<sup>st</sup>, 2021 Regular Meeting Minutes**
5. **Communications**
6. **Department Head Update**
7. **Old Business**
  - A. Wastewater Pretreatment Project
  - B. Primary Clarifier Project
  - C. Sanitary Sewer Improvements
  - D. Multi-Modal Trailhead Project
  - E. Plumbing Ordinance Amendment
  - F. Water Facility Improvement Plan
  - G. 2021 Rate Study
  - H. Unaccounted Water Metering Report
8. **New Business**
  - A. Generator Service
  - B. Delinquent Accounts
  - C. PUC Meeting Times
9. **Adjourn**

Next regular meeting is scheduled for March 22<sup>nd</sup>, 2021 at 9:00 A.M.

## PUBLIC UTILITIES COMMISSION

9:00 a.m.

Monday, December 21, 2020

Present: Clarence Roeben  
Nels Coleman – VIA ZOOM  
James FitzGerald – VIA ZOOM

Absent: Carlene Perfetto  
Vacancy

Mike Miller – Public Utilities Superintendent – VIA ZOOM  
Devon Monteith – Confidential Secretary

Monteith called the meeting to order at 9:13 a.m. The entire meeting was conducted via Zoom due to COVID-19.

**Agenda** – Motion by Roeben, second Coleman to approve the agenda as presented. MOTION CARRIED.

Member Roeben – Aye  
Member FitzGerald – Aye

Member Coleman – Aye  
Member Perfetto – Absent

**Minutes** – Motion by Roeben, second FitzGerald to approve the Regular Minutes from the November 23, 2020 Meeting. MOTION CARRIED.

Member Roeben – Aye  
Member FitzGerald – Aye

Member Coleman – Aye  
Member Perfetto – Absent

### Communications

**August 2020 & September 2020 Treasurer's Reports** – The Commission reviewed the Treasurer's Reports and expenditures from August 2020 and September 2020. Motion by Roeben, second Coleman to accept the reports as presented. MOTION CARRIED.

Member Roeben – Aye  
Member FitzGerald – Aye

Member Coleman – Aye  
Member Perfetto – Absent

**Department Head Update** – No new updates.

### OLD BUSINESS

**Wastewater Pretreatment Project** – Miller reported that the sanitary connection in the new building is planned for the end of January and the new automated system should be operational. Other discussion the timing for remaining work such as the domes, mixer in the digester, tear out of old system, and turf establishment.

**Primary Clarifier Project** – Miller reported that the mechanism has been ordered and will arrive spring of 2021. No Further updates at this time.

**Sanitary Sewer Improvements** – No new updates at this time.

**Water Loop Project** – This project has been closed out.

**Campground Project** – No new updates at this time.

**Multi-Modal Trailhead Center** – Nothing new to report, this project is still in the preliminary stages.

**Plumbing Ordinance Amendment** – Miller reported the status of drafting an amendment to the city code that would require upgrading the final connection to the City sewer line at the street when homeowner repairs are being done.

#### NEW BUSINESS

**Set Thursday, January 21<sup>st</sup> next PUC Meeting** – Motion by Roeben, second FitzGerald to approve the next PUC meeting date for January 21<sup>st</sup>, 2021 at 9:00 am. MOTION CARRIED.

Member Roeben – Aye  
Member FitzGerald – Aye

Member Coleman – Aye  
Member Perfetto – Absent

**New Commission Vacancies** – The Commission discussed the two vacant positions that will be available on the Commission starting in January. Advertisements will be published through the North Shore Journal, city website, and social media.

**Delinquent Accounts** – Due to the Executive order for COVID-19, all delinquent utility shutoffs will continue to be temporarily suspended until further notice.

Motion by Roeben, second Coleman to adjourn the meeting at 9:06 a.m. MOTION CARRIED.

Member Roeben – Aye  
Member FitzGerald – Aye

Member Coleman – Aye  
Member Perfetto – Absent

Minutes taken by Devon Monteith

# PUBLIC UTILITIES COMMISSION

9:00 a.m.

Thursday, January 21, 2021

Present: Ben Bautch  
Nels Coleman  
James FitzGerald

Vacancy  
Vacancy

Mike Miller – Public Utilities Superintendent  
Lana Fralich – City Administrator  
Devon Monteith – Confidential Secretary

Bautch called the meeting to order at 9:14 a.m.

**Board Chair Appointment** – Motion by FitzGerald, second Coleman to appoint Ben Bautch as Board Chair. MOTION CARRIED.

**Alternate Board Chair Appointment** – Motion by Coleman, Second Bautch to appoint James FitzGerald as Alternate Board Chair. MOTION CARRIED.

**Agenda** – Motion by Coleman, second FitzGerald to approve the agenda as presented. MOTION CARRIED.

**Minutes** – Motion by Coleman, second FitzGerald to table the December 21, 2020 regular meeting minutes until the next meeting. MOTION CARRIED.

## Communications

**October 2020 & November 2020 Treasurer's Reports** – The Commission reviewed the Treasurer's Reports and expenditures from October 2020 and November 2020. There was discussion on impacts of COVID-19, delinquent accounts, cash reserves, and anticipated expenditures. Motion by Coleman, second FitzGerald to accept the reports as presented. MOTION CARRIED.

## Department Head Update

### OLD BUSINESS

**Wastewater Pretreatment Project** – Miller updated the status of this project, installation of a new backup generator, that the sanitary connection to begin operations is scheduled for January 26<sup>th</sup>, and that the project is expected to be completed in 2021. There was further discussion on how this project was funded through the PFA.

**Primary Clarifier Project** – Miller updated the status of this project that we have not yet received the mechanism, provided an explanation of what the mechanism will do, and discussed how this project was funded through IRRR and cash reserves.

**Sanitary Sewer Improvements** – There was discussion on the closeout of this project relating to turf establishment, that the City is still holding a portion of the retainage, and that this project was funded by an IRRR grant, a loan, and cash reserves.

**Campground Project** – This project is finished and will be removed from the agenda.

**Multi-Modal Trailhead Center** – There was discussion regarding the need to identify the remaining funds for this project and doing the project in a phased approach.

**Plumbing Ordinance Amendment** – There was no changes since the previous meeting.

**Water Facility Improvement Plan** – There was discussion on a future need of the Water Plant to lower the PSI levels currently operated at our facility and that the City has submitted information to the PFA to start getting on the intended use plan for future funding.

**2021 Rate Study** – There was discussion on doing a rate study and who may do the study.

#### NEW BUSINESS

**New Commission Vacancies** – There was discussion of the 2 vacancies, advertising for them, and word of mouth to find people interested in serving on the Commission.

**Set 2021 Meeting Dates** – The Commission reviewed the 2021 meeting dates. Motion by Coleman, second FitzGerald to approve the 2021 PUC meeting dates as February 22<sup>nd</sup>, March 22<sup>nd</sup>, April 21<sup>st</sup>, May 24<sup>th</sup>, June 21<sup>st</sup>, August 23<sup>rd</sup>, September 22<sup>nd</sup>, October 21<sup>st</sup>, November 22<sup>nd</sup> and December 22<sup>nd</sup>. MOTION CARRIED.

**Unaccounted Water Metering Report** – There was discussion relating to the upcoming annual unaccounted water usage report, the impact high unaccounted water could have on the community, that commercial properties are metered, metering needs for potable water locations that get used by the public, and working on a way to better account for water in our community.

**Delinquent Accounts** – Due to the COVID-19 Executive Order shut offs of delinquent accounts are temporarily suspended but late fees are still being charged. There was further discussion on the impact for residents once the Executive Order is lifted, options for families to apply for aid through the MN Housing Finance Agency, and the city will continue to share information as becomes known.

The Commission members would like to take a tour of the wastewater plant at the next meeting. Motion by Coleman, second FitzGerald to schedule a tour of the wastewater facility at the next PUC meeting on Monday, February 22<sup>nd</sup> 2021 at 9:00 A.M. MOTION CARRIED.

Motion by Coleman, second FitzGerald to adjourn the meeting at 10:12 A.M. MOTION CARRIED.

Minutes taken by Devon Monteith