

**UTILITIES COMMISSION MINUTES**  
**May 20, 2019**

A regular meeting of the City of Jackson Utilities Commission was held in the Council Chambers of City Hall at 4:10 p.m. on May 20, 2019 with the following persons present: Utilities Commission members Chairperson Gayl Berkner, Joe Marthaler and Matt Madden. Also in attendance were City Administrator Matt Skaret, MRES Jackson Distribution Maintenance Foreman Jeremy Boogerd, Water Department Superintendent Tony Oxborough, Street Superintendent Phil Markman, City Finance Officer Deb Mitchell and Recording Secretary Dave Maschoff. (Utilities Commission members Vice-Chairperson Kevin Siepker, Mike Thurmer and Mike Schwartz were absent.) (A quorum of the Utilities Commission was not present.) (The regular monthly meeting was held on Monday, May 20<sup>th</sup> due to Memorial Day being observed on Monday, May 27<sup>th</sup>.)

**CALL THE MEETING TO ORDER**

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Chairperson Gayl Berkner called the Utilities Commission meeting to order and noted a quorum of the Commission was not present.

**APPROVAL OF THE MINUTES FROM THE MARCH 25, 2019 MEETING**

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Due to the lack of a quorum being present, Chairperson Berkner said no action could be taken to approve the minutes from the March 25, 2019 Utilities Commission meeting.

**APPROVAL OF THE MINUTES FROM THE APRIL 29, 2019 MEETING**

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Due to the lack of a quorum being present, Chairperson Berkner said no action could be taken to approve the minutes from the April 29, 2019 Utilities Commission meeting.

**DEPARTMENTAL REPORTS**

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**Electric Department**

MRES Jackson Distribution Maintenance Foreman Jeremy Boogerd reported the Electric Department has been working around the rainy weather.

Boogerd said the Electric Department has done some work at Ashley Park to convert all the electric service to underground for the Park and the residents living alongside the park. He said boring crews are scheduled to arrive on May 21st. He said if that occurs, the Electric Department will be able to take down all the overhead electric wires on the east side of Ashley Park and a little bit in the park.

Boogerd reported some street lights have been put back up along North Highway from last year's underground electric conversion project. He noted all of the utility poles have also been removed.

Boogerd said one of the Electric Department's personnel attended underground electric school last week.

Boogerd pointed out the Electric Department removed the old go-cart track electric service at the fairgrounds. He said they also removed utility poles along County Road 51 as part of the South Highway reconstruction project so digging could proceed for the new force main along with miscellaneous clean-up items. He said the Electric Department has also been busy with a lot of utility locates and meter readings.

Boogerd noted the last AMI Meter presentation will be held next week and then things will move forward with that.

## **Water Department**

Water/Wastewater Superintendent Tony Oxborough reported the Water Treatment Plant Project is on hold for right now. He explained the emergency back-up step-up transformer that takes the Water Plant's generator from 240 up to 480 volts doesn't have a ground so that doesn't meet code. Oxborough said he was informed it will take two to three months to make a new transformer. He said he came up with a new plan that the engineers are looking into. Oxborough said he's not really sure who's going to pay for what or who's mistake it was but all he knows it wasn't the City's mistake. He said right now it looks like everything is delayed. Oxborough said even the footings for the water storage tank are delayed. He said if work is delayed in the pump room, the contractor might as well work on other projects elsewhere.

Regarding the City's lagoon ponds, Oxborough said he's working on the last discharge from the ponds until fall. He said the City is still running at a flow of 1.1 million gallons a day. Oxborough pointed out the City's maximum design flow is 813,000 gallons a day. He said he's hoping for a lot of sun and wind to evaporate from the lagoons in order to keep up with the flows because they continue to be high.

Oxborough said there have been conversations with the MN TAP summer engineering student and the possibility of getting the student to Jackson.

Skaret pointed out the MN TAP engineering student wouldn't be in Jackson for the whole summer, but just a little bit here and there. He said it will be determined if something can be worked out.

Oxborough said it would be good if the MN TAP student could put together a program to start researching the City's inflow and infiltration and where to start in solving the problem.

On another note, Oxborough reported the City had its third fire hydrant ran over this year by a vehicle. He said the fire hydrant was on Oak Avenue just off Circle Drive and was the first citizen-involved hydrant accident this year. Oxborough said the other two hydrants were accidentally struck by Street and Electric Department personnel.

Oxborough said new water main was installed on May 17<sup>th</sup> at the bottom of South Highway. He said the force main has been tapped into. Oxborough complemented the contractor and said they are moving along with the project.

Skaret noted River Street has been reopened temporarily until the contractor needs to return to replace the storm sewer structure. He pointed out the river level needs to drop some more before that work can be done.

Markman said the river level needs to drop to about seven-and-a-half feet.

## **Street Department**

Street Superintendent Phil Markman reported the hot mix plant in Worthington opened for the season on May 20th. He said the City received two loads of hot mix.

Markman said the hole has been patched at the intersection of North Highway and Park Street. He said the Street Department also patched the hole on White Street where the storm sewer broke. Markman said there was a little bit of hot mix left over so they also did a patch on Dewey Street between Grant and Sherman Streets.

Markman said he's been up at the South Highway reconstruction project quite a bit. He said the contractor hit a utility service on May 17<sup>th</sup> which they thought was located further north than what it was. Markman said that delayed the contractor a little bit, but repairs were made. He pointed out another service line was found on May 20<sup>th</sup> that the contractor was unaware of, but it wasn't struck.

Markman said the contractor is moving along with the project as they can. He said the contractor replaced the big culvert that goes underneath the road so that is completed. Markman said the contractor's plan is that they're working to the north with the force main to get it out of the intersection hopefully by May 20<sup>th</sup>. He explained the contractor will then start heading down the hill and back to the west with new force main. Markman said the cutover will then need to be coordinated. He said the new force main will have to be put in place and operational before the old force main can be shut off and hopefully not have to bypass anything.

Markman said there's just a lot of coordinating to do and with the high flows it's tough because they don't have too long a time to shut it down to do the switchover. He said hopefully the weather starts straightening out.

Markman reported two out of the four seasonal park employees have begun work for the summer season. He said the two that started work helped the Street Department with asphalt patching. Markman said the other two should be starting soon with one starting in the middle of the week and the other next week after graduating from high school.

Markman said the Street Department has been busy with a lot of utility locates. He noted the State of Minnesota is going to do a mill and overlay on Highway 71 from Jackson all the way to Windom next summer. Markman said preparations are being done for that including some culvert work. He said the Street Department has been doing a lot of locating for that project. Markman said they will also be busy doing utility locates when this year's underground electric conversion project gets underway.

Berkner said she was pleased to hear about the patching being completed at the intersection of North Highway and Park Street.

Markman pointed out for whatever reason, hot mix is only available from the Worthington hot mix plant on Monday, Tuesday and Wednesday. He said that sounds like that will be the hot mix plant's standard hours. Markman said they've never done that in the past. Markman said that's the most local hot mix plant within a 60 mile radius of Worthington. He said he doesn't know why the hot mix plant is only open three days a week. Markman said hopefully the demand for hot mix from other communities will be great enough to cause the hot mix plant to extend their operation hours to Thursday and Friday as well. He said the Street Department will do what they can when they can get hot mix.

In other news, Skaret reported the Street Committee has been talking about a project for next summer for both streets and utilities. He pointed out there's been kind of a change of plans. Skaret said back in 2016, the Street Committee developed a list of priority streets and utility projects. He said in those three years, plans and priorities have changed. Skaret said looking at it in a whole different perspective; all the projects that are on the 2016 list still need to be done. He said Council members on the Street Committee are trying to look at where the City is going to get the best bang for their buck as far as traffic wise, the need and also trying to meet some of the underground utility needs as well.

Skaret explained Engineer Greg Mitchell of Bolton and Menk is putting together some construction cost estimates for two areas that are closely being looked at. He said those two areas include North Highway from Logan Street down towards Sayles Drive. He said that would be a long stretch. Skaret noted North Highway from Logan to Highway 71 was done probably in about 2005 or so. Skaret said from Logan Street to Sayles Drive would basically complete that stretch of the west side of North Highway.

Skaret the other street being looked at would be redoing all of South Street.

Markman explained it would include one block of Fourth Street because that wasn't done when the rest of the downtown was. He said it would be that section of Fourth Street from Bailey going south and then going west on South Street all the way up to Dewey Street.

Skaret said that would be another long stretch. He said they will have to see where the cost estimate numbers come in and will take those estimates back to the City's Financial Consultant Shannon Sweeney and see what it looks like from a bonding standpoint.

Skaret said the City does have some cash for street projects that they could pay up front but a lot of it would have to be bonded for.

Skaret said there's also some other asphalt overlays that are being looked at. He noted those include the parking lot at City Hall, the library parking lot and the adjacent alley behind the library. He said asphaltting the library parking lot and alley has been discussed for a long time and the City does have money on hand to pay for that. Skaret said the City has just been waiting for a larger paving project to get some economies of scale.

Skaret said there has been some talk of overlaying the streets downtown. He said that would go nicely with the EDA and Economic Development Office's renewed focus on downtown with their Storefront Facade Renovation Project and trying to do some beautification downtown. He said a nice layer of asphalt would help with those efforts also. Skaret pointed out the downtown streets are in good enough shape yet where it would pay to do an asphalt overlay.

Skaret noted most of the other streets in town are too far gone that an overlay would not even make sense.

Regarding storm sewers, Skaret said he and Markman took a drive around Jackson a few weeks ago. He said it's not only the old parts of town; it's the new era infrastructure where there are storm sewer intakes that are falling in. Skaret said there are some really dire areas there.

#### **DATE FOR THE JUNE UTILITIES COMMISSION MEETING**

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Skaret noted that he will be gone on vacation at the next regular June 24<sup>th</sup> Utilities Commission meeting. He said the Utilities Commission could certainly have the meeting without him. Skaret said the June 24<sup>th</sup> meeting is when he's anticipating a recommendation may be made by the AMI Committee regarding the AMI proposals. He said he anticipates a recommendation to the Utilities Commission at either their June or July meeting.

Skaret said Landis and Gyr will be the final company making a presentation to the AMI Committee on Wednesday, May 29<sup>th</sup>. He said the AMI Committee will then need to meet to review the three different proposals that they have seen.

Berkner asked Madden and Marthaler if they wanted to change the date for the June Utilities Commission meeting or leave it at its regular June 24<sup>th</sup> date.

Skaret pointed out that Boogerd, Oxborough and Markman will all be available to answer questions and provide input into the AMI proposals that were presented.

It was the consensus of the members present to have the Utilities Commission meet next month on their regular monthly meeting date of Monday, June 24<sup>th</sup>.

### **DISTRIBUTED RESOURCE INTERCONNECTION PROCESS**

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Because there was no quorum, Boogerd asked what the Utilities Commission wanted to do regarding the resolution pertaining to the Distributed Resource Interconnection Process.

Skaret noted there is a deadline for adopting the resolution.

Boogerd said a resolution needs to be adopted by June 17<sup>th</sup>.

Boogerd explained the interconnection process at the Utilities Commission's April 29<sup>th</sup> meeting. He said interconnect is the process of generating your own electricity and then selling it back to your power supplier. Boogerd said the resolution updates the policy that provides for a more user friendly format for small municipals and REA's to use for people who want to interconnect. He said it was a policy that was developed by the MREA (Minnesota Rural Electric Association) and MMUA (Minnesota Municipal Utilities Association).

Madden noted the resolution is pretty straight forward.

Maschoff noted the explanation of the policy was included in the April 29<sup>th</sup> Utilities Commission minutes.

Berkner said she thinks a recommendation can be made that **it was the consensus of the Utilities Commission members that were present at the May 20<sup>th</sup> meeting for the City Council to move forward with the Distributed Resource Interconnection Process.**

## **WATER AND SEWER LINES FOR THE NEW COLD STORAGE BUILDING AT THE JACKSON MOTORPLEX**

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Maschoff explained that Tod Quiring of the Jackson Motorplex is going to build a new storage building to the north of the race track within the City limits. He said the building has been in the planning for two or three years.

Maschoff said Quiring would like to tap off the sewer main and water line located at the bathhouse on the fairgrounds just to the west of the new building. He said the Jackson County Fair Board is also meeting on May 20<sup>th</sup> and will be informed about Quiring's request.

Maschoff said he wanted to make the Utilities Commission aware of the request.

Oxborough noted that Quiring will need to sign an Indirect Utility Service Agreement. He said Quiring will also need to talk with Jackson County Public Facilities Director Tim Stahl about hooking onto the line.

Maschoff thanked Oxborough for the information.

Skaret noted the Indirect Utility Service Agreement will also need to be approved by the City Council.

Maschoff said he would pass that information along to the contractor.

### **Other:**

Boogerd said the Electric Department had a summer help student start on May 20<sup>th</sup> who is contracted for 1,000 hours of work during the summer months. He said the person's name is Alex. Boogerd said Alex is from Estherville and just graduated from Minnesota West two weeks ago.

## **ADJOURNMENT**

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**With no further business, the Utilities Commission meeting adjourned at 4:33 p.m.**

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**David A. Maschoff, Recording Secretary**



