

ADOPTED UTILITY MINUTES

March 10, 2020

CITY HALL ~ 4:00 P.M.

Board Present: Darrell Nissen, Jeff Paplow, Brian Rossow, Chad Janssen, Steve Condon

Board Absent:

Others Present: Kelly Rasche-Clerk, Cheryl Ulferts-Finance, Jeff Bechthold-MRES, Holly Rademacher-C.Service, Rustin Kaderabek-Water/Lineman

Call the meeting to order.

Approval of the agenda -- Motion to approve the agenda, with changes, made by **Janssen/Rossow**, all yes, motion carried.

Approval of the minutes -- Motion to approve the minutes of February 11 and 27, 2020, made by **Rossow/Condon**, all yes, motion carried.

Approval of Accounts Payable -- Motion to approve the Accounts Payable totaling **\$146,841.78**, and approve the Investment and Transfer Activity, made by **Condon/Janssen**, all yes, motion carried.

SCHEDULED/UNSCHEDULED GUESTS

Scheduled

Unscheduled

DEPARTMENT REPORTS

Accounts Receivable – Rademacher shared the report. Did nine shutoffs today. Most have already turned back on. Work continues to get people to make timely payments. April 15th is the end of the cold weather rule protections. The bottom line is looking MUCH better with her efforts.

Missouri River Energy – Supplies continue to arrive for the Kozy Heat Project. The Digger Derrick truck delivery is expected before the end of March. The seller will provide training on operation of the unit. The current unit will be declared excess for sale after the receipt of the new unit.

AGENDA ITEMS

1. **Lion's Club Radio Takeover day ad** – Motion to approve the purchase of a radio takeover day ad in the amount of \$80 made by **Janssen/Paplow**, all yes, motion carried.
2. **Well #6 Inspection/Maintenance** – Motion to approve the inspection and maintenance of Well #6 made by **Condon/Janssen**, all yes, motion carried. The last pump work cost approximately \$8,000.
3. **Personnel Discussion**
 - a. **Resignation** – David Surprenant has resigned his position of lineman in Lakefield. Missouri River will begin electric department on call jointly with Jackson lineman. Lakefield will need to have water on call covered when the Jackson linemen are on electrical call.
 - b. **Water Plant On-Call Plan** –
 - i. Rusty will be on call at the water plant when he is on call as a lineman. He will be compensated as he is currently.
 - ii. Mitchell Macek and Joe Wingert will begin to cover on call hours at the water plant in which Jackson is on call for electric.
 - iii. Personnel committee recommendation of additional pay when on call at \$128 per week. Motion to approve the on call pay at \$128 per week made by **Condon/Rossow**, all yes, motion carried. They will be compensated hours worked when at the plant outside of work hours.

- c. **Street Foreman Compensation Increase consideration** – The personnel committee discussed the addition responsibility Street Foreman Frerichs will be taking on with the bulk of the water plant duties being brought to his department personnel. Recommendation to have the full personnel committee review the street foreman position wage with these changes.
 - d. **Increase is PILOT to City** – The personnel committee also discussed an increase to the PILOT payments made to the city to cover the compensation increase for the street foreman. Motion to increase the monthly PILOT from \$500 per month to \$1,000 pending council approval of the on call pay per month made by **Rossow/Condon**, all yes, motion carried.
4. **SMBS Board Alternate Appointment Recommendation** – Motion to appoint Doug Anderson to continue as the alternate board member to the SMBS board made by **Condon/Janssen**, all yes, motion carried.

OLD BUSINESS

OTHER BUSINESS

1. **Utility Billing Format** – some concerns with use of the utility bills for the new Minnesota enhanced driver's licensing. Residents have reported issues with billing missing "Lakefield, MN". Staff will do what we can to make the bills more acceptable and communicate with customers on ways we can help them before they go to the DMV.
2. **Facility Tour** – Board discussed options for a tour. Plan is to tour after the April meeting.

INFORMATIONAL ITEMS

1. **SMBS Report** – The March meeting will have the vote on whether the board will close the SMBS meetings or not.

ANNOUNCEMENTS

1. **Next commission meeting Tuesday, April 14, 2020, at 4:00 p.m. in City Hall.**

Motion to adjourn the meeting at 4:50 p.m. made by **Janssen/Condon**, all yes, motion carried.

Darrell Nissen, Chairman

Attest:

Kelly Rasche, Administrative Clerk