

ADOPTED UTILITY MINUTES

September 10, 2019
CITY HALL ~ 4:00 P.M.

Commission Present: Darrell Nissen, Ern Malchow, Doug Anderson, Brian Rossow, Chad Janssen

Commission Absent:

Others Present: Kelly Rasche-Clerk, Cheryl Ulferts-Finance, Jeff Becthold-Missouri River Energy Services, Rustin Kaderabek-Utilities Foreman

Call the meeting to order.

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

Approval of the minutes -- Motion to approve the minutes of August 13, 2019, made by **Rossow/Anderson**, all yes, motion carried.

Approval of Accounts Payable -- Motion to approve the Accounts Payable totaling \$ 299,940.98, and approve the Investment and Transfer Activity, made by **Anderson/Janssen**, all yes, motion carried.

Presentation of the Accounts Receivable Report

Guests: None

AGENDA ITEMS:

1. **Water Plant Operations Person discussion (PeopleService Contract?)** – The joint water/council committee met on August 20th to discuss contracting with PeopleService or hire an employee. The committee is leaning towards hiring PeopleService, but no final recommendation was made. The discussion continues, no decisions made.
2. **Minnesota Municipal Utilities Association Safety Management Program** – Motion to approve the 2019/2020 MMUA safety management program at a cost of \$273.75 per month (\$3,285.00 annual) made by **Rossow/Malchow**, all yes, motion carried.
3. **Consider Request for Proposals for auditing services** – The board will let the council take the lead on this subject. Staff will keep board informed on the council's actions. No action taken.
4. **LPU Credit Card** – LPU has a credit card issued to Joni Hanson. This card has not been used often. The city has a card that can be used for LPU purchases. Motion to cancel the credit card issued to LPU/Joni Hanson, made by **Rossow/Malchow**, all yes, motion carried.
5. **Power Plant Brick Repair** – Chair Nissen shared information he collected from Welp Construction to make brick repairs on the building. These repairs need to be done before the building can be tuck pointed. Brick is available for the repair. Welp Construction can do the work this fall, the project is one difficult to quote before the work as the condition of the bricks and the work required to remove broken bricks. Motion to hire Welp Construction repair the brick at the power plant made by **Malchow/Anderson**, all yes, motion carried.

OLD BUSINESS

- 1.

OTHER BUSINESS

1. **Customer Service Person Wage Increase** – The council approved a wage increase for the Customer Service Specialist. They moved her to step 7 of the step scale. Her wage moved from \$16.31 to \$17.39. LPU will pay 50% of this increase, approximately \$300 for the remainder of 2019. Motion to approve the increase made by Malchow/Janssen, all yes, motion carried.
2. **Bidding for materials for Hussong Mfg Electric Project** – The bidding documents are scheduled to be distributed on September 11, 2019.

INFORMATIONAL ITEMS

1. RUSTY'S CORNER

- a. Water Heater Replacement at Water Plant** – Two price quotes were received from Winter's Plumbing in the amount of \$9,751.24 the other from Schwalbach Hardware in the amount of \$8,400.00. The water heater is not scheduled to be replaced as a part of the R.O. System modifications. Motion to approve the purchase and replacement of the water heater by Schwalbach Hardware, made by Rossow/Janssen, all yes, motion carried.
- 2. R.O. Bid Opening Information** – The bids for the R.O. system will be opened on September 17th. This is a date changes as we didn't received a favorable number of bids (only 1). The contractors stated there were several bids to be opened on August 29th and they would not bid our project. The call was made to delay our bid opening, as the contractors stated they would submit a bid if the opening was scheduled at a later date.
- 3. Campground** –
 - a. Additional Sites with Electrical/ Additional Sites with Sewer and Water** – The board directed staff to research the costs to adding sites to the campground. They requested information on electric only sites and full service sites. Rusty will also look to make the additional sites year around possible. This information will be brought to a future meeting for board consideration.
 - b. Internet Service** – The equipment needs to be replaced. Staff is researching the costs of additional equipment.

ANNOUNCEMENTS

- 1. Next commission meeting Tuesday, October 8, 2019, at 4:00 p.m. in City Hall.**

Motion to adjourn the meeting at 5:00 p.m. made by **Malchow/Janssen**, all yes, motion carried.

Darrell Nissen, Chairman

Attest:

Kelly Rasche, Administrative Clerk