

**UTILITY
ADOPTED MINUTES
JANUARY 8, 2019
CITY HALL
4:00 P.M.**

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

Absent:

Others Present: Holly Rademacher, Kelly Rasche, Cheryl Ulferts, Rusty Kaderabek and Joni Hanson

Call the meeting to order by Ern Malchow at 4:00 pm

Motion by Anderson, second by Rossow to approve the agenda, with addition (add "Schedule of Work Hours). All Yes, Motion Carried

Motion by Nissen, second by Anderson to approve the minutes of December 11, 2018, as printed. All Yes, Motion Carried

Motion by Anderson, second by Rossow to approve the accounts payable totaling \$351,696.32, and approve the Investment and Transfer Activity Report. All Yes, Motion Carried

Holly told the board that it has been a slower month for collections. She said 4 accounts were shut off today due to non-pay, so a total of 6 accounts turned off, but 2 of the accounts were turned back on. There are 17 accounts in over 90 days past due, with 12 of the accounts in the 90 days past due being under \$100.00.

Ern welcomed the new Utility Commissioner Chad Janssen to the board.

Motion by Rossow, second by Anderson to appoint Darrell Nissen as Chairman, and Ern Malchow as Vice-Chairman. All Yes, Motion Carried

Motion by Anderson, second by Malchow to approve the 2019 Committee Assignments. All Yes, Motion Carried.

The consent agenda items are routine business items that are approved annually.

Motion by Rossow, second by Malchow to approve Resolutions U19-01 through Resolution U19-06. Voice Vote; All Yes, Motion Carried

Kelly handed out a copy of the Pay Equity Report that will be submitted to the State. This report is done every 3 years and must be submitted by the board before being sent in to the State.

Motion by Malchow, second by Rossow to approve the Pay Equity Report. All Yes, Motion Carried.

Kelly Rasche explained to the board that regarding Data Practices, the State requires Municipals to adopt a Data Practices Policy as established by the City Council. Kelly noted that the City Council approved a Data Practices Policy at the January 7th, 2019 City Council meeting.

Motion by Anderson, second by Janssen to approve the Data Practices Policy adopted by the City Council. All Yes, Motion Carried.

Kelly went on to tell the board that we would like to change the work schedule that currently runs from Sunday to Saturday (2 weeks), to run from Saturday to Friday (Work Schedule that the Police Department is on now). The change would be due to trying to cut down on overtime hours).

Motion by Malchow, second by Janssen to approve the work schedule as presented, pending approval of the City Council, starting February 2 or March 2, 2019.

Rusty Kaderabek stated that the R.O. Pilot Study has not been done yet, but they will be coming tomorrow (1/9/19). Testing was done on the Power Plant Generator and a report was received from the State stating that everything looked good.

Brian told the board that he had been to a workshop, and had talked about a possible position change. The position change would be moving Kelly to City Administrator from her current title of Administrative Clerk. Brian stated there will be additional discussion and decisions in 2 weeks (City Council meeting). Brian finished up informing the board about SMBS. The local station issues of timing out are being looked at. SMBS is switching some lines and doing more testing. They are struggling trying to figure out where the issue is at. Brian did note that the local station issues seem to have improved.

Motion by Malchow, second by Anderson to adjourn the meeting at 4:28 pm. All Yes, Motion Carried.

Darrell Nissen, Chairman

Attest:

Joni Hanson