

## ADOPTED UTILITY MINUTES

October 8, 2019

CITY HALL ~ 4:00 P.M.

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

**Board Absent:**

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

**Call the meeting to order.**

**Approval of the agenda** -- Motion to approve the agenda, as presented made by **Anderson/Malchow**, all yes, motion carried.

**Approval of the minutes** -- Motion to approve the minutes of September 10, 2019, made by **Janssen/Anderson**, all yes, motion carried.

**Approval of Accounts Payable** -- Motion to approve the Accounts Payable totaling **\$450,223.14**, and approve the Investment and Transfer Activity, made by **Anderson/Janssen**, all yes, motion carried.

**Presentation of the Accounts Receivable Report** – Rademacher shared the report for the month. 18 shutoffs done on Oct. 3<sup>rd</sup>, all but 3 paid and are back on. 11 accounts in the 90 days overdue, 8 of those are in foreclosure status. 15 letters to be sent for assessing the past due amount to taxes. Continue to work on collecting the past due that are no longer in Lakefield. PSN credit card system is now live. It has been well received and is very user friendly.

**Guests:** Jeremy Boogerd-Crew Leader for the Jackson and Lakefield line crews.

### AGENDA ITEMS:

1. **Campground WiFi** – Motion to approve the quote 151 using ARUBA equipment in the amount of \$1277.99 with the linemen installing the needed wiring and using an existing wooden pole for mounting made by **Rossow/Janssen**, all yes, motion carried. Installation with occur as possible.
2. **MRES Area Meeting Attendance** – Kaderabek will be attending on behalf of Lakefield Public Utilities in Sioux Falls on October 31<sup>st</sup>.
3. **Kozy Heat Electrical Project**
  - a. **Materials Bid Opening** – Becthold reviewed the bids and agrees with the recommendation of the engineer. Three bidders participated in the process. The low bid for the cable is Irby Utilities in the amount of \$96,178.32; low bid for the padmount switchgear is Westco in the amount of \$91,439.76, low bid for the transformers not as clear. The low bid did not meet specifications. Becthold and the engineer both recommend awarding to Irby Utilities in the amount of \$33,778.00. No action taken at this time.
4. **Irby Equipment Prices** – Motion to approve the order request in the amount of \$19,071.90 made by **Malchow/Janssen**, all yes, motion carried.

### OLD BUSINESS

1. **Staffing for water plant operations** – The board continued to discuss the options of hiring an employee vs. contracting with an outside vendor to operate the water plant. The personnel committee will continue to explore options.

### OTHER BUSINESS

1. **Funding for the Point Source Implementation Grant program for the R.O. system installation at the water plant** – the board discussed places the funding can come from. Ulferts is confident the water fund will not have a total of the funds for the project. The discussion included using electric fund use. Motion to borrow from the electric fund to the water fund the estimated \$478,000 at a 0% interest rate to meet the need match of the Point Source Implementation Grant made by **Rossow/Malchow**, all yes, motion carried.

**INFORMATIONAL ITEMS**

1. **Rusty's Corner** – Light pole to be replaced on Main Street arrived, wrong color, the replacement will happen when the correct pole arrives.
2. **Thank you from Kissimmee Florida for hurricane readiness assistance**

**ANNOUNCEMENTS**

Next commission meeting Tuesday, November 12, 2019, at 4:00 p.m. in City Hall

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

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**Darrell Nissen, Chairman**

**Attest:**

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**Kelly Rasche, Administrative Clerk**