

## ADOPTED UTILITY MINUTES

November 12, 2019

CITY HALL ~ 4:00 P.M.

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

**Board Absent:** Ern Malchow

**Others Present:** Kelly Rasche-Clerk, Cheryl Ulferts-Finance, Rustin Kaderabek, Holly Rademacher-Customer Service, Linden Washington

**Call the meeting to order.**

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

**Approval of the minutes** -- Motion to approve the minutes of October 8, 2019, made by **Anderson/Rossow**, all yes, motion carried.

**Approval of Accounts Payable** -- Motion to approve the Accounts Payable totaling **\$179,498.06**, and approve the Investment and Transfer Activity, made by **Rossow/Janssen**, all yes, motion carried.

**Kaderabek presentation** - The board thanked Rustin for his 18.5 years of service to Lakefield Public Utilities.

**Guests: Linden Washington** – Shared his concerns with power being disconnected in a way that he felt he did not get notice of the shut off. He stated the courtesy call he received did not directly inform him of a disconnection. He did contact the MN Public Utilities Commission with his concerns. Feels negligence of staff and doesn't feel payment of the reconnection fee is fair. Motion to NOT waive the reconnection fee made by **Rossow/Anderson**, all yes, motion carried.

### DEPARTMENT REPORTS

**Presentation of the Accounts Receivable Report** – Rademacher shared the report for the month. Rademacher will work with Kaderabek on properties that are currently off electrically and the water situation concerning seasonal freezing.

**3<sup>rd</sup> Quarter Financial Review** – Finance Manager Ulferts presented the board with the review. Departments are performing well.

**Missouri River Energy** – No Report

### AGENDA ITEMS:

#### OLD BUSINESS

1. **Masonry Work at Power Plant** – The brick work is not completed yet. Staff will look into the possibility of another person that could complete the work.

#### OTHER BUSINESS

1. **PEBC Bathrooms and Classroom Utility Billing Arrangement** – the current plan is the utility billing of the campground bathrooms are split six months LPU and six months Prairie Ecology Bus Center. The entities are also responsible for bathroom cleanings and supplies during their six-month period. PEBC would take over the billing on Oct. 1<sup>st</sup>. The campground still has occupied spots. After discussion with PEBC staff, Rasche asked the board to consider paying the utility billing for all twelve months of the year. PEBC would take care of the bathrooms and the bathroom supplies for all twelve months. The board supports the change. Staff will make the change.
2. **Memorandum of Lease Schultz/Tower property release** – Motion to approve the release made by **Rossow/Anderson**, all yes, motion carried.
3. **Reconnection Fee Discussion** – The call out employee pay for Missouri River Energy Employees is different than LPU call out. Other questions arose with turn on time requirements. Additional information will be provided at the next meeting.

## INFORMATIONAL ITEMS

1. **BDPI Grant Award for Hussong MFG utility relocation project** – the funds have been encumbered by the state. The final contract is at Costello’s office for review. The intention is for council approval, pending attorney’s review, at the November 18, 2019, council meeting. The bids will be accepted after the council approval.
2. **Northwest Water Sewer** – The company owner visited Lakefield and the water and sewer plants. He will be providing a proposal for operation of the plants. He was asked to provide a proposal to operate the water plant and a proposal to operate the water and sewer plant. The personnel committee will meet, and review applications received for water plant operator and the received proposals.
3. **Southwest Broadband Report** – Southwest MN Broadband Services (SMBS) has done some research on the structure of the organization of SMBS. A question was “does SMBS need to operate in the same manner as municipals” SMBS is looking into an expansion opportunity; those types of discussions are difficult with the “openness” of the municipal rules (public information). How to remain competitive in the broadband industry with all information in the public arena. SMBS was organized as a non-profit, meaning open meeting law doesn’t apply. SMBS board will be discussing the change of closing meetings and limiting access to records. SMBS board members were asked to share this information with councils to bring feedback to the SMBS board meeting. Pavelko feels taxpayers are the unofficial shareholders of the organization and closing all meetings closes the doors to the shareholders. There are pros/cons to being open or closed.

## ANNOUNCEMENTS

1. **Next commission meeting Tuesday December 10, 2019, at 4:00 p.m. in City Hall.**

Motion to adjourn the meeting at 5:28 p.m. made by **Janssen/Rossow**, all yes, motion carried.

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**Darrell Nissen, Chairman**

**Attest:**

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**Kelly Rasche, Administrative Clerk**