

ADOPTED UTILITY MINUTES

December 10, 2019

CITY HALL ~ 4:00 P.M.

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

Board Absent:

Others Present: Kelly Rasche-Clerk, Cheryl Ulferts-Finance, Rustin Kaderabek, Holly Rademacher-Customer Service, Jeff Becthold-MRES

Call the meeting to order.

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

Approval of the minutes -- Motion to approve the minutes of November 12, 2019, made by **Anderson/Janssen**, all yes, motion carried.

Approval of Accounts Payable -- Motion to approve the Accounts Payable totaling **\$208,647.86**, and approve the Investment and Transfer Activity, made by **Rossow/Malchow**, all yes, motion carried.

SCHEDULED/UNSCHEDULED GUESTS

Scheduled

Unscheduled

DEPARTMENT REPORTS

Accounts Receivable – Rademacher shared the report to the board.

Kaderabek – Water Dept – No report currently. Waiting for the R.O. Project to begin

Missouri River Energy – Some of the materials ordered outside of the BDPI grant have started to arrive. It is time to get inventory completed, preparations for the auditor. No issues with the change over after 30 days.

AGENDA ITEMS:

1. **2019 Write Offs** – Staff recommended 5 accounts for write-off. These accounts have been submitted to the collection agency, the agency has reached the end of resources for collection and have closed the file. All avenues of collection have been exhausted. Motion to write off the five accounts in the amount of \$3,889.19 and recommend the same to the city council, made by **Anderson/Rossow**, all yes, motion carried.
 - a. 0199-03-2 \$ 492.37
 - b. 1927-00-5 \$1,120.46
 - c. 2460-02-0 \$ 553.37
 - d. 0512-00-0 \$1,101.61
 - e. 2462-05-1 \$ 621.38
2. **Hussong MFG electrical project** – The BDPI Grant documentation is completed and the project is authorized. The materials bids can be accepted, and the contracts approved. The following considered and approved for the project:
 - a. **Award materials purchase contracts**
 - i. **Primary Power Cable** – Motion to approve the bid of Irby Utilities in the amount of \$96,178.32 made by **Anderson/Rossow**, all yes, motion carried.

degree from Iowa Lakes in Estherville. Motion to extend an offer to Mitchell Macek an offer of up to the minimum of the water operators scale made by **Rossow/Malchow**, all yes, motion carried. The personnel committee will hold a second interview and discuss the offer with Mr. Macek.

INFORMATIONAL ITEMS

- 1. Notice of 2020 S-1 Rates**
- 2. Oyster Stew Invitations**
- 3. Southwest MN Broadband** – Closing meetings will be on the agenda for SMBS again in December. The city council is opposed to the closing of the meetings because public funds are involved with the operation of SMBS. Nissen completed some research on the subject and he feels the meetings can be closed for certain issues but has a concern about blanket closing of the meetings. The board feels meetings should not be “blanket” closed.
- 4. Doug Anderson Final Meeting** – Mayor Rossow and the board members thanked Doug for the years of service on the Utility Board. He has ended his second nine-year term for LPU.

ANNOUNCEMENTS

- 1. Next commission meeting January 14, 2019, at 4:00 p.m. in City Hall.**

Motion to adjourn the meeting at 5:26 p.m. made by **Rossow/Malchow**, all yes, motion carried.

Darrell Nissen, Chairman

Attest:

Kelly Rasche, Administrative Clerk