

**PROPOSED UTILITY MINUTES**  
**AUGUST 13, 2019**  
**CITY HALL ~ 4:00 P.M.**

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

**Commission Absent:** Chad Janssen

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

**Call the meeting to order.**

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

**Approval of the minutes** -- Motion to approve the minutes of July 9, 2019, made by **Anderson/Malchow**, all yes, motion carried.

**Approval of Accounts Payable** -- Motion to approve the Accounts Payable totaling \$429,462.10, and approve the Investment and Transfer Activity, made by **Anderson/Rossow**, all yes, motion carried.

Electricity	\$250,832.24
Water	\$178,629.86

**Presentation of the Accounts Receivable Report** – Rademacher shared the status of the accounts payable. 32 delinquent accounts with the plan to do Aug. 27<sup>th</sup> shut offs. The list is down to the habitual behind that continue to work, but are not making progress during the summer cooling months. Continue to work with residents to get caught up before the October cold weather rule time starts.

**Guests: None**

**AGENDA ITEMS:**

1. **2<sup>nd</sup> Qtr. 2019 Financials** -- Motion to accept the financial report, made by **Anderson/Rossow**, all yes, motion carried.
  
2. **Distribution System Operations and Maintenance Agreement** – Nissen asked Becthold about help with the water plant until the city has a system in place to operate the system: the time will be broken out on the time sheet but will not be an additional charge to the LPU. Becthold hopes the need for water assistance is no longer than 12 months. Nissen inquired about snow removal: the linemen will help in the manner as in the past. Anderson: how many linemen in Lakefield: 2 linemen will be based in Lakefield. If a larger project is occurring in Jackson, one of the Lakefield based linemen may be in Jackson and vice versa with a Lakefield project; Lakefield will not be charged for time in another community. Overtime is an unknown on the monthly billing. Snow removal is not considered overtime, in general, working time is adjusted. Meter reading is LPU responsibility, linemen will do the reading, city staff is responsible to make the sure reading happens. Becthold will attend the monthly LPU commission meetings. Long term for Lakefield and Jackson would be merging the on call for linemen in both communities. Training is needed for this to happen. Becthold expects it will take 12 months before the on call merge could happen.
  - a. Resolution U19-09 – MRES agreement & Personnel changes – Motion to approve Resolution U19-09 made by **Rossow/Anderson**, **YES:** Rossow, Anderson, Nissen, Malchow **NO:** none, motion passed. **THANK YOU VERY MUCH TO JONI HANSON FOR ALL OF YOUR 26 YEARS OF SERVICE.**
  - b. Resolution U19-10 – Banking -- Motion to approve Resolution U19-10 made by **Anderson/Rossow**, **YES:** Rossow, Anderson, Nissen, and Malchow **NO:** none, motion passed.
  
3. **Campground Items**
  - a. **Internet Service** – The current router does not cover the entire camping area. SMBS recommends it be placed on a pole at a height above the campers. The signal becomes blocked by campers as the grounds

fill and the outer customers do not have an internet signal. Staff will work to get the needed equipment higher in the grounds.

- b. **Tent/No Hookup Rates** – 2019 saw some RV units that were completely contained stay at the grounds and a tent. There is not a tent rate for the grounds; does the commission wish to set a rate for these situations? If yes, staff recommends setting it at ½ of the rate charged for the time of use e.g. daily rate is \$20~ tent rate would be \$10, etc. Motion to charge the 50% of the full connection rate made by **Rossow/Anderson**, all yes, motion carried.

4. **Credit Card Payment System** – The current system to collect payments via credit card is not working. RevTrack has changed their system. They focus on the operations for school districts and the recent changes make their system incompatible with our Banyon operating system. Rademacher researched options. The only system that operates with our Banyon system is Payment Service Network, Inc (PSN). The cost for the change in Banyon is \$300 with an annual support fee of \$195. The costs for PSN is:
- Customer transaction fee is 2.75% plus 50¢ if over \$100 (current 3.61%)
  - Set Up Fee is \$99 (one time)
  - Website customization \$50 (one time)
  - Security Compliance Fee \$89 (annual) (\$239.40 current)
- Motion to cancel service with RevTrack and contract with PSN for credit card collections, made by **Rossow/Anderson**, all yes, motion carried.
5. **Late Swim** – LPU has sponsored the final late swim of the season at the pool by providing free hot dogs that LPU employees served. The past 2 years, the event has not been well attended because of weather conditions. (cancelled one year, very cold the next) The return of the dogs and buns has been a concern. Rasche asked the board if they would provide the admission fee of \$1 per person, making the swim a free event, instead of providing free hot dogs. This eliminates the weather concern. The June and July swims each had approximately 100 participants. The commission chooses to not do anything with the late swim in 2019.

#### **OTHER ITEMS:**

##### **SMBS**

\*Anderson reported that the parking lot has been poured. The fiber drop promotion has been a success 24 drops have been installed, as of July. The contract with Windomnet for phone service is coming up for review. Rossow expects the fiber drop promotion to be enlarged and continued. \$96,525 is the loan balance of the \$100,000 borrowed from LPU to SMBS. Payoff date with current payoff schedule is 2036

##### **RUSTY'S CORNER -- Nothing**

#### **INFORMATIONAL:**

\*Memo from meeting of Council Reps and Lakefield Public Utilities Reps

\*Update on R.O. System – The council will be considering bids at the September 9 council meeting.

#### **BOARD CONCERNS**

\***Water Plant Retaining Wall** – the wall on the south side is bowing. Staff will see if this can be repaired with the R.O. project in 2020.

**Motion to adjourn the meeting at 5:20 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**