

**MINUTES OF THE DELANO WATER, LIGHT AND POWER COMMISSION
CITY OF DELANO, COUNTY OF WRIGHT, STATE OF MINNESOTA
WITH ALL ACCOUNTS BEING AUDITED BY SAID COMMISSION
OCTOBER 20, 2008**

1. CALL TO ORDER

The meeting was called to order by Chairman Larry Bartels.

2. ROLL CALL

Roll call was taken and a quorum established

Members Present:	Larry Bartels, Chairman Sam Nelson, Secretary Tim Falde, Commissioner Bob Hutter, Commissioner Randy Keranen, Commissioner
Also Present:	Hal Becker, General Manager Chris Hart, Director of Finance Bob Stroud, Recorder

3. AGENDA

Motion by Tim Falde and seconded by Bob Hutter to approve the agenda.

Motion Carried

4. MINUTES

Motion by Randy Karanen and seconded by Tim Falde to approve the minutes of the regular meeting conducted on September 15, 2008.

Motion Carried

5. POWER COST ADJUSTMENT

Hal Becker said wholesale costs were down again for this period resulting in a negative power cost adjustment for the customers.

Motion by Bob Hutter and seconded by Tim Falde to approve the power cost adjustment for bills due October 27, 2008 at negative .01219.

Motion Carried

6. FINANCIALS

A. Approve the financials for September 2008

Electric revenue was reported down approximately 8% with expense down 12.3%. Permits were under 40% and capacity sales within 9% as reported on the financials. The water department revenue was up 5.79% and expenses down 8.34%.

Motion by Larry Bartels and seconded by Sam Nelson to approve the financials for September 2008.

Motion Carried

B. Review the first draft of the budget for 2009

Hal Becker said some of the components necessary to the budget were being evaluated and more detail would be necessary for a complete review. Discussion was deferred to a special meeting to be scheduled for a later date.

7. COMMISSIONERS REPORT

No report

8. UNFINISHED BUSINESS

A. Approve the hiring of an accountant to replace a retiring position

Hal Becker explained to the Commission that another office position would soon be available with the utilities as another employee anticipates retirement. Also noted was the upcoming retirement of Ed Williams at the end of November. A retirement party is planned for November 18, 2008 at the American Legion beginning at 5:30 p.m.

Motion by Tim Falde and seconded by Randy Karanen to approve advertising for the position of an accountant to replace a retiring position.

Motion Carried

9. NEW BUSINESS

A. Discuss and approve the AWAIR program

(A Workplace Accident Injury Reduction Program)

The State of Minnesota amended the Occupational Safety and Health Act in 1990 through legislation known as AWAIR. The legislation requires employers in certain industries to develop written, comprehensive workplace safety and health programs. An annual review of the program is required. Any changes to the policy are a result of the review; intended to evaluate progress toward established goals and the reduction of work day incidents below the previous year.

Motion by Randy Karanen and seconded by Tim Falde to approve the updated AWAIR program as provided by the utilities safety director.

Motion Carried

B. Approve replacement of office equipment

Hal Becker presented the Commission with two quotes for the replacement of office copiers and printers, one from ICON and the other from TOPS. He explained the current color copier is inoperable and replacement parts would cost approximately \$4000.00. The lease on the black and white copier will expire in early 2009.

Motion by Sam Nelson and seconded by Tim Falde to replace the two office copiers and accept the lower quote submitted by TOPS. (Total Office Products & Services Inc.)

Motion Carried

10. CLAIMS

Motion by Bob Hutter and seconded by Sam Nelson to approve claims in the amount of \$437,095.41.

Motion Carried

11. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned.

Larry Bartels, Chairman

Sam Nelson, Secretary