

**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**

**SEPTEMBER 15, 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  
                              Bob Stroud, Recorder

**3. AGENDA**

Motion by Tim Falde and seconded by Bob Hutter to approve the agenda with an addition by Hal Becker at item 9 C to approve policy for identity theft protection.

Motion Carried

**4. MINUTES**

A. Motion by Randy Keranen and seconded by Larry Bartels to approve the minutes of the regular meeting conducted on August 18, 2008.

Motion Carried

B. Hal Becker gave a brief recapitulation of the purpose of the special meeting conducted on September 4, 2008, which was to approve short term funding for payment to the Minnesota Department of Transportation for the utilities share of the Highway 12 project.

Motion by Tim Falde and seconded by Bob Hutter to approve the minutes of the special meeting conducted on September 4, 2008.

Motion Carried

**5. POWER COST ADJUSTMENT**

Hal Becker said wholesale costs were down again for this period and the contract with Xcel negotiated through the agency contributed to a negative adjustment for the customers.

Motion by Randy Keranen and seconded by Sam Nelson to approve the power cost adjustment for bills due September 27, 2008 at negative .01972.

Motion Carried

**6. FINANCIALS**

Motion by Bob Hutter and seconded by Tim Falde to approve the financials for August 2008.

Motion Carried

**7. COMMISSIONERS REPORT**

Randy Keranen requested information on the power outage which occurred on September 9 at 1:20am. Hal Becker said there was a high voltage elbow failure in the Stahlke addition which is one of the older additions.

## 8. UNFINISHED BUSINESS

### A. APPROVE HIRING OF A FINANCE DIRECTOR

The replacement of retiring employees and possible restructuring of current positions has created the need for a qualified candidate in accounting and management of the office operations. Candidates for the position were interviewed by committee and scored in specific areas. Hal Becker presented the top five candidates based on the total combined score of the committee, noting all of the candidates interviewed had excellent resumes. The request for action before the Commission is to select and hire Chris Hart as the Delano Municipal Utilities Financial Director.

Motion by Tim Falde and seconded by Sam Nelson to approve the hiring of Chris Hart as finance director for the utilities and approve the funding and salary package as outlined in the request for action presented to the Commission.

Motion Carried

## 9. NEW BUSINESS

### A. Discuss and approve the HeatShare Agreement

HeatShare has been in existence since 1982; Delano Municipal Utilities has participated in the program over fourteen years. The program is offered by the Salvation Army, providing energy assistance to customers not qualifying for county assistance. There is no cost to the Utility for participation.

Motion by Sam Nelson and seconded by Bob Hutter to approve the HeatShare agreement and authorize the Chairman to sign the agreement.

Motion Carried

### B. Discuss and Approve the 2008-2009 Safety Management Program Offered Through MMUA

Delano Municipal Utilities has been participating in the MMUA Safety and Health program since 1996. Hal Becker explained this program includes on sight safety training and makes sure the Utility is in compliance with the Occupational Safety and Health Administration regulations. Nine members of the MMUA participate in the program and share the costs. The annual cost for this program is \$129,810.35. The Delano Municipal Utilities share of the costs is \$11,959.16.

Motion by Sam Nelson and seconded by Larry Bartels to approve the continued participation in the MMUA safety management program and authorize the Chairman to sign the contract for 2009.

Motion Carried

### C. Discuss and Approve Identity Theft Prevention and Approve Policy

Hal Becker said the Federal Trade Commission created the "Red Flags Rule" to help prevent identity theft. The MMUA supplied a general format for policy which was adapted by the Delano Municipal Utilities to meet the requirements of the FTC and reinforce existing policy.

Motion by Tim Falde and seconded by Randy Keranen to approve the identity theft prevention program.

Motion Carried

Motion by Bob Hutter and seconded by Tim Falde to approve the identity theft prevention policy.

Motion Carried

## 10. CLAIMS

Motion by Bob Hutter and seconded Tim Falde to approve claims in the amount of \$1,047,258.58.

Motion Carried

## 11. ADJOURNMENT

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

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Larry Bartels, Chairman

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Sam Nelson, Secretary