

**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
SPECIAL MEETING**

Monday, January 24th, 2011

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
Bob Hutter, Commissioner
Randy Keranen, Commissioner
Jonathan Ness, Commissioner
Derek Schansberg, Commissioner

Also Present: Hal Becker, General Manager
Aimee Dreger, Recorder

3. AGENDA

Jonathan arrived at 7:30pm

Randy left at 8:30pm

There was a motion made by Bob Hutter with a second by Randy Keranen to approve the agenda.

Motion Carried

4. Discuss CAPX2020-tabled

5. Discuss Existing Deposits

As the DMU customer deposits have been voted to decrease, a decision needs to be made on what we are going to do with current deposits. Options are to leave the deposits as they are or refund customers according to our new deposit schedule. It was discussed to refund customers and start fresh with this new program and reevaluate the new deposit rates in 6 months to a year to see what our loss has been and if the new rates had an impact on the apartments and rental homes being occupied. It was further discussed the refund will be applied to the customers billing instead of processing checks to the individuals. The DMU staff will send a letter to the customer and apply the credits.

There was a motion made by Randy Keranen with a second by Derek Schansberg to approve refunding deposits to be ready for the March 21st meeting and applied to the March billing which is mailed out by April 15th, 2011. The credit will be based upon the new deposit schedule.

Motion Carried

6. Personnel Issue/Developing Additional Personnel Policies

In regards to a hiring procedure or policy, DMU and the City of Delano does not have a written policy, but staff does follow a procedure that has been followed for the last several years. We have always budgeted for temporary and part time employment and have done so for the last 27 years. In the past, any summer, temporary, and part time help hiring has not gone before the Commission. When hiring for full time employees, they have gone through the Commission for approval. The Commissioners asked how their pay scale is decided and Mr. Becker explained it is based upon their skill and experience as well as researching competitive pay scales.

We currently have an employee that has been a part time summer employee for the past five years. Upon graduation from electrician school, we have kept him as an employee to finish continuing summer projects and to install our new AMR meters. The employee's compensation was discussed and decided by Senior Lineman Jim Griebel and Finance Director Chris Hart at \$16 per hour based upon his qualifications and his employment here for five years.

Commissioner Ness commented that DMU should be advertising for hiring part time employment as we are a public entity. It was further discussed if DMU staff would like to keep summer help longer, that it should come to the commission for approval.

Mr. Becker suggested that we could terminate employment of the two part time temporary employees. The commission could then develop a personnel policy to determine the hiring of part time employment. The Commission could also include in the policy if there is a concern with relatives of full time employees being employed at DMU. It was further discussed to set parameters on the hiring policy and a time limit if a part time position has gone to a more full time position.

The Commissioners asked the job duties of the summer help and Mr. Becker replied the summer help does painting, lawn care, and assist in any projects that are in process.

It was suggested that the temporary employee for \$10 per hour will stay on for up to two more weeks to complete the painting project in process. It was also suggested to release the temporary full time employee by the end of the week to finish the project in process they are working on.

There was a motion by Derek Schansberg with a second by Jonathan Ness to end the employment of the full time temporary employee when the variable speed project is complete and to end the employment of the second temporary employee when the painting project is complete.

Motion Carried

7. Open Discussion

The Commissioners would like to set up a policy on how they are going to call meetings, how staff is going to prepare for the meetings, and also setting objectives. It was further discussed on the time frame for discussions and how much time each person gets to communicate their individual points.

8. ADJOURNMENT

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

Larry Bartels, Chairman

Jonathan Ness, Secretary