



405 2<sup>nd</sup> Avenue West  
Halstad, MN 56548

## **Halstad Municipal Utilities Commission met 10/23/20 at 10:00 AM at the Utilities Office.**

Commissioners President Tom Maroney, Darin Johnson, Ron Gotteberg  
Staff- Lucas Spaeth- Superintendent, Allison Tice- Office Coordinator

Additions to agenda – NA

Approval of agenda – Motion to approve by Johnson, Second Gotteberg, M/C

Approval of minutes – Motion Gotteberg, Second Johnson, M/C

Check and credit card approval – Motion Maroney, Second Gotteberg, to approve expenditures. M/C

Financials Reviewed Profit & Loss Statement and Balance Sheet- Reviewed impact of less kwh sold in 2020. Tice showed the 5 years sales for HMU are lower in all but one month so far this year; Tice also added we have no 5 year high months to wonder if we are customer usage or it is tied to pandemic. Maroney commented that water rates behind the current costs to serve customers in the system.

Staff updated Commissioners with Covid-19 operations with appointment and masks in building. Also take people in for questions or payments when knocking on door.

L. Spaeth updated on Arc Flash study update from last month and WSN has what they need to complete the study.

L. Spaeth talked about the water tower inspection report. Report involved some major renovation suggested from KLM. Estimated cost for all \$370- 400K. Project could be bid out from at least two separate contractors to complete the improvements. HMU will need to post any bid in paper. Commissioners would like to see staff do what they can to remove some radio equipment on the tower prior to bids. Look at equipment rental and groundwork for removals. Filing with PFA for funding opportunities will go underway. Gotteberg commented that our water rates won't be able to sustain as low as they are with any project and we should look at them in upcoming meetings.

Wastewater smoke testing update given by Spaeth stating that 3 bad spots were capped or plugged to eliminate the direct inflow. One Manhole in grass alley behind some residents will need to be dug and fixed or rebuilt. Some camera inspection of the mainline should be done to propose a plan. Commissioners then asked staff if data is available to watch pumping times and volume in stations. Spaeth agreed that we can supply more data with additional time manually inputting data during high flow times/ rain events. Sump pumps continue to be a problem pumping into the sewer Spring and Summer where Commissioners were presented changes to the customer policy allowing buildings to pump in the winter, customers will be charged monthly for the ability to do so, but higher fines for offenders using the sanitary sewer for sump pump discharges. Commissioners want to let the building owners know more and will discuss the approval of the policy 4.4 in an upcoming meeting.

Tice presented PSN contract for our online payments in the future. The online payments we currently offer through another vendor. HMU can save a minimal amount with PSN but HMU will be able to offer more service through PSN. Customers will be able to access their own billing going back 12 months, call out system for special or monthly correspondence.

Superintendent report L. Spaeth- Staff will prepare 2021 budget using some averages for usage and some known increases. Commissioner were made aware of upcoming meetings including NMPA, Minnkota, and City Council.

Next Regular Meeting Date – November

Motion was made to adjourn meeting by Johnson, second Gotteberg. M/C

Meeting Adjourned 12:15 PM

Secretary

Lucas Spaeth