

**CITY OF FAIRMONT
PUBLIC UTILITIES COMMISSION
AGENDA**

Tuesday, May 2, 2023

- 1 CALL TO ORDER
- 7:30 AM CITY HALL CONFERENCE ROOM (SECOND FLOOR)

- 2 ROLL CALL
CHAIR WERRE _____
VICE-CHAIR MOLTZEN _____
SECRETARY JOHNSON _____
COMMISSIONER STRUSS _____
COMMISSIONER CHRIST _____

- 3 APPROVAL OF MINUTES
-REGULAR MEETING APRIL 18, 2023 (2 - 3)

- 4 APPROVAL OF METER READING FEE (4 - 8)

- 5 DATE AND TIME OF NEXT MEETINGS:
- REGULAR MEETING - TUESDAY, MAY 16, 2023
- WORK SESSION MEETING - JUNE 6, 2023

- 5 ADJOURNMENT



Fairmont Public Utilities Commission
May 2, 2023

Agenda Item: 3

From: Julie Zarling, Assistant Finance Director
To: Public Utilities Commission

Subject: PUC Minutes from Regular meeting on April 18, 2023

Policy/Action Requested:

Vote Required: Simple Majority Roll Call

Recommendation: Approval

Overview:

Budget Impact: N/A

Attachments: PUC Minutes Regular Meeting, April 18, 2023

PUC Action: _____ Date: _____

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

Tuesday, April 18, 2023
7:30 A.M.
City Hall Conference Room
Meeting held in person

IN ATTENDANCE: Commissioners Moltzen, Struss, Johnson, and Werre.

ALSO IN ATTENDANCE: Finance Director Hoye, City Administrator Reynolds, Water and Wastewater Superintendent Powers, Electric Superintendent Heide, Counselor Hasek

ABSENT: Commissioner Christ

Chair Werre called the meeting to order at 7:30 a.m.

A motion was made by Ms. Moltzen, seconded by Mr. Struss, and carried to approve the March 21, 2023, regular meeting minutes.

A motion was made by Mr. Werre, seconded by Ms. Moltzen, and carried to approve the April 4, 2023, regular meeting minutes.

Finance Director Hoye presented the financial and capital expense reports and production stats for March 2023. Discussion with no action taken.

Finance Director Hoye presented the disbursements for March 2023. Discussion was held. A motion was made by Mr. Johnson, second by Mr. Struss, and carried to approve the March 2023 disbursements.

City Administrator Reynolds discussed the Public Works/Public Utilities Director position. An interview is set for April 19th.

Water and Wastewater Superintendent Powers gave an update on the lime ponds. All the topsoil has been added and just waiting for the weather to get warmer to seed.

The Line Department was seeking approval to purchase (3) 3 phase transformers in various sizes. These are stock items that we need to have available in case of an existing failure replacement or for a new service request. The lead times on these are approximately 112 to 116 weeks. A motion was made by Mr. Struss, seconded by Ms. Moltzen, and carried to approve PO 14609 for the purchase of (3) 3 phase transformers.

Water and Wastewater Superintendent Powers and Electric Superintendent Miles gave the commissioners an update on their departments.

There being no other business, it was moved by Ms. Moltzen, seconded by Mr. Werre, and approved to adjourn the meeting at 8:15 a.m.

Brian Johnson, Secretary



Fairmont Public Utilities Commission
May 2, 2023

Agenda Item: 4

From: Julie Zarling-Assistance Finance Director
To: Public Utilities Commission

Subject: Meter Reading Charge

Policy/Action Requested: Motion to approve a monthly meter reading charge of \$50.00 per meter
Vote Required: X Simple Majority Roll Call

Recommendation: Staff Recommends Approval

Overview:

There are 400 electric, and 1600 water meters that need to be changed to the new AMI meters. The electric meter changeout is the responsibility of the line department staff, where Keystone is still taking appointments to change the water meters. We are asking for approval of a monthly \$50 meter reading charge per meter to be charged on a customer's account that has not gotten their meter changed to the new AMI meters.

We are sending out a postcard to the remaining customers. It states that they will need to make an appointment by May 31st or will be subject to a monthly per meter reading fee of \$50 +tax. In July, those that have not contacted City Hall or Keystone to make an appointment would then be subject to this meter reading fee.

Budget Impact:

Meter Reading Fee would be a billing adjustment on the customer's account.

Attachments: Postcards

PUC Action: _____ Date: _____



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WATER METER INSTALLATION NOTICE



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WATER METER INSTALLATION NOTICE



URGENT • URGENTE • URGENT

You have an old water meter that
NEEDS to be changed out.

Make an appointment with Keystone Utility Systems, Fairmont's authorized contractor:

Call: 877-587-2279 weekdays from 8 am - 6 pm
Email: office@keystoneutilities.com
Visit: <http://www.keystoneutilities.com/schedule/>
Scan: QR code to schedule



If you do not make an appointment before May 31, 2023, you WILL receive a monthly per meter reading fee of \$50.00 + tax!

Si no programa una cita antes del 31 de Mayo,
recibirá una tarifa mensual por lectura de medidor de \$50.00 + impuestos!

DON'T PAY - CALL TODAY!!!

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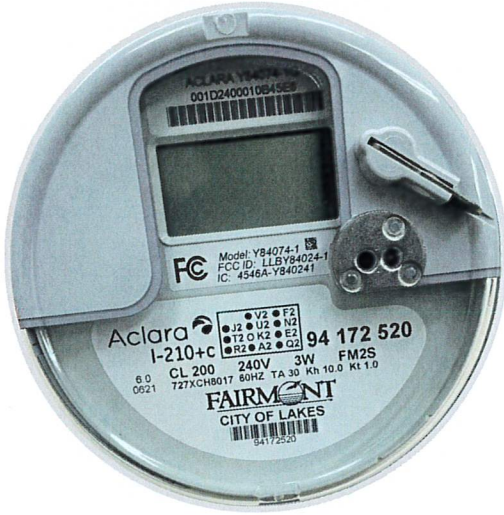
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ELECTRIC METER INSTALLATION NOTICE



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ELECTRIC METER INSTALLATION NOTICE



URGENT • URGENTE • URGENT

You have an old electric meter that NEEDS to be changed out.

Call City Hall at 507-238-3920 & speak with Janelle to make an appointment.

If you do not make an appointment before May 31, 2023, you WILL receive a monthly per meter reading fee of \$50.00 + tax!

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