

Lanesboro Public Utilities
Regular Meeting Agenda
Tuesday, January 16, 2024 5:30 p.m.
Lanesboro Community Center Meeting Room and Zoom

*Zoom is provided as a way to offer more accessibility to council and committee meetings.
However, due to potential technical issues, full functionality is not guaranteed*

Join Zoom Meeting

<https://us02web.zoom.us/j/82892168693?pwd=YIBPbEpvU3oxK0lNejFaNldFL3ZSQTO9>

Meeting ID: 828 9216 8693 Passcode: 611594

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Call to Order:

- A. Public Comments
- B. Agenda: Additions or Corrections
- C. Consent Agenda:
 - 1. [Minutes of December 18, 2023 Meeting](#)
 - 2. [Accounts Payable](#)
- D. Staff Update
- E. City Council Update

Regular Business:

- A. New Business:
 - a. [NUVEI Utility Billing Upgrade](#)
- B. Continued Business:
 - a. Lead Service Line Inventory Information
 - b. WWTF-Brewery
 - c. Capital Projects
 - i. Land Application
 - ii. Electric Meter Replacement
- C. Miscellaneous

Next Meeting: Tuesday, February 20, 2024 at 5:30 p.m. (Monday is President's Day)

Adjourn Regular Meeting

**Lanesboro Public Utilities Commission
Regular Meeting
Monday, December 18, 2023
Lanesboro Community Center Meeting Room & Zoom**

Present

Members: X Jon Pieper X Elliot Riggott X Brian Roelofs
Staff: X Mitchell Walbridge X Darla Taylor X Jerod Wagner
Visitors: Mindy Albrecht-Benson, Bonita Underbakke

Regular Meeting:

Member Pieper called the regular meeting to order at 5:30 p.m.

- A. Public Comments:** No public comments were shared.
- B. Agenda:** City Administrator Walbridge requested that utility e-billing be added to the agenda under new business. Member Pieper moved to approve the agenda with the addition; Member Riggott seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:**
 - a. Minutes of the November 13, 2023 Regular Meeting
 - b. Accounts PayableMember Riggott moved to approve the consent agenda; Member Pieper seconded the motion. Motion carried with all in favor.
- D. Staff Update:** Public Utilities Supervisor Jerod Wagner shared the LPU staff update:
 - Highway 16 water main is permanently fixed. The water main was encapsulated in a cement culvert. A fire hydrant is in need of repair in that area.
 - The wastewater treatment facility has been experiencing issues with pumps not working correctly.
 - A land application permit is being resubmitted for the new land application site.
- E. City Council Update:** City council member Mindy Albrecht-Benson shared that the city council approved the 2024 city and LPU budgets.

New Business:

- A. Utility e-billing:** City Administrator Walbridge shared information regarding the Nuvei e-billing platform that is compatible with the city's current Banyon utility billing software. Banyon Data is offering a promotion waiving the software upgrade. The costs to LPU include an annual \$195.00 support fee to Banyon Data and a \$9.95 per month customer platform fee to Nuvei Systems. The payment processing fees for utility customers are also lower than the city's current payment processor, MunicPay. Member Pieper moved to approve changing payment processors to Nuvei; Member Roelofs seconded the motion. Motion carried with all in favor.

Continued Business:

- A. Lead Service Line Inventory:** There was no update to share.
- B. Lamon Plat Development:** Member Pieper moved to table the Lamon Plat Development indefinitely; Member Riggott seconded the motion. Motion carried with all in favor.
- C. WWTF-Brewery:** Supervisor Wagner stated that the plan to formulate an industrial user agreement with Sylvan Brewing is moving forward.
- D. Capital Projects:**
 - a. **Land Application:** The permit application for the new land application site is being resubmitted.
 - b. **Electric Meter Replacement:** Residential meter replacement will begin in January. City administration has been preparing reports that will help with the meter replacement process.

Draft 12/19/2023

Miscellaneous:

- A. LED Lighting:** Supervisor Wagner reported that Haakenson Electric installed LED lighting in the power plant's engine rooms.

Member Pieper adjourned the meeting at 5:47 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

LANESBORO PUBLIC UTILITIES

01/09/24 9:54 AM

Page 1

Payments

Current Period: January 2024

Payments Batch 01152024PAY				\$100,382.84
Refer	425087 AFLAC			-
Cash Payment	G 640-21705 AFLAC			\$10.50
	Invoice 478290			
Cash Payment	G 640-21705 AFLAC			\$5.25
	Invoice 478290			
Cash Payment	G 620-21705 AFLAC			\$5.25
	Invoice 478290			
Transaction Date	1/3/2024	Checking	10101	Total \$21.00
Refer	425088 GOPHER STATE ONE-CALL			-
Cash Payment	E 640-60400-438 Gopher One Locates			\$9.45
	Invoice 3120533			
Transaction Date	1/3/2024	Checking	10101	Total \$9.45
Refer	425089 PRAXAIR			-
Cash Payment	E 610-60100-210 Operating Supplies (GE			\$37.17
	Invoice 40342045			
Transaction Date	1/3/2024	Checking	10101	Total \$37.17
Refer	425090 WAGNER, JEROD G			-
Cash Payment	E 640-60400-135 Employer Paid Other			\$25.00
	Invoice			
Cash Payment	E 620-60200-135 Employer Paid Other			\$12.50
	Invoice			
Cash Payment	E 610-60100-135 Employer Paid Other			\$12.50
	Invoice			
Transaction Date	1/3/2024	Checking	10101	Total \$50.00
Refer	425091 NORBY, JEFF			-
Cash Payment	E 640-60400-135 Employer Paid Other			\$25.00
	Invoice			
Cash Payment	E 620-60200-135 Employer Paid Other			\$12.50
	Invoice			
Cash Payment	E 610-60100-135 Employer Paid Other			\$12.50
	Invoice			
Transaction Date	1/3/2024	Checking	10101	Total \$50.00
Refer	425092 MN DEPT OF REVENUE		<u>Ck# 038809E 1/5/2024</u>	-
Cash Payment	E 640-60400-450 Sales Tax Paid			\$3,395.00
	Invoice			
Transaction Date	1/5/2024	Checking	10101	Total \$3,395.00
Refer	425093 SEMCAC			-
Cash Payment	E 640-60400-439 Conservation Improvem			\$776.14
	Invoice			
Transaction Date	1/5/2024	Checking	10101	Total \$776.14
Refer	425094 BERKLEY RISK ADMINISTRATORS			-
Cash Payment	E 610-60100-361 General Liability Ins			\$1,289.31
	Invoice			
Cash Payment	E 610-60100-362 Property Ins			\$8,739.00
	Invoice			

LANESBORO PUBLIC UTILITIES

01/09/24 9:54 AM

Page 2

Payments

Current Period: January 2024

Cash Payment	E 610-60100-363	Automotive Ins				\$218.00
Invoice						
Cash Payment	E 620-60200-361	General Liability Ins				\$109.31
Invoice						
Cash Payment	E 620-60200-362	Property Ins				\$11,819.00
Invoice						
Cash Payment	E 620-60200-363	Automotive Ins				\$1,916.50
Invoice						
Cash Payment	E 640-60400-361	General Liability Ins				\$218.63
Invoice						
Cash Payment	E 640-60400-362	Property Ins				\$23,098.00
Invoice						
Cash Payment	E 640-60400-363	Automotive Ins				\$436.00
Invoice						
Cash Payment	E 640-60400-361	General Liability Ins	Bond			\$92.00
Invoice						
Cash Payment	E 620-60200-361	General Liability Ins	bond			\$46.00
Invoice						
Cash Payment	E 610-60100-361	General Liability Ins	bond			\$46.00
Invoice						
Transaction Date	1/8/2024		Checking	10101	Total	\$48,027.75
Refer	425095	MIENERGY COOPERATIVE				
Cash Payment	E 640-60400-500	Capital Outlay (GENER				\$4,966.87
Invoice	486168					
Cash Payment	E 640-60400-218	Purchased Power				\$28,438.99
Invoice						
Transaction Date	1/8/2024		Checking	10101	Total	\$33,405.86
Refer	425096	CONNAUGHTY SALES INC				
Cash Payment	E 610-60100-404	Repairs/Maint Machiner				\$57.00
Invoice	55689					
Transaction Date	1/8/2024		Checking	10101	Total	\$57.00
Refer	425097	UMMEG				
Cash Payment	E 640-60400-218	Purchased Power				-\$1,104.07
Invoice	2787					
Cash Payment	E 640-60400-218	Purchased Power				\$1,651.98
Invoice	6539					
Cash Payment	E 640-60400-218	Purchased Power				\$8,781.00
Invoice	6552					
Transaction Date	1/8/2024		Checking	10101	Total	\$9,328.91
Refer	425098	LANESBORO PUBLIC UTILITIES				
Cash Payment	E 610-60100-380	Utility Services (GENER				\$205.56
Invoice						
Cash Payment	E 610-60100-380	Utility Services (GENER				\$127.87
Invoice						
Cash Payment	E 610-60100-380	Utility Services (GENER				\$119.44
Invoice						
Cash Payment	E 610-60100-380	Utility Services (GENER				\$319.83
Invoice						

LANESBORO PUBLIC UTILITIES

01/09/24 9:54 AM

Page 3

Payments

Current Period: January 2024

Cash Payment	E 610-60100-380	Utility Services (GENER	\$1,509.18
		Invoice	
Cash Payment	E 610-60100-380	Utility Services (GENER	\$283.23
		Invoice	
Cash Payment	E 640-60400-380	Utility Services (GENER	\$506.85
		Invoice	
Cash Payment	E 610-60100-380	Utility Services (GENER	\$244.67
		Invoice	
Cash Payment	E 620-60200-380	Utility Services (GENER	\$1,481.43
		Invoice	
Transaction Date	1/8/2024	Checking 10101	Total \$4,798.06
Refer	425099	MPCA	Ck# 042764 1/8/2024
Cash Payment	E 620-60200-208	Training and Instruction	\$100.00
		Invoice	
Transaction Date	1/8/2024	Checking 10101	Total \$100.00
Refer	425100	STATE OF MN PUBLIC SAFETY	-
Cash Payment	E 640-60400-311	Membership Dues	\$25.00
		Invoice M134767	
Transaction Date	1/9/2024	Checking 10101	Total \$25.00
Refer	425101	PURCHASE POWER	-
Cash Payment	E 640-60400-322	Postage	\$150.74
		Invoice	
Cash Payment	E 620-60200-322	Postage	\$75.38
		Invoice	
Cash Payment	E 610-60100-322	Postage	\$75.38
		Invoice	
Transaction Date	1/9/2024	Checking 10101	Total \$301.50

Fund Summary

	10101 Checking
610 WATER FUND	\$13,296.64
620 SEWER FUND	\$15,577.87
640 ELECTRIC FUND	\$71,508.33
	\$100,382.84

Pre-Written Checks	\$3,495.00
Checks to be Generated by the Computer	\$96,887.84
Total	\$100,382.84



Pricing and Terms

Pricing is based on the following information provided by the City of Lanesboro, MN:

Bills/Month	700
Average Monthly Payment	\$240
Credit Card Transactions (monthly)	30
ACH Transactions (monthly)	220
Pricing Model	Convenience (Transaction fees paid by the end user)

Payment Fees

Credit/Debit Card	2.85% (paid by end user)
ACH	\$0.99 per transaction (paid by end user)

Other Fees

e-Bills - Only charged when customer no longer receives a printed bill	\$.20 per e-Bill - Waived
IVR (Pay-by-Phone) Payments - Only charged for completed payments	\$.50 - Waived
Chargeback	\$7.00 per chargeback
Returned Check Fee	\$7.00 per returned check
PCI Compliance	\$9.95 per month

Service Description

Monthly Portal Fee - Includes unlimited user license for the Customer and Admin Portals	\$250/Mo - Waived
Implementation Fee - Includes CIS integration, billing process configuration, portal setup, and staff training	\$5,000 - Waived
Help Desk Support - Unlimited phone + e-mail inquiries. Assigned Client Success Manager	Included

All payment channels included: online, IVR, Live Agent, Text & Pay, and POS.

All fees include recurring, one-time payments, all payment channels, and all card brands (Visa, MasterCard, American Express and Discover).



Standard Pricing

Based on the proposed pricing convenience fee model and the statements/transaction details that you provided, Nuvei will be able to reduce cost in the following manner:

Convenience Fee Model (Fees paid by end user).

Average payment of \$240 based on payments data provided by City of Lanesboro, MN.

2.85% per Credit Card payment (up to \$300 maximum payment)

\$.99 ACH/e-check per payment (up to \$25,000 maximum payment)

Included all payment channels: IVR, Live Agent, Text & Pay, Web, and e-Billing