

**Lanesboro Public Utilities  
Regular Meeting Agenda  
Monday, April 15, 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=YIBPbEpvU3oxK0lNejFaNldFL3ZSQT09>

Meeting ID: 828 9216 8693 Passcode: 611594

Dial by your location • +1 305 224 1968 US • +1 309 205 3325 US • +1 312 626 6799 US (Chicago)

**Call to Order:**

- A. Public Comments
- B. Agenda: Additions or Corrections
- C. Consent Agenda:
  - 1. [Minutes of Regular Meeting, February 20, 2024](#)
  - 2. [Accounts Payable](#)
- D. Staff Update
- E. City Council Update

**Continued Business**

- A. Lead Service Line Inventory Information
- B. WWTF-Industrial User Agreement
- C. Capital Projects
  - a. Land Application
  - b. Electric Meter Replacement

**New Business**

- A. [Semcac Conservation Improvement Program Contact](#)

**Miscellaneous**

**Next Meeting: Monday, May 20, 2024 at 5:30 p.m.**

Adjourn Regular Meeting

**Lanesboro Public Utilities Commission  
Regular Meeting  
Tuesday, February 20, 2024  
Lanesboro Community Center Meeting Room & Zoom**

**Present**

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

**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:** Member Riggott entered a motion to approve the agenda as submitted; Member Pieper seconded the motion. Motion carried with all in favor.
- C. Consent Agenda:**
  - a. Amended Minutes of November 13, 2023, Regular Meeting
  - b. Minutes of January 16, 2024, Regular Meeting
  - c. Accounts Payable
  - d. 2023 Audit Engagement – Smith Schafer

Member Riggott entered a motion to approve the Consent agenda; Member Pieper seconded the motion. Motion carried with all in favor.

Member Roelofs joined the meeting at 5:36 p.m.

- D. Staff Update:** Public Utilities Supervisor Jerod Wagner shared a staff update:
  - The invoice from Generation X Construction for the water main repair was presented.
  - Information was presented regarding generator repairs at the light plant.
  - Electric meter replacements are in progress. Members discussed the new meters' capabilities for charging a higher usage rate during peak times.
  - Members discussed the schedule for recoating the water towers.
- E. City Council Update:** City council member Mindy Albrecht-Benson presented a brief update from the February city council meeting.

**New Business:**

- A. WWTF Bronze Plaque:** City Administrator Walbridge shared that a commemorative bronze plaque that designates the names of elected officials and staff members who worked on the project was in the scope of the construction plans. The cost was approximately \$2,400.00. Member Riggott entered a motion to remove the ordering and installation of the plaque from the construction plans; Member Roelofs seconded the motion. Members discussed the plaque and felt an alternative, more cost-effective designation is possible. Motion carried with all in favor.

**Continued Business:**

- A. Lead Service Line Inventory:** There was no additional updates provided.
- B. WWTF Industrial User Agreement:** Administrator Walbridge shared that the fee schedule figures had been shared with Attorney O'Koren who is finalizing a draft template of the industrial user agreement.
- C. Electric Meter Replacement:** The meter replacement process started the week of February 12, 2024 and has gone well. Staff and the contractor should finish the project the week of February 19, 2024.

Draft 02/22/2024

**D. Nuvei Customer Billing Platform:** Administrator Walbridge stated that the go-live goal is March 1, 2024 but that he wanted to make sure all aspects of the go-live are in place for a smooth transition. Depending on the contracted service provider, the switch from MunicPay to Nuvei may be delayed one month.

**Miscellaneous:**

- Supervisor Wagner stated that the wastewater treatment facility passed all of its tests in January, though one was close to the threshold.

Member Riggott entered a motion to adjourn the meeting; Member Roelofs seconded the motion. Motion carried with all in favor. The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk

# LANESBORO PUBLIC UTILITIES

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## Payments

Current Period: April 2024

Payments Batch 04152024PAY				\$45,900.38
Refer	425187 WAGNER, JEROD G			-
Cash Payment	E 640-60400-135 Employer Paid Other	cell		\$25.00
	Invoice			
Cash Payment	E 620-60200-135 Employer Paid Other	cell		\$12.50
	Invoice			
Cash Payment	E 610-60100-135 Employer Paid Other	cell		\$12.50
	Invoice			
Transaction Date	3/27/2024	Checking	10101	<b>Total</b> \$50.00
Refer	425188 NORBY, JEFF			-
Cash Payment	E 640-60400-135 Employer Paid Other	cell		\$25.00
	Invoice			
Cash Payment	E 620-60200-135 Employer Paid Other	cell		\$12.50
	Invoice			
Cash Payment	E 610-60100-135 Employer Paid Other	cell		\$12.50
	Invoice			
Transaction Date	3/27/2024	Checking	10101	<b>Total</b> \$50.00
Refer	425189 BANYON DATA SYSTEMS, INC.			-
Cash Payment	E 640-60400-300 Professional Svcs (GEN			\$197.50
	Invoice 00165123			
Cash Payment	E 620-60200-300 Professional Svcs (GEN			\$98.75
	Invoice 00165123			
Cash Payment	E 610-60100-300 Professional Svcs (GEN			\$98.75
	Invoice 00165123			
Transaction Date	3/28/2024	Checking	10101	<b>Total</b> \$395.00
Refer	425190 LANESBORO PUBLIC UTILITIES			-
Cash Payment	E 610-60100-380 Utility Services (GENER			\$206.23
	Invoice			
Cash Payment	E 610-60100-380 Utility Services (GENER			\$126.81
	Invoice			
Cash Payment	E 610-60100-380 Utility Services (GENER			\$115.51
	Invoice			
Cash Payment	E 610-60100-380 Utility Services (GENER			\$287.93
	Invoice			
Cash Payment	E 610-60100-380 Utility Services (GENER			\$1,496.41
	Invoice			
Cash Payment	E 610-60100-380 Utility Services (GENER			\$260.81
	Invoice			
Cash Payment	E 640-60400-380 Utility Services (GENER			\$474.66
	Invoice			
Cash Payment	E 610-60100-380 Utility Services (GENER			\$238.99
	Invoice			
Cash Payment	E 620-60200-380 Utility Services (GENER			\$1,423.95
	Invoice			
Transaction Date	4/4/2024	Checking	10101	<b>Total</b> \$4,631.30
Refer	425191 SMITH SCHAFFER & ASSOCIATES, L			-

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## Payments

Current Period: April 2024

Cash Payment	E 640-60400-301	Auditing and Acct g Ser				\$3,450.00
Invoice						
Cash Payment	E 620-60200-301	Auditing and Acct g Ser				\$1,725.00
Invoice						
Cash Payment	E 610-60100-301	Auditing and Acct g Ser				\$1,725.00
Invoice						
Transaction Date	4/4/2024		Checking	10101	<b>Total</b>	<b>\$6,900.00</b>
Refer	425192	<u>GOPHER STATE ONE-CALL</u>				
Cash Payment	E 640-60400-438	Gopher One Locates				\$6.75
Invoice	4030534					
Transaction Date	4/4/2024		Checking	10101	<b>Total</b>	<b>\$6.75</b>
Refer	425193	<u>PRAXAIR</u>				
Cash Payment	E 610-60100-210	Operating Supplies (GE				\$36.46
Invoice	42091855					
Transaction Date	4/4/2024		Checking	10101	<b>Total</b>	<b>\$36.46</b>
Refer	425194	<u>UC LABORATORY</u>				
Cash Payment	E 620-60200-300	Professional Svcs (GEN				\$160.99
Invoice	119611					
Transaction Date	4/4/2024		Checking	10101	<b>Total</b>	<b>\$160.99</b>
Refer	425195	<u>BADGER METER</u>				
Cash Payment	E 610-60100-300	Professional Svcs (GEN				\$53.69
Invoice	80154439					
Transaction Date	4/4/2024		Checking	10101	<b>Total</b>	<b>\$53.69</b>
Refer	425196	<u>MIENERGY COOPERATIVE</u>				
Cash Payment	E 640-60400-218	Purchased Power				\$1,156.60
Invoice	486375					
Cash Payment	E 640-60400-260	Meter Hosting & Monitor				\$282.92
Invoice	486402					
Cash Payment	E 640-60400-218	Purchased Power				\$20,718.45
Invoice						
Transaction Date	4/4/2024		Checking	10101	<b>Total</b>	<b>\$22,157.97</b>
Refer	425197	<u>ACENTEK</u>				
Cash Payment	E 640-60400-321	Telephone				\$110.31
Invoice						
Cash Payment	E 620-60200-321	Telephone				\$112.11
Invoice						
Cash Payment	E 610-60100-321	Telephone				\$148.97
Invoice						
Transaction Date	4/4/2024		Checking	10101	<b>Total</b>	<b>\$371.39</b>
Refer	425198	<u>MN DEPT OF REVENUE</u>				
Cash Payment	E 640-60400-450	Sales Tax Paid				\$3,062.00
Invoice						
Transaction Date	4/4/2024		Checking	10101	<b>Total</b>	<b>\$3,062.00</b>
Refer	425199	<u>TROY SCHILTZ</u>				
Cash Payment	E 640-60400-208	Training and Instruction				\$48.00
Invoice		Lineman License				

**LANESBORO PUBLIC UTILITIES**

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**Payments**

Current Period: April 2024

Transaction Date	4/8/2024	Checking	10101	<b>Total</b>	\$48.00
Refer	425200 UMMEG				
Cash Payment	E 640-60400-218	Purchased Power			-\$1,998.21
	Invoice	2835			
Cash Payment	E 640-60400-218	Purchased Power			\$5,065.67
	Invoice	6692			
Cash Payment	E 640-60400-218	Purchased Power			\$1,580.40
	Invoice	6705			
Transaction Date	4/8/2024	Checking	10101	<b>Total</b>	\$4,647.86
Refer	425201 HARTLAND LUBRICANTS & CHEMI				
Cash Payment	E 640-60400-300	Professional Svcs (GEN	Oil Analysis		\$132.89
	Invoice	SI281858			
Cash Payment	E 640-60400-210	Operating Supplies (GE			\$2,856.29
	Invoice	SI281857			
Transaction Date	4/8/2024	Checking	10101	<b>Total</b>	\$2,989.18
Refer	425202 ZEP MANUFACTURING COMPANY				
Cash Payment	E 640-60400-210	Operating Supplies (GE			\$339.79
	Invoice	9009624002			
Transaction Date	4/8/2024	Checking	10101	<b>Total</b>	\$339.79

**Fund Summary**

	10101 Checking
610 WATER FUND	\$4,820.56
620 SEWER FUND	\$3,545.80
640 ELECTRIC FUND	\$37,534.02
	<u>\$45,900.38</u>

Pre-Written Checks	\$3,062.00
Checks to be Generated by the Computer	\$42,838.38
<b>Total</b>	<u>\$45,900.38</u>

**The City of Lanesboro Conservation Improvement Program  
For  
Low-Income Participants**

This Agreement is between SEMCAC, a Community Action Agency and the City of Lanesboro ("THE CITY"), a municipality organized under the laws of the State of Minnesota, including its Utilities Commission.

**WITNESSETH:**

**WHEREAS**, SEMCAC is a non-profit agency in the business of providing energy efficiency services to low-income residents of Minnesota; and the City, through its municipality and utilities commission, provides energy to its customers.

**WHEREAS**, SEMCAC performs Weatherization services for low-income customers in the City's service territory; and replaces existing inefficient room air conditioners, refrigerators, and/or clothes washers with new ENERGY STAR® rated appliances, and/or installs microwave ovens and/or ENERGY STAR LED light bulbs where none already exist.

**WHEREAS**, the City and SEMCAC desire to contract for the performance of certain appliance replacement services in Minnesota by SEMCAC, as specified in Article I set forth below, and upon the terms and conditions of this Agreement (the "Services").

**NOW THEREFORE**, for the mutual covenants contained herein and other good and valuable consideration, the parties agree as follows:

**ARTICLES**

**I. Scope of Work**

**A. Introduction**

SEMCAC will carry out the work described in Article I.C. Participants in the City's utility Low-Income Program must receive their electric utility service exclusively from the City's Utility and must meet the low-income eligibility as defined in the current Department of Energy State Plan ("State Plan") submitted by the State of Minnesota.

All Services will be in compliance with Federal Regulation 10 CFR 440 and any other applicable local, state and federal laws, rules or regulations. SEMCAC warrants and represents to the City that the Services provided will be performed by qualified and competent personnel in accordance with industry practice and the high standards of care and practice appropriate to the nature of the Services rendered, that the equipment supplied will meet the equipment and other specifications provided herein or by the City, and the Services will be fit for the particular purpose intended by the City, and be free from defects.

SEMCAC will document all Services performed hereunder according to data collection requirements described in Article I.D.

**B. Consumer Selection and Participation**

**1. Qualifying customers:**

Qualifying low-income customers must reside in an owner-occupied residence or occupy a rental property and own the appliances.

2. The suggested order of ranking:

- a. Owner-occupied residence
- b. Consumers with highest electrical usage
- c. Senior citizens over the age of 60
- d. Handicapped consumers
- e. Families with children under the age of six
- f. Renters that own the appliances

SEMCCAC will use its best efforts to prioritize those homes in the order they appear on the priority list; beginning with the top-ranked home, inasmuch as is feasible and practical in SEMCCAC's reasonable judgment.

SEMCCAC will also use its best efforts to prioritize by the following rank/order appliances to be replaced within the home when more than one Energy Efficiency Measure (EEM) exists:

- a. LED Light Bulbs (LEDs)
- b. Efficient Furnace Fan Motor
- c. Refrigerator
- d. Microwave oven
- e. Room air conditioners
- f. Clothes washer

C. Energy Efficiency Measures to be implemented

SEMCCAC will ensure that the following Energy Efficiency Measures ("EEMs") will be added to the Services performed, where applicable, feasible and allowed by the consumer. The City's utilities will fund the cost of performing or installing these EEMs according to Article II of this Agreement.

- a. *LED Light Bulbs (EEM)* LEDs will be given to eligible participants who 1) receive electric City from the City's Utility and 2) agree to have the LEDs installed in high usage areas (minimum average usage of 3 hours/day). SEMCCAC will contact the City's Utility or the City to make arrangements for pick-up or delivery of the ENERGY STAR qualified LEDs to be installed at the consumer's residence before purchasing them



from a local distributor. The existing incandescent lights will be removed and properly recycled. This service will be done with the consumer's knowledge.

**b. *Natural Gas Furnace Fan Motor Replacement (EEM)*** An electronically commutated motor (ECM) or equivalent will be installed in an existing natural gas furnace for eligible participants who 1) receive electric from the City's Utility, 2) agree to have their old, working furnace blower motor replaced by a qualified contractor. SEMCAC will work with an HVAC contractor to obtain the best price for an ECM or equivalent furnace fan motor to be installed in the consumer's residence. The existing blower motor will be removed by the contractor for the agreed purchase price. This service will be done with the consumer's knowledge.

**c. *Refrigerator Replacement (EEM)*** A refrigerator will be given to eligible participants who 1) receive electricity from the City's Utility, 2) agree to have their old, working refrigerator removed and properly recycled by a contractor, and 3) agree to have the new refrigerator professionally installed by a contractor. SEMCAC will work with a local contractor to obtain the best price for an ENERGY STAR rated refrigerator to be installed at the consumer's residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. This service will be done with the consumer's knowledge.

**d. *Microwave Oven (BEM)*** A microwave unit will be given to eligible participants who 1) receive electricity from the City's Utility, 2) have an existing electric cooking stove and 3) do not have an existing microwave unit. SEMCAC will work with a local distributor to obtain the best price for an appropriate sized microwave unit to be placed in the consumer's residence. This service would be done with the consumer's knowledge.

**e. *Room Air Conditioner (RAC) Replacement (EEM)*** A room air conditioner will be given to eligible participants who 1) receive electric from the City's Utility, 2) agree to have their old, working room air conditioner(s) removed and properly recycled by a contractor, and 3) agree to have the equipment professionally installed by a contractor. SEMCAC will work with a local contractor to obtain the best price for an ENERGY STAR room air conditioner to be installed at the consumer's residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. Up to two working room air conditioners will be replaced per household. This service will be done with the consumer's knowledge.

**f. *Clothes Washer Replacement (EEM)*** A clothes washer will be given to eligible participants who 1) receive electric from the City's Utility, 2) agree to have their old, working clothes washer removed and properly recycled by a contractor, and 3) agree to have the new clothes washer professionally installed by a contractor. SEMCAC will work with a local distributor to obtain the best price for an ENERGY STAR Most Efficient 2016 qualified or Consortium for Energy Efficiency (CEE) Tier 3 model clothes washer to be placed in the consumer's residence. The existing unit will be removed

and properly recycled by the contractor for the agreed purchase price. This service will be done with the consumer's knowledge.

**D. Data Collection**

SEMCAC will provide the data necessary to evaluate the annual energy saved, the peak demand reduced, and the cost to obtain those savings and reductions. This will include all receipts/purchase orders of the measures/equipment paid for by SEMCAC and those paid for by the City. SEMCAC will provide survey data of homes with potential appliances to be replaced in the future. SEMCAC will supply reasonable requests for data from the City in a reasonable time.

**Existing appliances should be a minimum of ten (10) years old and in working condition to qualify for replacement, and be recycled in compliance with all environmental regulations.** SEMCAC will provide replacement appliance age(s) to confirm that old equipment qualifies for replacement. Auditors will have the discretion whether old appliances are to be replaced based on a) visual observation of the particular unit, b) the model number of the appliance, c) use of National Energy Audit Tool (NEAT) software or d) data-logger.

**II. Compensation**

A. The City's Utilities will fund according to Table A below for the period from March 1, 2023 to December 31, 2023. **SEMCAC will verify funds are available prior to proceeding with the project.**

**Table A**

<b>City of Lanesboro</b>	<b>Budget</b>
Lanesboro City Office, PO Box 333, 202 Parkway Ave S, Lanesboro, MN 55949	\$6,423

- a. There is a maximum of five (5) EEM measures per customer.
- b. The City's utility cost to be itemized to show administrative charges, equipment cost, recycling/disposal fee, and other costs.
- c. Administration fees to be a \$50 minimum and not to exceed 15% of the City's utility cost for each customer.
- d. SEMCAC to provide a description of Services performed and measures installed.
- e. Funding not to exceed budgeted amount per utility without prior approval by the City and the City's utility.
- f. SEMCAC to administer all transactions including purchase of appliances.

## B. Energy Efficiency Measure Requirements

### 1. LED Light Bulb Requirements:

- a. ENERGY STAR rated LED bulb to be placed in high usage interior areas of owner-occupied residence (minimum average usage of 3 hours/day).
- b. Replace a minimum of four (4) and maximum of ten (10) 60W minimum incandescent light bulbs with LED bulbs of equivalent light output.
- c. Contact the City's utility or the City to make arrangements for pick-up or delivery of LEDs before purchasing LEDs from local distributors.
- d. Maximum \$7 per LED, not to exceed actual purchase price, up to a maximum amount of \$70 per household (maximum 10 LEDs).

#### LEDs in Air Conditioned Spaces:

Annual Energy Savings = LED Wattage x 938 hours x 0.003053 Annual Bill Reduction =  
Annual Energy Savings x \$0.10/kWh

#### LEDs in Non-Air Conditioned Spaces:

Annual Energy Savings = LED Wattage x 938 hours x 0.00284 Annual Bill Reduction =  
Annual Energy Savings x \$0.10/kWh

Savings Example (non-air conditioned space):

Annual Energy Savings = 8.5 Watt LED x 938 hours x 0.00284 = 23 kWh Annual Bill Reduction =  
23 kWh x \$0.10/kWh = \$2.30

(Data Source: State of MN — 2015 CIP Technical Reference Manual)

### 2. Efficient Furnace Fan Motor Requirements:

- a. Replacement of furnace fan motor must be for owner-occupied residences.
- b. Existing natural gas furnace must be no more than ten (10) years old and in working condition; and existing motor must not be an electronically commutated motor (ECM) or equivalent.
- c. New furnace fan motor must be an ECM or equivalent, and HVAC contractor must provide manufacturer documentation showing that the new motor is an ECM or equivalent.
- d. \$500 maximum amount for new efficient furnace fan motor including administrative charges, ECM motor and installation costs, and other costs.

Maximum amount may only be exceeded with written approval by the City and the City's utility.

Energy Savings (with existing Central AC) = 732 kWh Annual Bill Reduction = 732 kWh x \$0.10/kWh = \$73.20

Energy Savings (no existing Central AC) = 644 kWh Annual Bill Reduction = 644 kWh x \$0.10/kWh = \$64.40

(Data Source: State of MN — 2015 CIP Technical Reference Manual)

### 3. Refrigerator Requirements:

- a. Replacement of refrigerator, for owner-occupied residences, that are at least ten (10) years old and in working condition.
- b. New refrigerator must be ENERGY STAR rated of equal or lesser by their City.
- c. Replaced refrigerators must be recycled in compliance with all environmental regulations.
- d. \$1600 maximum amount for refrigerator replacement including administrative charges, appliance cost, recycling fee, and other costs. Maximum amount may only be exceeded with written approval by the City and the City's utility.

Annual Energy Savings: 130 kWh

Annual Bill Reduction: 130 kWh x \$0.10/kWh = \$13.00

(Data Source: State of MN — 2015 CIP Technical Reference Manual)

### 4. Microwave Oven Requirements:

- a. Microwave to be given only for owner-occupied residences or renters that own the appliances.
- b. \$125 maximum amount for new microwave including administrative charges, equipment cost and other costs. Maximum amount may only be exceeded with written approval by the City and the City's utility.
- c. Customers must own an existing electric cooking stove and not have an existing microwave unit.

Annual Energy Savings = 357 kWh (510 kWh electric stove @ 70%) - 143 kWh microwave = 214 kWh

Annual Bill Reduction = 214 kWh x \$0.10/kWh = \$21.40 (Data Source: ESource)

### 5. Room Air Conditioner (RAC) Requirements:

- a. Replacement room air conditioners must be for owner-occupied residences or renters that own the appliances.
- b. Old room air conditioner must be at least 10 years old and in working condition.
- c. New room air conditioners must be ENERGY STAR rated.
- d. Limit of two working room air conditioners will be replaced per household.
- e. \$500 maximum amount for each room air conditioner replacement including administrative charges, equipment cost, recycling fee and other costs. Maximum amount may only be exceeded with written approval by the City and the City's utility.
- f. Replaced RAC must be recycled in compliance with all environmental regulations.

Annual Energy Savings will be calculated as specified in the State of MN's 2015 CIP Technical Reference Manual using the style, rated cooling by the City, and rated efficiency of the new unit, along with the deemed cooling hours for the respective utility.

Annual Bill Reduction = Annual Energy Savings x \$0.10/kWh

Savings Example:

New 12,000 BTU ENERGY STAR RAC, louvered sides, 13 EER, located in Preston Annual Energy Savings = 92 kWh

Annual Bill Reduction = 92 kWh x \$0.10/kWh = \$9.20

**6. Clothes Washer Requirements:**

- a. Replacement of clothes washer must be for owner-occupied residences,
- b. Old clothes washer must be at least ten (10) years old and in working condition,
- c. Use Appendix A for referencing serial numbers of major appliance brands to determine ages.
- d. \$1000 maximum amount for a new qualifying clothes washer including administrative charges, appliance cost, recycling/disposal fee and other costs. Maximum amount may only be exceeded with written approval by the City and the City's utility,
- e. New clothes washer must be ENERGY STAR Most Efficient 2016 qualified or a Consortium for Energy Efficiency (CEE) Tier 3 model, Qualifying ENERGY STAR Most Efficient 2016 models can be found at: [https://data.unders.ly\\_4:41ky/A4.1tiKe-Specifications/ENERGY-STAR-Most-Efficient-Clothes-Washers/d36s-eh9f](https://data.unders.ly_4:41ky/A4.1tiKe-Specifications/ENERGY-STAR-Most-Efficient-Clothes-Washers/d36s-eh9f), the list of qualifying CEE Tier 3 models is updated monthly and can be found at: <http://library.ceel.org/conicnilifying.product-lisis-resideniialekAlies-washers>.

Annual Energy Savings will be calculated using the savings algorithms specified in the State of MN's 2016 CIP Technical Reference Manual along with the water heater and clothes dryer fuel type (electric, gas, or unknown) of the respective customer.

Savings Example:

Energy Savings (with gas water heater and electric dryer) = 257 kWh Annual Bill  
Reduction = 257 kWh x \$0.10/kWh = \$25.70

Annual Water Savings = 1,044 gallons

(Data Source: State of MN — 2016 CIP Technical Reference Manual)

**C. Method of Payment**

The City's utility will pay SEMCAC based on monthly invoices itemizing materials, labor and supplies used on the Project. Copies of receipts/purchase orders will also be provided to verify the costs of the Services actually completed. Each invoice will itemize any applicable sales and/or use taxes. Invoices receipts/purchase orders and data collection reports will be sent to the the City's utility contact person in Table A.

**D. Right to Audit**

The City has the right to review, audit and verify any information connected with this Agreement at SEMCAC's regular place of business during normal business hours. The City's utility has the right to conduct on-site inspections to verify Services performed and measures installed.

**III. Termination**

This Agreement will terminate on December 31, 2023; however, all Parties have the right to terminate this Agreement upon thirty (30) days written notice if SEMCAC's performance is not satisfactory to the City, or if the City and SEMCAC are unable to agree on amendments to the Agreement. Upon notice of termination SEMCAC will not begin work on any additional homes and will confer with the City as to the status of homes currently receiving Services. SEMCAC will bill the City's utility after the in-progress Services have been completed.

**I. Indemnification**

SEMCAC, for itself and the parties SEMCAC contracts with, agrees to assume all risk of loss and to defend, indemnify and hold the City, its officers, employees and agents harmless against any and all claims, liabilities, damages, losses, costs or expenses of whatever nature or character for all injuries or damage of any type to any person or property, including injuries or damage of third parties or employees of both parties and employees of or the parties SEMCAC contracts with pursuant to this Agreement, occasioned wholly or in part by any act or omission of SEMCAC, and the parties SEMCAC contracts with pursuant to this Agreement or of anyone directly or indirectly employed by any of them or for whose acts any of them may be

liable, resulting from or arising out of the referred Services, or any of the activities of SEMCAC, and the parties SEMCAC contracts with pursuant to this Agreement, whether or not such injuries or damage are occasioned in part by the City, its officers, employees or agents.

**I. Insurance**

SEMCAC will provide and maintain Public Liability and Property Damage Insurance so as to provide protection and indemnification against any and all such claims or suits in connection with the Services performed pursuant to this Agreement. Upon request, SEMCAC will furnish to the City certificates issued by insurance companies showing policies carried and the coverage limits. Coverage must be in accordance with *Minnesota Statutes* Chapter 466 and to the extent of other statutory law (i.e. Workers' Compensation).

**VI. Independent Contractor**

SEMCAC agrees that it is an independent contractor and will be at all times solely responsible for itself, as well as its employees, agents, and subcontractors as to workmanship, accidents, injuries, wages, supervision and control. The City will exercise only limited supervision of the Services in order to keep itself informed as to the progress thereof. This Agreement may not be altered in any manner so as to change the relationship of SEMCAC from that of independent contractor or to alter SEMCAC's responsibilities, except as required under Article II.F.

**VII. Laws**

This Agreement will be governed by the laws of the State of Minnesota and venues will be in Dodge, Fillmore and Steele County, Minnesota. Contractor's obligation to perform under this Agreement will remain in effect during the resolution of disputes.

**VIII. Amendments**

This Agreement contains the entire understanding between the parties and any amendments / waivers must be in writing and signed by both parties. SEMCAC would like to hold this contract with any/all utilities companies that wish to partner with SEMCAC and amendments can be done per job when needed.

SEMCAC

*Doug Grout*

\_\_\_\_\_  
, Executive Director

CITY OF LANESBORO;

February 21, 2023

Date

BY: *Jon Pieper*

Jon Pieper, LPU President

Attest: *Michele Peterson*

Michele Peterson, City Administrator/Clerk

## APPENDIX A

### General Electric Appliances

This information is provided to assist in finding the *manufacturing date* of GE (USA) built appliances. GE makes Hotpoint, GE, and the American RCA.

The date code is in the letters on your serial number.

Example serial number: LT221102

11'221102 - 1 = month - , June

LT221102 - 1 = year 1986 or 1998

L A' was built June 1998 or June 1986

Date codes - First letter is the month and the second letter is the year.

A = January D = February F = March G = April H = May L = June M = July R = August S = Sept.  
T = Oct. V = Nov. Z = Dec.

F = 1991, 2003 G = 1980, 1992, 2004 H = 1981, 1993, 2005 L = 1982, 1994, 2006 M =

1983, 1995, 2007 R = 1984, 1996, 2008 S = 1985, 1997, 2009 T = 1986, 1998, 2010 V =

1987, 1999, 2011 Z = 1988, 2000, 2012 A = 1989, 2001, 2013 D = 1990 & 2002

Visit <http://www.electrical-forensics.com/MajorAppliances/GeDateCodes.html> for more information.

This information is provided to assist in finding the *manufacturing date* of GE (Canadian - Cameo) built appliance. Cameo makes Hotpoint, GE Moffat and McClary.

The date code is in the letters on your serial number.

Example serial number: MS731902A

The first 2 letters show the manufacturing date.

MS731902A shows the month made - July

MS731902A shows the year made - 1997

The above appliance with serial # MS731902A was made in July 1997.



H = 1993 and May L = 1994 and June M = 1995 and July R = 1996 and August S = 1997 and Sept. T = 1998 and Oct. V = 1999 and Nov. Z = 2000 and Dec. A = 2001 and January D = 2002 and February F = 2003 and March G = 2004 and April

#### Frigidaire Appliances

This information is provided to assist in finding the *manufacturing date* of Frigidaire. Frigidaire makes White/Westinghouse, Tappan, Frigidaire, and Kelvinator.

Example #1 serial number:

NF11910958 = NF( manufactured location code and product type code)

NF11910958 = I (made in a year ending in 1, such as 2001 or 2011)

NF11910958 = 19 (made in the 19<sup>th</sup> week of that year)

If this range looks 10 years old, it was probably made in April of 2001.

Example #2 serial number: LA84501552

LA84501552 = year, this could be 1998 or 2008. If the appliance looks 10 years old it is probably 1998, otherwise it's probably 2008.

LA84501552 -45 = 45<sup>th</sup> week of either 1998 or 2008

#### Kitchen Aid Appliances

This information is provided to assist in finding the *manufacturing date* of Kitchen Aid. The serial numbers and letters from your model/serial tag, are required.

KA date codes only:

Serial example - XL1601009

1st # is factory where the product was made.

2<sup>nd</sup> # is the year ( J = 1999, K = 2000, L = 2001, M = 2002, N = 2003, etc.) 3<sup>rd</sup> & 4<sup>th</sup> #'s = week produced

XL1601009 = 16<sup>th</sup> week of 2001 or 2011

### Maytag Appliances

This information is provided to assist in finding the *manufacturing date* of your Maytag built appliance. Maytag owns Maytag Jenn-Air, MagicChef.

Example serial number: 15114672UY

15114672UY - UY is the date code. The first letter is the year - U = 1998. The second letter is the month - Y = November. This appliance was made November of 1998.

Visit <http://www.electrical-forensics.com/MajorAppliances/MaytagDateCodes.html> for more information.

### Whirlpool Appliances

This information is provided to assist in finding the *manufacturing date* of Whirlpool built appliances.

The date code is in the letter on your model number.

Example model numbers: LRS6233BW1= 1994 or SF367PEYW1.

1992 or LE6685XPW1= 1985 or ET22PKXXWO= 1991 or EV150CXKWO = 1982

K = 1982 or 2001 L = 1983 or 2002 M 19fi4 or 2003 P = 1985 or 2004 R 1986 or

2005 S = 1987 or 2006 T = 1988 or 2007 V = 1989 or 2008 W = 1990 or 2009 X 1991 or

2010 Y = 1992 or 2011 A = 1993 or 2012 B = 1994 or 2013 D = 1995 or 2014 E = 1996

or 2015 F= 1997 or 2016 G= 1998 or 2017 H = 1999 or 2018 J = 2000 or 2019

### Electrolux Appliances

This information is provided to assist in finding the *manufacturing date* of Electrolux built appliances

The date code is in the serial number:

1st and 2nd Alpha Character = Where Manufactured

1st Numeric Character = Last Digit of Year Manufactured

2nd and 3rd Numeric Characters = Week of Year Manufactured

Example: LA81503430 is a refrigerator manufactured in the 15th week (April) of 1