

**SAUK CENTRE CITY COUNCIL
SAUK CENTRE PUBLIC UTILITIES COMMISSION
SPECIAL MEETING
WEDNESDAY, OCTOBER 30, 2013**

1. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE

The Sauk Centre City Council and Sauk Centre Public Utilities Commission met in a Special Meeting on Wednesday, October 30, 2013 at 5:00 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members David Thomas, Keith Johnson Warren Stone, and Mike Olson and members of the Public Utilities Commission Dennis Rykken, President and Commissioners Roy Walz, and Ted Spanier. Absent was Commissioner Bullard and Bick. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp and Superintendent Marty Sunderman, Office Manager Mark Rachey and Electrical Supervisor John Egan. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

The Agenda was approved by general consent.

3. DISCUSSION ITEMS

a. City Code Amendment: Administrator Willer informed the Public Utility Board that the City Council passed an Ordinance modifying the Code regarding membership on the Planning Commission Board. The Code no longer requires that a representative of the PUC serve on the Board, however it does not restrict a representative from serving.

b. PUC Reliability Report: Superintendent Sunderman updated the Council on the PUC's Reliability Report regarding the providing of electric power. The average expected number of outages per year is 1.2. The PUC's is .17 per year. The average outage in minutes is 97 minutes. The PUC's is .99 minutes. The average customer outage is 95 minutes. The PUC's is 57 minutes.

c. Succession Plan: PUC President Rykken informed the Council that they are working on a succession plan for their employees. Of the four managers, fifty percent are eligible to retire within three years and of the seven outside crew thirty percent are eligible to retire within three years. They have offered incentives to encourage delay in retirements. It is the intent to offer vacant positions internally with the goal of have a plan in place prior to any retirements.

d. LED Street Lighting: Electric Manager Egan discussed the future of street lighting, specifically what the future may bring regarding LED lighting. The pricing has come down over the past few years. He has been working with the City in following the pricing to help determine when it will be beneficial for a cost standpoint to switch to LED. There are currently three street lights of varying colors that we have up right now. There is the possibility of rebates from

Missouri River down the road. Councilman Olson would like to see a Plan of how and when we can make the switch including an analysis of how many street lights we can eliminate.

e. Automatic Meter Reading: Superintendent Sunderman updated the Council on technology updates. The technology is here for automatic meter readers to incorporate into the existing system. This may begin to be incorporated in the next three years. Going with a radio frequency mesh or two-way communication will save the equivalent of half of a full time employee from a time standpoint due to reduction in meter reading time.

f. 2012/2013 Capital Improvement Project: City Engineer Keith Yapp provided an update on the City's 4th Street Project. All is substantially complete with the exception of the second lift of the final phase to occur in 2014. Mayor Kirckof asked if we are planning far enough in advance for these types of projects. He also expressed concern about maintenance once they are completed such as the fence at the pond and also the lines themselves. Are we utilizing the tools we have such as the jetter and the camera? He was assured that things that need addressing are being addressed and that a maintenance plan is in place.

g. 2014 Project. The City has not moved forward at this time with a project for 2014. There was consideration to reconstruct Oak Street S from Sinclair Lewis Avenue through 2nd Street. This was given attention due to a possible leak in the water line. Sunderman explained that they contracted with a leak detector who found six leaks in lines throughout the City. They were able to locate and repair five of them. The sixth was at the intersection of Oak and 2nd. They were unable to ascertain whether there is actually a leak or if they are hearing water inside the lines. Sunderman went on to say that that is not the only issue with Oak Street. There is a 4" sewer service line that runs through the Main about half way down the block, a brick manhole from the 1930's and various other issues that should be addressed at some point. They also need to look at how they could serve a vacant lot on the street where there is no Main. He added it is probably OK to delay any construction on Oak Street for up to three years, but that it will need to be addressed soon.

h. Long Term Planning: The Council and Commission discussed long term planning and what drivers give direction on project selection. Sunderman provided a map of the City with its water and sewer lines inventoried by year of installation. Anything in the over fifty year old bracket would be on the radar for replacement along with Main Street. MnDot worked on a design for Main in the late 50's and another in the 90's for reconstruction, but those were not acted upon. The City will work to articulate expectations to MnDot to try get Main Street back on their radar. Some progress was made when the City participated in the CIMs Strategy (Comprehensive Investment Management Strategy).

i. Asset Management: Engineer Keith Yapp discussed some potential ideas for developing an Asset Management Program for the City. This can be then used to define priorities. Staff is meeting to begin the process to determine what we want to accomplish. When completed we should know where we want to go, what it will do for us, and how can we use it. This will be a tool for the City in keeping on track for maintenance and replacement of infrastructure and be a budgeting tool

4. ADJOURNMENT

A motion was made by Council Member Thomas and was seconded by Council Member Stone to adjourn the meeting. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

With no further business, Mayor Kirckof adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Mayor Brad A. Kirckof

City Administrator Vicki M. Willer