

**MINUTES OF THE JUNE 12, 2023, SAUK CENTRE  
PUBLIC UTILITIES COMMISSION MEETING**

**CALL TO ORDER:**

1. The regular meeting of the Sauk Centre Public Utilities Commission was called to order by President Ted Spanier at 4:33 p.m. on June 12, 2023, at the office of the Sauk Centre Public Utilities. Commissioners present were Warren Stone, and Mark Roberg. Also, present were Water/Wastewater Supervisor Glenn Bauer, Electrical Supervisor Shannon Ellering, General Manager Debbie Boyer, and Secretary Jennie Frank. Commissioner Wayne Sens arriving at 4:44 p.m. and Commissioner Jeff Bromenshenkel arriving at 4:53 p.m.

**MINUTES:**

2. By general consent, the following minutes were approved:
- a. The minutes of the last Regular Commission Meeting held on May 8, 2023.
  - b. The minutes of the Special Meeting held on May 25, 2023.

**UTILITY BILLS:**

3a. A motion was introduced by Commissioner Stone and seconded by Commissioner Roberg that the following utility bills be approved:

The full listing of the May 2023 accounts payable in the amount of \$573,439.57.

Motion carried three to zero. The Visa bill was available for review.

**FINANCIAL REPORTS:**

4a&b. By general consent, the Commission approved all the Monthly and Investment Reports as presented by General Manager Boyer.

**CORRESPONDENCE AND MEETINGS:**

5a. The next regular meeting of the Sauk Centre Public Utilities Commission will be held on Monday, July 10, 2023, at 4:30 p.m.

b. MMUA Summer Conference is August 21-23, in Duluth. Currently, there did not seem to be any interest in attending.

c. There will be a joint meeting with City Hall on Wednesday, June 14, 2023, at 5:00 p.m.

**OLD BUSINESS:**

6a. Water/Wastewater Supervisor Glenn Bauer updated the Commission on the Wastewater Plant Daft. The project is going well and moving along fine. Looking at completion and startup with new Daft in mid-July.

b. Water/Wastewater Supervisor Glenn Bauer updated the Commission on Well #5, which has screen issues and cannot be rehabbed. Bauer will get a quote from SEH for the cost of drilling a new well, behind the current location, with and without a test well.

**NEW BUSINESS:**

a. After some discussion on the Memo of Understanding from the Union, Commissioner Senst made a motion to pay employees for the Juneteenth Holiday for this year and discuss next year with the new contracts, seconded by Commissioner Bromenshenkel with Commissioner Stone against. Motion carried four to one.

b. A motion was made by Commissioner Roberg and seconded by Commissioner Stone to approve the 2023 WaterFest donation request from Sauk River Watershed District in the amount of \$1,000.00. Motion carried five to zero.

c. Water/Wastewater Supervisor Glenn Bauer informed the Commission on the SEH Copper Corrosion Control Study. Commissioner Roberg made a motion to approve the study in the amount of \$38,932.00 and was seconded by Commissioner Senst. Motion carried five to zero.

d. Commissioner Stone made a motion to approve the increase to \$9,497,000 for the updated plan with DGR for the North Substation, Transmission Line, and distribution projects, and was seconded by Commissioner Bromenshenkel. Motion carried five to zero.

**COMMISSIONERS ITEMS:**

8a. Commissioners & Other Committee Items / Reports

b. Personnel Committee

1. The Personnel Committee updated the Commission on the full-time Office Assistant position.

They recommended Brenda Lyon for this position. They informed the Commission that they interviewed seven applicants. A motion was made by Commissioner Senst and seconded by Commissioner Stone to hire Brenda Lyon. She will start at the 80% pay scale of the Office Assistant and receive a 5% step each completed year until she reaches 100% of the Office Assistant pay scale. The normal six-month probation applies. Motion carried five to zero.

2. The Personal Committee updated the Commission on the Accounting Position. By general consent the commission approved to start working on the new position description and process.

3. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Senst to increase the salary of the Wastewater Supervisor's pay by \$2.63/hr., and with no more on call starting September 1, 2023. Motion carried five to zero.

**GENERAL MANAGER AND SUPERVISOR'S ITEMS:**

9a. A motion was made by Commissioner Senst and seconded by Commissioner Roberg to approve the invoice for payment #3 of \$179,529.89 from Northern Plains Contracting for the Daft at the Wastewater Plant. Motion carried five to zero.

b. Information was given on the Tours of Red Rock Hydroelectric Project. Commissioner Roberg is interested in going and will let General Manager Boyer know when ready to schedule.

c. General Manager Boyer updated the Commission on the Depot Feeds Property. An asbestos test has been done and results will be brought to the next meeting. No action needed at this time.

d. General Manager Boyer updated the Commission on the Township Property and will wait on attending a meeting. Informational only.

**FOR YOUR INFORMATION ONLY**

1. Sauk Centre CDR Update

Being no further business, a motion was made by Commissioner Stone and seconded by Commissioner Roberg to adjourn the meeting at 6:20 p.m. Motion carried five to zero.

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Jennie Frank, Secretary  
Sauk Centre Public Utilities Commission