

**MINUTES OF THE AUGUST 13, 2018 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 Thomas at 4:00 p.m. on August 13, 2018 at the office of the Sauk Centre Public Utilities Commission. Commissioners present were Dave Thomas, Ted Spanier, Roy Walz, Mark Roberg, and Jeff Bromenshenkel. Also present were Electric Supervisor John Egan, Water/Wastewater Supervisor Glenn Bauer, Mark Maloney, Deb Metcalf and Secretary Debbie Boyer.

MINUTES:

2. By general consent, the following minutes were approved:
- a. The minutes of the last Regular Commission Meeting held on July 9, 2018.
 - b. The minutes from the Special Meeting held on July 23, 2018.

UTILITY BILLS:

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

The full listing of the July, 2018 accounts payable in the amount of \$1,081,895.60.

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

FINANCIAL REPORTS:

4ab&c. By general consent, the Commission approved all the Monthly, Investment and Quarterly Financial Reports as presented by Secretary Boyer.

CORRESPONDENCE AND MEETINGS:

5a. The next regular meeting of the Sauk Centre Public Utilities Commission will be held on September 10, 2018 at 4:00 p.m.

OLD BUSINESS :

6a. The Commission was updated on the Ron Schneider Legal Proceeding. Ron requested his water be shut off at the curb stop so the legal proceeding was dismissed.

6b. A motion was made by Commissioner Spanier and seconded by Commission Roberg to approve the final payment to Breitbach Construction in the amount of \$2,314.30 for the 8th Street Lift Station Project. Motion carried five to zero.

NEW BUSINESS :

7a. Supervisor Bauer discussed with the Commission Water/Wastewater Access Fees for split services with new meters at Felling Trailers and River of Life Church.

By general consent no action was taken and staff was instructed to follow policy and discourage split services in the future.

7b. A motion was made by Commission Spanier and seconded by Commissioner Walz to appoint Dave Thomas, Ted Spanier, Mark Roberg, Roy Walz and Jeff Bromenshenkel as MMUA Delegates. Motion carried five to zero.

7c. A motion was made by Commission Roberg and seconded by Commissioner Spanier to approve and pay the MESERB 2018-2019 membership assessment of \$1445.94.

Motion carried five to zero.

7d. At 4:00 p.m. Mark Maloney from MN National Agency presented the renewal of the general liability and workers' compensation insurance coverage. After reviewing the coverage options, a motion was made by Commissioner Bromenshenkel and seconded by Commissioner Walz

to approve the regular option for Workers' Compensation coverage with no deductible.

Motion carried five to zero.

A motion was made by Commissioner Walz and seconded by Commissioner Roberg to retain the current coverage of \$2,000,000 and to waive statutory limits on liability coverage. Motion carried five to zero.

COMMISSIONERS ITEMS:

8a. Commissioners & Other Committee Items / Reports

1. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Walz to delegate Deb Boyer as the contact person for OSHA and drug testing. Motion carried five to zero.

2. Supervisor Egan updated the Commission on the building committee meeting for the new warehouse. By general consent the Commission instructed the building committee to move forward with specs for the new warehouse.

b. Personnel Committee

1. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Spanier to accept the Separation Agreement with Paul Hoeschen to be paid six months of salary. Motion carried five to zero.

2. Prior to accepting any legal settlement the funding source must be approved. After discussion a motion was made by Commissioner Spanier and seconded by Commissioner Walz to pay the settlement from the payroll savings resulting from elimination of the Superintendent position (resolution 2018-01). The settlement will be a budgeted expense in 2019. Motion carried five to zero.

3. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Roberg to approve the Release Agreement settlement of \$51,500.00 in exchange for Paul Hoeschen waiving any possible future legal actions arising from his employment with the Sauk Centre Public Utilities. Motion carried five to zero.

SUPERINTENDENT & SUPERVISOR'S ITEMS :

9a. By general consent the Commission set the date of the Open House for September 28, 2018.

Secretary Boyer discussed the menu and door prizes for this 100th Anniversary year.

b. Supervisor Egan gave an update on the Office/Warehouse Roof. After inspection his recommendation is to fix the duct work and do patches on the roof. By general consent the Commission agreed to do these repairs.

c. Supervisor Bauer gave an update on Well#5 and informed them that Traut Wells will install the new turbine in August. In the meantime, Well#6 has increased production.

d. A motion was made by Commissioner Walz and seconded by Commissioner Spanier to extend Justin Henrich's probation 6 months or until he passes the Minnesota Journeyman License. Motion carried five to zero.

FOR YOUR INFORMATION ONLY

1. Dave Thomas will be attending the MMUA's Annual Conference on August 21-22nd at Arrowwood
2. SEH is working on the Wastewater Plant Capacity Study
3. The fence is installed at Water Plant
4. The Water Plant Permit is approved
5. A flushable wipes settlement check for \$35,714.29 was received from Nice-Pak Products, Inc.

Being no further business, a motion was made by Commission Walz and seconded by Commissioner Bromenshenkel to adjourn the meeting at 5:30 pm. Motion carried five to zero.

Debbie Boyer, Secretary
Sauk Centre Public Utilities Commission