

**MINUTES OF THE NOVEMBER 13, 2024, 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 4:31 p.m. on November 13, 2024, at the office of the Sauk Centre Public Utilities. Commissioners present were Warren Stone and Mark Roberg. Also, present were Electrical Supervisor Shannon Ellering, General Manager Debbie Boyer, and Secretary Jennie Frank. Water/Wastewater Supervisor Glenn Bauer and Commissioner Bromenshenkel were absent. Commissioner Senst arriving at 4:52 p.m.

**MINUTES:**

2. By general consent, the following minutes were approved:
- a. The minutes of the last Regular Commission Meeting held on October 14, 2024.
  - b. The minutes of the Special Meeting held on November 4, 2024.

**UTILITY BILLS:**

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

The full listing of the October 2024 accounts payable in the amount of \$864,530.62.

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

**FINANCIAL REPORTS:**

4abcd&e. By general consent, the Commission approved all the Monthly, Investment, 4M Fund, 3rd Quarter Financial, and Delinquent 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, December 9, 2024, at 4:30 p.m.

**OLD BUSINESS:**

**NEW BUSINESS:**

7a. General Manager Boyer informed the Commission that no additional change will be made to the WAPA Drought Adder component for 2025. Informational only.

b. A motion was made by Commissioner Stone and seconded by Commissioner Roberg to approve Payment #6 in the amount of \$18,619.05 to Traut Wells for Well #8 construction. Motion carried three to zero.

c. A motion was made by Commissioner Roberg and seconded by Commissioner Spanier to approve six bids for a total of \$600,242.22 for furnishing electrical materials for the Electric Distribution Improvements Project, Phase 1B & 2 for primary cable and miscellaneous materials. Bid No. 1 with four base bids for 15kV Primary Power Cable, ranging from \$431,273.87 to \$542,786.48, and the approved bid from Border States Electric in the amount of \$431,273.87. Bid No. 2 with four complete base bids for Pedestals, ranging from \$30,576.00 to \$45,099.82, with the approved bid from Dakota Supply Group in the amount of \$30,576.00. Bid No. 3 with four complete base bids for Primary Cable Fittings, ranging from \$80,377.35 to \$104,529.00, and the approved bid from Border State Electric in the amount of \$80,377.35. Bid No. 4 with two base bids for Secondary Power Cable, ranging from \$31,290.00 to \$35,654.72, and the approved bid from Irby in the amount of \$31,290.00. Bid No. 5 with five bids ranging from \$5,080.00 to \$6,907.60 for Secondary Connectors, with the approved bid from RESCO in the amount of \$5,080.00. Bid No. 6 with 5 base bids for Fault Indicators, ranging from \$21,645.00 to \$22,492.14, and the approved bid from Dakota Supply Group in the amount of \$21,645.00. Motion carried three to zero.

d. After some discussion a motion was made by President Spanier and seconded by Commissioner Senst to approve the hiring of MRES to do Electric, Water, and Wastewater Rate Studies in the amount of \$38,000. The electric study fee being \$11,000 which is fifty percent of the total cost of \$22,000 that will be paid for by MRES, the water study fee being \$15,000, and the wastewater study fee being \$12,000. Motion carried four to zero.

e. A motion was made by Commissioner Sens and seconded by Commissioner Stone to approve the First Amendment to the Services Agreement for Safety Management Services provided by MMUA. General Manager Boyer also noted there is a 3.5% increase due to the inflation rate. Motion carried four to zero.

f. A lengthy discussion was held on the consulting needed for Lead Service Line (LSL) replacements and grant preparation by Stantec Engineering in the amount of \$19,428.00. A motion was made by Commissioner Sens but motion not seconded, motion failed. The Commission would like to wait with proceeding until the State of Minnesota is clearer on the project and more information is available for replacing lead and galvanized water services.

**COMMISSIONERS ITEMS:**

8a. Commissioners & Other Committee Items / Reports

1. Informational only, C.I.P. Recap Report 2024. No action needed.

b. Personnel Committee

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

9a. General Manager Boyer updated the Commission that Stearns Electric is getting all the necessary paperwork ready for the Service Territory transfer and that the cost will be a 50/50 split. Informational only, no action needed.

**FOR YOUR INFORMATION ONLY**

Being no further business, a motion was made by Commissioner Stone and seconded by Commissioner Roberg to adjourn the meeting at 5:33 p.m. Motion carried four to zero.

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Jennie Frank, Secretary  
Sauk Centre Public Utilities Commission