

**MINUTES OF THE FEBRUARY 12, 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 Vice President Jeff Bromenshenkel at 4:30 p.m. on February 12, 2024, at the office of the Sauk Centre Public Utilities. Commissioners present were Warren Stone, Mark Roberg, and Wayne Senst. Also, present were Melvin Walter, Tim Walter, Water/Wastewater Supervisor Glenn Bauer, General Manager Debbie Boyer, and Secretary Jennie Frank. President Ted Spanier and Electrical Supervisor Shannon Ellering arriving at 4:40 p.m. Commissioner Bromenshenkel departing at 5:20 p.m.

**MINUTES:**

2. By general consent, the following minutes were approved:
- a. The minutes of the Annual Organizational Meeting held on January 8, 2024.
  - b. The minutes of the last Regular Commission Meeting held on January 8, 2024.
  - c. The minutes of the Special Meeting held January 29, 2024.

**UTILITY BILLS:**

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

The full listing of the January 2024 accounts payable in the amount of \$1,031,871.94.

Motion carried four 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, March 11, 2024, at 4:30 p.m.

**OLD BUSINESS:**

6a. General Manager Boyer updated the Commission on the Township Property. The township is presenting the contract at their next meeting. Informational only, no action needed.

**NEW BUSINESS:**

7a. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Senst to approve MMUA's 2024 Electric Utility Member Dues in the amount of \$12,389.00. Motion carried five to zero.

b. A motion was made by Commissioner Senst and seconded by Commissioner Bromenshenkel to approve the 2024 CMWEA Membership Fee in the amount of \$303.00. Motion carried five to zero.

c. Melvin and Tim Walter were present to discuss a sewer backup issue for 515 Lake St. in December 2023. The Commission informed the residents that the utility is not at fault and that they should be receiving a letter from the insurance company, League of Minnesota Cities with the denied coverage.

**COMMISSIONERS ITEMS:**

8a. Commissioners & Other Committee Items / Reports

1. General Manager Boyer and Electrical Supervisor Shannon Ellering met with the Finance Committee to discuss options for financing the new Substation. Information has been sent to the City Hall to start the process of a bond.

b. Personnel Committee

1. President Spanier discussed the Supervisor's reviews with the Commission. Reviews went well and were very informative. The Personnel Committee met with the Supervisors for reviews on February 6, 2024.

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

9a. Five bids were received for the Electrical Distribution Improvements-Phase 1A Project. Midwest Utility Services, LLC in the amount of \$1,093,886.50, AEI Construction, Inc. in the amount of \$1,104,523.44, MP Nexlevel, LLC in the amount of \$1,105,918.62, and Michels Power, Inc. in the amount of \$1,523,241.28. A motion was made by Commissioner Stone and seconded by Commissioner Roberg to approve the bid from Castrejon in the amount of \$946,096.50. Motion carried four to zero.

b. A motion was made by Commissioner Stone and seconded by Commissioner Sens to acknowledge that Brenda Lyon has successfully completed her six-month probationary period. Motion carried four to zero.

c. General Manager Boyer updated the Commission on the MRES Member Generation increased rates for installing member generation. Informational only, no action needed.

**FOR YOUR INFORMATION ONLY**

1. Auditors coming February 26-27<sup>th</sup>.

Being no further business, a motion was made by Commissioner Stone and seconded by Commissioner Sens to adjourn the meeting at 6:12 p.m. Motion carried four to zero.

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Jennie Frank, Secretary  
Sauk Centre Public Utilities Commission