

**MINUTES OF THE APRIL 8, 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 4:30 p.m. on April 8, 2024, at the office of the Sauk Centre Public Utilities. Commissioners present were Jeff Bromenshenkel, Warren Stone, Wayne Senst, and Mark Roberg. Also, present were Mary Reedy from CliftonLarsonAllen LLP, George Eilertson from Northland Securities, City Administrator Vicki Willer, Water/Wastewater Supervisor Glenn Bauer, Electrical Supervisor Shannon Ellering, General Manager Debbie Boyer, and Secretary Jennie Frank.

**MINUTES:**

2. By general consent, the following minutes were approved:
- a. The minutes of the last Regular Commission Meeting held on March 11, 2024.
  - b. The minutes of the Special Meeting held on March 18, 2024.

**UTILITY BILLS:**

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

The full listing of the March 2024 accounts payable in the amount of \$876,277.99.

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

**FINANCIAL REPORTS:**

4abc&d. By general consent, the Commission approved all the Monthly, Investment, Delinquent, and C.I.P. Rebate 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, May 13, 2024, at 4:30 p.m.

b. MMUA Summer Conference is August 19-21, in Moorhead-Fargo, a new location this year. More information will be brought to another meeting.

c. Currently, President Spanier is planning to attend the MMUA Interacting on Issues Meeting June 27, 5-7 p.m. in Alexandria.

**OLD BUSINESS:**

**NEW BUSINESS:**

7a. Mary Reedy from CliftonLarsonAllen LLP at 4:30 presented the 2023 Annual Audit Report. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Roberg to approve the 2023 Audit Report. Motion carried five to zero.

b. A motion was made by Stone and seconded by Commissioner Senst to moving forward with the electric bond for the new north substation through Northland Security. George Eilertson and General Manager Boyer will be having further discussion with Paul Davis from DGR on the timeline and get a clearer idea of the amount needed to bond. They will bring information back to the Commission at the next meeting. The Sauk Centre Public Utilities has adopted and certified: Resolution No. 2024-01, Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations under the Internal Revenue Code. Motion carried five to zero.

c. A motion was made by Commissioner Senst and seconded by Commissioner Bromenshenkel to approve four bids for a total of \$366,767.53 for Furnishing Transmission Line Materials-North Transmission Line project. Bid Number 1 for engineered laminated wood poles from Border States in the amount of \$176,263.14 and Bid Number 2 for transmission poles from Border States in the amount of \$121,601.95. Bid Number 3 with three bids for 69 kV insulators, one from Border States in the amount of \$50,184.66, the second from Border States in the amount \$50,242.05 and the approved bid from Wesco Distribution, Inc. in the amount of \$32,578.44. The final bid, Bid Number 4 had two bids, one in the amount of \$41,277.33 from Border States and the approved bid of \$36,324.00 from Wesco Distribution, Inc. Motion carried five to zero.

d. A motion was made by Commissioner Stone and seconded by Commissioner Senst to approve moving forward with Stantec and getting bids for the Trunk Sanitary Sewer Cleaning. Bids will be brought to a future meeting. Motion carried five to zero.

e. Commissioner Roberg made a motion to approve the changes to Section I 1.2 (E) Advanced Payment Policy and was seconded by Commissioner Senst. Motion carried five to zero. A motion was made by Commissioner Senst and seconded by Commissioner Bromenshenkel to approve the changes to Section II 2.7 Uncollected Accounts Policy. Motion carried five to zero.

**COMMISSIONERS ITEMS:**

8a. Commissioners & Other Committee Items / Reports

b. Personnel Committee

1. A motion was made by Commissioner Stone and seconded by Commissioner Bromenshenkel to approve the hiring of a summer help position for up to 32 hours per week with the increased rate of \$15-\$17/hr. Motion carried five to zero.

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

9a. Commissioner Stone made a motion to not donate to the Annual Sinclair Lewis Days and seconded by Commissioner Spanier. Motion carried five to zero.

b. The Commission was given information about the MRES Power Factor. SCPUC's Power Factor results show we are in the required limits. Informational only and no action was needed.

c. An update was given on the Township Property. When the paperwork was being done with the county it was noticed that the Township does not own the smaller parcel, Lot B. The township had their attorney write up a new contract to not sell Lot B, and it will be presented at their next meeting. Informational only, no action needed.

**FOR YOUR INFORMATION ONLY**

1. MRES Annual Meeting is May 7-9<sup>th</sup>.

Being no further business, a motion was made by Commissioner Stone and seconded by Commissioner Roberg to adjourn the meeting at 6:24 p.m. Motion carried five to zero.

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Jennie Frank, Secretary  
Sauk Centre Public Utilities Commission