

**MINUTES OF THE MAY 11, 2020 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 Spanier at 4:30 p.m. on May 11, 2020 at the office of the Sauk Centre Public Utilities. Commissioners present were Ted Spanier, Jeff Bromenshenkel, Mark Roberg, Wayne Senst and John Egan. Also present were Water/Wastewater Supervisor Glenn Bauer, Electrical Supervisor Shannon Ellering 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 April 13, 2020.

UTILITY BILLS:

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

The full listing of the April 2020 accounts payable in the amount of \$419,591.17.

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

FINANCIAL REPORTS:

4ab&c. By general consent, the Commission approved the Monthly, Investment, and First Quarter 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 Monday, June 8, 2020 at 4:30 p.m.

OLD BUSINESS:

6a. A motion was made by Commissioner Spanier and seconded by Commissioner Roberg to approve the bid of \$49,381 from Ron Moritz Construction for Warehouse #2. Motion carried five to zero.

b. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Egan to enter into an agreement with SEH for the EPA Emergency Response and RR Assessment Plans in the amount of \$13,320. Motion carried five to zero.

NEW BUSINESS :

7a. There was no interest to participate in the Monopoly Game from Dairyland Peach.

COMMISSIONERS ITEMS:

8a. Commissioners & Other Committee Items / Reports

b. Personnel Committee

GENERAL MANAGER AND SUPERVISOR'S ITEMS:

9a. Supervisor Ellering discussed the CDR Payback for load control with the Commission.

b. There was an abandoned water service line on Pine Street that was leaking. It has been removed.

c. A lengthy discussion was held on COVID-19. It was recommended that no water meter installs for AMI be done this year. The outside staff will start staggering start time shifts and stagger breaks and lunch hours as needed. Only in an emergency will this be deviated from. There will be one man per vehicle. If more than one employee is in a vehicle then masks shall be used. Vehicles need to be sanitized daily as well as the breakroom and other areas. This should be done before leaving each day. Employees are to continue to follow CDC recommendations on keeping a safe work environment. In an emergency where an employee enters a home, the employee must always wear gloves and a mask. If employees are working in close contact with each other a mask should also be worn.

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

Debbie Boyer, Secretary
Sauk Centre Public Utilities Commission