

**MINUTES OF THE MAY 13, 2019 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 Dave Thomas at 4:00 p.m. on May 13, 2019 at the office of the Sauk Centre Public Utilities Commission. Commissioners present were Mark Roberg, Jeff Bromenshenkel, Dave Thomas, and Ted Spanier. Also present were Water/Wastewater Supervisor Glenn Bauer, Electrical Supervisor Shannon Ellering, General Manager Debbie Boyer, Karen Voz of MN Department of Health, and Mark Janovec of Stantec.

MINUTES:

2. By general consent, the following minutes were approved:

- a. The minutes of the last Regular Commission Meeting held on April 8, 2019.

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 April 2019 accounts payable in the amount of \$544,160.11.

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

FINANCIAL REPORTS:

4ab&c. By general consent, the Commission approved all the Monthly, Investment, and Financial Reports for 1st Quarter 2019 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, June 10, 2019 at 4:00 p.m.

OLD BUSINESS:

6a. Two quotes for replacing openers on the overhead doors were reviewed. A motion was made by Commissioner Roberg and seconded by Commissioner Bromenshenkel to approve the quote from Buerman Garage Door Sales and Service in the amount of \$4,564. Motion carried four to zero.

NEW BUSINESS :

7a. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Spanier to approve the policy changes on Comm/Ind. Advanced Payments. Motion carried four to zero.

b. A motion was made by Commissioner Spanier and seconded by Commissioner Roberg to approve the revised Operational Policy 2019 due to policy changes in the Comm/Ind. Advanced Payments. Motion carried four to zero.

c. A Revised Policy Manual for all Sections/Departments was presented to the Commission for approval. A motion was made by Commissioner Spanier and seconded by Commissioner Bromenshenkel to table the approval until the June 2019 meeting so that members of the Commission can do further review before approving. Motion carried four to zero.

d. The hallway roof at the SCPUC office is leaking and new steel was recommended for the roof. A motion was made by Commissioner Spanier and seconded by Commissioner Bromenshenkel to approve the bid from Ron Moritz Construction in the amount not to exceed \$5100. Motion carried four to zero.

e. Karen Voz from MN Department of Health along with Mark Janovec of Stantec were present to discuss the Wellhead Protection Plans. This meeting was advertised in the paper for Public Hearing, so anyone interested in learning more about Wellhead Protection Plan could attend. The SCPUC received MN Department of Health's Approval letter for Part 1 of the Wellhead Protection Amendment Plan.

COMMISSIONERS ITEMS:

8a. Commissioners & Other Committee Items / Reports

1. The Commission discussed the available Commission seat. There are so far four potential individuals applying for the seat on the Commission.

2. Commissioner Thomas updated the Commission on the MRES meeting held on May 8-9, 2019.

b. Personnel Committee

1. A motion was made by Commissioner Spanier and seconded by Commissioner Roberg to approve the hiring of Ben Deters for the Water/Wastewater Operator position. Wages are based on the Union

Contract, less \$.50/hr. for the six months of probation. Start date will be May 28, 2019. Motion carried four to zero.

GENERAL MANAGER & SUPERVISOR'S ITEMS:

9a. Anthony Roelike passed his Class A Wastewater license. Anthony's wages will be adjusted based on the Union Contract.

b. Reid Pearson passed his 2nd Book of the Electrical Lineman course. Reid's wages will be adjusted based on the Union Contract.

c. A motion was made by Commissioner Spanier and seconded by Commissioner Bromenshenkel to acknowledge and accept the change order on the new warehouse frost footings. This decision was looked at and approved by Matt Worms, Justin Schoenberg, and City Building Inspector Rick Holt. Motion carried four to zero.

d. A motion was made by Commissioner Spanier and seconded by Commissioner Roberg to approve the bid from Traut Wells in the amount of \$3,235. This bid covers the fees for pulling the pump and videoing Well #1. Traut will then get back to the Commission with recommendations for maintenance to Well #1. Motion carried four to zero.

e. The supervisors gave an update on AMI and stated that the extra relays are working to pull in more readings to the system. The water department will start to install more water nodes being there is positive progress.

f. Supervisor Bauer discussed the daft rehab at the wastewater plant with the Commission. Quotes are being sought. Supervisor will hopefully have them available for the June 2019 meeting.

g. A motion was made by Commissioner Spanier and seconded by Commissioner Bromenshenkel to approve the bid from Cummins Sales and Service in the amount of \$2474.85 for the load test on the generator. Motion carried four to zero.

h. Supervisor Bauer informed the Commission of a water leak at the water plant. The water department will be working on locating the leak. If this does not work, the department will hire a leak detection company to help in the process.

i. Supervisor Bauer informed the Commission that the Chemical Feed line at the wastewater plant has opened. He is negotiating reimbursement with Hawkins for expenses incurred due to bad chemicals bought from Hawkins. Bauer will keep the Commission informed.

FOR YOUR INFORMATION ONLY

1. MMUA Summer Conference Aug. 19-21st in Brainerd, MN
2. SCPUC Dollars For Scholar's Scholarship went to Brady Miller

Being no further business, a motion was made by Commission Roberg and seconded by Commissioner Bromenshenkel to adjourn the meeting at 5:35 pm. Motion carried four to zero.

Debbie Boyer, Secretary
Sauk Centre Public Utilities Commission