

**MINUTES OF THE MAY 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 4:30 p.m. on May 13, 2024, at the office of the Sauk Centre Public Utilities. Commissioners present were Jeff Bromenshenkel, Wayne Senst, and Mark Roberg. Also, present were Bret Anderson, Bill Friedrichs, George Eilertson from Northland Securities, Water/Wastewater Supervisor Glenn Bauer, Electrical Supervisor Shannon Ellering, General Manager Debbie Boyer, and Secretary Jennie Frank. Commissioner Stone was absent.

**MINUTES:**

2. By general consent, the following minutes were approved:
- a. The minutes of the last Regular Commission Meeting held on April 8, 2024.
  - b. The minutes of the Special Meeting held on April 17, 2024.

**UTILITY BILLS:**

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

The full listing of the April 2024 accounts payable in the amount of \$752,786.61.

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

**FINANCIAL REPORTS:**

4a,b&c. By general consent, the Commission approved all the Monthly, Investment, and 1<sup>st</sup> Quarter 2024 Financial 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, June 10, 2024, at 4:30 p.m.
- b. A Special Meeting will be held on Wednesday, June 5, 2024, at 5:00 p.m.

**OLD BUSINESS:**

6a. The payment has been made for the purchase of the Township Property and the paperwork should be available soon. Informational only, no action needed.

**NEW BUSINESS:**

7a. The Commission was given information on the MN Pollution Control Compliance Evaluations with a Certificate of Commendation. Water/Wastewater Supervisor Bauer mentioned everything went well. Informational only.

b. Water/Wastewater Supervisor Bauer informed the Commission on the MN Department of Health notice of exceedance of the copper action level in more than 10 percent of the samples collected in the monitoring period. In the most recent round of samples 5 out of 40 (13%) of samples were above the action level. The SCPUC is currently performing a new corrosion control study on the water system and should help reduce corrosion on homeowner's copper plumbing and existing water supply piping in the system. The current Copper concentrations leaving the water treatment plant are .01 mg/l or 10 ppb, which is way below the safe water drinking act which is currently set at 1300 ppb.

c. General Manager Boyer presented an informational brochure for the Copper Public Education Program that is required due to the exceedance of copper in the public water system. The notice will be sent to all residents of the SCPUC.

d. Water/Wastewater Supervisor Bauer informed the Commission on Well #8. A change order will be needed because additional piping will be needed due to the fact that the well will be drilled South and West of the original spot. Pipes need to feed back to existing well house. Informational only, no action needed at this time.

e. Water/Wastewater Supervisor Glenn Bauer discussed Sauk Centre's Drinking Water Report for 2023. The report was available for the Commission to review. This report will be submitted to the Sauk Centre Herald for publishing and posted to the City's Web Site.

**COMMISSIONERS ITEMS:**

8a. Commissioners & Other Committee Items / Reports

b. Personnel Committee

1. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Senst to approve the hiring of Chris Polipnick for the summer help position for up to 32 hours per week with the increased rate of \$15.50. Motion carried four to zero.

2. The Personnel Committee updated the Commission on the full-time Office Assistant/Account position. They recommended Anna Johnson for this position. The Committee interviewed two applicants. A motion was made by Commissioner Roberg and seconded by Commissioner Senst to approve the hiring of Anna Johnson with a start date of May 31, 2024. Starting wage will be 80% of current pay scale of like position with a 50 cent decrease for a 6-month probationary period. There will be a sixth month review. Each anniversary year is a 5% increase in wage scale rate. These increases continue until she gets to 100% of the wage scale. Motion carried four to zero.

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

9a. Bret Anderson was present at 4:30 to request an easement by the Wastewater Treatment Plant. More information will be provided and brought to the next meeting. No action needed at this time.

b. Bill Friedrichs was present to discuss an easement on 1<sup>st</sup> St S and Pine St S. More information is needed and will be brought back to another meeting. No action needed.

c. George Eilertson from Northland Security was present to discuss the new amount for the Electric Revenue Bond and the proposed schedule of events for the bond with the Commission. Informational only, no action needed.

d. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Senst to approve the new Electric Cash Reserve Policy. The working funds reserve will be maintained at a minimum level of 100 days for electric cash on hand. Motion carried four to zero.

e. Electrical Supervisor Shannon Ellering reviewed with the Commission the 2023 eReliability Tracker from APPA. No action was needed.

f. Commissioners were given the Notice of Pay Equity Compliance. Informational only and no action was needed.

**FOR YOUR INFORMATION ONLY**

1. Hydro Plant Tours
2. Bright Energy Solutions Rebate

Being no further business, a motion was made by Commissioner Bromenshenkel and seconded by Commissioner Senst to adjourn the meeting at 6:20 p.m. Motion carried four to zero.

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Jennie Frank, Secretary  
Sauk Centre Public Utilities Commission