

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

January 17, 2019, 1:00 P.M.

Pursuant to due call and notice thereof, the Regular Meeting of the Public Utilities Commission, City of Princeton, was held in Commission Offices, 907 First Street, on January 17, 2019, at 1:00 P.M.

Present: Chairman Mindi Siercks and Commissioners Henry Findell and Dan Erickson.

Absent: None

Also Present: Manager Connie Wangen, Bookkeeper Kathy Ohman, City Councilor Jack Edmonds, Electric Supervisor Jon Brooks, Water Superintendent Scott Daniels, City Administrator Bob Barbian, and Union Times Reporter Tim Hennagir.

Meeting was called to order by Chairman Siercks at 1:02 P.M.

General Manager Connie Wangen swore in newly elected PUC Commissioner Dan Erickson.

Mr. Findell moved to appoint Ms. Siercks as Chairman for the 2019 year. Mr. Erickson seconded. Motion carried unanimously.

Mr. Findell moved to appoint Kathy Ohman as Secretary/Treasurer for the 2019 year. Mr. Erickson seconded. Motion carried unanimously.

Chairman Siercks called for additions or deletions to the agenda. There were none.

Mr. Erickson made a motion to approve the agenda of the January 17, 2019 Regular PUC Commission Meeting. Mr. Findell seconded. Motion carried unanimously.

Mr. Erickson moved to approve the Minutes of the December 19, 2018 meeting. Mr. Findell seconded. Motion carried unanimously.

Mr. Tim Hennagir, Reporter for the Mille Lacs Union-Times introduced himself to the PUC Commission and spoke on his background.

Resolution 19-01 RESOLUTION OF THE PUBLIC UTILITIES COMMISSION OF THE CITY OF PRINCETON DESIGNATION OF OFFICIAL DEPOSITORIES for the designation all local financial institutions as well as Northland Trust as official depositories of the Commission for the 2019 year. Mr. Findell made a motion to accept Resolution 19-01. Mr. Erickson seconded. Motion carried unanimously.

Mr. Findell moved to designate the *MILLE LACS UNION-TIMES* as the official paper of the Public Utilities Commission for the 2019 year. Mr. Erickson seconded. Motion carried unanimously.

Mr. Erickson moved to approve the accounts payable listing for the period of December 1, 2018 through December 31, 2018. Mr. Findell seconded. Motion carried unanimously.

General Manager Wangen reported the following:

- A. The monthly SMMPA Board Meeting was held January 16th in Rochester, Minnesota. Attending an additional meeting sponsored by SMMPA was General Manager Connie Wangen and Electric Supervisor Jon Brooks. This meeting was focused on the discussion of electric vehicles and charging stations. New Prague will be hosting the SMMPA Spring Informational Meeting in March.
- B. In the Electric Department, General Manager Wangen presented a summary list of distribution projects that were completed in 2018. Majority of the completed projects were burying distribution lines and voltage upgrades. We continue to convert street lights to LED with main roadways all being completed and now working on the secondary streets. 2019 projects include voltage upgrades, AMI meter upgrade, labeling of equipment, and tree trimming.

In the Generation Plant, a summary list of completed projects in 2018 was presented along with a list of projects for 2019. 2019 projects includes scheduled maintenance on Engine #7 Cat. Federally mandated testing of the emissions is required to be done every three years which will be done in April 2019 for all five engines.

- C. In the Water Department, a summary list of completed distribution projects in 2018 was presented along with a list of projects for 2019 and future projects. 2019 projects include relocating the water main for the Sherburne County roundabout. Future projects include North Water Tower restoration.
- D. City of Princeton updates included a discussion on the Great Northern Trail. Erdman Automation's addition is progressing. Kwik Trip is open.
- E. General Manager Wangen reported employee Cindy Lakeberg was elected to the Princeton Chamber Board. Bills will be mailed next week with the reduced electric and water rates. Sherburne County sales tax will be added to Sherburne County customer's bills. The City of Princeton Franchise Fee will be added to bills beginning February. All PUC employees attended the Respectful Workplace Training with the City of Princeton. PUC will have an ad in the 2019 Princeton Community Guide explaining rebate programs. Commercial rebates issued in 2018 totaled approximately \$32,290.00 and residential rebates were approximately \$7,000.00. PUC has met our Conservation Improvement spending requirements for 2018. Manager Wangen has received notification from Princeton Schools they will be using their well for irrigation purposes. PUC's Wellhead Protection Plan is up for renewal.
- F. The Open Meeting Law requirements was presented to the PUC Commissioners. PUC does abide by the Open Meeting Law. Minutes of PUC Commission Meetings are available for public inspection and are also posted in the PUC office and will be on the PUC's website.

General Manager Wangen and Water Superintendent S. Daniels presented information regarding the relocation of the water main located in the Sherburne County roundabout area. There was a discussion on the relocation along with dewatering, vacating the existing water main and acquiring a utility easement for the proposed relocation. Mr. Erickson made a motion to move forward acquiring a utility easement for the relocation of the water main. Mr. Findell seconded. Motion carried unanimously.

The Minnesota Pay Equity Requirements Report was presented to the PUC Commission for approval. Mr. Findell made a motion to approve the Minnesota Pay Equity Report. Mr. Erickson seconded. Motion carried unanimously.

PUC has sponsored a \$500.00 Tom Bovitz Memorial Scholarship to graduating students attending Princeton High School. Students are required to complete an essay on the theme of "Municipal Utilities: Good for all of us" which applies to municipal utilities to be turned in to the PUC by Mid-March. The winning student's essay will be forwarded to Minnesota Municipal Utilities for the state level. Applicants family must be a PUC customer. Mr. Findell made a motion to sponsor the \$500.00 Tom Bovitz Memorial Scholarship for 2019. Mr. Erickson seconded. Motion carried unanimously.

The 2018 Audit engagement letter from auditing firm Mayer, Porter & Nelson, Ltd., was presented to the Commission for approval. Auditors will be at the PUC office the week of April 22nd. Mr. Findell made a motion to retain the services of Mayer, Porter & Nelson, Ltd., Certified Public Accountants, to audit the records of the Princeton Public Utilities for the year ending December 31, 2018 at a fee not to exceed \$10,300.00. Mr. Erickson seconded. Motion carried unanimously.

The Cogeneration and Small Power Production Tariff was presented to the PUC Commission. If a PUC customer were considering installing solar or wind power, an agreement with the PUC would be signed. This tariff would be filed with the local utility for approval and execute an interconnection agreement with the utility. Mr. Erickson made a motion to accept the Cogeneration and Small Power Production Tariff. Mr. Findell seconded. Motion carried unanimously.

Resolution 19-02 RESOLUTION OF THE PUBLIC UTILITIES COMMISSION OF THE CITY OF PRINCETON REGARDING AUTHORIZING THE SERVICES OF MINUTEMAN PRESS, PRINCETON, MN for the use of their services for printing and web design/upgrades in the amount of \$440.86 through January 17, 2019 was presented. Mr. Erickson made a motion to accept Resolution 19-02. Mr. Findell seconded. Ms. Siercks abstained from voting.

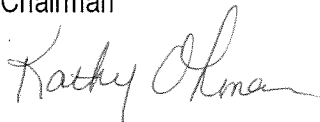
General Manager Wangen presented the updated 2019 Fee and Rate Schedules to the PUC for approval. Mr. Erickson made a motion to approve the 2019 Princeton Public Utilities Commission Fee and Rate Schedules. Mr. Findell seconded. Motion carried unanimously.

PUC will have a booth this year at the Princeton Expo on March 9th at the high school. The booth will promote electric and water. SMMPA will participate in the booth also.

There being no further business, Mr. Findell made a motion to adjourn the meeting at 2:53 p.m. Mr. Erickson seconded. Motion carried unanimously.



Mindi Siercks
Chairman



Kathy Ohman
Secretary