

## PUBLIC UTILITIES COMMISSION

### REGULAR MEETING

June 26, 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 Princeton City Hall, 705 North 2<sup>nd</sup> Street, on June 26, 2019, at 1:00 P.M.

Present: Chairman Mindi Siercks and Commissioner Dan Erickson.

Absent: None

Also Present: Manager Keith Butcher, Bookkeeper Kathy Ohman, City Councilor Jack Edmonds, Electric Superintendent Jon Brooks, Water Superintendent Scott Daniels and Lead Lineman Jeremy Linden, Dave Schultz from WSB, Union Times Reporter Tim Hennagir, and customers Kevin and Andrea Gerrard.

Meeting was called to order by Chairman Siercks at 1:00 P.M.

Chairman Siercks called for additions or deletions to the agenda. Additions: New Business: F: Minuteman Press Bill Explanation.

Mr. Erickson made a motion to approve the agenda of the June 26, 2019 Regular PUC Commission Meeting. Ms. Siercks seconded. Motion carried unanimously.

Mr. Erickson moved to approve the Minutes for the May 22, 2019 meeting. Ms. Siercks seconded. Motion carried unanimously.

During Public Comment, PUC customer Kevin Gerrard who lives at 411 North Rum River Drive asked if the relocation of the water main located near his property was on the agenda for discussion.

Mr. Erickson made a motion to approve the accounts payable listing for the period of May 1, 2019 through May 31, 2019 excluding line 56, Minuteman Press. Ms. Siercks seconded. Motion carried unanimously.

General Manager Butcher reported the following:

- A. The SMMPA Board Meeting was held June 19<sup>th</sup> in Blooming Prairie, Minnesota. There was a presentation on risk analysis. SMMPA has hired a new Energy Service Rep, Nancy Kelly. Nancy will be in Princeton on Monday, July 1<sup>st</sup>.
- B. In the Generation Plant, stack testing of the Cat #7 Generator was done on June 20<sup>th</sup> which was unsuccessful. We believe it was due to the catalyst which became coated over time. The catalyst will be removed and chemically cleaned and put back in. Once this is done, the stack testing will be rescheduled. PUC hosted tours of the Generation Plant and Water Treatment Plant #1 for representatives from Princeton School District and for the Tiger Club.

In the Electric Department, there was an outage on June 2, 2019 in the Wal-Mart area. The original call came into the PPUC On-Call phone at approximately 6:30 a.m. and crews were on site by 7:00 a.m. Electric Supervisor Jon Brooks spoke with the business owners in the

area that day. In trying to locate the fault in the line, it was determined the fault indicators were not working properly. These will be shipped back to the company for testing and possible warranty. A temporary line was placed to restore power which was replaced later that week with a new line. Also on June 2<sup>nd</sup>, 2019 there was a car accident on County Road 42 where the car hit a pole on the main feeder line. The pole that was hit is owned by SMMPA and maintained by Great River Energy. Damage was severe enough that the pole had to be replaced which Great River Energy is replacing today live. The line crew continues working in the Riverview Terrace area with system upgrade. There will be planned outages in the Riverview Terrace area on Thursday and the alley between 2<sup>nd</sup> Street South and 3<sup>rd</sup> Street South on Friday to complete the final connections. On Tuesday, July 2<sup>nd</sup>, they will split the load on a transformer around 7<sup>th</sup> and 8<sup>th</sup> Avenue North. There is a leaking transformer by Riverside Apartments that will be fixed on Wednesday, July 3<sup>rd</sup>.

- C. In the Water Department, T-Mobile is substantially complete with their upgrades and returning on to the Middle Water Tower. There will be some clean up and restoration that will still need to be done. They continue progressing with painting fire hydrants.
- D. Jack Edmonds stated he would like to set up a meeting date with new General Manager Keith Butcher, the Princeton City Council, and PUC Commissioners to discuss communication lines between PUC and the City of Princeton which need to be addressed.
- E. General Manager Keith Butcher did not have any items to report on at this time.

The new south water main near the Sherburne County Roundabout has been completed. The old water main that was located in the roundabout has been filled with sand and abandoned. WSB has submitted a payment request for 95% payment on the new water main for Kuechle Underground in the amount of \$140,049.76. Mr. Erickson made a motion to approve the payment of \$140,049.76 on the new south water main. Ms. Siercks seconded. Motion carried unanimously

There was a discussion regarding the Highway 95 water main relocation. Kevin Gerrard who lives at 411 North Rum River Drive stated the water main broke some time during the 80's. A repair coupling was put in place to fix the break. Mr. Gerrard has concerns regarding erosion and the water main being located in a flood plain. He stated the natural gas main runs on top of the water main. This water main was put in sometime between 1962 and 1965. General Manager Keith Butcher explained to Kevin Gerrard the relocation of the Highway 95 water main was postponed in 2019 due to the water main relocation in the Sherburne County Roundabout. In 2018 when the Hwy 95 water main relocation went out for bid, the bids came in higher than anticipated and were all rejected. PUC has not identified any current leaks in that area. The water at the Gerrard residence has been tested per their request. General Manager Butcher assured Kevin Gerrard this relocation will take precedence in 2020. It will go out for bid this winter to get the most cost effective quotes.

On May 31<sup>st</sup>, 2019 Commissioner Henry Findell resigned as a member of the PUC Commission. In recognition of his service, a Certificate of Recognition will be mailed to Mr. Findell. Mr. Erickson made a motion to accept, with regret, the resignation of Commission Henry Findell from the PUC Commission. Ms. Siercks seconded. Motion carried unanimously. The PUC Commissioners and employees thanked Commissioner Henry Findell in absence for his years of service to the PUC Commission Board. The Princeton City Council will be appointing a new PUC Commissioner to complete Mr. Findell's term through December 31, 2019.

As a result of General Manager Connie Wangen retiring on May 31, 2019, a new resolution appointing General Manager Keith Butcher as Representative to SMMPA was presented. Resolution 19-08

RESOLUTION OF THE PUBLIC UTILITIES COMMISSION OF THE CITY OF PRINCETON REGARDING APPOINTMENT OF REPRESENTATIVE TO SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY, THE POWER SUPPLIER FOR THE UTILITY AND CITY for the resignation of retiring General Manager Connie Wangen and the appointment of new PUC General Manager Keith Butcher as Princeton Public Utilities' Representative. Mr. Erickson made a motion to accept Resolution 19-08. Ms. Siercks seconded. Motion carried unanimously.

The 2018 Audit is complete and the final letter and audit was included in each packet. PUC Audits were received on June 3<sup>rd</sup>, 2019. The audit went very well with no problems

After a discussion regarding signers on PUC bank accounts, it was the consensus of the PUC Commission to remove three individuals and add the new General Manager and PUC Commissioners to the accounts. Mr. Erickson made a motion to remove the signatures of General Manager Connie Wangen, PUC Commissioner Henry Findell and PUC Commissioner George Freichels on the signature cards from all PUC bank accounts. Ms. Siercks seconded. Motion carried unanimously. Mr. Erickson made a motion to add General Manager Keith Butcher and PUC Commissioner Dan Erickson on the signature cards for the three main accounts and General Manager Keith Butcher and Kathy Ohman on any additional accounts as needed. Ms. Siercks seconded. Motion carried unanimously.

Manager Keith Butcher reported the week of June 17 through the 23<sup>rd</sup> was National Pollinator Week. Princeton Public Utilities along with SMMPA have created a Monarch Butterfly Habitat by the Mille Lacs County Historical Depot. SMMPA has provided PUC with seed packets to be handed out to customers to create their own Butterfly Habitat.

There was a discussion regarding the PUC using the services of Minuteman Press which is owned by Tim and Mindi Siercks. To prevent any conflict of interest, Ms. Siercks recuses herself from all printing PUC requests. She is not involved in the bidding, quoting or printing of any PUC projects. A resolution is presented each month for all invoices paid to Minuteman Press. A procedure was written up with PUC auditors where PUC does get bids from different vendors for each project. The project would be awarded to the lowest bid. As a PUC Commission, we do want to support out local businesses. In 2018, Princeton Public Utilities had an Arc Flash and Fuse Coordination Study done. From this study, it was decided that every piece of equipment in the distribution system including every green box, transformer, and cut outs be labeled with a unique five-digit identification number. In May, there was a Minuteman invoice which was for stickers to be placed on every piece of equipment in the distribution system. Quotes were received from other vendors. The quote received from Minuteman Press was easily customized and better suited for the line crew's needs. PUC Commissioner Dan Erickson believed that the process is clear and transparent. He feels Minuteman Press has been the lowest priced but also the PUC supports local businesses.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 215 p.m. Ms. Siercks seconded. Motion carried unanimously.



Mindi Siercks  
Chairman



Kathy Ohman  
Secretary