

MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Amundson called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., February 20, 2018.

MEMBERS PRESENT: Commissioners Joos, Amundson, Hennen and Weyer. Also present, Liaison Mocol, Utilities Manager Crooks, Finance Director Schmid, Planning & Engineering Director Adams and Water Superintendent Schemel.

Motion by Weyer, seconded by Joos to approve the minutes of the February 5, 2018 Commission meeting. Motion carried.

There were no Communication items.

President Amundson offered the agenda for approval.

Motion by Joos, seconded by Hennen to approve the agenda as presented. Motion carried.

The warrant listing for bills paid February 20, 2018 was presented.

Motion by Joos, seconded by Weyer to approve the warrant listing dated February 20, 2018 as presented. Motion carried.

Liaison Mocol presented her report. The City Council will be having a workshop to review the TIF designation for Canterbury Commons. The Council will also be reviewing the 2018 Street Reconstruction Project.

Water Superintendent Schemel provided a report of current water operations. Annual preventative maintenance for the Pump Houses is being completed. Well 7 and 12 have been pulled to inspect for wear and tear. Repairs will be made to the pumps if warranted.

Mr. Schemel provided an update on the Riverview Booster Station construction schedule and reviewed work completed to date.

Utilities Manager Crooks provided a report of current electric operations. Two electric outages were reviewed. The status of construction projects was updated. The entire SPU Service Center is now tied into the emergency generator. If our site loses power, it will be up and running in a matter of seconds.

Finance and Administration Director Schmid informed the Commission that SPU is at the end of a three year contract for financial audit services with bergenKDV. Three options were reviewed for engagement with an audit firm.

Motion by Joos, seconded by Weyer to solicit quotes for financial audit services for a one year and/or three year contract with various audit firms.

Motion withdrawn by Commissioner Joos.

Motion by Weyer, seconded by Hennen to solicit a one year and a three year quote (2018-2020) for financial audit services from bergenKDV and to bring back those quotes to a future Commission meeting for review. Motion carried.

Motion by Weyer, seconded by Hennen to offer Resolution #1185. A Resolution Allowing the Use of Facsimile Signature for Check Signing. Ayes: Commissioners Weyer, Joos, Hennen and Amundson. Nay: none. Motion carried. Resolution passed.

The investment of surplus funds for SPU was reviewed by Ms. Schmid. A discussion of investment options and rates followed.

Motion by Weyer, seconded by Hennen to grant the Director of Finance and Administration or his/her designee the authority to invest surplus funds without prior approval of the Utilities Commission within the limitation set by law and the guidelines of the Commission's approved Investment Policy and complete required wire transfers for such transactions. Motion carried.

Electronic funds transfers are regulated by MN Statute. Ms. Schmid reviewed those requirements.

Motion by Joos, seconded by Hennen to grant the Director of Finance and Administration or his/her designee the authority to make electronic funds transfers through the official depository and said depository shall receive a certified copy of the authorization. The official depository will notify SPU of an electronic funds transfer within one day of receiving an electronic funds transfer and the transfers will be documented and included in the warrant lists for approval by the Utilities Commission. Motion carried.

The pre-payment of bills was reviewed by Ms. Schmid.

Motion by Joos, seconded by Weyer to grant the Director of Finance and Administration or his/her designee the authority to pay certain bills prior to the approval of those bills, so that it may take advantage of discounts offered for prompt payment. Motion carried.

Motion by Joos, seconded by Weyer to offer Resolution #1186. A Resolution Regulating Wage and Contract Terms. Ayes: Commissioners Hennen, Joos, Weyer and Amundson. Nay: none. Motion carried. Resolution passed.

Motion by Weyer, seconded by Joos to adjourn to the Commission Goals and Objectives Work Session.

Motion by Weyer, seconded by Joos to reconvene to Regular Session.

President Amundson stated that no official business took place during the Work Session.

The tentative commission meeting dates of March 5 and March 19 were noted.

Motion by Joos, seconded by Weyer to adjourn to the March 5, 2018 meeting. Motion carried.

A handwritten signature in dark ink, appearing to read "John R. Crooks", is written above a horizontal line.

Commission Secretary: John R. Crooks