

MINUTES OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
November 16, 2020
(Regular Meeting)

1. Call to Order. President Amundson called the November 16, 2020 meeting of the Shakopee Public Utilities Commission to order at the SPU meeting room at 5:01 P.M.
2. Roll Call. President Amundson, Vice President Mocol, Commissioner Brennan, Commissioner Fox, and Commissioner Meyer were present.
3. Approval of Consent Agenda. Commissioner Brennan requested removal of item (3c) November 6, 2020 warrant list from the consent agenda. Motion by Meyer, seconded by Mocol, to approve the consent agenda, namely: November 2, 2020 minutes; agenda; November 16, 2020 warrant list; and water dashboard. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
4. November 6, 2020 Warrant List. Commissioner Brennan noted the lack of backup information. Staff was requested to send the information promptly. Motion by Meyer, seconded by Mocol, to approve the November 6, 2020 warrant list. Ayes: Amundson, Mocol, Fox, Meyer. Nays: Brennan. Motion carried.
5. Liaison Report. Commissioner Brennan noted that the City arranged for non-essential employees to work remotely. City Hall remains open, as well as the police lobby and the community center.
6. Utilities Manager Report. Larry Koshire, Interim Utilities Manager, provided an update as to on-going major projects and limited staff. For non-management positions that were authorized and budgeted, he will seek to hire replacements. Mr. Koshire turned to the finance director position, noting that Jean McGann of AEM was assisting during the transition. Motion by Meyer, seconded by Amundson to have staff work with AEM to assist with finance services as needed. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

Motion by Meyer, seconded by Amundson, to appoint an informal working group of two Commissioners to work with Commission staff and City staff, as appropriate, to address the organization and structure of the finance department and the recruitment and hiring process for a finance director. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried. Commissioners Mocol and Brennan volunteered to participate in the informal working group.

Motion by Mocol, seconded by Brennan, to engage a management consultant to review the organizational structure, to identify shared services or outsourcing functions, and to consider organizational changes to the Commission's structure, with the proposal coming back to the Commission for review and approval. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

7. Water Report; Right of Way. Lon Schemel, Water Superintendent, presented the water report. Joseph Adams, Director of Planning and Engineering, presented the request of Scott County for a right of way donation for County Highway 83 on SPU's water tower property and the appraisal prepared on behalf of the County. The request stated: that SPU provide the right-of-way needs on its public property, at no cost, for another public use by the County that does not significantly impact the existing public use(s) on the public property, provided that the County repair, replace, or reimburse SPU actual costs for that part of an existing perimeter chain-link fence if it is damaged by the highway project and to repair or replace the driveway entrance, both to as good or better condition as exists. Motion by Meyer, seconded by Mocol to direct staff to proceed with the request of the County. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

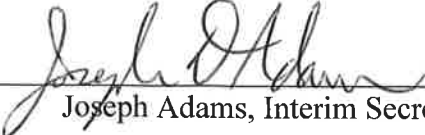
8. County Road 83 Construction Project. Mr. Adams provided an overview of the County Road 83 construction project, including the proposed Construction Cooperative Agreement between Scott County and SPU. Motion by Meyer, seconded by Brennan, to approve the Construction Cooperative Agreement and authorize its execution. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

9. Ehlers Water Development Fee Study. Mr. Adams noted that developers had contacted staff asking about the Ehlers Water Development Fee Study and reporting delays in their building permit applications pending determinations. He described supplemental research by Ehlers as to town house and condominium water usage. Motion by Meyer, seconded by Brennan, to rescind the October 5, 2020 motion that the Commission meet with the City Council before making any decisions on the study. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried. Motion by Mocol, seconded by Fox, that staff present options for a joint meeting with the City Council at the next Commission meeting. Ayes: Mocol, Brennan, Fox. Nays: Amundson, Meyer. Motion carried. Motion by Meyer, seconded by Fox, to direct staff to present a resolution at the next Commission meeting implementing the recommendations of Ehlers as to water trunk charges and water capacity charges. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

10. Electric Report. Greg Drent, Electric Superintendent, presented the electric report. He described the two outages since the last Commission meeting, as well as current projects.

11. West Shakopee Substation Alternate Site. Mr. Adams reported that he consulted with City staff as to a potential alternative site proposed by City staff, on the North side of the Nor-Cor property. This location was initially considered by SPU, but was not included in the two sites selected for an appraisal. Mr. Adams described the rights of SPU under the Purchase Agreement and costs involved in the shifting from the current site. Kevin Favero, Senior Project Manager of Leidos Engineering, LLC, presented an analysis of the Nor-Cor site, including additional costs for facilities, energy losses, soil considerations, and temporary removal, estimated to exceed \$3 million. Motion by Meyer, seconded by Mocol to direct staff to proceed with the evaluation and purchase under the terms of the Purchase Agreement. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

12. Utilities Manager Position. Mr. Koshire noted his upcoming departure and recommended filling the position and appointing an interim utilities manager to assist with the transition. He presented multiple options to determine an interim Utilities Manager. Motion by Fox, seconded by Mocol, to appoint Greg Drent as Interim Utilities Manager. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried. The Wage and Compensation subcommittee will work with Ms. McGann to address compensation issues.
13. 2021 Budget and CIP. Jean McGann, Abdo, Eick, & Myers, LLP, presented the draft 2021 budget, cash flow, and Capital Improvement Plan and answered questions. The Commission plans to consider these matters for approval at its December 7, 2020 meeting.
14. Position Classification and Compensation Study Results. Leah Davis, Abdo, Eick, & Myers, LLP, presented the draft Position Classification and Compensation Study as an informational matter and answered questions. Ms. Davis recommended considering the study for potential action at a future meeting.
15. CAP Agency Grant. Sharon Walsh, Director of Marketing and Customer Relations, presented the proposed guidelines for the SPU COVID-19 Relief Fund and draft agreement with the CAP Agency. Motion by Meyer, seconded by Brennan, to approve the Agreement to Administer the SPU COVID-19 Relief Fund in a form substantially similar to that presented, subject to revisions recommended by staff and counsel. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
16. MMPA Representative. President Amundson appointed Mr. Drent, as Interim Utilities Manager, as representative to the MMPA Board.
17. Advanced Metering Infrastructure (AMI) Update. Mr. Drent provided an overview of SPU's past history in considering AMI and evaluating potential vendors. Greg Johnson, President of Katama Technologies, Inc. provided information about the company and the proposed phases of consulting services. Motion by Meyer, seconded by Fox, to engage Katama Technologies, Inc. to provide professional services for AMI planning, design, and consulting, subject to review and approval of an agreement. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
18. LMCIT Collaboration Services. Attorney K. Brennan described the Collaboration Services Program offered by the League of Minnesota Cities Insurance Trust. Motion by Fox, seconded by Mocol, to participate in the Collaboration Services Program. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
19. Adjourn. Motion by Mocol, seconded by Fox, to adjourn to the December 7, 2020 regular meeting. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.



Joseph Adams, Interim Secretary