

MINUTES OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
December 7, 2020  
(Regular Meeting)

1. Call to Order. President Amundson called the December 7, 2020 meeting of the Shakopee Public Utilities Commission to order at the SPU meeting room at 5:00 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 (3e) Ehlers. Motion by Brennan, seconded by Meyer, to approve the consent agenda, as amended, namely: November 16, 2020 minutes; December 7, 2020 agenda; December 7, 2020 warrant list; warrant list memo; Resolution #1287 (official publication); Resolution #1288 (official depositories); Resolution #1289 (facsimile signature); Resolution #1290 (2021 fees/charges). Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
4. Liaison Report. Commissioner Brennan provided an update as to approval by the Planning Commission of two subdivisions: Summerland and Windermere South 4<sup>th</sup> Addition. She also complimented Mr. Drent and Ms. Walsh in assisting a small business in arranging a payment plan to address COVID-related issues.
6. Utilities Manager Report. Greg Drent, Interim Utilities Manager, provided his report. He met with City Administrator Reynolds and discussed a joint meeting, as well as shared services with the help of a third-party facilitator. Mr. Drent intends to work with AEM. He noted an initial AMI meeting is planned for January. He also discussed COVID-19 impacts and precautions. Mr. Drent noted a number of current projects. Discussion ensued as to process of hiring a Utilities Manager. Motion by Mocol, seconded by Brennan, to begin the search for a Utilities Manager. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried. Motion by Meyer, seconded by Fox, for President Amundson and Vice President Mocol to form an informal working group to provide guidance in retaining an outside consultant to assist with the recruitment of candidates for Utilities Manager. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
7. Water Report. Lon Schemel, Water Superintendent, provided the water report, including emergency repairs of a water main leak. He noted that water rebate funds remain, and encouraged customers to participate. Mr. Schemel also provided an update on the bid responses for the observation wells, with the low bid from Traut Companies in the amount of \$35,451.50. Motion by Meyer, seconded by Mocol, to proceed with observation well bid response as presented. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

8. Ehlers Water Connection Fee Study; Rate Resolutions. Jessica Cook, from Ehlers, presented the study findings and recommendations. Commissioner Brennan requested more information as to multi-family developments with pending certificate of occupancy. Motion by Mocol, seconded by Meyer, to accept the Ehlers study. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried. Joseph Adams, Director of Planning and Engineering presented two resolutions that implement the Ehlers study recommendations. Resolution 1285, concerning water capacity charge, would be effective immediately. Motion Meyer, seconded by Brennan, to adopt Resolution 1285. Ayes: Amundson, Mocol, Brennan, Fox, Meyer Motion carried. Resolution 1286 concerned an increase in water trunk charges of 4.75%, effective January 1, 2021. Motion by Meyer, seconded by Brennan, to adopt Resolution 1286 with the clerical revision in the recital to 4.75% (not 14.75%). Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Motion carried.

9. Electric Report. Mr. Drent introduced Brad Carlson, Assistant Electric Superintendent. Mr. Carlson provided the electric report, noting the one outage since the last Commission meeting, as well as on-going projects.

10. 2020 Audit. Jean McGann, Abdo, Eck, & Myers, LLP explained that 2020 represented the third year of a 3-year contract with BerganKDV as auditor for SPU. She noted that if the Commission pursued an RFP, it would be difficult for responders, as most firms have determined their audit schedules. Motion by Mocol, seconded by Meyer, to direct the Interim Utilities Manager to engage BerganKDV for the 2020 audit. Ayes: Amundson, Mocol, Fox, Meyer. Nays: Brennan. Motion carried. Motion by Brennan, seconded by Fox, to issue an RFP for auditor for 2021, with a term consistent with past agreements. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Motion carried.

11. 2021-2025 Capital Improvement Plan; 2021 CIP Projects and Equipment; 2021 Budget. Mr. Adams presented the 2021-2025 CIP. Motion by Meyer, seconded by Fox, to accept the 2021 – 2025 Capital Improvement Plan. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Motion carried. Mr. Adams presented the 2021 Capital Improvement Projects and Equipment. Motion by Meyer, seconded by Mocol, to approve the 2021 Capital Improvement Projects and Equipment. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Motion carried. Ms. McGann presented the final 2021 budget and answered questions. Motion by Meyer, seconded by Mocol, to approve the 2021 budget. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Motion carried. Commissioner Brennan suggested working on an economic development policy to attract and retain commercial customers.

12. Compensation and Classification Study Update. Mr. Drent recommended freezing Manager salaries and giving all other employees a 2.5% COLA increase. He recommended further review and refinement of the job descriptions in the study, with Commission review in the third quarter of 2021. Consensus to proceed with Mr. Drent's recommendations.


13. SPU Holiday Schedule. Mr. Drent presented the proposed holiday schedule for 2021. Motion by Mocol, seconded by Brennan, to designate the 2021 holidays. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Motion carried.

14. Commission Secretary Position. Mr. Drent presented options for the Secretary position. Commissioners discussed various options and asked questions. Mr. Drent will add this item to the next agenda.

15. LMCIT Collaboration Services. Commissioners expressed a preference to proceed in-person, if possible. Staff will ask whether Ms. Whitmore is available on January 20<sup>th</sup> or 21<sup>st</sup> for an in-person session.

16. COVID Relief Fund Update. Sharon Walsh, Director of Marketing and Customer Relations, noted that the agreement with the CAP Agency was signed, the program launched, and information is posted on the SPU website and Facebook. Nine people have applied, and one account has been credited.

17. Adjourn. Motion by Meyer, seconded by Fox, to adjourn to the December 21, 2020 regular meeting. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

  
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Joseph Adams, Interim Commission Secretary