



**MINUTES
COHASSET PUBLIC UTILITY COMMISSION
305 NW FIRST AVENUE
COHASSET, MN 55721
MONDAY, DECEMBER 7, 2015 - 12:00 NOON**

1) **Call to Order:** Chair Jeff Sheldon called the meeting to order at 12:05 p.m.

2) **Roll Call**

Voting Members Present: Jeff Sheldon, Dan Toewe, Paul Vanderlinde, and Bill Mager

Absent with Notice: Mike Biscardi

Absent without Notice: Rachel Graf and Shar Solem

Non-Officio Members Present: Finance Manager Max Peters, and Senior Public Works Employee Bernie Hillman

3) **Review and Approve Agenda**

Additions: #8) Acknowledge Mike Biscardi's resignation from the PUC;

#9) Meter disconnect policy

Deletions: None

A motion was made by Toewe/Mager to approve the agenda as amended. Motion carried unanimously.

4) **Approve October 5, 2015 PUC Minutes:** *A motion was made by Mager/Vanderlinde to approve the October 5, 2015 PUC minutes as presented. Motion carried unanimously.*

5) **City Council Request for PUC to Obtain Bids for Community Center Lighting and Determine Placement** - Dan Toewe recommended LED lights and Hillman agreed that LED is best and rebates are available. Hillman stated the PUC will get a number to City Council.

6) **FYI – Resolution 2015-20 Extending Ordinance 13** – Hillman explained the City is extending the current agreement with Northern Minnesota Utilities (NMU) for approximately six months. Peters stated there is potential the City will buy the lines from NMU in lieu of installing new lines and the City will do an analysis regarding the best option.

7) **FYI – Petition for Extension of Natural Gas Line** – Hillman reported that the residents on County Road 63, Becker, Stark, and Tupper Roads have petitioned for natural gas. Peters pointed out the City has a process for choosing areas for extension of natural gas lines but will respond to

the petition with a feasibility study. Hillman reported he is performing feasibility studies on five different areas and the projects will be prioritized after all information is gathered.

8) Acknowledge Mike Biscardi's Resignation - *A motion was made by Toewe/Mager to accept Biscardi's resignation, send a letter of appreciation, and to advertise for a new PUC member. Motion carried unanimously.*

9) Meter Disconnect Policy – Hillman explained that a business in town requests a water meter shut-off for five months out of the year in order to avoid the meter fee. However, this is not in accordance with the ordinance and staff has asked for a ruling from the PUC. Max Peters suggested adjusting the turn on/turn off fee for commercial companies from \$50 to \$500 to compensate for the loss of meter fees in the event of a turn-off. No action was taken but the PUC recommends to City Council that the water meter turn-on/turn-off fees are adjusted to \$500 for commercial accounts.

Chair Jeff Sheldon adjourned the meeting at 12:55 p.m.

The next meeting will be held Monday, January 4, 2016 at 12:00 noon.

Submitted by Deputy Clerk Karen Mester

Approved: 5/2/2016