



MINUTES  
COHASSET PUBLIC UTILITY COMMISSION  
305 NW FIRST AVENUE, COHASSET, MN 55721  
MONDAY, AUGUST 3, 2020 – 5:30 P.M.

1. **Call to Order:** Co-Chair Jack Yates called the meeting to order at 5:30 p.m.
2. **Roll Call**  
**Present:** Rachel Graf, Jim Mahon, Jeff Sheldon, Dan Toewe, and Jack Yates  
**Absent with Notice:** Bob Connolly  
**Others:** Finance Director Max Peters, and Public Works/Public Utilities Supervisor Walt Shadley
3. **Business or Resident Input:** None
4. **Review and Approve the Agenda:** No additions or deletions.
5. **Approve the March 9, 2020 PUC Minutes:** *A motion was made by Sheldon/Toewe to approve the March 9, 2020 minutes as presented. Motion carried.*
6. **Introduction to Public Works/Public Utilities Supervisor Walt Shadley:** Shadley introduced himself and stated he is excited to be here and will work with the PUC as requested.
7. **Right-of-Way Utility Permits and Fines Including the Permitting Process:** Yates explained that in a recent conversation with Mayor Hagy he learned that a company doing some fiber optic work in the City of Cohasset right-of-way hit a utility line. The company was not licensed, bonded, insured, or permitted. The City had no knowledge they were there until the hit occurred. This is approximately the fourth time this has happened and the PUC has been asked to tighten up the permitting process to avoid future incidents.  
  
Peters explained that the City is typically easy to work with, however, the fines and consequences of working unpermitted should be significant in the event something negative happens. Yates felt that the issue should start with educating people as to what the process is. Toewe suggested an enclosure in the utility bills from spring until freeze-up. It was also suggested that some information regarding digging be included with a building permit and on the website.  
  
Yates stated he and Graf will discuss and come up with some recommendations.
8. **Solar Lights at Tioga Recreation Area:** Yates explained that some lighting is needed at the Tioga Recreation Area, however it is an expensive project and solar lighting is being considered

as an alternative. Yates requested that Jeff Sheldon put together some recommendations for the next meeting.

**9. Miscellaneous Business:** It was noted that the City is due for a rural water study. Peters stated the budget is being put together now and this item will be included for 2021. It was questioned if a study should be done on the natural gas system as well.

*A motion was made by Sheldon/Graf that both a rural water study and a natural gas study be included in the 2021 budget. Motion carried.*

Toewe questioned why the payment service network receipt does not include the vendor name. Peters explained the Payment Service Network’s software is not able to fulfill this request. Peters also reported that the regional gas meetings have been discontinued but he will request a presentation for the Cohasset PUC.

*A motion was made by Sheldon/Yates to accept Bob Connolly’s resignation from the Cohasset PUC and to forward the resignation to the Cohasset City Council as well as send Bob a letter thanking him for his service to the PUC. Motion carried.*

After some City updates *a motion was made by Sheldon/Toewe to adjourn the meeting. Motion carried.*

	9/9/19	10/7/19	11/4/19	12/2/19	1/6/20	2/3/20	3/9/20	4/6/20	5/4/20	6/20	7/20	8/3/20
Jeff Sheldon	P	P	P	P	P	NM	P	NM	NM	NM	NM	P
Rachel Graf	P	P	P	P	P	NM	P	NM	NM	NM	NM	P
Jim Mahon	P	P	P	P	P	NM	P	NM	NM	NM	NM	P
Dan Toewe	P	P	EA	EA	P	NM	P	NM	NM	NM	NM	P
B. Connolly	P	P	P	EA	P	NM	EA	NM	NM	NM	NM	EA
Jack Yates	P	P	P	P	P	NM	P	NM	NM	NM	NM	P

Submitted by Deputy Clerk Karen Blair  
 Approved: 9/14/2020