



**MINUTES  
COHASSET PUBLIC UTILITY COMMISSION  
305 NW FIRST AVENUE  
COHASSET, MINNESOTA 55721  
MONDAY, OCTOBER 7, 2019 - 12:00 NOON**

1. **Call to Order:** Chair Rachel Graf called the meeting to order at 12:05 p.m.

2. **Roll Call:**

**Present:** Rachel Graf, Bob Connolly, Jim Mahon, Jeff Sheldon, Dan Toewe, and Jack Yates

**Absent with Notice:** Bernie Hillman

**Absent without Notice:** None

**Non Officio Members:** Max Peters

3. **Business or Resident Input:** Jeff Sheldon reported that Lake Country Power will be hosting an open house tomorrow (Tuesday, October 8, 2019) with a ribbon cutting at 1:30. Some light refreshments will be available.

4. **Review and Approve the Agenda:**

**Additions:** 8) Water Rate Study under miscellaneous

**Deletions:** None

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

5. **Approve the September 9, 2019 PUC Minutes:** *A motion was made by Yates/Connolly to approve the September 9, 2019 minutes as presented. Motion passed.*

Jim Mahon pointed out that the PUC Bylaws Section 4. D states: “Recording secretary of the Public Utilities commission shall be an ex-officio member and will be assigned by the City Administrator.” However, there is no longer a City Administrator position in the City of Cohasset. After more discussion, *a motion was made by Mahon/Sheldon to amend the PUC Bylaws to omit the words “City Administrator” and replace them with “Director of Finance and City Operations.” Motion carried.*

Mahon asked what constituted a quorum of the PUC. The PUC Bylaws state: “A majority of the members of the Public Utilities Commission entitled to vote shall constitute a quorum for the transaction of business.” Since there are six Public Utility Commissioners a majority would be

four members. It was explained that non-officio members (Max Peters & Bernie Hillman) do not vote.

**6. Review PUC Bylaw Amendment:** *A motion was made by Sheldon/Toewe to approve the PUC Bylaw amendment requested at the September meeting pertaining to the clarification of positions on the PUC Commission. Motion carried.*

Since an additional amendment has been requested at this meeting, the item “Review PUC Bylaw Amendment” will be placed on the November agenda.

**7. Request for Sewer Credit:** Kristi and Tim Carlson, 25957 River Road, Cohasset, MN requested a sewer credit for filling a swimming pool with 11,000 gallons of water. It was noted that when the pool was emptied the water did not go down the sewer. *A motion was made by Sheldon/Toewe to approve a sewer credit for the Carlson’s after verification by Bernie Hillman that the water did not go down the sewer. Motion carried.* This item will be placed on the November agenda as an FYI.

**8. Miscellaneous Business:** Dan Toewe explained that a water rate study was done in 2013 and he felt it would be a good idea to do another water rate study. *A motion was made by Toewe/Sheldon to get a quote from the Rural Water Association to perform a water rate study/analysis in 2020. Motion carried.*

Finance Manager/Project Director Max Peters stated he will reach out to Rural Water to obtain a quote.

Sheldon requested that financial data pertaining to the utilities be available at an upcoming meeting. Max Peters reported there has been little change from 2018. Discussion was held on water/sewer rates and ongoing natural gas projects.

A request was also made for Tom Luke to attend a PUC meeting. Max Peters explained that Luke retired some time ago. Peters will reach out to see who has taken his place and if they would be willing to attend a meeting.

Chair Rachel Graf adjourned the meeting at 12:51 p.m.

Submitted by Deputy Clerk Karen Blair

Approved: 11/4/2019

	11/5/18	12/3/18	1/7/19	2/4/19	3/4/19	4/1/19	5/6/19	6/3/19	7/1/19	8/5/19	9/9/19	10/7/19
Jeff. Sheldon	P	P	P	NM	P	NM	P	NM	NM	P	P	P
Rachel Graf	P	P	P	NM	P	NM	P	NM	NM	P	P	P
Jim Mahon	P	P	P	NM	P	NM	P	NM	NM	P	P	P
Dan Toewe	EA	P	EA	NM	EA	NM	P	NM	NM	P	P	P
B. Connolly	EA	P	P	NM	P	NM	EA	NM	NM	P	P	P
Jack Yates		Intervie w	P	NM	P	NM	P	NM	NM	P	P	P

P: Present

EA: Excused Absence

UA: Unexcused Absence

NM: No Meeting