



## MEETING AGENDA – NOVEMBER 28, 2017

RPU SERVICE CENTER  
4000 EAST RIVER ROAD NE  
BOARD ROOM  
ROCHESTER, MN 55906

4:00 PM

### **Call to Order**

- 1. Approval of Agenda**
- 2. Approval of Minutes**

1. Public Utility Board - Special Meeting - Nov 14, 2017 4:00 PM

- 3. Approval of Accounts Payable**

1. a/p board listing

### NEW BUSINESS

### **Open Comment Period**

*(This agenda section is for the purpose of allowing citizens to address the Utility Board. Comments are limited to 4 minutes, total comment period limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Board meeting.)*

- 4. Consideration Of Bids**

1. CSC Expansion Low Voltage - Bid Award  
Resolution: CSC Expansion Low Voltage Bid Award

- 5. Regular Agenda**

1. Annual SAP Enterprise Support  
Resolution: Annual SAP Enterprise Support
2. ePlus Enhanced Maintenance Services  
Resolution: ePlus Enhanced Maintenance Services
3. Outage Notification, Customer Portal and Mobile Communications Platform  
Resolution: Outage Notification, Customer Portal and Mobile Communications Platform

- 6. Informational**

1. Westside Energy Station Project Status Report

- 7. Board Liaison Reports**

1. Acquisition and Disposal of Interest in Real Property
2. Index of Board Policies

- 8. General Managers Report**

- 9. Division Reports & Metrics**

- 10. Other Business**

- 11. Adjourn**

*The agenda and board packet for Utility Board meetings are available on-line at [www.rpu.org](http://www.rpu.org) and <http://rochestercitymn.iqm2.com/Citizens/Default.aspx>*



## MEETING MINUTES – NOVEMBER 14, 2017

COMMUNITY ROOM  
4000 EAST RIVER ROAD NE  
ROCHESTER, MN 55906

4:00 PM

**Call to Order**

Attendee Name	Title	Status	Arrived
Mark Browning	Board President	Present	
Tim Haskin	Board Member	Present	
Melissa Graner Johnson	Board Member	Present	
Brian Morgan	Board Member	Present	
Michael Wojcik	Board Member	Absent	

**1. Approval of Minutes**

1. Public Utility Board - Regular Meeting - Oct 24, 2017 4:00 PM

*Board Member Brian Morgan moved to accept the Minutes of October 24, 2017, but amend them to include public comments received via emails, letters and staff responses. The comments have been added to the official record of the minutes. Included in the public comments is a letter to the Board from RPU Board Member Michael Wojcik, who was absent from this meeting. Board members were given a hard copy of the public comments and staff responses at the Board meeting.*

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Melissa Graner Johnson, Board Member
<b>SECONDER:</b>	Tim Haskin, Board Member
<b>AYES:</b>	Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
<b>ABSENT:</b>	Michael Wojcik

**NEW BUSINESS****Open Comment Period**

*(This agenda section is for the purpose of allowing citizens to address the Utility Board. Comments are limited to 4 minutes, total comment period limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Board meeting.)*

***\*Total comment period has been extended to 30 minutes for this meeting.***

President Browning opened the meeting for public comment. Five people came forward to speak.

Tom Williamson, of Rochester, spoke in favor of solar energy. He asked the Board to include the letters and emails received by local groups and individuals outside of the meetings as part of the meeting minutes. He said he still does not see a strong environmental message coming through about the SOLARCHOICE program, and stated that RPU's rates do not encourage energy conservation. He asked that in future policies, the utility take a deeper look at rates and at policies that help people instead of rate control.

Ray Schmitz, of Rochester, said that the utility needs a viable procedure on including public comments that are submitted outside of the meetings. He said he hopes RPU will seriously consider reducing the customer charge.

Henry Homburger, of Rochester, stated that Rochester has a shortage of affordable housing and it's a significant struggle for many. He opposed the deposit policy for individuals with poor credit, and asked the utility to reconsider the policy.

James Rentz, of Rochester, referenced an email he had sent to the Board and stated that the customer charge is a tax, and the proposed rate increase is not large in an absolute sense, but by 2019 it will rise to \$234/year, which will create an impact on residents of low income housing. About 20 percent of Rochester residents have incomes below \$28,000 per year, he said. He recommended dual rates for above ground utilities as well as buried utilities. Mr. Rentz suggested that rates be set based on property tax valuations. About 60 percent of his bill is comprised of taxes, he said. He encouraged the Board to reduce this trend of regressive taxation.

President Browning responded by saying that the RPU bill is one of the lowest bills he pays in his household on a monthly basis.

Rick Morris, of Rochester, thanked the Board and community members for attending Rochester's Energy Future: A Community Forum, held on November 2, 2017. He also gave his personal endorsement to a letter submitted by Board Member Michael Wojcik.

## 2. Consideration Of Bids

### 1. Customer Service Center Building Expansion Project - Bid Award

*Facilities Project Manager Patricia Bremer presented bids to the Board for construction of the RPU Customer Service Center building expansion project, and requested approval of two contracts, one for construction labor, and another for materials. Sealed bids were received on November 2, 2017 from eight general contractors. Knutson Construction Services Rochester, Inc., was the combined low bidder for both portions of work, with a total bid of \$8,836,000 for labor and materials.*

*The project was previously approved with a budget of \$15.3 million for consultants, construction, builder's risk insurance, furniture, equipment and a 10% construction contingency. The project scope consists of additional garage space and office space to meet current needs.*

*President Browning noted that the project includes several alternates, and asked if these would be deducts to the total cost. Ms. Bremer confirmed that due to the project coming in under budget, the alternates will be included.*

*Construction will begin in December 2017 and continue through December 2018, with final close out and occupancy in February 2019.*

2. Resolution: CSC Building Expansion Project - Bid Award

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve two agreements with Knutson Construction Services Rochester, Inc, following final review by the General Manager and City Attorney, and authorize the Mayor and the City Clerk to execute the agreements, following final review as follows:*

*Owner-Contractor Agreement (labor) \$5,009,000*

*Purchasing Agent Agreement (materials) \$3,827,000*

*In addition approve a contingency fund in the amount of \$963,000 including granting authorization for the RPU Project Manager to perform the acts to execute the project.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 14th day of November, 2017.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Brian Morgan, Board Member
<b>SECONDER:</b>	Tim Haskin, Board Member
<b>AYES:</b>	Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
<b>ABSENT:</b>	Michael Wojcik

### 3. Regular Agenda

1. 2018 Water Utility Budget Approval

*Peter Hogan, Director of Corporate Services, presented the proposed 2018 utility water budget to the Board for approval. The rate increase of 6 percent is part of a three-year rate track that was approved by the Board in 2015, for the years 2016, 2017 and 2018.. The impact to the average customer bill will be 84 cents per month, said Mr. Hogan. The rate structure is based on a water cost of service study that was conducted for the utility in 2015. RPU has adopted the utility method of rate setting, which is the industry standard.*

*The proposed budget supports the need for the utility's continued investment in infrastructure, maintenance and replacement reserves to avoid large unfunded outlays of capital in the future, Mr. Hogan said.*

*Board Member Brian Morgan asked if the utility will conduct another water cost of service study next year; Mr. Hogan replied that it will.*

*Mr. Morgan also questioned the amounts in the budget for the major maintenance plan, which are shown as dropping each year. Will these figures ever go up? Mr. Hogan stated that some movement in those numbers is possible. General Manager Mark Kotschevar pointed out that a large part of that maintenance consists of water tower painting.*

Resolution: 2018 Water Utility Capital and Operating Budget

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, that the Common Council of the said City is requested to approve the*

*2018 Water Utility Capital and Operating Budgets*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 14th day of November, 2017.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Melissa Graner Johnson, Board Member
<b>SECONDER:</b>	Tim Haskin, Board Member
<b>AYES:</b>	Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
<b>ABSENT:</b>	Michael Wojcik

2. 2018 Electric Utility Rate Adjustment

*Director of Corporate Services Peter Hogan presented to the Board a proposed overall general rate increase to the 2018 electric utility budget of 1.5 percent, based on the electric utility cost of service study conducted in 2017 and on the utility basis of rate structure. The increase will equate to about \$1.13 per month for the average customer using 300 kWh per month; about \$1.51 for a customer using 600 kWh per month; and about \$1.90 for a customer using 900 kWh per month, he said. The rates will become effective on January 1, 2018.*

*The rate increase was previously presented to the Board at its October 24, 2017, meeting, and reviewed by the Board's finance and audit committees on October 17, 2017.*

*General Manager Mark Kotschevar stated that right now the utility is only approving a one-year rate change for 2018, and staff will return to the Board next year to look at rates for 2019. Public notice of the proposed rates was published in the newspaper of record on September 8, 2017 and on the RPU website. Public responses have been added to the minutes of the October 24, 2017 RPU Board meeting.*

*President Browning called attention to a letter submitted by Board Member Michael Wojcik, who was absent from this meeting, asking the utility to establish a goal of reducing the customer charge for electric service by \$100 per year starting in 2019, to include it as part of this discussion.*

*Board Member Brian Morgan referenced Mr. Wojcik's letter, stating that he agrees with the points of the letter, and asked the Board to take a fresh look at electric rates in 2018.*

*President Browning asked the question -- if the lower-income rate payers don't pay for their cost of service, who does? Do the other customers pay more? This needs to be part of next year's discussion, he said.*

Resolution: 2018 Electric Utility Rate Adjustment

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the following rate schedules and attached tariff effective on or about January 1, 2018.*

*Residential Service (RES)*

*Residential Service-Dual Fuel (RES-DF)*

*Residential-High Efficiency HVAC (RESELGEO)*

*General Service (GS)*

*General Service-High Efficiency (GS-HEF)*

*General Service Time-Of-Use (GS-TOU)*

*Medium General Service (MGS)*

*Medium General Service-High Efficiency (MGS-HEF)*

*Medium General Service Time-Of-Use (MGS-TOU)*

*Unmetered Device (UMDR)*

*Public Car Charging (PCCR)*

*Large General Service (LGS)*

*Large Industrial Service (LIS)*

*Interruptible Service (INTR)*

*City Street Lighting (CSL)*

*Traffic Signals (TS)*

*Highway Lighting (HL)*

*Security Lighting (SL)*

*Civil Defense Sirens (CDS)*

*Clean Air Rider (CAR)*

*Power Cost Adjustment (PCA)*

*Load Management Credits (LMC)*

*BE IT FURTHER RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, that the Common Council of the said City is requested to approve an overall 1.5% electric revenue increase with changes to all customer classes and an annual update to the Clean Air Rider Rate effective on or about January 1, 2018.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 14th day of November, 2017.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Haskin, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Member
<b>AYES:</b>	Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
<b>ABSENT:</b>	Michael Wojcik

3. 2018 Electric Utility Budget Approval

*Peter Hogan, Director of Corporate Services, presented the proposed 2018 electric utility budget to the Board for approval. The budget was previously presented to the Board at its October 24, 2017 meeting, and to the Board's finance and audit committees on October 17, 2017.*

*The proposed budget represents a reduction of approximately \$4.1 million in operating and capital expenses from the original budget submitted, in order to meet the 2017 cost of service study recommendations, Mr. Hogan said.*

*General Manager Mark Kotschevar thanked the Board for their input and efforts in studying and approving the budgets and rates. He added that the budgets and rate increase will appear on the November 20, 2017 Rochester City Council agenda for approval, providing another chance for public input.*

Resolution: 2018 Electric Utility Capital and Operating Budgets

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, that the Common Council of the said City is requested to approve the*

*2018 Electric Utility Capital and Operating Budgets*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 14th day of November, 2017.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Melissa Graner Johnson, Board Member
<b>SECONDER:</b>	Brian Morgan, Board Member
<b>AYES:</b>	Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
<b>ABSENT:</b>	Michael Wojcik

4. Adjourn

*The agenda and board packet for Utility Board meetings are available on-line at [www.rpu.org](http://www.rpu.org) and <http://rochestercitymn.ig2.com/Citizens/Default.aspx>*

Submitted by:

\_\_\_\_\_  
Secretary

Approved by the Board

\_\_\_\_\_  
Board President

Minutes Acceptance: Minutes of Nov 14, 2017 4:00 PM (Approval of Minutes)



Date

Minutes Acceptance: Minutes of Nov 14, 2017 4:00 PM (Approval of Minutes)

# ACCOUNTS PAYABLE

Meeting Date: 11/28/2017

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**SUBJECT: a/p board listing**

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**PREPARED BY: Terri Engle**

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Please approve

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 10/10/2017 To 11/10/2017  
**Consolidated & Summarized Below 1,000**

**Greater than 50,000 :**

1			
2	SOUTHERN MN MUNICIPAL POWER A	October SMMPA Bill	7,594,323.17
3	WESTSIDE ENERGY PARTNERS	Westside Energy Station (WES)Eng Procurement Contract	4,322,801.52
4	MN DEPT OF REVENUE	September Sales and Use Tax	750,349.02
5	SHERMAN & REILLY INC	Hydraulic Duct Dawg wire puller 2017	186,341.91
6	CONSTELLATION NEWENERGY-GAS D	September Gas SLP	183,991.68
7	THE ENERGY AUTHORITY INC	September TEA MISO Transmission	151,027.73
8	A & A ELECT & UNDERGROUND CON	Directional Boring and Related Services	117,075.00
9	CONSTELLATION NEWENERGY-GAS D	August Gas-CC	93,070.54
10	CONSTELLATION NEWENERGY-GAS D	September Gas-CC	90,085.20
11	ADVANTAGE DIST LLC (P)	12,435 gal-Oil, Chevron HDAX 5200 SAE 40 GrpII for WES	80,578.80
12	ADVANTAGE DIST LLC (P)	9,269 gal-Glycol for WES	64,489.65
13			
14		<b>Price Range Total:</b>	<b>13,634,134.22</b>
15			

**5,000 to 50,000 :**

16			
17			
18	BILLTRUST dba	16-18 CC/Billing/Mailing/IVR Services	47,475.91
19	RSP ARCHITECTS LTD.	Service Center Expansion Project	45,637.82
20	EPLUS TECHNOLOGY INC	5-Catalyst 3850 48 Port Date IP Base	42,269.06
21	SCHWEITZER ENGINEERING LAB IN	Generator protection relay	42,188.29
22	MN MUNICIPAL UTILITIES ASSN C	MMUA Annual Fee	37,000.00
23	MCWANE INC	22-Pole, ductile iron, 50' class H1	36,671.36
24	BORDER STATES ELECTRIC SUPPLY	240-Meter, FM2S CL200 240V 2WAY W/Disconnect	35,910.00
25	POLAR CHEVROLET	Pickup 2015 Silverado	33,823.15
26	S L CONTRACTING INC	Customer parking lot repair	31,924.48
27	VISION COMPANIES LLC (P)	Leadership Journey	31,650.00
28	ALL SYSTEMS INSTALLATION dba	Service Center expansion wiring	31,603.28
29	STUART C IRBY CO INC	6-Trans, PM, 3ph, 75kVA, 13.8/8, 208/120	30,384.00
30	FRANKLIN ENERGY SERVICES LLC	2017 DSM / CIP Services	30,314.80
31	ELCOR CONSTRUCTION INC	Douglas Trail Site Improvement	29,974.57
32	ELCOR CONSTRUCTION INC	AP Contract Retentn-Douglas Trail Substation	29,765.48
33	CITY OF ROCHESTER	Various Street Opening Repairs	29,144.40
34	SOUTH CENTRAL ERECTORS	Fall Protection Support Structure Fleet	25,600.00
35	SPARTA CONSULTING INC	2017-18 SAP Application Support~	25,280.00
36	N HARRIS COMPUTER CORP	Cayenta Implementation Services	25,000.00
37	RESCO	2-Switch, PM, Air, 3PH, 2-600SW/2-200F PSE	24,936.00
38	S L CONTRACTING INC	Grading Sidewalk Drive Tower #97 NW High	24,429.92
39	CPMI INC	Owner Rep Service Center Project	23,395.18
40	STUART C IRBY CO INC	8,505 ft-Wire, AL, 15DA, 1/0 Solid, Non Jacketed	22,623.30
41	PEOPLES ENERGY COOPERATIVE (P	October Compensable	22,408.90
42	CITY OF ROCHESTER	Asbestos Costs removal	22,405.50
43	THE ENERGY AUTHORITY INC	October TEA Resource Fee	22,220.72
44	STUART C IRBY CO INC	36-SL Pole, 25', Residential, 21' Mtg Ht	22,084.65
45	N HARRIS COMPUTER CORP	Travel for Cayenta Implementation Serv	20,987.93
46	BLUESPIRE STRATEGIC MARKETING	2016 - 2019 RPU Plugged In Contract	20,801.00
47	COMPUTER TASK GROUP INC	Project Coordinator for Cayenta Project	18,900.00
48	NICKELSON PAINTING INC	Cascade Creek Tank Painting	18,844.00
49	PERFECTION PLUS	Custodial Services	18,524.97
50	VIKING ELECTRIC SUPPLY INC	3,000 ft-Conduit, HDPE, 5.00, Empty, SDR 13.5	17,970.00
51	HUNT ELECTRIC CORP	Project Electrician	17,937.62
52	ULTEIG ENGINEERS INC	Transmission Relay Coordination Study	17,429.25
53	CRENLO INC	WES Control Desk	16,245.00
54	BORDER STATES ELECTRIC SUPPLY	360-Meter, FM2S CL200 240V AMR	15,659.33
55	WRIGHT TREE SERVICE INC	2017 Hourly Tree Trimming~	15,644.79
56	MORRIS MEMORIAL LLC	Oversized Water Main Reimbursement	14,769.82
57	EXPRESS SERVICES INC	2017 Seasonal staff grounds	14,659.16
58	CITY OF ROCHESTER	Asbestos Costs for removal from 1st Ave	14,615.00
59	STUART C IRBY CO INC	3-Trans, PM, 3ph, 45kVA,13.8/8,208/120 Std	14,415.00

Attachment: AP Board CrMo (8181 : a/p board listing)

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 10/10/2017 To 11/10/2017  
**Consolidated & Summarized Below 1,000**

60	USIC LOCATING SERVICES INC	2017 Locating Services	13,645.90
61	WESCO DISTRIBUTION INC	100-Pedestal, Secondary, (Plastic) 10 x 11	13,529.00
62	TRIPWIRE INC	NERC CIP Consultant Services	12,500.00
63	CENTURYLINK	2017 Monthly Telecommunications	12,475.56
64	WORTHINGTON PRODUCTS INC	22-Waterway barrier	12,397.00
65	EPLUS TECHNOLOGY INC	5-Catalyst 3850 4 X 10GE Network Module	11,300.00
66	OPTIV SECURITY INC	1-Vulnerability Assmt Controls Network~	10,160.00
67	DELL MARKETING LP	10-Computer, Dell Optiplex 7050	10,045.18
68	FORBROOK LANDSCAPING SERVICES	2017 Landscaping services (Water)	9,966.59
69	DELTA STAR INC	1-Bushing, 138KV, GE-Prolec Trans HV	9,577.00
70	WELLS FARGO BANK ACCT ANALYSI	2017 Banking Services	9,068.17
71	MAYO CLINIC DOWNTOWN	CIP Conserve & Save Rebates-VSD	9,000.00
72	REDI HAUL TRAILERS INC (P)	Reel Trailer (T607 and T608)	8,884.40
73	CHS ROCHESTER	October Fuel Purchases	8,786.80
74	EPLUS TECHNOLOGY INC	8-Enterprise class 10GBASE-LR SFP module	8,588.00
75	ULTEIG ENGINEERS INC	Cascade Creek Sub Transformer Replace	8,430.00
76	CENTRAL MINNESOTA MUNICIPAL P	Sept Capacity Purchase	7,600.00
77	GRAYBAR ELECTRIC COMPANY INC	7-SL Pole, 30', 16 sided, SS, No Arm, Gray	7,406.89
78	STUART C IRBY CO INC	1-Trans, PM, 3ph, 225kVA, 13.8/8, 480/277	7,263.00
79	VERTEX US HOLDINGS INC	Consulting Services for Data Migration	7,151.30
80	TWIN CITY SECURITY INC	2017 Security Services	7,020.86
81	DELTA STAR INC	1-Bushing, 138KV, GE-Prolec Trans HV	6,957.00
82	WESCO DISTRIBUTION INC	1-Primary metering cabinet	6,909.00
83	AMER WATER WORKS ASSN	Membership renewal 1/01 - 12/31 2018 Dou	5,925.00
84	FAMOUS FOOTWEAR	CIP Conserve & Save Rebates-lighting	5,887.60
85	ULTEIG ENGINEERS INC	Q6 and Q9 Engineering & Surveying	5,751.75
86	MCWANE INC	2-Pole, ductile iron, 55' class H6	5,745.40
87	BORDER STATES ELECTRIC SUPPLY	12-Meter, FM9S 2-Way 3-Register W/KYZ	5,696.22
88	BORDER STATES ELECTRIC SUPPLY	100-Clamp, DE, U-Bolt,2-2/0 ACSR,1-3/0	5,627.00
89	GL NOBLE DENTON INC	2018 Synergi Elec maint and support	5,342.68
90	JOHNSON PRINTING	CIP Conserve & Save Rebates-cooling	5,250.00
91	BORDER STATES ELECTRIC SUPPLY	12-Meter, FM16S CL320 MRV 2-Way	5,247.35
92	SOLID WASTE OLMSTED COUNTY	OWEF Energy Purchases	5,077.08
93			
94		<b>Price Range Total:</b>	1,357,735.37
95			
96	<b><u>1,000 to 5,000 :</u></b>		
97			
98	INSTITUTE FOR ENVIRONMENTAL	Asbestos Consulting Services	4,997.75
99	FORBROOK LANDSCAPING SERVICES	Main Break Repair - 36 28th Street SE	4,945.68
100	BORDER STATES ELECTRIC SUPPLY	20-Grd Sleeve, 3ph Sect. Encl, 18 x 67 x 23	4,840.00
101	CHS ROCHESTER	October Fuel Purchases	4,795.15
102	AFFILIATED GROUP INC	2017 Collections/Delinquent Services	4,790.00
103	PYFFEROEN PAUL	Settlement for disturbance for watermain installation	4,753.45
104	WORTHINGTON PRODUCTS INC	6-Float collar buoys	4,548.00
105	NETWORKFLEET INC	2017 Monthly Charge - GPS Fleet Tracking	4,515.30
106	O'DONNELL JEFF	CIP Conserve & Save Rebates-renewables	4,500.00
107	ADVANCED DISPOSAL SVC SOLID W	2017 Waste Removal Services - SC	4,488.50
108	FORBROOK LANDSCAPING SERVICES	Q2 Restoration	4,426.40
109	ADVANTAGE DIST LLC (P)	Flushing Oil Delivered and Tested	4,276.80
110	BURNS & MCDONNELL INC (P)	Engineering Services for WES Interconnec	4,210.90
111	ALL SYSTEMS INSTALLATION dba	SC Fiber Relocation	4,078.00
112	AMERICAN PRESSURE INC	Pressure washer and install	3,997.00
113	MN UNCLAIMED PROPERTY DIVISIO	Unclaimed Property - 2017 CRA/Rebates	3,972.54
114	MINNESOTA ENERGY RESOURCES CO	September Gas-SLP	3,951.40
115	STEVE BENNING ELECTRIC	Ins VFD Dr at Wellhouse#39	3,771.71
116	ALL SYSTEMS INSTALLATION dba	17-18 S2 License Renewal	3,734.21
117	STUART C IRBY CO INC	40-Conn, Trans, 1/0-1000, 6-Tap, Bare	3,702.00
118	WESCO DISTRIBUTION INC	3-CT, Primary, 15kv 200/5, High Accuracy	3,680.78
119	BARR ENGINEERING COMPANY (P)	General groundwater services provided by	3,670.50

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 10/10/2017 To 11/10/2017  
**Consolidated & Summarized Below 1,000**

120	D P C INDUSTRIES INC	2017 Chlorine, 150 lb Cyl	3,636.00
121	BORDER STATES ELECTRIC SUPPLY	15-Grd Sleeve, 3ph Sect. Encl, 18 x 67 x 23	3,630.00
122	UNITED RENTALS INC	Boom, 60'-64', telescopic	3,606.61
123	DEWITT DYLAN	CIP Conserve & Save Rebates-renewables	3,600.00
124	WIDMAN ERIN	CIP Conserve & Save Rebates-renewables	3,575.00
125	SHERMAN & REILLY INC	P615 - 2017 Underground Wire Puller	3,521.53
126	MIKE MEYER SIGN PAINTER	Custom sign for hydro plant	3,500.00
127	EPLUS TECHNOLOGY INC	1-ASA 5525-X Interface card, 6-port	3,390.00
128	HELP SYSTEMS LLC	GoAnywhere software - 3 yr subscription	3,208.66
129	QUANTITATIVE MARKET INTELLIGE	2017 Qtly Customer Satisfaction Survey	3,206.25
130	STUART C IRBY CO INC	50-Arrester, 10kV, Dist, Elbow MOV	3,197.50
131	EXPRESS SERVICES INC	2017 Temp Staff Marketing (2)	3,128.67
132	BADGER METER INC (P)	1-Meter, Bare 8" Badger T-3500 Round Fig	3,090.00
133	WESCO DISTRIBUTION INC	3-Switch, Air, In-Line, 15kV,Brndy,336,NLB	3,078.00
134	CRW ARCHITECTURE + DESIGN GRO	Structural Analysis Hydro Dam	2,947.50
135	LEWIS BRAD	CIP Conserve & Save Rebates-renewables	2,880.00
136	ALTERNATIVE TECHNOLOGIES INC	Oil tests	2,860.00
137	AMERICAN FENCE COMPANY	Warehouse fence removal	2,822.11
138	CHILD CARE RESOURCE AND REFER	CIP Conserve & Save Rebates-Cooling	2,700.00
139	ULTEIG ENGINEERS INC	Rev Signal Light at Superior Dr & Valley	2,696.00
140	CONSOLIDATED COMMUNICATIONS d	17-19 Network and Collocation Services	2,665.25
141	PAYMENT REMITTANCE CENTER	Travel, Wartsilla, Lodging-JP,TS,AM,CQ	2,621.40
142	BADGER METER INC (P)	36-Meter, Bare 3/4" Badger Disk	2,558.52
143	BOB THE BUG MAN LLC	Bug spraying at water sites	2,550.00
144	VIKING ELECTRIC SUPPLY INC	1,760 ft Conduit, PVC Sch 40, 3.00	2,521.38
145	NORTHERN / BLUETARP FINANCIAL	Two-way universal roof clamp	2,519.88
146	IHEART MEDIA dba	Community Solar Ads	2,510.00
147	EPLUS TECHNOLOGY INC	KVM path dual AC power supply, 8-port	2,500.00
148	IHEART MEDIA dba	Fall Prep Ads	2,478.00
149	OUTBACK STEAKHOUSE #2414	CIP Conserve & Save Rebates-Cooling	2,400.00
150	RESCO	6-Pole Wrap, Animal Guard, 30" x 100'	2,371.98
151	HUBBELL POWER SYSTEMS INC	PLC digital module	2,306.36
152	STUART C IRBY CO INC	50-SL Hand Hole Cover, 25' FG Pole (18876)	2,297.81
153	D P C INDUSTRIES INC	2017 Carus 8500 Aqua Mag F35	2,284.90
154	POLAR CHEVROLET	License, Tax & Registration	2,281.85
155	SENECA FOODS	CIP Conserve & Save Rebates-Lighting	2,224.00
156	RESCO	18-Junction, LB, 200A, 4 Pos, w/Strap	2,176.74
157	JOHNSON PRINTING CO INC	Print 2018 Calendar	2,170.63
158	VIKING ELECTRIC SUPPLY INC	Conduit, PVC Sch 40, 3.00	2,160.75
159	DAKOTA SUPPLY GROUP	Bronze Swivel Connection, .750, 3/4	2,158.00
160	MITSUBISHI ELECTRIC POWER PRO	Battery Trays	2,078.72
161	NALCO COMPANY	DI Vessels, Mixed Bed, CC	2,019.94
162	CENTURY LINK	CIP Conserve & Save Rebates-Lighting	2,001.32
163	CROWN TECHNICAL SYSTEMS	Release Retainage Crown Douglas 45-51975	2,000.00
164	BORDER STATES ELECTRIC SUPPLY	Steel Deadend, .375" Guy, EHS, Long Bail	2,000.00
165	WESCO DISTRIBUTION INC	CT, Bar Type, 600/5 600V High Accuracy	1,979.40
166	ALL SYSTEMS INSTALLATION dba	Service Center solar array install	1,977.00
167	BORDER STATES ELECTRIC SUPPLY	Meter, FM2S CL320 240V 2-Way	1,971.46
168	INSTITUTE FOR ENVIRONMENTAL	Haz Mat Survey Service Center T&M	1,950.00
169	MN PIPE & EQUIPMENT	WB67 Breakoff Flange Kit, K528	1,950.00
170	POWER SYSTEMS ENGINEERING INC	RPU Apache Mall Solar Consulting Service	1,942.00
171	LEAGUE OF MN CITIES INS TRUST	Claim- RPU vehicle rear-ended another vehicle	1,926.14
172	D P C INDUSTRIES INC	2017 Hydrofluorosilicic Acid - Delivered	1,890.69
173	SOMA CONSTRUCTION INC	Oct - class 5 recycle & storage	1,886.94
174	BORDER STATES ELECTRIC SUPPLY	Heat Shrink Insul. Tape, 15kV, 2" x 25'	1,782.00
175	CITY OF ROCHESTER	RPU O&M USGS Station	1,742.62
176	ROCHESTER REAL ESTATE LLC	CIP Conserve & Save Rebates-Lighting	1,718.00
177	WORTHINGTON PRODUCTS INC	Weak link	1,700.00
178	WORTHINGTON PRODUCTS INC	Debris Boom / Warning Buoy	1,693.98
179	ULTEIG ENGINEERS INC	Addtl as-built work for Q5/Q14 Transmiss	1,677.50

Attachment: AP Board CrMo (8181 : a/p board listing)

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 10/10/2017 To 11/10/2017  
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180	BAIER GERALD	2017 Sweeping Services Jan-December	1,656.56
181	GRAHAM PROPERTIES LIMITED PAR	Settlement for disturbance for watermain installation	1,653.45
182	JOHN HENRY FOSTER MN INC	Oil, QuinSyn, 5 Gal. Container	1,640.70
183	RESCO	600-Lock, Trans. Security	1,628.78
184	PAYMENT REMITTANCE CENTER	C3 Cloud Silber Mobile Software	1,597.78
185	EXPRESS SERVICES INC	Seasonal warehouse temp	1,579.20
186	STUART C IRBY CO INC	24-Pedestal Cover, Box Style, FG	1,560.00
187	TRIPWIRE INC	Consultant Travel Expenses	1,552.55
188	STUART C IRBY CO INC	32-Conn, Fire-On Stirrup, 336.4, ACSR	1,552.00
189	ANCOM COMMUNICATIONS INC	Radio Install Cascade Creek	1,522.93
190	ANCOM COMMUNICATIONS INC	Radio Install Chester Substation	1,522.93
191	ANCOM COMMUNICATIONS INC	Radio Install Silver Lake Substation	1,522.93
192	ANCOM COMMUNICATIONS INC	Radio Install Westside Substation	1,522.93
193	ANCOM COMMUNICATIONS INC	Radio Install IBM Substation	1,522.93
194	WORTHINGTON PRODUCTS INC	Tether rope and connectors	1,521.20
195	KIMLEY HORN AND ASSOCIATES IN	Service Center SE driveway modifications	1,520.54
196	WSB & ASSOCIATES	DT Watermain Insp Services	1,500.00
197	POWER SYSTEMS ENGINEERING INC	Apache mall solar extra services	1,473.00
198	VIKING ELECTRIC SUPPLY INC	Wire, Copper, 600V, #6 Str, XLP	1,462.60
199	DOYLE CONNOR CO	CIP Conserve & Save Rebates-Lighting	1,427.00
200	MINNESOTA ENERGY RESOURCES CO	September Gas - CC	1,364.43
201	CENTRAL STATES GROUP	Filter, After filter Element, #3032550	1,357.31
202	MIDCONTINENT ISO INC	October MISO Billing	1,349.83
203	INNER TITE CORP	Meter, Jiffy Lock Side Mount	1,289.99
204	NARDINI FIRE EQUIPMENT CO INC	Semi-annual halon systems inspections at	1,284.00
205	DELL MARKETING LP	Computer, Dell 22 Inch Monitor	1,278.14
206	WORTHINGTON PRODUCTS INC	Anchor chain	1,268.00
207	RESCO	6-Crossarm, Deadend, 8'	1,259.40
208	WIESER PRECAST STEPS INC (P)	Grd Sleeve, Switch Basement, PME	1,250.00
209	SHORT ELLIOTT HENDRICKSON INC	Transformer pad design	1,250.00
210	TITAN CORPORATION	CIP Conserve & Save Rebates-lighting	1,250.00
211	NARDINI FIRE EQUIPMENT CO INC	Inspection CO2 and FM200 Systems	1,238.68
212	MISSISSIPPI WELDERS SUPPLY CO	Salalift Rebuild	1,238.68
213	USA BLUE BOOK DBA	Hydrant pressure release valve	1,219.95
214	CLEAN HARBORS ENVIRONMENTAL S	Task 1: Sale and delivery of drums	1,195.61
215	PAYMENT REMITTANCE CENTER	Registration J Bohm Itron Wk	1,195.00
216	PAYMENT REMITTANCE CENTER	Registration GSanders Itron Wk	1,195.00
217	CENTRAL STATES GROUP	Filter, Prefilter Element, #3032566	1,149.98
218	BORDER STATES ELECTRIC SUPPLY	Label, Trans. Safety, Outside	1,147.84
219	WILDE MIKE	Travel, ICUE Expo,Kentucky, Lodging	1,145.64
220	FLOETER CHARLES	Travel, ICUEE Expo, Kentucky, Lodging	1,145.64
221	EPLUS TECHNOLOGY INC	2014-2017 Total Care Support	1,135.00
222	SCHMITZ WILLIAM	Travel,Doble Seminar,Pittsburgh, Lodging	1,134.30
223	MINOGUE PETER	Travel,Doble Seminar,Pittsburgh, Lodging	1,134.30
224	OPTIV SECURITY INC	2017-2018 Juniper Care NextDay Renewal	1,119.17
225	REINDERS INC	2017 Landscaping Supplies	1,111.50
226	DAVEY TREE EXPERT CO	Stump Grinding	1,108.28
227	ROCHESTER ARMORED CAR CO INC	2017 Pick Up Services	1,104.40
228	ULTEIG ENGINEERS INC	Q5 Under build clear review and mitigate	1,072.50
229	WORTHINGTON PRODUCTS INC	Boom connection package	1,056.00
230	GOPHER STATE ONE CALL	Locate monthly invoice - Elec	1,049.63
231	GOPHER STATE ONE CALL	Locate monthly invoice - Water	1,049.62
232	GREAT RIVER ENERGY	2017 MN Transmission Owners Assessment	1,036.92
233	WERNER ELECTRIC SUPPLY	Overload relay	1,029.20
234	SODERBERG DAN	CIP Conserve & Save Rebates	1,025.00
235	BANKS JOSHUA C	Photos transferred online	1,015.31
236	ADVANTAGE DIST LLC (P)	Oil, DTE Heavy Medium, (55 Gal. Drum)	1,006.50
237	GRIFFITHS LEIGH	CIP Conserve & Save Rebates	1,004.31
238	TOKAY SOFTWARE	Backflow Prevention Software	1,000.00
239			

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**ROCHESTER PUBLIC UTILITIES**  
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For 10/10/2017 To 11/10/2017  
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240		<b>Price Range Total:</b>	320,770.13
241			
242	<b><u>0 to 1,000 :</u></b>		
243			
244	REBATES	Summarized transactions: 165	27,439.40
245	EXPRESS SERVICES INC	Summarized transactions: 37	24,887.37
246	PAYMENT REMITTANCE CENTER	Summarized transactions: 68	11,540.11
247	STUART C IRBY CO INC	Summarized transactions: 29	8,897.68
248	CINTAS CORP	Summarized transactions: 108	8,812.15
249	Customer Refunds (CIS)	Summarized transactions: 161	6,720.55
250	BORDER STATES ELECTRIC SUPPLY	Summarized transactions: 28	6,383.33
251	EPLUS TECHNOLOGY INC	Summarized transactions: 21	5,682.00
252	WESCO DISTRIBUTION INC	Summarized transactions: 11	3,848.66
253	CRESCENT ELECTRIC SUPPLY CO	Summarized transactions: 40	3,686.30
254	VIKING ELECTRIC SUPPLY INC	Summarized transactions: 30	3,685.51
255	WORTHINGTON PRODUCTS INC	Summarized transactions: 12	3,590.28
256	INNOVATIVE OFFICE SOLUTIONS L	Summarized transactions: 29	3,269.63
257	GRAINGER INC	Summarized transactions: 20	2,858.43
258	BADGER METER INC (P)	Summarized transactions: 21	2,612.41
259	ADVANTAGE DIST LLC (P)	Summarized transactions: 9	2,581.03
260	STEVE BENNING ELECTRIC	Summarized transactions: 8	2,341.00
261	VARIDESK LLC	Summarized transactions: 12	2,052.01
262	CITY OF ROCHESTER	Summarized transactions: 13	1,985.05
263	CORE & MAIN LP (P)	Summarized transactions: 10	1,909.69
264	CENTURYLINK	Summarized transactions: 6	1,897.72
265	AMARIL UNIFORM COMPANY	Summarized transactions: 20	1,833.23
266	RESCO	Summarized transactions: 8	1,818.02
267	MN PIPE & EQUIPMENT	Summarized transactions: 7	1,779.34
268	LAWSON PRODUCTS INC (P)	Summarized transactions: 5	1,688.37
269	STADSVOLD LAWN & LANDSCAPING	Summarized transactions: 3	1,682.48
270	ROCH PLUMBING & HEATING CO IN	Summarized transactions: 6	1,660.40
271	THOMAS TOOL & SUPPLY INC	Summarized transactions: 15	1,621.36
272	JIM WHITING NURSERY/GARDEN CT	Summarized transactions: 4	1,619.92
273	INTERSTATE MOTOR TRUCKS INC	Summarized transactions: 3	1,586.11
274	GARCIA GRAPHICS INC	Summarized transactions: 14	1,573.44
275	HALO BRANDED SOLUTIONS	Summarized transactions: 4	1,502.28
276	BENSON ANTHONY	Summarized transactions: 5	1,451.41
277	GRAYBAR ELECTRIC COMPANY INC	Summarized transactions: 12	1,442.81
278	METRO SALES INC	Summarized transactions: 2	1,430.57
279	SUTTON JEREMY	Summarized transactions: 6	1,420.35
280	READY MIX CONCRETE COMPANY LL	Summarized transactions: 3	1,281.43
281	PAYMENT REMITTANCE CENTER	Summarized transactions: 3	1,224.45
282	ADVANCE AUTO PARTS	Summarized transactions: 27	1,212.78
283	POWERMATION DIVISON	Summarized transactions: 10	1,185.58
284	ADKINS TERRY L	Summarized transactions: 4	1,159.42
285	MINNESOTA ENERGY RESOURCES CO	Summarized transactions: 5	1,152.28
286	SANDERS GREG	Summarized transactions: 3	1,148.85
287	FIRST CLASS PLUMBING & HEATIN	Summarized transactions: 4	1,087.48
288	ZEE MEDICAL SERVICE INC (P)	Summarized transactions: 3	1,084.35
289	HACH COMPANY	Summarized transactions: 7	1,071.21
290	R D O - POWERPLAN OIB	Summarized transactions: 8	1,042.62
291	VIKING ELECTRIC SUPPLY INC	Summarized transactions: 4	1,037.32
292	CONCAST INC	Summarized transactions: 2	1,003.56
293	KRANZ JEFFREY A	Summarized transactions: 5	1,001.50
294	MCMASTER CARR SUPPLY COMPANY	Summarized transactions: 20	999.67
295	REINDERS INC	Summarized transactions: 3	955.22
296	OPEN ACCESS TECHNOLOGY	Summarized transactions: 1	933.23
297	TWIN CITY SECURITY INC	Summarized transactions: 1	914.94
298	U S POSTMASTER	Summarized transactions: 2	910.00
299	REBATES	Summarized transactions: 20	910.00

Attachment: AP Board CrMo (8181 : a/p board listing)

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 10/10/2017 To 11/10/2017  
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300	AUTHORIZE.NET	Summarized transactions: 1	885.55
301	CUSTOM COMMUNICATIONS INC	Summarized transactions: 1	881.72
302	BARR ENGINEERING COMPANY (P)	Summarized transactions: 2	876.00
303	DAVIES PRINTING COMPANY INC	Summarized transactions: 2	869.93
304	HELP SYSTEMS LLC	Summarized transactions: 1	857.31
305	PEOPLES ENERGY COOPERATIVE	Summarized transactions: 4	829.21
306	CINTAS CORP	Summarized transactions: 5	819.26
307	EMEDCO INC	Summarized transactions: 2	807.98
308	AMER PUBLIC POWER ASSN	Summarized transactions: 1	805.00
309	KEACH TODD	Summarized transactions: 3	801.72
310	BANKS JOSHUA C	Summarized transactions: 1	800.00
311	MN DEPT OF HEALTH - WELL MGMT	Summarized transactions: 1	800.00
312	REDI HAUL TRAILERS INC (P)	Summarized transactions: 4	788.47
313	SANCO EQUIPMENT LLC	Summarized transactions: 1	779.25
314	FORBROOK LANDSCAPING SERVICES	Summarized transactions: 3	737.50
315	POMPS TIRE SERVICE INC	Summarized transactions: 2	737.19
316	INNER TITE CORP	Summarized transactions: 4	733.44
317	J B CONTROLS INC	Summarized transactions: 2	729.84
318	DZUBAY TONY	Summarized transactions: 3	721.18
319	ADVANCED DISPOSAL SVC SOLID W	Summarized transactions: 2	716.60
320	RON MINGO	Summarized transactions: 2	713.66
321	ASPLUNDH TREE EXPERT CO INC (	Summarized transactions: 1	706.48
322	COOK STEVEN J	Summarized transactions: 4	691.41
323	SUPERIOR COMPANIES OF MINNESO	Summarized transactions: 1	680.00
324	MN UNCLAIMED PROPERTY DIVISIO	Summarized transactions: 3	652.64
325	SCHUMACHER ELEVATOR COMPANY	Summarized transactions: 1	641.25
326	FRANZ REPROGRAPHICS INC	Summarized transactions: 3	640.94
327	ALDEN POOL & MUNICIPAL SUPPLY	Summarized transactions: 5	632.50
328	CLEMENTS CHEVROLET CADILLAC S	Summarized transactions: 4	614.47
329	WSB & ASSOCIATES	Summarized transactions: 1	600.00
330	JOHNSON PRINTING CO INC	Summarized transactions: 3	595.29
331	ARNOLDS SUPPLY & KLEENIT CO (	Summarized transactions: 7	584.87
332	STEVE BENNING ELECTRIC	Summarized transactions: 2	581.40
333	K A A L TV LLC	Summarized transactions: 1	575.00
334	SCHMITZ WILLIAM	Summarized transactions: 4	565.20
335	A T & T	Summarized transactions: 1	554.31
336	FORBROOK LANDSCAPING SERVICES	Summarized transactions: 1	535.00
337	FERGUSON WATERWORKS	Summarized transactions: 2	525.00
338	HOGAN PETER	Summarized transactions: 5	522.88
339	ON SITE SANITATION INC	Summarized transactions: 2	510.67
340	SCHLINK WALTER	Summarized transactions: 4	506.92
341	ROCH SIGN SERVICE INC	Summarized transactions: 1	505.70
342	PEOPLES ENERGY COOPERATIVE	Summarized transactions: 2	503.57
343	MN DEPT OF LABOR & INDUSTRY	Summarized transactions: 4	490.00
344	WINKELS ELECTRIC INC	Summarized transactions: 2	485.68
345	SOMA CONSTRUCTION INC	Summarized transactions: 1	483.17
346	MINOGUE PETER	Summarized transactions: 4	479.76
347	CENTER FOR ENERGY AND ENVIRON	Summarized transactions: 1	442.46
348	ULTEIG ENGINEERS INC	Summarized transactions: 1	425.00
349	WERNER ELECTRIC SUPPLY	Summarized transactions: 9	417.09
350	USA BLUE BOOK DBA	Summarized transactions: 6	410.69
351	U S A SAFETY SUPPLY	Summarized transactions: 6	407.60
352	BOB GANDER PLUMBING & HEATING	Summarized transactions: 1	404.10
353	WRIGHTS SMALL ENGINE SERVICE	Summarized transactions: 8	402.80
354	NORTHERN / BLUETARP FINANCIAL	Summarized transactions: 5	395.47
355	TMS JOHNSON INC	Summarized transactions: 2	395.00
356	MISSISSIPPI WELDERS SUPPLY CO	Summarized transactions: 7	388.74
357	WORKS COMPUTING INC	Summarized transactions: 1	384.75
358	KRUSE LUMBER	Summarized transactions: 2	381.53
359	MENARDS ROCHESTER NORTH	Summarized transactions: 12	381.45

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360	SHERWIN WILLIAMS CO	Summarized transactions: 6	375.70
361	KELLY BRIAN	Summarized transactions: 1	375.00
362	SCHWEITZER ENGINEERING LAB IN	Summarized transactions: 2	363.14
363	NORTHERN / BLUETARP FINANCIAL	Summarized transactions: 3	355.63
364	COMMUNITY EDUCATION	Summarized transactions: 1	350.00
365	MUELLER MATTHEW	Summarized transactions: 2	347.04
366	FLOETER CHARLES	Summarized transactions: 4	346.50
367	McGRANN SHEA CARNIVAL STRAUGH	Summarized transactions: 1	345.00
368	LEKATZ CARTER	Summarized transactions: 3	338.66
369	CENTURLINK	Summarized transactions: 1	325.95
370	MN GROUND WATER ASSOC	Summarized transactions: 1	325.00
371	CDW GOVERNMENT INC	Summarized transactions: 2	324.39
372	WILDE MIKE	Summarized transactions: 3	320.05
373	SAUNDERS TRACY	Summarized transactions: 1	313.50
374	QUANDT CHAD	Summarized transactions: 1	313.50
375	UNITED RENTALS INC	Summarized transactions: 2	310.87
376	MITSUBISHI ELECTRIC POWER PRO	Summarized transactions: 2	309.94
377	ALL SYSTEMS INSTALLATION dba	Summarized transactions: 1	300.00
378	LOWER PHOTOGRAPHY & STUDIO db	Summarized transactions: 1	299.25
379	ZIEGLER INC	Summarized transactions: 1	296.23
380	EAGLE EYE POWER SOLUTIONS LLC	Summarized transactions: 3	292.84
381	NAPA AUTO PARTS (P)	Summarized transactions: 3	285.88
382	PHENOVA INC	Summarized transactions: 2	285.40
383	KOBILARCSIK JOSEPH	Summarized transactions: 2	281.97
384	AMERICAN PRESSURE INC	Summarized transactions: 1	274.79
385	FASTENAL COMPANY	Summarized transactions: 6	273.62
386	CULLIGAN OF ROCHESTER INC	Summarized transactions: 2	273.40
387	CORPORATE WEB SERVICES INC	Summarized transactions: 1	270.00
388	NALCO COMPANY	Summarized transactions: 3	268.36
389	RONCO ENGINEERING SALES INC	Summarized transactions: 1	267.32
390	TOKAY SOFTWARE	Summarized transactions: 1	267.19
391	KOTSCHIEVAR MARK	Summarized transactions: 3	266.91
392	NELSON TODD J	Summarized transactions: 2	266.62
393	THOMPSON GARAGE DOOR CO INC	Summarized transactions: 2	262.68
394	NYHUS STEVE	Summarized transactions: 1	256.50
395	PETERSON CHAD	Summarized transactions: 1	256.50
396	ST JOSEPH EQUIPMENT INC	Summarized transactions: 1	256.47
397	SUPERIOR COMPANIES OF MINNESO	Summarized transactions: 1	252.00
398	PROSTAPLER LLC	Summarized transactions: 1	243.59
399	MIKE MEYER SIGN PAINTER	Summarized transactions: 1	240.63
400	A & A ELECT & UNDERGROUND CON	Summarized transactions: 1	240.00
401	PAULS LOCK & KEY SHOP INC	Summarized transactions: 1	233.00
402	ITRON INC	Summarized transactions: 1	229.50
403	SAFELITE FULFILLMENT INC	Summarized transactions: 2	227.61
404	OSWEILER TODD	Summarized transactions: 3	223.81
405	MCNEILUS STEEL INC	Summarized transactions: 2	222.30
406	CRENLO INC	Summarized transactions: 1	221.35
407	MENARDS ROCHESTER SOUTH	Summarized transactions: 2	220.73
408	GLOBAL EQUIPMENT COMPANY	Summarized transactions: 2	215.88
409	CONNEY SAFETY PRODUCTS LLC	Summarized transactions: 4	213.58
410	NEW PIG CORPORATION	Summarized transactions: 3	213.12
411	CLAREY'S SAFETY EQUIPMENT dba	Summarized transactions: 2	212.50
412	QUALITROL CORPORATION LLC (P)	Summarized transactions: 3	212.18
413	MSC INDUSTRIAL SUPPLY CO INC	Summarized transactions: 6	208.90
414	STURM DANNY K	Summarized transactions: 1	201.00
415	BAIER GERALD	Summarized transactions: 1	200.39
416	SOLAR CONNECTION INC	Summarized transactions: 1	200.00
417	NICKELS SCOTT	Summarized transactions: 2	199.76
418	HANSON PATRICIA S	Summarized transactions: 1	199.50
419	FEDEX SHIPPING	Summarized transactions: 10	197.58

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420	AFFILIATED GROUP INC	Summarized transactions: 2	183.37
421	RIESS DANIEL	Summarized transactions: 1	179.55
422	LUHMANN ABE	Summarized transactions: 1	170.00
423	LANGUAGE LINE SERVICES INC	Summarized transactions: 2	163.18
424	BOLTON AND MENK (P)	Summarized transactions: 1	160.00
425	POSSABILITIES OF SOUTHERN MN	Summarized transactions: 1	150.00
426	VERIZON WIRELESS	Summarized transactions: 2	143.74
427	T E C INDUSTRIAL INC	Summarized transactions: 2	143.04
428	QUANDT JARED	Summarized transactions: 1	142.50
429	ANCOM COMMUNICATIONS INC	Summarized transactions: 1	141.08
430	KAESER COMPRESSORS INC.	Summarized transactions: 5	133.59
431	INSTITUTE FOR ENVIRONMENTAL	Summarized transactions: 1	130.00
432	CORE & MAIN LP (P)	Summarized transactions: 2	128.62
433	VANCO SERVICES LLC	Summarized transactions: 1	118.62
434	PROPERTY RECORDS OLMSTED COUN	Summarized transactions: 2	115.00
435	BLACKBURN MANUFACTURING CO	Summarized transactions: 2	114.39
436	MENARDS ROCHESTER SOUTH	Summarized transactions: 5	113.74
437	BLOM BRYAN	Summarized transactions: 1	101.50
438	BOHM JOLENE	Summarized transactions: 6	99.91
439	KAMAN INDUSTRIAL TECHNOLOGIES	Summarized transactions: 3	97.91
440	ANDERTON RANDY	Summarized transactions: 2	93.11
441	BLEVINS JAN	Summarized transactions: 1	89.66
442	MENARDS ROCHESTER NORTH	Summarized transactions: 3	86.34
443	COOKE ROBERT	Summarized transactions: 1	85.50
444	SLEEPY EYE TELEPHONE CO	Summarized transactions: 1	84.76
445	CLEAN HARBORS ENVIRONMENTAL S	Summarized transactions: 1	82.20
446	RONCO ENGINEERING SALES INC	Summarized transactions: 3	79.37
447	BOWMANS SAFE & LOCK SHOP LTD	Summarized transactions: 1	76.29
448	UTILITIES TELECOM COUNCIL	Summarized transactions: 1	75.00
449	POWELL THOMAS	Summarized transactions: 1	71.99
450	LUBAHN WYATT	Summarized transactions: 1	69.99
451	MEYER BORGMAN & JOHNSON INC	Summarized transactions: 1	67.50
452	BLUESPIRE STRATEGIC MARKETING	Summarized transactions: 1	62.35
453	RDO EQUIPMENT COMPANY	Summarized transactions: 2	61.52
454	KELLER TOM A JR	Summarized transactions: 1	60.00
455	DAVE SYVERSON TRUCK CENTER IN	Summarized transactions: 1	58.59
456	BUTTON BRAD	Summarized transactions: 1	55.99
457	U S BANK	Summarized transactions: 1	54.55
458	SOUTHERN MN AUTO SUPPLY INC	Summarized transactions: 1	54.47
459	DAKOTA SUPPLY GROUP	Summarized transactions: 4	54.45
460	ALTERNATIVE TECHNOLOGIES INC	Summarized transactions: 1	50.00
461	FLAGSOURCE dba	Summarized transactions: 1	49.96
462	GREAT RIVER ENERGY	Summarized transactions: 1	45.38
463	BARRY SCREEN PRINT CO dba	Summarized transactions: 3	44.35
464	ALTEC INDUSTRIES INC	Summarized transactions: 2	38.58
465	CENTRAL FINANCE OLMSTED COUNT	Summarized transactions: 1	36.75
466	HY VEE	Summarized transactions: 4	35.28
467	FASTENAL COMPANY	Summarized transactions: 1	31.29
468	ARROW ACE HARDWARE-ST PETER	Summarized transactions: 2	29.97
469	MN SECRETARY OF STATE-NOTARY	Summarized transactions: 1	25.00
470	MINNESOTA ENERGY RESOURCES CO	Summarized transactions: 1	23.72
471	JOHN HENRY FOSTER MN INC	Summarized transactions: 2	22.45
472	D P C INDUSTRIES INC	Summarized transactions: 1	21.30
473	CITY OF ROCHESTER	Summarized transactions: 1	20.00
474	ADVANTAGE DIST LLC (P)	Summarized transactions: 1	20.00
475	LITTLE DAVID	Summarized transactions: 1	19.00
476	LARSON GUSTAVE A COMPANY INC	Summarized transactions: 2	18.68
477	TOTAL RESTAURANT SUPPLY	Summarized transactions: 2	18.17
478	CENTRAL STATES GROUP	Summarized transactions: 2	17.49
479	BATTERIES PLUS	Summarized transactions: 1	11.53

Attachment: AP Board CrMo (8181 : a/p board listing)

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 10/10/2017 To 11/10/2017  
**Consolidated & Summarized Below 1,000**

480	ARROW ACE HARDWARE-ST PETER	Summarized transactions: 1	10.68
481	NARDINI FIRE EQUIPMENT CO INC	Summarized transactions: 1	8.02
482	MISTER CARWASH	Summarized transactions: 1	6.33
483	SWAGELOK MN INC (P)	Summarized transactions: 1	4.17
484	A T & T MOBILITY	Summarized transactions: 1	4.02
485			
486		<b>Price Range Total:</b>	239,934.09
487			
488		<b>Grand Total:</b>	15,552,573.81

Attachment: AP Board CrMo (8181 : a/p board listing)

## FOR BOARD ACTION

**Agenda Item # (ID # 8170)**

**Meeting Date: 11/28/2017**

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**SUBJECT: CSC Expansion Low Voltage - Bid Award**

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**PREPARED BY: Patricia Bremer**

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**ITEM DESCRIPTION:**

Sealed bids were opened on November 16, 2017 for low voltage work which includes communication, access control cabling, and video surveillance related to the Customer Service Center Expansion and Renovation Project.

A breakdown of the bids is as follows:

<b>Contractor</b>	<b>Bid Amount</b>
Parsons Electric dba All Systems Installation	\$101,845.00
Kendell Doors, Inc.	\$115,140.00
Parallel Technologies	\$164,784.98
Premier Electric	\$123,620.00

Parsons Electric submitted a responsive and responsible bid and they have performed well on past projects.

The Customer Service Center Expansion and Renovation budget includes these costs.

**UTILITY BOARD ACTION REQUESTED:**

Approve a contract with Parsons Electric dba All Systems Communications in the amount of \$101,845 and authorize the Mayor and City Clerk to execute the agreement, following final review from the General Manager and City Attorney.



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve an agreement with Parsons Electric dba All Systems Communications, and authorize the Mayor and the City Clerk to execute the agreement, following final review by the General Manager and City Attorney, for

### CSC EXPANSION LOW VOLTAGE BID AWARD

The amount of the agreement to be ONE HUNDRED ONE THOUSAND EIGHT HUNDRED FORTY-FIVE AND 00/100 DOLLARS (\$101,845.00).

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 28th day of November, 2017.

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 8129)

Meeting Date: 11/28/2017

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**SUBJECT: Annual SAP Enterprise Support**

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**PREPARED BY: Phil Teng**

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ITEM DESCRIPTION:

RPU uses enterprise business software from SAP Public Services for financial and management reporting, front-office customer support services, and back-office business processes. SAP Public Services provides regular maintenance updates and access to support experts to resolve system problems. This annual renewal is effective January 1, 2018 with a cost of \$125,573.11, plus applicable tax.

This cost is within the amount approved in the 2018 budget.

UTILITY BOARD ACTION REQUESTED:

Staff recommends the Utility Board approve an agreement with SAP Public Services Inc. in the amount of \$125,573.11, plus applicable tax, for annual maintenance and support.



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a purchase order with SAP Public Services Inc. for

### ANNUAL SAP ENTERPRISE SUPPORT

The amount of the invoice to be ONE HUNDRED TWENTY-FIVE THOUSAND FIVE HUNDRED SEVENTY-THREE AND 11/100 DOLLARS (\$125,573.11) plus applicable tax.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 28th day of November, 2017.

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 8130)

Meeting Date: 11/28/2017

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**SUBJECT: ePlus Enhanced Maintenance Services**

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**PREPARED BY: Phil Teng**

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ITEM DESCRIPTION:

ePlus Technology, Inc. has provided support services for RPU's Cisco phone system, firewalls, switches, routers and servers under a plan, called Smartnet, which was no longer available as of November 30, 2017. Staff seeks approval to move to a new plan called Enhanced Maintenance Support. ePlus provided an extension until staff and the Board has a chance to consider the new plan and subsequent agreement. This new support platform includes enhanced services that leverage ePlus support centers and diagnostic tools to offer faster problem resolution, greater visibility and improved operational efficiency.

Staff has negotiated a three-year agreement at a cost of \$118,215.29 each year, for a total of \$354,646. This expense is included in the 2018 budget and will continue to be funded through the annual approval of the budget.

The City Attorney has reviewed the agreement.

UTILITY BOARD ACTION REQUESTED:

Staff recommends the Board approve the multi-year agreement with ePlus Technology, Inc. in the amount of \$354,646 and authorize the Mayor and City Clerk to execute the Agreement with future funding subject to Board and Common Council approval of the annual budget.





## SUBSCRIPTION SERVICES AMENDMENT

This Subscription Services Amendment (this “Amendment”) is made this \_\_\_\_\_, between City of Rochester, Minnesota (“City”) and ePlus Technology, inc. (“Consultant”). This is an Amendment to the Master Professional Services Agreement (#17-31-E), dated July 26, 2017, between the parties (the “Agreement”). This Amendment applies only to the Subscription Services and no other Services furnished under the Agreement. Except as expressly provided herein with regard to the Subscription Services, all terms and conditions of the Agreement shall apply to the Subscription Services as if part of and included in the definition of the Services under the Agreement. Any references to the Master Managed Services Agreement in the Service Description (defined below) shall mean this Amendment.

### 1.0 SERVICES.

**1.1 Ordering.** Consultant provides managed services and related subscription service offerings (“Subscription Services”). City may purchase Subscription Services through an order form as set forth at Exhibit A (“Order Form”) or a statement of work (“SOW”) for customized Subscription Services.

**1.2 Service Descriptions.** Subscription Services identified on an Order Form are provided in accordance with the applicable service description document as updated from time to time by Consultant (the “Service Description”). Subscription Service levels described in the Service Description are contingent on coverage. Consultant will make updated Service Descriptions available to City electronically. Subscription Service levels will not materially diminish without a mutually agreed change order.

**1.3 Affiliate Services.** City may purchase Subscription Services from a Consultant affiliate by executing an Order Form or SOW between City and the affiliate (an “Affiliate Order”). For purposes of an Affiliate Order, references in this Amendment and the Agreement to “Consultant” shall mean the applicable affiliate. ePlus Technology, Inc. may invoice on such affiliate’s behalf, but the affiliate shall be solely responsible for the content and performance of the Subscription Services under the Affiliate Order.

**1.4 Initial Assessment.** Consultant intends to conduct an assessment of City’s IT environment in connection with the Subscription Services, and City agrees to cooperate in such assessment.

**1.5 ePlus System Maintenance.** Consultant at times will perform routine or emergency system maintenance, which may impact monitoring and other Subscription Services. Consultant will provide as much advance notice as practical to City,

including estimated impact and duration of Subscription Service outage.

### 2.0 ONBOARDING AND COOPERATION.

**2.1 City Resources and Information.** City acknowledges that for Consultant to perform the Subscription Services, City must make certain personnel or other requested resources available to Consultant in a timely manner. Failure to do so may prevent Consultant from onboarding or providing the full benefits of the Subscription Services. City must furnish the required information for onboarding within thirty (30) days of the Order Form date to ensure timely commencement of Subscription Services. If such required information and cooperation is not provided within sixty (60) days after execution of the applicable Order Form or SOW, Consultant may begin monthly billing under this Amendment, and City agrees to pay the invoiced amounts. However, Consultant will use all commercially reasonable efforts to provide such support as practical until onboarding is complete.

**2.2 VPN Access and Monitoring Devices.** City agrees that Consultant may install a VPN router and/or hardware necessary for the performance of monitoring responsibilities as outlined in an applicable Service Description. City must provide network connectivity for such devices. The benefits of certain Subscription Service offerings are dependent on data collection devices or programs deployed in City’s environment. City acknowledges that failure to enable such deployment will result in forgoing the related value added deliverables.

**2.3 Compliance and Back Ups.** City is responsible for its content, material and data made available or transmitted in connection with the Subscription Services and for its compliance with federal, state and local laws and acceptable use policies of any third-party vendors. Additional City responsibilities are listed in the Service Descriptions. City must back-up and protect all data against loss, damage, or destruction.

**2.4 City Hardware Maintenance.** Unless covered by Consultant’ Enhanced Maintenance Support (“EMS”), City is responsible for support and maintenance of devices in its environment. Consultant may adjust or discontinue Subscription Services with thirty (30) day notice on devices not under maintenance.

### 3.0 CHANGES/RECONCILIATIONS.

**3.1 Quarterly True-Ups.** Contractual true-up meetings will be held quarterly to account for device-count fluctuations (adds/removes/changes). Based on the true-up, a new bill of materials will be created for the updated device count and

associated pricing. Periodic recurring charges will be adjusted in accordance with the true-up and reflected in subsequent invoices, provided that such recurring charges shall not decrease by more than fifteen percent (15%) total in a Service Term Year. A Service Term Year is a consecutive twelve (12) month period from the first date of the Service Term.

**3.2 Additional Services.** City may add Subscription Services or adjust Service levels through a new Order Form, notification or change order, and billing will be adjusted accordingly. Hardware, software, and manufacturer maintenance and support may be purchased under a separate written agreement.

**4.0 TERMINATION.**

**4.0 Non-Termination.** The term of each Subscription Service ordered under this Amendment (the "Service Term") shall be indicated in the Order Form or SOW. The parties agree that Consultant will be substantially damaged in amounts that will be difficult or impossible to determine if City terminates a Subscription Service early. Therefore, unless otherwise stated in the applicable Order Form or SOW, notwithstanding anything to the contrary in the Agreement, the Service Term may not be terminated without cause prior to the end of the Service Term.

**4.1 Termination for Default.** Either party may terminate a SOW or Order Form in the event of the other party's material breach which is not cured after written notice of forty-five (45) days, or fifteen (15) days in the case of nonpayment. If the breach is of such a nature that a reasonable person could not cure it within such period, the breaching party shall commence to cure within such period, then diligently prosecute such cure to completion.

**5.0 WARRANTY AND DISCLAIMERS.** During the Service Term Consultant will provide the Subscription Services using reasonable care and skill in accordance with the Service Description or SOW. Consultant does not warrant that Subscription Services will be uninterrupted or error-free. Consultant makes no warranties with respect to hardware,

software or maintenance, support or services created or licensed by third parties except that if applicable Consultant will pass through all third party warranties to City. To the extent Subscription Services include managed security services or assessments, no guaranty is made by Consultant or its third party providers that such Subscription Services will detect all security weaknesses, potential security problems, vulnerabilities or potential breaches. Consultant does not guarantee that recommendations or actions undertaken during the Amendment will completely address all issues identified or not identified. CONSULTANT DISCLAIMS ALL OTHER WARRANTIES RELATING TO THIS AMENDMENT OR THE SUBSCRIPTION SERVICES INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF FITNESS FOR PARTICULAR PURPOSE, MERCHANTABILITY, TITLE, NON-INFRINGEMENT, OR OTHERWISE.

**6.0 GENERAL.**

**6.1 Force Majeure.** A party shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is: a) beyond the reasonable control of a party b) materially affects the performance of any of its obligations under this Agreement and c) could not reasonably have been foreseen or prevented. General economic or market conditions will not constitute a Force Majeure.

**6.2 Entire Agreement.** This Amendment to the Agreement, together with properly executed Order Forms and SOWs, is the entire agreement between the parties and supersedes all representations, oral or written, made by either party prior to, or contemporaneous with, the date of execution. Terms in or referenced by City's purchase orders shall have no effect, nor shall course of dealing or custom. If a provision of this Amendment is held unenforceable under applicable law, the remaining provisions shall not be affected. The relationship created between the parties shall be of independent contractors entering into an agreement.

**6.3 Survival.** Sections 4, 5, and 6 shall survive any expiration or termination of this Amendment.

**EACH PARTY** has caused this Amendment to be signed by its authorized representative.

**CITY OF ROCHESTER**

By: \_\_\_\_\_  
Ardell Brede, Mayor

Attest: \_\_\_\_\_  
Anissa Hollingshead, City Clerk

Approved as to Form : \_\_\_\_\_  
Terry Adkins, City Attorney

**ROCHESTER PUBLIC UTILITIES**

By: \_\_\_\_\_  
Matt Kotschevar, General Manager

Date: \_\_\_\_\_

Address: \_\_\_\_\_

**ePlus Technology, inc.**

By: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

13595 Dulles Technology Drive

Herndon, VA 20171

Attachment: MSSA Addendum to MSA (8130 : ePlus Enhanced Maintenance Services)



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve an agreement with ePlus Technology Inc., and authorize the Mayor and the City Clerk to execute the agreement for

### ENHANCED MAINTENANCE SERVICES

The amount of the contract agreement to be THREE HUNDRED FIFTY-FOUR THOUSAND SIX HUNDRED FORTY-SIX AND 00/100 DOLLARS (\$354,646.00) with future funding subject to Board and Common Council approval of the annual budget.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 28th day of November, 2017.

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 8190)

Meeting Date: 11/28/2017

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**SUBJECT: Outage Notification, Customer Portal and Mobile Communications Platform**

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**PREPARED BY: Peter Hogan**

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**ITEM DESCRIPTION:**

There is a business need to proactively communicate outage information with our customers and automate callbacks to increase outage management efficiencies. Therefore, we are looking to implement a technology by Smart Energy Systems, LLC (SEW) that complements our existing outage management system, and our new customer information (Cayenta) system, that allows our customers to connect with us anywhere, anytime, and on any device.

The SEW communications platform allows for real-time two way communications for proactive, planned and unplanned outage notifications, and the ability for customers to sign up for the notifications and submit outages via text messaging. In addition, customers have the ability to choose how they would like to receive notifications (text, IVR, and e-mail), as well as the ability to choose “quiet hour” preferences.

The SEW platform will also become the tool used by Cayenta to push out various notifications, such as expired credit cards, high usage warnings, as well as the gateway for customers to make credit card payments.

Modules included in this request:

My Account	Notifications	Outages
Service	Connect Me	Billing
Usage	Efficiency	Compare
Smart Home	Electric Vehicles	Green Footprint

Due to integration and coordination with the Cayenta project, the final pricing is still being negotiated. We request that the Board delegate final approval of the contract terms, which includes pricing, to the General Manager and City Attorney. Initial project cost estimates are as follows:

## FOR BOARD ACTION

Agenda Item # (ID # 8190)

Meeting Date: 11/28/2017

- 
- Annual cloud subscription fee of \$110,360
  - Annual short code fee in upwards of \$17,500
  - Unit pricing for text messaging \$0.003 (inbound) and \$0.008 (outbound) per message (volume based)
  - Unit IVR pricing toll free \$2.15/mo. \$0.030/\$0.020 per minute; local \$1.05/mo. \$0.0085/\$0.0200 per minute (volume based)
  - A one-time implementation fee of \$75,000
  - Discounts provided for multi-year commitments

This project was included in the 2018 budget.

### UTILITY BOARD ACTION REQUESTED:

Staff requests approval to spend up to \$460,000 for a three year contract, including implementation costs, with Smart Energy Systems, LLC dba Smart Energy Water, with future funding subject to Board and Common Council approval of the annual budget, and authorize the Mayor and City Clerk to execute the agreement following final pricing negotiations and review from the General Manager and City Attorney.



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a contract agreement with Smart Energy Systems LLC dba Smart Energy Water, with future funding subject to Board and Common Council approval of the annual budget, and authorize the Mayor and the City Clerk to execute the agreement following pricing negotiations and review from the General Manager and City Attorney for

### OUTAGE NOTIFICATION, CUSTOMER PORTAL AND MOBILE COMMUNICATIONS PLATFORM

The amount of the contract agreement to be up to FOUR HUNDRED SIXTY THOUSAND AND 00/100 DOLLARS (\$460,000.00).

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 28th day of November, 2017.

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 8188)

Meeting Date: 11/28/2017

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**SUBJECT: Westside Energy Station Project Status Report**

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**PREPARED BY: Wally Schlink**

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ITEM DESCRIPTION:

Update on the status of the Westside Energy Station project.

UTILITY BOARD ACTION REQUESTED:

No action requested, for information only.

## FOR BOARD ACTION

Agenda Item # (ID # 8192)

Meeting Date: 11/28/2017

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**SUBJECT: Acquisition and Disposal of Interest in Real Property**

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**PREPARED BY: Mark Kotschevar**

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ITEM DESCRIPTION:

Attached for your review and comment is a redline version of the Board policy on the acquisition and disposal of interest in real property. A copy of this was sent to the Operations and Administration committee previously for their comments. A copy was also sent to Terry Adkins for his review, given these type of transactions normally require assistance and review by the City Attorney's office. His comments are included in the redline. The most significant change is increasing the signing authority of the General Manager from \$25,000 to \$100,000. This is consistent with the existing signing authority delegated to the General Manager by the Board, under Board policy #6. This is being proposing as a matter of consistency, however the signing authority amount is subject to change, should the Board deem necessary. Otherwise, the new draft remains substantially the same as the existing policy.

UTILITY BOARD ACTION REQUESTED:

Informational only.



ROCHESTER PUBLIC UTILITIES

BOARD POLICY STATEMENT

POLICY SUBJECT: ACQUISITION AND DISPOSAL OF INTEREST IN REAL PROPERTY

POLICY OBJECTIVE:

The Board's objective is to acquire and retain interest in real property only when such interest is used or anticipated to be used in connection with the operation of the public utility enterprises under its jurisdiction. It is also the objective of the Board to pay no more than is necessary for the acquisition of real property or property rights and, thereafter, to preserve the value of these property assets for the benefit of the utility ratepayers.

POLICY STATEMENT:

- 1. The RPU will purchase or lease real property and property rights only when such property or property rights are to be used in connection with the operation of the public utility enterprises under its jurisdiction.
- 2. Real property or property rights held by the RPU will be sold or released when no longer used or anticipated to be used for utility purposes.

3. All fee purchases, sales, transfers, lease agreements, license agreements, and easement agreements requiring financial consideration less than \$100,000 shall be approved by the General Manager consistent with the RPU Board Policy #6 section 6b.

3-4. All fee purchases, -sales, transfers, lease agreements, license agreements, and easement agreements requiring financial consideration in excess of ~~\$25,000~~ \$100,000 shall be approved by resolution of the Board and Common Council. ~~(Resolution of the Common Council is also required for financial consideration in excess of \$100,000.)~~ Advanced notification will be given to the City Administrator in accordance with Section 15.07 (Subdivision 1, D 2) of the Home Rule Charter of the City of Rochester. All purchase or lease agreements shall be executed in writing, in the name of the City of Rochester, and by signature of the Mayor and City Clerk.

4-5. All fee purchases, sales, transfers, or lease agreements, requiring financial consideration in excess of \$25,000 shall be made only after having received at least one independent property appraisal. The Board, at its discretion, may request two or more independent appraisals. It is the intent of the Board to acquire property interests at a cost not to exceed fair market value and to dispose of property interests at a cost not less than fair market value.

5-6. The Board, in return for providing utility services on previously unplatted or undeveloped lands, requires the landowner or developer to grant the necessary perpetual utility easements for a nominal financial consideration (\$1.00).

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Comment [RM1]: See snippet below.

Comment [MK2]: \$100,000 limit match approval authority granted by the Board for purchases. I am open if the Board wishes to that authority for property purchases.

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Comment [MK3]: Board and Council approval required by Charter if over \$100,000

Attachment: 22 Acquisition and Disposal of Real Property - Proposed Edits (8192 : Acquisition and Disposal of Interest in Real Property)

- 7. All interest in real property shall be obtained by the RPU in the name of the City of Rochester. Property obtained by the RPU shall be recorded as an asset in the continuing property records of the appropriate utility enterprise. Such property shall be removed as an asset when disposed of.
- 8. The cost of interest in real property shall be paid out of the utility enterprise fund(s) for which the property will be used. All cash derived from the sale of property interests acquired for or in connection with utility operations shall be returned to the utility enterprise fund(s) for which the property was used.
- 9. Proceedings for condemnation of property rights may be initiated only upon resolution of the Board and Common Council.

10.

The purchase and sale of real property must satisfy the requirements of Minn. Stat. §462.356, subd. 2.

RELEVANT LEGAL AUTHORITY

~~Home Rule Charter SECTION 15.07 (Contracts). Subdivision 1. The public utility board, in its sole discretion and as it deems necessary, may perform the following actions: (A) subject to Subd. 2, acquire such real and personal property, or any interest therein; (B) enter into any contract, so long as the board's approved annual budget contains an appropriation to pay the contract amount; (C) enter into any contract when the board's approved annual budget does not contain an appropriation to pay the contract amount so long as the contract amount is less than \$100,000.00; and (D) enter into a contract for the sale of real property, or any interest therein, if (1) the amount of the contract is \$100,000.00 or less, and (2) the board provides advance notice to the city administrator of its intent to execute the contract.~~

EFFECTIVE DATE OF POLICY: October 14, 1988TBD

DATE OF POLICY REVISION: March 26, 2002TBD

POLICY APPROVAL:



Board President

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Comment [AT4]: This state law requires Planning and Zoning Commission to complete plan compliance review unless the review is due to the lack on impact upon the comprehensive plan.

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Comment [MK5]: Removed specific Ch Language and just referred to appropriate section

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Attachment: 22 Acquisition and Disposal of Real Property - Proposed Edits (8192 : Acquisition and Disposal of Interest in Real Property)

3-26-02

Date

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Attachment: 22 Acquisition and Disposal of Real Property - Proposed Edits (8192 : Acquisition and Disposal of Interest in Real Property)

## FOR BOARD ACTION

Agenda Item # (ID # 8189)

Meeting Date: 11/28/2017

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**SUBJECT: Index of Board Policies**

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**PREPARED BY: Christina Bailey**

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ITEM DESCRIPTION:

Adding Rochester Public Utilities Index of Board Policies for review.

UTILITY BOARD ACTION REQUESTED:

Informational only.

ROCHESTER PUBLIC UTILITIES		
INDEX OF BOARD POLICIES		
	REVISION DATE	RESPONSIBLE BOARD COMMITTEE
<b>BOARD</b>		
1. Mission Statement	6/26/2012	Policy
2. Responsibilities and Functions	3/27/2012	Policy
3. Relationship with the Common Council	2/28/2012	Policy
4. Board Organization	3/29/2016	Policy
5. Board Procedures	3/27/2012	Policy
6. Delegation of Authority/Relationship with Management	2/28/2012	Policy
7. Member Attendance at Conferences and Meetings	6/10/1986	Policy
8. Member Expenses	6/10/1986	Combine with #7
9. Conflict of Interest	11/26/1985	Delete
10. Alcohol and Illegal Drugs	7/28/1988	Delete
11. Worker Safety	3/27/2012	Policy
<b>CUSTOMER</b>		
12. Customer Relations	5/8/1984	Ops & Admin
13. Customer and Public Information	4/10/1984	Communications
14. Application for Service	7/1/2016	Ops & Admin
15. Line Extension Policy	3/28/2017	Finance
16. Billing, Credit and Collections Policy	7/25/2017	Finance
17. Electric Service Availability	4/28/1998	Ops & Admin
18. Electric Metering	4/10/1984	Ops & Admin
19. Electric & Water Bill Adjustment	3/10/1994	Finance
20. Rates	7/25/2017	Finance
21. RPU Cold Weather Disconnect Policy	9/28/2010	Communications
<b>ADMINISTRATIVE</b>		
22. Acquisition and Disposal of Interest in Real Property	3/26/2002	Ops & Admin
23. Electric Utility Cash Reserve Policy	1/13/2017	Finance
24. Water Utility Cash Reserve Policy	1/13/2017	Finance
25. Charitable Contributions	11/26/1985	Communications
26. Compliance Policy	10/24/2017	Communications
27. Contribution in Lieu of Taxes	6/29/1999	Finance
28. Debt Issuance (PENDING)	PENDING	Finance
29. Joint-Use of Fixed Facilities and Land Rights	10/8/1996	Ops & Admin
30. Customer Data Policy	10/9/2014	Communications
31. Life Support	10/9/2014	Communications
Red - Currently being worked on		
Yellow - Will be scheduled for revision		