



## MEETING AGENDA – NOVEMBER 24, 2020

COMMUNITY ROOM  
4000 EAST RIVER ROAD NE  
ROCHESTER, MN 55906

4:00 PM

**This meeting will be conducted pursuant to Minnesota Statutes Section 13D.021 and members may appear electronically. Public Access is closed to comply with state health guidance during the pandemic. When calling in by phone, join the meeting via the Microsoft Teams dial-in number listed below. Please remember to mute your phone until it is your turn to speak; press \*6 to mute and unmute your phone.**

**The meeting will be live-streamed on the following web address:  
<https://youtu.be/WE01scc-Hts>**

**In addition, a recording will be available after the meeting on the City's website.**

**Dial-In Number: 1-347-352-4853. Conference ID: 235 508 376#.**

### **Call to Order**

- 1. Approval of Agenda**
- 2. Safety Moment**
- 3. Approval of Minutes**

1. Public Utility Board - Regular Meeting - Oct 27, 2020 4:00 PM

### **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.)*

2. Public Comments Received via Email

#### **4. Consideration Of Bids**

1. Engineering Services for Marion Road Substation Duct Bank Project  
Resolution: Engineering Services for Marion Road Substation Duct Bank Project

#### **5. Regular Agenda**

1. Silver Lake Dam Modification Project
2. Resolution: Silver Lake Dam Modification Project
3. Neighbors Chipping In: Helping, Caring, Sharing  
Resolution: Neighbors Chipping In: Helping, Caring, Sharing

#### **6. Informational**

1. Review of Accounts Payable

**7. Board Liaison Reports**

1. Debt Issuance Policy  
Resolution: Debt Issuance Policy
2. RPU 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.igmp2.com/Citizens/Default.aspx>*



## MEETING MINUTES – OCTOBER 27, 2020

COMMUNITY ROOM  
4000 EAST RIVER ROAD NE  
ROCHESTER, MN 55906

4:00 PM

### Call to Order

Attendee Name	Title	Status	Arrived
Brett Gorden	Board Member	Present	
Tim Haskin	Board Member	Present	
Melissa Graner Johnson	Board Vice President	Present	
Brian Morgan	Board President	Present	
Michael Wojcik	Board Member	Present	

**This meeting will be conducted pursuant to Minnesota Statutes Section 13D.021 and members may appear electronically. Public Access will be restricted to comply with state health guidance during the pandemic. Current room layout allows for approximately 10 individuals to attend. When calling in by phone, join the meeting via the Microsoft Teams dial-in number listed below. Please remember to mute your phone until it is your turn to speak, press \*6 to mute and unmute your phone.**

**The meeting will be live-streamed on the following web address:  
<https://youtu.be/NHTv-u472y4>.**

**In addition, a recording will be available after the meeting on the City's website.**

**Dial-In Number: 1-347-352-4853. Conference ID: 916 207 220#.**

### 1. Approval of Agenda

1. **Motion to:** approve the agenda as presented

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Brett Gorden, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Vice President
<b>AYES:</b>	Brett Gorden, Tim Haskin, Melissa Graner Johnson, Brian Morgan
<b>AWAY:</b>	Michael Wojcik

### 2. Safety Moment

President Morgan spoke regarding the importance of addressing working from home office ergonomics.

### 3. Approval of Minutes

Minutes Acceptance: Minutes of Oct 27, 2020 4:00 PM (Approval of Minutes)

1. Public Utility Board - Regular Meeting - Sep 29, 2020 4:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Brett Gorden, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Vice President
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, 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.)*

1. Public Comments Received via Email

*Ivan Idso joined the meeting by phone to share his "Time of Use Rates in My Electric Home" presentation detailing the electric energy consumption in his all-electric Rochester home. One thing he said he finds particularly helpful is using a hybrid electric water heater in his home. Vice President Johnson asked him if he will be participating in RPU's time-of-use pilot program. Mr. Idso said he will. Vice President Johnson asked what he has heard about community interest in the program. Mr. Idso replied that it appears the program hasn't really been promoted to the electric vehicle community and most people have gas appliances in their homes, so it is not widespread at this time. He noted that it would be nice if time-of-use was metered separately.*

## 5. Regular Agenda

1. Commercial Automotive, General and Excess Liability Insurance Renewals for 2021

*Business Services Manager Deb Donahue presented a request to the Board to approve the annual renewal of the utility's commercial automobile, general and excess liability insurance policies for 2021. Ms. Donahue stated that the deductible and coverage limits remain the same as last year for all policies.*

*Board Member Michael Wojcik made a motion to approve the commercial automotive, general liability and excess liability insurance renewals in a combined vote. This was seconded by Vice President Johnson. Motion passed.*

Resolution: Commercial Automobile and General Liability Insurance

Resolution: Excess Liability Insurance

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a contract agreement with the League of Minnesota Cities Insurance Trust and authorize the*

*Mayor and the City Clerk to execute the agreement for*

### COMMERCIAL AUTOMOBILE AND GENERAL LIABILITY INSURANCE

*The insurance agreement to be for a twelve month period commencing November 1, 2020, and expiring October 31, 2021.*

*The amount of the contract agreement not to exceed ONE HUNDRED FIFTY-FIVE THOUSAND*



NINE HUNDRED NINE AND 00/100 DOLLARS (\$155,909.00).

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 27th day of October, 2020.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Vice President
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

2. All Risk Property Insurance Renewal for 2021

*Renewal of the utility's All Risk Property Insurance policy for 2021 was presented by Director of Corporate Services Peter Hogan. The premiums for this policy have increased significantly since last year, he said, partly due to wildfires, hurricanes and other national natural disasters. RPU also increased its deductible from \$500,000 to \$1,000,000. Vice President Johnson noted that premiums increased last year as well. Mr. Hogan said there was a 63 percent increase last year, and a 93% increase this year. President Morgan asked what other alternatives the utility has looked at for coverage. RPU is currently looking at splitting up its portfolio to pursue more regional coverage, said Mr. Hogan.*

Resolution: All Risk Property Insurance

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a contract agreement with Wortham Insurance/ARGUS and authorize the Mayor and the City Clerk to execute the agreement for*

#### ALL RISK PROPERTY INSURANCE

*The insurance agreement to be for a twelve month policy period commencing November 1, 2020, and expiring October 31, 2021.*

*The amount of the contract agreement not to exceed EIGHT HUNDRED SEVENTY THOUSAND DOLLARS AND 00/100 (\$870,000.00).*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 27th day of October, 2020.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Vice President
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

3. **Motion to:** remove the Electric Utility Cost of Service Study from the table

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Brett Gorden, Board Member
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

4. Electric Utility Cost of Service Study

*The Electric Utility Cost of Service Study was presented to the board last month and was brought back this month for the board to accept and place on file. Vice President Johnson asked if RPU's rate consultant, 1898 & Co., used the same methodology that was used last year when an adjustment was made to the fixed customer charge. The same minimum system approach was used this year, said Director of Corporate Services Peter Hogan, and the results are in line with the*

previous years' cost of service studies. President Morgan asked if the study can be published on the RPU website, in light of public comment received from Ray Schmitz requesting more transparency with the cost of service study and rate calculations. A final cost of service report will be posted to the website, said Mr. Hogan. Board Member Michael Wojcik asked for clarification on what changed from 2020 to 2021. Mr. Hogan stated the only three items that changed are the new time-of-use residential rate, an adjustment to the Clean Air Rider and an adjustment to the LED street light rate, otherwise there will be a zero percent rate increase overall for the water and electric utility.

5. **Motion to:** accept and place on file the results of the Electric Cost of Service Study

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Vice President
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

6. 2021 Electric Utility Budget

*The 2021 Electric Utility Budget was presented to the board's finance committee on August 20, 2020 and to the full board on August 25, 2020. The budget features an overall zero percent rate increase, made possible by a reduction of approximately \$1.085 million in operating and \$2,613 million in capital expenses from staff's original budget submission. One technical correction was made to the budget since its introduction; said Director of Corporate Services Peter Hogan, which was the taxes paid by SMMPA (Southern Minnesota Municipal Power Agency). The budget will be forwarded on to the Rochester City Council for approval at its December 7, 2020 meeting.*

Resolution: Approval of the 2021 Electric Utility Budget

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the 2021 electric utility capital, including multi-year projects, and operating budgets as submitted.*

*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 the*

*2021 Electric Utility Capital, Including Multi-year Projects, and Operating Budgets*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 27th day of October, 2020.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Brett Gorden, Board Member
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

7. **Motion to:** remove the 2021 Water Utility Budget from the table

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Vice President
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

8. 2021 Water Utility Budget

*The 2021 Water Utility Budget was presented to the board's finance committee on August 20, 2020 and to the full board on August 25, 2020. Key items to note are that no additional FTE's will be added, the growth and replacement of aging infrastructure will be supported, and there will be no general rate increase. The board was asked to approve the capital, multi-year capital and 2021 operating budget. Board Member Michael Wojcik asked if any changes were made since the draft budget was introduced. No changes were made, said Director of Corporate Services Peter Hogan. The budget will be forwarded on to the Rochester City Council for approval at its December 7, 2020 meeting.*

Resolution: Approval of the 2021 Water Utility Budget

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the 2021 water utility capital, including multi-year projects, and operating budgets as submitted.*

*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 the*

*2021 Water Utility Capital, Including Multi-year Projects, and Operating Budgets*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 27th day of October 2020.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Vice President
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

9. 2021 Electric Utility Rate Adjustment

*The proposed 2021 Electric Utility Rate Adjustment was presented to the board on September 29, 2020 and public notice was given on October 3, 2020 with no public comments received. A zero percent overall general rate increase is proposed for 2021. A new residential time-of-use rate has been added and adjustments were made to both the Clean Air Rider and LED Street Light rates. Once approved by the RPU Board, the 2021 Electric Utility Rate Adjustment will be forwarded to the City Council for approval at its December 7, 2020 meeting as part of the full City budget approval process. Changes take effect as of January 1, 2021.*

Resolution: Approval of the 2021 Electric Utility Rate Adjustment

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a Residential Time-Of-Use rate with adjustments to the LED Street Light rates and Clean Air Rider according to the attached tariffs, effective on or about January 1, 2021.*

*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 the tariffs, to take effect on or about January 1, 2021.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 27<sup>th</sup> day of October 2020.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Tim Haskin, Board Member
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

10. Approval of Taxable Electric Utility Refunding Bonds, Series 2021A

*Through RPU's financial advisor, Baker Tilly Municipal Advisors, management learned of the opportunity to potentially save \$330,000 per year in interest charges over the remaining 20 years on its outstanding 20213B Electric Utility Bonds, based on the current historically low interest rates. This is currently projected to save about \$6.3 million over the life of the bonds. Director of Corporate Services Peter Hogan stated that RPU will offer the refunding bonds on a competitive sale basis. Parameters for the sale of the bonds have been established by the RPU Board and authorized by the Rochester City Council. The results of the sale will be reported back to the board.*

*Board Member Michael Wojcik asked if the board was being asked to initiate the process of refunding the bonds. Mr. Hogan stated yes. RPU is anticipating going to market on January 1, 2021 and will report back to the board following the sale.*

*Mr. Wojcik asked for the interest rate RPU is currently paying on the bonds. Dave MacGillivray of Baker Tilly said it is 4 percent.*

Resolution Approving and Consenting to the Issuance of Taxable Electric Utility Revenue Refunding Bonds, Series 2021A by the City of Rochester, Minnesota

*BE IT RESOLVED By the Public Utility Board (the "Board") of Rochester Public Utilities ("RPU") as follows:*

1. Recitals.

- (a) *The City of Rochester, Minnesota (the "City"), in cooperation with the Board, has heretofore issued its Electric Utility Revenue Bonds, Series 2013B (the "Series 2013B Bonds") to finance the acquisition construction and equipping of certain capital improvements to the City's municipal electric utility (the "Electric Utility") including without limitation, portion of RPU's percentage interest in the CapX 2020 Southwest Metro to Rochester to La Crosse transmission line project.*

- (b) *The Board has determined that it is in the best interests of RPU and the City to issue the City's Taxable Electric Utility Revenue Refunding Bonds, Series 2021A in an aggregate principal amount not to exceed \$39,500,000 (the "Bonds") to provide for a current refunding of the outstanding Series 2013B Bonds and fund certain reserves and costs of issuance (the "Project").*
2. *Request, Consent and Approval.*
- (a) *The Board hereby requests that on November 9, 2020, or as soon thereafter as possible, the Rochester Common Council (the "Council") consider a Resolution Authorizing the Sale of the City's Taxable Electric Utility Revenue Refunding Bonds, Series 2021A and Providing for Their Issuance (the "Resolution") to provide funds to refund the Series 2013B Bond;*
- (b) *The Resolution would, upon its adoption, (I) authorize the issuance of the Bonds in an aggregate principal amount not to exceed \$39,500,000, and delegate to a pricing committee the authority to negotiate with an underwriter to be selected by the pricing committee, as representative of the participating underwriter(s): (i) the purchase price, provided that the par principal amount of the Bonds may not exceed \$39,500,000, (ii) the maturity schedule, including mandatory sinking fund redemptions, provided that the final maturity date shall be not later than December 1, 2043, (iii) interest rates, provided that (a) the rates on the Bonds result in debt service savings such that as of the nominal date of the Bonds the present value of the dollar amount of the debt service on the Bonds, computed to their stated maturity dates, after deducting any premium, is lower by at least 3% than the present value of the dollar amount of debt service, on the Refunded Bonds, exclusive of any premium, computed to their stated maturity dates; provided that in computing the dollar amount of debt service on the Bonds, any expenses of the refunding payable from a source other than the proceeds of the Bonds or the interest derived from the investment thereof shall be added to the dollar amount of debt service on the Bonds; and (b) the annual average of the Net Revenues of the Electric Utility for the two fiscal years immediately preceding the issuance of the Bonds is greater than 115% of the average of the unpaid annual debt service requirements on the Outstanding Debt and the Bonds, (iv) any redemption provisions, and (v) other details of the Bonds, (II) pledge the Net Revenues of the Electric Utility for the payment of the Bonds, and (III) set forth other covenants and obligations of the City relating to the Electric Utility; and*
- (c) *The Resolution, in the form actually adopted, is hereby incorporated into this Resolution to the same extent as though set forth in full herein, and each capitalized term which is used in this Resolution but not otherwise defined herein shall have the meaning given to that term in the Resolution.*



- (d) *The Board hereby consents to and approves the issuance of the Bonds, and determines that the issuance of the Bonds by the City is necessary and desirable and that the issuance of the Bonds is appropriate for the purposes for which the Bonds are issued and hereby authorizes and requests that City issue the Bonds.*
- (e) *The Board hereby concurs in the award, issuance and sale of the Bonds and joins in and concurs in the adoption of the Resolution, and adopts all of the covenants and agreements contained therein with the same force and effect as if said Resolution had been adopted by the Board.*
- (f) *The approval hereby given to the Resolution includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the Pricing Committee described therein.*
- (g) *The Board hereby covenants and pledges to cooperate with the Council (and to take such actions, or refrain from acting, as the case may be, as may be necessary) in order to fully effectuate the intent, purposes and obligations of the City under the Resolution.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 27<sup>th</sup> day of October, 2020.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Tim Haskin, Board Member
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

11. 2021 Utility Board Meeting Dates

*The board was asked to approve the proposed 2021 Utility Board meeting dates. None of the board members had any known conflicts with the dates proposed.*

**UTILITY BOARD MEETING DATES FOR 2021**

*January 26*

*February 23*

*March 30*

*April 27*

*May 25*

*June 29*

*July 27*

*August 31*

*September 28*

*October 26*

*November 30*

*December 21*

*Utility Board meetings are regularly scheduled on the last Tuesday of the month (see calendar for exceptions) at 4:00 p.m. at the RPU Service Center, 4000 East River Road NE, Rochester MN 55906. Special meetings are scheduled as needed. Call 280-1540 to confirm.*

Resolution: 2021 Utility Board Meeting Dates

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the*

*2021 Utility Board Meeting Dates*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 27th day of October, 2020.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Melissa Graner Johnson, Board Vice President
<b>SECONDER:</b>	Michael Wojcik, Board Member
<b>AYES:</b>	Gorden, Haskin, Johnson, Morgan, Wojcik

## 6. Informational

1. Review of Accounts Payable

*No discussion.*

## 7. Board Liaison Reports

General Manager Mark Kotschevar said the next board policy to be updated is the Joint Use of Fixed Facilities policy. Staff will work on this and bring it back to the board. He also made the recommendation that a proposed new policy on Debt Issuance specific to RPU not be created due to the City having its own policy and bonds being issued in the name of the City. RPU will follow the City policy. Board Member Michael Wojcik requested that a formal request to remove the policy be brought to the next meeting to allow for further discussion.

## 8. General Managers Report

General Manager Mark Kotschevar recognized Manager of Water Construction and Maintenance Doug Klamerus, Water Supervisor Steve Johnson and the RPU Water Utility for being awarded the 2020 Gold Award for Exceptional Utility Performance from the Association of Metropolitan Water Agencies, in providing high quality water and responsive service at an affordable price while protecting the environment and supporting community sustainability.

RPU has created a new white board video for public viewing on its energy resource plan to move towards the goal of 100 percent renewable energy by 2030 that was posted on the RPU Facebook page and on [www.rpu.org](http://www.rpu.org).

The City has approved budget dollars towards a rebranding effort to unify City departments that currently have 19 different logos, to develop one common brand and logo for adoption and use. Mr. Kotschevar stated he is supportive of RPU moving towards the new unified brand and logo that will be launched and he will share updates with the board.

Some of RPU's lineworkers will be featured in a November 11 documentary on KTTC on the Halloween ice storm from 1991.

The SMMPA (Southern Minnesota Municipal Power Agency) Board at its November meeting approved the distribution of \$10 million back to its members. RPU's share will be about \$4.2 million and the funds will be received in mid-January. Mr. Kotschevar recommends placing the funds in a reserve account to potentially mitigate any lasting Covid financial impacts to be seen, and then be made available during the 2021 budget and rates discussion to mitigate any potential rate increases for 2022. Board Members Michael Wojcik, Brett Gorden and Vice President Johnson expressed their support of this plan. In addition, The SMMPA Board approved its 2021 budget and rates with no rate increase to its members.

## 9. Division Reports & Metrics

Vice President Johnson congratulated Manager of Marketing and Energy Services Patty Hanson in her role as Chair of the Customer Service conference track at the APPA Customer Connections Conference where she was slated to host and monitor sessions on October 27 and 28, 2020. General Manager Mark Kotschevar also recognized the entire customer connections group.

Board Member Michael Wojcik commended staff on the accuracy of the year to date pumpage figures for the water utility.

President Morgan thanked Director of Customer Relations Krista Boston on her efforts to establish a new "Neighbors Chipping In" program to assist low-income customers that will be implemented in 2021.

Vice President Johnson noted that RPU newsletter Plugged In will be published every other month going forward. General Manager Mark Kotschevar said in addition, staff is looking into publishing the newsletter in a digital format.

Board Member Tim Haskin asked about the latest FERC (Federal Energy Regulatory Commission) activity. Mr. Kotschevar stated that FERC's recent Order 2222 allows third-party aggregation for demand side resources, opening wholesale markets to distributed energy resources, that would essentially allow a third party to come in and sign up RPU customers that have distributed generation (either renewable or fossil-fuel generators) and bundle them as one resource to bid into the MISO wholesale market. As a smaller utility, RPU is automatically exempted from third-party access to our market, but larger utilities are not exempt. Additionally, two new commissioners are slated to be approved to join the commission.

## 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.igmp2.com/Citizens/Default.aspx>*

Submitted by:

\_\_\_\_\_  
Secretary

Approved by the Board

\_\_\_\_\_

Minutes Acceptance: Minutes of Oct 27, 2020 4:00 PM (Approval of Minutes)



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**Regular Meeting****Tuesday, October 27, 2020****4:00 PM**

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Board President

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Date

Minutes Acceptance: Minutes of Oct 27, 2020 4:00 PM (Approval of Minutes)

## FOR BOARD ACTION

Agenda Item # (ID # 12659)

Meeting Date: 11/24/2020

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**SUBJECT: Public Comments Received via Email**

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**PREPARED BY: Christina Bailey**

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ITEM DESCRIPTION:

UTILITY BOARD ACTION REQUESTED:

**Bailey, Christina**

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**From:** Raymond <rschmitz22@charter.net>  
**Sent:** Thursday, October 29, 2020 1:09 PM  
**To:** RPU Board Mailbox; Idso.Ivan@mayo.edu; Rick Morris; edward cohen; Dave Reichert; Norton, Kim  
**Cc:** RPU Board  
**Subject:** Putting Electric Logistics Vehicles to Work in Shenzhen - Rocky Mountain Institute

EXTERNAL SENDER: Do not open links/attachments if uncertain about the sender

<https://rmi.org/insight/putting-electric-logistics-vehicles-to-work-in-shenzhen/>

Dave please give me the address for the energy commission! Kim what is the address for your sustainability group?

Ray Schmitz

Sent from my iPad

Attachment: Ray Schmitz 10-29-20 Putting Electric Logistics Vehicles to Work in Shenzhen - Rocky Mountain Institute (12659) : Public

Bailey, Christina

From: Raymond <rschmitz22@charter.net>  
 Sent: Thursday, October 29, 2020 3:58 PM  
 To: RPU Board Mailbox; Carol Overland Overland; Ivan W. Idso; Dave Reichert; Rick Morris  
 Cc: RPU Board  
 Subject: Fwd: Transmission Unlocks Decarbonization Across Eastern US

**EXTERNAL SENDER: Do not open links/attachments if uncertain about the sender**

Sent from my iPhone  
 Not reading the study but the summary is food for thoughts  
 Begin forwarded message:

**From:** "Vibrant Clean Energy, LLC (VCE®)" <info@vibrantcleanenergy.com>  
**Date:** October 29, 2020 at 2:24:32 PM CDT  
**To:** rschmitz22@charter.net  
**Subject:** **Transmission Unlocks Decarbonization Across Eastern US**  
**Reply-To:** "Vibrant Clean Energy, LLC (VCE®)" <info@vibrantcleanenergy.com>

[View this email in your browser](#)



**VCE® Modeling Finds Expanding  
 Transmission Across the Eastern US  
 Facilitates a Least-Cost Transition to a Low**

Attachment: Ray Schmitz 10-29-20 Fwd Transmission Unlocks Decarbonization Across Eastern US (12659 : Public Comments Received via

# Emission, High Job and Low Consumer Costs Electricity Sector

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Dear [VCE®](#) friends:

Yesterday, our team (along with [ACEG](#) and [Grid Strategies](#)) released a study "[Consumer, Employment, and Environmental Benefits of Electricity Transmission Expansion in the Eastern United States](#)". The results indicate that transmission is a fundamental requirement to help decarbonize the electricity system at low cost. Our press release on the study can be found [here](#).

## RESEARCH OVERVIEW

The [study](#) computes the evolution of the eastern US electricity system as it strives to achieve lower emission goals. The study looked at weak carbon constraints (70% by 2050) and strong carbon constraints (95% by 2050). The modeling didn't just produce a single year estimation or a coarse buildout of capacity, but rather it created highly-granular siting of generation across the entirety of the eastern US, while estimating the dispatch for each 5-minute interval for each "investment period" from 2020 through 2050. By combining the macro-level capacity changes with the micro-level operations, the study can identify impacts that could compound over time or vanish if fleeting.

*Long-story-short: The Eastern US can reduce GHG emissions by 95% by 2050 (65% by 2035) through enabling transmission buildout that would unlock 6 million new jobs, \$100 billion in savings and provide 80% of the electricity from wind and solar.*

## KEY FINDINGS

- **Reduce electric sector CO<sub>2</sub> emissions by 65% by 2035, and by over 95% by 2050** and sharply reduce other harmful air pollutants across the region.
- **Save \$100 billion and decrease the average electric bill rate by more than one-third**, from over 9 cents/kWh today to around 6 cents/kWh by 2050, saving a typical household more than \$300 per year. These savings are broadly shared by all consumers across the region. The cost of transmission accounted for only 3.6% of

total electricity costs on average in the strong carbon reduction cases. Transmission yielded savings many times greater than that by providing access to low-cost renewable resources and increasing the overall efficiency of the power system.

- **Create over 6 million net new jobs**, increasing electric sector employment over 5-fold from around 1.3 million to over 7.5 million jobs by 2050. The new jobs are broadly spread across the Eastern U.S. Transmission investment alone drives over 1.5 million new jobs.
- **Obtain over 80% of its electricity from wind and solar by 2050.**
- **Deliver reliable power** by meeting electricity demand in every 5-minute period of the year, even with wind and solar providing 82% of electricity in 2050 in the strong carbon policy cases.
- **Scenarios with greater emission reductions were more cost-effective and created more jobs than scenarios which achieved fewer emission reductions.** The scenario with 95% CO<sub>2</sub> emission reductions and high solar deployment was also more cost-effective than the comparable scenario with around 70% emission reductions, with cumulative savings of over \$105 billion through 2050. Moreover, 2.6 million more jobs were created in the scenarios with larger emissions reductions.
- **Wind, solar, storage, and transmission each play essential, unique, and complementary roles in providing consumers with reliable and affordable electricity.** Wind and solar tend to produce at opposite times, so they complement each other. However, the best wind and solar resources are generally in different locations, so transmission is needed to aggregate them and deliver a reliable mix of power to customers at all times. Transmission also allows local weather-driven variation in wind and solar output to be canceled out by opposite variations in other regions, providing a more constant supply of power. Energy storage helps meet reliability needs and increase the utilization of transmission capacity by absorbing excess generation and filling in when wind and solar output is low. Together, along with some flexible capacity resources that fill in when needed, these resources provide a reliable, efficient, and clean portfolio.

## REPORTS & DATA

- [Press Release](#)
- [Study Report](#)
- [Model Output Data](#)

In preparing the study, we used our [WIS:dom®-P](#) (model that is now available for license and use in consulting agreements). The model is the only commercial combined capacity expansion and production cost model that can co-optimize over a large geographic region (up to a continent) with high granularity (3-km, 5-minutes). There are many facets and features to [WIS:dom®-P](#), which can be located in our [technical documentation](#). Feel free to reach out to discuss this study, [WIS:dom®](#), or any thing else that [VCE®](#) might be able to help with. We have a [brochure](#) available for the [WIS:dom®-P](#) tool. We also have a subscription pricing model, a bespoke study pricing model, and even a weather/power data purchase price model.

The VCE® team

## SUMMARY IMAGES

Figure 5: Retail rates by scenario, broken out by component

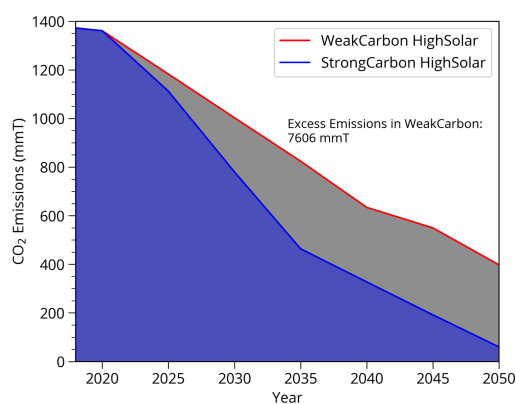
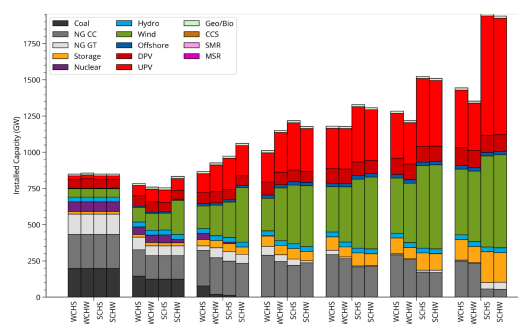
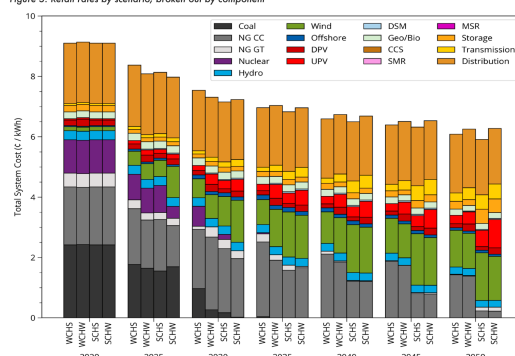
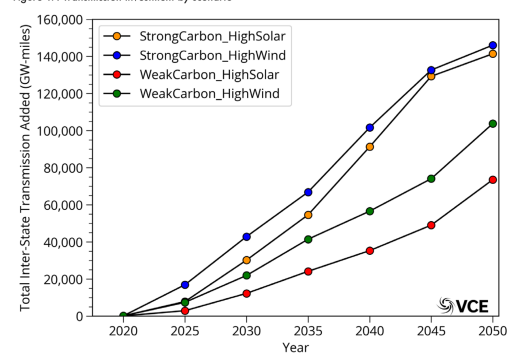
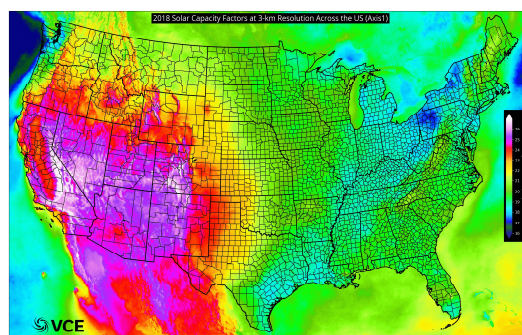
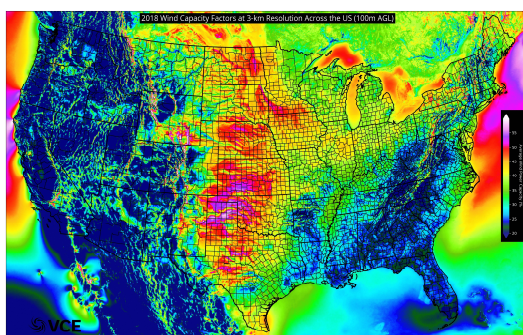
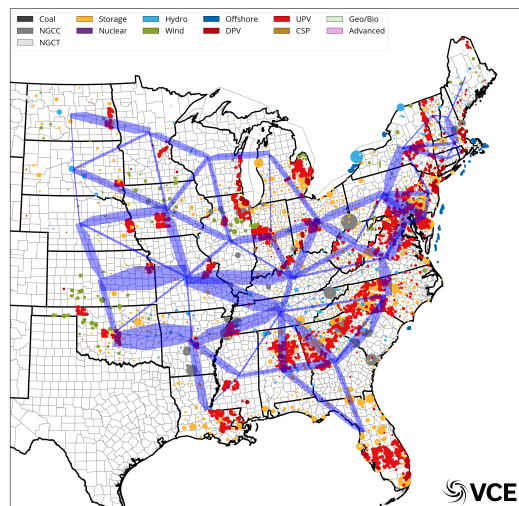
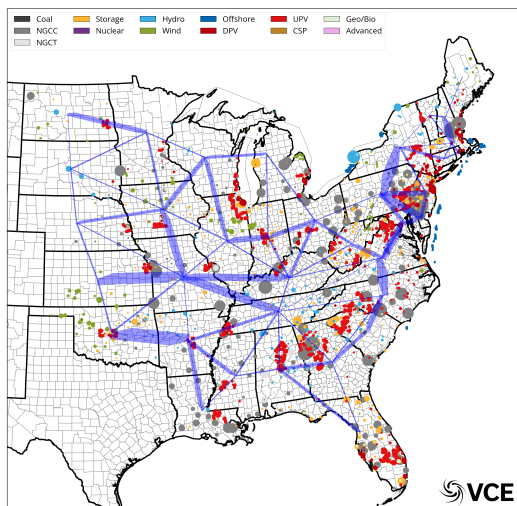


Figure 17: Transmission investment by scenario





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6610 Gunpark Dr Ste 200  
Boulder, CO 80301-3579

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You can [update your preferences](#) or [unsubscribe from this list](#).

Bailey, Christina

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To: RPU Board Mailbox  
Subject: FW: [EXTERNAL] Fwd: Transmission Unlocks Decarbonization Across Eastern US

---

**From:** Idso, Ivan W. <Idso.Ivan@mayo.edu>  
**Sent:** Thursday, October 29, 2020 4:42 PM  
**To:** 'Raymond' <rschmitz22@charter.net>; RPU Board Mailbox <RPUBoard@RPU.ORG>; Carol Overland Overland <overland@legalelectric.org>; Dave Reichert <dcreich@charter.net>; Rick Morris <rick.morris@sierraclub.org>  
**Cc:** RPU Board <RPUBoardDistribution@RPU.ORG>  
**Subject:** RE: [EXTERNAL] Fwd: Transmission Unlocks Decarbonization Across Eastern US

**EXTERNAL SENDER: Do not open links/attachments if uncertain about the sender**

Thanks Ray, I see they have a study on the Minnesota grid also which, based on reading the executive summary, is very applicable to Rochester:

[https://www.vibrantcleanenergy.com/wp-content/uploads/2018/07/Minnesotas-SmarterGrid\\_FullReport.pdf](https://www.vibrantcleanenergy.com/wp-content/uploads/2018/07/Minnesotas-SmarterGrid_FullReport.pdf)

Ivan

Attachment: Ivan Idso 10-29-20 RE EXTERNAL Fwd Transmission Unlocks Decarbonization (12659 : Public Comments Received via Email)

Bailey, Christina

From: Raymond <rschmitz22@charter.net>  
 Sent: Monday, November 16, 2020 2:26 PM  
 To: RPU Board Mailbox  
 Cc: RPU Board  
 Subject: Good comments

EXTERNAL SENDER: Do not open links/attachments if uncertain about the sender



Sent from my iPhone

## FOR BOARD ACTION

**Agenda Item # (ID # 12637)**

**Meeting Date: 11/24/2020**

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**SUBJECT: Engineering Services for Marion Road Substation Duct Bank Project**

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**PREPARED BY: Mona Hoeft**

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**ITEM DESCRIPTION:**

Staff continues to develop the duct bank design from the Marion Road Substation to downtown and we have reached the point of selecting a design consultant. Proposals were solicited from three qualified engineering firms and two proposals were received. The project involves installation through parks, railroad, roads and river crossings warranting collaboration with the water department and Public Works who participated in the evaluation review and will continue to participate in the project. The evaluations included a review of the proposed work plan, project schedule, workload and schedule, relevant experience, personnel and proposed fees. Following tabulation, review and discussion, KFI Engineering was selected unanimously. Below is the evaluation summary.

Firm	Score	Fee
KFI Engineering	17.36	\$703,662
Burns & McDonnell	14.85	\$761,122*

\*excluded traffic plans

The project budget contained \$775,000 for these engineering services and an additional \$600,000 for project management and inspection services.

Following Board approval, staff will finalize an agreement for execution, contingent on approval by the City Attorney and RPU General Manager. The proposed timeline for completion of the design phase is mid 2021 with construction completed by the end of 2022.

**UTILITY BOARD ACTION REQUESTED:**

Staff requests approval to proceed with the execution of an agreement with KFI Engineering for engineering design services in the amount of \$703,662, subject to final approval by the General Manager and City Attorney. Staff also requests approval of a \$140,732 contingency fund, including granting authorization for the RPU Project Manager to perform the acts to execute the project.



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a professional services agreement with KFI Engineering, subject to final approval by the General Manager and City Attorney, and authorize the Mayor and the City Clerk to execute the agreement for:

Engineering Services for Marion Road Substation Duct Bank Project

The amount of the agreement to be SEVEN HUNDRED THREE THOUSAND AND SIX HUNDRED SIXTY-TWO 00/100 DOLLARS (\$703,662.00) and an additional ONE HUNDRED FORTY THOUSAND SEVEN HUNDRED THIRTY-TWO 00/100 DOLLARS (\$140,732.00) contingency fund.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 24 day of November, 2020.

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 12647)

Meeting Date: 11/24/2020

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**SUBJECT: Silver Lake Dam Modification Project**

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**PREPARED BY: Mark Kotschevar**

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ITEM DESCRIPTION:

The City of Rochester has identified improvements to the Silver Lake area that can be done during the necessary dredging of Silver Lake. The proposed projects will increase pedestrian safety, provide needed community enhancements, improve environmental features, and provide alternative recreation opportunities

The Silver Lake sediment removal and dam modification project addresses four main needs at Silver Lake:

- Dredging, which will restore portions of the lake where sediment has accumulated for many years.

- Dam modification, which will reduce maintenance costs of the aging structure, increase safety, improve fish habitat and create recreational opportunities. Modifying the dam will not drain Silver Lake.

- Trail connections along the north shore of Silver Lake and under the bridge, which will enhance trail connectivity and improve safety.

- A standalone pedestrian bridge, which will enhance the trail system by improving safety and accessibility.

The City of Rochester has launched a Virtual Open House and Public Engagement Portal for the Silver Lake Dredging and Dam Modification Project at <https://arcg.is/1XiaTq>. As a consensus around a final plan is developed, the City is pursuing several funding strategies to help make this project a reality.

RPU has operated and maintained the Silver Lake Dam since 1951 and in 2019 was asked to consider contributing to the project. In order to determine the appropriate level of RPU funding, staff hired Barr Engineering to conduct an assessment of the dam and estimate the long term anticipated maintenance expenses. The logic being RPU could consider contributing the present value of those avoided future maintenance expenses. Barr completed their report in November of 2019 and the results were shared with the City's project team. Attached is a copy of the Barr report.

Mike Nigbur, Parks Dept., and Matt Crawford, Public Works, presented a project overview for the Board at the February 18, 2020 meeting and we again communicated a possible contribution of \$1.24 million for avoided future expenses. RPU staff and the project team have had continued discussions and mutually support the \$1.24 million contribution currently included in our 2022 budget based on the engineering analysis.

Current funding strategies include a placeholder of \$1.24 million from RPU and it would be beneficial for the RPU Board to formally commit to that level of funding as the project team puts together funding requests from the State, DNR and other sources. If the Board approves this amount the project team plans to include those dollars from RPU in a City Council presentation on November 30th. Final approval for the project will rest with the City Council.

## FOR BOARD ACTION

Agenda Item # (ID # 12647)

Meeting Date: 11/24/2020

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The project team will be in attendance to review the project and answer any questions.

UTILITY BOARD ACTION REQUESTED:

Staff recommends the Board approve a \$1.24 million contribution to the Silver Lake Dam Modification project which is based on future maintenance cost avoidance.

November 21, 2019

Mr. Todd Osweiler  
Rochester Public Utilities  
4000 East River Road NE  
Rochester, MN 55906-2813

**Re: Silver Lake Dam – Maintenance Forecasting**

Dear Mr. Osweiler:

Barr Engineering Co. (Barr) has completed the 2019 periodic inspection of the Silver Lake Dam. Several items were noted and discussed during the inspection that should be considered during maintenance planning and budgeting. This letter provides our opinion of maintenance or repair work that should be planned within the next 20 years at the Silver Lake Dam.

***Hinged Leaf Gate***

The hinged leaf gate was installed 28 years ago (1991). Section 5 of the dam's operation and maintenance (O&M) manual includes a section entitled "life expectancy of equipment" that was provided by the manufacturer of the gate (Rodney Hunt). The list included the following:

- Structural Steels (Crest gate and related structures): 20 to 30 years.
- All Seals (hy-Q seals, resilient seals, J-seals): 10 to 30 years.
- Bronze (bushing and wear plates): 5 to 25 years.
- Hydraulic Operating System (hydraulic and electric assemblies): 15 to 30 years.

Rodney Hunt also recommended maintenance at pre-specified intervals in section 6 of the dam's O&M manual. Repainting of the gate and replacement of its seals are specified as follows:

*It is recommended to insure the integrity of the gate that the dam be dewatered every 25 years. Reference SECTION II: Water Control for procedures. At that time, remove all seals, sandblast gate to near white, structurally inspect for degradation especially along welds & fasteners and re-paint with a high solids, low VOC, epoxy point with a polyurethane top coat to prevent ultra violet degradation. Install new seals and their associated 304 stainless steel mounting hardware.*

*It is recommended that all seals and their associated mounting headwater be replaced every 25 years at the time the dam is scheduled to be dewatered for gate re-painting.*

Additional recommended maintenance included on the 25-year maintenance interval are:

- Replace the self-lubricating bronze graphite type bushings
- Disassemble and inspect the center thrust bearing. Consider replacing bearings depending upon their condition.



### Upstream Dive Inspection

The date of the last upstream dive inspection is not known. Therefore a regular dive inspection should be carried out to determine the condition of the upstream portion of the dam and confirm the need for and timing of the gate recoating and seal replacement effort. Before undertaking the dewatering and recoating project, the condition of the lake bottom will need to be determined in order to minimize delays or other change orders during construction that could be caused by unforeseen obstructions.

### Dewatering of the Hinged Leaf Gate

The hinged leaf gate would need to be dewatered in order to perform the recommended maintenance. Dewatering would either involve constructing a cofferdam just upstream of the hinged leaf gate, lowering the water elevation in Silver Lake, or some combination of the two. This estimate assumes the lake will be partially drawn down and a cofferdam will be installed immediately upstream of the hinged leaf gate. Flow would be routed through the tainter gate bays. Permits would need to be obtained from the USACE and the MNDNR. If lowering the lake level is not an option, the cost of the cofferdam would be significantly higher.

### Erosion Mitigation for Temporary Flow

River flow that normally passes over the hinged leaf gate will need to be diverted when the area is dewatered. One consideration to divert flow would be to open the tainter gates, however, the hydraulic feasibility of this option has not been vetted. According to the O&M manual, the tainter gate bays were not designed to handle continuous normal flow due to the potential erosion downstream of the downstream apron (see O&M Manual, Section II.2.2). Therefore, downstream erosion protection would need to be included in the budget as a part of the diversion and dewatering work.

### Service, Repair, or Replace Hydraulic Cylinders

Hydraulic cylinders on both ends of the hinged leaf gate carry the gate's load and position the gate where needed. RPU staff indicated the cylinders have not been serviced since their installation in 1991. The recommended replacement/maintenance interval for the hydraulic cylinders that actuate the leaf gate mechanism is not included in the original equipment manufacture's operation and maintenance manual. The life expectancy of a hydraulic cylinder is based on several factors including maintenance and the number of cycles that the cylinder is actuated. A regular maintenance program strives to keep the hydraulic oil clean by replacing the filters and changing the oil, as needed. The inspection of the cylinder for uneven wear, pitting and corrosion on the cylinder rod should also be part of the maintenance program. Misalignment of the cylinder can result in uneven wear of the cylinder rod and can prematurely wear the seals, resulting in reduced life of the hydraulic cylinder.

The O&M manual indicates there is at least one spare cylinder stored in the Silver Lake Plant. It is recommended that RPU purchase a new cylinder and then rotate the existing cylinders out of service (with the newly purchased cylinder and the spare cylinder currently stored at the plant storeroom). A physical inspection could then be performed on the used cylinders that would determine the basis for the next cylinder replacement interval.

The estimate for replacement of the hydraulic cylinders makes several assumptions. First, it is assumed that the time in which the gate is out of service should be minimized, so both cylinders are removed simultaneously with two different cranes. It is also assumed that the set up and calibration procedures for the spare cylinders will be performed by RPU workers supervised by the manufacturer's technicians. Finally, the hydraulic oil is assumed to be filtered and reused with a minimum amount of makeup.

The north cylinder was assumed to be removed with a 90-ton crane (104 ft. boom length) located in the right abutment area next to the control house. The south cylinder was assumed to be removed with a 175-ton crane (161 ft. boom length) located near the south abutment.

### ***Concrete Repairs***

Concrete repairs in the tainter gate bays were performed as a part of the 2015 project. On-going concrete repairs will be needed in order to maintain the structure. There are currently a couple of small areas requiring repair, however additional concrete repairs are assumed as the structure ages.

### ***Rip-Rap Maintenance***

Two scour holes developed downstream of the downstream apron at the far right and left ends of the dam (with respect to facing downstream). The left scour hole develops when the tainter gates are opened. The right scour hole resides near a large storm sewer outlet that discharges into the river through the concrete wall just upstream of the bridge abutment. Both scour holes were filled with rip-rap during the 2015 repair project and have since reestablished. Erosion protection should be replaced at these two areas to prevent further scouring that could result in dam stability issues.

### ***Periodic Inspections***

The dam's operations and maintenance manual assembled by the U.S. Army Corps of Engineers requires that a periodic inspection be performed every five years. Therefore, RPU should include budget for engineering services on a five year interval to perform the periodic inspections

### ***Safety Buoy Installation***

Currently, one unmarked buoy was identified upstream of the dam. RPU has indicated that new safety buoys are desired on the upstream side of the dam. Budget for additional buoy installation is included in the maintenance budget.

### ***Forecasted Maintenance Budget***

An opinion of approximate maintenance and repair costs associated with the referenced items have been compiled in the Table 1 below. Forecasted costs are in today's dollar (2019). Inflation and time-value of money have not been incorporated.

The project costs provided have been made on the basis of Barr's experience and qualifications and represents our best judgment as experienced and qualified professionals familiar with the project. The cost opinion is based on project-related information available to Barr at this time without completion of any design work. The opinion of cost may change when designs are completed. In addition, since we have no control over the cost of labor, materials, equipment, or services furnished by others; over the contractor's methods of determining prices; or over competitive bidding or market conditions, Barr cannot and does not guarantee that the proposals, bids, or actual construction costs will not vary from the budget included in Table 1.

**Table 1**  
**Silver Lake Dam**

**Table 1, Forecasted Maintenance Budget**

	2 years	5 years	10 years	20 years
<b>Hinged Leaf Gate Overhaul</b>				
Cofferdam and Dewatering		\$100,000		
Temp. Erosion Mitigation D/S of Tainter Gates		\$50,000		
Sandblast / Repainting		\$350,000		
Seal Replacement		\$100,000		
Replace Bushing & Other Mechanicals		\$60,000		
Cylinder Overhaul		\$100,000		
Contractor Mobilization		\$115,000		
<b>Subtotal</b>	<b>\$0</b>	<b>\$875,000</b>	<b>\$0</b>	<b>\$0</b>
Dive Inspection & Engineer Review	\$30,000			
Concrete Repair			\$40,000	
Riprap Replacement		\$50,000		
Buoy Installation	\$25,000			
Engineering for Above Items	\$10,000	\$140,000	\$10,000	\$0
Periodic Inspections		\$15,000	\$15,000	\$30,000
<b>Total by Year</b>	<b>\$65,000</b>	<b>\$1,080,000</b>	<b>\$65,000</b>	<b>\$30,000</b>
<b>Total</b>	<b>\$1,240,000</b>			

***On-Going RPU Maintenance***

Table 1 does not include any contingency or RPU costs to operate, observe, and maintain the dam on a regular basis. RPU costs associated with operating the facility should be incorporated into the budget.

Please do not hesitate to contact me regarding any questions relating to this letter or Table 1.

Regards,

Cordelle Thomasma, P.E.

Attachment: 2019-11-21\_SLD\_forecasted maintenance estimate (12647 : Silver Lake Dam Modification Project)



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a contribution of \$1.24 million towards the Silver Lake Dam Modification Project.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 24th day of November, 2020

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 12651)

Meeting Date: 11/24/2020

---

**SUBJECT: Neighbors Chipping In: Helping, Caring, Sharing**

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**PREPARED BY: Patty Hanson**

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ITEM DESCRIPTION:

**Neighbors Chipping In** is designed to provide financial assistance to families in need of help. It is a volunteer program where RPU customers agree to have their monthly utility bill “rounded up” to the next whole dollar amount or they have the option of selecting a monthly amount (e.g. \$1, \$5, \$10) in addition to their utility bill. The extra money paid on the utility bill goes towards helping customers struggling to pay their RPU utility bill(s).

RPU is collaborating with Three Rivers Community Action (Three Rivers). One hundred percent (100%) of funds received from the **Neighbors Chipping In** program will go to Three Rivers to allocate to those customers that have filled out an application for Energy Assistance and qualify. Three Rivers is the perfect partner to help in this venture since they already qualify and administer Federal (LIHEAP) dollars to RPU customers as part of the annual Energy Assistance program.

Responsibilities of our partnership will be outlined in a Memorandum of Understanding (MOU). A draft included is currently with Three Rivers for review and comments. Final non-substantative edits may be necessary thus we are requesting final approval of the MOU be delegated to the General Manager subject to City Attorney approval.

Our anticipated launch date is the end of January, early February 2021.

UTILITY BOARD ACTION REQUESTED:

Direct staff to execute an MOU with Three Rivers, subject to General Manager and City Attorney approval, and implement the program.

## Memorandum of Understanding

This Memorandum of Understanding (MOU) is made on \_\_\_\_\_, by and between the City of Rochester acting through its Public Utility (RPU), of Rochester, Minnesota and Three Rivers Action Community (Three Rivers), of Rochester, Minnesota for the purpose of achieving the various aims and objectives relating to RPU's ***Neighbors Chipping In*** program.

WHEREAS RPU and Three Rivers desire to enter into an agreement in which RPU and Three Rivers will work together to complete the program goals;

AND WHEREAS RPU and Three Rivers are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the program goals;

### Purpose

The purpose of the MOU is to clearly identify the roles and responsibilities of each party as they relate to administering RPU's ***Neighbors Chipping In*** program.

### Background

***Neighbors Chipping In*** is designed to provide financial assistance to families in need of help. It is a volunteer program where RPU customers agree to have their monthly utility bill "rounded up" to the next whole dollar amount or they have the option of selecting a monthly amount (e.g. \$1, \$5, \$10) in addition to their utility bill. The extra money paid on the utility bill, or in conjunction with the bill depending on which option they choose, goes towards helping the less fortunate pay their RPU utility bill(s).

RPU is collaborating with Three Rivers Community Action (Three Rivers). One hundred percent (100%) of funds received from the ***Neighbors Chipping In*** program will go to Three Rivers to allocate funds to those customers that have filled out an application for assistance and qualify. Three Rivers is the perfect partner to help in this venture since they already qualify and administer Federal dollars to RPU customers as part of the annual Energy Assistance program.

### Responsibilities

RPU

- Advertise and promote the program to RPU customers
- Manage all customer opt-ins and opt-outs
- Manage metrics on program participation
- Handle all customer inquiries regarding program details, participation, and /or escalation issues

- On a quarterly basis(TBD based on participation), transfer donated dollars to Three Rivers
- Provide assistance to Three Rivers in determining customer balances, past due amounts or deposit requirements

#### Three Rivers

- Will receive-in donated program funds from RPU to allocate to qualifying RPU customers
- Will follow current Energy Assistance guidelines to qualify RPU customers
- Seek assistance from RPU staff in determining past due balances for correct allocation amount(s)
- Can allocate up to \$600 per customer account
- Allocate payments to RPU for qualifying customers
- Provide quarterly reporting similar to the Energy Assistance program

#### Termination

This MOU will remain in effect until termination. Termination of the MOU will be by a 30 days written notification by one or both parties of this agreement. No just cause will be required for termination.

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Three Rivers Community Action**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Rochester Public Utilities**



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the Memorandum of Understanding with Three Rivers Community Action, following final review and edits delegated to the General Manager subject to City Attorney approval, to implement the

### NEIGHBORS CHIPPING IN PROGRAM

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 24th day of November, 2020.

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President

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Secretary



## FOR BOARD ACTION

Agenda Item # (ID # 12646)

Meeting Date: 11/24/2020

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**SUBJECT: Review of Accounts Payable**

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**PREPARED BY: Christina Bailey**

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ITEM DESCRIPTION:

UTILITY BOARD ACTION REQUESTED:

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 10/13/2020 To 11/10/2020  
**Consolidated & Summarized Below 1,000**

**Greater than 50,000 :**

1			
2			
3	SOUTHERN MN MUNICIPAL POWER A	October SMMPA Bill	6,535,400.87
4	MN DEPT OF REVENUE	Sept Sales & Use Tax	828,292.88
5	BENIKE CONSTRUCTION (P)	Mechanical Systems Upgrade	450,426.51
6	ELCOR CONSTRUCTION INC	Watermain Reconstruction	299,769.70
7	M.K. PAINTING INC	Northern Heights Standpipe Re-paint	215,000.00
8	CONSTELLATION NEWENERGY-GAS D	September Gas - SLP	193,334.38
9	EPLUS TECHNOLOGY INC	8EA-Nexus Switches	109,072.31
10	SMART ENERGY SYSTEMS LLC	2018-21 Smart Customer Subscription	106,152.53
11	USIC LOCATING SERVICES INC	August, September, October-Locating Services	104,160.35
12	NEW AGE TREE SERVICE INC	904 Tree Clearance	95,225.63
13	NORTH CENTRAL INTERNATIONAL L	2021 Intl MV607 SBA 4x2 chassis (V674)	85,409.59
14	ABB INC PAYMENT	2EA-Circuit breaker, 169kV	69,463.41
15	BORDER STATES ELECTRIC SUPPLY	2640ROL-Tape, Fireproof, 3.0" x 20'	63,228.00
16	WRIGHT TREE SERVICE INC	Hourly Tree Removal 2019-2020~	50,065.53
17			
18		<b>Price Range Total:</b>	<b>9,205,001.69</b>
19			

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

20			
21			
22	PAYMENTUS CORPORATION	September Electronic Bill Payment Services	46,910.07
23	SCHWICKERTS COMPANY INC	SLP Unit 4 Turbine Roof and A/C Replacement	44,001.25
24	A & A ELECT & UNDERGROUND CON	2017-2022 Directional Boring	39,895.00
25	MN MUNICIPAL UTILITIES ASSN C	Safety Mgmt Prog & Job Trng-10/2020-9/2021	39,600.00
26	CENTRAL MINNESOTA MUNICIPAL P	October Capacity for CMPA	37,400.00
27	BLUESPIRE STRATEGIC MARKETING	2020-23 RPU Plugged In Contract	36,288.00
28	E SOURCEC COMPANIES LLC	Prof Srvs-Eval, Design, Implementation-AMI Solutions	35,548.00
29	TELVENT USA LLC	Cayenta/CIS Responder Interface	34,175.00
30	FRANKLIN ENERGY SERVICES LLC	2020 DSM / CIP Services-Q4	31,362.50
31	KREOFISKY BUILDING SUPPLIES	Cascade Creek Air Compressor Shed	29,650.00
32	CONSTELLATION NEWENERGY-GAS D	September Gas - WES	27,465.13
33	PARAGON DEVELOPMENT SYSTEMS I	IT Help Desk Consultant	26,795.00
34	DOXIM UTILITEC LLC	2017-2022 Bill print and mail services	26,103.08
35	ITRON INC	300EA-Itron, 500W Openway Riva Pit ERT	26,100.00
36	PEOPLES ENERGY COOPERATIVE (P	October Compensable	24,604.96
37	MAYO CLINIC	CIP-Lighting (C&I)-Incentives/Rebates	24,483.70
38	EPLUS TECHNOLOGY INC	164EA-Transceiver Module	23,400.09
39	THE ENERGY AUTHORITY INC	October Resource Management Fee	23,193.87
40	KANTOLA CONSULTING	Phase II Customer Mapping	21,600.00
41	FORBROOK LANDSCAPING SERVICES	Landscaping Svcs-Silver Lake, SC, SLP, Crosstown Sub	20,925.91
42	CONSTELLATION NEWENERGY-GAS D	September Gas - CC	18,162.66
43	S L CONTRACTING INC	2020 Sidewalk Drainage Improvement	17,970.00
44	ITRON INC	2021 Mobile walk-by subscription	16,852.39
45	BADGER METER INC (P)	120EA-Meter, Bare E-Series 3/4"(57) Ultr	16,680.00
46	WESCO DISTRIBUTION INC	7814FT-Wire, AL, 15kV, 4/0 Str, 1/C, Jkt	15,620.19
47	XYLO TECHNOLOGIES INC	2020 IT Helpdesk Support	15,488.00
48	ULTEIG ENGINEERS INC	Transmission Relay Coordination Study	15,064.00
49	US BANK - VOYAGER	October Fuel	14,404.32
50	VISION COMPANIES LLC (P)	Consulting-Leadership Journey, Offsite Planning	13,012.50
51	CENTURYLINK (P)	2018-23 Monthly Telecommunications	13,008.79
52	WELLS FARGO BANK ACCT ANALYSI	October Banking Services	11,136.02
53	MURCAL INC dba	100EA-Spark plug	10,660.78

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**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
**For 10/13/2020 To 11/10/2020**  
**Consolidated & Summarized Below 1,000**

54	ELITE CARD PAYMENT CENTER	60EA-Spark plug	10,657.20
55	RESCO	3000FT-Conduit, HDPE, 5.00, Empty, SDR 1	10,440.00
56	NEW AGE TREE SERVICE INC	Dam Clearing Project	10,420.31
57	MASTEC NORTH AMERICA INC	2020 Joint Trench Directional Boring	10,347.15
58	FORBROOK LANDSCAPING SERVICES	CSC Tree Removal & Add on's	10,169.90
59	BURNS & MCDONNELL INC (P)	Cost of Survey and Rate Design	9,927.60
60	RESCO	4000FT-Cable in Conduit AL 600V 4/0-2/0	9,396.45
61	MN UNCLAIMED PROPERTY DIVISIO	2020 MN Unclaimed Aggregate and CRAs	9,176.17
62	ROCHESTER MN PROPERTIES LLC	CIP-Dishwashers-Incentives/Rebates	9,100.00
63	STUART C IRBY CO INC	6EA-Trans, PM, 1ph, 50kVA, 13.8/8, 240	8,616.00
64	ROCHESTER MN PROPERTIES LLC	CIP-Clothes Washers-Incentives/Rebates	8,100.00
65	REBATES	CIP Conserve&Save Clothes Washer Rebate	8,100.00
66	ADVANTAGE DIST LLC (P)	330GAL-Oil, Transformer	8,005.80
67	ITRON INC	2020-21 FCS License/Support	7,481.25
68	WESCO DISTRIBUTION INC	18EA-Elbow	7,475.22
69	VERIZON WIRELESS	2020 Cell & iPad Monthly Service	7,421.83
70	ROCHESTER MN PROPERTIES LLC	CIP-Refrigerators-Incentives/Rebates	7,025.00
71	SPRINT	Antenna Mod Escrow Ref-Willow#94/45-5605	6,942.50
72	KATS EXCAVATING LLC	808 6th Ave SW	6,750.00
73	ELEVATE MARKETING SOLUTIONS L	October Advertising	6,686.00
74	TWIN CITY SECURITY INC	2020 Security Services	6,492.65
75	AMER WATER WORKS ASSN	AWWA Membership-9 Members	6,475.00
76	GLOBAL RENTAL COMPANY INC	Truck Rental-Altec AT41M aerial device	6,412.50
77	FORBROOK LANDSCAPING SERVICES	SLP Brick Bldg & Lot	6,311.18
78	SCHWEITZER ENGINEERING LAB IN	1EA-Relay, SEL 387-6, 48V DC, Panel	6,300.00
79	HYLANDS	CIP-Lighting (C&I)-Incentives/Rebates	6,218.91
80	FORBROOK LANDSCAPING SERVICES	7 Maple Fall Fiesta Trees Planted at Service Center	5,949.54
81	PARSONS ELECTRIC	Westside Network Infrastructure Cabling	5,926.00
82	FLOYD TOTAL SECURITY	10EA-Outdoor Motionviewer detector	5,862.00
83	STUART C IRBY CO INC	1EA-Trans, PM, 3ph, 112.5kVA, 13.8/8, 208	5,646.00
84	LEAGUE OF MN CITIES INS TRUST	Claim Settlement	5,400.00
85	BDG5 OFFICE LLC	CIP-Cooling Eq. (C&I)-Incentives/Rebates	5,390.28
86	AE2S INC	Consulting Services-Water Comprehensive Plan	5,388.25
87	EXPRESS SERVICES INC	2020 Seasonal Staff Facilities	5,358.00
88	BADGER METER INC (P)	29EA-Meter, Bare E-Series 1" Ultra , 10.	5,249.00
89	CITY OF ROCHESTER	CIP-Lighting (C&I)-Incentives/Rebates	5,171.40
90	AMERICAN FENCE COMPANY	Fence for Hydro substation	5,141.00
91	NALCO COMPANY LLC	1DRM-Antiscale, NALCO PC-191T.12	5,091.84

**Price Range Total:** 1,073,583.14

**1,000 to 5,000 :**

97	REBATES	CIP Conserve & Save Rebates - Toilets	4,950.00
98	WESCO DISTRIBUTION INC	6EA-Deadbreak junction	4,817.28
99	NEW ERA DEVELOPMENT FOUR LLC	CIP-VSDs-Incniivs/Rebates	4,800.00
100	KATS EXCAVATING LLC	3314 9th Ave NW	4,800.00
101	SUNBELT RENTALS	Rental - 135' Manlift	4,800.00
102	PROCESS MEASUREMENT CO	2020 Equipment calibration	4,659.32
103	MINNESOTA ENERGY RESOURCES CO	September Gas - SLP	4,593.14
104	AMWA	AMWA Membership	4,472.00
105	GDS ASSOCIATES INC	Professional Services - FERC Filing	4,400.00
106	STUART C IRBY CO INC	48EA-Cutout, 15KV, 100A, NLB, Poly	4,396.80

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107	TECHNOLOGY PARK APARTMENTS LL	CIP-Refrigerators-Incentives/Rebates	4,100.00
108	TECHNOLOGY PARK APARTMENTS LL	CIP-Dishwashers-Incentives/Rebates	4,000.00
109	BORDER STATES ELECTRIC SUPPLY	3000FT-Wire, AL, 600V, 4/0-2/0 NEU YS Tr	3,960.39
110	BURNS & MCDONNELL INC (P)	Underground Duct System RFP's	3,955.20
111	ELITE CARD PAYMENT CENTER	20EA-Spark plug	3,900.00
112	WIESER CONCRETE PRODUCTS INC	9EA-Barrier, Concrete	3,771.00
113	MINNESOTA ENERGY RESOURCES CO	September Gas - WES	3,736.69
114	CONSOLIDATED COMMUNICATIONS d	2018-20 Network and Co-location Services	3,520.96
115	ZIEGLER INC	Re-Seal Hammer Parts & Labor	3,506.27
116	CENTURY FENCE CO INC	Westside Gate Improvements	3,450.00
117	CONDUX INTERNATIONAL INC	1EA-Guide, Cable	3,382.36
118	RESCO	24EA-Junction, LB, 200A, 4 Pos, w/Strap	3,146.40
119	IHEART MEDIA dba	September 2020 Radio Advertising	3,090.00
120	EPLUS TECHNOLOGY INC	Informacast Mainenance Renewal	3,086.55
121	SAHIBA HOSPITALITY GROUP LLC	CIP-Cooling Eq. (C&I)-Incentives/Rebates	3,001.24
122	STUART C IRBY CO INC	2EA-Trans, PM, 1ph, 50kVA, 13.8/8, 240	2,856.00
123	MIDCONTINENT ISO INC	October MISO Fees	2,855.03
124	ELITE CARD PAYMENT CENTER	WES Roof Access Parts	2,842.18
125	RESCO	8EA-Tran, Pad Extension Vertical, 1500A	2,825.44
126	SCHWEITZER ENGINEERING LAB IN	12EA-Fault Indicator, Overhead	2,760.00
127	BORDER STATES ELECTRIC SUPPLY	100EA-Elbow, 15kV, 200A, LB,1/0 Sol,175-	2,724.00
128	SIDE EFFECTS INC	Advertising Mayo Scoreboard (3 yrs)	2,700.00
129	CRESCENT ELECTRIC SUPPLY CO	7000FT-Wire, Copper, 600V, 12-2 Solid w/	2,676.04
130	WIESER PRECAST STEPS INC (P)	2EA-Grd Sleeve, Switch Basement, PME	2,580.00
131	STUART C IRBY CO INC	10EA-Grd Sleeve, 3ph Sect. Encl, 18 x 67	2,550.00
132	EPLUS TECHNOLOGY INC	2020 Network Maintenance Services	2,544.00
133	JOHNSON PRINTING CO INC	Print Cold Weather Brochure	2,538.28
134	US DEPARTMENT OF HOMELAND SEC	Premium Processing Fee	2,500.00
135	AMERICAN WATER WORKS	CIP-Cooling Eq. (C&I)-Incentives/Rebates	2,500.00
136	CITY OF ROCHESTER	Workers Comp Reins Installment #4	2,443.95
137	ROCHESTER AREA FAMILY Y	CIP-Cooling Eq. (C&I)-Incentives/Rebates	2,433.64
138	GDS ASSOCIATES INC	MISO Attch O Consulting Service	2,415.00
139	FCX PERFORMANCE INC	3EA-Switch, Level Switch, G2, VDR, LS140	2,373.00
140	EPLUS TECHNOLOGY INC	SCADA Firewall	2,332.00
141	KNXR - FM	September Radio Ads	2,300.00
142	TANI DIVISION BD SCHIFFLER IN	1EA-Turbo Inlet Wye	2,296.00
143	CUSTOMER REBATE	CIP-AirSrc Heat Pumps-Incentives/Rebates	2,283.00
144	AMARIL UNIFORM COMPANY	8EA-Bibs, FR, Unlined, Waterproof	2,257.20
145	GERTENS GREENHOUSE & GARDEN C	Spraying at Substations	2,243.76
146	STUART C IRBY CO INC	2EA-Trans, PM, 1ph, 25kVA, 13.8/8, 240	2,228.00
147	CONDUX INTERNATIONAL INC	1EA-Block, 8", 60 deg	2,185.91
148	PARAGON DEVELOPMENT SYSTEMS I	3EA-Veeam Backup Starter License	2,162.71
149	OPEN ACCESS TECHNOLOGY	webCompliance Service for November	2,008.50
150	ADVANCED DISPOSAL SVC SOLID W	2020 Waste removal SC	1,973.15
151	HAWK & SON'S INC	Install Beam for Unit Support at SLP	1,950.00
152	AIRGAS SAFETY INC	1EA-Docking station, Gas detector	1,939.63
153	BARR ENGINEERING COMPANY (P)	Groundwater Consulting Services	1,928.50
154	JETTER CLEAN INC	Clean Floor Drains	1,923.75
155	ONLINE INFORMATION SERVICES I	2020 Utility Exchange Report	1,917.91
156	ADAPTA	CIP-Cooling Eq. (C&I)-Incentives/Rebates	1,912.50
157	EPLUS TECHNOLOGY INC	2021 Avocent Maintenance	1,910.19
158	ArchKey Technologies dba	Camera Replacement - SC South Parking Lot	1,880.00
159	KNXR - FM	October Radio Ads	1,800.00
160	BORDER STATES ELECTRIC SUPPLY	5000EA-Meter Seal, Yellow Padlock	1,763.44

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161	D P C INDUSTRIES INC	2020 Chlorine, 150 lb Cyl	1,666.50
162	STUART C IRBY CO INC	300EA-Conn, Bump Sleeve, #4 ACSR	1,635.00
163	VERIZON CONNECT NWF INC	September GPS Fleet Tracking	1,624.40
164	CUSTOMER REBATE	CIP-AirSrc Heat Pumps-Incentives/Rebates	1,620.00
165	PARSONS ELECTRIC	Supply and Install Cabinet and Rack at WES	1,613.00
166	TECHNOLOGY PARK APARTMENTS LL	CIP-LED Bulbs-Incentives/Rebates	1,597.68
167	SUNBELT RENTALS	Rental of Material Handling Equipment for GT2	1,597.26
168	FORUM COMMUNICATIONS COMPANY	2021 RPU Budget Ad#6597451	1,585.50
169	WESCO DISTRIBUTION INC	100EA-Animal Guard, 2.50"-3.50" (Guthie	1,584.96
170	CONDUX INTERNATIONAL INC	3EA-Guide, Mini-corner cable	1,582.59
171	POMPS TIRE SERVICE INC	6 Tires	1,512.07
172	OFFICE OF PIPELINE SAFETY	MNOPS Fee	1,500.00
173	GDS ASSOCIATES INC	2019 NERC Compliance Assistance	1,500.00
174	CDW GOVERNMENT INC	3EA-Transceiver, Stand-alone	1,487.37
175	STUART C IRBY CO INC	22EA-Arrester, 10kV, Dist, Elbow MOV	1,477.30
176	BADGER METER INC (P)	24EA-Badger M25HRE CFReg Wired Itron	1,464.00
177	CITY OF ROCHESTER	USGS Guaging Station-SFork Zumbro	1,430.50
178	AMERICAN WATER WORKS	CIP-Lighting (C&I)-Incentives/Rebates	1,422.55
179	D P C INDUSTRIES INC	2020 Hydrofluorosilicic Acid - Delivered	1,420.53
180	PARAGON DEVELOPMENT SYSTEMS I	Technical Support Services	1,413.75
181	SCHMIDT GOODMAN OFFICE PRODUC	Printer Cabinets	1,390.39
182	D P C INDUSTRIES INC	2020 Carus 8500 Aqua Mag F35	1,379.70
183	CHS ROCHESTER	665GAL-Fuel Oil, IBM Gen-Set	1,353.28
184	MED CITY PAINTING & DECORATIN	Refund Customer due to Overpmt & RPU Error	1,352.67
185	U S A SAFETY SUPPLY	40EA-Cap, Beanie Style Stocking Cap, FR	1,344.49
186	R & M DEVELOPMENT COMPANY	Refund Customer Overpayment	1,312.54
187	HI LINE UTILITY SUPPLY CO (P)	5ROL-Pull Tape, Printed, .750" x 3000'	1,294.15
188	MID CENTRAL ELECTRIC CO INC	2EA-Trans, Cap Bank Control, .5kVA, 7960	1,292.00
189	CITY OF ROCHESTER	September Workers Comp Admin Fees	1,282.00
190	EPLUS TECHNOLOGY INC	OSI SCADA Version Upgrade	1,272.00
191	GREAT RIVER ENERGY	2020 Minnesota Transmission Owners Assessment	1,270.97
192	KENNEDY & GRAVEN CHARTERED	Legal Services-Cane Acquisition	1,250.50
193	CONDUX INTERNATIONAL INC	3EA-Swivel, Pull-Eye	1,247.91
194	GRAINGER INC	Ceiling Heater for CC Building Expansion	1,245.63
195	CLAREY'S SAFETY EQUIPMENT dba	2-Climbing Harnessess	1,220.00
196	ROCHESTER ARMORED CAR CO INC	2020 Pick Up Services	1,187.25
197	CRESCENT ELECTRIC SUPPLY CO	1800FT-Wire, AL, 600V, #2-#4 ACSR NEU Tr	1,178.30
198	HAWKINS INC	3DRM-Caustic Soda (SLP) 51 Gallon Drums	1,171.79
199	MISSISSIPPI WELDERS SUPPLY CO	2020 Generation Calibration Gases	1,129.96
200	ASSEMBLY OF GOD	CIP-Cooling Eq. (C&I)-Incentives/Rebates	1,087.00
201	EPLUS TECHNOLOGY INC	SCADA Firewall Config	1,060.00
202	RESCO	10EA-Trans Pad, Black Plastic	1,051.50
203	PARSONS ELECTRIC	2020 Facilities work	1,040.24
204	CHS ROCHESTER	Fuel for Booster at Well 36	1,033.78
205	MARTIN ENTERPRISES LLC	Customer Refund - Overpayment	1,030.00
206	HALLBERG ENGINEERING INC	HVAC Upgrade Commissioning	1,028.00
207	CENTURYLINK	Monthly Internet Charges	1,027.34
208	K A A L TV LLC	October Ads	1,005.00
209			
210		<b>Price Range Total:</b>	254,881.66
211			
212	<b><u>0 to 1,000 :</u></b>		
213			

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**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 10/13/2020 To 11/10/2020  
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214	REBATES	Summarized transactions: 105	27,245.94
215	EXPRESS SERVICES INC	Summarized transactions: 15	13,743.67
216	CUSTOMER REFUNDS (CIS)	Summarized transactions: 99	12,317.76
217	ELITE CARD PAYMENT CENTER	Summarized transactions: 41	11,784.86
218	WESCO DISTRIBUTION INC	Summarized transactions: 22	7,229.34
219	CITY LAUNDERING COMPANY	Summarized transactions: 44	5,970.07
220	VIKING ELECTRIC SUPPLY INC	Summarized transactions: 36	4,592.53
221	POMPS TIRE SERVICE INC	Summarized transactions: 14	4,212.85
222	BORDER STATES ELECTRIC SUPPLY	Summarized transactions: 16	3,914.08
223	STUART C IRBY CO INC	Summarized transactions: 13	3,673.11
224	U S A SAFETY SUPPLY	Summarized transactions: 24	3,610.79
225	TANI DIVISION BD SCHIFFLER IN	Summarized transactions: 15	3,500.59
226	CRESCENT ELECTRIC SUPPLY CO	Summarized transactions: 50	3,438.81
227	GARCIA GRAPHICS INC	Summarized transactions: 17	3,286.50
228	EPLUS TECHNOLOGY INC	Summarized transactions: 6	2,881.74
229	LAWSON PRODUCTS INC (P)	Summarized transactions: 11	2,819.92
230	CITY OF ROCHESTER	Summarized transactions: 10	2,596.85
231	CORE & MAIN LP (P)	Summarized transactions: 9	2,284.48
232	REBATES	Summarized transactions: 12	2,277.49
233	CONDUX INTERNATIONAL INC	Summarized transactions: 12	1,957.30
234	MINNESOTA ENERGY RESOURCES CO	Summarized transactions: 7	1,838.69
235	INNOVATIVE OFFICE SOLUTIONS L	Summarized transactions: 13	1,820.48
236	NORTH CENTRAL INTERNATIONAL L	Summarized transactions: 8	1,815.08
237	FLOYD TOTAL SECURITY	Summarized transactions: 5	1,609.23
238	CHS ROCHESTER	Summarized transactions: 2	1,507.94
239	ADVANCE AUTO PARTS	Summarized transactions: 34	1,452.49
240	RESCO	Summarized transactions: 8	1,442.42
241	FORBROOK LANDSCAPING SERVICES	Summarized transactions: 2	1,430.00
242	CENTURYLINK	Summarized transactions: 3	1,405.84
243	GRAINGER INC	Summarized transactions: 14	1,358.93
244	MCMASTER CARR SUPPLY COMPANY	Summarized transactions: 20	1,307.92
245	COOPER POWER SYSTEMS	Summarized transactions: 6	1,244.60
246	POWER DYNAMICS INC	Summarized transactions: 2	1,222.97
247	CENTURYLINK (P)	Summarized transactions: 7	1,154.81
248	PETERSON FRANK	Summarized transactions: 5	1,149.15
249	WERNER ELECTRIC SUPPLY	Summarized transactions: 32	1,106.93
250	SMART ENERGY SYSTEMS LLC	Summarized transactions: 2	1,065.84
251	ITRON INC	Summarized transactions: 2	1,053.08
252	CUSTOM COMMUNICATIONS INC	Summarized transactions: 2	1,028.52
253	CITY LAUNDERING COMPANY	Summarized transactions: 7	1,028.04
254	JOHN HENRY FOSTER MN INC (P)	Summarized transactions: 3	1,013.53
255	FIRST CLASS PLUMBING & HEATIN	Summarized transactions: 4	1,009.91
256	METRO SALES INC	Summarized transactions: 2	998.29
257	A T & T	Summarized transactions: 1	988.67
258	UNITED STATES POSTAL SERVICE	Summarized transactions: 2	965.00
259	WSB & ASSOCIATES	Summarized transactions: 2	947.50
260	TOKAY SOFTWARE dba	Summarized transactions: 1	942.00
261	GERTENS GREENHOUSE & GARDEN C	Summarized transactions: 5	930.64
262	SUNBELT RENTALS	Summarized transactions: 1	920.46
263	ELECTRIC SCIENTIFIC CO INC	Summarized transactions: 1	908.44
264	A & A ELECT & UNDERGROUND CON	Summarized transactions: 1	895.00
265	ALTEC INDUSTRIES INC	Summarized transactions: 4	865.18
266	BLUESPIRE STRATEGIC MARKETING	Summarized transactions: 1	856.90
267	DAKOTA SUPPLY GROUP	Summarized transactions: 10	832.92

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268	AUTOMATIONDIRECT.COM	Summarized transactions: 4	824.01
269	ON SITE SANITATION INC	Summarized transactions: 2	811.80
270	CORPORATE WEB SERVICES INC	Summarized transactions: 1	808.50
271	NORTH AMERICAN SWITCHGEAR INC	Summarized transactions: 3	804.37
272	MN DEPT OF HEALTH - WELL MGMT	Summarized transactions: 1	800.00
273	FIRST SUPPLY (P)	Summarized transactions: 6	783.92
274	SEEME PRODUCTIONS LLC	Summarized transactions: 1	780.00
275	WIESER CONCRETE PRODUCTS INC	Summarized transactions: 3	777.41
276	WARNING LITES OF MN INC (P)	Summarized transactions: 1	770.50
277	LANGUAGE LINE SERVICES INC	Summarized transactions: 1	760.93
278	MASTEC NORTH AMERICA INC	Summarized transactions: 1	753.60
279	HARRIS ROCHESTER INC (HIMEC)	Summarized transactions: 1	745.50
280	THE ENERGY AUTHORITY INC	Summarized transactions: 1	735.42
281	FASTENAL COMPANY	Summarized transactions: 13	717.15
282	US DEPARTMENT OF HOMELAND SEC	Summarized transactions: 1	700.00
283	TEREX UTILITIES INC	Summarized transactions: 2	697.42
284	MISSISSIPPI WELDERS SUPPLY CO	Summarized transactions: 9	689.90
285	CDW GOVERNMENT INC	Summarized transactions: 5	685.52
286	GRAYBAR ELECTRIC COMPANY INC	Summarized transactions: 7	667.50
287	SCHUMACHER ELEVATOR COMPANY	Summarized transactions: 1	655.64
288	MSC INDUSTRIAL SUPPLY CO INC	Summarized transactions: 6	651.89
289	ADVANCED BUSINESS SYSTEMS INC	Summarized transactions: 2	641.41
290	ADVANCED BUSINESS SYSTEMS INC	Summarized transactions: 2	641.41
291	NEW AGE TREE SERVICE INC	Summarized transactions: 1	641.25
292	ADVANCED DISPOSAL SVC SOLID W	Summarized transactions: 2	638.52
293	SUNBELT RENTALS	Summarized transactions: 4	636.75
294	POWER DELIVERY PROGRAM INC	Summarized transactions: 1	616.00
295	HATHAWAY TREE SERVICE INC	Summarized transactions: 1	600.00
296	AMAZON.COM	Summarized transactions: 8	586.28
297	DECOOK EXCAVATING INC	Summarized transactions: 1	584.85
298	AIRGAS SAFETY INC	Summarized transactions: 4	581.34
299	BOB THE BUG MAN LLC	Summarized transactions: 1	577.12
300	NORTHERN / BLUETARP FINANCIAL	Summarized transactions: 10	566.33
301	AMARIL UNIFORM COMPANY	Summarized transactions: 7	556.31
302	VIRTEVA LLC	Summarized transactions: 2	553.75
303	ARNOLDS SUPPLY & KLEENIT CO (	Summarized transactions: 6	533.92
304	TOTAL RESTAURANT SUPPLY	Summarized transactions: 7	515.69
305	C & N UPHOLSTERY	Summarized transactions: 4	515.00
306	NUVERA	Summarized transactions: 1	510.93
307	MENARDS ROCHESTER NORTH	Summarized transactions: 10	499.33
308	MENARDS ROCHESTER SOUTH	Summarized transactions: 3	498.47
309	ROCHESTER SWEEPING SERVICE LL	Summarized transactions: 1	475.00
310	VEIT DISPOSAL SYSTEMS	Summarized transactions: 1	470.00
311	USA BLUE BOOK DBA	Summarized transactions: 2	469.64
312	WINKELS ELECTRIC INC	Summarized transactions: 1	464.19
313	THOMAS TOOL & SUPPLY INC	Summarized transactions: 4	445.72
314	BOWMAN AND BROOKE LLP	Summarized transactions: 2	444.52
315	CANON SOLUTIONS AMERICA INC (	Summarized transactions: 3	434.73
316	MENARDS ROCHESTER SOUTH	Summarized transactions: 2	429.16
317	HOGAN PETER	Summarized transactions: 1	425.00
318	S and S Supplies & Solutions	Summarized transactions: 2	422.51
319	ADVANTAGE DIST LLC (P)	Summarized transactions: 3	414.48
320	PEOPLES ENERGY COOPERATIVE	Summarized transactions: 2	411.16
321	FORBROOK LANDSCAPING SERVICES	Summarized transactions: 2	406.81

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322	NORTHERN / BLUETARP FINANCIAL	Summarized transactions: 1	402.87
323	COMMUNITY EDUCATION	Summarized transactions: 1	400.00
324	WATER SYSTEMS COMPANY	Summarized transactions: 6	373.05
325	ALTEC INDUSTRIES INC (P)	Summarized transactions: 1	352.92
326	KYLLO TODD	Summarized transactions: 1	350.00
327	PUGLEASA COMPANY INC	Summarized transactions: 3	343.46
328	ABB INC PAYMENT	Summarized transactions: 1	324.97
329	DAVE SYVERSON TRUCK CENTER IN	Summarized transactions: 3	308.86
330	PHENOVA INC	Summarized transactions: 1	302.76
331	VANCO SERVICES LLC	Summarized transactions: 1	302.44
332	WARTSILA NORTH AMERICA	Summarized transactions: 4	301.26
333	JOHNSTONE SUPPLY (P)	Summarized transactions: 2	294.62
334	SIGN DESIGN OF ROCHESTER	Summarized transactions: 2	289.11
335	MCNEILUS STEEL INC	Summarized transactions: 2	288.82
336	NALCO COMPANY LLC	Summarized transactions: 4	278.25
337	PEOPLES ENERGY COOPERATIVE	Summarized transactions: 1	268.28
338	FEDEX FREIGHT INC	Summarized transactions: 1	264.02
339	KAMAN INDUSTRIAL TECHNOLOGIES	Summarized transactions: 2	254.20
340	REGIONAL CONCRETE CUTTING INC	Summarized transactions: 1	250.00
341	ANDERTON RANDY	Summarized transactions: 1	241.00
342	MILESTONE MATERIALS	Summarized transactions: 2	234.59
343	GREAT RIVER ENERGY	Summarized transactions: 2	220.26
344	VERIZON WIRELESS	Summarized transactions: 1	217.90
345	SOLAR CONNECTION INC	Summarized transactions: 1	200.00
346	IMAGEBRIDGE DESIGN	Summarized transactions: 1	180.00
347	HENNING PROFESSIONAL SERVICES	Summarized transactions: 1	180.00
348	SOLID WASTE OLMSTED COUNTY	Summarized transactions: 5	169.60
349	JASPER ENGINEERING & EQUIP CO	Summarized transactions: 5	169.15
350	ULINE	Summarized transactions: 3	157.21
351	KAESER COMPRESSORS INC.	Summarized transactions: 6	156.59
352	SCHAEFFER MANUFACTURING CO	Summarized transactions: 2	154.33
353	PULVER MOTOR SERVICE	Summarized transactions: 1	150.00
354	NETWORK SERVICES COMPANY	Summarized transactions: 4	147.89
355	FRONTIER	Summarized transactions: 1	147.64
356	ROCHESTER CHEVROLET CADILLAC	Summarized transactions: 2	146.50
357	REINDERS INC	Summarized transactions: 2	146.46
358	ROCH SIGN SERVICE INC	Summarized transactions: 3	130.19
359	ALTERNATIVE TECHNOLOGIES INC	Summarized transactions: 1	130.00
360	MENARDS ROCHESTER NORTH	Summarized transactions: 4	129.38
361	CURVATURE INC	Summarized transactions: 1	128.68
362	BATTERIES PLUS	Summarized transactions: 1	128.21
363	CHARTER COMMUNICATIONS	Summarized transactions: 1	125.94
364	GARCIA GRAPHICS INC	Summarized transactions: 1	125.00
365	BADGER METER INC (P)	Summarized transactions: 4	115.61
366	RONCO ENGINEERING SALES INC	Summarized transactions: 2	112.74
367	MCMASTER CARR SUPPLY COMPANY	Summarized transactions: 2	112.23
368	WABASHA IMPLEMENT	Summarized transactions: 1	111.42
369	HI LINE UTILITY SUPPLY CO (P)	Summarized transactions: 1	103.54
370	THOMAS POWELL	Summarized transactions: 1	99.99
371	MID CENTRAL ELECTRIC CO INC	Summarized transactions: 1	92.43
372	BORENE LAW FIRM P.A.	Summarized transactions: 1	88.00
373	ZIEGLER INC	Summarized transactions: 1	86.60
374	FAST PHONE REPAIR LLC	Summarized transactions: 1	85.50
375	KULLOT TRAILER PARTS & SERVIC	Summarized transactions: 4	84.80

Attachment: AP Board CrMo (12646 : Review of Accounts Payable)



**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
**For 10/13/2020 To 11/10/2020**  
**Consolidated & Summarized Below 1,000**

376	SLEEPY EYE TELEPHONE CO	Summarized transactions: 1	84.76
377	GRAYBAR ELECTRIC COMPANY INC	Summarized transactions: 2	82.72
378	GLOBAL RENTAL COMPANY INC	Summarized transactions: 2	75.00
379	ALL SEASONS POWER & SPORT INC	Summarized transactions: 2	74.35
380	IDEAL SERVICE COMPANY INC	Summarized transactions: 2	73.75
381	ROCH WELDING INC	Summarized transactions: 3	73.25
382	PARSONS ELECTRIC	Summarized transactions: 1	64.00
383	OSWEILER TODD	Summarized transactions: 2	63.25
384	STAR TRIBUNE	Summarized transactions: 1	55.77
385	CLAREY'S SAFETY EQUIPMENT dba	Summarized transactions: 1	52.00
386	U S BANK	Summarized transactions: 1	46.64
387	PROPERTY RECORDS OLMSTED COUN	Summarized transactions: 1	46.00
388	T E C INDUSTRIAL INC	Summarized transactions: 1	44.46
389	MURCAL INC dba	Summarized transactions: 1	43.63
390	MINOGUE PETER	Summarized transactions: 1	43.00
391	HAWKINS INC	Summarized transactions: 3	36.86
392	CENTRAL FINANCE OLMSTED COUNT	Summarized transactions: 1	33.74
393	A T & T MOBILITY	Summarized transactions: 1	32.40
394	VIKING ELECTRIC SUPPLY INC	Summarized transactions: 2	24.26
395	MINNESOTA ENERGY RESOURCES CO	Summarized transactions: 1	24.05
396	RICHARDSON DONN	Summarized transactions: 1	23.00
397	VERIZON CONNECT NWF INC	Summarized transactions: 2	22.64
398	FIRST SUPPLY (P)	Summarized transactions: 2	15.73
399	MISTER CARWASH	Summarized transactions: 1	13.32
400	RONCO ENGINEERING SALES INC	Summarized transactions: 1	12.80
401	THOMAS TOOL & SUPPLY INC	Summarized transactions: 2	12.00
402	NAPA AUTO PARTS dba	Summarized transactions: 4	10.62
403	CITY OF ROCHESTER	Summarized transactions: 1	5.00
404	ARROW ACE HARDWARE (P)	Summarized transactions: 1	4.78
405			
406			208,437.69
407			
408			
409			10,741,904.18

Attachment: AP Board CrMo (12646 : Review of Accounts Payable)

## FOR BOARD ACTION

Agenda Item # (ID # 12656)

Meeting Date: 11/24/2020

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**SUBJECT: Debt Issuance Policy**

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**PREPARED BY: Peter Hogan**

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ITEM DESCRIPTION:

The current index of Board Policies includes a place holder for a future Debt Issuance Policy.

The authority to issue debt is vested with the City Council and is issued in the name of the City of Rochester. The City has an existing Financial Policy which includes guidance on debt issuance. The Financial Policy was adopted on August 16, 2010 by the City. A copy is attached.

Management has reviewed the City Financial Policy and recommends that the proposed future Debt Issuance Policy be removed from the current index of policies. This will reduce the likelihood that an RPU and a City policy would be in conflict. RPU will continue to follow the City financial policies that are applicable to the utility and have not been delegated to the RPU Board through Council action.

UTILITY BOARD ACTION REQUESTED:

Management recommends that the Board remove the current reference to a pending Debt Issuance Policy in its index of policies.

## City of Rochester, Minnesota

### Financial Policies

Budget Policies.....	1
Budgeted Funds	
Budget Adoption Process	
Interim Adjustments	
Revenue and Expenditures	
Contingencies and Reserve Balances.....	3
Capital Improvement .....	3
Debt .....	3
Tax Increment (previously adopted).....	4
Conduit Debt (previously adopted) .....	4
Investment (previously adopted).....	4

Adopted: 8/16/2010

Amended:

## City of Rochester, Minnesota

### Financial Policies –

#### Budget Policies

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##### Budgeted Funds:

1. Formal budgetary control is implemented during the year for the General and Special Revenue Funds.
2. Formal budgetary control is not employed for the Debt Service Funds because effective budgetary control is alternately achieved through general obligation bond indenture provisions.
3. Budgetary control for the Capital Project Funds is based on a project completion time cycle rather than an annual basis, therefore budgetary comparisons on an annual basis would not present meaningful information.

##### Budget Adoption Process:

The City follows these legal compliance procedures in establishing the budgetary data:

1. The City Administrator initiates the annual budget process with instructions to department heads and format for submitting their annual budget proposals and requests.
2. The council establishes the proposed (maximum) property tax levy by September 15<sup>th</sup> annually in accordance with State law.
3. The City Administrator compiles the departmental requests and, considering available resources, submits a recommended operating budget to the City Council prior to the end of each year for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and means of financing them.
4. The council schedules appropriate time to review the recommended budget, suggests changes and provide for public comment at a public hearing.
5. The City Council adopts the budget before the end of December annually. The budget is legally enacted through the passage of a budget resolution.

##### Interim Budget Adjustments:

1. Any changes to the adopted budget at the functional level (e.g. Public Safety, Public Works, Parks & Recreation) must be approved by formal resolution of the City Council. Therefore the legal level of budgetary control (i.e. the level at which expenditures may not legally exceed) is at the functional level.
2. Generally, budget amendments result in utilization of contingency appropriations and do not alter the total expenditure budget of the City.
3. Monitoring of budgets is maintained at the division and department level by managing staff. Expenditures in excess of the departmental budget require administrative approval.

4. All budgeted appropriations lapse at the end of the fiscal year with the exception of encumbrances in place at year-end.
5. Encumbrances (e.g. purchase orders, contracts, etc.) outstanding at year end are reported as reservations of fund balance and do not constitute expenditures or liabilities in the current year because the commitments are reappropriated and honored during the subsequent year.

#### Budget Revenue and Expenditures

1. The City will maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.
2. The City will implement policies to protect and better develop the future tax base. These policies will emphasize preserving the City's ability to grow and expand.
3. Revenues will be estimated annually using a conservative, objective and analytical process.
4. The City will attempt to maintain a diversified revenue base with increasing emphasis put on dependence on locally generated revenues.
5. The City will avoid funding on-going expenditures with one-time revenue sources and will limit such revenues to the purpose for which they were received or otherwise placed in the capital improvement fund for prioritized improvement projects.
6. The City will establish all user charges and fees at or near a level related to the direct, indirect, and overhead cost of providing the services for enterprise operations. For other activities, such as park and recreation, user fees may be set at levels less than necessary to support the activities 100%.
7. The City will annually review all charges and fees to reflect inflation and other cost increases.
8. The City will strive to pay for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.
9. The City will provide for adequate maintenance of public facilities and equipment and for their orderly replacement.
10. The City will provide for adequate funding of all retirement systems.
11. The City will maintain a control system to help adhere to the budget.
12. The City will integrate workload and performance measurement and productivity indicators with the budget.
13. Business Units and Program Activities will be used to give greater detail in the budgeting process. Programs are designed to account for a greater level of detail than will be found in the normal department/object breakdown. Programs within a department are summarized to make up the department total. Programs do not replace the department level but supplement the department level. The use of programs is particularly helpful for construction funds or large departments, where a further breakdown of department expenses is desirable.

## Contingencies and Reserve Balances

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1. The City will designate a contingency account in the annual operating budget to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected small increases in service delivery costs. Transfers from contingency account to the operating budget programs will require approval by the City Council. This contingency shall be equal to at least 2% but not exceed 5% of the appropriate budget.
2. Unreserved fund balance in the City's general fund will be maintained at 5 months of annual operating expenditures, or 42% to maintain service continuity. If unreserved fund balance falls below 42%, the City will strive to return to this level within the following three annual budget cycles.
3. The City will establish capital replacement reserve for each enterprise fund operation and maintain fund balance targets to provide for operating capital throughout the year.
4. Excess balances in the general fund and capital project funds should be utilized either to reduce City share of new bond issues, to adequately fund reserve replacement accounts, to retire existing debt, or to reduce capital outlay tax levy in subsequent years.

## Capital Improvement

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1. City Administration will develop a recommended five-year plan for capital improvements based on departmental requests and update it annually. The plan will include funding sources for each project as known or anticipated at that time.
2. The City will make all capital improvement expenditures in accordance with the Capital Improvement Program approved by the City Council and in accordance the City's debt policy. Projects using property tax revenue shall be limited to revenue available for each year of the program.
3. The Capital Improvements Program will be coordinated with the annual Operating Budget in accordance with the implementation schedule identified in the capital program.
4. The City will strive to maintain all its assets at a level adequate to protect its investments and to minimize future maintenance and replacement cost.

## Debt

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Wise and prudent use of debt provides fiscal and service flexibility advantages. Overuse of debt places a burden on the fiscal resources of the City and its taxpayers. The following guidelines provide a framework and limit on debt utilization:

### General Obligation and Enterprise Revenue Debt

1. The City will restrict the use of long-term borrowing to planned capital improvements approved in the five-year CIP plan and a limited use of short term debt for capital equipment outlay.

2. The City will strive to maintain a “pay-as-you-go” capital funding policy, supporting capital spending without use of debt, whenever feasible.
3. The City will not exceed the Legal Debt limit of 3% Taxable Market Value (2% when officially designated City of the first class).
4. The City will limit its tax levy for debt service payments to no more than 10% of the total tax levy plus annual State aids.
5. The City will limit the term of any bonds issued such that the repayment period does not exceed the useful life of the asset(s) being financed.
6. The City will limit the use of variable rate debt to that which is to be repaid by sales tax proceeds or developer repayments, the exact timing of which is somewhat unpredictable.
7. The City will maintain open communications with bond rating agencies regarding its financial condition and will follow all disclosure requirements for all outstanding issues.
8. The City will periodically review refunding mechanisms available to reduce interest cost and will exceed state and federal guidelines as to minimum present value savings to be attained through such refunding.
9. The City shall select a method of sale that shall maximize the financial benefit to the City. Such sales can be competitive or negotiated, depending upon the project and market conditions but will be recommended by a third party financial advisor along with reasoning for chosen method.
10. All methods of sale as well as structure and debt instrument type shall be subject to Council approval. The City will work with qualified financial consultants in all issues and will obtain written recommendations covering these items on every sale.
11. The City will avoid utilizing a single firm to act as both financial advisor and underwriter of a bond issue in order to avoid possible conflicts of interest.

#### **Tax Increment Financing:**

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Insert revised Business Assistance/Tax Increment Financing policy as adopted by city council on July 16, 2001

#### **Conduit Debt:**

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Insert revised Conduit Debt policy adopted by council on January 23, 2008

#### **Investment Policy:**

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Insert revised Investment Policy as adopted by council on August 17, 2009.



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the removal of the Debt Issuance Policy (Pending) from the RPU Index of Board Policies

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 24th day of November, 2020.

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President

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Secretary



## FOR BOARD ACTION

Agenda Item # (ID # 12654)

Meeting Date: 11/24/2020

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**SUBJECT: RPU Index of Board Policies**

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**PREPARED BY: Christina Bailey**

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ITEM DESCRIPTION:

UTILITY BOARD ACTION REQUESTED:

<b>ROCHESTER PUBLIC UTILITIES</b>		
<b>INDEX OF BOARD POLICIES</b>		
	<b>REVISION DATE</b>	<b>RESPONSIBLE BOARD COMMITTEE</b>
<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	3/27/2018	Policy
5. Board Procedures	3/27/2012	Policy
6. Delegation of Authority/Relationship with Management	7/24/2018	Policy
7. Member Attendance at Conferences and Meetings	12/18/2018	Policy
8. Board Member Expenses	12/18/2018	Policy
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	4/30/2019	Ops & Admin
13. Public Information and Outreach	4/30/2019	Communications
14. Application for Service	7/1/2016	Ops & Admin
15. Electric Utility Line Extension Policy	3/28/2017	Finance
16. Billing, Credit and Collections Policy	12/17/2019	Finance
17. Electric Service Availability	10/29/2019	Ops & Admin
18. Water and Electric Metering	6/26/2018	Ops & Admin
19. Electric & Water Bill Adjustment	3/10/1994	Finance
20. Rates	7/25/2017	Finance
21. Involuntary Disconnection	4/24/2018	Communications
<b>ADMINISTRATIVE</b>		
22. Acquisition and Disposal of Interest in Real Property	12/19/2017	Ops & Admin
23. Electric Utility Cash Reserve Policy	1/28/2020	Finance
24. Water Utility Cash Reserve Policy	1/28/2020	Finance
25. Charitable Contributions	6/25/2019	Communications
26. Utility Compliance	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	9/24/2019	Communications
32. Electric Utility Undergrounding Policy	9/29/2020	Ops & Admin
Red - Currently being worked on		
Yellow - Will be scheduled for revision		