

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Stansberry, Emanuelson and Cosens. Absent were Commissioners Schreiner and Ihrke. Also present were General Manager Shurts; Director, Financial & Administrative Services Bruno; Director, Engineering, Electric & Meter Services Johnson; Director, Gas, Water & Power Production Green; Manager, Energy Management & External Relations Warehime; Manager, HR, Safety, Risk & Loss Control Madson; Supervisor, Gas, Water, Buildings & Grounds Bendorf and Executive/HR Assistant Schmoll.

Commissioner Emanuelson led the Pledge of Allegiance.

General Manager Shurts read a thank you note from Commissioner Ihrke for all the “get well” wishes while he is recovering.

Minutes

The Minutes from the regular meeting of December 22, 2009 were presented to the Commission for their approval. Commissioner Cosens moved to approve the Minutes as presented. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, with Commissioner Emanuelson abstaining, the motion passed.

Committee Reports

Finance Committee: Commissioner Emanuelson reported the Finance Committee met, discussed and approved the write off of 611 accounts, for which collection is doubtful at this time, in the amount of \$364,176.82. The Committee also discussed and approved net income, cash flows, investment report, financials and Vouchers in the amount of \$4,733,563.63.

Personnel Committee: The Personnel Committee did not meet.

City Administrator’s Report

City Administrator Busse was not present at the meeting to give a report.

Public Street Lighting Rate Policy

Director, Financial and Administrative Services Bruno presented and discussed a street lighting policy to the Commission. Mr. Bruno noted this new policy is more up to date with industry standards and combines three previous policies into one. Mr. Bruno distributed a document showing the old rates for street lights and what the new proposed rates will be, along with the impact on each classification of customers. After discussion, Commissioner Emanuelson moved to approve the Public Street Lighting Rate policy as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of December 31, 2009 was presented to the Commission. General Manager Shurts distributed graphs showing the total contributed services since 1997. Mr. Shurts also distributed a graph showing the results of a study conducted by the Minnesota Municipal Utilities Association on payments in lieu of taxes. He noted the mean for MMUA member utilities is 5.4% of revenue being contributed to cities in lieu of taxes. For the SMMPA members the mean was 3.53%. After discussion, the Commission signed the Contributed Services report.

General Manager/Staff Report

Director, Engineering, Electric & Meter Services Johnson distributed an outage report in graph form to the Commission for 2009. It was noted there were only 30 outages experienced in 2009 with 13 of them being contributed to squirrels. Therefore, OPU's reliability rate for 2009 was 99.999%. Mr. Johnson attributed this excellent number to OPU's aggressive tree trimming program, noting that when the strong winds came through over the past summer there were only a couple outages caused by trees or branches falling on lines.

Supervisor, Gas, Water, Buildings & Grounds Bendorf reported, when OPU filed its annual report with the Department of Natural Resources, our permit cost \$3,500 less than last year due to pumping less water. We spent money calibrating meters at the well houses and found some meters were off which contributed to our pumping numbers being higher than actual. We dropped our numbers by 300,000,000 gallons. Our water loss also dropped from 12% to 5% partially due to the water fill station being installed at the City Shop.

Manager, Energy Management & External Relations Warehime reported he participated in a utility summit at the Target Corporate offices where outages and their impact on each store was discussed. Mr. Warehime noted, Owatonna was not indicated as a problem area. Mr. Warehime distributed and discussed the new Conserve & Save House Call program designed to provide more options and benefits to the Energy Audit program. Mr. Warehime concluded by informing the Commission OPU would be going "live" with the new customer information system on February 1, 2010.

Manager, HR, Safety, Risk & Loss Control Madson reported Mike Vick, Substation Technician, will be retiring on March 31st. She noted the position is currently posted in house and if no internal candidates are received a search will begin outside the company.

Commission Roundtable

Commissioner Cosens – Nothing.

Commissioner Emanuelson – Nothing.

Commissioner Stansberry – The February Commission meeting will need to be moved due to one Commissioner and the General Manager attending the APPA Legislative Rally. Mr. Shurts suggested the meeting be moved to Friday, February 26th at noon. He will send an email to ensure that date will work for all Commissioners.

Adjournment

There being no further business to come before the Commission, Commissioner Emanuelson moved to adjourn the meeting. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:56 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant