

The Owatonna Public Utilities Commission met in regular session in the Training Room at the Owatonna Fire Department. Present were Commissioners Schreiner, Cosens, Stansberry and Simon. Absent was Commissioner Ihrke. Also present were General Manager Bruno; Director, Engineering, Electric & Meter Services Johnson; Director, Financial & Administrative Services Fondell; Director, Gas, Water, & Power Production Green; Manager, Energy Management & External Relations Warehime; Supervisor, Information & Financial Services Turnbull; and Executive/HR Assistant Schmoll.

Commissioner Stansberry led the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular meeting of January 25, 2011 were presented to the Commission. Commissioner Cosens moved to approve the Minutes as submitted. Commissioner Simon seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Cosens reported the Finance Committee met, reviewed and approved Vouchers in the amount of \$6,433,476.33, and three work orders dealing with land acquisition and website redesign. Commissioner Cosens reported the Finance Committee had a discussion regarding the purchase of the Kavitz property and the Niles property on Lemond Road. It was the Committee's recommendation to move forward with the purchase of those properties.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee did not meet but are trying to find a date for the General Manager's review.

### **City Administrator's Report**

City Administrator Busse was not present at the meeting.

### **Credit Card Acceptance Policy**

The Credit Card Acceptance Policy, Policy #600.30, was presented to the Commission. General Manager Bruno noted staff is proposing to change the acceptance dollar limit from \$2,000 a month to \$3,000 a month. The net effect will be a slight decrease due to the decrease in fee charges from our credit card company. Commissioner Schreiner inquired as to the number of residential customers who pay by credit. General Manager Bruno will report back on that number with a spreadsheet on costs and how many customers. Commissioner Stansberry moved to approve policy #600.30, Credit Card Acceptance Policy, as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

### **Contributed Services**

The Contributed Services report as of January 31, 2011 was presented to the Commission. Manager, Energy Management & External Relations Warehime distributed a pie chart explaining the increases in Contributed Services since 2006. He noted reasons for the increase include adding the Owatonna Incubator, the Aquatic Center and the old hospital to contributed services; having to pay the

State Use Tax on contributed services; and a difference in how we are charging for street lights. After discussion, the Commission signed the report.

### **General Manager/Staff Report**

General Manager Bruno distributed information on a MMUA Regional Workshop on Electrical Accidents. He noted one of five workshop will be held in Owatonna at Cabela's on April 12<sup>th</sup>. They deal strictly with electrical accidents on the job and one of OPU's employees, Jeff Bertram, will be discussing his accident and showing some of the clothing and equipment he was wearing.

General Manager Bruno and Director, Engineering, Electric & Meter Services Johnson updated the Commission on where OPU is in regards to the flood. They discussed potential "next step" options and the difference between alternate projects, "in-kind" projects, mitigation projects and new projects and the reimbursement costs associated with each. After discussion, the Commission directed staff to design a plan for how the OPU campus would function long term and build recommendations around that vision.

Director, Gas, Water & Power Production Green reported the natural gas turbine is running through the end of the week.

Director, Financial & Administrative Services Fondell reported staff is preparing for the audit. The auditors will be in house the week of April 11<sup>th</sup>.

### **Commission Roundtable**

Commissioner Simon – Nothing.

Commissioner Stansberry – Complimented and thanked the management team for their hard work on a daily basis in far less than desirable circumstances.

Commissioner Cosens – Echoed Commissioner Stansberry stating it proves a lot about the quality of people at OPU and concluded by saying he is proud to be on the Commission and proud of the people running the company.

Commissioner Schreiner – The March SMMPA meeting is being held in Owatonna on March 9<sup>th</sup> and encouraged the other Commissioners to attend.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Simon moved to adjourn the meeting. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:09 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive/HR Assistant