

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Truelson, Emanuelson, Mayhew and Schreiner. Absent was Commissioner Moen. Also present were General Manager Kuntz, City Administrator Sparks, Finance Manager Bruno, Field Services Manager Morgan, HR/Administrative Supervisor Madson, Accountant Teresa Hottman and Administrative Assistant Tammy Schmoll

Minutes

The Minutes from the regular meeting of January 28, 2002 was presented to the Commission. Commissioner Emanuelson moved to approve the Minutes as presented. Commissioner Mayhew seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee – Commissioner Mayhew reported the Finance Committee met, reviewed and approved the Vouchers and Financial Statements as of January 31, 2002.

Personnel Committee – Commissioner Emanuelson reported the Personnel Committee met and discussed the General Manager's goals, the Management Review process and the justification of additional employee positions.

Tree Trimming Bid

The attached bid tabulation was presented to the Commission for tree trimming in 2002. Finance Manager Bruno reported two bids were submitted and staff recommends to award the bid to Asplundh Tree Expert Co., in the amount of \$155,890.00. After a brief discussion, Commissioner Mayhew moved to award the 2002 Tree Trimming bid to Asplundh Tree Experts in the amount of \$155,890.00. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of January 31, 2002 was presented to the Commission. Commission signed the report.

Franchise Ordinance

General Manager Kuntz presented the final proposals of the Franchise Ordinances. After a brief discussion, Commissioner Emanuelson moved to accept the Franchise Ordinances. Commissioner Mayhew seconded the motion. All Commissioners voting Aye, the motion passed. The Franchise Ordinances will be read at the second March City Council meeting.

General Manager's Report

General Manager Kuntz and Field Services Manager Morgan gave an update on the substation project.

Mr. Kuntz reported Midwest Wireless has their wireless internet equipment up and running on Tower #9 and a test station has been set up at the Holiday Inn.

Mr. Kuntz reported he attended the MMUA Legislative Rally and discussed items covered at the rally.

City Administrator's Report

City Administrator Sparks reported on the Bio-Terrorism workshop that was held on February 21st. He also reported the City Council has scheduled a planning retreat for April 12th.

Discussion ensued regarding a joint OPU Commission/City Council meeting. It was decided to prepare the agenda ahead of time. Mr. Kuntz and Mr. Sparks will get together to set a date.

Commissioner Emanuelson reported his term expires the end of April and he will not be seeking another term.

Commission Roundtable

Commissioner Schreiner – Nothing.

Commissioner Mayhew – Where are we on territory purchases? Field Services Manager Morgan answered Engineering is drawing up some numbers for the northeast.

Commissioner Emanuelson – Would like to see how we are doing in regards to the Strategic Plan after the first quarter.

Commissioner Truelson – What is the status on the water fountain proposal? General Manager Kuntz reported there will not be a recommended proposal at this time due to the small amount of water being questioned. Commissioner Truelson continued, if anyone on the Commission is not able to attend the regular meeting or will be late, please call.

Adjournment

There being no further business to come before the Commission, Commissioner Mayhew moved for adjournment. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:21 p.m.

Respectfully submitted,

Tammy Schmoll
Administrative Assistant