

The Owatonna Public Utilities Commission met in regular session in the training room of the Owatonna Fire Department. Present were Commissioners Schreiner, Cosens, Stansberry, Ihrke and Simon. Also present were General Manager Bruno; City Administrator Busse; Director, Financial & Administrative Services Fondell; Director, Gas, Water & Power Production Green; Supervisor, Information & Financial Services Turnbull; HR/Executive Assistant Schmoll; and Accountant Teresa Hottman.

Commissioner Stansberry led the Pledge of Allegiance.

### **Minutes**

The Minutes from the March 22, 2011 meeting were presented to the Commission. Commissioner Cosens moved to approve the Minutes as presented. Commissioner Simon seconded the motion. All Commissioners voting Aye, the motion passed. Commissioner Stansberry abstained from voting due to his absence at the March meeting.

### **Committee Reports**

Finance Committee – Commissioner Cosens reported the Finance Committee met, reviewed and approved Vouchers in the amount of \$5,339,433.70.

Personnel Committee – Commissioner Schreiner reported the Committee did not meet, but the Commission as a whole met to perform the General Manager's review. Commissioner Schreiner reported the Commission will be establishing the process for replacing the General Manager and asked Commissioner Stansberry to move from the Finance Committee to the Personnel Committee for this process.

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

City Administrator Busse reported the land purchases on Lemond Road have been finalized and things are moving along on the Walnut St. land purchases.

### **Contributed Services**

The Contributed Services report as of March 31, 2011 was presented to the Commission. The Commission signed the report.

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

General Manager Bruno announced Mayor Kuntz was not able to attend this meeting due to a family situation, but will attend the next meeting to give a recap of the APPA Legislative Rally.

Mr. Bruno updated the Commission on the HVAC system for the main building noting bids will be sent out shortly. Funds budgeted for remodeling the front office will be reallocated to the heating & ventilating system. Bids will be presented to the Commission at their May meeting for approval.

Mr. Bruno reported Manager, Energy Management & External Relations Warehime submitted a letter to the editor of the Owatonna Peoples Press discussing water service insurance offers customers are getting in the mail. The letter notes the insurance only covers leaks from the customer's house up to the property line. The customer would still be responsible for any leak from the property line to the

main. Homeowners are encouraged to check with their insurance companies before considering purchasing this insurance.

The Refrigerator & Freezer Recycling program kicked off on April 25<sup>th</sup>. In the first day, 19 customers called to schedule a pick-up. OPU's goal is 150 by the end of October.

Eight out of ten firms invited showed up for the walk through for the repurposing of the power plant. Proposals are due back May 18<sup>th</sup> and the task force will create a short list of firms that will be interviewed. Interviews are scheduled for June 9<sup>th</sup>.

Director, Financial & Administrative Services Fondell reported the audit has been completed, including the head auditor being in house to wrap up some loose ends. There was a lot of extra work involved in regards to the flooding issues.

Director, Gas, Water, & Power Production Green reported an article was submitted to Growing Owatonna discussing where we have come since the flood.

Manager, HR, Safety, Risk & Loss Control Madson reported interviews will begin for the Engineering Technician – GIS position. Discussion ensued regarding whether it would be feasible for OPU to combine with the County's GIS system. One of OPU's desires is to have the system tie in with our general ledger system so therefore, it may not be feasible for OPU to be combined with the County's system.

City Administrator Busse invited all in attendance to Dave Strand's retirement part on April 28<sup>th</sup> at the Arts Center.

### **Commission Roundtable**

Commissioner Simon – Nothing.

Commissioner Stansberry – Thank you to Scott Schreiner for agreeing to stay on the Commission, at least through the hiring process for the new General Manager. Commissioner Schreiner clarified the first term he was appointed to was not a full term so therefore he has the option to complete up to two full terms, five years each. The first of which ended on April 30, 2011. Commissioner Schreiner added he will stay at least until he retires from the County.

Commissioner Ihrke – Likes the refrigerator & freezer recycling program and feels it will be a huge success once the word gets out.

Commissioner Cosens – Echoed Commissioner Stansberry in regards to Commissioner Schreiner staying on the Commission. Mr. Cosens noted he received an email from the President of the Chamber expressing his wishes to be involved in the hiring process for the new general manager. Commissioner Schreiner noted the personnel committee will be meeting to set up that process and decide who will be on the committee.

Commissioner Cosens further inquired as to when the Commission meeting room in the main plant will be completed. Director, Gas, Water, & Power Production Green replied, the remodeling of the room will be tied in with the new HVAC system.

Commissioner Schreiner – Nothing.

**Adjournment**

There being no further business to come before the Commission, Commissioner Stansberry moved to adjourn the meeting. Commissioner Simon seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:34 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive/HR Assistant