

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room. Present were Commissioners Kottke, Cosens, Stansberry, Simon, and Rossi. Also present were General Manager Fritsch; Chief Financial Officer Fondell; Director, Engineering Johnson; Director, Field Services Warehime; Manager, Human Resources Madson; Executive, HR, Administration Coordinator Schmoll; Marketing/Energy Conservation Officer Hendricks; and former Commissioner Scott Schreiner.

Commissioner Cosens led the Pledge of Allegiance.

President Kottke recognized and thanked Scott Schreiner for all his years of service and guidance on the Commission. Mr. Schreiner remarked that he never once felt like being on the Commission was a job. He stated, he felt it was a very professionally run company and enjoyed being on the Commission. General Manager Fritsch presented Mr. Schreiner with some parting gifts and thanked him for his years of service and guidance. Mr. Schreiner left the meeting.

Minutes

The Minutes from the April 26, 2016 Commission meeting were presented to the Commission. Commissioner Simon moved to approve the Minutes as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

Election of Officers

Commissioner Stansberry presented a slate of officers, made a motion to nominate Commissioner Cosens as President and Commissioner Simon as Vice President, a unanimous ballot be cast and that nominations cease. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed. President Cosens assumed control of the meeting.

President Cosens assigned Commissioners Stansberry and Rossi to the Personnel Committee and Commissioners Simon and Kottke to the Finance Committee.

Committee Reports:

Finance Committee – Commissioner Simon reported the Finance Committee did not meet, however Vouchers were reviewed and approved for the amount of \$7,568,524.42 by the Committee immediately before the meeting.

Personnel Committee – Commissioner Stansberry reported the Personnel Committee did not meet.

City Administrator Report

City Administrator Busse was not present at the meeting.

Water System Bid Tabulation

The attached bid tabulation for the Water System was presented to the Commission. Director, Field Services explained the project to the Commission noting the project will allow the water system to be controlled and communicated with remotely. Staff recommended awarding the bid to the evaluated low bidder Killmer Electric Company, Inc. in the amount of \$535,000.00. After discussion, Commissioner Kottke moved to award the bid to Killmer Electric Company, Inc. in the amount of \$535,000.00. Commissioner Simon seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of April 30, 2016 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

Staff updated the Commission on changes to the April Scorecard.

General Manager/Staff Report

General Manager Fritsch updated the Commission on the changes being proposed to the Southern Minnesota Municipal Power Agency (SMMPA) agreement and noted the SMMPA Board is coming close to having a consensus on the outstanding items. He noted the three items that are still being discussed include whether the Agency should include Project Members, whether it should retain the three permanent board seats; and whether the voting should be weighted based on the size of the member.

General Manager Fritsch reported OPU will be receiving an award from the Finance and Commerce magazine as one of the top 100 projects in the State of Minnesota in 2015. The top 12 projects will receive an award.

Director, Field Services Warehime reported a representative from AEGIS, our Excess Liability carrier, was in-house and performed an inspection of our water system processes.

Commission Roundtable

All Commissioners welcomed Commissioner Rossi to the Board. Commissioner Cosens thanked Commissioner Kottke for his leadership over the past year as Commission President.

Adjournment

There being no further business to come before the Commission, Commissioner Kottke moved to adjourn the meeting. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:59 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, HR & Administration Coordinator

BID TABULATION

Project: Water Works Control System

Project #: WP313XC181

Date/Time of Opening: 5/19/16, 9:00 a.m.

Budget #: 16-0810-2220

Budget Amt: \$590,000

Project Amt: \$590,000

Est. Budget Portion: \$480,000

Acct. Number: 2-00-10100-3130

Vendor	Bid Security	Addenda Acknowledged?	Base Bid Amount
Cole's Electric, Inc.	Yes	Yes	\$549,750.00
Egan Company	Yes	Yes	\$569,250.00
Killmer Electric Company, Inc.	Yes	Yes	\$535,000.00 **
O'Connor Electric	Yes	Yes	\$646,500.00
R&K Electric, Inc.	Yes	Yes	\$607,875.00

** - Apparent Low Bidder

Bidders List

Project: Water Works Control System

List of Firm Furnished Bid Documents:

**Automatic Systems
Cole's Electric, Inc.
Egan Company
Electrical Installation and Maintenance Co.
In Control, Inc.
Killmer Electric Co., Inc.
O'Connor Electric
R & K Electric, Inc.**

List of Ineligible Bidders:

None