

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Truelson, Mayhew, Schreiner, Noyce and Emanuelson. Also present were General Manager Shurts, City Administrator Sparks, Finance Manager Bruno, Field Services Manager Morgan, Gas Marketing Manager Green, HR/Administration Supervisor Madson, Accountant Teresa Hottman and Executive/HR Assistant Tammy Schmoll.

Joe Green led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of April 27, 2004 were presented to the Commission. Commissioner Mayhew moved to approve the Minutes as presented. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

Election of Officers

President Truelson asked for nominations for the office of President. Commissioner Mayhew moved to nominate Commissioner Truelson as President, that nominations cease, and a unanimous ballot be cast for Raymond Truelson as President. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

President Truelson asked for nominations for the office of Vice President. Commissioner Noyce moved to nominate Commissioner Mayhew as Vice President, that nominations cease and a unanimous vote be cast for Chuck Mayhew as Vice President. Commissioner Schreiner 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 financial statements, the investment report and accounts payable.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met. He reported a replacement employee has been hired to cover retirements in the Gas Department. He reported the employee's name is Jamey Krogh. He further reported the interviews for the Marketing/Energy Conservation Analyst is on-going. The Personnel Committee recommended the Commission extend the negotiated union benefits to the management personnel. These benefits include Martin Luther King Birthday as a holiday, health insurance premium being paid for single coverage, and 3 days funeral leave for immediate family only. Commissioner Schreiner moved to approve the recommendation of the Personnel Committee. Commissioner Emanuelson seconded the motion. All Commissioners voting Aye, the motion passed. The last item discussed by the Personnel Committee was the General Manager's performance review. Commissioner Schreiner reported the review will be on June 15th at 3:30 p.m. in the Commission Room.

Contributed Services

The Contributed Services report as of April 30, 2004 was presented to the Commission. The Commission signed the report.

General Manager/Staff Report

General Manager Shurts reported, at the last SMMPA Board meeting staff announced a re-organization. Mr. Shurts continued there will be two direct reports to the CEO, Dave Geschwind who will be the Chief Officer of Operations and Larry Johnston who will be in charge of members services, legislative reports, etc.

General Manager Shurts reported to the Commission the conceptual study for the remodeling of the office buildings to bring OPU in compliance with handicap regulations will be available in mid-June with preliminary budget numbers and a recommendation to the Commission in July.

Mr. Shurts reported staff is working on issues brought up by the auditors.

The last item discussed by Mr. Shurts was a reminder to the Commission the June Commission meeting has been rescheduled to June 29th due to Mr. Shurts attending the APPA Conference in Seattle.

Gas Marketing Manager Green reported staff is in the process of changing over the SCADA system to new equipment as well as training the SCADA employees on this new system.

HR/Administration Supervisor Madson reported the week of June 6th is government week for the Sesquicentennial. OPU will participate in an equipment show on June 9th and will hold an Open House on June 10th. We will be giving out compact fluorescent light bulbs to people who come to the open house.

Field Services Manager Morgan reported the Minnesota Office of Pipeline Safety will be in house June 7 – 11 doing their annual inspection. Mr. Morgan also reported on several water main leaks on South Cedar Ave.

City Administrator's Report

City Administrator Sparks reported to the Commission the Aquatics Task Force is looking at several different locations for the Aquatic Center. The Task Force is looking at starting construction in 2005 with an anticipated opening date in 2006. Mr. Sparks further reported the City Council and staff are having a planning retreat on July 15th. Mr. Sparks concluded with the dedication of the Central Park Stage was well attended.

Commission Roundtable

Commissioner Emanuelson - I would like to see the Minutes from the SMMPA Board meetings.

Commissioner Schreiner – Nothing.

Commissioner Mayhew – Nothing.

Commissioner Noyce – I will not be able to attend the next Commission meeting.

Commissioner Truelson – Thank you for the joint meeting.

Adjournment

There being no further business to come before the Commission. Commissioner Mayhew moved to adjourn the meeting. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:14 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant