

The Owatonna Public Utilities Commission met in rescheduled session in the Commission Room. The meeting was rescheduled due to General Manager Shurts attending the APPA Legislative Rally in Washington, DC. Present were Commissioners Emanuelson, Schreiner, and Stansberry. Absent were Commissioners Truelson and Mayhew. Also present were General Manager Shurts; City Administrator Busse; Director, Finance & Administrative Services Bruno; Director, Gas, Water & Power Production Green; Manager, Human Resources Madson; Manager, Energy Management & External Relations Warehime; and Executive/HR Assistant Schmoll. Other guests included Martin Kern, Teresa Hottman and Violet Paleczny all OPU employees.

Commissioner Emanuelson led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of January 22, 2008 were presented to the Commission. Commissioner Schreiner moved to approve the Minutes as presented. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

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

Finance Committee – The Finance Committee did not meet.

City Administrator's Report

City Administrator Busse reported the City held a joint meeting with the County and School District to discuss mutual items of interest to all parties, including the school bond referendum.

Capital Budget Review

General Manager Shurts distributed a 2008 Work Order priority list. Director, Finance & Administrative Services Bruno discussed the overall financial picture of OPU. Mr. Shurts reported a team has been established to design a new layout for the financial reports given to the Commission. Mr. Shurts also discussed the work order priority list and noted, staff is asking for approval of \$634,306 in work orders with \$1,478,538 being deferred until later in the year or beyond.

Contributed Services

The Contributed Services report as of January 31, 2008 was presented to the Commission. General Manager Shurts noted this report contains the Owatonna Business Incubator. Manager, Energy Management & External Relations Warehime reported the lighting project at the Tennis Center has been complete and positive comments have come back regarding the new lights. The Commission signed the report.

General Manager/Staff Reports

General Manager Shurts reported both the outside union and the clerical union accept management's request for an extension of the current contracts by one year with a 3% wage increase.

Commissioner Schreiner moved to accept the extension, Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager Shurts reported he attended the APPA Legislative Rally in Washington, DC this week. Mr. Shurts further noted it is very beneficial to the Utilities to have the Mayor attend this conference, as well.

Director, Gas, Water & Power Production Green reported Al-Corn has decided to wait on having OPU supply them their gas at this time. They may reconsider when the gas pre-pay agreement is finalized. Commissioner Emanuelson inquired about supplying gas to Ritchie Brothers. General Manager Shurts reported, they will be supplied by Centerpoint Energy.

Manager, Human Resources Madson reported several customer calls have been received regarding high gas bills. General Manager Shurts added, more heating degree days and cold winds this year are contributing to the higher bills, as well as, a rate increase effective the 1st of the year. Mr. Shurts will discuss these issues in his customer newsletter article.

Director, Financial & Administrative Services Bruno reported the auditors are in-house and reported the audit is going well.

Commission Roundtable

Commissioner Stansberry – Nothing.

Commissioner Schreiner – Nothing.

Commissioner Emanuelson – Commendations to the employees and management for the 1 year extensions to the union contracts. Also, commendations to staff for their work and thinking outside the box in regards to supplying gas to both Ritchie Brothers and Al-Corn, even though neither panned out.

Commissioner Schreiner inquired if OPU is becoming the place where companies turn for their energy conservation questions. Manager, Energy Conservation & External Relations Warehime discussed changes to the Energy Solutions program previously run by the Triad. General Manager Shurts added, OPU is working with the school district on energy conservation and cost reduction measures for both existing buildings and any future buildings that may come along.

Adjournment

There being no further business to come before the Commission, Commissioner Stansberry moved to adjourn the meeting. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:10 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant