

The Owatonna Public Utilities Commission met in re-scheduled session in the Commission Room. Present were Commissioners Stansberry, Schreiner, Emanuelson, Ihrke, and Cosens. Also present were General Manager Shurts; Director, Financial & Administrative Services Bruno; Director Engineering, Electric, & Meter Services Johnson; Director, Gas, Water, & Power Production Green; Manager Energy Management & External Relations Warehime; Manager HR, Safety, Risk & Loss Control Madson; Supervisor, Gas, Water, Buildings & Grounds Bendorf and City Administrator Busse. Absent was Executive/Hr Assistant Schmoll.

Commission President Stansberry asked Commissioner Ihrke to lead the Pledge of Allegiance.

Minutes

The minutes from the regular meeting of January 26, 2010 were presented to the Commission for their approval. Commissioner Emanuelson moved to approve the minutes as presented. Commissioner Cosens seconded the motion. All Commissioners voting aye, the motion passed.

Committee Reports

Finance Committee: Commissioner Emanuelson reported there were 2 work orders; one for the purchase of a pick-up truck and the other for OPU's share of the cost for the replacement of battery banks at the West Owatonna Substation. This is a SMMPA related project. Commissioner Emanuelson continued discussing the financial statements and noted gas prices have inched up a little bit. The commission approved the financial statements and Vouchers in the amount of \$6,012,438.33.

Personnel Committee: The Personnel Committee did not meet.

City Administrator's Report

City Administrator Busse reported with the State of Minnesota facing a deficit, the state may be cutting LGA for Owatonna again. This would be the 3rd cut for Owatonna. She continued, the City has diligently worked to cut expenses including reducing its work force, a wage freeze for the work force, and health insurance premium reductions. Discussion continued on the required unfunded state mandates and the impact that has on all municipal budgets.

Repair Building #5

The Commission discussed the attached Bid Tabulation for the Repair and Remodeling of Building #5. Staff is recommending the bid be awarded to the low bidder, Excel Companies, Inc. Supervisor, Gas, Water, Building & Grounds Bendorf reported the references for the low bidder checked out good and the company has an A-plus bond rating. Commissioner Schreiner moved to award the contract for the Repair and Remodeling of Building # 5 to the low bidder, Excel Companies, Inc. Commissioner Ihrke seconded the motion. All Commissioners voting aye, the motion passed.

Street Lighting Cancellation Policies

General Manager Shurts asked the Commission to cancel two Street Lighting Policies as they have been combined into one lighting policy which was approved at last month's Commission meeting. Commissioner Cosens moved to cancel Policy #501.41 – Electric Rates, Subdivision Street Lighting. Commissioner Schreiner seconded the motion. All Commissioners voting aye, the motion passed.

Commissioner Schreiner moved to cancel Policy #501.42 – Electric Rates, Residential Security Lighting. Commissioner Cosens seconded the motion. All Commissioners voting aye, the motion passed.

Contributed Services

The Contributed Services report as of January 31, 2010 was presented to the Commission. The Commission signed the report.

General Manager/Staff Report

General Manager Shurts distributed the 2009 OSHA 300A recordable injury report for OPU. In 2009 there was only 1 recordable case. He continued, in looking at Minnesota OSHA data, OPU compares very favorable with other utilities for recordable injuries the last 3 years.

General Manager Shurts also reported on his trip to Washington DC for the annual APPA Legislative Conference. OPU Commissioner Cosens and Mayor Kuntz also attended. Meetings were held with Representatives Walz, Peterson, Bachmann, and Oberstar, as well as, Senators Klobuchar and Franklin. General Manager Shurts continued, the meetings to discuss Minnesota issues with our state representatives in Washington went very well. Commissioner Cosens concurred the meetings were excellent.

Commissioner Emanuelson asked how the new billing system is working. Manager, Energy Manager & External Relations Warehime reported pretty good; we managed to get every bill out on time. There are a few glitches and he is extremely proud of the Customer Service Representatives for their hard work in taking on the new tasks and servicing the customers on their concerns with the new system. One big change for the customers is going from a 28 day due date to a 21 day due date.

Manager, Gas, Water, & Power Production Green reported on the RP1162 Federal Requirement of Gas Utilities to notify all customers of natural gas safety, Call Before You Dig requirements, ice on meters, and carbon monoxide dangers. OPU will be conducting the required every 3 year survey taking a sampling of our customers to determine how successful our gas safety campaign in these areas has been.

Supervisor, Gas, Water, Building & Grounds Bendorf reported OPU is trying to stay on top of the anticipated spring flooding and we will be putting cement barricades around wellhouse #3 located in Morehouse Park. Mr. Bendorf will continued to stay involved in the weekly updates given by Fire Chief Johnson.

Commission Roundtable

Commissioner Cosens – Thanks again for the opportunity to travel to Washington DC for the Legislative conference and be involved with public power. Welcome back to Commissioner Ihrke.

Commissioner Emanuelson – Welcome back to Commissioner Ihrke and thanks to the OPU staff for the work on the billing system.

Commissioner Schreiner – Welcomed Commissioner Ihrke back also.

Commissioner Ihrke – Reported the School District liked the look of the new billing statement and the better flow of the information on it.

Commissioner Stansberry – Also, welcomed Commissioner Ihrke back. It's good to see you. Commissioner Stansberry thanked Commissioner Cosens for representing the Commission at the Legislative Conference, as well as, thank you to General Manager Shurts for attending too.

Adjournment

There being no further business to come before the Commission, Commissioner Emanuelson moved to adjourn the meeting. Commissioner Ihrke seconded the motion. All Commissioners voting aye, the meeting adjourned at 1:10 P.M.

Respectfully submitted,

Marjorie Madson,
Manager, Human Resources

BID TABULATION

Project: Remodeling Building #5

Project #: EO390XC009

Budget #: 10-2220-0242

Date/Time of Opening: February 10, 2010 2:00 p.m.

Budget Amt: \$225,000.00

Project Amt: \$225,000.00

Est. Budget Portion:

Acct. Number: 1392.0000

Vendor	Bid Security	Signed Contract	Amount Bid
Casey & Groesbeck	Yes	Yes	\$231,100.00
Rocon, Inc.	Yes	Yes	\$227,300.00
Mohs Construction Company, Inc.	Yes	Yes	\$181,465.00
A.J. Lsyne Construction	Yes	Yes	\$187,000.00
Excel Companies, Inc.	Yes	Yes	\$148,800.00 **
Kreofsky Building Systems	Yes	Yes	\$158,400.00
Andrus Homes	Yes	Yes	\$248,900.00
Folie Miller Contracting, LLC	Yes	Yes	\$169,900.00

** - Apparent Low Bidder

Bidders List

Project: Remodeling Building #5

List of Firm Furnished Bid Documents:

Casey & Groesbeck	Excel Companies Inc.
Rocon Inc.	Kreofsky Building Systems
Folie Miller Contracting, LLC	Mohs Construction Company, Inc.
A.J. Lsyne Construction	Andrus Homes
AWR, Inc.	Golden Hatchet Roofing
Interstate Roofing \$ WTP	Winona Heating & Ventilating Co.

List of Ineligible Bidders:
