

The Owatonna Public Utilities Commission met in regular session in the training room at the Owatonna Fire Department. Present were Commissioners Schreiner, Cosens, Stansberry, Ihrke and Simon. Also present were General Manager Bruno; City Administrator Busse; Director, Engineering, Electric & Meter Services Johnson; Director, Gas, Water & Power Production Green; Director, Financial & Administrative Services Fondell; Manager, Energy Management & External Relations Warehime; Manager, HR, Safety, Risk & Loss Control Madson; and Executive/HR Assistant Schmoll. Also present was City Planner, Troy Klecker.

Beth Fondell led the Pledge of Allegiance.

### **Minutes**

The Minutes from the meeting of December 28, 2010 were presented to the Commission. Commissioner Cosens moved to approve the Minutes as presented. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Cosens reported the Finance Committee met, reviewed and approved a work order addendum in the amount of \$4,482 for which tax was not included in the original calculation. Commissioner Cosens reported the Committee approved the write off of 187 accounts totaling \$106,222.71 for which collection is doubtful at this time. Commissioner Cosens reported the Committee approved \$5,046,601.88 in Vouchers. A question arose regarding the extra payment to Madison Life on long term disability. Manager, HR, Safety, Risk & Loss Control Madson replied, it came to light that the long term disability was not included in the health nor life insurance as previously thought. So this extra is to catch up on what was previously owed on long term disability. Commissioner Cosens also reported the Committee had a discussion on land acquisitions.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee did not meet, however a meeting needs to be set up for the General Manager's review.

### **City Administrator Report**

City Administrator Busse and City Planner Klecker discussed the possibility of partnering with OPU to purchase more homes along South Walnut Avenue and stated that the Department of Natural Resources (DNR) has funds to help with the purchase of these lots. The lots will be used for future expansion of OPU facilities. After discussion, Commissioner Cosens moved to authorize the City of Owatonna to proceed with the purchase of lots on S. Walnut Avenue with half of the money coming from a DNR grant. Commissioner Ihrke seconded the motion. All Commissioners voting Aye, the motion passed.

City Administrator Busse also reported the City is busy working on flood relief and mitigation issues.

### **Contributed Services**

The Contributed Services report as of December 31, 2010 was presented to the Commission. The Commission signed the report. General Manager Bruno distributed and discussed two Contributed Services graphs. One graph showed contributed services as a percent of billed revenue and the other total dollar amounts from the year 2000 to 2010. It was noted, since 2006 the Contributed Services as

percent of revenue have been climbing higher. Commission inquired as to the reasons for this. Manager, Energy Conservation & External Relations will look into this issue further and report back to the Commission.

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

General Manager Bruno presented to the Commission, land parcel information for two properties OPU would like to purchase. Mr. Bruno reported the properties are located near the new highway 14 interchange and would be used for future economic development for the City of Owatonna. OPU would be reimbursed for their cost of the land upon the development of it. Commissioner Cosens moved to proceed with the purchase of these two properties. Commissioner Stansberry seconded the motion. After discussion, all Commissioners voting Aye, the motion passed.

Director, Engineering, Electric & Meter Services Johnson updated the Commission on the flood issues and the process with FEMA. He noted, we are currently looking at feasible options for flood mitigation of the main building.

City Administrator Busse added, at a previous meeting a question rose about the surfacing of 14<sup>th</sup> St. NE. She noted this project has been pushed back to 2012.

Manager, Energy Management & External Relations Warehime distributed and discussed the 2010 Triad Goals in relation to meeting the state required energy savings. He noted, the Triad as a whole met the goal with a 1.6% of kWh sold and Austin and Owatonna combined met the natural gas savings with 2% of ccf sold. He further discussed conservation programs being looked at to assist us in reaching our 2011 goals.

General Manager Bruno concluded by thanking the Commission for the approval of the land purchases. City Administrator Busse also expressed her thanks.

### **Commission Roundtable**

Commissioner Simon – Nothing.

Commissioner Stansberry – Appreciated the customer rebate pictures in the newspaper.

Commissioner Ihrke – Welcomed Beth Fondell to OPU.

Commissioner Cosens – Welcomed Beth and expressed his appreciation for the land investment.

Commissioner Schreiner – Welcomed Beth.

**Adjournment**

There being no further business to come before the Commission, Commissioner Simon moved to adjourn the meeting. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:07 p.m.

Respectfully submitted,

Tammy Schmoll,  
Executive/HR Assistant