

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

Minutes

The Minutes from the regular meeting of January 28, 2003 were presented to the Commission. Commissioner Moen moved to accept the Minutes as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Report

Finance Committee – Commissioner Moen reported the Finance Committee met, reviewed and approved vouchers, financial statements and one work order for the 69 kV line.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met and discussed the general manager's review, performance pay for management staff and the replacement process for the General Manager.

Triad Update

Jim Walters from the Rochester Public Utilities reported to the Commission on the activities of the Triad.

55' Aerial Device Bids

The attached bid tabulation was presented to the Commission for the purchase of 55' aerial device with chassis. Staff recommends awarding the bid to Altec Industries, Inc. in the amount of \$124,139.00. Commissioner Mayhew moved to award the bid to Altec Industries. Commissioner Moen seconded the motion. All Commissioners voting Aye, the motion passed.

OPU Energy Management Program

Gas Marketing Manager, Joe Green, reported to the Commission on an energy management program OPU will be implementing in the future. After discussion, Commissioner Mayhew moved to accept the OPU Energy Management Program. Commissioner Moen seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of January 31, 2003 was presented to the Commission. The Commission signed the report.

General Manager's Report

General Manager Kuntz reported the SMMPA wind turbines will be constructed this week in Fairmont. Mr. Kuntz further reported the SMMPA Board is evaluating costs of Terrorism Insurance.

General Manager Kuntz reported he attended the APPA Legislative Rally in Washington, D.C. with Mayor Pete Connor. Mr. Kuntz reported key issues that were discussed at the rally and encouraged the Commission to allow the new general manager and the mayor to attend again next year.

Mr. Kuntz reported he will be attending the MMUA Legislative Rally the end of February. Issues to be discussed at the rally include service territory, telecommunications, renewable energy, CIP funding, preserving electric system reliability and joint venture legislation.

Commissioner Truelson inquired on a joint meeting with the City Council and the OPU Commission. After discussion, April 14, 2003 at 12:00 p.m. was set for the joint meeting date.

City Administrator's Report

City Administrator Sparks reported the City Council approved a budget reduction plan in anticipation of local aid cuts and discussed some key points of that plan.

Commission Roundtable

Commissioner Noyce – Thank you for the tour of the Engineering building.

Commissioner Schreiner – Nothing.

Commissioner Mayhew – Does the public employee freeze proposed by the Senate affect the City and OPU. General Manager Kuntz replied, yes. Commissioner Mayhew also inquired as to what will be monitored, reviewed and revised from Moody's regarding our bond rating. Finance Manager Bruno replied, primarily the debt service ratio. They are looking for accuracy.

Commissioner Moen – Nothing.

Commissioner Truelson – Nothing.

Adjournment

There being no further business to come before the Commission, Commissioner Moen moved for adjournment. Commissioner Mayhew seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:35 p.m.

Respectfully submitted,

Tammy Schmoll
Administrative Assistant

BID TABULATION

Project: 55' Aerial Device w/Chassis
Date/Time of Opening: 2/14/03 1:00 p.m.

WO #: 23085
Budget #: 03-2210-0015
Budget Amt: \$140,000.00
WO Amt: \$140,000.00
Acct. Number: 1392.000

Vendor	Bid Security	Signed Contract	Amount Bid
ABM Equipment & Supply	Yes	Yes	\$130,654.00
Altec Industries Inc.	Yes	Yes	\$124,139.00 **

** - Apparent Low Bidder

Bidders List

Project: 55' Aerial Device w/Chassis

List of Firm Furnished Bid Documents:

**ABM Equipment & Supply Inc.
Altec Industries, Inc.
Aspen Equipment**

List of Ineligible Bidders:
