

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Truelson, Mayhew, Schreiner, and Noyce. Absent was Commissioner 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, Marketing/Energy Conservation Specialist Roger Warehime, Accountant Teresa Hottman and Executive/HR Assistant Tammy Schmoll and two high school students.

One of the high school students led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of February 22, 2005 were presented to the Commission. Commissioner Schreiner moved to approve the Minutes. Commissioner Noyce 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, cash flow statements, and vouchers. He further reported the Committee signed two work orders. Both were additions to existing work orders that ran over due to heavier construction costs than anticipated.

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

#6 Generator Five Year Inspection Bid Tab

The attached bid tab for the 5 year inspection of generator #6 was presented to the Commission. Finance Manager Bruno reported this project is a SMMPA project and occurs every 5 years. He further reported the bid is for the technical support of the project with the work performed by OPU staff. Staff is recommending awarding the bid to the evaluated low bidder of Lovegreen Turbine Services in the amount of \$54,450.00. Commissioner Mayhew moved to award the bid to Lovegreen Turbine Services in the amount of \$54,450.00. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

Strategic Planning

General Manager Shurts presented the Strategic Plan to the Commission. He noted the vision of OPU is “We will be the Utility that is Used as an Example of Excellence Nationwide”. He covered such topics as the picture of the future, vision obstacles, and strategic objectives. The last items discussed were organizational goals for 2005. Discussion ensued.

Contributed Services

The Contributed Services report as of February 28, 2005 was presented to the Commission. The Commission signed the report.

General Manager/Staff Report

General Manager Shurts reminded the Commission and staff the Virchow, Krause Financial training was scheduled for April 6, 2005.

General Manager Shurts discussed service territory with the Commission. He discussed rulings by an administrative law judge in a court hearing between Wright Hennepin Co-op and Buffalo Municipal Utilities. He further discussed the decision and ruling of the PUC in overturning the administrative law judge's decision. Mr. Shurts then reported Alliant Utilities will begin a study on the service territory we have asked to acquire from them. Discussion ensued.

Gas Marketing Manager Green reported Aquila will be selling their gas distribution and assets in Minnesota to stabilize their financial position. They will be requesting bids and making a determination after the bids are received.

Executive/HR Assistant Tammy Schmoll gave a building project update to the Commission. She reported the building inspection has been received and work has been progressing.

City Administrator's Report

City Administrator Sparks reported the City Council has had good discussions on flood monitoring issues. Also, at the April study session the Council will meet with the Airport Commission on a 2006 project to install a crosswind runway. Mr. Sparks further reported Barb Granowski will be retiring in March. Also, they are accepting applications for a Finance Director through April 1st.

Commission Roundtable

Commissioner Schreiner – Nothing.

Commissioner Mayhew – I am pleased with the progress of the Strategic Plan.

Commissioner Noyce – Nothing.

Commissioner Truelson – I talked to a customer who is very happy with the wireless service. Also, the date for the General Manager's Review is April 11th.

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 5:24 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant

BID TABULATION

Project: #6 Generator Five Year Inspection

WO #:

Budget #: 05-7200-0585

Date/Time of Opening: 3/11/05 1:00 p.m.

Budget Amt: \$225,000.00

WO Amt:

Acct. Number: 1513.1000

Vendor	Bid Security	Signed Contract	Amount Bid
General Electric Company	Yes	Yes	\$88,210.00
Power Generation Services	Yes	Yes	\$95,114.00
Lovegreen Turbine Service	Yes	Yes	\$56,450.00 **

** - Apparent Low Bidder

Bidders List

Project: #6 Generator Five Year Inspection

List of Firm Furnished Bid Documents:

**Elliot Company
General Electric Company
Power Generation Services Inc.
Lovegreen Turbine Services Inc.**

List of Ineligible Bidders:
