

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Truelson, Mayhew, Schreiner, Noyce & Emanuelson. Also present were General Manager Shurts, Field Services Manager Morgan, Gas Marketing Manager Green, Energy Conservation/Marketing Specialist Finholdt, Accountant Teresa Hottman, and Executive/HR Assistant Tammy Schmoll. Special guests included Bob Ayes, FoamCraft; Ken Henricksen, Owatonna Incubator; and Dave Anderson, Phoenix Air Systems.

Ken Henricksen led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of February 24, 2004 were presented to the Commission. Commissioner Mayhew moved to approve the Minutes as presented. 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, the Investment Report and Vouchers. Commissioner Mayhew further reported the Committee reviewed a draft Cash Flow statement.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met and discussed staff updates and union negotiations.

Request for Economic Development Grants

General Manager Shurts distributed copies of the Economic Development fund procedure and discussed its criteria. Mr. Shurts introduced Mr. Bob Ayers from FoamCraft and Mr. Dave Anderson from Phoenix Air Systems. He noted both companies are currently housed in the Owatonna Incubator and are planning on moving out. Their purpose at the meeting is to request funds be taken from the Economic Development budget to help with their transition out of the Incubator. Each gentleman described their business, products and staffing requirements. After discussion, Commissioner Mayhew moved to support the Economic Development of these two entities and for staff to recommend an amount to be given to each of the applicants. Commissioner Emanuelson seconded the motion. All Commissioners voting Aye, the motion passed. Commission also directed staff to meet with Ken Henricksen of the Owatonna Incubator to discuss how OPU can support businesses coming into the Incubator.

Water System Access Charges Policy

General Manager Shurts presented the Water System Access Charge Policy. He noted the changes. Field Services Manager Morgan noted the money collected is saved to help fund larger capital projects in the future. After discussion, Commissioner Mayhew moved to approve the policy as submitted. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of February 29, 2004 was presented to the Commission. The Commission signed the report.

Discussion on Service Territory

General Manager Shurts distributed service territory maps to the Commission. He noted areas the City has annexed. He reported, negotiations are ongoing with Alliant Energy and Steele Waseca Coop Electric on the respective territory issues.

General Manager's Report

General Manager Shurts reported the joint City Council/OPU Commission meeting is tentatively scheduled for May 17, 2004 from 11:30 a.m. – 1:00 p.m.

Energy Conservation/Marketing Special Finholdt reported to the Commission on the Energy Management Program.

Commission Roundtable

Commissioner Mayhew – Nothing.

Commissioner Emanuelson – Nothing.

Commissioner Noyce – Nothing.

Commissioner Schreiner – Nothing.

Commissioner Truelson – Thanks for the Finance 101 informational meeting.

Adjournment

There being no further business to come before the Commission. Commissioner Mayhew moved to adjourn the meeting. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant