

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Truelson, Mayhew, Moen, Schreiner and Noyce. Also present were General Manager Kuntz, Finance Manager Bruno, Manager of Gas Marketing Green, HR/Administrative Supervisor Madson, Accountant Teresa Hottman and Administrative Assistant Tammy Schmoll. Special guests included some high school students.

The Pledge of Allegiance was said and dedicated to the Service People in Iraq to open the meeting.

Minutes

The Minutes from the regular meeting of February 25, 2003 was presented to the Commission. Commissioner Schreiner moved to accept the Minutes as presented. Commissioner Mayhew seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee – Commissioner Moen reported the Finance Committee met, reviewed and approved the Vouchers, one Work Order for new vehicles in Engineering, and the Financial Statements. He also reported the 2002 Audit Report results will be presented at the April Commission meeting.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met and discussed staffing updates, the goals for the new general manager and the management staff, and completed Tom Kuntz's performance appraisal.

Construction of Well House #10 Bid

The attached bid tabulation for the Construction of Well House #10 was presented to the Commission. Staff recommended awarding the bid to Casey & Groesbeck in the amount of \$150,090.00. Commissioner Mayhew moved to award the bid to Casey & Groesbeck in the amount of \$150,090.00. Commissioner Moen seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of February 28, 2003 was presented to the Commission. The Commission signed the report.

General Manager's Report

General Manager Kuntz reported the interview dates for the general manager candidates have been set.

Mr. Kuntz further reported the meeting with the Austin and Rochester Commissions is being worked on with a tentative date of June 10th or 12th, preferably the 10th.

Mr. Kuntz reported a tour of Sherco 3 is set up for May 1st starting in Rochester with a tour of the SMMPA offices. Also, the joint meeting with the Owatonna City Council has been scheduled for April 14th.

Mr. Kuntz reported two wind turbines are operational in Fairmont and the dedication is scheduled for May 13, 2003 in Fairmont.

Mr. Kuntz discussed a letter received from Landmark Homes requesting OPU be the utility provider of their property north of 26th St. Mr. Kuntz continued, Steele Waseca Coop Electric is the current provider and there are three options OPU could take to obtain this service territory. The three options are OPU could purchase the service territory outright; swap service territory or enter into a joint venture with Steele Waseca. After discussion, the Commission unanimously directed Mr. Kuntz to try to purchase the service territory outright from Steele Waseca.

Mr. Kuntz reported OPU met with one of gas customers to discuss natural gas prices and strategies as well as our gas portfolio. Manager of Gas Marketing Green presented to the Commission some documentation regarding natural gas pricing. Commissioner Mayhew requested a list of indicators which assist OPU in deciding when to purchase or sell natural gas.

Mr. Green also gave an update regarding customer contacts and projects.

General Manager Kuntz reported Fleet Farm is scheduled to begin construction in April, 2003 with completion scheduled for April, 2004. Mr. Kuntz further reported on the Chamber of Commerce's Business Retention and Recruitment program and the new well being drilled.

Commission Roundtable

Commissioner Schreiner – Nothing.

Commissioner Mayhew – Nothing.

Commissioner Moen – Nothing.

Commissioner Noyce – Nothing.

Commissioner Truelson – I have contacted the Mayor and will be serving another term as an OPU Commissioner.

Adjournment

There being no further business to come before the Commission, Commissioner Moen moved to adjourn the meeting. Commissioner Mayhew seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:55 p.m.

Respectfully submitted,

Tammy Schmoll
Administrative Assistant

BID TABULATION

Project: **Construction of Well House #10**

WO #: **22942**

Date/Time of Opening: **03/18/03 1:00 p.m.**

Budget #: **01-2230-0022**

Budget Amt: **\$600,000.00**

WO Amt:

Acct. Number:

Vendor	Bid Security	Signed Contract	Amount Bid
Encomm Midwest Inc.	Yes	Yes	\$171,455.00
Met-Con Construction Inc.	Yes	Yes	\$161,321.00
Casey & Groesbeck	Yes	Yes	\$150,090.00 **
The Joseph Company, Inc.	Yes	Yes	\$162,340.00
Rocon Inc.	Yes	Yes	\$157,820.00
Magney Construction Inc.	Yes	Yes	\$208,860.00

** - Apparent Low Bidder

Bidders List

Project: Construction of Wellhouse #10

List of Firm Furnished Bid Documents:

**Wentz and Associates
Keading and Associates
William Hennemuth Architects, Ltd.
Rocon Inc.
McCarthy Plumbing & Heating Co., Inc.
Encomm Midwest Inc.
Met-Con Construction Inc.
Smith Owatonna Electric, Inc.
The RetroFit Companies
Southern MN Construction Co. Inc.
Casey & Groesbeck**

List of Ineligible Bidders:
