

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Truelson, Moen, Schreiner and Noyce. Absent was Commissioner Mayhew. Also present were General Manager Kuntz, Finance Manager Bruno, Field Services Manager Morgan, Marketing Manager Green, Accountant Teresa Hottman and Administrative Assistant Tammy Schmoll. Special guests included Mark Bergquist, Olsen, Thielen & Co., Ltd.; Lisa Purvis and Lisa Krampitz, Owatonna Area Chamber of Commerce & Tourism; and Jodi Rogstad, Owatonna Peoples Press.

Commissioner Truelson called the meeting to order and asked Mr. Bergquist to lead the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular meeting of March 25, 2003 were presented for approval. Commissioner Moen moved to accept the Minutes as presented. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

### **OACCT Business Retention & Expansion Program**

General Manager Kuntz introduced Lisa Purvis and Lisa Krampitz of the Owatonna Area Chamber of Commerce and Tourism (OACCT). He stated they were in attendance to discuss OACCT's Business Retention and Expansion Program and request the Commission to grant \$5,000 of OPU's Economic Development budget dollars to the OACCT for this program. Mrs. Purvis explained the Business Retention and Expansion program stating it is a baseline for economic development within the Community. She played a video describing the program in detail. After discussion, Commissioner Moen moved to accept the grant application in the amount of \$5,000 for the Business Retention and Expansion program. Commissioner Schreiner seconded the motion. Three Commissioners voting Aye, one Commissioner voting Nay, the motion passed.

### **Committee Reports**

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met and reviewed the General Manager's goals leading up to his retirement which include steps to ensure a smooth transition to the new general manager. Mr. Schreiner also noted the interviews for the new general manager will begin on April 29, 2003 at 8:00 a.m. and requested the Commission arrive 15 minutes early.

### **Audit Report**

Mark Bergquist, from Olsen, Thielen & Co., Ltd., OPU's audit firm, handed out graphs detailing OPU's assets and expenses, the final audit report, the management letter and the independent auditor's report. Mr. Bergquist noted there was nothing unusual about the audit this year and stated the Management Letter was covered at the Finance Committee meeting. Mr. Bergquist discussed the financial highlights with the Commission. The next item discussed were the graphs covering OPU's assets and expenses. After further discussion, the Commission thanked Mr. Bergquist for attending the meeting.

**Contributed Services**

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

**General Manager's Report**

General Manager Kuntz discussed multiple meter access points with the Commission in regards to some of OPU's larger customers.

Mr. Kuntz reported there were no electric outages, main breaks or gas outages for the month of March. However, there were one electrical outage, and four water main breaks in April.

Mr. Kuntz directed the Commission's attention to the Renewable Energy Program procedure. Mr. Kuntz explained to the Commission after much staff discussion, this procedure will be made into a policy and brought back to the Commission for approval.

Mr. Kuntz reported he will be meeting with Jerry Mikel, Steele Waseca Co-op Electric, and their lawyer to discuss service territory.

Mr. Kuntz reminded the Commission the Commissioners training session with Austin and Rochester Utilities is scheduled for June 10, 2003 at Cabela's.

Mr. Kuntz stated Marketing Manager Green hosted an informational gas meeting where BP was presented. The turnout was excellent and a lot of valuable information was shared.

**Commission Roundtable**

Commissioner Schreiner – Thanks to the staff for the joint City Council/OPU Commission meeting. It was very positive.

Commissioner Noyce – Nothing.

Commissioner Moen – Nothing.

Commissioner Truelson – I received a thank you note from the Employee of the Month.

**Adjournment**

There being no further business to come before the Commission, Commissioner Moen moved to adjourn. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:40 p.m.

Respectfully submitted.

Tammy Schmoll  
Administrative Assistant