

The Owatonna Public Utilities Commission met in regular session in the Commission room. Present were Commissioners Truelson, Mayhew, Schreiner, Noyce and Emanuelson. Also present were General Manager Shurts, Finance Manager Bruno, Field Services Manager Morgan, Gas Marketing Manager Green, HR/Administration Supervisor Madson, Accountant Teresa Hottman and Executive/HR Assistant Tammy Schmoll. Special guests included Mark Bergquist and Rhonda Findell from Olsen, Thielen & Co., Ltd.

Marge Madson led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of March 23, 2004 were presented to the Commission. Commissioner Emanuelson moved to approve the Minutes as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

Auditors Report

Mark Bergquist from Olsen, Thielen & Co., Ltd., OPU's audit firm, distributed Financial Highlights. Mr. Bergquist explained the handouts to the Commission. He noted OPU is a healthy organization. After discussion, Commissioner Mayhew moved to approve the Audit as presented. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met. He reported they discussed the postings for the Gas/Water Serviceworker noting there were not internal candidates. Marge Madson noted interviews of external candidates will begin soon. Ms. Madson further reported Dick Moore the new Engineering CAD Assistant/Locator has started and the advertisement for the Marketing/Energy Conservation Analyst will be going in the paper. Commissioner Schreiner reported the Personnel Committee also discussed Union Negotiations. He informed the Commission of the details of the negotiations and recommended approval of the contract. Commissioner Schreiner moved to approve the Union Contract as negotiated. Commissioner Emanuelson seconded the motion. All Commissioners voting Aye, the motion passed.

Finance Committee – Commissioner Mayhew reported the Finance Committee met, reviewed and approved the Financial Statements, Vouchers and Investment Report.

Contributed Services

The Contributed Services report as of March 31, 2004 was presented to the Commission. The Commission signed the report.

Alliant Territory Agreement

General Manager Shurts reported to the Commission OPU and Alliant Energy have come to an agreement over the service territory on the corner of Kenyon Road and 26th St. NE. and staff recommends the Commission approve the agreement as submitted. Commissioner Mayhew moved to approve the Alliant Service Territory Agreement as submitted. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager/Staff Report

General Manager Shurts reported the negotiations with Steele Waseca Coop Electric for the joint service territory agreement are still ongoing.

Mr. Shurts reported to the Commission on the Economic Development Grants for FoamCraft and Phoenix Air. After discussion Commissioner Mayhew moved to accept the grants as submitted with the stipulation a procedure will be drafted establishing a formula for determining the amount of grants to be given. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

Mr. Shurts reported the SMMPA Board approved outage insurance at their last meeting and reported the SMMPA Board met with SMMPA staff for a planning session discussing financial planning, resources and rate tariffs.

The last item Mr. Shurts discussed with the Commission was moving two future Commission meetings. The meetings will fall while he is out of town on business for APPA and MMUA. Commission directed Executive/HR Assistant Tammy Schmoll to send an e-mail with available dates.

Field Services Manager Morgan reported the installation of flower baskets in the downtown area will begin May 19th and the annual flushing of the water system will begin on May 10th.

Gas Marketing Manager Green reported to the Commission on the rebate for the school system which amounted to about \$59,000. He also reported on some potential commercial growth within Owatonna, key account contacts he and Mike Smith have had and the outlook of natural gas for the coming winter.

Commission Roundtable

Commissioner Emanuelson – I would like to thank all the employees on the Union negotiating team for their professionalism and for keeping the health of OPU in mind.

Commissioner Schreiner – I had tree trimming crews in my neighborhood and they did a very professional job of cleaning up.

Commissioner Mayhew – Nothing.

Commissioner Noyce – Nothing.

Commissioner Truelson – Just a reminder the joint OPU/City Council meeting is scheduled for May 17th at 12:00 p.m. at the Arts Center. Also, the Steele County Safety Fair had over 1600 people attend.

Adjournment

There being no further business to come before the Commission, Commissioner Schreiner moved to adjourn the meeting. Commissioner Mayhew seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:55 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant