

The Owatonna Public Utilities Commission met in rescheduled session in the Commission Room. The meeting was rescheduled due to General Manager Shurts attending the APPA National Conference. Present were Commissioner Truelson, Mayhew, Schreiner and Emanuelson. Absent was Commissioner Noyce. Also present were General Manager Shurts, Finance Manager Bruno, Field Services Manager Morgan, Gas Marketing Manager Green, Accountant Teresa Hottman and Executive/HR Assistant Tammy Schmoll.

Teresa Hottman led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of May 25, 2004 were presented to the Commission for approval. Commissioner Mayhew moved to approve the Minutes as presented. Commissioner Schreiner 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 Accounts Payable. Two work orders were also approved. One was an addition to cover an over-budget spending amount. The other was for the purchase of a photo copier. The last item discussed by the Finance Committee was the cash flow statements. Mr. Mayhew distributed and discussed the document.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met and discussed General Manager Shurts' review.

Contributed Services

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

General Manager/Staff Report

General Manager Shurts reported two employees are retiring on June 30, 2004. Curt Jensen with 14 years of service and Stan Honsey with 34 years of service.

General Manager Shurts expressed his appreciation of the excellent community response during the flood.

General Manager Shurts noted the minutes from the April SMMPA Board meeting were included in the agenda packets to the Commission, pointing out the minutes will be a month behind due to the timing of the meetings. Mr. Shurts further reported the SMMPA staff is conducting a study on public financial management particularly in the area of reserve funds. The SMMPA Board has received an overview and will be making a recommendation at the July meeting based on the study.

General Manager Shurts updated the Commission on the potential building remodel project.

General Manager Shurts reported to the Commission the Alliant Service Territory agreement stating it is at the Public Utilities Commission for approval. Regarding the Steele Waseca Joint Service Territory agreement, negotiations are on-going.

Gas Marketing Manager Green reported on an Energy Audit of the Mustang Building. He noted the audit revealed areas that could save 70% on energy costs making the building more appealing to potential buyers.

Gas Marketing Manager Green reported to the Commission on various activities of our Key Account Customers.

Field Services Manager Morgan distributed a map indicating water main breaks over the last several years and indicated potential problem areas. He noted the problem areas have been broke down into three separate sections for replacement. Staff will bring additional information to future meetings.

Commission Roundtable

Commissioner Emanuelson – Nothing.

Commissioner Schreiner – Nothing.

Commissioner Mayhew – Nothing.

Commissioner Truelson – Nothing.

Adjournment

There being no further business to come before the Commission, Commissioner Emanuelson moved to adjourn the meeting. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:35 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant