

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Truelson, Mayhew, Schreiner and Noyce. Absent was Commissioner Moen. Also present were General Manager Kuntz, City Administrator Sparks, Field Services Manager Morgan, Finance Manager Bruno, Manager of Gas Marketing Green, Accountant Teresa Hottman and Administrative Assistant Tammy Schmoll. Also present were several high school students.

One of the high school students led the Commission in the Pledge of Allegiance.

Minutes

The Minutes of the regular meeting of September 24, 2002 were 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 Mayhew reported the Finance Committee met, reviewed and approved the Vouchers and Financial Statements. Commissioner Mayhew also reported two work orders were signed.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee did not meet.

2003 Budget, Forecasted 2004-2007

Finance Manager Bruno presented the Commission a final copy of the 2003 Budget, Forecasted 2004-2007. Commissioner Mayhew moved to approve the budget as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of September 30, 2002 was presented to the Commission. The Commission signed the report.

General Manager's Report

Manager of Gas Marketing Green gave the Commission an update on the propane contracts. Mr. Green reported the existing contracts are due to expire on January 31, 2003. A brief discussion ensued.

Field Services Manager Morgan gave an update of the fall construction projects.

General Manager Kuntz reported the Commission has a copy of the agenda for the November Fall Roundup scheduled for November 19th and encouraged everyone to come. Mr. Kuntz further reported the Open House for Public Power and Public Gas week went very well.

City Administrator's Report

City Administrator Sparks reported the City Council approved a new annexation with the Owatonna Township.

The Commission took a recess at 4:37 p.m.

The meeting reconvened at 4:50 p.m.

Bond Refinancing Update

Mr. Bill Fahey, FWW Financial, gave an update to the Commission in regards to the Bond Refinancing. Mr. Fahey recommended OPU prepare all the proper paperwork in the event an acceptable interest rate becomes available. Discussion ensued. General Manager Kuntz recommended the Commission approve up to \$20,000 to prepare the analysis needed to the Bond Refinancing. Commissioner Mayhew moved to approve up to \$20,000 for the preparation of the Bond Refinancing. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

Commission Roundtable

Commissioner Mayhew – Nothing

Commissioner Schreiner – Nothing

Commissioner Truelson – The employee of the month for October was Bonnie McConnell.

Adjournment

There being no further business to come before the Commission, Commissioner Mayhew moved to adjourn. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:30 p.m.

Respectfully submitted,

Tammy Schmoll
Administrative Assistant