

The Owatonna Public Utilities Commission met in rescheduled session in the Commission Room. The meeting was rescheduled due to the Christmas holiday. Present were Commissioners Truelson, Moen and Noyce. Absent were Commissioner Schreiner and Mayhew. Also present were General Manager Kuntz, City Administrator Sparks, Finance Manager Bruno, Gas Marketing Manager Green, HR/Administrative Supervisor Madson, Energy Conservation/Marketing Specialist Finholdt, Accountant Teresa Hottman and Administrative Assistant Tammy Schmoll. Special guests included Mr. Bill Fahey.

Mr. Fahey led the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular meeting of November 26, 2002 were presented to the Commission. Commissioner Moen moved to approve the Minutes as presented. Commissioner Noyce 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 financial statements and vouchers.

Personnel Committee – Commissioner Noyce reported the Personnel Committee met and discussed the replacement of the General Manager. Commissioner Noyce stated the process will proceed with out the help of a search firm. Advertisements will be placed and the time table has been shortened.

### **Bond Refinancing Update**

Mr. Bill Fahey reported to the Commission on the Bond Refinancing. Mr. Fahey reported preliminary statements have been sent to all parties involved including bond lawyers and a commitment from the insurance company to insure the bonds has been obtained.

### **Uncollectible Accounts**

Finance Manager Bruno reported the Finance Committee approved 203 accounts totaling \$63,062.29 for which collection is doubtful at this time be written off prior to the close of business December 31, 2002.

### **Rate Policies**

General Manager Kuntz presented Policy #301.00, Mileage Reimbursement, to the Commission. It was noted the mileage reimbursement amount is set by the IRS. Commissioner Moen moved to accept policy #301.00, Mileage Reimbursement, as presented. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager Kuntz presented Policy #503.50, Interruptible Gas Rates, to the Commission. Mr. Kuntz noted the rates do not change, the rural charges have been removed and a portion of the fixed charges will be passed on to the propane customers. Commissioner Moen moved to accept Policy #503.50, Interruptible Gas Rates as presented. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager Kuntz presented Policy #601.40, Residential/Commercial High Efficiency Rebate Program, to the Commission for cancellation. Mr. Kuntz noted the policy will be canceled and turned into a procedure. Commissioner Moen moved to accept the cancellation of Policy #601.40, Residential/Commercial High Efficiency Rebate Program with wording added to the procedure stating changes to the residential conservation program must be approved by the General Manager. Also, the Marketing Department will present quarterly reports to the Commission on the CIP spending. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

### **Contributed Services**

The Contributes Services report as of November 30, 2002 was presented to the Commission. The Commission signed the report.

### **City Administrator's Report**

City Administrator Sparks reported the City Council will meet to discuss the future of the Morehouse Dam, 2003 Budget and the Tax Levy. Mr. Sparks reported a new person has been hired to run the Senior Place upon the retirement of Marilyn Flanagan. Commissioner Truelson asked Mr. Sparks if the OPU Commission could meet with the City Council. Mr. Sparks replied, it would be March or April due to several study sessions the Council is involved in. Mr. Sparks will get back to the Commission.

### **General Manager's Report**

General Manager Kuntz discussed with the Commission the Z Scores report in their packets.

General Manager Kuntz discussed with the Commission the Economic Development Grant Program proposed by OPU staff. Discussion ensued.

Gas Marketing Manager Green and Energy Conservation/Marketing Specialist Finholdt presented an Energy Management Program to the Commission. They noted the policy is just for discussion at this time. Discussion ensued.

General Manager Kuntz pointed out a drawing of the new #10 well and reported the drilling is at 134 feet. They are looking at being completed by spring.

### **Commission Roundtable**

Commissioner Noyce – Happy Holidays to all and thank you to the employees for all their hard work.

Commissioner Moen – Happy Holidays to all.

Commissioner Truelson – Thank you to all the employees and wish everyone a happy and safe holiday.

**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 5:06 p.m.

Respectfully submitted,

Tammy Schmoll  
Administrative Assistant