

The Owatonna Public Utilities Commission met in rescheduled session in the Commission Room. The meeting was rescheduled do to the Christmas holiday. Present were Commissioners Ihrke, Simon, Schreiner, Stansberry and Cosens. Also present were General Manager Fritsch; Director, Financial & Administrative Services Fondell; Director, Engineering & Electric Services Johnson; Director, Gas, Water, Energy Management & External Relations Warehime; Manager, HR, Safety, Risk & Loss Control Madson; Supervisor, Financial Services Turnbull; Supervisor, Information Technologies Keltgen; Supervisor, Substations & Generation Deering; and Executive/HR Assistant Schmoll.

Commissioner Ihrke led the Pledge of Allegiance.

Minutes

The Minutes from the regular Commission meeting of November 27, 2012 and the Minutes from the special Commission meeting of December 20, 2012 were presented to the Commission. The special meeting of December 20, 2012 was held to discuss an Economic Development Incentive Rate. Commissioner Schreiner moved to approve both sets of Minutes as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee: Commissioner Simon reported the Finance Committee met, reviewed and approved Vouchers in the amount of \$4,037,638.59. There were no work orders presented at this meeting.

Personnel Committee: Commissioner Stansberry reported the Personnel Committee met twice in December. One meeting was for the General Manager's review and the other meeting was to discuss wage increase for 2013.

City Administrator Report

City Administrator Busse was not present to give a report.

Contributed Services

The Contributed Services report as of November 30, 2012 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

Staff discussed updates to the November scorecard.

General Manager/Staff Report

General Manager Fritsch reported staff will be participating in a Strategic Planning session on January 24, 2013.

Director, Financial & Administrative Services Fondell reported staff is getting ready for year end and will be preparing for the annual audit.

Director, Engineering & Electric Services Johnson updated the Commission on OPU's backflow prevention program and complimented Brian Clausen of the Engineering Department for his work on the program, especially in his communication and education of the area plumbers.

Supervisor, Substations & Generation Deering updated the Commission on the asbestos abatement project. He noted completion of the project is projected for early March 2013.

Commission Roundtable

Commissioner Stansberry – Nothing.

Commissioner Simon – Nothing.

Commissioner Schreiner – Nothing.

Commissioner Cosens – Happy New Year to everyone.

Commissioner Ihrke – Nothing.

Adjournment

There being no further business to come before the Commission, Commissioner Stansberry moved to adjourn the meeting. Commissioner Simon seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:25 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant