

The Owatonna Public Utilities Commission met in virtual session via Microsoft Teams. Present were Commissioners Doyal, Johnson, Kottke, Rossi and Zirngible. Also present were General Manager Warehime; City Administrator Busse; Director, Finance & Administration Olson; Director, Engineering & Field Operations Fenstermacher; Director, Information Technologies & Metering Baum, Manager, Gas & Water Operations Krogh; Manager, Electric Operations Deering; Supervisor, Accounting Linders; Executive, Communications & Administration Coordinator Schmoll; Key Accounts & Energy Conservation Officer Hendricks; Accountant Lori Jerpak and Accounting Specialist Shanda Meier.

President Doyal called the meeting to order and asked for a motion to approve the agenda as presented. Commissioner Kottke moved to approve the agenda. Commissioner Zirngible seconded the motion. On rollcall, all Commissioners voting Aye, the motion passed. The consent agenda items included the Minutes from the December 28, 2021 Commission meeting, the Minutes from the January 12, 2022 special Commission meeting and the Contributed Services as of December 31, 2021. Commissioner Johnson moved to approve the consent agenda items. Commissioner Rossi seconded the motion. On rollcall, all Commissioners voting Aye, the motion passed.

### **Committee Reports**

Personnel Committee - Commissioner Rossi reported the Personnel Committee met and received a staffing update. He noted, the gas/water engineering technician position has been filled with Anthony Lance. The IT Systems Administrator and Meter Serviceworker positions are still open and being recruited. He continued, the Committee received a report on the results of the Q12 Employee Engagement survey. He noted, 73% of OPU employees are engaged with their employment versus a national average of only 34% of employees. The Committee were also updated on OSHA recordable days, COVID19 within OPU and some training the employees participated in regarding active shooters and protecting yourself.

Finance Committee – Commissioner Kottke reported the Finance Committee met, reviewed and approved vouchers totaling \$6,635,492.54. Mr. Kottke reported on the status of work orders noting, 33 work orders were completed under budget by approximately 15%. He further noted the rest of the work orders should be closed out the first quarter of the new year. He informed the Commission approximately \$1.5 million worth of electrical meter assets will be retired resulting in a loss. This is in relation to the AMI project. The useful life of the meters has changed due to technology and will no longer be depreciated over 33 years. The final update Mr. Kottke gave was in relation to the February Natural Gas Event and where we sit with the “catch up”. He noted it is proposed to be caught up in 11 months versus the full 12 as originally anticipated.

### **City Administrator’s Report**

City Administrator Busse reported contracts have been settled with the public works unions, the police patrol and police sergeants and she discussed changes to those contracts. Ms. Busse reported the police chief has announced his retirement so a search will be done to fill that position. She further reported 18 acres over by Lowes has been petitioned to be annexed into the City for an apartment complex that will have approximately 270 apartments.

### **Four Seasons Building Utilities Approval**

General Manager Warehime presented to the Commission regarding the utilities at the Four Seasons building. He presented the history of the agreement, the reasons behind the agreement, the financial impacts of the agreement and recommended approval of \$100,000 worth of contributed services to the Four Seasons building. After review and discussion, the Commission agreed to continue providing \$100,000 in utilities to the

Four Seasons building as contributed services for another year with the understanding annual reviews will continue to be done.

### **Distributed Generation Tariff and Annual Filing**

Key Accounts & Energy Conservation Officer Hendricks presented to the Commission regarding the Distributed Generation Tariff and the annual filing. He noted this is an annual filing and discussed the history of the policy, gave a quick 101 on net metering, discussed the average retail rate, the purpose of the 2021 QF report and what is included in it, and recommended the Commission approve the filing for another year. After discussion, Commissioner Rossi moved to approve the report and the retail rate for distributed generation as described. Commissioner Kottke seconded the motion. On rollcall, all Commissioners voting Aye, the motion passed.

### **General Manager/Staff Report**

General Manager Warehime thanked the Commission for attending the special meeting for the MMGA and for approving the documents. He reported the MMUA legislative rally will now be virtual if anyone is able to make that work. Mr. Warehime and Director, Finance & Administration Olson updated the commission on an ongoing discussion with one of the larger customers regarding their electric rate.

### **Commission Roundtable**

Commissioner Rossi congratulated staff on their most recent RP3 (Reliability Public Power Provide) designation.

### **Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 4:49 p.m.

Respectfully submitted,

Tammy Schmoll,  
Executive, Communications & Administration Coordinator