

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Kottke, Cosens, Schreiner and Simon. Also present were General Manager Fritsch; City Administrator Busse; Chief Financial Officer Fondell; Director, Engineering Johnson; Director, Operations & External Relations Warehime; Manager, Human Resources Madson; Supervisor, Customer Care Heimerman; Supervisor, Meter Services Pelot; Executive, HR & Administration Coordinator Schmoll; and, new employee, Toni Van Esch. Other guests included customer, Roger Wacek.

Commissioner Cosens led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of December 22, 2015 were presented to the Commission. Commissioner Simon moved to approve the Minutes as presented. Commissioner Schreiner 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 totaling \$4,794,809.99. He noted the 2015 numbers are still preliminary but everything indicates we are ahead of budget in all areas. He further reported the Committee approved a work order for \$590,000 for an automation project for the water system. The water system is very complex and includes several wells and booster pumps. This software is very versatile and will allow the whole system to be controlled automatically taking the human control factor out of the equation. Commissioner Cosens inquired about the cost savings. Director, Operations Warehime replied \$227,000 per year. The break-even point is about three years.

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

City Administrator's Report

City Administrator Busse reported the City is preparing for Strategic Planning and noted General Manager Fritsch is helping them through that process. She noted they are asking all boards and Commissions to give the City Council input on the three top recommendations for the City to consider in the short term, 3-year time frame and a longer, 10-year time frame. What should the City be considering or working on? City Administrator Busse further reported the classification compensation study is almost complete. They expect a preliminary report soon and then will move into a plan for implementation.

Contributed Services

The Contributed Services report as of December 31, 2015 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

Staff updated the Commission on changes to the December 2015 scorecard. Highlights included a cost avoidance for the year of over \$200,000 (the first time since we have started tracking them), an OSHA recordable on December 31, 2015 after 364 day streak; an OSHA recordable on January 5, 2016; and being under budget for the year and within our target reserve levels.

Customer Care Supervisor Heimerman updated the Commission on the results of the customer survey. She noted, out of 350 customers surveyed, 88% of them scored us an 8 or better. Twenty

attributes are scored during the survey. Comparing the 2015 survey with the last customer survey in 2013, some areas have improved and some have declined. Areas that will be focused on in 2016 include energy conservation programs education, community involvement and ease of understanding the bill.

General Manager/Staff Report

General Manager Fritsch distributed and discussed OPU's 2016 placement. He noted the placement is a snapshot of key performance indicators and goals for the company. Mr. Fritsch explained the goals and noted they were products of the strategic planning sessions held by the management staff.

Chief Financial Officer Fondell discussed changes to the bi-weekly earnings statements and noted the stubs will no longer be printed due to confidential information being printed on them. She inquired as to how the Commission would like to receive these statements. After discussion, it was decided staff will look into different options for providing paycheck information and will report back at next meeting.

Chief Financial Officer Fondell further discussed the Delegation of Authority. She noted, she is working on purchasing procedures and a comprehensive document to lay out purchasing orders, etc. After discussion, the Commission requested a high level sheet explaining this a little more, with more details.

Commission Roundtable

Commissioner Cosens stated he appreciated the work put into the identification of goals and the placemat. He feels it shows good organization and leadership.

Audience Comments

Customer, Roger Wacek, read to the Commission a letter to the editor he will be sending regarding climate change.

Adjournment

There being no further business to come before the Commission, Commissioner Cosens moved to adjourn the meeting. Commissioner Simon seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:50 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, HR & Administration Coordinator