

The Owatonna Public Utilities Commission met in regular session in the Morehouse Room at the Owatonna Public Utilities. Present were Commissioners Schreiner, Kottke, Stansberry, Cosens and Simon. Also present were General Manager Fritsch; City Administrator Busse; Director, Financial & Administrative Services Fondell; Director, Customer Service, Generation & Substations Green; Director, Engineering Johnson; Manager, Human Resources Madson; Supervisor, Gas, Water, Maintenance, Buildings & Grounds Krogh; Executive/HR Assistant Schmoll; and Marketing & Energy Conservation Manager Jared Hendricks.

Commission President Schreiner led the Pledge of Allegiance.

Minutes

The Minutes from the rescheduled meeting of December 30, 2014 were presented to the Commission. Commissioner Stansberry moved to approve the Minutes as presented. Commissioner Simon 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 \$5,342,703.21. He noted the financial statements are preliminary until after the audit but overall it was a good year.

Personnel Committee – Commissioner Stansberry reported the Personnel Committee met. He reported the meeting dates will be changing from the second Thursday of the month to the third Wednesday of the month. He further reported the Committee received a staffing update including the continued search for an Electrical Engineer. The tidbit of the month was in 1936 there were 36 consecutive days below zero.

City Administrator Report

City Administrator Busse reported the City is working on its strategic planning including setting a long range plan for capital items.

OPU/City Agreement

General Manager Fritsch presented an agreement to the Commission allowing OPU to use the City wash bay facilities for washing OPU vehicles. He noted the agreement will be signed by himself and City Administrator Busse and was presented to the Commission for their information.

Contributed Services

The Contributed Services report as of December 30, 2014 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

Staff updated the Commission on changes to the December 2014 scorecard which included the 2014 end of year numbers. Notable items include only one OSHA recordable for the year, and \$125,224 in costs savings. General Manager Fritsch discussed the 2015 Placemat including objectives for the next year. He noted the main focus for 2015 will be work management.

General Manager/Staff Report

General Manager Fritsch updated the Commission on the repurposing project. He further reported year end performance reviews for his direct reports are being wrapped up, OPU will be applying for the APPA E.F. Scattergood Award which recognizes a utility that has enhanced the national prestige of APPA and public power through outstanding service to customer-owners. Mr. Fritsch further noted we should hear in a couple months if we get the award.

General Manager Fritsch reported SMMPA is planning to bond for the Owatonna Energy Station (OES). He noted the SMMPA Board will vote in March 2015 to approve the bonding. General Manager Fritsch presented a SMMPA Member Representative change form to the Commission. The form designates an alternate representative who is authorized to vote on behalf of a member in the absence of the regular member. The form is designating Roger Warehime as alternate representative to the SMMPA Board of Directors in absence of Mr. Fritsch. Commissioner Kottke moved to approve the alternate designation of Roger Warehime to the SMMPA Board in the absence of General Manager Fritsch. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed. Commission President Schreiner signed the form.

Commissioner Simon left the meeting.

Supervisor, Gas, Water, Maintenance, Buildings & Grounds Krogh reported the water service line program is going well.

Director, Customer Service, Generation & Substation Green presented an update on the Call Center agreement, the process involved for incorporating the call center into our operations, its benefits and costs.

Director, Engineering Johnson updated the Commission on the status of FEMA reimbursements in regards to the 2010 flood. He noted OPU has received 21 of the 30 projects submitted. Once the repurposing project is totally complete we will hopefully be reimbursed for the remaining projects.

Manager, Human Resources Madson reported an offer has been extended to a gentleman to be OPU's Electrical Engineer. She noted the person has accepted and we are waiting on the pre-employment physical and other things to come back. She further reported the position of Accounting Clerk has been filled as well as the GIS Technician position.

Commission Roundtable

Commissioner Stansberry reported he will be Skyping in for the March meeting as he will be in Arizona.

No other Commissioners had anything to add.

Adjournment

There being no further business to come before the Commission, Commissioner Kottke moved to adjourn the meeting. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:59 p.m.

Respectfully submitted,
Tammy Schmoll
Executive/HR Assistant