

The Owatonna Public Utilities Commission met in rescheduled session in the Commission Room. Present were Commissioners Ihrke, Schreiner, Stansberry and Cosens. Absent was Commissioner Simon. Also present were General Manager Fritsch; City Administrator Busse; Director, Engineering & Electric Services Johnson; Manager, HR, Safety, Risk & Loss Control Madson; Supervisor, Financial Services Turnbull; Supervisor, Information Technologies Keltgen; Supervisor, Meter Services Pelot; Supervisor, Substations & Generation Deering; and Executive/HR Assistant Schmoll.

Commissioner Stansberry led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of January 22, 2013 were presented to the Commission. Commissioner Stansberry moved to approve the Minutes as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee – Commissioner Cosens reported the Finance Committee met on February 19, 2013. They reviewed and approved Vouchers in the amount of \$6,090,324.88. The Committee also gave verbal approval on two work orders and officially signed off on the work orders at the Commission meeting. One work order was unbudgeted for relocating existing facilities at the Viracon location for their expansion. The other work order was budgeted for replacing remote terminal units (RTU's) at various locations throughout town.

Personnel Committee – Commissioner Stansberry reported the Personnel Committee met twice in December; once for the General Manager's review and the other for a wage and benefit survey review. The survey indicated a misalignment in the market price for the Lead Lineworkers, the Lineworkers and the Substation Utility Technicians. The Personnel Committee authorized General Manager Fritsch to work with the Union to agree upon a stand-alone, market adjustment to the wages for these three classifications. Commissioner Stansberry made a motion on behalf of the Personnel Committee to increase the Lead Lineworkers base wage by \$2.50 per hour; and the Lineworkers and Substation Utility Technicians \$1.00 per hour. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

City Administrator's Report

City Administrator Busse reported General Manager Fritsch helped the City Council go through their Strategic Planning for the up-coming year. Their three year strategic plan and 20 year long range plan were updated.

City Administrator Busse thanked the Commission for their part in helping to secure the Viracon project in Owatonna.

City Administrator Busse reported neighborhood meetings are being conducted with residents who will be affected by City street projects in 2013.

Repurposing Design Development Presentation

General Manager Fritsch distributed and discussed the detail design phase of the Repurposing Project. He noted a lot of the existing furniture will be reused in the project to keep the furniture budget to as small as possible. Commissioner Schreiner inquired if there has been any further talk with the City regarding making Walnut Avenue a one way street. General Manager Fritsch noted we are going to hold off on further discussions until after the completion of the project and will be included in Phase 2. Mr. Fritsch noted the third floor will not be used initially, but will be saved for future expansion or storage if needed. Several items will need to be completed to in order to occupy the space in the future. Security is also a big item being looked at. The next steps are to sign off on construction documents. Bid packets will be sent out with bids due back in June for approval at the June Commission meeting. We are hoping construction will begin on July 1st.

Contributed Services

The Contributed Services report as of January 31, 2013 was presented to the Commission. Commission signed the report.

Operations/Scorecard

Staff discussed the updates to the January scorecard. Mr. Fritsch directed the Commission's attention to the metrics graphs added to this section and noted if there are any questions to feel free to ask the staff members.

General Manager/Staff Report

General Manager Fritsch thanked the Commission for the approval of the work order for the Viracon project in the amount of \$580,000. He noted the City of Owatonna will be bonding for theirs and OPU's part of the project and will reimbursement OPU for our portion.

General Manager Fritsch presented OPU's updated Strategic Plan to the Commission. He highlighted areas included in the 2013-2015 Roadmap and the owner of each section.

General Manager Fritsch discussed changes to the Afterhours Serviceworker's schedule with the Commission. He noted the Afterhours Serviceworker will begin work earlier in the day to better utilize the position on a trial basis for one year.

Supervisor, Substations & Generation Deering updated the Commission on the Power Plant clean out. He noted the asbestos removal should be wrapped up in about two weeks.

Supervisor, Information Technologies Keltgen presented to the Commission on Office 365 and the direction OPU is heading technology-wise.

Commission Roundtable

Commissioner Cosens: Nothing.

Commissioner Schreiner: Nothing.

Commissioner Stansberry: Found the last newsletter very attractive and informational. Mr. Stansberry complimented the staff on their involvement in Economic Development.

Commissioner Ihrke: Thanked the staff and the City for their work on helping to secure the Viracon project in Owatonna.

Closed Session: Discuss Pending Litigation

Commissioner Cosens moved to adjourn the public meeting to a closed session. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the public meeting closed at 4:50 p.m.

Commissioner Cosens made a motion to come out of closed session. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

Adjournment

President Ihrke asked if there was any further business to come before the Commission. With no further business to be conducted, Commissioner Schreiner moved to adjourn the meeting, Commissioner Cosens seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant