

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Cosens, Simon, Rossi and Doyal. Absent was Commissioner Kottke. Also present were General Manager Fritsch; City Administrator Busse; Chief Financial Officer Fondell; Director, Engineering Johnson; Director, Field Operations Warehime; Manager, Human Resources Madson; Supervisor, Accounting Sedivy; and Executive, HR & Administration Coordinator Schmoll. Other guests included, Roger Wacek, customer.

Commissioner Doyal led the Pledge of Allegiance.

### **Minutes**

The Minutes from the rescheduled meeting of February 21, 2017 were presented to the Commission. Commissioner Doyal moved to approve the Minutes as presented. Commissioner Rossi 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 \$8,430,847.79. He further reported overall, the financials are in good shape.

Personnel Committee: Commissioner Rossi reported the Personnel Committee met and received a staffing update including two new apprentice line workers who started in March. The search continues for the Electric Engineer Assistant. Tammy's tidbit included the first union for the municipality was formed in 1947. Interviews for a customer service/rebate coordinator will be held in the coming week as well as interviews for the buildings and grounds maintainer position.

### **City Administrator's Report**

City Administrator Busse reported at the last City Council meeting the Council passed a resolution regarding small cell wireless towers which affirms its support of local decision making and control over public rights-of-way within its jurisdiction, and opposes any legislation that allows private telecommunication companies unfettered access to the public right-of-way.

City Administrator Busse further reported the City is in the process of assuming administration of the public access channel that airs such things as church services or other public meetings. Commissioner Cosens inquired as to who is responsible for the content, scheduling, etc.? City Administrator Busse replied, with the new equipment the Assistant City Clerk should be able to handle the majority of the current programming.

### **Equipment & Labor Billing Rates Policy**

Chief Financial Officer Fondell presented the Equipment & Labor Billing Rates policy to the Commission. She explained the policy is designed to handle billing rates when OPU employees do work for outside entities. OPU does not want to compete with companies who already do these types of tasks, however occasionally a street light, utility pole or hydrant may be hit so we need to have billing and labor rates for when performing the repair of these items. To alleviate coming to the Commission every time the labor rates change, a statement has been put in the policy to refer to the supplemental billing rate sheet. After discussion, Commissioner Simon requested to have a line reworded in the policy to include the wording "updated by the Chief Financial Officer and approved by the General Manager" under the billing section. With the additional wording added, Commissioner Simon moved

to approve the Equipment & Labor Billing Rates policy. Commissioner Doyal seconded the motion. All Commissioners voting Aye, the motion passed.

### **Contributed Services**

The Contributed Services report as of February 28, 2017 was presented to the Commission. The Commission signed the report.

### **Operations/Scorecard**

Staff updated the Commission on changes to the February scorecard. General Manager Fritsch discussed the rate comparison study conducted every six months by Energy Conservation Officer Hendricks.

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

General Manager Fritsch discussed the utility subsidy contract with the Four Seasons regarding utility costs. He noted the annual subsidy is \$100,000 and annually the contract is reviewed by himself and Chief Financial Officer Fondell. The review includes evaluating the Four Seasons expenses and revenues, to ensure their utility costs are not being over-subsidized. Based on the review of the Four Season's 2016 contact, General Manager Fritsch recommended continuing with the \$100,000 subsidy. After discussion, Commissioner Rossi moved to approve the recommendation. Commissioner Simon seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager Fritsch reported union negotiations has been completed and is awaiting the union vote. Mr. Fritsch recognized Director, Field Services Warehime for his exceptional job during the negotiations.

Director, Field Services Warehime reported on March 31, 2017 the long awaited project to go from 24/7 staffing will be completed. Mr. Warehime recognized Chief Financial Officer Fondell on her work on the project.

Chief Financial Officer Fondell reported auditors are on-site doing their field work for our annual audit. She noted the process is going well and the auditors will be at the April meeting to give their report.

### **Commission Roundtable**

Commissioner Cosens thanked Director, Field Services Warehime for his work on negotiations.

### **Audience Comments**

Roger Wacek, customer, noted he liked the article in the Customer Update regarding electric vehicles. He suggested a topic for an upcoming article be electric battery production and pollution surrounding them.

**Adjournment**

There being no further business to come before the Commission, Commissioner Simon moved to adjourn the meeting. Commissioner Doyal seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:35 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive, HR & Administration Coordinator