

REVISED

Owatonna Public Utilities Commission

April 23, 2013

4:00 p.m.

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Ihrke, Simon, Schreiner, Stansberry and Cosens. Also present were General Manager Fritsch; City Administrator Busse; Director, Financial & Administrative Services Fondell; Director, Customer Service, Generation & Substations Green; Director, Gas, Water, Energy Management & External Relations Warehime; Supervisor, Financial Services Turnbull; Supervisor, Information Services Keltgen; Supervisor, Meter Services Pelot; Supervisor, Substations & Generation Deering and Executive/HR Assistant Schmoll. Also present was Matt Kottke.

Director, Customer Service, Generation & Substation Green led the Pledge of Allegiance.

Minutes

The Minutes from the special meeting of April 4, 2013 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.

The Minutes from the regular meeting of March 26, 2013 were presented to the Commission. Commissioner Cosens moved to approve the Minutes as presented. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee: Commissioner Cosens reported the Finance Committee met, reviewed and approved Vouchers totaling \$5,617,288.48. He also reported 5 work orders were signed including one work order addition.

Personnel Committee: Commissioner Stansberry reported the Personnel Committee did not meet.

City Administrator's Report

City Administrator Busse reported the City is looking at fixed costs at the Wastewater Treatment Plant to see if changes to fees need to be made.

Irate/Hostile Customer Policy

General Manager Fritsch presented an Irate/Hostile Customer policy, Policy #371.00, to the Commission. He noted this is a new policy to provide guidance for employees to help with the safety of customers and employees when handling tense situations with customers. General Manager Fritsch also noted the wording was run by legal counsel. Commissioner Cosens moved to approve the policy as presented with the exception of changing the effective date to May 1, 2013. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

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

Operations/Scorecard

Staff discussed updates to the March scorecard.

General Manager/Staff Report

General Manager Fritsch updated the Commission on the Power Plant Repurposing project. He noted the project is still on track for the total budgeted cost of \$14 million. He discussed some of the optional project additions and deletions. He further noted the clean-out portion is on track to be completed by the end of May with the construction bids to go out the middle of May. The vehicle storage building will be the next phase of the project being completed by fall with the entire project being completed September/October 2014.

General Manager Fritsch updated the Commission on the SHERCO 3 unit outage. He noted the root cause has been determined as the lower pressure turbine blades having corrosion cracking. The unit should be back on-line in September.

General Manager Fritsch thanked Commissioner Ihrke for his leadership on the Commission over the past 5 years. He then introduced and welcomed Matt Kottke as Commissioner Ihrke's replacement, pending City Council approval.

Director, Customer Service, Generation & Substations Green updated the Commission on the procedure for placing property liens on customers who are past due on their utility bills. He noted the issue has been put on hold until City Attorney Mark Walbran can do more research and get a couple more questions answered.

Director, Gas, Water, Energy Management & External Relations Warehime updated the Commission on the Well #1 abandonment analysis as well as marketing efforts for the upcoming month.

Director, Financial & Administrative Services Fondell noted the auditors have finished their audit field work at OPU and will be presenting their official report at the June meeting. There were not any audit findings that Mrs. Fondell was aware of.

Commission Roundtable

Commissioner Stansberry – Thanked Commissioner Ihrke for his 5 years on the Commission.

Commissioner Simon – Thanked Executive/HR Assistant Schmoll for getting the iPads and that project completed. Also, thanked Commissioner Ihrke for his years on the Commission.

Commissioner Schreiner – Thanked Commissioner Ihrke for his years on the Commission.

Commissioner Cosens – Thanked Executive/HR Assistant Schmoll for her work on the IPad project. Thanked Commissioner Ihrke for his contributions to the Commission over the past 5 years.

Commissioner Ihrke – Stated he has enjoyed working with everyone on the staff and Commission.

Adjournment

There being no further business to come before the Commission, Commissioner Schreiner moved to adjourn the meeting. Commissioner Simon seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:44 p.m.

Respectfully Submitted,

Tammy Schmoll
Executive/HR Assistant