

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Cosens, Simon, Kottke, Rossi and Doyal. 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, Customer Care Heimerman; Supervisor, Meter Services Pelot; Executive, HR & Administration Coordinator Schmoll; Energy Conservation Officer Hendricks; and Customer Service Representative Megan Smith. Other guests included customer, Roger Wacek.

Commissioner Simon led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of April 25, 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.

Election of Officers

Commissioner Cosens presented a slate of officers to nominate Commissioner Simon as President and Commissioner Rossi as Vice President. Commissioner Rossi made a motion to approve the slate of officers as presented, a unanimous ballot be cast and that nominations cease. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the motion passed. Commissioner Simon assumed control of the meeting.

President Simon assigned Commissioners Kottke and Doyal to the Finance Committee and Commissioners Rossi and Cosens to the Personnel Committee.

Committee Reports

Finance Committee – Commissioner Kottke reported the Finance Committee met, reviewed and approved Vouchers in the amount of \$5,110,062.92.

Personnel Committee – Commissioner Rossi reported the Personnel Committee met and received a staffing update, an update on some safety issues, and had a discussion regarding transitioning into leadership roles. He noted during the last union negotiations, employees transitioning into leadership positions will now be picked objectively not subjectively.

City Administrator's Report

City Administrator Busse reported on street overlays that will be taking place, as well as she reported the Coffee with Council will be changed a little to try to encourage more people to participate. The next session is June 1st before the Concert in the Park. Mrs. Busse further noted there will be another deer management hunt in the fall. As a final note, Mrs. Busse reported the City of Owatonna has purchased a document management system, LaserFische, to electronically manage and organize documents and create better workflows.

Gas Transportation Tariff Policy

Chief Financial Officer Fondell presented the Gas Transportation Tariff Policy to the Commission. She noted the policy was presented at the last meeting in draft form and staff did not make any changes to the proposed policy. Commissioner Cosens moved to approve the policy as submitted, Commissioner Kottke seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of April 30, 2017 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

Staff presented changes to the April scorecard.

General Manager/Staff Report

General Manager Fritsch discussed how any incidents are reviewed and how lessons learned are developed. He reported on how some departments are shadowing other departments to see what "a day in the life of..." looks like. Mr. Fritsch concluded by reporting he will be attending the APPA National Conference in June, along with Mayor Kuntz.

Manager, Human Resources Madson reported one employee, Dean Schroeder, retired from OPU after 43 years of service. Mr. Schroeder was a lead line worker and will be missed. She reported the posting for a journeyman line worker will be open until June 7th when the service will go outside if there are no internal candidates.

Director, Engineering Johnson brought some large underground cable into the meeting that was split open and found during a vault check. He noted the cable was close to causing an outage but was changed out and put back into service without any outages.

Supervisor, Customer Care Heimerman discussed the current disconnect for non-payment process with the Commission and presented a new process. She discussed the current process to disconnect a customer for non-payment takes 41 business days. She also discussed the different notices the customer now receives. Under the new proposed process, the customer will not receive as many reminders, but the reminders they do receive will be more friendly. The number of days to disconnection will be reduced. The proposed new process would become effective July 1st. Benefits of the new process include less time to process the number of disconnects and less truck time which leaves more time for other tasks. Also, there will be less confusion for the customer in that another billing statement will not cross over the disconnect. Commissioner Cosens would like to see a more definite statement on the notice that tells the customer they will not receive any more notices. Mrs. Heimerman also discussed the payment agreement process. After discussion, the Commission offered their support of the new process.

Commission Roundtable

Commissioner Cosens thanked his fellow Commissioners for their input and support over the past year as he served as Commission President.

Adjournment

There being no further business to come before the Commission, Commissioner Doyal moved to adjourn the meeting. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:57 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, HR & Administration Coordinator