

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Simon, Schreiner, Stansberry, Cosens and Kottke. Also present were General Manager Fritsch; City Administrator Busse; Director, Director, Customer Service, Generation & Substations Green; Director, Director, Engineering, Johnson; Director, Field Operations, Energy Management & External Relations Warehime; Manager, Human Resources Madson; Manager Information Technologies Keltgen; Supervisor, Substations & Generation Deering; Executive/HR Assistant Schmoll; and Marketing/Energy Conservation Manager Jared Hendricks. Other guests included new employees Dan Cammock, Matt Reich, Megan Smith, Joel Trites and Peter Trom.

Commissioner Simon led the Pledge of Allegiance.

### **Minutes**

The Minutes from the special Commission meeting of May 7, 2014 and the Minutes from the regular Commission meeting of April 22, 2014 were presented to the Commission. Commissioner Stansberry moved to accept the Minutes from the special Commission meeting of May 7, 2014. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the motion passed.

Commissioner Schreiner moved to approve the Minutes of the regular meeting of April 22, 2014. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

### **Election of Officers**

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

The Finance Committee will consist of Commissioners Simon and Kottke with Commissioner Simon serving as Chairperson.

The Personnel Committee will consist of Commissioners Stansberry and Cosens with Commissioner Stansberry serving as Chairperson. Commissioner Schreiner will serve as ex-officio member to both committees.

### **Committee Reports**

Personnel Committee – Commissioner Schreiner reported the Personnel Committee did not meet.

Finance Committee – Commissioner Simon reported the Finance Committee met, reviewed and approved Vouchers totaling \$7,031,767.51. He further reported three work orders were approved.

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

City Administrator Busse reported various projects are continuing throughout the community. The Gateway Apartments are moving forward with their second apartment building downtown. Mrs. Busse discussed further details of the housing unit.

City Administrator Busse also gave an update on the franchise agreement negotiations with Charter Communications for cable TV.

### **Contributed Services**

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

### **Operations/Scorecard**

Staff updated the Commission on changes to the scorecard. General Manager Fritsch noted OPU has gone 268 days without an OSHA recordable injury as of the date of this meeting.

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

General Manager Fritsch introduced the new employees to the Commission and noted going forward, we will ask new employees to attend a Commission meeting to meet the Commissioners and see how a meeting is run.

General Manager Fritsch updated the Commission on the recent SMMPA Board Retreat. He noted membership and the Owatonna Energy Station were key topics at the retreat.

General Manager Fritsch further noted, Sherco3 has been running well, but coal delivery continues to be a concern. The current coal inventory is at about a 30 day supply. A comfortable level is a 60 day supply.

General Manager Fritsch concluded with an update regarding the work he and City Administrator Busse are doing with the County on determining what the final support for the Four Season's Building should be and by noting mandatory safety glass requirements go into effect on Monday, June 4<sup>th</sup> for all our field operations. Any job sites, or other designated areas will require the wearing of safety glasses. Contractors will be required to wear them while working for OPU, as well.

Director, Customer Service, Generation & Substations Green gave an update on the new SCADA project, the cost savings associated with it, and an overview of the scope of the project. He discussed the issues with the current system and high-lighted the capabilities of the new system.

Manager, Human Resources Madson updated the Commission on staffing levels. She noted the open journeyman lineworker position, as well as both IT positions have been filled. Interviews will be starting soon for the open Apprentice Lineworker position. She concluded by noting a SCADA operator, Tom Wagner, is retiring the end of the month.

Supervisor, Generation & Substations Deering updated the Commission on the repurposing project and noted if anyone was interested he would give them a tour after the meeting.

### **Commission Roundtable**

Commissioner Stansberry commended the staff on the monthly newsletter and stated he likes how the monthly article is rotated between different personnel. He felt it was very well done, and the variety of authors adds interest to the newsletter and makes it for informative and factual.

Commissioner Schreiner welcomed new employees and thanked Commissioner Simon for his past year serving as President of the Commission.

**Adjournment**

There being no further business to come before the Commission, Commissioner Simon moved to adjourn the meeting. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:43 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive/ HR Assistant