

The Owatonna Public Utilities Commission met in regular session in the training room at the Owatonna Fire Department Present were Commissioners Schreiner, Stansberry, Cosens and Simon. Absent was Commissioner Kottke. Also present were General Manager Fritsch; City Administrator Busse; Director, Financial & Administrative Services Fondell; Director, Customer Service, Generation & Substations Green; Director, Engineering Johnson; Director, Operations, Energy Management & External Relations Warehime; Manager, Human Resources Madson; Supervisor, Meter Services Pelot; Executive/HR Assistant Schmoll; and Marketing/Energy Conservation Manager Hendricks. Other guests included new employees Shannon Petty, Tony Hartle, Carlos Cruz, Chris Johnson and Brian Austinson. Kim Hillberg of CliftonLarsonAllen, OPU's audit firm, was also present.

Marge Madson led the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular meeting of May 27, 2014 were presented to the Commission. Commissioner Simon moved to approve the Minutes. Commissioner Stansberry 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 in the amount of \$6,481,430.00. He further reported four work orders were approved.

Personnel Committee – Commissioner Stansberry reported the Personnel Committee met and reviewed open positions. Currently the Electric Engineer position is the only open position.

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

City Administrator Busse reported the City is still dealing with flood issues and is kicking off the 2015 budgeting season.

### **2013 Audit Report**

Kim Hillberg from CliftonLarsonAllen presented OPU's 2013 Audit Report to the Commission. She highlighted a few key sections of the report and noted OPU has been issued a clean or unmodified opinion audit. She complimented Director, Financial & Administrative Fondell and her staff on the great job they are doing and for the clean audit. The Commission thanked Mrs. Hillberg for her presentation.

### **Cash Reserves Policy**

General Manager Fritsch presented the Cash Reserves policy to the Commission. He noted the approach for determining the amount of reserves needed has been modified from a "number of days" requirement to a more objective approach based on a formula which is based on trends and actual numbers. After discussion, Commissioner Simon moved to approve the policy as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

### **Contributed Services**

The Contributed Services report as of May 31, 2014 was presented to the Commission. The Commission signed the report.

**Operations/Scorecard**

Staff updated the Commission on changes to the scorecard. Manager, Human Resources Madson reported OPU has gone 297 days without an OSHA recordable injury.

**General Manager/Staff Report**

General Manager Fritsch updated the Commission on OPU's efforts regarding the recent flooding of our building and recognized all the employees for their time and efforts in being pro-active in saving as many items as possible from the flood waters.

General Manager Fritsch updated the Commission on the building/power plant repurposing project. He noted the date to start moving from our existing building into the new one is still planned for August 15, 2014.

Director, Financial & Administrative Services Fondell noted the final financials statements for 2013 are included in the agenda packet along with a document noting the changes. She invited the Commission to contact her with any questions regarding the end of year financials.

Manager, Human Resources Madson reported Sue Britt, Customer Service Rep., will be retiring on July 18, 2014 after 25½ years of service. She further noted recruitment for an Electrical Engineering is beginning.

**Commission Roundtable**

Commissioner Simon – Congratulated Director, Financial & Administrative Services Fondell and her staff on the clean audit.

Commissioner Cosens – Also congratulated Mrs. Fondell and her staff on the audit.

Commissioner Stansberry – Congratulated Mrs. Fondell and her staff on the audit and noted he has appreciated how things have changed over the past 5 years and how much easier it is to understand the financials now.

Commissioner Schreiner – Congratulated Mrs. Fondell and her staff on the audit.

**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 4:40 p.m.

Respectfully submitted,

Tammy Schmoll,  
Executive/HR Assistant