

The Owatonna Public Utilities Commission met in rescheduled session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Doyal, Johnson, Kottke and Rossi. Absent was Commissioner Keilman. Also present were General Manager Warehime; City Administrator Busse; Director, Finance and Administration Olson; Manager, Human Resources Madson; Supervisor, Accounting Linders; Supervisor, Meter Services Johnson; Executive, Communications & Administration Coordinator Schmoll; Energy Conservation & Key Accounts Office Hendricks; employees Tyler Grupa, Lori Jerpak, Shanda Meier and Kate Scheurer. Other guests included Ryan Gillespie and Shelby Zempel.

President Doyal called the meeting to order and led the Pledge of Allegiance. Mr. Doyal asked for approval of the agenda and the consent agenda. The consent agenda items include the Minutes from the May 25, 2021 meeting as well as the Contributed Services as of May 31, 2021. Commissioner Rossi moved to approve the Consent Agenda as submitted. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Kottke reported the Finance Committee met, reviewed and approved Vouchers totaling \$7,190,228.82. He further reported the Committee approved three new work orders. Two dealt with heating and air conditioning issues and the third dealt with upgrading the licenses for the water modeling software. Mr. Kottke concluded by discussing the RFP process for selecting an audit firm and noted a selection is anticipated mid-August.

Personnel Committee – Commissioner Rossi reported the Personnel Committee met and received a staffing report and discussed a potential organizational change due to some recent retirements

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

City Administrator Busse gave an update on road construction and other projects the City is working on.

### **Engage Owatonna Presentation**

Shelby Zempel and Ryan Gillespie presented to the Commission on Engage Owatonna. They noted it is an online platform, whereby residence can go to get information on projects going on in town as well as provide feedback for upcoming projects. It is monitored for negative, non-productive feedback. The Commissioners offered suggestions for items they'd like to see on the website and directed staff to put something in the newsletter to help spread the word.

### **Organizational Directives Policy Statement**

General Manager Warehime presented the Organizational Directives policy and noted, the policy simply incorporates the established vision, mission and core values into it. Commissioner Kottke moved to approve the policy as presented. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed.

### **Remote Work Policy**

General Manager Warehime recapped the discussion from the last meeting surrounding the remote work policy. He further discussed changes made to the policy that addressed some of the Commissioners' concerns. Although a few Commissioners had reservations regarding the policy, they still wanted the General Manager to be able to have the authority to manage a policy of this nature. After a lengthy discussion, Commissioner Kottke moved to approve the policy as presented. Commissioner Rossi seconded the motion. Three Commissioners voted Aye, one Commissioner voted Nay. The motion passed.

**Discussion: Trail and Bridge, Building 4 Impact**

The Commission discussed the proposed trail and bridge proposal from the City of Owatonna for the building #4 area. City Administrator Busse will get some maps to the Commission regarding the proposed trail. Several questions still need to be answered and options need to be considered in order for the Commission to make an informed decision. This is to be considered a starting point.

**General Manager/Staff Report**

General Manager Warehime reported at the next meeting, staff will show the Safety Scorecard that was recently developed. Mr. Warehime further updated the Commission on ongoing negotiations with Xcel Energy regarding some service territory.

Director, Finance and Administration Olson presented to the Commission regarding legacy water meters and options for gaining access to them. He noted the purpose of this presentation is to give the Commission options and food for thought. Staff is not looking for direction at this time and will bring back to the Commission at a later date.

**Commission Roundtable**

Commissioner Doyal expressed how much he enjoyed the meet and greet and praised staff for the excellent safety record.

**Adjournment**

There being no further business to come before the Commission, Commissioner Rossi moved to adjourn the meeting. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:40 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive, Communications & Administration Coordinator