

REVISED

Owatonna Public Utilities Commission

July 22, 2014

4:00 p.m.

The Owatonna Public Utilities met in regular session in the training room at the Owatonna Fire Department. Present were Commissioners Schreiner, Kottke, Stansberry, Cosens and Simon. Also present were General Manager Fritsch; City Administrator Busse; Director, Customer Service, Generation & Substations Green; Director, Engineering Johnson; Manager, HR, Safety, Risk & Loss Control Madson; Executive/HR Assistant Schmoll; Marketing/Energy Conservation Manager Hendricks; and Accountant Melissa Ressler.

Commissioner Kottke led the Pledge of Allegiance.

Minutes

The Minutes from the June 24, 2014 meeting were presented to the Commission. Commissioner Cosens moved to approve the Minutes as submitted. Commissioner Simon 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 \$5,106,378.91.

Personnel Committee – Commissioner Stansberry reported the Personnel Committee met and reviewed vacant positions. The electrical engineer position is an ongoing vacancy. Commissioner Stansberry also noted a tidbit was shared at the meeting. The median age of OPU employees is 47 years old which is down from a median age of 48 years old in 2010.

City Administrator's Report

City Administrator Busse reported the City is in full swing with their budget process, are finishing up the departmental meetings and will be presenting to the Council on August 4th. She reported a slight increase in the levy and noted union negotiations for all units have not been completed for 2014. She further reported they are in the process of replacing a fire equipment operator due to a retirement in that department. There are also some patrol positions that need to be filled, as well.

Safety Policy

General Manager Fritsch presented the Safety Policy, policy #360.50, to the Commission. He noted the policy had previously been eliminated in 2012 and has been brought back to meet the RP3 requirements. Commissioner Cosens moved to approve the policy, as presented. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the motion passed.

RP3 Program Presentation

Executive/HR Assistant Schmoll presented to the Commission on the status of the RP3 program and where OPU feels they would be if they were to file in 2014. She discussed the gaps that are still existing and OPU's plans to close those gaps. She recommended waiting until 2015 to file, but asked the Commission for direction. The Commission agreed to hold off filing for the RP3 designation until 2015.

Contributed Services

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

Scorecard

Staff updated the Commission on changes to the scorecard. Highlights included no OSHA recordable incidents for 325 days as of July 21, 2014.

General Manager/Staff Report

General Manager Fritsch discussed a water service line program OPU is considering implementing for its customers. He noted the program is designed to be a type of insurance program for customers to cover their water line from the main to their house. Historically it has been the homeowner's responsibility to fix a leak between the main and the house. It is fairly costly for the repair, and is devastating to some customers when they have to pay to have it fixed on their own. Sometimes this results in them not fixing it right away causing several hazards and a loss of commodity on OPU's part. He discussed some of the highlights of the program and noted it is still in the developmental stages. We hope to bring a presentation to the Commission in August with more details.

General Manager Fritsch updated the Commission on the repurposing project. He noted the carpet has been put in the Commission room and work continues in all the other areas with a plan to open for business on August 25th.

General Manager Fritsch noted SMMPA performed a yearly load forecast for Owatonna. OPU hit an electrical peak in 2007 that we have not duplicated since and we do not anticipate hitting it again until 2018. The annual load growth for 2014-2023 is anticipated to be 1.5%.

Commission Roundtable

Commissioner Dale – Complimented the fluoride in water article that was in the newsletter.

Commissioner Stansberry – Compliment the Owatonna Today Show video that General Manager Fritsch starred in.

Commissioner Cosens – Complimented the RP3 report.

Commissioner Kottke – Nothing.

Commissioner Schreiner – Nothing.

Adjournment

There being no further business to come before the Commission, Commissioner Simon moved to adjourn the meeting. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:37 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant