

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Schreiner, Stansberry and Cosens. Absent were Commissioners Simon and Kottke. Also present were General Manager Fritsch; City Administrator Busse: Director, Financial & Administrative Services Fondell; Director, Engineering & Electric Services Johnson; Director, Gas, Water, Energy Management & External Relations Warehime; Manager, HR, Safety, Risk & Loss Control Madson; Supervisor, Information Technologies Keltgen; Supervisor, Gas, Water, Buildings & Grounds Hortop; and Executive/HR Assistant Schmoll.

Executive/HR Assistant Schmoll led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of June 25, 2013 meeting were presented to the Commission. Commissioner Stansberry moved to approve the Minutes as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee: Commissioner Cosens reported the Finance Committee met, reviewed and approved Vouchers totaling \$4,253,283.43. They also approved several work orders for construction & installation of meters, needs in the information technology area, and an addition to the SCADA upgrade work order. They also discussed how reserve levels will be affected by the repurposing project.

Personnel Committee – Commissioner Stansberry reported the Personnel Committee did not meet prior to this Commission meeting but will be meeting on August 8th.

City Administrator Report

City Administrator Busse discussed the bond rating the City received for street projects and improvements. She noted Owatonna is the smallest city to receive a bond rating of AA2. Mrs. Busse discussed other projects the City is working on including the Viracon project. She noted the City Council will be having a preliminary budget meeting on August 5th and the Nite to Unite is August 6th.

Resolution Authorizing Governmental Unit to be a party to MNWARE

Director, Gas, Water, Energy Management & External Relations Warehime presented a resolution and brochure discussing the statewide organization, MNWARE, that provides mutual aid support to water systems. He explained there is no cost to join, and it serves as a good planning resource in case of future potential disasters. City Administrator Busse added, the City will also be joining MNWARE. After discussion, Commissioner Cosens moved to approve the Resolution. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

Physical Examination Program Policy Cancellation

Manager, HR, Safety, Risk & Loss Control Madson presented the Physical Examination Program Policy to the Commission. She noted OPU added preventive care to our health insurance policy in 2009 and therefore the policy is no longer needed. After discussion, Commissioner Stansberry moved to approve the policy cancellation as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of June 30, 2013 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

Staff updated the Commission on changes to the scorecard for the month of June.

General Manager/Staff Report

General Manager Fritsch updated the Commission on the repurposing project noting Garage #1 has been removed and discussed the pre-construction meeting and the contractor safety training that was performed. He further thanked the City for their support in the permitting process.

Director, Gas, Water Energy Management & External Relations Warehime informed the Commission as to what the theme will be at the OPU booth during the Steele County Free Fair. He further updated the Commission on Well #3, which is located inside the plant, noting the well will be sealed, however the sealing will be delayed for a short amount of time as OPU will be applying for a grant from the Minnesota Department of Health to help with the costs associated with sealing a well.

Director, Finance & Administrative Services Fondell reported the budgeting process has begun and OPU would like to hold a special budget meeting with the Commission on November 12th. She will contact the Commissioners to ensure that date will work for them.

Director, Engineering & Electric Services Johnson reported OPU will be working with the City to come up with costs associated with burying overhead lines.

Manager, HR, Safety, Risk & Loss Control Madson updated the Commission on staffing changes. She noted Jared Hendricks has accepted the position of Marketing/Energy Conservation Manager and therefore, a customer service representative position will be posted. A temporary employee is currently helping out the customer service reps. Also, the Substation Utility Technician position will be advertised for three weeks.

Commission Roundtable

Commissioner Cosens – Nothing.

Commissioner Stansberry – Nothing.

Commissioner Schreiner – Nothing.

Adjournment

There being no further business to come before the Commission, Commissioner Cosens moved to adjourn the meeting. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:33 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant