

The Owatonna Public Utilities Commission met in regular session via Microsoft Teams. Present were Commissioners Doyal, Keilman, Kottke, Rossi and Johnson. Also present were General Manager Warehime; City Administrator Busse; Director, Finance & Administration Olson; Director, Engineering Johnson; Supervisor, Accounting Linders; Executive, Communications & Administration Coordinator Schmoll; and Key Accounts/Energy Conservation Officer Hendricks.

Minutes

The Minutes from the regular meeting of June 23, 2020 were presented to the Commission. Commissioner Rossi moved to approve the Minutes as presented. Commissioner Johnson seconded the motion. On roll-call, Commissioners Doyal, Keilman, Ross and Johnson voted Aye, Commissioner Kottke abstained, the motion passed.

Committee Reports

Finance Committee – Commissioner Kottke reported the Finance Committee met, reviewed and approved Vouchers totaling \$4,463,308.16. He discussed work orders and noted they are underbudget for the year. Director, Finance & Administration Olson reported he had discussions with the City Attorney regarding the process for purchasing meters for the AMI project. He noted, the City Attorney is still working on it and an opinion should be wrapped up by the August meeting.

Personnel Committee – Commissioner Rossi reported the Personnel Committee met and received a staffing update, a COVID-19 update and a safety update. He noted, there have not been any employees who have been diagnosed with COVID-19 and at the time of the meeting OPU was 85 days without an OSHA recordable. Two apprentice lineworkers will be starting soon; an existing Lead Lineman will be transferred to the Foreman position; and interviews are ongoing for the Director, Engineering & Operations.

City Administrator's Report

City Administrator Busse reported most of the focus is on COVID-19 things. She reported funds have been received from the Federal government and the City is working on their plan for this money. Among things being developed is a small business relief plan with a focus on ensuring the application process is easy and follows all rules and regulations. Proper documentation must be in line so the City is not responsible for paying it back. Mrs. Busse gave a street project update. Commissioner Kottke inquired when the next joint OPU, City, County, and School Board meeting is going to be. City Administrator Busse replied, they are working on a date.

Amended Purchase Power Agreement

General Manager Warehime reported the Purchase Power Agreement has been amended to better match how OPU and SMMPA handle customer owned renewable energy arrays. Key Account/Energy Conservation Officer Hendricks went into more detail on the specifics of how the energy is purchased and reimbursed. After discussion, Commissioner Kottke moved to approve the Amended Purchase Power Agreement. Commissioner Johnson seconded the motion. On roll-call, all Commissioner voted Aye, motion passed.

Delegation Appointments

General Manager Warehime presented delegation change forms from Southern Minnesota Municipal Power Agency (SMMPA) and Minnesota Municipal Utilities Association (MMUA) noting these forms are updated with new personnel and give voting powers in the event the general manager cannot be present at the meetings. Commissioner Keilman moved to approve the SMMPA Delegation Change form. Commissioner Rossi seconded the motion. On roll-call, all Commissioners voted Aye, the motion passed. Commissioner Kottke moved to approve the MMUA Delegation Change form. Commissioner Johnson seconded the motion. On roll-call, all Commissioners voted Aye, the motion passed.

Contributed Services

The Contributed Services report as of June 30, 2020 was presented to the Commission. Commissioner Kottke moved to approve the Contributed Services report as submitted. Commissioner Johnson seconded the motion. On roll-call, all Commissioners voted Aye, the motion passed.

Operations/Scorecard

There was not anything notable to discuss on the scorecard.

General Manager/Staff Report

General Manager Warehime updated the Commission on COVID-19 measures surrounding the mask mandate and reported he is working with Steele Waseca Coop Electric to wrap up the joint service territory agreement which he anticipates bringing before the Commission in August.

Director, Finance & Administration Olson reported the budget process is kicking off. He further reported he will be bringing forward an addendum to the Substation Expansion work order.

Commission Roundtable

Commissioner Kottke complimented General Manager Warehime on his most recent General Manager Update discussing the mock cyber security drill and complimented staff on continuing to ensure records are kept safe.

Commissioner Rossi inquired if the Contributed Services have always been voted on. General Manager Warehime noted, the voting on the Contributed Services was started once we started having virtual meetings. Previously, the Commission just signed off on them. Mr. Warehime suggested a consent agenda could be used for the Minutes and the Contributed Services or other small items. The Commission agreed that would be a good idea.

Commissioner Rossi further inquired if the City Council was successful in having their meeting be both virtual and in person. City Administrator Busse replied, they have had successful meetings and have restricted the video capability for the people calling in. They felt that worked the best. Mrs. Busse further discussed the sounds system they have in the Council Chambers and noted they will be spending some of the CARES funds on upgrading that system.

Commissioner Keilman thanked everyone for being nimble and adaptive in the decisions on the various options for meetings.

Adjournment

There being no further business to come before the Commission, Commissioner Rossi moved to adjourn the meeting. Commissioner Kottke seconded the motion. On roll-call, all Commissioners voted Aye, the meeting adjourned at 4:54 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, Communications & Administration Coordinator