

The Owatonna Public Utilities Commission met in regular session in the Morehouse Room. Present were Commissioners Schreiner, Kottke, Stansberry, and Simon. Absent was Commissioner Cosens. Also present were General Manager Fritsch; City Administrator Busse; Director, Financial & Administrative Services Fondell; Director, Customer Service, Conservation, Generation & Substations Green; Director, Engineering Services Johnson; Director, Field Operations & External Relations Warehime; Manager, Human Resources Madson; Executive/HR Assistant Schmoll; and Marketing/Energy Conservation Manager Hendricks. Also present was customer Roger Wacek.

Commissioner Simon led the Pledge of Allegiance.

### **Minutes**

The Minutes from the special meeting of September 4, 2014 were presented to the Commission. Commissioner Kottke moved to approve the Minutes as presented. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed. Commissioner Simon abstained from voting due to his absence at the meeting.

The Minutes from the regular meeting of August 26, 2014 were presented to the Commission. Commissioner Simon moved to approve the Minutes as presented. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Personnel Committee – Commissioner Stansberry reported the Personnel Committee met and received a staffing update regarding the Electrical Engineer and the recruiting process involved.

Financial Committee – Commissioner Simon reported the Finance Committee met, reviewed, and approved Vouchers in the amount of \$5,029,439.77. He further reported they approved one Work Order in the amount of \$700,000 for the first part of the joint underground conduit project with Jaguar Communications.

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

City Administrator Busse reported they have completed their interview process in selecting a Council Member at Large to replace the vacancy left by the passing of Councilmember Truelson. Bill Thompson will serve as Council Member at Large until the successor is qualified. If in the November election a new council member is chosen, Mr. Thompson's term will end. If Mr. Truelson wins the election, the Council will declare a vacancy and the process will begin again for selecting a successor who will serve until the end of the two year term.

### **Contributed Services**

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

### **Operations/Scorecard**

Staff updated the Commission on changes to the August scorecard.

### **General Manager/Staff Report**

General Manager Fritsch updated the Commission on the repurposing project, and the new generation project. He noted, the permitting process is moving forward and the project is on track to be running by summer of 2017.

Director, Financial & Administrative Services Fondell updated the Commission on the strategies for natural gas purchases over the upcoming winter. She noted the strategy will include hedging as much long term gas as possible, as well as monthly gas to help minimize the purchasing of daily gas as the markets fluctuate with the different temperatures during the colder winter months.

Director, Engineering Services Johnson updated the Commission on the Jaguar Communications underground conduit project. He noted drilling will begin in the following week. He further updated the Commission on a joint GIS project with the City. He noted, combining the software of the City and the hardware of OPU will save the City \$30,000.

Director, Customer Service, Energy Conservation, Generation & Substations Green noted positive comments are being received from customers regarding the building. The biggest complaint heard is the long walk. The CSRs are letting them know that will change when the project is complete.

Director, Field Operations & External Relations Warehime informed the Commission that OPU has been approached regarding in the pipeline to Hope again. He noted a meeting is scheduled for the following week.

Mr. Warehime further updated the Commission on a change in the winter construction of natural gas services. He noted currently \$500 is charged for winter construction. The fee was meant to discourage winter construction, however, services continue to be requested during the winter months. The change will include sending a letter to contractors letting them know OPU will no longer be performing winter installations as of December 15. Installations will resume once the frost comes out of the ground in the spring.

The last item Mr. Warehime discussed is the draft water service line protection program. He noted the policy will be presented at the next meeting. The only thing added is wording in the funding section to cover any potential property damage that may occur while shutting off a foreclosure home.

### **Commission Roundtable**

Commissioner Simon – Nothing.

Commissioner Stansberry – Nothing.

Commissioner Kottke – Thanked everyone for their comments and wishes extended to their family in the loss of his father.

Commissioner Schreiner – Nothing.

### **Audience Comments**

There were not any audience comments.

**Adjournment**

There being no further business to come before the Commission, Commissioner Simon moved to adjourn the meeting. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:36 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive/HR Assistant