

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

Commissioner Stansberry led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of August 28, 2012 Commission meeting were presented. Commissioner Stansberry moved to approve the Minutes. Commissioner Simon seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee: Commissioner Simon reported the Finance Committee met on September 10, 2012. They approved two work order addendums and Vouchers in the amount of \$5,583,720.44.

Personnel Committee: Commissioner Stansberry reported the Personnel Committee did not meet.

City Administrator's Report

City Administrator Busse reported a new Public Works Director, Kyle Skov, started working for the City the end of August. She further reported two union contracts were settled; one for the Fire Department and the other for the Public Works department. The City is in the budget hearing process. A preliminary 2% levy increase is being proposed with hopes of decreasing it some. The old theatre building was demolished. During the demolition, the chimney fell incorrectly and hit the Flooring Frenzy building next door putting a hole in the wall of the building and landing on the natural gas riser and meter set. OPU was on site for the demolition so the gas was turned off right away. The site will be sodded and used for staging and other events.

Safety Policy Cancellation

Manager, HR, Safety, Risk & Loss Control Madson presented the Safety Policy to the Commission. She reported the policy is being turned into a procedure and asked the Commission for approval of the cancellation of the policy. After discussion, Commissioner Stansberry moved to approve the cancellation of the Safety Policy. Commissioner Simon seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of August 31, 2012 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

Staff reviewed the August scorecard with the Commission.

General Manager/Staff Report

General Manager Fritsch reported candidates have been identified for succession planning, profiles are being created, as well as individual development plans will be created. A presentation will be put together and presented to the Commission in the form of a Succession Planning book.

General Manager Fritsch noted a disaster recovery plan has been put together, key functional areas are being identified, detailed actions are being developed, and eventually a mock drill will be performed.

General Manager Fritsch updated the Commission on the repurposing project. He noted we are still waiting on FEMA approval of the alternate project before we can move forward with demolition.

Director, Engineering, Electric & Meter Services Johnson informed the Commission he has been working with Alliant on coming to an agreement on service territory terms.

Manager, HR, Safety, Risk & Loss Control Madson reported an offer has been made to, and accepted by, a gentleman for the vacant meter serviceworker position. His name is Brian Swenson, and has previous experience in the utility industry. Mrs. Madson also reported advertisements for the position of IT Supervisor has closed. 24 applications were received. They will be reviewed and interviews will begin shortly.

Manager, Energy Management & External Relations Warehime noted November 28, 2012 has been picked as the date for the 2012 State of the Utility meeting. He further noted the AP Biology Class at OHS and their teacher, Seth Muir, conducted a double blind taste test of Owatonna water versus bottled water. The results indicated there was no preference of one over the other.

Commission Roundtable

Commissioner Stansberry – Has any more work been done to see if OPU can participate in the “Round Up” program. City Administrator Busse replied she had communications with the City Attorney and it is his opinion that OPU cannot participate in such a program due to not being able to have a public purpose.

Commission Simon – Nothing.

Commissioner Ihrke – 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 4:30 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant