

The Owatonna Public Utilities Commission met in rescheduled session in the Commission Room. Present were Commissioners Simon, Schreiner, Stansberry and Kottke. Absent was Commissioner Cosens. Also present were General Manager Fritsch; City Administrator Busse; Director, Financial & Administrative Services Fondell; Director, Engineering & Electric Services Johnson; Director, Customer Service, Generation & Substations Green; Manager, HR, Safety, Risk & Loss Control Madson; Supervisor, Information Technology Keltgen; Executive/HR Assistant Schmoll; and Marketing/Energy Conservation Manager Jared Hendricks.

Commissioner Stansberry led the Pledge of Allegiance.

Minutes

The Minutes from the September 24, 2013 regular meeting were presented to the Commission. Commissioner Kottke moved to accept the Minutes as presented. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee: Commissioner Kottke reported the Finance Committee met, reviewed and approved Vouchers in the amount of \$4,471,629.00. The Committee also approved two work orders related to computer hardware and technology.

Personnel Committee: Commissioner Stansberry reported the Personnel Committee met. They receive a staffing update which included newly filled positions, a succession planning update, preliminary information on compensation in regards to other utilities, news of a health insurance increase and an update on the OPU Wellness Committee. The Commission is invited to attend the Health Fair on December 10th.

City Administrator's Report

City Administrator Busse reported the City is wrapping up their departmental budget presentations. The City will be recommending a zero percent levy increase. Mrs. Busse further reported negotiations have started with the police department. The fire department is scheduled to begin soon as well. She further reported an agreement was reached through arbitration with the police patrols. The wage scheduled remained consistent with other department wage increases. The insurance contributions remained the same, however, the insurance premiums will be increasing 10%. A third option will be offered to employees with a higher deductible but will be less expensive. Some local government aid was received as well and will be applied to some one time capital projects.

Contributed Services

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

Operations/Scorecard

Staff updated the Commission on changes to the September scorecard. Notable items included an OSHA recordable injury which resulted in the employee getting stitches; three more water main incidents caused by ground shift; and, an update from Director, Customer Service, Generation & Substations Green regarding the Customer Survey scheduled for October, 2013.

General Manager/Staff Report

General Manager Fritsch reported he gave an employee engagement presentation to the City. He further reported he and other staff members visited Dakota Electric to view some of their best practices and their work management system related outages.

General Manager Fritsch updated the Commission on SHERCO 3, reporting the unit should be released for full operation in November. He further informed the Commission on an incident involving some transformers falling off a truck onto Bridge St. near the railroad tracks. He noted some possible causes for the incident and reported on some things that were handled very well including the cleanup and containment of the transformer mineral oil.

General Manager Fritsch also updated the Commission on the Repurposing Project. He noted the project is moving along very well. He further noted the additional excavation and cost of the contaminated soil removal is using up the contingency fund. The quotes for the third floor option came back more than expected so we will be looking to get bids from other contractors.

General Manager Fritsch and rest of the OPED group have been working with a group to attract more industrial and commercial businesses to Owatonna. One of the suggestions of the group is to beautify the main corridors coming into the city. Part of that suggestion is to bury overhead lines coming into the city in these major corridors. General Manager Fritsch noted \$100,000 will be put in the budget each year for the next five years as a placeholder for this project. City Administrator Busse added we would like the Commission to consider this project from an Economic Development standpoint. Burying the underground lines adds to the cosmetic and aesthetic appeal. More discussion will be held at the budget meetings.

Director, Customer Service, Generation & Substations Green reported the SCADA replacement project is moving forward. The committee has narrowed the search down to two vendors from which to pick for the SCADA replacement. The new SCADA system will monitor wells, substations, gas regulator stations, and building and door alarms. The goal is to have it up and running by next fall.

Director, Financial & Administrative Services Fondell reported the management team will be meeting to discuss departmental budgets in preparation for the upcoming budget meeting with the Commission. She further noted, interviews are being conducted for the new accountant position.

Manager, HR, Safety, Risk & Loss Control Madson reported the position of Supervisor, Gas, Water, Buildings & Grounds will be posted and advertised until November 8th.

Commission Roundtable

None of the Commissioners present had any additional comments.

Adjournment

There being no further business to come before the Commission, Commissioner Stansberry moved to adjourn the meeting. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:31 p.m.

Respectfully submitted,
Tammy Schmoll
Executive/HR Assistant