

The Owatonna Public Utilities Commission met in rescheduled session in the Commission Room. The meeting was rescheduled due to scheduling conflict with General Manager Fritsch. Present were Commissioners Ihrke, Simon, Schreiner, Stansberry and Cosens. Also present were General Manager Fritsch; Director, Financial & Administrative Services Fondell; Director, Engineering, Electric & Meter Services Johnson; Director, Gas, Water & Generation Green; Manager, HR, Safety, Risk & Loss Control Madson; Supervisor, Information & Financial Services Turnbull; Supervisor, Substations & Generation Deering; and Executive/HR Assistant Schmoll.

Commissioner Cosens led the Pledge of Allegiance.

Minutes

The Minutes from the September 25, 2012 Commission meeting 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

Finance Committee: Commissioner Simon reported the Finance Committee met, reviewed and approved Vouchers in the amount of \$4,316,803.13. Commissioner Simon further reported the Committee approved an unbudgeted work order in the amount of \$11,000 for a security fence around the Cashman site. The fence is being installed due to thefts that have taken place. The Committee also received an update regarding OPU's reserves and the vision of the reserves as they pertain to the Power Plant Repurposing Project.

Personnel Committee: Commissioner Stansberry reported the Personnel Committee met and received an update on the search for an Information Technology Supervisor as well as OPU's Succession Plan. General Manager Fritsch distributed a copy to the Commissioners not on the Personnel Committee and briefly explained how the process will work and how it has been communicated to the employees. Commissioner Stansberry moved to approve the Succession Plan as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

City Administrator's Report

City Administrator Busse was not able to attend the meeting to give a report.

Sexual Harassment Policy

Manager, HR, Safety, Risk & Loss Control Madson presented an updated Sexual Harassment policy to the Commission. She noted the policy had not been updated since 1987 and noted the changes made were to more clearly define harassment including threats, retaliation, and the process involved if an employee does feel sexually harassed. After a brief discussion, Commissioner Cosens moved to approve the Sexual Harassment policy as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

Workplace Violence Policy

Manager, HR, Safety, Risk & Loss Control Madson presented an updated Workplace Violence policy to the Commission. She noted the policy is updated to be in compliance with new laws and to include a clear definition as to how it relates to OPU. This policy has not been updated since 1998. Other changes included removing procedural items that are more appropriately placed in a procedure versus a policy. Mrs. Madson noted she is also working on a Workplace Harassment policy that will include any type of harassment or intimidation that may come from other employees, customers, or vendors/contractors. That policy is currently being reviewed by legal counsel. Commissioner Schreiner moved to approve the Workplace Violence policy as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

Service Territory – Alliant Energy

General Manager Fritsch reported several months ago the County annexed a territory in which OPU was asked to provide service. We have entered into negotiations with Alliant Energy for that service territory. Director, Engineering, Electric & Meter Services Johnson took the lead on the negotiations. He updated the Commission on the latest proposal received from Alliant and recommended moving forward with the proposal. After discussion, the Commission directed Mr. Johnson to move forward.

Contributed Services

General Manager Fritsch distributed statistical graphs to the Commission indicating trends in Contributed Services. He also presented the Contributed Services report as of September 30, 2012. After discussion, the Commission signed the reports.

Operations/ Scorecard

Staff revised the September scorecard including the end of third quarter numbers with the Commission. Director, Engineering, Electric & Meter Services Johnson distributed and discussed graphs indicating outages and their causes.

General Manager/Staff Report

General Manager Fritsch updated the Commission on the recent SMMPA Annual Meeting. He further reported there could be another four month delay in getting the SHERCO 3 plant back on line.

General Manager Fritsch updated the Commission on the Power Plant Repurposing project. After discussion, Mr. Fritsch asked the Commission to attend a lunch meeting to discuss the details of the report and review the plans before the next Commission meeting.

Director, Gas, Water & Generation Green noted the OPU sign is back on top the Power Plant and several positive comments have been received.

Director, Financial & Administrative Services Fondell updated the Commission on the recent APPA Business & Financial Conference she attended and thanked OPU and the Commission for being supportive of opportunities like these. Mrs. Fondell also reminded the Commission of the budget review meeting on November 13th. She indicated books would be sent out around November 6th.

Supervisor, Information & Financial Services Turnbull gave a presentation to the Commission regarding the Technology Roadmap OPU is working on as part of strategic planning.

Executive/HR Assistant Schmoll discussed the paperless option with the Commission one more time. The Commission directed Miss Schmoll to move ahead with acquiring means for the Commission meetings to be completely paperless.

Commission Roundtable

Commissioner Cosens – Thank you to everyone who put reports together for this meeting. The extra works makes it easier for the Commissioners to understand items.

Commissioner Schreiner – Also thanked everyone for their presentations.

Commissioner Simon – Nothing.

Commissioner Stansberry – 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 5:28 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant