

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Doyal, Johnson, Kottke, Rossi and Zirngible. Also present were General Manager Warehime; City Administrator Busse; Director, Finance & Administration Olson; Director, Engineering & Field Operations Fenstermacher; Manager, Facilities & Gas/Water Operations Krogh; Supervisor, Accounting Linders; Executive, Communications & Administration Coordinator Schmoll; Accountant Lori Jerpbak and Deanna Sheely, Communications Manager for the City of Owatonna.

President Doyal called the meeting to order and led the Pledge of Allegiance. Mr. Doyal asked for approval of the agenda and the consent items. The consent agenda includes the Minutes from the October 26, 2021 Commission meeting, the special budget session of November 8, 2021 and the Contributed Services as of October 31, 2021. Commissioner Kottke moved to approve the consent agenda as presented. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Personnel Committee – Commissioner Rossi reported the Personnel Committee met and received a staffing update. He noted, the same three positions open last month are still open this month and updated the Commission on OSHA recordable days.

Finance Committee – Commissioner Kottke reported the Finance Committee met, reviewed, and approved vouchers totaling \$4,710,605.72. He noted the Committee is revamping the information they receive and share with the full Commission to ensure it is meaningful to all who receive it. There were three work orders completed during the month and they came in slightly under budget. The year-end forecast looks to be positive in all three utilities.

City Administrator's Report

City Administrator Busse provided an update to the Commission on active street projects. She further introduced Deanna Sheely, as the new Communications Manager for the City of Owatonna and noted Deanna will be working on public and social media communications, among other things related to Communications. Ms. Sheely introduced herself and discussed her background.

Final 2022 Budget, 2023-2026 Forecast

Director, Finance and Administration Olson asked for the Commission's approval on the Final 2022 Budget, 2023-2026 Forecast. Commissioner Rossi moved to approve the budget as submitted. Commissioner Johnson seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager/Staff Report

General Manager Warehime asked staff to give a detailed description of their piece of the OPU Scorecard for newer Commissioners.

General Manager Warehime presented the 2022-2024 Strategic Plan to the Commission. He noted the plan displays outcomes, not the actions to get to the outcomes.

General Manager Warehime reported a Director, IT and Meter Services has been hired and he encouraged the Commissioners to attend the State of the Utility meeting.

Executive, Communications & Administration Coordinator Schmoll updated the Commission on OPU's recently wrapped-up United Way campaign, noting the employees raised \$6,000.

Commission Roundtable

City Administrator Busse asked the Commission to consider having their meetings recorded and streamed on Charter cable.

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:49 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, Communications & Administration Coordinator