

The Owatonna Public Utilities Commission met in regular session in the Morehouse Room. Present were Commissioners Schreiner, Kottke, Stansberry, Cosens and Simon. Also present were General Manager Fritsch; City Administrator Busse; Director, Financial & Administrative Services Fondell; Director Customer Service, Conservation, Generation, & Substations Green; Director, Engineering Johnson; Director Field Operations & External Relations Warehime; Manager, HR, Safety, Risk & Loss Control Madson; Executive/HR Assistant Schmoll; Marketing/Energy Conservation Manager Hendricks and Byron Brady, new OPU employee.

Jared Hendricks led the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular Commission meeting of October 28, 2014 were presented to the Commission. Commissioner Simon moved to approve the Minutes as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

The Minutes from the special budget meeting of November 18, 2014 were presented to the Commission. Commissioner Stansberry moved to approve the Minutes as presented. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Simon reported the Committee approved cash disbursements in the amount of \$4,720,286.40.

Personnel Committee – Commissioner Stansberry reported the Personnel Committee met and received an update regarding staff. Commissioner Stansberry also reported the Committee is recommending a 2.5% wage increase for the non-union employees effective January 1, 2015 and made a motion for such approval. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

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

City Administrator Busse reported the preliminary levy increase was 4.03%. The tax capacity in the city increased 4.27%. The final levy being proposed is 3.92% and will be formally presented to the public on December 2. The final approval of the levy will be on December 16, 2014. Mrs. Busse further noted a slight language change will be made to the resolution presented to the City Council regarding the Four Season's agreement. A formal paragraph will be added that notes the financial statements of the Four Season's will be reviewed annually by the City Council.

### **2015 Budget, 2016-2019 Forecast**

Director, Financial & Administrative Services Fondell discussed changes to the budget as discussed at the budget meeting of November 18, 2014. These changes included increasing a capital project for sealing and abandoning well #1 by \$50,000 based on new estimates received, increased costs in insurances based on recent information received, and the removal of a 2016 item that was carried over. This item has no impact on the 2015 budget. Commissioner Kottke moved to approve the 2015 Budget as presented. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

### **Contributed Services**

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

### **Operations/Scorecard**

Staff updated the Commission on changes to the October scorecard. Notable changes included an OSHA recordable accident in October. An employee tripped and fell and needed to go to the emergency room for Xrays. The employee ended up with a sprained ankle.

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

General Manager Fritsch introduced OPU's newest employee Byron Brady and noted he will be working in the Gas/Water department.

General Manager Fritsch updated the Commission on the repurposing project, the upcoming strategic planning session, and the progress on SMMPA's new generation project. Mr. Fritsch also updated the Commission on talks with SMMPA regarding natural gas capacity for the generating unit at the West Owatonna Substation, as well as ensuring internally we will have enough natural gas capacity with the pipeline to Hope project.

Director, Financial & Administrative Services Fondell thanked staff for all the work they put into the budget process and also thanked the Commission for approving the budget.

Director, Engineering Johnson noted Jaguar had wrapped up their boring for the fall and will be beginning again in the spring. He noted a lesson's learned session will be held so things are ensured to go smoothly again in the spring.

Director, Field Operations & External Relations Warehime noted work continues behind the scenes on the Water Service Line Protection Program including wrapping up some final details and getting marketing materials developed for the program.

Marketing/Energy Conservation Manager Hendricks reminded the Commission of the upcoming State of the Utility meeting on December 4<sup>th</sup>.

Manager, HR, Safety, Risk & Loss Control Madson updated the Commission on the efforts of recruiting an Electrical Engineer noting they are continuing. She further noted the position of Locator/Engineering Technician Assistant will be changed slightly to include more GIS functions and will be posted internally, as well as advertised externally to fill the position vacated in July. She wrapped up noting, an accounting clerk will be retiring the end of January 2015 and we will be looking to fill that position.

### **Commission Roundtable**

Commissioner Simon – Nothing.

Commissioner Stansberry – Wished everyone Happy Thanksgiving and asked if the regular Commission meeting scheduled for December 23, 2014 could be moved. The Commission agreed to move the meeting to December 30<sup>th</sup>.

Commissioner Cosens – Thanked Beth Fondell and the rest of the staff for the work on the budget process and the transparency involved.

Commissioner Kottke – inquired as to the status of the RP3 filing. Executive/HR Assistant Schmoll will give an update presentation at the December Commission meeting.

**Adjournment**

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

Respectfully submitted,

Tammy Schmoll  
Executive/HR Assistant