

The Owatonna Public Utilities Commission met in rescheduled session in the Morehouse Conference Room at the Owatonna Public Utilities. The meeting was rescheduled due to the Christmas holiday and OPU being closed. Present were Commissioners Simon, Rossi, Cosens, and Doyal. Absent was Commissioner Kottke. Also present were General Manager Fritsch; City Administrator Busse; Chief Financial Officer Fondell; Director, Engineering Johnson; Manager, Human Resources Madson; Supervisor, Operations Krogh; Executive, Communications & Administration Coordinator Schmoll; and Energy Conservation/Key Accounts Officer Hendricks. Also present was customer Roger Wacek.

Commissioner Simon led the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular meeting of November 28, 2017 were presented to the Commission. Commissioner Rossi moved to approve the Minutes as presented. Commissioner Doyal seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Personnel Committee: Commissioner Rossi reported the Personnel Committee met. They received a staffing update.

Finance Committee: Commissioner Doyal reported the Finance Committee met, reviewed and approved Vouchers totaling \$4,110,978.06. He further reported there were no issues with the financials and the committee signed the 2018 Work Orders.

### **City Administrator Report**

City Administrator Busse reported the 2018 Budget for the City of Owatonna has been approved. She noted the levy increase will cover such things as street and parking lot maintenance, building maintenance and trail maintenance. She further noted two union contracts were settled. The City will be investing in a human capital management software to assist in streamlining processes and reduce paper use. The last item noted is the waterpark will receive a different apparatus this year.

### **Rate Policies**

General Manager Fritsch presented the rate policies to the Commission. He noted the rate policies are based off the rates approved in the budget. Commissioner Cosens moved to approve the rate policies as submitted. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed.

### **Safety Policy**

Manager, Human Resources Madson reported the main changes in the policy include adding language covering our Contractor Safety program and subcontractors. The policy also shows we have measures in place in the areas of providing education to employees on work practices, cause mapping and scorecards. Commissioner Rossi moved to accept the policy as presented. Commissioner Cosens seconded the motion. All Commissioners voting Aye, the motion passed.

**Gas Turbine Amendment**

General Manager Fritsch presented an amendment to the Capacity Purchase Agreement with SMMPA. He noted the changes are related to the Gas Turbine and SMMPA taking over operation of it. OPU will retain ownership of the unit. After discussion, Commissioner Doyal moved to approve the changes to the Capacity Purchase Agreement. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed.

**Contributed Services**

The Contributed Services report as of November 30, 2017 was presented to the Commission. General Manager Fritsch pointed out there was an error in the billing of one of the city locations. We are working to correct the error. Commissioner Doyal noted Contributed Services seem to be trending downward. City Administrator Busse added, Energy Conservation/Key Accounts Officer Hendricks has been working closely with the City to help reduce their usage. The Commission signed the report.

**Operations/Scorecard**

Manager, Human Resources Madson reported the OSHA recordables are still at zero for the year. Director, Engineering Johnson will report in January on the outages and measures that are being taken to address them.

**General Manager/Staff Report**

General Manager Fritsch thanked the Commission for their comments during his performance review and noted he has passed along the recognition they expressed. He further reported negotiations continue with Steele Waseca Coop Electric on service territory. He wished the Commission a Merry Christmas and a Happy New Year.

**Commission Roundtable**

Commissioner Doyal wished everyone a Merry Christmas and Happy New Year.

Commissioner Cosens expressed his gratitude for the Employees Club Christmas party and noted it was a fun night. He wished everyone a Merry Christmas.

Commissioner Rossi added to the Personnel committee report by recapping Tammy's Tidbit. He noted it discussed the building of I-35 50 years including the conduits and street lights in the corridor coming into Owatonna. He wished everyone a Merry Christmas and stated he had a great time at the Employees Club Christmas party.

**Audience Comments**

Customer, Roger Wacek, thanked General Manager Fritsch for his article in the September newsletter regarding renewable energy and the commodity charge versus the fixed charges. Mr. Wacek encouraged the Commission to consider cost shifting from the commodity charges to the monthly service charges for the natural gas, water and sewer charges, as well.

**Adjournment**

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

Respectfully submitted,

Tammy Schmoll  
Executive, Communications & Administration Coordinator