

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Cosens, Ihrke, Schreiner and Simon. Absent was Commissioner Stansberry. Also present were General Manager Fritsch; City Administrator Busse; Director, Financial & Administrative Services Fondell; Director, Engineering, Electric & Meter Services Johnson; Director, Gas, Water & Generation Green; Manager, Energy Management & External Relations Warehime; Manager, HR, Safety, Risk & Loss Control Madson; Supervisor, Information & Financial Services Turnbull; Executive/HR Assistant Schmoll; and Accountant Teresa Hottman.

Commissioner Cosens led the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular meeting of January 24, 2012 were presented to the Commission. Commissioner Schreiner moved to approve the Minutes as presented. Commissioner Simon seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Cosens reported the Finance Committee met, reviewed and approved one work order for pumping equipment, Vouchers in the amount of \$5,428,013.12. The first report regarding the recapture of the delinquent accounts was presented.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met and discussed upcoming Union negotiations and the process involved.

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

City Administrator Busse reported the City has been working on flood related damage and debris removal. The City Council has a strategic planning session coming up that General Manager Fritsch is helping to facilitate.

### **Cell Phone Policy**

Director, Financial & Administrative Services Fondell presented the Cell Phone policy noting the only change incorporated the IRS decision to not tax stipends for employees who use their personal phones for business purposes. Commissioner Schreiner moved to approve the policy as presented. Commissioner Ihrke seconded the motion. All Commissioners voting Aye, the motion passed.

### **Contributed Services**

The Contributed Services report as of January 31, 2012 was presented to the Commission. The Commission signed the report.

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

General Manager Fritsch reported union negotiations will be beginning and continue over the next few months.

General Manager Fritsch reported management staff has completed OPU's strategic plan and will present to the Commission at the next meeting. He noted it will include 5 key areas: Overall and individual Key Performance Indicators; Facility Plan; Technology Road Map; Succession Planning and Individual Development Plans; and, Key Business Processes documentation.

General Manager Fritsch gave the Commission a recap of the MMUA Legislative Session he attended/

Director, Financial & Administrative Services Fondell gave an update on the Power Plant Repurposing project. She noted a task force is working on the removal of the current equipment in the plant and discussed how that equipment will be disposed of. Mrs. Fondell further noted OPU is moving forward with hiring the firm of Leo A. Daly to serve as the design architects for the repurposing project based on our previous experience with them and the service they provided in the Master Plan development stage.

Manager, Energy Management & External Relations Warehime reported OPU has decided to change the billing terms for industrial customers from 15 to 21 days. This decision was made based on a customer visit and research of other utilities' billing terms.

Mr. Warehime further reported a close eye is being kept on legislation pertaining to measurement of CIP programs such as OPower or behavioral management programs and how the savings will be counted.

Mr. Warehime reporting a new rate policy will be created, and brought to the Commission, addressing customers who connect to our system with their own renewable energy systems.

Mr. Warehime concluded by noting OPU will be promoting the Clean Energy Resources Team "Right Light" guide. The guide compares the different light bulbs available and helps assist the customer in making a decision on what bulb to purchase.

Director, Gas, Water & Generation Green gave an update on the SCADA replacement process. He noted the SCADA system monitors substations, wells, gas flows and is monitored 24/7. Money was previously budgeted for this item, however it appears the expenditure will come in higher than the budgeted amount due to technological changes and the age of the current system.

### **Commission Roundtable**

Commissioner Ihrke – Nothing.

Commissioner Simon – Glad to hear Mark is helping the city with their strategic planning.

Commissioner Schreiner – Nothing.

Commissioner Cosens – Noted the Christmas light recycling program is an excellent program, complimented the newspaper article and the TV news story regarding the repurposing project, and expressed his delight in being back in the Commission Room at the plant.

**Adjournment**

There being no further business to come before the Commission, Commissioner Simon moved to adjourn the meeting. Commissioner Ihrke seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:34 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive/HR Assistant