

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

City Administrator Busse led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of May 22, 2012 were presented to the Commission. Commissioner Simon moved to approve the Minutes. Commissioner Cosens 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 \$3,915,153.64. The Committee also approved one work order in the amount of \$28,000 for updating the Owatonna Power Plant sign to LED technology.

Personnel Committee – The Personnel Committee did not meet.

City Administrator's Report

City Administrator Busse report she attended meetings the MnDOT hosted regarding the Highway 14 corridor. The goal is to keep pressure on them to put the finalizing of Highway 14 on their 20 year plan. Mrs. Busse further reported the City has put together their budget calendar and will be beginning work on the budget process with departmental meetings beginning in August.

Contributed Services

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

Operations/Scorecard

Director, Financial & Administrative Services Fondell distributed a revised scorecard. She discussed controllable costs, reserves and cost savings and avoidances. She noted controllable costs are under budget by 4.5%, reserves are exceeding our target, however we have projects planned that will utilize those reserves, and cost savings/avoidance was increased to include a \$14,000 dividend amount received from the League of Minnesota Cities for worker compensation premiums.

Director, Engineering, Electric & Meter Services Johnson reported the CAIDI numbers are going down due to several small outages. Most outages have been caused by cable faults and squirrels.

Director, Gas, Water, & Generation Green noted there was not any water or gas main hits in May; however there were some in June that will be reported next month.

Manager, HR, Safety, Risk & Loss Control Madson reported there was an unreportable injury in April that turned into a diagnosis thus making it reportable. It will be noted on the June scorecard.

Director, Financial & Administrative Services Fondell reported the Innovation number change is due to funds coming in from Revenue Recapture.

Director, Gas, Water & Generation Green discussed the stewardship section.

General Manager/Staff Report

Director, Financial & Administrative Services Fondell noted staff is continuing to work through the repurposing project, focusing on operational flow.

Director, Gas, Water, & Generation Green updated the Commission on the power plant cleanout phase. He noted, the pre-bid walk through is scheduled for later in the week and the bid opening is scheduled for July 17th. The bid tabulation and recommendation of award will be presented at the next Commission meeting.

Director, Financial & Administrative Services Fondell noted a draft ordinance allowing OPU to put delinquent utility bills on tax roles will be presented at the next meeting. Mrs. Fondell further noted a bid opening for an aerial truck is also scheduled for July with the bid tabulation being presented at the next Commission meeting.

Manager, HR, Safety, Risk & Loss Control Madson noted interviews are being conducted for a customer service representative as well as a Meter Service Worker.

Director, Engineer, Electric & Meter Services Johnson gave the Commission an update on where OPU sits with the FEMA evaluation of our proposed repurposing project.

Director, Gas, Water, & Generation Green updated the Commission on projects the gas/water crew is working on, as well as updated them on the refurbishing of the "Owatonna Power Plant" sign.

Executive/HR Assistant Schmoll discussed proposed meeting date changes with the Commission. Proposed changes included changing the July 24th Commission meeting to July 31st; the September Finance Committee meeting only from September 25th to September 20th; the October 23rd meeting to October 25th and the December 25th meeting to January 3, 2013. All Commissioners in attendance were in agreement.

Executive/HR Assistant Schmoll also reported to the Commission she was looking into going paperless with the agenda books at the request of Commissioner Stansberry. She had some preliminary numbers and will do a formal presentation at the July meeting.

Commission Roundtable

Commissioner Cosens – Nothing.

Commissioner Stansberry – Asked staff to look into a program where customers could voluntarily round-up the amount they pay for their monthly utility bill. The additional funds could be used to fund a community organization, by way of a grant, such as the United Way, etc. The most a customer could contribute in one month would be \$.99. Commissioner Stansberry will send more information to staff. Staff will research the program and report back to the Commission.

Commissioner Simon – Nothing.

Commissioner Ihrke – Nothing.

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 4:48 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant